KeyNoteNF_Help - v2.1.5

KNT Help

[Welcome to KeyNote NF](#)
   [How to use this help](#)
   [What's New](#)
   [Download and install new versions](#)
   [Verifying Releases](#)
   [Open Source project. EULA](#)
      [Acknowledgements](#)
      [EULA of Marek's KeyNote](#)
   [Mozilla Public License 2.0](#)

[Features](#)
   [Getting Started](#)
      [KeyNote Screen](#)
      [Definitions](#)
      [Examples of Use](#)
      [KeyNote Files](#)
   [Command Line Reference](#)
   [Info for DaRT Note Users](#)
   [Auxillary Files](#)

[Using KeyNote NF](#)
   [KeyNote Editor](#)
      [About initial Fonts & Colors in KeyNote](#)
      [Styles](#)
      [Insert Character Dialog Box](#)
      [Word Expansion Glossary](#)
      [Expression Evaluation](#)
      [Integration with WordWeb Thesaurus](#)
   [Folders as note trees](#)
      [Virtual Nodes](#)
      [Linked nodes](#)
   [Folder Properties and Defaults](#)
      [Tree Settings](#)
      [Editor Settings](#)
   [Clipboard. Paste. Capture](#)

What's New

== KNT Help =======

Welcome to KeyNote NF

Keynote NF is a flexible, **multi-featured tabbed notebook,** based on Windows standard Richedit control and so in **Rich Text Format (RTF)**.

The basic idea in KeyNote NF is that **you can have many separate notes within a single file.** This means that you do not need to open several files —for most purposes it is enough to create only one file and several folders (tab) inside it. Each **folder** [1] allows multi-level, nested notes (nodes).

> [1] Since versión 1.9.2 tabs are renamed as **folders**, containing one or more notes. More info

KeyNote NF is as **simple to use** as any **text editor**, with a large number of text formatting functions that allows you to create very readable, clear, and well-organized notes. It is very versatile and always accessible with a single keypress, even if you work in another application. It offer many **advanced features**, such as **images, glossary, hyperlinks, tags, folding, macros, styles, plugins, virtual nodes,** and much more. Additionally, KeyNote NF's interface and behavior are extremely configurable.

Optionally, KeyNote NF **can encrypt your data securely** using the Blowfish or Idea algorithms.

> **KeyNote NF** is an evolution of Tranglos **Keynote** (of Marek Jedlinski), which was closed in 2005, being 1.6.9 the last version (public available source code was of version 1.6.5). First version of Keynote NF was 1.7.0, released in Nov. 2007, although was in Dic. 2008 (v1.7.4) when program was officially renamed as "KeyNote NF", for 'KeyNote New Features')

* KeyNote NF is free. You don't have to pay for it, and can use it in any way you want, according to the End-User License Agreement.
* It is developed as an Open Source project.
* You can also show your appreciation and support future development by **donating**!

For more information, see the following topics:

- How to use this help
- Quick Start
- Examples of Use
- Features Overview
- What's New
- How to download and install new versions

Note: The concept of KeyNote was based on a similar tabbed notebook application that Marek was using for several years: **Dart Notes**, by Andre v.d. Merwe. KeyNote can open and save files in Dart Notes format. See Information for DaRT Notes Users if you have used Dart Notes before.

How to use this help

This help file has been **built using KeyNote NF** and is thus a real example of the possibilities offered by the application.

Like any .knt file, in principle it can be modified. However, as this file may be updated in successive versions of the application, I do not recommend that you modify it directly. If you wish to make modifications, I recommend that you make them on a copy of it.

In fact the folders are marked as **read only** (by selecting Folder | Read Only). If you want to make changes, please deselect this option. Also, in case you notice an error in the content or feel that a description should be improved, please indicate it on GitHub, with an issue referring to the help in the subject (e.g. "[Help file] ...")

Consider the following:
- You can set and lock a higher zoom if you find it necessary. See Adjusting the Zoom in the folders
- You can temporarily hide images, or open them in a viewer. (More)
- You can search the entire help file using Search | Find All... ("Find" tab in Resource panel)
- You can make notes on the "scratchpad", also including links to nodes (See Inserting internal KNT Links)
- You can save links to locations within the help file in the tab Favorites.

This help file is launched using the "Help" profile (Profiles\Help), where the .ini file has been configured conveniently.

Many relationships (with multiple links) have been established to help locate information. So, you can start for example with:
- Quick Start
- Features Overview

Remember that you can always freely go through the content tree, checking the main blocks:
- Features Overview
- Using KeyNote NF
- Menu Commands
- Configuring KeyNote

Note:
This help file was created based on the help file "KN_Help.knt" written by **Nathan Sendhil**. That old file is still available in KeyNote NF site in GitHub

What's New

A list of all changes, fixes and improvements in each new release is contained in the file called "History.txt". The file is located in the "doc" subdirectory, below the directory where KeyNote is installed.
A virtual node to that file is included in this help: history.txt

Depending on the versions, other files may be provided detailing the changes for each new release. Ex: "Changes in 1.8.2 .01.txt"

Note: The virtual node and rest of information related to changes in last versiones has been **included in a separated Tab** ("What's New") distinct of the main tab (KNT Help). In this way, when searching with Find All, as long as you do not select "Search all notes", you will limit the results to the selected folder (tab) and thus prevent numerous results appearing from "History.txt" when you search on the current functionality.

In News you can see some important milestones related to KeyNote and KeyNote NF.

How to download and install new versions

You can download the latest version of KeyNote NF from GitHub:
https://github.com/dpradov/keynote-nf/releases/latest

There you will find a setup program, of the form "**kntSetup_<version>.exe**" (based on Inno Setup, by Jordan Russell).

Note that despite the "setup" program, KeyNote NF (as Keynote) is a **portable** application. All the configuration is saved in the Profiles folder files (mainly in keynote.ini. See Use of Profiles).

The setup program helps you granting the necessary permissions to the created folders (first install), optionally creating a shortcut on the desktop or associating KeyNote NF with the .knt, kne and .knm file extensions. When updating an existing version, the setup will replace the changed files (mainly keynote.exe, kntutils.dll and doc files, including help file). User configuration files (or any other custom content) are not modified.

I recommend using the installer (kntSetup), but in case anyone needs it, a Zip file will also be available that includes the files resulting from a full installation.

Note:
KeyNote NF versions prior to 1.9.0 are not code signed and therefore you could receive a Smart Screen (Windows) alert message. Since version 1.9.0 binaries of KeyNote NF are code signed (you can see that the files are digital signed, in File Properties —in Windows Explorer).

Since the release of version 1.8.1 you can check integrity and authenticity of the downloaded releases

Also, since version 1.9.0 KeyNote NF includes a new entry in Help menu: "**Check for Updates**"

The dialog box "Check for Updates" offers the option "**Check for updates on startup**". It compares your version (.exe running) and current version (in Github, looking in releases/latest) showing the changes between those versions based on history.txt file

If "**Check for updates on startup**" is enabled, it will be checked several seconds after initialize KeyNote, and only once a day. When found a new version, it will show the dialog box and register that version as the last informed version, to only notify again if there is a newer version.

<u>**Verifying Releases**</u>

Check integrity and authenticity of the downloaded releases

Since the version 1.8.1 of KeyNote NF all the packages are accompanied with a **SHA256** hash file.
You can easily compare that hash with the one you obtain from the package running from CMD (command line):
CertUtil -hashfile kntSetup.exe SHA256

New versions of **7-Zip** (www.7-zip.org) also allow you to calculate the hash by right-clicking the file and selecting CRC SHA from the context menu.

GnuPG (GNU Privacy Guard)

Also, since the release of version 1.8.1 of KeyNote NF, the distributive packages are signed with digital signature by using GnuPG (GNU Privacy Guard). This allows users to reliably validate authenticity and integrity of KeyNote NF packages.

You can use native **GnuPG** (https://gnupg.org) which works under the command line, or use **Gpg4win** (https://www.gpg4win.org) which is based on GnuPG and offers a GUI. You can also use **PGP Desktop** (currently provided by Symantec).

Release Key

KeyNote NF packages are signed using the Release Key, which has the following characteristics:

Signer: KeyNote NF (Daniel Prado Velasco)
E-mail: dprado.keynote@gmail.com
Key ID: 0xFDBC8364
Key fingerprint: EB6F 9FED 0F62 7568 201C 2117 909F E709 FDBC 8364
Created: 2023-12-11
Expires: 2026-12-11

Obtaining and validating Release Key

To make signature verification possible, you need to obtain a copy of this Release Key. You can get it from KeyNote NF's GitHub page:
https://github.com/dpradov/keynote-nf/blob/master/KeyNoteNF_0xFDBC8364_public.asc

You can also find it (check the key ID) from the following key server:

https://keyserver.ubuntu.com

In case of Gpg4win you can also search for key on the key server via **Kleopatra**. PGP Desktop also has such function.

After making sure that the downloaded key match with the key downloaded from the key server, you can import it to your key store. Double click on the file with the Release Key, validate it's characteristics and make sure that all of them are exactly the same as provided ones. Then sign the Release Key with your private key and set the level of trust which you like.

Validating Digital Signature

To validate the Digital Signature (and thus the file authenticity and integrity) you need to download the signature file for the packages you've obtained. Signature file (.sig) is located near the package download link.

After download make sure that both files (i.e. package and .sig file) are located in the same location. Then double click on signature to start validation process.

The result should say that file was signed by dprado.keynote@gmail.com

When using Kleopatra, make sure that label has green background. If it's in red, then the package is tampered or broken and should be deleted immediately

When using PGP Desktop, make sure that the result has green check mark. Otherwise get rid of the package

Open Source project. EULA

End-User License Agreement (EULA)

KeyNote NF: MOZILLA PUBLIC LICENSE STATEMENT
Released: 13 November 2007

KeyNote NF is free. You don't have to pay for it, and you can use it any way you want. It is developed as an **Open Source** project under the **Mozilla Public License, v.2.0 (MPL 2.0)**. That means you have full access to the source code of this program. You can find it at https://github.com/dpradov/keynote-nf

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- KeyNote was originally licensed by MPL 1.1. I (Daniel) contacted with Marek and obtained his approval to update KeyNote NF (based on KeyNote) to MPL 2.0.

See also EULA of original KeyNote (by Marek Jedlinski)

Acknowledgements

KeyNote NF. Acknowledgments

As an evolution of KeyNote 1.6.5, from Marek, KeyNote NF currently maintains the same third-party libraries and components, included in that version, and incorporates a few ones. I join Marek in thanking the authors of these free codes: KeyNote. Acknowledgments

New libraries and components are used in KeyNote NF. Many thanks to its authors:

- Kryvich, Belarusian Linguistic Software team for its Kryvich Delphi Localizer (https://sites.google.com/site/kryvich/localizer)
- Roberto Della Pasqua and previous, for the Delphi Fast ZLib 1.2.3 (http://www.dellapasqua.com/delphizlib/)
- Peter Johnson for its UWebBrowserWrapper (http://www.delphidabbler.com/articles?article=14)
- Arnaud Bouchez, for SynGdiPlus, that implements TGraphic descendants able to load and save GIF, TIF, PNG and JPG pictures, using the GDI+ library (http://blog.synopse.info/post/2010/03/20/GIF,-TIF,-PNG-and-JPG-pictures-TGraphic-read/write-via-GDI)
- Francois Piette, for his ICS - Internet Component Suite   (http://www.overbyte.be/)
- unRxLib, v1.21. Unofficial version Rx library for Delphi 2005 to Alexandria   (https://www.micrel.cz/RxLib/)
- Jordan Russell, for Inno Setup (https://jrsoftware.org/isinfo.php)

And of course thanks to **Marek Jedlinski** for KeyNote :)   (http://www.tranglos.com/free/keynote.html)
This program, KeyNote NF, is just a simple evolution of KeyNote, with a set of enhancements on that.

Libraries and components used in KeyNote 1.6.5 but not included in the last list of acknowledgments. Thanks, too:

- Earl F. Glynn, for his CRCCalculator
- Stephan Schneider, for his TTopMostWindow
- Alexander Obukhov, for the TLanguagesCombo component.
- Mike Lischke, for his StringContainers unit
- Peter Johnson, for his class TWebBrowserWrapper
- flashpeak@yifan.net, for UAS, the UltimaShell Autocompletion Server

Several components and libraries are not used in actual version (1.8.*) but were used before. Thanks to its authors:

- Troy Wolbrink, for his Tnt Unicode Controls (http://tnt.ccci.org/delphi_unicode_controls/)
- Brad Stowers' Delphi Free Stuff (http://www.delphifreestuff.com), for TdfsStatusBar
- Dr. Peter Below, for his StreamIO, text-file device driver that allows textfile-style I/O on streams

KeyNote.   Acknowledgments

KeyNote uses several freeware libraries and components, without which writing the program would have been immensely more difficult. The authors of those libraries provide fantastic free code to the Delphi community. Thank you all!

Tip: If a link in the following list doesn't work, most or all these components can be found on http://www.torry.net or by using Google search http://www.google.com/.

In particular, I'd like to thank the following:

- Brad Stowers for several wonderfully useful components he wrote and is giving away for free: TdfsBrowseDirectoryDlg, TdfsMRUFileList, TdfsStatusBar. The components needed are distributed with KeyNote's source code, and can also be found on http://www.torry.net.

- The authors of the RX Library http://sourceforge.net/projects/rxlib/.

- Ryan J. Mills, for his TPage95Control, a vast improvement over the standard Delhi 3 page control.

- Wim Coetzee, for the cool TGFXListBox with checkboxes and icons.

- Jordan Russell, for his absolutely amazing Toolbar97 control (the MS-Office-like toolbar): http://www.jordanr.dhs.org/.

- Mike Lischke http://www.lischke-online.de/ for the advanced TreeNT component, which adds lots of features and fixes that Borland and Microsoft just happened to omit …

- David Barton for his Delphi cryptographic components package, DCPCrypt http://www.cityinthesky.co.uk/cryptography.html.

- The BitSoft team for the TMathParser component http://www.bitsoft.com.

- Antony Lewis for the TFreeWordWeb, the WordWeb integration component.

- Francois Piette, for his Internet Component Suite http://www.overbyte.be/.

- Gerrit Wolsink for the TRichPrinter component.

- Enzo Costantini, for the supercool MS Office 2000-like Color Picker button.

- John Biederman, for reformatting and updating portions of the help file to KeyNote version 1.6.1.

And, most of all, thanks to Andre v.d. Merwe for his original Dart Notes program, and for inspiration.

EULA of Marek's KeyNote

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The Original Code is KeyNote 1.0.

The Initial Developer of the Original Code is Marek Jedlinski marekjed@pobox.com (Poland). Portions created by Marek Jedlinski are Copyright (C) 2000, 2001, 2002. All Rights Reserved.

KeyNote is Open-Source project

As of version 1.0, KeyNote became an Open-Source project. You could download full source code for KeyNote from the author's website. See KeyNote on the Web.

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A special, separate project was established for the purpose of open-source development of KeyNote: http://keynote.sourceforge.net

Information in the header of most files written by Marek

As the headers of the files have been simplified (although mantaining the notices of copyright ownership), I have included the header of one of those files (all about the same). It includes contact information and others URLs, although some of the addresses are probably obsolete and older than others shown above (extracted from other files present on KeyNote 1.6.5 source code).
Note also that the header corresponds to 'Exhibit A' in MPL 1.1.
I contacted with Marek and obtained his approval (mail dated 23/09/2015) to update to MPL 2.0.

```
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Features Overview

File management

- Several **KNT file formats**: native, compressed or encrypted ([More](#))

- Simple **file manager** to quickly open often-used files ([More](#))

- **Export and import** files (as plain text, RTF, HTML, OPML or KNT) (More on [Exporting](#) and [Importing](#))

- Ability to **merge** two KeyNote files ([More](#))

- Support for **drag-and-drop file operations** (including the ability to drag files from Windows Explorer)

- You can **protect your data files with secure encryption** using a strong cipher: Blowfish or IDEA ([More](#))

- **Enable encrypted content**: Added the option of combining an unencrypted format (native or compressed) with the encryption of selected elements: notes and images ([More](#))

- Advanced **backup options** for additional data safety. See [Options: Backup options](#).

- Import and export files in the format used by **TreePad** (See also [Information for DaRT Notes Users](#))

Organization / Structure

- **Store many separate folders (tabs) within one file**; each folder is displayed on its own, easily accessible tab. This is a much more convenient solution than opening several files on disk. Each folder (tab) has independent font, color and editor settings.

- Use of **tree-type folders, multi-level hierarchy of "branches"**, each with its own independent note. See [Folders as note trees](#).

- **Unlimited number of notes** that can be stored in a single folder

- **Tags** can be applied to notes and within the text itself, allowing paragraphs or text fragments to be metadata-tagged ([More](#))

- Ability to create "**virtual nodes**" in the tree (nodes which are dynamically linked to external text or RTF files) ([More](#))

- "**Linked nodes**": nodes that share the note they point to ([More](#))

- All the notes can be **searched and filtered** based on multiple criteria (See [Tree filtering](#) and [Find All filtering](#))

- Capacity to work with **hidden nodes**. ([More](#))

- All notes (nodes) have a **checked state** (visible or not), which can be used to filter and search notes.

Edition features

- **Richtext enabled editor**, with many text [formatting functions](#).

- Ability to create **user-defined styles** for text and paragraph properties ([More](#))

- **Find** and **Replace** commands, with a single folder or global scope ([More](#))

- **Clickable hyperlinks** to Internet addresses, local files and internal locations in KeyNote notes ([More](#))

- "**Clipboard capture**" feature, enabling you to automatically capture and store any text and images that was copied to Clipboard from any other application, or even from KeyNote ([More](#))

- "**Web clip**" feature, that allows to paste text and images from external programs (included web browsers) in a configurable way ([More](#))
- **Folding and unfolding**: it is possible to fold text, hiding its content except for a small fragment used as a visible excerpt. Nesting of folded blocks is possible, and these can contain images, links, tables, etc ([More](#))
- Simple **bookmarks** ([More](#))
- Basic RTF **Tables** support ([More](#))
- **Glossary** function to automatically replace a piece of text with another ([Expand text](#))
- Text statistics
- **Expression evaluation** ([More](#))
- Function to **insert special characters** ([More](#))
- A "**match bracket**" function
- **ROT-13**, reverse text, repeat last edit command, join and sort lines…
- **Integration with WordWeb**, a freeware dictionary/thesaurus program (see http://wordweb.co.uk/free) ([More](#))
- Most editing and formatting **commands can be repeated** by pressing Ctrl+Ç.

Image management

- Support for **multiple image formats**: GIF, PNG, JPG, TIF, BMP, WMF, EMF and ICO
- Various **image storage options**, both embedding them in the KNT file itself and externally
- Included **internal image viewer**. It is also possible to open images with external viewers.
- Possibilty to hide or show the images
- More information in [Image management in KeyNote NF](#)

User interface. Configuration

- **Navigation history** mechanism ([More](#))
- Configurable **activation hotkey** to bring the program window to front after it was minimized to the system tray ([More](#))
- Configurable **keyboard shortcuts** for all editing and file management commands ([More](#))
- Dockable and configurable toolbars ([More](#))
- Tree panel of folders can be arranged **horizontally** (tree panel to the left of editor) or **vertically** (tree panel above the editor)
- Ability to **change icons** that are assigned to folders (user-defined icons can be extracted from .ICO, .BMP, .EXE and .DLL files)
- Option to **minimize to system tray**
- Configurable ability to minimize program or automatically close current file **after a predefined period of inactivity**
- **Clickable URLs** in the editor; users can configure what happens when an URL is clicked ([More](#))
- Default **Zoom** can be set for all or certain files. ([More](#))
- Ability to specify **default properties for all newly created folders**, or selectively for folders added to a particular file ([More](#))

Other features

- Multiple **Alarms** can be defined, attached to folders (tabs) or nodes ([More](#)).

- **Plugin support**, for extending the functionality of the program ([More](#))

- **Macro support**, including macros automatically executed on creating a new file or adding a folder or note ([More](#))

- Ability to **print** and **preview** notes, with advanced options ([More](#))

- **Multilanguage** support, including RTL languages.

- **Unicode** compliant

- Many users can **share KeyNote on one computer**, with the ability to have independent personalized settings for each user ([More](#))

- Automatic installer and uninstaller

Note. Currently not available, but included in older versions:

- Ability to **send notes via E-mail**, including a simple address book and signature handling ([More](#))

Getting Started

Quick Start

See also [KeyNote Screen](#), [Definitions](#) and [Examples of Use](#)

The steps in this procedure show you how to create a new KeyNote file, rename a folder, create notes to hold information in a folder, and create a new folder.

First some definitions:

- A **KeyNote file** can contain one or more folders.
- A **folder** can contain one or more notes, arranged in a hierarchical tree (like the left-hand pane of the Windows File Manager).
- A **note** (visible as a **node** in the tree panel) can contain text, formatted text, links to files, and other information. A note (node) can also have one or more child notes descending from that note.

Start KeyNote

If this is the first time you have installed KeyNote, when you start KeyNote this help file will be shown. This file has been built using KeyNote NF and is thus a real example of the possibilities offered by the application, contains additional information, tips and examples of KeyNote's capabilities.

Create a new KeyNote file

1. From the **File** menu, choose the **New** command.
2. KeyNote asks if you want to save the new file by giving it a name.
3. Click **Yes**, then navigate to the directory for the KeyNote file, then enter a name. (e.g. mynotes).
4. Click **Save**. The name of the file appears in the KeyNote title bar.

Working with KeyNote

The KeyNote program has the usual MS Windows-style title bar, menu bar, tool bar, and formatting bar. Below the formatting bar is a tab labeled "New folder". This is the name of the first folder (tab) for the new KeyNote file. The left-hand panel shows only one note, labeled "New node".

Tip: The left-hand panel is called the Tree panel. The right-hand panel is called the Note or Editor panel.

Start by renaming the folder

1. Right-click on the New folder tab and choose **Rename Folder**.
2. Enter a name for the folder: My Lists.
3. You can also change the folder's icon by selecting an **icon** from the Icon drop-down list.
4. Click **OK**.

Then rename the note

1. Click on the name of the note (New node). KeyNote highlights the name, which tells you that you can type in a new name.

2. Press Enter to save the new name: To do list.

Tip: You can also press **Esc** to keep the old name.

Let's create two notes under the "To do list" note; one for home and one for work.

- Remember: Any "note" can named "node" when referring to the tree panel.

1. Click in the Tree panel. The "To do list" node should be highlighted.

2. Press **Enter**. This creates a new node at the same level as the highlighted node.

3. Type in the name for the new node: Home and press **Enter**.

4. Press **Shift+Right arrow key** to move the new node under the "To do list" node. This makes the new node a child of the "To do list" node.

5. Press Enter again to create another node at the same level as the "Home" node.

6. Type in the name for the node: Work and press Enter.

You now have one folder called "My Lists". The folder has three notes: "To do list", "Home" and "Work". Let's enter some tasks for the "Home" note.

1. Click the "Home" node in the Tree panel.

2. Click in the right-hand panel (the Note panel).

   Tip: You can also press **Tab** to move to the Node panel. **Shift+Tab** moves back to the Tree panel.

3. Enter the following list of tasks to do at home:
   Clean out cupboard
   Laundry
   Grocery shopping
   Water plants

Now let's enter some tasks to do at work.

4. Click the "Work" node in the Tree panel.

5. Click in the right-hand panel (the Node panel).

6. Enter the following list of tasks to do at work:

   Report for end of quarter
   Schedule new candidate interviews
   Discuss old projects with boss

So now you have created two "To do" lists: one for home, and one for work. You can add additional nodes, and move nodes around by pressing **Shift+arrow keys**. You can even make new child nodes under the Home and Work nodes. KeyNote allows you to have many levels in a Tree.

Let's add a second folder. Folders allow you to organize information into categories.

7. Right-click the "My Lists" tab and choose **New Folder**.

8. Enter a new name: Bowling Team.

9. Select an icon, then click **OK**.

KeyNote creates the new folder, displaying a second tab at the top of the panels. The Bowling Team folder has one note (New node).

Tip: You can switch between the "Bowling Team" and the "My Lists" folder by clicking the tabs to select the active folder.

There are many other things you can do in KeyNote:

- Format the text in a note by changing color, font, size.
- Make bulleted or numbered lists.
- Copy and paste text, notes, or folders.
- Securely encrypt your KeyNote file with a password.
- Import text, RTF, and other files into KeyNote.
- Export KeyNote notes, folders, and files.
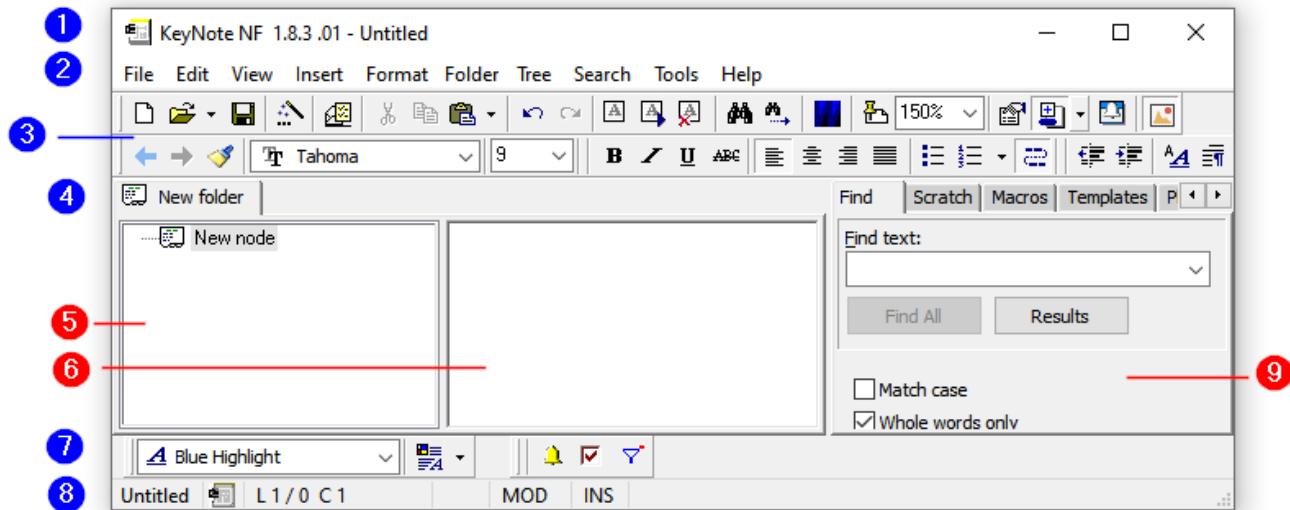
For these, and many other functions, please see the rest of this KeyNote help file. You might start with the following topics to learn more about Keynote's capabilities:

- Features Overview
- Using KeyNote NF

KeyNote Screen

The KeyNote screen consists of the familiar MS Windows elements.

1. Title bar
2. Menu bar
3. Toolbars: main and formatting bars
4. Folder icon + name
5. Tree panel
6. Editor panel
7. Styles list
8. Status bar
9. Resource panel

The Folder name, Tree panel, and Editor panel are explained in Quick Start.

See also Configuring KeyNote/Customizing the Toolbars

Resource Panel   (**F9**)

The resource panel contains several tabs which group some different features: "Find", "Scratch", "Macro", "Plugin" and "Template". Here's a brief description of the resource panel tabs:

*   Find tab: Searches notes for text and displays all matches in a convenient list. Click an item to jump to the matching text.
*   Scratch tab: A simple RTF scratchpad, automatically loaded and saved. Includes a full editor. You can easily drag and drop text from notes to the scratchpad and back, and share it with other files.
*   Macro: Display all KeyNote macros you have created or installed. Press **Enter** or double-click a macro to execute it. Includes the Macro toolbar for recording and playing macros.
*   Plugin: Display all KeyNote plugins you have installed. Press **Enter** or double-click a plugin to execute it. There is a small toolbar here with the basic commands. A red icon next to a plugin indicates a "resident" plugin (a

plugin which can run in the background alongside KeyNote); a blue icon indicates a normal, modal plugin (which you have to close to return to KeyNote).

- Template: Display all templates you have created. Press **Enter** or double-click a template to insert it in the current note. Press **Insert** to create a new template. The ◀ icon next to a template indicates a Rich Text template (a template which includes text formatting); the A icon indicates a plain-text template.
- Favorites: Display the names of your favorite locations (in KeyNote), as well as links to external documents and programs.

Tips:

- If you press **F9** the focus will shift from the editor or tree panel to the Resource panel if it is visible. If the resource panel has focus, pressing F9 will hide it. If the resource panel is hidden, F9 will make it visible.
- Double-clicking the status bar will show or hide the Resource panel.
- Use **Alt+PageUp**, **Alt+PageDown** to switch tabs
- Use **Esc** to return focus from Resource panel to editor (or tree panel)
- All tabs on the resource panel have their own context menu: right-click to display it. The menus offer additional commands not present elsewhere. Right-click the tabs themselves to display a menu of options related to the resource panel.
- You can place the resource panel to the left or to the right of the notes window; you can arrange the tabs in four different ways, and you can even hide individual tabs.
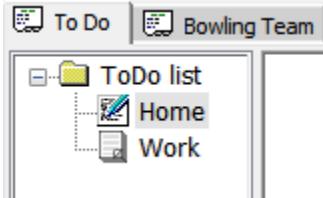
Notes about Screen / User interface

- Folder tabs can be arranged vertically (along the left or right edge of the program window) in addition to being placed at top or bottom.
- You can change the order of folders (tabs) in the file. Just click a tab with the mouse and drag it left or right. Alternatively, you can choose the View|Shift Active Tab command, and then click Shift left or Shift right on the submenu.
- Folderes can have a vertical layout (the tree panel placed above the editor, rather than to the left of it). This is configurable through Folder Properties (**F4**).
- Toolbars can also be docked at the bottom of the main window

- You can switch between folders by using your own hotkeys! Put the "**&**" character in front of a letter in a folder name; then press **Alt+letter** to switch to that folder.

  Tip: If you need to use the "&" character in the name of a folder, enter it twice: "Black && white" The name will now be shown the way you intended.

Definitions

See also:
[Change of terminology: Simple notes / Tree Notes + nodes ⇒ "Folders" with "notes"](#)

Folder (tab)

In KeyNote, a folder appears as a tabbed window, with the name and icon for the folder on the tab. Every folder can cointain multiple notes, represented as nodes in a tree panel.

You will find the **tree panel** in the left-hand side by default, and the normal editor on the right-hand side. The Tree panel looks and behaves similarly to the tree in Windows Explorer, and can also be hidden. Each item of this tree is a **node** (or tree-node), vinculated to a single **note**.

Note and "node" (tree node)

Any node in a folders's tree is vinculated to a note, consisting of an RTF or TXT document. You can store text, graphics, and more at any note. In the screenshot, the "To Do" folder has 3 nodes.

Each note can appear in any number of folders in the form of nodes, thus being visible in their corresponding trees. Besides the content, other information that belongs to the note is:
• Creation and modification dates (*)
• The name of the note (shown as the caption ot the related node/s)
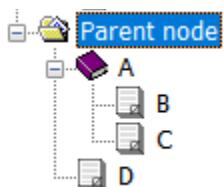
The color of the node, its bold state and font, the state of the checked property and the alarms, are specific to each node.

(*) **Note**: The creation and modification dates of the notes are available since version 2.0 of KeyNote NF. However there is tool that will try to deduce that information from the name and content of existing notes, created with older versions.

Sibling Node

A node in the same branch that is at the same level as another node. A and D are siblings, as are B and C :
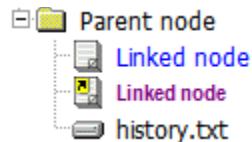
Child node

A node that descends from another node.

Virtual Node

A node that is linked to an external text or RTF file. More info

Linked Node

A node that highlights that there are more that one node related to the same note.

In the image above, 'history.txt' is a virtual node of a text file, and there are two nodes linked to a same note with the name 'Linked node'. More info.

(Note: This was previously called 'mirror node')

RTF

Stands for Rich Text Formatting; a specification used for text and graphics that can be used with different output devices, operating environments, and operating systems.

Macro

A macro is a stored list of KeyNote commands, that can be replayed in KeyNote. This allows you to automate certain repetitive tasks, such as typing or formatting text.

Plugin

Plugins are separate little programs which can communicate with KeyNote and extend its capabilities. For instance, a plugin could display a calendar or a to-do list, convert a note to HTML format, calculate text statistics, display a calculator or a unit converter, or run a spell-checker.

Glossary Term

A short text string that is paired with a matching substitution so you can quickly enter the substitution. For example, the glossary term "tm" might be paried with the trademark symbol, or "adr" might be paired with your street address.

Template

A predefined set of information to insert into a note. The template can contain plain text or RTF formatted text and graphics. This gives you a quick way to add standard text and graphics to a note.

Change of terminology:
Simple notes / Tree Notes + nodes ⇒ "Folders" with "notes"

If you are a long-time user of the KeyNote you will have seen that since version 1.9.2 there are several significant changes:

- **Tabs are now called "Folders" containing one or more "Notes"**

Until that version, when talking about documents (always modifiable in the same kind of RichEdit Editor) we will always had to differentiate between documents as tree-nodes and documents as simple-notes.

I myself found it very uncomfortable to talk about nodes and notes, and it also complicated development. Now I stop talking about tree-type notes ('multilevel-tree') and simple notes ('standard rich text editor'). And also stop talking about nodes to refer to what we write down, since we also do it in notes that do not have nodes... All this forced me to take into account the distinction in many parts of the code.

KeyNote NF starts using simply **notes**, in general, which will have a title and other metadata, and **folders** in which notes are grouped.
Continuing with the old terminology, in essence "simple notes" are nothing more than "tree-type notes" where there is only one node (and without a title) where the tree panel is hidden.

The behavior is now homogeneous: all notes will be equivalent, whether they are displayed together with other notes in a tree, or in any other way. And on any of them it can be implemented tag management or whatever is necessary. These folders can perfectly be dynamic, and nothing prevents a note from appearing in several folders.

So:
All the data we have in KeyNote NF will reside now in individual "notes". All this notes are grouped in note "folders" (KntFolders)
Each note in any folder will have relations with other notes, and so any note can have a 'parent' (except "Top" notes), many siblings and many childs. The normal form of representation of this notes will be a hierachical tree, where each "note" corresponds with one "node" of the tree. But any other views can be used to show the list of notes of one folder.

- **"Simple notes" disappear. Switch to using only Tree-Notes**

For the reason indicated above, when opening files with "simple notes", they are converted to "Tree-Notes" with a single node initially, and the tree panel hidden
Since version 1.9.2, when creating a new Folder tab ("Note tab" before) it will have a tree panel. As before, you can keep hidden the tree panel and so the appeerence will be identical to old 'Standard Rich text editor'.

<u>Examples of Use</u>

What is KeyNote NF useful for?

In general, **any structured of free-form information,** especially the kind of information which lends itself to **hierarchical representation, such as lists or outlines.** KeyNote's powerful **search facility** quickly locates information you're looking for.

The possibility of **inserting images in different formats**, linked or embedded, which can be saved in binary, both within the .knt file and in external files, facilitates its use as a **documentation tool**, or alternative to the .**chm** format.

The ability to **store many notes in a single file** means no hunting for files scattered all over your computer. For many users it will be enough to create just one KeyNote file and add **folders** to it, with each folder covering a separate topic (e.g., "To do", "Addresses", "Bookmarks", "Finances", etc.)

Built-in **strong encryption** allows you to secure your files against unauthorized access or modification.

The "**virtual node**" **feature** additionally allows you to pull together many files and edit them all within a single KeyNote file, while the original files remain on disk (so there is no need to perform any conversion).

See also: <u>KeyNote Files</u> (Keynote is not a "normal" editor for text or rich text format files.)

Examples of use:

- Personal **information management**
- Personal **diary** or journal
- **Recording of notes in training sessions**, with easy incorporation of images during it.
- **Documentation** of installation processes, perhaps with automatic image inserting.
- **Help file** used from other applications, as an alternative to the compiled **.chm** format (<u>More</u>)
- Project documentation
- **To-do** items
- **Scratchpad** for quick notes and ideas
- Writing and structuring small articles or larger documents
- Creating and storing **electronic texts** (easily structure chapters or sections)
- **Outlines**, projects
- Reports
- Recipes
- **Personal contacts** (addresses, telephone numbers)
- **Accounts, passwords,** PIN numbers (remember to encrypt the file!)
- Internet bookmarks (clickable hyperlinks)
- **All kinds of lists!** If you collect books, CDs, DVDs, or just your favorite quotes or jokes, KeyNote makes it easy to store them in one place and search through them quickly.
- **Email archives** (you can use the separate, free <u>KNTConvert</u> utility to import your email archives into a KeyNote file)
- **Templates** for creating documents with a standard format
- Directory listings (e.g. CDR archives)
- Viewing **log files** (use virtual nodes to view log files without having to open each file separately)
- **For teachers:** class notes, student attendance and assessment notes
- **For programmers:** KeyNote is great for storing and searching through source code archives

<u>KeyNote Files</u>

KeyNote files

Keynote is not a "normal" editor for text or rich text format files. KeyNote is based around the concept of having many notes stored in a single file on disk. This means that you can organize information in a more orderly way, and make it easier to keep related information in one place, instead of having it scattered over many files in different places. A KeyNote file is a collection of notes in RTF format. One Keynote file may include the contents of many single text or RTF files.

Such a concept requires using a special file format. KeyNote creates its own files with the .KNT extension (or .KNE, for encrypted files). A KNT file stores all notes, with their formatted text and configuration settings (such as the name of the note, the icon associated with it, background color, etc.). While you can view KNT files with a text editor, such as NotePad, you will not be able to edit them easily. You will certainly not be able to open KNT files using an RTF editor (such as WordPad). Files with the .KNE extension are binary, encrypted files, and can only be opened by KeyNote.

What all this means is that **KeyNote cannot be used as a replacement for NotePad or WordPad**. KeyNote is not designed that way; it is not meant as a simple editor for text or RTF files. KeyNote cannot open such files directly. (If you try that, KeyNote will display an error message: "**Invalid file header. This is not a Keynote file**".

Text (.txt) or rich text (.rtf) files can be imported into KeyNote files, with the **Files | Import...** command (Importing Files in KeyNote). Imported files will become notes in the currently open .KNT file; the original files will be left on disk, untouched. (You can also import files by dragging them from Windows Explorer and dropping them on KeyNote's toolbar or status bar area.)

Another way of editing text or rich text format files in KeyNote is by using the so-called Virtual nodes. This allows you to use KeyNote as if it were a simple editor for text and rtf files: you will be editing the actual files on disk, without importing them into the .KNT file. The easiest way to create a virtual node is to drag a file from Windows Explorer and drop it onto the application window.

Command Line Reference

When launching KeyNote from the command-line (Start->Run…) or from a shortcut, you can specify one or more command-line arguments. These arguments are equivalent to some configuration options and change certain aspects of the program behavior.

Usage: **keynote.exe [filename[.knt]] [-option [-option...]]**

> **Note**: If a command-line argument is a file, just enter the full path and filename. Command-line arguments that are options must be preceded by a dash (-) or a slash (/), which is the usual convention for MS-DOS and MS Windows programs.

Command-line options may be typed in lowercase or UPPERCASE, and may be specified in any order. Following is a list of command-line options KeyNote supports

Filenames

You can specify one or more filenames on the command-line to alter the default behavior of the program. KeyNote relies on the file extension (file type) in interpreting the meaning of the option.

> **Tip**: You can specify files with absolute or relative paths. Base path for relative paths is keynote.exe folder

If you specify a…	Keynote will…
.KNT file	Open this file on startup
.INI file	Use it as the configuration file instead of the default "keynote.ini") Note that this enables many users to share KeyNote on one computer and have their own, separate preferences.
.DEF file	Read from this file default settings for newly created folders (instead of the default keynote.def)
.MGR file	Use this file to fill the File Manager dialog box (instead of the default keynote.mgr)

Options

-min (minimize on startup)

The main program window will be automatically minimized when KeyNote is started. Note that you can achieve the same effect by opening the shortcut Properties window and specifying "Minimized" in the appropriate setting on the Shortcut tab. If this option is not specified, KeyNote will restore the previous size and position of the main window.

-debug (save some debug info)

Turns ON debugging. This option is only honored if the program was built with debug code; otherwise it is ignored and has no effect on the program execution. When debugging is on, KeyNote periodically saves to disk a log file containing some runtime information and any error messages that may have been issued.

-nso (do not save options)

If this option is specified, KeyNote will not save any configuration options you may change inside the program. You can still open the Options dialog box and change settings, but the changes you make will be lost after you close and restart the program. This option may be useful when running KeyNote from a floppy disk.

-nro (do not read options, IMPLIES 'nso')

If this option is specified, KeyNote will not read its configuration file (keynote.ini). All options will be reset to factory defaults. If this option is specified, KeyNote ALSO assumed the -nso option (see above), so it will neither read nor save any changes in configuration.

Note: The simplest way to restore factory default configuration is to delete the file "keynote.ini" which resides in the directory where you installed KeyNote.

-reg (register data file extension)

If this option is specified, KeyNote will try to register its default document extension (.knt) with itself. You can also perform this manually in Windows Explorer using the Options command in the View menu.

The setup program will also allow you to register file extensions.

-nodef (do not read or write default entry settings)

If this option is specified, KeyNote will not load the default settings for new folders that you create (keynote.def) and will use factory defaults instead. If you wish to restore factory default settings for newly created folders, just delete the file "keynote.def" which resides in the directory where you installed KeyNote.

-saveicn (save factory default icons to bitmap file)

For the programmer only; not useful for the users. Saves the default icon set to a bitmap file.

-noicn (do NOT load user icons from external .ICN file)

If this option is specified, KeyNote will not load the custom icons (keynote.icn) file at startup, and will use factory default icons instead. This option also disables the Icons tab in the Options dialog box, preventing the user from changing icons.

-noreg (do NOT store information in registry)

Do not store window size and position and the recently used file list in the registry. Instead, this information is stored in a file with the ".mru" extension.

-jmp"<KNTLink>"   Jump to the KNT link on start

This option allows to jump to the KeyNote internal link especified in quotes, in any of the recognized formats. It is not mandatory to pass a .knt (.kne) file as argument, because the KNT link can include one file. If the KNT link doesn't include a filename, the link will be executed in the current open file, and if the location is not found, a message warning will be shown.

The KNT link must be bound to the option, without any spaces. Examples:
  -jmp"file:///*1|10|201|0"
  -jmp"file:///*1|2"
  -jmp"file:///C:\myFile.knt*1|3|285|0"

Tip: You can use the export to plain text with the "Show hidden marks and IDs" option (More) to determine the links to use, as well as "Save Tree to File..." by holding down Ctrl (More)

-title"<TITLE>"   (Set title on main window)

This option allows to set a custom title when opening a KeyNote instance

It has been incorporated mainly for its use with kntLauncher (see Using KeyNote NF .knt as Help files)

-ignSI   (Ignore single instance option for this call)

This option will ensure that a new instance is opened, as the newly created instance will ignore the SingleInstance option.

-dnd   (Do Not Disturb)

This option will mark the created instance to be ignored (for "Single Instance" purposes), as if it does not exist, by

other knt instances, although it will be accessible to the utility "kntLauncher.exe"

Note that currently, when you open the first .knt file or any subsequent .knt file using an .ini file where SingleInstance=0, the files will be opened in a separate instance. However, if at any time you try to open another file using a profile (.ini) where SingleInstance=1 then the last open instance will come to the front to close its file and open the new file requested by the user (If the file has modifications and AutoSave=0 then you will be prompted for confirmation before closing the file, so you can refuse to change the currently open file.)

With the -dnd switch you can ensure that an instance will not be disturbed and will not be prompted to change its open file. (You can use this switch if you need, although it has been added primarily for kntLauncher to use, especially for opening knt help files)

-clnks (convert hyperlinks)
This option will convert internal KNT links with the old format based on note IDs (considering only links present in RTF notes), to the new format based on GID. More on Internal KNT Link format

Eg. If the note with ID=10 in folder with ID=3 has GID=12 then: file:///*3|10|55|0|1   =>   **¡Error! Referencia de hipervínculo no válida.**

-clnkc (Convert links to allow for proper text colour management)
This option will modify all links in the file, including those in folded blocks, correcting the problem that prevents changing their colour (See Changing the color of links)
Notes:
- Before modifying the entire file using this parameter, it is highly recommended that you save a backup copy of the file.
- Do not apply this option multiple times to the same file. Although the file will not be affected incorrectly, its size will increase slightly because the links will include some redundant RTF commands that will only be removed once you modify the corresponding notes and the text editor processes and simplifies the associated internal RTF code

-clean (clean hyperlinks)

Option included to correct the consequences of the problem described in old issue #59 (*Certain hyperlinks may cause knt file to grow in size suddenly*)
It will scan the file looking for invalid hyperlinks (a message box will be presented). After that process the links will be ok and the file, after saved, will be reduced to its normal size.
* Currently there should be no need to use this option

Info for DaRT Note Users

Information for DaRT Notes Users

Note: As of version 1.8.0 (Jun 2023) KeyNote NF has **dropped support for the Dart format**. More info here [here](#)

The concept of KeyNote is based on a similar tabbed notebook application I have been using for several years: DaRT Notes, by Andrew v.d. Merwe. The URL for DaRT Notes is http://users.iafrica.com/d/da/dart/DaRT/Software/Notes/Notes.html

DaRT Notes is an excellent and free program. I have gotten used to it so much that I never, literally never use pen and paper anymore. The author was very responsive to all comments, and for a long time the program grew in features and functionality.

However, the development of DaRT Notes ultimately stopped. I have finally decided to create a similar program, one that would have most of the original DaRT Notes features, and then some more. Hence KeyNote.

KeyNote is NOT a "clone" of DaRT Notes, though. It is similar, but not a one-to-one equivalent. It is a bit slower :) but more featureful, I hope.

Important Note to DaRT Notes Users

KeyNote can read and save files in the format used by DaRT Notes. Since KeyNote has some additional functionality, certain features or properties will not be preserved across sessions. For instance, DaRT Notes has no tab icons, so whatever icons you specify for the tabs in the file, will be lost after you save and reopen the file in the DaRT Notes format. However, if you would like to try out KeyNote without having to transfer all your notes, you can. If you open a DaRT Notes file, it will be automatically saved in that format, too. If you wish to change the format in which the file will be saved, open the File properties dialog box ([KeyNote File properties](#)) and in the "Format" list choose "**Keynote native**". Note that the file extension will be automatically changed depending on the format in which the file is being saved, so there is no danger of accidentally overwriting your DaRT Notes file.

If you are using a version of KeyNote later than 0.90, please note that KeyNote now supports two major features which Dart Notes doesn't have: encryption and tree-type notes. A file which uses these features (e.g. a file which contains at least one tree-type note) CANNOT be saved in Dart Notes format.

Many thanks to the author of DaRT Notes, Andre v.d. Merwe, for providing a very reliable and useful application, and for inspiration. Also, many thanks for documenting the file format used by DaRT Notes.

Auxiliary Files

This topic describes the purpose of various files installed with KeyNote or created by the program.

.KNT

KeyNote file:
These are the files that contain you notes.

.KNE

Encrypted KeyNote file

.BAK

Backup file:
Note that you can change the backup extension in the Options dialog box, so your backup files may be using a different extension. These files may be safely deleted. They are created automatically by KeyNote each time your KNT/KNE file is saved, unless you turn OFF the Backup option.

.INI

Main KeyNote configuration file:
This file may be safely deleted, but Keynote will recreate this file automatically. Note that some plugins may create INI files of their own, in the "plugins" subdirectory.

.MGR

File manager storage:
This file contains a list of all KeyNote files you have used. Missing files are automatically removed. In KeyNote, you can press **F12** to open the File Manager and quickly select one of the remembered files in order to open it. This file may be safely deleted, but Keynote will recreate this file automatically.

.TIP

Tip of the Day file:
This file contains a list of the "Tip-of-the-Day's" which KeyNote displays at startup (optionally). This file may be safely deleted.

.MRU

This file contains information about the most recently used files (hence the extension), as well as information about the size and position of several dialog boxes. When these dialog boxes are opened, their previous position and/or size are restored. Delete this file to reset the state of all dialog boxes to factory defaults. This file may be safely deleted, but Keynote will recreate this file automatically.

.DEF

Default editor and tree settings for newly created folders:
These are the options which you change with the "Default settings" command (under the "Tools" menu; or press **F6**). Note that you can have separate default settings for each KNT/KNE file, hence more than one .DEF file. This file may be safely deleted, but you will then have to select your preferred default settings again.

.KNS

Style definition file:

All styles available in KeyNote are stored in this file. This file may be safely deleted, but Keynote will recreate this file automatically whenever you create or edit styles.

.EXP

Glossary expansion file:
This file may be safely deleted, but Keynote will recreate this file automatically whenever you add a term to the Glossary.

.KNL

KeyNote plugin:
A few plugins are installed with KeyNote; others may be downloaded from KeyNote website. It is also possible that you have downloaded and installed KeyNote plugins from third-party vendors. You should not delete plugins unless you definitely want to get rid of them :)

.KNM

KeyNote macro file:
Each macro you create is saved to disk as a .KNM file. You can delete a .KNM file to remove an unneeded macro. This can also be achieved from inside KeyNote.

.ICN

Tab icons storage:
When you customize (add, remove) the icons which KeyNote displays on folder tabs and nodes, your custom icons are saved in an .ICN file. Note that it is possible to have more than one .ICN file, because you can assign a different .ICN file to each KNT/KNE file. If you delete this file, KeyNote will use its default, built-in tab icons.

.WAV

Clipboard capture / Alarm notification sounds:
KeyNote is distributed with two wave files, "clip.wav" and "alert.wav". The first one is optionally played whenever text is captured from clipboard. You can safely delete this file or replace it with another .WAV file to play a different sound. The file must be named "clip.wav". The second file will be played, if enabled, when alarms are triggered.

Not used:

.KEY

Keyboard customization file:
This file was created by the "funckey.knl" plugin which you were used to assign macros, plugins and styles to function key combinations.
Currently all keyboard customization is saved in keyboard.ini file

.CHM

Old KeyNote Help file

.ADR

Address book for sending notes via email:
Each line in this file should contain one email address. When emailing a note, the contents of this file are loaded into the "To" and "Cc" drop-down boxes, so that you can easily select an email address. You can edit this file in a text editor. This file may be safely deleted.
Send email is not available in current versions of KeyNote NF

.SIG

Signature file for sending notes via email:
This file is automatically appended to every email message sent from KeyNote. You can edit it in a text editor. This file may be safely deleted.
Send email is not available in current versions of KeyNote NF

Using KeyNote NF

Among the links that you could start looking at to familiarize yourself with the use of KeyNote are:

About initial fonts and colors in KeyNote
Folder Properties and defaults

Using the Tree panel
Virtual nodes

Using Find and Find All
Using the Resource panel

Applying formatting in KeyNote, Styles
"Custom plain" Paste, HTML paste, Web clip

Image management in KeyNote NF
Inserting internal Keynote Links (KNT Links)

Recommendations on when to save and how to make backup copies
File formats

Keyboard Reference, Customizing Keyboard Shortcuts

And remember

- By default, you can minimize the program just by pressing the **Esc** key. This is much faster than finding the tiny Minimize button with the mouse. However, if you find that you often minimize the program accidentally, you can turn this feature off in Options (press **F5**, click the "Miscellaneous" tab, and choose the desired action for Esc key in the "Escape key" field.

- After you minimize the program, see how it responds to the hotkey (see Options: General settings). Click the Minimize button, and then press the default hotkey combination: **Ctrl+Shift+F12**. This should cause the program to pop up to front, so you don't have to always use the mouse!

- Some toolbar buttons and menu commands behave differently when **Shift** or **Ctrl** (or **Alt**) keys are held down. This is described in detail in the Help file.

- All commands, menu items and toolbar buttons display hints (a.k.a. tooltips). When you move the mouse over a button or menu item, you can read its description in the status bar at bottom. If the description is too long, you can resize the main window to make more space for the hints. Note that hints are also displayed in the main status bar when a dialog box is opened. If a dialog box obscures the status bar, you can move it a little higher to read the hints comfortably. For instance, press F5 to open the Options dialog box, move the mouse around the dialog and see the hints displayed in the status bar.

  Tip: For blind and vision impaired people, that use tools like NVDA (Non-Visual Desktop Access), there is a .INI option, HintsAccesible, to facilitate reading Hints through the status bar.

- You can create **a new tree node from currently selected text** by pressing **Alt+F11**.

- **F9** or Double-clicking the status bar will **show or hide the Resource panel**.

KeyNote Editor

KeyNote editor

This topic introduces you on the differences between RTF format and plain format, and also includes references to other topics where more related information is available (as Formatted Paste vs Plain Paste).

KeyNote includes a normal editor with some specific characteristics or peculiarities. Here are described some of them. Note that there are many features that you will use while editing, that are described in detail in other topics, like the use of links, images, glossary (to automatically replace a piece of text with another), advanced use of clipboard or the possibilities of having multiple folders and using folders as note trees, including using Find and Find All and history navigation, for example.

It is advisable that you take a look at the options available in Folder Properties and defaults and in Options: Rich Text editor, as they configure various aspects of editing in KeyNote (eg. 'Auto indent lines' or 'Increment indents by').

To be productive when editing, it is also advisable to have a minimum knowledge of the available keyboard shortcuts and know that it is possible to configure them as it suits you. Each topic highlights the main shortcuts, but there is also a complete list in Keyboard Reference

RTF format vs Plain text

Applying formatting in KeyNote
Left indentation vs First indentation
Using bullets and numbered lists
Bullets and plain text
Using color selection buttons
Inserting tables in Keynote
Inserting a line in the editor
Inserting custom date and time formats

Adjusting the Zoom in the folders
Alternative Margins

Simple bookmarks
Using HOME key
Holding Ctrl+up/down
Holding Ctrl+Shift+up/down
TAB multiple lines
Joining multiple lines using a custom string as separator

Scratchpad editor

Among other editing features available:

- Most editing and formatting **commands can be repeated by** pressing **Ctrl+Ç**.
  Note: Check your current shortcut looking to Edit|Repeat.. entry, because the character will depend on your keyboard layout.
  Most (but not all) edit commands can be repeated across notes. For example, if you use the Font dialog box to select a font style, you can then switch to another note, press Ctrl+Ç and the same font style will be applied here.
- You can insert characters from a dialog box, based on a selected font
- KeyNote can calculate the result of an arithmetic operation typed in the editor (see Expression evaluation)

- When typing in the editor, you can still move between tree nodes without switching focus to the tree: hold down the **Alt** key and press one of the direction arrows (Up, Down, or Shift+Left, or Shift+Right).
- A "match bracket" function (Search | Match Bracket)
- ROT-13, reverse text, repeat last edit command, join and sort lines…   (Edit | Transform) (Edit | Lines), etc.

Tip: It is possible to display a panel near the editor that shows certain information about the note to which it belongs. Note that there are situations where it is useful to keep the tree panel hidden. In this cases can be convenient to have this information panel visible.
See Note information panel.

RTF format vs Plain text

KeyNote offers the possibility of structuring information with the help of folders and notes (nodes). This information resides mainly in texts that you can modify with the help of a conventional **editor**. This editor, based on the Windows RichEdit control, allows you to write texts, format them by selecting fonts, colors, paragraph indentation, etc. (See Applying formatting in KeyNote)

You can also make basic use of **tables** (see How can you insert tables in Keynote?), as well as add images (see Image management in KeyNote NF)

All of these features require the use of text based on the **RTF** (Rich Text Format) format, supported by the RichEdit control. If you need to set formatting features, such as underlining words, changing the font size in certain sections, or inserting images, for example, you need to use RTF text.
Alternatively, you may want to use **plain**, unformatted **text**, like what you would type in Windows Notepad. Depending on the use you want to give to that text, it may be convenient to use plain text at times.

The RichEdit control (and KeyNote) allows you to incorporate **links** to other parts of the text, whether they refer to the same or different note, in another folder or even different files. You will be able to use this feature even if the folder is configured as plain text, although in a somewhat less convenient/powerful way.
You have a lot of information about the possibilities of links in Hyperlinks in KeyNote. (You can see that this help document makes extensive use of links, to make it easier for you to locate related information)

Since version 2.0 it **is possible** to use **plain text** on certain notes **and RTF** on other notes of the **same folder**. The value you define in "Default Plain text only" (from Folder Properties), will affect only to new notes.
It is also now allowed to **toggle between RTF and 'Plain text only'** in active note (node). A new entry ("Plain text") has been added to the editor's context menu. KeyNote will warn before converting to Plain text:

   « OK to convert to PLAINT TEXT current note? ALL IMAGES and FORMATTING will be REMOVED !! »

So, each note will now be saved in its own format, not the one indicated by the folder, which is only used as the default format for new empty notes. Furthermore, if we drag a file, the necessary format, txt or rtf, will be respected.

Note that the format and style toolbars, as well as the menu options related to the format will be adjusted to the selected editor, whether this is one corresponding to a note (in a folder) or the Scratchpad, taking into account whether the content supports RTF or just plain text, or if the content is read-only. This way KeyNote will prevent you from inserting images or using formatting features (bold for example) in a plain text note. You will also see that all paste operations will be executed in "Full plain" mode.
(In versions prior to 1.9.3 only some operations, like inserting images and pasting operations were controlled in plain text notes. In those versions you could see that that formatting was lost when you selected another node of the same folder)

In the case of placing the focus on the tree, the button panel and other format elements also adapt to the possibilities of the tree panel.

Of course, you can use RTF text and not make use of any formatting features, if you wish. At the same time KeyNote **allows** you to incorporate text in a RTF note, **discarding all or part of the formatting** it presents. This can be very convenient when you add text from web pages, for example. See Formatted Paste vs Plain Paste. You'll

see that the advanced Web Clip and Clipboard Capture features allow you to set up a "Custom plain" Paste.

In About initial fonts and colors in KeyNote you can see an explanation of the implications of using RTF vs Plain text when it comes to setting fonts and colors.

Applying formatting in KeyNote

KeyNote allows you to easily apply format to text, setting it directly with font specific commands, like Bold, text color, or font name; or paragraph specific commands like Increase first indent, bullets or Increase space before.

There are also more generic commands to modify several font attributes (Format|Font... **Ctr+T**, ᴬ𝘼) or paragraph attributes at once (Format|Paragraph... **Ctr+P**, ≡¶).

A third type of command allows you to copy formatting from one existing text to another. You can copy and paste only font attributes, paragraph attributes, or all:

Format | Copy Format | Copy Formatting   **Ctr+F7**   or 🖌 button
Format | Copy Format | Copy Font Attributes   **Ctr+F8**
Format | Copy Format | Copy Paragraph Attributes   **Ctr+F9**

Format | Paste Format | Paste Font Attributes   **Shift+F8**
Format | Paste Format | Paste Paragraph Attributes   **Shift+F9**

The latter can be done with the **Copy Format** button (🖌 🖌). This command behaves like the equivalent command of MS Word, using internally the functions Copy/Paste Font Attributes and Copy/Paste Paragraph Attributes.

    Tip: Formatting can be applied several times with **Ctrl+click**.

Note:
- When you copy font attributes or paragraph attributes, the copied information persists across file sessions, i.e. you can open a different file and paste attributes copied from the previous file (that is now closed).
- You can also save font, paragraph or mixed formatting attributes as **Styles**, that you can apply later on selected text (More)
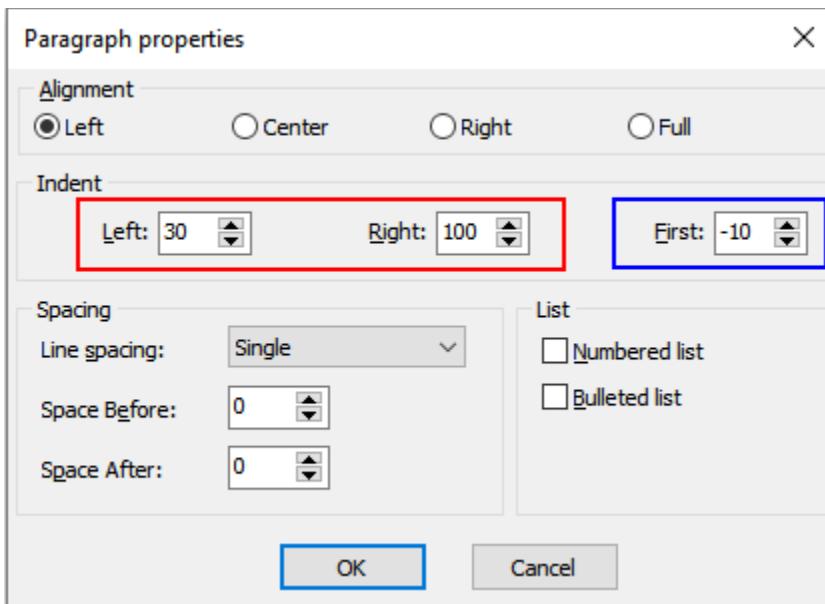
You can use the Format main menu, with many **shortcuts** that you also customize, or toolbar buttons.

Note that as soon as you use some of this shortcuts you will find they are easy to remember.
For example, you can apply or remove the highlight color to a selected text with **Ctr+H** or **Shift+H**.

You will also find very useful to copy the settings from a paragraph to others with **Ctr+F9** and **Shift+F9**.

Left indentation vs First indentation

In Rich Edit control (and in older versions of KeyNote), the meaning of "first indentation" and "left indentation" is:
- First Indent: It is the principal indentation; it is set from the left margin in absolute values. Corresponds to the first line.
- Left Indent: This indentation is relative to the paragraph's current indentation (First line's indentation), and controls indentation of 2nd and following lines (can be positive or negative)

On the contrary, MS Word have been using a different semantic, more intuitive:
- **Left Indent**:   Indentation of the paragraph, from the left margin
- **First Indent**: Indentation of the first line regarding to the rest of the lines of the paragraph (can be positive or negative)

Since version 1.7.5, **KeyNote NF uses MS Word behavior and terminology**.

Values shown in 'Paragraph...' dialog follow that criterion. First indent can have a negative value and it is relative to Left indent.

This paragraph, for example has a **first line with a positive indentation**. The second and following lines will start more to the left...   You can check it with **Ctrl+P** or Format | Paragraph... (≡¶)

And this other paragraph has a **first line with a negative indentation**. The second and following lines will start more to the right...   You can check it **Ctrl+P** or Format | Paragraph...   (≡¶)

Tip: You can change the increment value (in points) that is applied each time you execute the Format|Paragraph Style|Increase Left Indent, ⁺≣, (o Decrease Left Ident, ⁺≣) with the option **Increment indents by** (Options: Rich Text editor)

Note
Currently KeyNote presents the following **limitation** regarding the use of Paragraph.. dialog:
If you select several paragraphs with different values (for indentation, spaces, bullets, etc.) the values shown correspond to the first paragraph (the nearer to first position), and if you modify just one attribute, all the others will modified too.
It should only show attributes common to all paragraphs selected, and modify only attributes changed (#ToDO)

Using bullets and numbered lists (⊟ ⊟)

The RichEdit control in what is based KeyNote is limited, and it is not comparable to MS Word. However, although in a much less comfortable and intuitive way than in MS Word, we can create bullets and nested lists of different styles with KeyNote.

KeyNote allows you to define numbered list using arabic and roman numbers, lowercase and uppercase letters. Adittionaly you can select: 'Right parenthesis', 'Enclosed in parenthesis', 'Period' or 'Only number'.

This way you can select the numbering style, and assuming arabic numbers you can create lists like:
1)   (1)   1.   1
2)   (2)   2.   2

The are two options you can use to create more complicated lists. They are available in the same drop-down list of the ⊟ button:

- **No Next number or bullet** - Continues a numbered list without applying the next number or bullet
- **Starts New number...**   - Selects a new starting number

You can better understand how to use them with an example.
Suppose you want to create a list like the following one:

> 1) This is my first step
>   a) Just another step
>   b) What another step?
> 2) That is it
> 3) Now you are done.

If you try to create the above list just like in Word, you will see that it doesn't work. For example, perhaps you would expect that if you indent a step it would start using a) or dots but instead it does the following:

> 1) This is my first step
>   2) Just another step
>   3) What another step?
> 4) That is it
> 5) Now you are done.

If you try to force the use of lower case letters by highlighting steps 2) and 3) above you will get the following:

> 1) This is my first step
>   a) Just another step
>   b) What another step?
> 1) That is it
> 2) Now you are done.

So, how can you get it?

The style **No Next number or bullet** allows you to get something like:
> 1) One
> 2) Two
> paragraph1

paragraph3
3) Three

where the 3) line is connected to the two first lines: If you add a new line after 2), then 3) will be 4), and so on.

To create that list you can do several things:

I. You can create the list, ignoring the numbering added to all the lines:

1) One
2) Two
3) paragraph1
4)
5) paragraph3
6) Three

Then you can select the three lines that shouldn't display any numbering, and apply **No Next number or bullet** to them:

1) One
2) Two
paragraph1

paragraph3
3) Three

You can see, when you place the cursor in those 3 lines, that they still have numbering style, but with **No Next number or bullet** style applied (the option is not checked but they are not showing any number for that reason).

II. You can create the list, ignoring the numbering added to all the lines:

You can also create the list in the (perhaps) usual way: after "2) Two" you press Enter again to remove the numbering style, so that you can type...

1) One
2) Two
paragraph1

paragraph3
1) Three

...and you realize that the new list item begin with 1) and not with 3). But even at this moment you can mark the three lines and select **No Next number or bullet** from the drop-down list. You will get the expected result.

Starts New number...

The previous style allows connecting two lines of the numbered list despite there being lines between them. It may be convenient to ensure that after adding new elements in the first group, the elements in the next one are incremented correctly.

But sometimes it can be more convenient to simply make sure to set the number with which a list should begin or continue.

In the previous example I have used I. and II making precisely use of this property. After all the intervening paragraphs, the second occurrence appears by default as I. Since I needed it to continue with two (II), I simply selected **Starts New number...** from the drop-down menu, and entered a 2.

Tip: You can begin numbering at 0 instead 1.

Tip: If you want to highlight (with bold, for example) only the number of the list item, simply select the line break at the final of the line and then apply the format style. For example:

    I. You can create...
   II. You can create...

Bullets and plain text

When you paste a bullet list as plain text (with **Shift+Insert**, eg. or pasting on a plain text folder), Windows replace bullets by a symbol in Cambria Math (something like a big point) plus a tab character.

Example:

• One

turns:

•   One

This can be annoying if you want to copy the list to other applications as just plain text. And it just doesn't look good.. KeyNote incorporate an INI option that allow you to replace bullets by alternative string when pasting as plain text:

BulletsInPlainText="- "

With this option it is possible to replace the symbol and tab characters by other text.
By default it is set to "- ", but can be configured (in keynote.ini) with any string.

The above example would look as:

- One
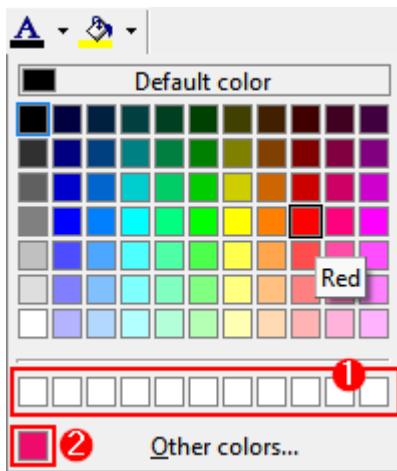
You can use "" to completely remove the bullets. You can even replace it by the point symbol, with a space instead of a Tab character: BulletsInPlainText="• "

Note:
- This option will also be used when **Exporting Folders to Disk Files** and you select plain text format (see Options for indenting nested nodes).
- Note also that currently the other option available when exporting (**NumbTabInPlainText**) cannot be used manually as can be done with **BulletsInPlainText**. (#ToDO)

Using color selection buttons

KeyNote includes one button to set or change the text color and other to add or remove highlight color.

Its use should not entail any mystery. However, it is not difficult to get confused when trying to select new custom colors. Consider the following:

- Custom color buttons [1] need to be right clicked to set or modify them
- Once a color is selected in the dialog box that will be displayed, the custom button will reflect that color.
- You can define several custom colors this way, without having to go back to the editor. They will all be saved (in the Windows registry) upon return.
- To apply any color you have to click (left) on its button. They will not be applied automatically after setting the button.
- An exception to this behavior is the color marked with [2]: it can be modified by clicking the "Other colors..." button, not by right-clicking. And also, just after selecting the color in the dialog window, the color will be saved and automatically applied.
- Also note that custom colors defined in the dialog will not be saved. Currently it will only be remembered as long as you keep the button color dropdown open.

Inserting tables in Keynote

There are several ways to create tables in KeyNote NF:

1. Using Insert|Tables...

Since version 2.1.4 KeyNote NF includes a new command that allows you to insert a basic table into the active editor, if it is not a plain text editor. You will be asked to specify the number of rows and columns in the table in the format "R,C".

You can insert the table using the menu entry: **Insert|Table...**   Clicking this entry while holding down the **Shift** key will insert a table whose lines will be printable; otherwise, the lines of the table will be visible on screen but will not appear when printed.

The two new commands (Insert Table and Insert Printable Table) can be repeated (Edit|Repeat...) and used within macros. When used in a macro, the command considers the last defined number of rows and columns in the session. If not yet defined, it will use 2 x 2.

2. Using templates

You can also prepare simple formats of empty tables and save them as Templates, for easy use when you need it. You can give each template a name (e.g. Table2x3).

48

It is even possible to edit the templates and make use of four new tokens available since version 2.1.5, which will allow you to **adjust some of the colors** of the table **when inserting it**.

Examples of the use of these tokens are available in several templates distributed in the Templates folder, in the subfolder "Examples":

"Table - 3x3 - Heading.rtf"

You can see that it contains:

{\rtf1\ansi {\colortbl
;\red255\green255\blue255;\red0\green0\blue0;\red0\green0\blue255;%TSCOLOR%;%THCOLOR%;%TCOLOR%;}

...

One way to use this tokens would be to create a template in KeyNote (likely by pasting from another program that might be needed, such as Excel or Word) with clearly defined and distinct colors. Some of these colors can then be modified in the "\colortbl" table, replacing them with the tokens you want.

3. By previously creating them in another application

You can create a table in Word or Excel (or any other application) and copy it to the clipboard. When you paste it into KeyNote, it will become an RTF table. Note that if you use Excel, any selection of cells makes up a table that you can paste.

You can also embedd a new or existing file object (like .docx Word or .xlsx, for example), with **Insert|Object...** If the file already exists, you can insert a linked object, so that any changes to the object will be made to the original file (the .knt file will also take up less space)
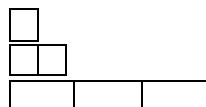
4. Using lines of the form "+---+--+-------+" and pressing ENTER

Typing the following   you will get:

+-+ [Enter]

+-+-+ [Enter]

+-----+-----+-----+ [Enter]

Note: The text line can not have leading whitespace to the left of the text

Tip: You should use a monospaced font, like Courier New or Lucida Console, as it gives the best snap effect, because "+" and "-" have different widths, so two tables with different column counts will look off.

Tahoma (default font)
+ 11 dashes +
+ 5 dashes + 5 dashes +
+-----------+
+-----+-----+

```
Courier New
+ 11 dashes +
+ 5 dashes + 5 dashes +
+-----------+
+-----+-----+
```

General info and tips for tables

- In addition to defining templates with tables already created, you can prepare templates that are "precursors" of tables, adding one (or more) lines of the form "+----+-----+". This way you can easily make adjustments to the table to be created before pressing ENTER.
  Note:
  - It is necessary to create the template selecting "Formatted text" (obtaining an .RTF)
  - It is advisable to create it without including the final character after the last "+", so as not to add a line

49

break so that after inserting the template the cursor is right after the last "+"

- You can use the glossary and add one or more terms that can be replaced by this lines of the form "+-+-+".
  Examples of possible use:
  "++" or "+2" or "t2" or ...   =>   "+------------------+------------------+"
  "+8" or "t8" or ...   =>   "+-------+-------+-------+-------+-------+- ------+-------+-------+"

      It is enough to enter the defined term and press **F7**. You can make some adjustments if you see fit and then press ENTER

- Once the table is included in KeyNote you can edit it in a basic way. For example, if you press TAB from the last cell in a table, a new row will be added. You can also delete rows, selecting all its cells (and including the hidden character to the right, as you do when you delete a paragraph)

- You can include a cell inside other cell, or even onother table.
- You can also include images in cells if you want.
  Note that it is not possible to resize the image being inside a cell. But you can resize it outside and copy or dragged into the cell

Cell, with text aligned to the right

This is a **cell** with a table inside:

X1
X2

This cell is
centered

- You cannot change the color of a cell from inside KeyNote, but you can prepare the table with colors outside and then paste:

A1	B1	C1

- You can hide the lines of the table by giving them a color equal to the background of the note:

A1	B1	C1
A2	B2	C2

Inserting a line in the editor

You can insert a line in a RTF editor using the menu entry: **Insert|Line**.

Clicking this entry while holding down the **Shift** key will insert a printable line; otherwise, the inserted line will be visible on screen but will not appear when printed.

The default keyboard shortcuts are:
   Ctrl+Numpad -   Insert line
   Ctrl+Shift+Numpad -   Insert printable line

As with most commands, it's possible to change the keyboard shortcut for Insert Line. Pressing Shift at the same time will insert a printable line.
The two new commands (Insert Line and Insert Printable Line) can be repeated (Edit|Repeat...) and used within macros.

An **option** has been added to Configuration Options (F5) -> Rich Text Editor: "Insert | Line: Limit to editor width on creation."
If selected, the line will be created with the current **editor width**; otherwise, it will be created with a very large

width, extending beyond any possible page width. In the first case (option selected), the right end of the line will be accessible, and you can drag the cursor over it to change the width.

This is a non printable line:

This is a printable line:

Note:
- The printable line (using Shift) will use Text **color** (Format|Text Color, Ctrl+R). It will also use the background colour of the note at the time of creation to 'hide' the invisible borders of the used row cell. Ex:

- The RichEdit control does not allow to insert lines exclusively; it does not recognize the specific RTF command for that purpose. The line inserted here is constructed using a cell, adjusted to appear as a line. This implies two limitations:
  - The width is not dynamic; it is fixed and is set when the line is created.
  - To achieve the line effect, the font size inside the cell is set to 1. This means that if you apply a font size change to a selection that includes a line, the cell will become visible.

  The fact that the font size used within the cell is almost zero (it appears as 0 in the font size dropdown) offers a simple way to delete a line: you can press the cursor keys until the font size displays 0. If you then press the down arrow key while holding down the Shift key, you will select the entire line. We can then delete it.

- The **thickness** of the lines cannot be modified, but it is possible to use **custom templates** to insert lines with the desired color and thickness. It is even possible to edit the templates and make use of four new tokens available since version 2.1.5, which will allow you to adjust the line colour when inserting it.

  Examples of the use of these tokens are available in several templates distributed in the Templates folder, in a subfolder called "Examples". Those templates that you wish to use should be copied to the main folder, either as is or adapted as needed. These templates can be used to insert lines of varying thicknesses. By default, the Insert|Line command uses size = 10.
  It's also possible to assign a shortcut to any of them, including the default one (Ctrl+Numpad -).

     "Line - White - Size50.rtf"
     "Line - White - Size100.rtf"
     "Line - Black - Size50.rtf"
     "Line - Black - Size100.rtf"
     "Line - TextColor - Size50.rtf"
     "Line - TextColor - Size100.rtf"

     You can see that they contain:
     {\rtf1\ansi{\colortbl ;%NCOLOR%;%TCOLOR%;}
     ...

Inserting custom date and time formats

You can insert current date and time values, using many configurable formats.

The Insert | Insert Date (**Ctrl+Shift+D**) and Insert Time (**Ctrl+Shift+T**) (or buttons and) will insert current instant with a selected format that depends on your KeyNote general configuration (See Options: Formats), that allows you to define the formats to use, but also let you to **Use** the **last format selected in drop-down menu**.

As you can see, the , and buttons in "Insert" toolbar include a drop-down menu attached, which allow you to quickly select one of several date/time formats.

Please note that the date and time formats available under those drop-down menus are configurable by editing the files "**dateformats.txt**" and "**timeformats.txt**". Note also that it is possible to specify that the date should be

inserted using English names of months or weekdays (by default, KeyNote uses localized names, according to the Windows language version). See the indications in both files.
Tip: **Shift**-clicking the Insert Date and Insert Time buttons will reload the appropriate configuration file.

Note:
- The toolbar is not displayed initially; you will need to enable it by using the View | Toolbars | Show Insert Toolbar command.

Adjusting the Zoom in the folders

Usually new zoom value is set by selecting one of the items of the **combo** (that default to 100%).
- Clicking in one value will **apply it ALL folders** (and also to the Editor of the Scratch panel)
- If **Ctrl** is down while clicking, it will apply only to **active folder**.

- If the new zoom value is **typed** in the control, pressing **Enter** will apply it to **all folders**.
- Pressing Ctrl+Enter will do nothing. To apply a **typed** zoom value **only to the active** folder, **click on the folder while pressing Ctrl**.

- **Double click** resets the zoom to <Default Zoom>%, as before. Now it is controlled also by **Ctrl** key, to apply to all folders or only to active one.

- If pressing **Esc** inside zoom combo, active note will gain focus, and no change will be done in any zoom.
- Deleting the combo value will be similar to pressing **Esc**.

- **Ctrl** will control also the menu options **Zoom in** and **Zoom out**.

Tip: **Ctrl+**Mouse wheel will temporarily change the zoom in the editor of active folder (although currently the combo will only reflect the zoom value after you select another editor —note or scratchpad— and return again).

Default Zoom
You can define a default value other than 100% with the property **Default Zoom** (Folder Properties, default settings)
Tip: Can be defined as default for the current file or for all the files.

Alternative Margins

Using View | Alternative Margins you can switch visible margins between default value (minimum) and values defined in .ini file (in pixels). Both options default to 80.

    MarginAltLeft
    MarginAltRight

As user Stefanako said: "When set to large values, alternative margins provide ample white space left and right. The wide and open expanse fosters creativity. And it improves readability. Easier on the eyes, when text does not cling to the borders. More like real paper or a word processor, great for proofreading"

Tip: You can combine this with turning off the tree and resource panel to get a full-blown writing app with a distraction-free mode, aka ZEN-writing mode.

Simple bookmarks

Using the same mechanism that Keynote's Mark/Insert Location is based on, you can use 10 (0 - 9) auxiliary markers:

- Search | Set Bookmark   (**Shift+Alt+[0-9]**)
- Search | Jump to Bookmark (**Alt+[0-9]**)

- The bookmarks **do** move with the text, because they are linked to target through a hidden mark (Of course, the hidden mark is deleted when the corresponding bookmark is set in another location).
- They are not visible. There is no visible marking indicating where it is placed.
- The markers are global to the entire knt file. These markers are saved within the file, as well as the small hidden markers used as target.

Tip:
> When using the keyboard shortcut Shift+Alt+[0-9] it may be convenient to use the ring and index fingers of the left hand (4 and 2, according to piano terminology), although it is also possible to assign other shortcuts.

Using HOME key

The behaviour of **Home** key is similar to other editors (like Notepad++):
Suppose the following line:

```
Example;
```

If cursor is located at the end the line and you press Home, it will be moved to the first non "space" character, "E" in this example.
Pressing Home again moves caret to beggining of the line. And yet another one again to letter "E".

Holding Ctrl+Up/down

The keyboard shortcuts **Ctrl+Up** and **Ctrl+Down** can be configured (in General settings|Rich Text editor) to offer one of three different behaviors:

1. Moves cursor to previous or next paragraph [default]
2. Shift view one line up or down
3. Smoothly moves scroll bar vertically

- First option is the default one in WordPad and Word: Moves the cursor to the beginning of the previous (up) or the next (down) paragraph.
- With second option the entre document will be shifted one line down or up. This allows you to see a few lines beyond the current visible top or bottom of the page while you type, for then continue writing in the same position.
- Third option will smoothly move the scroll bar vertically. This is specially useful when the editor contains images because it allows you to view the image with uniform movement, which is not possible in that case with second option.

The last two options do not change the cursor (caret) location, as the first does.

Holding Ctrl+Shift+Up/down

Keynote will offer with **Ctrl+Shift+Up** or **Ctrl+Shift+Down** the default behavior in Word and WordPad:
Selects the paragraph above (up) or below (down) the current cursor position. These shortcuts allow for quick

selection of entire paragraphs.

TAB multiple lines

KeyNote allows you to indent multiple lines with TAB characters (or spaces), in adittion to normal RTF indentation.

This can be useful, for example to realign quickly multiple lines pasted from certain programs, eg. pdf (in particular slides with subpoints), that could be not alligned, messed. You can easily move the text to column 0 very quickly, instead of removing excess spaces one by one line.

Suppose that "some code2" and "some code3" need to be alligned together to e.g. 6th column. Instead of push tab few times on every line, you can select both lines and press **Tab**, so that all lines will be tabbed together.

```
{
  some code1
  if
    {
      some code2
      some code3
    }
}
```

Note: The indentation will be done with Tab characters or spaces depending on **Use Tab character** option. If disabled, the number of spaces defined in **Tab size** will be used with each Tab push (see Note settings tab).

In the same way, pressing **Shift+Tab** will unindent the selected lines by removing Tabs or Spaces.
Note: If the selected lines have mixed leading Tab and spaces, they will removed accordingly considering the number of spaces equivalent to 1 Tab, as defined **Tab size** (in Note settings tab).

Note:
- This functionality is compatible with the usual use of **Tab** and **Shift+Tab** to **switch focus** between **editor and tree**:
  - Multiline text selected   - **Shift+Tab** decreases indent
  - No multiline selected   - **Shift+Tab** switches focus to the tree

- If you press Tab over multiple selected lines, with bullets or numbering lists, only the text will be moved, not bullets. It would make no sense, what you should do is indent the paragraph.

  Instead, what you could consider is to firstly copy and paste as text the selected lines, so that the RTF bullets can be replaced with spaces or other string (by default with "- ")
  See **BulletsInPlainText** INI option (General Settings|Rich Text Editor)

Joining multiple lines using a custom string as separator

With Edit|Lines|**Join Lines** it is possible to concatenate the content of selected lines replacing carriage returns with a custom string, instead of the default space:
If the first of the selected lines contains quoted text of no more than 15 characters, including the quotes, its content will be used to separate the lines to be joined, instead of the default space.
This allows for use in scenarios such as the following:

```
", "
11
22
33
```

         - - - -> 11, 22, 33
         It can be used, for example in SQL Selects: SELECT ... FROM ... WHERE X IN (11, 22, 33);

```
"','"
A
B
```

C

   - - - -> A', 'B', 'C

      Then, manually, it is easy --> 'A', 'B', 'C'

Scratchpad editor

The scratch tab, in [Resource panel](#), is associated with the **scratch.rtf** file, one of the files specific to a KeyNote [profile](#).

You can use Scratchpad as an auxiliary editor, where you can easily drag and drop text from notes and back, and share it with other .knt files. Since version 1.9.3 of KeyNote, Scratchpad is now a normal full editor, equivalent to notes editor:

- It is possible to use styles, insert special characters, apply formatting, insert images (*), etc.
- Can be used as a ClipCap Capture destination (or as a source, if another folder is chosen as the destination) The activated ClipCap icon will be activated regardless of whether you are in the Scratchpad editor or other folders to facilitate deactivation without first having to focus on Scratchpad
- It is possible to run macros on this editor, as well as plugins
- Templates, styles and fonts can also be inserted using shortcut keys
- It is possible to drag files, including images, even if no KNT file is open
- It is possible to execute the "Restore Image[s] Proportions" action on any image

  (*) Images are currently managed as EmbeddedRTF (as it is done with RTF virtual nodes)

Note:
- Background color of Scratchpad is saved in .INI file. This way is remembered between sessions
- If there is no "scratch.rtf" file, the active editor default font will be applied as default in Scratchpad
- The font used at the final position in the editor is remembered when saving the file   (each time the resource panel is hidden) to allow recover it after deleting all content.   This way the font doesn't revert to default Tahoma 9pt

Scratchpad (Sp) also allows **managing registered images**, that is, with assigned IDs (through hidden tags):

This makes it possible to copy images from file notes to Scratchpad ensuring that they are identified as exactly the same image. In this way, when copying those images thus identified to notes in the same file, they are always treated as new instances and not like new images.

- Registered images (with ID) can be copied onto the Sp and these IDs will be remembered as long as the KNT file is still open
- The insertion of new images in Sp, not existing in the KNT file, does not register them in the file (therefore it does not "consume" IDs in the file).
- When an image that does not exist in the KNT file is pasted from Sp, is registered in the file and automatically and at the same moment is identified with the same ID in Sp.
- When the KNT file is closed, the hidden marks in Sp are eliminated, so all its images remain unidentified
- When opening a KNT file, the application identifies images in Sp but without registering any, only labeling the existing ones with their corresponding ID
- Saving the KNT file acts as if you had then closed and reopened the KNT file: the hidden marks in Sp are eliminated and the images are reconsidered again, thus discarding the IDs of those that could have been deleted in the KNT file.

In this way the images included in Sp can be pasted into different KNT files, as new instances or new images, as appropriate. It should be taken into account that some Sp images previously copied from a KNT file may not be recognized as the same image (the same ID), since the RichEdit control sometimes makes certain modifications to the data of some images, eliminating possible metadata (for example). This results in the content of the image varying with respect to that recorded in the KNT file and identifiable through the calculated CRC32.

About initial Fonts & Colors in KeyNote

About initial fonts and colors in KeyNote

Initial note font versus current font styles in a note

The **Folder | Folder properties** dialog box (**F4**) cannot be used to change the FONT of the current folder (*). The reason for this is quite simple. In a **plain-text** editor you have only one font (name, size, style, color) for the whole text. But KeyNote is a "richtext" editor, where you may have lots of different font styles within a single piece of text. But the Folder properties dialog box allows you to specify only one font, so this one font would have to be applied to the whole folder - which is certainly not what users would expect (all text formatting in the folder would revert to the font chosen in Folder properties dialog box). So what's the Font button for? Well, it does have a function: it allows you to choose the INITIAL font for the note - the font which is used when you click the "Clear font attributes" command (**Ctrl+0**). This will normally be the same font you selected in **Tools | Default settings...**

(*): Except if the active folder is a plain text folder, in which case it will affect all text.

Background color of notes

Because you CAN use a different background color for the Editor of each note (each node in the tree), the dialog box cannot just blindly reset the background color for all nodes. Let's say you have one node in the tree which uses white text on black background, and another which has the normal black text on white background. If you press **F4** while in that latter node, the dialog box will display white background. But if that color was assigned to all tree nodes after you click **OK**, the other node in the tree would now have white font on white background. There really is no good solution to this, except that the BG color will only be used as the DEFAULT COLOR for NEW nodes that you will later add to the tree (but this depends on whether or not you have selected **Inherit background color (BG) from active node** in the Options dialog box, **Rich Text editor** tab, and yes, I realize this can be confusing.) See also Folder Properties: Note settings

If you DO want to **change the background color for ALL NODES in a tree** (all notes in a folder), this is still possible. As described in the "keyboard.txt" file, hold down the **Shift** key while you choose the Format | Background Color command. KeyNote will then warn you that the new color will be applied to all tree nodes, and you can confirm or cancel.

Styles

Styles

General Information about Styles

KeyNote supports a "Style" feature. A style is a combination of formatting properties (such as font name, size, and color) which you can define under a name that you choose, and apply to the selected text. This makes it easy to format text quickly, without going through all the individual menu options and dialog boxes.

KeyNote supports three types of styles, differing in the "range" of properties they hold:
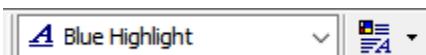
- **Font styles:** only font formatting information is included in the style; applying the style to text changes the font formatting, but does not affect existing paragraph formatting.

- ⁞⁝ **Paragraph styles:** only paragraph formatting information is included in the style; applying the style to text changes the paragraph formatting, but does not affect existing font formatting.

- ⁝⁞ **Combined styles:** both font and paragraph formatting is included in the style, and applying the style alters the font and paragraph properties of the text.

All font properties (including Highlight) and/or paragraph properties which you can set through the "Format" menu commands can be included as part of the style definition. KeyNote comes with a sample style file (**keynote.kns**). You can use the styles defined there, or you can add your own.

How to Create Styles

- To be able to create or use styles, you must make sure that the "Style" toolbar is visible. The toolbar contains a single drop-down box, which lists all the available styles, and a button with a drop-down menu.

- Click anywhere within a piece of text that has the appearance you want to define a style for. You can use its formatting properties for font, paragraph, or both.

  When you create a new style, KeyNote will define the style using the font and/or paragraph properties at the insertion point (caret).

- Next, click the arrow next to the button on the Style toolbar. A menu will be displayed, including these three commands:
  - Create Font Style
  - Create Paragraph Style
  - Create Combined Style

- Click the command appropriate for the type of style you wish to create (the three types are described above). KeyNote will prompt you for the name under which the style will be saved. Type the name, or click Cancel to abort the procedure.

  NOTE: style names must be unique. If you specify a name that already exists in the style list, you will only be able to replace the old style with the new definition (i.e. redefine the existing style instead of adding a new one).

- The new style will be created and added to the Style selection drop-down box on the Style toolbar.

Tip: If you want to show style samples in the drop-down box, you have to set to 1 the option **StyleShowSamples** in .INI file. Example:

How to Apply Styles to Text

- Again, you must make sure that the Style toolbar is visible. Click the style you wish to use, and then click the Apply button, ⁝⁞, on the Style toolbar.

- The properties stored in the style will be applied to the selected text in the note, or to the text at the insertion point if no text is selected (just like when you click the Bold button, for instance).

- You can also apply the style selected in the toolbar with keyboard shortcut: **Shift+F4** (Style toolbar MUST be visible)

Notes:
When you hover the mouse over the style name, in the drop-down box, once selected, its properties are displayed in the status bar. You can also use the "Describe" command in the button menu to display information about the style in a more convenient dialog box.

Each style name in the drop-down box is accompanied by an icon which corresponds to the type of style (font, paragraph or combined).

Other Style Commands

Other style commands are accessible through the drop-down menu attached to the Apply button on the Style toolbar. There is a command to Apply the selected style, which is equivalent to pressing the Style button. There are also the three commands used to create new styles (described above).

Other commands are:

Describe style
Displays a dialog box with detailed information about the type of the selected style and all the formatting properties it contains. (Note that color names will only be meaningful if the style color is one of the standard Windows colors.)

Redefine style
Similar to Create, but the new style will replace the properties of the currently selected style. This is useful for modifying an already existing style: apply it to a piece of text, make modifications to the formatting, then click **Redefine**. KeyNote prompts you before making the change.

Rename style
Allows you to change the name of the selected style. Please see the note about unique style names, above.
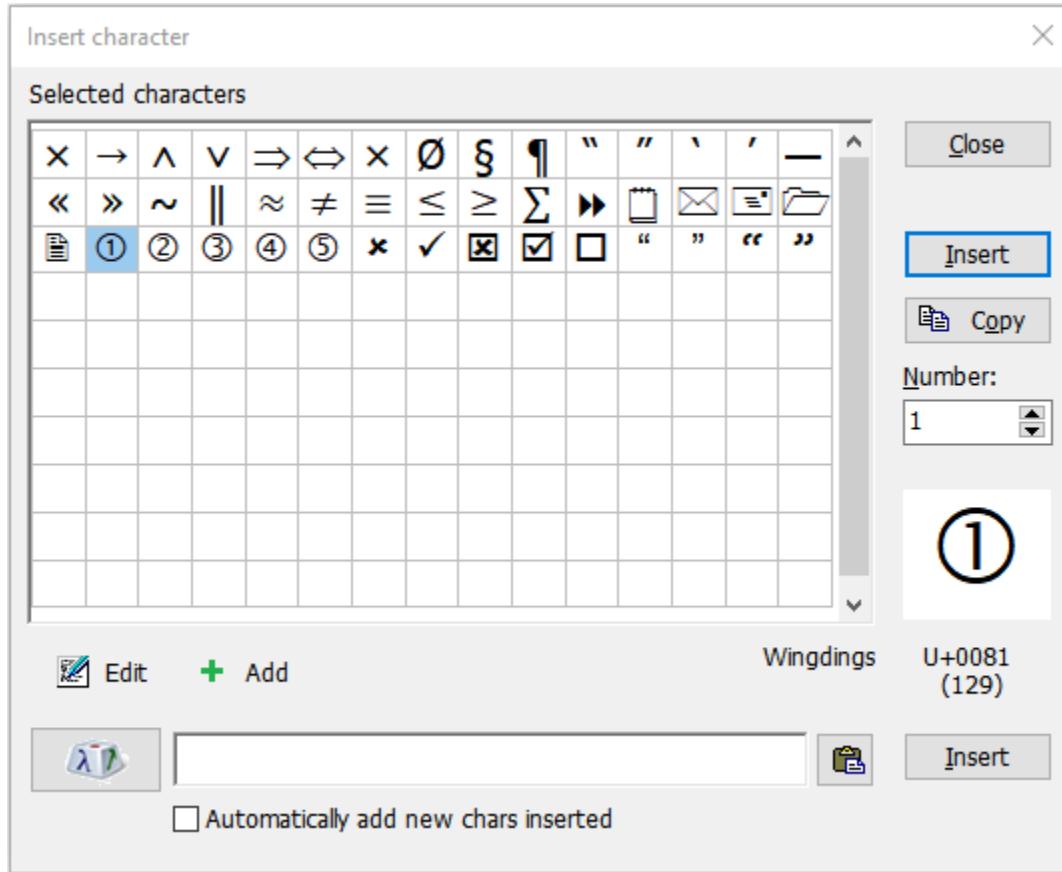
Delete style
Permanently removes the style definition. Note that there is no limit on the number of styles you can define, but with too many of them, the drop-down list may become inconvenient to navigate. You can use this command to get rid of unnecessary styles.

Insert Character Dialog Box

Insert Character Dialog Box

This function opens a dialog box that allows you to copy one or more characters from any of the fonts installed on your computer to the editor or clipboard.

It is accessed from Insert | **Character...**, with keyboard shortcut **Shift+Ctrl+C**, or by clicking the Ω button.

KeyNote integrates with "**charmap**" Windows tool, that allows to see all the glyphs of the installed fonts, in any character set, using Unicode. It also allows to show that glyphs in an ordered way (eg. you can group characters by Unicode Subset).

From this dialog you can open that tool. It will be closed when Insert Character dialog is closed.

KeyNote lets you create a **custom table** with the characters you you more usually use. Normally you will insert characters from this custom table, but you can add new character at any time, from Charmap or from any other source (MS Word, Alt+999 keystrokes, etc.)

- **Insert**: Insert the selected character in the editor, repeated 'Number' times
    Tip: You can also press **Enter** o double click a character to insert it in the Editor.
- **Copy**: Copy the selected character to the clipboard, repeated 'Number' times
- **Number**: Number of (repeated) characters to insert or copy
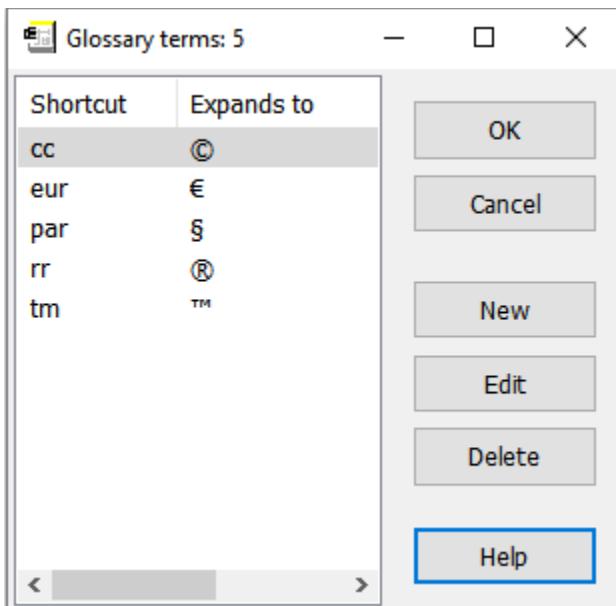
Note:
- It is possible to automatically add to the custom table any new char inserted into your notes. Or do it manually, with "**Add**" button.

- You can also edit the table and reorganize it easily, moving, adding or deleting any characters, with the "**Edit**" button.
- **Esc** closes de dialog box.
- You can also insert some special characters using the drop-down list of the Ω button:
  Euro (€), copyright (©), Trademark (™), Registered trademark (®),
  Paragraph (§), Degree (°), Dots (…), Plus/minus (±), French parenthesis: left («) and right (»)
- You can create macros that incorporate any characters that you insert with this dialog. They will use a command (#insertcharU) that specify a Unicode character.
  Note that macros with old command (#insertchar) will still be recognized. That command used a code <= 255 interpreted in the default character set of the font name (depending on regional settings).

Word Expansion Glossary

Word Expansion Glossary

The glossary is a set of word pairs, which allows you to add, edit and remove glossary expansion terms from inside KeyNote.

When you press **F7**, KeyNote checks if the word at the insertion point (caret) exists in the glossary; if it does, then KeyNote replaces the current word with the other word in the pair.

This is very useful to enter the hard-to-type characters: for instance, "**cc**" (without the quotes) will expand to the copyright symbol (©); "**rr**" to the registered trademark symbol, and "**tm**" to the trademark symbol.

You can add new word pairs to the glossary by pressing **Shift+F7**. Current word is selected automatically.
You can close the editor with **Esc** key.

Notes:
- The whole glossary is stored in the file "**keynote.exp**", which is a plain text file (with UTF8 encoding) and may be edited in any text editor (or in KeyNote's virtual node, but make sure to turn WordWrap OFF for that.).

  If you make changes to that file manually take into account:
  The "=" character is used to separate the shortcut from the expanded value (shortcut=Value). To allow seamless use of that character in the shortcut KeyNote saves that escaped character with the '\' character.
  For example:
  => 'expands to' ⇒   will be saved as: \=>=⇒

(Once loaded the file, KeyNote will replace internally the '=' separator with another non problematic character)

- Glossary expansion function supports **\n** and **\t** metacharacters. "\n" is replaced with a line break, and "\t" is replaced with a tab.
For example, a string "one\ntwo" will be displayed as
one
two

- The backslash character (\) can be used normally. For example, you can define somehing like:
    shrug=¯_(ツ)_/¯   and it will be used correctly.
Note that if you want to use \n or \t directly, not replaced with linebrek or tab, you need to write **¡Error! Referencia de hipervínculo no válida.**

- You can also insert some special characters from the <u>Insert Character Dialog</u> box, or by using the drop-down list associated to the Ω button:
    Euro (€), copyright (©), Trademark (™), Registered trademark (®),
    Paragraph (§), Degree (°), Dots (…), Plus/minus (±), French parenthesis: left («) and right (»)

- It is possible to define shorcuts formed exclusively by non alfanumeric characters
You can expand "--" to "—", for example, using F7. It is not necessary to select previously those two characters. KeyNote will first try to find a term in glossary considering spaces (' ', tab and break lines) as word delimiters. If it doesn't find a term, then it will repeat the search considering any non alfanumeric character as a word delimiter (as usual)

    So, if you have, "--" expanded to "—"   and "eg" expanded to "Example", then:
    "--eg" will expand to "--Example"

    If we also had "--eg" expanded to "EXAMPLE", then:
    "--eg" will expand to "--EXAMPLE"
    "-- eg" will expand to   "-- Example"

    We can do something like: "*10" expands to "*********"

Expression Evaluation

Expression Evaluation

KeyNote will calculate the result of an arithmetic operation typed in the editor.

For instance, you can type "2 + 2" in KeyNote, then select the expression and press **Ctrl++**. The result of the addition will be copied to clipboard and, optionally, inserted into the note. Later, you can paste the result of the last calculation performed by pressing **Alt+Insert**.

If no text is selected, the **Evaluate expression** command takes the whole current line as source expression. A trailing '=' sign, if present, is ignored.

This mathematical function parser allows you to calculate a value given an expression in string form. It supports the following operators and functions:

- + : Addition
- – : Substraction
- * : Multiplication
- / : Division
- ^ : Exponential (only positive numbers for the base)

```
(  :  Open parenthesis
)  :  Close parenthesis
MOD :  MOD operator. Integers only
          (if used with floating point numbers, it will round the values to integers)

ABS    (Range: -1e4932..1e4932)
ATAN   (Range: -1e4932..1e4932)
COS    (Range: -1e18..1e18)
EXP    (Range: -11356..11356)
LN     (Range: 0..1e4932)
ROUND  (Range: -1e9..1e9)
SIN    (Range: -1e18..1e18)
SQRT   (Range: 0..1e4932)
SQR    (Range: -1e2446..1e2446)
TRUNC  (Range: -1e9..1e9)
```

Integration with WordWeb Thesaurus

Integration with WordWeb thesaurus

Starting from version 0.89 A, KeyNote has a special feature which allows you to look up words in a thesaurus called **WordWeb**. The feature is accessed by clicking the "W" button on the main toolbar, or by clicking the "Look up in WordWeb" command in the right-click context menu of the RTF editor.

To use this feature, you will of course need to install WordWeb on your computer. WordWeb is a fantastic freeware dictionary and thesaurus (there's also a more powerful shareware version available). WordWeb can be downloaded from http://wordweb.co.uk/free

After installing WordWeb, please make sure that the file "wweb32.dll" was placed in the C:\WINDOWS directory, or in some other directory which is accessible via the system path, such as C:\WINDOWS\SYSTEM. Otherwise KeyNote will not able to find this file and consequently to start WordWeb.

Using the "Look up in Wordweb" Function

Double-click the word which you wish to look up in the dictionary, then click the WordWeb button on the toolbar, or right-click the selected word and choose the **Look Up in WordWeb** from the context menu. If no text is selected when you use the command, KeyNote will prompt you for a word to look up in the thesaurus.

Keyboard shortcut: Ctrl+F11

In WordWeb, you can select a word in the synonym list and click the **Copy** button. This will cause WordWeb to close, and the word you copied will replace the original selected word in KeyNote's editor.

KeyNote uses the freeware WordWeb integration component written by Mr. Antony Lewis http://www.x-word.com/wwdev/.

Folders as note trees

General Information

In KeyNote, a folder appears as a tabbed window, with the name and icon for the folder on the tab. Every folder can contain multiple notes arranged in a hierarchical way, using a tree panel.

A folder offer a tree panel and a normal editor. Each item of this tree is a node (or tree-node), linked to a single note, with a RTF or TXT document associated. This way you can flexibly structure your information.

    Note that it is also possible to use just one note in a folder while keeping its tree panel hidden. This way the folder would look like the old "simple *notes*".

You will find the tree panel in the left-hand side by default, and the normal editor on the right-hand side. The Tree panel looks and behaves similarly to the tree in Windows Explorer, and can also be hidden.

Tip: It is possible to display a panel near the editor that shows certain information about the note to which it belongs. Note that there are situations where it is useful to keep the tree panel hidden. In this cases can be convenient to have this information panel visible.
See Note information panel.

"Note" and "node" (tree node)
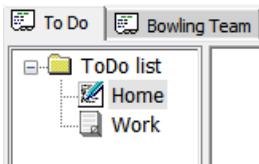
Each note can appear in any number of folders in the form of nodes, thus being visible in their corresponding trees. Besides the content, other information that belongs to the note is:

- Creation and modification dates
- The name of the note (shown as the caption ot the related node/s)

The color of the node, its bold state and font, the state of the checked property, and alarms, are specific to each

node.

In the screenshot, the "To Do" folder has 3 nodes. You can see any node as a branch or a leaf in a folders's tree:

Tip: The creation and modification dates of the notes are available since version 2.0 of KeyNote NF. A tool have been include to try to deduce dates from the name and content of existing notes, created with older versions. See Deduce missing date information

KeyNote recognizes some special type of nodes, that allows more advanced features, and have some specific commands associated:

- Virtual nodes and Linked nodes.
- Also, tree nodes can be **hidden** (More)

Using Tree main menu or via right-click context menu in the tree you have the following functions available. Note that most functions have keyboard shortcuts assigned to them; you can modify the current shortcuts or assign new ones.

- Add an unlimited number of nodes/branches to the tree, with no limit in how deep you can nest tree branches.
- Move nodes Up, Down, Left or Right in the tree
- Drag and drop branches or nodes in the tree. You can also drag onto another folder, to move or copy there.
- Copy whole branches to other locations in the tree, in current or another folder.
- Sort the whole tree or a selected branch
- Add or remove outline-style numbering to the names of nodes
- Rename nodes, or paste a node name from clipboard

- The tree panel can be arranged horizontally (to the left of the editor) or vertically (on top of the editor)
- Select a custom icon for each tree node, or 'standard' icons (depending on state). You can also show or hide the icons in the tree
- Specify default font properties for the tree text and background color of the tree (**F4**)
- Select a custom font color and background color for each tree node (item in the tree panel)
- Show or hide checkboxes in all nodes of the tree or only in children of selected node.
- Modify the checked state of a node. You can also hide the children of a selected node based on their checked stated (hide checked or hide unchecked), or show all hidden children not filtered by search (See Filtering tree nodes). This checked state can be used as search criterion (See Find All).
- Set o remove alarms on nodes (More)

- Save the tree structure to a file
- Export the contents of the tree to several formats: plain text, RTF, HTML, TreePad and .KNT. You can export single nodes, branches or other selections.

Tip: Most actions can be applied simultaneously on all selected nodes and optionally recursively on child nodes (by holding down the **Shift** key): changing Node color (text or background), node Font face, Custom icon, Bold attribute, Checked state, reset to default values.
- It is possible to move multiple selected nodes (up, down, left or right) at the same time.
- It is also possible to delete multiple selected nodes at the same time. You can also delete only child nodes of selected nodes.
You can select nodes in several standard ways: with Ctrl, Shift, or dragging a rectangle.

Creating Folders (Tabs)

- To create a folder, press **Ctrl+N**, or choose the Folder | New Folder... command.

- You can optionally specify at this moment many options for the folder, like the font and background color for the tree text: use "Properties" button.

- Newly created folders will show a tree with one node. You can add nodes to the tree, edit them and drag in the tree. See below for information about tree functions and keyboard shortcuts. You can hide the tree panel to get a folder similar to the old 'Simple notes', with **Shift+F11**.

- Once you have created a note you can edit all properties of the folder at any time by pressing **F4**.

Configuring tree settings

Some tree-related options can be specified separately **for each tree (folder)**. To do this, press **F4** (or choose the **Folder | Properties** command), then click the **Tree settings** tab. On this tab you can specify, for instance, the font and color properties for the tree, as well as the default name that will be used when creating new nodes.

You can also define visual characteristics such as turn off icons on the tree, or modify its layout: horizontal or vertical.

Many other tree-related settings are global, that is, they apply **to ALL folders**, in all files. To edit these global settings, press **F6** (or choose the **Tools | Default settings...** command), then click the **Tree settings** tab. There are many configuration options which enable to you tailor the behavior of the tree (and the editor) to your preferences.

For example, KeyNote can optionally remember the position of the caret in each note (node), and restore it when you open the file. Also, can optionally remember which node in the tree was selected, offering several options for the initial tree expanded mode.

Notes:
- You can a define a default font and background color for the whole tree (tab), while allowing each individual node to overwrite it.
- When you modify the default values, they will applied only to nodes not customized.
- Note that the Word-Wrap function (to wrap long lines) also works the same way: can be set for all nodes in the folder (with Folder | Properties, or **F4**), or only to current node (using the toolbar button ⇄ or the menu option Format | Word Wrap)

See Default Settings | Tree settings for information about what can be configured on each Tree panel.

Note that there are also general options that control certain aspects of the Tree panel's behavior (More)

Using the Tree panel

Remember that all nodes are notes and so can contain text. There is also no concept of a "root node", i.e. you can have as many 1st-level nodes as you want.

Important: After making some editing changes in node A, and then clicking another node (B) in the same tree, you will not be able to **Undo** the changes in node A.

- The **width of the tree** can be changed by dragging the vertical "splitter" bar which divides the tree from the editor. Each folder retains the tree width independently of other folders, and the width of the tree is always restored when you open a previously saved file. (If the size of the main KeyNote window is too small to make the tree as wide as it was previously, the tree is automatically narrowed to fit.)

- You can set and modify manually the name of a tree node (note). But they can be **named automatically**. For instance, when you create a new node in the tree, this node's number can be added to the name, or added prefix defined with special tokens.

- You can **hide temporarily** the tree panel. Use **Shift+F11** to increase the width of the Editor while keeping the width of the main window, or **Ctrl+Shift+F11** to maintain the witdh of the Editor and reduce, temporarily, the width of the main window ([More])
  Note that the hidden state of the tree panel will be saved in the .knt file

  Tip: You can **navigate** the nodes of the tree although when the tree panel is hidden. There are [keyboard shortcuts] (and menu entries) to navigate up, down, left and right in the tree hierarchy.

  Tip: The reverse is also true: when the tree is focused, you can press **Alt+Up** or **Alt+Down** arrow to scroll the editor up or down.

Normal vs maximum tree width

Normally you will need most of the space for the editor panel, reducing the width of the tree, but many times you will find that you need to enlarge the width of the tree to better see the tree nodes. Shortly after you will find yourself again reducing the width of the tree...

Although we can completely hide the tree, sometimes it is necessary to have a view of the nodes, to facilitate the selection of other nodes, or simply as context or to help us with their nodes and their structure.

To help avoid the necessity of making these continuos changes in the width of the tree an optional functionality have been added.

You can set a maximum tree width, as an alternative to the normal tree width, with the following behavior:
- When you mouse over the tree panel, at any node, the tree panel will expand to the maximum width.
- The same happens if the focus is moved to the tree panel.
- When the tree panel is expanded while the Editor is focused, if you mouse over the editor then the tree restores its normal (minimum) width.
- The tree will also restore its normal width when focus returns to the Editor panel.

You can also keep fixed the current width (normal or maximum).   This way the tree width will not changed automatically.

Both values, normal width and optional maximun width, will be saved on .knt file. Note that in case of vertical layout of Tree Panel, "heigth" instead of "width" will be used

Note:
- If you change the width of the tree panel ...
  - .. with **Ctrl** pressed: maximum width will be set or modified
  - .. with **Alt** pressed: maximum width will be set or modified and the fixed state will be activated
  - else: normal width will be modified

- To disable the maximum tree width: **Ctrl+Click** in the tree panel
- To toggle the tree width fixed state: **Alt+Click**   in the tree panel
  - Also: if the fixed state is active and the tree width is changed without pressing Alt, the fixed state will be disabled, but the maximum width won't be disabled.

- The color of the splitter will highlight the active situation:
  - button face (very light gray)   No maximum width set
  - Light gray   Maximum width is set
  - Light blue   Maximum width is set, with fixed state

Tip: You can maintain the tree panel expanded by keeping the mouse over the tree panel while you type in the editor at the same time.

Tip: You can prevent hovering over the tree panel from expanding to maximum width by pressing down the **Ctrl** button one time (while the mouse is over the tree panel). It is not necessary to maintain the Ctrl button pressed all the time.

Tip: By default changing exclusively the width of the tree or editor panels will not mark the .knt file as modified and so that changes will not be persisted. You can use the **ModifiedOnTreeResized** ini option (default 0,

False) to change that behaviour: if set to 1 (true), changing the width (or max width) of any tree panel will mark the file as modified, and so this changes can be saved.

Most of the time you will be navigating the tree or modifying it, adding, copying, moving or deleting nodes or whole branches. All of this can be done with keyboard shortcuts, with menu options or using drag and drop operations:

Using the keyboard in the Tree panel

Nodes in the tree can be **moved with the keyboard**. Hold down **Shift** while you click the arrows keys. You can move nodes UP/DOWN (within the list of siblings) or LEFT/RIGHT (Left: promotes the node 1 level Up; Right: demotes the node 1 level down.) By combining these moves, a node can be relocated to any possible position in the tree.

   Tip: It is possible to move multiple selected nodes at the same time.

Ins will insert a sibling node **above** currently selected ("Add Above"). You can add a **child** to selected node with **Shift+Enter** ("Add Child").

You can create a new sibling node, immediately **below** currently selected with **Ctrl+Enter** ("Add Below"). **Enter** will add a **new node** as the **last sibling** (at the bottom) of the node where you press the key ("Add Last sibling").

You can also **copy** or **move** a node or an entire subtree (or any selection of nodes) using common keyboard shortcuts: **Ctrl+C**, **Ctrl+X**, **Ctrl+V**. You can paste as linked nodes with **Ctrl+Shift+V**.

To switch between the editor and the tree, press **Ctrl+**. You can also press **Shift+Tab** to switch from the editor to the tree and **Tab** to switch back to the editor.

You can **navigate** the nodes in tree hierarchy using the keyboard.

And you can also navigate using the history, global or local (to the tree type note). More on Navigating history mechanism.

You can easily **expand** or **collapse** any branch in the tree using **Right** and **Left** arrow keys. Or even the whole tree.

When you **delete** a tree node that has child nodes below it, you have the option to delete the selected node only while retaining the child nodes.

   Tip: It is possible to delete multiple selected nodes at the same time.

Tip: There are some commands in tree panel context menu with different behaviour if you use **Ctrl** or **Shift**, as Copy node name. See Other Shortcut Keys

Tip: In addition to the options already existing in the tree's own contextual menu, it is possible to modify the **node text color** or its **highlight** through the corresponding options of the format menu or their shortcuts: Text color (**Ctrl+R**), Highlight (**Ctrl+H**), No highlight (**Ctrl+Shift+H**)

See also Keyboard Shortcuts for Tree-Related Commands. Some information is included about Ctr+\ not being recognized in certain keyboard layouts, and also on how you can customize shortcuts to set the focus on the editor or the tree, or toggle between both panels.

Drag and drop operations in the tree

- Drag and drop operations are allowed over multiple **selected nodes / subtrees** at the same time, within the same tree or between different trees.

- While **dragging** you can select the exact position where you want the nodes to be dropped (copied or moved). They can be inserted as childs of an existing node or at the same level, below or above it.

- You can indicate whether you want to copy, move or create linked nodes while dragging, by holding down the **Ctrl** (copy), **Shift** (Move) or **Alt** (link) key. Default: Move.

- When you drag to **to another Folder** (tab), it will be activated and can be dropped at an exact position within

the tree, dropping into a node or just above or below.

- If you **drag a file** onto the tree (or event the Editor), you will be able to import the contents of that file in several ways, or to add it to the tree as a **Virtual node**. ([More](#))

Tip: You can drag files from the file system to exact positions in any tree.

Copying or moving Subtrees

It is possible to move or copy (or create link nodes) multiple nodes / subtrees at the same time, within the same tree or between different trees.

1. Transfer subtree commands

You can copy or move entire subtrees inside the folder or from one folder to another. Start by right-clicking the tree and selecting **Transfer** | **Copy Subtrees** or **Cut Subtrees** from the context menu. Next, move to the tree where you want to add or move the copied nodes.

In the target tree, click the node below which you wish to add the copied subtrees, and in the tree context menu select **Transfer | Paste Subtrees**. The target tree can be empty, with no node.

2. Dragging subtree

You can achieve the same result by clicking one or several subtrees and **dragging** it to a different position in the same or different tree.

3. Common keyboard shortcuts

You can also **copy or move** entire subtrees using common keyboard shortcuts:

Ctrl+C on source: Copy subtrees
Ctrl+X on source: Cut subtrees
Ctrl+V on target: Paste subtrees.
Ctrl+Shift+V on target: Paste subtrees as Linked nodes.

- Ctrl+X + Ctrl+V will move the subtrees, automatically deleting the nodes from source.

Notes:
- Copy and move operations will only work with subtrees in the **same file**. If you want to transfer nodes between files you can use File | Export... (with .knt format and defining in Source what you want to transfer) and File | Import...   or Tools | Merge folder... to import the nodes included in a folder of a .knt file.

- When copying nodes/subtrees, [hidden nodes](#) will also be included

- When you copy virtual nodes (linked to files on disk), paste, or drag, they will be pasted as linked nodes.

Hiding the Tree panel

You can **hide temporarily** the tree panel in two ways: using **Shift+F11** to increase the width of the Editor while keeping the width of the main window, or using **Ctrl+ Shift+F11** to maintain the with of the Editor and reduce, the width of the main window.
(See also [Normal vs maximum tree size](#))

When you hide the Tree Panel pressing **Ctrl** (**Ctrl+Shift+F11**   or Ctrl + [View | Tree Panel](#)) then, instead of letting the editor panel grow to the left occuping the width of the tree panel, the application window will reduce its width temporarily so that the editor maintain its width and position.

Once shown the Tree panel again, the application window's size and position will be restored.

If, after hiding the tree panel in this way (the window's width is now reduced), you select another folder, then the application will automatically make the tree panel visible and restore the aplication window width, before changing to the other folder.

Opening onother file or closing the application while the windows's width is reduced, will restore it to it's correct size.

- **Hiding the tree panel** is remembered. When the file is saved and then reopened, the tree panel will remain hidden, until you un-hide it with the View - Tree Panel command.

When can it be useful to use Ctrl+Shift+F11 ?

The following has been happening to me on many occasions:

I need to be working on a single monitor, with an application (e.g. a video conferencing program) occupying as much of the screen as possible. I have KeyNote open to be able to take my notes, located on the right of the screen, with the tree panel hidden, only the editor visible, with a reduced width.

At any time I need to consult some data from another node or from another folder, and with the Tree Panel visible the editor is barely visible, so I have to widen the window a bit (I don't maximize it because I would completely stop seeing the other window, which I need to follow).

Once I have returned to the node from where I am making the annotations, I need to reduce the width of the window again, since it is not enough to hide the tree again.

With this new functionality everything is much easier.

(*) You can disable this functionality (Ctrl+Shift+F11) in keynote.ini, setting UseCtrlHideTreePanel=0 (in [KeyOptions] section)

Using Hidden nodes

Folders allow you to work with **hidden nodes**. You can hide nodes that you are not interested in at the moment, to focus on other nodes or to help refine your searches.

Nodes can be hidden in several ways:

1. You can activate a mode wich automatically hides checked nodes: View | **Hide Checked Nodes** (☑)
   Once you have the checkboxes displayed in a tree, on all nodes or only on the children of the selected nodes, every time a node is checked, it will be hidden. Additionally, all already marked nodes will be hidden.

2. You can manually hide or show children nodes based on checked status. From "Children Checkboxes" tree context menu entry:

   - **Hide Checked**
   - **Hide Unchecked**
   - **Show non filtered**

   - **Hide Checked** and **Hide Unchecked** apply only to current state of children of selected node.
   - **Show non filtered** will restore visibility of children nodes that have not been filtered by a search.

Unlike those two commands, **Hide Checked Nodes** dynamically hide all checked nodes in the folder. The hint of this command indicates: "Keep checked nodes hidden / Show non filtered [Ctrl]", to highlight the dynamic behavior of this action, and to remember that when clicked with **Ctrl** it will ensure that all non filtered nodes in the folder will be shown (even if **Hide Checked Nodes** is currently not marked). This is useful to restore visibility of all nodes (in folder) hidden with **Hide Checked** or **Hide Unchecked.**

Also note: when saving, Keynote remembers the status of **Hide Checked Nodes** command, but not what was hidden using **Hide Checked** or **Hide Unchecked**, which will be considered temporary.

3. **Filtering** one folder's nodes or all folders under a searching criterion
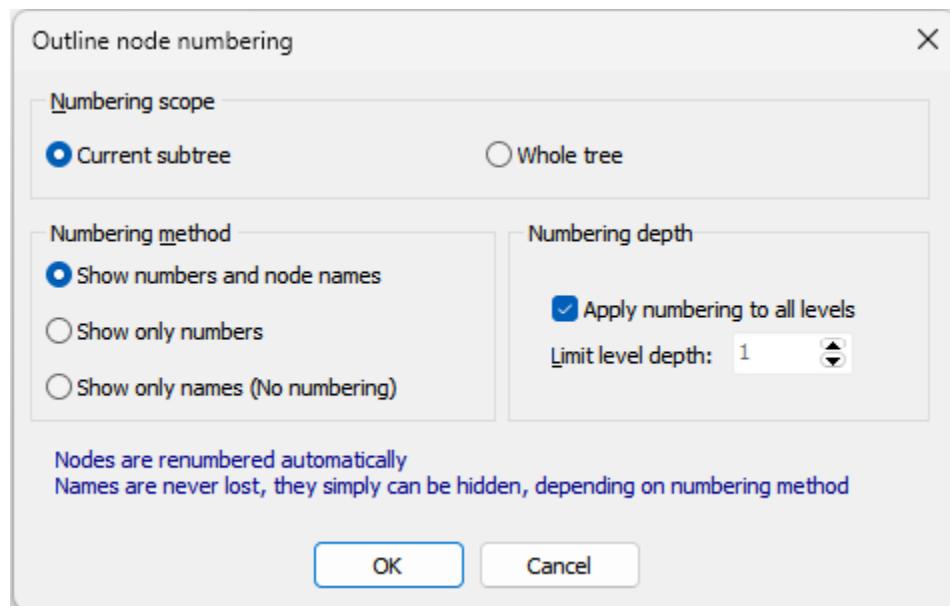
    See Filtering tree nodes for information on how to define and apply this filtering.

    Once applied, you can deactivate it with View | **Filter nodes** or ▽ button.

Note that you can show the checkbox for all nodes with View | **All nodes Checkboxes**. Additionally, checkboxes can be displayed only on then children of selected nodes (Children Checkbox | **Show Checkboxes** in Tree context menu)

Outline Numbering

With Tree | Outline numbering... you can add or remove outline-style numbering to the names of nodes in active folder's tree.

```
Outline node numbering                                    ×

 ┌ Numbering scope ─────────────────────────────────────┐
 │                                                        │
 │  ● Current subtree              ○ Whole tree           │
 │                                                        │
 └────────────────────────────────────────────────────────┘

 ┌ Numbering method ──────────┐  ┌ Numbering depth ──────┐
 │                             │  │                        │
 │  ● Show numbers and node    │  │                        │
 │     names                   │  │  ☑ Apply numbering to   │
 │                             │  │     all levels          │
 │  ○ Show only numbers        │  │  Limit level depth:  1 ▲▼│
 │                             │  │                        │
 │  ○ Show only names (No      │  │                        │
 │     numbering)              │  │                        │
 └─────────────────────────────┘  └────────────────────────┘

 Nodes are renumbered automatically
 Names are never lost, they simply can be hidden, depending on numbering method

              ┌─────────┐   ┌─────────┐
              │   OK    │   │ Cancel  │
              └─────────┘   └─────────┘
```

- Allows automatic renaming/renumbering.
- You can establish independent sub-trees
- The node names (notes) are not altered. It is simply possible to decide to show a numbering as a prefix, etc. It can be reversed at any time.

Optional columns: Flagged, Date

There are two columns that can be made visible from **F4** or **F6** (Folder properties..), one or both: "Flagged", "Date". Once visible, it is possible to reorder them; the resulting position will also be saved in the .knt file.

You can also toggle display of optional columns with the tree panel context menu:

   View / Filter | Show columns

When using this entry, the width of the tree panel will be reduced or increased depending on which columns are made visible or hidden. These changes to the display of the tree panel are not persisted when saving. To configure if any of the additional columns must be shown by default you must use 'Folder properties...'

Flagged
The tree context menu includes an entry, to be able to mark the selected node(s) as Flagged.

It is also possible to toggle the flagged mark by clicking on the column corresponding to the node.

In addition to highlighting in the context menu if a node is Flagged, an icon is also displayed in the corresponding column (if visible).

Pressing **Shift+**Click on the 'Flagged' menu entry (or its column in the tree) will remove all flags from the nodes in the folder tree.

Date

Additionally, each node can display the <u>creation date of the note</u> it is linked to.
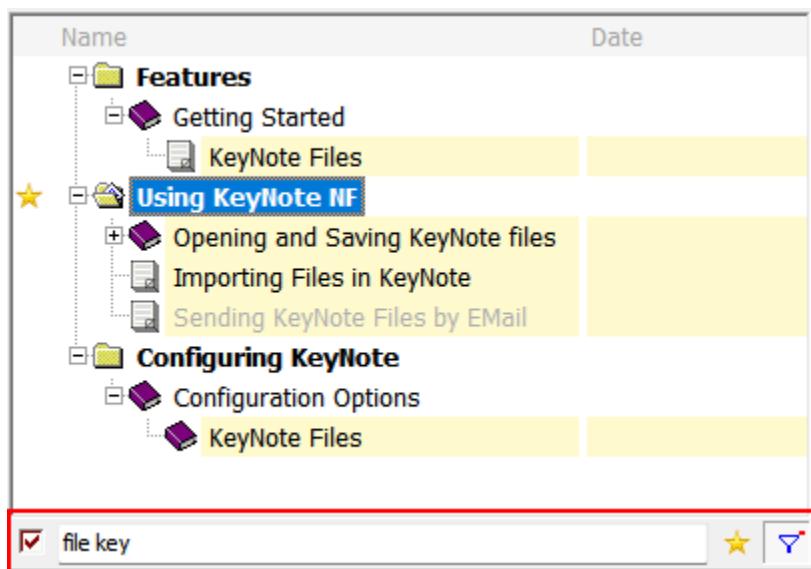
The flagged status and creation date can be used as criteria in "Find All" searches and to filter the tree.

Tree filtering

At the bottom of the tree there is a panel that includes a text box and several buttons that let you filter the tree based of the names of the nodes (notes), the checked status, the creation/modification date of the notes, and the flagged status of the nodes.

Tree panel filtering can be temporarily disabled, while highlighted the results, with "Filter nodes" button (∇).

Important: This 'Tree panel' filter will be combined with 'Find All' filter. See clarifications in <u>Using Find and Find All</u>

Filtering results. Use of 'Show children'

When filtering, nodes that are matching are highlighted in light yellow (+). A parent node may be visible because one of its children is a match, but it may also be a match itself, and be highlighted in yellow.
By default, when filtering the tree only the nodes that satisfy the conditions (highlighted in yellow) are shown, as well as their parents.

<u>View / Filter | Show children</u>   (Show children of matching nodes) (ShowChildren .ini property)

If "Show children" is enabled, the children of all matching nodes will also be made visible (highlighted in yellow). This allows, for example, to select one or more nodes using Filter Out Flagged, while at the same time leaving their child nodes visible as well.

This makes it possible to obtain a functionality similar to what in some applications is called 'Hoist', allowing to focus on a specific part of the note list tree.

(+) The description corresponds to Tree Filtering. If the filtering is done from Find All, the matching nodes are

highlighted with a blue font. But the above applies equally: depending on that option, the children of these matching nodes will be shown or not.

Filtering by last modification date

It is possible to use the last modification date, with a simple syntax.

It can be useful to be able to filter the tree by showing nodes that were modified (or created) during the current day or since the last X days. This can be done very easily by specifying in the first characters of the search string an expression of the form "**-\<number days back\>**"

Example. If current day is '15/10/2024' then:

'-2' is equivalent to [Last Modified] >= '13/10/2024'

'-0' is equivalent to [Last Modified] >= '15/10/2024'   (modified on current day)

'-0 something'   -> nodes modified on current day that includes 'something' in their names (ignoring case)

Tip: The filter text box will remind us of the date considered, showing a hint of the format: Last modified >= "15/10/2024"

If enclosed in "" it will managed as a normal text pattern: '"-2"' will look for '-2'

This will also work with Find All searches

Filtering by name

The textbox allows to filter the nodes based on its name, with the configuration:
  Match case: False, Whole words only: False, Search hidden nodes: False, All the words

'Use path of nodes'

By default, when searching in the name of the nodes only the node itself is considered.

The option 'Use path of nodes' (View / Filter | Use path of nodes) indicates that the complete path should be used, that is, considering also the names of the ancestors.

Considering that it is possible to search or filter based on the dates of creation or last modification of the nodes, it is interesting to be able to combine the date criterion with a filter based on the name of the nodes; it allows selecting nodes based on its own dates (creation and or last modification) and the names of their parents.

For example, let's suppose the following hierarchy of nodes, where we want to filter using Tree filtering (*)

```
Project_A
  Subject1
    ToDO
    Child A
    ...
  Subject2
Project_B
    ToDO
    Issue New

    ...
```

where nodes 'ToDO' have been modified today, and 'Child A' has been created today.

Searching for '-0' would select both 'ToDO' nodes and the 'Child A' node. If we wanted to focus on everything related to "Project_A" we could search for '-0 Project_A', which would select the first ToDO node and the 'Child A' node.

If we searched for '-0 Project_A TODO' (or '-0 ToDO Project_A' for example), only the first 'ToDO' node would be selected.

This is because this way, considering the path (with the names of the parents), the selected nodes would meet both criteria, date and text.

(*) From Find All it would be similar, taking into account that this option will only be considered if the selected search scope is 'Only node name' or 'All'. From Find All it is also possible to configure other search criteria: match case, whole word only, search type (exact phrase, all the words, any of the words).

Tip: This option can be set also from the <u>Find All panel</u>, and will be used both in these searches and in Tree filtering

Filtering by flagged status

The tree panel context menu includes an entry to filter out unflagged nodes:

   View / Filter | Filter out unflagged

This entry is considered in conjunction with the existing tree filter and the search (Find All) filter (if any).

If you change the Flag on the selected node with **Ctrl+click** (in the tree column or in the menu entry, 'Flagged'), the 'Filter unflagged' will also be toggled on or off. This way, for example, if there are no flagged nodes, Ctrl+clicking on the marked column (if visible) of a node will mark the selected node as marked and hide all other nodes.

You can also use a toolbar button to toggle on or off 'Filter unflagged'
Note: The button (and also the entry in the tree context menu) is disabled when there are no flagged nodes.

Using 'Show children'

Using 'Filter out unflagged' with 'Show children' enabled will assume children of flagged node are also flagged.

   For example, let's suppose the following hierarchy of nodes, where you want to filter using Tree filtering

```
Project_A
  Subject1
    ToDO
    Child A
    Child B
    ...
  Subject2
Project_B
    ToDO
    Issue New
    ...
Project_C
  Other
```

   Suppose only Project_A is flagged

   1 - If toggle on 'Filter out unflagged' with 'Show children' is disabled, then only "Project_A" will be visible.
   2 - If now we type "child" as filtering text, no node will be visible.

However, if 'Show children' is enabled then the first step will show "Project_A" with all its nodes ("Project_A" will be highlighted in ligth yellow), and the second step will also show "Project_A" with all its nodes, and "Child A" and "Child B" will be highlighted too.

If "Project_B" is also flagged, and 'Show children' is enabled then the first step will show "Project_A" and "Project_B" will all their nodes. But second step will only show nodes of "Project_A".

Note:
- Filter matches won't be saved in read only folders.
- Filtering on a readonly folder will not set the file as modified
- On file loading, with not readonly folders: if filtering was applied, matches (and node highlighting) will be remembered, but filter will be disabled by default

Filtering by Tags

A new control in the tree panel allows the selection of multiple tags to filter nodes with. It is allowed the introduction of both individual tags and parts of them, which allow the selection of several at a time. In the latter case, they are treated as OR conditions. The control shows a "#" character by default, to reminder its function

The tag filter text control allows a mix of 'AND' and 'OR' operands but only if any of the words doesn't identify an unique tag, like "Err" to select "(Error OR Error.High)", for example. But it doesn't allow something like 'Bug' OR 'Error'. Currently even "OR" could be a tag (#OR).
Something like "Err ToDO" will be interpreted as "(Error OR Error.High) AND ToDO"

Other example.

Suppose that there are defined tags such as #PryA.Module1 #PryA.Module2 ... #Bug #Bug.High #Bugh.Low

If you enter: "PryA Bug.Low" then (PryA.Module1 OR PryA.Module2 ..) AND (Bug.Low) will be considered.

Notes:

- The View | Show Children option is also applicable to this new criterion.
- Those nodes that match the indicated tags will be highlighted with a light cyan color in the "flagged" column. If this column was not visible, it will be temporarily displayed while the filter is applied.
- If a term ends in '*' and it is not identified as a registered tag, it will be assumed that we want to indicate the search for tags that contain the entered substring (not just the one that ends with it).
  In this way, if we have for example the tags: "Error", "ErrorHigh", "ErrorLow" and we want to select only the first one, we will write "Error" (or simply select it from the selector, in the many possible ways).

  If we want to consider the three tags (an error, whatever the severity or if it has not been defined) we will write "Error*".

- When there is no match with any individual tag it is not necessary to add * to select several.
  E.g.: If we have "PryA.ModuleA" and "PryA.ModuleB" we could write "PryA" to select the two (in an OR condition)
- The option "**Inherited tags**" will affect how nodes are filtered based on the selected tags. When checked, each node will be considered as having its own tags and the tags of its ancestors.
  This option can be changed form View / Filter | Inherited tags and also from Tags or Find tabs in the resource panel.
- The tree will be filtered as we add new tags
- Also: **Ctrl+Click** on this control will clear it

See Using the Tags Tab of the Resources Panel for a explanation of this example, and the general use of Tags.

Deduce missing date information

The creation and modification dates of the notes are available since version 2.0 of KeyNote NF.

Two menu entries have been added to deduce missing date information and optionally removing date prefixes from note/node names.

Important: If there are <u>nodes selected</u> (1 or more) when you execute any of the following two commands, it will be applied only to those nodes. Otherwise <u>all the notes</u> in the <u>current folder</u> will be considered.

Tools | Deduce [missing] date information

KeyNote can search and register missing note dates: creation and last modified.

If one note already has creation date registered, it will be ignored (except if command executed with **Ctrl**)

- It will **search in node name**, according to defined 'Default Name for New nodes', if includes '%D' token
  - It will try to identify the date using the format defined in **configuration options** (Advanced | Formats | Date format).

    Eg: If Default Name for New nodes = '(%D) - ' and Date format = 'dd MMM yy'

      "(05 oct. 16) - Node A"   => Creation date: 05/10/16

    Tip: You should ensure the correct values for folder config ('Default Name for New nodes') and Advanced|Formats (Date format).

  - Besides trying with the date format configured in Configuration Options, KeyNote will also automatically try with default regional short date (usually 'dd/mm/yy' or 'mm/dd/yy') and even some long formats, like:

    "domingo, 20 de octubre de 2022"
    "monday, february 1, 2021"
    "domingo, 20 de octubre de 2022 - 21:12"

  - It will also attempt to automatically handle short month names that include "." and without it.

      "(05 oct 16) ..."
      "(05 oct. 16) ..."

- It will search for dates also in the note's content, looking for lines that include only date (and optionally time). If several matches founded, the oldest date will be used as creation date and the most recent date as the last modification date. Eg:

    Line 1, bla, bla, ... 07/09/16 ...
    ...
    05 oct. 16 - 20:15
    - - - - - - - - -
    ...
    31/12/18 15:00

  => Creation date: 05/10/16 20:15
  => Last modification: 31/12/18 15:00

Note: Date found in note name will have priority as Creation date over dates found in note content.

Tools | Remove date prefixes from node names

Optionally, KeyNote can attempt to remove dates used as prefixes in note names.

Eg: If Default Name for New nodes = '(%D) - ' then:

    "(05 oct. 16) - Node A"   => New name: "Node A"

(This command will also previously identify (and register) any missing dates)

Note information panel

A panel showing the name of the selected note (node) and its creation date is available. It can be displayed next to the editor, from which its content is being displayed or edited. Note that there are situations where it is useful to keep the tree panel hidden. In this cases can be convenient to have this information panel visible.
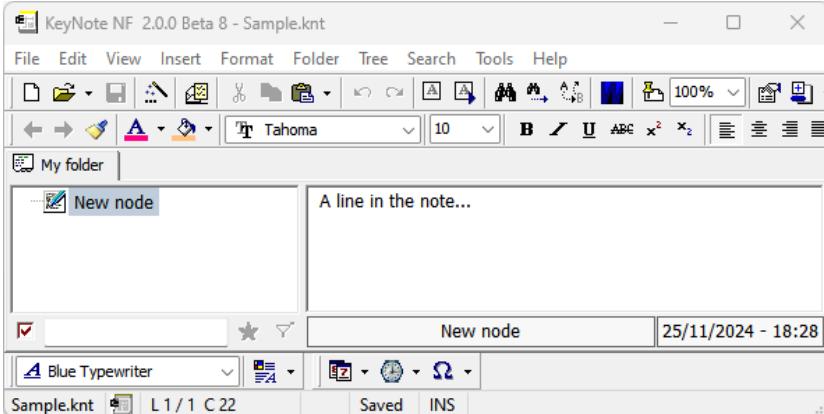
- The name of the note can be modified directly from this panel.
- The hints on the name an creation date display more information: path of the node and instant of last modification in the note.

There is a menu entry to allow showing or hiding the editor information panel (**View | Editor Info**). The state will be saved in the file, per folder (like tree visibility).
When you create a new folder, the initial visibility of the editor information panel will be the same as that of the active folder.
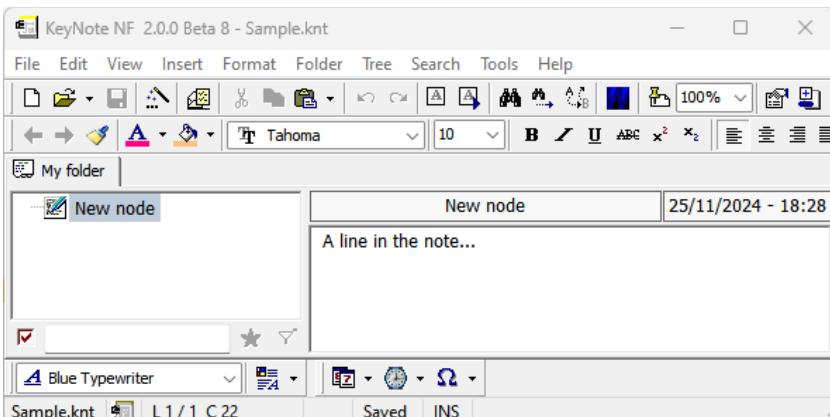
With the **EditorInfoPanelTop** .INI option you can change the position of the info panel (top or bottom):

EditorInfoPanelTop = 0   (Bottom [default])

EditorInfoPanelTop = 1   (Top)

Keyboard Shortcuts for Tree-Related Commands

To insert a sibling node **above** selected node:	**Ins**
To add a **child** to selected node:	**Shift+Enter**
To add a sibling node **below** selected one, immediately below **or** as the **last sibling** (at the	**Ctrl+Enter** or **Enter** (*)

bottom):	
To rename selected node:	**Space** or **F2**
To delete selected node:	**Del**
To delete all children of selected node:	**Shift+Del**
To move selected node: (e.g. Shift+Down arrow to move node down)	**Shift+arrow key**
To switch focus from note Editor to Tree:	**Ctrl+** (*) or **Shift+Tab**
To switch focus from Tree to note Editor:	**Ctrl+** or **Tab**
Copy or move node or subtrees	**Ctrl+C**, **Ctrl+X**, **Ctrl+V**, **Ctrl+Shift+V**
Navigate Up or Down in the tree hierarchy	**Alt+Up** or **Alt+Down**
Navigate Left or Right in the tree	**Shift+Alt+Left** or **Shift+Alt+Right**
Expand or collapse any branch in the tree	**Right** and **Left** arrow keys
Expand or collapse the full tree (showing only 1st level, or TOP, nodes)	**Shift+Numpad +** or **Shift+Numpad -**

See Keyboard Reference for a complete list of keyboard shortcuts.

Notes (*)**:**

- **Enter** will add the node as the last sibling (at the bottom) of the node where you press the key. If you want to create the sibling immediately below current node, use **Ctrl+Enter**

- **Ctrl+** could not work depending on your keyboard layout, and you should find what key is associated with OEM 5, the key that triggers the toggle command that KeyNote is 'listening'.

  The key that triggers that toggle command is the key OEM 5. In the keyboards like US, British or Spanish it corresponds with the one with **** character, although the key position is different. I have seen that in the British keyboard that key is in the same position that **<** german key (which is in the same position that **<** spanish key). But that keys correspond to different OEM: VK_OEM_5 (220) in British or English keyboards and VK_OEM_102 (226) in spanish or german (as examples).

  In German, the key with VK_OEM_5 corresponds to **^**. In Spanish to **** (both in the same position, below **Esc** button). As onother example, in Japanese keyboard, VK_OEM_5 corresponds to **]** while the one below ESC corresponds to 192 as in US Keyboard.

  Since version 1.9.0 there are three **menu commands** that allow to customize that shortcut, and also allows you to always set the focus in a certain panel. In **Tree | Set Focus**:

  - Toggle focus: Editor / Tree Panel
  - Set focus in Editor panel
  - Set focus in Tree panel

  Note that the current toggle shortcut (Ctrl+\) will still work if there is no new shortcut to replace it. You can also continue using the other shortcuts: Tab or Shift+Tab

Virtual Nodes

Virtual nodes

Virtual nodes are nodes in the tree which behave in a special way. A virtual node is a note does not contain its own text in KeyNote, like normal nodes do. Instead, a **virtual node is linked to a file on your disk**. The text of that file is displayed in KeyNote and may be edited in exactly the same way as any normal note. However, when KeyNote saves the file, the text in the virtual node is saved back to the original file on disk, rather than being saved in the KeyNote file itself.

This allows you to keep certain files separate and be edit them in other applications (such as NotePad or WordPad), and at the same time to edit these files inside KeyNote.

> **Note**: If you copy the KeyNote file to a external drive or move it to another computer, the virtual nodes may become "orphaned", because their linked files will remain in their original location on your hard disk.

You can only link text (***.txt**) or Rich text (***.rtf**) files to a virtual node. If the file on disk is a plain text file, any formatting styles that you apply to this file's virtual node will be lost, because the file will be saved in its original, plain text format.

> **Tip**: If a file you want to link as a virtual node does not have the ".txt" extension, but it really is a plain text file, you can add that extension to the list of file extensions that KeyNote recognizes. See Options: File Types.

To create a virtual node:

- Add a normal node to the tree the way you always do. Do not type anything in the node's editor window. Right-click the node with your mouse, and from the context menu select the **Virtual node | Make Virtual** command. A standard "File open" dialog box will be displayed, allowing you to choose the file on disk which you want to link to the node. Select the file and click OK.
- You can also create virtual nodes by **dragging** files from Windows Explorer and dropping them on KeyNote.

Important: If you encrypt a file containing virtual nodes, the text in the disk files will not be encrypted. See "Encrypting KeyNote files".

Unlinking virtual nodes

- If you click the **Virtual node | Unlink Node** command in the tree context menu on a node that already is virtual, you will be given an option to revert the node to normal. The contents of the linked file will be retained, but the link with the file will be broken, and the text will now be stored in the .KNT file.

Notes

- When you delete a virtual node, only the tree item is removed; the actual file on disk is never deleted.
- Virtual node files are not automatically monitored for changes. If you modify a virtual node file outside of KeyNote, you need to "**refresh**" the node manually.

  When refreshing a virtual node, KeyNote warns you if the node has been modified within KeyNote. If you click OK, any changes made in KeyNote since last save will be lost, and the node will reload the original file from disk. If you click Cancel, the node will retain the changes you made to in within KeyNote.

- **Virtual node | Make Virtual** allows you to change the file with which the virtual node is linked (after a prompt)
- If the current node is NOT a virtual node, **Virtual node | Make Virtual** gives you an option to MAKE IT virtual, by "flushing" its data to a file on disk (KeyNote will prompt you for a filename where the text will be stored).
- It is possible to create virtual nodes linked to files on **removable media** (pendrive, CD-ROMs, etc.). This can be controlled by a INI option: RemovableMediaVNodes.
- **Files linked** to "virtual nodes" can be **backed up** when the .KNT file is saved. Virtual node files are always backed up in the original files' directories, and only one backup file is maintained (i.e. the "Backup level" option

does not apply to backed up virtual node files). See <u>Options: Backup options</u>

- For virtual nodes, **relative paths** are stored in the KNT file in addition to **absolute** paths. When loading a file, the absolute path is tried first. If the file referenced by the virtual node is not found, KeyNote tries the relative path.

See also: <u>Importing Files in KeyNote</u>

<u>Linked nodes</u>

Using Linked nodes

Since version 2.0, notes in KeyNote are independent of folders, and can appear in 0 or N folders in the form of nodes, thus being visible in their corresponding trees. The same note can be referenced in multiple places in any folder.
Those nodes that are not the only ones associated with its note are simply highlighted as "Linked nodes".

Using linked nodes allows **the same note** to be **in multiple positions**, in the same folder or in different ones. Linked nodes behave like file links in Unix: changes made to one node are applied to the nodes related and viceversa. Indeed they both will **share the same content**, and both relate to the same note.
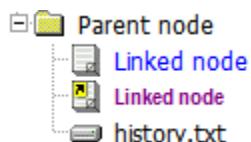
Linked nodes **share the note** they point to. So, besides the content, they **also** share other information that belongs to the note:

- The name of the node (because it is the name of the note)
- **Alarms**. Set or remove alarm on one node will set or remove on the others (are the same alarms)

The color of the node, its bold state and font, and the state of the checked property, are specific to each node.

From the context menu (**Linked Node | Navigate to Next Linked**) it is possible to go through all the linked Nodes of one Note.

You can visually identify linked nodes when using 'Standard icons' in the tree note. There is a specific icon for this kind of nodes:

In the image above, 'history.txt' is a virtual node of a text file, and there are two nodes linked to a same note with the name 'Linked node'.

When a note has several nodes, the first one is represented by the normal icon (if folder is configured to use 'Standard icons') and the rest by the 'linked' icon. But this is a simple convention. There is no difference between those nodes. For all of them, the context menu will show the '<u>Linked Node</u>' entry <u>checked</u> and will offer the 'Navigate to Next Linked' sub-entry enabled.

With this kind of node you can:

- Organize the information in different ways. For example we can group nodes as tasks in a note, ordering by priority, and at the same time, hanging that nodes from other nodes (or in other notes) based in a functionality approach.

79

- In ocassions, when we are working with one node, can be useful to have other node/s with related information (that resides in other point, for any reason) near to first one. We can use hyperlinks, but jumping from one to others is sometimes a little messy.

- Have a selection of certain nodes (certain tasks, for example) in a different folder (tab). There you will be able to have a global vision of the main things to do, sorting, ranking and structuring in a free tree hierarchy, completely independent of the hierarchy in wich 'real' nodes reside, classified by other criterion.

- A 'view' of nodes with alarm set could be offered, in a new folder, or hanging of any node.

- The result of a search may be used to create views of information, selection of virtual nodes. In general we can copy nodes and subtrees and paste as a virtual node.

In future versions probably you will be able to use dynamic folders, to include all the nodes satisfying a certain search criterion. You could create a folder with all the notes including certain tag or combination of tags, etc.

Creation of linked nodes

The linked node can be created **on any node**, without distinction, whether a virtual node, linked to a file on disk, or any other node.

Linked Node | Insert Linked node

Inserts a new node, linked to the currently selected node.

Transfer Subtree | Paste Subtrees as Linked nodes

Alternative to Paste Subtrees. It is equivalent but pasting linked nodes instead. Therefore, no new notes will be created, only new nodes linked to existing notes.

You can also use keyboard shortcut: **Ctrl+Shift+V**.

Drag and drop

While dragging selected nodes / subtrees you can create linked nodes by holding down the **Alt** (link) key.

Deleting linked nodes

Deleting one of several 'linked' nodes will not delete the associated note. The note and its content will be deleted when you delete the last (and only) associated node.

If you delete the one shown with the normal icon, one of the nodes linked to the same note will automatically be shown with that normal icon and not with the 'linked' icon.

Folder Properties and Defaults

Folder Properties and defaults

Folder Properties are settings that apply to particular folders, so that each [keynote] folder within a single file can have its own, separate set of properties. These are, for example, the name of the folder and the icon displayed next to the name, the background color of the editor, the "Word Wrap" option (*), or the layout of (whether the tree panel should be shown to the left of the editor, or above it).

(*) See 'notes' in Configuring tree settings for clarification on how a change to "Word Wrap" option affects the editor in nodes

These folder-specific properties can be set in two different ways: you can change the properties for each individual folder, but you can also set DEFAULT PROPERTIES for all the new folders that you will later create. For example, you can specify that each new folder should have white background by default - but you can also change the background color of any individual note to yellow.

a) To change properties for an INDIVIDUAL FOLDER, press **F4,** or select the Folder | Folder properties **command.** Alternatively, you can also right-click the folder and select the **Folder properties** command from the context menu. Changes will only affect the folder which is currently active.

b) To change DEFAULT PROPERTIES for all NEWLY CREATED FOLDERS, press **F6,** or select the Tools | Default settings... command. Changes will only affect folders that you will later create; existing folders will NOT be affected.
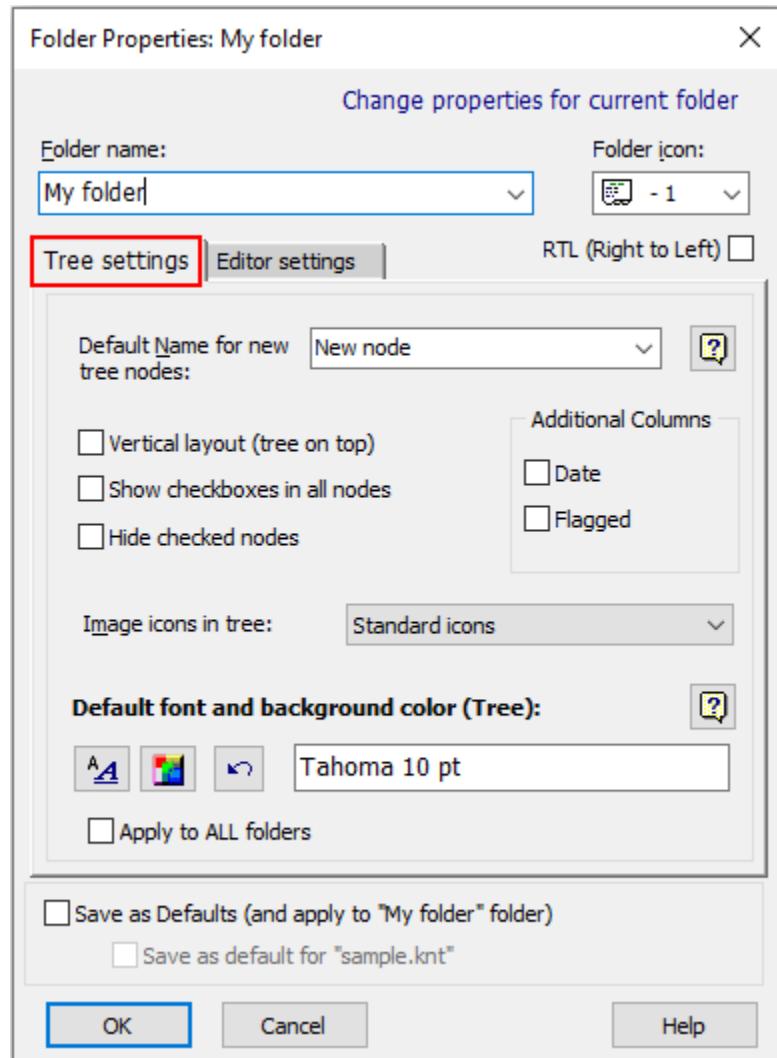
Note that properties for the active folder and default properties for new folders are edited in the same exact dialog box - because these are the same properties. The title bar of the dialog box indicates whether you are editing active folder properties, or defaults for folders that you will later create.

The dialog box contains two tab sheets:

Tree settings
Editor settings

Tree Settings

Folder Properties: Tree settings

On this tab you can specify <u>tree related settings</u> for either the **active folder** (**F4**), or for **all folders you later create** (**F6**).

All the properties described can be changed in active folder, or set as default value for newly created folders.

Note: the screenshot shown corresponds to Folder | Properties (F4). It is identical to the one used in Tools | Default settings... (F6), except for the same differences highlighted in blue on <u>Folder Properties: Editor settings</u>). Note that those options are not specific to either of those tabs, but common to both. You can find in that link the meaning of "**Save as default for <filename>**" and "**Save as Defaults (and apply to "<Folder>" folder)**"

Folder name
Enter a new name to rename the active folder, or enter the name that will be used as default for newly created folders

Folder icon

Choose the icon that you want to be shown on the tab, next to the folder name.

RTL (Right to Left)

Folder level option that defines default bidirectional mode for tree and editor in folder. If set to True then the tree will be displayed as RTL, the editor will be set to RightToLeftNoAlign, and also new notes will start an RTL paragraph by default.

The entire interface will be adapted to RTL if the configured UI language (according a translated .LNG file) is defined as RTL. See Configuring user interface Language

Note: Consider also modifying some of the following three RTL-related INI options: RTLkeyShct, IMEAutoKeyboard, IMEAutoFont

Default name for new tree nodes

Specifies the default name for all new tree nodes (notes) you will add to the tree

Tip: The string can contain special "tokens" which KeyNote will automatically replace with values. This allows you to partly automate the naming of nodes. For instance, current date or time can be automatically added as part of the node name when creating the node. Click the button to display a dialog box listing available tokens and their meanings.

Vertical layout (tree on top)   Default: Disabled

Specifies the layout of tree panel vs editor.
If the option is enabled, the tree will be shown above the editor.
If the option is disabled, the tree will be shown to the left of the editor (horizontal layout)

Note:
- If you add (or possibly move) some nodes in the tree, and then change the tree layout (from horizontal to vertical, or the other way around), then the new nodes lose their original position. This does not affect the nodes that were created earlier. The problem does not occur if the file was saved and closed/reopened.
- Workaround: When you want to change the layout, save the file first *and reload it*. Just close the file and reopen it, or simply select the file from the "Recent files" menu. After you have reloaded the file, change the tree layout. This way, all nodes should stay where they were. You should probably save the file at this point and reload it again, at least if you intend to make any further changes to the tree.

Show checkboxes in all nodes   Default: Disabled

If the option is enabled, a checkbox appears next to every node in the tree.
If the option is disabled, no checkboxes appear

Hide checked nodes   Default: Disabled

If the option is enabled, nodes are automatically hidden when checked. (See also Using Hidden nodes)

Image icons in tree

You can display or hide (None) icons in the tree. And in the first case you can use custom icons you explicitily assign to each node (Custom icons), or let KeyNote associate the icons depending on the state of the node and its kind (Standard icons).

If you use "Standard icons" you will see:

Top nodes (first level nodes) with child nodes, selected or unselected
Lower level nodes, with child nodes, selected or not
Nodes without childs (leaf nodes), selected or not
Virtual node, selected or not.
Linked node, selected or not.

83

Tip: You can quickly toggle between standad and custom icons with <u>View | Standard Tree Icons</u> or <u>View | Custom Tree Icons</u> commands.

Additional Columns
There are two columns that can be made visible: "Flagged", "Date". Once visible, it is possible to reorder them; the resulting position will also be saved in the .knt file.

Tip: You can also toggle display of optional columns with the tree panel context menu (View / Filter | Show columns). These changes to the display of the tree panel are not persisted when saving.
More info in <u>Optional columns: Flagged, Date</u>

Font button
Selects default font style for the nodes in the tree panel (*)

BG Color button
Selects background color for the tree (*)

<u>(*) Notes</u>:
- You can a define a default <u>font and background color</u> for the whole tree panel (tab), while allowing each individual node to overwrite it.
- When you modify the default values, they will applied only to nodes not customized.

Reset button
Resets font style and background color for the tree
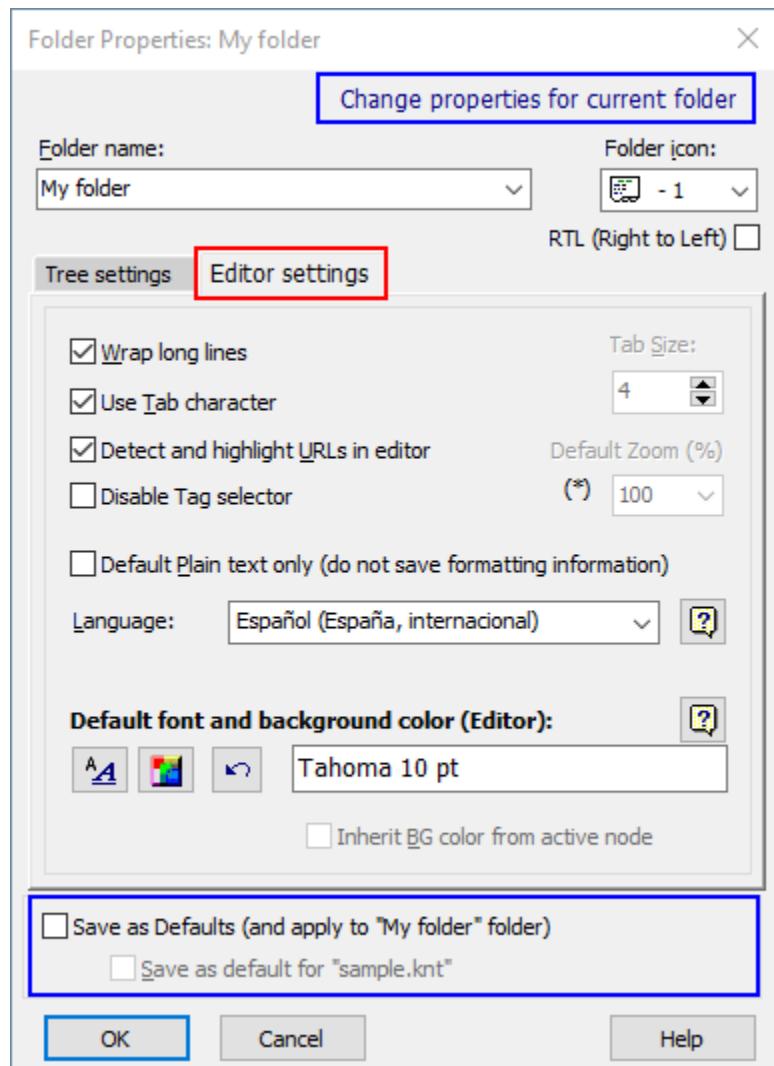
Apply to ALL folders
If you check this option, then font and background colors defined in this window will be applied for ALL tree panels at once.
You have this option available from active folder and from default settings. This way you can apply one of those settings to all the tree panels at once.
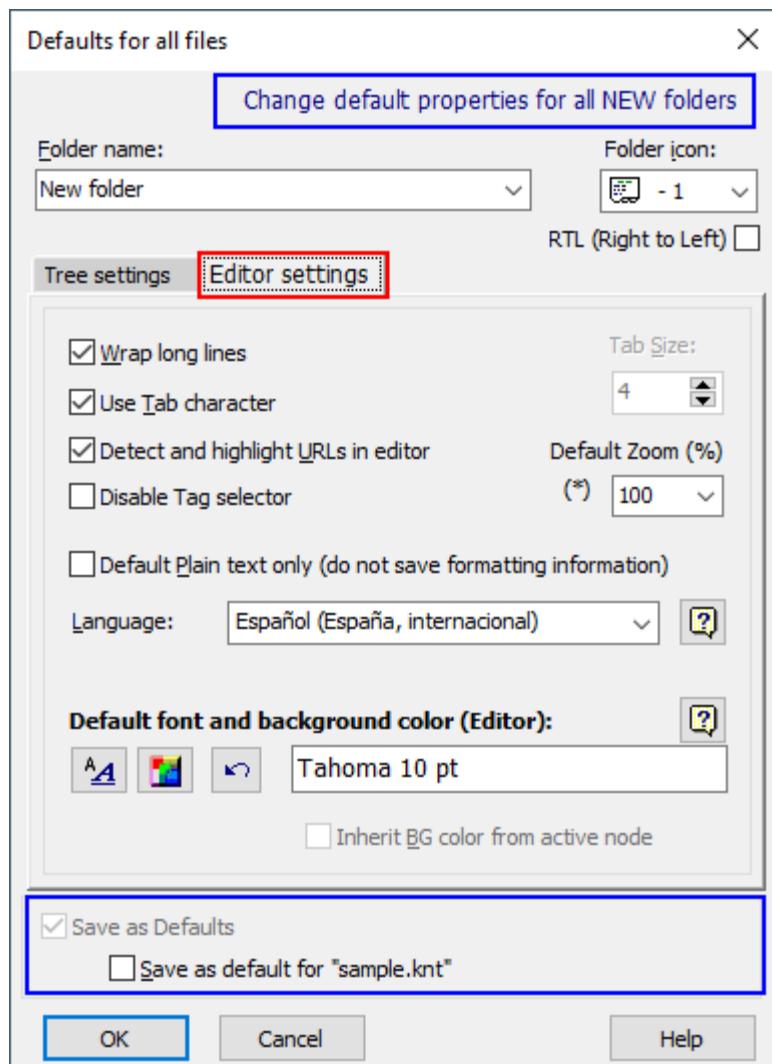
<u>**Editor Settings**</u>

Folder Properties: Editor settings

Folder | Properties (**F4**)

Tools | Default settings... (**F6**)

On this tab you can specify <u>folder and editor-related settings</u> for either the **active folder** (**F4**), or for **all folders you later create** (**F6**).

All the properties described can be changed in active folder, or set as default value for newly created folders.

See also <u>About initial fonts and colors in KeyNote</u>.

Save as default for <filename>
When editing default settings for a new folder, you can choose to apply these settings not just to all folders that you will later create (the normal behavior), but to all folders that you will add to the current file only. That way you can have different default settings for each individual file. For example, you may normally want a white background for new folders, but for one special file you may want a black background instead.
Select this option to save folder properties as defaults for current file only.

Save as Defaults (and apply to "<Folder>" folder)
When editing settings for active folder (**F4**), you can decide to use those same properties as the Defaults for all new created folders (besides the normal behaviour of changing the properties in current active folder).
If this option is selected then you can optionally select the option "Save as default for <filename>" described above, with the same meaning.

Wrap long lines
Toggles wrapping lines that are too long to fit in the width of the editor panel. This is equivalent to selecting the

86

Format | Word wrap command.

See 'notes' in Configuring tree settings for clarification on how this change affects the editor in nodes

Default Zoom
Allows to use a default value other than 100%

Note: Can only be used as defaults.

Use Tab character
Specifies whether KeyNote inserts a Tab character or a number of spaces when you press the TAB key. If you disable this option, KeyNote will insert the number of spaces specified in the **Tab size** field.

Tab size   Default: **4** spaces
If the **Use Tab character** option is disabled, specifies the number of spaces KeyNote will insert when you press the TAB key.

Detect and highlight URLs in editor
Specifies whether hyperlinks (URls) should be highlighted and "clickable" in the editor.
More info in Using URL recognition of RTF Editor

Disable Tag selector
Allows to disable the display of the tag selector in the editor.
If this option is selected, new tags will not be registered from the editor of this folder, although they can be registered from the Tags tab (in the Resource panel).

Default Plain text only
Normally, note contents are saved as Rich Text. If this options is selected, content of new notes in this folder (or new folders) will be saved by default as plain text (do not save formatting information)

- Since version 2.0 this option is a **default** configuration for **new notes**.
- Please note that since that version it is possible to combine RTF and Plain text notes in the same folder.

Language
Set the language for the note text. This property is used to select the proper dictionary for the spell-checker. It does not change the language of the text or the language of the KeyNote program.

Font button
Selects initial font style for notes in active folder. Does not affect already existing text! (*)
Note: Font change affect only to **new** nodes (*)

(*): Except if the active folder is a plain text folder, in which case it will affect all text

See About initial fonts and colors in KeyNote for further clarification.

BG Color button
Changes the background color for notes in the active folder.

Inherit BG color from active node
This option is read only in this tab. Can be modified from General settings | Rich Text editor tab
It is included to help you understand why this background color is being displayed:

BG color depends in "Inherit BG color from active node" option:
- If set, background color of selected node is shown, that is, the the BG color of its new child nodes
- If not set, default BG color for all NEW nodes is shown

See also About initial fonts and colors in KeyNote.

Reset button
Resets initial font style and background color for the active folder. Does not affect already existing text!

Clipboard. Paste. Capture

Paste from Clipboard

Formatted Paste
"Full plain" Paste
"Custom plain" Paste
HTML paste

Web clip
Clipboard Capture

KeyNote offers many possibilities and options when it comes to pasting text (or images) from the clipboard.

It includes two specific functionalities, each with its own options and activation mechanisms:

1. Web clip, mainly for paste text from browsers, in a configurable way, activated from menu and also with **Ctrl+W** or **Shift+Ctrl+W**
2. Clipboard Capture, to automatically capture any text copied to Clipboard, activated with Folder | Clipboard Capture, or toolbar button: 📋

Both functionalities have elements in common. Normal, since the first of them allows you to automatically capture from any source, including browsers. You can follow the previous links to know the particularities of each of them.

At the same time, both functionalities depend on other more general and common aspects of pasting from the clipboard, with their own configuration options:

Formatted Paste vs Plain Paste

Formatted Paste

KeyNote recognizes common keyboard shortcuts used with Clipboard, specifically for pasting:

Paste   **Ctrl+V** or **Shift+Insert**

You can also use 📋 button or Edit | Paste

> **Tip**: You can use Ctrl, Shift or Alt while clicking in that button or menu entry to get a different kind of paste. See: Alternate Shift, Alt or Ctrl Commands

Al this actions corresponds to normal paste, or paste with full formatting, where the original font and paragraph formatting of the text copied is maintained (or the RTF formatting resulting from HTML to RTF conversion)

Note:

- 'Clipboard capture' and 'Web Clip' also allow to paste full formatted text.
- Those actions can also execute a "full plain" or "custom plain" paste (see below) when Paste external as plain text option is enabled.
- When pasting into a plain text note, "full plain" will be used by default (also with 'Clipboard capture', 'Web Clip').
- When clipboard contains several formats, KeyNote will prioritize RTF over other formats, if it is available.

  For example, if you copy a range of Excel cells, they will be pasted as a table (RTF). If you want to paste as image, you can use **Paste Other**.

"Full plain" Paste

You can also paste ignoring all existing formatting:

Plain Paste   **Shift+Ctrl+V** or **Ctrl+Shift+Insert**

You can also use Edit | Paste Other...| Paste As Text (or even Paste Special...), and ⬚, selecting the option "Paste as Text".

"Custom plain" Paste

KeyNote NF includes an option, Plain text mode, that let you keep part of the formatting of the text in the Clipboard. That option is considered in the following situations:

- Paste external using 'Plain text mode'
- Clipboard Capture, when enabled its own Paste using 'Plain text mode' option.
- Web clip, when executed in plain text mode, using **Shift+Ctrl+W** (instead of **Ctrl+W**)

* Remember: When Paste as Text (Shift+Ctrl+Insert or Shift+Ctrl+V) is executed, full plain text it always be applied

HTML paste

Every time KeyNote, when pasting from the clipboard, detects the presence of content in HTML format, it checks whether content in RTF format is offered at the same time. If not, it performs the conversion and adds it to the clipboard.

In this way, when copying and pasting content from a browser it is possible to incorporate **all the text formatting**, while it is still possible to make a **_full plain_** or **_custom plain_** paste, making use of the possibilities indicated above.

Using custom paste is in fact especially convenient when copying and pasting text from web pages, as it allows us to include hyperlinks and the font style (bold, italic, ...) —or other options— without altering our paragraph formatting or even type of source, if we are interested.

Tip: From Edit | Paste Special... we can always choose, among the formats available on the Clipboard, the one we need. This way you can paste **source HTML**, for example.

- When pasting from HTML (web pages), the current font and size in the active editor will be used as default values, instead of the usual Times New Roman 12.
  * The current font in the web page will be used when it is explicity defined.
- Tip: MS Sans Serif doesn't show all Unicode characters. Try with True Type font like Tahoma, for example.

Tip: Since version 2.0 you can paste snippets from web browsers that contain **both text and images**.

Limitations:

- There are **some web pages** where the **conversion** from HTML **to RTF is not ok**, and can produce nothing or truncate some text.
  - KeyNote will paste from that capture text as full plain text (without any formatting) when detects that problem.
  - The conversion to RTF (obtained with TWebBrowser) from the HTML copied to the clipboard from certain pages are totally o partially incorrect (even MS Word can't convert correctly that fragments).
  - I have detected this problem with certain fragments in the following site, whose html seems to be odd: stackoverflow.com. But it could happen with other site/s.

For example, consider the following URLs and try to copy and paste several paragraphs altogether.

https://stackoverflow.com/questions/46991729/how-to-load-a-stringstream-with-utf8-characters-to-a-stringl ist-in-android
https://stackoverflow.com/questions/11122197/why-does-memo-lines-use-tstrings-instead-of-tstringlist

Most of them will produce '<>' or '', others '<<<' or something similar and a few can truncate some text. If in this examples we copy (and paste) only fragments of certain paragraphs or just snippets of code, it seems to be ok.

Web clip

Using Web clip

Tip: For general information about pasting (full formatting vs plain text, HTML paste) see Paste from Clipboard

See also Web Clip vs Clipboard Capture

"Web clip" feature, that allows to paste text from external programs (included browsers) in a configurable way.
Note: You can capture snippets from web browsers that contain both text and images.

Its main objective is to allow **context information** to be added to the capture, such as:
- Instant (date and time) in which the capture is made
- URL from which it is done
- Title of the data source, if available
- Source server/domain, if available

All of this information, or part of it, can be included as a header preceding each capture, customizable with the help of certain tokens. The header can be chosen from a list of preconfigured options or customized from the following option: Divider, in Advanced | Clipboard.

In Using Dividers in Clipboard Capture and Web Clip you have the list of available tokens with a detailed explanation of each of them. As you will see, you can show a different text for the first and subsequent pastes from the same URL.

In Dividers. Examples, some examples of results obtained with the preconfigured 'Dividers' are included, to help choose the most convenient one and understand its use in order to facilitate its customization.

Two pasting modes are offered:
- **Paste as Web Clip**:   **Ctrl+W**

  It will include all the formatting of the source text, as indicated here o here.

- **Paste as Web Clip (Text)**:   **Shift+Ctrl+W**

  It allows a "Custom plain" Paste, which depending on whether it is configured in Plain text mode will offer a full plain paste or include some certain aspect of the formatting.

You can also select the corresponding options from Edit | Paste Other... or .

Remember: The Paste external as plain text configuration option doesn't apply to Web Clip (nor Clipboard Capture).
                Full formatting will be pasted (**Ctrl+W**) unless explicitly indicated (**Shift+Ctrl+W**).

Web Clip vs Clipboard Capture

The results obtained with this functionality can be the same or similar to that obtained from Clipboard Capture, since both allow adding this context information. There are some differences, like:

- You can use a different header from each feature, configuring different Dividers.

In <u>Web Clip</u>:
- You don't activate an special mode. You must (and so can) paste fragments manually, allowing you to decide for each capture if paste full formatted or in a plain text mode.
- With the URLOnly (only INI option), you can copy at most one word from a web page and that text will be ignored and instead of it, the URL (and title if available) will be included.

In <u>Clipboard Capture</u>:
- You must activate (and deactivate) this functionality.
- All the captures are pasted using the configuration defined, and so all captures will be full formatted or in plain text mode.
  - Tip: At any time you can change this options to alter how text is pasted
- It includes additional options, like 'Ignore duplicate clips' or automatically inserting paste node in new nodes. It also allows to limit the length of pasted text.

Clipboard Capture

Using Clipboard Capture

Tip: For <u>general information</u> about pasting (full formatting vs plain text, HTML paste) see Paste from Clipboard

This feature allows to **automatically capture** and store any **text and images copied to Clipboard** from any other application, or even from KeyNote. You can **configure** how that content will be pasted in the **capturing/target folder**.

Note: You can capture single or multiple images. You can also capture snippets copied from web browsers that contain both text and images.

Must be activated from Folder | Clipboard Capture, (or toolbar button:)

This functionality stays active until you select the command again to turn it off or close the .knt file.

- The target folder for clipboard capture must be the active one to turn capturing off (Otherwise simply will change the capturing folder)
- Can be activated automatically after reopen the file, with Remember capturing folder across program sessions option.

Just like the Web Clip does, Clipboard Capture allows you to include **context information** with the capture, such as Instant in which the capture is made or URL from which it is done (if available). That information can be included as a header preceding each capture, defining customizable Dividers. with the help of certain tokens.
* Please, see the description included in Web Clip topic for more information about this headings.

In this topic you have detailed information about what can be **configured** in Clipboard Capture. For example, you can capture to a single node instead of to separate nodes.

Also, as indicated in Web Clip vs Clipboard Capture there are some differences that should be hightlighted:

- Clipboard Capture initiates an automatic process, that requires selecting a target or capturing folder

- KeyNote highlights the tab used as capturing folder (marked with a different tab color).
- You can configure if each time you copy something to the clipboard, it is pasted into the currently selected note (node) on a separate line, or conversely, it is pasted into a new node in the folder.
- All the captures are pasted using the configuration defined, and so all them will be included full formatted or in plain text mode (you can change the options during one capture session)
- You can use a 'Divider' that does not consider any URL token and control its insertion (URL and title if available) by enabling or disabling the Include source URL option.
- You can limit the the length of pasted text.
- You must activate and dectivate this feature.

Using Dividers in Clipboard Capture and Web Clip

Using Dividers in Clipboard Capture and Web Clip

List of substitution tokens:

`%D` = current date
`%T` = current time
`^` = replaced with one line break
`%|` = encloses what to show only if source is included
`%S` = source URL (with title)
`%s` = source URL (with title, limited waiting time(*))
`%U` = source URL (without title)
`%d` = source server/domain (e.g. "[YouTube]")
`%%` = delimits divider for 2nd+ (same URL)

- Tokens are **case sensitive**.
- Source tokens will be ignored if source is not available or if option **Include source URL** is not enabled
- With **%|** you can vary the effective divider depending on whether source URL is shown or not.
- When inserting source URL (with S or s tokens) it will also be inserted the **title of the source** (page), if it is available
- **%%** allows you to vary the effective divider applied for the second and following consecutive paste from the same URL.

See also Dividers. Examples, for some examples of results obtained with the included preconfigured 'Dividers')

Here is a detailed description of the more complex tokens:

Differences between `%S`, `%s` and `%U` : Ensure (or not) to include Title for URL

With older versions of KeyNote, when pasting with Clipboard Capture (and "Include source URL" selected) or with Web Clip from a web page, only the URL was include, no the title. At the beginning some browsers included that information on the clipboard, but currently it does not.

From recent versions KeyNote NF will try to get the title using **WebBrowser** (offline, using cache).
Although it tries to process as little HTML text as possible to get it, the time it takes can depend on the page. Normally it wil be very fast, but there are very heavy web pages on witch it can takes a little more time.

For this reason, the application includes now three tokens to referentiate source URL in the divider string:

    `%S`   insert source **URL** (**with title**)
    `%s`   insert source **URL** (**with** title, limited waiting time)

%U'   insert source **URL** (**without** title)

- With **%S** it will get the title for the URL without time limit (6 seconds, just for security)
- With **%s**, if title is not figured out in less that 2 seconds (normally will be much faster) only URL will be used
- With **%U** it will only show URL, not title (even though it's already available)

Note:
- A **small cache** will be used for titles, in case you need to paste several times, from the same pages. So, even certain delays will only apply to the first capture on a certain URL.
- %S, %s, and %U will be ignored if option **Include source URL** is not enabled.
- The URL included by %S, %s or %U will be 'decoded', translating %XY sequences into their corresponding UTF8 characters, if the URLWebDecode INI option is enabled.

- Getting **title from YouTube page**: exception to the normal paste behaviour
  From now it seems not possible to obtain the title of a page of YouTube, because the html returned by TWebBrowser in this case does'nt contain the final html page.
  So, KeyNote will not try to guess title if URL begins with https://www.youtube.com
  As a easy shortcut to create a hyperlink that includes the URL and the caption of the video, we can do simply:
  - Select only the caption of the video (just click three times in one word of the video title)
  - Copy Paste (or Web Clip)

  If the text selected includes only 1 line and it hasn't more that 100 characters, then it wil be assumed as the title and a normal hyperlink with Youtube URL and that title will be inserted.
  (Note: https://www.smperth.com/resources/youtube/youtube-character-limit/)

%d   Include source server/domain (e.g. "[YouTube]")

If when pasting we are including source but the URL is not visible or the server / domain is not shown in the Title (ignoring spaces and case), then **%d** (case sensitive) will show the server in square brackets.
- URL will not be visible, if divider uses %U token or we are pasting in a plain text note, for example.
- %d will be ignored if option **Include source URL** is not enabled.

Some examples:
- "https://martinfowler.com/eaaCatalog/"
  As the title of the page is "Catalog of Patterns of Enterprise Application Architecture" and it doesn't include "martinfowler", the token will be replaced by " [martinfowler.com]".
  For example, with the divider "^-- %S%d --^" we will get the following preceding text:

  "-- Catalog of Patterns of Enterprise Application Architecture [martinfowler.com] --"

- "https://stackoverflow.com/questions/1549145/case-insensitive-pos"
  Its title is "delphi - case insensitive Pos - Stack Overflow", that includes (ignoring spaces and case) the name of server ("stackoverflow").
  So, with the divider "^-- %S%d --^" we will get the text:

  "-- delphi - case insensitive Pos - Stack Overflow --"

- "https://www.youtube.com/watch?v=r0R6gMw2s44"
  Its title is "El Círculo de Quintas: Una explicación detallada | Versión 2.0".
  With "^-- %S%d --^" we will get:
  "-- El Círculo de Quintas: Una explicación detallada | Versión 2.0   [YouTube] --"

%| Encloses source URL (optional)

Make it possible to better define how we want the source URL to be shown.
To use in conjunction with **%S, %s, %U** or **%d**

Remember:
- In Web Clip the source will always be shown (if available).
- In Clipboard Capture, when available and we have checked the option "Paste as plain text" (PasteAsText)

If source URL will not be shown, then it will also be ignored the text included between the enclosure delimiters. It is possible to define several fragments enclosed with that delimiters.

For example:
    ^-- **%|**%S (%|%D, %T%|)**%|** --^

When source URL is considered, the effective delimiter is equivalent to:
    ^-- %S (%|%D, %T%|) --^

When source URL is not considered, the final delimiter looks like:
    ^-- %D, %T --^

%%   Delimits a divider string for the second and following consecutive paste from the same page (same URL)

KeyNote will remember the last URL it was pasted, with Web Clip or in the current Clipboard Capture session.

This allows, for example:
- Include the URL and title only before the <u>first fragment</u> we paste from a certain web page.
- <u>Next (consecutive) fragments</u> of the same URL can include any of the tokens, but normally we will only need a simple delimiter (like "- - - ").

Many of the predefined divider strings include this token, allowing this behaviour.
Tip: Of course, it is possible to create a custom 'Divider' and you are not forced to this token in it.

<u>**Dividers. Examples**</u>

Dividers. Examples

Predefined dividers:

Clipboard Capture:

    ^^^--- %D, %T %| - - -   %S%|^^%%^. . .^
    ^^-- %D %|- [%S] %|--^%%^- -^
    ^^--- %S%d^%%^. . .^
    ^%|^%|- - - - - - - -   %S%d %|- - - -%|^%%^- - -^
    ^^%|- >   %S %d   %|- - - - - - -%|^%|^%%^- -^
    ^^%|=>   %S %d   %|======%|^%|^%%^- - - -^
    ^^- - - - - - - - - - - -^ %|>>   %S %d^%|%%^- - -^
    ^%|^%S%d^%|^%%^- - -^
    ^- - - - - - - -%|^%S%d%|^%%^--^
    ^^^--- %D, %T %| - %U%|^^%%^---^
    ^^%%^
    ^^%%^^
    <1 blank line>
    <2 blank lines>

Web Clip

    ^^%|- >   %S %d   %|- - - - - - -%|^%|^%%^- -^
    ^^%|=>   %S %d   %|======%|^%|^%%^- - - -^
    ^^--- %S%d^%%^. . .^

[^%|^%|- - - - - - - - %S%d %|- - - -%|^%%^- - -^](#)
[^^-- %D %|- [%S] %|--^%%^- -^](#)

Note about examples of usage

In all cases I have pasted the same text fragments from the same web page:
<https://synopse.info/files/html/Synopse mORMot Framework SAD 1.18.html>
With each Divider I have done two session captures, one with the [Include Source URL](#) option enabled and the other with it disabled. To highlight the possible differences, for each Divider and within each of these two tests (Source URL= Yes / No), for the second and following consecutive paste from the same page (same URL), I have disabled 'Clipboard capture' at the end of each test/session.

Finally, in order to appreciate the differences obtained, especially in relation to the added line breaks, in all cases I have started the capture sessions with the cursor located just after the "s" in "Include Source URL: Yes" or the "o" in "Include Source URL: No", along the same lines. The initial structure on which I have made the captures has been the following:

<mark>Divider</mark>

  Include Source URL: Yes

  Include Source URL: No

<mark>Divider</mark>
...

<mark>**^^^--- %D, %T %| - - -   %S%|^^%%^...^**</mark>

Include Source URL: Yes

--- 7 ene. 24, 08:48   - - -   [Software Architecture Design 1.18](#)

First point is to state that you can't talk about architecture in isolation.
. . .
Architecture is always driven by the actual needs of the application
. . .
There is no such "one architecture fits all" nor "one framework fits all" solution.

Include Source URL: No

--- 7 ene. 24, 08:50

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<mark>**^^-- %D %|- [%S] %|--^%%^- -^**</mark>

Include Source URL: Yes

-- 7 ene. 24 - [[Software Architecture Design 1.18](#)] --
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Include Source URL: No

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^^--- %S%d^%%^...^

Include Source URL: Yes

--- [Software Architecture Design 1.18](synopse.info) [synopse.info]
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^%|^%|- - - - - - - -   %S%d %|- - - -%|^%%^- - -^

Include Source URL: Yes

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^^%|- >   %S %d   %|- - - - - - -%|^%|^%%^- -^

Include Source URL: Yes

- >   [Software Architecture Design 1.18](synopse.info)   [synopse.info]   - - - - - - -

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^^%|=>   %S %d   %|======%|^%|^%%^- - - -^

Include Source URL: Yes

=>   Software Architecture Design 1.18   [synopse.info]   ======

First point is to state that you can't talk about architecture in isolation.
- - - -
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- - - -
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Include Source URL: No

======
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^^- - - - - - - - - - - -^ %|>>   %S %d^%|%%^- - -^

Include Source URL: Yes

- - - - - - - - - - -
 >>   Software Architecture Design 1.18   [synopse.info]
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^%|^%S%d^%|^%%^- - -^

Include Source URL: Yes

Software Architecture Design 1.18 [synopse.info]

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^- - - - - - - - -%|^%S%d%|^%%^--^

Include Source URL: Yes
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^^^--- %D, %T %| -   %U%|^^%%^---^

Include Source URL: Yes

--- 7 ene. 24, 09:14 - https://synopse.info/files/html/Synopse%20mORMot%20Framework%20SAD%201.18.html#TITL_40

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Include Source URL: No

--- 7 ene. 24, 09:15

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^^%%^

Include Source URL: Yes

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^^%%^^

Include Source URL: Yes

[Software Architecture Design 1.18](#)
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<1 blank line>

Include Source URL: Yes
[Software Architecture Design 1.18](#)
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<2 blank lines>

Include Source URL: Yes

[Software Architecture Design 1.18](#)
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Hyperlinks in KeyNote

Hyperlinks in KeyNote

General information about Links (or Hyperlinks)

KeyNote supports clickable URLs (links / hyperlinks) of several types:

Links to web pages

You can create links to web pages (http://, https://,   www)
You will be able to open each activated web link in a new browser window, of as a new tab in the window that is currently open.
You can type the URL (More) or simply use Insert | URL... (More).

Links to local files

You can create links to documents or programs on your computer. For instance, if you click a link to a .xls file, the file will be opened in Excel. If you click a link to a program, the program will be executed.

    Tip: If the link points to a file that KeyNote supports (a file with the .KNT, .KNE or .N_TEXT extension), then the file will be opened in KeyNote, just as if you have used the File | Open command.

    Tip: You can use absolute or relative (to .knt file) paths. It can be relative to current .knt file or to keynote.exe location.

As described in Inserting Hyperlinks, you can insert links to local files typing or pasting prefixing with the file:/// URL schemes, although the most easy and usual way it will be to drag and drop the file(s) or use Insert | Link to File...

Other standard links

You can create links to other standard URL schemas:

  ftp:, mailto:, telnet:, news:, nntp:, gopher:, wais:, prospero:, notes:, callto:, onenote:, outlook:, tel:, webcal:, cintanotes:

* You can even insert links to custom URL schemes, but in this case you must use Hyperlink commads.

Internal Links (KNT links)

KeyNote can create links to folders and notes (nodes) in KeyNote files. You can create links to places in the same (current) file, or any other KeyNote file on your computer.
This kind of links are constructed as an extension of the "file:///" URL, although they are managed independently.

For example, the option <u>Launch "file://" URLs without prompting</u> will <u>not</u> be considered.

Inserting a KeyNote link requires two steps: marking the target, i.e. the place to which the link will jump, and then inserting the link somewhere else (<u>More</u>)

Links to Images

Since version 1.8.1, KeyNote can hide images, showing links instead. The way you can interact with that kind of hyperlinks is described in <u>Image management in KeyNote NF</u>
Note that KeyNote uses the prefix "img:", so internally reserved.

Inserting Links

1. Using URL recognition of RTF Editor

The Editor (RichEdit control) recognizes and highlights standard URL schemes, what includes standard format for internet URLs.

> In order to use this feature it is necessary to keep **Detect and highlight URLs** option active in the <u>Folder Properties</u> dialog box.
>
> <u>Note</u>: When you turn URL highlighting on it will be reflejected inmediatelly, but if you turn it off, you must reload the Editor (you can select another node and then return).

You can type or paste the following kind of texts, and they will be highlighted and managed as hyperlinks (you can click on them):

> http://www.example.com
> www.example.com
> mailto:wizard@oz.org
> ftp://xxxxxx

The links are always underlined and displayed in blue by default. Or other styles of font and paragraph are automatically heredated.

This mechanism presents **limitations**:

- You can't show an alternative text for the URL

- Email addresses will only be highlighted if they are inserted in the form of a full URL, using "mailto:" prefix.

- This way you cannot add custom URL schemes.

- Currently **recognized URL schemes** are:
  file:, http:, https:, ftp:, mailto:, telnet:, news:, nntp:, gopher:, wais:, prospero:, notes:, callto:, onenote:, outlook:, tel:, webcal:

- As defined by Internet standards, **URLs cannot contain spaces** and certain other special characters. The RichEdit control behaves correctly in this respect and does not allow spaces in URLs, either. Spaces and other special characters must be converted to hexadecimal codes, e.g. %20 for space.

  To force the Editor to correctly recognize URLs that contains spaces, as in:

  > file:///C:\Program Files (x86)\Intel\KeyNote NF\Profiles\profiles.txt

  you can **enclose** the URL between **"<" and ">"**, like this:

  > <file:///C:\Program Files (x86)\KeyNote NF\Profiles\profiles.txt>

  When inserting a URL web with spaces you cand do:

  > http://www.example.com/my%20beautiful%20page

  Or, more readibly:

  > <http://www.example.com/my beautiful page>

(Normally if you paste such kind of URLs from a browser that spaces will be replaced with "%20")

Tip: Note that you can use file:/// (with "<" ">" if neccesarry) to create a **link to a folder**: <file:///C:\Program Files (x86)\KeyNote NF>. Currently it seems that it is even possible to simply use "<file: >", as <file:C:\Program Files (x86)\KeyNote NF>

Note:
Current versions of RichEdit recognizes URLs to local files wiht only two forward slashes (as in file://myFile.txt). In older versions it was mandatory to use a third slash. That was required by the logic of the URL format: the third slash means "the path starts at the root directory". It allows for creating hyperlinks to files located on another computer on a network: the name of that computer would be placed before the third slash:

   file://computername/c:\users\files\document.txt

2. Using Hyperlink command

Since version 1.7.0, KeyNote NF allows to use a more advanced kind of link, based on RTF command recognized on newer versions of RichEdit control:
   {\field{*\fldinst{HYPERLINK "hyperlink"}}{\fldrslt{\cf1\ul textOfHyperlink}}}

This command allows you to add an alternative text to show, instead of the URL string.
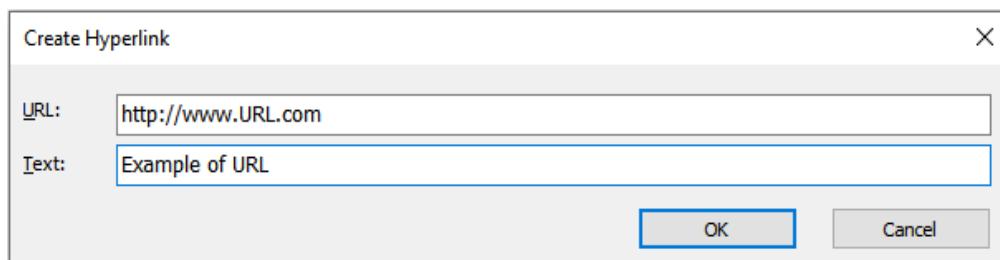
• Links created this way are not affected with the **Detect and highlight URLs** option active in the Folder Properties dialog box.

To insert this kind of links you can:

• Edit any link, hyperlink or not (like in the www.URL.com sample above)
• Use Insert | URL...
• Use Insert | Link to File...
• Mark KeyNote Location and then Insert KeyNote Link   (More)
• Using Drag and Drop. You can drop several files, dragging to any panel in KeyNote, even Editor's panel.

Using Insert URL...

This command will open a modal window with two edit fields, "URL" and "Text". Once you introduce both values and accept (OK) the hyperlink will be inserted, showing the string introduced in "Text". You can click on the hyperlink and activate its internal URL.

```
Create Hyperlink                                      ×

URL:    http://www.URL.com

Text:   Example of URL

                                      OK        Cancel
```

Example of URL

Notes:
• If you **execute** Insert URL **with a text selected**, KeyNote will analyze that selection:
  • If it is detected as an URL then it will offered in the URL field (with focus in Text field), otherwise in the Text field (with focus in URL).
  • If it is detected as a file path, then both fields, URL and Text, will be preloaded with the selected text (with focus in Text field)
• KeyNote will check whether there is an http or https **URL** (or one that explicitly begins with "file:") **in the**

clipboard. If there is a URL and text has been selected in the editor (and this is different from the URL), a hyperlink will be created using the URL in the clipboard alongside the selected text, without the need to open the "Create hyperlink" modal window. Otherwise, the modal window will be displayed, but the possible URL in the clipboard will be taken into account and filled in the corresponding field.

- If you execute Insert URL **with a link already selected**, or **with the caret inside a link**, that link will be selected (if it wasn't) and the "Create Hyperlink" window offer the URL and Text fields preloaded with the values of the existing hyperlink. If you change any value and press OK you will replace that link for the new one.

  Tip: You can see KNT Links internal URL in this way. (Since version 1.9.3 the internal URL of KNT Links is also displayed from Prompt action, in Choose Action for Hyperlink dialog)

- Once you type or paste in the URL field, and selects the Text field (with TAB for example) or the OK button, the content in **URL field** will be **copied to Text field if empy**. The whole text will keep selected in Text field to make it easy to replace or remove it.
  - If it detects that you are inserting an email address, it will also automatically prefix the address (URL) with the "mailto:" URL scheme.

- When executing Insert URL in a plain text note it will use, when possible, a format like 'text' (url). For example: 'URL Title' (www.URL.com)

- It can be used to insert **links to local files or directories**, although there are other ways more easy (More).

Note:
Currently "Insert URL..." doesn't allow to leave blank the URL field. If you delete this field in an existing URL (or in a new URL) and press OK, the action will be ignored.
Note also that removing the URL field from the Choose Action for Hyperlink dialog will delete the hyperlink, with the text.
If what you need is to remove the URL keeping the text of the hyperlink, you can simply select it from the editor, press copy (Ctr+C) and then paste in text mode (Ctr+Shift+V). You can also use the 🧹 button (u other format command) to copy the format, if necessary.

Inserting links to Local files
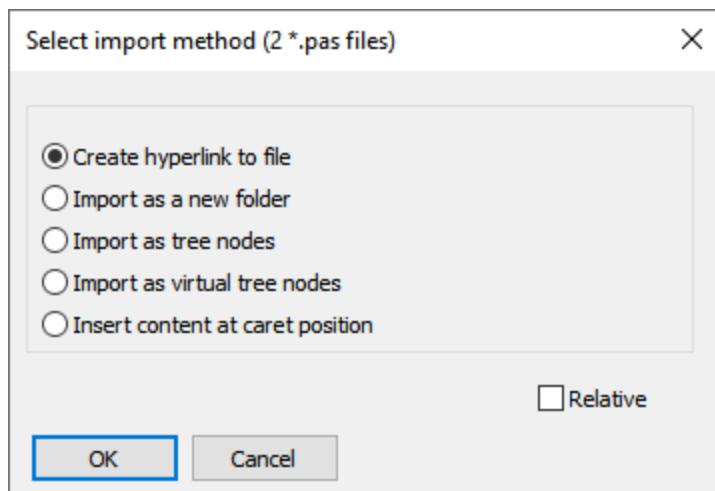
Besides typing or pasting prefixing with file:// or using Insert URL, as indicated, you can insert links to local files in two other ways:

- Using Insert | Link to File... which let you select a file with a modal window, searching through your file system.

  Note: You can insert files (one each time) this way, but not folders. You could select a file in that folder and then modifying the link, removing the file part...

- Using **drag and drop**

  You can drag one or more files or folders to the Tree panel or directly to the Editor panel. The latter allows you to dynamically change the position of the cursor where it will be inserted.

  If you drag only folder(s), the link(s) will be created automatically, without asking for confirmation.

  If you drag one or more files, the **Import window** will be shown. It always let you create a link (or hyperlink) to the file(s), and also can let import those file(s) in different ways depending on the selection:

Select import method (2 *.pas files)   ✕

○ Create hyperlink to file
○ Import as a new folder
○ Import as tree nodes
○ Import as virtual tree nodes
○ Insert content at caret position

☐ Relative

OK   Cancel

The default selected option will be "Create hyperlink to file" except for:
- .knt or .kne files: Open file in KeyNote
- Image files: Insert content at caret position (More)

Links to files/folder, as relative or absolute

By default KeyNote will create links (or hyperlinks) with an absolute path. It is possible to create two types of relative paths.

1. Links relative to current .knt file

KeyNote allows you to insert links with paths relative to the folder where current .knt file is located:
- When inserting using drag and drop, you can select the check box "Relative" in the Import windows
- When adding folders, the links are added without prompting. To insert relative, press **Alt** while dropping
- Similarly, when adding files wiht Insert | Link to File... press **Alt+Open** on dialog window

2. Links relative to keynote.exe file

You can create links relative to the folder where KeyNote is installed (where .exe is located) editing the URL and using **">>"** as shown in the following examples:

If keynote.exe is installed in "C:\APL\KeyNote NF" and you want to create a relative link to "C:\APL\KeyNote NF\Profiles\Profiles.txt"
you can use: **iError! Referencia de hipervínculo no válida.**   (or **iError! Referencia de hipervínculo no válida.**) (or simply type ">>Profiles\Profiles.txt" in the URL field of a hyperlink)

If you want to refer to "C:\APL\Notepad++\Change.log" as a path relative to Keynote setup folder: **iError! Referencia de hipervínculo no válida.**

Notes:
- Two INI options, **URLFileEncodeName**   and **URLFilePrefNoHyp**, that can determine if links to files and directories are created with or without hyperlinks (that is, only with file:///)
  There are other INI options included in early versions of KeyNote exists, mostly with XP in mind (currently there is no necessity of modifying their default values): URLFileNoPrefix, URLFileQuoteSpaces, URLFileDecodeSpaces.

  More in Configuration Options... | Actions

- Any kind of relative link can be created typing in the editor or editing an existing one. Remember that while absolute paths as file://c:\readme.txt (with two forward slashes) will be recognized, the equivalente relative will not: file:///foo.txt" is valid, "file://foo.txt" is not. [http://en.wikipedia.org/wiki/File_URI_scheme]

Using parameters with hyperlinks

Hyperlinks can use parameters, behaving similar to Favorites. This way you can organize *favorites* as you want inside notes.

Two INI options have been added to allow the use of parameters in hyperlinks:
- URLFileSepParams, defined by default as '##', allows to identify the beginning of the parameters section.
- URLFileSpaceInParams, defined by default as '+', allows the use of spaces in hyperlinks of plain notes.

Example. The following command:

E:\Output\bin\keynote.exe   Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"

Can be inserted as a hyperlink of an RTF note, using **Insert|URL** and **Choose Action for Hyperlink** dialogs, typing:

E:\Output\bin\keynote.exe ## Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"
E:\Output\bin\keynote.exe##Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"

or, eg., if using '<=' as params separator:

E:\Output\bin\keynote.exe <= Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"

Notes:

- You can use quotation marks (") to enclose parameters, but note that they will be converted to single quotation marks internally in the URL. In case you type the URLs 'manually' in the editor without the help of **Insert|URL** or **Choose Action for Hyperlink** dialogs, you have to type ''(two single quotation marks) instead of ".

- You can use spaces in the parameters part, also inmediately after characters defined by **URLFileSepParams**. But you can use spaces before that characters only in hyperlinks of RTF notes.

- In a **plain text** note you can't use spaces before the parameters separator. Ex:

  OK: E:\Output\bin\keynote.exe<= Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"

  BAD: E:\Output\bin\keynote.exe <= Profiles\F9\keynote.ini -dnd "E:\Path\With spaces\myFile.knt" -title"MY TITLE"

- Once introduced in the dialogs, the above URL will be inserted and visible in the plain note as:

  <file:///E:\Output\bin\keynote.exe<=+Profiles\F9\keynote.ini+-dnd+''E:\Path\With spaces\myFile.knt''+-title''MY+TITLE''>

Note that you can write that final string directly in a plain text editor, but you cannot in in a RTF note, because of the presence of spaces. By design, spaces will not be modified in hyperlinks of RTF notes and so you can use the character[s] defined in URLFileSpaceInParams inside any part of the parameters in hyperlinks of RTF notes.

Inserting internal Keynote Links (KNT Links)

As a special kind of link, inserting a KeyNote link requires two steps: marking the target, i.e. the place to which the link will jump, and then inserting the link somewhere else.

1. In the editor, position the caret or click the place to which you want to create a link. Clicking the link will jump here.

   Select Insert | Mark KeyNote Location in the menu, or simply press **Ctrl+F6**

2. Navigate to the place where you want the link to appear. This can be any place in any note, in the file that is currently open or in another file (you must open it in current Keynote instance, previously closing already open file)

   Select Insert | Insert KeyNote Location in the menu, or simply press **Shift+F6**

Tip: If you execute this action **with a text selected**, KeyNote convert that text in an internal KeyNote link pointing to the selected target.

* You **can even select any existing link**: it will be converted to an internal link showing the current selected text. (You could also use a fragment of an link —dividing it—, but not a fragment and text before or after the hyperlink at the same time)

Notes:

- KNT Links will be **vinculated to markers** by default, not only to caret position.
  Until version 1.8.0, KNT links only included, in addition to the folder and note (node), the caret position. If the note was edited, the absolute position we were pointing to, could have changed and therefore our link would no longer point to the intended position.

  Since version 1.8.0, when marking a KNT Link (**Ctrl+F6**) KeyNote will now insert a small **hidden marker** next to the text identified as target. When inserting the link (**Shift+F6**), the new hyperlink will refer to the created bookmark, and **will locate it even though all the text could have been relocated** (within the same folder/node). If the marker were eliminated, the caret position would be used, as before.
  - Hidden mark numbers start by 1 and are specific to each node
  - When marking a target point KeyNote will reuse the existing hidden mark, if any. Also, hint in status bar will show the number of the new hidden mark created (or reused), as a reference.
  - Remember that you can use Undo to delete a new hidden mark, created by error.
    Ex.: "*Current location marked [Mark: 1]   (Undo to remove new hidden markers)*"
  - When inserting the KNT Link (Shift+F6), another hint in status bar shows the number of the hidden mark we are pointing it (if any)
    Ex.: "*Location inserted [Mark: 1]*"
  - **Tip**: If you only need to point to the beginning of a folder or note (node), you should mark the target from the very start of that node or note (caret position = 0). This way no hidden mark will be inserted near the target, and the link created will always aim for that position 0.
  - Note: KNT Links created with older versions will not include any mark but only the caret position, and so they still have the limitation indicated.

  Please, see Using KNT Links created in in version 1.8.0 and later from older versions

- Since version 1.8.2, **when jumping** to a internal KNT link, KeyNote will **show the target on the first line** of the editor.

- With **RelativeKNTLinks** and **CaretInKNTLinks** INI options you can control how internal links are shown, when no text is selected when you insert the link (More)

- With the format of KNT Links you can also point to folders, not only nodes (that is, without changing current selected node). See Internal Hyperlink format

Changing the color of links

The initial colour of links once created is blue, but this can be changed as desired. It is possible to change both the colour and other formatting styles: bold, italics, highlight colour, etc.

Notes:

- In links created automatically by the editor (using URL recognition), it is possible to apply formats such as bold, italics or highlight colour directly, but in order to change the colour of the hyperlink text, it is necessary to first explicitly apply the underline attribute (e.g. with **U** button).

- As long as the colour of a link is not explicitly modified, it will be displayed in a dynamic colour, adapted to the brightness of the editor's background colour. This colour adjustment is performed automatically by the editor and aims to provide adequate contrast. Thus, if the editor has a white or light-coloured background, the link will be displayed in blue, where this blue may vary slightly. Below a certain brightness value, the link will be displayed in white. This is what happens, for example, if the editor background is blue.

- Once the colour of a link is changed, it will remain fixed regardless of the brightness of the editor background colour.

- In relation to the above: in **versions prior to 2.1.5**, links were created with an explicitly set blue colour. This disabled the automatic colour adjustment described above. At the same time, the way in which this blue colour

was applied, combined with an apparent error in the RichEdit control, made it extremely difficult to change the colour of the links: despite reflecting the new colour setting, it was ignored when saving the note (more information is available in issue #923).

From version 2.1.5 onwards, links do not force any colour and allow dynamic colour adjustment according to the brightness of the background. It is also possible to change the colour of these links without difficulty (and in this case it is not necessary to apply the underline attribute beforehand, as is necessary with those deduced by the editor).

- A new command line option has been added that convert all the links allows existing links to the new format.

Activating Links

Any link, added with the Editor's internal URL recognition or with explicit Hyperlink insertion can be activated in the same way.

By default, links are activated by a single mouse-click:
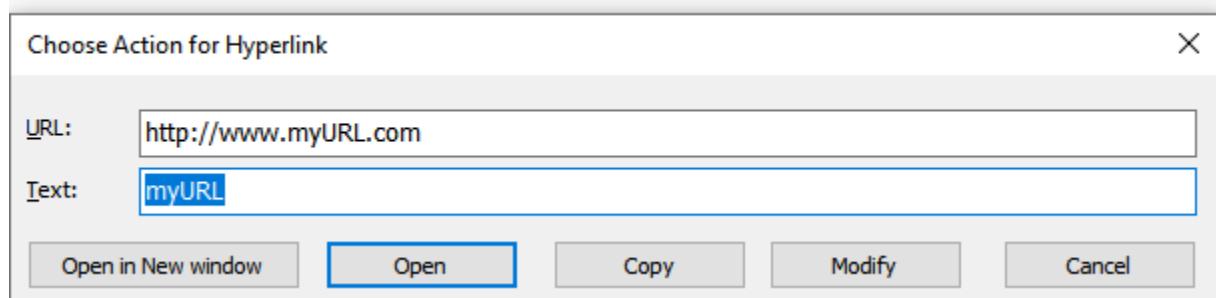
Click or **Right Click**	Prompt
Ctrl+Click	Open
Alt+Click	Copy URL to clipboard

You can configure what **action** KeyNote should take when you **Click** or **Ctrl+Click** on hyperlink. There are two drop-down list options, "**On URL click**" and "**Ctrl + click**", on URL actions (in Configuration Options... | Actions)

The available actions are: Open, Open in new window, Copy to clipboad, Both (open and copy), Prompt, Do nothing, Create or Modify

- Actions executed on Right Click and Alt+Click are not configurable.
- You can also activate a link with the keyboard: put the cursor within the hyperlink text, then press **Enter**.
- KeyNote will not recognize URL clicks in notes belonging to folders for which you turned off the **Detect and highlight URLs** option in the Folder Properties dialog box.
- You can enable the option Minimize KeyNote on URL launch, otherwise the status of KeyNote's window will not change.

- In case of internal KNT links that point to locations in files other thant the currently open, you will be able to open it in current Keynote instance, previously closing already open file, or in another instance. The link will be opened in a new instance if:

  - "Open external KNT links in other instance" option is enabled, or
  - URL link has been activated with "Open in new window" action

  (It also applies to links in scratchpad)

- **Prompt** action will open **Choose Action for Hyperlink** dialog

When the action executed is "Prompt" and the link points to a file (file:// or equivalent) KeyNote won't ask you for confirmation before opening the file if you have enabled the option Launch "file://" URLs without prompting

- You can **open web links** (http, https, www) in a **new browser window**, instead of the window that is

currently open (as a new tab), by using the "Open in new windows" action instead of "Open".

- By default KeyNote will use system default **web brower**, but you can configure an explicit browser in Configuration Options | Advanced | Other

- Sometimes you may see an error message displayed when you click a file or directory (file://) link. The most common is "Error code 2: ....". This means that the file could not be found or accessed: the file probably does not exist, was renamed or moved to another place.

  - When opening a file or folder directly by Click, when configured as Prompt, because of being enabled the option Launch "file://" URLs without prompting, in case of not found, instead of giving just an error, it will show the form "Choose Action for Hyperlink".

- Every jump from an KNT Link will generate "history" (More in Navigation history mechanism)

- Create or Modify action will alter any existing link (being or not a hyperlink), replacing it with an hyperlink in which current visible text is ignored and only URL is considered. This, together with the fact that the RTF control automatically simplifies those hyperlinks that can be treated as simple URLs, leads to substitutions such as the following ones:

<file://C:\APL\KeyNote NF\Profiles\F9\scratch.rtf>	-> C:\APL\KeyNote NF\Profiles\F9\scratch.rtf
file:///myfile.txt	-> myfile.txt
file:///E:\Test\myfile.txt	-> E:\Test\myfile.txt
myfile.txt (created with file://myfile.txt and "myfile.txt")	-> file://myfile.txt
myfile.txt (created with file:///myfile.txt (or myfile.txt) and "myfile.txt")	-> myfile.txt (unhanged)
myURL	-> http://www.myURL.com
myfile.txt (created with E:\Test\myfile.txt and "myfile.txt")	-> E:\Test\myfile.txt

Internal KNT Link format

In order to be able to jump to a selected place in a file, KeyNote uses a special extended syntax for such links. KeyNote creates the links automatically and you do not have to worry about the special syntax - but it looks like this:

a) link to a place in the current KeyNote file:
   file:///*FolderID|NoteID|CursorPosition|SelectionLength|MarkID
   or
   file:///<NoteGID|CursorPosition|SelectionLength|MarkID   (since version 1.9.3)

b) link to a place in another KeyNote file:
   file:///PathToKntFile.knt*FolderID|NoteID|CaretPosition|SelectionLength|MarkID
   or
   file:///PathToKntFile.knt<NoteGID|CaretPosition|SelectionLength|MarkID   (since version 1.9.3)

Note that since version 1.9.3 a new default format is defined for internal KNT Links based on a new note global identifier (**GID**), that uniquely identifes the note in the file, and not only in the folder. The use of GIDs and this new KNT Links format allows internal hyperlinks pointing to a note to continue working even if the note is moved to another folder.

Important: Because prior versions doesn't recognize GIDs and this new format, you shouldn't edit a file modified with version 1.9.3 (or later) from a previous one. More info in "Changes in 1.9.3 .01.txt".

E.g. This internal hyperlink to Inserting Links uses the following URL: file:///<38|3299|0|1   (equivalent to file:///*8|303|3299|0|1)

   Tip: You can Alt+Click on the hyperlink to copy the URL to the clipboard

Normally you will not see this URLs but the text associated to them, except when you insert Internal Hyperlinks in a plain text note. KeyNote will not able to hide the URL part, and so will insert the internal hyperlinks with the following format:

'Hyperlinks in KeyNote' (file:///*8|303|2804|0|1)

Tip: Prompt action (eg. rigth click) will open <u>Choose Action for Hyperlink</u> dialog, where you will see the full path of the target.

If the URL corresponds to an external file or directory and the text of the link is equal to the URL (ignoring the URL schema prefix), then it will only show the URL:

file:///E:\readme.txt

instead of: 'E:\readme.txt' (file:///E:\readme.txt)

Explanation:

file:///	standard URL scheme prefix
PathToKntFile.knt	full path to the .KNT file to which the link points. If the link points to a location in the same file in which the link is inserted, the path is omitted. Tip: You can also use relative paths (to keynote.exe). Example: file:///..\Test\myFile.knt*8|301
* or <	Since the * and < characters cannot be present in a filename on a Windows system, it tells KeyNote that this is the special kind of link, the "KNT link". < is the special character used with KNT links based on GIDs, since version 1.9.3
FolderID	The ID of the folder to which the link will jump
NoteID or **NoteGID**	NoteID: the ID of the note (node) in the folder, to which the link will jump. A blank, <=0 or not valid integer value will be ignored. The link will point directly to the folder, without changing current selected node. NoteGID: KNT links based on **GID** (since version 1.9.3) use the global ID of the note. They don't require the FolderID to identify the target note.
CaretPosition	The position, in the editor, where the caret will be placed after the jump. A negative value means not to change it.
SelectionLength	The length of the text that will be selected after the jump. Normally it is 0, but if a portion of text was selected when you clicked the "Mark Location" command, the link will remember this and will restore the selection when you jump. A negative value means not to change current selection.
MarkID	The ID of the mark where the link is pointing to, as an alternative to CaretPosition. A value = 0 will be ignored

The special sections of the link are separated with the '|' character. Using http:///* links, The NoteID, CaretPosition, SelectionLength and MarkID sections are optional and need not be present for the hyperlink to work.

The following hyperlinks are all valid:

(Suppose that the note with FolderID=1 and NoteID=12 has NoteGID=15)

file:///c:\My%20Documents\diary.knt*1|12|30|4|2 or file:///c:\My%20Documents\diary.knt<15|30|4|2
… open the file called "diary.knt", switch to the folder with ID=1, select the note (node) with ID=12 in the tree, and position the caret at character near the hidden mark 2, selecting 4 characters. If hidden mark is not found, place the cursor on the 30th character.

file:///c:\My%20Documents\diary.knt*1|12|30|4 or file:///c:\My%20Documents\diary.knt<15|30|4
… open the file called "diary.knt", switch to the folder with ID=1, select the node with ID=12 in the tree, and place the cursor on the 30th character, selecting 4 characters.

file:///*1|12|30|0 or file:///<15|30|0
...in current file, switch to the folder with ID=1, select the node with ID=12 in the tree, and place the cursor on the 30th character, with no characters selected.

file:///*1|12|30 or file:///<15|30
… same as above

file:///*1|12|-1 or file:///<15|-1
… same as above, but without changing cursor position

file:///*1|12|-1|-1 or file:///<15|-1|-1
… same as above, but without altering the current selected text

file:///*1
… in current file, switch to the folder with ID = 1. Place the cursor at the start of the current selected node, with no characters selected.

file:///*1||0
… same as above

file:///*1||40
… in current file, switch to the folder with ID = 1. Place the cursor on the 40th character of the current selected node, with no characters selected.

file:///*1|-1|40
… same as above

file:///*1||-1
… same as above, but without changing cursor position

file:///*1||-1|-1
… same as above, but without altering the current selected text

Using KNT Links created in version 1.8.0+ from older versions

Important

A .knt file modified with 1.8.0 version (or newer), where we used Ctr+F6 and Shift+F6, will have little fragments of hidden text besides the text where the marker is located.

In recent versions that fragment are correctly managed, but if the file is opened with an older version:

- The links will function still ok but using the old behaviour based in caret position.
- If on the text including this hidden marks is applied Paste font attributes (or the button 'Copy format'), or certain edit functions like 'Change Case' or 'White Space' (among others), the hidden characters will be made visible.

  For example, if the text "The new Beta is available" has a marker pointing to word "Beta", it could change to something like: "The new _B1_Beta is available". Ascii characters #11 (DC1) y #12 (DC2) will be shown as little squares. (B1: B: Bookmark "1")

- When searching text that includes hidden marks, the located pattern could be affected. For example, if we serch for "new Beta", KNT will not be able to find a coincidence.
- Also, if text including this hidden marks is copied to other sites inside KNT or outside, the hidden marks will be

copied also. If the file is then modified with new version, the links that pointed to that text could now jump to the new pasted text, if it is upper in the node.

- In general, that hidden characters could 'emerge' in different situations

The format used internally by KeyNote NF to register the hidden markers, needed to ensure that the link always follow the target is like:

{\rtf1\ansi \v\'11**B5**\'12\v0 Target of a KNT link}
  B: Bookmark   5: 5º bookmark in the note / node.

OLD Style KNT Links

KeyNote also recognizes the old style KNT Links (used in KeyNote versions earlier than 1.1 and when RichEditVersion < 2), with the following differences:

- It uses the name of the folder and the node instead of their IDs
- Uses "?" as the character that indicates that is the special kind of link, the "KNT link", and that separates the optional knt filename and the folder.

In this old style, the above examples will look like:

a) link to a place in the current KeyNote file:
    file:///?FolderName|NodeName|CursorPosition|SelectionLength

b) link to a place in another KeyNote file:
    file:///PathToKntFile.knt?FolderName|NodeName|CaretPosition|SelectionLength

Insertion of the Internal hyperlink in a plain text note would show like:
    'Hyperlinks in KeyNote' (file:///?KNT%20Help|Hyperlinks%20in%20KeyNote|2804|0|1)
     or
    'Hyperlinks in KeyNote' (<file:///?KNT Help|Hyperlinks in KeyNote|2804|0|1>)

This old style has one significant **limitation**. Folders and tree nodes are identified by their names. In the above example, the link jumps to a folder called "KN Help". KeyNote searches the file and switches to the first folder with this name that it finds. This means that the link will not work well if you have more than one folder (or tree node in a folder) with the same name. The link will work, but it will always jump to the FIRST folder (or tree node) which has the name specified in the link.
Also, if the note or node are renamed, the link will be broken.

Tags in KeyNote

General information about Tags

Since version 1.2.1, KeyNote offers a tag management system. Below is a brief introduction to the common use of tags, as well as how KeyNote implements tags and other less common features it offers.

What are Tags and what are they normally used for?

Tags are typically keywords or short phrases assigned to a note or document to describe its content, topic, or purpose. Their main function is to help you organize and find information quickly, without needing to know its exact location in a hierarchy or folder structure.

We can think of tags as virtual "stickers" that we can place on our notes. Unlike folders, which imply that a note must be in a single place, a tag allows the same note to be related to several topics at once.

For example:
- A note about a project meeting could have the tags meeting, projectX, and pending.
- A recipe might have tags such as cooking, vegetarian, and quick.

Thanks to tags, we can:
- Search and filter notes by common themes.
- Group scattered information that belongs to different parts of our hierarchy.
- Create customized views according to our way of working or our interests.
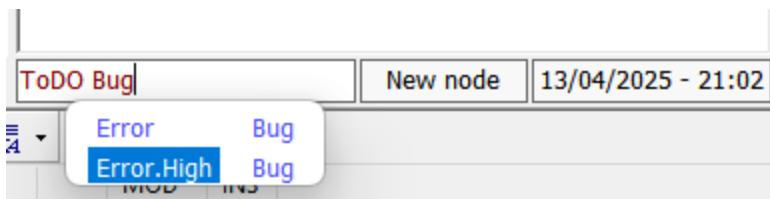
Introduction to using Tags in KeyNote NF

In KeyNote, tags are words that begin with the # character and can be linked to notes, paragraphs, or broader extensions of text. Later you can see what you can include within a tag name. I'll mention now that it cannot contain spaces, but in exchange, a tag can have associated text as an alias and/or description, which can be used as help when searching for a tag.
So, an example of a tag could be #ToDO

Although tags in texts must begin with the # character, in fields prepared for entering tags with which to search or filter, it will not be necessary to enter that character. It is implied.

112

As I indicated, tags can be applied to notes, which allows filtering the visible nodes of a folder tree based on them, or restricting certain searches to those nodes that contain (or do not contain) certain tags. In these searches and filterings, it is possible to determine at any time whether the tags defined in a node are considered inherited by child nodes.

(Note: These tags are actually assigned to note entries, but for now KeyNote is working with a single note entry per note)

Additionally, in KeyNote it is possible to add tags within the text itself, allowing paragraphs or text fragments to be metadata-tagged in this way. These tags define scopes, which can overlap. Each tag inserted in the text can affect only the paragraph where it is located, or all the text from that point (until the end of the note or a specific closing token). This use of tags within the text of notes additionally allows:

- Restricting search results to those paragraphs or text fragments that meet the indicated tagging criteria.

- Offering from Find All the beginnings of all fragments that meet the tagging criteria, when starting the search without adding any search pattern.

- Exporting only those fragments tagged in a certain way and/or excluding those other fragments affected by other tags.

In these last indicated uses, tags applied at the note level can be used at the same time, being treated as tags that affect the complete text of the note.

Tags are independent for each .knt file, being saved in the file itself. But at the same time, the possible use of a file for common tags is offered.

Tag Names and Aliases

Tag names can contain any characters except: , : # (and " ",TAB, INTRO)
  Examples of possible names:
    #ToDO   #Bug.High   #[]   #[x]   #?   #(1)

Each tag can have a description, which can also be used to contain aliases, so that these same aliases can be used to locate and insert the tag.

The names of the tags used can be edited, making it easy, for example, to change the tagging of a text from #[] to #[x], simply by inserting the "x".

Note:
- Sometimes, we may use parentheses, brackets, or other symmetrical characters to improve visibility, for aesthetic reasons, as in:

    This paragraph... blah, blah... (#Critical)

  Note the space before the closing parenthesis. Without it, KeyNote will attempt to create a new tag named "Critical)".
  This is because any character is valid within a tag, except: , : # (and " ",TAB, INTRO)

- It is possible to insert several tags in a concatenated manner: #?#ToDO

Scope or range of application of Tags

Any tag added to a node affects the node as a whole, including all the contained text, as well as optionally all its child nodes (depending on the current value of the "Inherited tags" option)

The scope of tags added within the text can be different depending on the syntax and/or location of the tag in the text.

A tag will affect by default the entire paragraph where it is inserted, regardless of whether it is at the beginning, middle, or end. Therefore, all text in a paragraph such as:

    Blah, blah, blah, ...
    blah, blah ... #ToDo

will be tagged with #ToDo.

In an "open" tag, the scope begins at the point where it is inserted and extends to the first of the following tokens found: "##" or "##Tag" where Tag is the name of the tag. If none is found, it extends to the end of the note.

"Open" tags are written lonely in a paragraph or ending with ":"
For example, all the following paragraphs are tagged as critical ('!'). The third and fourth, in addition to being critical, are tagged as documentation ('Doc')

        #!
        This is the first paragraph ...
        This is the second paragraph ...

        Doc: This is the third paragraph ...
        This is the fourth paragraph ... ##Doc

        Fifth paragraph ...##

Some other examples:
        #Important
        Bla bla ....

        Other paragraph ....
        ...
        .... ##Important

        This is not important, but from here it is: #Important: Bla Bla ...
        Bla bla ....
        Other paragraph ....
        .... ##

        #Done:
        ...
        ...
        <End of note>

Open tags can also be inserted in a concatenated manner, just by adding the ":" character only to the last one. Example:

    #ToDO#Doc:

    #Tag1 #Tag2 #Tag3
        ....

    #Tag1,#Tag2, #Tag3:
     ....

The following won't be considered as "open" tags, but normal tags applying to a paragraph, concatenated (note the absence of ":")

Something ... #Tag1#Tag2#Tag3

Something ... #Tag1 #Tag2, #Tag3

Registered and Unregistered Tags

To facilitate the insertion and use of tags, each time a new tag is inserted as metadata for a note, or in the text of a note, by typing a tag beginning with the # character or editing an existing one, that tag is registered in the document.
All registered tags can be consulted from the "Tags" tab of the resources panel.

When going to insert a tag, KeyNote will display a selector with registered options, which will adjust to what we type.

However, those words that begin with # that have been inserted in the text by pasting from the clipboard (or were already in the text) will not be automatically registered as tags.
This allows both not treating as tags those words that don't interest us (at least not offering them in the selector), or not giving publicity to certain tags that we want to keep somewhat more private.

In the first case, we could have, for example, words like #816, like those used in GitHub to reference Issues. We may want to have them in our notes but not have them offered in the general list of tags or in the selector.
In the second case, we could have some words that we may want to use as tags, for example from Find All, to locate passwords or any text that we want to keep less accessible. We can have, for example, in the text (maybe inside a Folded block) a paragraph tagged with #pw and use it to locate certain tokens.

Using the Tag Selector

When you start typing the name of a tag, KeyNote will offer a selector that will display those tags that begin with the typed characters, as well as those others that contain those characters within the optional Alias field (the Alias field will only begin to be checked when 3 or more characters are entered)

Tip: The use of aliases allows us to have compact tags in the text. This does not prevent us from associating a more complete alias with them and being able to select them through it. If we want, for example, to use #? to tag something as "Question to resolve", we can add those words in the Alias field, keeping "?" as the name. When inserting, we can type "que" and it will offer us the #? tag.

In this way, if we have, for example, two tags called "Error" and "Example", if we type #e, a selector with those two options will appear. As we type, we will reduce the possible options.
We can select one of several options using the cursors and pressing **Enter** (or any of the following other characters not allowed in the name of a tag: space, colon, or #). This will insert the tag (using the name as the tag is registered) and the pressed character. If Enter is pressed, a space will be added afterwards, not a line break.

We can also select an option and press **Tab**. This will introduce the complete name of that option but will not close the selector or add any space. This will facilitate the selection of tags that share a common prefix, or the incorporation of a new tag by adding additional characters to that prefix, or modifying from the end of the previous one.

For example, if we have the tags "Eg", "Error", "Error.Low", "Error.High" and we start typing "#e", the selector will offer us the four options. If we then press the down cursor and Tab or an "r" and Tab, only the last three options will be shown and "Error" will be written in the editor (or in the control where we are entering the tag). At this point, we could write "3" (and a space, for example) and we would create a new tag called "Error3". We could also write "." and limit the options to the last two. We can also create, write ".Med" (and Enter, for example) and thus write a new tag: "Error.Med"

Note:
- While the selector is visible, we can press **Esc** at any time to hide it. If it offers a single option, it will also be hidden if we press the up or down cursors.
- The use of the selector, with the help of **Esc** (or by adding the "*" character) allows us to **partially introduce a tag** to facilitate filtering or searching considering all the tags in which the name matches. Thus, we can search with "Err" or "Err" for both "Error" and "Error.Low" and "Error.High". But if we enter only "Err", press Esc and leave the editor or the metadata field, we will be adding a new tag called "Err". See clarification below.

  > * Note that this kind of search/filter is only valid with registered tags. If "NoReg1" and "NoReg2" are two unregistered tags, used in the text, you need to find "NoReg1" and "NoReg2", explicitly; "NoReg*" won't be recognized.

Inserting, editing and removing Tags

Creating New Tags

We can register new tags in several ways:

- From the Tags tab of the resources panel
  By pressing Ins or selecting the "Create new Tag" option from the context menu. If a tag with the same name already exists (ignoring case), it will simply ignore it.

- By adding the # character to the beginning of an existing word.

- By entering a non-existing name from the text field reserved tags in the note information panel (View | Editor info)
  - It can be introduced at the beginning #, but it is not necessary. In fact, if we add it, it will be removed when showing it
  - You can use the "Tags..." entry from the editor's context menu to view or edit the tags of a note, in case the information panel is not visible: when selecting the entry, the tags will be shown in the status bar; if you click on the entry, the information panel will be shown with the focus on the tags field. When pressing **Enter** in that control, the focus will return to the editor and the panel will be hidden again.

- Typing a new tag beginning with the # character

- Editing an existing tag

  Tip: A simple way to register a word that until now is not, that was not registered or that we have pasted, is simply to delete it and then add the # character

In the last three cases, we will see that the tag selector may become visible.
  > **Tip**: In fact, a way to know if a word that starts with # is registered is simply to place the cursor next to or inside it. If the selector does not become visible, it is because it is not registered tag.

At the moment we start writing a new tag, which no longer matches any of the existing ones, the selector will be hidden and we will continue writing directly in the editor (or in the corresponding control). But only when we press a character not allowed in the name of a tag (space, colon, TAB, ENTER or #) or move the cursor beyond the written tag, at the beginning or at the end, will it be registered as a new tag.

We can also delete characters from the new tag; if we happen to maintain some prefix common to some existing tag, the selector will become visible again.

Just as we can create tags that share a prefix, we can create one that contains only a prefix of some existing one.

We can have a tag #Error and want to define another called #E
To do this we must press **Esc** when we have entered the necessary characters and then press spaces (or colons, TAB, ...)

How to Add Aliases

In all these cases, we will be adding a new tag and defining its name. How can we establish or modify the alias field?
This can be done from the Tags tab of the resources panel: select the cell corresponding to the Description field of the tag you want to modify and press **space** or **F2**.

Temporary Registration of Tags.

Automatic renaming of newly created tags and automatic deletion of tags created by mistake

The approach followed seeks to make it very simple and quick to add new tags or change from one to another (e.g., change from #[] to #[x]). But this could also lead to making mistakes and registering incorrect or misspelled tags.
As I have already indicated, once a tag is registered, each time it is inserted, it will do so as it was registered. For example, if we type "#ERROR" it will end up inserting "#Error" if that is how it was registered.

While entering new tags in the text editor, it is possible to add incorrect ones by mistake. For example, it is possible to enter "#Eror" for the first time instead of "#Error". It is very likely that the tag "Eror" was added before we realized it. By removing the text and typing ok the name, we will add the correct tag (Error), but the first one (Eror) will be kept.
We may also have written "#E" and pressed **Esc** and then space by mistake, which would give rise to the tag "E".

To avoid having to be aware of whether a tag has been registered by mistake when maybe we have pressed space without wanting to or pressed Esc and space and a tag may have been added with just a prefix of what we really wanted to add, the concept of temporary tag registration is offered.

All new tags created through the editor, by typing the "#" character and then the name of a tag, will initially do so temporarily (and will be highlighted in green in the selector and in the list of tags in the Tags tab). When the focus moves from the editor to another control, the added tags that are still in the text will be automatically confirmed, and the rest will be deleted.
In the same way, if while creating new tags in this way we write a tag in a different way, it will be understood that it is being corrected, and it will be automatically renamed. Once the creation of the tag has been confirmed, its name can only be modified from the list of tags, in the Tags tab.
Eg. If you are adding it temporarily and you change its spelling, we assume that you want to correct it. Eg: "TOdo" and then "ToDO"

Exactly the same thing happens with adding tags from the text control available in the note identification panel.

Renaming Tags

If you want to modify the name of a tag, you can do it from the Tags tab of the resources panel.
Select the cell corresponding to the Name field of the tag you want to modify and press **space** or **F2**. You can also use the "Edit Tag" entry from the context menu of that tab.

When renaming a tag, KeyNote will start showing the tag with the new name in the Metadata field of those notes that reference it (View | Editor info). In the case of the use of that tag within the text of the various notes, this will be optional. At the time of renaming the tag, KeyNote will ask:

"OK to ALSO replace <#OldName> with <#NewName> within the EXISTING NOTES text?"

Tip: If at this last question you click Cancel, the renaming of the tag will be cancelled.

Deleting Tags

It is possible to delete a registered tag from the Tags tab of the resources panel. Just select the tag and press **Delete** or select the "Edit Tag[s]" entry from the context menu of that tab.

When deleting a tag, KeyNote will automatically remove it from the metadata of those notes that were referencing it (View | Editor info).
As during renaming, in the case of the use of that tag within the text of the various notes, its elimination will be optional. Just after confirming the deletion, it will ask:

"OK to ALSO delete ALL REFERENCES within the EXISTING NOTES text?"

If the references in the text are not deleted, those that exist will be treated as unregistered tags.
At any time, that tag can be added again to the list of tags, becoming registered again. And if necessary, this would allow, for example, confirming at another time the deletion of all references within the text.

Tip: If at this last question you press Cancel, the deletion will be cancelled, not affecting therefore the uses as metadata of the notes.
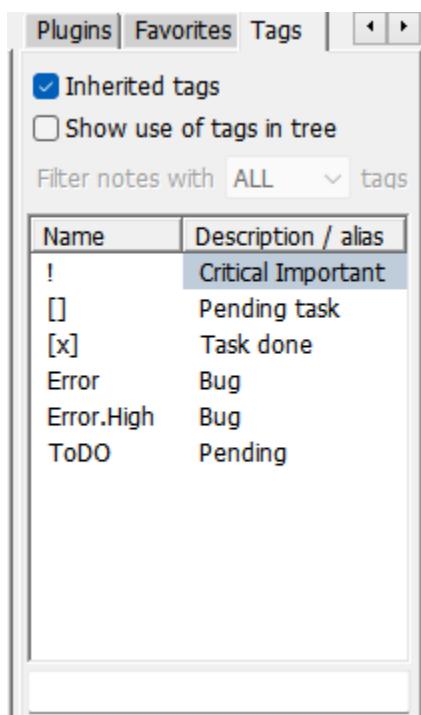
Important:
- Optional renaming and removing tags from text will apply to all notes in all folders.
- In the current version, this renaming and deletion will not affect tags that may be included within a folded text block. KeyNote will not modify or delete them, although it will give a warning of the number of blocks in which those tags have been identified. Right now it will be necessary to modify those instances manually.
- Although it is not possible to make edits in a read-only folder, the indicated renaming and/or deletion of tags will apply to instances that may be found in a read-only folder.

Tip: Of course, don't forget that any tag can be searched through text like any other text pattern.

Using the Tags Tab of the Resources Panel

In addition to inserting, renaming or deleting tags, as already indicated, this panel allows you to consult all registered tags, allowing their filtering based on the name and/or alias field of the same, using the control located at the bottom of it.

Other allowed actions:

- **Add Tags to selected Notes**
- **Remove Tags from selected Notes**

Through these options in the context menu, tags selected from the global tag list are added to or removed from the selected notes (or from the visible notes, if no notes are selected)

- Tag filtering, use of tags in tree

If "**Show use of tags in tree**" is checked, then only tags applied as metadata to any note will be displayed, with an indication of the number of nodes containing them.
Then, as we select one or more tags, and depending on the filtering mode (All or Any) set in "**Filter notes with** [ALL/ANY] tags" combo, the nodes of the tree will be filtered and the available tags and their associated number of nodes will change.

The option "**Inherited tags**" will affect how nodes are filtered based on the selected tags. When checked, each node will be considered as having its own tags and the tags of its ancestors.

For example, if we had something like:

 - Node A [#Important]
     - Node B
     - Node C [#Urgent]
 - Node D [#Important][#Urgent]

If "Inherited tags" is checked and we filtered by Urgent AND Important, "Node C" and "Node D" would be selected. If unchecked, then only "Node D" would be selected

This option will be considered not only with the filter associated with "Show use of tags in tree" (in the Tags tab) but also with the tag filtering performed using the text control in the tree panel.
There is also a new tree context menu option, synchronized with the check in the Tags tab: "View / Filter | Inherited tags"

    Note:
    the tag filter text control will be populated with the list of selected tag names and, if mode is ANY, preceded by "ANY:", like: "ANY: Bug Error"
    The correct filter to be executed is registered by this operation (Bug OR Error), but it not corresponds to the filter that the text control will deduce if that names were typed together in that control. So, currently, if after applying this action with "ANY" you enter in the text control, when you exit it, it will be probably changed to "Bug Error" and interpreted as an AND operation ("Bug & Error")

- **Export Tags to file (Ctrl: selected)**
- **Import Tags from file**

Added two options to the context menu of Tags tab: "Export Tags to file   (Ctrl: selected)", "Import Tags from file" This two actions allows to share tags between .knt files. Additionally, all tags exported to a file named "**Tags.txt**" (common tags) in the same folder as Keynote.exe will be automatically imported when you open any file, adding new tags or updating the description of those modified.

Using Tags to filter the Tree

Along with the existing control at the bottom of the tree panel, which allows filtering based on the name of the nodes as well as the date of last modification, a new text control has been added, to its left, which additionally allows filtering considering the added tags.

See Filtering by Tags.

Using Tags with Find All

Several new options have been added to the search tab of the resources panel to make use of the new tag system. In addition to determining the notes to be considered taking into account whether they are hidden, whether or not they are marked or based on their creation or modification date, it is also possible to add as a restriction that they include certain tags and/or do not include others.

But it is also possible to take advantage of the optional tagging within the text itself to restrict the search results to those paragraphs or text fragments that meet the indicated tagging criteria

See Using Tags with Find All

Using Tags with Export

It's now possible to restrict the nodes considered or even the text fragments exported using Tag criteria.
The same controls and features available in Find All have been added to the Export form to allow you to exclude nodes that don't meet the tag criteria. These new controls allow you to export only the fragments of notes that do meet the criteria.
For example, we could exclude fragments tagged with #private from the export.

See Using Tags in Exporting or Printing Notes

Using Tags in combination with Folding

It's possible to combine the use of tags with text folding, taking advantage of the fact that each tag defines a scope, a block of text it affects. Furthermore, if the start of the folded block coincides with a KeyNote tag, we'll call it a "tagged" folded block, and it can be distinguished from other folded blocks in search and export operations.

See How to fold a block of text in Folding and unfolding
See Folded blocks in Using Find and Find All
See Using Folded text in Exporting or Printing Notes

Folding and unfolding

General information

Since version 1.2.1, it is possible to fold text, hiding its content except for a small fragment used as a visible excerpt. We can manage collapsed blocks in different ways, such as to simplify visibility, to treat certain text as a kind of archive, etc.

When a block is folded, a hyperlink with the character **+** is displayed, and it is closed with "..._".

Given a text to be folded, the visible excerpt will be selected from the beginning, including the rest of the sentence or until two consecutive spaces, an image or a hyperlink are detected.

Nesting of folded blocks is possible, and these can contain images, links, tables, etc. The following is an **example of folded text**. Notice the hyperlink with the **+**:

+ This is an fragment of the help included in... _

You can define the scope of the text to be folded in several ways: manually, from a text selection, or automatically from a tag or a pair of tokens created for this purpose.

Folded text is not directly editable. It can be copied and moved as a whole to another location (copy and cut + paste) but it cannot be partially deleted or modified while folded; it is protected text.
It is possible to both view and modify the content of folded text without needing to unfold it, by using floating editors.

> **Tip**: You can insert a second space to force the point where you want the visible excerpt to end.

Notes:

- If a search, either with Find or Find Next, or through Find All (resources panel), identifies a pattern within a folded block, when jumping to that position, the **+** at the beginning of the block will be selected.
- In the current version, when executing the Replace... or Replace Next function, possible words located within folded text blocks will not be modified. KeyNote will not modify them, although it will give a notice of the number of blocks in which they have been identified.
- In the search panel (Find All), a new option has been included that allows considering or not folded blocks. (See Folded blocks in Using Find and Find All)
- When exporting notes (File | Export...), an option has been included that allows indicating how to treat folded blocks (See Using Folded text in Exporting or Printing Notes)
- It is possible to check the structure of folded blocks and their nesting through the export to plain text. Vea Additional settings when exporting to Plain text
- Text folding can also be performed in the Scratchpad
- Text folding is **not** available in plain text notes.

- Folding/Unfolding can now be used with **tables** (the table structure, with its borders, will also be hidden).

  RTF allows for the inclusion of cells within other cells. However KeyNote NF will **not** initially support tables with nested cells. When applying folding, if it detects nested cells (\nestcell RTF command), it will issue a warning and prevent these changes from being applied.

  Although folding is not supported on tables with nested cells, it is possible to apply folding in text fragments with tables that include images, links, or even other nested blocks as the content of one or more cells. These nested blocks can, in turn, contain other tables, images, text, and so on.

How to fold a block of text

You can fold a block of text, thus hiding its content, in several ways:

- Place the **caret** inside a **block** of text **delimited by markers** defined as "Add on Expand", and click on **"Fold"** in the editor's context menu. (See use of "Expand (with markers)" in Unfold folded text, below)

- **Select** the text you want to fold and click on **"Fold"** in the editor's context menu

- By **Ctrl+double-Click** on a **tag**

  The text that will be considered and folded will be all that affected by this tag, which will depend on whether the tag is being used in open mode or not. (See Scope or range of application of Tags)

    Note: When Ctrl+double-Click on ##Word, ###Word ... it will be considered as a normal word, not as a tag

- By **Ctrl+double-Click** on a word registered as an "**opening**" for folded blocks.

  From Tools|Configuration Options... in the "Folding Blocks" section, it is possible to add pairs of tokens, one "opening" and one "closing", thus allowing identification of text blocks to be folded.

  Examples:

      IF / END IF
      ** / **
      <> / </>

  If the two words are different, this allows nested blocks to be defined.

  For each of this pair opening/closing tokens you can configure:
  - Case sensitive
  - **Discard**   Yes => Discard markers on fold   No => Keep markers
  - **Add on Expand**:   Yes => It will be used on expanding, with "Expand (with markers)", to allow subsequent folding, without losing the boundaries

  Tip: These pairs of tokens are saved in a file called "**keynote.fld**" in the profile folder. You can edit the tokens directly from that file if you respect the format.

  When you Ctrl+double-Click on the word defined as opening, KeyNote will search from that position in the text for the corresponding closing word. If it finds it, it will fold all the content between both words, both inclusive.

  Keep in mind the following:
  - It is possible to configure each pair of tokens indicating if they are case sensitive
  - If the opening and closing words are different, this will allow working with nested blocks. In this case, folding should always be done on complete blocks. This implies the following. Imagine the following text:

      IF first ....
            IF second ...
                  ...
            END IF
            ...
      END IF

(The indentation is simply to see it more clearly, but it is not necessary).

- If you Ctrl+double-Click on the first IF, the entire text block will be folded. If you do it on the second IF, only the inner block will be folded. After folding the inner block, you can also fold the entire block, keeping the inner block folded.

- Folding will only be performed if a coherent structure is detected, also considering nesting. For example, if this pair has been defined as case sensitive, and "End IF" is written at the end of the inner block instead of "END IF", or that ending is not included, when trying to fold the outer IF, nothing will happen, no folding will be performed.

    This is because, as KeyNote traverses the text to fold, it will discover possible nested blocks from their opening tokens, and in that case, it will expect to find the corresponding closing tokens.

    In this example, and as the opening and closing tokens have been defined, the final "END IF" would not be recognized as the closure of the initial "IF", but as the closure of the second nested block identified through the "IF" of "End IF". Since it is not a valid closure, what is recognized is the IF word, which defines a new block.

    When it doesn't find the corresponding closure, it won't perform the folding.

```
IF first ....              <- Block to fold
     IF second ...       <- 1st nested block
           ...
     End IF               <- 2nd nested block (for the "IF")
        ...
END IF                    <- Closure of the 2nd nested block
```

- By **Ctrl+double-Click** on a **'normal' word** that is not defined as a block opening word nor as a tag.

    In this case, the end of the block to be folded is searched for as follows:
    - If the string "[.]" is found after that word, it will be folded to it.
    - If it is not found, the end of the paragraph in which it is located will be considered as the end of the block.

    The use of this generic ending block (**[.]**) can allow you to maintain a folded block that you can easily expand from the beginning, unfolding it and folding it again from a higher position, once new text has been added.

    Tip: You can Ctrl+double-Click on the space after the opening token when set before a carriage return :
    We might have something like this:
```
  <<
 Line 1
 Line 2
 >>
```
    Where << is an opening token. If you Ctrl+double-Click slightly to the right of <<, we'll select the carriage return. To make it easier to use tokens on this situations, in these cases KeyNote will check if there's a word to the left and if it's a token. If it is, we'll use it.

Unfold folded text

You can unfold a folded text block in several ways:

- By placing the **cursor** at any position of the visible excerpt and selecting one of the following entries in the editor's context menu:
    - "**Unfold**"
    Restore folded/collapsed text, without adding any additional markers

    - "**Expand (with markers)**"
    Restore folded text with boundary opening/closing tokens (markers)

123

These added markers are the ones configured, from 'Folding Blocks', to be used when expanding ("Add on Expand" = Yes). They will be discarded from the text when this block is folded.

This way, the block can be folded again by pressing Ctrl+double-Click on the opening token (marker), or by placing the cursor inside it and selecting "**Fold**" from the context menu. If blocks with these markers are nested, the innermost one will be folded.
This also make it possible to temporarily expand all collapsed blocks in a note, allowing them to be collapsed again later if you want to view the entire text at once.

Note: If no markers are defined with "Add on Expand" = Yes, they will be automatically added by default: (▬) and (□)

- By pressing **Ctrl+Click** or **Alt+Click** on the hyperlink (➕) that defines the beginning of the folded block:
  - **Ctrl**+Click: will will "**expand**" the folded text, adding boundary markers.
  - **Alt**+Click: will "**unfold**", restoring the folded text without any boundary markers

If you make a mistake or want to fold it again immediately afterward, simply press **Ctrl+Z** (Undo).

Fold, Unfold or Expand (with markers) all blocks in a note at once

With the help of the markers added with "**Expand (with markers)**" command (or by manually using these special markers, selected for "Add on Expand") it is possible to expand all blocks at once and then collapse them again at a later time, or viceversa.

Place the caret anywhere in the note and then press **Shift** while selecting one of the entries in the editor's context menu:

- **Shift** + **Fold**:   Collapse all blocks of text delimited by the markers defined as "Add on Expand" (by default: (▬) and (□)).
- **Shift** + **Expand (with markers)**: Restore all folded blocks adding boundary markers
- **Shift** + **Unfold**:   Restore all folded blocks without any boundary markers

Tip: Shift + "Unfold" will also remove any markers ("Add on Expand" = Yes) that may remain visible
Tip: All nested blocks will be collpased or expanded

View and edit folded text

Although folded text is not directly editable, it is possible to view and modify its content without needing to unfold it, by using **floating editors**.

To do this, **Click** on the hyperlink (➕) that defines the beginning of the folded block or **Ctrl+Click** anywhere in the folded block.   This will show the content within a floating editor. This floating editor is a normal editor that allows all the usual functionalities, with very few exceptions, such as not allowing its use with ClipCap. If this nested text contains in turn nested text blocks, you can view and edit them in the same way.

A floating editor will remain visible as long as the focus is not returned to the "parent" editor, which will close all "child" floating editors, saving the changes made. Any operation that involves selecting another "parent" note will also close the floating editors, such as selecting another node in the tree or closing the file.

Tip: It is possible to simultaneously maintain the floating editor(s) corresponding to a note and those corresponding to the Scratchpad.

Tip: It you prefer editing in the normal editor you can use "**Expand (with markers)**", modify the content of the

block, and then fold it again placing the cursor inside the block (between the added markers) and selecting "**Unfold**" in the editor's context menu.

Tip: The command Edit|Lines|**Sort Lines** can also be used to sort blocks of text with the help of folding. Text folded block will be sorted considering the visible extract (ignoring the ✚ character). The content of the folded text will not be modified (while it is folded/hidden).

Navigation history mechanism

KeyNote allows to travel back and forward in the history of nodes visited, or locations jumped to from KNT Links and bookmarks, offering a dual navigation history: **global** and **local** (traveling only one folder's history).

- **Default navigation is global** and so we can move between the notes (nodes) of a folder but also between folders. You can **Click** on toolbar buttons (← → or ← →) or use shortcuts (**Alt+Left** or **Alt+Right**).
- **Local navigation** is also possible: **Ctrl+Click** on the toolbar buttons.
  (* Local navigation currently must be done using toolbar buttons)
- Every **jump from an KNT Link** (internal keynote hyperlink) will generate history, not only those that go to another node in the same folder.
- **Bookmark jumps** will also generate history
- Every folder (tab) will have its own history navigation
- Related **buttons** ara available in the main toolbar. Their **color and hint** indicates if global and/or local history is available in that direction

When we are travelling the **global history**, the **local history** in the active folder will be navigated accordingly, in a **synchronized way**, if possible, looking for an equal or equivalent (same node) item. The same will occur if the local history is leading the history navigation: global history will be synchronized, but in this case in a limited way, only if can go to the same item in the same direction and in one step.
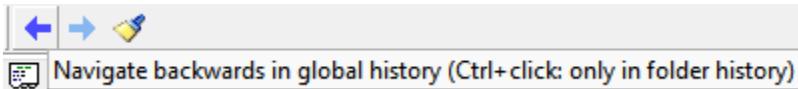
As usual, **if we navigate backwards in history and then create new history** (we are jumping or selecting another location, not navigating forward again) the history from the point forward will be truncated, replaced by the new history. This will happen always in the global history, but in the local (folder (tab)) history only if we jump to another location in the same folder.
If we have navigated backwards in a local history and then select another folder, global history will be truncated accordingly but the history in the starting folder will be kept intact. When we are back again in that folder (because of history navigation or not) we can move only in that local history if we want. We can move inside a folder (creating new history), select another folder and move there, creating also new history. If we navigate backwards from that point we will end up in the starting folder, but we can also select directly that initial folder and navigate its history (with **Ctrl+Click**) directly.

The **color of the arrows** in the toolbar buttons will indicate if the forward o backwards navigation (in global history by default) **will end up in another folder** (intense blue: ← or →) **or in the same folder** (light blue: ← or →). Even if color is intense blue, we could navigate in that direction to an item in the same folder when clicking with **Ctrl** key pressed, if local history allows it.
- If we reach one end of global history navigation but there is local history in that direction, the color of the button will be light blue and clicking in that button will be managed as if we pressed **Ctrl+Click**.
- The hint in the buttons will indicate what kind of history navigation is available in each direction (global, local or both)

In the following example you can navigate global history forward and backward, but also forward in local history:

← → ✦
🗔 Navigate backwards in global history (Ctrl+click: only in folder history)

(If I selected several nodes in one folder, navigated back in history and then selected another folder. After navigating back in history once more, returning to the initial folder, I could navigate forward in history again (global history in all of them), returning to the second folder, or navigate forward in local history, looping through the nodes I selected at the beginning)

Using Find and Find All
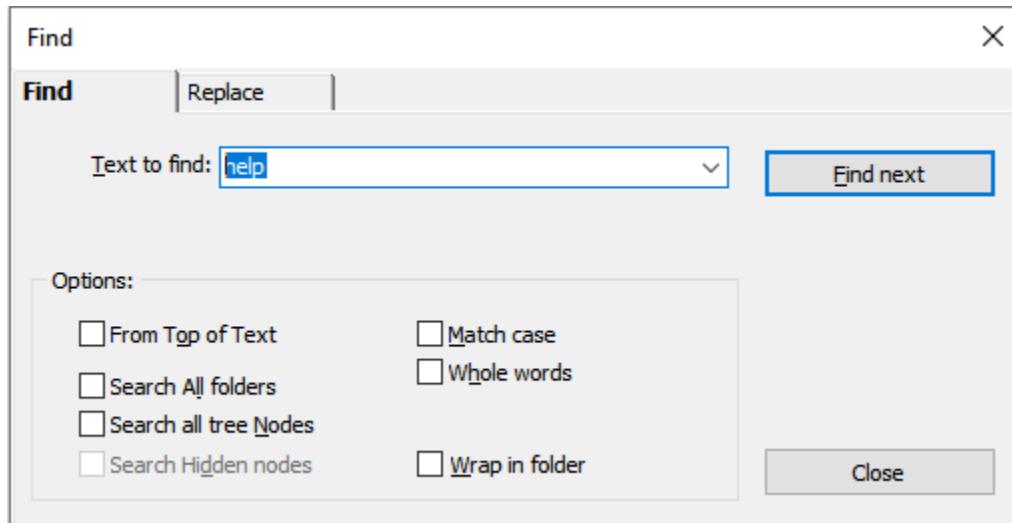
KeyNote offers two ways to search for text:

- Incremental Search, with **Find** (Search|Find... command) and **Find Node** (Search|Find Node...).
- Complete Search, that display a list of results, with **Find All** (Find tab in Resource Panel)

Find

You can open Find dialog box to search incrementally using **Ctrl+F** (or Search|**Find...** command). Each time you press "Find next" button a new result will be searched and highlighted, if found.

You can find and select the next text using **F3** (or by selecting Find|**Find Next**). If no text has yet been entered to search, the dialog box will be displayed, as with **Ctrl+F**.

You can indicate to start searching beginning at the first character of the node/note (if **From Top of Text** is enabled). Otherwise, the matches will be searched from the cursor position.

Searches can be limited to the current editor or include all nodes (**Search all tree Nodes**) or even all folders (**Search All folders**). When searching all tree nodes, you can ignore or include hidden nodes (**Search Hidden**

nodes).

With the option **Wrap in folder**, KeyNote will find from the beginning when it reaches last coincidence.

Match case and **Whole words** allows to indicate if search must be case sensitive and consider only whole words, delimited with spaces, Tabs and similar characters.

Searching nodes

You can search nodes incrementally looking for some text in the name, using **Shift+Ctrl+F** (or Search|**Find Node...** command). A dialog box titled "Find Tree Node" will be displayed asking "Find node containing text."

You can also use Search|**Find Next Node...** to select the next node that includes the searched text. If no text has been entered yet, the dialog box will be displayed, as with **Shift+Ctrl+F.**
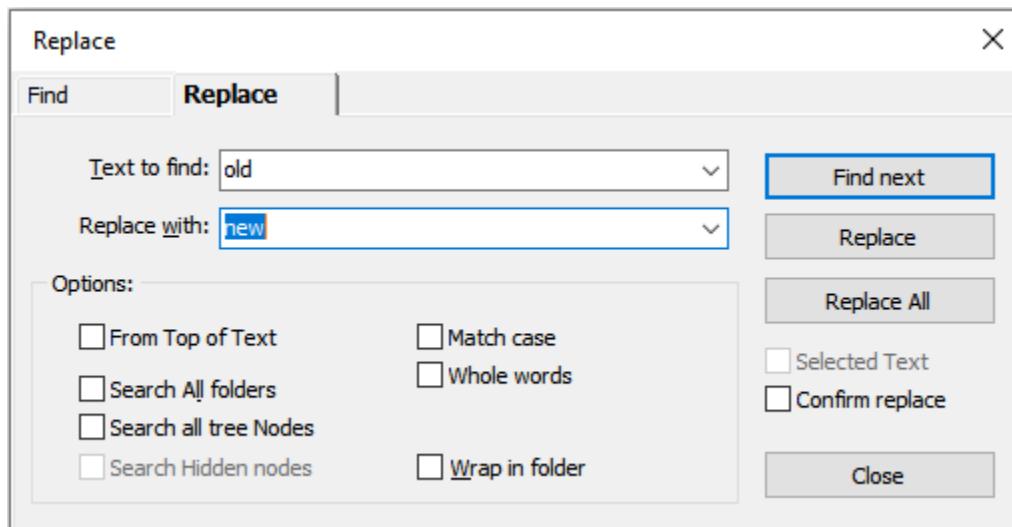
Note:
- In you have <u>focus on the Tree Panel</u> you can use the same keyboard shortcuts for normal search: **Ctrl+F** and **F3** respectively (or actual, customized, hotkeys).
- The command **Find Next Node** will search all the folders and/or all the hidden nodes depending of the options selected in the Find tab of the Resource panel (<u>Search all folders</u> and <u>Search hidden nodes</u>)

Replace

Using the same mechanism described in <u>Find</u> dialog box, you can replace each found occurrence with new text.

Command Search|**Replace** (also **Ctrl+F3**) will first try to replace text at cursor, and if cursor it is not situated in a text to be replaced then it will move to the next coincident text and wait for us to confirm replacement clicking in <u>Replace</u> button.

You can replace text one item each time, or all at once using <u>Replace All</u> button. When replacing all text at once, you can limit to **Selected Text** (disabled if there isn't text selected) or force KeyNote to ask for confirmation with all matches found (**Confirm replace**).

Besides using the buttons in the dialog above, you can use Search|**Replace Next** to repeat last replace command, searching for another text to replace.

Tip:

    Consider the "Reset Find Next after" option (in <u>Advanced | Other</u>). Setting that option you could normally use <u>Find Next</u> (**F3**) instead of <u>Find...</u> making it possible to assign the usual **Ctrl+F** shortcut to <u>Find All...</u>

Find All

You can find and display all matches for a given text in all folders or all nodes in the current folder. You can also narrow down where to search with other options.

In all cases, **excerpts** from the note of the **matches** found are displayed, where the **searched words** are **highlighted**.

Matches in Results panel are grouped (^) by the note (node) where they are found. You can display the node name or its full path in the search results panel depending on the **Show full node path in search results** global option (in Options: Tree panel). The name of the node is highlighted in the path.

> The global option **Reverse order** (in Options: Tree panel) it is used only with the the option Show full node path in status bar. Node path in search results is always shown top to bottom.

> (^) When searching note content is not required and results will only include node names/paths, it will display only one row per result (node), without any other grouping rows.

It is also possible to change the size the font used in Results tab, with the global option: **Font size in Find All results** (in Advanced | Other tab)

With this Find tab panel you will be able to filter tree nodes based of the result of the search, hiding or showing nodes.

Note that pressing **Esc** in any tab of Resource panel (*) will shift the focus to Editor panel (or Tree panel). If focus is in control "Find text", first **Esc** will empty the search pattern, and next will shift the focus the Editor.
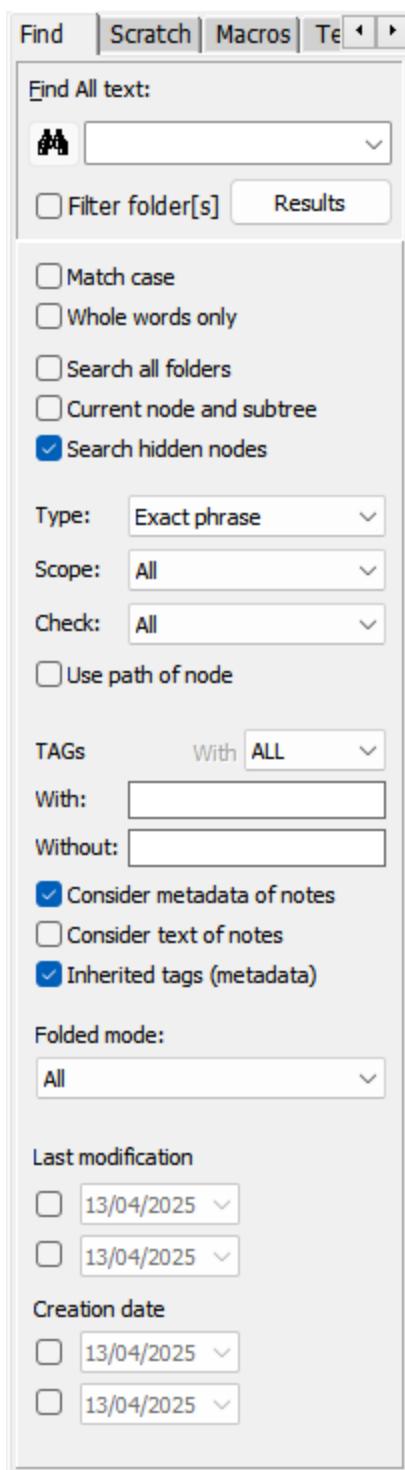
> (*) If focus is set to the Scratch editor and "On Escape key" is set to "Minimize KeyNote", Esc will minimize the application; otherwise, it will switch focus to the editor.

Tip: You can navigate through search results using the **Up** and **Down** (also **Home**, **End**, **Prior** and **Next**) and **Enter** keys. Selecting a result will locate it and display it in context, but the find results window will remain focused. To switch focus to the editor, you can press Enter.

Tip: Clicking in a search result will iterate the different words of the match. With each consecutive click, each of the words that were considered when adding the match to the list of results will be selected.

Tip: After you have used the "Find All" command, right-click the search results list for a context menu. The menu contains commands to insert the search results as clickable hyperlinks in current note.

Tip: You can further narrow your search by using a syntax for additional/advanced search.

You can narrow down the search combining the following available **options**:

Match case
The search will be case sensitive. "KeyNote" is different from "keynote", for example.

Whole words only
If enabled and if you search for "Note" (eg.), "KeyNote" will no be considered as a match.

Search all folders
If enabled, it will search all [keynote] folders for the text. Otherwise, it will consider only the current active folder.

Note: <u>Search all folders</u> check boxes, in Find dialog box and Find All panel are decoupled. KeyNote will remember those options independently.

Current node and subtree
If this option is selected, KeyNote will search only the selected node and its children.
<u>Note</u>: The selected node will be considered when executing "Find All".

Search hidden nodes
As indicated <u>here</u>, tree nodes can be hidden in several ways (for example as the result of a Find All seach with <u>Filter folder</u> enabled, see below). If this option is enabled, KeyNote will consider hidden nodes in the search.

Search Type
The "Find all" command can be used to perform simple boolean (AND / OR) searches:

- **Exact phrase**

   KeyNote will search for the exact text entered.

   <u>Note</u>: External spaces will be ignored (trimmed). Therefore, the search for "text entered" will be identical to the search for " text entered ". However, "text entered" will be different from "text   entered".

- **All the words**   (AND)

   KeyNote will search for the words entered, using the space(s) as a word separator.

   With this option selected, KeyNote will include in the results all the consecutive matches where <u>all</u> of the words are present.

   The first word found from the list provided is highlighted, as well as those others that appear within the excerpt, to its right. If the last word found within the identified match is not shown in the excerpt obtained for the first word found, an additional excerpt for the last word is added (separated with "**..//..**"), where all searched words are highlighted.

   <u>Note</u>: Since version 2.0 have been revised the way 'All the words' search type works. See <u>more</u>.

- **Any of the words**   (OR)

   KeyNote will search for the words entered, using the space(s) as a word separator.

   With this option selected, KeyNote will include in the results all the consecutive matches where <u>any</u> of the words are present.

   Results are created that include, and highlight, all occurrences of each of the words in the search term. New results are only added for those words that are not visible within the previous excerpt.

Note. With <u>All the words</u> or <u>Any the words</u>:
- There may be more than one result/match per note (node)
- The order of appearance of the words is not relevant.
- Selecting "All the words" or "Any of the words" when searching only one word is equivalent to use "Exact phrase".

Creation date. Last modification date   (From / Until)
Keynote will considere only the nodes created and/or modified in the intervals indicated.
It will ignore nodes missing creation date or last modification. Note that KeyNote acn deduce dates from the name and content of existing notes, created with older versions. See <u>Deduce missing date information</u>

Tip: Running Find All without adding any text is allowed, as long as some date criteria is set

Search Scope
With this option you can restrict searches to node names or note contents, considering:

- **Only node names**
- **Only note contents**
- **All**

Note:
- Other options selected, like <u>Search Type</u> (Exact phrase, All the words, Any of the words) or <u>Whole words only</u> will also be considered when searching node names.
- Matches in node names are <mark>highlighted</mark> in results list, with <mark>ligth yellow</mark> background color

Use path of node

By default, when searching in the name of the nodes only the node itself is considered. When the option 'Use path of nodes' is enabled the complete path should be used, that is, considering also the names of the ancestors.

There is an explanation and an example of its possible use in Folders as note trees / Tree Filtering / <u>Filtering by name</u>

Checked Nodes

This option allows you to restrict search depending on checked status of nodes, considering:

- **Only non checked nodes**
- **Only checked nodes**
- **All**

Folded blocks

If you include folded text in your notes, you can use the "**Folded mode**" dropdown with one of these options:

- All
- Exclude folded
- Exclude tagged folded
- Only folded

The first option, selected by default, does not distinguish based on text status and allows you to locate words regardless of whether they are in folded (hidden) blocks or not.

The last option will restrict searches exclusively to folded blocks. When combined with Tag criteria, it's possible to further restrict which blocks to consider.

The two middle options allow you to ignore folded text, with the third being more restrictive, excluding only those folded blocks that begin with a tag.

This option (<u>"tagged" folded block</u>) is provided considering the possibility of combined use of tags and folding that you might use to easily mark text to ignore in searches, such as archived information, auxiliary content, completed tasks that you don't want to consider, etc. Conversely, other folded blocks might contain text that you simply want to keep hidden for readability or clarity, as these are details you prefer to make visible only when needed.

Of course, each user may use folded blocks differently.

Note:
When clicking on a search result located inside a folded text block, it will jump to that block and select the "+" corresponding to the beginning of the block.

Using Tags with Find All

Using search criteria based on tags, it's also possible to determine which nodes to consider.
But it's also possible to leverage tagging included within the text itself to restrict search results to those paragraphs

or text fragments that meet specific tagging criteria.

The <u>nodes considered</u> can be restricted based on the selection of tags:
- **With** [ALL or ANY] the tags indicated
  (can be use individual tags or multiple --ex. Err*)
- **Without** ANY of the tags indicated

Checks related:
- **Consider metadata of notes**
- **Consider text of notes**
- **Inherited tags (metadata)**

The introduction of tags to use in the With and Without fields will be done with the help of a tag selector (See <u>Using the Tag Selector</u>)

> **Tip**: You can clear the content of With or Without controls with Ctrl+Click in its text.

Note: Tags entered in With and/or Without controls will be ignored if both "Consider metadata of notes" and "Consider text of notes" are unchecked

We can <u>restrict the search to text fragments</u> that do not include any of certain selected tags:

The option "Consider text of notes" must be checked.
The option "Consider metadata of notes" can be checked. If checked, then the tags applied to the whole note as metada will be considered in conjuntion with the tags introduced inside the text

> If we indicate tags in the With clause and have "Consider metadata of notes" checked, then Keynote will ignore, in the in-text search, those tags located in the note's metadata.

Notes:
- When checking whether a text fragment satisfies the tag conditions, it is important to keep in mind that each tag defines a scope (an interval, with a lower bound and an upper bound for the text it affects) and that this will also depend on whether the tag has been defined "openly" (e.g., #Critical:) or not, affecting in this last case only the paragraph in which it is located (See <u>Scope or range of application of Tags</u>)
- It is possible to restrict the search using <u>unregistered tags</u>
- If searching for content using tags and text to find is "", a match is returned for each piece of text that meets the criteria

Some **examples**; searching for "task", indicating to <u>exclude</u> text with any of the selected tags: <u>Without</u> = "[x]"

    #[x]
    Task 1 ...
    Task 2 ....
    Task 3 ...
  ----------------   -> 0 matches

    Task 1 ...
    #[x]:
    Task 2 ....
    Task 3 ...
  ----------------   -> 1 match: Task 1

    Task 1 ...
    #[x]:
    Task 2 ....
    Task 3 ...
    ##[x]
    Task 4 ...
  ----------------   -> 2 matches: Task 1 & Task 4

    Task 1 ... #E0

    #[x] Task 2 ....
    #[x],#E0: Task 3 ...
    Task 4 ...
  ----------------   -> 1 match: Task 1

Now excluding text with any of the selected tags: Without = "[x]" "E0"

    Task 1 ...
    Task 2 .... #[x]
    Task 3 ... #E0
    #[x]
    Task 4 ...
----------------   -> 1 match: Task 1

We can restrict the search to text fragments WITH certain tags and/or WITHOUT other tags

Some other examples to understand the possibilities; Searching for "task"; With tags: "[x]" and "E0" and Without
tags: "BB"

    Task 1 ...
    #[x] Task 2 ....
    #[x],#E0 Task 3 ...
    #E0
    Task 4 ...
    #[x]:
    Task 5 ...
    #BB
     Task 6 ...
    ##BB
    Task 7 ...
  ----------------   -> 3 matches: Task 3, Task 5, Task 7

    Task 1 ...
    #[x] Task 2 ....
    #[x]#E0 Task 3 ...
    #E0:
    Task 4 ...
    #[x]:
    Task 5 ...
  ----------------   -> 2 matches: Task 3, Task 5
    * If "E0" is in the metadata of the note, and "Consider metadata of notes" is checked:
                        -> 3 matches: Task 2, Task 3, Task 5

    #BB:
    Task 1 ...
    #[x] Task 2 ....
    #[x],#E0 Task 3 ...
    #E0
    Task 4 ...
    #[x]:
    Task 5 ...
    #BB Task 6 ...
    Task 7 ...

```
----------------   -> 0 matches

  #BB:
  Task 1 ...
  #[x] Task 2 ....
  #[x],#E0  Task 3 ...
  #E0
  Task 4 ...
  #[x]:
  Task 5 ...
  ##BB
  #BB Task 6 ...
  Task 7 ...
----------------   -> 1 matches: Task 7

  Task 1 ...
  #[x]#E0:
      Task 2 ....
      Task 3 ....
  ##
  #[x]:
      Task 4 ...
      Task 5 ...
  #E0:
      Task 6 ...
      Task 7 ... (#BB)
      Task 8 ...
  ##
      Task 9 ...
----------------   -> 5 matches: Task 2, 3, 6, 7, 8
```

- Important: Writing "(#BB)" is not the same as writing "(#BB)"
  In "(#BB)", "BB" tag is not recognized, because ")" can be used inside a tag's name.
  With "(#BB)"   -> 4 matches: Task 2, 3, 6, 8

Other example. Searching for "task", with tags: "[x]" and "E*" => [X] & (E0|E1|E2)

```
  Task 1 ...
  #[x] Task 2 ....
  #[x],#E0  Task 3 ...
  #E1:
  Task 4 ...
  #[x]:
  Task 5 ...
----------------   -> 2 matches: Task 3, 5
```

Syntax for additional/advanced search

In addition to the search criteria listed above, you can use a simple syntax to specify some other criteria:

Search by last modification date

You can consider only the nodes that were modified (or created) during the current day or since the last X days. This can be done very easily by specifying in the first characters of the search string an expression of the form "-<number days back>"

More information: Filtering by last modification date, in Tree filtering.

Words in the same paragraph or sentence

You can indicate whether some of the words to be searched for must be in the same paragraph or sentence.

- By default, separating words with spaces means that they can be found anywhere, there is no restrictionon the distance between them

- If two or more **words** are **separated by** "**...**" (three dots), they must all be located **in the same paragraph** to be recognized as a match.

- If two or more words are **separated by** "**..**" (two dots), they must all be located **in the same sentence** to be recognized as a match.

    Sentences are understood to be separated by a period (or question/exclamation mark) and at least one space or by a period (or question/exclamation mark) and a tabulation sign, or by a line break or a column separator in a table..

- If there are more than two words joined with ".." or "..." only the first separator will be considered. The rest should be the same, and if they are not, they are forced. For example, searching for something like [w1..w2...w3 w4] will be equivalent to [w1..w2..w3 w4]

- The order in which the words are joined is not important. Searching for [w1..w2] is the same as searching for [w2..w1]

- If you need to search for the separator characters themselves, they should be enclosed in quotes and will be treated as normal text to search for. Ex: "w1..w2"

- This restriction on distance or separation between words can be used with both the 'All' method (All the words) and the 'Any' method (Any of the words). Even if it is the 'Any' method, all words linked by distance (.. or ...) must be found to be considered a match.

Example. Looking for: w1...w2..w3 w4..w5 w6
    w1, w2 and w3 must be located within the same paragraph; w4 and w5 must be found within the same sentence, which   may or may not be within the same paragraph in which w1, w2 and w3 were found; w6 must be found in the note but anywhere in it.

Emphasized words

You can indicate if the words to search for must be emphasized, or also inside a same paragraph.

- If the ***** character is found individually, it will mean that the words to be searched for must be emphasized: **bold**, **underlined** or **highlighted**.

    Example: [* text plain]

- If the modifier ****** is found, all words must be located in the **same paragraph or** in the **name of a note**. In addition, **all words in that paragraph** must be **emphasized**: in bold, underlined or highlighted, **or with a font size larger** than the words in the following paragraph (the first characters after the line break will be ignored in case any additional line break was added with the same font size).

136

- All this will be checked at least on the first and last word searched as well as the beginning and end of the paragraph
- Note: words underlined as a result of containing hyperlinks won't be not considered emphasized.
- Note: search scope used will be All (contents and node names), ignoring the current selection of this group box.
- If a note/node name could be matched, and the same paragraph is used at the beginning of the note content, also as a match, then only the latter will be included in the results list.

The idea is to use this modifier to locate the headings or sections in which the concepts or topics we are interested in can be defined. These will normally be in a single sentence, but paragraph mode is used because sometimes small sentences can be used together, e.g.: "Options in Exporting. Examples"

Examples: [** images] [** keyboard short] [** example export]

Filtering tree nodes
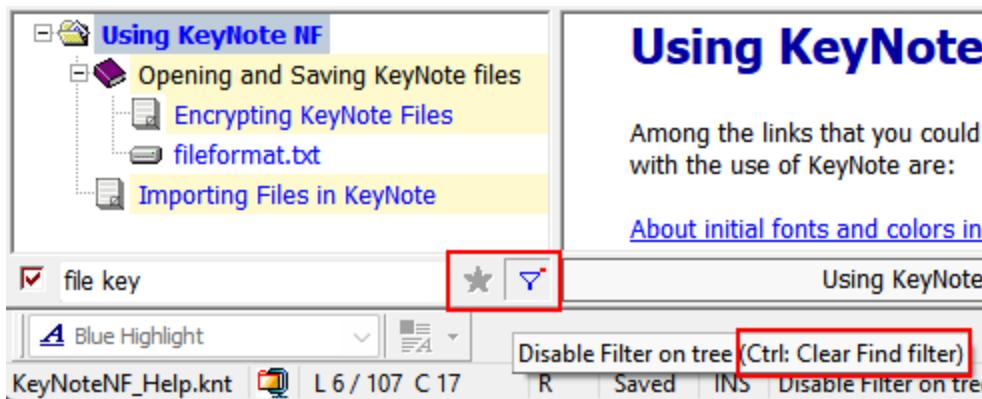
When searching one or all folders with <u>Find All</u> (Find resource tab), you can optionally enable the "**Filter folder[s]"** option to filter nodes depending on the search text.
KeyNote will **apply a Filter based on the results of the searched text**: it will only keep visible those nodes (and their parents) that contain the searched text, that is, with one or more matches. Other nodes will be hidden while the filter is active.

- If **Search all folders** is disabled, the filter will only affect to the current folder.
- To indicate that a filter is applied and to highlight the <u>nodes containing the search text</u>, the latter ones will be shown with blue font, and the tree toolbar button will be shown pressed.
- Using this option, you will be able to **refine your search**, considering only the nodes (and parents...) that satisfied the previous search, if you run another search where the **Search hidden nodes** <u>option is disabled</u>. This new search may or may not keep the <u>Filter folder</u> enabled. If enabled, it can hide some other nodes.
- When running a new search where **Search hidden nodes** <u>option is enabled</u>, it will not be affected by a previous filter that may be active. The new search will display all results found, whether in a hidden or visible node. If <u>Filter folder</u> was enabled in this new search, all nodes will be shown or hidden depending on the search. Nodes that were hidden can now be shown.
- After applying 'Filter folder[s]' it is possible to **toggle** whether or not to **activate the filter**. You can toggle between showing all the nodes or only the unfiltered ones using the "Filter nodes" button (or menu entry), .
- The find filter applied can be **cleared** with **Ctrl+Click** on "Filter nodes" button, in tree panel. The tree filter appplied, if any, won't be affected
 This way, it is possible to keep the find filter applied or disabled while continuing to use Find All (with 'Filter Filter' unchecked)

Tip: If you uncheck 'Filter folder[s]' and execute new searches in Find All, filtered nodes will not be affected.

Remember: Filtering based on the search panel (Find All) will be **combined** with Tree filtering.

In the screenshot above, you can see a filter applied with the criteria 'Tree panel' ("file key") **and** 'Find All' ("HTML"). Please note that the name of the nodes that match the 'Find All' criteria are highlighted in blue, while the nodes that match the 'Tree filtering' criteria are displayed with the background in light yellow.

(Since version 2.1.0 Tree filtering can also consider Tag criteria, highlighting matches by tag with light cyan in the "flagged" column)

Both types of filters ('Tree panel' filtering —with text and/or flag and/or check status— and 'Find All' filtering) are considered/applied together, and both can be disabled or enabled with the 'filter' button.

The filter button ( ) indicates whether the tree is filtered (pressed), due to Tree panel filtering, Find All filtering, or both, as well as if it is not filtered out but there is an existing filter that can be re-enabled (unpressed but enabled, colored). Also note that the tooltip associated with the filter button highlights whether or not filtering based on Find All is included. In this example, "(Ctrl: Clear Find filter)" is displayed, reminding us that a 'Find All' filter has been defined, and how to remove it.

Ctrl+Clicking the filter button is required to clear "Find All" (this does not affect "tree filtering"), except if the "Find All" criteria did not return any results; in that case, simply unpressing the filter button will clear the "Find All" filter.

Remember that you can disable the filter at any time without having to remove any criteria (such as "file key" and/or "HTML" in the example), which will show all nodes but will keep those that meet that specified criteria highlighted (in light yellow and/or blue).

Please note that nodes may be hidden due of a Filter applied, but also because View | Hide Checked Nodes ( ) is active, or because they have been explicitly hidden via Tree context menu: Children Checkboxes | **Hide Checked** or **Hide Unchecked**

Note: If Find All is used with "Filter folder", and Tree toolbar is not visible then "Show Tree Toolbar" will automatically activated, so you can disable or clear find filter applied.

Revised the way 'All the words' search type works

Since version 2.0, within the search in a note, Keynote will change internally to 'Any of the words' mode from 'All the words' after the first match to allow locating and offering more useful results.

Let's suppose that we search for something like: [w1..w2 w3] (or simply [w1 w2 w3]) and we do it in a note with a text of the form:

        ... w2 ... w1
        .... w3 ...
        ...
        ... w1 ... w2 ...

So far we have only been returning as a match the one that includes from the first w2 to w3. Since there are no

more w3, the final terms, w1 and w2 are ignored because from the final position of the last match (w3) we cannot find all the terms again.

But why are the first ones (w2 .. w1) going to be more significant than the second ones (w1 .. w2)? We will surely be interested in knowing about the latter as well.

The nature of the 'All the words' method is maintained in the sense that we are offering all these matches within this note because all the searched terms are found in it. From that moment on, and once verified, we are interested in showing all the terms in the same way as we do with 'Any of the words', including several terms together in the same match if they are close and can be offered in the same extract.

If the text were as follows, we will still return the two pairs w1, w2.
The number of results may vary slightly depending on whether or not the word w3 has been displayed in any previous result.

     ... w2 ... w1
     ...
     ... w1 ... w2 ..
     .... w3 ...

Image management in KeyNote

Image management in KeyNote NF
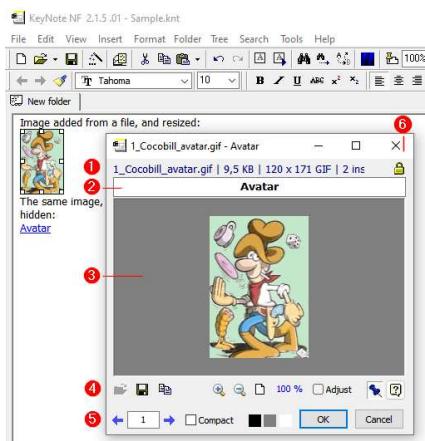
See also:

Introduction

Since version 1.8.1 KeyNote NF allows to use the most common image formats (GIF, PNG, JPG, BMP, TIF, WMF, EMF and ICO), and offer a series of new features, such as allowing images to be hidden or visible, providing various storage mechanisms, some of them external to the .knt file, or making use of an internal viewer, among others.

It is possible to maintain behavior similar to older versions (and compatibility), where images continue to be saved embedded in the RTF, as Hexadecimal in ASCII. Although many of the new features will not be available, the situation will improved compared to previous versions since:

- Images will be inserted by code and not through the clipboard, shown in RTF in pngblip and jpegblip formats, not only wmetafile8 or emfblip
- The menu entry Insert | Picture... now allows you to insert all the recognized image formats, although it is now more convenient to use the drag and drop mechanism, since it is possible to drag any file into the Editor panel, in a specific position.
  A new option is offered from the import window: "Insert content at caret position". If the file (or files) are images, they will be inserted as such, and it will optionally be possible to do so in Link mode.

To enable all features you only need to select one of the **new storage modes**, which can be changed at any time ([More](#))

Once enabled the image management KeyNote will keep a **list of images** where the attributes required for management are recorded, such as an (unique) **ID**, the location within the storage or the height and width of the image, for example.

There can be multiple **instances** of the same image, in any folder/note. This will not result in any increase in file size since the image will only be saved once. The only thing that is maintained for each instance is the visible width and height, within a RTF hyperlink. All image data will be be saved in its **own format (binary)**, outside RTF text, at the end of the .KNT file, or in external files, depending on the storage mode selected (more in [Images. Implementation in RTF](#))

Storage of images

"[Owned" images](#) must be added as a 'copy' in at least one storage managed by KeyNote.

Images embedded in RTF can continue to be saved for compatibility with previous versions, but since version 1.8.1 it is advisable to use the new storage formats, which make it possible to take advantage of new functionalities.

Furthermore, at any time it is possible to change the storage format towards old/'classic' one, on the current file (Save), on another one (Save As), or exporting all or part of the KNT file to another file with the embedded RTF images. **Embedded RTF** option is the equivalent to the usual placement of images in RTF files: within the RTF content itself, as hexadecimal values saved in ASCII. The format of these images is usually wmetafile8, very voluminous.

- Note: Any existing file created from a previous version will be opened using Embedded RTF mode

To enable all the new image management functionality you have to select one of this other **storage modes**:

- **Embedded KNT**: Images are located at the end of the KNT file, in binary.

  This type of storage can be interesting for images to be kept in encrypted KNT files, or when you want them to be available without depending on another separate file (or Folder). It is more optimal than embedding in RTF code (like ASCII in HEX mode)

- **External**: Images are not located in .knt file, but in external files, on a external folder or inside a Zip archive.

- **External + EmbeddedKNT**: It allows to combine the use of images embedded in binary in the KNT file with that of external storage, which can be Zip or Folder.

The last two modes, use an external storage that can be a folder (images are saved in subfolders in a file system) or a zip (Image files are saved in a Zip compressed file format).

Note: Although the **path** of the (external) storage is displayed and can be entered absolutely, it is stored **relative to the location of the .knt file**

Note:

- In [General settings](#) it is defined the default storage mode to use on new files. The storage mode of the current file must be changed from [File | Properties](#).
- Most of the following notes are related to this three new modes: Embedded KNT, External, External + Embedded KNT

Compression and encryption

When the .KNT file uses a format other than the native one, that is, compressed or encrypted, the following must be taken into account:

KeyNote compressed file

Tip: Certain image formats have their own internal compression. For example, JPG is a lossy compressed format. PNG is a raster image file format that uses lossless compression. KeyNote allows to define a quality format to be used with the JPG format.

- In External modes using Folder, the images are saved in ther corresponding format files, without any additional compression: .PNG, .JPG, ...
- In External modes using Zip, the image files can optionally be compressed when adding to the archive, usin the option Compression in ZIP Storage
- In Embedded KNT mode, no compression will be applied to the final block of the file in which the binary images are embedded. This speeds up saving and opening the file, especially the first thing, because it is always more expensive to compress than to decompress.

KeyNote encrypted file (format)

Important: In the event that it is required to ensure image encryption, you should use Embedded KNT (or Embedded RTF):

- Images embedded in binary (Embedded KNT), as well as those embedded in RTF (Embedded RTF), YES they are encrypted.
- Images saved to **external storage**, Zip or Folder, will NOT be encrypted. If you need to encrypt images to external storage you need to enable the encrypted content option (see below)

Content encryption enabled (available since version 2.1.5)

In addition to the encrypted format, you now have the option of combining an unencrypted format (native or compressed) with the encryption of selected elements (notes and images).

With the **Enable encrypted content** option, you can use any storage mode, because only images marked as encrypted will be saved as such, as Embedded KNT by default. There is also an INI option that allows you to encrypt images directly in their **external storage** (provided they are not "linked" images).

Once the protected content has been "opened", you can select one or more images and toggle their protected state using the **Encrypt/Decrypt image[s]** option in the Editor's context menu (right-click). It is also possible to encrypt or decrypt an image from the internal viewer.

Please, see Encrypted format vs. native or compressed format with 'Enable encrypted content' for more information related to images and encrypted content.

Changing the storage mode

The application allows you to change the storage mode of images of a given file, as well as change from an external Zip storage to another Folder and vice versa. It also allows to point to a new storage location (if zip or folder).

When modifying the storage mode, this change will be done immediately on all [keynote] folders and nodes, although it will only become really effective once the KNT file is saved. At that time the images will be serialized to the .KNT file and/or the files will be added to the external storage (if any).

This change can requiere KeyNote to do some **image conversions** depending on the involved storage modes.

For example, if you change the storage mode of an existing .KNT file, created with an older version (and so opened as EmbeddedRTF), KeyNote will find and process all the images in the file, converting to JPG or PNG those images that use wmetafile8 format (probably the vast majory); that conversion will not be necessary when they use pngblip or jpegblip format.

* As a consecuence, once you save the file you will appreciate an important reduction in size, even if you select EmbeddedKNT and so the images are still saved in the .KNT file.
(More in ImgFormatInsideRTF. See also Images. Formats and sizes or Images management. Implementation in RTF)

Notes:
- Once a change has been made affecting storage mode, the file must be saved to be able to modify it again.
- It is advisable to have saved existing modifications before changing the storage mode, to ensure you have a complete backup —text and images.
- Please, see Recommendations on when to save and how to make backup copies

Operation with inaccessible external storage

If external storage is used (with External, or External + EmbeddedKNT modes) and it is not available, when trying to view the images a link will be displayed indicating that it is not available (∗). It will still be possible to add new images although provisionally [only] in the EmbeddedKNT format, although the general mode used is only External.
    ∗ If External + EmbeddedKNT is used, the image can always be displayed

This will allow you to work with the KNT file from a location where the external storage is temporarily inaccessible.

This could happen, for example, if we use a folder on our work computer as external storage and we want to use the KNT file from home without having to take all the images with us at the same time. Back on the work computer, at the time of saving, if you already have access to the folder (or Zip) the images previously incorporated will be added to it. If the storage mode is External (and not External + EmbeddedKNT), that image will no longer be saved embedded in binary at the end of the KNT file.
Something similar will happen with the deletion of images. If all instances of an image are removed and external storage is not available to delete the file, the deletion will be done when access to the storage is resumed.

In addition to a situation like the one described, this behavior could be used to allow it to function even if there are temporary network outages that could prevent access to external storage.

Exporting and importing. Conversions

- When exporting to RTF format the images will be included embedded in RTF (usual way)
- When exporting to KNT format, three possibilities will be considered, as established in the configuration options:
    - Include images in 'classic' mode: embedded in RTF
    - Include images in Embedded KNT mode
    - Do not include images. A link will be displayed instead

- When importing notes from a KNT file on disk (with Tools | Merge Folders... or dragging KNT files), the application incorporates the images of the new notes, adapting them to the storage mode of the current file.

In these operations and also when pasting from clipboard, **image conversions** could be required, as can happen when changing the storage mode, depending on the involved modes (one of them being EmbeddedRTF).

Deletion of external images

When a new instance is created, the number of references of the associated image will increase, and will decrease when it is deleted. This value will be used to control when the image should be deleted.
If at the time of saving the .knt file an image has 0 references, it can be deleted if:
    - It is an image that belongs to the .KNT file: "owned", not Linked
    - In case of external storage, if it is available

So, any image deleted in the Editor (with one only instance) can be recovered using the **Undo** mechanism that the RichEdit control offers. KeyNote will maintain all its information until the file is saved.

See also Extended KNT file format

Inserting images

Linked or "owned" images

Images can be incorporated as a 'copy', added to the defined storage (or storages): **"owned"**. But they can also be added in **Linked** mode (not owned), in which case only the file path is registered as a reference, its content is not stored nor is the file deleted if all references to it are removed.
There is an option to set new image added from existing files to be managed as Linked by default.
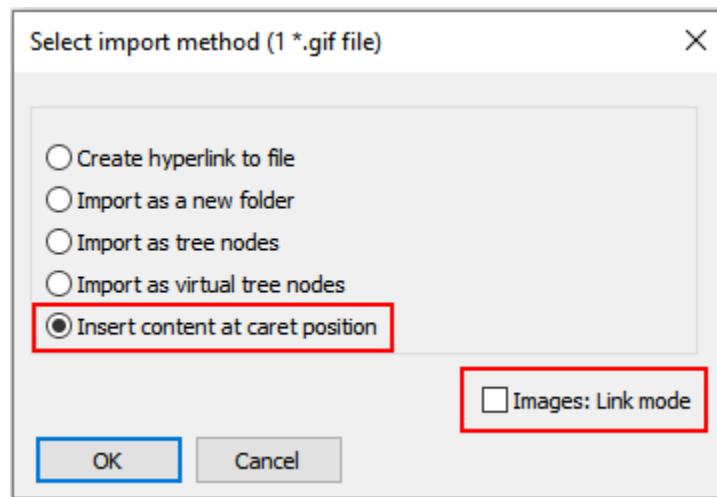
Linked images will be independent. They will be always read its original path and will never be deleted by KNT

Owned images can be deleted (from the storage defined) when unused. See also Use Recycle bin.

How to add images

New images can be incorporated in a .KNT file in several ways:

- All the images included in Folders (Tabs) merged from another KNT file will be added.
- Importing an RTF file (with **Insert | File Contents**... or dropping the file) will include all its images.
- You can also **paste from Clipboard** images (copied with KeyNote or any other program) or RTF texts including images.

- Using the menu command **Insert | Picture...**
- Using the **drag and drop** mechanism.
  - A new option is offered from the import window: "Insert content at caret position"
  - If the file (or files) are images, they can be inserted as such (by default 'Insert content..' will be selected)
  - The "Link mode" box will be checked if Link to files by default (no copies) is enabled, but we can change that selection as will.

Tip: It is possible to drag any file into the Editor panel, in a specific position, and not only to the Tree panel or other parts of the main window.
Tip: All other options are also available (except 'Import as virtual tree node'). It's possible, for example, to drag several images and include each one in a new tree node, with 'Import as tree node'.

Notes:
- KeyNote NF won't do any **image conversions** when inserting images from existing files. The current format of that file will be used. In all other cases, images will be converted to the default format if necessary, using the configuration options.
- In all cases KeyNote NF will try to identify if the image corresponds to a previously registered image; if so, just a new instance will be inserted for that image.
- In notes configured as **Plain text** and in **virtual content nodes not RTF**, the insertion of images is prevented

- In **virtual nodes linked to RTF** files images are allowed, but exclusively the Embedded RTF format will be used, to ensure that it can continue to be used from outside KNT as usual.
- A record of added and deleted images is kept in external storage through a **log file** (_LOG.txt). You can delete that LOG file at any time. It is just a help to know what is happening, in case of doubts or problems.
- If we paste an image from a browser and it includes a **title**, that title is automatically incorporated into the image and as a link.
- Each image has a **name**. When added from an existing file, the name of the file will be used, optionally prefixing with its ID (see Name of files used on external storage). In other cases a name will be constructed, using the ID, the timestamp and the context of the operation. This (internal) name cannot be modified. What you can set/change is the title/caption associated to the image.

Identifying images already registered

As indicated, KeyNote will try to identify if one image corresponds to a previously registered image. As it does?

The application calculates a **crc32** value for each file that is added. In one .KNT file we can have multiple copies (instances) of any image, on the same or different notes, with different visual sizes if we want. KeyNote will only save (if *owned*) one copy of that images.

An image having the same crc32 that other image previously registered, will be considered the same.

Remember:
- KeyNote needs to be **based on the image content**. The name of the file (in the event that the image comes from an existing one) is somewhat circumstantial, at least if it is not Linked mode. And the same image could be pasted from clipboard several times, for example in bitmap format.
- When pasting several times a image from clipboard, it will be treated as two (or more) different images if the options that determine the format or quality of the image are different at the time of each insertion.

Based on the above, if we externally modify a previously added image file (perhaps from its own location in the storage associated with the .KNT file) and drag it to the file, the application will interpret it as new, registering a new image (with its new ID).

What if we need to edit inserted images, for example to annotate and add numbered circles, to refer to them in the text surrounding the graphics?

Even if we modify an image with an external editor, this will not prevent Keynote from displaying it correctly when opening the KNT file, since it will search for it by its name (which includes the ID —with the exception indicated here). Likewise, if the image already registered in the KNT file is copied or moved elsewhere, it will continue to be understood as the same, because it has been registered, and its hidden mark (ID) always goes with it.

The only implication related to crc32 not being updated, would be if we dragged or inserted that file again into KNT. Being an external, 'new' file, KeyNote will calculate its CRC32 and check if it already exists in KNT. Right now it would indicate no, since it maintains the original CRC32 of the image, and not the modified one. This would simply imply that the application would treat it as a new image to register, with another ID and save it in another file in the storage.

It is possible to force KeyNote to update the image shown, if have been recently loaded (and its cached). See Force reload of external images, below.

Visibility of the images

The application allows you to change the visibility of the images of the file. Every image can be visible (**Image mode —imImage**) or hidden (or **Link mode —imLink**).

It will become effective only when it is required to show each individual note (node). If the option to hide the images is selected, the application hides their content and instead offers a **link** from which they can be consulted (with the help of a viewer). A similar link will appear next to a referenced image that is not accesible (storage is not available or the file has been moved or deleted).

For this purpose, a new menu entry (**View | Show Images**) is included, as well as a new Image button in one of the toolbars:

Note:
- Even if images are hidden, any new image will always be inserted visible.
- It is perfectly possible for the same image (or different ones) to coexist at any given time in visible mode and in link mode. For example, we can have an image on the clipboard and paste it several times (calculating its crc32 it will recognized is the same image), sometimes doing so with the previous images visible and other times with them hidden. We can also copy the image in its link format to the clipboard and paste it later, with the images visible, etc. In all cases the behavior must be predictable and intuitive
- When saving the file, the current state of the 'Show or Hide Images' button will also be saved. So, when opening the file, the images will be shown or hidden depending on their state before saving.

Force reload of external images

If images are visible (imImage), then **Ctrl+Click** on Image button or **Click on View | Images** (menu) will force KeyNote to reload the images selected (or all the images in the selected note), if stored externally. This is useful in case any image was modified externally.

Force hidden images

As new images are always inserted visible, if image mode is hidden (imLink), **Ctrl+Click** on Image button (or equivalent menu item) can be used to **reapply hidden**. This is useful if we are inserting many images and need to hide them from time to time. As indicated, even if the Mode is imLink, added images are always shown. This way is possible to hide these new images without having to previously show all the others.

Note: Right now the title of the images is shown in the viewer and in the corresponding link when the image is hidden.

Encrypted images

Remember that with the encryption content enabled a native or compress knt file can contain encrypted images. Any image marked as encrypted will not be visible in the KNT file if the protected content is not "opened" (entering the password); it will only be shown as a link with the text [IMAGE]. Also, the name, caption and path of any protected image will not be shown while the encrypted content is "closed".

Images. Dimensions and proportions

The images can be resized using the mechanism offered by the RichEdit control (the same that can be do in WordPad): if you change the size by dragging from a corner, the proportions are respected, but this is not the case when doing it from the side.

At any time it's possible to restore the proportions of one or all the images in a tree-node or note (tab):

- Using **Alt+Click** on Image button (or equivalent menu item)

- Selecting **Restore image[s] proportions** in the context menu (right click) of the Editor.

Notes:
- The action will reset proportions and reconsider the current Max. auto width on Insert option.
- It will be applied to all the images of the active editor (note), or only on the selection, if any.
- There is a difference between those methods:
  1. The resizing done with **Alt+Click**, **when applied to all images** in the Editor (with no selection) is

temporary by default: if the node has no modifications, its status will not change, it will continue to remain unmodified and these changes will not will be saved.

This allows to apply an adjustment to all the images to accommodate them to the size that interests us at any given moment, but without forcing it to be maintained, if we do not want to.

For example, we can have a certain node with many images, where we may be interested in keeping them normally saved at a smaller size, and enlarging them to their actual size or limiting them to the width of the editor, at certain times.

But if you want to keep them, just make any minimal change to the node (such as adding or removing a space), to mark the node (or note) as modified.
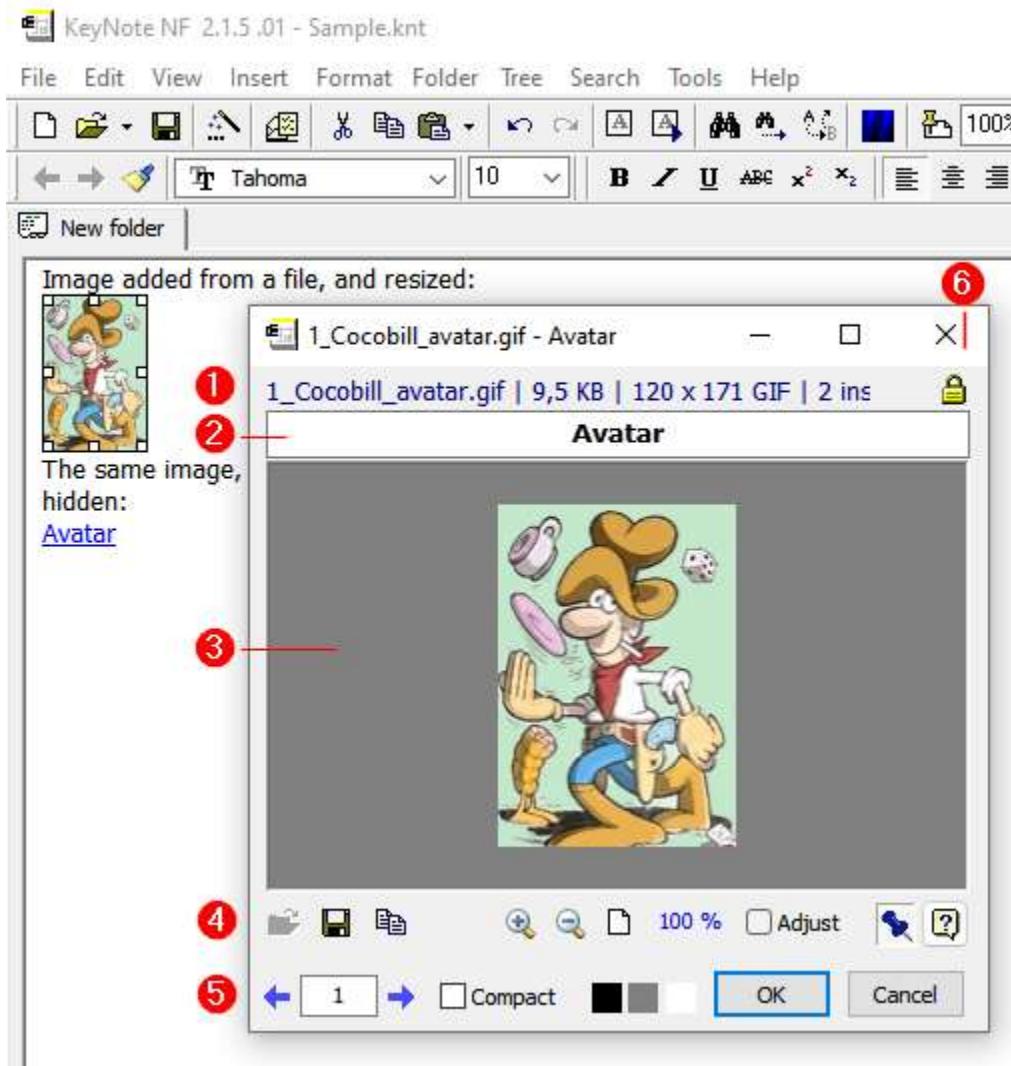
When applied to a selection, the changes will mark the note (and so the folder) **as modified**. In this case, the changes in the images can be reverted with Undo operation.

2. Restore image[s] proportions, by the opposite, will always mark the note (node) as modified, even when applied to all images in the editor. Changes can also be reverted with Undo operation.

- **Note**: If the folder is marked as **Read only**, the temporary method will always be applied, regardless of whether you use Alt+Click (with or without selected text) or the "Restore image[s] proportions" command. This also means that all images in the note will be adjusted, and not just selected images.

Tip: You can use the Max. auto width on Insert option and the possibility of change easily the visible size of all the images in a note (node) in situations like the following: we can be using the application while following a training course, keeping the application open in a small part of the window. While taking notes it is interesting to set the 'Max.Auto Widht on Insert' property to -1, so that the images fit in the small width visible. But as soon as the course ends we can reset the size of all the images. Depending on our interest, we can place them at their actual size or limited to a maximum width, but much larger than the one used while capturing them.

How to use the Image viewer

A simple image viewer is incorporated that allows one or more images to be opened from independent windows.

With the viewer it is possible:
- Check **image details**, such as format, dimensions, size (Kb), path or number of instances, and Linked mode [1]
- View and modify the image **title** [2]
- **Zoom** in and out and scrolling the image [3], with buttons and keyboard shortcuts [3][4]
- Change **background color**. Besides the three neutral colors, there is also an option that allows to set a default background color for the viewer. [5]
- Dynamically enlarge the image adjusting it to the size of the window (respecting the proportions): **Adjust** [4]
- **Open** the **image path** or the **image file** (in case of external images). The latter allows to view the image in a specialized external image viewer [4]
- **Save** the image to a file [4]
- **Copy** the image to the clipboard [4]
- **Encrypt** or **decrypt** the image (provided that the encryption content is enabled in the file) [6]
- **Scroll through all the images** in the Editor (or in the file) or show the one corresponding to a **specific image ID** [5]

    Tip: By default, navigation toolbar buttons will show previous or next image instance in the Editor) (note from where the image has been selected). With **Ctrl** it will show the image with previous or next ID (in the entire .knt file).

Note, in protected images:
- Name, caption and path of the image will not be shown while the encrypted content is "closed".
- Using Ctrl will skip encrypted images if the protected content is not open.

Also:
- The "Compact" option will hide the image details and title bar [1] and [2].
- The viewer can be always visible [5] (by default)
- If Single instance option is disabled we can maintain several viewer instances opened at the same time.
- If Single instance and Hot track options are enabled, you can show in the (opened) viewer any image selected or clicked (image or link), even using only keyboard, maintaining the focus on the editor.
- **Keyboard shortcuts** available for zoom and scrolling:
  - Zoom: Numpad: **+** (In) **-** (Out) ***** (100%) **/** (Adjust)
  - Scrolling: **Cursors** (left,up,down,right), **Prior**, **Next** (Up/down edge) **Home**, **End** (Left/right edge)

    Ctrl+Home: Upper left corner **Ctrl+End**: Lower right corner
- Notes:
  - The increment ratio (Zoom in) is greater than the decrement ratio (Zoom out)
  - **Ctrl** can be used while clicking the zoom in and out buttons (or keys) to double the ratio, and also with cursors for greater scrolling.

Opening the image viewer is done as follows:

- If the image is visible:
  - **Double click** on it opens the internal KNT viewer with that image loaded, displayed at 100% (or reduced if it cannot be displayed in full on the screen)
  - **Ctrl + double click** directly opens the image from outside KNT, with the program that is associated with its extension (This is only possible with Linked images or images saved in an external Folder storage)

    Tip: There is an INI option that allows to configure a specific external viewer, defined with a path relative to keynote.exe.

    Tip: Unregistered images (without an associated ID), in Scratchpad or in a note that doesn't support registered images, like virtual RTF nodes or notes in a EmbeddedRTF image storage format file, can also be displayed using the Image Viewer (double clicking the image)

- If the image is not visible and a link is being displayed instead:
  The general options defined for URL actions are applied, taking into account that **Open** corresponds to the opening of the internal viewer, and **Open New** to the opening outside of KeyNote, in an external viewer.

    Tip: Right clicking on the link will always open the internal viewer.

Hot-tracking of the viewer. Example of use case

We can have certain notes (nodes) with text and many interspersed images, where we want to have quick access to most of the text, for which it is convenient to keep the images hidden (showing the hyperlink), since if it they were visible we would have to jump from one side to the other to be able to see and locate the texts.

With Hot track enabled, even with the images hidden, we can have the internal viewer open, on another monitor or the same one (in a small size, perhaps partially covering a part of the resources section or the tree), and by simply moving the cursor over the links (apart from clicking on them) it shows us the images, which may be necessary.

Saving images in subfolders

By default, when using an external storage (folder or zip) all the new images will be saved together, in the root of folder or zip. With the 'Save in subfolders' option, if enabled, image files will be saved in subfolders, related to the [keynote] folder (tab) where the image is first added.
- Can be useful in .knt files where we have folders with stable names, clearly independents.

- Please note that for the name of the subfolder where the image file will be added, the name of the [keynote] folder at the time of inserting the image will be used. Subsequent modifications to the note name will not change the subfolder name.

Name of files used on external storage

The name of each image file saved in a external storage must be unique in the entire .knt file.

To ensure that uniqueness all the image files will include by default its ID (unique by design) as a prefix. When added from an existing file, the name of the file will be also used. In other cases (pasting from clipboard, merging from .knt files with EmbeddedRTF format, etc.) a name will be constructed, adding to the ID the timestamp and the context of the operation.

There can be situations where it is necessary or convenient to maintain the name of an image inserted from a existing file. You can enable with the Keep original filename option. KeyNote will try to use the filename, checking that no registered image have the same name. In case of collision, it will warn and show an alternative name. For example:

In the Import window (eg. image is added by drag and drop), a new input field will be displayed. If KeyNote detects that no image with the same name is registered, it will preload the original file name. Otherwise, it will show a label warning of the name conflict and will preload that field with an alternative name, adding a suffix, which can be changed before accepting the insertion. KeyNote will check any new name modified by the user, ensuring that it does not collide with any other image.

Note:
- When using File | Insert Picture... the filename will be automatically used, and only will be show the Import window if a file with the same name already exists, to show the proposed new file name.
- If several images are dragged and there are some file/s with a name used, a label will be shown giving a warning. If continue inserting, that files will be automatically renamed.

Optimizations

Related to the possibility of showing or hiding images: the application will maintain in memory, associated with note (node), the version without images, in which its contents is hidden and a link is included in its place.
The content of the notes (nodes) will only be "expanded" with the content of the images within the RTF (\pict tag) in the selected nodes of each [keynote] folder, and only if the images are being shown (View | Show Images)

This same format is used when saving: notes do not save the content of the images but a reference to them. This speeds up opening and saving and reduces the size of the KNT file, especially if images are saved only on external storage. But even if they are saved as Embedded KNT, the size will also be reduced very noticeably because RTF images, even using the pngblip and jpegblip formats, take up more than twice as much space in ASCII + Hexadecimal as they do directly in binary.

The content of the images is recovered and kept in memory. In the case of external images (linked or not), the content is kept in memory for a set of minutes since the last access (to view it). After this time without being accessed, the content of the image is released from memory. If at the time of verification, the application detects that the storage is not available, the content of these images will not be released.

Recalculating Next ID

A button is available in File|Properties ("Settings" tab): **Recalc Next ID...**
It is enabled only when storage mode is not EmbeddedRTF and file has no modifications. Can be useful when we have inserted many images in some nodes of a file and later decide to move that nodes (with all the images) to another file, so removing the nodes and images from the source file.

(To move the nodes with the images to a another file can be done exporting to a knt file format, for example)

This way the counter of next ID will be adjusted to the last available image ID in the file. KeyNote will look for the max ID in the image list (so ignoring deleted images).
KeyNote will ask for confirmation, remembering to ensure that there are no images with larger IDs on the external storage, perhaps referenced by other knt files, because new images could overwrite existing files.

Images. Formats and sizes

When inserting/registering a new image, the application differentiates between the **format in which it will keep** the image, which will be the format it presents in the case of inserting (or dragging) from a file; and the **format used to display it** in the RichEdit control, that is, the one that will be used together with the RTF \pict tag.

In the first case it is possible to use the GIF, PNG, JPG, BMP, TIF, WMF, EMF and ICO formats. If the image is added as Linked (not "owned"), only a reference to the original file will be maintained, not the content. If the image is incorporated into the .KNT file (owned), either through internal storage (EmbeddedKNT) or external storage (EmbeddedExternal: Zip or Folder), the BMP and ICO formats will be stored previously converted to JPG or PNG; the rest will be stored in the original format, including WMF or EMF. (More on storage mode options or Linked mode options)

In images obtained from the clipboard, usually from **screenshots**, the image is found as a Bitmap or Metafile. In these cases, the format in which it will be saved will be JPG or PNG depending on the Default format from clipboard and Ratio size configuration options. In the case of identifying new images to incorporate from RTF text processing that includes images, these are mostly found as Metafiles, with the WMF or EMF formats (normally the first, wmetafile8). These images will be saved converted to JPG or PNG depending on the configuration options. Normally the images identified in WMF format (wmetafile8) come from clipboard captures, and that is not their original format, taking up much more size than necessary. Hence the conversion to PNG (preferably) or JPG.

When the content of a **screenshot** is directly pasted from the **clipboard** (copied there with programs like **Greenshot,** eg.), an bitmap image (CF_BITMAP) is detected, the conversion to PNG is identical and the result takes up much less space. In these cases, the conversion to **PNG** probably takes up less space than its conversion to **JPEG**.

As an example, an image captured from an Explorer window can take up the following (in binary, viewing its internal Stream.Size), approx.:

- BMP: 775.000
- WMF: 582.000
- PNG: 30.700
- JPG: 39.000 (JPG occupied 1.3 times more than the PNG version in this example)

    Note:
    If that same image is pasted into WordPad and from there it is copied back to the clipboard, at the time of pasting we will no longer have a bitmap, but a Picture (Metafile). In this case, an image (CF_BITMAP) is not detected in the clipboard, but rather an embedded object, which gives rise to an image and which we can detect through the generated RTF. We can convert the image extracted from the RTF. But that conversion, even if it is good, is not as perfect as the one that it occurs when we directly detect the image, and they take up slightly more. (Note: A Picture (Device independent bitmap) is offered as CF_BITMAP)

When what is pasted is the content of a **photograph** (perhaps selecting an image in a browser and using Copy Image, for example), it is clearly more favorable to use the JPEG format over PNG. As an example, a relatively small image, of a photograph with much of the image in a soft gradient, without much detail, can occupy:
- PNG: 538.499 (15.8 times more in PNG)
- JPG: 34.067

This is the reason to include the option Ratio size, and not only Default format from clipboard.

Notes:
- KeyNote NF won't do any image conversions when inserting images from existing files (via drag and drop or inserting in any other way). The current format of that file will be used. See Inserting images for more information.
- Apart from when pasting from clipboard, image conversions could done when changing the storage mode on a file, from a EmbeddedRTF to any other mode, or viceversa. Also, it could be neccesary when merging KNT files (one of those with EmbeddedRTF mode), or when exporting to KNT mode. See Storage of images for more information.

Color depth

A typical **screenshot** (from an application, file explorer, etc.) can usually be saved without any noticeable color loss, with pf15bit (with pf16bit it doesn't look good). If the capture includes **photographs**, or images with color gradients that we need to maintain, then we must select **pf24bit**. Under normal circumstances, at least from screenshots, it doesn't make much sense to use pf32bit, as it will take up more space and you won't see any difference.

It is true that the captures, taken in bitmaps, will be converted to PNG (or JPG), so the difference between the formats will not be so big, but there will be one. The difference can be seen when the image has gradients, etc., but in that case the normal thing will be not to want to lose quality.

If we have quality images then what we should do is drag (or insert) the files to the editor. The image will be displayed in the best quality allowed by the editor. And we will not touch the file format.

You can select the desired depth color with the option Bmp pixel format (defaults to pf24bit).

Extended KNT file format

Extended KNT file format

In case of using an image storage mode other than Embedded RTF, the application will use an **Extended KNT format** when saving, in which new blocks have been incorporated at the end of the file, to allow including the registration of **stores** and **images**.

Example:

```
%S
SM=2
SD=1|TestIMG_img
%I
II=5
PD=1|NOTE1\|1_Image 24oct.png|1|32|32|343790583||1|6||0
PD=2|NOTE2\|2_Image 24oct.jpg|1|770|649|1481786765||1|3|CROWN|0
PD=3|NOTE2\|3_sample.wmf|5|770|649|1976212572|E:\sample.wmf|1|2||0
PD=4|||1|120|171|1006143828|E:\Cocobill_avatar.png|0|2||0
%EI
EI=1|1_Image 24oct.png|<size>
<--image in binary-->
##END_IMAGE##
EI=<IDImage>|<FileName>|<size>
<--image in binary-->
##END_IMAGE##
```

```
...
%%
```

%S: Storage section

SM= Reflects the storage mode:
   0:EmbeddedRTF 1:EmbeddedKNT 2:External 3:ExternalAndEmbeddedKNT
   (Mode 0 will not actually be displayed, since in that case these new blocks will not be used)

SD= Type (0:Zip 1:Folder)|Path
   (Only included with modes 2 and 3)

%I: Image section

Lists information about the images used in the KNT file:

II   = Shows the ID to be used for the following image
PD = IDImg|Path|Name|Format|Width|Height|crc32|OriginalPath|Owned|RefCount|Caption|MustBeSavedExt
   - IDImg: Each image has a unique numerical ID (>=1)
   - Path: Relative path to storage, this will normally correspond to the name of an existing note
   - Name: Unique name of the file within the storage.
   - Format: 0:GIF, 1:PNG, 2:JPG, 3:BMP, 4:TIF, 5:WMF, 6:EMF
   - Width, Height: Width and height of the image. Each instance may be using different values.
   - crc32: Value obtained from the image content. Used to identify if an added image is new or is another instance of one already registered.
   - Original path: Obtained in the case of insertion from existing files
   - Owned:
     - 1: Owned by KNT file. Added to one storage. Can be deleted when unused
     - 0: Linked. Image is independent. The image is obtained from its original path and neve will be deleted by KNT
   - ReferenceCount: Number of instances of the image within the KNT file.
     - When the number of references becomes 0, the image will be deleted (when saving changes) from the %I block and the %EI block (the latter if the External or ExternalAndEmbKNT modes are used).
     - In the case of using the External or ExternalAndEmbKNT modes (the image being 'owned'), the corresponding file will be deleted from the external storage.
     - A line in KNT with this field set to 0 indicates that the image has been deleted but is missing from external storage, not accessible at the time of saving the KNT file.
   - Caption: Image title
   - MustBeSavedExt: 1: Indicates that the image is waiting to be saved to its external storage. Its content will be found in the %EI block

%EI: Embedded Images

In the case of using EmbeddedKNT or ExternalAndEmbeddedKNTsmEmbKNT as storage mode, the content of each image (except linked ones) will be saved within this block.

Images. Implementation in RTF

Images management. Implementation in RTF

This section is included to help (anyone who may be interested) understand how image management works internally in KeyNote NF and how the current limitations of the Windows RichEdit control have been circumvented, thus allowing the use of images in multiple formats, and facilitating its storage in binary, and not only in the usual mode (in plain text, ASCII), which is still offered for compatibility. It also shows how the state an image can be in is managed: visible or hidden.

What is described here corresponds to the management required when the **storage mode** is other than EmbeddedRTF. In the latter case, although it is possible to take advantage of improvements included in the new versions, image management as such will be actually disabled.

Image IDs
Image visibility
Using hidden tags, monitoring actions
Images insertion by code
Extended KNT file format and including images in KNT file

Image IDs

Each image has a unique ID within the KNT file, whether it is Linked or not. When the KNT file is saved to disk, the number of the next ID that can be used is recorded. This number is determined from the ID of the last saved image. To do this, a distinction is made between NextImageID and NextTempImageID. Images that are added but removed before saving the file do not 'consume' ID.

Image visibility

The instances or uses of the different images may be in one of the following two states: TImagesMode = (imImage, imLink)

1. imImage

It is the equivalent of the current situation of an image, where it is visible and its content is embedded in the RTF. Example:
{\pict{*\picprop}\wmetafile8\picw3888\pich5185\picwgoal2204\pichgoal2940
0100090000038c0000000000760000....}

We will not include the image ID inside the \pict tag (we cannot use tags like \bliptab and \blipuid, because they are ignored in RichEdit control), but we can do it right next to it with a hidden field, similar to the one used with the recent internal links:

\v\'11I<ImgID>\'12\v0{\pict{*\picprop}\wmetafile8\picw3888\pich5185\picwgoal2204\pichgoal2940
0100090000038c0000000000760000....}

2. imlink

It corresponds to the image in a state in which it does not include the content but only information that identifies the image itself (an ID) and other information specific to the instance: visible width and height. It is based on the use of RTF hyperlinks that include a link with a specific format (analogous to what is already done with KNT's internal links, also its own), preceded by a hidden label located to the left of the hyperlink:

\v\'11I<ImgID>\'12\v0{\field{*\fldinst{HYPERLINK "img:ImgID,WGoal,HGoal"}}{\fldrslt{\ul\cf1 Caption}}}

- "Caption" will show the title of the image, if it has one, and if not, the name of the file (if the image has been obtained from a file) or a string constructed at the time of registering the image.
- "img:ImgID,WGoal,HGoal".   Image ID along with the visible width and height of the instance

This is the format used to save images (in storage modes <> smEmbRTF). If the storage mode is smExternal, the size of the KNT file will be significantly reduced because it will not contain the content of any image, only a list with the list of registered images.

The application allows you to change the visibility of all the images in the file (which becomes effective only when the note (node) is required to be shown). If the option to hide the images is selected, the application displays them in this imLink format, hiding their content and instead offering a link from which you can consult and edit their title.

Using hidden tags, monitoring actions

The application monitors all actions that could result in image insertions or deletions. To do this, it processes the content pasted from the clipboard looking for the presence of images and analyzes RTF content in search of RTF tags associated with the existence of images. It makes use of its own, hidden labels, analogous to those already used to maintain the reference to the destination in recent bookmarks. These labels contain only the ID of the image and are placed to the left of them, whether they are in their visible (imImage) or 'hidden' (imLink) mode. This processing is optimized and does not affect the normal operation of the application at all.
The use of these tags (e.g. "\v\'11I3\'12\v0") simplifies the identification of already registered images. But since they cannot be added 'inside' the image tags themselves, it is the application's responsibility to ensure that they are always kept next to the image they accompany.

To do this, for example, when content is inserted on the editor, it is ensured that, if it acts on an image, it is also done on its associated hidden tag, extending the selection to include it. When an image is deleted (with DELETE/Supr or BACKSPACE, or by cutting to the clipboard) it is controlled whether to also delete its label, etc.

Copying an individual image to the clipboard does not also send the tag, to ensure that the content is served as an image and not just RTF content. But the copied ID is registered, in case it is detected that this copied content is then pasted into the KNT itself.

* It has been used to optimize the method that allows us to discriminate whether the current content on the clipboard has been copied by this instance of the KNT application or another application. This was necessary, for example, to determine whether to paste the content as Plain Text or not, depending on the corresponding configuration.

Eliminations
Image deletions (TKntImage) are processed on save. They could be done immediately but would have the problem that it would not allow the UNDO mechanism that the RichEdit control offers.

Images insertion by code

Now, images are always inserted by code and not through the clipboard. In recent versions, only images inserted through drag and drop from the browser were in PNG or JPG formats; The WMF and EMF files were not inserted as images but as objects, which when opened were displayed in Paint. (Older versions of RichEdit didn't even offer PNG or JPG that way)

When inserting an image by code, instead of using the clipboard, as has been done until now, it is necessary to generate all the image information necessary to construct the RTF sentence that the RichEdit control expects.

On systems with recent versions of **RichEdit** (> 4) KeyNote NF makes use of tags that allow images to be embedded in various formats. In addition to **wmetafile8** and **emfblip**, it allows you to use **pngblip** or **jpegblip**. These last two are much more convenient with images in formats such as BMP, PNG, JPG, GIF, TIF or PNG. The most obvious thing is that a very significant reduction in the size of the KNT file is achieved since the RTF format is

considerably smaller using pngblip or jpegblip

Remember that in RTF (at least in the implementation available in the RichEdit controls) images are saved in RTF code as Hexadecimal in ASCII. Something like:

{\pict{*\picprop}\wmetafile8\picw3888\pich5185\picwgoal2204\pichgoal2940
010009000038c0000000000760000....}

> **Note**: In WordPad, which also uses the RichEdit control, the pngblip or jpegblip formats are not used by default, it does not incorporate them, although it recognizes them when an RTF file that includes them is opened; yes, giving a warning because by default it discards them.

All of these formats are used in KeyNote NF and all images are programmatically inserted into the RichEdit control using the most appropriate format.

Also included is an option to only allow the use of wmetafile8 (rarely needed if using recent versions of RichEdit). See ImgFormatInsideRTF

Notes:

- Remember. When inserting / registering a new image, the application differentiates between the **format in which it will keep** the image, which will be the format it presents in the case of inserting (or dragging) from a file; and the **format used to display it** in the RichEdit control, that is, the one that will be used together with the RTF \pict tag.

- Insert | Picture has been adding them through the clipboard, but that caused them to be saved in WMF format (wmetafile8). See my notes for Release 1.8.0 Beta 6, in GitHub.
  Currently, all images are inserted by code. We must avoid using the clipboard for this, and instead insert a string with the necessary RTF command.

- What I indicated in the Release 1.8.0 B6 is true when dragging on the editor in KeyNote. But if it is done on a file opened with WordPad, it is always created as wmetafile8, and even doing so loses quality (it seems to handle fewer colors). Furthermore, if you try to open a file with a format other than wmetafile8 from WordPad, it gives a security notice after which, depending on whether it is accepted or not, it will display the content. In this link they explain the reason:
  https://forums.malwarebytes.com/topic/259359-wordpad-ms-word-security-warning-on-images/

Extended KNT file format and including images in KNT file

Whe a KNT file is defined to use an image storage mode other than Embedded RTF, the application will use an **Extended KNT format**, in which new blocks have been incorporated at the end of the file, to allow including the registration of **stores** and **images**.

Also, if storage mode is EmbeddedKNT then the content of the images will be added at the end of the KNT file, in a binary format.

More info in Extended KNT file format

File Properties

KeyNote File properties

File Properties is a small group of settings related to the whole .KNT file, rather than to particular folders inside it. For example, you can specify the format in which the file should be saved, choose whether the file should be encrypted, decide where images should be stored, etc.
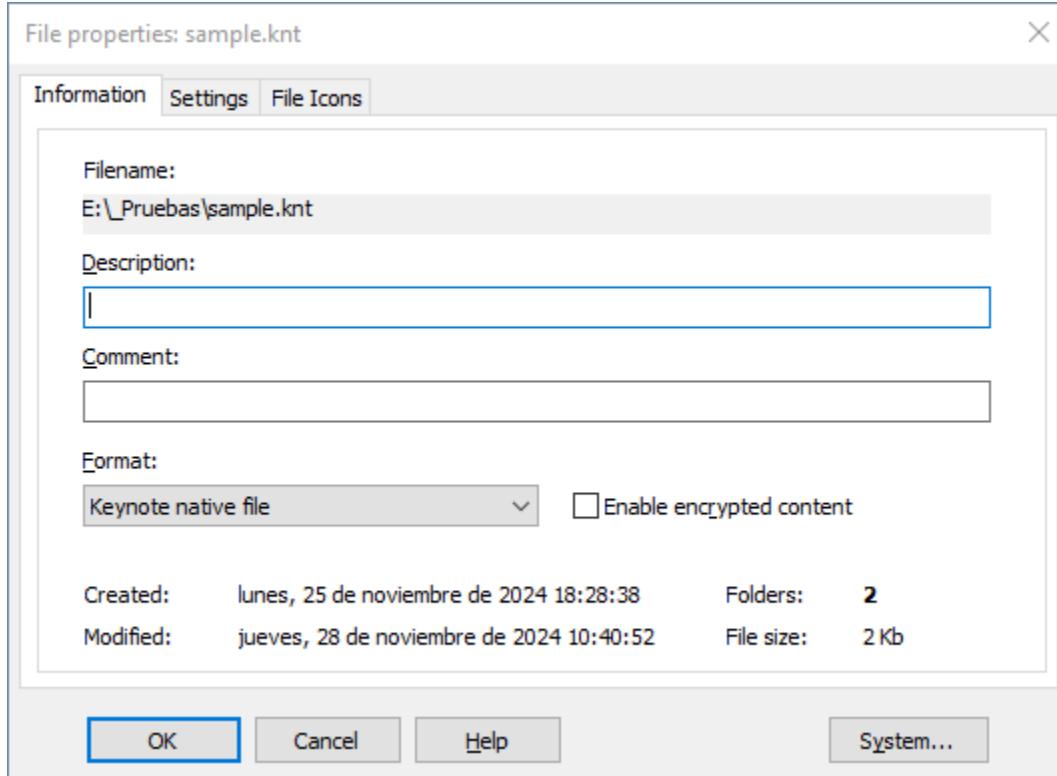
To change File Properties for the currently open file, press **Alt+Enter**, or choose the **File|Properties** command. The dialog box contains four tab sheets (of which only three are visible if your KeyNote file is not encrypted). Click the links below for details about settings available on each tab.

File properties:
- Information
- Settings
- File icons
- Security

Information

File properties: Information

On this tab you can view or change general information about the current KeyNote file.

Filename

Displays the full name of the currently open file. This information is for display only. To change the name of the file,

close the File properties dialog box, then select the **File|Save As** command, and save the file with a new name.

Description

This is a short description text that will make it easier for you to identify the file. This text is displayed in the File Manager dialog box.

Comment

Just like the Description field, the Comment field provides additional space for describing the file. This text is also displayed in the File manager dialog box.

> **Note**:   When you encrypt the file, both the Description and the Comment fields are not encrypted, and are still displayed in the File manager dialog box. See "File properties: Security".

Format

This drop-down list allows you to choose the format in which the KeyNote file should be saved:

KeyNote native	Default, basic format
KeyNote compressed	Choose this format if you want to compress the file. It can be configured it in Settings tab.
KeyNote encrypted	Choose this format if you want to encrypt the file, and then click the Security tab

> **Note**: As of version 1.8.0 (Jun 2023) KeyNote NF has dropped support for the **Dart format**. More info here
>
> You can use older KeyNote versions to do the conversions, if needed. Note that if your file contains tree-type notes, it cannot be saved in Dart Notes format.

Enable encrypted content

If checked, it makes it possible to embed encrypted content in files saved in a native or compressed format. This allows you to select **nodes** and **images** to be saved as encrypted.
As with encrypted format, once checked you have to set a password in the Security tab.

You can also save encrypted images externally. See Encrypted format vs. native or compressed format with 'Enable encrypted content' for more information.

Important:
- See Encrypting KeyNote files to learn more about encrypting KeyNote files, with encrypted format or the 'Enable enrypted content' option
- See also notes about Compression and encryption when using images.
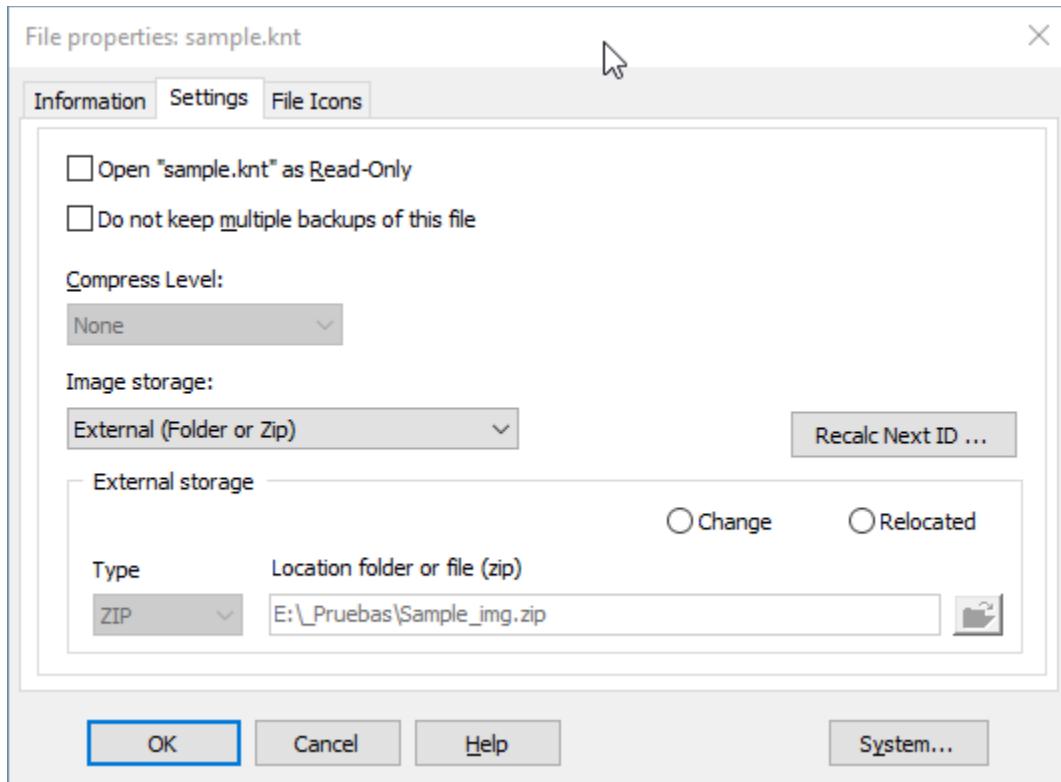
Below, more information is displayed about the currently open file, including the date the file was created, the size of the file and the number of notes which the file contains.

System button

Click this button to open the standard Windows **File properties** dialog box. This is the same dialog box that is displayed when you right-click a file in Windows Explorer and select the **Properties** command from the menu.

Settings

File properties: Settings

On this tab you can view or change settings for the current KeyNote file.

Open this file in Read-Only Mode

If this option is enabled, the next time you open the file in KeyNote, the file will be opened as Read-Only. You will still be able to modify the file, but you will not be able to save it. In order to save the file, you will have to use the **File|Save As** command.

Do not keep multiple backups of this file

This option allows to ignore, for this file, the default **Max backup level** option, defined in Backup Options.

If you check this option, only 1 backup of the file will be made, even if you specified a higher backup level in Options dialog box. (This is primarily useful for those who have created very large KNT files and don't want to waste disk space by keeping many backup versions of such files, but still want multiple backups for other files.)

Compress Level

When using **Keynote compress file** format, it is possible to select one of three compress levels: Fastest, Default and Max.

See also File formats in KeyNote. Time measurement.

Image storage

Allows to set where to save images included in **current file**. In Options: Images you can define the storage mode to use in **new** keynote files. In that link you have information about the different image storage options.
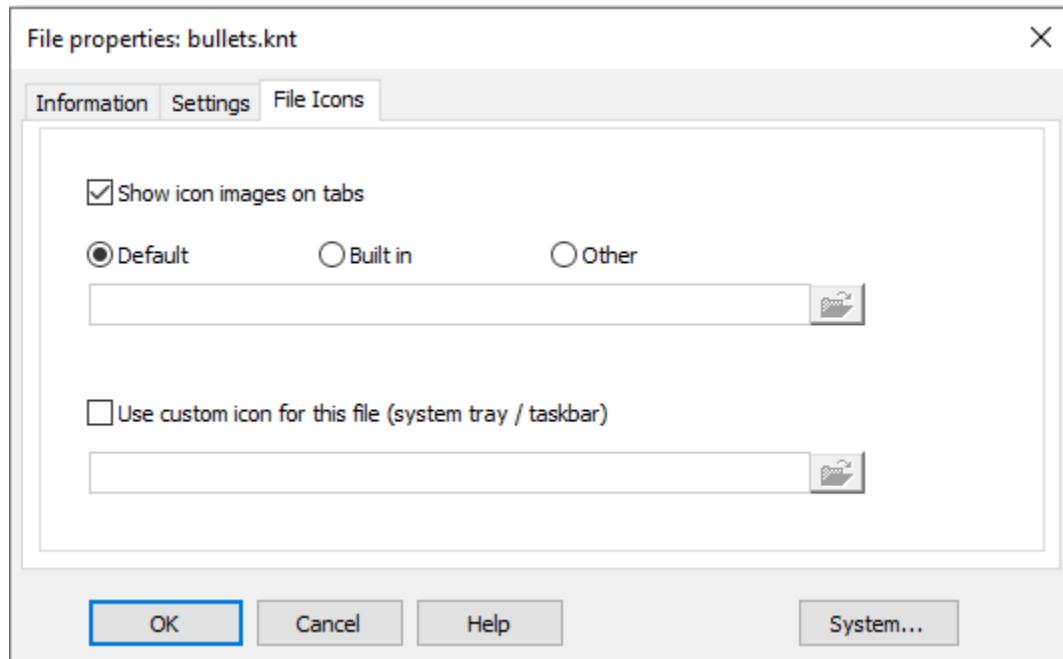
With button **Recalc Next ID...** it is possible to recalculate the ID of the next image to be saved. Can be useful when you have inserted many images in some nodes of a file and later decide to move that nodes (with all the

images) to another file, so removing the nodes and images from the source file.

See also Image management in KeyNote NF for more information about images, storage of images and setting or changing the storage mode. More information is also included about Recalc Next ID button.

<u>**File Icons**</u>

File properties: File icons

On this tab you can view or change icons used for <u>current</u> KeyNote file.

Show icon images on tabs

If this option is enabled, icons will be displayed on the tabs next to the name of each folder. Otherwise icons will not be displayed on tabs. Use this command to permanently enable or disable tab icons for the current file.

> **Tip:** To quickly show or hide tab icons while working with KeyNote, select the **View|Show icons on tabs** command.
> This command will be disabled (inactive) if the <u>Show icon images on tabs</u> option on the File icons tab is disabled.

- **Default**
  Default icons will be used. This means that this file will use the same set of tab icons as all other files. You can customize these icons in Options: Tab Icons dialog box.

- **Built-in**
  Only the built-in icons will be used for this file. You cannot customize the built-in set of icons. If you share your file with others, this setting allows you to make sure that everyone will see the same icons, even if they have customized the default tab icons.

- **Other**
  Allows you to select a specific .ICN (icon storage) file, which contains the set of custom icons you want to use for this KeyNote file. If you choose this option, you will have to specify the name of the custom .ICN file in the edit field below.
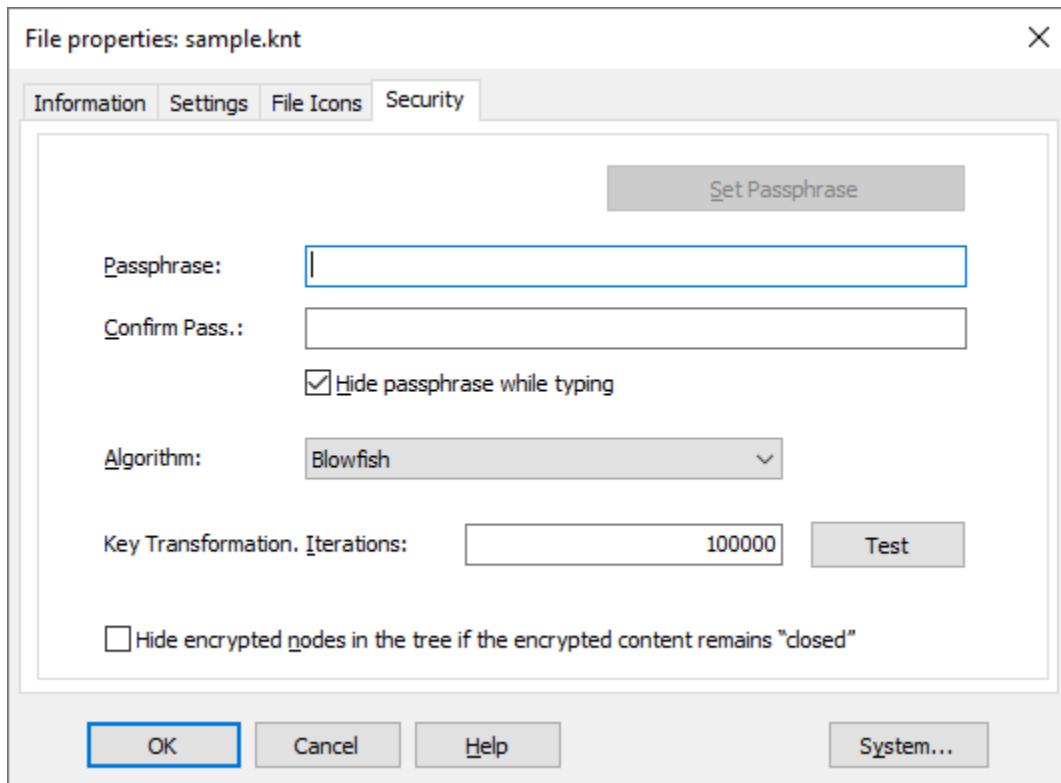
Use custom icon for this file

This setting allows you to specify that KeyNote should display a custom icon in the **system tray area** and **taskbar** when the current KeyNote file is open. This allows you to quickly identify which file is currently open in KeyNote, just by looking at the icon. If you choose this option, you will have to specify the name of the custom icon (.ICO file) in the edit field below.

Note: The path to the icon file will be saved relative to the .knt file.

Security

File properties: Security

On this tab you can specify security settings for the current KeyNote file.

The **Security** tab is only visible if you have selected KeyNote encrypted in the **Format** drop-down list or check the 'Enable encrypted content' on the Information tab.

Initially, a KeyNote file is not encrypted. When you select the KeyNote encrypted option as the format in which the file should be saved, the Security tab becomes visible, so that you can specify the access passphrase which will be used to encrypt and decrypt the file.

Each time you specify the access passphrase, you must type it twice: in the **Passphrase** and in the **Confirm pass** fields.

In the **Algorithm** field you can select the cryptographic method used to encrypt the file.

Key Transformation. Iterations: The passphrase is transformed using a key derivation function. This adds a work factor and makes dictionary and guessing attacks harder. The more iterations, the harder are dictionary and guessing attacks, but also .knt file loading takes more time.

161

Once your file has been encrypted, you can change the passphrase (and/or algorithm and number of iterations) at any time. To do so, click the **Set passphrase** button, and enter the passphrase as described above.

If you no longer want to have the file encrypted, click the Information tab and choose a different (unencrypted) file format. The default format is KeyNote native.

Hide encrypted nodes in the tree if the encrypted content remains 'closed'

Since version 2.1.5, it has been possible to use a non-encrypted file format (native or compressed) while selectively encrypting certain nodes and/or images. To do this, you must check the 'Enable encrypted content' box in the 'Information' tab.

Once you have enabled encrypted content, you can use this option to hide the encrypted nodes in the tree rather than simply hiding their content. Please note that all child nodes will also be hidden, even if they are not marked as encrypted.

Note: This verification box will remain hidden until the encrypted content is 'opened' by entering the password.

Important:

- See Encrypting KeyNote files to learn more about encrypting KeyNote files, with encrypted format or the 'Enable enrypted content' option

- See also notes about Compression and encryption when using images.

162

<u>**Opening and Saving KeyNote files**</u>

Opening and Saving KeyNote files

[Opening a KeyNote file](#)
    [File Manager](#)
    [Some considerations](#)
[Saving a KeyNote file](#)

See also:
    [Recommendations on when to save and how to make backup copies](#)
    [Additional notes](#)

Opening a KeyNote file

You can **open** a KeyNote file in many ways:

- You can search a KeyNote file (.knt or .kne) using [File | Open...](#), the 📂 toolbar button or pressing **Ctrl+O**.

- A very convenient way to to open .knt files is to use the [File Manager](#) dialog box, via File menu, the 📖 toolbar button or with **F12** shortcut.

- You can also **drag** a KeyNote file from Windows Explorer (or other programs, like Everything, eg.) and **drop** it onto any area of the main KeyNote window, including the Editor panel.

- You can directly **open** (double click or Enter) the file in **Windows Explorer** if you have associated the extension (.knd and/or .knt) with KeyNote NF program. A **new instance** of KeyNote will be open, where the knt file will be loaded.

- The same result as above can be achieved adding a KeyNote file as an "**External...**" **favorite**: KeyNote will launch another instance, and then load the file.

- You can also add current "**Location**" to opened .knt file as a **favorite**. Each time you jump to that location, if corresponds to another file, KeyNote will close the current file, load that file where the location points, and select the final destination (folder, node, and cursor position), unless:

  If "Open external KNT links in other instance" [option](#) is enabled or the "Jump to location" action is executed with **Ctrl** pressed (Ctrl+Enter or Ctrl+Dbl click), it will be opened in another instance.

- Similar to above method, you can mark a location to current KeyNote file, and insert that location as a **hyperlink** in other file. You also copy and paste that link (RTF text) to any other KeyNote file, or even in the Scratch panel (See [Resources panel](#)). Here you can also decide if links to external files must be opened in current or a new Keynote instance.

  See [Inserting internal KNT Links](#) and [Activating Links](#)

- Often you will rely on **Load last-used file** (or even Load specific file) option (in [KeyNote files](#)) to allow KeyNote to load the last file opened. You can run `keynote.exe` or a Windows shortcut to `keynote.exe` passing as parameter a .ini file of a profile. In that .ini (configuration file) will be registered the last used file to load. Example:

  `"<PathToKeyNote NF>\keynote.exe" "<PathToINIfile>\mykeynoteINI.ini"`

- You can also invoke `keynote.exe` passing the **path** of a **.knt file** as a **parameter**. Example:

  `"<PathToKeyNote NF>\keynote.exe" "<PathToKntFile>\myFile.knt"`

See Use of Profiles and Command Line Reference for other parameters to consider.

- The File | **Recent files** command contains names of several Note **files** that you **opened** or **saved recently**. Just click the menu item to open the file you want.

  The **list** of **recently used files** is also available as a drop-down menu right next to the **Open** button on the toolbar.

- You could also use the **KntLauncher.exe** add-on utility. This would allow you to open a specific file in a new independent KeyNote NF instance, launching a new instance or activating the one that could have it already open). (See Using KeyNote NF .knt as Help files)

  Tip: With the help of kntLauncher.exe you can get a "**multiple instances, but only one per file**" functionality: dbl-clicking a knt-file should activate the corresponding window if the file is already open or fire up an additional Keynote instance if the file is not open yet.

  To achieve this, you can associate the .knt extension with a .bat file. For example, you can create a "kntLauncher.bat" that includes:

      "<PathToKeyNote NF>\kntLauncher.exe" %1 –ignSI –dnd –title%1

Tip: A possible example of opening .knt files using different profiles could be the following:

Define two new profiles, copying and renaming the "`<PathToKeyNote NF>\Profiles\Default`" folder. You can name them, e.g, as "F9" and "F12", each of them configured to use the hotkey suggested by the name (e.g.: F12 => Ctrl+Shift+F12). You should assign a different hotkey to the default profile, e.g. Ctrl+Shift+F8

- You can use the "F9" profile to normally keep open and work with a .knt of general use, with useful information to always have at hand (a 'various notes'). This file could include alarms, that will always be ready to trigger (if the file is always open)

- You can use the "F12" profile to open specific files related to "projects" that you are working on at a certain moment.

These profiles ("F9" and "F12") can be configured to start Keynote instances minimized (see Options: General settings), and you can create shortcuts to open them when Windows starts:

To locate the startup folder of the current user in Windows:

"C:\Users\<*YourUser*>\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup"

Alternatively, you can access the startup folder using the Run dialog:

1. Press "Windows + R" keys to open the Run dialog box.
2. Type "shell:startup" and press Enter.

Any shortcut you place in this folder will automatically start when you log into your user account.

Note that if you want a program to start automatically for all users who log into your computer you should place the program's shortcut in the all users' startup folder. To access this folder, you can type "shell:common" startup in the Run dialog.
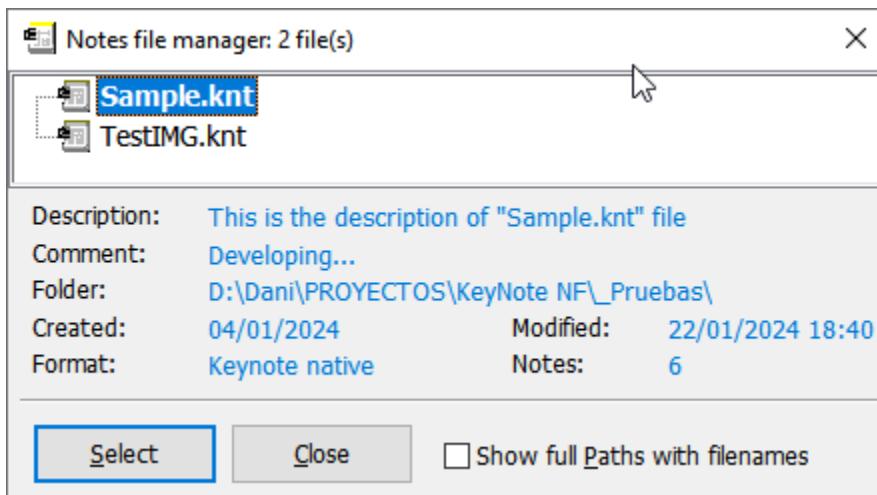
- The default profile should be configured to not start minimized. Anytime you open a .knt file with double click, by using Favorites panel, or by clicking on a link in any keynote file, it will open with this default profile.

This way the launched .knt file will be visible and ready to use, in a third different instance.

Note: If you have multiple versions of Keynote.exe on your computer, make sure that opening the application by double-clicking on a .knt file opens the correct version. If you have installed the latest version of KeyNote NF using the installer you will have had the option to register the .knt, .kne, .knl and .knm extensions with that version.

File Manager

KeyNote has a simple file manager which allows you to quickly open a file you have used previously. Press **F12** to open the file manager window.

The File Manager dialog box displays a list of all KeyNote **files** you have **used**, where **missing files** are automatically **removed**, as registered in the associated file (.MGR). See also Auxiliary Files
For each file, its description, comments and other metadata is displayed, so that you can easily identify them:

Note:
- You can resize the dialog window
- You can show only the names or the full path of the files.
- The   files shown The information used to

Tip: You can select a file by typing the first few letters of its name.

Some considerations

- Note that if you don't see the file you just opened could it be due to the **Start program minimized** option being enabled (in Options: General settings).

- Some of the ways described above close the current file before opening the new file. In that cases, if **current file has changes**, KeyNote will automatically save the file or will prompt to save the changes, depending on Auto Save option.

- Alternatively, some of the ways described above doesn't close the current file before opening the new file. They just launch **another instance** of Keynote program, where the selected .knt file will be loaded. Note that it requires that the launching instance (based in its .INI file) has the **Allow only one instance** option enabled (in General settings). Note also that this option is disabled by default (to prevent that novice users could open and modify the same .knt file from several instances at the same time)

  When an instance with that option disabled detects another KeyNote instance already open, gives a warning message, closes, and activates the other instance.

Saving a KeyNote file

The currently open KeyNote file can be **saved** in different ways:

- You can manually save current KeyNote file to disk at any moment using File | Save..., the 🖫 toolbar button or pressing **Ctrl+S**.

- The file will be saved automatically if Auto Save option is enabled, the file has changes and..
  - Han transcurrido más de [n] minutos desde la última vez que se salvó, y la opción **Every [n] minutes** está habilitada
  - You switch to another application and **When you switch to another application** is enabled
  - You are closing the file, explicitily (eg. **Ctrl+Q**) or due to the opening of another .knt file.

* Note: If <u>Auto Save</u> is disabled, and the file has changes, KeyNote will prompt to save the changes whenever you invoke a command that would cause a loss of data if the file was not saved first.

See also <u>Options: KeyNote files</u>

- You can also manually save current KeyNote file to disk with a new name using <u>File | **Save As**…</u>
  Note:
    - You can change the name of the file, and its location (drive and/or directory).
    - The current file will be unchanged. The new created file will be loaded, so you can continue editing it.
    - <u>Important</u>: if the file **had changes before** you ran <u>Save As</u>, the new file created will incorporate those changes, but the original file will not.

- You can also save current KeyNote file to disk as a copy, maintaining its name and in a different folder with <u>File | **Copy To...**</u>

  Unlike <u>Save As...</u>, if the file **had changes before** you ran <u>Copy To...</u>, the new file created (backup) will incorporate the changes, but the original file, wich will remain loaded, will still be in a modified stated, with the changes to be saved.

- Remember that at any moment you can create a copy of the current file with **Export...** This mechanism allows you to save the whole .knt file, a selection of folders or just a selection of nodes.
  See <u>Exporting notes to KNT (KeyNote NF)</u>

See also: <u>Backup at regular intervals</u>

Additional notes

In <u>File formats in KeyNote</u> you can see some measurements I did comparing sizes and times (on saving and loading) between different file format in KeyNote NF, to help decide which format may be the most suitable to use, depending on the circumstances.

In <u>fileformat.txt</u> you can see how the data in stored in KeyNote NF files.

Encrypting KeyNote Files

Encrypting KeyNote files
Please read the information in this file before you start encrypting your keynote files!

WARNING: WINDOWS 95/98/NT/ME/XP/W7/W8/W10/W11 is an inherently INSECURE SYSTEM!

Any information contained inside a program may be freely "paged" (copied to a swap area on the hard disk) by the system's virtual memory manager. That information MAY REMAIN READABLE to a dedicated snooper, even after you have restarted the system. Special disk-reading utilities that allow this exist and are available for free. Currently the program makes no attempt to prevent such paging or swapping of data. This means that the information stored in the KeyNote file (*.knt), though encrypted, MAY end up somewhere on your hard disk in a clear-text (unencrypted) form.

If you are concerned about this, there are programs that securely WIPE unused hard disk space and/or Windows swapfile. One such program is:
• **BCWipe** by Jetico, Inc. http://www.jetico.com (Windows GUI program; also distributed as part of excellent BestCrypt disk-encryption package)

General Information
Native or compressed format with 'Enable encrypted content'   vs. Encrypted format
How to Encrypt Your KeyNote File
How to Encrypt nodes and/or images in a native or compressed Keynote File
How to Change Access Passphrase for an Already Encrypted File
How to Stop Encrypting Your KeyNote File
Note About the BLOWFISH and IDEA Cipher Algorithms
Security Considerations
Miscellaneous Notes

General Information

As of version 0.90 beta, KeyNote supports secure encryption. Each KeyNote file can be encrypted using one of the two supported algorithms (Blowfish and IDEA). This allows you to protect your sensitive data with an access passphrase. An encrypted file cannot be opened without entering the passphrase that was used to scramble it.

CAUTION!   If you FORGET YOUR PASSPHRASE, you will not be able to access your encrypted keynote file!

There are no backdoors, and the cipher algorithms used have no known weaknesses which would allow you - or anyone - to crack the encryption, even using a brute-force attack.

At the moment, I know of no bugs related to this feature, but this does not mean there are none. Please use the encryption feature cautiously and backup your data frequently. Please do report any problems or bugs you find.

Starting with version 2.1.5, KeyNote offers a series of improvements aimed at enhancing security:

• Encrypted format now uses a simplified PBKDF2 mechanism to derive keys from passwords using a configurable number of (SHA-1) iterations. This mechanism helps protect against brute-force attacks
• Additional protection against basic/intermediate keyloggers has been added.
After each user keystroke in a protected field (password), a number of fake keystrokes are generated, each containing real events that the keyloggers must capture. These fake keystrokes are ignored by the control in KeyNote NF and do not affect the actual password entered. Both the number of keystrokes and the fake keystrokes are generated randomly.
• The vulnerability of the password field to password disclosure tools such as BulletsPassView has been fixed

Despite all these improvements, please see the information at: Security Considerations

Native or compressed format with 'Enable encrypted content'   vs. Encrypted format

Since version 2.1.5, in addition to the encrypted format, which allows you to encrypt the entire contents of a file, you now have the option of combining an unencrypted format (native or compressed) with the encryption of selected elements (notes and images). This new option is based on the same encryption mechanism as the encrypted format, with the difference that only the elemnts marked for encryption will be included in the encrypted block, while the rest remains visible and directly accessible from the .knt file.

There are situations in which this new option may be more interesting than using the encrypted format:

- On many occasions, we have .knt files that we need to **share** with other people. Almost all of the content can be viewed normally, but there may be content that, for various reasons, should not be accessible. We could have a a work file with information about a certain project, in which we have included some personal data such as accounts or passwords related to it, or in which there is data that should only be available to internal members of the work team but not to external personnel, etc.

- It can also be convenient to have some data that we use frequently and that, unlike the rest, needs to be protected, handy in a file we are working on. Access to this protected data, both to display it and to hide it again, is very quick.

- Where it is not necessary for the content to be encrypted, it can remain visible and can therefore be edited directly from the .knt file with a text editor (in situations where this may be necessary).

- Files saved in encrypted format do not offer **compression**. With the new mechanism, it is possible to apply the desired compression. Naturally, compression on the encrypted content block will achieve virtually no reduction, but it will do so on the visible, unencrypted content.

- For **image** encryption, the new mechanism offers more options:

  - With the encrypted format, the only way to ensure that an image remains encrypted is to set the image storage mode to Embedded RTF or Embedded KNT. With Embedded KNT, images are located at the end of the KNT file, in binary, taking up much less space. But in both cases, the image is stored in the file itself, thus increasing its size. This will not normally be a problem if the file contains few images. It should be noted that if the file uses many images, even if most of them do not require protection, the simple fact that there is one image that requires protection would force the use of Embedded RTF or Embedded KNT.

  - With encryption content enabled, you can use an external storage mode (Zip or Folder) and mark the images that require protection and must be stored encrypted. These selected images will be stored encrypted by default in Embedded KNT format. The rest will be stored according to the defined storage mode (which can also be Embedded KNT). Through the INI configuration option ImgAllowEncrExternal it is possible to enable image encryption on external storage. When this option is enabled, external image files encrypted in this way will not be visible outside KeyNote.

    Note: images that are "linked" (not "owned") can be marked as encrypted, but their content will not be modified. Even if their content is not encrypted, the following will apply to them, as with other encrypted images:

  - Any image marked as encrypted will not be visible in the KNT file if the protected content is not "opened" (entering the password). Also, the name, caption and path of any encrypted image will not be shown while the encrypted content is "closed".

- **Virtual nodes** can be marked as encrypted. As with "linked" images, the content will not be encrypted, but it will not be visible from KNT. The path to the linked file will also not be displayed. The properties that indicate that the node is virtual, with its paths (VF and RV), will be stored in the encrypted block of the knt file. Furthermore, while the protected content remains "closed", it will not even be shown that the node is virtual.

Considerations regarding the use of encrypted content:

- When loading a file with encrypted content (but no encrypted "format"), no password will be requested. You simply will not have access to the protected content. If the file has the **Hide encrypted nodes in the tree if the encrypted content remains "closed"** option enabled, the encrypted nodes will not be visible in the tree, and the names of these nodes will be stored encrypted. It will also not be possible to know if this option is enabled, as the option itself will remain hidden.

- When accessing encrypted nodes (if they are not hidden), the following text will be displayed as content: **UNAUTHORIZED CONTENT ** => View | Encrypted Content**

- In unencrypted notes containing encrypted images, these will only be provided as links with the text **[IMAGE]**.

- You can "open" the protected content, making it visible, by executing **View | Encrypted Content**. Clicking on an encrypted image link or attempting to change the encryption status of nodes or images will prompt for the password. The same will happen if you try to uncheck the "Enable encrypted content" option or change the password, for example.

- You can hide encrypted content at any time by executing again **View | Encrypted Content**. Protected content will also be automatically "closed" after a period of inactivity if you have the **Auto-close only encrypted files** option selected.

- At any time, it is possible to add or remove the encrypted mark from any image or note. When you do so, and after the .knt file is saved, the corresponding notes and images will become encrypted or decrypted.

- Any new node created as a child of a encrypted parent will be automatically marked as encrypted only if the encrypted content is opened.

- Any new image inserted into an encrypted node will be automatically marked as encrypted. If this image is then copied to other non-encrypted images, those other instances will also be marked as encrypted.

- You can change the protected state of any selection of nodes by selecting the **Encrypted** option from the context menu in the Editor (right-click). Selecting this option while holding down the **Shift** key will apply the change to all child nodes recursively.

- You can select one or more images and toggle their protected state using the **Encrypt/Decrypt image[s]** option in the Editor's context menu (right-click). It is also possible to encrypt or decrypt an image from the internal viewer.

- When attempting to delete an encrypted node or one with any encrypted children, or one that includes any encrypted images, confirmation will be requested and it will only be authorised if the encrypted content is 'open' or can be opened using the password that will be requested.

- When merging a file with encrypted content, KeyNote will request the password for that file in order to incorporate the encrypted elements. If you provide this password, all the content of the file to be merged (for the selected folders) will be incorporated into the file and will be protected with the password for the current file, or with the password set for it before saving the file, as the current file may not even have the "Enable encrypted content" option selected.

  Please note that if you save the file after merging, without having previously set "Enable encrypted content", the encryption mark for these imported items will be discarded.

- Using File|Copy To... and Save As...will preserve the protection of the encrypted content.

Important:

- Be sure to mark what should be stored encrypted. Also remember that the child nodes of an encrypted node do not necessarily have to be encrypted. Depending on how you configure the file, you can choose not to display the unencrypted nodes in the tree, nor its children. However, those children that have not been marked as "Encrypted" will be visible from the .knt file. (Note that those children can be 'normal' nodes that are linked from elsewhere)

- Although the 'Encrypted' entry is available in the context menu associated with the tree nodes, it is the notes associated with them that will be encrypted, so any node linked to it will also be protected.

- If you enable the option **Hide encrypted nodes in the tree if the encrypted content remains "closed"**, please note that all child nodes will also be hidden, even if they are not marked as encrypted. This also applies to the child nodes of linked nodes. These hidden but unencrypted nodes may even be accessible and modifiable if there is a link that jumps to them, also from Find All, but they will not be displayed in the tree at any time.

- If a new image is inserted into an unencrypted node, it will remain unencrypted even if it is copied or moved to an encrypted node and the rest of the instances of the image are deleted. If you believe it should be protected, do not forget to mark it as encrypted. Please note that even if the image is only located on an encrypted node, it may be visible from the internal Image viewer: it cannot be located by scrolling through the images with the Ctrl key, but it can be requested to display the image by its ID.

- Encrypted images cannot be viewed, nor can their encryption status be changed, but they can be individually deleted if they are located in nodes that are not encrypted. Selecting and deleting text that includes encrypted

images will not generate any warning either. If it is important that no encrypted images can be deleted by mistake, be sure to include a copy of them in an encrypted node. Remember that KeyNote allows multiple references to the same image without increasing the file size.

- When **exporting**, if the file has encrypted content, a new option, **Encrypted content**, will be available. It will be unchecked by default. If you check it (for which you will need to "open" the protected content), all encrypted nodes and images found in the folders and nodes to be exported will be included in the generated file.

    - If the destination <u>format is .knt</u>, they will be protected with the same password (you can change it or remove the encryption by opening that file and going to File | Properties).

    - Please note that for any <u>other destination format</u>, the exported content will NOT be protected.

How to Encrypt Your KeyNote File

- Create a new file or open an already existing .KNT file. To encrypt the file, press **Alt+Enter** to open the **File Properties** dialog box (or choose the **File/Properties** command).

- Click the **Format** drop-down list, and select **Keynote encrypted file** as the format which should be used to save the file. When you do this, another tab will appear in the dialog box, called <u>Security</u>.

- Click the **Security** tab. Decide what access passphrase you want to use, and enter it in the **Passphrase edit field**. Next, enter the same exact passphrase in the **Confirm pass** edit field. This is to make sure that you did not accidentally mistype the passphrase.

    Note: The passphrase cannot be shorter than **FIVE** characters. However, a truly secure passphrase should be much longer (10-30 characters). Ideally, your passphrase should not contain only letters of alphabet, but also digits and punctuation characters, including space. Remember that the passphrase is case-sensitive. To open the encrypted file, you will have to enter the passphrase PRECISELY as you typed it in this dialog box.

You may also choose which cipher **Algorithm** to use: **Blowfish** or **IDEA**.

You can configure the **Iterations** field: The passphrase is transformed using a key derivation function. This adds a work factor and makes dictionary and guessing attacks harder. The more iterations, the harder are dictionary and guessing attacks, but also .knt file loading takes more time. You can use the <u>Test</u> button to determine the time required to derive the key based on the number of iterations. A number that takes about a second or slightly longer may be a recommended value.

- Click **OK**.

When the file is subsequently saved, it will be stored on your disk in encrypted state. When you later open this file, KeyNote will prompt you for the access passphrase. KeyNote will not be able to open an encrypted file if you do not supply the correct passphrase.

Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain unencrypted). if you have the AutoSave option turned ON, KeyNote will save the changes automatically.

How to Encrypt nodes and/or images in a native or compressed Keynote File

The process is identical to that described in the previous section, with the following differences:

- Instead of selecting Keynote encrypted file as format, you must ensure that one of the other two formats (native or compressed) is selected and check the '**Enable encrypted content**' option.

- From the Security tab, in addition to specifying the password, algorithm, and number of iterations, you will have another option available: **Hide encrypted nodes in the tree if the encrypted content remains "closed"**.

170

Tip: If you have a file in encrypted format open and you select the native or compressed format and then check the 'Enable encrypted content' option, the same password will be used by default, so you can click OK without changing it, if you want.

How to Change Access Passphrase for an Already Encrypted File

- Open an encrypted file and enter your passphrase when prompted. Press **Alt+Enter** to open the "File Properties" dialog box (or choose the **File/Properties** command).

- Click the **Security** tab.

- Click the **Set Passphrase** button, and enter the new access passphrase in the Passphrase and **Confirm pass** edit fields, as described above.

- Click **OK**.

  Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain encrypted with the original, unchanged passphrase). If you have the AutoSave option turned ON, KeyNote will save the changes automatically.

Note: In files with underlined encrypted content enabled, you can also change the password. You will be asked for it when you click on 'Set Passphrase' if the encrypted content remains 'closed'.

How to Stop Encrypting Your KeyNote File

- Open the encrypted file and enter your passphrase when prompted. Press **Alt+Enter** to open the File Properties dialog box (or choose **File/Properties**).

- Click the **Format** drop-down list, and select Keynote native file as the format which should be used to save the file. The Security tab will disappear.

- Click **OK**.

  Note: If you close the file or exit KeyNote without saving the file, the changes made in the "File Properties" dialog box will NOT be retained (and the file will remain encrypted). If you have the AutoSave option turned ON, KeyNote will save the changes automatically.

Note: In files with underlined encrypted content enabled you can uncheck the "Enable encrypted content" option.

Note About the BLOWFISH and IDEA Cipher Algorithms

KeyNote supports two encryption algorithms: Blowfish and IDEA. These two ciphers were used in KeyNote, because their use is not restricted by patent laws (Blowfish) or because, while patented, they are free for non-commercial use (IDEA). If you use KeyNote in commercial environment, you should only use the Blowfish cipher, which is the default choice.

For detailed descriptions of the crypto algorithms used, see:

Blowfish: http://www.counterpane.com/blowfish.html
IDEA: http://www.momentus.com.br/PGP/doc/idea.html

Security Considerations

- If you have not yet read the **WARNING** at the top of this file, please do so now.

- **BACKUP files**: Typically, KeyNote is configured to maintain the previously-saved version of your file as backup; these files have the ".bak" extension. One potential vulnerability related to backup files is that it is possible for the backup file to remain unencrypted, after your KeyNote file was saved in encrypted state. If you create a new KeyNote file, save it, and then decide to encrypt it, the encrypted file will be saved, and the previous version of it will be renamed with the ".bak" extension. The previous version - preserved as backup - is unencrypted. After you save your KeyNote file again, the new backup will be a copy of the already encrypted file. Note that the same applies to a situation when you change the access passphrase of the encrypted file: the first time you save the file, the backup is a copy of the file encrypted with the previously used passphrase.

- If you use the "Virtual nodes" that KeyNote supports since version 0.91, please note that the actual files on disk which are linked to virtual nodes are NOT encrypted. They cannot be, because if KeyNote encrypted them, you would not be able to open those files in applications other than KeyNote, thus rendering the virtual nodes useless and potentially destroying data. A warning is displayed the first time you add a virtual node to an encrypted file or encrypt a file that has virtual nodes.

- The access passphrase only protects your file when it is encrypted on disk. When KeyNote is running and has the file open, the file may be viewed or edited by anyone who can use your computer, until you close the file. Please check the options "**Close Notes file after [n] minutes idle**", "**Auto-close only encrypted files**" and "**Reopen auto-closed files on restore (encrypted only)**" available from Configuration Options / Actions

- If you need more security then KeyNote offers, or if you need to securely encrypt data files created by other applications, you may consider using disk encryption software instead. Such software encrypts all files on a selected disk partition, thus securing ALL your data and programs. There are freeware disk encryption programs, such as ScramDisk, and commercial solutions. Users of PGP may note that http://www.pgpi.com has a freeware version of PGP which includes the PGPDisk module. An additional advantage of such a solution is that you only need to remember ONE passphrase for accessing all your encrypted data - and any new software installed or any new data files placed on the encrypted disk partition are immediately protected without any additional effort on your part.

- **And remember**, like most desktop applications, KeyNote is vulnerable to:
  - Keyloggers running on the system
  - Memory dump attacks
  - Malware with process injection capabilities

  If your system is compromised by malware, no desktop application can guarantee complete password security. So, as **recommendations**:
  - Use strong passwords
  - Keep your system free of malware
  - Use full disk encryption for sensitive files
  - Consider using a dedicated password manager for critical credentials

Miscellaneous Notes

- In old KeyNote versions: KeyNote allowed you to save data in the format used by a similar application, called DartNotes (see file "dart.txt"). However, since DartNotes does not support encryption, you couldn't encrypt files saved in this format.

- Using the File Properties dialog box, you can add an optional description and comment to each file. If the file is encrypted, the description and comment are encrypted as well. However, they will be displayed IN CLEAR-TEXT in the File Manager dialog box, which is NOT protected by a password. This may be changed in the future, but for now the description and comment strings are not secure, even if the actual file is.

Crypto algorithms used: DCPCrypt, Delphi cryptographic component package by David Barton:
http://www.cityinthesky.co.uk/cryptography.html

If you are interested in how the DCPCrypt package was used in KeyNote, you can download the cryptography-related parts of KeyNote source code from http://www.tranglos.com/

Recommendations

Recommendations on when to save and how to make backup copies

KeyNote includes an option to **Automatically save changes** "**when you switch to another application**". However, this implies that **whenever** KeyNote loses the focus, ALL save process is done, including the creating of all backup files, as configured. That can be very CPU / hard disk "expensive", specially for big files. And it could penalize your experience with KNT.

I do not recommend that option except in justified situations and in principle with small file sizes.

I recommend to use the option "**Every X minutes**", together with the option "**Backup at regular intervals**". With this last option you know you will have copies you are assured that it will not be overwritten: last 4 for weeks, once for each month, ... You will have a copy with the situation just before the first modfication at the day, too.

It is also useful the option "**Backup original file when saving changes**", but note that if you use it with the option "when you switch to another application" enabled, it can imply that the older of that ciclying backups will be too much recent..., because it will be overriding continuosly.

Remember that you can of course manually hit the Save button whenever you feel like "if the power goes out and I lose all the unsaved changes, I'm dead..." ☺

In general **it is always strongly recommended to conserve backups** of .knt files (and of all kind of files that you consider important)

Note that **if you use a compressed or encrypted format** then it is even more important, because if the file got corrupted for any reason, it won't be able to be opened by KNT. Instead, in a native file, we could try to open with any text editors like Notepad++, and perhaps we could recover some information (although this requires to know the internals of KeyNote, as described in the file formats)

Compressed and encrypted formats are secure, **but stay on the safe side** and always **keep backup copies**, with the help of the option "Backup at regular intervals" and also, if you can, conserve copies on your personal files **on other drives**, a **NAS**, or even in the **cloud** (you can have your folder synchronized with services like Dropbox, Google Drive, One Drive, etc.). And if the data is sensible you can encrypt individually all the files in the folder you syncronized, that you can use as a backup folder.
There are programs that allow you to do this transparently: the synchronized folder is encrypted and you can access those files through a local virtual drive, which automatically encrypts when saving and decrypts when opening. As an example: Boxcryptor (https://www.boxcryptor.com/) (*Note: As I write this notes, I see that Dropbox is acquiring the Boxcriptor technology to embed natively into the Dropbox product*)

Working with external image storage modes

As indicated in Image management in KeyNote NF you can save the images added to your .knt files in external storages (folder or zip).
When you use one of those external storage modes, the backups made by KeyNote will not include that images. It is your responsability to backup the image files saved in external storages, if needed.

Tip: One simple way to make complete backups of .knt files, that include text and images, is to use File | **Copy To...** command from time to time
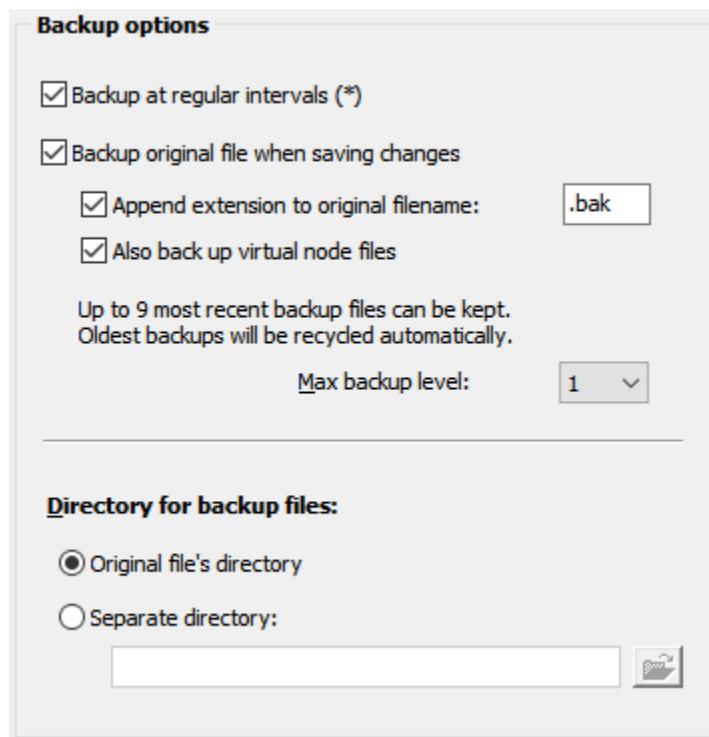
The copies generated in this way may or may not include the images depending on the following configurable option: **Storage mode on Export**: EmbeddedRTF, EmbeddedKNT, No export images. You shoud use "**Embedded KNT**". If you needed to recover your data from that file, you will be able to change the storage mode back to external folder (or zip), if you want.

It is also possible to export all or some notes to KNT format using File | Export..., applying that same option, and so including text and images in the same .knt file.

Backup at regular intervals

KeyNote includes an option to help make and maintain backups, in Configuration options... | KeyNote files

Backup options

☑ Backup at regular intervals (*)

☑ Backup original file when saving changes

   ☑ Append extension to original filename: .bak

   ☑ Also back up virtual node files

Up to 9 most recent backup files can be kept.
Oldest backups will be recycled automatically.

     Max backup level: 1 ⌄

Directory for backup files:

◉ Original file's directory

◯ Separate directory:

See also Recommendations on when to save and how to make backup copies

Since early versions KeyNote has an option to keep backup files (**Backup original file when saving changes**). Backup files are created when saving changes and only last recent files (up to 9 max.) are kept, in a cyclic way. If for some reason you save to file very frequently you might find that all the backup files are too recent (perhaps of the same day or few hours ago...). If you deleted something you shouldn't or the application did something wrong, you could not find a correct backup.

So, you should always maintain custom copys (backup) of your files, perhaps one per day in the last week, for example.

The **Backup at regular intervals** option offer the possibility of maintaining backups regularly.

For a powerful backup policy there are many existing tools that can be used. With the new option the actual cyclic

backup will be extended with a basic policy that offers more security:

- A copy of the file will be created with the first modification on each month. This files will not be deleted from KN.

- Idem with the first modification on each week. This files will be replaced with the corresponding ones on succesive months. If a week contains a monthly backup then no weekly file will be created.

- With the first save on a new day, a backup of the file *before* saving will be created (if it is'nt available as a weekly or monthly backup) as a distinguished file.

To help understand how this mechanism works, here is an **example of a possible sequence of backup files obtained**, accompanied by a cyclic backup with a level of 2 files (.bak and .bak2). Each number corresponds to a saving operation:

```
- - - New month (and new day) - - -
 1. file.knt,   file_BAK2016_01.knt (=1)
 2. file.knt
 3. file.knt    file.bak   (=2)
 4. file.knt    file.bak2 (=3)

- - - New week (and new day) - - -
 5. file.knt    file_BAK_W3.knt (=5)   file_BAK_Day.knt (=4)
 6. file.knt
 7. file.knt    file.bak2 (=6)

- - - New day - - -
 8. file.knt    file_BAK_Day.knt (=7)
 9. file.knt    file.bak (=8)
10. file.knt    file.bak2 (=9)
. . .

- - - New day - - -
15. file.knt   file_BAK_Day.knt (=14)
. . .
20. file.knt   file_BAK_W4.knt (=20)   file.bak (=19)

- - - New day - - -
21. file.knt
22. file.knt   file.bak2 (=21)
. . .

- - - New month (and new day) - - -
30. file.knt,   file_BAK2016_02.knt (=30)   file_BAK_Day.knt (=29)
. . .
35. file.knt    file_BAK_W2.knt (=35)   file_BAK_Day.knt (=34)
```

- In **[1]**, for example in day 26, as there isn't still a monthly backup, a copy of the actual file is created.

- When saving in **[2]**, a new backup file is not necessary bacause it was created with 'file_BAK2016_01.knt'.

- **[5]**: We are saving the file on a new week of the same month, for the first time. So, a copy of the new file is created.

- **[5,8,15]**: With the first save on a new day a backup of the file before saving will be created as 'file_BAK_Day.knt'. Also, if it is the first save on a week or month, a copy of the new file will also be created (file_BAK_W3.knt, for week 3). Succesive backups on that day will not replace it. But there will be only a 'file_BAK_Day.knt'.

- **[21]**: A save operation on a new day. It is not necessary to create 'file_BAK_Day.knt' because it is available 'file_BAK_W4.knt', that will last more that one day.

- **[30]**: The copy on a new month (when there are changes saved). In this case it is assumed that it is the first week on the month (W1), so the next weekly file in this sample will be W2.

This new backup funcionality could be applied with or without cyclic backup (as it is currently done).

Example of backup files created from "Testfile.knt":

- Testfile_BAK@2016_02.knt   : monthly backup
- Testfile_BAK@W1.knt   : weekly backup (up to 4 files, cyclic)
- Testfile_BAK_Day.knt.TXT   : indicates where is the backup taken at the beginning of the day, just before the first save operation.
  For example, it can contains something like: 'Backup at 24/02/2016 before any modification in "Testfile_BAK@2016_02.knt" ', or more usual, somthing like 'Backup at 24/02/2016 before any modification in "Testfile_BAK_Day.knt" '
- Testfile_BAK_Day.knt   : backup at the beginning of the day, if there wasn't a montly or weekly backup for the actual .knt file and was necessary to create a new one before saving. Each daily backup replaces the older one.

Note:
- Monthly and weekly backup are made after normal saving operation (if needed). Daily backup are made before saving.
- If activated, 'classic' backup (Testfile.knt.bak, Testfile.knt.bak2, ...) will not generate a new file backup when there is one available because of interval backup.

File formats. Comments

File formats in KeyNote. Time measurement

- - - -
The following comments and measurements were made with version 1.8.0. Since version 1.8.1 it is not necessary to save the images in RTF, in plain ASCII as hexadecimal values. Now can be saved in the image binary format, at the end of the .knt file, or as independent files, in an external folder or zip file.
Despite this, the comments and times indicated here are still useful to have a more approximate idea about the implications on the size of the files and the time needed to open and save, depending on the options selected.
- - - -

To help decide which format may be the most suitable to use with KeyNote NF files, depending on the circumstances, I have made a series of measurements that I show below.

I have started from a personal file without images, in which I have duplicated (using Merge Notes...) several of the largest notes. I have then created another file from that one, adding several images. What is interesting are the relative differences in the times obtained. Anyway, for reference: I have used a 7200rpm HDD, on an Intel(R) Core(TM) i5-4570 desktop, running Windows 10.

I have used two files as a reference, comparing in both cases the times obtained when loading and saving the files, considering the native format and three options of the compressed format: Max, Default, Fastest

* **Note**: See the notes at the end regarding sizes after pasting images vs dragging images

In general terms I want to highlight the following:

- Reading the file from disk and parsing it, loading the data model, without building the user interface objects, requires very similar times in all formats. However, in the compressed format we have to add the time required to compress or decompress (note, it is much more expensive to compress than to decompress). Something similar happens with the encrypted format, where you also have to add the time needed to encrypt or decrypt.

- When opening a file, what takes the most time is the creation and configuration of the different Tree Panels. See notes (*) I have in mind to use another control to improve this time and also make it possible to manage a larger number of nodes with a lighter memory footprint. Specifically, I am considering using Virtual TreeView, instead of actual one: TTreeNote.

- It could be more convenient to use a compressed format instead of native format when the file contains images, because of the way images are saved in RTF (at least in RichEdit control), in plain ASCII, as hexadecimal values.

- The 'Default' option may be the most convenient if you need to compress a lot, since the size obtained is slightly greater than that obtained with the 'Max' option and yet it can be much faster. But the 'Fastest' option can be a great compromise option, especially with very large files. You can easily quarter the file size on disk with very little time.

- If encrypting the file is a necessity, there is nothing more to say, it is a matter of using the available format

- It is always strongly recommended to conserve backups of .knt files (and of all kind of files that we consider important) But If we use a compressed or encrypted format then it is also more important, because if the file got corrupted for any reason, it won't be able to be opened by KNT. Instead, in a native file, we could try to open with text editors like Notepad++, and perhaps we could recover some information (but this requires to know the internals of KeyNote...)

  I personally would never discard using compressed format, if it was the best option on certain files, for that hipothetic problem. I have been using the compressed format for a lot of years and never had any issue. But of course, I always use the option 'Backup at regular intervals' (https://github.com/dpradov/keynote-nf/issues/544), so that I know that I will not end up overwriting the file with a corrupted file or with a file in wich a deleted information by error. Besides, I always conserve backup of my personal files in local, on my NAS, and even in the cloud (immediately in Dropbox, and periodically in Google Drive...) :)

- In coming versions there will be another approach to the way images are saved, more optimized, but in the meantime it is important to consider this aspect, specially if we have large files with many images, or the files are saved to a network folder

Test with "File 1"

File with 16 notes, 1604 nodes
No images. Almost all of the nodes in rich text, RTF

```
              Disk size    Times in milliseconds
                           Load        Save
- Native:      7.160 KB    1.141 (*)     15
- Zip Max:     1.926 KB    1.187        531
- Zip Default: 1.936 KB    1.218        375
- Zip Fast:    2.312 KB    1.187        141
```

(*) As an example, in this case, reading and parsing the file, loading the data model, but without building the UI, takes only 47 ms

Test with "File 2"

File identical to "File 1", to which I have pasted 2 images from the clipboard, obtained through screenshots.

Saved independently to disk, the two images occupy:

   Img1:   PNG: 48 KB   GIF: 103 KB   JPG (quality 9/10): 107 KB

Capture of a file explorer window, with much of it blank. Inserted twice in the "File 2"

   Img2:   PNG: 3399 KB   GIF: 1262 KB   JPG (quality 9/10): 1201 KB

Capture an image of the desktop, with a black and white photo in the background

```
          Disk size   Times in milliseconds
                     Load        Save
- Native:      27.569 KB  1.438 (*)      47
- Zip Max:      5.418 KB  1.593      2.422
- Zip Default: 5.453 KB  1.547       1.328
- Zip Fast:     6.828 KB  1.594        391
```

(*) Reading and parsing the file, loading the data model, but without building the UI: 188 ms

Note - The sizes of "File 2", could be much smaller if the images had been dragged into the editor from files (for example, Img1.png and Img2.jpg)

```
- Native:       9.800 KB
- Zip Max:      3.399 KB
- Zip Default:  3.409 KB
- Zip Fast:     3.837 KB
```

Images

Note that in current versions of the RichEdit control it is possible to drag an image file into the editor (from the file explorer, for example) of any of the formats listed above.

In these cases, the RichEdit control will save the image in a more optimized RTF format (the file will take up less space). It will still save the image as ASCII in hexadecimal format, but in many cases it will do so once compressed to JPG or PNG:

```
PNG, GIF, BMP, TIFF      => png format (\pngblip)
JPG                       => jpg format (\jpegblip)
Capture from clipboard => windows meta file format (WMF) (\wmetafile8)
```

This last format was the only one recognized by older versions (e.g., version 4, available in XP or W7), and it takes up much more size than the rest (png or jpg).

fileformat.txt

KEYNOTE 1.7: File Format Specification
Last updated: 30 November 2007

<dprado.keynote@gmail.com>

New elements added are marked with [dpv]

From version 1.7.7, certain metainformation is encoded in UTF-8 without BOM, not in ASCII.
They are the corresponding to the following keys:
NN, ND, VN, RV, VF, NA, EN

KEYNOTE 1.x: File Format Specification
Last updated: 12 June 2003

<marek@tranglos.com>
http://www.tranglos.com

KeyNote uses plain text files which can be read on a line-by-line basis.
RTF data is stored as-is, without any conversion.

178

The file consists of a header section and a data section.

The header identifies the file as a valid KeyNote file and stores some metainformation about the file, such as the date and time the file was created, which note was last active, user-defined description and comment, etc.

The data section consists of subsections for notes and tree nodes. Sections and subsections are separated by special markers, described below.

Almost all elements in the data section, where the properties of notes and tree nodes are stored, are optional. KeyNote fills in any missing data using default values. This applies even to names of notes. Default values are configured by user via Tools|Default settings. There is a bug, however, which prevents KeyNote from automatically assigning default names for tree nodes, so if a particular tree node has no name specified in the file its caption will be blank. Other than that, you can leave out all elements of a file. Only the markers are required, because they define the structure of the file.

For tree nodes, the level number must also be specified, because it is required to re-create the tree hierarchy: level value indicates nesting, where level value of zero means top-level (root) node.

Some elements or identifiers mentioned in this document may not appear in every KeyNote file. This is because some elements are only stored in the file if necessary. For instance, the file header carries information about the note which was used for clipboard capture. If clipboard capture was not enabled at the time the file was saved, this property is not stored in the header.

(The example elements and properties shown in this document are based on a sample file "fileformat.knt", included in the package. The file contains one simple note with two lines of text, and one tree-type note with two normal nodes and one virtual node.)

This document does not describe the structure of encrypted files, because this is closely tied to the encryption library used (DCPCrypt 1.0, by David Barton). Please see KeyNote source code to see how encrypted files are created and handled.

Full KeyNote source code and other information is available at:

> http://www.tranglos.com/free/keynote.html
> http://sourceforge.net/projects/keynote/

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HEADER SECTION:

Each line begins with '#', followed by a single character that identifies a header field. All header fields except for the first line are optional and will be auto-created if missing (KeyNote will use default values). The first line identifies the file as a valid KeyNote file and MUST be present. Lines not understood are simply ignored, as long as each line begins with the '#' character.

Header ID - required; must not be changed. (1.0 was used for files that did not have tree-type notes.)
#!GFKNT 2.0

Comment line, ignored
This is an automatically generated file. Do not edit.

Optional: user-defined file description (single-line)
#/This is the optional description

Optional: user-defined comment (single-line)
#?This is the optional comment

Optional: Number of "active" note (zero-based)
#$0

Optional: Date and time the file was created
#C21-05-2003 15:24:50

Optional: "Flags" string - see Notes, below.

179

#^0100000000000000000000000

Optional: icon file to use for tray icon
#Tc:\delphi\projects\keynote\img\alticon.ico

Optional: external file where tab icons are stored
#Fc:\delphi\projects\keynote\alticons.icn

Optional: if clipboard capture was active at the time the file was saved, this is the index of the note which was used for clipboard capture
#L0

SECTION (START AND END) MARKERS:

The start of each subsection is marked by a single line. The first character in such lines is always the percent sign. For example, '%' marks the start of a new simple note, while '%+' marks the start of a tree-type note. Markers are as follows:

%
marks start of a new SIMPLE note

%+
marks start of a TREE-TYPE note

%-
marks start of NODE in a tree-type note

%:
marks start of RTF data. Please see below for notes about the RTF data section.

%%
marks end of file (KeyNote stops reading the file here, but it will also stop at end of file, so this marker is not required, though always present in files generated by KeyNote.)
[dpv]:
    Really this mark is not optional, at least until version 1.7.9, because tree nodes read will not be be added until it is found a mark of new tree node, new tab or mark of end of file.
    So, if the file doesn't include the "%%" mark and ends with a tree node, that last tree node will be lost. This problem doesnt occur with standar rtf tabs.

No other markers are used. No end-of-section markers are used, except for end-of-file, above.

** NOTE:
    From version 1.8.1, in the case of using a image storage mode other than Embedded RTF, the application will use an EXTENDED KNT FORMAT when saving in
    which new blocks have been incorporated at the end of the file, to allow including the registration of stores and images
    It is describe below (IMAGE SECTIONS)

DATA SECTION:

Each line begins with a 2-character identifier, possibly followed by equal sign (=) and data. For example,
        NN=title
identifies the note name.

Each line is guaranteed to be at least one character long. Each line with an identifier is guaranteed to be at least three characters long: the two characters of the identifier itself, plus the equal sign. (The file can be analyzed a little faster if we don't have to check for zero-length strings.)

Note name
NN=Simple note

Unique note ID (integer, auto-created if missing)
ID=2

Note icon index (index for the icon displayed on the note's tab)
II=7

Date and time the note was created
DC=21-05-2003 15:25:25

Index of the note's tab (i.e., the order of the node)
TI=0

Tab size (as defined by user in Note Properties)
TS=4

Caret position (SelStart, zero-based)
CX=67

Selection length (SelLength; 0 if no text is selected)
CY=0

Note background color
BG=$00DADADA

Default font character set for note
CH=0

Default font color for note
FC=clWindowText

Default font name for note
FN=Courier New

Default font size for note
FS=12

Default language for note
LN=1033

Default font style for note (can include strings: 'bold', 'italic', 'underline', 'strikeout')
ST=bold italic

Flags string (see Notes, below)
FL=101110000000000000000000

Number of lines of text (not required, but allows KeyNote to pre-allocate memory, which somewhat improves the speed of loading data into the RTF editor)
LC=2

RTF data marker, followed by RTF data until one of the following occurs: new note start, new tree node start, end of file.
%:
{\rtf1\ansi\ansicpg1250\deff0\deflang1045{\fonttbl{\f0\fnil\fcharset238{*\fname Courier New;}Courier New CE;}{\f1\fnil\fcharset0 Courier New;}}
{*\generator Riched20 5.40.11.2210;}\viewkind4\uc1\pard\f0\fs24 This is the text of the simple note.\par
This is another line of text.\par
\lang1033\f1\par
}

New TREE NOTE starts:
%+

181

Note name
NN=Tree note

Unique note ID
ID=1

Other identifiers already described above:
II=7
DC=21-05-2003 15:24:50
TI=1
TS=4
CX=60
CY=0
BG=$00DADADA
CH=0
FC=clWindowText
FN=Courier New
FS=12
LN=1033
ST=
FL=10111000000210000000000

Index of currently selected tree node
SN=0

Width of the tree panel, in pixels
TW=187

Max width of the tree panel, in pixels
TM=250

Default name for new nodes
EN=New node

Tree panel background color
TB=clWindow

Tree font character set
TH=238

Tree font color
TC=clWindowText

Tree font name
TN=Verdana

Tree font size
TZ=9

Tree font style (format as above: bold, underline, italic, strikeout)
TY=

New TREE NODE starts
%-

Node level (indicates nesting)
LV=0

Node name (caption)
ND=This is a node

Unique node ID
DI=1

Node flags string (see Notes, below)
NF=000000000000000000000000

Background color for text of the node (editor, not tree color)
BC=$00DADADA

Optional: Color for node caption text (see also node flags)
HC=clYellow

Optional: Background color for node caption (see also node flags)
HB=clRed

Optional: Font name for node caption (see also node flags)
FF=

Optional: Caret position (zero-based)
SS=60

Optional: Node image index (if "custom icons" are selected for the tree)
IX=0

Optional: Alarm instant   (New in 1.7.1) [dpv]
NA=21-05-2007 15:24:50

(From 1.7.8 it is possible to add a subject to the alarm. This subject is encoded in UTF-8 without BOM)
(From 1.7.9 program can distinguish between Reminder time and an optional Expiration/Event time and allows to set colors and bold
)

 NA=[D]Reminder[/Expiration][*Format][|Subject]
    [] => optional
    D: Discarded
    Expiration or Reminder: DD-MM-YYYY HH:MM:SS
    Format: BoldformatFontcolor/Backcolor
    BoldFormat: B or N   (Bold or Normal)
    FontColor or BackColor: number (TColor)
    Subject: unicode text

 Example:
    NA=D10-06-2010 08:00:00/10-06-2010 07:55:00*B100/1200|I should do something..

Optional: relative path to file, if node is a virtual node
RV=todo.txt

Optional: full absolute path to file, if node is a virtual node (see also node flags)
VF=c:\delphi\projects\keynote\doc\todo.txt

Optional: Note ID + Node ID of the node this one is linked to (for virtual KNT node / mirror node) (New in 1.7.6) [dpv] (issue #57)
VN=1|4

RTF data follows:
%:
{\rtf1\ansi\deff0{\fonttbl{\f0\fnil\fcharset238{*\fname Courier New;}Courier New CE;}{\f1\fnil\fcharset0 Courier New;}}
{*\generator Riched20 5.40.11.2210;}\viewkind4\uc1\pard\lang1045\f0\fs24 This is the text of the node.\par
This is another line of text.\par
\lang1033\f1\par
}

End of fie marker follows:
%%

BOOKMARKS SECTION

   From version 1.8.5, auxiliary bookmarks created with Search|Set Bookmark (Shift+Alt+[0-9]) are saved in file in a new section, at the end
   of the file, but before Image Sections
   Example:

%BK
BK=0,file:///*8|2|29|0|1
BK=1,file:///*4|2|29|0|1

IMAGE SECTIONS

   From version 1.8.1, in the case of using a image storage mode other than Embedded RTF, the application will use an EXTENDED KNT FORMAT when saving in
   which new blocks have been incorporated at the end of the file, to allow including the registration of stores and images:
   Example:

%S
SM=2
SD=1|TestIMG_img
%I
II=5
PD=1|NOTE1\|1_Image 24oct.png|1|32|32|343790583||1|6||0
PD=2|NOTE2\|2_Image 24oct.jpg|1|770|649|1481786765||1|3|CORONA|0
PD=3|NOTE2\|3_sample.wmf|5|770|649|1976212572|E:\sample.wmf|1|2||0
PD=4|||1|120|171|1006143828|E:\Avatar.png|0|2||0
%EI
EI=1|1_Image 24oct.png|<size>
<--image in binary-->
##END_IMAGE##
EI=<IDImage>|<FileName>|<size>
<--image in binary-->
##END_IMAGE##
...
%%

%S: Storage section
   SM= Reflects the storage mode.. 0:EmbeddedRTF 1:EmbeddedKNT 2:External 3:ExternalAndEmbeddedKNT
        (Mode 0 will not actually be displayed, since in that case these new blocks will not be used...)

   SD= Type(0:Zip 1:Folder)|Path
        (Only included with modes 2 and 3)

%I: Image section. Lists information about the images used in the KNT file:

   II= Shows the ID to be used for the following image
   PD= IDImg|Path|Name|Format|Width|Height|crc32|OriginalPath|Owned|RefCount|Caption|MustBeSavedExt
        - IDImg: Each image has a unique numerical ID (>=1)
        - Path: Relative path to storage, this will normally correspond to the name of an existing note
        - Name: Unique name of the file within the storage.
        - Format: 0:GIF, 1:PNG, 2:JPG, 3:BMP, 4:TIF, 5:WMF, 6:EMF
        - Width, Height: Width and height of the image. Each instance may be using different values.

184

- crc32: Value obtained from the image content. Used to identify if an added image is new or is another instance
of one already registered.
- Original path: Obtained in the case of insertion from existing files
- Owned: 1:Owned by KNT file. Added to one storage. Can be deleted when unused
0:Linked. Image is independent. The image is obtained from its original path and neve will be deleted by KNT
- ReferenceCount: Number of instances of the image within the KNT file.
When the number of references becomes 0, the image will be deleted (when saving changes) from the %I block
and the %EI block (the latter if the External or ExternalAndEmbKNT modes are used).
In the case of using the External or ExternalAndEmbKNT modes (the image being 'owned'), the corresponding
file will be deleted from the external storage.
A line in KNT with this field set to 0 indicates that the image has been deleted but is missing from external
storage, not accessible at the time of saving the KNT file.

- Caption: Image title
- MustBeSavedExt: 1: Indicates that the image is waiting to be saved to its external storage.
Its content will be found in the %EI block

%EI: Embedded Images
In the case of using smEmbKNT or smExternalAndEmbKNT (fStorageMode: TImagesStorageMode) as storage mode
The content of each image (except linked ones) will be saved within this block

----

NOTES:

1. About "flags" strings.

Flags strings hold a number of boolean (yes/no) values, and, rarely, other types of values. Each value is encoded as a single character in the flags string. Boolean values are encoded as 0 (false) and 1 (true); for meaning of other values see flag descriptions below.

Each flag string is exactly 24-characters long, and will be IGNORED if it is shorter. (That is, if the string is shorter than 24 characters, KeyNote will not read ANY values from the string.) Not all 24 values are used.

There are three versions of the flags string: one for file, one for each note (with additional meanings for tree-type notes), and another one for every node in the file.

The meanings of particular flags and values have changed with subsequent releases of KeyNote. Only the current values and meanings are described here - they are valid for KeyNote 1.6. If your file was created by an older version, the meaning of some flags may be different than described here.

a) FILE FLAGS

position	type	meaning
1	boolean	Open file as read-only
2	boolean	Show icons on tabs
3	boolean	TRUE if file was saved using version 3.0 of the richedit control; otherwise FALSE
4	boolean	TRUE if the multi-level backup setting (Tools|Options) should be IGNORED for this file; otherwise FALSE (i.e. perform multi-level backup if so configured)

(other flags are unused)

b) NOTE FLAGS
- flags for simple notes:

position	type	meaning
----------	-------------	-------------

1	boolean	Note is visible
		(UNUSED; could be used for hiding notes, but this has never been implemented)
2	boolean	Note is read-only
3	boolean	Word-wrap ON/OFF
4	boolean	URL detection ON/OFF
5	boolean	if TRUE, use true TAB character in this note;
		if FALSE, insert spaces instead of TAB character when user presses the TAB key
6	boolean	if TRUE, note has the "Plain text only" setting enabled (Note properties|Advanced).
		IMPORTANT: This affects how RTF data is stored, see below.

- additional flags for tree-type notes:

position	type	meaning
----------	--------------	--------------
13	integer	Tree icons selector: 0 = No icons; 1 = Standard (default) icons; 2 = Custom icons
14	boolean	Automatic node numbering ON/OFF
		(if TRUE, node number is automatically added to node name when node is created)
15	boolean	Show checkboxes in tree ON/OFF
16	boolean	TRUE = vertical tree layout; FALSE = horizontal tree layout
17	boolean	TRUE = tree panel is hidden; FALSE = tree panel is visible
18	boolean	TRUE = tree panel has focus; FALSE = editor panel has focus
19	boolean	TRUE = Hide checked nodes; FALSE = All nodes are visible (New in 1.7.0) [dpv]

c) NODE FLAGS

position	type	meaning
----------	--------------	--------------
1	boolean	Check state: TRUE = node is checked; FALSE = node is unchecked
2	boolean	Flag state (reserved for internal use; must be 0)
3	boolean	Bold state: TRUE = node caption is displayed in bold font;
		FALSE = node caption is displayed in normal font style
4	boolean	(unused - obsolete)
5	boolean	(unused - obsolete)
6	integer	Virtual node indicator: 0 = not a virtual node;
		1 = virtual node with plain text data;
		2 = virtual node with RTF data
7	boolean	TRUE = node is expanded; FALSE = node is collapsed
8	boolean	TRUE = node caption has its own font color; FALSE = node caption color is default
9	boolean	TRUE = node caption has its own background color;
		FALSE = node caption background color is default
10	integer	Word wrap setting for node. Valid values are 0, 1 and 2.
		'0' = use the Note's wordwrap setting (for backwards compatibility);
		1 = WordWrap ON;
		2 = WordWrap OFF
11	boolean	TRUE = Show children checkBoxes (New in 1.7.0) [dpv]
		FALSE= Hide children checkBoxes
12	boolean	TRUE = Node is filtered (hidden) (New in 1.7.0) [dpv]
		FALSE= Node is not filtered (visile)

IMPORTANT NOTES about the RTF data section:

1. The data section may be empty or missing entirely, which will not invalidate the file. This allows you to easily create file templates without having to worry about supplying valid RTF data: your template can simply define the structure (notes and nodes), while leaving out the data sections, which users will fill in as they create files based on the template.

2. If the flags string for a note contains '1' at sixth position (see above), the note has been marked as "Plain text only" (Note

properties|Advanced). When storing plain text data in the RTF data section, we could encounter lines which would be interpreted by KeyNote as section markers (i.e. if the note has a line that consists only of a percent sign, it would be interpreted as a start of a new note). This cannot happen in RTF data, because there will at least be a trailing backslash or "\par" token, but for plain-text data we MUST avoid the possibility of such conflicts.

Therefore, if the note has been marked as plain-text, KeyNote prepends a semicolon (;) to each data line, like this:

;one line of text in a plain-text note
;another line of text.

These semicolons must be stripped before displaying the text.

Other than this, RTF data is stored without any changes whatsoever.

--- END ---

Importing Files in KeyNote

What can you do with external files
Files that can be imported
Ways to import files
Merging KNT files
Importing HTML documents
Using KNT Converter

KeyNote allows you to use external files in several different ways. Depending on their type, one or more of them will be allowed

What can you do with external files?

- It is possible to **establish a link** to any type of file within the text of a note.
  The original file can be opened from its default editor (as registered in the system) by activating the link. You can link documents, images, programs or even Windows shortcuts (.lnk), which can then be opened or executed.

  See also Inserting links to Local files

- You can define a **virtual** link to a file.
  This allows you to view and edit the file as if it were another KeyNote node. However, when saving the changes, they are stored in the original file and not in KeyNote, which will only maintain a reference to the file.

  Its use is only allowed with RTF or plain text files. It is possible to link an HMTL file, but it will be displayed as plain text.

  More information in Virtual nodes

- The file can be **embedded** in KeyNote file, as part of its content
  It is allowed to embed the content of the file in the current position of the cursor, in the active editor (Insert content at caret position), or in a new note (node) or folder created for this purpose. The original files will be left on disk, untouched.
  In this process they may need to be converted to RTF or TXT (plain text) format, depending on the file type and destination note.

See also How to use the Image viewer

Files that can be imported

KeyNote recognizes the following type of files:

- Plain text (.txt)
- Rich text format (.rtf)
- HTML (.htm, .html)
- Images (.gif, .png, .jpg, .bmp, .tif, .wmf, .emf and .ico)
- KeyNote files (.knt, .kne, .knm)
- TreePad (.hjt)

Note:

- In Configuration Options | Advanced | File types you can set up a list of file **extensions** that KeyNote should consider **equivalent to plain text files** (.txt) when importing.

- The recognized **TreePad** format corresponds to a very old version. There will surely be features from newer versions that will be ignored.

- When **HTML** files are imported as **virtual nodes** they are managed as plain text files, and the HTML source will be shown.
- You can **embed** the content of an HTML, maintaining its format. To do this it is necessary to **convert** the file **to RTF**. KeyNote does not have its own HTML to RTF converter. Instead, it can use one of several converters present in the system.

  More in Importing HTML documents

- In addition to being embedded, like other formats, **images** allow a special type of link, since it is possible to incorporate them as a generic hyperlink, but also as a link that let them to be displayed and used in a similar way to any embedded image. In this type of links, KeyNote will access the original file to retrieve and display the content of the image when necessary, by displaying the node or note that contains it.

  More in Inserting images

- When you import a **.knt** or **.kne**   **KeyNote** file you are able to open the file in KeyNote, create a hyperlink to it or embed its content in current file. In the latter case, the Merge Folders... command will be invoked.

  More in Merging KNT files

- If you import a **.knm** file (KeyNote macro), the macro will be executed. Note that you cannot insert a link to a .knm file with File | Import... nor using drag and drop. You can use Insert | Link to File..., instead. However, to be able to execute it directly in your current .knt the should include it in the macro folder (See Profiles).

  * Note that if you select several .knm files, only one of them will be executed

- When importing virtual notes they are kept as virtual notes (or become linked nodes if a node linked to the same file already exists)

Ways to import files

You can import files with various commands or actions. The first two are generic and you will be asked to indicate which import action to perform, and the rest are specific and will only perform a specific import action:

- drag and drop
- File | Import...
- Insert | Link to File...
- Insert | File Contents... (solo plain txt (registrados) o RTF) (archivos .html se insertarán como texto plano)
- Insert | Picture...
- Tools | Merge Folders...

The easiest way to import **one or more** files is by **dragging** them from Windows Explorer (or any compatible program, like "Everything" —voidtools.com) and dropping them into the Editor panel, in a specific position, or into the Tree panel or other parts of the main window.
When dropping into the Editor you can dynamically change the position of the cursor where it will be inserted.

This action will display the **Import window**. (Note that depending of the item dragged, it could create an link or execute an action without displaying this windows).

The File | Import... is (almost) equivalent to drag and drop. The only difference is that you cannot select a folder with this command, but you can do so by dragging and dropping.

The Insert | Link to File... allows you to specifically insert links (or hyperlinks) to a single file, that you can select with a modal window, searching through your file system.
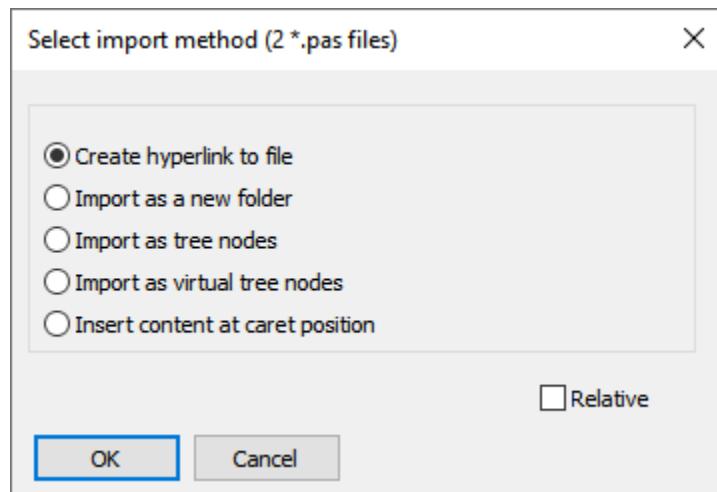
The Insert | File Contents... helps you to insert the content of a single file, RTF or plain text. You can only insert registered plain text files;   HTML will automatically inserted as plain text, although not registered as such. (See File types)

The Insert | Picture... allows you insert a single image file. Note that the image will be embedded or linked depending on Link to files by default (no copies) general option. With the **Import window** and the "Insert content at caret position" option you can change that default setting for individual files.

Import window

With File | Import...   and when you drag and drop, the **Import window** will be displayed. It allows you to you create a link (or hyperlink) to the file(s), and also to import those file(s) in different ways depending on the selection.

The import methods available will depend on the file(s) selected. The following screenshot shows all the existing available methods:

- Selecting individual (or multiple of the same type) plain text, RTF, or HTML files allows you to use all of these options.
  When importing HTML files, the last configuration selected from "HTML options" will be used by default. (More on Importing HTML documents)
- Image import offers all of those options, except for Import as virtual node.
- Importing one or more .knt (or .kne) files will offer three options: Open file in KeyNote, Merge folders into current file and Create hyperlink to file.
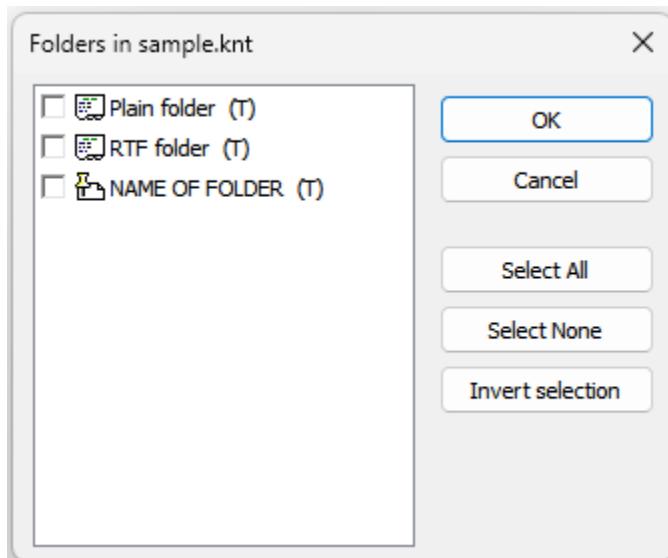
Importing files of different types at the same time can reduce the available import methods. However, in these cases:
- Create hyperlink to file and Insert content at caret position options will always be offered
- If any RTF, TXT (plain text in general, including HTML here) files are included, which support the Import as new folder and Import as Tree node options, those two options will continue to be offered even if other unrecognized extensions have been selected.
  Individually, through a confirmation request, these other files may be ignored or interpreted as plain text files.
- You can import at the same time RTF, plain text (including HTML) and Image files. Each one will be processed correctly. However, if you select the Insert content at caret position option, you will embed or link the image depending exclusively on "Link to files by default (no copies)" general option. You will not be able to set change that configuration in that moment   (as you can when importing only images) (More)

- With the exception of importing of .knm files, in all cases you will have the Create hyperlink to file option, that will also be the default, preselected one, except for:
  - .knt or .kne files: Defaults to Open file in KeyNote
  - Image files: Defaults to Insert content at caret position (More)

See [Inserting links to Local files](#) for more details about the process of inserting links to files (and folders)

Merging KNT files

Using the [Tools | Merge Folders...](#) command or via drag and drop you can import the content of a KeyNote file (.knt or .kne) into the currently open one.

The dialog of Merge command will show all the folders in the file. You can embed the content of one or several folders of the imported file. The selected folder(s) will be incorporated to the current .knt file as independent folder(s).

All the existing images included in the selected images will be adapted to the storage mode of the current file, and they will converted to another format if needed. (More in [Exporting and importing images.](#))

Note that this way you will include **whole folders**, with all its notes (nodes). If you only wanted **to include some notes** or a subtree of a folder you could consider the following **alternatives**:

- Most basic would be to add the whole folder and then delete all unneeded nodes...
- Instead of importing the .knt file (with Merge Folders...) you can copy (transfer) a subtree of nodes from that file and then paste it inside the current file. (More on [Copying or moving Subtrees](#))
- You can generate one (or several) new .knt file including only the nodes you want to incorporate. See [Exporting notes to KNT (KeyNote NF)](#). Once you have that .knt file(s), you can add their whole folder(s).

If you need to incorporate the content of a .KNT file inside an existing folder, and not in independent folders, you can easily do it using cutting and pasting text, or [moving Subtrees](#).
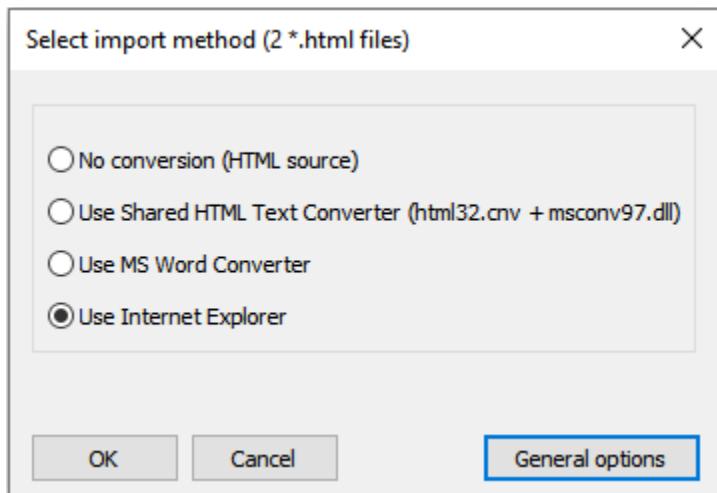
Tip: It is possible to merge current file with itself. This is an easy way to create a copy of a folder in the same file.

Importing HTML documents

You can import HTML files **as plain text**, inserting the HTML source, or **as RTF**, maintaining its format. To do the latter it is necessary to **convert** the file to RTF. KeyNote does not have its own HTML to RTF converter. Instead, it can use one of several converters present in the system.

Different options can be selected by clicking the **HTML Options** button in the **Import window**.

- Note that this button will only be visible when importing one or more HTML documents, all of the same type. If you import one or more HTML files together with other types, they will be imported as plain text (HTML source).

Note:

- The "Use MS Word Converter" method will probably produce the more accurate conversion, but you will need ho have Microsoft Word installed.

- The "Use Internet Explorer" method should work in all situations and produce and acceptable conversion.

- On the contrary, the option "Use Shared HTML Text Converter (html32.cnv + msconv97.dll) will probably not work, unless you are running Keynote on Windows 95.

  You can get more information on the limitations of this option in the Issue 298, on GitHub

Using KNT Converter

KeyNote Converter (kntconvert.exe) is an old companion application to KeyNote. Its purpose is to convert text files of various formats into KeyNote files.
Here you can see the help file and information about how to download it.

Exporting or Printing Notes

Exporting or Printing Notes and Folders

See also:
Options in Exporting. Examples

Individual notes (nodes) can be exported to files in the following formats:
- Plain text
- Rich text (RTF)
- HTML
- KeyNote NF (KNT)
- TreePad
- OPML
- **Printer (PDF, …)**

There are two separate sets of options which control how notes are exported. One set of options controls text, RTF and HTML export, the other set controls TreePad export.
Depending on the format selected, some controls will be disabled.

The most important export settings are listed in the **Source and target** tab. The tab contains two areas: **Source: What to export** and **Target: Where and how to export**.

Source: What to export?

In this field you can select which folder[s] or part of a folder you wish to export. The available settings are:

- **Current folder**   Exports all or part of the currently active folder
- **All folders**   Exports all folders in the current file
- **Selected folders**   Allows you to select which folders should be exported.

With any of these options you can optionally **exclude hidden nodes** (More on Using Hidden nodes)

If you select the **Current folder** option, the following additional options are available in the drop-down list:

- **Current node**   Exports only the currently selected node
- **Current node and subtree**   Exports the currently selected tree node with its children
- **Checked nodes**   Exports all checked nodes in the current folder
- **All nodes**   Exports all nodes in the current folder

Note: When exporting more than one folder, it is not possible to select groups of nodes, and the options above are unavailable.

If you select the **Selected folders** option, you can click the **Select Folders...** button to specify which folders should be exported. A dialog box is displayed listing all folders in the current file. Check the folders you wish to export, and click OK to return to the Export note Folders dialog box.

From here you can insert an optional Table of contents, and have access to additional settings when exporting to Plain text.

Using Tags

You can further restrict the nodes to be considered or even the text fragments exported using Tag criteria.
The same controls and features available in Find All have been added to the Export form to allow you to exclude nodes that don't meet the tag criteria. These new controls allow you to export only the fragments of notes that do meet the criteria.
For example, we could exclude fragments tagged with #private from the export.

See Using Tags with Find All for information on how to used With an Without [tag] controls, and Tags in KeyNote for a more general information about tags.

- **With**:   Include text/notes with ALL or ANY of the selected tags
- **Without**: Exclude text/notes with ANY of the selected tags

- **Consider metadata of notes**
  Notes' metadatata will be used to verify the tag criteria
- **Consider extracts from notes**
  Export will only include the text fragments that meet the tag criteria
- **Inherited tags** (metadata)

- **Remove**
  Remove tags from the final text (after processing)
  The actual words used to tag the text can thus be removed from the exported text.

  If checked, all words that can be interpreted as tags or as closing tag characters (such as ## or ##Tag) will be removed, regardless of whether they are recognized as registered tags.

Note: Currently TAGs criteria is only considered exporting to Plain text or Rich Text (RTF) or Printer (PDF). Can also be reviewed with Preview (if selected RTF or Printer)

Using Folded text

If the text you want to export contains folded text blocks, consider using the "Folded text" drop-down menu, with the following options:

- Keep unchanged
- Unfold
- Remove "untagged"
- Remove All

All the options are pretty obvious. If you need further information, please consult XX for a brief explanation of the differences between "tagged" folded text and untagged folded text.

Note:
- In the current version, this option will not be considered if you use "KeyNote File (knt)" as the destination format
- If the export is made using Rich Text Format (RTF) as the destination format and you have selected the "Keep unchanged" option, please note that even if the hidden text content is not visible and can be viewed in editors such as WordPad or MS Word, it will still be present in the generated file. In fact, if you later paste that content into KeyNote, you will be able to access it. (Of course, someone with minimal knowledge of RTF will be able to access it.)

Encryption content enabled

If the file has encrypted content, a new option, '**Encrypted content**', will be available. It will be unchecked by default. If you check it (for which you will need to "open" the protected content), all encrypted nodes and images found in the folders and nodes to be exported will be included in the generated file.

- If the destination <u>format is .knt</u>, they will be protected with the same password (you can change it or remove the encryption by opening that file and going to File | Properties).

- Please note that for any <u>other destination format</u>, the exported content will NOT be protected.

Target: Where and how to export?

In this field you can select the format for exported files and the directory where the exported files should be placed. There are also two additional settings which control how the files are created.

Tip: You can also print the nodes/folders selecting Printer (PDF...) as target format. See <u>Printing notes (Exporting to Printer)</u>.

To select the target file format:
Click the <u>Format for exported files</u> drop-down list, and select the format.

To specify the directory for exported files:
Click the button in <u>Directory for exported files</u> field, and select the directory. All exported files will be placed in the directory you select.

<u>Additional options</u>

- **Prompt before overwriting files**

  When exporting a note using a filename that already exists, a warning is displayed, and you are given an opportunity to or change the filename.

- **Prompt for individual filenames**

  Every time KeyNote exports a folder to a file, a dialog box is displayed where you can accept the suggested filename or enter your own. If this option is disabled, KeyNote automatically determines names for exported files and does not prompt you to confirm them.

  Warning: If both these options are disabled, all filenames will be picked automatically, and existing files will be overwritten without asking for confirmation.

How many files are created during export depends on whether you define sections or enable the option to save each folder in a separate file. See <u>Sections</u>.

Exporting notes to KNT (KeyNote NF)

If you export to the internal KeyNote NF (.knt) format, you will not see here any adittional settings to configure.

There is, however, a general configuration option (**F5**), that you should consider:

- <u>Storage mode on Export</u> : Embedded RTF, Embedded KNT, No export images.

  The generated .knt file may or may not include the images depending on that option. If you want them included, you should probably select "Embedded KNT".

Note also that the created .knt file will have the same format as the original (native, compressed or encrypted)

Tip: You can also export all folders in a new .knt file with File|<u>Copy To...</u>

See also <u>Working with external image storage modes</u> and <u>Image management in KeyNote NF</u>

Printing notes (Exporting to Printer)

The dialog box for exporting to disk or other formats also allows printing the document's notes and folders. In this way, you have at your disposal all the options available when exporting to RTF. Before printing, you can preview how the printout will turn out. Please note that depending on the printer selected, the result may vary very slightly.

In order to print using this dialog you have to select the "Printer (PDF, ...)" format. The format name itself is meant to remind you that it is possible to use special printers (like "Microsoft Print to PDF"); this is a quick way to generate working PDF files (in which you can search for text, for example). If you need more control over the generated PDF, and especially if you need links included in the document to work, so you can click on them to jump to the corresponding location, you can export to RTF. From editors like Word or LibreOffice you can save your RTF generated file to PDF format.

The first time you preview your printout, you are presented with a form that allows you to select the printer to use. This is done to ensure that the text is formatted taking into account the printer's characteristics, ensuring that Windows calculates accurate metrics such as text size and spacing (kerning), line spacing, and font adjustment based on the capabilities of the output device. For example, a certain printer could not allow you to print on the leftmost 0.25-inch of paper, having a horizontal physical offset.

If you want to be able to change the printer before previewing again, you can click "Page Setup..." button.

Tip: You can take advantage of the preview to test the effect of the different options available not only before printing, but also before generating to other formats, mainly RTF or Plain text.

Tip: If you wish, you can also print (and preview) from the menu options Folder|Print Folder... and Folder |Print Preview... In both cases the available options are more limited. You can choose to print only selected node, all nodes in folder, contiguous, or all nodes in folder starting or new page. This way no footer nor page header is included, just the text of the nodes.

Exporting notes to Plain text, RTF and HTML files

In addition to some of the controls available in 'Target: Where and how to export?', the **Options** tab provides additional settings that configure export to Plain text, RTF and HTML, as well as printing.

All these options are available when exporting from From File|Export... If you use Export... from tree context menu to export current node, this options will be ignored.

RTF format and KNT internal links

Starting with version 2.0.2, exporting to RTF will convert all internal KeyNote links (which point to other locations within the document) to standard RTF format. If you open the generated RTF file from a compatible editor that supports standard links, such as MS Word or LibreOffice, you will be able to click on the links to jump to the corresponding location. For example in Word you can Ctrl+Click to follow a link (it also works Alt+Left to return to the previous position).
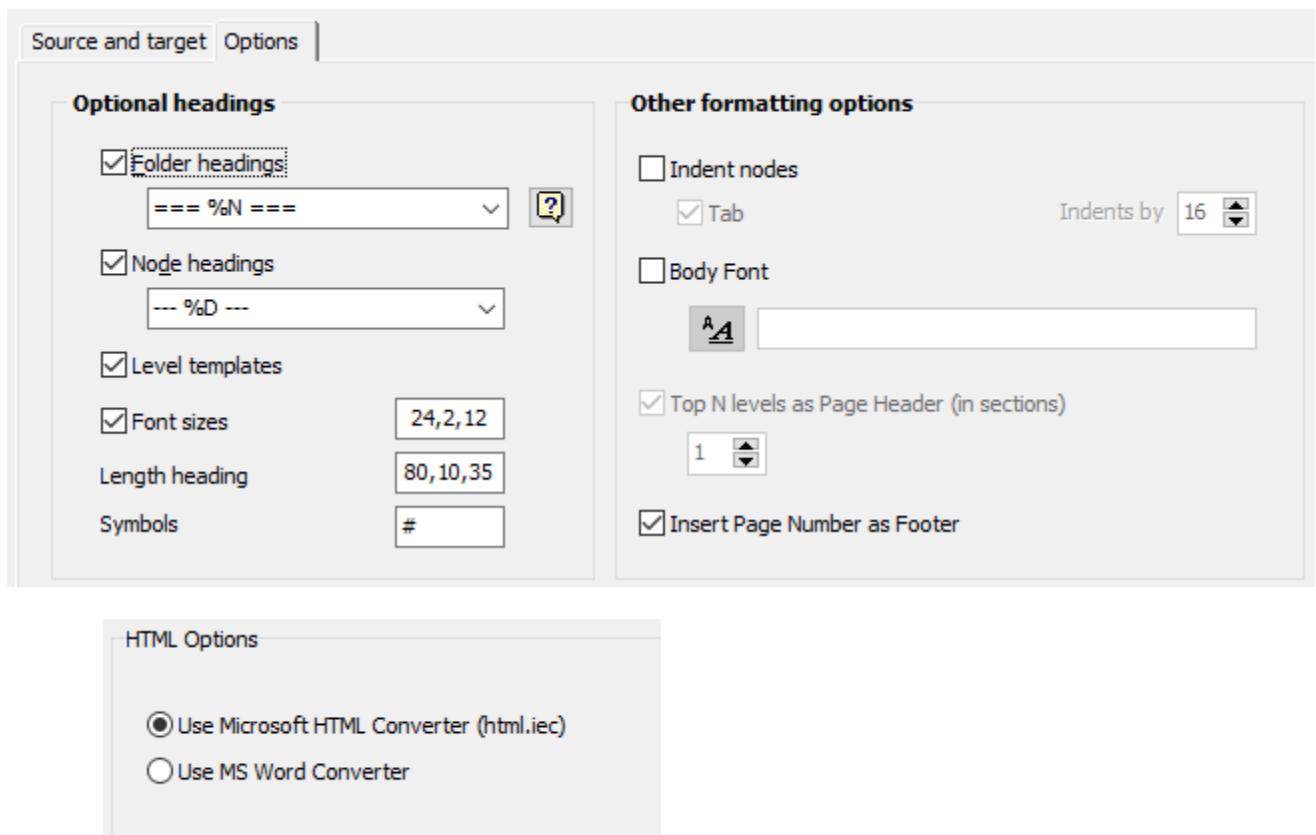
Note: Internal links without marker are also converted to standard RTF format. These are links created with versions of KeyNote prior to 1.8.0, where markers were not used to identify the destination. Once converted, the target they point to will remain stable, even if the RTF document is modified (from Word, LibreOffice or similar, never from WordPad). However, the position will be the same as the one recorded in KeyNote (and to which the link currently jumps), which might not point to exactly the same word as it did when it was initially inserted, precisely because it was based exclusively on the position and not on the use of markers, as current links do.

Important:
- The exported document can be opened in **WordPad** but internal links won't work, because WordPad doesn't recognize that kind of links (WordPad uses a limited subset of the Rich Text Format specification). If the exported document is modified and saved from WordPad, the data attached to the links and the bookmarks themselves will be lost.

Options

Export note Folders

Source and target | Options

Optional headings

☑ Folder headings
=== %N ===   ∨   [?]

☑ Node headings
--- %D ---   ∨

☑ Level templates

☑ Font sizes   24,2,12

Length heading   80,10,35

Symbols   #

Other formatting options

☐ Indent nodes
  ☑ Tab   Indents by 16 ⬍

☐ Body Font
  [ᴬA] [_____]

☑ Top N levels as Page Header (in sections)
  1 ⬍

☑ Insert Page Number as Footer

HTML Options

◉ Use Microsoft HTML Converter (html.iec)
○ Use MS Word Converter

Table of contents

Optionally, you can add a table of contents with a hierarchy of entries corresponding to the exported nodes in each folder, considering the desired depth. In the case of exporting to RTF, these entries will be created using standard hyperlinks, recognizable by both Word and LibreOffice (e.g.).

The depth is considered relative to the selected node in case "Current node and subtree" is selected as source.

If multiple folders are exported (or printed), a single table of contents will be generated for all folders if they are exported to a single file (or printed). If a single file is created per folder then each file will include the corresponding table of contents for that folder at the start. If sections are used and configured by setting "Save each Section to a new File" then a single table of contents will be created for all folders, which will be saved in a separate file, named "<File name> - Contents".

Sections

By using sections it is possible to create groupings of notes with a defined maximum depth level. Seen another way, each time a note with a depth equal to or less than the set value is processed a new section is started. If you enable the use of sections you will be able to:

- Decide whether the section will start on a new page or be saved in a separate file (one of two alternatives) (When printing, the only possible option, automatically selected, will be to start each section on a new page)

- Set a section-dependent page header
  By default, the name of the highest level node on which the node depends (and which is included in the export) will be used as the page header. It is possible to define, through the option "Top N levels as Page Header (in sections)", the level of detail in the header, adding the name of other lower level parent nodes.

The value set for the number of levels in the page header may be less than or equal to the depth indicated for the section

To better understand what is allowed, imagine a folder with the following node structure:

Level 1.A
   Level 2.A
   Level 2.B
      Level 3.a
         Level 4
      Level 3.b
Level 1.B

If sections are enabled, setting a depth >=1, you can get the following examples of results when exporting, expressed in a simplified form and where "..." represents a forced page break and the start of a new section and [<page header>] the page header to be offered in the section that is started.
dS corresponds to the value of "Section for each of the top N levels" and **dH** to the value of "Top N levels as Page Header (in sections)"

Nodes are shown indented for ease of understanding, although indentation is optional.

dS=1 dH=1	dS=2 dH=1	dS=2 dH=2	dS=3 dH=2	dS=3 dH=3

...[Level 1.A]
Level 1.A
  Level 2.A
  Level 2.B
    Level 3.a
      Level 4
    Level 3.b
...[Level 1.B]
Level 1.B
	...[Level 1.A]
	Level 1.A
	
	...[Level 1.A]
	Level 2.A
	
	...[Level 1.A]
	Level 2.B
	  Level 3.a
	    Level 4
	  Level 3.b
	...[Level 1.B]
	Level 1.B
		...[Level 1.A]
		Level 1.A
		
		...[Level 1.A]
		Level 2.A
		
		...[Level 1.A - Level 2.B]
		Level 2.B
		  Level 3.a
		    Level 4
		  Level 3.b
		...[Level 1.B]
		Level 1.B
			...[Level 1.A]
			Level 1.A
			
			...[Level 1.A]
			Level 2.A
			
			...[Level 1.A]
			Level 2.B
			
			...[Level 1.A - Level 2.B]
			Level 3.a
			  Level 4
			
			...[Level 1.A - Level 2.B]
			Level 3.b
			
			...[Level 1.B]
			Level 1.B
				...[Level 1.A]
				Level 1.A
				
				...[Level 1.A]
				Level 2.A
				
				...[Level 1.A]
				Level 2.B
				
				...[Level 1.A - Level 2.B - Leve
				Level 3.a
				  Level 4
				
				...[Level 1.A - Level 2.B]
				Level 3.b
				
				...[Level 1.B]
				Level 1.B

Note:
- The depth is considered relative to the selected node in case "Current node and subtree" is selected as source.
- When dH matches the node level —relative level to the selected node if "Current node and subtree" is exported— the page header will include the name of the node that starts the header only if it has (exported) children or its (relative) level is 1.
- The indentation is also relative to the selected initial node, as well as to the set depth. The first node of each section is always shown unindented, and the rest are indented relative to it.
- In versions prior to 2.0.2, when exporting keynote folders, you could choose to **put all nodes to a single target file**, or to **export each tree node to a separate target file**. Now it is also possible with the use of sections; you only have to define a dS value equal or higher than the level of the deepest node you want to consider.

Save each Folder to a new File

When you include notes from more than one folder as the export source, if you activate the "Save each Folder to a new File" option, a file will be generated for each folder to be exported. Otherwise, all of them will be exported to a single file (unless sections are being used and these are saved to disk)..

This option can only be selected if sections are not used or are not configured by setting "Save each Section to a new File".

Folder and node headings

Each exported folder and note can be optionally preceded by a heading that displays its name or other information. There are separate headings for folders and notes (nodes).

A heading if formed by a one (usually) or more lines of text which may contain several "**tokens**". A token is a single uppercase character preceded by the percent sign, e.g. %N. When a note is exported, the tokens are replaced with actual information.

Usually, a folder heading is inserted only once, at the beginning of an exported file. A note (node) heading will be inserted before each exported node. To **enable or disable the headings**, click the corresponding checkboxes. To edit the headings, type in the text fields provided or click the drop-down lists to select a predefined heading.

Note: Since version 1.8.3 when exporting, the **highest node level will be managed as 1**, the next as 2, and so on.

Available Tokens, and related options

You can click the 🗒 button to display a dialog box with a list of available tokens and their meanings.

`%F` = Filename
`%N` = Folder name
`%D` = Node name
`%L` = Node level
`%I` = Node index
`%^` = Line break
`%<` = Symbols, increasing
`%>` = Symbols, decreasing

Notes:

- `%L` : Remember, %L for the top level nodes will return 1. With versions older than 1.8.3 %L did produce nothing for the topmost level (which in other programs corresponds to level 1).
- `%>` will add symbols until node heading reach a calculated length, based on level (decreasing)
  - It depends on **Length heading** option, see below.
- `%<` will add symbols based on node level (increasing)
- The tokens **%>** and **%<** will be ignored in folder heading.
- The character that will be repeated in **%>** or **%<** is the one deduced from the **Symbols** option, see below.
- `%I` : shows a sequential number for each node in the tree, beginning with 1 for the first top. This value is not the ID of the node. If you need to include the ID of the nodes you can use the "Show hidden marks" option, available when exporting to plain text.

See also Options in Exporting. Token usage **examples**

Related options

- **Symbols** in **node** heading
  Determines which symbols to repeat in the **%>** and **%<** tokens

  It is a text string where each character will be the one to use depending on the different levels of nodes,

starting with the top one (1).

Examples:

- " # = − " -> "#" would be used in the first level, "=" in the second and "-" for the third and subsequent levels.
- " # " -> "#" would be used in all node levels

- **Length heading** (max., decr., min.)

  Text string that determines the number of repetitions of the symbol corresponding to the level, to be used with the **%>** token.

  It defines the length to be reached for the level header, using a maximum value, a decrement and a minimum value.

  Example:

  "80,10,35"

  The first (node) level header will have a width of 80, the second level 70 (80-10), the third 60 (80-2*10), and so on up to the defined minimum, 35.

  If the header is 30 characters and the calculated length is 70, the token will be replaced with a 40-character string.

  Note:
  - This option is not used with %<. That token is always expanded with a number of characters equal to the level
  - The length calculated is reduced if option **Indent nodes** is enabled (See Options for indenting nested nodes, below)

    This reduction depends on node level and the value set in **Tab size** (in Note properties). When exporting to plain text, it also depends on the relation between **Indents by** (see Options for indenting nested nodes) and **Increment indents by** option (in Configuration Options...|Rich Text editor), both defined in points.

Tip and notes:

- You can use **%<** to easily generate headings in markdown syntax:

  - With "%> %D" and Symbols="#" you can obtain something like:

    ```
    # Heading level 1
    ## Heading level 2
    ### Heading level 3
    ```

  - With "%D%^%<", Symbols="=-." and Length heading="20,0,0" you can obtain something like:

    ```
    Heading level 1
    ===================

    Heading level 2
    -------------------

    Heading level 3
    ...................
    ```

  - With "%>%D%>" and Symbols="=" you can obtain:

    ```
    =Heading level 1=
    ==Heading level 2==
    ===Heading level 3===
    ```

    (Note that you can include several instances of the same token)

- You cannot use these tokens to get specific html tag to when exporting to HTML.

  For example, although you could use custom **nodehead.rtf** files (see below) to obtain headings like the following, it wouldn't work:

```
<h1>%D</h1>
<h2>%D</h2>
<h3>%D</h3>
```

When exporting to HTML, KeyNote converts the finally constructed RTF content, <u>which includes the resulting</u> <u>headers</u>, to that format. (And the same thing happens when exporting to plain text, although in this case the conversion is simpler and is done from the RichEdit editor itself)

For this reason it is not possible to specify the html tag to use for headers. What you can do is ensure that the **font size** (*) used in headings is appropriate. Converting to HTML will look fine, although this conversion will logically never result in a internally clean HTML. For this, CSS styles should be used appropriately.

(*) See **Level templates** and **Font sizes**, below

Formatting headings

Besides tokens, you have several **options** that allows you to control how those headings will be formatted.

- Using **notehead.rtf** and **nodehead.rtf** files
  The formatting of the heading text depends on the contents of these RTF files: "<u>notehead.rtf</u>" is used to format <u>folder</u> headings, and "<u>nodehead.rtf</u>" to format node headings.

    * Note that these files still maintain the same names as older versions so that you custom files still works. "notehead.rtf" still references the 'tab' concept, now called "Folder".

  KeyNote will replace the string "%HEADING", that should be included in that files, with the text obtained from replacing the tokens defined in the 'Folder headings' or 'Node headings' with its actual values. The resulting RTF text will be the heading inserted before node or folder.

  You can edit those files in KeyNote (as virtual nodes) or in any RTF-compatible editor to apply the format you need for the heading (font style, color, indentation, etc.)

  Since version 1.8.1 this files are specific to the profile configuration. It is possible to customize one or both files, adding them to the folder containing the profile's .ini file. If one of these two files is not found in the profile folder, KeyNote will use the one(s) located in the main profile folder ("Profiles\Default" or the folder that contains the executable).

  Also, if the file it not found in any folder, an embedded default template will be used.

  See <u>Use of Profiles</u>

  Note:
  - This files will be used only when exporting to RTF and HTML.
  - Make sure that the token %HEADING is formatted consistently
    (i.e., do not make it half-bold or half-blue; the whole word, including the % character, must be formatted in the same way).
  - You can add any additional text besides %HEADING. It will be inserted as part of the heading.

- **Level templates**
  Enable the use of node templates based on level, of the form 'nodehead_1.rtf', 'nodehead_2.rtf', etc.

  Note that unlike what happens with "nodehead.rtf", the level based files ("nodehead_1.rtf", "nodehead_2.rtf", etc.) will always be searched exclusively in the profile folder. If the file for same level is not found, the usual "nodehead.rtf" template will be used.

- **Auto font sizes** in headings
  Enables setting the font size of node and folder headings automatically, from the following option:

- **Font sizes** in headings   (max., decr., min.)
  Text string that determines the font size to use in a heading according to its level (also considering the folder), using a maximum value, a decrement and a minimum value

  Example:

"22,2,12"
> The folder header will have a size of 22, the first level of nodes, 20, the second, 18, ...
> In the case of ending a node header with an additional line break, this extra line will be set to a size 4 points smaller (in the example, the additional line of the first level would have a size of 16).

Options for indenting nested nodes

Since version 1.8.3 you can indent the whole content of the tree nodes of a folder based on their level, while exporting to RTF, HTML or plain text.

There are two general export options dedicated to indenting:

- **Indent nodes**
  Enable the indentation of nested nodes

- **Indents by**
  Value to be used, incrementally, with each new level.

  This value is similar to the one used in **Increment indents by** general option (in Configuration Options...|Rich Text editor), also defined in points.

This two options are used when indenting nested nodes in **plain text**:

- **Tab. Indent using tabs**
  If checked, the indentation will be done with the TAB characters. If unchecked, multiple spaces will be used for each level of indentation. The number of spaces to use if not checked will be the one defined in **Tab size** (in Folder properties).

- **NumbTabInPlainText** [only editable in .INI file]
  Allows replacing the TAB character always used when pasting numbering lists as plain text (system conversion) by an alternative string.
  By default a space " " is defined.

Tip: Another general option useful when exporting to plain text is **BulletsInPlainText,** that defaults to "- " (Rich Text Editor. INI Options)

The paragraphs of each node will be indented by the value defined in **Indents by** multiplied with its node level, added to the indentation they may have (as it is done when exporting to other formats). The resulting value, together with Increment indents is used to determine how much 'tabs' to apply:

> Number of 'tabs' = [Indents by] div [Increment indents by]

Example:
 Suppose paragraph in a node of level 2, not previously indented, [Increment indents by]=12 and [Indents by]=24
 :
> => (0 + (24 * 2))/12   => Indented with 4 'Tabs' (2 'Tabs' for each level)

 Image the same values for options, and the paragraph previously indented with a value of 14:
> => (14 + (24 * 2))/12   => Indented with 5 'Tabs' (2 'Tabs' for each level + extra tab)

In this example, in "Length heading" the decrement is 0 and so all the lines with symbols should reach the same max. value (80), but because 'Indent nodes' is enabled, and TabSize=4 (and 'Increment indents by' = 12 and 'Indents by'=24) in the Folder, 8 characters are removed from each new level.

To help understand how all these options work, a series of **examples** have been included, with the results

obtained.
See Options in Exporting. Examples

Other formatting options

- **Insert Page Numbers as Footer**
  It is available for RTF export and for printing. All pages will be numbered, starting with the first page, which may include a table of contents.

- **Start each Note o a new Page**
  Allows all notes to start on a new page. This option is only available for RTF export and printing, and can be activated independently of using sections or the "Save each Folder to a new File" option.

- **Body Font**
  Allows you to customize the font of the entire exported document (name and size, without changing the font style such as bold or italics). With this option you can generate a document with a uniform and neat appearance.

  Note that the font of the optional headings (folder and/or node) is not affected and can be controlled with their own options.

Additional settings when exporting to RTF

The "**Save images in default WordPad format**" defines how images will be included in the RTF file:

If not checked, it will use optimized formats (like pngblip or jpegblip); WordPad will prompt you to unblock to display images. Word will not.
If checked, the default format used by WordPad (ifWmetafile8) will be used. This way, WordPad will not display any alerts, but the RTF file size will be larger.

Tip: Tree panel context menu "Export..." will also use this option, when exporting current node's content (or current node's selection).

See also Images insertion by code and ImgFormatInsideRTF for more information.

Additional settings when exporting to Plain text

The "**Show hidden marks and IDs**" option makes the hidden marks used with internal KNT Links, bookmarks and images visible. It also makes hidden part of hyperlinks visible and shows the internal IDs of folders and notes (nodes).
This can be very useful if you are creating a help file and you want to open the file externally showing a specific location.

The hidden marks are shown in a humanized way. Example:

$11B7$12   -> [BMK:7]
$11b7$12   -> [TmpBMK:7]   (Bookmarks 0 - 9)
$11I7$12   -> [IMG:7]

The IDs of folders and nodes is shown enclosed in "[" and "]". Example:
My FOLDER [1]
  My node B [123]

The hyperlinks are visible in the following way (eg. KNT link):

HYPERLINK "file:///*8|282|806|0|11"Text of hyperlink

If the text contains **folded blocks**, this option will also identify the beginning and end of those blocks, including

nested blocks; it will also flag the presence of links or images within those folded blocks. Something like:

[FOLD: External folded block   [IMG:99]**[HiddLnk:**"img:99,32,32"@99_keynote.ico]
blah..
[Fold:Nested block, blah, blah. **...]** final of the external folded block **...]**

Additional settings when exporting to HTML

KeyNote does not have its own RTF-to-HTML converter.   Instead, KeyNote relies on HTML converters present in the system.
When exporting to HTML you can select one of this converters:

- **Use Microsoft HTML Converter** (html.iec)
- **Use MS Word Converter**

Note:
- The first option is based on 'html.iec', always present.
  Currently, in W10 you will see included: "<META NAME="Generator" CONTENT="Internet Assistant for Word Version 3.0">"

- To use the second option, you need to have Microsoft Word installed. This converter could generate a more accurate conversion, although it is much more verbose and therefore the generated .html file will be much larger.

- If you use Export... from tree context menu to export current node, the first option will be used automatically.

- Since version 1.7.9 KeyNote uses html.iec to export, instead of MS Office Shared HTML Text Converter (html32.cnv + msconv97.dll). Those converters were not always present, needed to be correctly registered, and indeed html.iec behaves better.

  In topic 298 I described the options considered for exporting/importing to and from HTML.

Exporting notes to OPML format

Since version 2.1.2 KeyNote NF allows to export to OPML format. The OPML (Outline Processor Markup Language) format is XML and represents hierarchical note structures. OPML was originally designed for hierarchical structures of plain text, not for rich content like RTF or HTML. The required or most common attribute is text, which defines the visible title or label of the node. The standard (OPML 2.0) does not support meaningful inner text (although some programs use it).

The format generated by KeyNote NF is initially designed for compatibility with the **Scrivener** application (see issue #802)

Scrivener doesn't expect complex formats (such as RTF with styles, images, etc.) within OPML. Content imported as a "note" or "text" is treated as plain text. Scrivener also supports the "**_note**" attribute as an extension, which can be used in a variety of ways, depending on the "Import notes into..." option:

  « Import notes into…: this lets you choose whether the "notes" from the outliner get added to the Synopsis, Main Text, or Notes.»

Therefore, KeyNote NF makes use of the "_note" attribute to include the content of the notes (nodes). The export will consider only the folder and node titles and their contents, all exported as plain text and encoded in UTF8. All rich formats, as well as any links, images, etc., would be lost.

Note:
- An option is available (Use '_note' attribute) to allow to include or not the content of the notes
- The use of sections is not permitted, but the options available in the "Source: What to export?" section are. For example, it is possible to filter the nodes to be considered based on criteria established according to the TAGS

group, as well as to indicate how each of the folded blocks should be used ("Folded text" option).

- If the content of a note includes bullets and/or numbered lists, these will be converted to plain text using the **BulletsInPlainText** and **NumbTabInPlainText** INI options .

- If multiple folders are selected, an .opml file is generated for each folder (the "Save each folder to a new file" option is disabled and checked).

- The following characteres, & < > "   will be "escaped" using   & < > "
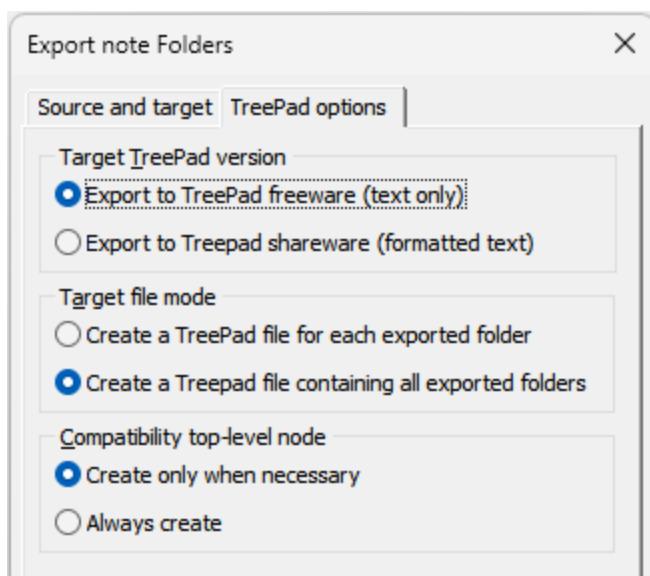
Example of output:

<?xml version="1.0" encoding="UTF-8"?>
<opml version="2.0">
<head>
<title>Folder name</title>
</head>
<body>
<outline text="Node 1" _note="">
  <outline text="Node 1.1" _note="Content of Node 1.1">
  </outline>
</outline>
<outline text="ノード 2" _note="Content of Node 2">
  <outline text="Node 2.1" _note="1. First line (numbered list) in Node 2.1
- Second line (bullet list)
Third line with "text in quotation marks" and <bounded text> ">
  </outline>
</outline>
</body>
</opml>

Exporting notes to plain TreePad files

At the time the code for exporting and importing from TreePad was written, there were two editions of the program: the freeware edition supported only plain-text files, while the shareware edition supported plain text, RTF and HTML-formatted files. KeyNote files can be exported in format compatible with either the freeware or shareware edition of that old TreePad versions. For more information, see http://www.treepad.com.

Click the TreePad options tab to review or change the option settings which control exporting to TreePad format.

To select the target TreePad edition

Click the TreePad options tab, and in the Target TreePad version field select the format you need. Note that when you export to the freeware edition (plain text only), all text formatting will be lost, but the resulting file will be readable by both the freeware and shareware TreePad. If you export to the shareware edition, text formatting will be preserved, but only the shareware edition of TreePad will be able to open the file.

Exporting multiple folders to TreePad files

TreePad files can only hold one "folder" per file, unlike KeyNote, where several folders can be contained within a single file. Therefore, KeyNote gives you a choice between exporting each folder to a separate TreePad file, or joining several folders into a single TreePad file. If you choose the latter option, all exported folders will be placed within a single TreePad tree structure. To select one of these settings, click the **TreePad options** tab, and select an option in the **Target file mode** field.

Note: When exporting to TreePad format, it is not possible to select individual tree nodes or groups of nodes. Only whole folders can be exported.

Important note:
TreePad file structure imposes a limitation that KeyNote files do not have. A TreePad file can have only one top-level node (called "Master node" in KeyNote). All other nodes in the tree must be children of the top level node. In KeyNote, you can have as many top-level nodes as you wish. For example, the following tree structure is supported by KeyNote, but not supported by TreePad:

```
+ Top level node          (level 1)
| -- child node            (level 2)
| -- child node            (level 2)
+ Another top level node (level 1)
| -- child node            (level 2)
```

In TreePad, the above tree structure is not possible: there can be only one "level 1" node. This becomes a problem when exporting a KeyNote tree with more than one top-level node, or when exporting several notes to a single TreePad file. When KeyNote detects such a situation, it creates an additional, "dummy" node, which is placed as the top-level node in the TreePad file, while the actual KeyNote notes are placed as children of the dummy node. For example, the above tree structure would be transformed into the following:

```
+ Dummy top level node          (level 1)
|-- + Top level node             (level 2)
|    |-- child node               (level 3)
|    |-- child node               (level 3)
|-- + Another top level node  (level 1)
```

```
|   |-- child node              (level 2)
```
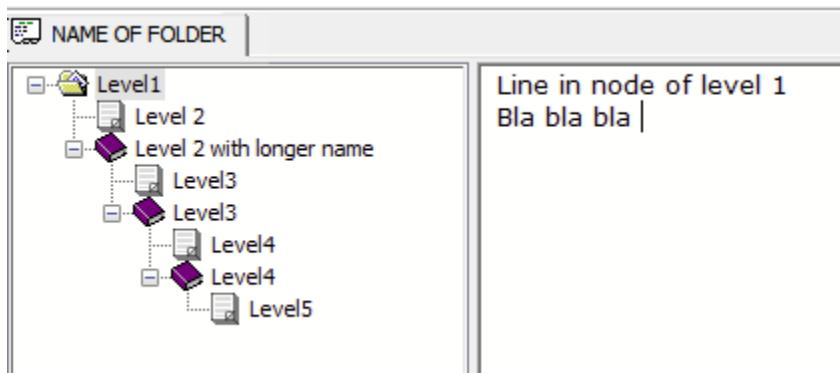
The additional "dummy" node is filled with summary information derived from the KeyNote file being imported: the name of the file, the file description and comment, and the date the file was created.

By default, this additional top-level node is created only if necessary (KeyNote does not perform a full analysis, preferring to err on the side of caution, i.e., compatibility). You can force KeyNote to always create this additional node: click the TreePad options tab, and select your preference in the Compatibility top-level node field.

Options in Exporting. Examples
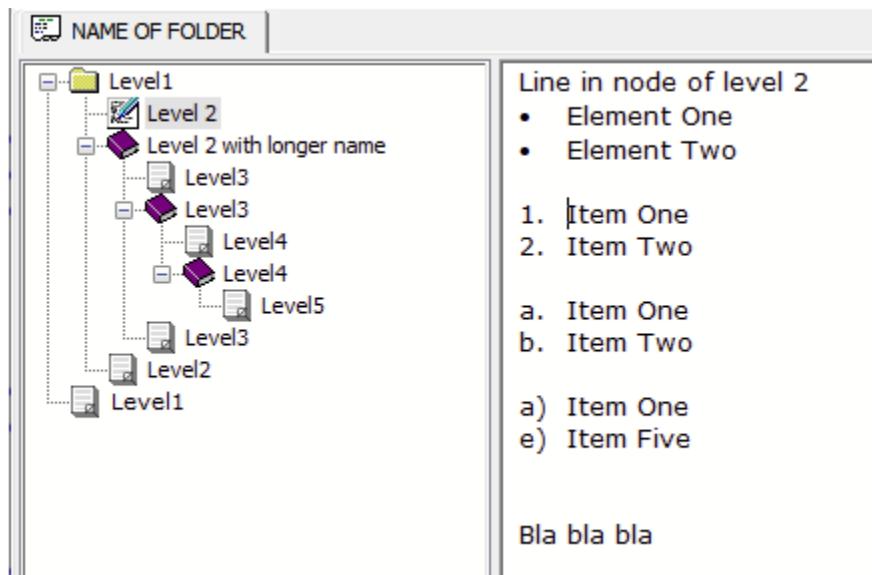
Options in Exporting. Examples

All the examples, except for the last one (Ex. Txt 5 - Indent.) have been supported by the export of an example folder with the following structure:

The last example (Ex. Txt 5 - Indent.) uses a similar folder, in which several lists have been added to the text of the first level 2 node, to allow checking how its export to text now turns out.
With the exception of this last example, only the beginning of the result has been included in the previous ones.

The tests show the use of the options and results obtained, through export to **RTF** and **Plain text**. No example of exporting to HTML has been included because the result obtained is similar to exporting to RTF.
As already indicated, when exporting to **HTML**, KeyNote converts the finally constructed RTF content, which includes the resulting headers, to that format.

To show more clearly the differences between the RTF and Plain Text results, a monospaced font type has been used when incorporating the results of the latter: `Lucida Console`

- [Examples of export to RTF](#)
- [Examples of export to TXT](#)

RTF
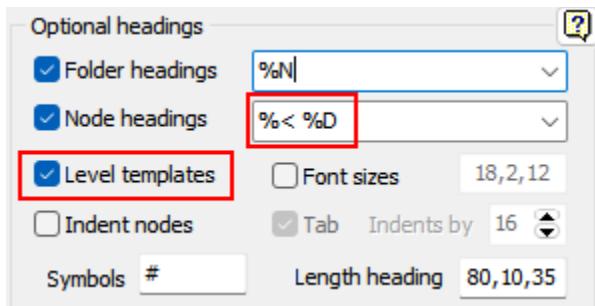
Examples of export to RTF

Ex. RTF 1
Ex. RTF 2
Ex. RTF 3 - Indent.

Ex. RTF 1

NAME OF FOLDER

Level1

Line in node of level 1
　Line INDENTED in node of level 1
Bla bla bla

Level 2

Line in node of level 2
Bla bla bla

Level 2 with longer name

Line in node of level 2
Bla bla bla

Level3

Line in node of level 3
Bla bla bla

Level3

Another line in node of level 3
Bla bla bla

Level4

Line in node of level 4
Bla bla bla

<u>Ex. RTF 2</u>

Same configuration as in <u>Ex.RTF 1</u> but with **Font sizes** <u>enabled</u> and **Node headings**="%D"

NAME OF FOLDER

Level1

Line in node of level 1
   Line INDENTED in node of level 1
Bla bla bla

Level 2

Line in node of level 2
Bla bla bla

Level 2 with longer name

Line in node of level 2
Bla bla bla

Level3

Line in node of level 3
Bla bla bla

Level3

Another line in node of level 3
Bla bla bla

Level4

Line in node of level 4
Bla bla bla

Ex. RTF 3 - Indent.

Same configuration as in Ex.RTF 2 but with **Indent nodes** enabled (**Indent by**=36)
(Note that Tab option is ignored when exporting to RTF.)

NAME OF FOLDER

Level1

Line in node of level 1
   Line INDENTED in node of level 1
Bla bla bla

Level 2

Line in node of level 2
Bla bla bla

Level 2 with longer name

Line in node of level 2
Bla bla bla

Level3

Line in node of level 3
Bla bla bla

Level3

Another line in node of level 3
Bla bla bla
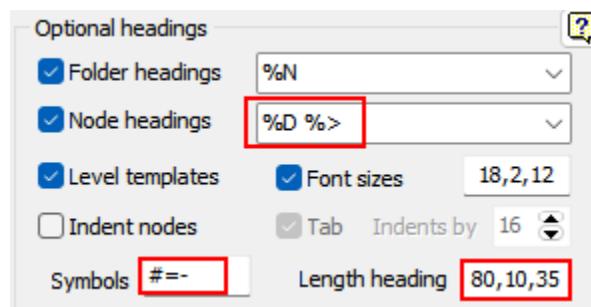
Level4

Line in node of level 4
Bla bla bla

TXT

Examples of export to TXT

TXT/Ex. Txt 1
TXT/Ex. Txt 2
TXT/Ex. Txt 3 - Indent.
TXT/Ex. Txt 4 - Indent.
TXT/Ex. Txt 5 - Indent.

Ex. Txt 1


```
---------------------------------------------

NAME OF FOLDER


Level1 #################################################################

Line in node of level 1
      Line INDENTED in node of level 1
Bla bla bla

Level 2 ===========================================================

Line in node of level 2
Bla bla bla

Level 2 with longer name =======================================

Line in node of level 2
Bla bla bla


Level3 -------------------------------------------------

Line in node of level 3
Bla bla bla


Level3 -------------------------------------------------

Another line in node of level 3
Bla bla bla


Level4 ---------------------------------------

Line in node of level 4
Bla bla bla
```

Ex. Txt 2

Same configuration as in   Ex.Txt 1 but with **Node headings**="**%D%^%>**" and **Length heading**="80,0,35"
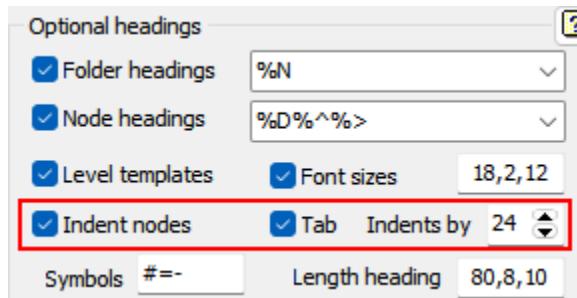
```
-----------------------------------------------

NAME OF FOLDER


Level1
###########################################################################
Line in node of level 1
     Line INDENTED in node of level 1
Bla bla bla

Level 2
===========================================================================

Line in node of level 2
Bla bla bla

Level 2 with longer name
===========================================================================

Line in node of level 2
Bla bla bla


Level3
---------------------------------------------------------------------------

Line in node of level 3
Bla bla bla


Level3
---------------------------------------------------------------------------

Another line in node of level 3
Bla bla bla


Level4
---------------------------------------------------------------------------

Line in node of level 4
Bla bla bla
```

Ex. Txt 3 - Indent.

Optional headings

☑ Folder headings `%N`
☑ Node headings `%D%^%>`
☑ Level templates ☑ Font sizes `18,2,12`
☑ Indent nodes ☑ Tab Indents by `24`
Symbols `#=-` Length heading `80,8,10`

In this case, I'm using tab characters for indentation and a definition of 2 'Tabs' for each new level = (24/12) :
 ([Indents by]=24 and [Increment indents by]=12).

```
NAME OF FOLDER


Level1
###############################################################################

Line in node of level 1
      Line INDENTED in node of level 1
Bla bla bla

            Level 2
            ================================================================

            Line in node of level 2
            Bla bla bla

            Level 2 with longer name
            ================================================================

            Line in node of level 2
            Bla bla bla


                        Level3
                        ------------------------------------------------

                        Line in node of level 3
                        Bla bla bla


                        Level3
                        ------------------------------------------------

                        Another line in node of level 3
                        Bla bla bla


                                    Level4
                                    -------------------------------

                                    Line in node of level 4
                                    Bla bla bla
```

Ex. Txt 4 - Indent.

Same configuration as in Ex. Txt 3 - Indent. but with **Length heading**="80,**0**,10"

In this example, in **Length heading** the decrement is 0 and so all the lines with symbols should reach the same max. value (80), but because **Indent nodes** is enabled, and TabSize=4 (and also **Increment indents by**= 12 and **Indents by**=24) in the Note, 8 characters are removed from each new level.

You may notice that the lines do not appear to be the same length. This is due to the use of Tab and the space occupied by 1 TAB not exactly matching 4 spaces. If you copy that text and paste it into Notepad++ or Notepad2, ensuring the 1 Tab=4 spaces setting, you will see that the ends do look aligned.

In future versions we will try to resolve it, as requested in Enable Tab Stop configuration (trying to match TAB with four spaces)

```
-------------------------------------------

NAME OF FOLDER


Level1
##############################################################################

Line in node of level 1
      Line INDENTED in node of level 1
Bla bla bla


          Level 2
          ==================================================================

          Line in node of level 2
          Bla bla bla

          Level 2 with longer name
          ==================================================================

          Line in node of level 2
          Bla bla bla


                  Level3

      ----------------------------------------------------------------

                  Line in node of level 3
                  Bla bla bla


                  Level3

      ----------------------------------------------------------------

                  Another line in node of level 3
                  Bla bla bla


                          Level4

          --------------------------------------------------------

                          Line in node of level 4
                          Bla bla bla
```

217

Ex. Txt 5 - Indent.
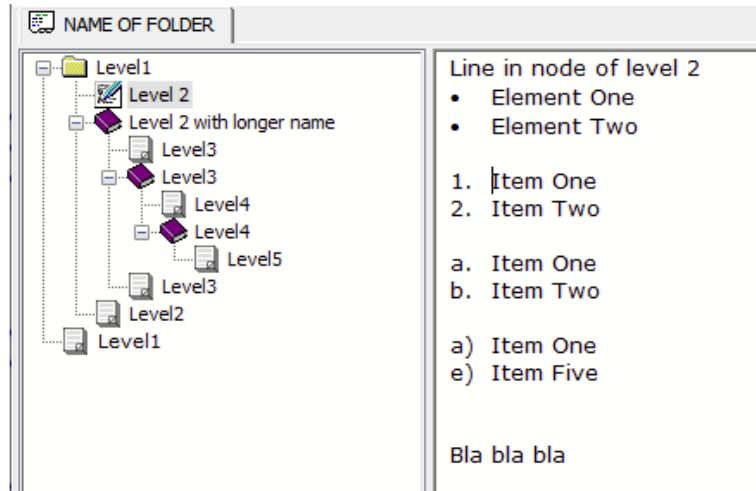
Same configuration as in Ex. Txt 4 - Indent. but with **Tab** disabled (using 4 spaces instead of TAB character)

This example shows at the same time the result of **exporting bullets** and **numbering lists** to plain text, using two configurable options in the .INI file:

    NumbTabInPlainText=" "
    BulletsInPlainText="- "


```
--------------------------------------------
NAME OF FOLDER


Level1
#############################################################################
Line in node of level 1
    Line INDENTED in node of level 1
Bla bla bla

        Level 2
        =====================================================================

        Line in node of level 2
        - Element One
        - Element Two

        1. Item One
        2. Item Two

        a. Item One
        b. Item Two

        a) Item One
        e) Item Five


        Bla bla bla

        Level 2 with longer name
        =====================================================================

        Line in node of level 2
        Bla bla bla
```

```
        Level3
        --------------------------------------------------------------

        Line in node of level 3
        Bla bla bla


        Level3
        ---------------------------------------------------------------

        Another line in node of level 3
        Bla bla bla


                Level4
                ------------------------------------------------------

                Line in node of level 4
                Bla bla bla


                Level4
                ------------------------------------------------------

                Line in node of level 4
                Bla bla bla


                        Level5
                        ----------------------------------------------

                        Line in node of level 5
                        Bla bla bla


                Level3
                ------------------------------------------------------

                Line in node of level 3
                Bla bla bla



        Level2
        ======================================================================

        Line in node of level 2
        Bla bla bla



Level1
################################################################################

Line in node of level 1
Bla bla bla
1. Item One
```
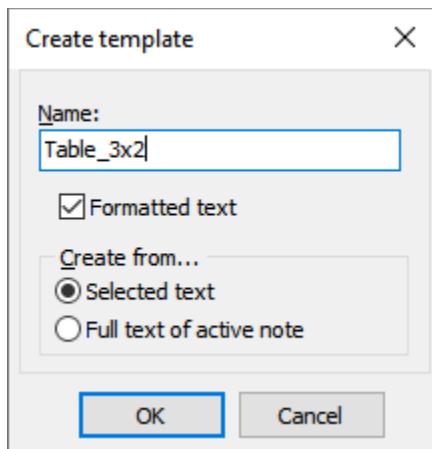
Templates

The Templates tab, accesible through the [Resource panel](#) display a list of files (.txt o .rtf) that you can insert in the Editor as templates.

These files are located in the "Templates" subfolder (relative to the location of the .exe file).
You can create this files with any external editor and adding them to that subfolder, or from this Templates tab in KeyNote:

The file will be created using the selected text (if any) or the full text of active note (node). You can consider or ignore the formatting of the text, creating a .rtf or .txt file.

Tip: You can prepare simple formats of empty tables and save them as Templates, for easy use when you need it. You can give each template a name (e.g. Table_3x2).

Other possible use: Standard templates (according to your own needs) for collecting meeting notes, reflecting the topic discussed, attendees, tasks, etc.

In general, any text or fragment that you find yourself writing or reusing many times.

- Press **Enter** or double-click a template to insert it in the current note.

- Press **Insert** to create a new template. The 📄 icon next to a template indicates a **Rich Text** template (a template which includes text formatting); the **A** icon indicates a **plain-text** template.

- There is a context menu with the options: Insert Template, Create Template..., Delete Template

- If you add a template while KeyNote is running, you do not need to restart KeyNote to display the new item. Just press **F9**; the resource panel will be hidden and then re-displayed, and the list of templates will be refreshed.

RTF Templates can use the following **tokens** to allow some configuration in color:

%NCOLOR%	Refers to the background colour of the note
%TSCOLOR% ,,	the text color of the selection ,,
%TCOLOR% ,,	Text color (Format|Text Color, Ctrl+R)
%THCOLOR% ,,	Text Highlight color (Format|Apply HighLight Color, Ctrl+H)

They will be replaced by expressions of the form "\redX\greenY\blueZ" and are intended for use in the "colortbl" block that appears at the beginning of the RTF code.

Examples of the use of these tokens are available in several templates distributed in the Templates folder, in the subfolder called "Examples". See inserting a line in the editor and inserting tables.
You can see that they contain:
    {\rtf1\ansi{\colortbl ;%NCOLOR%;%TCOLOR%;}
    …

    {\rtf1\ansi{\colortbl
;\red255\green255\blue255;\red0\green0\blue0;\red0\green0\blue255;%TSCOLOR%;%THCOLOR%;%TCOLOR%;
}
    …

Favorites

The favorites tab, accesible through the Resource panel allows you store:
- **Locations** to nodes and folders in KeyNote files
- Links to **External** programs and documents, optionally specifying parameters.
  Tip: Windows shortcuts (.LNK files) can be added to the Favorites panel.
  Tip: You can include links to KeyNote documents

Double-clicking a Favorite item (or pressing **Enter**) will **activate** the corresponding link:
- If the item is a **Location**, KeyNote will jump to the location, and in case the location corresponds to a file different of currently loaded, it will previously close the current one (saving or prompting to save) unless:

     If "Open external KNT links in other instance" option is enabled or the "Jump to location" action is executed with **Ctrl** pressed (Ctrl+Enter or Ctrl+Dbl click), it will be opened in another instance.
- **External programs** will be launched with the indicated parameters
- **External documents** will be open by the System using their default associated program, based on the extensión

     Note that, contrary to activating a Location, launching an external link to a KeyNote document will keep current document open and will load the linked document in another KeyNote instance. How this new instance will be open is the same to launching a Windows shourtcut, as described in Opening and Saving KeyNote files.

Right-click the favorites panel to display its context menu:
- Jump to Location...
- Add Location
- Add External...
- Properties...
- Delete Location
- Refresh List

Properties command allows renaming favorites. It also allow to modify existing External links

Tip: Links of Favorite items **can be relative to Keynote.exe**
- External items (programs or documents) can be entered with paths relative to the folder where KeyNote is installed (where the .exe is located).
- The Locations can be modified directly in the **.fvr** file (where favorites are saved) and will also be interpreted as relative paths to keynote.exe.

     See also Use of Profiles

Tip: Hyperlinks can be used as another way to define 'favorites'. They can also store links to locations to nodes and folders in KeyNote files and links to external programs and documents, optionally specifying parameters.
More in Using parameters with hyperlinks and Inserting internal Keynote Links (KNT Links)

Macros in KeyNote

Macros are displayed on the Resource panel. Press **F9** to display the resource panel.

General Information about Macros

As of version 0.999, KeyNote supports macros. You may already know macros from other word-processing applications. A macro is a list of commands executed in a program, which is stored on disk and can be replayed. This allows you to automate certain repetitive tasks, such as typing or formatting text.

To use macros in KeyNote, first turn on the **Macros** toolbar, which is not displayed by default. Choose the **View|Toolbars** command, and select the Show macro toolbar command. The toolbar is described in more detail in "The Macro toolbar" section, below.

Macros are text files with **.knm** extension, and they must all be located in the "macros\" subdirectory, below the directory when KeyNote is installed. For example, if KeyNote is installed in C:\Program Files\Keynote then all plugins should be placed in C:\Program Files\Keynote\Macros. This subdirectory is automatically created by the Setup program.

> **Tip**: Since version 1.8.1 you can define profile specific macros (More)

Macros are created by "recording" commands. After you start recording a macro and give it a name, the keypresses and editing commands you issue in KeyNote are recorded until you click the "Stop" button. Then the macro is saved to disk and can be replayed, to repeat exactly the same actions you made while recording.

To learn about recording and replaying macros, see the sections Creating (Recording) Macros and Using (Replaying) Macros below.

Notes:

- Not all KeyNote commands and functions can be recorded in a macro. Please see the limitations section for details.

The Macro Toolbar

To use macros in KeyNote, you should turn on the "Macros" toolbar, which is not displayed by default. Choose the **View|Toolbars|Show macro toolbar** command.

The toolbar contains a drop-down list and several buttons.

The drop-down list contains all available macros. The macros are listed alphabetically by their descriptive names (rather than the filenames). The icons displayed next to the macro names indicate the type of the macro. Currently,

there are two different icons for two different types of macros: "normal" and "Auto-run" macros. Please see the "Auto-run Macros" section, below, for a description of this type.

Tip: To select a macro without using the mouse, press **Ctrl+ Numpad /**. You can then press **Enter** to run the selected macro, or press **Esc** to return to the editor.

Tip: When you select a macro in the list, a short description is displayed in the status bar to help you identify the macro.

To the right of the drop-down list, there are three buttons:

PLAY

Replays the macro selected in the drop-down list.

PAUSE

Pauses the recording. It is only available while you are recording a macro. When recording is paused, the commands you use and keys you press are not added to the macro.

RECORD

Click this button to create a new macro and start recording.

The PLAY button also has a drop-down menu. Click the down-arrow next to the button to open the menu. The menu contains the following commands:

Play macro
Replays the macro selected in the drop-down list.

Edit macro
Displays a dialog box which allows you to change the name and description of the selected macro,

Delete macro
Deletes the macro selected in the drop-down list.

User command
This command is only available while recording a macro, and it allows you to insert a special user command at any point in a macro. See the "Editing Macros; Special User Commands" section for more information.

Creating (Recording) Macros

First, make sure that the "Macros" toolbar is visible, as described in the "General Information" section.

1. Click the "Record" button on the "Macros" toolbar to create a new macro.

2. In the dialog box displayed, enter the name for the new macro, and (optionally) a short description.

3. When you click OK, recording will begin.

4. Work in KeyNote as you would normally. The keys you press and the editing commands you choose will be recorded in the macro.

   - At any point during recording the macro, you can open the drop-down menu on the "Macros" toolbar and click "User command" to enter one of several predefined user commands to the macro.
   - While recording, you may also click the "Pause" button on the "Macros" toolbar. Recording will be paused until you click the "Pause" button again. While recording is paused, you can still work in KeyNote, but the keypresses and commands will not be included in the macro.

5. Click the "Stop" button on the "Macros" toolbar to finish recording the macro. KeyNote will ask whether the newly created macro should be saved. Click Yes to save the macro in a ".KNM" file, or click No to discard it.

The newly recorded macro will be added to the "Macros" toolbar. It can be replayed by clicking the "Play" button.

Notes:

- Macro names must be unique. When creating a new macro, the name you enter must not be the same as the name of one of the already existing macros.

- The dialog box which allows you to enter the name and description for the new macro contains one additional option: "Abort macro when error occurs". If this option is checked, the macro will stop whenever an error condition is detected while replaying the macro.

- Sometimes, while recording a macro, you will issue a command which causes a dialog box to be displayed. For instance, you can use the "Font" or "Paragraph" commands to change the font or paragraph attributes via a dialog box. When you click **OK** in the dialog box, a prompt will be displayed, asking you what should happen when the macro is replayed later. While replaying the macro, KeyNote can use the values you have just entered in the dialog box, or it can display the dialog box so that you can enter different values every time you replay the macro. You can also click Cancel to skip the dialog box and omit it from the macro. If you choose to have the dialog box displayed while the macro is replayed, and if, while replaying the macro, you will click **Cancel** in the dialog box, the macro will be aborted.

Using (Replaying) Macros

1. Playing macros by using the toolbar:

- First, make sure that the "Macros" toolbar is visible, as described in the "General Information" section.
- Select the macro you want to play from the drop-down list on the "Macros" toolbar. Next, click the "**Play**" button.

  Tip: To select a macro without using the mouse, press **Ctrl+Numpad /**. You can then press Enter to run the selected macro, or press **Esc** to return to the editor.

  Tip: When the "Macros" toolbar is displayed, you can press **Shift+F5** at any time to play the currently selected macro.

2. Playing macros without using the "Macros" toolbar:

Choose the **Tools|Select** macro command. A standard file-selection dialog box will be displayed. Select the file which contains the macro you want to run, then click Open. The selected macro will be replayed.

You can also **execute KeyNote macros and plugins by double-clicking** them in the Windows Explorer.

  Tip: If you have installed a macro manually while KeyNote is running, by copying the .KNM file into KeyNote's macro directory, the list of Macros must be refreshed before KeyNote will notice the new macro. To refresh the list, hide the "Macros" toolbar and the show it again (Just press **F9** twice; the resource panel will be hidden and then re-displayed, and the list of macros or templates will be refreshed.)

Note: While a macro is being replayed, you can press **Esc** to stop and abort the macro. You cannot pause a running macro, however.

Auto-Run Macros

KeyNote supports a special type of macros, called "Auto-run" macros. These macros may be automatically replayed after a new file has been created, after you have added a new folder to a file, etc. In the drop-down list of macros

on the toolbar, these Auto-run macros are indicated by a special double-arrow icon.

Auto-run macros are disabled by default. To enable them, open the **Options** dialog box (press **F5**), click the **Advanced** tab, and check the **Allow Auto-run macros** option.

KeyNote recognized Auto-run macros by their filenames. The names of all auto-run macros begin with "_Auto".

Currently, KeyNote supports three Auto-run macros:

_AutoNewFile.knm

This macro is executed automatically after a new file has been created. The sample macro supplied automatically adds a single tree-type note in the newly created file. This allows you to replace KeyNote's standard behavior, whereby a new "simple RTF" not is created instead.

_AutoNewNote.knm or**_AutoNewTree.knm**

This macro is executed automatically after a new folder has been added to the current file. The sample macro supplied inserts current date and time at the top of the new folder.

_AutoNewNode.knm

This macro is executed automatically when a new node is added to the tree. It will only be executed when a new tree node is created manually. It will NOT be executed when nodes are created through importing files, pasting text, etc.

In order to replace these sample macros with your own Auto-run macro, record a new macro, save it, and rename the .KNM file using one of the filenames above.

Editing Macros. Special User Commands

In general, KeyNote macros are not intended to be edited by hand. However, macros are simple text files, where each line contains a single KeyNote command, they may be edited manually in a text editor, and future versions of KeyNote will provide functions to facilitate editing macros.

Apart from the keypresses and commands that are recorded and stored in a macro, KeyNote supports a range of special user commands, which can be inserted in macro files. These commands complement and extend the range of editing functions that can be recorded.

To add a user command to a macro:

1. Start recording a macro normally

2. At the point where you want to insert a user command, click the **down arrow** button on the "**Macros**" toolbar, and select "**User command**".

3. A dialog box will be displayed, listing all available user commands. Select the command you need, and, if necessary, type in the argument string. The dialog box displays information about the function and syntax of the selected command.

4. Click **OK** to add the command to the macro.

User commands may also be simply typed in a macro file.

   Note: The range of available user commands is limited at present. If there is enough interest in such a feature, more commands may be added and their syntax may be extended.

Syntax

User commands require the following syntax:

@COMMAND(argument)

- they must begin with the '@' character
- they must be typed in UPPERCASE
- if required, they must include the argument string enclosed in parentheses.

Not all commands require arguments, and for some commands, the argument is optional. If an argument is optional, KeyNote will use a default setting for the given command. Otherwise, the macro will be aborted if a required argument is missing.

Examples

To see some of these commands as they are actually used, view the source of the macros installed with KeyNote, especially the "Auto-run" macros.

@CONFIRM(text)

Displays "text" in a confirmation dialog box with OK and Cancel buttons. If the user clicks the OK button, the macro will continue. If the user clicks the Cancel button, the macro will be aborted. This is very useful as a first line in a macro that should not be executed "by mistake".

@INSERT(text)

Inserts "text" in current note. Use "\n" to mark a line break, and "\t" to mark a tab.

@MACRO(macro filename)

Executes the specified macro. The filename must contain the .KNM extension, but NOT the path (i.e. filename part only). After the specified macro has been executed, the current macro will continue.

@MESSAGE(message text)

Displays a dialog box with the message text. Use "\n" to mark a line break, and "\t" to mark a tab.

@NEWNOTERTF or **@NEWNOTETREE**

Creates a new folder (tree-type) in the current file

@PLUGIN(plugin filename)

Executes the specified plugin. The filename must contain the .KNL extension, but NOT the path (i.e. filename part only)

@REWIND

Replay macro from the beginning

   WARNING: Will cause macro to run forever in an infinite loop, until user presses Esc or until an error occurs.

@STYLEON(bold|italic|underline|strike)

STYLEON turns ON the specified font style.

@STYLEOFF(bold|italic|underline|strike)

STYLEOFF turns OFF the specified font style.

The argument string may contain only 1 style, e.g.
   @STYLEON(bold)

227

@WAIT(miliseconds)
Pauses the macro for the specified time

Limitations

Some of the following restrictions may be lifted in future releases of KeyNote. However, I cannot promise that I will be able to do so. The tree-related commands are particularly difficult to handle from within macros, since there is no guarantee that any command that modifies the tree can be correctly executed while the macro is replayed.

I. Limitations on macro names

Macro names must be unique. No two macros can have the same name.

II. Limitations on macro commands

Certain KeyNote commands cannot be recorded in a macro. They will be executed while recording, but they will not be stored in the macro file.

Macros CAN contain:

- Keypresses in the RTF editor (*not* in the tree panel)

- All "Edit" and "Format" menu commands, e.g. selecting a font name, size or style, setting paragraph attributes, changing text or highlight color, clipboard operations, and many others.

- Some "Insert" menu commands: inserting date, time, and special characters; glossary expansion

- Some "Search" menu commands (Find; Go to line; Match Bracket)

- All caret navigation commands restricted to current note.

- Setting and jumping to bookmarks.

Macros CANNOT contain:

- Mouse clicks. You can only use keyboard, toolbar and the menu commands while recording a macro. (To select a word, use the **Alt+W** keyboard shortcut instead of double-clicking the mouse.)

- Any tree-related commands (i.e. a macro cannot create, move, rename or delete tree nodes)

- Any tree or note navigation commands which cause a different tree node or a different note to be displayed (Note: You *can* set and jump to bookmarks.)

- Note management commands, such as creating, renaming, deleting, printing, mailing notes

- Insert menu commands (except the commands listed above), bookmark and hyperlink commands

- Drag and drop operations

- Import and export commands

- Setting options, preferences or properties (file or note properties).

- File-related commands (New, Open, Save, Copy to, etc.)

Note that the special user commands which you can insert in a macro allow you to overcome some (not all!) of these limitations. There are no flow-control or branching macro commands. There are no macro commands which take user input, except the standard editing/formatting commands, some of which display input dialog boxes.

Other limitations

- **"Find"**

  The dialog box will NOT be displayed while replaying the macro. The command will be executed with the parameters you specified in the dialog box while recording the macro. In addition, certain Find options are disabled while recording a macro. The only available options are "Match case" and "Whole words only".

- **"Insert special character"**

The dialog box will NOT be displayed while replaying the macro. The command will be executed with the parameters you specified in the dialog box while recording the macro.

- **"Apply style"**

The macro will record the name of the style applied, and will apply that style when replaying (rather than applying the style which is currently selected in the Style list). This is necessary because there is no guarantee that the Style toolbar will be visible when the macro is being replayed, hence there might be no style available for selection.

- **"Replace"**

This command CANNOT be recorded in a macro.

III. Limitations on replaying macros

When replaying a macro, KeyNote must be the topmost window, and the RTF editor must have focus. This is normally not a problem, since KeyNote must be active for you to activate (play) a macro. However, if you switch to another application while a macro is being replayed, the macro will PAUSE, and will resume automatically when you return to KeyNote. I'll try to remove this limitation in a later release.

Macro File Syntax

A macro file is a plain text file with the .KNM extension. The first line in the macro is a header line. This line must be present and correctly formatted, otherwise the macro will not be executed.

Header line syntax

;1.0|Macro Name|Macro description|Abort on error?|Creation Date

- Each subsequent line in the file contains a single macro command. Lines are executed in sequence.
- Blank lines are ignored.
- Lines beginning with semi-colon (;) are treated as comments and ignored.
- Lines beginning with the "at" (@) character are interpreted as user commands.
- Lines beginning with the hash (#) character are interpreted as internal commands.
- Other lines are interpreted as keypress codes. A keypress code contains the key scan code and shift state string, separated by the vertical bar (|) character. E.g., **Shift+Enter** is encoded as:

      13|S

  Shift states are indicated by a single capital letter:

      S - Shift
      C - Control
      A - Alt

  Shift states may be combined. E.g., **Ctrl+Alt+Backspace** is encoded as

      8|CA

- Any line not conforming to the above specifications will cause a macro execution error.

Plugins

Plugins

Plugins are displayed on the Resource panel. Press **F9** to display the resource panel.

PLUGINS: GENERAL INFORMATION FOR USERS

As of version 0.999, KeyNote supports a simple but effective plugin technology. Plugins are separate little programs which can communicate with KeyNote and extend its capabilities. For instance, a plugin could display a calendar or a to-do list, convert a note to HTML format, calculate text statistics, display a calculator or a unit converter, or run a spell-checker.

Plugins provide two significant advantages: they can be written by other software authors (using any compiler than can create Windows DLL files), and they add functionality to KeyNote without increasing the size of the main program. Plugins are loaded strictly on-demand and do not consume any memory or system resources when they are not active.

Currently (June 2001) KeyNote is distributed with a small set of example plugins. As more plugins are created, they will be available for download from the main KeyNote homepage; see the "Downloading Plugins" section, below.

Plugins are files with ".KNL" extension, and they must all be located in the "\plugins" subdirectory, below the directory where KeyNote is installed. For example, if KeyNote is installed in
    c:\Program Files\Keynote

then all plugins should be placed in
    c:\Program Files\Keynote\Plugins

This subdirectory is automatically created by the Setup program.

Plugins can be downloaded from KeyNote homepage. The currently available plugins should be taken as "proof or concept" only, but they all perform functions which have occasionally been requested by KeyNote users.

For information on how to use plugins, see "Using Plugins", below.

Plugins: General Information for Developers

If you are a programmer (as well as a KeyNote user), you might like to create your own plugins. Plugins are DLL files, so you should be able to create plugins with any compiler that can create DLL, not necessarily Borland Delphi. There are detailed documentation, examples and source code to get you started in:

https://github.com/dpradov/keynote-nf/tree/master/plugins

Using Plugins

In KeyNote, there are two ways of using a plugin: by selecting it from a list of available plugins, or by activating the plugin that was used most recently.

1. To display a list of available plugins, click the "Plugins" tab on the Resource Panel (**F9**).

The tab contains a small toolbar with several buttons:

Execute button

Closes the dialog box and runs the selected plugin

> **Tip:** You can also execute a plugin by double-clicking it.

Configure button

Runs configuration procedure for the selected plugin. Typically, this will display a dialog box that allows you to specify various options for the selected plugin, but because this procedure is created by the author of the plugin, KeyNote has no knowledge of or control over what the plugin does when this button is clicked. Note that some plugins may not support any configuration procedure.

> **Note:** There will be a slight delay the first time KeyNote displays a list of installed plugins. This is because KeyNote needs to list all the installed plugins and ask each of them for name, description and status information before they can be displayed. Subsequent invocations of the dialog box will be faster.

> **Tip:** Plugins can be added while KeyNote is running. KeyNote will not recognize this automatically, but you can force it to do so. To tell KeyNote that it needs to re-initialize the list of available plugins, right-click the list of plugins and select the "Refresh list" command.

2. Repeating the most recently executed plugin:

Choose the **Tools|Run last plugin** command.

Downloading Plugins

The are some plugins available for downloading from KeyNote NF site in GitHub:
  3rd_party/Add-ons
  plugins/Binary_examples

Originally included in old KeyNote homepage: http://www.tranglos.com/
You can see the page References and contact information, in GitHub

Some of them:

plugintest.knl

Test plugin - a "bare-bones" plugin which does not do anything very useful but can be used for testing purposes.

kncalendar.knl

Displays a small dialog box with a drop-down calendar window, which allows you to select a date and insert it in the text of the active note. Date can be inserted in long (26 June 2001) or short (21-06-2001) format. The date format used is the format which you have set in Control Panel "International Settings" applet.

Among others, there are scratchpad, key auto-repeater, and Discordian Calendar plugins. It is also available funckey.knl, the plugin that was the only way to assign shortcuts keys to macros, templates, styles, plugins and fonts, now obsolete (although it can be useful to see if you are interested in developing plugins)

What Plugins Can Do

In general, a plugin can:

a) receive text from the note which is currently active
b) perform its function (Execute)
c) return some text back to KeyNote. KeyNote will insert that text in active note, or create a new note and insert the text there.

Both (a) and (c) are optional. This means that a plugin can, but does not HAVE TO receive or return any text.

An example of a plugin that receives and returns text would be a spell checker or an RTF-to-HTML converter. An example of a plugin which only receives but does not return text would be a plugin that calculates text statistics and displays information in its own dialog box. An example of a plugin which neither receives nor returns any text would be, well, just anything a programmer can think of :) For example, a plugin could run alongside of KeyNote and display a clock, a quote of the day, or even hints for using KeyNote that change as you work.

Further, plugins have some flexibility as to how they receive and return text. A plugin tells KeyNote what, if any, format of text it wants to receive and what, if any, format of text it returns.

A plugin can RECEIVE:

- no text
- full text of active note, in RTF format
- full text of active note, in plain text format
- currently selected text in note, in RTF format
- currently selected text in note, in plain text format

In addition, a plugin can specify that some text MUST be selected in order for the plugin to run. In that case, KeyNote will not run the plugin unless you select some text in active note first.

A plugin can RETURN:

- nothing
- RTF formatted text
- plain text
- dialog box text
- clipboard data

For RTF text and plain text, the returned text will be inserted in currently active note.

For dialog box text, KeyNote will display a dialog box with the text returned by the plugin. If you click **OK** in the dialog box, the text will be inserted in active note.

For clipboard data, KeyNote will automatically paste clipboard data into active note, or display a dialog box informing you that the plugin has placed some data in clipboard. In the latter case, you can click **OK** in the dialog box to have the data pasted, or click **Cancel** to dismiss the dialog box and paste the data yourself wherever you want it.

Tip: You can specify in KeyNote's "Options" dialog box whether you want KeyNote to automatically paste clipboard data returned by plugins, or whether KeyNote should display the confirmation dialog box.

Tip: Clipboard data does not need to be text: this is why the clipboard option is provided to plugin authors. For example, a plugin could just as easily place a picture on the clipboard, which you could then paste into the note.

232

Resident Plugins

Typically, a plugin will behave in a way similar to a normal dialog box: while the plugin is running, you cannot access the main KeyNote window, open any other dialog boxes, etc. There is no requirement for plugins to open any windows, but the principle remains: you cannot access KeyNote while a plugin is running.

However, a plugin author can create a special type of plugin which will be called "resident plugin" here. A resident plugin is "non-modal", which means that it can run alongside KeyNote and does not block access to it in any way. For instance, a plugin could display a clock, and the clock would remain visible, in a separate window, while you work normally with KeyNote.

Resident plugins can (but do not have to) receive text from KeyNote as described in "What plugins can do", but they DO NOT return any text to KeyNote. You start a resident plugin and are immediately returned to KeyNote. The resident plugin can shut itself down (after it has performed some operation, for instance) or can provide a user interface to close it.

You can run more than one resident plugin simultaneously, but you can only have one instance of any given resident plugin. If you try to execute a resident plugin which is already running, KeyNote will display an error message.

Limitations

- Currently, plugins cannot control the operation of KeyNote itself. This may be added in the future if required by plugin authors.

- A plugin can only receive or return text from and into the note which is currently active. For tree-type notes, this means that a plugin will only receive the text of the selected (active) tree node. Plugins do receive the name of the currently loaded KNT file, though, so nothing stops a plugin from reading the whole .KNT file and operating on it independently from KeyNote. A plugin also receives the name of the active note.

- Currently, plugins do not receive any state information from KeyNote, or any information related to note trees, beyond what is specified above. In particular, a plugin cannot change KeyNote configuration options, open any KeyNote dialog boxes, run macros, etc.

- A plugin COULD control the active RTF editor to an extent (e.g. it would be possible for a plugin to send Windows messages to the editor) but, in general, plugins should NOT attempt to do this, as there is no guarantee that a command can be executed. For instance, if the active note is read-only, commands dispatched from a plugin could modify it against the wish of the user. And YES, it is possible to shut down, or even crash KeyNote by issuing the wrong command or message from a plugin. Obviously, plugin authors should take care not to do so.

KntConverter

KNT Converter

KeyNote Converter (kntconvert.exe) is an old companion application to KeyNote. Its purpose is to convert text files of various formats into KeyNote files.

The Converter is independent of KeyNote itself. Instead of importing files directly into KeyNote, the converter just reads a source file, creates a new KeyNote file (with the .knt extension), and imports the source file as a single tree-type note in the newly created file. Optionally, the converter can import a file into an already existing KeyNote file.

I have added here the readme file and help file that were included with this tool.

You can download and try it from the following URL in KeyNote NF site in GitHub: 3rd party/Add-ons

Note:

- This tool opens ok and should still work, <u>but I have not tried it yet</u>.
- The help file content was extracted from kntconvert.hlp using helpdc21.zip (HelpDeco by Sid Penstone):

  c:> helpdeco kntconvert.hlp   --> 3 files: .hpj, .ph and .rtf
  c:> helpdeco kntconvert.hlp /c   --> kntconvert.cnt with a single level.

KntConvert.txt

KntConvert.txt

KNT Converter 1.05
(Requires KeyNote 1.3 or later)
Program to convert text files to KeyNote format.
Released: 24 Jan 2002
Updated: 15 September 2002
Author: Marek Jedlinski
Email: <marekjed@users.sourceforge.net>
URL: http://keynote.prv.pl
License: Freeware
Copyright (c) Marek Jedlinski, 2001

Contents:

  1. WHAT IS KEYNOTE CONVERTER?
  2. INSTALLING THE PROGRAM
  3. SUPPORTED FILE FORMATS
  4. HELP AND CONTACT INFORMATION

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1. WHAT IS KEYNOTE CONVERTER?

  KeyNote Converter (kntconvert.exe) is a companion application to KeyNote (see URL above). Its purpose is to convert text files of various formats into KeyNote files.

  The Converter is independent of KeyNote itself. Instead of importing files directly into KeyNote, the converter just reads a source file, creates a new KeyNote file (with the .knt extension), and imports the source file as a single tree-type note in the newly created file.

  Optionally, the converter can import a file into an already existing KeyNote file. Again, the imported file will become a new tree-type note inside the .KNT file. You can import data into an ancrypted .KNT file, but the converter will not create a new encrypted file.

  The converter does not create simple-RTF notes, i.e. notes that do not have a tree. It is meant specifically for plain text files containing data which can be sensibly represented using the tree structure that KeyNote offers.

2. INSTALLING THE PROGRAM

To install the Converter, unpack the downloaded file (kntconvert.zip) into the "Plugins" subdirectory below the directory where KeyNote is installed. Typically, KeyNote is installed in

      c:\Program Files\KeyNote

so you should unpack the file into

      c:\Program Files\KeyNote\Plugins

* If you do not have KeyNote installed on your computer, you can unpack the downloaded file into any directory on your hard disk.

* You need a zip-compatible compression software to unpack the file, for instance the popular WinZip (www.winzip.com).

* To start the program, double-click the file "kntconvert.exe".

* If you want, you can create a shortcut to the executable file, but you will need to do so manually.

3. SUPPORTED FILE FORMATS

Currently, the converter can create KeyNote files using the following file formats as input:

a) Unix-style mailbox files

  These must be correctly-formatted unix-style mailbox files, containing one or more messages. Despite the name, such files are commonly generated by Windows mail and news readers - look up the "Export" command in your mail or news program to see if it can generate such files.

  Also despite the name, a "mailbox" file may contain Usenet (news) messages as well as email.

  The converter will create a single tree-type note for each mailbox file you import. Optionally, the messages in the file may be sorted by subject, by date, or they may be arranged in simple or full threads, just like in a mail or news program.

  This allows you to use KeyNote to archive your collection of mail or news messages, with the advantages of KeyNote flexible tree navigation and powerful search facilities.

b) Plain text files

  These are, simply, any text files (not word-processor documents and not HTML files!) which can be sensibly split into a series of chunks (tree nodes in KeyNote).

  For instance, the file you are now reading contains several chapters, divided by a line of dashes. The converter could read this file, search for the lines of dashes (the "delimiter") and split the file into several sections. These sections would become nodes in a KeyNote tree.

  In addition, the converter can use the first non-blank line of each section as the name of the node. This would result in the tree nodes being automatically, and CORRECTLY, named, using the chapter titles in this file.

Important:
RTF (rich text format) files are NOT supported and the converter cannot be used with these files.

4. HELP AND CONTACT INFORMATION

- - - -
Please note that all of these URLs are no longer valid. See the page References and contact information, in GitHub
- - - -

To learn more about the program and its various configuration options, start the program and press the F1 key, or click the "Help" button.

The Help file contains an explanation of the concepts on which the converter is based, as well as descriptions of all configuration options with examples of usage. Please read the Help file before email me with a question.

If you do need to contact me, please send non-HTML
email to <mailto:eristic@lodz.pdi.net> or <mailto:cicho@polbox.com>.

- To download the latest release of the Converter:
http://lazir.toya.net.pl/~cicho/kntconvert.zip
http://www.lodz.pdi.net/~eristic/free/kntconvert.zip
http://groups.yahoo.com/group/general-frenetics/files/kntconvert.zip

- To download the latest release of KeyNote:
http://lazir.toya.net.pl/~cicho/kntsetup.exe
http://www.lodz.pdi.net/~eristic/free/kntsetup.exe
http://groups.yahoo.com/group/general-frenetics/files/kntsetup.exe

- Frequently Asked Questions:
http://www.lodz.pdi.net/~eristic/free/keynote_faq.html

- KeyNote homepage:
http://keynote.prv.pl

KntConvert.hlp

KntConvert.hlp

Welcome to KeyNote Converter
Installing the converter
How to use the converter

Converting plain text files
    Advanced plain text options

Converting Unix mailbox files
    Example of a Unix-style mailbox file
    Code page conversion
    Selecting header fields
    Importing email or news messages from programs
    Importing messages from Pegasus Mail
    Importing messages from Forte Agent

Contact information

Welcome to KeyNote Converter

KeyNote Converter (kntconvert.exe) is a companion application to KeyNote (see URL above). Its purpose is to convert text files of various formats into KeyNote files.

The special thing about the KeyNote Converter is that it can be used separately from KeyNote itself. Instead of importing files directly into KeyNote, the converter just reads a source file, creates a new KeyNote file (with the .knt extension), and imports the source file as a single tree-type note in the newly created file. Optionally, the converter

can import a file into an already existing KeyNote file. Again, the imported file will become a new tree-type note inside the .KNT file.

The converter does not create simple-RTF notes, i.e. notes that do not have a tree. It is meant specifically for plain text files containing data which can be sensibly represented using the tree structure that KeyNote supports.

Supported file formats:

Currently, the converter can create KeyNote files using the following file formats as input:

1. Unix-style mailbox files

These must be correctly-formatted unix-style mailbox files, containing one or more messages. Despite the name, such files are commonly generated by Windows mail and news readers - look up the "Export" command in your mail or news program to see if it can generate such files.

Also despite the name, a "mailbox" file may contain Usenet (news) messages as well as email.

The converter will create a single tree-type note for each mailbox file you import. Optionally, the messages in the file may be sorted by subject, by date, or they may be arranged in simple or full threads, just like in a mail or news program.

This allows you to use KeyNote to archive your collection of mail or news messages, with the advantages of KeyNote flexible tree navigation and powerful search facilities.

Warning: When converting an archive of email or news messages, **all attachments are automatically removed**, because it is not possible to store binary data (such as programs) in KeyNote files. Multipart messages are handled correctly, but only text parts are imported into the KeyNote file.

The converter decodes email or news messages from Base64 or Quoted-Printable format.

How to use the KeyNote Converter
Read more about converting mailbox files

2. Plain text files

These are, simply, any text files (not word-processor documents and not HTML files!) which can be sensibly split into a series of chunks (tree nodes in KeyNote).

For instance, the "kntconvert.txt" readme file included with the converter contains several chapters, divided by a line of dashes. The converter could read this file, search for the lines of dashes (the "delimiter") and split the file into several sections. These sections would become nodes in a KeyNote tree.

In addition, the converter can use the first non-blank line of each section as the name of the node. This would result in the tree nodes being automatically, and CORRECTLY, named, using the chapter titles in this file.

Important: RTF (rich text format) files are NOT supported and the converter cannot be used with these files.

How to use the KeyNote Converter
Read more about converting plain text files

Program information:

```
Author: Marek Jedlinski
Email: <eristic@lodz.pdi.net>
URL: http://www.lodz.pdi.net/~eristic/free/index.html
License: Freeware
Copyright (c) Marek Jedlinski, 2001
```

Installing the converter

To install KeyNote converter, unpack the downloaded file (kntconvert.zip) into the "Plugins" subdirectory below the directory where KeyNote is installed.

Typically, KeyNote is installed in
`   c:\Program Files\KeyNote`
so you should unpack the file into
`   c:\Program Files\KeyNote\Plugins`

If you do not have KeyNote installed on your computer, you can unpack the downloaded file into any directory on your hard disk.

You need a zip-compatible compression software to unpack the file, for instance the popular WinZip (www.winzip.com).

To start the program, double-click the file "kntconvert.exe".

If you want, you can create a shortcut to the executable file, but you will need to do so manually.

How to use the converter

Start the converter by double-clicking the "kntconvert.exe" file.

In the "File conversion options" box on top of the program window, enter the name of the file from which you want to convert to KeyNote format (i.e. the source file). You can also click the little button in the right-hand corner to select the source file using a standard "Open file" dialog box.

In the "New note name" edit field, enter the name of the note that the source file will be imported as. If you leave this field blank, the note will be named automatically, based on the name of the file you are converting.

Depending on your input file, the converter may create a note which contains hundreds or even thousands of tree nodes. In some cases it is more convenient if all nodes "descend" from a single top-level node. If you want the converter to create such a top-level node, check the "Create master node" checkbox. You can also enter the name for the master node in the edit field below; if you leave the field blank, the master node will be named automatically.

Finally, in the "Limit node name length to" enter the maximum length for names of the converted tree nodes. (The maximum allowable value is 255.) Because tree nodes are named automatically by the converter, using the text found in the source file (e.g. subjects of email messages), some of these names could be exceedingly long. This option allows you to make sure that node names stay within some reasonable length.

Depending on the kind of file you are converting, click the tab which corresponds to the type of the file. See the chapters below for detailed information about the conversion options for each type of file.

Converting from Unix-style mailbox files

Converting from plain text files

When you have selected all the configuration options, click the **"Convert" button**, or simply press the Enter key.

The conversion process may be lengthy. If you want to stop the conversion before it is done, press the ESC key, or click the "Abort" button.

At any time you may also click the "**Save settings**" button. Current conversion settings will be saved to an INI file and automatically restored the next time you use the converter. (Settings are not saved automatically.)

Converting plain text files

When converting a plain text file, the program scans the file for a special "delimiter" string. All text between two such delimiters will be turned into a single tree node in KeyNote. It is therefore important to specify the delimiter correctly, so that the converter can know how to divide the file into sections.

This tab contains several important options that tell the converter about the file you are importing into KeyNote. You do not need to change them all, but some must be set correctly. Please read the descriptions below, and feel free to experiment.

File split mode
Choose how the converter should detect where one section in the source file begins and another ends:

- **Split at delimiter:** the converter will begin a new node whenever it encounters the delimiter text. All text preceding each delimiter will be added to the node; all text following a delimiter will be added to a new node. If you select this option, you have to specify "Delimiter 1" in the edit field below.

For example, if your file looks like this:

```
Text of chapter 1...
----------
Text of chapter 2...
----------
Text of chapter 3...
```

you should use this option, and specify "----------" as Delimiter 1.

- **Extract from between delimiters:** the converter will only extract text that appears between the first and the second delimiter. Any text which appears outside of these delimiters (for instance, after Delimiter 2 but before Delimiter 1) **will not be included** in the output file. If you select this option, you have to specify both "Delimiter 1" and "Delimiter 2" in the edit fields below.

For example, if your file looks like this:

```
START CHAPTER
Text of chapter 1...
END CHAPTER
START CHAPTER
Text of chapter 2...
END CHAPTER
START CHAPTER
Text of chapter 3...
END CHAPTER
```

you should use this option, and specify "START CHAPTER" as Delimiter 1, and "END CHAPTER" as Delimiter 2.

Delimiter 1
Enter the delimiter which will be used to split the file into sections (tree nodes). The delimiter must be one line of text, or a regular expression. You MUST specify this delimiter, and make sure to enter the correct text here. If you have selected "**Extract from between delimiters**" above, this will be the "starting" delimiter; text in the file that occurs after this delimiter will be included in a node.

Delimiter 2
Enter the second delimiter. This option is only available if you have selected "**Extract from between delimiters**" above. In this case, this will be the "ending" delimiter; text in the file that occurs before this delimiter will be included in a node.

Delimiter match
This option allows you to specify exactly how the converter should identify delimiters in the source file. For instance, it may look for lines that are identical to the delimiters you specified, or it may look for all lines that simply include the delimiter.

- **Exact match:** the converter will look for lines that are IDENTICAL to the delimiter(s) you specified. For instance, if you specified the text "START CHAPTER" as a delimiter, then a line "START CHAPTER 1" will NOT be identified as a beginning of a new chapter.
- **Delimiter at start of line:** the converter will look for lines that BEGIN with the delimiter(s) you specified. For instance, if you specified the text "START CHAPTER" as a delimiter, then a line "START CHAPTER 1" WILL be identified as a beginning of a new chapter.
- **Delimiter anywhere in line:** the converter will look for lines that INCLUDE the delimiter(s) you specified. The delimiter may occur anywhere within the line. For instance, if you specified the text "CHAPTER" as a delimiter, then a line "START CHAPTER 1" WILL be identified as a valid delimiter (as will any other line that contains the word "CHAPTER").
- **Regular expression match:** the converter will interpret the delimiter(s) you specified as regular expressions, and will look for lines in the source file that match this regular expression. Regular expressions are somewhat similar to the "wildcards" you can use when specifyuing file names in various programs, but are much more powerful.

Note: the converter uses an open-source implementation of regular expressions which generally follows the syntax of Perl regular expressions. The Delphi regexp library was written by Andrey V. Sorokin and is available at `http://anso.virtualave.net`.

To learn about regular expressions, you can see the following sites:
```
https://en.wikipedia.org/wiki/Regular_expression
https://regexr.com/
https://www.regular-expressions.info/
```

Example: if your source file is divided into chapters by lines that say: "Chapter 1", "Chapter 2", "Chapter 3", etc., you can use the following regular expression to match these lines and split the file into nodes wherever they occur:
```
^Chapter [0-9]
```

Extract node names from

This option allows you to tell the converter what it should use to name the new tree nodes it creates.

- **First line of text:** The converter will look for the first non-blank line of text after the starting delimiter, and use it as the name of the new node.
- **Delimiter:** The converter will use the text of the delimiter as the name of the node. Note that this still allows you to have a unique name for each node, since the delimiter you specify may match various pieces of text, depending on the "**Delimiter match**" setting, above.
- **Auto number nodes:** Use this option as a last resort, when you cannot rely on the two options above to provide a useful way of naming the improted nodes. If you select this option, the converter will simply give a number to each node it creates: "Node 1", "Node 2", etc.

Advanced options
Click this button to open a dialog box with several additional options for converting plain text files.

Advanced plain text options

Include delimiters in imported article text
If you select this option, the text of each delimiter found will be included as the first line of each tree node created. It may be useful if the delimiter actually contains some meaninful text (e.g. "Chapter 1", "Chapter 2"), or not useful if the delimiter is just a string of characters, such as "----------".

Delimiter is case-sensitive
If you select this option, the converter will distinguish between lowercase and UPPERCASE letters when searching for delimiters in the source file.

Nest nodes by indentation
Some explanation is in order. Plain text files are sometimes called "flat files", and for a reason. They are one-dimensional, you read them read from top to bottom, but they do not have the second dimension which is represented by a tree structure.

A tree structure is two-dimensional: nodes go not only from top to bottom, but also from left to right. Some nodes are children (sub-nodes) of other nodes. This is very useful for representing a hierarchy of data, such as a directory structure on disk (e.g. in Windows Explorer), for outlines, or for email and news messages, which are typically arranged in tree-like "threads".

Example:
```
+ Base node (nesting level 1)
|-- Child node (level 2)
|-+ Another child node (level 2)
| |---- A "child of the child" node (level 3)
|-- Another child of the "base node" (level 2)
```

Much of the usefulness of KeyNote comes from the fact that it can represent information structured as a tree like this. But a plain text file normally contains no indication of that second level - the node nesting, or indentation.

There is one way in which the source file can signal to the converter that nodes should be nested: by indenting the text with TAB or SPACE characters. The more tabs or spaces in front of the lines, the greater the indentation (nesting) level will be.

If you select the "Nest nodes by indentation" option, the converter will analyze the lines in the source file and indent tree nodes according to how much the lines are indented, by counting the leading tabs or spaces.

The following example illustrates how text indentation will be converted into nested tree nodes in the KeyNote file:

```
Base node (level 1)
    This will become a child node of "base node" (level 2)
    This will become another child of "base node" (level 2)
      This will become a child of the previous node (level 3)
    This will become a child of the "base node" (level 2)
```

Important: When analyzing the source file, the converter only checks the indentation of the first non-blank line after the delimiter. Any subsequent lines in the same section (node) may be indented more or less without affecting the nesting level of the current node. This is useful if you were to create the indentation manually: you do not need to indent ALL lines in the source file; just the first line of text in each section.

Spaces to count as a single indent
When text indentation is converted into tree-node "nesting" level (see above), the converter has to know how much to indent for each space, or how many spaces should indicate a single increment in indentation. If your source file uses tabs, the decision is obvious: one tab character equals one level of nesting. Not so with spaces. Some programs will generate eight spaces for each tab, others will use four, or yet another value.

The default value for this option is 4.

Remove indent white space
If this option is selected, all leading white space (tab and space characters) will be stripped when converting the file. This is useful if text indentation indicates node nesting level (see above). If you uncheck this box, you may end up with a lot of white space at the beginning of each line of text. Uncheck this box only if you do want to preserve such white space.

Converting Unix mailbox files

This tab contains several important options that tell the converter about the mailbox file you are importing into KeyNote. You do not need to change them all, but some must be set correctly. Please read the descriptions below, and feel free to experiment.

Decode Mime/QP content
Instructs the converter to decode messages (or parts of messages) which have been encoded using various Mime

formats (Base64 or Quoted-Printable). This is often necessary for email messages whose text contains 8-bit (non-ASCII) characters. You may not need to enable this option if you are certain that all messages you are importing contain only English-language characters. If you are not sure, leave this option enabled.

Warning: When converting an archive of email or news messages, **all attachments are automatically removed**, because it is not possible to store binary data (such as programs) in KeyNote files. Multipart messages are handled correctly, but only text parts are imported into the KeyNote file.

The converter will decode all parts of each message, but it will only preserve **text/plain** and **text/html** sections. All binary attachments will be automatically discarded.

Decode header fields
Normally, header fields (such as "Subject:" or "From:" lines) may only contain 7-bit (ASCII) characters. Email or news message written in languages other than English may however contain 8-bit (so called "high ASCII") characters in these headers. When this happens, most email and news programs will automatically encode these 8-bit characters using a special Quoted-Printable format. If you enable this option, the converter will try to identify and decode such specially encoded headers. This is especially important for sorting and threading messages by subject lines.

Convert to Windows code page
When sending messages in languages other than English, it is possible that the email or news program will automatically convert the message text to a well-known standard character set (code page). This is necessary, because Windows uses its own character mappings which are not available on other computer systems, e.g. Macintosh or Unix computers. When a message is received, the email or news program will usually convert the character set to that of your operating system. Enable this option of you want to make sure that the imported messages will use the character set mappings which are suitable for your language and the kind of Windows code page you are using.Click here to read more about code page conversion

Remove "RE:" prefixes
If you select this option, the converter will remove all "Re:" prefixes from the Subject lines of the messages, when using these subject lines as names of tree nodes. I reccommend that you leave this option enabled; otherwise most of the tree nodes will have names beginning with "Re:", which is not very convenient. This option affects only the tree node names; the "Re:" prefixes are always retained in the actual text of the message displayed in the editor panel.

Sort messages
Use this option to have the messages sorted in one of several available ways. Messages can be sorted by subject or by date, which are the simplest possibilities. You can have messages sorted by simple thread: the message which originated the thread will be placed at the top, and all responses to it will be placed in child nodes of the originating message. FInally, you can select the "Full thread" setting, which will attempt to recreate full, multi-level threads of conversations. This setting is somewhat experimental; it does not always work with 100% reliability, but it's pretty close.

Header fields...
Click this button to open a dialog box which allows you to specify which email or news header fields to keep with the imported messages, and which to discard. You will probably want to only keep the most informative header fields, such as "From:" and "Subject:". Click here to read more about selecting header fields.

Example of a Unix-style mailbox file

I have included here a small thread from the `borland.public.delphi.objectpascal` newsgroup, as an example of what a properly formatted Unix-style mailbox file looks like. Note that "mailbox" may contain Usenet (news) messages just as well!

The file format is really simple: Each message begins with a "From " line (see the first line of the file, below), followed by message headers. After the headers comes a blank line, followed by the body of the message.   A single mailbox file may contain an unlimited number of messages.

Not all email or news programs can export messages in this format, but many do. If you cannot export messages to a file that looks exactly like the example below, try exporting to a simple plain text file and use the "Convert from

plain text file" option of the converter, rather than the "Convert from Unix mailbox file". You could use a regular expression such as "`^From .+@`" to match the initial "From " lines and use them as delimiters.

```
----- CUT HERE -----
From eristic@lodz.pdi.net Thu Mar 15 17:01:32 2001
From: marek jedlinski <eristic@lodz.pdi.net>
Newsgroups: borland.public.delphi.objectpascal
Subject: What happens past Application.Run?
Date: Thu, 15 Mar 2001 17:01:32 +0100
Organization: General Frenetics, Discorp., http://come.to/fnord/
Message-ID: <nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com>
X-Newsreader: Forte Agent 1.8/32.548
MIME-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit
NNTP-Posting-Host: 213.76.160.211
X-Trace: 15 Mar 2001 08:01:44 -0800, 213.76.160.211
Lines: 34
Path: dnews!213.76.160.211
Xref: dnews borland.public.delphi.objectpascal:177368

I have an application that dynamically creates many controls (tabsheets,
treviews, richedits) [...]


.marek jedlinski


--
Homepage, PGP Public Key: http://www.lodz.pdi.net/~eristic/
No ads, no nags freeware: http://www.lodz.pdi.net/~eristic/free/
*** No HTML-encoded email, please! ***



From XnospamYfinn.tolderlundX@Ymobilixnet.dkXnospamY Thu Mar 15 20:23:46 2001
From: "Finn Tolderlund" <XnospamYfinn.tolderlundX@Ymobilixnet.dkXnospamY>
Newsgroups: borland.public.delphi.objectpascal
References: <nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com>
Subject: Re: What happens past Application.Run?
Date: Thu, 15 Mar 2001 20:23:46 +0100
Lines: 17
X-Priority: 3
X-MSMail-Priority: Normal
X-Newsreader: Microsoft Outlook Express 5.50.4522.1200
X-MimeOLE: Produced By Microsoft MimeOLE V5.50.4522.1200
NNTP-Posting-Host: 212.97.237.133
Message-ID: <3ab11686_1@dnews>
X-Trace: 15 Mar 2001 11:22:46 -0800, 212.97.237.133
Path: dnews!212.97.237.133
Xref: dnews borland.public.delphi.objectpascal:177402


"marek jedlinski" <eristic@lodz.pdi.net> skrev i en meddelelse
news:nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com...
> How can I find out which module causes the error? Could this be some sort
> of a timing issue? Thanks a lot for any suggestions.

It's difficult to say without really knowing anything about your app.
[...]

Finn Tolderlund




From henkaj@yahoo.com Thu Mar 15 22:51:49 2001
Reply-To: "Henk Verhoeven" <henkaj@yahoo.com>
From: "Henk Verhoeven" <henkaj@yahoo.com>
Newsgroups: borland.public.delphi.objectpascal
References: <nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com>
```

243

```
Subject: Re: What happens past Application.Run?
Date: Thu, 15 Mar 2001 16:51:49 -0500
Lines: 14
X-Priority: 3
X-MSMail-Priority: Normal
X-Newsreader: Microsoft Outlook Express 5.00.2314.1300
X-MimeOLE: Produced By Microsoft MimeOLE V5.00.2314.1300
NNTP-Posting-Host: 206.15.136.208
Message-ID: <3ab138fb_2@dnews>
X-Trace: 15 Mar 2001 13:49:47 -0800, 206.15.136.208
Path: dnews!206.15.136.208
Xref: dnews borland.public.delphi.objectpascal:177427


If you are using any of the following then this might apply
TObjectList,TList,TreeView.data property
[...]
Henk




From eristic@lodz.pdi.net Thu Mar 15 23:29:48 2001
From: marek jedlinski <eristic@lodz.pdi.net>
Newsgroups: borland.public.delphi.objectpascal
Subject: Re: What happens past Application.Run?
Date: Thu, 15 Mar 2001 23:29:48 +0100
Organization: General Frenetics, Discorp., http://come.to/fnord/
Message-ID: <b7g2btgnkgvc9j5ts041slj7v9efvg8d86@4ax.com>
References: <nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com> <3ab138fb_2@dnews>
X-Newsreader: Forte Agent 1.8/32.548
MIME-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit
NNTP-Posting-Host: 213.76.160.211
X-Trace: 15 Mar 2001 14:29:58 -0800, 213.76.160.211
Lines: 37
Path: dnews!213.76.160.211
Xref: dnews borland.public.delphi.objectpascal:177435


Henk,

Thanks a lot for the hint.

[...]

.marek

--
Homepage, PGP Public Key: http://www.lodz.pdi.net/~eristic/
No ads, no nags freeware: http://www.lodz.pdi.net/~eristic/free/


From ???@??? Fri Mar 16 14:27:43 2001
From: Mitja <>
Newsgroups: borland.public.delphi.objectpascal
Subject: Re: What happens past Application.Run?
Date: Fri, 16 Mar 2001 14:27:43 +0100
Message-ID: <sq44btgqtdvapolk2gt30gjdsevvlkof74@4ax.com>
References: <nro1bt8vtocvlmge9qo80ns9hsvubdqlbm@4ax.com> <3ab138fb_2@dnews>
<b7g2btgnkgvc9j5ts041slj7v9efvg8d86@4ax.com>
X-Newsreader: Forte Agent 1.8/32.548
MIME-Version: 1.0
Content-Type: text/plain; charset=us-ascii
Content-Transfer-Encoding: 7bit
NNTP-Posting-Host: 194.249.7.6
X-Trace: 16 Mar 2001 05:28:54 -0800, 194.249.7.6
Lines: 13
Path: dnews!194.249.7.6
Xref: dnews borland.public.delphi.objectpascal:177483


In case you do not know the author of treeNT has also made Virtual
```

244

```
Tree. Successor of treeNT component.
(his homepage: www.mike-lischke.com or something like that)

Mitja


On Thu, 15 Mar 2001 23:29:48 +0100, marek jedlinski
<eristic@lodz.pdi.net> wrote:

>But I'm pretty convinced the treeNT is still doing something funny there!
>
>.marek
----- CUT HERE -----
```

Code page conversion

When sending messages in languages other than English, it is possible that the email or news program will automatically convert the message text to a well-known standard character set (code page). This is necessary, because Windows uses its own character mappings which are not available on other computer systems, e.g. Macintosh or Unix computers. When a message is received, the email or news program will usually convert the character set to that of your operating system.

(You do not need to use this feature if you are converting messages written only in English, or messages which have already been converted to Windows character set.)

You must enable the **"Convert to Windows code page"** option of you want to make sure that the imported messages will use the character set mappings which are suitable for your language and the kind of Windows code page you are using.

However, the converter by itself does not know how to perform the conversion, i.e., what characters to substitute with what other characters. You need to supply "conversion table" (a simple text file) that defines the necerssary character mappings.

Note: Unicode mappings are not supported.

A conversion table is a simple text file which contains several lines, one for each character (letter) that must be substituted. Each of these lines must contain two characters. Every occurrence of the first letter in the line will be replaced with the second letter in the line.

For example, to convert from ISO-8859-2 (Central European) character set to Windows character set, you would create a file which contains the following text:

±¹

¡¥
¶œ
¦Œ
¼Ÿ
¬•

Using this file, the converter will replace all "±" with "¹", all "¡" with "¥", etc. (This file is distributed together with the converter program).

One important thing to realize is that there are many character set encodings, and each message may use a different standard. Therefore, the converter needs to have a conversion table file available for every character set mapping you wish to have converted. Whenever the converter encounters a message (or part of a message) for which a special character set is specified (other than a WIndows character set or "us-ascii"), it will try to load the conversion table from a file whose **name is the same as the name of the codepage**, and whose extension is **".CNV"**.

For example, the sample file listed above converts from ISO-8859-2 code page, so it should be named `iso-8859-2.cnv`. The file should be placed in the same directory as the kntconvert.exe (the converter program file).

245

Note: If you create such converstion table files for your language, please send it to me so that I can include with with the converter program for others to use. You can send the file to me by email at <eristic@lodz.pdi.net>. Thank you!

Selecting header fields

This dialog box allows you to specify which email or news header fields to keep with the imported messages, and which to discard. Each email or news message may contain from 10 to 20 header fields, occasionally more, including routing information, mailing list signatures, etc. Not all of these header fields are useful to the recipient, and you may wish to minimize the size of your archive file by eliminating the headers which are not important to you. You will probably want to only keep the most informative header fields, such as "From:" and "Subject:"

The dialog box is very simple to operate. It contains two lists:

The list on the left ("Selected fields") contains the names of header fields which are selected for importing. These are the headers which will be preserved. The header fields will be stored in your KeyNote file in the same order in which they appear in this list.

The list on the right ("Available fields") contains the names of known header fields which may appear in email or news messages but which you choose not to import. All header fields listed here will be discarded.

To select a header field (include it in imported file)
Click a header field name in the "Available fields" list and click the **"<"** button. You may also double-click the field. The field will be moved from the "Available" list to the "Selected" list.

To deselect a header field (discard it from imported file)
Click a header field name in the "Selected fields" list and click the **">"** button. You may also double-click the field. The field will be moved from the "Selected" list to the "Available" list.

To move ALL header fields from one list to the other:
Click the **"<<"** button to mark all fields as "Selected", or click the **">>"** button to deselect all fields.

To change the order of fields:
Click the **"Up"** or **"Down"** button to move a field name up or down in the list of selected header fields. The fields will be stored in the order in which they appear in the "Selected" list.

To add a new header to the list:
Click the **"+"** button, type the name of the field and press Enter. If the field you typed is not yet listed, it will be added to the "Selected fields" list.

Choosing action for unlisted headers:

The possible number and variations among email and news headers are great. It is not possible to list every header name that may appear in a message, simply because programmers and users can create their own. You can use the two drop-down lists at the bottom of the dialog box to choose **what should happen with header fields which do not appear in either list**, i.e. those that are not listed as selected and not listed as available, either.

There are two drop-down lists, for two general kinds of header fields. One is for "standard" header fields, i.e. those that are defined by relevant RFC documents (see `http://www.faqs.org/rfcs/rfcsearch.html`). The other is for so-called X-headers, which are typically non-standard headers defined by programmers or users. These headers have the X-name format, to distinguish them from regular header fields.

For example, "Subject:" and "Organization:" are standard fields which typically appear in all messages. "X-Mailer:" and "X-Newsreader" are X-headers - they are not defined by Internet standards, but they are often included when you send email or post news messages.

"All unlisted standard fields"
Choose "Remove from message" to discard all standard header fields which are not listed as "selected" or "available".

Choose "Keep in message" to preserve all such header fields.

"All unlisted X-header fields"
Choose "Remove from message" to discard all X-header fields which are not listed as "selected" or "available".
Choose "Keep in message" to preserve all such header fields.

Note: If you want to use the same fields the next time you use the Converter, you will have to click the "Save settings" button after exiting the header selection dialog box.

Importing email or news messages from programs

This section contains links to topics which describe how to export messages from various popular email or news applications, and how to import these messages using KNTConvert.

General notes (for all programs):

In general, you should look for an "Export" or "Save as" function in your email or news program. Most of them will have such a function, although it may be named differently.

Once you've located an export or save function, see if it allows you to select a format in which the messages should be exported. Ideally, the program will provide an option to export to a "Unix mailbox file" (it may also be called, simply, "mailbox"). This is the format with which KNTConvert works best. If this format is unavailable, try exporting to plain text format, and import the messages using the "Convert from a plain text file" option in KNTConvert.

Specific procedures:

Importing messages from Pegasus Mail
Importing messages from Forte Agent

Importing messages from Pegasus Mail

First of all, do not try to convert files with the "pmm" extension. These are binary files, and the converter cannot use them.

Another problem: Pegasus does not appear to provide a true "Export" function. You can use the "Save as" command to save one or more messages to a file, but files created this way are not fully-formatted Unix mailbox files, and although they can be imported by the converter, the messages will not be sorted or decoded properly.

So what's the trick? **You do not have to export messages from Pegasus at all.** Pegasus can store messages internally in two different formats. One of these formats is the "pmm" file mentioned above; the other is... Unix mailbox file. Exactly the kind of file that the converter needs. When you create a new message folder in Pegasus, it asks you what format to use for this. By default, it picks the "Pegasus Mail 2.x" format (which creates the "pmm" file), but you can click the list and select "Unix mailbox format".

If your mail folders in Pegasus already use Unix format, just find them in Pegasus's "Mail" folder (wherever it is configured to be) and use those files with the converter. Pegasus calls them "folders", but they're really just files with **.MBX** extension. The converter will work with these files happily.

Or, if your existing message folders in Pegasus use the other format, then create a new folder in Pegasus, make sure to specify **"Unix mailbox format"** when you create it, and COPY the messages you want to import into KeyNote to this folder. Then find the file in which this folder is saved (it will have a name like "Unx02373.mbx", Pegasus gives random-looking names to files) and supply this file to the converter.

Importing messages from Forte Agent

Forte Agent is, without question, the most standards-compliant email and news client for Windows. And of course, it provides an export function to save your messages in Unix mailbox format. You will need to perform the following steps in Forte Agent:

In the messages pane, select the messages which you want to convert to a KeyNote file. (It does not matter how the messages are sorted.)

From the "File" menu, choose the "Save messages as..." command.

In the "Save messages as" dialog box, enter the filename where your messages should be saved.

In the "Save messages as" dialog box, the following option settings must be used:

File format: **UNIX message file**
Header fields to include: **All fields**
Save raw (unformatted) message: **CHECKED**

Click the "Save" button to export messages. Supply the file Agent created to the KNTConvert program.

Contact information

- - - -
Please note that all of these URLs are no longer valid. See the page <u>References and contact information</u>, in GitHub
- - - -

If you do need to contact me, please send **non-HTML** email to <eristic@lodz.pdi.net> or <cicho@polbox.com>.

To download the latest release of the Converter:
```
http://lazir.toya.net.pl/~cicho/kntconvert.zip
http://www.lodz.pdi.net/~eristic/free/kntconvert.zip
http://groups.yahoo.com/group/general-frenetics/files/kntconvert.zip
```

To download the latest release of KeyNote:
```
http://lazir.toya.net.pl/~cicho/kntsetup.exe
http://www.lodz.pdi.net/~eristic/free/kntsetup.exe
http://groups.yahoo.com/group/general-frenetics/files/kntsetup.exe
```

Frequently Asked Questions:
```
http://www.lodz.pdi.net/~eristic/free/keynote_faq.html
```

KeyNote homepage:
```
http://www.lodz.pdi.net/~eristic/free/keynote.html
```

Alarms Management

KeyNote allows you to set alarms in a .KNT file. It is possible to associate **multiple alarms to a node** [1], or even directly to a **folder**.

Each alarm can have the following information:
- Folder and optionally note (node), as a context
- Subject (multiline)
- Expiration/Start date / time
- Reminder date/time
- Format: can be highlighted changing its text colour, back color or setting bold font.

[1] When a node is moved to another folder, the alarm is moved too
You can enable or disable **alarm popups**, and also enable or disable **sound** when alarm goes off.

How to add new alarms
Alarms window
Adding or Editing an alarm
Reminder notice
Discarding alarms / reminders

How to add new alarms

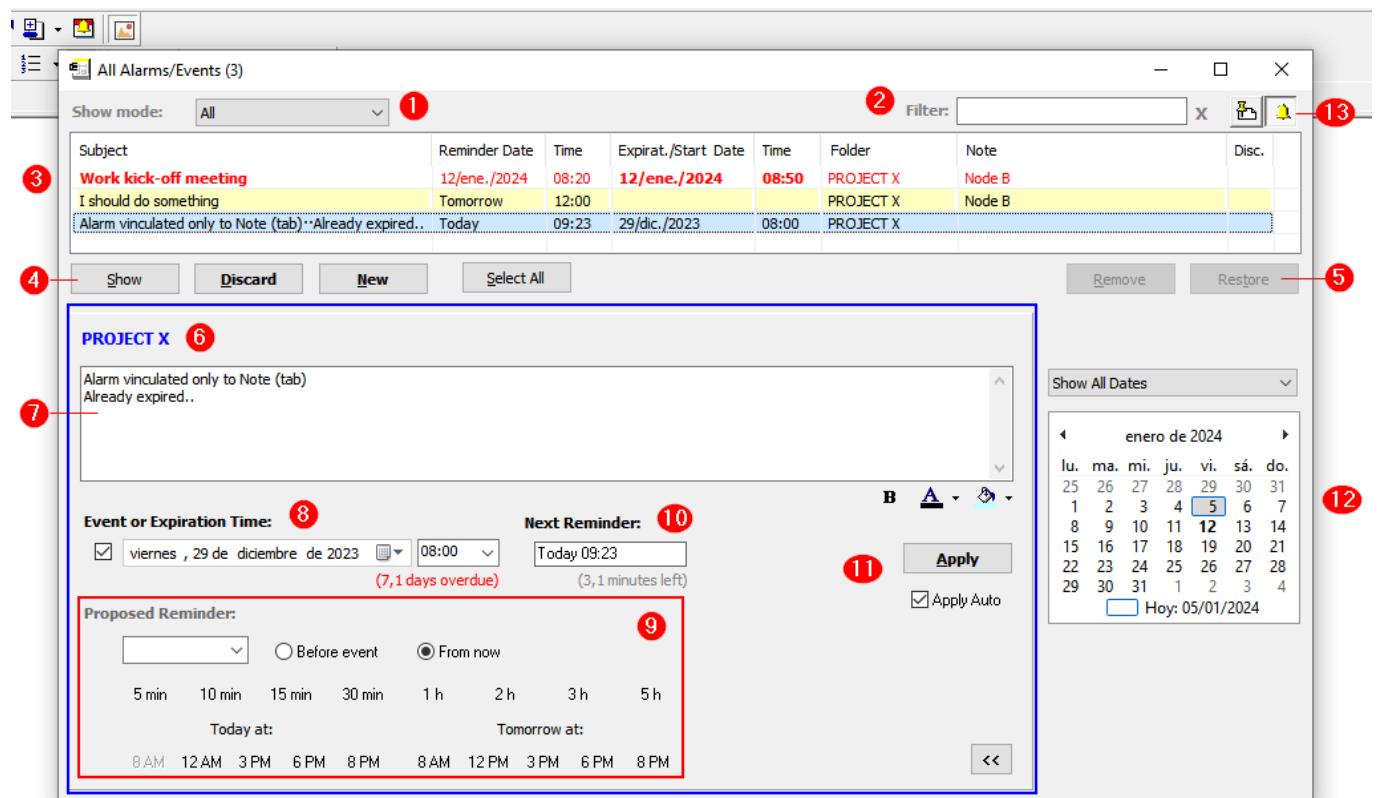You can add alarms in several ways:

- Using Tools | Alarms... menu options:
  - **Set alarm...**   Adds or edit an alarm to the node or directly to the folder

- Using Tree panel context menu option:
  - **Set alarm on node...**   Adds or edit an alarm to the tree node

- Using toolbar button 🔔 equivalent to Tools|Alarms...|Set alarm...

- Using **New** button, in the Alarms window
  The new alarm will be associated to the same item (node or folder) than the previously selected alarm. If no one alarm was selected, it will be associated to the active folder.

Note
- The buttons (and equivalent menu entries) "Set alarm..." and "Set alarm on node..." give preference to the edit action: if an **alarm is defined** already**, clicking will edit** that alarm.
- Use **Shift** to add or edit an alarm directly to the **folder**.
- Use **Ctrl** to make sure you **add** a **new alarm**

Alarms window

The alarm management window allows you to view and edit all alarms. It is a resizable and modeless window, so you can copy/paste from Keynote into it.

All the information about the alarms is shown in a **grid** [3]. You can order the alarm list clicking in the header of each column: folder (name), note (name), Expiration/Start date - Time, Subject, Reminder date - Time.

You can also also **copy to the clipboard** a table with the list of selected alarms selected, including all the fields visible in the grid and another column with a link to the nodes or notes. [13]

You are able to see all the alarms or a selection based on its state: [1]

- **All**   Shows all set alarms (not discarded)
- **Overdue**   Shows all overdue events (not discarded)
- **Pending**   Shows all pending reminders: Triggered and ignored, not postponed nor discarded
- **Discarded**   Shows all alarms discarded / ignored
- **All, with discarded**

The list can be also **filtered** based on a text contained in the subject name, node or folder name. [2]

A **calendar** control is included that allows to filter based in the expiration or event date: selected Days / selected Week / selected Month [12]

You will **access this window** when editing or adding new alarms, when a reminder is triggered, from Tools | Alarms | Show Alarms... or when clicking on the following button:

    (or   if there is some pending reminder or overdue event)

> Accesing with this buttons you can see only pending alarms (if any), o all. With Show Alarms menu entrie you will see all alarms (not discarded).

Tip: You can close the window pressing **Esc**.

Tip: Ctrl+Click on a alarm in the grid will select the corresponding folder and node, while maintains the focus on Alarm window.

Adding or Editing an alarm

It is mandatory to indicate a **subject**, and a **reminder time**. Optionally you can define an **event or expiration time**.
Folder and (optionally) **node** are also requiered, but set implicitily.

In the example screenshot, the area highlighted with a blue square allow to view and modify the information of the selected alarm in the grid, if any.
Folder (and node) [6] are shown above the subject text field [7] .

Reminder instant is set in a **relative manner**, in two ways: [9]
- Specifying a time interval **before** the Event or expiration date,
- By a time interval **from** the present time.

To specify those **intervals** a dropdown have been added that includes elements you can select, like "5 minutes", "4 hours" or "2 days".

You can also write intervals like "5m", "5 min", "4.5 h", etc. If unit time is not include will be assumed 'minutes'

Time buttons ("5 min", "10 min", "Today at: 3 PM", ...) are still offering to help setting the reminder instant, and to **quickly postpone** a reminder.

* Note: Reminder time will be set *5 minutes from now*, by default.

Once defined, it will be shown in **Next Reminder** [10] as an absolute instant. Below you can see the time left (or overdue), using current time as a reference.

To define an **Event or expiration time** it's necessary to first enable the date and time associated dropdowns, checking the box [8]
To introduce the time, the dropdown let you select an item from a list and also directly write hours in different ways, like "12:23" "1223" "12-23" "0531" "531" and so on.

Below the time dropdown you can see the time left (or overdue).

Changes need to be confirmed using **Apply** button or having checked the **Apply Auto** box [8].

- When selecting another alarm(s) or close the window (eg. with **Esc**) changes will be automatically applied if Apply Auto enabled. Otherwise, confirmation will be requested to apply those changes.
- You can operate with **several alarms at the same time**. For example to change their color at once. A **confirmation will be required**, although Apply Auto is checked.

Reminder notice

When any **reminder goes off**, a **sound** will be played and the Alarm window will **popup**, with a reduced size and showing only the corresponding alarm(s).

- To **snooze** the reminder by selecting a new interval:
  - Simply click a time button and press **Esc**   ("From now" is selected by default)
  - Configure any new reminder time the same way you did on creating the alarm

  Tip: Just pressing **Esc** will close the window and keep the reminder(s) time unchanged; the alarm(s) will be maintained as pending. KeyNote will trigger again these reminder(s) after 5 minutes.

  Tip: You can edit any other alarm. Just select the mode [1] you need to view other alarms.

- You can enable or disable **sound** when alarm goes off   [13]
  Tip: The sound can be customized, replacing the file "alert.wav".

- You can enable or disable **alarm popups** if you want not to be interrupted by alarms :
  When the button 🔲 (or 🔔) is down, alarm popups are enabled. Otherwise are disabled.
  You can also change it from Tools | Alarms... | Reminder popups

  Enabled:

  Disabled:

  As you can see, the hint of this button will show the number of pending reminders and overdue events

Note:

- When the reminder is triggered, the image of button flashes (alternating between 🔲 and 🔔 images)
- If the button remains fixed on 🔔 indicates that there are pending reminders and/or overdue events.
- If **popup is disabled**, new triggered alarms will be informed via the status bar for about one second for each new alarm. It will also flash indefinitely until you hover the cursor over the button, showing the hint with the number of pending alarms.

Discarding alarms / reminders

Once a reminder is not needed (the event or task has finished or abandoned) you can Discard the alarm [4]. Alarms discarded will not raise any trigger.

- **Discarded alarms are <u>not</u> deleted**. They are simply ignored. At any time you can **Restore** them [5]
- Only discarded alarms can be deleted, with the **Remove** [5] button. They will be definitely deleted.
  Note: **Removing** any alarm **will always require confirmation**.

.KNT as Help file from other apps

Using KeyNote NF .knt as Help files

Introduction
How to activate a help file showing specific positions
Identifying IDs with which to build locations to jump to

Introduction

KeyNote can be used to generate **help files for other applications**, as an alternative to **.chm** files.

Depending on interest, the .knt help file to be distributed with your application can have the **images embedded** or keep them outside, in a folder or external ZIP archive. In any case, it is possible (and usually convenient) to work the help file with images external to the .knt file and include them in the file to be distributed at the end, generating a copy with the embedded images. This copy can be generated simply by using File|Copy To... or File|Export..., ensuring that you have established in the configuration options that the images are embedded when exporting. See Image management in KeyNote NF

Note: This very file you are reading is a .knt file made with KeyNote NF. The initial, "working", file uses the "External" storage mode, with "Folder" type. This help file included with the KeyNote NF distribution has been generated using File|Copy To.

How to activate a help file showing specific positions (nodes, markers)

KeyNote NF distribution includes an add-on utility, **KntLauncher.exe**. Its function is to ensure that a certain .knt file is opened in an independent instance, reusing the instance that may already have that file open.

- kntLauncher.exe must be in the same folder where keynote.exe is located

¿How it works?
This utility receives the same parameters as keynote.exe. Begins by trying to locate an instance of KeyNote that already has the same file that was passed as an argument open.

If the **-title** argument has been passed among the input parameters (recommended), then this add-on will search for the existing KeyNote instance looking for the title of the window —and also the ClassName of KeyNote app. (It will use FindWindow API function). If found, then it will request the instance to process the command line, which the instance will only do if it has the .knt file indicated on the command line open.

If **-title** was not passed, the add-on it will traverse all windows (with EnumWindows) looking for the correct Keynote instance.

If the instance accepts the execution of the command line, at a minimum it will be activated, restored and become the foreground window, but the command line will normally also include a **-jmp** parameter, to show a certain location. It may also include additional execution of a macro and/or plugin.

If it does not find any instance that already has the file open, it will launch the opening of a **new instance**, passing the received command line, to which it adds the **-ignSI** and **-dnd** options.

Tip: It is recommended to also pass kntLauncher a **.ini** file, to ensure that the .knt help file is opened within a properly configured profile.

Usage examples:
    kntLauncher myHelp.knt myHelp.ini -jmp"file:///*3|2" -title"MyHelp Topics"

kntLauncher myHelp.knt -jmp"file:///*3|16|5|0|1"
kntLauncher -jmp"file:///..\Doc\myFile.knt*3|2"
kntLauncher myHelp.knt myMacro.knm myPlugin.knl

Remember, the general format for a KNT link is:

  file:///PathToKntFile.knt*FolderID|NoteID|CaretPosition|SelectionLength|MarkID

More information in Internal KNT Link format

Identifying IDs with which to build locations to jump to

You can open your .knt help file showing any specific location specified with the format indicated above. Normally you will only refer to folders and notes, and perhaps markers inside a note.

To help in the identification of the IDs to use, KeyNote NF allows you export that information:

- You can save the structure of a folder in a text file, showing for each note (node) its name and internal ID
  You must **Ctrl** click in Tree|Save Tree to File... The IDs are shown enclosed in "[" and "]"

- You can export folders to plain text using the Show hidden marks and IDs option
  This option will make the hidden marks used with internal KNT Links, bookmarks and images visible. It also makes hidden part of hyperlinks visible and shows the internal IDs of folders and nodes.
  See also Additional settings when exporting to Plain text

Keyboard Reference

Keyboard Reference

This topic contains a list of keyboard shortcuts used in KeyNote. Most shortcuts are visible and can easily be discovered by inspecting the menu items; a few other key combinations are not visible in the program interface. All these shortcuts are listed here.

Some menu commands or toolbar buttons behave differently if the **Shift** or **Ctrl** key is held down while the command or button is clicked. See bottom of this file for a list of these special cases.

As of version 1.5, keyboard shortcuts are configurable. The topics below show the default key bindings.

With the exception of **Ctrl+C**, **Ctrl+V** and **Ctrl+X**, any shortcut defined that does not have an associated menu command (e.g. **Ctrl+**), will be ignored if that same shortcut is associated with another command

- General Shortcut Keys
- Editor shortcut keys
- Tree Shortcut Keys
- Other Shortcut Keys

See also Customizing Keyboard Shortcuts

General Shortcut Keys

General Shortcut Keys

File-related commands

Ctrl+Shift+N	Create a new KeyNote file
Ctrl+O	Open an existing KeyNote file
Ctrl+S	Save current KeyNote file
Ctrl+Q	Close currently open KeyNote file
F12	Open the File Manager window
Alt+Enter	Edit properties of currently open KeyNote file.

Folder-related shortcuts

Ctrl+N	Create a new Folder
F2	Rename current Folder (or change icon)
F4	Edit all properties of current folder
F6	Edit default properties for new folders
Ctrl+F	Find text in folder (Find dialog box)
F3	Repeat last Find command (Find next)
Ctrl+F3	Replace text in folder (Replace dialog box)
Ctrl+Shift+F	Find tree node by name
Tab	Switch focus from tree panel to editor
Shift+Tab	Switch focus from editor to tree panel

255

Ctrl+   Toggle focus between editor and tree panel   (View comments below)

Ctrl+Tab   or **Ctrl+PageDown**   Switch to the next folder (tab)
Ctrl+Shift+Tab or **Ctrl+PageUp**   Switch to the previous folder (tab)

F11   Use current folder for clipboard capture
Ctrl+Shift+R   Set current folder as Read-Only
Ctrl+Shift+P   Print current folder

Note
- KeyNote includes the following three commands in main menu: Tree | Set Focus
    - Toggle focus: Editor / Tree Panel
    - Set focus in Editor panel
    - Set focus in Tree panel

  The first one allows you to define an alternative to **Ctrl+** shortcut. With the others two one you can also create new shortcut keys to explicitily set the focus in the editor or tree panel.
  Note that even if you assign a different shortcut to the first menu command, the current toggle shortcut (Ctrl+\) will still work if there is no shortcut to replace it.
  Tip: Ctrl+\ and Shift+Tab (if nothing to unindent) will also switch focus from scratchpad editor to note editor.

  * KeyNote remembers whether the tree or the editor was focused when the file was last saved, and the same control receives focus when the file is reopened. (By default, the RTF editor is focused)

Other shortcuts

F5   Edit program configuration options

F8   Keep program window on top of all other application windows
F9   Show or hide the Resource Panel (alternative: double-click the status bar)

Esc   Depends on "On Escape key" option (in Configuration options | General settings): Minimize KeyNote, Exit KeyNote, do nothing.

                               If the Find command is in progress, Esc key aborts the search.

                               If the Replace command is in progress, Esc key aborts it.

                               If the font name combo box or the font size box on the Format toolbar are focused, Esc key exits them and switches focus to the editor.

                               If a macro is being recorded, stops recording the macro.

                               If a macro is being replayed, stops replaying the macro.

                               If focus is set to any of the Resource Panel tabs (except Scratch), Esc will switch focus to the editor.

                               If focus is set to the Scratch editor and "On Escape key" is set to "Minimize KeyNote", Esc will minimize the application; otherwise, it will switch focus to the editor.

Shift+F10   Opens context menu in rtf editor, tree panel and scratchpad

Editor shortcut keys

Remember that most keyboard shortcut cun be [customized](). At the bottom there are some suggested alternatives that you could try instead of current default.

The Editor panel must be active.

Ctrl+A	**Select** all text in the editor
Ctrl+Alt+W	Select current word in editor
Ctrl+C or **Ctrl+Insert**	Copy selected text to **clipboard**
Ctrl+V or **Shift+Insert**	Paste text or image from clipboard
Ctrl+X or **Shift+Delete**	Cut selected text to clipboard
Ctrl+Shift+Ins	Paste as text (paste without any formatting)
Ctrl+W	Paste as Web Clip
Shift+ Ctrl+W	Paste as Web Clip (text)
Ctrl+E	Toggle BULLETS style for selected paragraph(s)
Ctrl+Shift+E	Toggle NUMBERS style for selected paragraph(s)
Alt+Backspace	**Undo** (Multiple Undo is supported. Changes cannot be undone after the file has been saved)
Ctrl+Enter	Redo (i.e.: Undo the last "Undo" operation)
Ctrl+Ç	Repeat last command (the name of the command which will be repeated is displayed in the editor's context menu)
	Tip: Check your current shortcut looking to Edit|Repeat.. entry, because the character will depend on your keyboard layout.
Alt+Left	Navigate BACKWARD in **history**
Alt+Right	Navigate FORWARD in history
Ctrl+P	Select paragraph **properties** for selected paragraph(s)
Ctrl+T	Select font properties for selected text
Ctrl+R	Select font **color** for selected text
Ctrl+H	Apply current highlight color to selected text
Ctrl+Shift+H	Remove highlighting from selected text
Ctrl+D	Select background color
Ctrl+B	Toggle BOLD font style
Ctrl+I	Toggle ITALIC font style
Ctrl+K	Toggle STRIKEOUT font style
Ctrl+L	Toggle DISABLED font style
Ctrl+U	Toggle UNDERLINE font style
Ctrl+-	Toggle SUPERSCRIPT font style
Ctrl+Shift+-	Toggle SUBSCRIPT font style
Ctrl+Numpad *	Switch focus to the **Style** combo box. (Select a style, then press Enter o apply it or Esc to cancel.
Shift+F4	Apply selected style to text (Style toolbar MUST be visible)
Ctrl+0	Clear **font** attributes for selected text
Ctrl+F8	Copy current font attributes
Shift+F8	Paste font attributes ("format paint")

Ctrl+Shift+0	Clear **paragraph** attributes
Ctrl+F9	Copy current paragraph attributes
Shift+F9	Paste paragraph attributes *("format paint")*
Ctrl+[	Shrink (decrease) **font size** for selected text
Ctrl+]	Grow (increase) font size for selected text
Alt+`	Increase left **indent**
Shift+Alt+`	Decrease left indent
Ctrl+`	Increase first line indent
Ctrl+Shift+`	Decrease first line indent
Ctrl+'	Increase RIGHT indent
Ctrl+Shift+'	Decrease RIGHT indent
Ctrl+Alt+Left	Left-**align** selected text
Ctrl+Alt+Right	Right-align selected text
Ctrl+Alt+Up	Center selected text
Ctrl+,	Increase **space** before paragraph
Ctrl+.	Increase space after paragraph
Ctrl+Shift+,	Decrease space before paragraph
Ctrl+Shift+.	Decrease space after paragraph
Ctrl+1	Select SINGLE **line spacing** for selected paragraph(s)
Ctrl+2	Select DOUBLE line spacing for selected paragraph(s)
Ctrl+5	Select ONE AND A HALF line spacing for selected paragraph(s)
Ctrl+Shift+C	**Insert** special character
Ctrl+Shift+D	Insert current date
Ctrl+Shift+T	Insert current time
Ctrl+Numpad -	Insert **line**
Ctrl+Shift+Numpad -	Insert printable line
Ctrl+Y	Delete selected **line**
Ctrl+J	Join selected lines (reformat lines into a single paragraph)
Ctrl+Shift+S	Sort selected lines
Ctrl+G	**Go to** specific line in the editor
Ctrl+M	Jump to matching bracket
Insert	Toggle INSERT / OVERWRITE mode for the editor
Alt+W	Toggle the **Word-Wrap** option
Ctrl+ +	Evaluate **expression**
Alt+Insert	Paste result of last evaluated expression
Ctrl+Shift+I	Invert **case** of selected text (This -> tHIS)
Ctrl+Shift+L	Change selected text to lowercase
Ctrl+Shift+M	Change selected text to Mixed Case
Ctrl+Shift+U	Change selected text to UPPERCASE
Ctrl+Shift+Y	Insert hyperlink
F7	Expand term from **Glossary** definition
Shift+F7	Add new term to the Glossary
Ctrl+Shift+3	Apply Rot-13 to selected text
Ctrl+Shift+4	Reverse selected text
Alt+Down	**Switch to** NEXT node in the tree
Alt+Up	Switch to PREVIOUS node in the tree
Shift+Alt+Left	Move LEFT in the tree
Shift+Alt+Right	Move RIGHT in the tree
Ctrl+Numpad /	Switch focus to the Macro combo box. (Select a macro, then press Enter to run it or Esc to cancel.)

258

The Macro toolbar must be visible.

Ctrl+Up / **Down**   Shift the entire document one line down or up. The cursor will be in the same place.

Ctrl+Shift+Up / **Down**   Smoothly move the scroll bar vertically. The cursor won't change.

Suggested alternatives you could try instead of current default.

You can use default shortcuts or modify any one you find difficult to use or remember. It also depends on what command you use more frequently.

For example, I use a lot of *Increase* and *decrease left indent* commands. And so I prefer to use:

Increase left indent: Ctrl+Alt+Right
Decrease left indent: Ctrl+Alt+Left

Tree Shortcut Keys

Tree Shortcut Keys

See also Using the Tree panel

The Tree panel must be active.

Shift+F11   Hide or show tree panel
Ctrl+Shift+F11   Hide or show tree panel (maintaining width of editor) (More)

Enter   Add new node (last sibling)
Ctrl+Enter   Add new node immediately after current node (next lower sibling)
Insert   Insert new node before current (sibling)
Shift+Enter   Add new node as child of current node

Space or **F2**   Rename selected node

Shift+Down   Move selected nodes down
Shift+Left   Move selected nodes left   *(promote in hierarchy)*
Shift+Right   Move selected nodes right *(demote in hierarchy)*
Shift+Up   Move selected nodes up

Delete   Delete selected nodes *(optionally, delete all children too)*
Shift+Delete   Delete all children of the selected nodes

Left arrow   or **Numpad -**   Collapse selected node/branch
Right arrow or **Numpad +**   Expand selected node/branch (also **Numpad ***)

Shift+Numpad -   Collapse all nodes in tree
Shift+Numpad +   Expand all nodes in tree

Ctrl+C   Copy selected nodes or subtrees
Ctrl+X   Cut selected nodes or subtrees
Ctrl+V   Paste nodes or subtrees
Ctrl+Shift+V   Paste nodes or subtrees as linked nodes

Alt+F11   Create a new tree node from text selected in current node

Ctrl+B   Mark selected nodes Bold
Ctrl+D   Reset selected nodes colors (font and background) to default

Shift+Insert	Rename node by pasting text from clipboard
Alt+D	Rename node using current date
Alt+T	Rename node using current time
Shift+Alt+D	Rename node using current date and time
Ctrl+P	Copy selected node's path to clipboard
Ctrl+T	Copy full text of selected node to clipboard
Ctrl+E	Insert full path of selected node in editor
Ctrl+V	Make selected node virtual
Ctrl+R	Refresh virtual node *(reload file from disk)*
Ctrl+Shift+S	Sort entire tree
Ctrl+Shift+U	Sort selected subtree
Ctrl+` (or **+ñ**)[*]	Check/uncheck selected node
Ctrl+X	Export selected node

[*] Depends on keyboard layout

Note:
Another way of moving nodes is by dragging them and dropping in a new place. More tree commands are available from the tree context menu.

Other Shortcut Keys

Ctrl+F6	Mark location for internal KeyNote link
Shift+F6	Insert internal KeyNote link
Shift+Alt+0 to **9**	Set bookmark number 0 through 9
Alt+0 to **Alt+9**	Jump to bookmark number 0 through 9 (bookmark must be set)
Shift+F5	Execute selected macro (if Resource panel visible)
Ctrl+F5	Run the most recently executed macro
Shift+F12	Run selected plugin (if Resource panel visible)
Ctrl+F12	Run the most recently executed plugin

Alternate Shift, Alt or Ctrl Commands

The following commands behave differently if the **Shift**, **Ctrl** or **Alt** key is held down while the command is executed by pressing a toolbar button, clicking a menu option, or performing other mouse action (drag and drop, double-click, etc.).

Save (File menu or toolbar button)
- with **Shift**, the **Save As** command is executed instead

Paste (Edit menu or toolbar button)
- with **Shift**, text is pasted as plain text
- with **Alt**, the **Paste special** command is executed instead.
- with **Ctrl**, the **Paste into new** command is executed instead.

Paste as Web clip (Edit menu)
- with **Shift**, text is pasted as "Custom plain" Paste

Paste into new (Edit menu)
- with **Shift**, text is pasted into a new folder (or node) as plain text

Plugins (Tools menu)
- with **Shift**, KeyNote will re-initialize the list of installed plugins. This is useful if you have added or removed a plugin while KeyNote is running.

When double-clicking on the folder tab:
- with **Shift**, the Folder Properties dialog box is opened (normally, the simpler Rename folder dialog box is opened)

When clicking an URL in the editor:
- with **Ctrl**, another configured action will be executed

Background color (Format menu)
- with **Shift**, the new background color will be applied to ALL NODES in the tree (normally, the command only affects the currently displayed node). After you select a color, a confirmation dialog box is displayed.

When checking a tree node, making it bold or setting its color:
with **Shift**, the command is also performed for all the node's children (sub-nodes)

Increase indent, Decrease indent (toolbar buttons)
- with **Shift**, the RIGHT indent gets increased or decreased, rather than the left indent.

WordWeb lookup (Insert menu, editor context menu, toolbar button)
- with **Shift**, you will be prompted to enter a word to look up in the WordWeb thesaurus. (Normally, KeyNote automatically picks the current word in the editor and looks it up.)

When dropping a tree node onto another node in the tree:
- with **Shift**, the Insert command is executed for the dragged node, meaning that the node will be inserted before the node onto which it was dropped. Normally, the dragged node is added as a child of the node onto which it was dropped.
- with **Ctrl**, the dragged node is inserted as the FIRST node in the tree (it becomes the top, or root, node).

When dropping a node or subtree onto another note:
- with **Shift**, the node or subtree will be moved instead or copied. Source nodes will be deleted (More)

Copy node name (tree panel context menu)
- with **Shift**, the whole text of the current node is copied to clipboard, in addition to the name of the node. The text is copied without formatting.
- Check/uncheck tree node, make node text bold or select node color:
- with **Shift**, the same command is also applied to all children of the selected node (i.e. all child nodes receive the same format or state as the current node).

Show Images (View menu, toolbar button)
- With **Ctrl** can be used to reload the images selected or reapply hidden, depending in current visibility state
- With **Alt** it will restore image[s] proportions.

See Visibility of the images for more information

KeyNote on a Multi-User System

Sharing KeyNote on a multi-user system

Note: KeyNote files are not designed to be shared and updated concurrently by more than one user. Attempting to do so will result in corrupting the file and data loss.

KeyNote can read and write files over a network. However, if the currently open file is updated by another user, Keynote will be able to detect this only if the file resides on local computer. KeyNote cannot detect external file modifications when the file is located on a network drive.

A single installation of KeyNote may, however, be shared by several users. Each user can create his or her configuration settings. To do so, each user must copy the main configuration file (keynote.ini) to a separate directory. Next, the user needs to create a shortcut to keynote.exe, and pass the full path to the custom location of the copied keynote.ini file (in the Shortcut Properties dialog box). This will cause KeyNote to read the custom .ini file. Most other configuration files (e.g. keyboard customization, default formatting properties, etc.) will be automatically stored in the same directory in which the custom keynote.ini file resides.

See also Use of Profiles and Command Line Reference

Sending KeyNote files by E-mail

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Note
Currently this functionality is not included in KeyNote NF

It would be necessary to update it to manage correctly authentication (username and password / smtpAuthXOAuth2 / smtpAuthOAuthBearer), and I think that this is not, probably, a demanded feature of KeyNote.

Besides, with the update to 'ICS - Internet Component Suite - V8.70', by Francois Piette, it implies almost 600kB extra in executable file's size.
- - - - - - - - - - -

As of version 0.70, Keynote allows you to send notes via E-mail directly from the program.

- Click the note you want to send, then choose the **Note/Email note** command.

- The first time you do this, you will need to configure a small number of settings - exactly the kind of setting you once had to configure in the email program you use. **Click the "SMTP server settings" tab** and enter the name of the SMTP server (i.e. the server for outgoing email). You do not need to change the default setting in the **Port** box, unless your server uses a non-standard port (standard is 25).

- In the **From** box, enter your own email address, in the form "johndoe@example.com" (without the quotes). These settings will be retained. You only have to enter them once.

- **Click the Message settings tab**. First, you can choose what should be sent. You can send the currently displayed note only, all notes, or the whole Keynote file. (In the latter case, please make sure the recipient has Keynote installed, otherwise they won't be able to open the file you send them.)

  - If you are sending a single note, you can choose whether to send it as plain text (in the body of the email message) or as a Rich Text Format (RTF) file (the file will be attached to the message).

  - If you choose either of the remaining options (All notes or File), the Plain text vs. RTF choice is disabled.

- Type the recipient address in the **To** edit box. You can enter more than one address in both "To" and "Cc" edit boxes; separate addresses with commas; e.g.:

      user@example.org, jane@abc.com, john@123.net

- Type the subject in the **Subject** edit box. By default, the subject is the name of the selected note.

- Click the **Send** button. Information about progress and any errors that might occur is displayed above the button. Wait until the email is sent, then click the **Close** button. While the program is sending your message, you might click the **Abort** button or hit the **Esc** key to cancel sending.

Additional information

There are two text files in the Keynote directory which you may edit to your purposes. These are plain text files and should be edited using a text editor, such as Notepad.

The file "**keymail.adr**" is a very simple address book. The contents of this file are automatically loaded into the "To" and "Cc" dropdown lists. Put email addresses in this file, one address per line, without any punctuation. You

can then click the down-arrow icon in the "To" and "Cc" edit boxes, to quickly select a recipient's address.

The file "**keymail.sig**" is a signature file. Its contents will be automatically appended to each email message you send from Keynote. Delete this file if you don't want to append any signature.

Configuring KeyNote Overview

KeyNote is highly configurable. While I realize that the sheer number of configuration options may intimidate some users, it gives the program a valuable flexibility.

There are three main groups of configuration settings in KeyNote: OPTIONS, FILE PROPERTIES, and FOLDER PROPERTIES.

Configuration Options

Are global settings for the whole program. For example, they allow you to choose whether KeyNote should automatically save your files, whether backup files should be created, what should happen when you press the Escape key, etc. You can also specify here several global options pertaining to the editor and tree panels. To change these configuration options, press **F5** or choose the **Tools|Configuration** options command. See Configuration options.

> Note that there some configuration settings not editable in the existing Options dialog box. These additional settings may be tweaked by editing KeyNote's configuration file, keynote.ini (More in KeyNote.ini additional settings)

File Properties

Is a small group of settings related to the whole .KNT file, rather than particular folders inside it. For example, you can specify the format in which the file should be saved, choose whether the file should be encrypted (and specify the access passphrase required to open the file), add a description which will make it easier to identify the file, etc.

To change **File Properties** for the currently open file, press **Alt+Enter**, or choose the File|Properties command. See KeyNote File properties.

Folder Properties

Are settings that apply to particular folders, so that each folder within a single file can have its own, separate set of properties. These are, for example, the name of the folder and the icon displayed next to the name, the background color of the editor, the "Word Wrap" option, or the layout of a tree panel (whether the tree should be shown to the left of the editor, or above it).

These folder-specific properties can be set in two different ways: you can change the properties for each individual folder, but you can also set DEFAULT PROPERTIES for all the new folders that you will later create. For example, you can specify that each new folder should have white background by default - but you can also change the background color of any individual folder to yellow.

- To change properties for an INDIVIDUAL FOLDER, press **F4**, or choose the **Folder|Folder properties** command. Alternatively, you can also right-click the folder and select the **Folder properties** command from the context menu. Changes will only affect the folder which is currently active.

- To change DEFAULT PROPERTIES for all NEWLY CREATED FOLDERS, press **F6**, or select the **Tools|Default settings** command. Changes will only affect folders that you will later create; existing folders will NOT be affected.

Note that properties for the active folder and default properties for new folders are edited in the same exact dialog box - because these are the same properties. The title bar of the dialog box indicates whether you are editing active folder properties, or defaults for folders that you will later create. See Folder Properties and defaults.

Tip: Often you will only want to rename the active folder or change its icon. You can do this via the Folder properties dialog box, but it is faster to just press **F2** or double-click the folder's tab (above the editor, where the folder name and icon are shown). This is equivalent to choosing the **Folder|Rename folder** command.

Visual configuration

- You can **change the order of folders** in the file. Just click a tab with the mouse and drag it left or right.

  See also: Notes about Screen / User interface

Use of Profiles

If users are **sharing KeyNote** on one computer, each user can have personal settings by specifying an alternate INI file name in the shortcut used to start KeyNote.

Since version 1.8.1 KeyNote NF makes use of a **folder** called "**Profiles**" to help organize configuration and auxiliary files, created for different users/profiles.

The setup program will appropriately set the permissions for the Profiles folder, to allow the application to add and modify the files. The main installation folder will, on the contrary, maintain the default permissions: in the case of installing in Program Files (or Program Files (x86)) KeyNote NF will not be able to modify or create files in that folder, unless it is executed in elevated privileges mode, which for security reasons is never recommended.

To use your configuration files, mainly keynote.ini, but also keynote.kns, keynote.def or keyboard.ini, etc., just copy them to the "Profiles\Default" folder

Likewise, if you use alternative .ini files, via the command line option, consider placing them in specific folders within Profiles. An **example** can be the "Profiles\Help" folder, used from the "KeyNote Help" shortcut to facilitate opening .knt help file.

Profiles management

The KeyNote configuration is primarily based on the INI file ("keynote.ini", assuming the executable is called 'keynote.exe'), but there are other associated files. The name of these files matches that of the .ini file, varying the extension. Thus, the **files used as configuration** are:

> `.ini` : main keynote options
> `.mru` : MRU file list and form position/size info   (mru: most recently used)
> `.mgr` : file manager data
> `.fvr` : favorites storage file
> `.kns` : custom styles
> `.exp` : glossary entries
> `.icn` : custom icons
> `.def` : default settings for newly created [keynote] folders

The following files are also configuration/auxiliary files, but their name and extension are always the same:

- keyboard.ini: keyboard customization file
- toolbar.ini: toolbar configuration file
- keymail.ini: INI file for email options   (currently not used)
- scratch.rtf: scratchpad available from the resource panel
- notehead.rtf: Template for **folder** heading, when exporting   (*)
- nodehead.rtf: Template for node heading, when exporting   (*)

See also Auxiliary Files

Keynote has long allowed to **maintain different configurations/preferences**, either so that several users can share the application on the same computer, each having their own preferences, or to allow several instances of the application to be opened at the same
time with different configurations. In this second case, a common setup is to set a different HotKey value in each

configuration. This allows you to always have two (or more) .knt files open, and activate them with different combinations (e.g. **Ctrl+Shift+F12** and **Ctrl+Shift+F9**)

This is being achieved by passing the name or path of an alternative .ini file as a parameter to the application:

If the application does not receive any .ini file, it looks for the configuration in a 'keynote.ini' file located in the same folder in which .exe is located, and it looks for the rest of the files in the same folder, varying the extension (except for the six files indicated)

If a different .ini file is passed, that can be located in the same folder or in another (e.g: "keynote_F9.ini", "myFolder\keynote.ini", "myFolder\knt_F9.ini"), the application will use that file and others of the form: "keynote_F9.ini" -> "keynote_F9.mru", "keynote_F9.mgr", "keynote_F9.icn", etc.

It is also possible to establish, on the command line, a specific .def and/or .mgr file (See Command Line Reference)

Since version 1.8.1:

- If KeyNote detects the presence of the "**Profiles\Default**" subfolder within the folder with the executable (keynote.exe), it will search in that subfolder for the keynote.ini file and the rest of the files (and if they do not exist, it will add them to that folder according to is requiring it)

  The setup program will establish that subfolder to promote better organization of the files, avoiding mixing and confusing those files with the rest of the application files and with the configurations of other profiles. The rest of the profiles should also be created within the "Profiles" folder. Ex: "Profiles\F9"

  The setup program will appropriately set the permissions for the Profiles folder.

- The **notehead.rtf** and **nodehead.rtf** files so far have not been specific to the profile configuration, but common to all. Since version 1.8.1 it is possible to customize one or both files from a profile, adding them to the folder containing the profile's .ini file. If one of these two files is not found in the profile folder, the application will use the one(s) located in the main profile folder ("Profiles\Default" or the folder that contains the executable).

- If within the folder with the .ini files there is a subfolder called '**macros**' (e.g. Profiles\F9\macros), the macros contained therein will be loaded, taking preference over those loaded from the main macro folder (<exe folder>\macros)
  - This allows to define different automatic execution macros in each configuration.
  - When recording new macros it is possible to create them as general or specific to the profile

Note:
An example of the use of an alternative .ini file, via the command line option, using a specific folder within Profiles can be found in the root folder, in the "KeyNote NF Help" shortcut to facilitate opening .knt help files from Explorer:

"C:\Program Files (x86)\KeyNote NF\kntLauncher.exe" Profiles\Help\keynote.ini help\keynoteNF_Help.knt -ignSI -dnd -jmp"file:///*8|2" -title"KeyNote NF Topics"
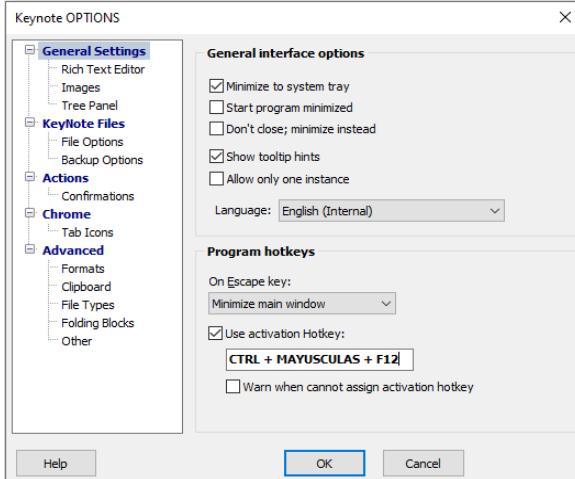
In this case, kntLauncher.exe is used instead of keynote.exe, and the .knt file to be opened is also being passed as a parameter. That parameter and the others added are optional.

You can use keynote.exe instead of kntLauncher.exe, and only the .ini file parameter.
(See also Using KeyNote NF .knt as Help files)

Configuration Options

Configuration options

Configuration Options are global settings for the whole program. For example, they allow you to choose whether KeyNote should automatically save your files, whether backup files should be created, what should happen when you press the **Esc** key, etc. You can also specify here several global options pertaining to the editor and tree panels. To change these configuration options, press **F5** or select Tools | Configuration options... in main menu.

The Options dialog box contains a tree panel to the left, and several tabs to the right. Each tab contains a group of related configuration settings. To navigate from one tab to another, click one of the nodes in the tree panel.

Tip: To quickly switch back to the tree panel, press **Shift+Esc**.

General settings
    Rich Text editor
    Images
    Tree panel

KeyNote files
    File options
    Backup Options

Actions
    Confirmations

Chrome
    Tab Icons

Advanced
    Formats
    Clipboard
    File Types
    Other
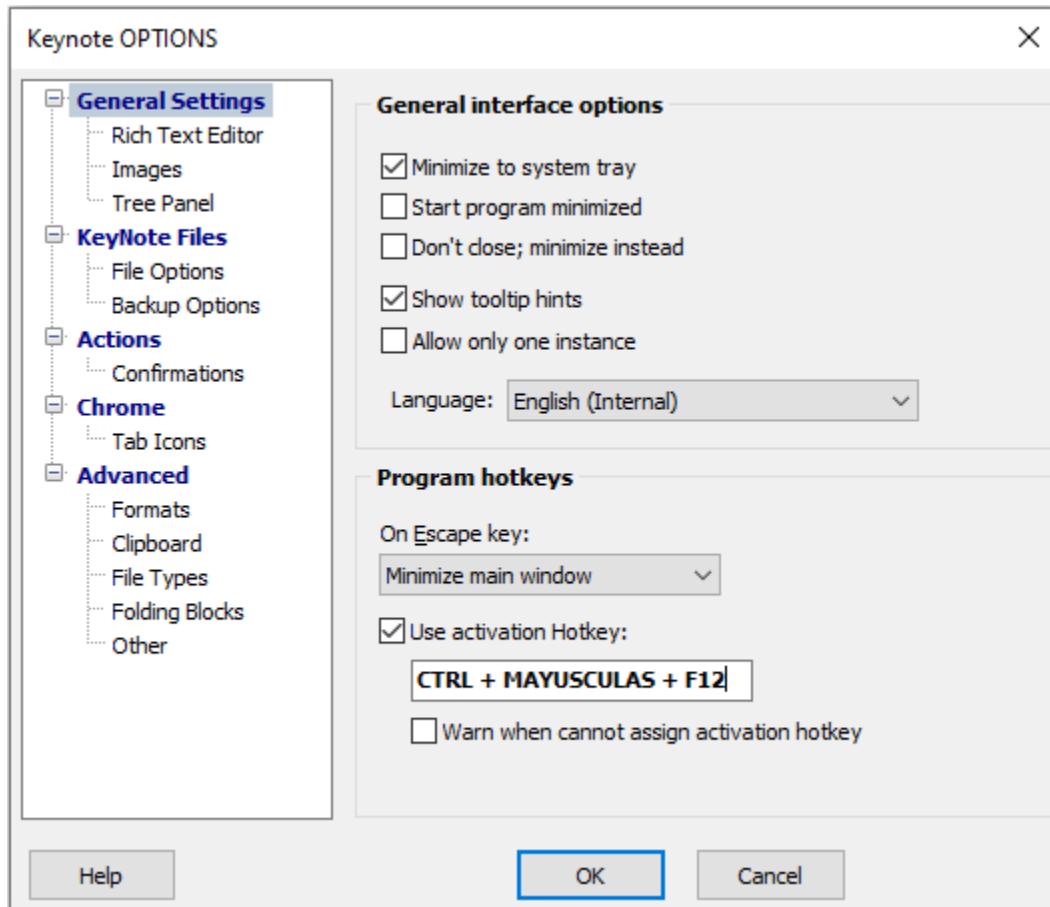
See also Configuring KeyNote Overview

Note that there some configuration settings not editable in the existing Options dialog box. These additional settings may be tweaked by editing KeyNote's configuration file, keynote.ini. (More in KeyNote.ini additional

settings)

General Settings

Options: General settings

Minimize to system tray   Default: YES

- If enabled, KeyNote will place its icon in the system tray area (next to the clock in the right hand corner of the screen) when minimized.
- If disabled, KeyNote will minimize itself to the normal button on the taskbar.

Note: When KeyNote is minimized, you can quickly bring it up by clicking the system tray icon, or by pressing the Activation Hotkey combination (**Ctrl+Shift+F12** by default)

Start program minimized   Default: NO

- If enabled, KeyNote will automatically minimize itself on startup.
- If disabled, KeyNote will start up in a normal window.

Note: You can also force KeyNote to minimize at startup by adding the "**-min**" switch to the command line in the shortcut you use to launch KeyNote.

Do not close; minimize instead   Default: NO

- If enabled, KeyNote will minimize itself, instead of exiting, when you click the right-most [x] button in the top-right corner of the window.
- If disabled, clicking the [x] will cause KeyNote to exit (this is the standard behavior)

Note**:** If this box is enabled, you can still exit KeyNote normally by choosing the **File|Exit** command, or right-clicking the icon in the system tray and choosing the **Exit** command.

Show tooltip hints   Default: YES

- If enabled, brief information messages will be shown whenever you move the mouse cursor over various elements of KeyNote interface.
- If disabled, the tooltips will not be shown. However, the same information is still displayed in the Status bar (even if another dialog box is opened)

Tip: For blind and vision impaired people, that use tools like NVDA (Non-Visual Desktop Access), there is a .INI option, HintsAccesible, to facilitate reading Hints through the status bar.

Allow only one instance   Default: YES

- If enabled, you will only be able to start KeyNote once. If you start KeyNote while it is already running, the already-running instance will be activated instead.
- If disabled, you will be able to run many instances of KeyNote side by side.

Note: This option will be ignored if the instance is open with the -jmp argument option

Warning: If you run several instances of KeyNote, remember that you should not be editing the same file in more than one instance. KeyNote has some built-in protection against this, but it may still be unhealthy.

Language   Default: English (Internal)

Allows you to display the interface menus and dialog boxes in a language other than the one defined internally (English). It requires the existence of files of the form "Keynote.<language>.lng" and "Keynote.<language>.tip" in the "Lang" folder.

More information in Configuring user interface Language

On Escape key   Default: Minimize main window

Choose what should happen when you press the **Esc** key. Available options are:
- Do nothing
- Minimize main window
- Exit Keynote

Use Activation Hotkey   Default: **Ctrl+Shift+F12**

Click this box and press **Backspace** to delete the existing hotkey. Next, press the new hotkey which you want to use to bring KeyNote to front when it is minimized or hidden behind other application windows.

Note**:** The hotkey you specify here is system-wide. This means that no other application will be able to use this key combination (it is overridden by KeyNote). Also, if you run multiple instances of KeyNote, only the first instance will be able to use this hotkey.
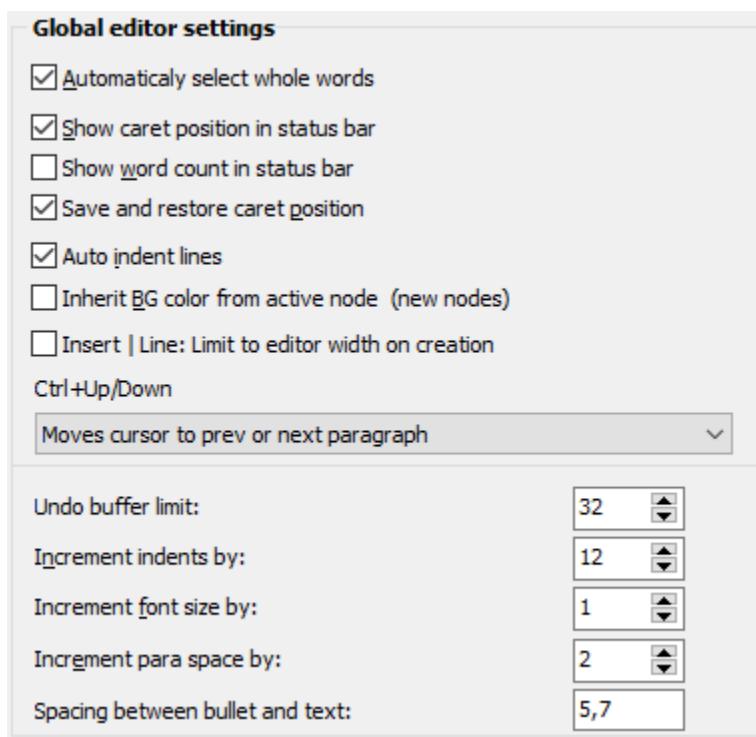
Tip: You can define different hotkeys for different instances of KeyNote, opening each one from a different profile, using different .INI file configuration (See Profiles)

If you do not want to use any hotkey, leave this field blank.

271

Warn when cannot assign activation hotkey   Default: YES

- If enabled, KeyNote will display a warning message when it cannot assign the hotkey. Hotkey assignment may fail if another application was started before KeyNote and it uses the same hotkey. Note that the warning will not be shown when you start more than one instance of KeyNote, because obviously only the first instance will be able to register the hotkey for itself

- If disabled, KeyNote will never show the warning about having failed to register the hotkey.

Rich Text Editor

Options: Rich Text editor

See also Keynote.ini_additional_settings

Automatically select whole words   Default: YES

- If enabled, KeyNote selects the entire word and the space after it when you drag over a word.
- If disabled, KeyNote selects letters, not words, when you drag over a word.

Show caret position in status bar   Default: YES

If enabled, show line number and the number of characters from the left margin to the cursor (and disables Show **word count in status bar**.)

Show word count in status bar   Default: NO

If enabled, show the number of selected words (or all words in a node or simple note if none are selected) and the page count (and disables **Show caret position in status bar**.)

Tip: A page is considered to be a certain number of words, defined by the **WordsPerPage** keyword under [EditorOptions] in the **keynote.ini** file.

Note:

To avoid making Keynote lag with long texts, this count of words can be updated after some interval of user inactivity, depending on the length of the text:

- If the length is < 30000 characters, the count will be updated as you type, just after typing a "space" character.

- If the length is >= 30000 characters then it will be updated only after some little interval of user inactivity (450 ms), checked every 2 seconds, to prevent slowing down the program.

  The counts will be fixed in status bar as soon as the you start typing, indicated with some characters to let you know that it's not up to date. Once you stop writing for a second, the count will be updated

For example. You can see the count updating continuosly with numbers as:

"W: 517 / 2,1" or even "W: 3770 / 15,1"   (approx.)

But with text longer, as you write you can see something like:

"(...) W: 3798 / 15,2"   that will be updated showing, e.g: "W: 3803 / 15,2"

Save and restore caret position   Default: YES

If enabled, save the cursor position in the Editor window. When you return to this node, restore the cursor position.

Auto indent lines   Default: NO

- If enabled, use the same indent for a new line when you press **Enter**.
- If disabled, start the new line at the default indent for the paragraph format.

Inherit BG color from active node (new nodes)   Default: NO

- If enabled, a new note uses the same background color in the Editor panel as the active node.
- If disabled, the new note uses the default background color (**Tools | Default Settings**).

See also Folder Properties: Folder settings and About initial fonts and colors in KeyNote.

Insert | Line: Limit to editor width on creation   Default: NO

- If selected, the line will be created with the current editor width;
- if disabled, it will be created with a very large width, extending beyond any possible page width.

See also Inserting a line in the editor

Undo buffer limit   Default: 32

Set the number of editing operations that can be undone. Increasing the buffer size can affect the performance of KeyNote.

Increment indents by   Default: 12

Set the amount of indent for a paragraph when you use indent commands on the **Format|Paragraph Style** commands and the corresponding button on the Format toolbar. The increment is in points.

Increment font size by   Default: 1

Set the amount of increase/decrease in font size when you use the **Format|Font Size** commands. The increment is in points.

Increment para space by   Default: 2

Set the amount of space before/after a paragraph when you use the space commands on the **Format|Paragraph Style** commands. The increment is in points.

Spacing between bullet and text   Default: 5,7
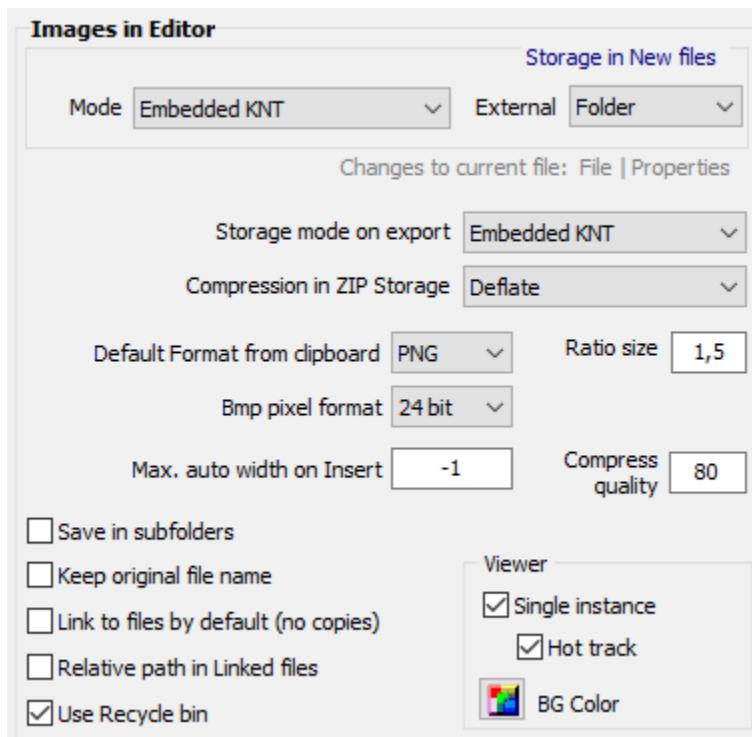
Set a factor (F) used to calculate the spacing between bullet and text for all list types: S = 10 * FontSize / F
You can set a number with decimal places, between 2 and 17. The result (S), in points, is used as First and Left indent values.

273

Spacing is inversely proportional to the F value. The higher the value, the narrower the spacing. The extreme values are set at 2 and 17 because, above 17, bullets become misaligned when the text spans more than one line, and below 2, the spacing becomes excessive.

You can see issue #876 for some examples

Images

Options: Images

See also Image management in KeyNote NF and Keynote.ini additional settings

Storage in New files

Note: This two options allows to define storage in new files.

The storage mode of the current file can be changed from the File | Properties window.

Mode   Default: Embedded KNT

It is possible to define one of the following **storage modes** to use in new files:

- **Embedded RTF**: Is the equivalent to the usual placement of images in RTF files: within the RTF content itself, as hexadecimal values saved in ASCII.

  The format of these images is usually wmetafile8, very voluminous. It would correspond to the image management functionality being disabled.

- **Embedded KNT**: Images are located at the end of the KNT file, in binary.

  This type of storage can be interesting for images to be kept in encrypted KNT files, or when you want them to be available without depending on another separate file (or folder). It is more optimal than embedding in RTF code (like ASCII in HEX mode)

- **External**: Images are not located in .knt file, but in external files, on a external folder or inside a Zip archive.

274

- **External + EmbeddedKNT**: It allows to combine the use of images embedded in binary in the KNT file with that of external storage, which can be Zip or Folder.

External   Default: Folder

Allows to define the type of external storage to use, in new .knt files:

- **Folder**:   Images will be saved in folders and subfolders in a file system.
- **Zip**:   Image files are saved in a Zip compressed file format.

    Note: In both cases the images will be created within a subfolder corresponding to the folder from which the new image was inserted for the first time, if Save in subfolders is enabled.

Compression in ZIP Storage   Default: Deflate

It allows to select the type of compression that will be used when adding each new image to a Zip (External) storage mode:

- Store   Stores the image file without applying any compression.
- Deflate   It's the most common of compression when adding files to a Zip.
- Deflate64

Note:
- You can change the image storage mode of a given .KNT file, as well as change from an external Zip storage to another Folder and vice versa, or point to a new storage location. More information in Storage of images

Default format from clipboard   Default: PNG

Allows you to select the image format to use when pasting images from clipboard and it's internal format is bitmap or metafile. PNG or JPG can be selected.
The image pasted will be converted to the selected format by default. See also the option **Ratio size**, to check how you can define exceptions.

Ratio size   Default: 1.5

Allows you to select the most appropriate format when pasting images from clipboard taking into account the size resulting from the conversion to both:

- If Ratio size is > 0   then a conversion will be performed to both formats (PNG and JPG).
  If the **default format** (eg. PNG) is sizer than the alternative format, in a proportion greater or equal than the value indicated, the alternative format (eg. JPG) will be used

- If Ratio size is <= 0   images pasted will always converted to the format set in **Default format from clipboard**.

Bmp pixel format   Default: 24 bit

Allows you to select the color depth to be considered on the starting bitmap, before converting to the selected format, depending on **Default format from clipboard** and **Ratio size**: pf15bit, pf24bit or pf32bit

Compress quality   Default: 80

Allows you to define a quality format to be used with the JPG format: 0 - 100

Note: More information in Images. Formats and sizes

Max. auto width on Insert   Default: -1

When inserting an image, this option defines the initial visible, how it will be shown:

- 0 : With its actual size
- -1 : With a maximum width equal to the visible width of the editor
- >0 : With a maximum width equal to the indicated one (in pixels)

Notes:
- The image is always saved with its actual size, indepently of the visible dimensions of a certain image instance.
- When displaying the image in the viewer it will try to be displayed in its actual size and proportion. See How to use Image viewer
- Once inserted, the image can be resized. This property has no effect on existing, already dimensioned instances, using Alt+Click on Image toolbutton or "Restore image[s] proportions" to the RTF context menu
- See Images. Dimensions and proportions for more information.

Save in subfolders   Default: NO

Allows to decide whether or not to save images in different subfolders. Only apply to external storage modes.
If Enabled, image files will be saved in subfolders, related to the folder (tab) where the image is first added. The subfolder will have been called using the name of the folder. (More)

Keep original file name   Default: NO

If Enabled, KeyNote will try to use the current name of a new image, when adding to an external storage.

For example, a file named "MyImage.jpg" will be saved (if possible) with that same name and will not be prefixed with the ID (such as 10_MyImage.jpg)

More information in Name of files used on external storage

Link to files by default (no copies)   Default: NO

Images can be incorporated as a 'copy', added to the defined storage (or storages): owned. But they can also be added in Linked mode (not owned), in which case only the file path is registered as a reference, its content is not stored nor is the file deleted if all references to it are removed.

- If Enabled, new images will be added as Linked by default
- If Disabled, new images will be added as 'owned' by default

During the process of inserting new images, is always possible to decide to change this default behaviour.
See Inserting images for more information.

Relative path in Linked files   Default: NO

In Linked images, this option defines how the path to the image file will be saved:
- If enabled, a relative (to the .knt file) path will be registered.
- If disabled, an absolute path will be registered as a reference to the image

Note: The option doesn't affect to linked images previously inserted.

Use Recycle bin   Default: YES

Allows you to move deleted image files to a subfolder '_RecycleBin' within the Folder mode folder, or to a Zip file located next to the main one, and called "...Deleted.zip"

Important: This option only appliable with certain storage modes: External (Folder or zip), or External + EmbeddedKNT

Viewer

Single instance   Default: YES

- If Enabled, each image is shown in the same visible Viewer, if any, and the Viewer window's size is maintained, trying to show images at 100%, adapting to that size.
- If Disabled, it is possible to show several images simultaneously, resizing each window to try to show its image at 100%.

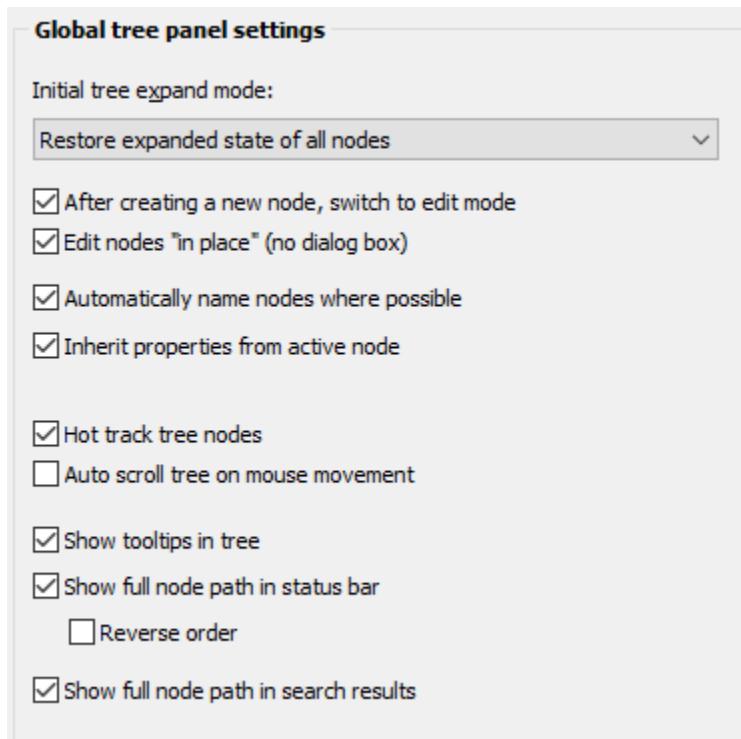### Hot track   Default: YES

When **Single instance** (Viewer) is Enabled and **Hot track** is Enabled then, if the viewer is open, selecting or clicking in any image (or image link) will show the image in the viewer, maintaining the focus on the editor.

BG Color

Set a default background color in the image viewer.

Tree Panel

Options: Tree panel

See also Keynote.ini additional settings

Initial tree expand mode   Default: Restore expanded state al all nodes

Select the state of the trees of the folders when you start KeyNote:
- Show tree fully collapsed

277

- Expand only last active node
- Expand only top level nodes
- Restore expanded state of all nodes
- Show tree full expanded

After creating a new node, switch to edit mode   Default: YES

- If enabled, KeyNote selects the name of the new node so that you can type in a new name.
- If disabled, you must press **Space** to select the name before you can type in a new name.

Edit nodes "in place" (no dialog box)   Default: YES

- If enabled, you can rename a node by pressing **Space** then typing in the name.
- If disabled, a dialog box appears when you rename a node.

Automatically name nodes where possible   Default: YES

- If enabled, use the linked file name when creating a virtual node by dragging a file into the tree.
- If disabled, use Default Name for new tree nodes as the name for the new virtual node

Inherit properties from active node   Default: YES

- If enabled, a new node uses the same checked, bold, and color state as the active node (in the Tree Panel).
- If disabled, the new node uses the default values for the note. See Folder Properties and defaults

Hot track tree nodes   Default: YES

If enabled, the selection in the Tree panel follows the mouse pointer.

Auto scroll tree on mouse movement   Default: NO

- If enabled, scroll the tree when the mouse pointer reaches the edge of the Tree panel.
- If disabled, use the arrow keys or scroll bars to scroll the tree.

Show tooltips in tree   Default: YES

If enabled, moving the mouse pointer over a node shows the partly-hidden node name as a tooltip.

Show full node path in status bar

- If enabled, shows the full path to the active node in the status bar, on selecting it
- If disabled, shows only the name of the node.

Reverse order   Default: NO

- If enabled, and **Show full node path in status bar** is also enabled, reverse the path (node name first).
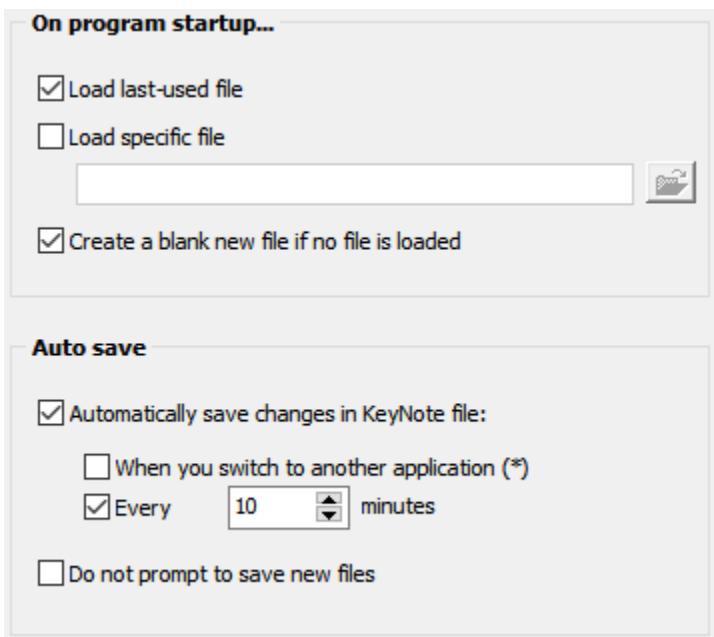- If disabled, the node name appears last in the path.

Show full node path in search results   Default: YES

Display name or full path in search results panel. This option affects the display in the Find tab of the Resource panel.
- If enabled, shows the full path, from the folder name to the node name.
- If disabled, shows only the folder and note (node) name.

KeyNote Files

Options: KeyNote files

Note: User file and last file are correctly recognized both with absolute and relative paths, and are saved in relative path (Base path for relative paths is keynote.exe folder)

Load last-used file   Default: YES

- If enabled, KeyNote automatically starts with the file that was last open before you closed KeyNote.
- If disabled, KeyNote will not try to automatically open the last-used file.

Load specific file   Default: NO

- If enabled, KeyNote loads the specified file.
- If disabled, KeyNote does not open a specified file.

Tip: You can also open files by double-clicking a KeyNote file (a file with the .KNT extension) in Windows Explorer, or invoking keynote.exe passing a .knt file as parameter (See Command Line Reference)

Create a blank new file if no file is load   Default: YES

On opening, if enabled and there is no file to load, KeyNote will create a blank new file (pending saving).

Automatically save changes in KeyNote file   Default: YES

If enabled, KeyNote automatically saves your file if has been modified, and you are closing it (with File|Close, exiting KeyNote, creating a new file or opening another file; in general whenever you invoke a command that would cause a loss of data if the file was not saved first).

Otherwise, if the file has been modified, KeyNote will displays a prompt, asking you whether the file should be saved before closing the file.

Also, if enabled, you can optionally tell KeyNote to save the file on certain event: "**When you switch to another application**" and "**Every [n] minutes**"

Tip: You can enable or disabled this option with File | Auto Save

When you switch to another application   Default: NO

When **Automatically save changes in KeyNote file** is enabled:

If enabled, KeyNote automatically saves the file **each time** you switch to another application.

Note that this also fires the backup save operations.

Tip: Not recommended as general option. Use only in special cases and with small files.

Please, see Recommendations on when to save and how to make backup copies

Every [n] minutes   Default: YES (10 minutes)

When **Automatically save changes in KeyNote file** is enabled:
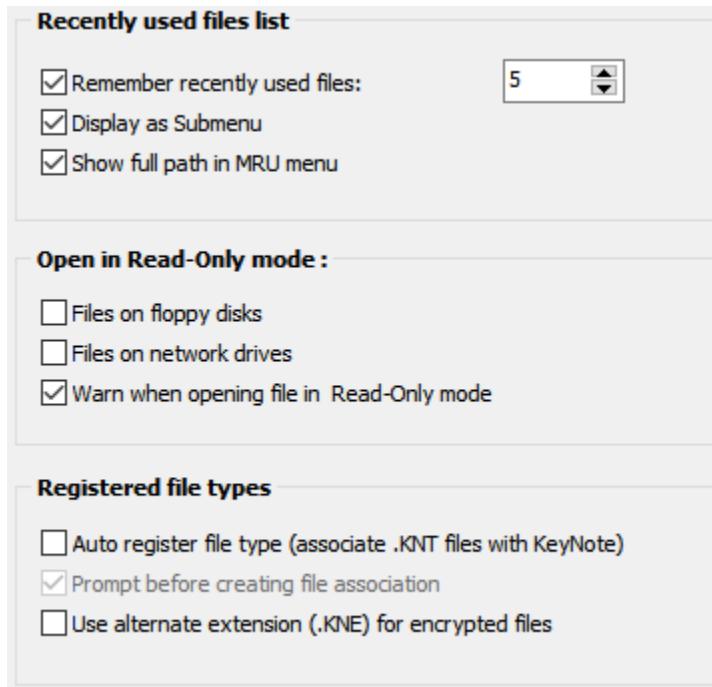
If enabled, KeyNote saves the file at the timer interval that you specify (in minutes).

Do not prompt to save new files   Default: NO

If enabled, KeyNote prompts you to save a new KeyNote file when you create the file.

File Options

Options: File options

Remember recently used files   Default: YES

If enabled, KeyNote remember the last-used files, and displays the list of them in the **File|Recent Files** menu. Also specify the number of files that KeyNote should remember.

Tip: The list of recently used files can be accessed even faster by clicking the down arrow next to the **Open** button on the main toolbar.

Display as Submenu   Default: YES

- If enabled, the list of recently used files appears as a submenu under the **File** menu.
- If disabled, the list of recently used files appears in the **File** menu.

  Remember recently used files must be enabled.

Show Full path in MRU menu   Default: YES

If enabled, the menu of recently used files displays full file names (with paths). Otherwise, displays only the file names

  Remember recently used files must be enabled.

Open in Read-Only mode   Default: NO

If **Files on floppy disks** and/or **Files on network drives** are enabled, KeyNote opens such files for viewing only.

Files opened in Read-Only mode can be edited, but you will have to save them with a different name (using the File | **Save As** command) or close them without saving the changes.

  Note**:**   In some other cases, files will be opened as Read-Only automatically. For instance, files that already have the Read-Only attribute set, or files located on CD-ROM discs will always be opened in this mode.

281

Tip: You can force KeyNote to open a certain .knt file as readonly, with the option "Open '<current file>' as Read-Only", in the [File properties](#) dialog.

Warn when opening file in Read-Only mode   Default: YES

If enabled, KeyNote displays a message when opening a file in Read-Only mode.

<u>Note</u>**:** For files opened in Read-Only mode, KeyNote displays a a bright red X in the status bar, over the icon associated to the file format. For example, for a native format it will show: . It will also show the message "File was opened as Read-Only" in the [File properties](#) dialog (Settings tab)

Auto register file type (associate .KNT files with KeyNote) Default: NO

- If enabled, KeyNote tries to register its file type (.KNT) in Windows, so that you will be able to open KeyNote files by double-clicking them in the Windows Explorer.
- If disabled, KeyNote does not try to register its file type at startup. You can still register the .KNT file extension manually in Windows Explorer (right clicking on the file, selection Open with...)

  <u>Notes:</u>
  - The registration check delays program startup slightly.
  - The KeyNote setup program also allows you to register that association, and it is the recommended way.

Prompt before creating file association   Default: YES

- If enabled, KeyNote asks you before registering its file type (.KNT)
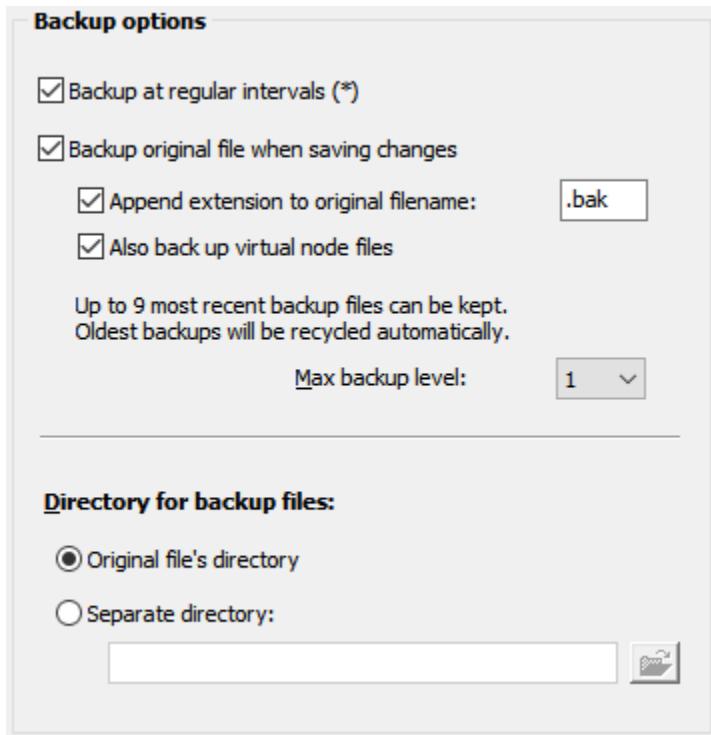- If disabled, KeyNote automatically registers its file type without asking.

  Auto register file *type must be enabled.*

Use alternate extension (.KNE) for encrypted files   Default: NO

- If enabled, KeyNote saves encrypted files with a different extension (KNE).
- If disabled, KeyNote uses the same extension (KNT) for encrypted and non-encrypted files.

282

Backup Options

Options: Backup options

Backup options

☑ Backup at regular intervals (*)

☑ Backup original file when saving changes

    ☑ Append extension to original filename: `.bak`

    ☑ Also back up virtual node files

Up to 9 most recent backup files can be kept.
Oldest backups will be recycled automatically.

    Max backup level: `1 ⌄`

Directory for backup files:

◉ Original file's directory

○ Separate directory:

`[                    ]` 📂

Backup at regular intervals   Default: YES

If enabled, KeyNote will creates backups of your file when saving, according to a policy that maintains copies that will not be overwritten by KeyNote. You will have a copy for each month, one for each last week, etc.

For a detailed description on how this mechanism works, see [Backup at regular intervals](#)

Backup original file when saving changes   Default: YES

If enabled, KeyNote creates a backup of your file when saving.

Append extension to the original filename   Default: YES

- If enabled, KeyNote adds the backup extension (.BAK, by default) to the name of the original file (myfile.knt becomes myfile.knt.bak).
- If disabled, the backup extension replaces the original file extension (myfile.knt becomes myfile.bak).

Backup file extension   Default: .BAK

Enter the extension that will be used for creating backup files.

  Note**:** Several standard KeyNote extensions are reserved and cannot be used for the backup files. For instance, ".KNT", ".KNE" and ".n_text" cannot be used as extensions for backup files.

Also backup virtual node files   Default: YES

If enabled, KeyNote also makes a backup copy of for each file linked as virtual node using the same backup file extension as for the KeyNote file.

Max backup level   Default: 1

Enter the number of backup files that KeyNote keeps for each KeyNote file

This option affects the number of files created with the cyclic mechanism activated with **Backup original file when saving changes**. It doesn't affect to **Backup at regular intervals**

> **Note**: It is possible to ignore this option in certain files, enabling the option **Do not keep multiple backups of this file** (From File | Properties, Settings tab)

Directory for backup files

Select either **Original file's directory** or **Separate directory** (and choose the directory) for storing KeyNote backup files.

> Note**: "**Backup original file when saving changes" must be enabled.

284

Actions

Options: Actions

See also Keynote.ini_additional_settings

Minimize KeyNote after [n] minutes idle   Default: NO

If enabled, KeyNote minimizes itself after the specified number of minutes idle. Otherwise, it will remain open

Close Notes file after [n] minutes idle   Default: NO

If enabled, KeyNote closes the open KeyNote file after the specified number of minutes idle. Otherwise, it will remain open

   Note: Will not attempt to automatically close new (not yet saved) files.

Auto-close only encrypted files   Default: YES

If enabled, KeyNote only closes open KeyNote files after the specified number of minutes of inactivity, if their format is encrypted. Otherwise they will remain open.

Requires **Close Notes file after [n] minutes idle** be enabled.

Note: In files that do not use encrypted format but have **content encryption enabled**, this option will not cause the file to close, but only the protected content (nodes and images), which will become hidden. If configured, the encrypted nodes themselves will no longer be displayed in the tree. And of course, their content cannot be searched with Find All.

See Encrypted_format_vs._native_or_compressed_format_with_'Enable_encrypted_content'

If any dialog boxes are open, close them   Default: YES

- If enabled, KeyNote closes any open dialog boxes, without saving changes (equivalent to pressing **Esc** to close the dialog).
- If disabled, KeyNote cannot close the file or minimize itself.

Reopen auto-closed files on restore (encrypted only)   Default: YES

- If enabled, KeyNote prompts for the password for an auto-closed file when you restore the program.
- If disabled, KeyNote does not open the auto-closed file.

URL actions

(Note. More info about links in [Hyperlinks in KeyNote]())

On URL click   Default: Prompt

Select the action for KeyNote when you **click** on a URL

Ctrl + click   Default: Open

Select the action for KeyNote when you **Ctrl+Click** on a URL

The available actions (for **On URL click** and **Ctrl + click**) are:
- Open
- Open in new window
- Copy to clipboad
- Both (open and copy)
- Prompt
- Do nothing
- Create or Modify

Also remember:

  Right Click   Prompt
  Alt+Click   Copy URL to clipboard

Minimize KeyNote on URL launch   Default: NO

If enabled, KeyNote minimizes itself when you open a URL. Otherwise, it will remain open

Launch "file://" URLs without prompting   Default: YES

- If enabled, KeyNote never prompts you for confirmation before opening a URL for a file.
- If disabled, KeyNote prompts you for confirmation if **On URL click** is set to **Prompt**.
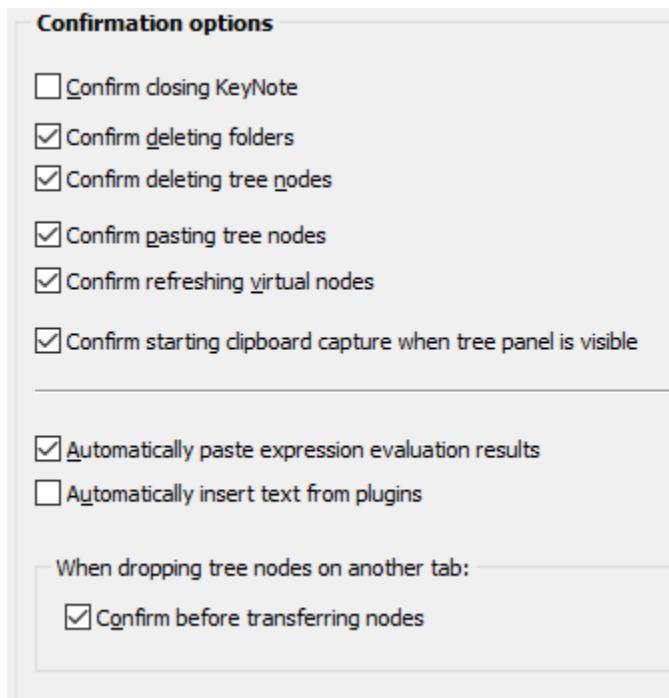
Open external KNT links in other instance   Default: YES

- If enabled, KNT links to another .knt file will be opened in other instance, not in current one

<u>**Confirmations**</u>

Options: Confirmations

Confirmation options

☐ Confirm closing KeyNote

☑ Confirm deleting folders

☑ Confirm deleting tree nodes

☑ Confirm pasting tree nodes

☑ Confirm refreshing virtual nodes

☑ Confirm starting clipboard capture when tree panel is visible

☑ Automatically paste expression evaluation results

☐ Automatically insert text from plugins

When dropping tree nodes on another tab:

☑ Confirm before transferring nodes

Confirm closing KeyNote   Default: NO

If enabled, KeyNote prompts for confirmation before exiting. Otherwise, exits without prompting

<u>Note</u>**:** KeyNote never prompts for exit confirmation if it detects that Windows is being shut down.

Confirm deleting folders   Default: YES

If enabled, KeyNote prompts for confirmation before deleting a folder. Otherwise deletes the folder without prompting.

Warning: Deleting a folder cannot be undone.

Confirm deleting tree nodes   Default: YES

If enabled, KeyNote prompts for confirmation before deleting a <u>single</u> **note** (node). Otherwise deletes the node without prompting.

<u>Note</u>: If the node has children, KeyNote will always show a message like "Node <Node> has [n] child nodes. Delete these child nodes too? This operation cannot be undone". You will be able to delete only the node, delete the node with its child nodes, or cancel the operation.

Warning: Deleting a node cannot be undone.

Confirm pasting tree nodes   Default: YES

If enabled, KeyNote prompts for confirmation when you drag and drop tree nodes onto another folder, or when you use the **Edit | Paste Other | Paste into New Node** command. Otherwise KeyNote accepts drag and drop and paste tree nodes without prompting.

287

Confirm refreshing virtual nodes   Default: YES

- If enabled, KeyNote prompts for confirmation before refreshing virtual notes:
This gives you a chance to save the node if it has been modified within KeyNote. If you click **OK**, any changes made in KeyNote since last save will be lost, and the node will reload the original file from disk. If you click **Cancel**, the node will retain the changes you made to in within KeyNote
- If disabled, KeyNote refreshes the node without prompting.

Confirm starting clipboard capture when tree panel is visible   Default: YES

If enabled, KeyNote prompts for confirmation before saving anything copied to the Windows clipboard.

Automatically paste expression evaluation results Default: YES

If enabled, KeyNote inserts the result of the Edit|Expression|Evaluate into the note text.

<u>Note</u>**:** In both cases, KeyNote remembers the result of the last expression evaluation performed. You can paste the result at any time by pressing **Alt+Insert**.

Automatically insert text from plugins   Default: NO

If enabled, KeyNote prompts for confirmation before inserting text generated by a plugin. Otherwise KeyNote inserts such text automatically, after the plugin has shut down.

Confirm before transferring nodes   Default: YES

If enabled, KeyNote prompts for confirmation before copying (or moving) nodes from one folder to another. Otherwise it will start copying (or moving) the nodes without prompting.

Note:
- If you are doing a move operation of a single node, the deletion on the source node will ask for confirmation if **Confirm deleting tree nodes** is enabled
- Even if **Confirm deleting tree nodes** is disabled, if you are moving a node with children, KeyNote will always show a message asking if it should delete its childs. If you cancel this operation, the source nodes will not be deleted, but they will have been copied to the target folder.

Move nodes (delete from the source tree)   Default: NO

- If enabled, KeyNote moves nodes, instead of copying them, when you drag them from one folder to another. The nodes are deleted from the source folder.
- If disabled, KeyNote copies the nodes. The nodes remain in the source folder, as well as the new copies in the other folder.
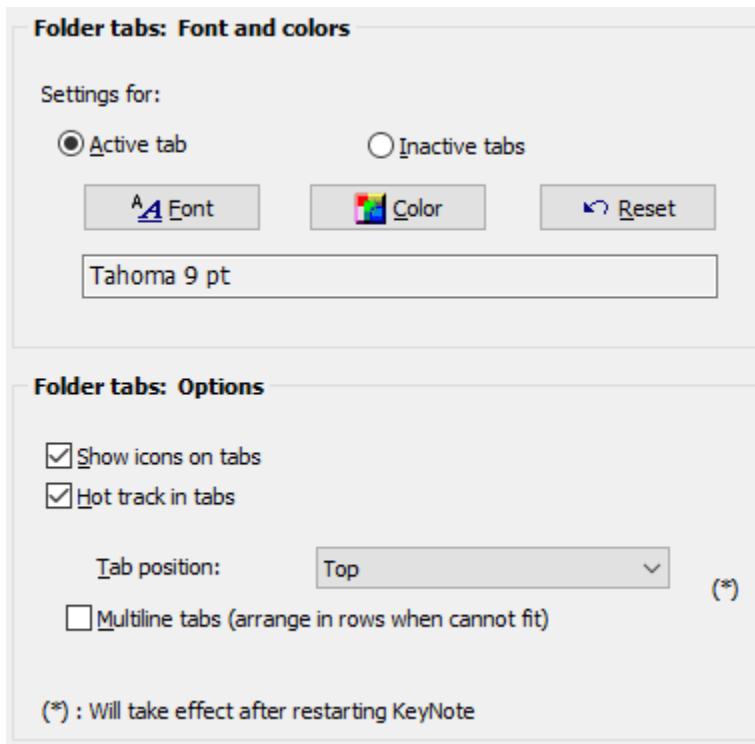
See notes in **Confirm before transferring nodes**, above, on possible asked confirmation when deleting the source nodes.

Tip: Dragging nodes will copy by default. To **move** you have to press **Shift** while dropping the node/s on the target folder.

Learn more about how to interact with the Tree panel in <u>Folders as note trees</u>

288

Chrome

Options: Chrome

See Keynote.ini additional settings

Settings for Active tab and Inactive tabs
- Select **Active tab**, then click the **Font** or **Color** button to set font and tab color for the active folder tab. Click Reset to return to the default.
- Select **Inactive tab** to set font and tab color for all inactive tabs.

Show icons on tabs   Default: YES

If enabled, KeyNote displays icons on folder tabs. Otherwise no icons appear on folder tabs.

Note**:**   Alternatively, you can turn icons On or OFF separately for each file with the File|Properties command.

Hot track in tabs   Default: YES
- If enabled, folder tabs become highlighted when you move mouse cursor over them.
- If disabled, folder tabs do not respond to mouseover.

Tab position

Select the location for folder tabs in the KeyNote program window (Top, Bottom, Left, Right)
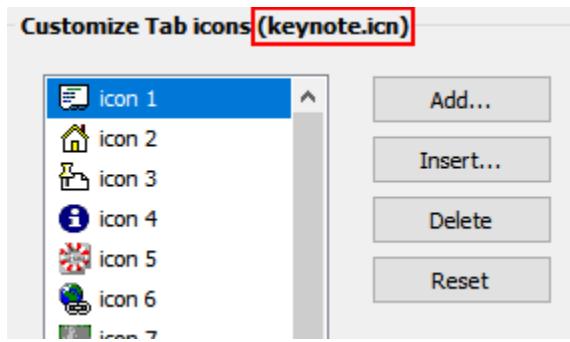
Multiline tabs (arrange in rows when cannot fit)   Default: NO
- If enabled, KeyNote arranges folder tabs in multiple rows if they don't fit in the KeyNote window.
- If disabled, scroll arrows appear so you can scroll to view hidden folder tabs.

289

Tab Icons

Options: Tab Icons

This tab allows you to customize the icons used for the folder tabs and nodes.

- When you use **custom icons** on tree nodes (see Folder Properties: Tree settings) or **show icons on tabs** (See Options: Chrome), all those icons are referenced with a number with which the icon is later retrieved, by searching the list of icons maintained on this page.

- This options page will be disabled if **Show icon images on tabs** is disabled (or it is enabled but it has **Built in** option selected) in File|Properties (File icons tab)
  - You will see "Custom icons are DISABLED" instead of "Customize Tab icons (keynote.icn)"
  - The file will use a builtin list of icons (currently 26).

- When custom icons is enabled, the caption will show the name of the **.icn file** being used by KeyNote.

- By default KeyNote will look for a .ICN file, named as the .INI file used, in the same location, but you can select another custom file using **Other** option, in File|Properties
  See also Command Line Reference and Use of Profiles

- If **no .ICN file is found**, KeyNote will use the builtin list of icons, that you can edit, and in this case a custom .ICN file will be written to your profile folder, next to the .INI file.

Remember, from File|Properties:

* It is possible to turn tab icons on or off for each .KNT file separately.
* You can specify a custom icon for each .KNT file
* You can have a different custom set of tab images (.icn file) for each KeyNote file.

Add

Open a file selection dialog box, and adds the icon you select to the end of the list.

Tip: You can add more than one icon at the same time

Insert

Open a file selection dialog box, and inserts the icon you select at the current position in list.

Warning: Inserting an icon moves all subsequent icons forward. As a result, existing folders and nodes will now display different icons.
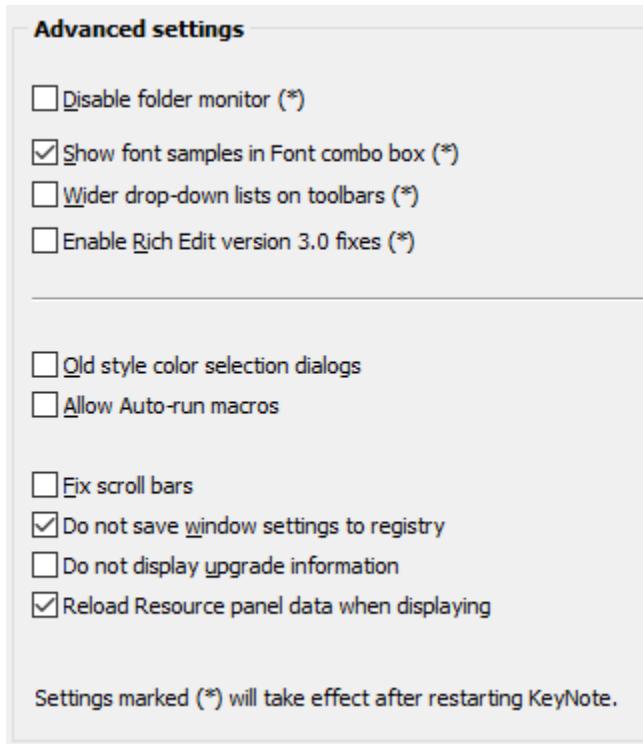
Delete

Delete the selected icon from list.

Warning: Deleting an icon moves all subsequent icons backward. As a result, existing folders and nodes will now display different icons.

290

Reset button

Reloads the built-in set of icons, undoing any change you have made to the list of icons.

Advanced

Options: Advanced

Disable folder monitor   Default: NO

- If unchecked, Keynote monitors for external changes to the open file, attempting to detect if another application has modified the file that is currently open in KeyNote. In such a case, KeyNote prompts you to reload the file from disk. However, folder monitoring only works with files on the local disk, not across a network.
- If disabled, KeyNote does not monitor for changes in open files.

Show font samples in Font combo box   Default: YES

If enabled, KeyNote displays font names in the font list on the Format bar using the actual font. Otherwise using a default font.

Wider drop-down lists on toolbars   Default: NO

If enabled, KeyNote displays slightly wider drop-down lists on toolbars. For example, this shows the entire font name in the font list on the Format toolbar.

Tip: You can also change the number of items with the **ComboDropDownCount** keyword in the [KeyOptions] section of the **keynote.ini** file.

Enable Rich Edit version 3.0 fixes   Default: NO

- If enabled, it prevents formatting loss when using version 3.0 of riched20.dll.
- If disabled, you may lose some formatting information when using version 3.0 of riched20.dll (default for Windows 95 systems).

  Tip: If you have version 4.0 or later of riched20.dll, you can disable this option and possibly improve the performance of KeyNote.

Old style color selection dialogs   Default: NO

- If enabled, display the color selector dialog box when you choose the **Format|Text Color** or **Format|Apply Highlight** commands.
- If disabled, choosing the command uses the color selected for the text color or highlight color button on the Format toolbar.

Allow Auto-run macros   Default: NO

- If enabled, auto-run macros run automatically whenever a new file or a new note is created. See Auto-Run Macros for more information.
- If disabled, auto-run macros must be run manually.

Safe print mode   Default: YES

- If enabled, the RTF text is first filtered through the older version of the richedit control, which fixes the problem with surplus pages, but causes loss of certain formatting attributes which the older richedit version did not support (e.g. highlighting, paragraph spacing, the "disabled"-looking font style and a few others).
- If disabled, use the full printing features of the richedit control. You may experience extra blank pages when printing.

Fix scroll bars   Default: NO

- If enabled, KeyNote tries to resolve the problem of scroll bars not updating.
- If disabled, KeyNote may not update the screen and scroll bars correctly. This can result (eg. in Linux-WINE) in Editor not showing the correct location of caret and scrollbars not reflecting current position. Scrolling the page up or down may correct the appearance of the text.

Do not save window settings to registry   Default: YES

- If enabled, window size, position and the recently used files list is stored in the **keynote.mru** file.
- If disabled, this information is stored in the Windows registry.

Do not display upgrade information   Default: NO

- If enabled, KeyNote does not prompt you to view the **history.txt** file or turn the Tip of The Day dialog the first time after you update KeyNote to a new version.
- If disabled, KeyNote asks if you want to view the **history.txt** file, and shows the Tip of The Day dialog when you start KeyNote.
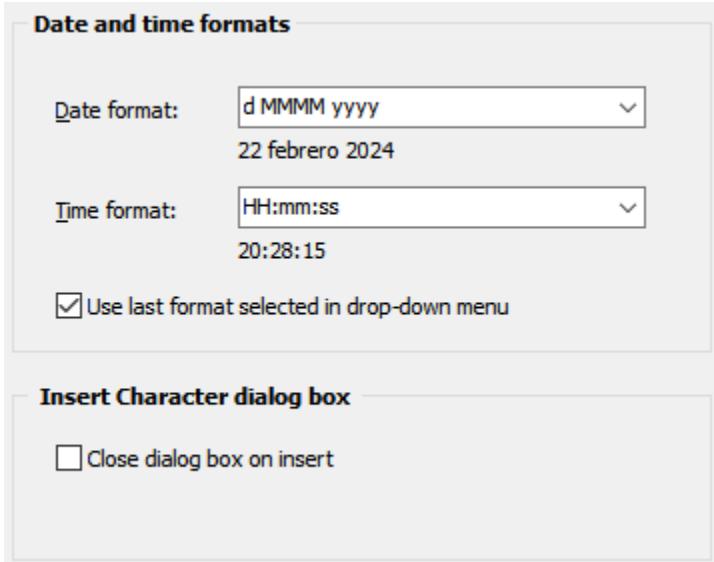
Reload Resource panel data when displaying   Default: YES

- If enabled, KeyNote only reloads Resource panel data from disk (contents of the scratchpad, macros, …) each time you display the Resource panel and select the tab.
- If disabled, Resource panel data is only loaded the first time it is needed.

292

Options: Formats

Date format

Enter the date format to be used for the **Insert|Insert date** command, unless selected **Use last format selected in drop-down menu**.

    Tip: You can experiment with this format. A sample result is displayed below the edit box.

Default: The default is the one used in Control Panel, Regional Settings, Long Date Format on your system.

Time format

Enter the time format to be used for the **Insert time** command, unless selected **Use last format selected in drop-down menu**.

    Tip: You can experiment with this format. A sample result is displayed below the edit box.

Default: The format is the one used in Control Panel, Regional Settings, Time Format on your system.

Use last format selected in drop-down menu   Default: YES

If enabled, use the last date and time formats selected from the lists on the Insert toolbar. Otherwise use the date and time formats set in this dialog.

Close dialog box on insert   Default: NO

If enabled, close the **Insert|Character** dialog box after inserting a character. Otherwise leave the dialog box open.

Options: Clipboard

See also Keynote.ini additional settings
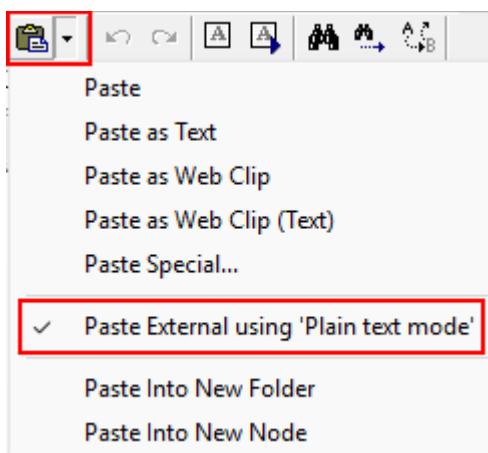
[Clipboard Capture](#)
[Web Clip](#)

Paste external using 'Plain text mode'　　　Default: YES

Makes default paste (**Ctrl+V**, **Shift+Insert** or equivalent) as **plain text** when copied from outside KeyNote, where this 'Plain text' is based in the corresponding value in the option **Plain text mode**

* When <u>Paste as Text</u> (Shift+Ctrl+Insert or Shift+Ctrl+V) is executed, will always be applied <u>full plain text</u>

- This option doesn't apply to Web Clip nor Clipboard Capture, as they have their own options.
- The option is also modifiable from:

294

Plain text mode   Default: Only font style

Determines which part of the formatting of the text should be maintained, if any, when using plain text mode, allowing a "Custom plain" Paste.
Applies to: "Paste external using 'Plain text mode' ", Clipboard Capture and Web clip.

* When Paste as Text (Shift+Ctrl+Insert or Shift+Ctrl+V) is executed, full plain text it always be applied)

Available options:
- Plain (without any formatting) (*Full plain*)
- Only hyperlinks (without other formatting)
- Only font style (bold, italic, ...)
- Only font (without paragraph formatting)

(All of them will disallow paragraph formatting)
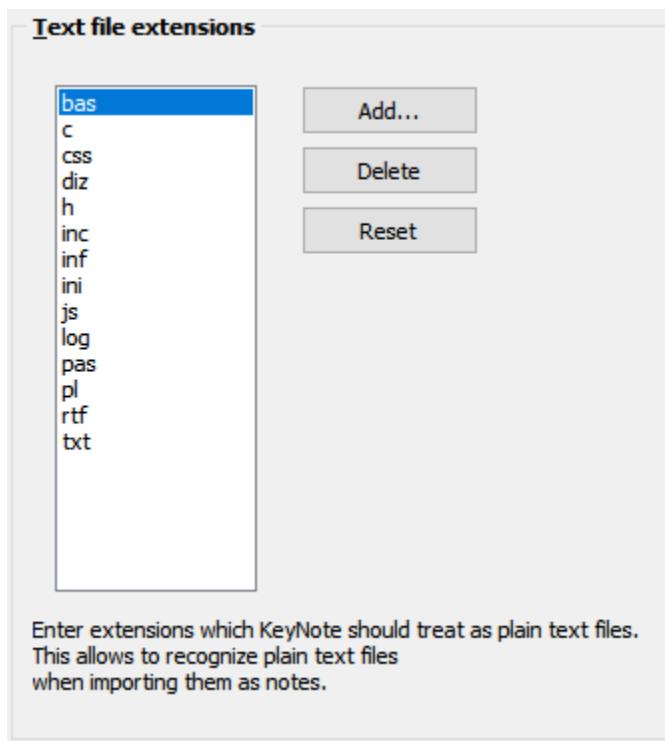

Clipboard Capture

Divider

Text string (that can include one or more lines) between each clipboard capture.
- Only selected divider, that can be customized, will be saved in .ini config file

See also Using Dividers in Clipboard Capture and Web Clip

Play sound on capture   Default: YES

If enabled, it will play `clip.wav` (in the KeyNote program directory) with each capture.

Use alternative tray icon   Default: YES

If enabled, use alternative tray icon when clipboard capture is active

Controls whether KeyNote changes the tray icon to indicate that clipboard capture is active. When enabled, KeyNote displays an orange icon for as long as the clipboard capture feature is turned on.

Regardless of this option, the tray icon will "flash" for a moment each time a clip is captured.

Ignore clips from Keynote   Default: YES

If enabled, do not capture text copied from KeyNote itself.

Ignore duplicate clips   Default: YES

If enabled, discard exact copies of the most recently captured text.

Remember capturing folder across program sessions   Default: NO

If enabled, Clipboard capture remains enabled when you close and reopen KeyNote.

When tree panel is visible:

On the following options must be selected:
- **Paste into currently selected note**
  Clips will be stored in the node which is active when text is captured
- **Create a new node and paste into it**
  New tree node will be created for each new clip

New node name

Allows to choose how new node will be named (only with Create a new node and paste into it) :
- Default node name
- Use clipboard text
- Use current date and time

Note: Name of new nodes created with option 'Use clipboard text' could be too long. So, it will be used the first line

but with a maximun of 60 characters. If so happens that the first line (or selection) has been truncated, then "..." will be added.

Include source URL   Default: YES

Insert clip source URL with title, unless Divider includes token %U
See also Using Dividers in Clipboard Capture and Web Clip

* Only affects Clipboard Capture

Paste using 'Plain text mode'   Default: NO

- If enabled, text will be pasted text as defined by option Plain text mode
- If disabled, paste text with full formatting.

* Only for Clipboard Capture

Limit size to: Default: 0

Maximum length of text to capture, in bytes, when **Paste using 'Plain text mode'** is enabled and Plain text mode is "Plain (without any formatting)"
- 0: No limit

* Only considered for Clipboard Capture, not for normal plain paste nor Web clip

Web Clip

Divider:

Text string (that can include one or more lines) between each web capture.
- Only selected divider, that can be customized, will be saved in .ini config file
- If it is empty, the value for Divider of Clipboard capture will be used.

See also Using Dividers in Clipboard Capture and Web Clip
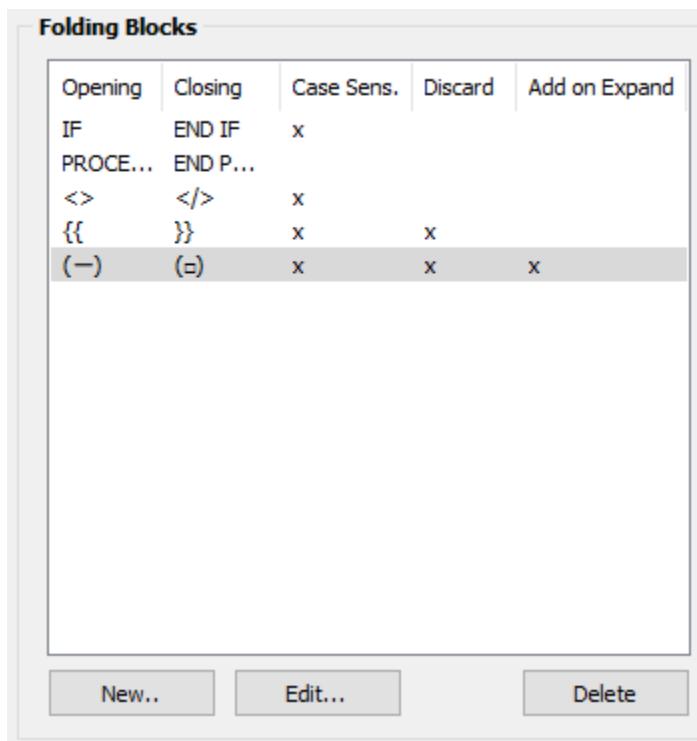
File Types

Options: File Types

Text file extensions

This is the list of file extensions that KeyNote recognizes as equal to plain text (.txt) files. This allows KeyNote to recognize the file as plain text when importing it as a note or node.

- Click **Add** to add another text file extension.
- Click **Delete** to delete the selected file extension.
- Click **Reset** to return to the default set of extensions.

Folding Blocks

Options: Folding Blocks

This tab allows you to customize words that can be used to identify blocks of text to be folded.

Discard
    No   => Keep markers
    Yes ("x")   => Discard markers on fold

Add on Expand:
    To be used when "expanding" a folded block, with "Expand (with markers)", to allow subsequent folding, without losing the boundaries
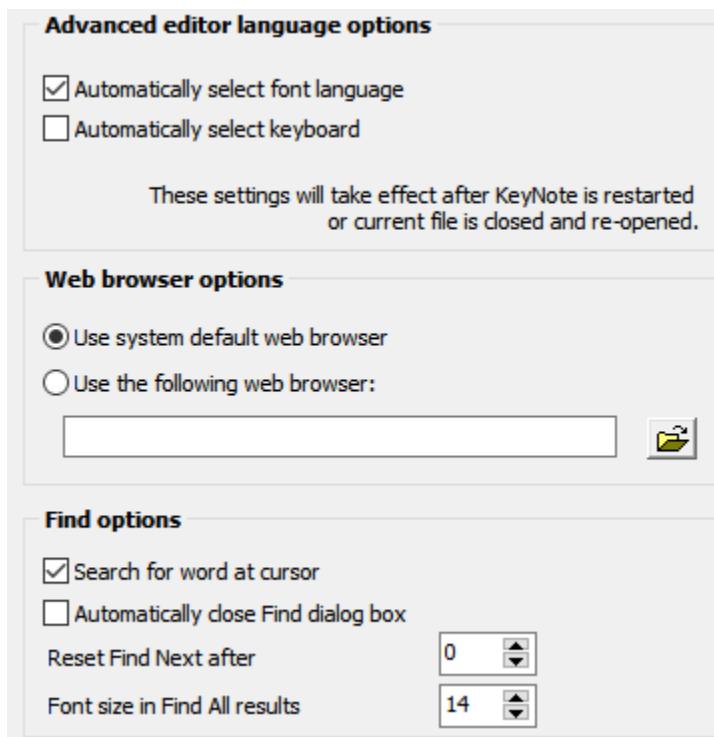   Yes ("x")   => It will be used on expanding

    Notes:
- Only one pair opening/closing can be selected as "Add on Expand".
- If no entry is defined as "Add on Expand", a default one will be added: opening: (━)   closing: (▢)

See How to fold a block of text in Folding and unfolding note, for a detailed description of this functionality and how opening and closing words can be used.

Other

Options: Other

Automatically select font language   Default: YES
- If enabled, it selects font script automatically depending on the system language the richedit control thinks is being used. This may be necessary for non-Latin languages.
- If disabled, the font language remains unchanged.

  Tip**:** Leave this option disabled unless you are experiencing difficulty using KeyNote with a non-Latin language.

Automatically select keyboard   Default: NO
- If enabled, it selects the keyboard layout automatically depending on the system language the richedit control thinks is being used. This may be necessary for non-Latin languages.
- If disabled, the keyboard language remains unchanged.

  Tip**:** Leave this option disabled unless you are experiencing difficulty using KeyNote with a non-Latin language.

Use system default web browser   Default: YES
Use the following web browser

You can activate web links opening in the default browser, or explicitly defining the path to a browser. The latter can be useful if you use KeyNote in a portable mode and you don't want to depend on the default browser. (More on Hyperlinks in KeyNote)

Search for word at cursor   Default: YES
- If enabled, the currently cursored word appears as the **Text to find** in the **Find** dialog box.
- If disabled, the most recently used search text appears in the **Text to find** field.

Automatically close Find dialog box   Default: NO

- If enabled, KeyNote closes the **Find** dialog box after you click Find. You can press **F3** to find the same search text again.
- If disabled, the **Find** dialog box remains open until you close it.

Reset Find Next after   Default: 0

If set to a value > 0 (say "N"), KeyNote will request a new search pattern when you select Search | Find Next (or F3), if more than "N" seconds have passed since you last performed Find Next.

This option allows you to normally use Search | Find Next (F3) instead of Search |Find... and makes it possible to assign the usual Ctrl+F shortcut to Search | Find All... functionality

Font size in Find All results

You can define the font size use to show the results, with excerpts from the note of the matches, in Find tab (Resorce Panel).

KeyNote.ini file settings

Some configuration settings simply don't fit in the existing Options dialog box anymore, or are too esoteric to place them there. These additional settings may be tweaked by editing KeyNote's configuration file (keynote.ini). Remember that you must shut down KeyNote before editing the INI file, and restart the program to test your changes.

Key Options

Clip Options

Tab Options

Editor Options

Tree Options

Export Options

ResPanel Options

[KeyOptions]

ColorDlgBig=1

Controls whether the color selection dialog boxes are initially opened in expanded state ("big") or collapsed state (small). When set to 1, the dialogs are initially displayed as "big", with the "Custom colors" panel visible. When set to 0, dialogs are displayed with only the standard colors showing, and you must click the "Define custom colors" button to extend the dialog box.

ComboFontLen=[pixels]
ComboMacroLen=[pixels]
ComboStyleLen=[pixels]

These three settings specify the width of individual drop-down lists (also known as combo boxes): the Font name list, the Macro list and the Style list. You can make them wider or shorter, depending on the size and resolution of the monitor you are using.

ComboDropDownCount=16

Controls the maximum number of items each drop-down list displays without having to scroll up or down the list. Typically, applications display only 8 items, which is not a lot. In KeyNote, the default value is 16, and you can change it by modifying this value.

ExtHTML=.list.of.extensions.
ExtRTF=.list.of.extensions.

These are lists of file extensions which KeyNote will recoznize as HTML and RTF files, respectively. These extensions are used to determine whether Keynote can allow a file to be linked as a virtual node. The lists behave in the same way as the list of extensions identifying plain text files, which is editable in the Options dialog box. Note that KeyNote performs no special handling of HTML files at this time; files identified as HTML are treated in the same way as plain text files.

    Important: extensions must include the leading dot, and the list must end with a dot as well, e.g.:
            ExtHTML=.htm.html.cgi.asp.php.

SaveDARTWarn=1

When set to 1, KeyNote warns you if you save your KNT file using DartNotes format. DartNotes format is provided

only for compatibility, but KeyNote saves much more information in its own data files, so you will lose some settings when saving in this format. If you often exchange data between KeyNote and DartNotes, you can set this value to 0 to supporess the warning.

(Note that if a file contains one or more tree-type notes, you will not be able to save the file in DartNotes format at all, because DartNotes does not support trees.)

ShellExecuteShowAllErrors=1

Controls whether KeyNote always displays all errors that may occur when clicking a hyperlink (an internet URL or a link to a local file). When set to 1, all errors are displayed. When set to 0, KeyNote filters some errors which are occasionally incorrectly reported by applications. (Some users have noticed that a "File not found" error message was sometimes displayed, even though the link was executed correctly. This is not a bug in KeyNote; KeyNote simply receives an incorrectly issued error code from Windows. Set tis value to 0 to supporess the display of those misleading error messages.)

StatBarDlbClkAction=6
StatBarDlbClkActionShft=2

These two settings control what happens when you double-click the status bar (StatBarDlbClkAction) and when you double-click the status bar with the **Shift** key held down). Possible values are:

0 = do nothing
1 = minimize KeyNote
2 = open File Properties dialog box
3 = open File Manager dialog box
4 = open Note Properties dialog box
5 = create a new note
6 = show or hide the Resource panel

StartNoteType=1 [Obsolete]

Controls what kind of note is automatically created when you use the File|New command. When set to 0, each new file will begin with a simple (non-tree) When set to 1, each newly created file will begin with a tree-type note.
(Note "DefaultNoteType" remembers last type of note created)

SaveDefaultFormat=0

Controls the the default format in which the KeyNote file should be saved, in new created files. Possible values are:

0 = nffKeyNote
1 = nffKeyNoteZip
2 = nffEncrypted

StyleShowSamples=0

Controls whether the Styles drop-down list displays samples of styles. When set to 0, the list only displays the names of styles. When set to 1, the list displays the name of each style using the font properties for that style.

WarnSingleInstance=1

If SingleInstance=1 and WarnSingleInstance=1 then KeyNote will give the following message if there is another instance open: "KeyNote NF have been configured to allow only one instance at a time. Closing this instance..."

If WarnSingleInstance=0 this instance will be closed and the other activated, but without any warning message.

ResolveLNK=1

Controls whether dialog boxes will automatically resolve shortcut links to the actual files they point to. This is mostly useful for the Favorites section of the Resource panel. If this value is set to 0, links will not be resolved. This means that if you choose a file with the .lnk extension (i.e., a Windows shortcut), KeyNote will place this very file in the Favorites list. When set to 1, .lnk shortcuts will be resolved, and if you choose such a file, KeyNote will store a link to the actual file the shortcut points to (for example, keynote.lnk will be resolved for keynote.exe).

URLFileDecodeSpaces=1

URLFileNoPrefix=1
URLFileQuoteSpaces=0

These three settings provide advanced control over how KeyNote handles hyperlinks to local files (clickable links with the <file:///> prefix). The settings are provided so that you can fine-tune KeyNote's behavior with regard to launching <file:///> hyperlinks on systems where the default values may cause problems (e.g. some XP installations, or systems with incorrectly registered "file" protocol). Default values will be correct for most systems, but if you encounter any problems with launching hyperlinks, try tweaking these settings.

- if URLFileDecodeSpaces is set to 0, spaces in file URLs are not decoded (KeyNote executes a link with the %20 hex code embedded); when set to 1, the hex code is changed back to space characters.

- if URLFileNoPrefix is set to 0, KeyNote launches the URL including the <file:///> prefix (e.g. KeyNote executes "<file:///c:\Documents\readme.txt>"). This will not work on all systems, so you can change the value to 1, which will cause KeyNote to strip the prefix and execute "c:\Documents\readme.txt" instead.

- if URLFileQuoteSpaces is set to 0, KeyNote will not wrap the file path in double quotes even if the path contains spaces. When set to 1, path containing spaces will be wrapped in double quotes when launching <file:///> hyperlinks.

URLFileEncodeName=0

If enabled (1), path to files and directories will be URL-encoded, as before

If disabled (0, default), they will not be URL-encoded. Specifically, spaces will not be converted to %20, and link will be enclosed between < and > if necessary.

This affects to file URLs created without hyperlinks, using URL recognition of RTF Editor, for example in plain text notes.
As a consequence, a link to "C:\Test\NAME OF NOTE.txt" will be created in a plain text note as:
   0 ->   <file:///E:\Test\NAME OF NOTE.txt>
   1 ->   'C:\Test\NAME OF NOTE.txt' (file:///C:\Test\NAME%20OF%20NOTE.txt)

URLFilePrefNoHyp=0

Preferably use simple links, not hyperlinks

- If disabled (0, default), links to file will always created as hyperlinks if possible (in plain text notes it isn't)
- If enabled (1), when inserting a link to a file or directory with Insert | Link to File... or with drag and drop, the link will not use hyperlinks. It will insert the path adding "file:///" and enclosing with < and > if necessary.

  What you see in the Editor is then the URL, that you can modify directly.

If KeyOptions.URLFilePrefNoHyp = 1 and KeyOptions.URLFileEncodeName=0, dragging the following files in a normal note will be inserted as:
  "E:\Test\NAME.txt"   -> file:///E:\Test\NAME.txt
  "E:\Test\NAME OF NOTE.txt"   -> <file:///E:\Test\NAME OF NOTE.txt>

If KeyOptions.URLFilePrefNoHyp = 1 and KeyOptions.URLFileEncodeName=1, dragging the following files in a normal note will be inserted as:
  "E:\Test\NAME.txt"   -> file:///E:\Test\NAME.txt
  "E:\Test\NAME OF NOTE.txt"   -> E:\Test\NAME OF NOTE.txt   (it will use hyperlink)

If KeyOptions.URLFilePrefNoHyp = 0, then all those links will be created as hyperlinks.

Note: Note that editing any link with the action Create or Modify or from the dialog window will always convert that links in it's hyperlink version.

URLFileSepParams=##

If not empty, it allows to specify parameters in hyperlinks, after those characters

It is defined by default as '##', but can be replaced with other character/s with some exceptions. You can use for example '==' or '<=' but not '<', '<<', '>>' or '>='. Some of these strings should not be used because they are problematic if you try to use them in plain notes. Others simply don't work even in RTF notes. Before changing this option you can test if can be used normally including it in an URL (in RTF and Plan Text editors)

URLFileSpaceInParams=+

If not empty, it allows the use of spaces in hyperlinks of plain notes (where spaces can only be used in the program/document part, and most times only if enclosed between < and >). It is defined by default as '+'.

This option will be ignored in RTF notes, because there you can use spaces normally in hyperlinks.

More info in <u>Using parameters with hyperlinks</u>

URLWebDecode=1

If set to 1 (enabled) it will 'decode' web URL links, translating %XY sequences into their corresponding UTF8 characters. Example:

https://ru.wikipedia.org/wiki/%D0%92%D0%B5%D0%B3%D0%B0,_%D0%9B%D0%BE%D0%BF%D0%B5_%D0%B4%D0%B5

will be converted to:

https://ru.wikipedia.org/wiki/Вега,_Лопе_де

Certain characters that could be encoded with %XY won't be converted:

' ', '/', '?','!','"', '&', '%', '#', '$', '[', ']', '(',')', ',', ';', '*', ':', '@', '=', '+'

Ex: http://www.example.com/space%20here.html won't be modified

On "Insert URL" and "Choose Action for URL" dialogs (see <u>Hyperlinks</u>), although URLWebDecode=1, you can force the URL not to be modified pressing **Shift** when exiting URL field or when clicking on OK (Insert URL) or Modify (Choose Action for URL).

Even if URL is not modified (because of Shift or URLWebDecode=0), when text is empty or equal to URL it will be set with the decoded version of the URL field.

So, for example, if you pressed Shift while changing focus from "URL" to "Text", the URL field will maintain the %XY characters, but the "Text" field will be set decoded.

When using <u>ClipCap</u> or <u>Web Clip</u>, the clip URL will be automatically adapted if URLWebDecode= 1. Any other pasted hyperlinks, interspersed in the text, will be adapted only by opening and modifying via the "Choose Action for URL" dialog box.

ImgViewerPath

Allows to enter an absolute or relative (to keynote.exe) path to an external image viewer

ImgFormatInsideRTF

In order to make the images visible in the editor, in RTF, the formats currently available in the RichEdit control that can be used are: \wmetafile8, \emfblip, \pngblip or \jpegblip

When inserting the image programmatically, the format that KeyNote NF will used depends on this option:

- ifWmetafile8 [0]

    All images will be embedded in RTF with the format \wmetafile8. It will be the only option offered on systems with an older version of RichEdit (<= 4).

- ifAccordingImage [1]

    The application will use jpegblip for JPG images, emfblip for images that come from EMF *files*, wmetafile8 for those that come from WMF *files*, and pngblip for the rest: PNG, GIF, TIF, BMP and ICO.

    Remember: When inserting / registering a new image, the application differentiates between the <u>format in which it will keep</u> the image, which will be the format it presents in the case of inserting (or dragging) from a

file; and the <u>format used to display it</u> in the RichEdit control, that is, the one that will be used together with the RTF \pict tag. ImgFormatInsideRTF controls the latter one.

ImgAllowEncrExternal=0

Option that determine where can encrypted images be saved when encryption content is enabled

If set to 0 (default), an encrypted image will always be saved internally in the embedded KNT storage.

If set to 1, an encrypted image will be saved in the configured storage, even if it is external (ZIP or folder).

See also Encrypted format vs. native or compressed format with 'Enable encrypted content'

UseCtrlHideTreePanel=1

If set to 1 will enable the use of **Ctrl+ Shift+F11** to hide the tree panel while maintaining the witdh of the Editor, reducing temporarily the width of the main window. See Hiding the Tree panel for an example usage.

ModifiedOnTreeResized=0

If set to 1 (enabled), changing the width (or max width) of any tree panel will mark the file as modified, and so this changes can be saved.

MarginAltLeft=80
MarginAltRight=80

Define alternative visible margins (in pixels). You can switch between default value (minimum) and this values, with View | Alternative Margins command.

HintsAccesible=0

Option to facilitate reading Hints through the status bar to blind and vision impaired people.

If set to 1 (enabled), when a hint is displayed, all the text panels of the status bar, except for the one corresponding to the Hint, will be shown empty, so that a screen reader (like NVDA) can directly read the text (the hint) without having to previously read all the other panels, which include the file name, cursor position, file modification status, etc.

For example, the NVDA reader allows reading the status bar with the combination [NVDA]+End.

Note: NVDA (Non-Visual Desktop Access) allows blind and vision impaired people to access and interact with the Windows operating system and many third party applications.

EditorInfoPanelTop=0

Option that allows to change the position of the info panel (top or bottom)

If set to 1 it will located at the top of the note editor.
If set to 0 (default) it will located at the bottom of the note editor.

RTLkeyShct=0

Option that allows to disable keyboard shortcuts to change the default bidirectional keyboard mode (RTL or LTR)
If set to 0 (default): don't use keyboard shortcuts for RTL detection (RTL: RCtrl+RShft   LTR: LCtrl+LShft,   on key release)

This default value for option has been set to 0 to avoid the complications that RTL handling entails for the RichEdit control, which could cause problems for users who might activate it by mistake (as originally reported in issue #816, due to the use of AutoHotKey).

IMEAutoKeyboard=1

Option that determines whether automatic keyboard switching is allowed when setting the editor to bidirectional mode (RTL)
If automatic keyboard switching is on, the control automatically changes the keyboard layout when the user explicitly changes to a different font, or when the user explicitly changes the insertion point to a new location in the text.

If set to 1 (default) it will keep IMF_AUTOKEYBOARD on when turned on automatically for bidirectional controls (Default: 1)

    If set to 0, IMF_AUTOKEYBOARD will be turned off just after setting RTL mode

IMEAutoFont=1

Option that allows the RichEdit control to automatically change fonts when the user explicitly changes to a different keyboard layout

    If set to 1 (default), IMF_AUTOFONT will always be turned on.

      If set to 0, IMF_AUTOFONT will be turned off

See this <u>comment in issue #816</u> for a more detailed description of RTLkeyShct, IMEAutoKeyboard, and IMEAutoFont options.

[ClipOptions]

SleepTime=1

Controls how long KeyNote waits after capturing clipboard text before it will accept another capture. This setting was used to prevent KeyNote from repeatedly capturing the same clip from certain applications (esp. Word and Acrobat Reader). The wait time is specified in tenths of seconds, so a value of 5 means half a second. The setting is still used, but KeyNote now has a much better protection against duplicate clips, configurable in the Options dialog box ("Ignore duplicate clips" option).

URLOnly=1

If enabled (1), when you copy at most one word, that text will be ignored and instead of it, the URL (and title if available) will be shown. (Only considered for Web Clip)

[TabOptions]

ColorAllTabs=0

When set to 0, the tab font color you specify in Options|Chrome is only used for the currently active tab, and all inactive tabs use standard font color (usually black). When seet to 1, the same font color is used for both the active tab and all inactive tabs.

[EditorOptions]

DisableINSKey=0

When set to 1, disables the Insert key entirely. This is useful for those who often find themselves accidentally hitting the INS key and switching to overwrite mode.

EditProtected=1

When set to 0, it will prevent you from modifying text formatted as "protected". This formatting property cannot be set inside KeyNote, but can be linked to text pasted from Word, for example. When text is protected, it cannot be deleted or modified, unless this option is set to 1 (default).

BulletsInPlainText="- "

Allows you to replace bullets by an alternative string when pasting as plain text.

See also <u>Bullets and plain text</u>

NumbTabInPlainText=" "

Allows replacing the TAB character always used when pasting numbering lists as plain text (system conversion) by an alternative string. By default a space " " is defined.

FixEmojisProblem=1

When set to 1, it will avoid the problem caused by certain Unicode sequences used as modifiers in Emojis [See issue #896]

When enabled, KeyNote will try to identify and remove the presence of certain special characters that can cause problems in the RichEdit control due to a limitation of the RTF parser:

U+FE0E (\u-498?)	Variation Selector-15	"Force text mode"
U+FE0F (\u-497?)	Variation Selector-16	"Force emoji mode"
U+20E3 (\u8419?)	Combining Enclosing Keycap	"Key box"

[TreeOptions]

FullRowSelect=0

When set to 1, enables the "full row select" feature of the tree, so that the selection bar extends from the left to right edge of the tree window, instead of ony covering the node name.

NodeDelimiter=/

A single character used to separate tree node paths. These paths are displayed in the statusbar when a node is clicked, and in the search results list in the Resource panel. Typically, a path looks like this:

     KeyNote/Features/Trees/Nodes

This setting allows you to change the '/' character to something else.

RemovableMediaVNodes=1

Controls whether KeyNote allows you to create virtual nodes that link to files in removable media, such as diskettes or CD-ROMs. Possible values are:

0 - virtual nodes cannot be linked to files on removable media

1 - virtual nodes can be linked to files on removable media, but KeyNote will display a warning every time you create such a node

2 - virtual nodes can be linked to files on removable media and no warning is displayed

Changing this value does not affect virtual nodes that already exist.

RelativeKNTLinks=1

Together with CaretInKNTLinks it controls how internal links are shown, how visible text is constructed (if inserted without any text selected) (More in Inserting internal Keynote Links (KNT Links))

When this option =1 the path of the insertion point is compared with the path of KNT hyperlink. Common ancestors are hidden.

CaretInKNTLinks=0

Together with RelativeKNTLinks it controls how internal links are shown, how visible text is constructed (if inserted without any text selected) (More in Inserting internal Keynote Links (KNT Links))

The caret position will only be included with the text shown if this value is 1 or RelativeKNTLinks=1 and the KNT Link and its target are in the same note/node.

In the first case you could see something like "Note1/Node1 -34" and in the second one, like "Pos.34"

[ExportOptions]

SimpleFileName=0

Determines how exported files are named:

0 - Use files names like: "01 - Folder - Node.rtf"

"01" is the index of the generated file, with "00" being used for the table of contents (if included), "01" for the first file, "02" for the second, etc.

1 - Use only the name of the node for file names, like: "Node.rtf"

[ResPanelOptions]

Customizing Keyboard Shortcuts

Customizing Keyboard Shortcuts

The **Tools | Customize Keyboard...** command allows you to change, add or remove keyboard shortcuts used to invoke KeyNote commands. You can modify the keyboard shortcuts for all **commands** listed in KeyNote's **main menu** and the right-click **menu of the tree panel**.
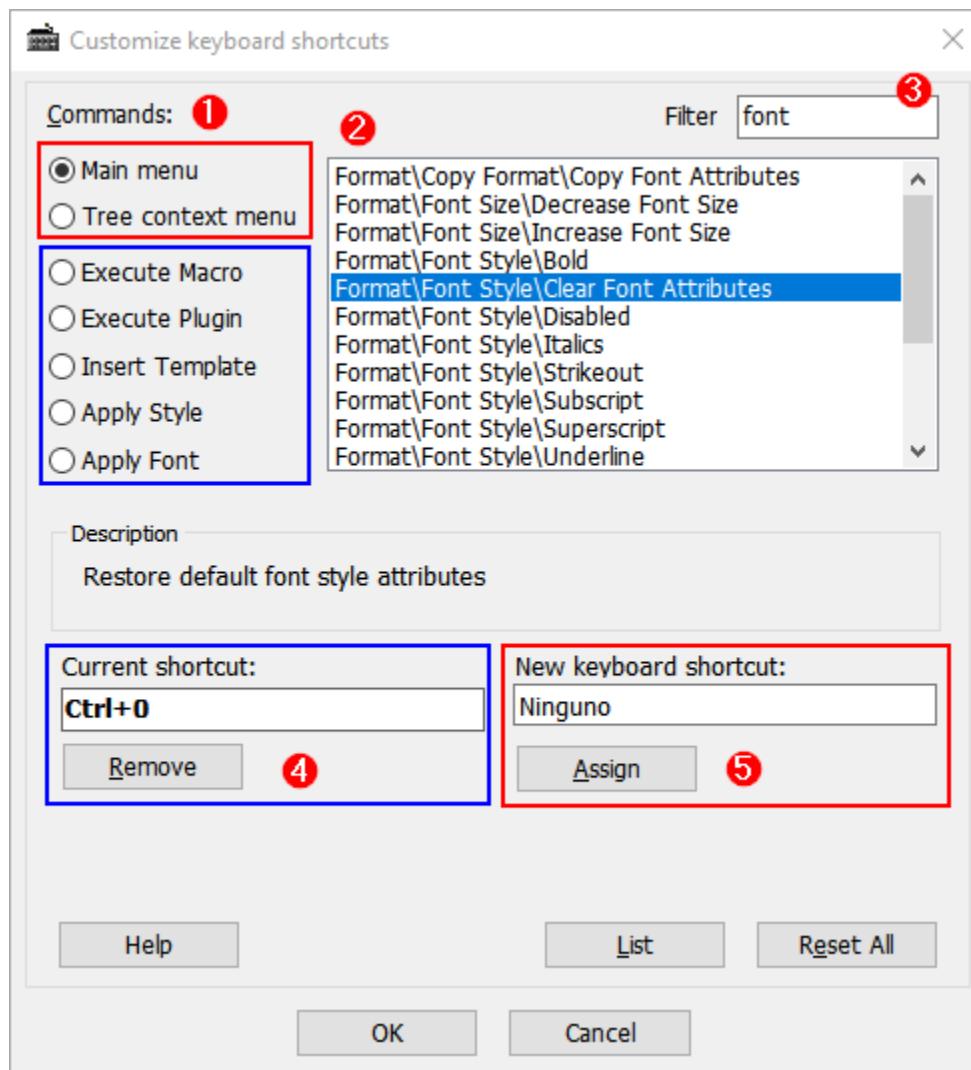
Since version 1.9.0 you can also assign any shortcut to **Macros, Plugins, Templates, Styles and Fonts**. Now there is no need to use the old **funckey.knl** plugin and you can use any shortcut (and not only Alt+<Fx>, Shift+Alt+<Fx> or Ctrl+Alt+<Fx>.)

Funckey plugin it is not necessary now, and it is abandoned. That plugin required KeyNote to listen to a certain message after change was done, to reload shortcuts, and to use a specific config file (keyboard.key), with a limited set of possibles shortcuts.

See also:
  Keyboard Reference
  Using shortcuts Ctrl-C, CTRL-V, Ctrl-X

Commands [2] are shown with their whole path (example: Edit\Change Case\Invert Case) and the list is shown separately based on the **type of command** [1]:
Main menu, Tree context menu, Execute Macro, Execute Plugin, Insert Template, Apply Style and Apply Font.

The commands are listed alphabetically, using the whole path, and can be filtered by a text [3], searching in the path and optionally inside the description of the command (You can right-click the list of commands to change the Consider description when filtering option.)

The description of the currently selected command and its assigned shortcut [4] are displayed in the areas below the list.

To add or change an existing keyboard assignment

- Select a command in the **Commands** list.

- Click the **New keyboard shortcut** field [5], and press the new key combination. If the key combination is valid, it will be displayed, and also it will be shown the command that actually has that shortcut assigned.

- Click the **Assign** button to accept the new keyboard shortcut.

Note:

- If the new shortcut key is assigned to another command, clicking Assign will remove it from that command previously, unless it belongs to a different **command group**, considering the following three groups: Main Menu, Tree context menu, Other commands

- You can assign the same shortcut to Main menu, Tree context menu and "Other" commands (grouping Execute Macro, Execute Plugin, Insert Template, Apply Style and Apply Font) but take into account that:
  - Shorcuts related to tree panel menu will be recognized when focus is on the tree panel, and will take priority over other shortcuts
  - The "Other" commands will share the shortcuts: if you assign one shortcut to a macro (e.g.) it will be removed from any "other" command (plugin, e.g)
  - The shortcuts assigned to menus (main or tree) will take priority over shortcuts to Other commands (macros, ...)

- Although you can assign the same shortcut to "another" command as any menu command (main or tree), KeyNote will tell you if the shortcut you want to assign is assigned to any menu command. This "other" command shortcut will ultimately be considered depending on the focus (editor tree or panel) and what type of menu item the shortcut is assigned to.

To remove an existing keyboard assignment

- Select a command in the Commands list, and then click the Remove button [4].

Tip: You can cancel the changes at any time by clicking the Cancel button.

To display a listing of all keyboard assignments

In the dialog box, click the **List** button. This will generate an HTML document listing all currently assigned keyboard shortcuts, and will open the document in your default web browser. (The file is named **keyboard.html** and is saved in the same directory as **keynote.ini**. You can also inspect this file, outside of KeyNote.) The layout of the file is fixed, but the look is controlled by styles, defined in the file **keyboard.css**. You can edit the CSS file to change the look of the keyboard listing.

To reset keyboard shortcuts to factory defaults:

In the dialog box, click the **Reset All** button, then click **OK** to confirm. Or, exit KeyNote and delete the file **keyboard.ini** (located in the same directory as keynote.ini) (See also Use of Profiles)

Limitations

- Only one keyboard shortcut can be assigned to each command.

- Combinations of keys including **Enter**, **Space**, **Tab**, or **Esc** key cannot be assigned.

- Some key combinations are reserved by Windows and cannot be assigned. These include, for instance, **Alt+F4**.

- Some standard Windows keyboard shortcuts are built into the RTF editor and the treeview control. For instance, in the editor, pressing the **right arrow** key moves the caret one position to the right; pressing the **Delete** key erases the current character; pressing **Ctrl+arrow** jumps to the next or previous word. These shortcuts cannot be modified.

Using shortcuts Ctrl-C, CTRL-V, Ctrl-X

The usual keys **Ctrl+C**, **Ctrl+X**, **Ctrl+V** are **reserved** for Copy, Paste and Cut. The assignation made to other functions from "Customize Keyboard" will be ignored.

To function as expected in the tree panel, resource panel or other locations is necessary that these combinations are not assigned to shortcuts. So, these combinations are not being managed as shortcuts to menu entries. Instead they are intercepted and interpreted before. Hint text for these entries has been modified showing the valid combinations.

If any of these three functions (Copy, Paste, Cut) is assigned a combination of keyboard, will also be recognized. They may therefore have three valid combinations. However, the third combination (non standard) will not be recognized when it comes to edit the name of a node of the tree.

The following shortcuts, present in early versions of KeyNote, were removed from the default setting (all associated with contextual menu items from the tree):

TVCopyNodeName	("Copy / Node Name") Ctrl+C
TVVirtualNode	("Virtual Node / Make Virtual..") Ctrl+V
TVExport	("Export..") Ctrl+X

Alternative keys, **Ctrl+Ins**, **Shift+Ins**, **Shift+Delete**, are also interpreted as Copy, Paste y Cut, but unlike the previous ones, are not reserved. So if you assign it to a menu option may prevent its interpretation as Copy, Cut and Paste on certain occasions. What has been done is remove the following shortcuts currently set by default (if you have not customized the keyboard generating the file Keyboard.ini):

Paste Name:	Shift+Insert
Delete Children:	Shift+Delete

Using Copy, Cut and Paste (from keyboard) is more general this way: it can also be used to edit the name of a node, or on the resource panel, for example within Scratch panel or in the search combo.

Can also be used to copy, cut and paste nodes and subtrees. Thus, it is possible to copy and paste subtrees in a way equivalent to the commands of Transfer Subtree.
It is also possible to cut and paste nodes, making it possible to move nodes and subtrees within the file, not necessarily in the same folder.

<u>**Customizing the Toolbars**</u>

Customizing the toolbars

As of version 1.3.7, KeyNote offers a rudimentary toolbar customization. There is no graphical interface to support this feature yet; all customization is done by editing a plain text file.

The file is called **toolbar.ini** and it can be generated with the command **View|Toolbars|Save Configuration**. This file will be created in the same directory as <u>keynote.ini</u> (see <u>Use of Profiles</u>)
You can edit the toolbar.ini file in any plain text editor, or directly in KeyNote, as a virtual node (see <u>Virtual nodes</u>).

The **toolbar.ini** file is a standard Windows .INI file. It contains three sections: **[MainToolbar]**, **[FormatToolbar]** and **[Special]**. The first two sections refer to the two main toolbars that can be customized; all other toolbars in KeyNote are too small and too feature-specific to bother.
The third section, [Special], make it possible to hide the following elements of the toolbars: the Font Name drop-down list, the Font Size drop-down list, the Zoom drop-down list, the Font Color and Font Highlight buttons.

Each section contains a list of <u>button names</u>, followed by the equal (=) sign and a digit: either **0** or **1**. "0" means that the button will not be displayed; "1" displays the button.

It is also possible to hide the <u>separators</u> on toolbars. This is useful if you have removed several buttons and end up with several separators in a row, wasting toolbar space. Separators on the Main toolbars have names such as smXX, where XX is a number between 1 and 10, while separators on the Format toolbar have names such as sfXX, where XX is a number between 1 and 8.

Once you have opened the **toolbar.ini** file in a text editor, all you need to do is decide which buttons and/or separators you want to display and which to hide, and set the values to 0's or 1's accordingly. The button names should be self-documenting (Note: Please note that the button names have also been included alongside the description of the equivalent menu options, in <u>Menu commands</u>)

Save the toolbar.ini file, then reaload toolbar configuration in KeyNote by using **View|Toolbars|Refresh Configuration** command

Example

If you want the "Print" button to become available, change the line **TB_Print=0** to **TB_Print=1**

After you have edited the file, save it.

> **Tip:** You can configure the toolbars while KeyNote is running, and check your settings immediately. After you have saved the toolbar.ini file, return to KeyNote, click the "View" menu, select the "Toolbars" item, and then click the "Refresh toolbars" command. KeyNote will load the new settings and re-display the toolbars.

To reset the toolbar state to factory defaults, simply delete the **toolbar.ini** file and then use the "Refresh toolbars" command, or restart KeyNote.

Configuring user interface Language

Translating KeyNote NF user interface

KeyNote.Lan
Translation of interface. LNG files
Translation of tips. TIP files
Updating an existing LNG file
Translation to RTL languages
Creating or updating language files
Language files and Beta versions

Using Artificial Intelligence (AI) to assist in translation

KeyNote NF allows you to adapt the user interface to multiple languages by translating a configuration file. The translation is based on the utility 'Kryvich Delphi Localizer' (https://sites.google.com/site/kryvich/localizer)

KeyNote.Lan

This is a configuration file containing the list of languages supported. For each language it is included some data such as name and files from the translation of interface and translation of tips. These files should be in the **Lang** subfolder

Example:

[Dutch]
Comment=Translation by Ennovy and Plankje
Name=Dutch
LangFile=Keynote.dutch.lng
TipFile=Keynote.dutch.tip
RTL=0
Translator=http://forum.goeiedageven.nl/

Translation of interface. LNG files

This is an example of a partial translation:

Original:

[TAboutBox]
Caption=About
BTN_Close.Caption=&Close
Label3.Caption=E-mail:
Label4.Hint=Double-click to send email; Right-click to copy\+(No HTML-formatted email, PLEASE!)
....
Pages.Tab_Tree.GBox_Tree.Label_TreeFonts.Caption= Font and background color:

Translated:

[TAboutBox]
Caption=Acerca de
BTN_Close.Caption=&Cerrar

Label3.Caption=E-mail:
Label4.Hint=Doble clic para enviar email; Clic derecho para copiar\+(Sólo email en texto plano, POR FAVOR)
...
Pages.Tab_Tree.GBox_Tree.Label_TreeFonts.Caption= Fuente y color de fondo:

Sections, in square brackets, ((TAboutBox], for example) refer to forms. This may help put in context the phrases and thus help in translation.

It should be remembered that sometimes, at the end of the phrases there are one or more spaces, which should be respected. For example, after "Font and background color:" there is a space.

As recalled at the beginning of the files, the line breaks are shown with some special characters for easy reading:

HumanizedCR=\^
HumanizedCRLF=\+

At the end of the file is a section called [ResourceStrings], which includes all strings (which makes sense to translate) that have been taken from the code:

[ResourceStrings]
...
64764_knt_RS_sMacM48=Ir a la línea
64765_knt_RS_sMacM49=Introduzca número de la línea o incremento (+-):
....
[ResourceStrings]
64764_knt_RS_sMacM48=Go to line
64765_knt_RS_sMacM49=Enter line number or increment (+-):

In the files .LNG you don't have to translate all the text. You may keep strings untranslated. It is also possible (although not recommended, to facilitate improving the translation) to remove some of the lines. Those ones that are not present will simply not be translated.

Translation of tips. TIP files

Each line of the file .TIP file corresponds to an individual tip. To translate the file it is only needed to translate the text of these lines.

Updating an existing LNG file

Starting from existing .LNG files, the developer will update the .lng files to reflect the changes included since the last version (if any), marking with the help of a utility the strings that have been modified, the new ones as well as those that may have been removed.

As a translator, what you will need to do is review these changes:

New strings

They are identified by displaying the "(!)" mark at the beginning of the line (and not having "{1}" just before the "=" character). They may correspond to completely new sections, if new forms have been added, such as:

[TForm_Image]
(!)Caption=Image properties
(!)btnCreateFile.Hint=Creates a file with the image content
...

or they can simply be new texts available in the code or in existing forms. Example:

[ResourceStrings]

...
(!)64381_knt_RS_sFile21=OK to deduce the missing date information?\^
(!)64382_knt_RS_sFile22=OK to remove date from note name?\^
...

Removed strings

There may be strings that are no longer needed, perhaps because a certain functionality is removed or substantially modified, as is the case with the TForm_Mail form:

[(x)TForm_Mail]
(x)Caption=Zend notitie via E-mail
...

Occasionally, strings are deleted because they are removed from the interface as static text and are constructed or assigned dynamically. In such cases, it is possible that a string exists in the "ResourceStrings" section that includes all or part of that text. That new string will be marked with "(!)". For example:

[TAboutBox]
...
(x)Label4.Hint=Dubbelklikken voor verzenden email; Rechtsklikken voor kopiëren\+(Alleen email met platte tekst, AUB!!)
...
[ResourceStrings]
...
(!)65070_knt_RS_sAB00=About -
(!)65071_knt_RS_sAB01=Double-click to send email; Right-click to copy\^(No HTML-formatted email, PLEASE!)
..

You will need to remove from the file the lines corresponding to those deleted strings, marked with (x).

Modfied strings

Strings that have been modified since the last translation reflected by the .LNG file will be marked with "(!)" at the beginning of the line and "{1}" just before the "=" character. For example:

(!)Panel_Main.Image1.Hint{1}=Created with Delphi 11 Community Edition
(x)Panel_Main.Image1.Hint=Gemaakt met Borland Delphi 2006

You can see that after the line marked as modified, which is shown with the original text (in English and as it appears in the keynote.exe file), the line with the previous translation is offered. This makes it easier to recognize what the change is and adjust the translation. In case it might be helpful to see what the original text was in the previous version (Ex: "Panel_Main.Image1.Hint=Created with Borland Delphi 2006") the main file with the latest changes (keynote.lng) and the same one from the previous version (keynote_OLD.lng) will always be offered. You can locate the string from its code: "Panel_Main.Image1.Hint"

In many cases the quickest way will be to modify the line with the existing translation (marked with (x)) and simply delete the other one. In other cases, if the change is major, it may be better to simply translate the new one from scratch. In the example, we could modify the second line and delete the first one:

Panel_Main.Image1.Hint=Gemaakt met Delphi 11 Community Edition

Sometimes the modification of some strings responds to a change in terminology in the application, such as the one made in version v 1.9.2: Simple notes / Tree Notes + nodes ==> "Folders" with "notes" Thus, for example:

Keynote_OLD.lng

64760_knt_RS_sMacM44=This action cannot be performed, because there is no active note (%d)

315

64761_knt_RS_sMacM45=This note cannot be set as Read-only, because it is being used for clipboard capture.

Keynote.lng

64760_knt_RS_sMacM44{1}=This action cannot be performed, because there is no active folder (%d)
64761_knt_RS_sMacM45{1}=This folder cannot be set as Read-only, because it is being used for clipboard capture.

This modification is reflected in the Keynote.dutch.lng file as:

(!)64760_knt_RS_sMacM44{1}=This action cannot be performed, because there is no active folder (%d)
(x)64760_knt_RS_sMacM44=Deze actie kan niet worden uitgevoerd, omdat er geen actieve notitie (%d) is.
(!)64761_knt_RS_sMacM45{1}=This folder cannot be set as Read-only, because it is being used for clipboard capture.
(x)64761_knt_RS_sMacM45=Deze notitie kan niet worden ingesteld als alleen-lezen, omdat het in gebruik is als klembordopname.

- **Remember**: It is possible to leave lines untranslated, as well as to remove some untranslated lines, but you cannot keep lines marked with (x) or (!) in the final .LNG file. It is possible to leave the "{1}" marks, although I recommend removing them in the final file (just replace "{1}=" with "=")

- It is **very important** to respect special characters included in strings, especially those such as "%s" or "%d", for example. If they are removed or added unnecessarily, an exception will be thrown when the application uses that string, since there may no longer be a correspondence between the terms to be replaced ("%s" or "%d") and the strings that the application will use for that purpose.
  This is actually one reason why .lng files from older versions should not be used, as they may contain strings with different usage of these replacement markers, thus causing exceptions. As an example of string:

  64743_knt_RS_sSty02= %s, %s space, %s, L:%d F:%d R:%d, Bef:%d Aft:%d

Translation to RTL languages

Starting from existing .LNG files, the developer will update the .lng files to reflect the changes included since the last version (if any), marking with the help of a utility the strings that have been modified, the new ones as well as those that may have been removed.

The entire interface will be adapted to Right to Left (RTL) if the configured UI language is defined as RTL. The property "RTL" have been added to the **keynote.lan** to indicate if should be managed as RTL. A value of 1 means True.

- The tree and the editor will depend on the folder level option, instead.
  It would be possible to see the menus in RTL and at the same time the content of some trees in RTL and others in LTR, which may be of interest depending on the content of the trees.
- In order for it to display correctly, with controls aligned properly, etc., I'll still need to make some adjustments in some forms. Please, let me know.

Creating or updating language files   (Developers)

To keep translation files (.LNG) working and up to date, it is necessary to update the files contained in the Lang folder.

During the process of generating a new application executable, it will be necessary to follow the following additional steps:

- Make sure that 'keynote.exe' and 'keynote.drc' are copied to 'Lang' folder
    To get .exe and .drc (Delphi Resource String File):
    - In Delphi Environment open menu Project | Options | Linker and set MAP file to Detailed.
    - Build the project. EXE and DRC files will be created.
- Execute "kdl32_updatelng.cmd"

- **Remember**: .exe and .drc must be generated in **release mode**. The generated codes for the Resourcestring section are different if generated in debug mode.

The .lng files will be updated pointing out untranslated text strings (new or unmodified), as well as those that are no longer used (obsolete):

Because of optional switch "-!" set in the .cmd file, **untranslated (new & modified) strings** will be marked with **"(!)"**. This way it is easy to find out the new strings in a language file.
After translation completion all these marks should be removed from language files.

Similarly, because of the use of "-x" switch, **not used strings** (obsolete & deleted from the application) in an output language file marked with **"(x)"** mark. After translation completion all these not used strings should be removed entirely.

For more information, see
1. How To
2. FAQ

Language files and Beta versions

To keep translation files (.LNG) working and up to date, it is necessary to update the files contained in the Lang folder.
It is important that the .lng file corresponds to the version of the .exe file.

If the language file is not updated (for example in Beta versions) you must use the integrated language. In that case it is necessary that you select '**English (internal)**' as language. You can do that from the application:

      Tools|Configuration options|General settings|Language

or modifying **keynote.ini**:

      LanguageUI=English (Internal) or simply: LanguageUI=

Using Artificial Intelligence (AI) to assist in translation

Since AI text translation has advanced tremendously these days, I encourage you to try using any of the available AI to aid in the translation process.

I recommend reading the comment I titled "**Translate the interface with the help of AI (Gemini, Claude, ChatGPT, ...)**" in the issue #752. There I described my own experience (very positive) translating the entire interface into my language: Spanish. I also showed the prompt I used.

Menu Commands Overview

File   Edit   View   Insert   Format   Folder   Tree   Search   Tools   Help

The sections below describe each command available through the **main menu** in KeyNote.

> File menu
> Edit menu
> View menu
> Insert menu
> Format menu
> Folder menu
> Tree menu
> Search menu
> Tools menu
> Help menu

Note**:**

- A great number of KeyNote menu commands have keyboard shortcuts which invoke these commands. The shortcuts are displayed next to the command names, together with the name of the command in keyboard.ini. See Keyboard Reference.

- Some of them can also be accessed through a toolbar button. It's icon and name used in toolbar.ini is also shown (see Customizing the toolbars)

- Many areas of the main KeyNote window contain additional context menus. They are often easier to use and quicker to access than the main menu. To open a **context menu**, click the right mouse button. For instance, you can right-click the editor area, the tree panel and the note tabs to open context menus associated with them.

File Menu

New	Creates a new KeyNote file
Open...	Opens a KeyNote file on your disk
Save	Saves the current KeyNote file to disk
Save As...	Saves the current KeyNote file to disk with a new name
Close	Closes the current KeyNote file
Recent Files	Displays a submenu (optionally) listing the names of files you have recently opened or saved in KeyNote
Clear MRU List	Clears the most recently used files list
Remove Obsolete	Removes files from the MRU list that no longer exist
Auto Save	Toggles the Auto Save option
Properties	Displays the File properties dialog box (KeyNote File properties)
File Manager	Displays the File Manager dialog box, to quickly open one of the files used in KeyNote previously
Import...	Allows to select one or more files to import into KeyNote
Export...	Allows to export part of all of the open KeyNote file to a separate file (TXT, RTF, HTML, KNT or TreePad)
Page Setup...	Displays the standard Windows "Page Setup" dialog box, to configure certain aspects of how notes will be printed
Print...	Print with advanced options
Copy To...	Allows to create a copy of the currently open file in a selected folder
Exit	Closes the program

New
Creates a new KeyNote file.
If the **Auto-Save** option is enabled, KeyNote prompts you to give the new file a name and save it (see Options: KeyNote files). Note that the Auto Save option cannot work until you have saved the new KeyNote file for the first time.

TB_FileNew   **Shift+Ctrl+N** / MMFileNew

Open...
Opens a KeyNote file on your disk.

Tip: There are several ways to open a file in KeyNote. For example, you can select a recently used file from the "Recent files" menu, drag a KeyNote file from Windows Explorer and drop it onto KeyNote window, or open a file via the File Manager dialog box (see below).
See also Opening and Saving KeyNote files

Tip: KeyNote can open and save files with the .KNT, .KNE and .N_TEXT extensions. Files of other types can be imported. See Importing Files in KeyNote.

Tip: Occasionally, KeyNote may open your file in Read-Only mode. For instance, files on CD-ROM drives cannot be modified, so they will be opened as Read-Only. The Options dialog box allows you to configure which other files should be opened in Read-Only mode (see Options: File options). When a file is opened in Read-Only mode, you can still modify it, but you will not be allowed to save it unless you change the name and/or location of the file.

TB_FileOpen   **Ctrl+O** / MMFileOpen

Save
Saves the current KeyNote file to disk.

TB_FileSave   **Ctrl+S** / MMFileSave

Save As...
Saves the current KeyNote file to disk with a new name.
You can change the name of the file, and its location (drive and/or directory).

MMFileSaveAs

Close
Closes the current KeyNote file. Note that most KeyNote commands and tools are not available when no file is open.

Ctrl+Q / MMFileClose

Recent Files
Displays a submenu (optionally) listing the names of files you have recently opened or saved in KeyNote.
This is a very quick way to open a recently used file. The Options dialog box allows you to configure several settings related to the Recent Files menu (see Options: File options).

Note: If you use the Clear MRU List command, the Recent Files command disappears.

Clear MRU List
Clears the most recently used files list.

Remove Obsolete
Removes files from the MRU list that no longer exist.

Auto Save
Toggles the Auto Save option. When the option is enabled, KeyNote will save your file automatically.
When the option is disabled, KeyNote will prompt to save the changes when necessary. The Options dialog box allows you to configure several settings related to the Auto Save option (see Options: KeyNote files).

MMFileAutoSave

Properties
Displays the File properties dialog box (KeyNote File properties).
Among other functions, this dialog box allows you to securely encrypt your KeyNote file, to protect it against unauthorized access (see File properties: Security).

320

TB_FileInfo   **Alt+Enter** / MMFileProperties

File Manager

Displays the File Manager dialog box (see File Manager), which allows you to quickly open one of the files you have used in KeyNote previously.

The File Manager dialog box also displays descriptions and comments associated with your KeyNote files, so that you can easily identify them.

TB_FileMgr   **F12** / MMFileManager

Import…

Allows you to select one or more files to import into KeyNote. You can import KNT (and .KNE), RTF, TXT, HTML, TreePad and Image files.

Depending on the file name extension, you can:
- Create a hyperlink to the file
- Import as a new folder
- Import as tree node or nodes
- Import as virtual tree node or nodes
- Import the content of the file in the current position of the cursor
- Open or Merge the file with the currently open KeyNote file (KeyNote files only)

   Tip: You can also import files by dragging and dropping them into KeyNote (into the Tree panel, Editor panel or onto some other part of the KeyNote program window: toolbar, status bar, …).

See also Importing Files in KeyNote

   MMToolsImport

Export…

Allows you to export part of all of the open KeyNote file to a separate file (TXT, RTF, HTML, KNT, or TreePad).

See also Exporting Notes

   MMToolsExport

Page Setup…

Displays the standard Windows "Page Setup" dialog box, which allows you to configure certain aspects of how your folders will be printed. Note that the settings made in the Page Setup dialog box are ignored if you enable the "Safe print" option (see Options: Advanced).

   MMFilePageSetup

Print…

Opens the same dialog available from File|Export… with the 'Printer (PDF, …)' format preselected. This allows printing and previewing using advanced options. See Exporting or Printing Notes and Folders

   MMFilePrint

Copy To…

Opens the standard Windows "Navigate to folder" dialog box, which allows you to select a directory to which you

want to copy the currently open file. This is a quick way to make a backup copy of the file, e.g. on external drive. The dialog box will remember the last directory you chose, and automatically open with that directory preselected.

See also Working with external image storage modes

```
MMFileCopyTo
```

Exit
Closes the program.

```
MMFileExit
```

Edit Menu

Undo	Undoes (cancels) the most recent editing operation performed
Redo	Reverses the last Undo command
Repeat Last	Repeats the last editing command.
Cut	Cuts selected text and places it on the Clipboard
Copy	Copies selected text and places it on the Clipboard
Paste	Pastes data from clipboard
Paste Other	Commands for pasting into KeyNote from the Clipboard:
Paste as Text	Pastes text from clipboard as plain text (without any formatting)
Paste as Web Clip	Pastes text from external programs adding context information to the capture. Includes all the formatting of the source text
Paste as Web Clip (txt)	Pastes text from external programs adding context information to the capture. Allows a "Custom plain" Paste from the source text
Paste Special	Displays the Windows standard "Paste special" dialog box, to select the format which should be used to paste clipboard data
Paste Into New Note	Creates a new standard note and pastes clipboard data into it
Paste Into New Node	Creates a new node in the current note and pastes clipboard data into it
Delete	Deletes selected text
Lines	Commands for working with lines of text:
Delete Line	Delete the currently cursored line
Sort Lines	Sort the currently selected lines in alphanumeric order
Join Lines	Remove carriage returns in the selected lines, joining them into a single line
Change Case	Commands to change the case of selected text:
To UPPERCASE	Change the selected text to all uppercase letters
To lowercase	Change the selected text to all lowercase letters
To Mixed Case	Change the selected text to mixed case letters (first letter of each word is uppercase, other lowercase)
Invert Case	Swap upper and lowercase letters
Cycle Case	Selecting this command repeatedly cycles through changing selected text to uppercase, then lowercase, then mixed case
White Space	Commands to edit whitespace (spaces and tabs) in the selected lines, or the whole node if no text is selected
Trim Left	Remove whitespace to the left of the first letter in the selected lines (or the whole node)
Trim Right	Remove whitespace to the right of the last letter in the selected lines (or the whole node)
Trim Both	Remove whitespace to the left of the first letter, and the right of the last letter, in the selected lines (or the whole node)
Compress White Space	Compress all whitespace to a single space (or tab if there are tabs but no spaces) in the selected lines (or the whole node)
Transform	Commands for transforming text:
Apply Rot-13	Transform the text using the ROT-13 (old technique of obfuscating text)

Reverse Text	Reverse the order of the selected text
Decimal to Roman	Convert the selected decimal number to Roman numerals
Roman to Decimal	Convert the selected Roman numerals to a decimal number
Expression	Commands for evaluating expressions:
Evaluate	Evaluate the selected numeric expression, appending the result at the end of the selected text
Paste Last Result	Paste the result of the last expression evaluation at the cursor
Select Word	Selects the cursored word
Copy All	Selects all text in active note and copies it to clipboard
Select All	Selects all text in active note

Undo

Undoes (cancels) the most recent editing operation you performed.
The Options dialog box allows you to specify the "Undo level", i.e. the number of editing operations that can be undone (see Options: Rich Text editor).

↰ TB_EditUndo   **Alt+BkSp** / MMEditUndo

Redo

Reverses the last Undo command.

↱ TB_EditRedo   **Ctrl+Enter** / MMEditRedo

Repeat Last

Repeats the last editing command.
Next to the menu command, KeyNote displays the command which will be repeated, e.g. "Repeat Bold", "Repeat Paragraph" or "Repeat Paste". This is especially useful when the command you want to repeat is buried deeper in the menu structure. You can also press **Ctrl+Ç** to repeat the last editing command.

> **Tip**: Check your current shortcut looking to Edit|Repeat.. entry, because the character will depend on your keyboard layout.

Ç TB_Repeat   **Ctrl+Ç** / MMEditRepeat

Cut

Cuts selected text and places it on the Clipboard.

✂ TB_EditCut   **Ctrl+X** or **Shift+Delete** / MMEditCut

Copy

Copies selected text and places it on the Clipboard.

🗎 TB_EditCopy   **Ctrl+C** / MMEditCopy

Paste

Pastes data from clipboard. Note that you can not only paste text, but also other data formats which the Windows

Clipboard can contain, e.g. pictures.

📋 TB_EditPaste   **Ctrl+V** or **Shift+Insert** / MMEditPaste

Paste Other
Displays a submenu of commands for pasting into KeyNote from the Clipboard.

Paste as Text
Pastes text from clipboard as plain text (without any formatting)

Shift+Ctrl+Ins / MMEditPasteAsText

Paste as Web Clip
Pastes text from external programs (eg. browsers) in a configurable way, allowing context information to be added to the capture, such instant, URL or title.

It will include all the formatting of the source text

See also Using Web clip

Ctrl+W / MMEditPasteAsWebClip

Paste as Web Clip (Text)
Pastes text from external programs (eg. browsers) in a configurable way, allowing context information to be added to the capture, such instant, URL or title.

It allows a "Custom plain" Paste, which depending on whether it is configured in Plain text mode will offer a full plain paste or include certain aspects of the formatting.

See also Using Web clip

Shift+Ctrl+W / MMEditPasteAsWebClipText

Paste Special
Displays the Windows standard "Paste special" dialog box, which allows you to select the format which should be used to paste clipboard data.

MMEditPasteSpecial

Paste Into New Folder
Creates a new folder and pastes clipboard data into it.

MMEditPasteAsNewNote

Paste Into New Node
Creates a new node in the current folder and pastes clipboard data into it. The title of the new node is the same as the pasted text.

MMEditPasteAsNewNode

Delete

Deletes selected text.

> MMEditDelete

Lines
Displays a submenu with commands for working with lines of text.

Delete Line
Delete the currently cursored line.

> **Ctrl+Y** / MMEditDelLine

Sort Lines
Sort the currently selected lines in alphanumeric order.

> **Shift+Ctrl+S** / MMEditSort

> **Tip**: This command can also be used to sort blocks of text with the help of folding. Text folded block will be sorted considering the visible extract (ignoring the **+** character). The content of the folded text will not be modified (while it is folded/hidden).

Join Lines
Remove carriage returns in the selected lines, joining them into a single line.

> **Ctrl+J** / MMEditJoin

> **Tip**: This command can use custom string to join, instead of the default space, allowing (eg.): 'L1', 'L2', ...
> See Joining multiple lines using a custom string as separator

Change Case
Displays a submenu with commands to change the case of selected text.

To UPPERCASE
Change the selected text to all uppercase letters.

> **Shift+Ctrl+U** / MMEditUpper

To lowercase
Change the selected text to all lowercase letters.

> **Shift+Ctrl+L** / MMEditLower

To Mixed Case
Change the selected text to mixed case letters (first letter of each word is uppercase, other letters lowercase). KeyNote becomes Keynote.

> **Shift+Ctrl+M** / MMEditMixed

Invert Case
Swap upper and lowercase letters
(KeyNote becomes kEYnOTE).

Shift+Ctrl+I / MMEditInvertCase

Cycle Case

Selecting this command repeatedly cycles through changing selected text to uppercase, then lowercase, then mixed case.

Shift+F3 / MMEditCycleCase

White Space

Displays a submenu with command to edit whitespace (spaces and tabs) in the selected lines, or the whole node if no text is selected.

Trim Left

Remove whitespace to the left of the first letter in the selected lines, or the whole node if no text is selected.

MMEditTrimLeft

Trim Right

Remove whitespace to the right of the last letter in the selected lines, or the whole node if no text is selected.

MMEditTrimRight

Trim Both

Remove whitespace to the left of the first letter, and the right of the last letter, in the selected lines, or the whole node if no text is selected.

MMEditTrimBoth

Compress White Space

Compress all whitespace to a single space (or tab if there are tabs but no spaces) in the selected lines, or the whole node if no text is selected.

MMEditCompress

Transform

Displays a submenu with commands for transforming text.

Apply Rot-13

Transform the text using the ROT-13.
This is an old technique of obfuscating text, dating back to early days of Usenet. It is NOT encryption. You can use it to disguise text so that whoever is viewing the text has to apply the ROT-13 transformation again to read the text.
See http://catb.org/~esr/jargon/html/entry/rot13.html for more information.

Shift+Ctrl+3 / MMEditRot13

Reverse Text

Reverse the order of the selected text.
If you select multiple lines, the order of the lines is also reversed.

Shift+Ctrl+4 / MMEditReverse

Decimal to Roman

Convert the selected decimal number to Roman numerals.
12 becomes XII. If no number is selected, a dialog box appears so you can enter the decimal number.

MMEditDecimalToRoman

Roman to Decimal

Convert the selected Roman numerals to a decimal number.
XII becomes 12. If no number is selected, a dialog box appears so you can enter the decimal number.

MMEditRomanToDecimal

Expression

Displays a submenu with commands for evaluating expressions.

Evaluate

Evaluate the selected numeric expression, appending the result at the end of the selected text. If no expression is selected, evaluate the expression on the cursored line and append the result.

Ctrl+ += / MMEditEvaluate

Paste Last Result

Paste the result of the last expression evaluation at the cursor.

Alt+Ins / MMEditPasteEval

Select Word

Selects the cursored word.
Either the Tree or Editor panel may be active.

Ctrl+Alt+W / MMEditSelectWord

Copy All

Selects all text in active note and copies it to clipboard.
Either the Tree or Editor panel may be active.

MMEditCopyAll

Select ALL

Selects all text in active note.
Either the Tree or Editor panel may be active.

Ctrl+A / MMEditSelectAll

View Menu

Always on Top	Toggles the "Always on top" option
Resource Panel	Display or hide the Resource panel
Toolbars	Commands which allow to selectively turn ON or OFF the KeyNote toolbars
Show Main Toolbar	Display/hide the toolbar for the most used KeyNote commands
Show Format Toolbar	Display/hide the toolbar for formatting text in a node or note
Show Style Toolbar	Display/hide the toolbar for applying a defined format to the selected text
Show Tree Toolbar	Display/hide the toolbar for adding/deleting nodes in a tree-type note
Show Insert Toolbar	Display/hide the toobar for inserting the date, time, or a symbol
Show All Toolbars	Display all the toolbars
Hide All Toolbars	Hide all the toolbars
Refresh Configuration	Refresh the toolbar configuration from the toolbar.ini file
Save Configuration	Save the current toolbar configuration to the toolbar.ini file
Status Bar	Show/hide the KeyNote Status bar
Show Images	Show or hide Images in the Editor (Other options if used with Ctrl or Alt)
Tab Icons	Show/hide the icons on the note tabs
Tree Panel	Show/hide the Tree panel
History	Commands to navigate in local or global history
Go Back	Navigate backwards in history
Go Forward	Navigate forward in history
Standard Tree Icons	Show/hide the standard icons for nodes in the Tree panel
Custom Tree Icons	Show/hide custom icons for nodes in the Tree panel
All nodes Checkboxes	Show/hide checkboxes for the nodes in the Tree panel
Hide Checked Nodes	Keep check nodes hidden. With Ctrl: show non filtered nodes.
Filter nodes	Apply or remove filter on tree note
Zoom In	Enlarge the view in the Editor panel by 10%
Zoom Out	Reduce the view in the Editor panel by 10%
Alternative Margins	Switch visible margins between default value (minimum) and values defined in .ini file (in pixels)
Show Formatting	Submenu of commands to choose the formatting information to display in the status bar
Show Font Formatting	Display font style information in the status bar
Show Paragraph Formatting	Display paragraph style information in the status bar
Show All Formatting	Display both font and paragraph style information in the status bar
Hide Formatting	Do not display formatting information in the status bar
Alphabetize Tabs	Arrange all folder tabs alphabetically, by name
Shift Active Tab	Commands which allow to move the active tab
Shift Tab Left	Move the active tab to the left

Shift Tab Right   Move the active tab to the right

Always on Top

Toggles the "Always on top" option.
When the option is enabled, KeyNote's main window will stay on top, i.e. will not be covered by any other window.

   TB_OnTop   **F8** / MMViewOnTop

Resource Panel

Display or hide the Resource panel.
The Resource panel has several tabs that allow you to quickly access useful KeyNote features. Right-click one of the tabs to display a menu of commands for the Resource panel itself. Right-click in the panel for the selected tab to display a menu of commands for that tab.

   TB_ResPanel   **F9** / MMViewResPanel

See KeyNote Screen / Resource panel for a description of the tabs.

Toolbars

Displays a submenu of commands which allow you to selectively turn ON or OFF the KeyNote toolbars.

Show Main Toolbar

Display/hide the toolbar for the most used KeyNote commands.

   MMViewTBMain

Show Format Toolbar

Display/hide the toolbar for formatting text in a node or note.

   MMViewTBFormat

Show Style Toolbar

Display/hide the toolbar for applying a defined format to the selected text.

   MMViewTBStyle

Show Tree Toolbar

Display/hide the toolbar that includes buttons related to tree panel.

   Shift+F11 / MMViewTree

Show Insert Toolbar

Display/hide the toobar for inserting the date, time, or a symbol.

   MMViewTBInsert

Show All Toolbars

Display all the toolbars.

> MMViewTBAll

Hide All Toolbars

Hide all the toolbars.

> MMViewTBHideAll

Refresh Configuration

Refresh the toolbar configuration from the toolbar.ini file. See Customizing the toolbars.

> MMViewTBRefresh

Save Configuration

Save the current toolbar configuration to the toolbar.ini file. See Customizing the toolbars.

Tip: KeyNote toolbars can be dragged and docked in various positions (on top, on the bottom, and against the left edge). The can also be dragged to any other position and "float" there. When a toolbar is floating, it can be closed. You can also double-click a floating toolbar to dock it automatically (without having to drag it into position). The next time you start KeyNote, all toolbars will remember and restore their state, size, and position.

> MMViewTBSaveConfig

Status Bar

Show/hide the KeyNote Status bar.

> MMViewStatusBar

Show Images

Show or hide Images in the Editor

Tip: With **Ctrl** can be used to reload the images selected or reapply hidden, depending in current visibility state. With **Alt** it will restore image[s] proportions.

See Visibility of the images for more information

TB_Images   MMShowImages

Tab Icons

Show/hide the icons on the note tabs. This command is unavailable if you have disabled showing icons for a particular file with the File|Properties command (see File properties: File icons).

> MMViewTabIcons

Tree Panel

Show/hide the Tree panel.

Tip: If the Tree panel is hidden, you can still navigate around the nodes in the tree by pressing **Alt+arrow** keys or using the **Tree|Navigate** command.

`MMViewTree`

History

Displays a submenu of commands which allow to navigate in local or global history.
See Navigation history mechanism

Go Back

Move back in the history.

⬅ | ⬅   **Alt+Left** / `MMHistoryGoBack`

Go Forward

Move forward in the history. This command is the opposite of the **View|Go Back** command.

➡ | ➡   **Alt+Right** / `MMHistoryGoForward`

Standard Tree Icons

Show/hide the standard icons for nodes in the Tree panel.

`MMViewNodeIcons`

Custom Tree Icons

Show/hide custom icons for nodes in the Tree panel. Chose this command, then right-click a node and choose **Custom Icon** to select a custom icon for the node.

`MMViewCustomIcons`

All nodes Checkboxes

Show/hide checkboxes for the all the nodes in the Tree panel.

`MMViewCheckboxesAllNodes`

Hide Checked Nodes

Keep check nodes hidden.

Activate a mode wich automatically hides checked nodes. Once you have the checkboxes displayed in a tree, on all nodes or only on the children of the selected nodes, every time a node is checked, it will be hidden. Additionally, all already marked nodes will be hidden. (See Using Hidden nodes)

Tip: With **Ctrl**: show non filtered nodes.

☑ `TB_HideChecked`   `MMViewHideCheckedNodes`

Filter nodes

Apply or remove filter on tree note (See Filtering tree nodes)

▽ `TB_FilterTree`   `MMViewFilterTree`

Zoom In

Enlarge the view in the Editor panel by 10%.

Tip: You can use the Zoom button on the Main toolbar to directly enter a zoom level.

MMViewZoomIn

Zoom Out
Reduce the view in the Editor panel by 10%.

Tip: You can use the Zoom button on the Main toolbar to directly enter a zoom level.

MMViewZoomOut

Alternative Margins
Switch visible margins between default value (minimum) and values defined in .ini file (in pixels). ([More info](#))

MMAlternativeMargins

Show Formatting
Displays a submenu of commands which allows you to choose the formatting information to display in the status bar:

Show Font Formatting
Display font style information in the status bar.

MMViewFormatFont

Show Paragraph Formatting
Display paragraph style information in the status bar.

MMViewFormatPara

Show All Formatting
Display both font and paragraph style information in the status bar.

MMViewFormatBoth

Hide Formatting
Do not display formatting information in the status bar.

Tip: You may be able to improve KeyNote's performance by hiding the formatting display.

MMViewFormatNone

Alphabetize Tabs
Arrange all folder tabs alphabetically, by name.

MMViewAlphaTabs

Shift Active Tab

Display a submenu of commands which allow you to move the active tab.

Shift Tab Left

Move the active tab to the left.

```
MMViewShiftTabLeft
```

Shift Tab Right

Move the active tab to the right.

Tip: You can also move note tabs by dragging them with the mouse

```
MMViewShiftTabRight
```

Insert Menu

Insert Date	Insert the current date into the Editor panel at the cursor
Insert Time	Insert the current time into the Editor panel at the cursor
Character	Insert a selected character into Editor panel at the cursor
File Contents...	Insert the contents of the selected file into the Editor panel at the cursor
Line	Insert a line into the Editor panel at the cursor
Table...	Insert a basic table into the Editor panel at the cursor, with any number of rows and columns
URL...	Display a dialog box to enter a URL (Internet link) into the Editor panel at the cursor
Link to File...	Creates a link to a selected file in the Editor panel at the cursor
Mark KeyNote Location	Temporarily mark the current node or note
Insert KeyNote Link	Insert a link to the previous location in a note or node, marked with the Insert/Mark Keynote Location
Picture...	Insert a selected graphic file into the Editor panel at the cursor
Object...	Insert a selected OLE object into the Editor panel at the cursor
Expand Term...	Expand a glossary shortcut term
WordWeb...	Look up the selected word in the WordWeb dictionary/thesaurus

Insert Date
Insert the current date into the Editor panel at the cursor.
Use **Tools| Configuration Options** command, **Formats** setting to set the default date format. See the "**dateformats.txt**" file for information on how to customize the date.

Shift+Ctrl+D / MMInsertDate

Insert Time
Insert the current time into the Editor panel at the cursor.
Use **Tools | Configuration Options** command, **Formats** setting to set the default time format. See the "**timeformats.txt**" file for information on how to customize the time.

Shift+Ctrl+T / MMInsertTime

Character
Insert a selected character into Editor panel at the cursor. (See Insert Character Dialog Box)

Shift+Ctrl+C / MMInsertCharacter

File Contents
Insert the contents of the selected file into the Editor panel at the cursor. (See also Importing Files in KeyNote)

335

`MMInsertFileContents`

Line

Insert a line into the Editor panel at the cursor. (See also [Inserting a line in the editor](#))

`MMInsertLine`

Table...

Insert a basic table into the Editor panel at the cursor, with any number of rows and columns. (See also [How can you insert Tables in Keynote?](#))

`MMInsertTable`

URL...

Display a dialog box that allows you to enter a URL (Internet link) into the Editor panel at the cursor. (See also [Using Insert URL...](#))

> **Note:** If you copy and paste a URL into the Editor panel, it will only be text: it will not be a link to the URL.

`MMInsertURL`

Link to File...

Display a dialog box that allows you to select a file. KeyNote creates a link to the file in the Editor panel at the cursor. (See also [Inserting links to Local files](#))

`MMInsertLinkToFile`

Mark KeyNote Location

Use this command to temporarily mark the current node or note.
You can then move to a different node or note and use the [Insert KeyNote Link](#) command to insert a link back to the marked location.

Ctrl+F6 / `MMInsertMarkLocation`

Insert KeyNote Link

Insert a link to the previous location in a note or node, marked with the [Mark Keynote Location](#) command.

Shift+F6 / `MMInsertKNTLink`

Picture...

Display a dialog box that allows you to insert the selected graphic file into the Editor panel at the cursor. The graphic appears as a picture in the Editor panel. (See also [Image management in KeyNote NF](#))

`MMInsertPicture`

Object...

Display a dialog that allows you to insert an OLE object into the Editor panel at the cursor.

MMInsertObject

Expand Term...

Expand a glossary shortcut term.
KeyNote expands the term if the characters are selected in the Editor panel, or are to the left of the cursor.
(See also Word Expansion Glossary)

F7 / MMInsertTerm

WordWeb...

Look up the selected word in the WordWeb dictionary/thesaurus. See Integration with WordWeb thesaurus for more information.

Ctrl+F11 / MMInsertWordWeb

Format Menu

Font...	Select the font, font size, and other font properties for the selected text
Paragraph...	Select the alignment, indents, and other paragraph properties for the selected line or lines
Language...	Set the language for the selected text
Font Style	Submenu to select among the following font styles
Bold	Make the selected text **boldface**
Italics	Make the selected text *italic*
Underline	Make the selected text <u>underlined</u>
Strikeout	Make the selected text ~~strikeout~~
Disabled	Make the selected text disabled (gray outline font)
Superscript	Make the selected text superscript
Subscript	Make the selected text subscript
Clear Font Attributes	Return the selected text to the original font
Font Size	Submenu to change the font size in one point increments
Increase Font Size	Increase the font size of the selected text in increments
Decrease Font Size	Decrease the font size of the selected text in increments
Alignment	Submenu to change the paragraph alignment
Align Left	Left-align the selected paragraphs
Align Center	Center-align the selected paragraphs
Align Right	Right-align the selected paragraphs
Justify	Space the words in the selected paragraphs so that the paragraph extends to both left and right margins
Line Spacing	Submenu to change the line spacing
Line Spacing Single	Use single line spacing between lines in a paragraph and between paragraphs
Line Spacing 1.5	Use 1-1/2 line spacing between lines in a paragraph and between paragraphs
Line Spacing Double	Use double line spacing between lines in a paragraph and between paragraphs
Paragraph Style	Submenu to change the paragraph formatting
Bullets	Change the selected paragraphs to a bulleted list
Numbers	Change the selected paragraphs to a numbered list
Increase First Indent	Increase the left-indent of the first line of the selected paragraphs
Decrease First Indent	Decrease the left-indent of the first line of the selected paragraphs
Increase Left Indent	Increase the left-indent of the selected paragraphs
Decrease Left Indent	Decrease the left-indent of the selected paragraphs
Increase Right Indent	Increase the right-indent of the selected paragraphs
Decrease Right Indent	Decrease the right-indent of the selected paragraphs
Increase Space Before	Increase the space above the selected paragraphs
Decrease Space Before	Decrease the space above the selected paragraphs

Increase Space After   Increase the space after the selected paragraphs

Decrease Space After   Decrease the space after the selected paragraphs

Clear Paragraph Attribute   Return the selected paragraphs to the original paragraph style

Text Color   Change the selected text color to the color selected on the formatting bar

Background Color   Select a different color for the background of the current node or note (Editor panel)

Apply Highlight   Change the highlight for the selected text to the color selected on the formatting bar

No Highlight   Remove the highlight color for the selected text

Apply Selected Style   Apply the selected style (the style displayed in the style toolbar) to the selected text

Copy Format   Displays a submenu with the following commands

Copy Formatting   Copy the formatting (font and paragraph) and apply it to other texts

Copy Font Attributes   Copy the font attributes (font, size, color, …) of the selected text

Copy Paragraph Attributes   Copy the paragraph attributes of the current paragraph

Paste Format   Submenu with the following commands

Paste Font Attributes   Copy the font attributes (font, size, color, …) to the selected text

Paste Paragraph Attributes   Copy the paragraph attributes to the selected paragraphs

Word Wrap   Toggle text wrapping at the end of the line

Font...
Select the font, font size, and other font properties for the selected text.

  TB_FontDlg   **Ctrl+T** / MMFormatFont

Paragraph...
Select the alignment, indents, and other paragraph properties for the selected line or lines.

  TB_ParaDlg   **Ctrl+P** / MMFormatParagraph

Language...
Set the language for the selected text.
This property is used to select the proper dictionary for the spell-checker. It does not change the language of the text or the language of the KeyNote program.

  MMFormatLanguage

Font Style
Displays a submenu that allows you to select among the following font styles

Bold
Make the selected text **boldface**.

  TB_Bold   **Ctrl+B** / MMFormatBold

Italics

Make the selected text *italic*.

   TB_Italics   **Ctrl+I** / MMFormatItalics

Underline

Make the selected text underlined.

   TB_Underline   **Ctrl+U** / MMFormatUnderline

Strikeout

Make the selected text ~~strikeout~~.

   TB_Strikeout   **Ctrl+K** / MMFormatStrikeout

Disabled

Make the selected text disabled (gray outline font).

   Ctrl+7 / MMFormatDisabled

Superscript

Make the selected text ^{superscript}.

   TB_Superscript   **Ctrl+-** / MMFormatSuperscript

Subscript

Make the selected text $_{subscript}$.

   TB_Subscript   **Shift+Ctrl+-** / MMFormatSubscript

Clear Font Attributes

Return the selected text to the original font.

   Ctrl+0 / MMFormat

Font Size

Displays a submenu that allows you to change the font size in one point increments.

Increase Font Size

Increase the font size of the selected text in increments. The amount of increment is configured in Options: Rich Text editor.

   Ctrl+] / MMFormatFontSizeInc

Decrease Font Size

Decrease the font size of the selected text in increments. The amount of increment is configured in Options: Rich Text editor.

Ctrl+[/ `MMFormatFontSizeDec`

Alignment
Displays a submenu that allows you to change the paragraph alignment.

Align Left
Left-align the selected paragraphs.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

▤ `TB_AlignLeft`   **Ctrl+Alt+Left** / `MMFormatAlignLeft`

Align Center
Center-align the selected paragraphs.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

▤ `TB_AlignCenter`   **Ctrl+Alt+Up** / `MMFormatAlignCenter`

Align Right
Right-align the selected paragraphs.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

▤ `TB_AlignRight`   **Ctrl+Alt+Right** / `MMFormatAlignRight`

Justify
Space the words in the selected paragraphs so that the paragraph extends to both left and right margins.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

▤ `TB_AlignJustify`   **Ctrl+Alt+Down** / `MMFormatAlignJustify`

Line Spacing
Displays a submenu that allows you to change the line spacing.

Line Spacing Single
Use single line spacing between lines in a paragraph and between paragraphs

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of text formatting functions allows you to create very readable, clear, and well-organized notes.

= `TB_Space1` **Ctrl+1** / `MMFormatLS1`

Line Spacing 1.5
Use 1-1/2 line spacing between lines in a paragraph and between paragraphs.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a

single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of

text formatting functions allows you to create very readable, clear, and well-organized notes.

= `TB_Space15` **Ctrl+5** / `MMFormatLS15`

Line Spacing Double
Use double line spacing between lines in a paragraph and between paragraphs.

Eg:

Keynote is a flexible, multi-featured tabbed notebook, based on Windows standard Richedit control. It's always accessible with a

single keypress, even if you work in another application. It's certainly more fun to use than pen and paper! A large number of

text formatting functions allows you to create very readable, clear, and well-organized notes.

= `TB_Space2` **Ctrl+2** / `MMFormatLS2`

Paragraph Style
Displays a submenu that allows you to change the paragraph formatting.

Bullets
Change the selected paragraphs to a bulleted list.

≔ `TB_Bullets` **Ctrl+E** / `MMFormatBullets`

Numbers
Change the selected paragraphs to a numbered list.

≔ `TB_Numbers` **Shift+Ctrl+E** / `MMFormatNumbers`

Increase First Indent
Increase the left-indent of the first line of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting ([Options: Rich Text editor](#))

‡ `TB_Indent` **Ctrl+;** / `MMFormatFIndInc`

Decrease First Indent

Decrease the left-indent of the first line of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

TB_Outdent   **Shift+Ctrl+;** / MMFormatFindDec

Increase Left Indent

Increase the left-indent of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Alt+; / MMFormatLIndInc

Decrease Left Indent

Decrease the left-indent of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Shift+Alt+; / MMFormatLIndDec

Increase Right Indent

Increase the right-indent of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Ctrl+' / MMFormatRIndInc

Decrease Right Indent

Decrease the right-indent of the selected paragraphs.
The indent is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Shift+Ctrl+' / MMFormatRIndDec

Increase Space Before

Increase the space above the selected paragraphs.
The spacing is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Ctrl+, / MMFormatSpBefInc

Decrease Space Before

Decrease the space above the selected paragraphs.
The spacing is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Shift+Ctrl+, / MMFormatSpBefDec

Increase Space After

Increase the space after the selected paragraphs.
The spacing is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Ctrl+. / MMFormatSpAftInc

Decrease Space After

Decrease the space after the selected paragraphs.
The spacing is controlled with the Tools|Configuration Options command, Rich Text Editor setting.

Shift+Ctrl+. / MMFormatSpAftDec

Clear Paragraph Attributes

Return the selected paragraphs to the original paragraph style.

Shift+Ctrl+0 / MMFormatClearParaAttr

Text Color

Change the selected text color to the color selected on the formatting bar.
Choose **Tools | Configuration Options** command, **Advanced** setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Text Color** command.

TB_Color   **Ctrl+R** / MMFormatTextColor

Background Color

Select a different color for the background of the current node or note (Editor panel).
Choose **Tools| Configuration** Options command, Advanced setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Background Color** command.

Tip: You can **change the background color for ALL NODES in a tree**: hold down the **Shift** key while you choose the Format | Background Color. KeyNote will then warn you that the new color will be applied to all tree nodes, and you can confirm or cancel.

Ctrl+D / MMFormatBGColor

Apply Highlight

Change the highlight for the selected text to the color selected on the formatting bar.
Choose **Tools | Configuration Options** command, Advanced setting, and select Old style color selection dialogs to display a color selection dialog when you choose the **Apply Highlight** command.

TB_Hilite   **Ctrl+H** / MMFormatHighlight

No Highlight

Remove the highlight color for the selected text.

Shift+Ctrl+H / MMFormatNoHighlight

Apply Selected Style

Apply the selected style (the style displayed in the style toolbar) to the selected text.

TB_Style   **Shift+F4** / MMFormatApplyStyle

Copy Format

Displays a submenu with the following commands:

(See also Applying formatting in KeyNote)

Copy Formatting

Copy the formatting (font and paragraph) to apply to other text.

 TB_CopyFormat   **Ctrl+F7** / MMFormatCopy

Copy Font Attributes

Copy the font attributes (font, size, color, …) of the selected text. You can paste the font attributes with the **Format | Paste Font Attributes** command.

 Ctrl+F8 / MMFormatCopyFont

Copy Paragraph Attributes

Copy the paragraph attributes of the current paragraph. You can paste the paragraph attributes with the **Format | Paste Paragraph Attributes** command.

 Ctrl+F9 / MMFormatCopyPara

Paste Format

Displays a submenu with the following commands:

Paste Font Attributes

Copy the font attributes (font, size, color, …) to the selected text.
The font attributes are selected with the **Format | Copy Font Attributes** command.

 Shift+F8 / MMFormatPasteFont

Paste Paragraph Attributes

Copy the paragraph attributes to the selected paragraphs.
The paragraph attributes are selected with the **Format | Copy Paragraph Attributes** command.

 Shift+F9 / MMFormatPastePara

Word Wrap

Toggle text wrapping at the end of the line.
If Word Wrap is on, lines that are longer than the Editor panel wrap to the next line.

 TB_WordWrap   **Alt+W** / MMFormatWordWrap

Folder Menu

New Folder...	Create a new folder
Rename Folder...	Rename the active folder
Folder Properties	View and change most properties for the active folder
Remove Folder	Delete the active folder
Print Preview	View how the folder will be printed
Print Folder...	Print the active note
Clipboard Capture	Paste everything copied to the Windows clipboard into the current folder
Check Spelling	Check the spelling of all the text in the Editor panel
Read Only	Toggle the folder between "read-only" and "writeable"

New Folder...
Create a new folder.
The note will have a tree panel and will contain an initial node. This tree panel can be hidden.

See also: Definitions

TB_NoteNew   **Ctrl+N** / MMNoteNew

Rename Folder...
Rename the active folder.

F2 / MMNoteRename

Folder Properties
View and change most properties for the active folder.

See also: Definitions

TB_FileInfo   **F4** / MMNoteProperties

Remove Folder
Delete the active folder.

Warning: Once you delete a folder, you cannot bring it back!

TB_NoteDelete

Print Preview
View how the folder will be printed. It is related to Folder|Print Folder...

MMNotePrintPreview_

Print Folder...

Print the active Folder.
You can choose to print only selected node, all nodes in folder, contiguous, or all nodes in folder starting or new page. This way no footer nor page header is included, just the text of the nodes.

Note: You have much more options available from **File|Print...** (or File|Export...). See Printing notes (Exporting to Printer)

See also: Definitions

    TB_Print   **Shift+Ctrl+P** / MMNotePrint

Clipboard Capture

Paste everything copied to the Windows clipboard into the current .knt file. This includes both text and images. KeyNote highlights the tab used as capturing folder.

When tree panel is hidden, each time you copy something to the clipboard, it is pasted into the selected node on a separate line.
When tree panel is visible, it is possible to define that each time you copy something to the clipboard, it is pasted into a new node in the folder.

You can customize this function from **Tools |** Configuration Options**.** For example, you can capture to a single node, instead of to separate nodes.

Tip: This command stays active until you choose the command again to turn it off. The target folder for clipboard capture must be the active one to turn capturing off (otherwise simply will change the capturing folder).

More info in Using Clipboard Capture

    TB_ClipCap   **F11** / MMNoteClipCapture

Check Spelling

Check the spelling of all the text in the Editor panel.
You must have one of the following installed on your computer:
- Microsoft Word 97 or later
- WordWeb dictionary (see Integration with WordWeb thesaurus)

Tip: For the spellchecker to function properly you must specify the note language. You can select default language for new notes, or select text in an existing note and set its language, so that the spellchecker can select proper dictionary, with Format | Language... (See Note Properties)

    TB_Spell   MMNoteSpell

Read Only

Toggle the folder between "read-only" and "writeable".
A read-only folder prevent others (or yourself!) from accidentally changing information in a note (node) of that folder.

Tip: This note stays read-only until you choose the command again to make it writeable.

Shift+Ctrl+R / MMNoteReadOnly

- - - - - - - - - - - - -

EMail Note...

Send the current folder, or all folders in the active KeyNote file, in an email.

Note: You must specify your SMTP settings on the SMTP Server tab before sending an email.

Note: Currently not available

TB_EmailNote   **Shift+Ctrl+Alt+E** / MMNoteEmail

Tree Menu

Add Tree Node	Submenu with the commands for adding a node in the active folder's tree
Insert Node	Add a new node above selected node
Add Node	Add a new node at the same level as the selected node, but below any sibling nodes
Add Child	Add a new child node below the selected node
Add Sibling	Add a new sibling node at the same level as the selected node, immediately below the selected node
Move node	Submenu to move the selected node to a different location in the active folder's tree
Up	Move the selected node up
Down	Move the selected node down
Left	Move the selected node to the left
Right	Move the selected node to the right
Create Master Node	Add a new node at the top of active folder's tree
New Node From Selection	Create a new sibling node immediately below the current node using selected text
Expand Tree	Expand any collapsed branches in the active folder's tree
Collapse Tree	Collapse the entire tree
Navigate	Submenu to move to a different node in active folder's tree
Go Up	Move up one node in the tree
Go Down	Move down one node in the tree
Go Left	Move left one node in the tree
Go Right	Move right one node in the tree
Delete Node	Delete the current node in the tree of active folder
Delete Child nodes	Delete all child nodes for the current node of active folder
Rename Node	Rename the current node in the tree of active folder
Paste Node Name	Submenu with commands for renaming current node in active folder's tree
From Clipboard	Rename with the contents of the clipboard
As Date	Rename with the current date
As Time	Rename with the current time
As Date and Time	Rename with the current date and time
From Selected Text	Rename with the selected text in the Editor panel
Save Tree to File...	Save the structure of the folder's tree in a text file
Sort	Submenu for sorting the nodes in a folder's tree
Sort Subtree	Sort the child nodes belonging to the selected node (alphanumeric sort)
Sort Full Tree	Sort all the nodes in the folder's tree (alphanumeric sort)
Outline Numbering...	Add or remove outline-style numbering to the names of nodes in active folder's tree
Set Focus	Display a submenu of commands for changing the focused panel.

Toggle focus: Editor / Tree Panel
Set focus in Editor panel
Set focus in Tree panel

See also: Definitions

Add Tree Node

Display a submenu with the commands for adding a node in the active folder's tree.

Insert Node

Add a new node above selected node.

Ins / `TVInsertNode`

Add Node

Add a new node at the same level as the selected node, but below any sibling nodes.

Enter / `TVAddNode`

Add Child

Add a new child node below the selected node.

Shift+Enter / `TVAddChildNode`

Add Sibling

Add a new sibling node at the same level as the selected node, immediately below the selected node.

Ctrl+Enter / `TVAddSibling`

Move node

Display a submenu that allows you to move the selected node to a different location in the active folder's tree.

Up

Move the selected node up.

Shift+Up / `TVMoveNodeUp`

Down

Move the selected node down.

Shift+Down / `TVMoveNodeDown`

Left

Move the selected node to the left.

Shift+Left / `TVMoveNodeLeft`

Right
Move the selected node to the right.

Shift+Right / `TVMoveNodeRight`

Create Master Node
Add a new node at the top of the active folder's tree.
The existing tree becomes a child of the new master node.

`MMTreeMasterNode`

New Node From Selection
Create a new sibling node immediately below the current node.

The selected text in the current node is used as the contents of the new node. The first line of the selected text is used as the name of the new node (considering a maximum of 60 characters). This new node will be the selected one.

Note: The original text is not deleted, but it remains selected, so you can just press DEL to delete it (once you return to the   original node, for example with Alt+Up.

Alt+F11 / `MMTreeNodeFromSel`

Expand Tree
Expand any collapsed branches in the active folder's tree

Shift+Numpad + / `MMTreeFullExpand`

Collapse Tree
Collapse the entire tree tree.

Shift+Numpad - / `MMTreeFullCollapse`

<u>Navigate</u>
Display a submenu of commands to move to a different node in active folder's tree.

Go Up
Move up one node in the tree.

Alt+Up / `MMTreeNavUp`

Go Down
Move down one node in the tree.

Alt+Down / `MMTreeNavDown`

Go Left

Move left one node in the tree.

Shift+Alt+Left / `MMTreeNavLeft`

Go Right

Move right one node in the tree.

Shift+Alt+Right / `MMTreeNavRight`

Delete Node

Delete the current node in the tree of active folder.

Warning: Once you delete a node, you cannot bring it back!

Del / `TVDeleteNode`

Delete Child nodes

Delete all child nodes for the current node of active folder.

Warning: This command can delete multiple nodes. Once you delete a node, you cannot bring it back!

Shift+Del / `TVDeleteChildren`

Rename Node

Rename the current node in active folder's tree.

Space or **F2** / `TVRenameNode`

Paste Node Name

Display a submenu with commands for renaming a node in active folder's tree.

From Clipboard

Rename the current node with the contents of the clipboard.

Shift+Ins / `TVPasteNodeName, MMTreeNodeNamePaste`

As Date

Rename the current node with the current date.
Use **Tools/Configuration Options** command, **Formats** setting to set the default date format. See the "**dateformats.txt**" file for information on how to customize the date.

Alt+D / `TVPasteNodeNameAsDate, MMTreeNodeNameAsDate`

As Time

Rename the current node with the current time.
Use **Tools/Configuration Options** command, **Formats** setting to set the default time format. See the "**dateformats.txt**" file for information on how to customize the time.

Alt+T / `TVPasteNodeNameAsTime, MMTreeNodeNameAsTime`

As Date and Time

Rename the current node with the current date and time.
Use **Tools/Configuration Options** command, **Formats** setting to set the **default date/time format**.

Shift+Alt+D / `TVPasteNodeNameAsDateTime, MMTreeNodeNameAsDateTime`

From Selected Text

Rename the current node with the selected text in the Editor panel.
(Applies to the active node, to which the selected text belongs)

`MMTreeNodeNameAsSel`

Save Tree to File...

Save the structure of a active folder's tree in a text file.
The text file contains only the names and relative positions of the node; it does not include the contents of the nodes.
Tip: With **Ctrl** will add the GID of the nodes to the names. The GIDs are shown enclosed in "[" and "]". The GID value is shown first and then the ID value (ID: when it exists, as it is a node created with a version prior to 1.9.3.1)

Example:

My node name [5](id:3)   <- GID:5   ID:3

`MMTreeSaveToFile`

Sort

Display a submenu of commands for sorting the nodes in active folder's tree.

Sort Subtree

Sort the child nodes belonging to the selected node (alphanumeric sort).

Tip: This only sorts the first level of nodes descending from the selected node. It does not sort any grandchild nodes (nodes that descend from a child node).

Warning: You cannot undo a Sort command.

Shift+Ctrl+U / `TVSortSubtree`

Sort Full Tree

Sort all the nodes in the folder's tree (alphanumeric sort).

Warning: You cannot undo a Sort command.

Shift+Ctrl+S / `TVSortTree`

Outline Numbering...

Add or remove outline-style numbering to the names of nodes in active folder's tree.

A dialog box is displayed with several options. Important: nodes are NOT re-numbered automatically; if you have added, deleted or moved nodes, you'll need to use the command again. If you are renumbering a tree that has

previously been numbered, make sure to use the correct selection in "Current numbering state" box. If only some of the nodes have numbers and others do not, you MUST select the "Auto detect existing nide numbering" option, which is preselected as default.

```
MMTreeOutlineNum
```

Set Focus

Display a submenu of commands for changing the focused panel.

Toggle focus: Editor / Tree Panel

Set focus in Editor panel

Set focus in Tree panel

This menu commands are included as a way to allow you to create customized shortcuts to set the focus. See also Keyboard Shortcuts for Tree-Related Commands

Search Menu

Find...	Search the current note (node), or all nodes in a folder for a text string.
Find Next	Repeat the previous search for the same text string as you used in the **Search/Find command**
Find All	Set the focus on the "Find text" field of "Find" tab, in Resource panel.
Replace...	Search the current note (node), or all nodes in a folder for replacing a text string
Replace Next	Repeat the previous search and replace for the same text strings as you used in the **Search/Replace** command
Set Bookmark	Display a submenu to insert a bookmark labeled with an integer from 0 to 9
Jump to Bookmark	Display a submenu to jump to a bookmark set using the **Search/Set Bookmark** command
Match Bracket	Jump to the matching curly brace, parenthesis, square bracket, or angle bracket for the selected bracket
Go To Line...	Move the cursor to the desired line
Find Node...	Search for a text string in the name of a node in active folder's tree
Find Next Node	Repeat the previous search for the same text string as you used in the **Search | Find Node** command

Find...

Search the current note (node) or all nodes in a folder for a text string.

See also Using Find and Find All

Tip: If you want to search for the name of a node, use the **Search \| Find Node** command.

📷 TB_Find   **Ctrl+F** / MMFind

Find Next

Repeat the previous search for the same text string as you used in the **Search \| Find command**.

See also Using Find and Find All

📷 TB_FindNext   **F3** / MMFindNext

Find All

It will focus the "Find text" field of "Find" tab, in Resource panel.

The Resource Panel will be shown and the Find tab selected, if needed.

See also Using Find and Find All

F3 / MMFindAll

Replace...

Search the current note (node) or all nodes in a folder for a text string. If found, replace the text string with the **Replace with** text.

See also Using Find and Find All

TB_Replace   **Ctrl+F3** / MMFindReplace

Replace Next
Repeat the previous search and replace for the same text strings as you used in the **Search | Replace** command.

MMFindReplaceNext

Set Bookmark
Display a submenu that allows you to insert a bookmark labeled with an integer from 0 to 9.
You can use the **Search | Jump to Bookmark** command to go to a bookmark.

Note: Bookmarks only exist until you close the KeyNote file. When you reopen the file, there will be no bookmarks.

Shift+Alt+[x] / MMBkmSet[x]   where [x] is integer 0-9

Jump to Bookmark
Display a submenu that allows you to jump to a bookmark set using the **Search | Set Bookmark** command.

Alt+[x] / MMBkmJ[x]   where [x] is integer 0-9

Match Bracket
Jump to the matching curly brace, parenthesis, square bracket, or angle bracket for the selected bracket.
The status bar displays a message telling you if the matching bracket has been found.

Tip: The cursor can also be to the left of the bracket.

Ctrl+M / MMFindBracket

Go To Line...
Move the cursor to the desired line in active note

- If you enter a number, the cursor moves to that line ("5" for the fifth line in the Editor panel).

- If you enter a "+" sign an a number, the cursor moves down that many lines in the Editor panel ("+3" moves the cursor down 3 lines).

- If you enter a "-" sign an a number, the cursor moves up that many lines in the Editor panel ("-2" moves the cursor up 2 lines).

Ctrl+G / XX

Find Node...
Search for a text string in the name of a node in active folder's tree

Tip: If you want to search for the contents of a node, use the **Search | Find** command.

Shift+Ctrl+F / MMFindNode

Find Next Node

Repeat the previous search for the same text string as you used in the **Search | Find Node** command.

Shift+F3 / MMFindNodeNext

Tools Menu

Configuration Options...	Display a dialog box that allows you to control many of the default actions in KeyNote
Default Settings...	Set the default properties for any new folder that you later create in KeyNote
Customize Keyboard...	Customize the keyboard shortcuts in KeyNote
Run Macro	Runs the currently selected macro in the Macro tab of the Resource panel
Run Last Macro	Runs the last macro that you executed
Select Macro	Select and run a macro
Run Plugin	Runs the currently selected plugin in the Plugin tab of the Resource panel
Run Last Plugin	Runs the last plugin that you executed
Add Glossary Term	Add a glossary term to the glossary
Edit Glossary...	Edit a glossary term in the glossary
Merge Folders...	Import one or more folders from a KeyNote file into the current file
Templates	Displays a submenu with template commands
Create Template	Create a new template to use in KeyNote
Insert Template	Insert a template into the current note (node) at the cursor
Alarms	Displays a submenu with alarm commands.
Set alarm...	Add or edit an alarm
Show alarms...	Open the alarms window, where you can view and edit all alarms
Reminder popups	Enable or disable alarm popups.
UAS Integration	Activates integration with UltimaShell Autocompletion Server (UAS)
Text Statistics	Displays the number of characters, words, and other statistics for the current note

Configuration Options...

Display a dialog box that allows you to control many of the default actions in KeyNote.
Select an item in the tree control on the left side of the dialog box to see the options. Click Help to display the **help** topic for the selected tree item.

See Configuring KeyNote Overview and Configuration Options

TB_Options   **F5** / MMToolsDefaults

Default Settings...

This command allows you to set the default properties for any new folder that you later create in KeyNote.

See Folder Properties and Defaults

F6 / MMToolsDefaults

Customize Keyboard...

Customize the keyboard shortcuts in KeyNote.

See Customizing keyboard shortcuts.

```
MMToolsCustomKBD
```

Run Macro

Runs the currently selected macro in the **Macro** tab of the Resource panel.

See Macros in KeyNote for more information.

Note: The Resource panel must be displayed in order to use this command. It is not necessary to select the **Macro** tab. Press **F9** to display the Resource panel.

▶   **Shift+F5** / MMToolsMacroRun

Run Last Macro

Runs the last macro that you executed.

See Macros in KeyNote for more information.

Note: The Resource panel does not have to be displayed to run the last macro again.

Ctrl+F5 / MMToolsMacroRunLast

Select Macro

Select and run a macro.

See Macros in KeyNote for more information.

Tip: You can also drag a macro file onto the KeyNote window to execute it.
Note: The Resource panel does not have to be displayed to select and run a macro.

```
MMToolsMacroSelect
```

Run Plugin

Runs the currently selected plugin in the **Plugin** tab of the Resource panel.
See Plugins for more information.

Note: The Resource panel must be displayed in order to use this command. It is not necessary to select the **Plugin** tab. Press **F9** to display the Resource panel.

Shift+F12 / MMToolsPluginRun

Run Last Plugin

Runs the last plugin that you executed.

See Plugins for more information.

Note: The Resource panel does not have to be displayed to run the last plugin again.

Ctrl+F12 / MMToolsPluginRunLast

359

Add Glossary Term

Add a glossary term to the glossary.

See Word Expansion Glossary for more information.

Tip: KeyNote uses the selected or cursored text string as the default glossary term in the dialog box.

Shift+F7 / MMToolsGlosAddTerm

Edit Glossary

Edit a glossary term in the glossary.

See Word Expansion Glossary for more information.

MMToolsGlosEdit

Merge Folders...

Import one or more folders from a KeyNote file into the current file. This command opens a dialog box, allowing you to select the folders you want to merge into the current file. The merged folders appear as separate folders in the current file.

Note: When navigating to a different directory in the Select File to Merge dialog box, do not try to change directories by double-clicking a folder shortcut. If you do, KeyNote attempts to merge the shortcut itself.

See also: Merging KNT files

MMToolsMerge

Templates

Displays a submenu with template commands.

Create Template

Create a new template to use in KeyNote.
The contents of the template can be:
• The currently selected text/graphics in the Editor panel.
• The entire contents of the note (node)

See Templates for more information.

MMToolsTemplateCreate

Insert Template

Insert a template into the current note (node) at the cursor.
See Templates for more information.

MMToolsTemplateInsert

Alarms

Displays a submenu with alarm commands.

See Alarms Management for more information

Set alarm...

Add or edit an alarm
- Use **Shift** to add or edit an alarm directly to the **folder**.
- Use **Ctrl** to make sure you **add** a **new alarm**

See also How to add new alarms

TB_SetAlarm   / MMSetAlarm

Show alarms...

It will open the alarms window, where you can view and edit all alarms
The window will show a list of all alarms (not discarded), with the details panel hidden.

See also Alarms window

MMShowAlarms

Reminder popups

Allows you to enable or disable **alarm popups** if you want not to be interrupted by alarms.

It is equivalent to the buttons   (or   ). When it is down, alarm popups are enabled. Otherwise are disabled.

See also Reminder notice

TB_AlarmMode   / MMAlarmsPopup

UAS Integration

Activates integration with UltimaShell Autocompletion Server (UAS).
UAS is an application that provides sophisticated autocompletion functions; it even learns new words as you type.
Please see http://www.flashpeak.com/ushell/ushell.htm for details.

Warning: UAS defines several default hotkeys, some of which will conflict with KeyNote's keyboard shortcuts. You may want to change the UAS hotkeys to suit your preferences and avoid conflicts.

MMToolsUAS MMToolsUASConfig

Text Statistics

Displays the number of characters, words, and other statistics for the current note.
It also shows the number of notes (nodes) in current folder.

- If no text is selected in the Editor panel, the statistics are for the contents of the Editor panel.
- If text is selected in the Editor panel, the statistics are for the selected text.

MMToolsStatistics

Help Menu

General Help   Displays the Help Contents for the KeyNote online help file

Keyboard Reference   Displays the main Keyboard Reference topic in the online help file

Tip of the Day   Displays a hint to help you use KeyNote more effectively, and point out features that you may have missed

What's New   Displays the **history.txt** file, detailing the changes in KeyNote, including those in the current version

Visit Website   KeyNote prompts you for permission to start your default Internet Browser and display the KeyNote website

About KeyNote   Display information about KeyNote

About KeyNote   Display information about KeyNote

General Help

Displays the Help Contents for the KeyNote online help file.

    MMHelpMain

Keyboard Reference

Displays the main Keyboard Reference topic in the online help file.

    MMHelpKeyboardRef

Tip of the Day

Displays a hint to help you use KeyNote more effectively, and point out features that you may have missed.

    MMHelpTip

What's New

Displays the **history.txt** file, detailing the changes in KeyNote, including those in the current version.

    MMHelpWhatsNew

Visit KeyNote NF website

KeyNote prompts you for permission to start your default Internet Browser and display the KeyNote website, where you can:

- Download the latest version of KeyNote
- Read the latest information about KeyNote
- Report issues and feature requests

    MMHelpVisitWebsite

Check for Updates

Allows you to check if a more updated version is available, indicating the changes made to the application since the currently installed version.

See also How to download and install new versions

```
MMHelpChkUpd
```

About KeyNote

Display information about KeyNote, including the version number, contact information, and the version of the Microsoft riched20.dll on your computer.

Note: Microsoft standard richedit control, version at least 2.0 (riched20.dll) is a required component for KeyNote.

```
MMHelpAbout
```

== What's New =======

What's New

A list of all changes, fixes and improvements in each new release is contained in the file called "**History.txt**". The file is located in the "doc" subdirectory, below the directory where KeyNote is installed. A virtual node to that file is included in this help: history.txt

> You can also view the latest version of the Release History file on the web (in GitHub.com): history.txt on GitHub

> Depending on the versions, other files may be provided detailing the changes for each new release. Ex: "Changes in 1.8.2 .01.txt" (although normally that detail will end up being incorporated —and better documented— in this help file)

Note: The virtual node and rest of information related to changes in last versiones has been included in a separated Tab ("What's New") distinct of the main tab (KNT Help). In this way, when searching with Find All, as long as you do not select "Search all notes", you will limit the results to the selected note (tab) and thus prevent numerous results from appearing from "History.txt" when you search on the current functionality.

In News you can see some important milestones related to KeyNote and KeyNote NF.

The **main changes/improvements of the latest versions** are highlighted below:

v 2.1.5

- **Enable encrypted content**: Added the option of combining an unencrypted format (native or compressed) with the encryption of selected elements: notes and images (More)

v 2.1.4

- Fixed: MBCS languages and plain text notes [#936]
- Added: Insert|Line   Insert|Table...

v 2.1.2

- Added OPML format to File - Export
- The design of several forms and dialogs has been revised to facilitate translation into other languages.

v 2.1.1

- Folding/Unfolding can now be used with tables
- New RTF context menu command: Expand (with markers)
- Folding and unfolding can be applied to all blocks in a note at once

v 2.1.0

- Added two new functionalities:

- **Tags** can be applied to notes and within the text itself, allowing paragraphs or text fragments to be metadata-tagged (More)
- **Folding and unfolding**: it is possible to fold text, hiding its content except for a small fragment used as a visible excerpt. Nesting of folded blocks is possible, and these can contain images, links, etc (More)

v 2.0.4

- KeyNote NF is offered in two versions, 32-bit and 64-bit.
- Significant time reduction in Find searches. Also in caching process for data used to perform searches
- Optimized .knt loading, especially for files with a LOT of notes

v 2.0.2

- Print and Export improvements:
  - KNT internal links are now converted to standard RTF format (works with MS Word and LibreOffice)
  - Added "Printer (PDF, ...)" as a new target format in File|Export... Preview is also available.
  - New options in File|Export..., like Table of Contents, use of Sections, Page number or Page header.

v 2.0.0

- Important rework and refactorization. More.
- It is possible to toggle between RTF and Plain text only in selected note (node)
- New: Creation/Last modification date in notes
- Added editor Information panel
- Multiple improvements in tree panel
- Added new Tree Filtering
- Syntax for additional/advanced search
- It is possible to copy and paste selected images and text together from web browser.

v 1.9.5

- New: Hyperlinks can use parameters, behaving similar to Favorites
- Fixed: Copy/Paste from web browsers did not work on systems configured for MBCS languages (e.g., Russian with codepage 1251)

v 1.9.3

- Important refactoring. Changes in the way editor and notes are managed internally
- Updated .knt file format to 2.1 (files edited with this version should not be modified from a previous one)
- New default format for internal KNT Links based on a new note identifier ("GID"), unique in the entire file
- Scratchpad is now a normal full editor, with improvements in management of images
- Fixed regression in exporting notes with non ANSI characters to plain text

v 1.9.2

- Refactoring. Simple notes disappear -> Switch to using only Tree-Notes
- Change of terminology: Simple notes / Tree Notes + nodes ==> "Folders" with "notes"
  More info

v 1.9.0

- Release is signed with a code signing certificate
- Added Check for Updates to Help menu. Can also be checked at startup.
- KeyNote NF help have been completely revised/updated, based on its own .knt format. Contextual help is included.
- Keyboard shortcuts to macros, templates, plugins, styles and fonts can be configured in Tools | Customize

Keyboard...
- Improved <u>Insert | Character....</u> Any Unicode character can be inserted
- KeyNote can be used to generate help files for other applications, as an <u>alternative to .chm</u> files, with the help of a new add-on utility, <u>KntLauncher.exe</u>
- KNT links to other files, in Favorites, and in notes/nodes can be opened in the current instance or in a new one, at will
- New optional behavior of Tree panel

v 1.8.5

- Improved <u>Bookmarks 0-9</u>: Now are persisted, and are linked to target through a hidden mark

v 1.8.1

- Significant improvement in <u>image management</u>

v 1.8.0

- Adaptation from Borland Delphi 2006 to to Embarcadero Delphi CE 11.3 (Community Edition 11.3   Alexandria).
- <u>Find All: Improvements</u>
- New <u>KNT Links, vinculated to markers</u>, not only to caret position
- Redesigned navigation history mechanism
- Many other minor improvements and fixes were included

KeyNote NF: News

7 oct 2025

Now compiled with Delphi 12.1 Community Edition.

20 jan 2025

KeyNote NF is offered in two versions, 32-bit and 64-bit

07 dic 2024

Important rework and refactorization in version 2.0.0

Modified the model to allow the incorporation of new functionalities. Initially, approximately the same functionality has been maintained (with some improvements and fixes) but on the new model. Improvements will be added little by little.

- The new model is supported for now mainly by the following classes: TNote, TNoteNode, TNoteEntry, TKntFolder, TKntFile
- Notes (TNote) are independent of folders (TKntFolder), and can appear in 0 or N folders in the form of nodes (TNoteNode), thus being visible in their corresponding trees. The same note can be referenced in multiple places in any folder. The new nodes (TNoteNode) allow to manage in a cleaner and simpler way what were called mirror nodes. Now there is no difference between the nodes, they are all NNodes. Those nodes that are not the only ones associated with its note are simply highlighted as "Linked nodes". From the context menu it is possible to go through all the linked NNodes.
- A note may have multiple entries, each with its creation date, tags, content type (plain text or RTF), etc. A specific control associated with the notes will be created that will take advantage of these features.
- Replaced TTreeNT with Virtual-TreeView https://github.com/JAM-Software/Virtual-TreeView.git

From the new version of KeyNote NF you will still be able to load files from previous versions, but the new saved files can only be opened with the new versions. The internal format will go from 2.1 to 3.0

Language files (.lng) are ready to be translated/updated. They reflect changes since last available .lng files (v.1.7.8.1). See Translating KeyNote NF in GitHub.

07 mar 2024

Release 1.9.0 is signed with a code signing certificate
KeyNote NF help have been completely revised/updated, based on its own .knt format.
KeyNote NF can be used to generate help files for other applications, as an alternative to .chm files, with the help of a new add-on utility, KntLauncher.exe

11 dec 2023

A significant improvement in image management is incorporated in version 1.8.1

09 Jun 2023

Adaptation from Borland Delphi 2006 to to **Embarcadero Delphi CE 11.3** (Community Edition 11.3   Alexandria).

I have had to revise and modify many units, specific from KeyNote but also from 3rd Party components and libraries. In some cases it was easier to stop using some 3rd party components and start using internal components in Delphi, custom coding certain aspects no covered (like TDfsStatusBar). In others I found much better (or neccesary) to look for a more recent version, as with 'ICS Internet Component Suit' or 'Kryvich Delphi Localizer'. I have also changed Rx Library (RxRichEd,..) with UnRxLib. It is a version based in Rx Library 2.71, adapted to actual Delphi IDEs. KeyNote was based in Rx Library 2.71 also, with some changes and corrections over time, for example to adapt to Unicode. But the adaptation of UnRxLib to Unicode and newer versions is better. So I preferred to rebase in that library and apply on it the changes (and some correction) still needed.

From Delphi 2009 there was complete support to Unicode, also in VCL controls, so there was no need to use TntControls, with which I got to give unicode support in 2009 (on Delphi 2006). But that change since Delphi 2009 also implied a serious revision of all the code, because of the different management of the strings (Char, WideChar, String, WideString, PChar, ...)

In this process I have decided to drop support for the **Dart format**. I have enclosed the code in a conditional compilation ({$IFDEF WITH_DART}), but I have not revised that code during the adaptation. In the case that someone needs to reuse a file in that format, can use an older version of KeyNote to convert to normal KeyNote format.

(More information in README_SourceCode.txt_in GitHub doc\README_SourceCode.txt and doc\README_News.txt)

23 Aug 2015

Since august 2015 the project is hosted in **GitHub**
   https://github.com/dpradov/keynote-nf

The active forum is restarted in the following direction:
   http://keynote-newfeat.sourceforge.net/forum/

Old forums and group becomes read only:
   https://sourceforge.net/p/keynote-newfeat/discussion/
   http://groups.google.com/group/keynote-nf

29 Dic 2008   (Version: 1.7.4)

From version 1.7.4 the program is renamed as **"KeyNote NF"**

28 Nov 2008   (Version: 1.7.3 Rev.3)

Issues and posts have already been migrated to **Google Code**.
There is also a discussion group.

   http://code.google.com/p/keynote-nf/
   http://groups.google.com/group/keynote-nf

The project is still available in **SourceForge**, but only to host new binaries:
http://sourceforge.net/projects/keynote-newfeat/

13 Nov 2007

================== IMPORTANT ==============================
Version: 1.7.0
Developer: Daniel Prado Velasco   (dprado.keynote@gmail.com)
==

Project KeyNote was closed in 2005 by Marek.

At http://www.tranglos.com/free/keynote.html appeared a notice:
"20 Oct 2005: All projects are closed down"

In November 2007 I've decided to continue with it adding new functionality, at first according to my own needs (I use KeyNote intensively at work).

The new features included from version 1.7.0 are described in "History.txt". The more important one is the capacity to hide or show nodes:

· Filtering tree nodes by search criterions (Resource Panel)
· Hiding checked nodes
· Setting alarms on nodes

Daniel Prado Velasco (Spain) dprado.keynote@gmail.com

28 Jul 2000

KEYNOTE
Version   : 1.6.5
Copyright : (C) Marek Jedlinski 2000-2002 (Freeware)
Released   : 28 July 2000
License   : Mozilla Public License (source code available)

See the original content of the last "Keynote News" (of Keynote 1.6.5) in README_News.txt_in_GitHub