

MyNotex - User manual

Version 1.4.0

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MyNotex is a free software for Linux useful to take and to manage notes, documents and activities. Notes are gathered under different subjects and are made by a title, a date, a tags (keywords) list and a free-length text. This may be formatted: it is possible to change the font name, size and color of a selected text and of its background, and also to set bold, italic, underline and strike-through; the text may have pictures within it. The software can manage paragraph alignment, bullets, numbered and alphabetic lists with automatic indentation. Each note has also a spreadsheet-like grid to manage a list of activities which is quite similar to the one used in many software of project management. The various activities of one or all the notes of a file may be shown in a diary view and possibly exported in other software. A single file of MyNotex contains various subjects and notes.

The new features of the software added from the version 1.4.0 are:

- real one-level undo functionality, useful to undo the last typed word or pasted text within a note without having to cancel all the changes made from the last save;
- possibility to set an alarm clock, which at the appointed time shows a warning to the user; in the status bar are reported the set time and the left time, and the label is shown in green if the left time is more than 15 minutes, in brown if it's less than 15 minutes and more than 5, and in red if it's less than 5 minutes;
- possibility to search for subjects and notes only within the results of a previous search, so to implement an AND search; the conditions and the texts searched for are shown in a box in the search area;
- in the text of the notes each possible hashtag (a word beginning with #) is automatically formatted as a link, and with "Ctrl" + click on it the software searches for all the notes containing the same hashtag;
- in GPG encryption, the last email used to select the public key is remembered by the software; the password is not requested by the software, but by the system in use, which may cache it for some time or definitively;
- in the Options of the software, possibility to disable autosave, so that an unwanted saving of a note might not prevent the possibility to undo a typed text;

- in the Options of the software, possibility to set a space among paragraphs or within the lines of each paragraph;
- possibility to resize horizontally the attachment area;
- the height of the search area is now remembered by the software;
- it has been added the 12 AM/PM time format in the language file;
- the number of attachments of a note is indicated in the label above the attachment area.

New shortcuts:

- File - Undo editing: "Ctrl" + "Shift" + "Z";
- Notes - Undo editing: "Ctrl" + "Z";
- Search only within the results of a previous search: "Ctrl" + "Enter" (on the search field);
- Make one paragraph of many different paragraphs separated above and below from empty lines: "Ctrl" + "Shift" + "Alt" + "P".
- Renumber items list: "Ctrl" + "Alt" + "." (dot).

The new features of the software added from the version 1.3.1 are:

- a diary view of all the activities contained in all the notes of the file in use or in the current one (see menu item "Notes - Show diary..."); it's possible to filter the activities by date or by resource, to export them in iCal format in order to import them in software like Evolution or Thunderbird with *Lightning add on*;
- possibility to shift all the dates of the activities one day backward or one day forward.
- possibility to set the default start date of a project (a project is the series of activities of a single note);
- label with the earliest and the latest dates of all the activities of a note, that is the start and end date of the whole project;
- possibility to change the color of the font and of the background of a subject or of a title of a note (see menu items "Subjects - Look" and "Notes - Look"); in the options of the software it's possible to define up to 3 different set of font and background color, to be applied with a button in the "Look" menu;
- possibility to sort manually the titles of the subjects and of the notes, moving them up and down (see the buttons at the bottom of the subjects and notes grids, or use "Ctrl" + "Arrow Up" and "Ctrl" + "Arrow Down" within the same grids);
- possibility to move the "activity done" lists in the text of a note (lines beginning with ☒ and ☐ symbols) in the activity grid;
- small icons on the left of the title of a note if it's encrypted or has activities, instead of red or italic font;
- print settings;
- new better icon for the tray;
- new options in the "Options" form, like hiding synchronization messages when there are no errors.

New shortcuts:

- “Ctrl” + “Return” on a note title to insert in the text the same title as heading 1, and two empty lines after it.
- “Ctrl” + “Shift” + “N” to copy in the clipboard the link to a subject / note name to paste it as a link within the text of a note.
- “Ctrl” + “Shift” + “Alt” + “D” to insert the current date, in place of “Ctrl” + “Shift” + “D” used in the activity grid.
- “Ctrl” + “.” (dot) to remove the bullets, the numbers or the letters in a list.

The new features of the software added from the version 1.3.0 are:

- a spreadsheet-like grid available for each note, in which it is possible to create and manage list of activities and sub-activities with state, dates, resources and cost specifications;
- possibility to encrypt and decrypt a file of MyNotex, or any other file, with GNU Privacy Guard (GPG), if available in the system in use;
- possibility to print directly a note, without opening it in the word processor or in the browser, provided that there are no pictures inside it;
- options of the software collected in a dedicated form.

The other main features of the software are:

- various attachments (files of every kind) for each note, zipped and stored in a directory with the same name and path of the MyNotex file in use and automatically managed by the software; the number of attachments is limited only by the available disk space;
- encryption of the text of the selected notes with AES algorithm;
- search for subjects, notes (also in the text), attachments, dates and tags (keywords);
- search for more than one tag at a time (in OR condition) and for a range of dates;
- list of tags used in the current file, to insert them in a new note or in the search fields with double click;
- moving a note with possible related attachments from a subject to another;
- importation and exportation of single subjects with the related notes and attachments from and to another file of MyNotex;
- direct importation an OpenOffice.org Writer or LibreOffice Writer file;
- importation from Tomboy and Gnote notes;
- opening of the text of the current note in OpenOffice.org Writer or LibreOffice Writer (useful also to print the note);
- export data in HTML format, which can be easily opened with a word processor like OpenOffice.org Writer or LibreOffice Writer;
- paragraph alignment and indentation of lists;
- possibility to link a note to another note;

- addition of attachments with drag and drop (also more files at a time);
- possibility to insert pictures in the text of a note, also resizing them; the files of the pictures will be saved in the attachment directory;
- zoom of the text of the notes;
- possibility to insert ☒ and ☐ symbols to manage “activity done” lists;
- icons and popup menu for cut, copy, copy as html and paste;
- possibility to show the current note in the default browser to print it;
- copy the text of a note in Latex format to paste it in a Latex editor;
- send the text of a note as email through the default mail software;
- export or not the dates of the notes in the HTML export file;
- move up and down a paragraph within the text of a note.

Finally it is possible to synchronize two different files of MyNotex so that the new, the changed and the deleted subjects, notes and attachments in each one of them are mirrored in the other; at the end of the process, the two files and attachments directories are identical. This feature allows to modify two or more files of MyNotex offline and then connect to the LAN or the Internet and synchronize them, also through a cloud services like Dropbox.

A file of MyNotex is a database of SQLite (www.sqlite.org), a popular software whose data can be easily read and exported through different tools available on the Internet. The version of SQLite used by MyNotex is 3.7.2-1 or following (usually available in the GNU/Linux distributions from 2010), but it should work also with previous version major or equal to 3.

The use a SQLite and the lack of the typical tree view structure to show the titles of the subjects and of the notes makes the difference between MyNotex and other note-taking software. MyNotex has been developed so that it could easily manage a large number of notes, even if it can be used just to write few texts. The use of grids instead of a tree view structure and of SQLite format instead of a XML file grant better strength and speed with large amount of data. This makes MyNotex useful not only for personal use, but also to share many textual documents within a group or an organization. See below few information about a load test of the software.

MyNotex has been developed with Lazarus (www.lazarus.freepascal.org) and the components TDBZVDateTimePicker (wiki.freepascal.org/ZVDateTimeControls_Package), a modified version of TRichMemo (<http://wiki.freepascal.org/RichMemo>) and Dcpcrypt (<http://wiki.lazarus.freepascal.org/DCPCrypt>). It has been developed and tested on Debian and Fedora, and compiled with GTK libraries.

MyNotex is free software and is released under the GPL license version 3 (www.gnu.org/licenses/gpl-3.0.txt).

Basic elements

Run the software

MyNotex can be launched in the terminal with two options: “mynotex filename” to open the file indicated; “mynotex -l” to open the last file used.

Translation

MyNotex is in English, but if it is installed with the deb or rpm packages, it is automatically translated according to the language of the system in use, provided that it has already been translated in this language. Currently French, Italian, German, Portuguese, Polish, Russian and Spanish are available; more languages may be available on the web site of MyNotex. If the single executable is installed, with no packages, run it and open the desired language file available in the web site of MyNotex with the menu “Tools – Set language...” to have the software completely translated. This menu item is active only when no file is opened. It is also possible to open with a text editor the English language file “english.lng” installed in the directory of the software (for instance, /opt/mynotex) or download it from the web site of MyNotex, open it (it's just a text file), translate all the sentences in English and install it.

The main form

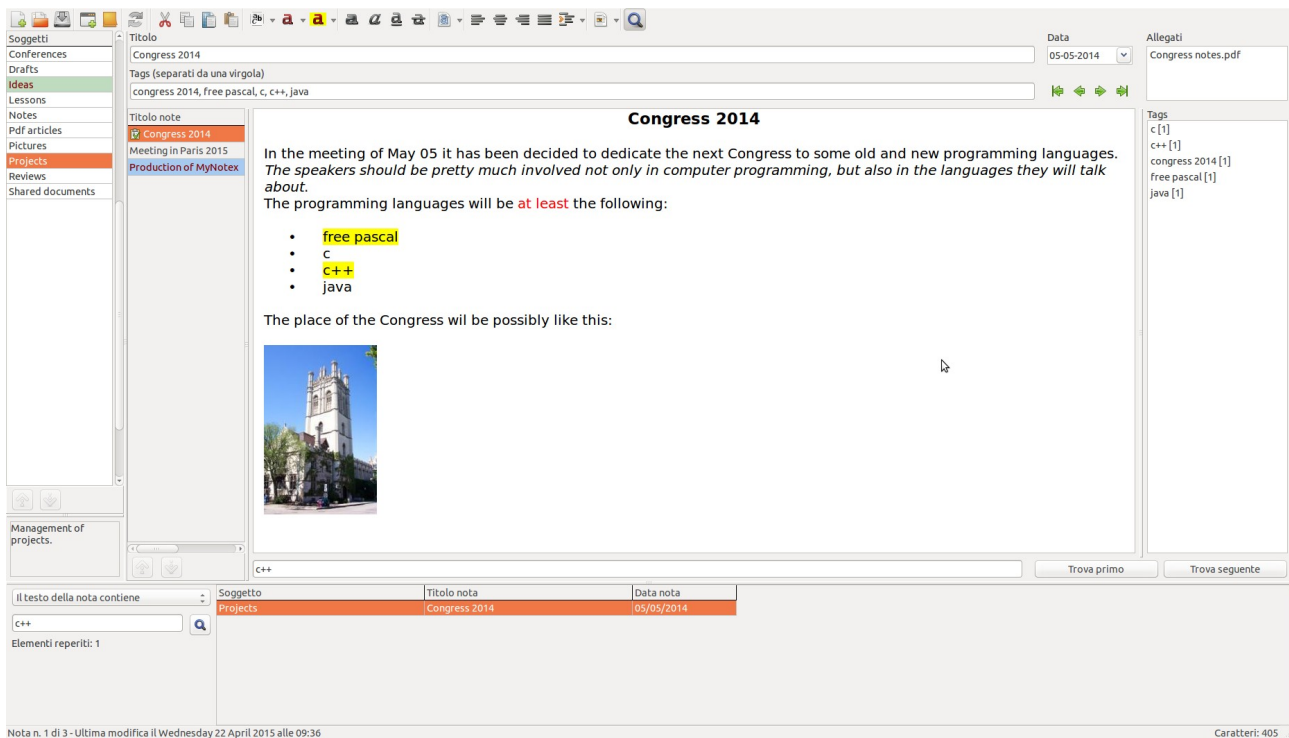
The form of MyNotex is divided in four areas:

- the subjects grid on the left, with the comments to the selected subject at the bottom; the comments can be modified with the menu item “Subjects – Comments”;
- the notes area on the right, with the attachment list relative to the selected note (near the date and the green arrows) and the tags list at the very right of the form;
- the activities area below the notes area (when it's activated);
- the search features on the bottom (when it's activated).

In the notes area are shown only the notes related with the selected subject with their attachments list; the titles and the dates of the notes are show also in a read only grid on the right of the subjects grid. On each grid and in the attachments list is available a pop up menu useful to add or delete items, or to change the look of the titles in the grid (font and background color).

In the status bar (at the bottom) is shown the date and the time of the last modification to the current note and the number of characters of its text, included the spaces. This last option can be disabled in the options of MyNotex (see below).

The form with the search features activated looks like this:



Shortcuts and icons in notes text

The notes can be scrolled with the green arrows at the right top of the form or with “Ctrl” + “Page Up” and “Ctrl” + “Page Down” keys; these do not work if a grid is focused or if the Option “Notes - Options - Show text only” is enabled.

Both the titles of the subjects and of the notes can be moved up and down with the buttons at the bottom of the subjects and notes grids, or with “Ctrl” + “Arrow Up” and “Ctrl” + “Arrow Down” keys if the grids are focused. Note that this possibility is active only if subjects and notes are sorted by custom order (menu item “Subject - Order - Custom” and “Note - Order - Custom”).

In the text of the notes there are some shortcuts available which are not related with the menu items:

- “Ctrl” + “Shift” + “Y”: delete the current paragraph.
- “Ctrl” + “.” (dot): if the current paragraph is not part of an indented list, select all the paragraphs above and below up to a blank line both up and down, and format them as an indented list with bullets. If the current paragraph is already part of an indented list, or just above or below it and not separated by a blank line, switches the headers (the text at the beginning) of the current paragraph and of each item of the list in this order: bullets, numbers, caps letters, small letters, none.
- “Ctrl” + “Shift” + “.” (dot): if the current paragraph is part of an indented list, or just above or below it and not separated by a blank line, removes the headers (the text at the beginning) of the current paragraph and of each item of the list.
- “Ctrl” + “Alt” + “.” (dot): renumber an items list if the order of the items

has been modified.

- “Ctrl” + “A”: select all the text of a note.
- “Ctrl” + “B”: format the selected text (or the current word) in bold.
- “Ctrl” + “I”: format the selected text (or the current word) in italic.
- “Ctrl” + “U”: format the selected text (or the current word) in underline.
- “Ctrl” + “M”: clear formatting of the selected text (or of the current word).
- “Ctrl” + “L”: set the alignment of the current paragraph (or of the selected paragraphs) to left.
- “Ctrl” + “E”: set the alignment of the current paragraph (or of the selected paragraphs) to center.
- “Ctrl” + “R”: set the alignment of the current paragraph (or of the selected paragraphs) to right.
- “Ctrl” + “J”: set the alignment of the current paragraph (or of the selected paragraphs) to justified.
- “Ctrl” + “P”: set the background color of the selected text (or of the current word) to the one specified by the user (default is yellow).
- “Ctrl” + “X”: cut the selected text and possible pictures. This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “C”: copy the selected text and possible pictures in an internal format; if the text is pasted in MyNotex it will maintain every formatting (bold, italic, etc.), but not if pasted in another software (e.g. OpenOffice.org or LibreOffice Writer). This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “Shift” + “C”: copy the selected text in HTML format; if the text is pasted in another software (e.g. OpenOffice.org or LibreOffice Writer) it will maintain every formatting (bold, italic, etc.), but not if pasted in MyNotex. This option will not copy possible pictures present in the text. This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “Shift” + “Alt” + “C”: copy the selected text in LaTeX format; the text could be pasted in any LaTeX editor and it will maintain bold, italic and underscore text formatting as well as center and left paragraph alignment. This option will not copy possible pictures present in the text. This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “V”: paste the text and possible pictures previously copied or cut; if the text comes from another application (e.g. OpenOffice.org or LibreOffice Writer), text formatting will not be preserved. This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “Shift” + “0” to “9”: set a bookmark in the current subject and note.
- “Ctrl” + “Alt” + “0” to “9”: go to the bookmark set with the previous option.
- “Ctrl” + “Shift” + “Alt” + “D”: insert the current date in the text of the current note.

- “Ctrl” + “1” to “3”: format the current paragraph as heading 1, 2 or 3. Heading 1 will have a bigger and bold font and will be centered, heading 2 just a bold font and heading 3 an italic font.
- “Ctrl” + “0”: format the current paragraph with the default font, left aligned and with no indentation.
- “Ctrl” + “Shift” + “T”: insert or switch to ☑ (activity done) symbol at the beginning of the current line.
- “Ctrl” + “Shift” + R: insert or switch to ☐ (activity not done) symbol at the beginning of the current line.
- “Ctrl” + “Shift” + “Arrow up”: move the current paragraph before the previous one.
- “Ctrl” + “Shift” + “Arrow down”: move the current paragraph after the next one.
- “Ctrl” + “+”: increase zoom level of the text of the notes (the value is remembered by the software);
- “Ctrl” + “-”: decrease zoom level of the text of the notes (the value is remembered by the software).
- “Ctrl” + “Shift” + “E”: send the current note as plain text to the default mail software; no possible text formatting or picture will be preserved. This item is available also in the pop up menu which appears with a right click on the notes text area.
- “Ctrl” + “Shift” + “Alt” + “P”: make one paragraph of many different paragraphs separated above and below from empty lines. This is useful when a single text copied from a browser or other software is pasted as a series of different lines. If it's separated by other text of the note by empty lines, it can be easily formatted as a unique paragraph.

In the note title field, above the tags field, the shortcut “Ctrl” + “Return” inserts the title in the text of the note formatted as heading 1, and two empty lines after it.

Zoom level of the text of the notes can be modified also rolling the mouse wheel with the “Ctrl” key pressed.



As the icons, the first 6 replicate few menu functionality (“File – New”, “File – Open”, “File – Save”, “Subjects – New”, “Notes – New”, “Tools – Synchronization”). The others are useful to cut, copy, copy as html, paste, change the font name and size, the font color, the font background color, to set bold, italic, underline, strike-through, to restore the default font in the current word (from the button) or in the whole paragraph or to apply headings (from the dropdown menu), to set alignment and indentation of the current or selected paragraphs. The dropdown menu available in the indentation icon allows to change the headers (the text at the beginning) of the items of a list to bullets, numbers, caps letters, small letters, or to remove them. The last two icons allow to send the text of the current note and its possible pictures and activities to OpenOffice.org, LibreOffice Writer or current browser (the same

does the menu item “Notes – Open with”) and to activate the search functionality.

As the font kind, font color and font background color icons, to change the name, the size or the color just click on the arrow at the right of the button, select “Change font...” or “Change color...” and confirm. To apply the last selected font or color to a text, just click on the button (not on the arrow). This choice is remembered by the software.

The last but one icon works in the same way: click on the arrow at the right of the button and select the word processor to send the text to it; this choice is remembered by the software, so the next time it is enough to click on the button (not on the arrow) to send the text to the last selected word processor.

Attachments

It is possible to attach many files to a single note dragging them on the form of the software (also more files at a time), or using the menu item “Notes – Attachments – New...” or with a double click in the attachment area if it's empty. The attachments are stored in zip format within a directory with the same name and path of the file of MyNotex in use. This means that if a MyNotex file is copied or moved from one location to another, it is necessary to copy in the same location also the directory with the same name of the file if it is present (namely, if there are attachments in the file in use); “File – Copy” menu item helps to do this.

The attachments directory is completely managed by the software: it is created when the first attachment is loaded or picture is inserted in the text of a note, and it is deleted when the last attachment or picture is deleted. The name of every zipped attachment is made by some numbers and letters (a Unique Identifier) and the original name of the file attached; so it is possible to enter the attachment directory, search for a specific file, unzip it and open it or load it somewhere else.

Since attachments and pictures are not stored within the database but in an external directory, their number is limited only by the available disk space. The attachments of a single note could not have the same name, but different notes may have attachments with the same name.

The attachments grid can be resized horizontally. The new size is remembered by the software. The attachment number is reported in the label of the attachment area between square brackets; this is useful when there are many attachments and some of them are not shown in the list without scrolling it.

Tags

In the Notes area, there is a field for tags. To associate some tags to the current note, just write them in this field separated by commas. At the right of the form there is also a list of the tags used in the current file with the recurrences (number between square brackets after each tag), namely the number of times they are used in all the notes. If the search area is closed, a double click on a

tag inserts it in the tags field of the current note. If the search area is opened, a double click on a tag adds it to the search field. Note that if the notes with tags in the file in use are more than 1000, the tags list will not be created for performances reasons.

Links

It is possible to insert in the text of a note a link to a file contained in the computer in use or to a website, or a mail address. Just type a word beginning with file://, http://, https://, www. or mailto: and press the space bar or "Return" at the end of it to format it as a link; with "Ctrl" + mouse click it will be opened. In the case of the link to a file, if its name contain some spaces, each of them must be written as an underscore (_). For instance, to insert a link to a file called "my picture.jpg" in the folder "my folder" what should be typed is: file://my_folder/my_picture.jpg.

It is also possible to insert a link in the text of a note to another note contained in the file in use with this syntax: mnt://SubjectTitle/NoteTitle, where "SubjectTitle" means the title of the subject and "NoteTitle" the title of the note. With "Ctrl" + click on the link, the subject and note specified are selected. It is possible to specify only the subject name. In the link to a note, possible spaces in the names of the subject or of the note must be replaces with an underscore (_). To copy in the clipboard the link to the current note properly formatted, use the shortcut "Ctrl" + "Shift" + "N", then paste it in the text of another note.

Finally each possible hashtag typed in the text of a note (a word starting with #) is formatted like a link, although non underlined to distinguish it from the other links. With "Ctrl" + click on it the software selects all the notes containing the same hashtag.

Pictures

It is possible to insert pictures in the text of a note with "Notes - Add picture..." menu item. This option allows to open a picture in jpeg or png format and insert it at the position of the cursor. After having opened the picture, it is possible to resize it selecting in a form the desired percentage of resizing. The picture in the text will be considered a character, so it could be deleted, cut, copied or pasted like any other text.

The file of the picture possibly resized (and not the original file) will be saved in the attachment directory, not in the database, in jpeg format: for this reason, it is better to use jpeg pictures, since png format could not be translated properly. The pictures are saved in files not zipped; their name will begin with some numbers and letters (a Unique Identifier) followed by a standard progressive name (img0000, img0001, etc). See "Attachments" section above for more information about the attachment folder.

Activities

The activities area contains a spreadsheet-like grid that allows to create and

manage a list of activities related to the current note. Activities are considered a field of a note, like title, date and text, so they will be exported or printed after the other elements. The form with the activities area enabled looks like this:

The screenshot shows the MyNotex application window. On the left is a sidebar with a tree view containing 'Subjects', 'Conferences', 'Drafts', 'Ideas', 'Lessons', 'Notes', 'Pdf articles', 'Pictures', 'Projects', 'Reviews', and 'Shared documents'. The 'Ideas' folder is selected, showing a list of notes: 'Congress 2014', 'Meeting in Paris 2015', and 'Production of MyNotex'. The main window displays the 'Congress 2014' note. The note title is 'Congress 2014'. The text of the note reads: 'In the meeting of May 05 it has been decided to dedicate the next Congress to some old and new programming languages. *The speakers should be pretty much involved not only in computer programming, but also in the languages they will talk about.* The programming languages will be **at least** the following:'. Below this text is a bulleted list: 'free pascal', 'c', 'c++', and 'java'. Further down, it says 'The place of the Congress will be possibly like this:' followed by a small image of a church tower. At the bottom of the note is a table of activities. The table has columns: ID, State, Activity, Start date, End date, Duration, Resources, Priority, Completion, and Cost. The activities listed are: 1. Started, Speaker engagement, Tue 04-21-2015, Thu 05-21-2015, 31, Mark, John, Lisa, 5, 40%; 2. Done, Meeting to define speakers names, Tue 04-21-2015, Thu 04-30-2015, 10, Mark, John, Lisa, 5, 100%; 3. Started, Contact speakers, Sat 05-02-2015, Thu 05-21-2015, 20, Mark, John, Lisa, 2, 20%; 4. To do, Meeting to fix possible problems, Thu 05-14-2015, Fri 05-22-2015, 1, Mark, John, Lisa, 5, 0%; 5. To do, Prepare brochure, Fri 05-22-2015, Sun 06-07-2015, 17, Mary, John, 5, 0%; 6. To do, Ideas and structure, Wed 05-27-2015, Fri 06-05-2015, 10, Mary, John, 3, 20%; 7. To do, Approval of ideas and structure, Sun 06-07-2015, Fri 06-05-2015, 1, Linda, 5, 0%; 8. To do, Creation of brochure, Fri 05-22-2015, Fri 06-05-2015, 15, David, 2, 0%. Below the table is a text field with the note: 'In this meeting it is necessary to define a list of 5 speakers, which should be contacted by email in the following days.' At the very bottom, there is a status bar showing 'Note n. 1 of 3 - Last modified on Wednesday April 22 2015 at 09:36' and 'Characters: 405'.

ID	State	Activity	Start date	End date	Duration	Resources	Priority	Completion	Cost
1	Started	Speaker engagement	Tue 04-21-2015	Thu 05-21-2015	31	Mark, John, Lisa	5	40%	
2	Done	Meeting to define speakers names	Tue 04-21-2015	Thu 04-30-2015	10	Mark, John, Lisa	5	100%	
3	Started	Contact speakers	Sat 05-02-2015	Thu 05-21-2015	20	Mark, John, Lisa	2	20%	
4	To do	Meeting to fix possible problems	Thu 05-14-2015	Fri 05-22-2015	1	Mark, John, Lisa	5	0%	
5	To do	Prepare brochure	Fri 05-22-2015	Sun 06-07-2015	17	Mary, John	5	0%	
6	To do	Ideas and structure	Wed 05-27-2015	Fri 06-05-2015	10	Mary, John	3	20%	
7	To do	Approval of ideas and structure	Sun 06-07-2015	Fri 06-05-2015	1	Linda	5	0%	
8	To do	Creation of brochure	Fri 05-22-2015	Fri 06-05-2015	15	David	2	0%	

Initially the grid is not shown, so that MyNotex looks like the older version. To show or hide the activities area, click on the menu item “Notes – Show activities” or use the shortcut “Ctrl” + “Shift” + “A”. The choice is remembered by the software. When a note has some activities, its name is preceded by a small “to do” symbol in the read only grid of the names and the dates of the notes (on the right of the subjects grid).

To insert text in the grid, press “Return” or “F2” on a cell, or just click with the mouse on a cell already selected. Then press “Return” or select another cell to confirm the changes.

In the various columns of the grid it is possible to specify for each activity (row of the grid) its state (“To do”, “Started” and “Done”), its name, its start and end dates, its duration (in days), its resources (the persons who will do it), its priority (a number from 0 forward), its completion (percentage, from 0% to 100%) and cost (in currency). At the bottom of the grid there is a field to type some notes about the selected activity. When those notes are present, the ID number of the activity in the first left column is followed by a small dark square.

The possible states (“To do”, “Started” and “Done”) are not translated by language files, so that the content of this field (column) is always the same on different linguistic installations of MyNotex.

When an activity has the state of "Done" it's shown with green characters and its completion is set to 100%. If its state is "To do" its completion is set to 0%. If its state is "To do" or "Started" and its end date is expired, it's shown in red characters.

Each activity may become a main activity, that is an activity that just summarizes the data of its sub-activities. For this reason the fields (columns) of a main activity cannot be modified, except its name, the resources involved in it and the possible notes. A main activity may be also a sub-activity of another main activity, but it still remains read only, since its task is still to summarize the data of its own sub-activities. The name of a sub-activity is shown as right indented compared to the name of its main activity, while all the data of a main activity are shown in bold. A main activity which has no indentation, but has still some sub-activities after it, is considered the header of a group activities, and its background is colored in gray. A main activity is shown in red characters only if all its sub-activities whose state is not "Done" are expired.

To indent an activity in order to make it a sub-activity of the previous one, use the second icon above the grid or use the shortcut "Ctrl" + "Right Arrow". To unindent an activity, that is to move it toward left, use the first icon or the shortcut "Ctrl" + "Left Arrow".

It is possible move up and down the activities with the third and fourth icon or with the shortcuts "Ctrl" + "Arrow Up" and "Ctrl" + "Arrow Down". When a main activity is moved, also its sub-activities are moved as well. Note that a sub-activity is moved only in the place of an existing previous or following sub-activity of the same indentation (level) and related to the same main activity.

To insert an activity (a row) in the grid or to remove it, use the fifth and sixth icons, or the shortcuts "Ctrl" + "Shift" + "N" or "Ctrl" + "Shift" + "D". When a main activity is deleted, also its sub-activities are deleted as well.

The seventh icon is useful to show or hide the Work Breakdown Structure, that is a column on the left in which all the activities are automatically numbered with an outline format.

With the eighth and ninth icons it's possible to shift all the dates of the activities one day backward or one day forward.

With the tenth icon or with the shortcut "Ctrl" + "Shift" + "C" it is possible to copy in an internal clipboard a group of activities, that is all the activities from the previous header (which is an activity with no indentation) to the row before the following. The activities copied in this way cannot be pasted in a text, but may be inserted in another point of the grid, even in that of another note, with the ninth icon or with the shortcut "Ctrl" + "Shift" + "V". In the grid are still active the shortcuts "Ctrl" + "C" and "Ctrl" + "V" to copy the content of a cell and to paste it within another cell.

The eleventh icon or the shortcut "Ctrl" + "Shift" + "L" copies in the clipboard all the activities of the grid in CVS format. The values are separated by tabs.

Then it's possible to paste them in a spreadsheet like Calc.

The last but one icon is useful to move all the activities within the text of the note (the lines beginning with the characters ☐ or ☒) within the grid as new activities.

The last icon is useful to delete all the activities from the grid.

Pressing the space bar in the "State" field (column), all the possible values will be shown subsequently. If this is done in the "Start date", the date shown in the field "Default start date" will be insert automatically, while in the field "End date" the date written will be one month forward the start date, or the "Default start date" if the start date is not present. The duration of an activity is automatically compiled when the start and end dates are typed. If the duration of an activity is modified, the end date will be changed consequently.

If the "Start date", "End date" or "Duration" columns are selected, with the shortcuts "Shift" + "Right Arrow" and "Shift" + "Left Arrow" it is possible to increase or decrease the date or the duration. "Del" will delete the content of the cells. At the bottom of the grid a label will inform about the earliest and the latest dates among all the activities, that is the start and end date of the whole project.

The format of the start and end dates could be one of the following: "month-day-year" (default, when there is no language file in use), "day-month-year" or "year-month-day". In the language file it is possible to specify one of these formats. The dates must be typed according to the format in use. Anyway, if a file of MyNotex is opened in an installation using a different date format, or a different language file is loaded, all the dates are automatically updated to the new format.

Diary

The form of the diary is opened with the menu item "Notes – Show diary..." or with the shortcut "Ctrl" + "Shift" + "Alt" + "A". When the form is shown, all the activities of all the notes of the file in use are shown sorted by their end date, provided that:

- they are not main activities (actually, main activities are just summaries of other activities, not real things to be done);
- they are not completed (their state is not "Done");
- their start date is null (not present) or greater than or equal to the date of the calendar with the label "Start date greater than or equal to";
- their end date is null (not present) or less than or equal to the date of the calendar with the label "End date less than or equal to".

The default date of the first calendar is set to a year before the current day, and the second to a month later than the current day. In this way, are shown the activities which started up to one year ago, and that are to expire in the

next month. It is possible to modify the dates of the two calendars selecting them with the mouse, set them to the default values with the button "A month" (meaning from now, referred to the end date), or set the date of the second calendar to the current day with the button "Today". It's also possible to filter the activities by a resource, selecting it in the list "Filter on resources", and to show only the activities of the current note (option "Activities of the current note").

Each activity shown in the diary is described in three rows:

- the first row contains the name of the activity and, among square brackets, the title of its note; the color is red if the activity is expired, that is if its end date is previous the current day;
- the second row contains the start and end dates of the activity, and after a pipe (|) its state ("To do", "Started", "Done");
- the third row contains the resources, the priority, the completion and the cost of the activity, separated by a pipe (|).

With the button "Export" it is possible to export the activities shown in the diary in iCalendar format, and import them as a "to do list" in a software like Evolution or Thunderbird with Lightning extension.

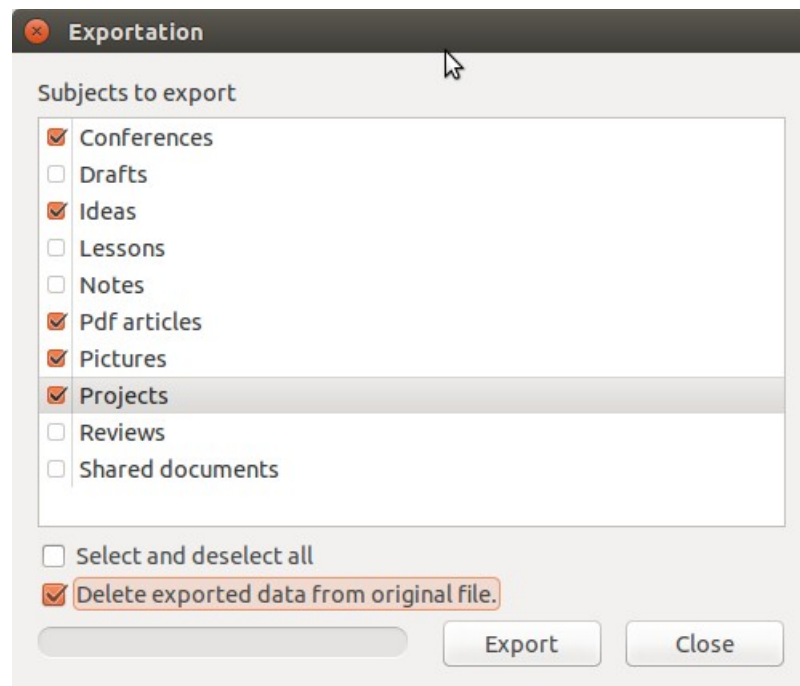
Menu items

Some menu items are not enabled when a subject or a note is being modified. To enable all the menu items, just save the data.

File

- New - Create a new file of MyNotex; a new subject is created automatically and the user may give it a title.
- Open ("Ctrl" + "O") - Open a file of MyNotex; if the file is empty, a new subject is created automatically and the user may give it a title.
- Close - Close the MyNotex file in use.
- Save ("Ctrl" + "S") - Save all data changes (both in subjects and in notes); when the option "Notes - Options - Show text only" is activated, changes are automatically saved every 5 minutes from the last saving.
- Undo editing ("Ctrl" + "Z") - Cancel all data changes made after last save.
- Update - Reload data; this functionality is useful if the file in use has been changed by another user or by a synchronization after it was opened, and also to update the order of the notes (by title or by date) after new elements are added.
- Copy - Copy file in use and its attachment directory (if present) with another name without opening it.
- Import - Import selected subjects and related notes and attachments from another file of MyNotex. After having selected the file to import from, the software shows in a grid all the subjects contained in it; select the subjects to be imported and click on "Import" button to insert them and the related notes and attachments in the file in use. If the check box "Delete imported data from original file" is selected, then the imported subjects and the

related notes and attachments are deleted from the external file. If a subject is already present in the file in use, neither it nor the related notes will be imported. The check box “Select and deselect all” is useful to select or deselect all the items in the list.



- Export – Export selected subjects and related notes and attachments from file in use to another file of MyNotex. After having selected the file to export to, the software shows in a grid all the subjects contained in the file in use; select the subjects to be exported and click on “Export” button to insert them and the related notes and attachments in the external file. If the check box “Delete exported data from original file” is selected, then the exported subjects and the related notes and attachments are deleted from the file in use. If a subject is already present in the external file, neither it nor the related notes will be exported. The check box “Select and deselect all” is useful to select or deselect all the items in the list.
- Save as HTML – Export selected subjects and related notes from file in use to a HTML file. After having selected the HTML file to create, the software shows in a grid all the subjects contained in the file in use; select the subjects to be exported and click on “Export” button to copy them and the related notes in the external file. The check box “Select and deselect all” is useful to select or deselect all the items in the list, whereas the check box “Export dates” will allow to export the dates of the notes. In the HTML file, subjects will appear as a heading 1 text, notes titles as a heading 2 text and notes dates, if exported, as a heading 3 text. Opening the file with OpenOffice.org or LibreOffice Writer, the headings will be preserved. If the text of a note is encrypted, it will not be exported, but a warning message will appear in the HTML file instead of it. If there are indented paragraphs in the text of a note to be exported, bullets and numbered lists will be exported as HTML lists only if they are indented.

- Convert from – It has two options, related to conversion from Tomboy or Gnote notes:
 - Tomboy – Import in the file in use all the notes created with Tomboy, saving almost every formatting; if a Tomboy note has been already imported, only its modified elements (date, text, etc.) will be changed in the file in use. If the directory with Tomboy notes (located in the home directory, in .local/share/tomboy) does not exists, because it has been removed or the software is not installed, this menu item will be disabled.
 - Gnote – Import in the file in use all the notes created with Gnote, saving almost every formatting; if a Gnote note has been already imported, only its modified elements (date, text, etc.) will be changed in the file in use. If the directory with Gnote notes (located in the home directory, in .local/share/gnote) does not exists, because it has been removed or the software is not installed, this menu item will be disabled.
- Print setup – Show some options for printing (paper orientation, quality of print, etc.).
- Names of the last four files opened – Open the corresponding file.
- Exit (“Ctrl” + “Q”) – Quit the software.

Subjects (some items are available also from a pop up menu: right click on the subjects grid)

- New – Create a new subject as an empty line in the subjects grid; click on it an write the subject's title. Another way to insert a new subject is to go to the last line in the subjects grid and press the key “Arrow Down”.
- Delete – Delete the current subject and the related notes and attachments.
- Comments – Open a form to change the title of the subject and to insert some comments about it. The comments are visible also at the bottom of the grid of subjects.
- Look – Open a form to set the color of the font and of the background of the title of the current subject. The colors may be selected in the fields “Background color” and “Font color” among a wide list. To set a user defined color, chose the color “Custom...” and define the color in the selection form. There are also three buttons useful to set automatically the color of the font and of the background (“Default color 1”, “Default color 2” and “Default color 3”), which can be set in the options of the software (see below). The button “Remove color” set the default look, that is a black font on a white background.
- Order – It has two options, and the choice is remembered by the software:
 - By title – Sort the subjects by title.
 - By custom – Sort the subjects by an user defined order; in this case each title may be moved up and down with the two buttons at the bottom of the subjects grid or with the shortcut “Ctrl” + “Arrow up” and “Ctrl” + “Arrow down”.

Notes

- New (“Ctrl” + “N”) – Create a new note related to the current subject (item available also from a pop up menu: right click on notes grid).
- Delete – Delete the current note and all its attachments (item available also

from a pop up menu: right click on notes grid).

- Undo editing – Undo just the last change made to the text of a note without canceling all the changes made from the last save. The text that can be actually recovered is stored when a space is typed, provided that no text is selected and so replaced by it: this replacement could be easily a mistake of the user, that must have the possibility to undo it. So what can be undone is the last typed word, a wrong paste of text, a wrong deletion of text, etc.
- Look – Open a form to set the color of the font and of the background of the title of the current note. The colors may be selected in the fields “Background color” and “Font color” among a wide list. To set a user defined color, chose the color “Custom...” and define the color in the selection form. There are also three buttons useful to set automatically the color of the font and of the background (“Default color 1”, “Default color 2” and “Default color 3”), which can be set in the options of the software (see below). The button “Remove color” set the default look, that is a black font on a white background.
- Order – It has three options, and the choice is remembered by the software:
 - By date (“Ctrl” + “D”) – Sort the notes by date; if this option is activated (it's the default one), when a subject is selected, the last related note (more recent) is shown.
 - By title (“Ctrl” + “G”) – Sort the notes by title.
 - By custom – Sort the notes by an user defined order; in this case each title may be moved up and down with the two buttons at the bottom of the notes grid or with the shortcut “Ctrl” + “Arrow Up” and “Ctrl” + “Arrow Down”.
- Encrypt and decrypt (“Ctrl” + “Y”) – If the text of the current note is not encrypted, this functionality allows to encrypt it; it is necessary to enter a password twice and confirm (press “Return” in the second password field or click on button “Encrypt”).



If the text of the current note is encrypted, this functionality allows to remove encryption protection (a confirmation is requested); the password must be already entered and the text must be shown. See below for more information about encrypting.

- Move (“Ctrl” + “Shift” + “M”) – Move the current note and its related attachments under another subject. The software shows in a grid all the

subjects contained in the file in use except the one the note is linked to; select the subject under which the note should be moved and click on "Move" button.

- Insert file in a new note ("Ctrl" + "Shift" + "I") – Load a file of OpenOffice.org or LibreOffice Writer (.odt) or a text file (any extension) in a new note; the file name will be the notes title; for Writer files, no images will be imported, but the direct formatting of the text (not related to style sheets) will be preserved; right now, only bold, italics, underline and strike-through are preserved. The footnotes will be shown within the text between square brackets.
- Open with – It has three options:
 - OpenOffice.org Writer – Allows to send the text to OpenOffice.org Writer so that it can be modified and printed.
 - LibreOffice Writer – Allows to send the text to LibreOffice Writer so that it can be modified and printed.
 - Browser – Allows to send the text to the current browser so that it can be printed.
- Insert picture – Insert a picture at the position of the cursor, possibly resizing it.
- Attachments – It has four options, related to notes (items available also from a pop up menu: right click on attachments grid)
 - New – Attach a file to the current note; the name will be shown in the attachments right list. It is possible to add attachments also dragging and dropping one or more files on the form of the software.
 - Open – Open the attachment selected in the attachments list on the right, saving it in the temp directory (in GNU/Linux should be /tmp); the same can be done with a double click on an attachment name.
 - Save as – Save the attachment selected in the attachments list on the right with its original name; only the destination directory can be chosen.
 - Delete – Delete the attachment selected in the attachments list on the right.
- Tags – It has two options, related to tags:
 - Rename – Rename a tag in all the notes of the file in use; enter the old tag name and the new one and confirm.
 - Delete – Delete a tag in all the notes of the file in use; enter the tag name and confirm.
- Search ("Ctrl" + "F") – Open the search area, at the bottom of the form, whose height can be resized. This size is remembered by the software. Select the field in which the search should be done (subjects titles, notes titles, notes texts, tags, date or attachments names) and the kind of matching (begins with, contains, equal to, between) in the drop-down list at the left bottom of the form; then insert the text to be found in the field below and press "Return" or click on the button with just one magnifying glass (the one on the left). If the search is on tags, many values could be inserted separated by commas; the software will select the notes that have at least one of the tags specified (OR condition). In the grid at the right bottom will be shown all the elements found; click on each one of them to show the corresponding data. Furthermore, below the notes text there is a field to search within the text of the current note; insert the text to be found

and click on "Find first" or "Find next" to find the first or the next occurrence of the specified text. Note that when a note is encrypted, the search performed with the option "Note text contains" will not look for text inside it; the note will be ignored. The other search options will work normally. After a search is done, it's possible to enter another condition and a different text to be found, and click on the button with two magnifying glasses (the one on the right) or press "Ctrl" + "Return" in the search field. In this way this last search will be done only within the set of results of the previous search. With this functionality it's possible to emulate an AND search within the file in use. Below the text to be found there's a field reporting all the conditions and words that has been progressively specified by the user.

- Print ("Ctrl" + "Shift" + "P") Print the current note with the default printer, provided that it has no pictures inside it.
- Show only text ("Ctrl" + "H") - Show only the text of the notes, hiding the other elements in the form; when this option is activated, changes are automatically saved every 5 minutes from the last saving, unless in the Options of the software the "Disable autosave" check box is checked; when it is deactivated, the autosave is suspended.
- Show activities - Show the activities grid (see above).
- Show diary... - Show the diary form (see above).

Tools

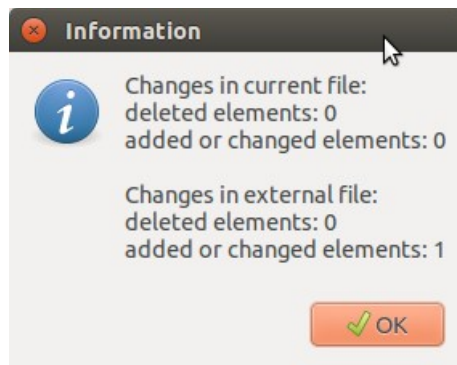
- Synchronization ("Ctrl" + "K") - Synchronize the file in use with another file of MyNotex provided that they have the same name and the second one is contained in the synchronization folder (see below). If the synchronization folder has not been specified or within it there is not a file with the same name of the file in use, this menu item is not enabled. No message will be shown if no elements of the files synchronized are changed.
- Compact - When a subject or a note is deleted, it remains physically in the file even if it cannot be shown. With this option the file is purged by deleted data and its size is proportionally reduced.
- Encrypt with GPG - Encrypt a file of MyNotex or another file with GPG. Select the file, insert the mail or the ID of the recipient, which will be remembered by the software, type the password requested by the system, if not cached, and the encrypted file will be created in the same directory of the original one. If in this directory there is another file with the same name of the one to be created, the operation will be aborted. The encrypted file will have the same name and extension of the original one, plus a further .pgp extension.
- Decrypt with GPG - Decrypt a file of MyNotex or another file encrypted with GPG. Select the file with a .pgp extension, type the password requested by the system, if not cached, and the decrypted file will be created in the same directory of the original one. If in this directory there is another file with the same name of the one to be created, the operation will be aborted.
- Set alarm... - Open the alarm clock form, in which it's possible to type the hour and the minutes at which the alarm will be shown, or change the existing values with the arrows or the wheel of the mouse. To actually activate the alarm it's also necessary to check the "Activate" check box. The alarm will be show as an orange fading form, and for a couple of seconds the button "OK", necessary to close it, will not be shown, so that the user

might not click on it by mistake and so overlook the alarm. When an alarm is activated, in the status bar are shown the set time and the left time. The color of the label will be green if the left time is more than 15 minutes, brown if the left time is less than 15 minutes but more than 5, and red if the left time is less than 5 minutes. “Esc” and “Return” close the form, but the first deactivates the alarm before, while the second activates it.

- Options – Open the form of the options of the software. It has the following elements.
 - At the top of the form, three labels with information about the sync folder, the default font of the text of the notes, and the color of the forms; under each label there is a button that allows to change its value.
 - A track bar to set the transparency level of all the forms of the software.
 - A check box to activate the tray icon. It allows to activate the icon of the software in the tray area; a click on this icon shows or hides the main form. If this is minimized, it does not appear in the task bar (it's minimized in the tray area); to make it visible, click on the tray icon. A right click on the tray icon will show a popup menu with the option to exit from the software.
 - A check box to open the last file on start. If it's checked, the last file used will be loaded automatically when MyNotex is launched.
 - A check box to activate autosync. If it's checked, any file which can be synchronized (that is, there is another file with the same name in the sync folder) is actually synchronized when it is opened and closed.
 - A check box to prevent synchronization messages when there are no errors.
 - A check box to hide the character count in the status bar.
 - A check box to prevent autosave when the “Show only text” mode is activated.
 - Six buttons to change the three sets of font and background colors which are used in the “Look” menu items of the subjects and of the notes.
 - Finally, two fields to change the space among the lines of each paragraph (field “Line space”) and among different paragraphs (field “Paragraph spaces”). These values will be remembered by the software and are applied to all the notes in every file. Anyway, these values are not recorded in the files, which are not modified in any way.
- Set language – It allows to open a language file to have MyNotex translated in the desired language. See above for more information. This menu item is active only if no file is opened.

How to synchronize two (or more) files

To synchronize two files of MyNotex means that all the new, the changed and the deleted subjects, notes and attachments in each one of them is mirrored in the other; at the end of the process, the two files and attachments directories are identical. When the two files contain changes in the same element (note or subject), the last version (the more recent) is kept.



To synchronize a file, copy it and the attachments directory (if present) in the synchronization folder (selected in “Tools” – “Select sync folder” menu) keeping the same name; the “File” – “Copy file” option can be useful to do this. It can be used also on an empty file or a file with various subjects, notes and attachments, provided that they are in the synchronization folder and have the same name as the file in use. Then use the “Synchronization” function from the menu “Tools” to execute synchronization. If the menu item “Tools – Activate autosync” is activated, the synchronization will be performed automatically when a file is opened and closed, provided that its copy is present in the sync folder.

To synchronize files in different computers through a cloud service (e.g. Dropbox) do this in each one of them:

- specify the folder which is checked by the service (e.g. Dropbox) as MyNotex sync folder;
- copy the files to be synchronized in this folder;
- execute the synchronization with MyNotex on each computer, waiting between one sync and the next until the modified file has been copied by the cloud service in the other computers.

To enable synchronization, MyNotex records in each file a list of the deleted items, subjects and notes (just an ID, not the text of them); each element is deleted after 6 months. So if a file is to be synchronized, it is necessary to run the synchronization at least every 6 months; otherwise the deleted elements in a file should not be deleted in the others which are synchronized with it.

Note that the custom sort order of subjects and notes will not be synchronized among different files.

Encryption of the text of a note

When the text of a note is encrypted, it is saved in the file in use (a database of SQLite) in an encoded form so that it cannot be read also opening the same file with another software than MyNotex. Obviously, the password is not stored in the file. Only the text of the note is encrypted, not the title, the date, the tags, the pictures within it, the activities or the attachments.

When a note is encrypted, its title in the notes titles grid will have a small padlock at the left.

When an encrypted note is selected, the software requires the correct password to show it; enter the password in the proper field and press “Return”. If the password is wrong, a warning red message will appear. If the password is correct, the text will be shown; when another note will selected, the text will be locked again.

Each encrypted note has its own password, so it is possible to use different passwords to encrypt different notes. If an encrypted note is exported to another file of MyNotex, it will be opened with the same password it had in the original file.

When a note is encrypted, the search performed with the option “Note text contains” will not look for text inside it; the note will be ignored. The other search options will work normally.

The algorithm used to encrypt the notes is the AES (Rijndael) implemented by a DCPcrypt component (see <http://wiki.lazarus.freepascal.org/DCPcrypt>). See http://en.wikipedia.org/wiki/Advanced_Encryption_Standard for more information about the algorithm.

When an encrypted note is opened with OpenOffice.org Writer or LibreOffice Writer it remains unencrypted (and so readable with a word processor) in the temporary directory (with the filename “MyNotexFile.html”). To remove it, open another note or delete the file manually.

Load test

To test the response of MyNotex (version 1.0.6) with large amounts of data, it has been created by software a file with 100,000 notes divided in 100 subjects (1,000 notes for each subject); each note contained about 15,000 characters in the text, 4 full pages of A4 format (1,5 billion of characters as total). Though the file was about 1,5 GB, the software was still responsive except for the search in notes text, which required about 25 sec. The computer used for the test was a notebook with an Intel core i5 processor and 4 GB of RAM.

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