



Notepad

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The Notepad User Guide

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1

Introduction

Welcome to Notepad

Notepad is an application that helps you organise and manage information stored on a handheld computer.

Notepad is compatible with devices that use the EPOC32 operating system, including the Psion Series 5 and the GeoFox One computers.

Readers should note that, unless otherwise stated, the same functionality is supported by all EPOC32 handheld computers available at the time of writing.

About This document

The Notepad User Guide explains how to install and use the Notepad application. In so doing, the guide assumes that the reader is familiar with the standard features of their handheld computer, such as the use of menu bars, scroll bars, buttons, dialog boxes and the help system.

What This Guide Contains

This section provides an overview of the chapters in this guide.

- Following this introduction, *Chapter 1* describes how to install Notepad on your handheld computer.
- *Chapter 2* describes the core features of Notepad and how they are used to organise your information.
- *Chapter 3* details the range of options that allow you to customise various aspects of how Notepad operates and other advanced features for managing your information.

Introduction

Help

The Notepad application also provides extensive on-line help, which can be accessed at any time by selecting the **Help** menu command.

Installation

Notepad is supplied on a PC format floppy disk or CD that contains:

- **Notepad.SIS** - The main Notepad application installation file.
- **Notepad.PDF** - A copy of this Guide in .pdf format.
- **EPOCINST\Setup.EXE** - To upgrade your copy of PsiWin if required.

The Notepad application is installed on to your handheld computer using the 'Install New Program' service provided by your PsiWin software. However, some early versions of the PsiWin software do not provide this service.

To check if your copy of PsiWin supports this service, double click on the "My Psion" icon on the Windows desktop.

If the 'Install New Program' command is **not** available under the 'Psion' menu then you will need to upgrade PsiWin as follows:

To Upgrade PsiWin

If you need to upgrade PsiWin:

1. Insert the supplied disk in an appropriate drive on your PC.
2. Click the **Start** button on the PC and choose the **Run...** option.
3. At **Open:** prompt, type the letter of the chosen drive followed by a colon and then **\EPOCINST\SETUP**

For example, if you have inserted the floppy disk in drive 'A:', you would type **A:\EPOCINST\SETUP**

Similarly, if you have inserted the CD in a CD-ROM drive 'E:', you would type **E:\EPOCINST\SETUP**

4. Accept the **Run** dialog to launch an application to upgrade PsiWin. This application will present a further dialog requesting you confirm that you wish to upgrade PsiWin. Confirm that you do.

5. Having successfully upgraded, you will be asked if you wish to add a new program to your handheld computer.

It is recommended that you choose **Add program** since this will update the **Control panel** on your handheld computer to contain an **Add/remove** applications option.

Once the Control panel has been updated, you will be prompted to choose an application to install.

6. Use the Windows browser to locate the file **Notepad.SIS** on the supplied disk.

Accepting the browser dialog will install Notepad to your handheld computer.

To Install Notepad

To install Notepad:

1. Insert the supplied disk in an appropriate drive on your PC.
2. Click the **Start** button on the PC and choose the **Run...** option.
3. At **Open:** prompt, type the letter of the chosen drive followed by a colon and then **\NOTEPAD.SIS**

For example, if you have inserted the floppy disk in drive 'A:', you would type **A:\NOTEPAD.SIS**

Similarly, if you have inserted the CD in CD-ROM drive 'E:', you would type **E:\NOTEPAD.SIS**

4. Accept the **Run** dialog to automatically install Notepad to your handheld computer.

If Windows reports that it does not know which application is associated with a .SIS file you need to upgrade your copy of PsiWin as described above.

To Remove Notepad

To remove the Notepad application from your handheld computer:

1. Move to the System application and choose the **Control panel** menu command.

Introduction

2. Within the Control panel will be an icon entitled **Add/remove**. Tapping on the **Add/remove** icon will display a list of the applications you can remove.
3. Highlight Notepad and tap the **Remove** button. Confirming the dialog will remove the Notepad application from your handheld computer.

2

Starting Notepad

This chapter describes the core features of Notepad and how they are used to organise your information.

Overview

Notepad is an organisational tool that might well become the most useful application on your EPOC device. As its name suggests, Notepad enables you to record information in the form of notes. In its simplest form, a note is merely some text relating to any subject you may wish. However, Notepad provides a comprehensive range of facilities and tools for categorising and organising notes. These enable you to structure and manage more complex information. For example Notepad allows you to:

- Attach priorities to notes and use Notepad as a sophisticated To-do list.
- Store multiple notepads (or lists of notes) within a single Notepad file. A note can be linked to a separate notepad. When linked in this way, the note can be "expanded" to show the list of notes in the linked notepad.

Notepad imposes no limit as to the number of levels over which these links can be established. This means that you can use the familiar outliner format to organise notes by subject and expand notes to enter or view layered sub-notes.

- Attach start and due dates to a note or add alarms, project names and different font styles. Used with the scheduling tools, these make your notepad a powerful organisational tool.
- Integrate the information on your handheld by linking notes to other built-in or selected add-on applications. Linked applications can be launched from Notepad with a single tap on the toolbar.

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Launching Notepad

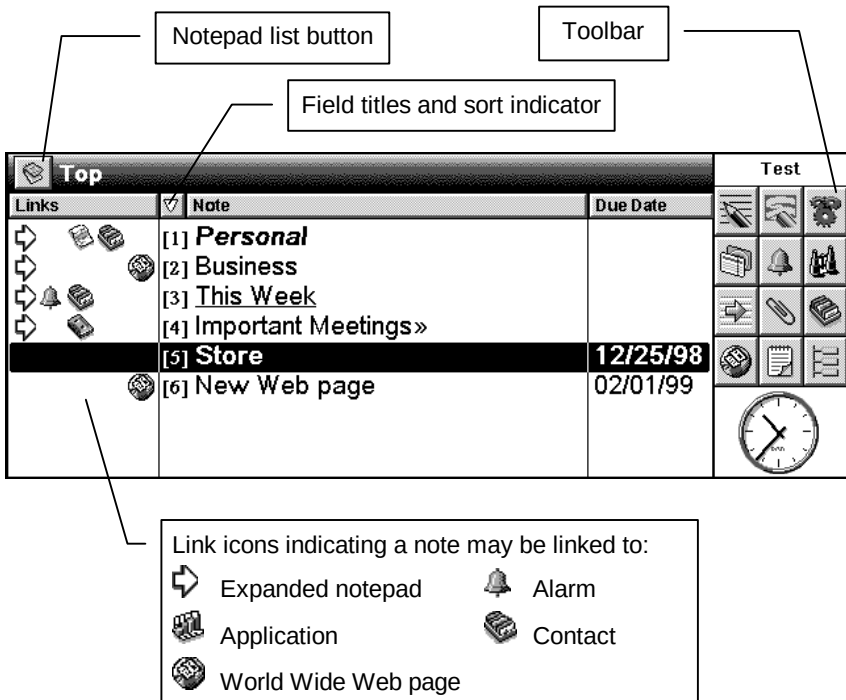
Once you have installed Notepad as described in [Chapter 1](#), launch the application by tapping its icon shown in the "Extras Bar".

When you run Notepad for the first time, a default Notepad file **C:\Notepad\Notepad** will be created for you. The default notepad is empty, ready for you to start adding notes.

Notepad comprises three views. the Main view, the Calendar view, and the Map view. These are described in the following sections.

Main view

When you start Notepad, the Main view is presented. The Main view displays the current notepad in a list format. The following example screen shows a typical list of notes in the Main view.



The top left corner shows the **Notepad list button**. Tap on the button (or press the *Esc* key) to open the list of all notepads in the current file. This is a quick method to jump to any notepad that you have created.

You can sort the list of notes by tapping on the desired **Field title**. A white arrow in the field title bar indicates the current sort order.

Notepad has a custom **Toolbar** that provides more options than a typical EPOC32 toolbar. Once you are familiar with Notepad, you may prefer to access functions using hotkeys enabling you to remove the toolbar, thus providing more space for notes.

If you remove the toolbar, an additional field can be set to show any project name associated with the note. This option is set as part of the View preferences.

The left-hand column is the **Links** column. It shows icons representing any links associated with each note.

Links are discussed in greater detail below but it is worth noting here that the **Expanded notepad** icon indicates that the note can be expanded by pressing the right arrow key.

In the example above, the note entitled 'Business' when opened would logically contain a list of notes related to business matters. In turn, the Business notepad might contain sub lists of business related headings or notes. For example, opening the 'Business' notepad might reveal the following lower level notes:

- Scheduled meetings
- Projects
- Web page management

These notes might all be expanded as well, moving you down to the lower levels where the relevant related notes are stored.

Calendar view

The Calendar view is accessed using the Switch view menu.

The Calendar is the view in Notepad that displays due dates and, as such, is the most important view when scheduling using Notepad. Move through the graphic calendar using the arrow keys on the keyboard or by tapping on a day in the calendar using the stylus.

Starting Notepad

When using the Calendar view for the first time, it is important to note that the normal navigation keys operate differently based on which window has the focus. Pressing the tab key toggles the focus between the Calendar window on the left, and the list window on the right.

For reasons of speed, a new day is not selected by just moving the cursor on the calendar, or by single tapping on a day. Double tapping selects the day or you can press the Enter key. The list on the right displays the items that are due for the selected date.



Showing past due

An important feature in the Calendar view is the ‘Show all past due’ option. Selecting this option automatically generates a list in the right hand window of all the past due items in the current Notepad file.

Using the Notepad list button

The notepad list button in the top left offers a convenient way of limiting the number of items that are displayed when generating lists in Calendar view. The due dates that are displayed on the right hand side are limited by the notepad selected in the notepad list, unless ‘All notepads’ is selected.

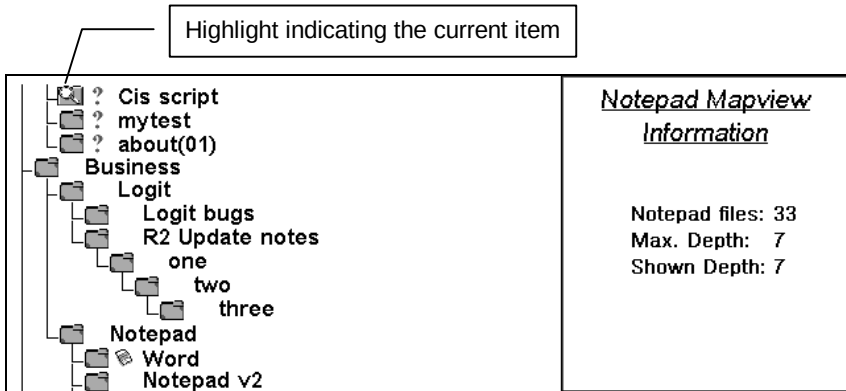
Map view

The Map view displays a graphical view of your notepads. The view can be customised by selecting the number of levels to be displayed.

Press Enter with the highlight on a notepad to open it. If the highlight is on a line with an application link, press Enter to launch the linked file.

Starting Notepad

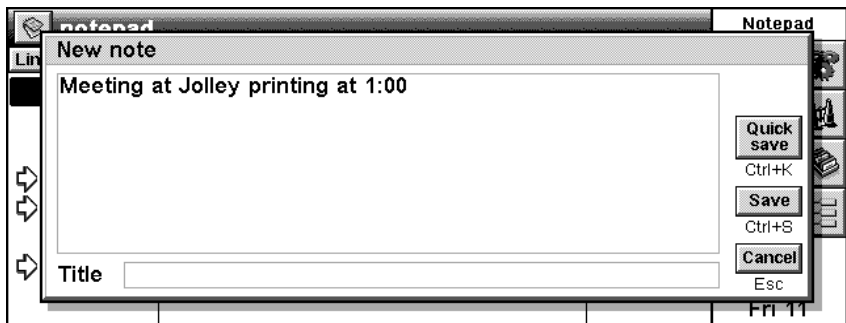
Pressing escape exits the Map view. Use the normal navigation keys to move through the Map.



Note also that the right and left arrow keys increase and decrease the depth shown.

Creating and editing notes

To create a new note, press the space bar, tap on the appropriate gadget in the toolbar or use the hotkey.



Doing so causes the new note dialog to pop up. Just start typing in your note. Press the Enter key to start a new line. Notepad will automatically wrap text at the end of a line.

When you are finished entering your note, press Control-S to save it. This will cause the note details to appear enabling you to set other details relating to the

Starting Notepad

note. Alternatively, if you wish to set other aspects of the note at a later time, press Control-K just to save the note.

Editing notes

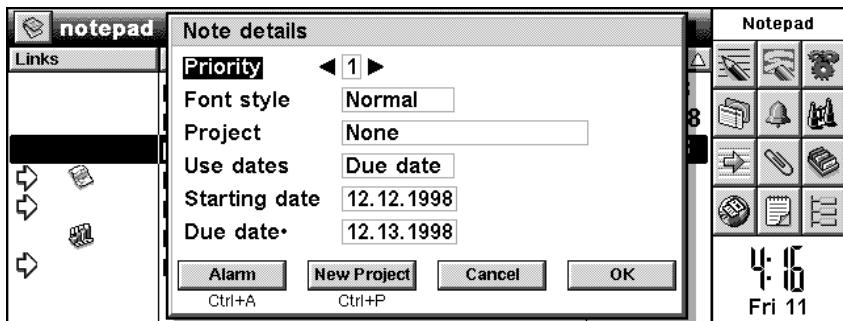
To edit a note, highlight it and press Enter. Make any necessary changes to the note text. Pressing Control-K saves the text changes but retains the original details of the note.

Note: The editor opens with all the text highlighted. Care should be taken not to start typing on top of the highlighted text. Also, the editor opens displaying the bottom-most line of text. Press the Up arrow key to move up the lines of text.

Note Details

The Note details dialog enables you to set optional details relating to your notes. These details include a priority number, font styles, an alarm, a project name and a start and due date. If creating a simple To-do list, you may choose not to set certain note details.

Note: All notes must have a priority set, even if you do tend not to use this feature.



Alarm - Tapping the alarm button will prompt you to enter a time and date for an alarm to sound.

New Project – Creating a new project is a way of categorising notes. A list of notes assigned to a particular project can be automatically generated. Project names can be managed by choosing Projects from the menu or by tapping on the Projects icon on the toolbar.

It is important to note that Notepad's power cannot be fully utilised unless notes are grouped in some fashion. Notepad's reporting capability can scan an entire notepad file to create a list of notes that match specified criteria, such as all notes with a priority of 1. For this reason, it is worth spending time considering how priorities, due dates, and project names can be used to best effect.

Start and Due dates

Setting dates in notes helps manage activities that are time critical. Set the default settings for the details dialog with regard to dates in preferences. You can set a preference to always use a due date or never use a due date, although this may be overridden in the details dialog. The Calendar view only displays notes that have due dates assigned

Linking

A key feature of Notepad is linking. The section on expanding a note explains how to link a note to another notepad. We refer to that as a notepad link. The following is a list of the different links that can be established in Notepad:

1. Note to notepad or "expanding" notes.
2. Note to Application file.
3. Note to Contact (Record in Data).
4. Note to Web (URL).

Notepad enables you to link notes to other application files such as a Word file, a Spreadsheet file or a Voice note. Notepad also supports links to most third party applications.

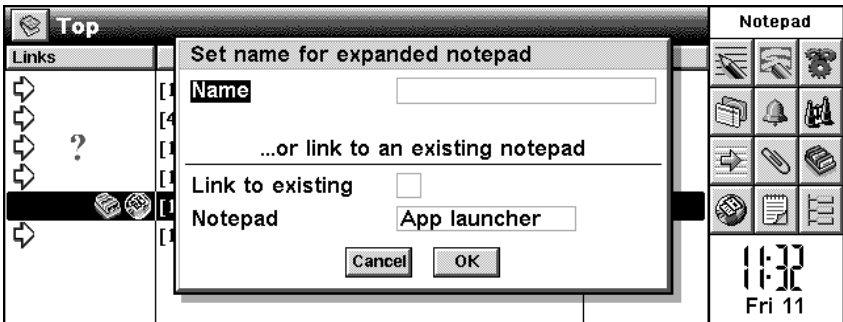
It can be useful to understand the difference between Notepad's application linking and object embedding supported by the EPOC operating system. Object embedding enables a program such as Agenda to use another application to create data, such as a drawing when using Sketch. A sketch created in this way is not saved as a separate file but the data is embedded within the Agenda file. Instead of embedding data, Notepad establishes links between notes and existing files. This means that files linked to notes are files that can be opened in the normal fashion using other applications and are not files that can only be accessed using Notepad.

Starting Notepad

Expanding notes

The Notepad screen only displays one level of a note. To expand a note, press the right arrow key or tap on the appropriate icon on the toolbar. When the following dialog appears, type in the name for the expanded notepad.

Alternatively (and unlike traditional outliners that are structured hierarchically from a *single* parent), Notepad allows you to link any note to any other notepad. Do so by choosing Link to existing and selecting from the list below the notepad to which you wish to link.



Remember that a notepad does not represent the whole file but a single list of notes. A Notepad file can comprise many notepads. Consider a hierarchy of notes such as:

- 1) Personal
 - a) Gym
 - b) Schedule
 - i) Church
 - ii) House projects
 - c) Family
- 2) Business
 - a) Project list
 - i) Project A
 - ii) Project B
 - b) Meeting schedule
- 3) Miscellaneous To-do lists

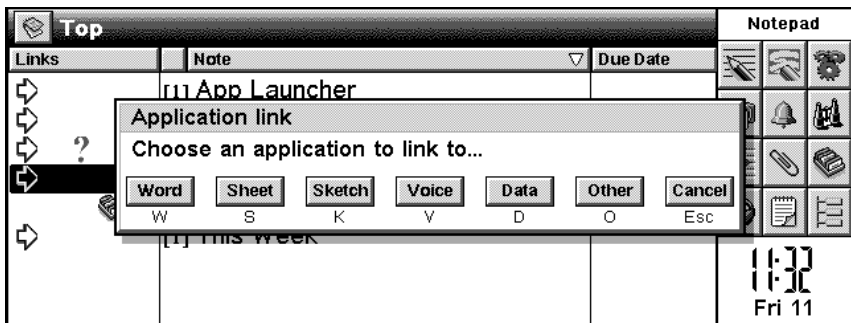
Notepad displays items 1,2, and 3 in one list. Press the right arrow key to view those notes further down the hierarchy. In the case of Business, these are Project list and Meeting schedule. Note that Project A and Project B will not be visible until the right arrow key is pressed whilst on Project list.

There is no limit to the number of levels a Notepad file can contain. However, creating an excessive number of levels may render a notepad unmanageable.

Given the potentially complex structure a Notepad hierarchy, it may be more helpful to be able to choose a specific notepad from a list, rather than moving through the multiple levels of an outline. To access the notepad list, press the Escape key or tap on the **Notepad list button** in the upper left hand corner.

Application linking

When you choose to link a note to an application file, Notepad presents the following Link dialog. Select the application to which you wish to link the note. If you wish to link the note to an application that is not one of the built-in applications, choose Other.



You can type in the name of the application to which you wish to link or choose List to cause Notepad to generate a list of all the applications it finds on your handheld computer. Having produced this list once, it is saved so that when you next ask Notepad to list the applications, it is generated instantly.

If you add new programs, you can choose to rebuild this list. Having selected the application type, Notepad prompts for a file name. Specify the file name you wish to link to the note.

With some applications, it is not immediately clear that individual file names are used. If you are unsure as to the file name you should link to, examine the file names listed in the c:\documents folder for possibilities.

Contact linking

A contact link is a way of linking a note to a contact in your contacts database. Set your default database program at start-up or in the General preferences. Once set, tapping on the Contact link icon on the toolbar will prompt you for a

Starting Notepad

text string to search for in the linked database application file. Notepad will automatically launch the specified database program if it is not already running. The specified contact database file is opened, the search text string is automatically entered into the Find dialog and the search is initiated.

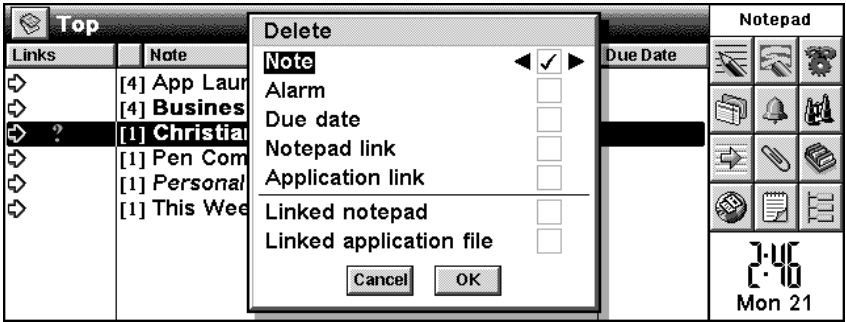
Notepad supports contact linking to the built-in Data application and Purple Software’s relational database, PowerBase. Notepad interacts slightly differently with PowerBase. If the Schema view is the current view, the contact link search will not operate. We recommend that PowerBase users leave the Schema view closed if they intend using extensive contact linking from Notepad.

Web linking

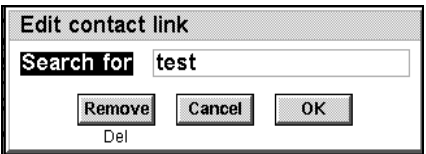
Notepad reserves a field for linking to URLs. Tap on the web icon on the toolbar to set a web link. Since the EPOC Web browser takes some time to open Notepad asks for confirmation before launching it.

Removing links

All links can be removed from notes very easily. Pressing the Delete key with the highlight on a note will remove the link to an application or notepad.



Contact links and Web links are also easily removed by choosing Edit link Web/Contact from the menu. Press the delete key in both cases to remove the link.



3

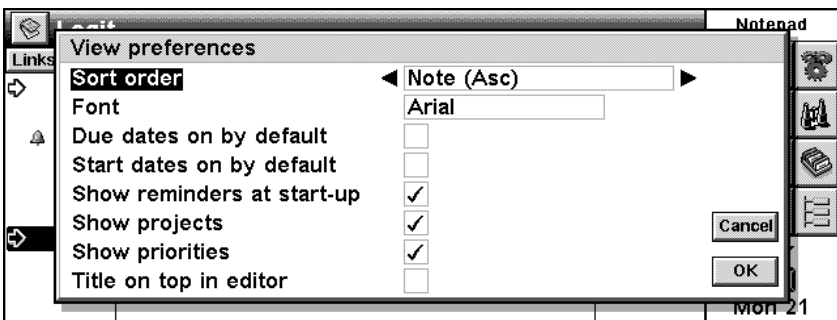
Working with Notepad

This chapter details the range of options that allow you to customise various aspects of how Notepad operates and other advanced features for managing your information.

View preferences

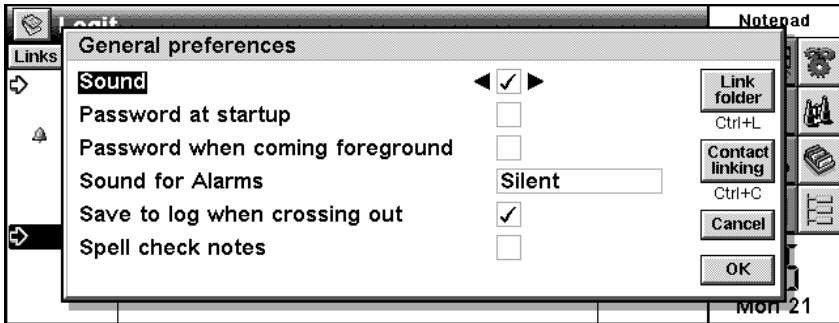
The View preferences dialog allows you to select a wide range of options. You can set the default **Sort order** and all notepads will use this sorting unless you create custom preferences for a specific notepad. You can set **Due dates on by default** so that the Note details dialog will always select the Due dates line On. **Start dates on** works in the same way.

If **Show reminders at start-up** is selected, Notepad displays how many items have due dates the same as today and how many items are past due. The **Show projects** preference operates only when the toolbar is removed. An additional column is displayed in the main view containing projects. When selected, the **Show priorities** preference determines that the priorities column is visible in the main view. The **Title on top** option sets the positioning of the title field in the note editor.



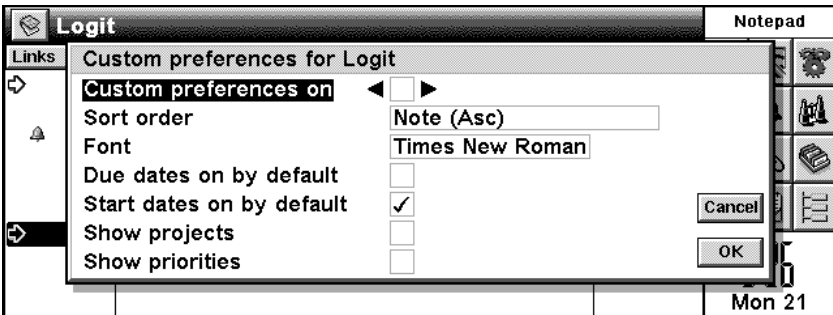
General preferences

The general preferences dialog allows you to set the **Sound** option to turn sound on or off. The **Password at start-up** option turns on password protection. **Password when coming foreground** is used to prevent unauthorised access to information in Notepad when leaving your handheld unattended. When Notepad is brought to the foreground, it blanks the screen and prompts for a password. The **Sound for alarms** option sets your default sound for alarms. Notepad uses a log file to record the dates when items are crossed out or marked as done. Check **Save to log when crossing out** if you want to be prompted to save to a log file.



Custom preferences

Notepad enables you set up custom preferences for each notepad or list of notes. Custom preferences enable you to set options from the View and General preferences individually for each notepad as desired. When notepad is opened, the application checks to see if it contains custom preferences. For example, this enables you to set different font styles in different notepads or turn off priorities in a specified group of notepads.



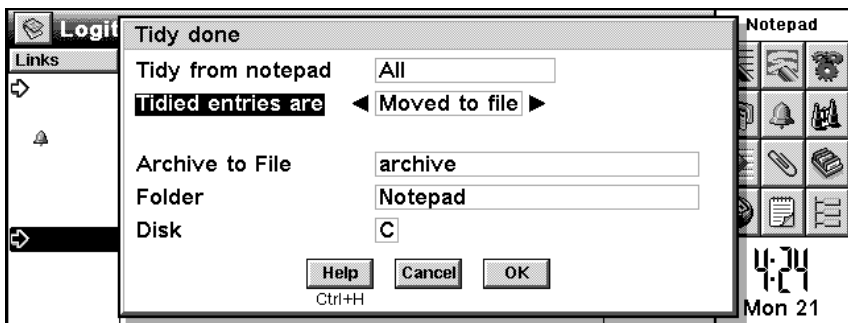
Customise view

The Customise view feature enables you to select criteria for building custom views of your notes. Select dates, priorities or projects to narrow down what is to be displayed for a particular notepad. To quickly deselect the filter, press the left arrow key to return to the previous view or reselect the desired notepad from the notepad list button. Choosing **Select custom** option displays the predefined custom views that are available.

Tidy / Archiving

Managing your Notepad data files on a regular basis will ensure the application runs as fast as possible.

Using the Tidy feature transfers crossed out notes to another file or just deletes them. If you wish to make a backup, use the Save as option. The tidy feature can be used to delete selected entries without making a copy to an archive file or to move selected entries to an archive.

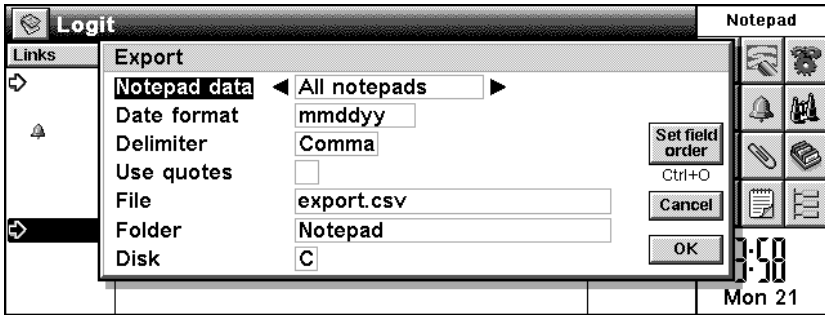


Exporting

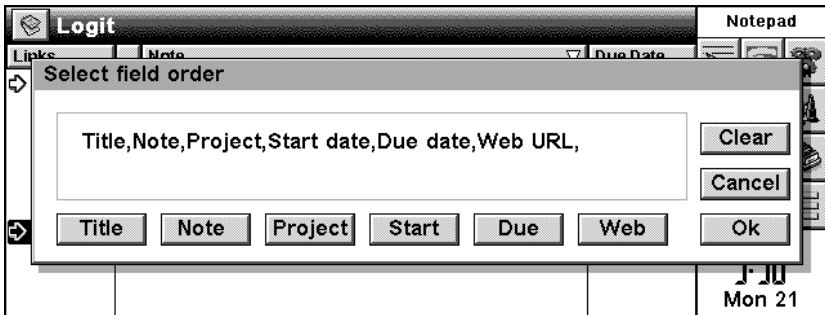
Exporting enables you to transfer your notepad data into another application. Notepad exports in delimited text format. Select the notepad data you wish to export or 'All'. Set the date format and the delimiter character.

Most applications support the import of comma separated text files. Select quotes as the delimiter character if the data you are exporting contains commas. Specify the export file name.

Working with Notepad



Notepad has a very powerful feature to assist when exporting called Set field order. This enables you to choose the order of the exported fields. This makes it much easier to massage the notepad data into an acceptable format. Tap on the screen to select a field. Tapping on a field name once places it in the list. Tapping on it again removes it. Press the Clear button to clear all fields.



Printing

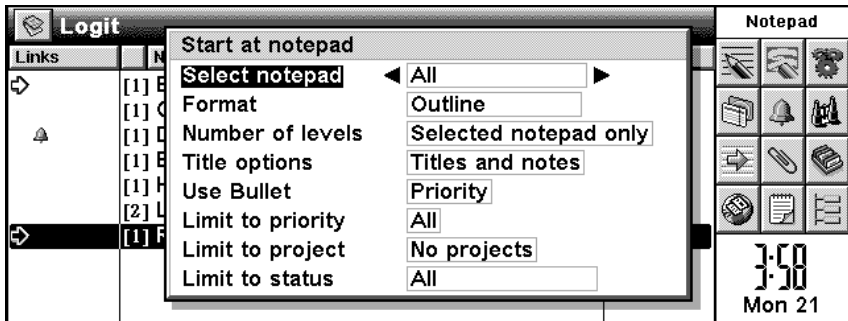
Notepad supports the standard printing capabilities provided in EPOC. This includes Page setup, Print setup, Print preview, and Print. Some EPOC32 devices have print drivers to enable printing via infrared printers. Notepad can utilise these drivers to print on such printers.

Page setup enables you to control basic page settings such as page size, margins and headers and footers. Print setup enables you to select the printer to print to and the number of copies to be printed. Selecting print preview generates a graphical representation of how the printed Notepad information will appear on paper.

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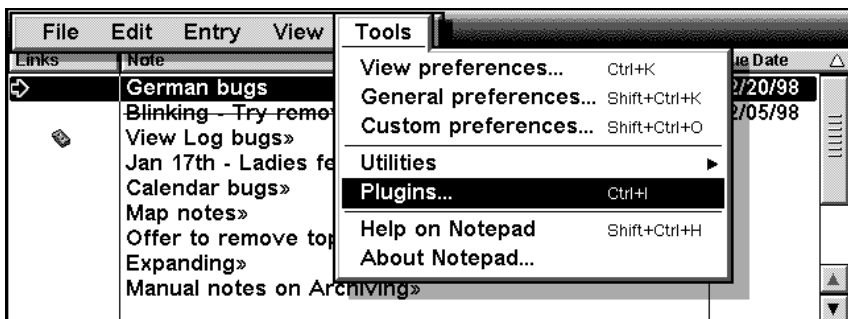
When printing, you may print either the contents of the current view or all notepads. Notepad supports the following print formats. **Outline** - Prints in outline format. **Columns** - Prints in columns format, one line per note. **Complete notes** - Prints on multiple lines including the complete note. Prints columns as they appear on the screen in the Log view.

If you wish to print selected information from the current view, such as the current month, firstly use the Set filter option to limit the view to the current month.



Plug-ins

To increase the flexibility of the application, Notepad supports add-on modules called Plug-ins. Plug-ins must be written in OPL, Psion's Organiser programming language. Pelican Software can provide information to assist Notepad users in writing Plug-ins. If you are interested in Plug-ins, please visit <http://www.pelicansoft.com>. If you loaded any Plug-ins, these appear in a custom menu having chosen Plug-ins from the menu in the Main view.



Application launcher

A useful hidden feature in Notepad is the application launcher, which can launch a group of applications simultaneously. This can be used when EPOC applications have been shut down. To use it, create a notepad titled *App launcher*. Inside this notepad, create a note for each application to be launched and then create an application link to the specific application and target file. When the App launcher notepad is displayed, a new option will appear in the Tools menu, called *Launch all*. Select this to launch all the selected applications in the notepad.

Hotkey summary

Notepad has a number of hotkeys designed to speed your operation of the application. These are:

Right arrow	Open/expand a note
Left arrow	Go to last notepad
Space bar	New note
Enter key	Edit note
Escape key	Open notepad list
Ctrl-up/down	Set font style
Ctrl-Shift-up/down	Set priority
Ctrl-Left arrow	Go to top level
1-9 keys	Set priority
Tab	Set due date
Shift-Space bar	Run User.plg (Plug-in)
Function-T	Show all due today
Function-R	Reset filters for view

Frequently asked questions (FAQ)

How many notes can Notepad store?

There is no set maximum number of notes that Notepad can store. Since Notepad uses indexes when sorting, the program can slow down when too many notes are entered into a Notepad file. It is recommended that multiple Notepad files are created when the speed of large or complex notepads becomes unacceptable.

What happens when Notepad is in the background?

Notepad is quiescent when in background and therefore uses no precious battery power. There is therefore no need to exit Notepad when you are not using it. It is also important to note that Notepad alarms will not sound when the application is not running.

Does Notepad use the built-in alarms?

No. Notepad has its own alarm server. The alarm screen that is displayed by Notepad is similar to that of the built-in alarms, but you will notice a Notepad icon when a Notepad alarm is set. Because Notepad has its own alarm server, you can snooze Notepad alarms while continuing to use the computer.

How do I back-up my Notepad data?

The simplest way is to use the 'Save as' feature in File/More menu option. This makes a copy of the specified Notepad file. We recommend that you make regular back-ups of your notepads to a compact flash disk as described or back-up your data to a desktop computer.

Is Notepad compatible with my PC?

No. Notepad data can however be exported in delimited text format which many desktop programs can import.

Why does Notepad need to compact itself?

To deliver acceptable performance, Notepad does not clean up files when individual notes are deleted. Instead it leaves deleted records marked as deleted without removing them. As a Notepad file grows, it will, at a specified size, automatically compact itself. An option to force the compact process is also available in the Tools/Utilities menu.

Where can I get assistance and further information?

Pelican Software provides support and information for Notepad users on the World Wide Web. You can receive technical help, consult FAQs and learn how to use and write Plug-ins by using the following contact information:

Web: <http://www.pelicansoft.com>

voice: + 1 281 242 8928

email: notepad@pelicansoft.com