



NoteKeep™ Quick Start Guide

Introduction

Welcome to NoteKeep. This document contains install instructions as well as a listing of NoteKeep shortcut commands. For complete directions see the NoteKeep User's Guide.

Minimum System Requirements

To ensure that NoteKeep runs properly, the computer on which it is installed should meet the following specifications:

- IBM compatible PC with Pentium class microprocessor.
- Windows XP with 128 MB RAM (with service pack 3 or greater)
Or
Windows Vista with 512 MB RAM
Or
Windows 7 with 1 GB RAM
Or
Windows 8 with 2 GB RAM

The Windows Operating System should have the latest service pack and critical updates installed.

- 25+ MB of free hard disk space (this number does not include the space required by users when creating notes).
- 1152 x 864 Monitor Resolution (or higher).
- Administrative access is required to install to Windows Vista or Windows 7.
- Microsoft's .Net Framework 4.0 (automatically installed if needed).

Install

To install from CD, insert the CD into the drive and follow the setup wizard directions. If the setup wizard does not begin automatically, you will need to run “setup.exe” from the CD’s root directory (as administrator if possible).

To install the download version, first download the install package from the NoteKeep website, then run “setup.exe” (as administrator if possible).

A more complete set of install instructions may be found in the User’s Guide.

Commands

Mouse click related topic /subtopic commands

There are four types of mouse commands users may perform upon the topic and subtopic columns.

Double left-click

When a double left-click is performed on one of the topic/subtopic columns, the following things happen:

- The menu (if open) is closed.
- Subtopic columns are displayed (the number of subtopic columns displayed is determined per menu setting).
- The note-taking area is displayed.

This command is ideal when the user desires to stop browsing note libraries and begin taking notes.

Single left-click

When a single left-click is performed on one of the topic/subtopic columns, the following happens:

- The column immediately to the right of the selected item opens (if it was closed).

This command is ideal when the user desires to browse into a deeper note subcategory.

Double right-click

When a double right-click is performed on one of the topic/subtopic columns, the following happens:

- A dated subtopic and corresponding note file are created underneath the current topic/subtopic.

This command is ideal when the user desires to create a note-taking area labeled with “today’s date”.

Single right-click

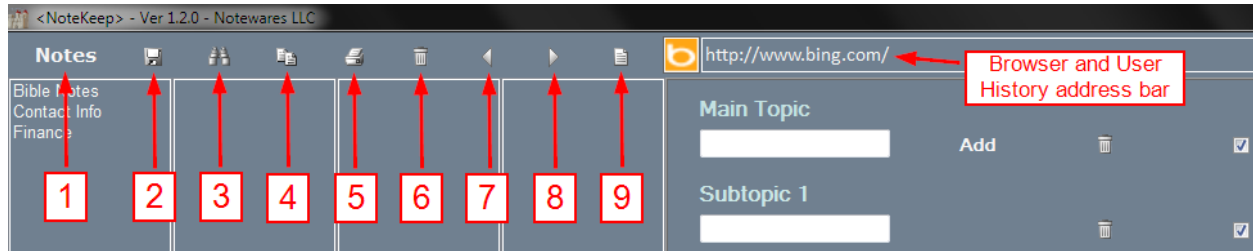
When a single right-click is performed on one of the topic/subtopic columns, the following happens:

- A dialog box appears that allows the user to add a new topic (or subtopic) to the column.

This command is optional for when the user desires to create a new topic or subtopic.

Functional and note-taking area commands

Reference the following image when reading the commands listed below:



High level action	Command(s)
Open or close menu	Press button #1 or CTRL + m
Open find/replace window	Press button #9 or CTRL + f
Print the currently selected note file	Press button #5
Preview a print job	Right click button #5, select Preview Print
Rename a topic or subtopic	Press F2 or Select the (sub)Topic in the appropriate text field on the Menu screen, then press CTRL + n
Move a Topic or Subtopic to a new area	Left mouse click the desired (sub)Topic while holding the "Control" key then Left click in the new desired (move to) area while holding the "Control" key
Open file search box during copy operation	Double left-click inside the "from" or "to" area
Navigate to a global search result value	Double left-click the desired underlined blue path text
Toggle User Note History/Browser History	Press button #9

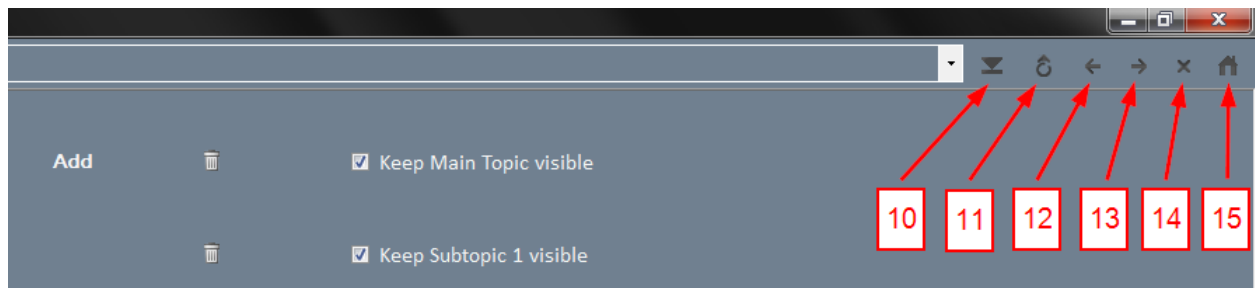
Note editing action	Command(s)
Save notes in the current note file	Press button #2 or CTRL + s
Undo a note-taking action (this may be used to undo multiple actions , but only works upon “previously unsaved” note actions)	CTRL + z
Select all text within the note-taking area	First place the cursor anywhere within the note-taking area then CTRL + a
Copy note text (or picture) to clipboard	First select desired text or picture then CTRL + c
Cut (remove) text or picture from the note-taking area	Select desired text or picture then CTRL + v
Paste previously copied text (or picture) to a note area	Perform “Copy” or “Cut ” action then Place cursor at desired spot in the note document then CTRL + v
Edit a note using Microsoft® Word	If you have already made changes to the note that you wish to keep, save the changes. then Check “Use Microsoft Word” checkbox in menu (if not already checked) then Double right-click in note-taking area

	<p>then</p> <p>Make edits and save in Microsoft® Word</p> <p>then</p> <p>Close Microsoft® Word</p>
Edit a note using Microsoft® WordPad	<p>If you have already made changes to the note that you wish to keep, save the changes.</p> <p>then</p> <p>Check “Use Microsoft WordPad” checkbox in menu (if not already checked)</p> <p>then</p> <p>Double right-click in note-taking area</p> <p>then</p> <p>Make edits and save in Microsoft® WordPad</p> <p>then</p> <p>Close Microsoft® WordPad</p>

Note navigation action	Command(s)
Go to beginning of the note document	CTRL + home keypad key
Go to end of the note document	CTRL + end keypad key
Go to end of current note line	End keypad key
Move right one word within note-taking area	CTRL + right arrow keypad key
Move left one word within note-taking area	CTRL + left arrow keypad key

Font-related action	Command(s)
Change note text to bold font	<p>First select desired text</p> <p>then</p>

	CTRL + b
Change note text to italic font	First select desired text then CTRL + y
Change note text to underline font	First select desired text then CTRL + u
Change note text to strikeout font	First select desired text then CTRL + t
Change note text to regular text	First select desired text then “undo” a style per the above font commands For example, to convert bold text to regular text, select the desired bold text and press CTRL + b
Change Topic and Subtopic column fonts	See User’s Guide



Browser action	Command(s)
Open or close browser	Press button #10
Move browser back one page	Press button #12

Move browser forward one page	Press button #13
Refresh current browser page	Press button #11
Halt the current browser download	Press button #14
Navigate to browser to home page	Press button #15
Set the browser homepage to current location	Hold button #15 for 4 seconds
Navigate browser to a new location	Copy/paste or type the web address in the Browser address bar (first picture above) then Hit Enter key

Copyright © 2011- 2014 Notewares LLC. All rights reserved.

No part of this document may be reproduced or transmitted in any form or by any means electronic or mechanical, for any purpose without the express written permission of Notewares LLC. Information in this document is subject to change without prior notice. Certain names of program products and company names used in this document might be registered trademarks or trademarks owned by other entities. NoteKeep is a trademark of Notewares LLC.

Notewares, LLC

Bangor, Maine 04401

U.S.A.

<http://www.thenotekeep.com>

Online purchase:

<http://www.thenotekeep.com/index-3.html>

Contact:

<http://www.thenotekeep.com/index-5.html>

The latest version of this document can be found at:

<http://www.thenotekeep.com/index-2.html>

NoteKeep is a registered trademark of Notewares LLC, Bangor, Maine, U.S.A.