

Using, enjoying, and making the most of...

 AquaMinds™
NoteTaker™



User's Guide

NoteTaker User's Guide

Published November, 2005.

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This manual documents NoteTaker version 1.9.

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Enjoying Your User's Guide

Printing this User's Guide

The *NoteTaker User's Guide* is designed to be printed on two-sided paper and used like a real book. Download the **NoteTaker Manual.pdf** file from the Aquaminds Web site (there's a link to it in the window that appears when you install NoteTaker). Then take this file to a copy shop or send it to your favorite Web binding service to be printed. Or print it yourself using the two-sided setting in the Print panel, and "bind" the printed pages however you want—using a good old-fashioned stapler or three-hole punch.

To get the best results, print the **NoteTaker Manual.pdf** file downloaded from the Aquaminds site (not the version opened from the Help menu), using Adobe's Acrobat Reader. You can download Acrobat free from <http://www.adobe.com>. In the Print panel, deselect any setting that scales printed output (that is, print contents at 100%). Also, select any option for printing at best quality. If your printer supports two-sided printing, choose that option, too (and use heavy stock paper).

Using the Interactive Online Help

When you open the *NoteTaker User's Guide* from the NoteTaker Help menu, you can browse a clickable table of contents and index, do searches, and click links in the document itself. If you're running Mac OS X 10.3 (Panther) or later, you can do this in Preview. Otherwise, use Acrobat Reader, which you can download free from <http://www.adobe.com>.

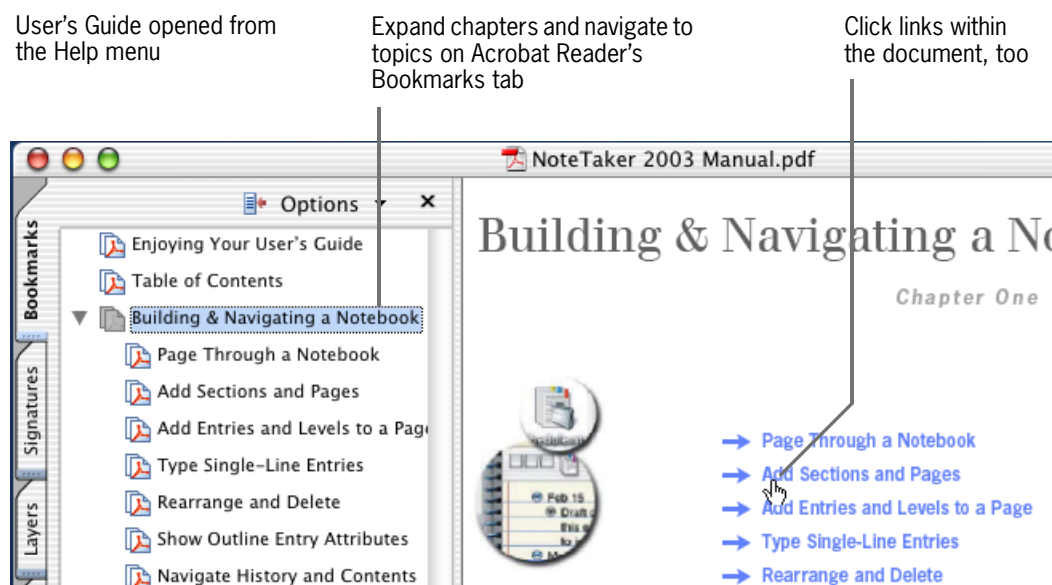


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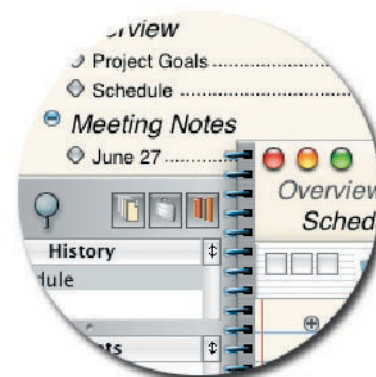
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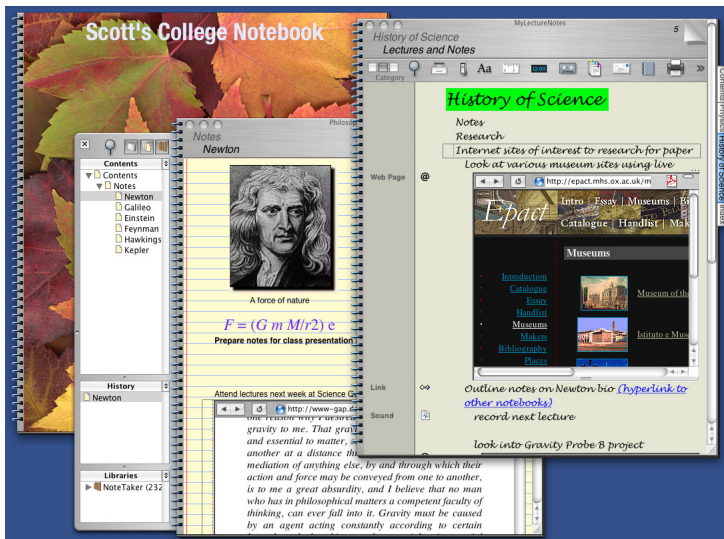
Welcome to NoteTaker!



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What Is NoteTaker?



Organize All Your Information In One Place

NoteTaker™ for OS X is an innovative, next generation application for capturing, organizing, and retrieving any kind of information in an intuitive electronic notebook. As a personal productivity tool, NoteTaker gives you a powerful yet easy to use environment for working with your information.

Use NoteTaker daily in every part of your life—at home, at work, for a project, or just for fun. NoteTaker takes an intuitive, list-oriented approach to your task, no matter what the complexity, and you can customize it to fit your work style and information needs.

Information At Your Fingertips

Even if you're using NoteTaker for the first time, you'll already know how to use a NoteTaker notebook. An intuitive spiral notebook with section tabs makes it easy to page through content just like in a regular notebook. In addition, you can categorize, index, prioritize, and summarize information of any kind, performing intelligent searches without the complexity of a database system. Even search across multiple notebooks and from other applications. If it's in NoteTaker, you can find it any time from anywhere.

Notebooks for Everything

With NoteTaker, it's easy and convenient to:

- Gather a variety of information throughout the day and organize it on-the-fly in simple lists or outlines
- Use notebooks as central hubs for major projects, organizing schedules, contacts, document attachments, clippings from other applications, voice memos, Web links, and even live Web pages
- Keep an address book and To Do list, generating mailing lists, prioritizing tasks, and checking them off when they're completed
- Outline, generate, and index a document—be it a professional paper, school report, or book of favorite recipes
- Browse the Internet in a notebook's Web browser, viewing live Web pages, listening to podcasts, and playing RSS feeds
- Assemble scrapbooks or briefs of Internet clippings, photos, pictures, movies, and even free-hand sketches from your stylus or mouse
- Organize and summarize research notes, keep track of school assignments, and manage all your other school projects
- Maintain and search a personal inventory, tabular data, or other simple database

Creating and Publishing Notebook Content

Create quick slide show presentations directly from a NoteTaker outline. Generate PDF “notebooks” anyone can view. Publish a Web Notebook™ using NoteTaker's first-of-a-kind 1-Step Web Publishing™ command, making it available over a private network or even on the Internet.

NoteTaker applications are nearly unlimited when it comes to organizing notes, ideas, projects, and other information. As we like to say at AquaMinds, “Use it every day for everything that's on your mind.”

*AquaMinds Software Corporation
NoteTaker 1.9, released 2005*

Contact AquaMinds

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Send us feedback! If you have a comment, bug report, or a feature request, let us know via our feedback page at www.aquaminds.com/feedback.jsp. After you do this once, we save your profile so it's remembered the next time you send us a message. To send us a file, email it to support@aquaminds.com.

Search our FAQ database If our documentation doesn't answer a question or solve a particular problem, search our FAQs (Frequently Asked Questions) at www.aquaminds.com/faq.jsp.

Visit our Learning Center To learn even more about using NoteTaker, check out our training videos and examples at www.aquaminds.com/learningcenter.jsp.

Visit the Developer Resource Lab Learn about creating your own AppleScripts, Dashboard Widgets, Automators, Java applet plug-ins, and more, for NoteTaker at www.aquaminds.com/developer.jsp. Get free downloads, documentation, and examples.

AquaMinds blog and RSS feeds Get the latest details on new NoteTaker features at our blog (www.aquaminds.com/blog/) and via RSS feeds (www.aquaminds.com/whatsNew.jsp).

Lost Your NoteTaker License Key?

If you purchased your NoteTaker license at our online store, or if you registered a license that was included with a boxed, retail copy of NoteTaker, you can have your license emailed to you from this page:

www.aquaminds.com/downloadDecision.jsp?requestAction=resendLicenseKey.

! If you purchased a boxed, retail copy of NoteTaker, please register it today. If you lose your license key and haven't registered your copy, we can't email you a new license as described above. Instead, to get a new key you must either fax a copy of your NoteTaker purchase receipt to (650) 745-3291 with your name and email address, or scan your receipt and email it to support@aquaminds.com.

Install NoteTaker

When you open the NoteTaker disk image that you downloaded from Aquaminds.com or got from the NoteTaker CD-ROM, a number of files appear in an installation window.

- To install NoteTaker, first drag any previously installed version of NoteTaker to the Trash, then empty your Trash (using the Finder's File > Empty Trash command). After that, drag the blue NoteTaker notebook into your Applications folder. For convenience, also drag it from the Finder to the Dock, where you can start it any time just by clicking the blue notebook.
- To install the Contextual Menu Plug-in, double-click the plug-in. This allows accessing NoteTaker clipping and search services from other applications by Control-clicking in the application. It's also the only way to use NoteTaker services from some Microsoft OS X applications.
- And you've already found the documentation, which you can access as a clickable PDF from NoteTaker's Help menu, or print from the NoteTaker Web site—follow the **Download Printable Manual.webloc** link in the installation window.

Drag this icon to your Applications folder only after dragging any previously-installed version of NoteTaker to the Trash

Look in this folder for a link to a version of this manual that's optimized for printing. Print it two-sided, if your printer can do that

Don't forget to install the Contextual Menu Plug-in—just double-click this icon



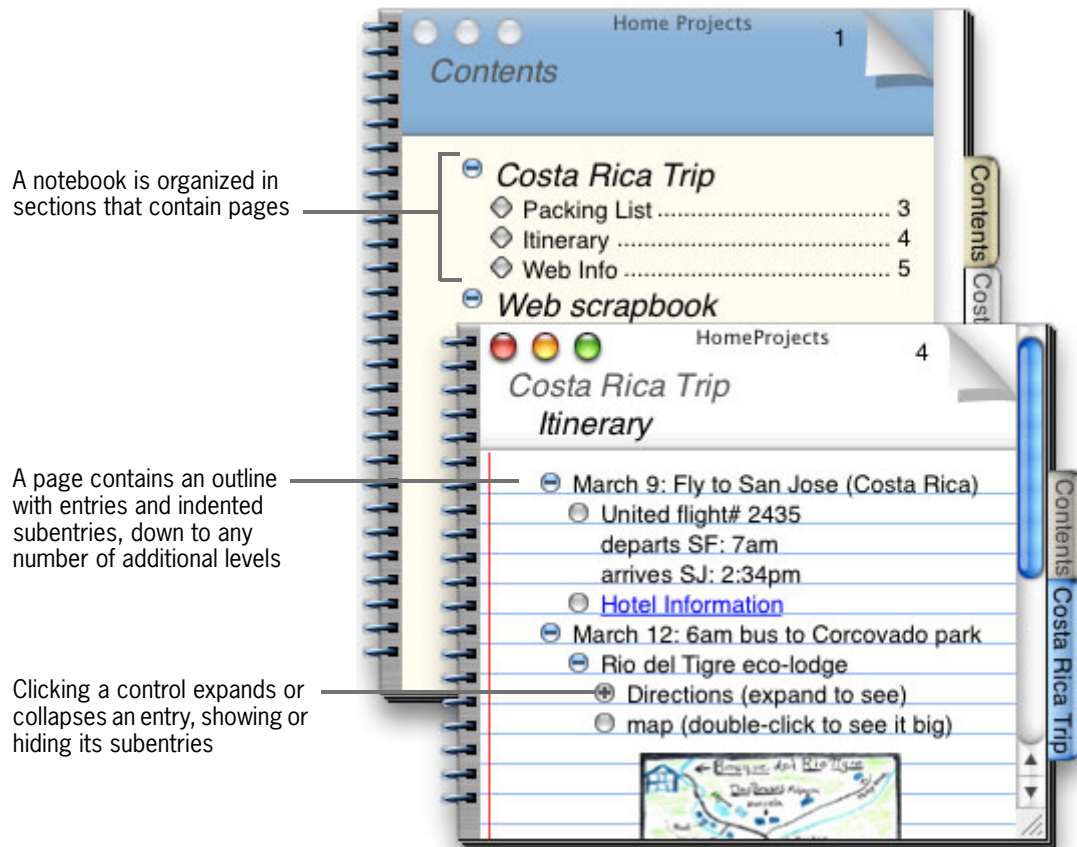
WHAT ELSE?

💡 Print a two-sided copy of this manual for easy reference, any time. See “Enjoying Your User’s Guide” on page 3 for tips on printing.

To get back to the **Download Printable Manual.webloc** link and Contextual Menu Plug-in after closing the installation window, double-click the **Install NoteTaker** disk icon on your desktop. You might have to double-click the **Install NoteTaker.dmg** icon to make this icon appear. If you can't find these icons, download NoteTaker again free from Aquaminds.com, using your existing license key.

What Is an Outline?

At the heart of a NoteTaker notebook is an *outline*—a hierarchical list of entries containing text, pictures, links, or whatever, that can be grouped within other entries or subentries, down to as many levels as you want. Outlines are perfect for organizing practically anything in your life, including topics you plan to cover in a work or school report, favorite Web links, information for planning a trip, or a major work project.

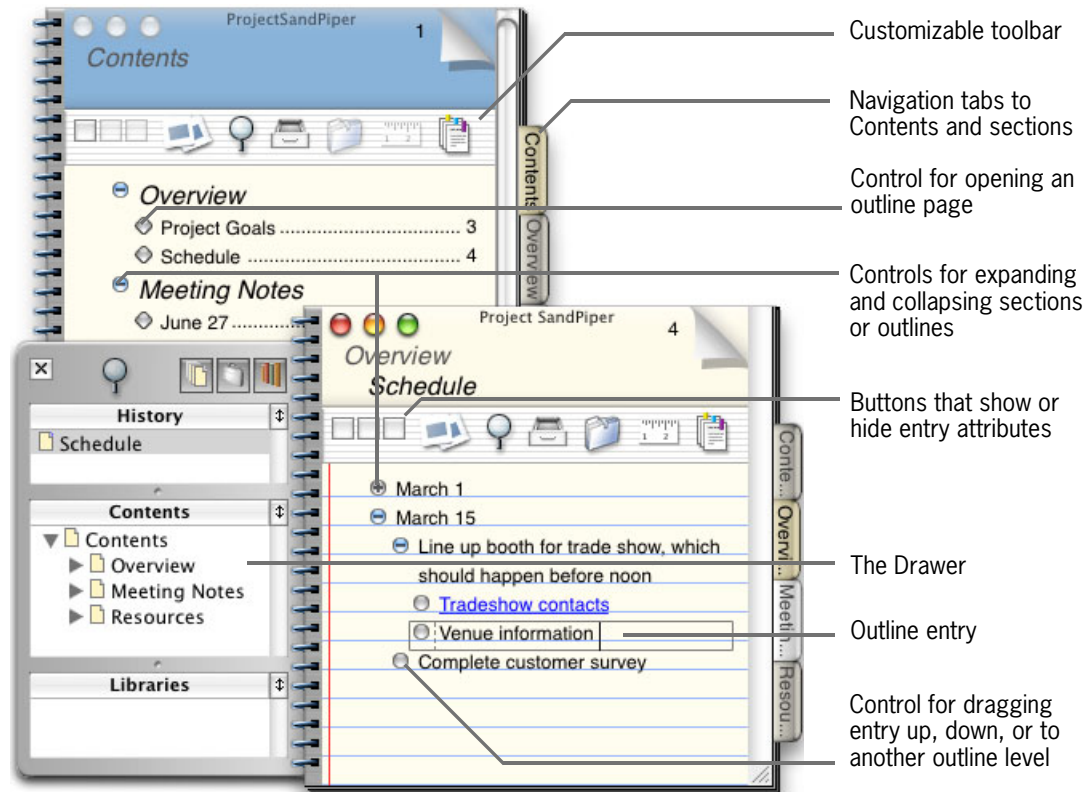


WHAT ELSE?

You don't have to make a hierarchical outline to use NoteTaker. You can also just type lists or documents. See "Add Outline Entries to a Page" on page 23 to get started.

Anatomy of a Notebook

In NoteTaker, you page through a spiral notebook, click tabs to go to the Contents or notebook sections, click links to open pages, or browse an expandable contents tree, just as you'd expect. Typing in outlines, dragging sections, pages, or entries to rearrange them is equally intuitive. As a general rule with NoteTaker, if you think it ought to do a certain thing in a certain way, it probably does.



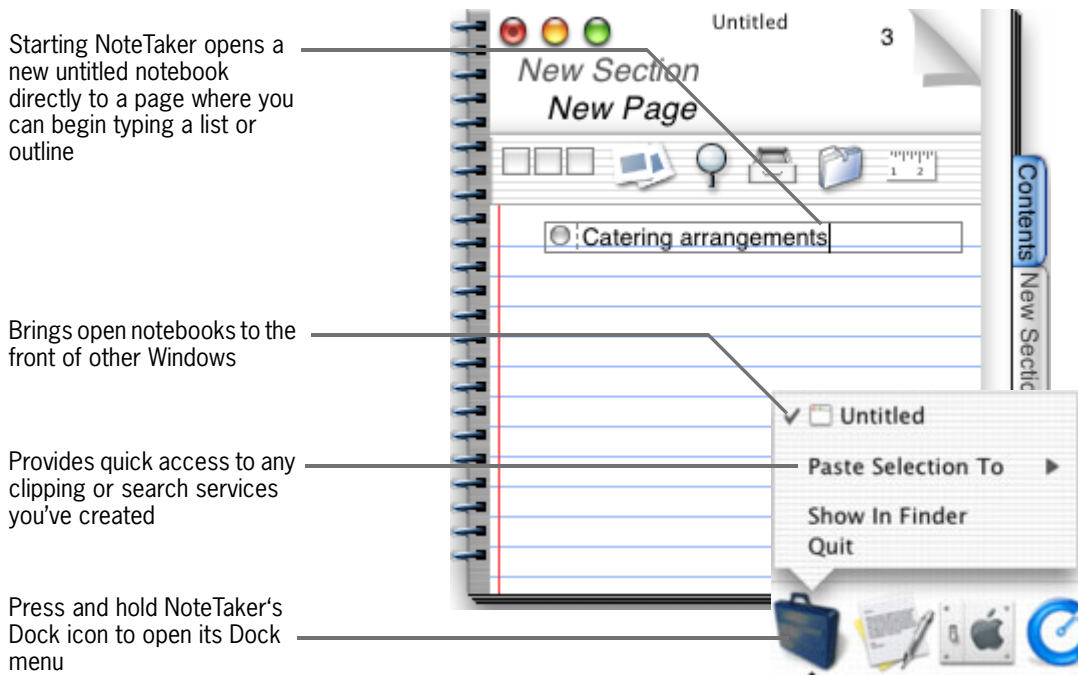
WHAT ELSE?

Find all the details about using NoteTaker in the rest of this manual. To get a feel for what's possible, flip through the Table of Contents. To find something specific, look it up in the Index. Or just page through the book and look at the pictures.

Create and Open Notebook Files

You create and open notebook files just as you do other OS X documents. While NoteTaker is running, you can also bring open notebooks to the front using its Dock menu.

- To create a new, empty notebook, choose the File > New command. Then choose File > Save to name the notebook's document in the Finder and save its contents.
- To open an existing notebook, use NoteTaker's File > Open command or double-click the notebook in the Finder.



WHAT ELSE?

⚠ Don't copy or move notebooks files in the Finder while the notebook is open for editing. This can damage the notebook and possibly lose data!

To prevent NoteTaker from opening a new notebook at startup, see "Set File Management Preferences" on page 122.

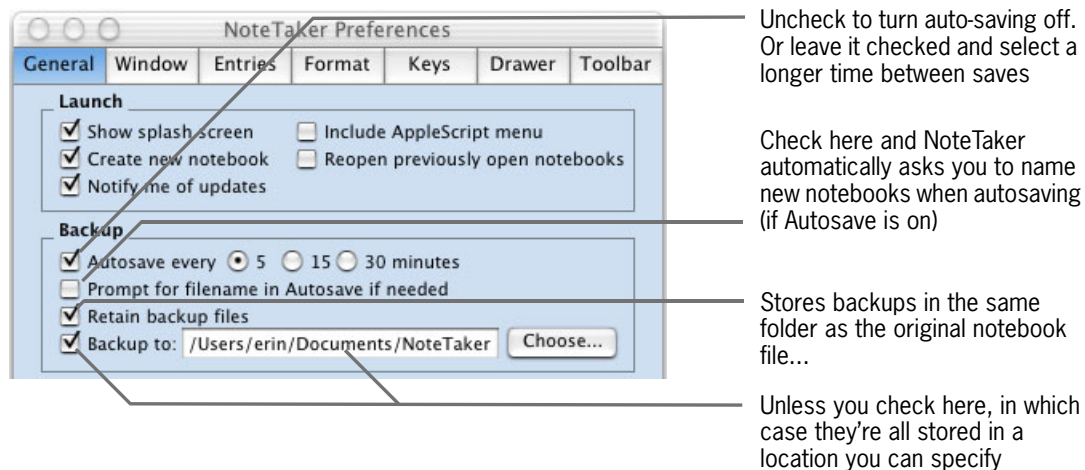
You can also use the File > Open command to open an RTF or Microsoft Word (.doc) document in NoteTaker (opening .doc files requires Word 6 or higher, and OS X 10.3). NoteTaker creates a new notebook, displaying text formatting and design from the original document, but not pictures or attachments.

💡 Have NoteTaker start automatically at login by going to System Preferences in the Apple menu and adding NoteTaker to Login Items (in the Personal row).

Save and Back Up (Archive) Notebook Files

By default, NoteTaker automatically saves changes to open notebooks and makes backup copies of notebooks when you close them (in case the original gets lost or damaged). You can tailor or turn off these features, using NoteTaker's Preferences.

- To turn off autosaving or automatic backups, or to change how often notebooks are autosaved or where backups are stored, use the Backup settings in NoteTaker's General preferences (choose Preferences from the NoteTaker menu).
- To save changes in between autosaves or if autosaving is off, choose File > Save.



WHAT ELSE

! To back up notebooks to another file system, server, or device, you must use the Save To command. See “Remotely Archive or Transfer Notebooks” on page 17 for important details.

Have NoteTaker automatically compact a notebook's index when the notebook is saved or closed using NoteTaker's General preferences. See “Set File Management Preferences” on page 122.

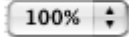
If you're using iDisk synchronization to manage your notebook files, see Apple's documentation (via the Finder's Help menu) for information about its behavior and operation. In the Finder, choose Help > Mac Help and search on “iDisk synchronization.”

Manage Notebook Windows

NoteTaker has a number of handy commands for focusing on one notebook window or tidying up your desktop when working with several notebooks.

Zoom Menu

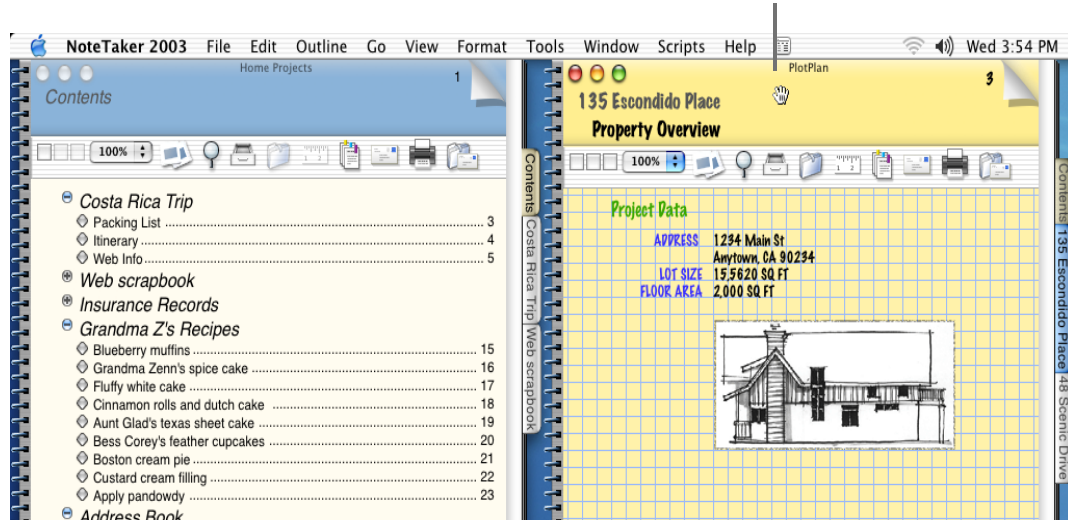
Scales the view of the current notebook window



- To scale the view of a notebook larger or smaller, choose a percentage from either the View > Toolbar menu or Zoom menu in the toolbar.
- To arrange all open notebook windows neatly in an overlapping stack, or to tile them side-by-side, choose Stack or Tile from the Window menu.
- To cycle through open notebooks, choose the Window > Cycle command.
- To view a single notebook and nothing else, choose Window > Full Screen, or double-click in the notebook's page-title area. Do this again to return the window to its previous size and location.
- To hide everything on the current page except a selected part of an outline, choose Outline > Focus.

Notebook windows tiled with the Tile command

Double-click in a notebook's page-title area to display it in full-screen mode



WHAT ELSE?

💡 Use NoteTaker's Window preferences to have double-clicking in a notebook's page-title area minimize the notebook rather than displaying it in full-screen mode. If you do that, use Option-double-clicking to toggle in and out of full-screen mode.

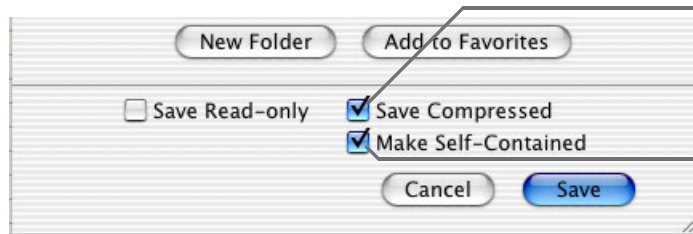
Remotely Archive or Transfer Notebooks

To back up or transfer a notebook to another file system, server, or device, first make sure that all linked documents and pictures are copied as attachments into the notebook. Otherwise, the documents or pictures won't appear when you open the notebook in the remote location. Do this by creating a compressed, self-contained copy of the notebook using the Save To command.

! Always create a compressed, self-contained copy of a notebook as described here, before placing it in a public Drop Box to be shared on a network.

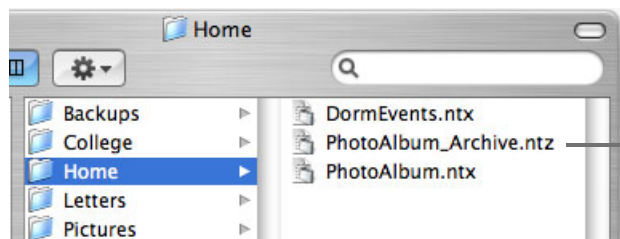
- 1 Save any outstanding changes in the notebook you want to back up or transfer. Then choose the File > Save To command.
- 2 In the Save To panel, type a name for the copy and choose a folder to save it in, as when saving a new notebook. Then check both the Save Compressed and Make Self-Contained options, and click Save.

Backing up notebooks using the Save To command



Tars and zips the copy, which often results in a smaller file than the original notebook

Saves all the notebook's linked documents and pictures as attachments that reside in the notebook and therefore stick with it no matter where it's moved to



The resulting notebook has a **.ntz** extension, which marks a compressed notebook

WHAT ELSE

When you open a compressed notebook (with a **.ntz** extension), it becomes a regular uncompressed notebook, reassuming its original **.ntx** extension. From now on, you should open and work in the **.ntx** notebook. (Optionally keep the **.ntz** notebook around as a backup, or delete it.)

Find out about linked pictures and documents in “Add Pictures and PDF Images” on page 46 and “Add Documents” on page 38.

For details on the Save To command, see “File Menu” on page 142.

If you're using iDisk synchronization to manage your notebook files, see Apple's documentation (via the Finder's Help menu) for information about its behavior and operation. In the Finder, choose Help > Mac Help and search on “iDisk synchronization.”

💡 As a shortcut to emailing a compressed and self-contained notebook, use the File > Email > Notebook command. See “Email an Outline, Folio, or Notebook” on page 113.

NoteTaker Best Practices

Here are some general tips to keep in mind as you work with NoteTaker.

To delete your Trial version of NoteTaker

After purchasing a NoteTaker license, you can remove the 30-day Trial copy of NoteTaker by dragging it to the Trash. Locate the document titled **NoteTaker Trial** in your Applications folder (in the Finder). Then drag that document to the Trash icon in your Dock. (You can similarly remove the **Install NoteTaker Trial.dmg** file from your Desktop.)

To delete old notebooks...

You can also delete a notebook you no longer want, such as an old **.ntz** archive, by dragging it from the Finder to the Trash.

To transfer a notebook to a Drop Box or remote server...

First create a compressed, self-contained **.ntz** notebook, using the File > Save To command. See “Remotely Archive or Transfer Notebooks” on page 17.

For best performance when browsing a large notebook...

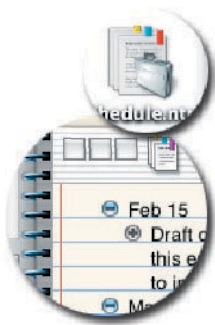
- Compact the notebook’s Index regularly, which can reduce the notebook’s size. Normally, NoteTaker compacts a notebook’s Index automatically. You can also do it yourself using the Tools > Compact Index command (even if the Index isn’t currently showing). You can use Preferences to tell NoteTaker when and how often to compact, or to turn auto-compacting off (and compact Indexes yourself). See “Set File Management Preferences” on page 122.
- If performance is still slow while paging through a large notebook, collapse all the notebook’s outlines using the Outline > Collapse Notebook command.

To find what you’re looking for in this manual...

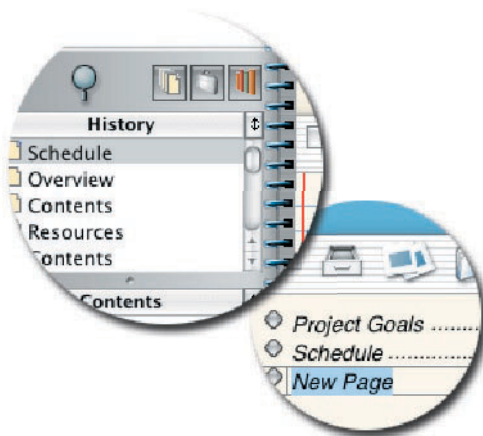
- To get a feel for what’s possible with NoteTaker, flip through the “Table of Contents” on page 4.
- To find something specific, look it up in the “Index” on page 163.
- For a quick look at how to use the Option, Command, and Control keys in notebooks, see “Special Keys & Hidden Shortcuts” on page 135.
- To just see what catches your fancy, page through the book and look at the pictures.

Building & Navigating a Notebook

Chapter One



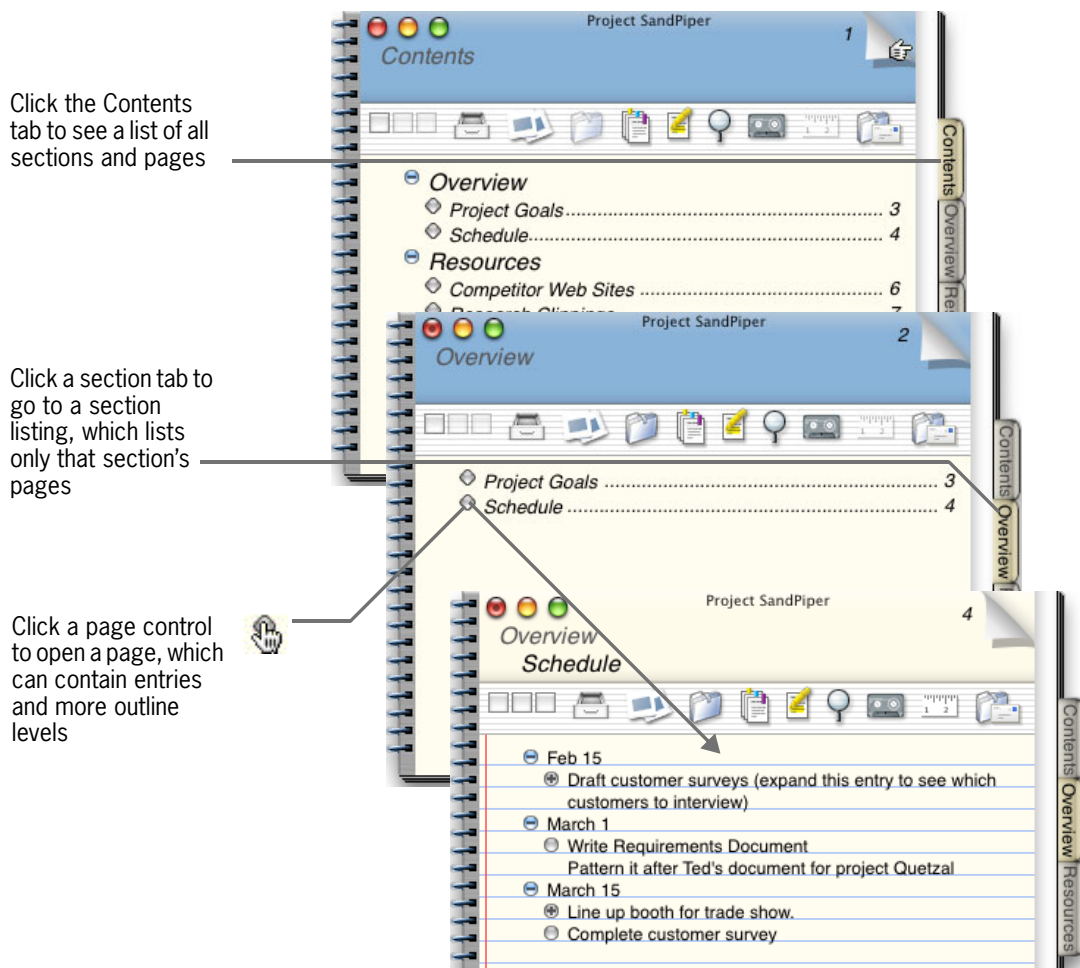
- Page through a Notebook
- Add Sections and Pages
- Add Outline Entries to a Page
- Rearrange and Delete
- View One-Line Summaries
- Show Outline Attributes
- Navigate Contents & History from the Drawer
- Browse Libraries of Notebooks
- Create Hyperlinks to Other Pages
- Create Desktop Shortcuts
- Drag Selections between Pages

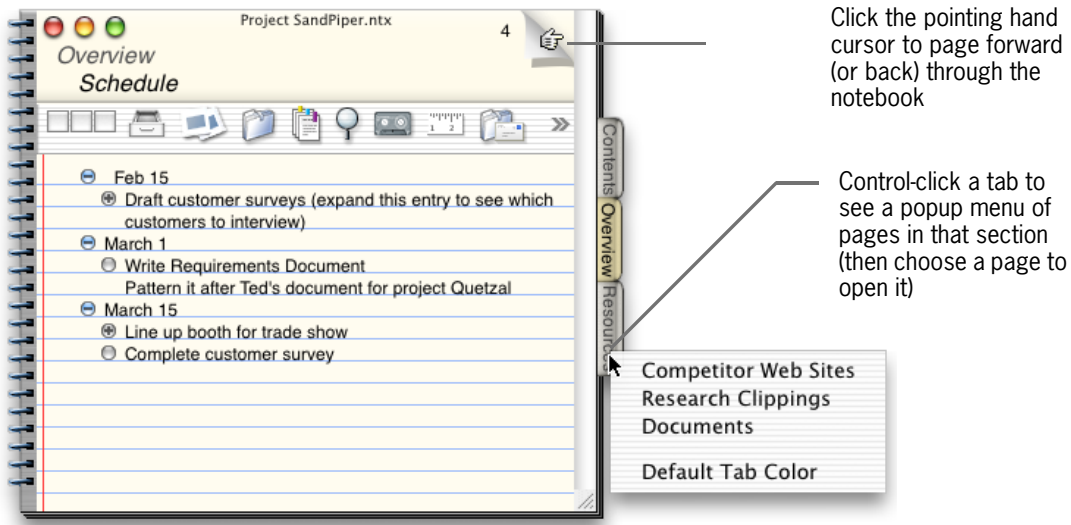


Page through a Notebook

A notebook is organized in sections and pages, all of which you can get to from the Contents at the beginning of the notebook. You can also open pages from a listing at the beginning of each section.

- To go to a notebook's Contents or to a particular section, click the Contents or section tab.
- To open a page from the Contents or a section listing, click the page's control.
- To flip through the notebook page by page, click the folded page corner.





WHAT ELSE?

You can also page through a notebook in various ways using commands in the Go menu.

Rename the Contents tab using NoteTaker's General Preferences (see "Set File Management Preferences" on page 96).

Add tabs for individual pages or remove section tabs using the View > Page Tab command. See "View Menu" on page 147.

💡 Command-clicking a section's tab jumps to the first page in that section.

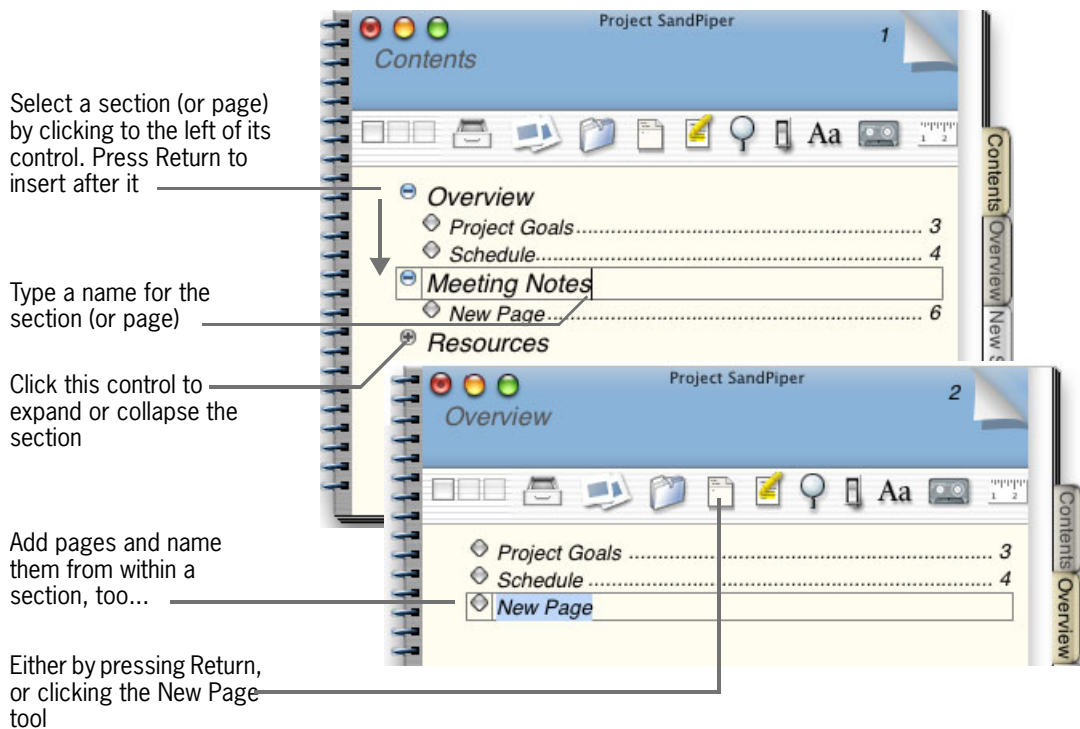
Add Sections and Pages

You can add new sections and pages directly from the Contents or a section listing, using commands in the Outline menu, or using the New Page tool.

- To insert a new section, choose Outline > New Section. Or from the Contents, select the section to insert after, and press Return.
- To insert a new page, choose Outline> New Page, or click the New Page tool in the toolbar (if it's showing). Or from the Contents or a section listing, select the page to insert after, and press Return.

New Page Tool

Inserts a new page



WHAT ELSE?

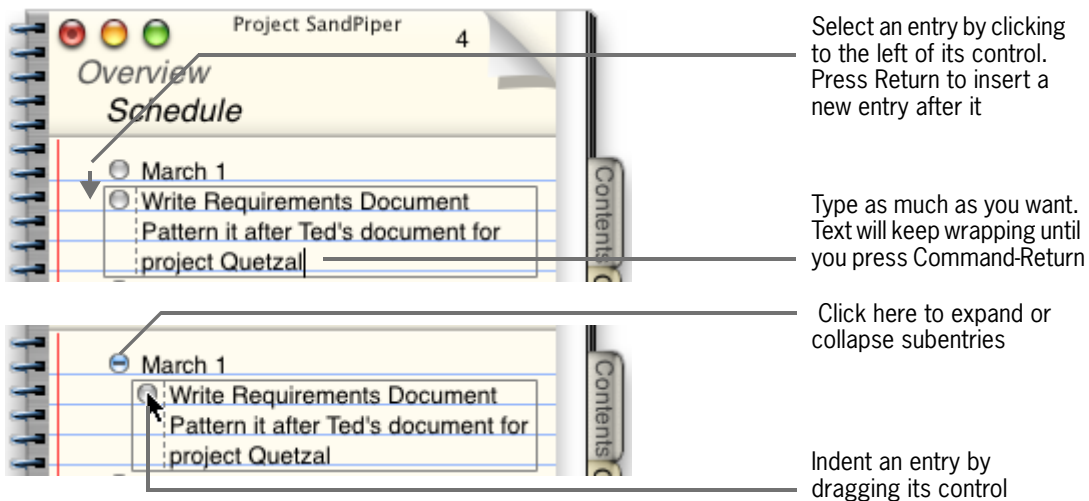
The Contents page and section listings comprise only the top two levels of your outline (you can't add sub-sections). Instead, to add more levels to the outline, go to an individual page. See "Add Outline Entries to a Page" on page 23.

To add the New Page tool to your toolbar (if it isn't already there), see "Build Your Own Toolbar" on page 132.

Add Outline Entries to a Page

Each page in your outline can have as many entries and subentries as you want, down to any number of levels. Typing is as simple as typing in any word processor.

- To add a new entry, select one to insert it after, and choose Outline > New Entry or press Return. Then type as much as you want at the insertion point.
- To indent an entry, select it and press Tab. Or just drag its control.
- To add a new entry while typing the previous one, press Command-Return. Do this in the middle of an entry to break it into two.



WHAT ELSE?

To have Return add a new entry while typing, rather than Command-Return (for example, if you don't need paragraph breaks within outline entries), use NoteTaker's Entries preferences. For details, and for other ways to control outline editing, see "Customize Outline Editing and Links" on page 126.

Look in the Outline menu for convenient ways to build, collapse, and expand your outline. For example, to insert a new outline entry at the top of the outline, use the Outline > New Entry Above command.

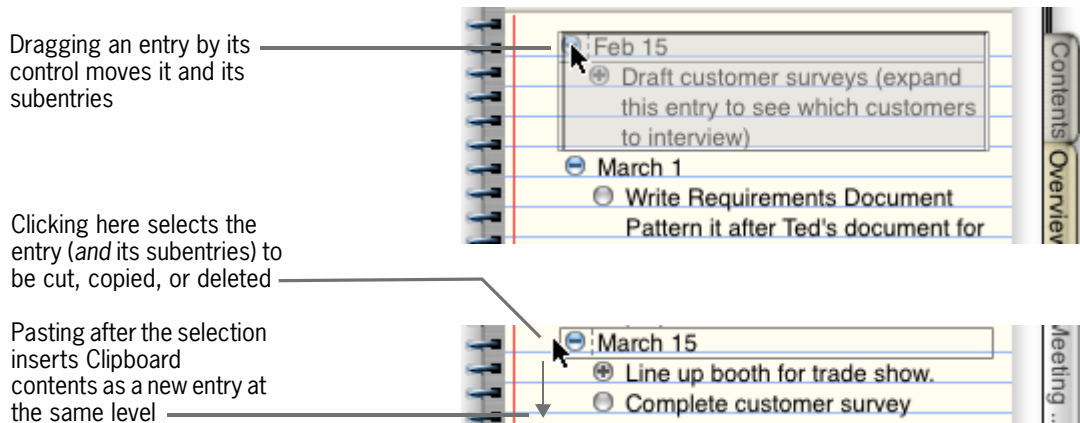
💡 Power Tips:

- To add a new entry and indent it at the same time, press Control-Return.
- To add an entry directly above the current one, press Command-Enter. Or select an entry (by clicking to the left of its control), and press Shift-Return.

Rearrange and Delete

You rearrange or delete pieces of your outline pretty much as you'd expect—by dragging a section, page, or entry, or selecting something to cut, copy, or delete. Do this from any part of your notebook, to reorder whole sections in the Contents, move pages within a section, or rearrange outline pieces on an individual page.

- To move a section, page, or entry within the same view, drag its control up, down, or in the case of an outline entry, to any indent level.
- To move or copy a section, page, or piece of an outline to anywhere in the same notebook or another one, or to delete anything, make a selection and cut, copy, or delete the selection.
- To delete an entire page or section, go to the page or section listing and choose Edit > Delete.



WHAT ELSE?

Click in an entry to paste inside of it, at the insertion point.

Drag around multiple entries to select, and then drag, cut, copy, or delete them all at once.

Look in the Edit > Select menu for convenient ways to select entries at various levels of the outline.

Also rearrange entries on a page using commands in the Outline menu.

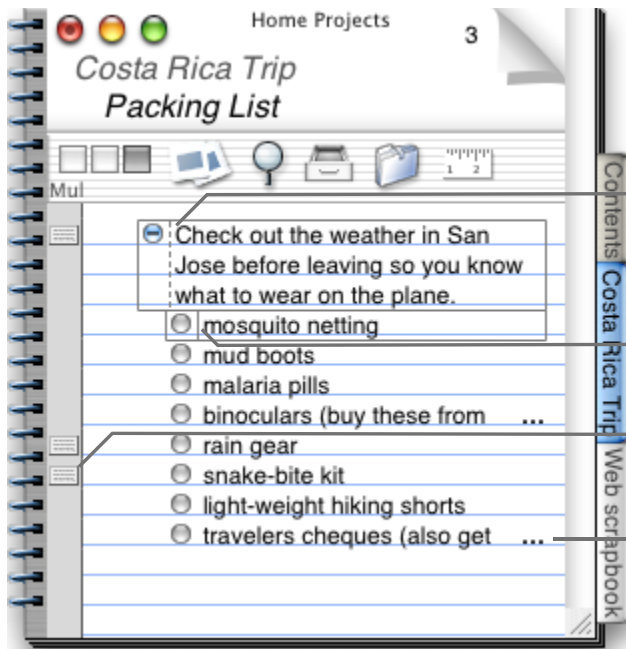
 Power tips:

- Option-drag an outline entry (and its subentries) by its control to make a copy of it—either on the same page, or to a page in another open notebook.
- Option-drag to another page in the *same notebook* by hovering over tabs and page links, which “spring” open to the resulting page. See “Drag Selections between Pages” on page 34.

View One-Line Summaries

To condense long entries into a summary view where you see only their first lines, display entries in single-line mode. When you do this, only the first line of the entry is displayed when you're not working in it.

- To display an entry in single-line mode, select or click in it (or drag around several entries to select them all at once). Then choose Format > Multi-Line or press Esc. Do this again to switch selected entries back to multi-line mode.
- To have all new entries be in single-line mode, go to NoteTaker's Entries preferences and uncheck the "Make all new entries multi-line" option. To have Return, rather than Command-Return, add a new entry in this mode, also set the "Return Key in Single-Line Mode" option to "Adds entry."



Pressing Esc toggles the current entry between single- and multi-line mode

An entry in multi-line mode has a dotted line when it's selected

An entry in single-line mode has a solid line

Choosing View > Multi-Line Entries displays an icon marking entries in multi-line mode

An entry in single-line mode can have multiple lines—you just don't see them all unless you click in the entry

WHAT ELSE?

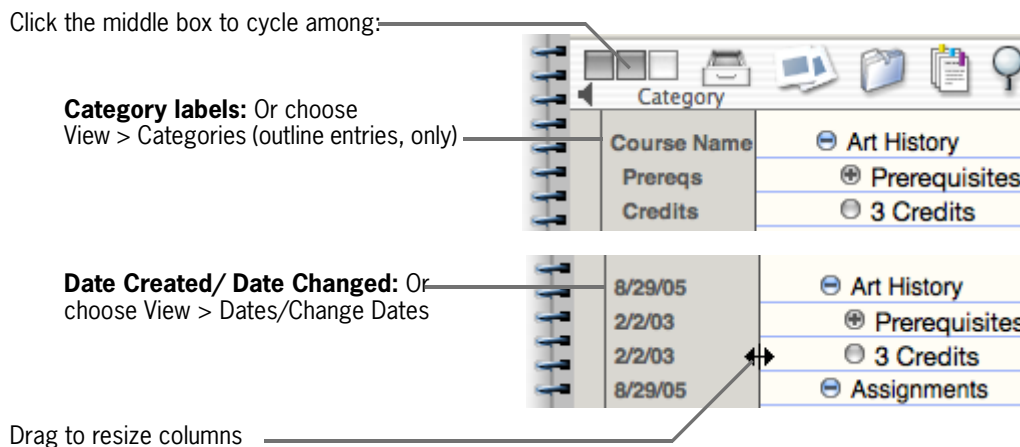
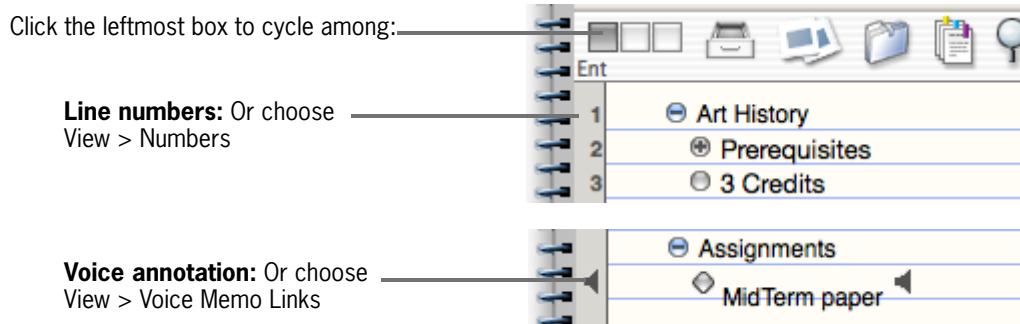
Click an entry's multi-line icon (if it's showing) to switch the entry to single-line mode. Click in the same location to return to multi-line mode.

Outline entries in single-line mode display any pictures as small thumbnails. (Pictures reassume their original size when you switch the entry back to multi-line mode.) Adjust the size of these thumbnails using NoteTaker's Entries Preferences. See "Customize Outline Display" on page 127.

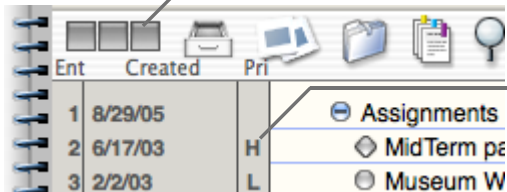
Show Outline Attributes

You can display various attributes of outline entries, pages, and sections, including when they were created or last changed, who created or changed them, and whether there's an attached voice annotation. For outline entries, you can also display category labels, priorities, and whether the entry is in multi-line mode. Display these attributes in columns at the left of the page.

- To show or hide attributes, choose commands from the View menu, or repeatedly click the three boxes at the left of the toolbar.




Click the rightmost box to cycle among:



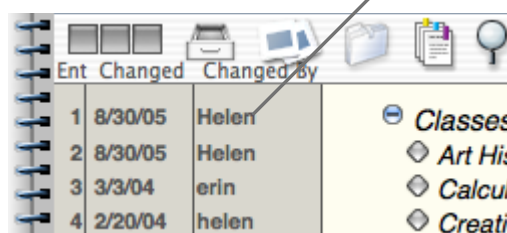
Ent	Created	Pri
1	8/29/05	
2	6/17/03	H
3	2/2/03	L

Priorities: Or choose View > Priorities (outline entries, only)



Ent	Created	Pri
1	8/29/05	
2	6/17/03	
3	2/2/03	

Entries in multi-line mode: Or choose View > Multi-Line Entries (outline entries, only)



Ent	Changed	Changed By
1	8/30/05	Helen
2	8/30/05	Helen
3	3/3/04	erin
4	2/20/04	helen

Creator: Or choose View > Creator. This is the login name of the person who first created the page or section

Changed By: Or choose View > Changed By. See who last changed a page's outline, or any page in the section (again, this is the person's login name)

WHAT ELSE?

For more about categories, priorities, and voice memos, see:

- “Categorize Entries for Quick Retrieval” on page 66
- “Prioritize and Flag Entries” on page 74
- “Insert a Voice Annotation” on page 96

To change the date shown for when an entry, page, or section was created or changed, select it, choose Tools > Dates, and set a new date in the Tools panel.

💡 If you're sharing a notebook, you can easily see who changed what on particular date by looking on the Last Changed page in the notebook's index (see “Index Your Notebook” on page 82). Then display the Changed By attributes column, as described here.

Navigate Contents & History from the Drawer

You can also navigate a notebook in a lot of convenient ways from its Drawer. Browse contents from an expandable outline that's always visible no matter what page you're on. Or trace your way backwards through pages visited recently, to get back quickly to where you just were.

Notebook Drawer

Opens and closes the Drawer



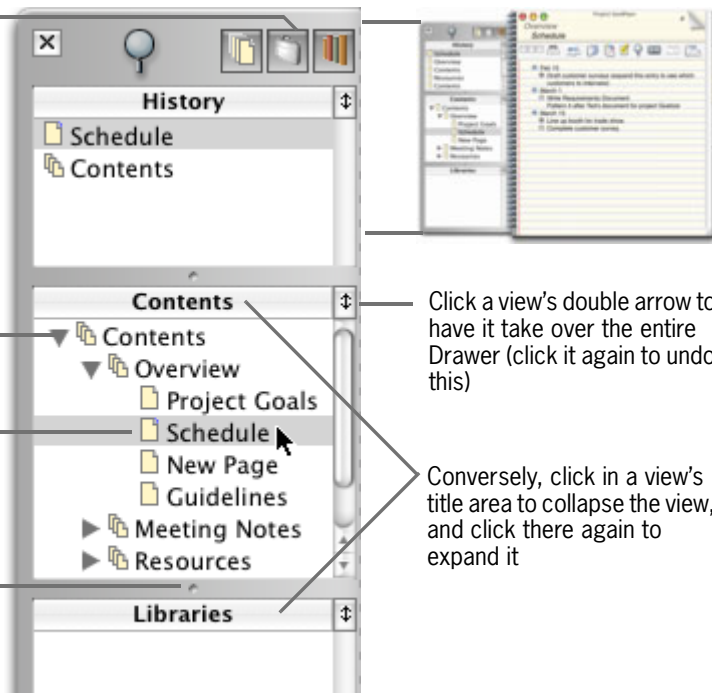
- To open the Drawer, click the Notebook Drawer tool in the toolbar, or choose the Tools > Notebook Drawer > Open Drawer command.
- To browse and open pages from an expandable outline, use the Drawer's Contents view.
- To open a page you've visited recently, click the page in the Drawer's History view. To page forward from there, use the Show Next Page tool in the toolbar, or choose the Go > Forward command.
- To go back one page in your history whether or not the Drawer is open, use the Show Previous Page tool, or choose Go > Back.

Shows or hides the Contents view in the Drawer

Click an arrow to show or hide sections and pages in the Contents

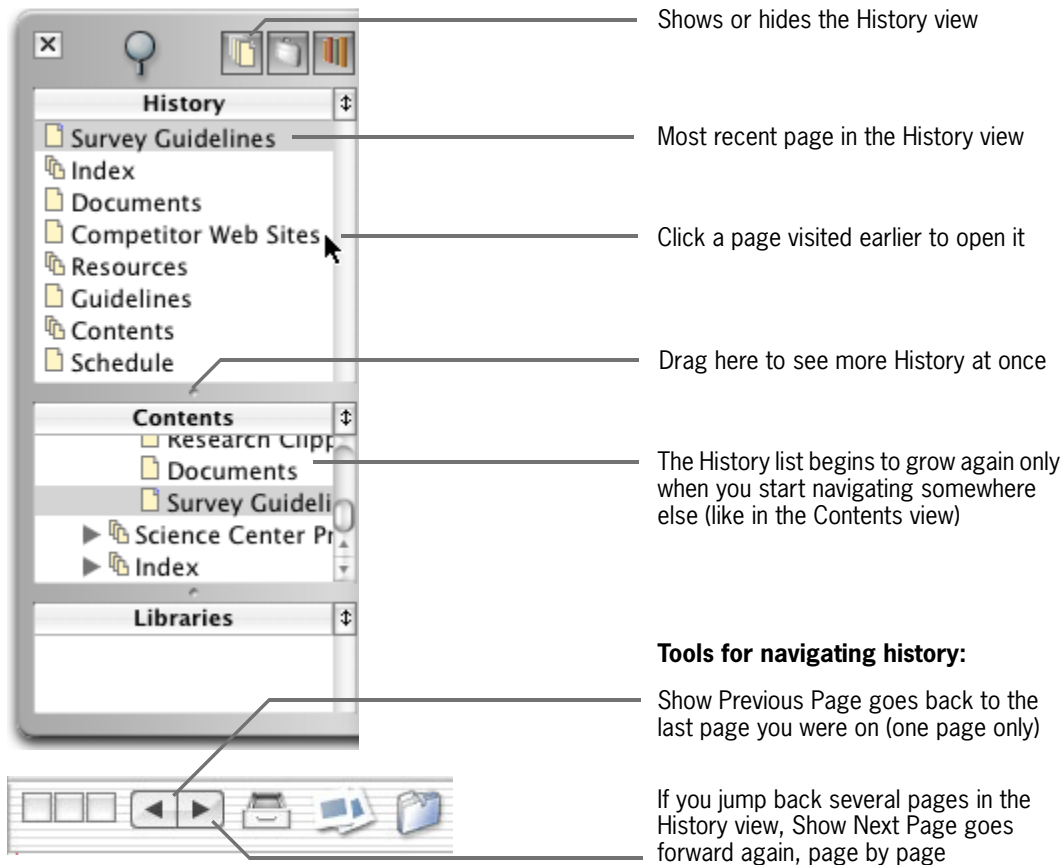
Clicking a page opens it

Drag here to resize views independently



Click a view's double arrow to have it take over the entire Drawer (click it again to undo this)

Conversely, click in a view's title area to collapse the view, and click there again to expand it



Show Previous
/ Next Page

Pages forward and
backward



WHAT ELSE?

Dragging anything from the Drawer to the desktop, dock, or another notebook creates a Page Mark link. See “Create Desktop Shortcuts” on page 33.

Use the Drawer preferences to hide a particular view in all your notebooks’ Drawers, change their order, and more. See “Set Up Your Drawer” on page 82.

💡 Power Tips:

- Hold down the Option key while mousing over a library, notebook, or page in the Contents view to see its location in the file system, in a popup window. Hold down Option-Shift over a page to also see what’s in the first entry on the page. Do this while dragging the mouse down over all pages in a section to quickly preview their contents, all from the Drawer!
- Sections and pages in the Contents view are “spring-loaded,” allowing you to drag pieces of your outline directly to other pages. See “Drag Selections between Pages” on page 34.
- Command-dragging a page or section from the Drawer to a page in the same or another notebook imports the entire page or section, inserting it directly after the page or section you drag it to.

Browse Libraries of Notebooks

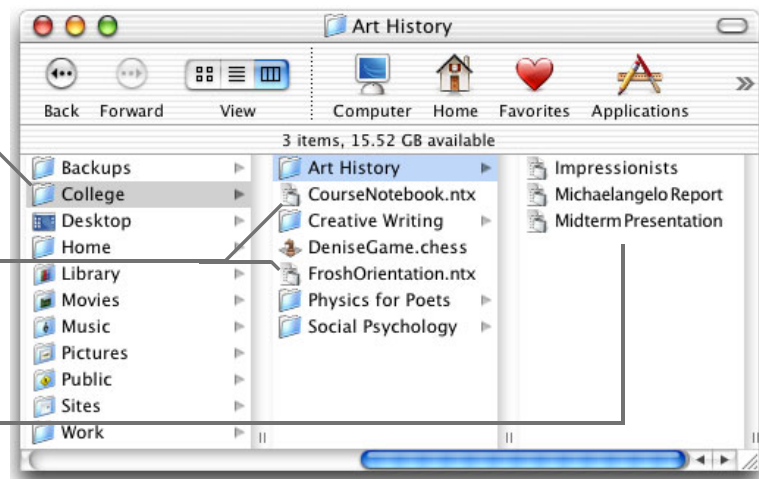
You can browse all your notebooks at once, opening any notebook to any page, all from a notebook's Drawer. Just add the folders containing your notebooks to the Drawer's Libraries view. Organize work projects in one library and home projects in another, then quickly reference a phone number here, a Web address there, and so on. There's even a command for opening all notebooks in a library at once, say to begin working on a particular project, and a command for closing them all when you're done

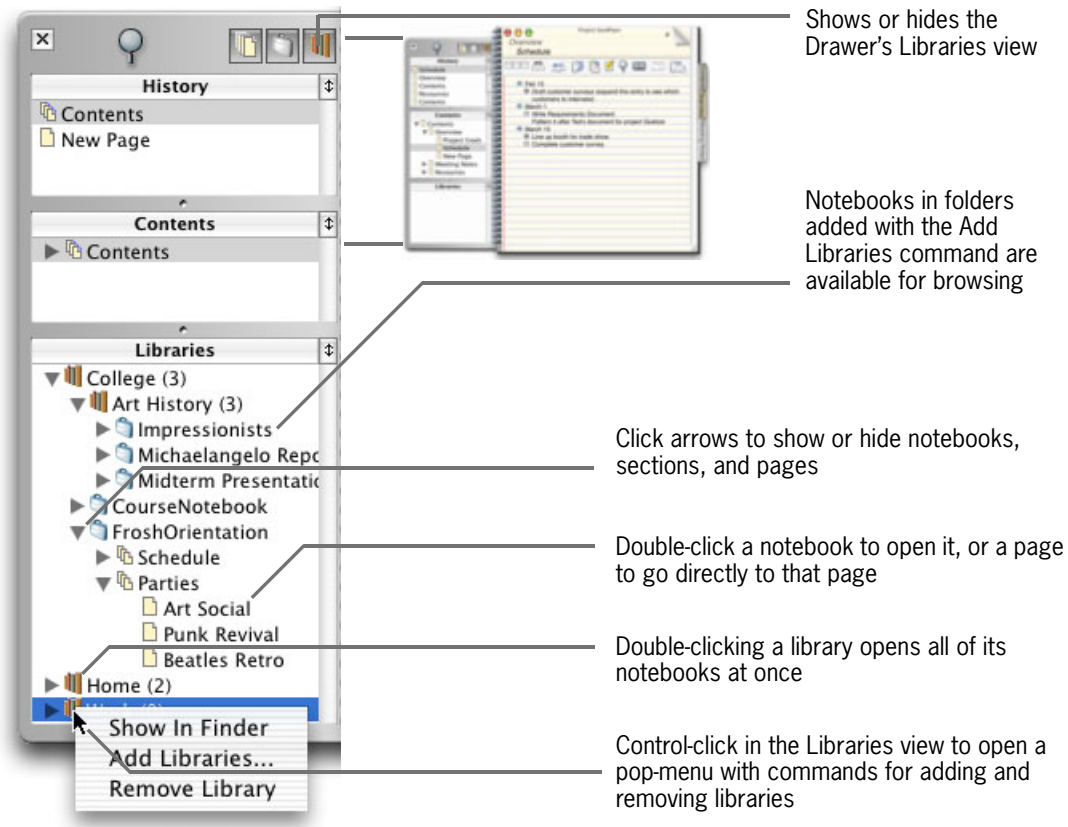
- 1 In the Finder, set up any folder to be a library. Create a new folder or use an existing one. Name it however you want. Fill the folder with the notebook files you want to be in the library. Move existing notebooks into the folder, save new ones to it, or add notebooks later.
- 2 Choose the Tools > Notebook Drawer > Add Libraries command, select the folder in the Open panel, and click Open.
- 3 Open any notebook's Drawer (click the Notebook Drawer tool in the toolbar, or choose Tools > Notebook Drawer > Open Drawer), and browse your new library in the Libraries view. Or open all notebooks in a library at once using the File > Open Library command. Close them all when you're done using File > Close All.

Add this folder to the Drawer's Libraries view. Its name will be the name of the library

Any notebooks in the folder will appear in the library (other files are ignored)

Subfolders that have notebooks will appear, too





WHAT ELSE?

To change which notebooks are in a library, go to the Finder and do it there—move notebooks to different folders, delete them, create new subfolders, and so on. To rename a library, rename the folder in the Finder. The Libraries view updates automatically to reflect all these changes.

Search all notebooks in a library as described in “Highlight and Summarize Outline Entries” on page 76.

To remove a library from the Libraries view, select the library and choose Tools > Notebook Drawer > Remove Library.

💡 Hold down the Option key while mousing over a library, notebook, or page in the Libraries view to see its location in the file system, in a popup window. Hold down Option-Shift over an outline page to also see what's in the first entry on the page. Do this while dragging the mouse down over all pages in a section to quickly scan their contents, all from the Libraries view!

Create Hyperlinks to Other Pages

Add hyperlinks to other pages in the same notebook or another one. Double-clicking the link goes straight to its destination, opening another notebook, if necessary. You can even make the link bidirectional!

- 1 Select the outline entry (or text inside it) to be the source of the link.
- 2 Choose Edit > Create Hyperlink to open the Create Hyperlink panel. Or click the Hyperlink tool in the toolbar. In the panel, click the Selection button.
- 3 While the panel is open, go back to any notebook and select the destination of the link—by opening a page, selecting a specific entry or text, or selecting a notebook or page in the Drawer.

Hyperlink

Opens a panel for creating links



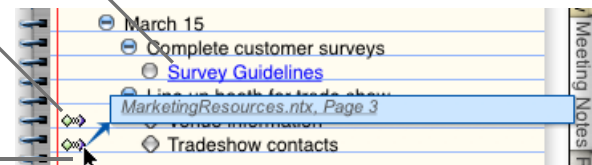
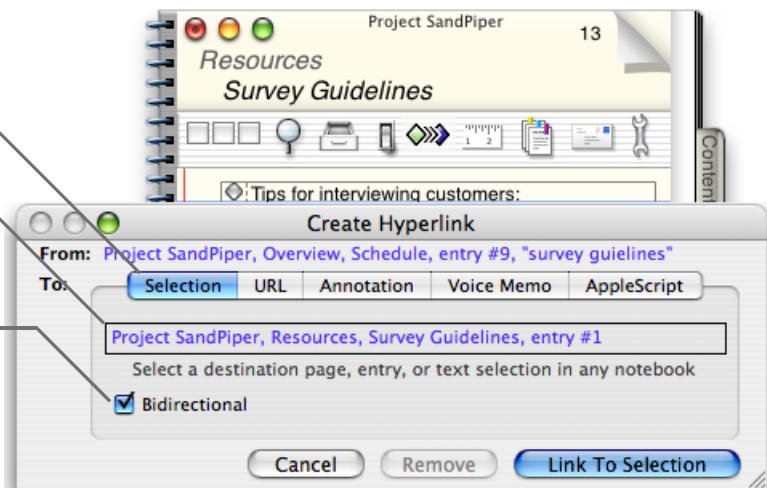
Click here to create a link within NoteTaker

The link's destination updates as you open pages or make selections in a notebook

When linking to an entry or text inside it, check here to have the link go both ways

Double-click a link icon or a text link to follow it

Hold down the Option key over any link icon (or linked text) to see the link's source



WHAT ELSE?

To edit a link or remove linking so it's just regular text again, select it and use the Edit > Edit Hyperlink command.

Also link to a page, notebook, or library by dragging a Page Mark from one notebook to another. See "Create Desktop Shortcuts" on page 33.

Specify whether links are opened with a single- or double-click in NoteTaker's Entries Preferences. See "Customize Outline Editing and Links" on page 126.

Create Desktop Shortcuts

Quickly get to any page, notebook, or library by placing a Page Mark to it on your desktop or in the Dock. Double-clicking the Page Mark goes directly to that page, or opens the notebook or library folder, starting NoteTaker if necessary.

- To create a Page Mark, go to the page or section listing you want to mark. Then drag the Page Mark tool from the toolbar to the desktop or Dock. Or drag a page, section, notebook, or entire library from the Drawer.

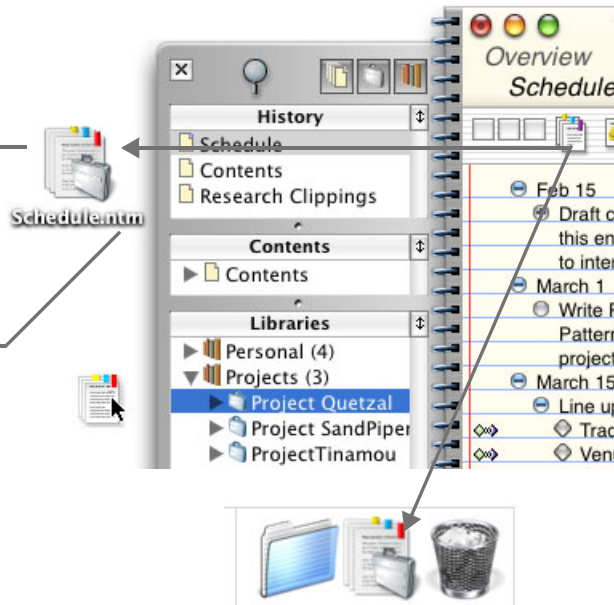
Page Mark

Creates a shortcut to the current page



Dragging the Page Mark tool to the desktop or Dock creates a link you can double-click later to open the current page

A Page Mark has an **.ntm** extension



WHAT ELSE?

To get rid of a desktop Page Mark you're not using anymore, just drag it to the Trash. Don't worry, this doesn't delete the actual page, notebook, or library.

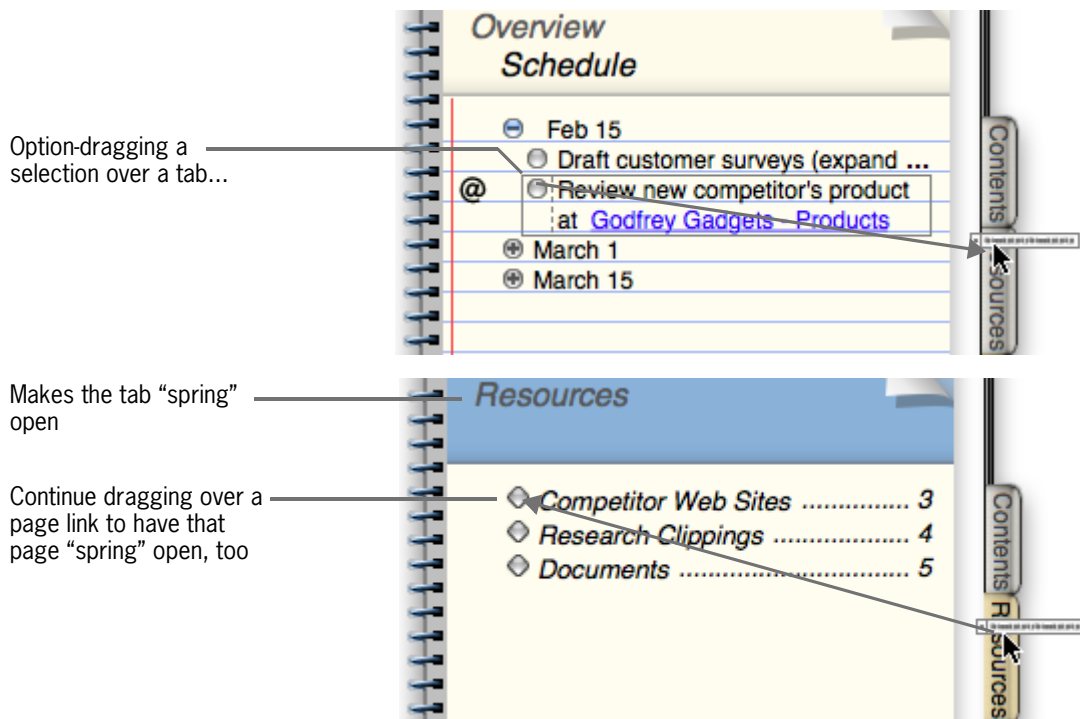
💡 Power Tips:

- Have a favorite page or section open automatically at login, first by placing a Page Mark to it on the desktop. Then go to Apple's System Preferences and add the Page Mark to Login Items (just drag it into the Login Items panel).
- Page marking a To Do section creates a "smart" link that always opens to the current day's list. See "Keep a To Do List" on page 86.
- Dragging a page from the Drawer to any other notebook page inserts a Page Mark link.

Drag Selections between Pages

Your notebook's tabs and page links are “spring-loaded,” allowing you to drag pieces of your outline directly to other pages, and drop them there. Just make sure you hold down the Option key while doing so. This copies the selection (you can't move selections in this way).

- 1 Select the outline entries you want to copy. Then hold down the Option key, drag the selection over a tab, and hover for a moment.
- 2 When the tab's page opens, continue dragging over a page link.
- 3 When that page opens, drop your selection anywhere on the page.



WHAT ELSE?

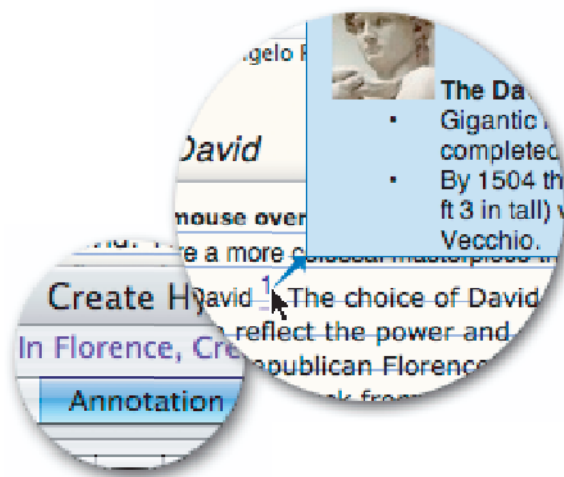
💡 You can similarly Option-drag a selection to the Contents view in the Drawer. Hold the selection over a section and it “springs” open to display pages below. Hold it over a page to open that page. Then drop the selection where you want it on that page.

Importing, Attaching, & Annotating

Chapter Two



- Insert Pages from Other Notebooks
- Import Text from Other Applications
- Add Documents
- Clip Content from Other Applications
- Add Text Annotations (Footnotes) & Endnotes



Insert Pages from Other Notebooks

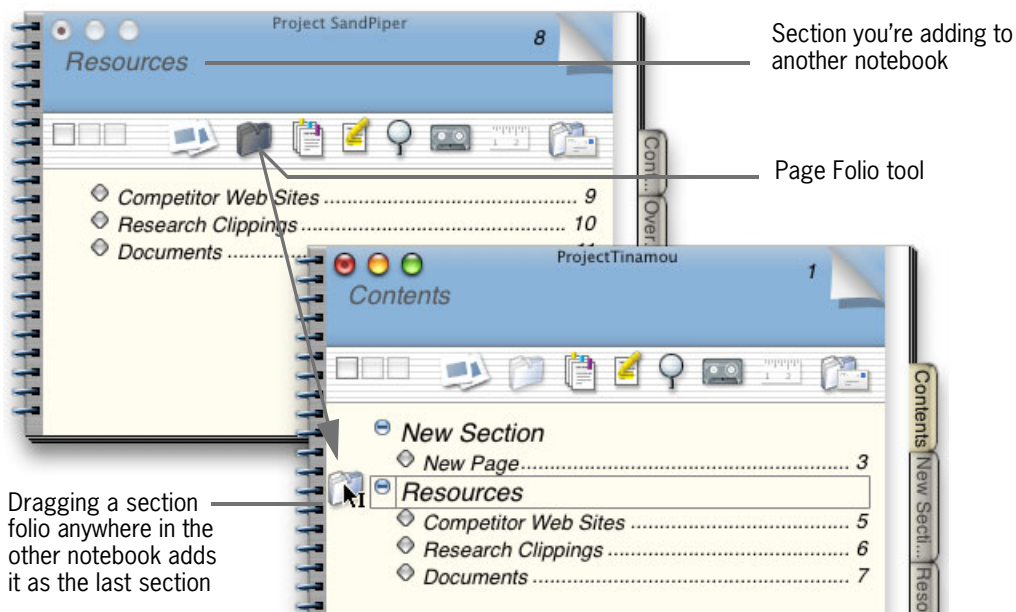
It's easy to assemble one notebook from pieces of another by using the Page Folio tool. This copies whole sections or pages to the end of the new notebook or section within it. You can then reorder the copied pages however you want.

Page Folio

Copies the current page or section to another notebook



- 1 Open the section or page you want to add to another notebook.
- 2 Open the destination notebook. If you're adding a single page, go to the page you want to insert it after. If you're adding a section it doesn't matter what page you're on.
- 3 Drag the Page Folio tool from the original notebook to the destination notebook.



WHAT ELSE?

You can also merge two notebooks, copying one notebook's contents to another, using the File > Import command (see "File Menu" on page 142). Or, Command-drag a page or section from the Drawer to import just that page or section.

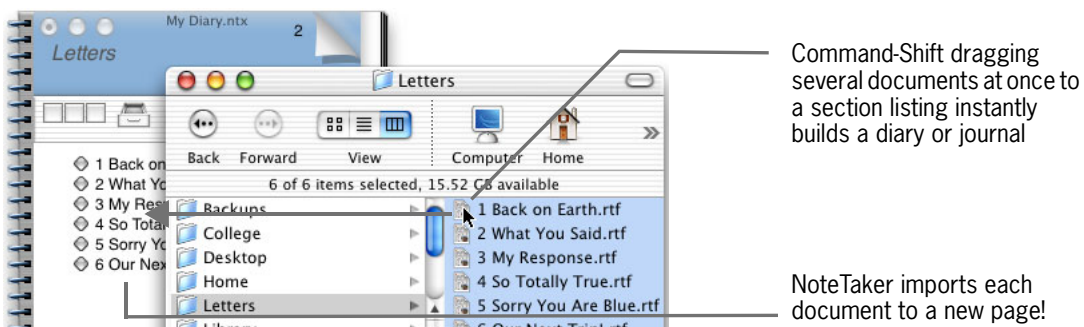
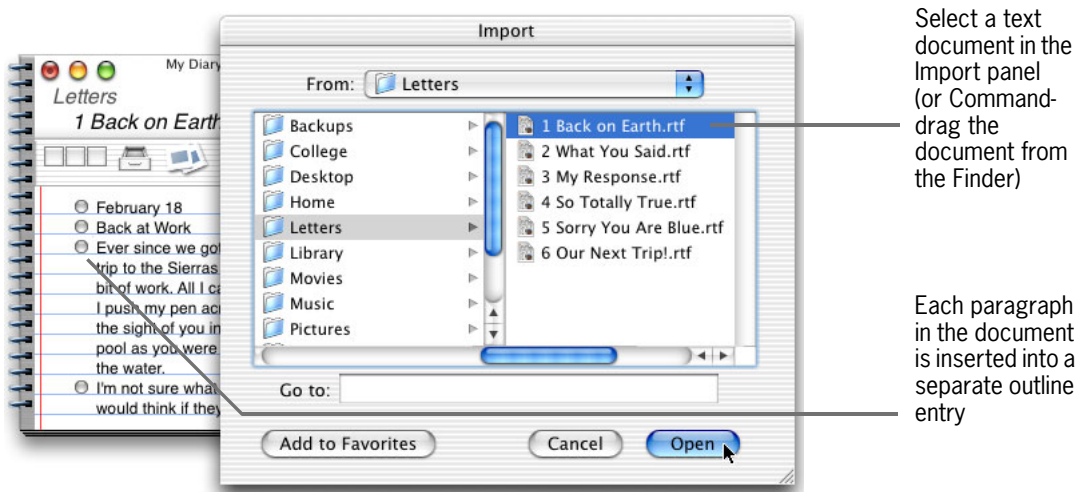
Add folios to the desktop, save them in the Finder, or send them in email. See "Excerpt a Folio" on page 112 and "Email an Outline, Folio, or Notebook" on page 113.

💡 If you're assembling pages from different people's notebooks, see who supplied which page by displaying the Creator attribute. See "Show Outline Attributes" on page 26.

Import Text from Other Applications

Insert text from another application into your outline—such as a report or letter written in TextEdit or Microsoft Word—by importing it.

- To import text from another document, open the outline page you want to import to, choose the File > Import command, and open the document from the Import panel. Or, Command-Shift drag the document from the Finder to your outline.
- To import several documents at once, copying each one's contents to a separate page, select the documents in the Finder, and Command-Shift drag them to the Contents page or a section listing.



WHAT ELSE

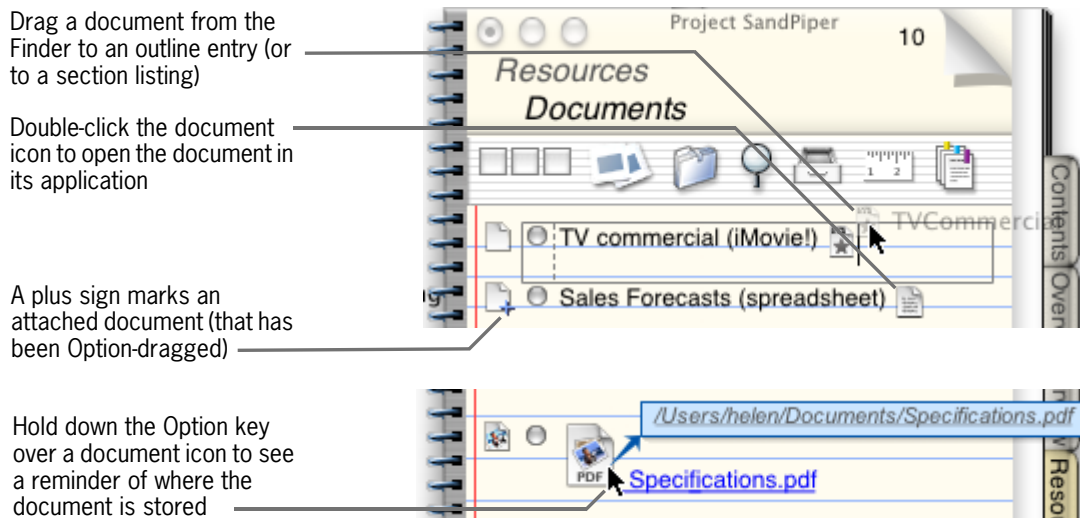
You can import text from many types of documents, including plain text (**.txt**), Rich Text Format (**.rtf**), vCards (**.vcf**), XML files (**.xml**), OPML (**.opml**), Tab-delimited (**.tab**), and Comma-delimited (**.csv**). To import Microsoft Word documents (**.doc**), you must be using OS X version 10.3 or later.

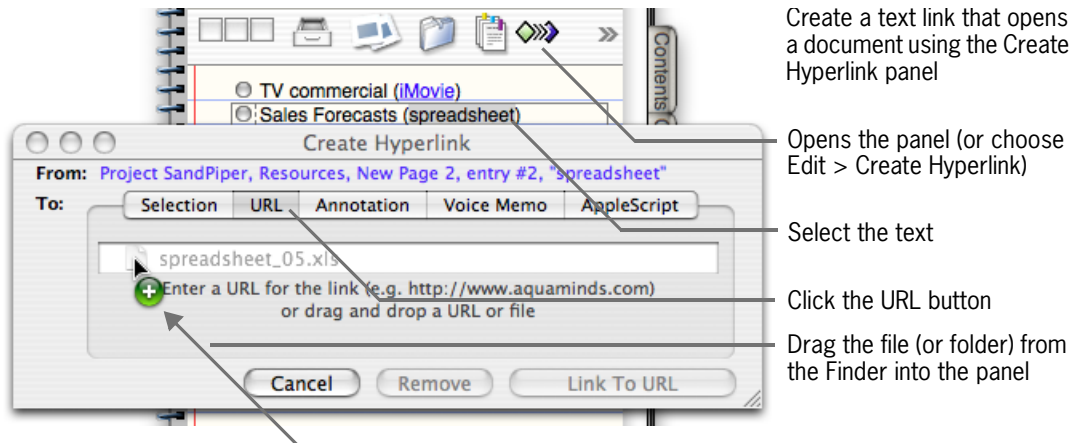
💡 To import text into a new notebook, use the Open command. See “File Menu” on page 142.

Add Documents

Add a link to a document, such as a text file or spreadsheet, by dragging the document from the Finder. Or, attach a copy of it so it lives within the notebook (that way, emailing the notebook to someone else takes the document with it). Double-clicking the document then opens it in its application.

- To add a document *link*, drag the document from the Finder to an outline entry.
- To *attach* a copy of the document, Option-drag it from the Finder.
- To create a text link that opens a document, select the text, choose Edit > Create Hyperlink, click the URL button in the Create Hyperlink panel, and drag the document into the panel.





WHAT ELSE?

❗ To save a notebook for storage on a different file system or device *without* losing linked documents, see “Remotely Archive or Transfer Notebooks” on page 17.

If you move or rename a document in the Finder that’s linked to your notebook, NoteTaker can still find and open it. But if you delete the original, NoteTaker won’t be able to open it. If you instead attach a copy of the document by Option-dragging, NoteTaker will be able to open it no matter what.

Choose whether to display the file names of inserted documents using NoteTaker’s Entries Preferences. See “Customize Outline Display” on page 127.

Dragging a sound file to your outline inserts controls for playing back the sound. Or double-click the resulting sound category icon to play the sound in iTunes.

💡 Power tips:

- Drag or Option-drag one or more documents to the Contents page or a section listing—but not over a page link—to insert each document on its own page.
- To resize a PDF document icon so it’s smaller, Control-click it and, in the menu that pops up, choose a command from the Scale Image submenu.
- Drag a folder into your outline (or the Create Hyperlink panel) to link to the entire folder. Double-clicking the link opens the folder in a Finder window.

Clip Content from Other Applications

Clip articles, research, and other text directly into a notebook while browsing the Internet, your email, or a document, by using an application's Services menu. Select a page to clip to just this once, or set up a clipping service for a section or page you clip to frequently. It's more convenient than copying and pasting, and NoteTaker doesn't even have to be running.

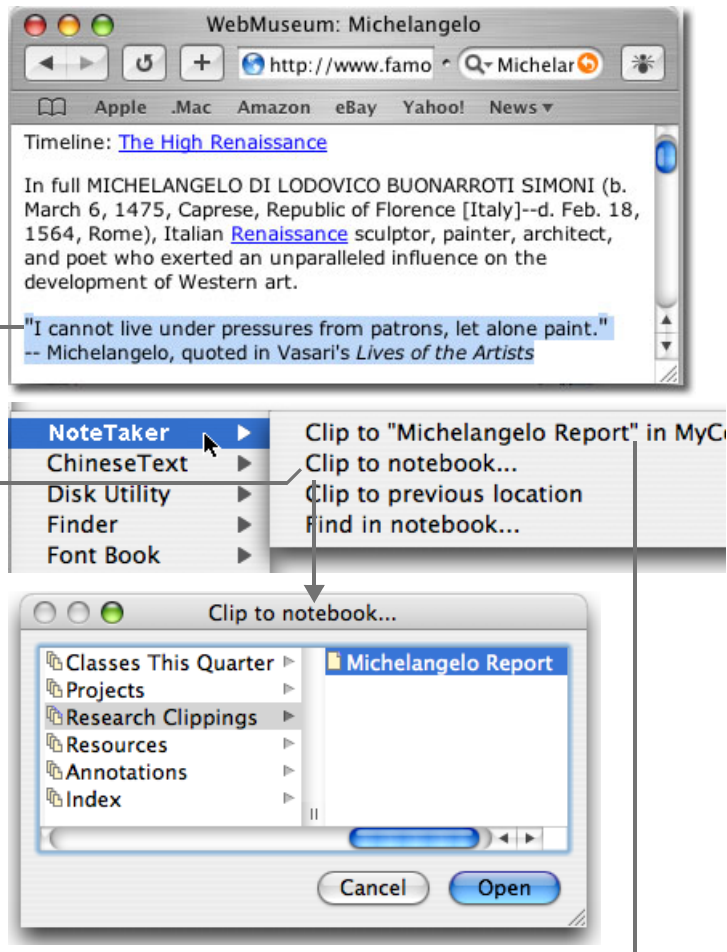
- 1 From any application that uses services, select what you want to clip.
- 2 Open the application's Services menu and choose NoteTaker > Clip to notebook. In the panel that opens, select a notebook section or page to clip to, and click Open to paste your selection—either as an entry at the end of the page, or on a new page at the end of the section.
- 3 If you clip to the same page or section frequently, create a clipping service for it: Go to the page or section and choose the Tools > NoteTaker Services > Create Clipping Service for *"Page/Section Name"* command.

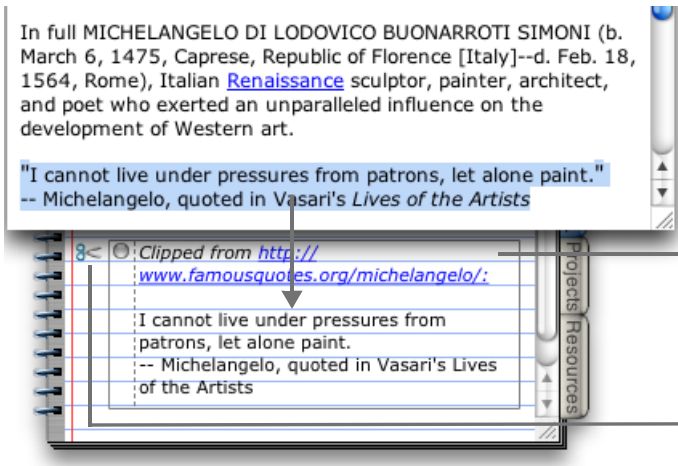
Clip relevant information as you come across it—in Web pages, emails, or documents

Select what you want to clip from the application

Choose Clip to notebook from the application's Service's menu to open a panel for selecting any page to clip to

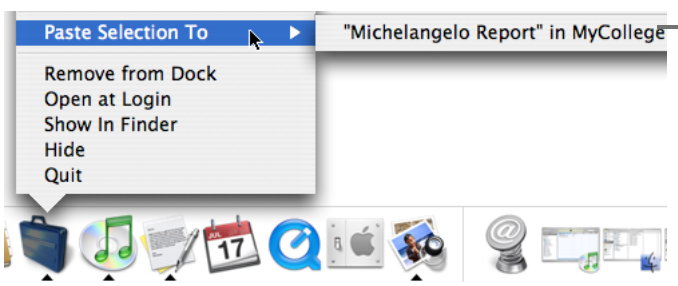
If you clip to a page frequently, create a clipping service for it, and it appears in the application's Services menu, too





Each clipping is added as an entry on the page (or as a new page, if you clip to a section)

It's marked by a pair of scissors



If an application doesn't use Services, paste a selection from it by Control-clicking NoteTaker in the Dock, and choosing a clipping service from the Paste Selection To menu

WHAT ELSE?

- ! What if an application doesn't have a Services menu?
 - Install our Contextual Menu Plug-in (see "Install NoteTaker" on page 11). After that, Control-click what you're clipping and choose the NoteTaker service from the pop-up menu. (This is the only way to use services from some Microsoft applications).
 - Use the Paste Selection To menu in the Dock (as shown above).
- To remove a clipping service, choose Tools > NoteTaker Services > Remove Services, and in the panel that opens, select the service you want to remove and click Remove.
- To clip to the same location several times in a row, use the Clip to previous location command.
- To label or annotate clippings, see "Customize Clipping Services" on page 123.
- 💡 Assign keyboard shortcuts to services you use frequently. See "Define Keyboard Shortcuts" on page 134.

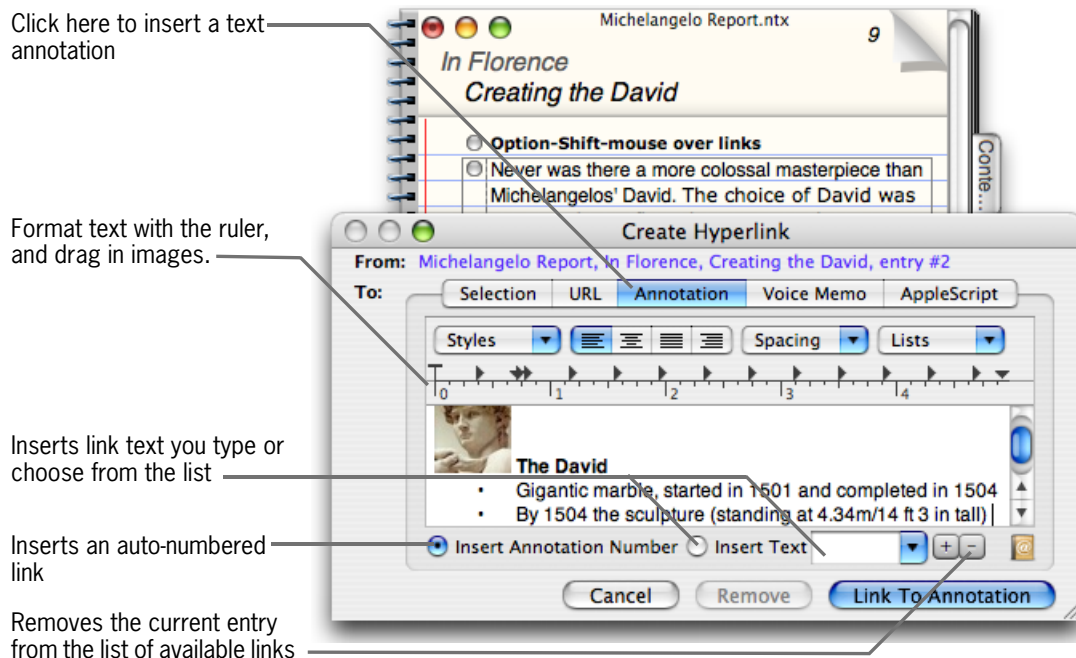
Add Text Annotations (Footnotes) & Endnotes

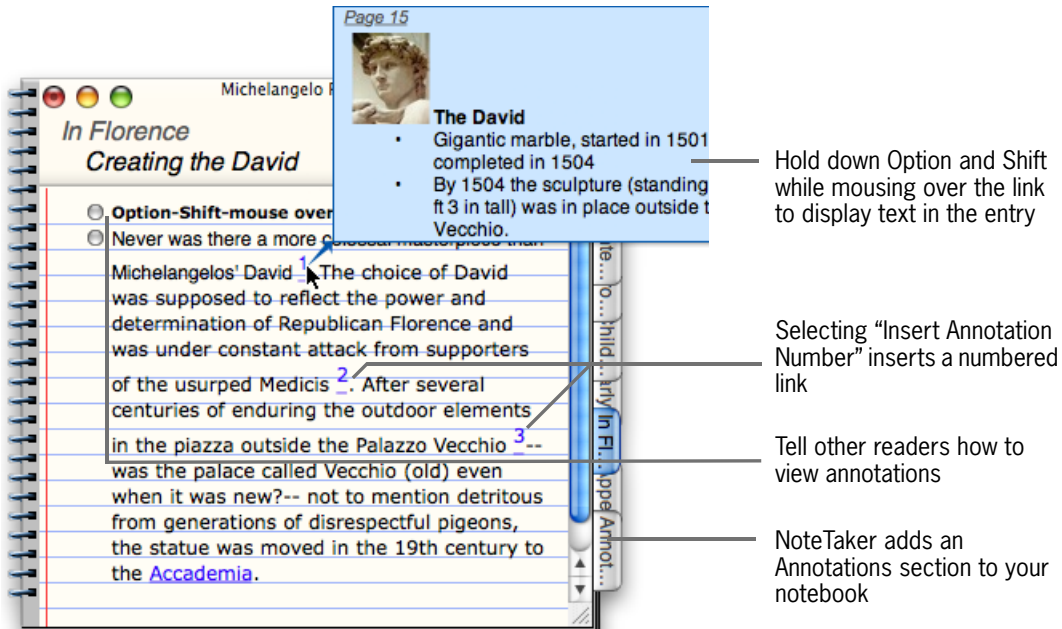
Insert pop-up text annotations in your outline that readers can view without leaving the page or having to scroll. This feature is perfect for embedding references, citations, or footnotes. Display the annotation using NoteTaker's X-Ray Info Box™. Also view them as endnotes on a separate page in the notebook's Annotations section. You can insert an annotation as an auto-numbered link, using your own link naming scheme, or as a regular text link.

- 1 Click in your outline where you want to insert the annotation's link, or select text in the outline to be the source of the link.
- 2 Choose Edit > Create Hyperlink (or click the Hyperlink tool in the toolbar). Then click the Annotation button in the Create Hyperlink panel.
- 3 Type your annotation in the panel. Display the ruler (View > Ruler) to add text formatting. Also drag in any pictures you want to include.
- 4 If you're inserting a link, select "Insert Annotation Number" to insert an auto-numbered link (1, 2, 3, etc.). Or, select "Insert Text" and either type custom link-text (such as "more"), or choose an existing custom link from the list. Then click the Link to Annotation button.
- 5 In your outline, hold down the Option and Shift keys while mousing over the link to see the pop-up annotation.

Hyperlink

Opens a panel for inserting annotations



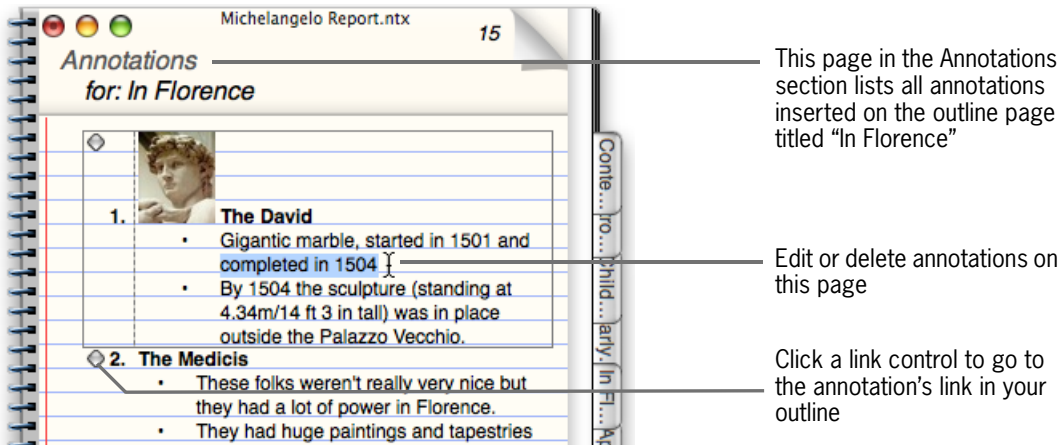


Hold down Option and Shift while mousing over the link to display text in the entry

Selecting "Insert Annotation Number" inserts a numbered link

Tell other readers how to view annotations

NoteTaker adds an Annotations section to your notebook



This page in the Annotations section lists all annotations inserted on the outline page titled "In Florence"

Edit or delete annotations on this page

Click a link control to go to the annotation's link in your outline

WHAT ELSE?

If after removing or rearranging annotations, your auto-numbered links are out of order, choose the Tools > Renumber Annotation Links command.

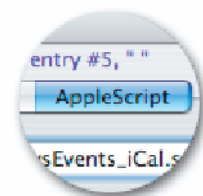
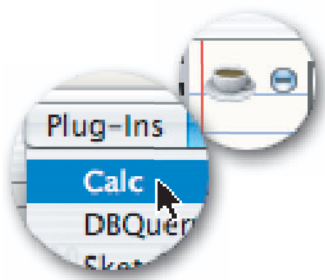
To delete an annotation, delete both its link from your outline and the annotation itself from the Annotations section. Or to keep the annotation's text around and just remove the link to it, delete only the link. Then choose Tools > Remove Orphaned Links to remove reverse linking from the Annotations page.

💡 Insert annotations directly from your Apple address book, or annotate your notebook with voice memos. See "Insert Address Book Annotations" on page 91 and "Insert a Voice Annotation" on page 96.

Pictures, Interactive Content, & Tools

Chapter Three

- Add Pictures and PDF Images
- Insert Flash Animations and Controls
- Add Java Applet Plug-Ins
- NoteTaker Demo Plug-Ins
- Automate Workflow with AppleScript
- Scan Images Into a Notebook
- Draw Freehand Stylus Sketches

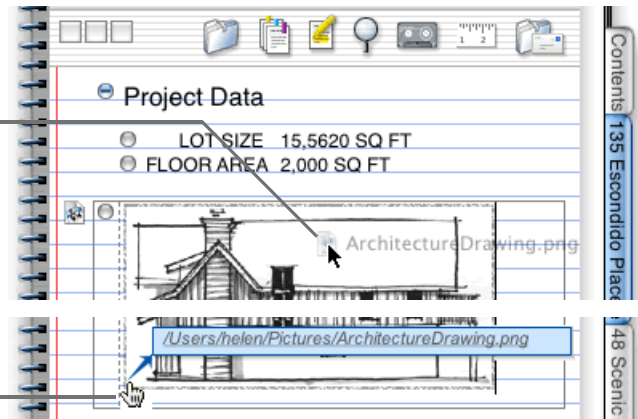


Add Pictures and PDF Images

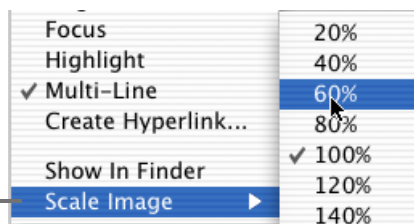
Display pictures in an outline by dragging any picture or PDF file from the Finder. As long as the original file stays in the Finder, the picture will appear in the outline. If instead you think the original file might get deleted from the Finder, or if you might want to email the notebook somewhere else, Option-drag the picture to attach a copy that resides within the notebook. This makes the notebook file bigger, but the picture sticks with it no matter what.

- To display a picture in an outline entry by linking to the picture file in the Finder, drag a picture or PDF file from the Finder to the entry. To instead copy the picture into the notebook, Option-drag from the Finder.
- To add one or more pictures so each displays on a new page, drag (or Option-drag) them to the Contents page or a section listing.
- To scale a picture in an outline, Control-click it and choose a percentage from the Scale Image menu.

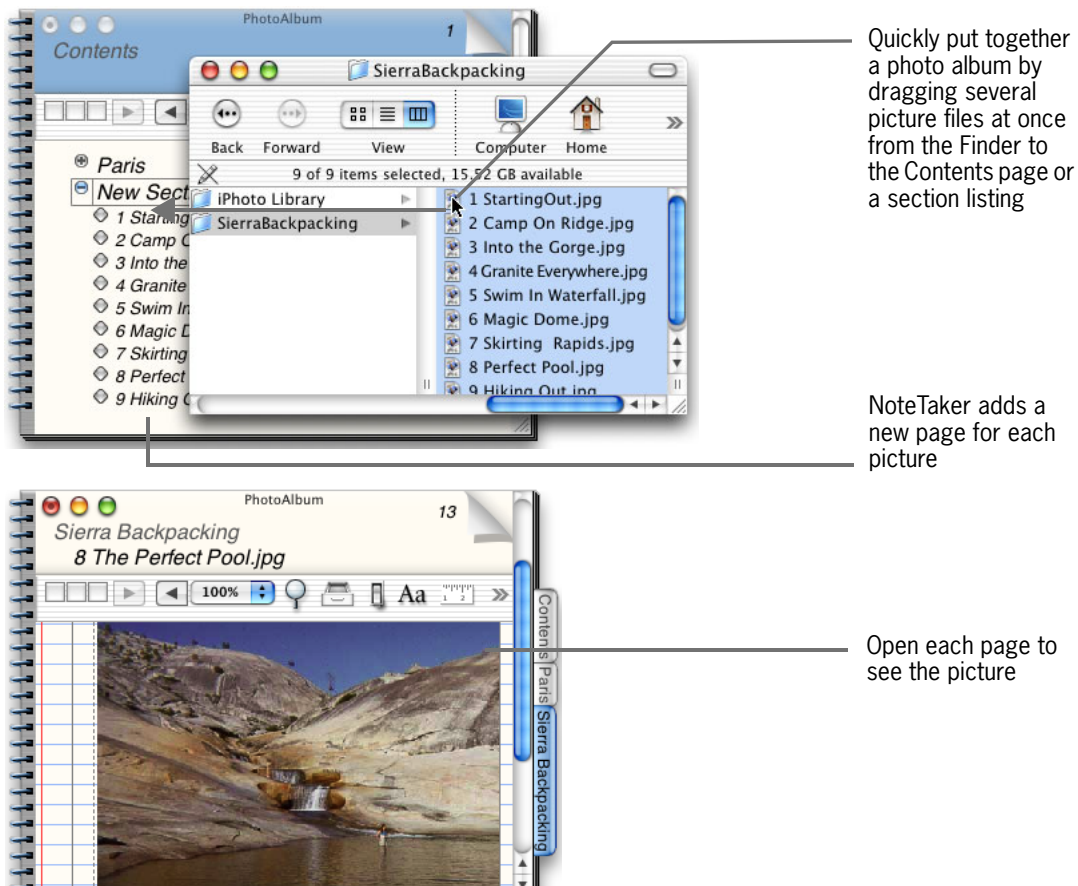
Just drag (or Option-drag) a picture file from the Finder—into an existing entry, or NoteTaker will create a new one



Hold down the Option key over the picture to see a reminder of where its document is stored in the Finder



Control-clicking anywhere in an image opens a menu where you can scale the image to any size



Quickly put together a photo album by dragging several picture files at once from the Finder to the Contents page or a section listing

NoteTaker adds a new page for each picture

Open each page to see the picture

WHAT ELSE?

! To save a notebook for storage on a different file system or device without losing linked pictures, see “Remotely Archive or Transfer Notebooks” on page 17.

Add background images to notebook pages, too. See “Design the Page” on page 60 and “Design a Whole Notebook” on page 62.

If you move or rename a picture in the Finder that’s linked to your notebook, NoteTaker can still display it. But if you delete the original, NoteTaker won’t display it. If you instead attach a copy of the picture by Option-dragging, NoteTaker will display it no matter what.

If you’re running OS X version 10.3 or later, a multiple-page PDF appears in a scrolling view. On earlier versions of OS X, a multiple-page PDF appears as a PDF icon, which can be scaled-down by Control-clicking it and choosing a command from the Scale Image menu.

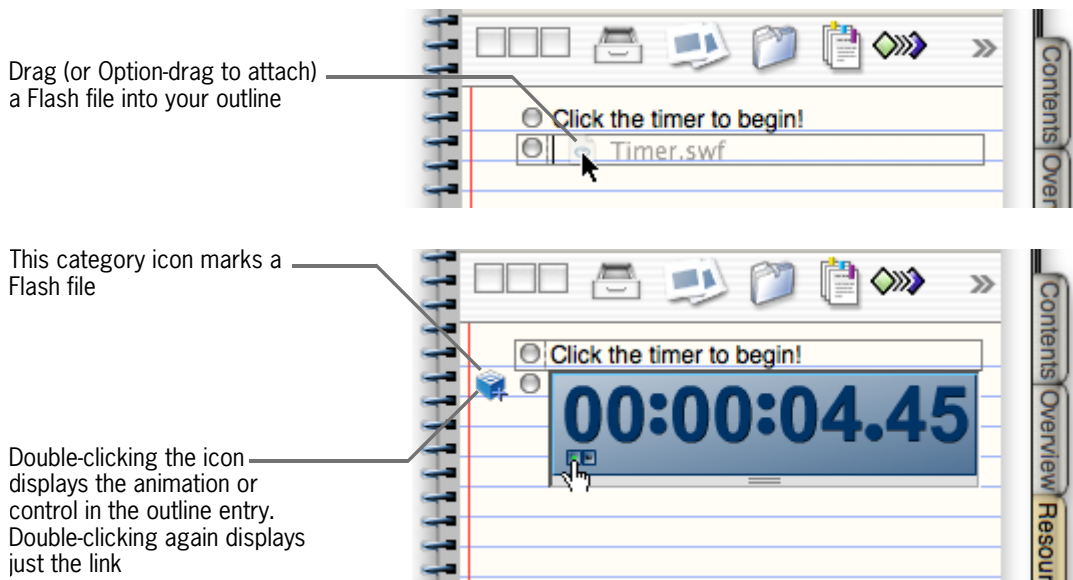
If you don’t want single-page PDFs to display as full images, turn this off in NoteTaker’s Entries preferences. See “Customize Outline Display” on page 127..

Dragging or Option-dragging a picture to an outline retains its original file format (such as JPEG or GIF), while copying and pasting it turns it into a bitmap

Insert Flash Animations and Controls

Add fully functional Flash animations and interactive controls to your outline by dragging the source Flash file into an outline entry.

- To add the Flash file, drag (to make a link) or Option-drag (to attach a copy) the Flash document from the Finder to an outline entry.
- To display the Flash content in your outline, double-click its category icon.
- To instead display content in your computer's media player, double-click the file's text link.



WHAT ELSE?

⚠ To save a notebook for storage on a different file system or device *without* losing linked Flash animations, see "Remotely Archive or Transfer Notebooks" on page 17.

If you move or rename a Flash document in the Finder that's linked to your notebook, NoteTaker can still find and open it. But if you delete the original, NoteTaker won't be able to open it. If you instead attach a copy of the document by Option-dragging, NoteTaker will be able to open it no matter what.

💡 Show your animations on the Internet by publishing your Flash-enhanced notebook on the Web. See "Publish a Web Notebook On the Internet" on page 116.

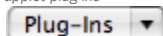
Add Java Applet Plug-Ins

Add data processing and other powerful tools to your outline by embedding plug-in Java applets. NoteTaker includes several demo applets, and developers and software designers can create and add their own applets, as well.

- 1 Click in the outline entry where you want to insert a plug-in, or select an entry to insert the plug-in after it.
- 2 From the Outline > New Plug-In Entry menu, choose the plug-in you want to insert. Or choose a plug-in from the Plug-Ins list in your toolbar (if it's showing).

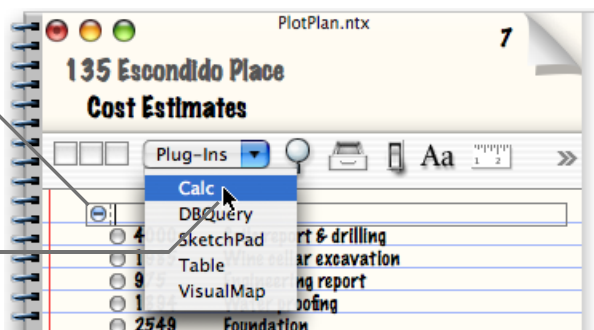
Plug-Ins Tool

Opens a menu of Java applet plug-ins




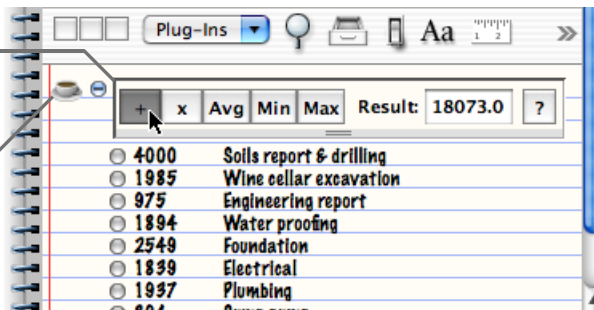
Select where you want to insert the plug-in

Choose a plug-in from the Plug-Ins list in your toolbar (if it's showing), or from the Outline > New Plug-In Entry menu




Here, the Calc plug-in was inserted, which performs calculations on numbers listed in all sub-entries

Plug-ins are marked by a Java  category icon





WHAT ELSE?

 NoteTaker Java applet plug-ins require OS X 10.3 or later, and Java 1.4.2 Update 2 or later. Please run System Update to make sure your currently installed version of Java is up to date.

Plug-ins store all data you enter in them, and they reopen in the same state as when you last viewed them. To instead reset a plug-in to its initial state, use the Edit > Reset Applet command.

For details about using each of NoteTaker's demo plug-ins, see "NoteTaker Demo Plug-Ins" on page 50.

For information on using our public API to develop your own custom plug-ins for NoteTaker, visit www.aquaminds.com/developer.jsp, and download our free Software Developer Kit (SDK).

 Command-double-click an applet's category icon  (or use the View > Floating command) to display the applet in a separate, floating window rather than in the outline. When you close the floating window, the applet reappears in your outline.

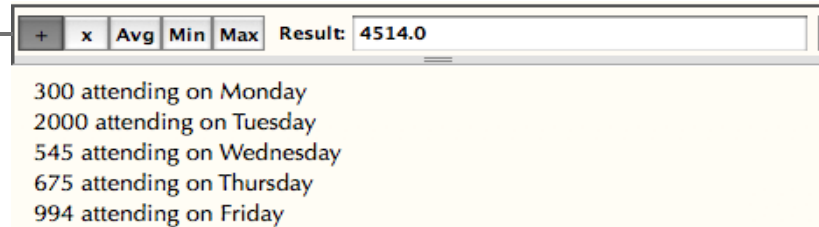
NoteTaker Demo Plug-Ins

NoteTaker includes the following demo Java applets available from the Plug-Ins tool.

Calc - Performs simple math on numbers listed in outline entries

Calc computes all numbers (no commas) that appear first in each of its immediate sub-entries (one level down, only).

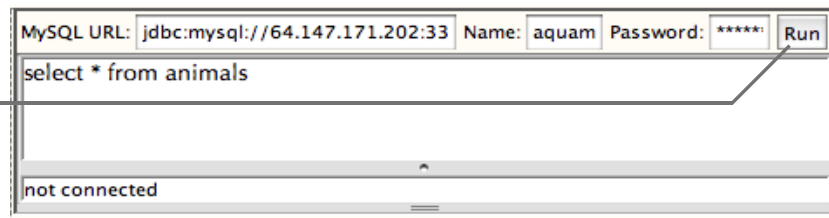
Click these buttons to compute the numbers below



DBquery - Performs database queries from within notebook pages

DBquery embeds SQL queries in an outline entry and retrieves data from remote servers, such as the default test server hosted by AquaMinds in California (USA), below. DBQuery uses an open-source MySQL JDBC driver and can access MySQL databases, only. It can also be “extended” to access any database for which there is a JDBC driver, including most commercial systems such as Oracle, IBM/DB2, Sybase, MS SQL Server, MySQL and FileMaker.

Click while connected to the Internet, to retrieve query results and add them to the current outline page

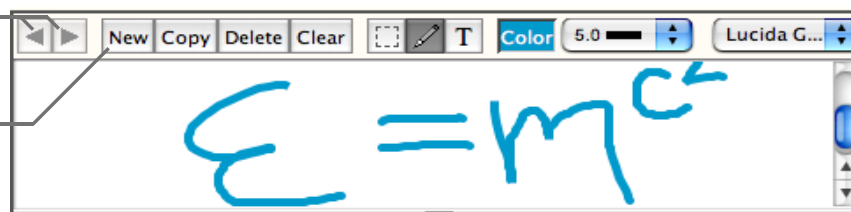


SketchPad - Add freehand drawings to your notebook

SketchPad is a multi-page, freehand drawing program driven by a mouse other pointing device.

Navigate existing sketches

Create a new sketch (saves the previous one)



Draw or type text with the Pen or Text tool (select a Color for either tool, line thickness for the Pen, and a font for Text). Click the Selection tool to select individual drawings on the page. Click inside the canvas and click Copy to paste your sketch as an image, either in a notebook or in another application, like Mail.

Table - Organizes information in simple columns

Table creates a text-only chart for organizing information in rows and columns. Use the Copy buttons to copy table contents as text, an image, or to the current outline page. Resize columns by clicking the border between them to activate the width control.

Click a column (or row) head to select the row or column

Then insert a column or row before or after the selection

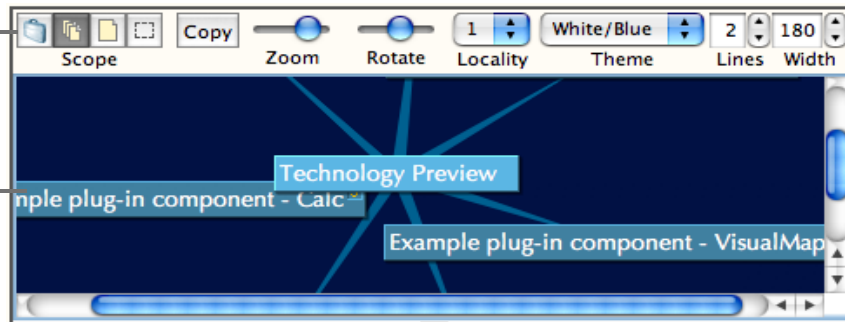
	A	B	C	D
1	Plug-in Examples	What is it?	How does it work?	Persistence state
2	Calc	single line calculator	computes outline data	X
3	DBQuery	SQL query	fetches remote	X

VisualMap - Creates dynamic visual maps of notebook outline content

VisualMap presents your outline as a cluster diagram based on its content and levels. Locality controls the levels being drawn. Lines and Width apply to node text. Choose a Theme to view different color combinations. Use the Copy button to copy the chart as an image to your outline or an application like Mail.

Choose a Scope of notebook, section, page, or selected outline entries

Click a node to navigate to that page



WHAT ELSE?

⚠ NoteTaker Java applet plug-ins require OS X 10.3 or higher, and Java 1.4.2 Update 2 or later. Please run System Update to make sure your currently installed version of Java is up to date.

For details on inserting plug-ins and using them in general, see “Add Java Applet Plug-Ins” on page 49.

💡 Tips:

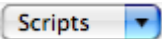
- Include the Table applet in a NoteTaker slide show.
- Email a table image by using the Table applet’s Copy: Image command.
- Print a VisualMap by copying it to your outline and using the File > Print command.

Automate Workflow with AppleScript

Automate workflow in amazingly powerful ways using the wide array of NoteTaker's custom *AppleScript* commands. With a single command, perform mega Web searches on a selected word or phrase and copy top results to your notebook. Display today's iCal schedule in your To Do list. Export a voice memo to iTunes, record a meeting video in iSight, or similarly exchange data with many other popular applications and devices, including email programs, your iPod, the Palm desktop, and more. Run Applescript commands from a menu, or insert them as buttons or text links directly in your outline.

Scripts Tool

Opens a menu of AppleScripts



Hyperlink

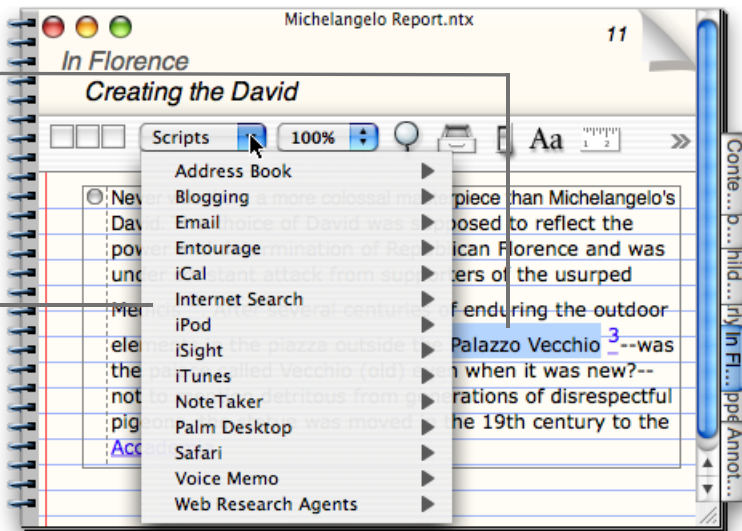
Opens a panel where you can create links to AppleScripts

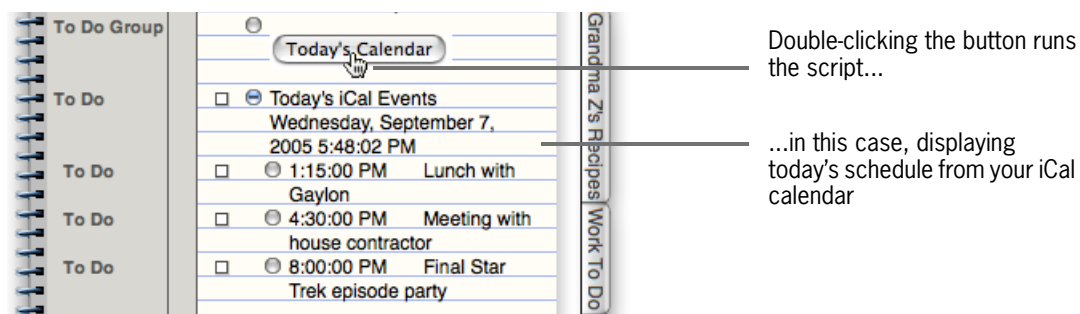
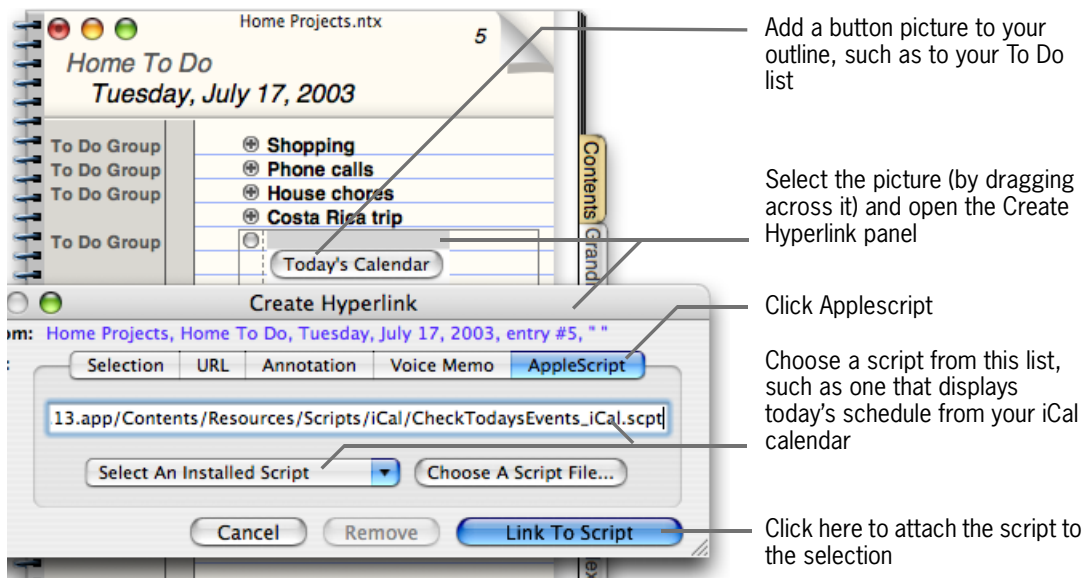


- To run a script that acts on a text selection—for example, to perform a mega Web search on a phrase in your outline—select the phrase. Then choose the appropriate script from either the Scripts menu, or from the Scripts list in your toolbar.
 - ! If you don't see the Scripts menu, go to NoteTaker's General preferences and check the Include AppleScript menu option to make the menu appear.
- To attach a script to a picture or text link in your outline (a script that doesn't act on a selection), select the picture or text. Then open the Create Hyperlink panel (Edit > Create Hyperlink), click the Scripts button in the panel, choose the script you want to attach, and click Link to Script.

Depending on the script, select what you want to run the script on—such as text for performing a mega Web-search

Choose a script from the Scripts list in your toolbar (if it's showing), or from the Scripts menu





WHAT ELSE?

For a description of each available script, and to download new scripts, visit <http://www.aquaminds.com/scripts.jsp>.

To add your own scripts or newly downloaded scripts to NoteTaker's Scripts menu, see "Add New AppleScripts" on page 156.

! If you installed scripts with a previous version of NoteTaker and now see duplicate scripts in your Scripts menu, go to either of the following folders, remove the scripts, restart NoteTaker, and duplications will be gone:

- ~/Library/Scripts/NoteTaker
- /Library/Scripts/NoteTaker

Scan Images Into a Notebook

NoteTaker has a built-in scanning tool that works with scanners supported by Apple's ICA driver for OS X or that come with their own TWAIN driver (see the next page for which scanners will work). Scan photographs, paper documents, or anything else you might scan into a regular image processing application, directly into a NoteTaker notebook.

Scan Document

Opens a panel for scanning an image from a scanner and inserting it in a notebook



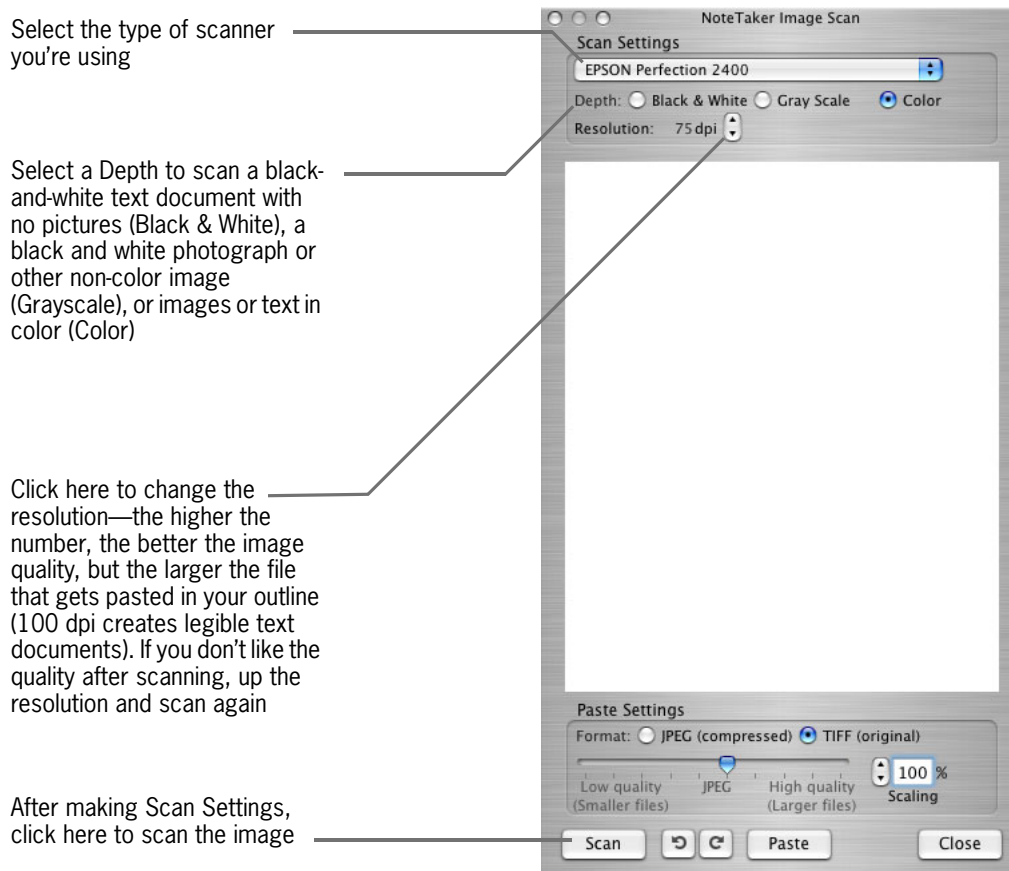
- 1 Put what you want to scan on your scanner. Then optionally select the outline entry you want to insert the image in (otherwise NoteTaker will open a new notebook), and choose Tools > Scan Image or click the Scan Document tool in the toolbar.
- 2 In the NoteTaker Image Scan panel, select the type of scanner you're using, a bit depth (depends on whether you're scanning text, a black-and-white image, or colored images or text), and a resolution, which determines the quality and size of the scanned image. Then click Scan.
- 3 After the image is scanned into the panel, rotate the image if necessary, drag around the part of it you want to insert, optionally scale and compress the image, then click Paste to paste it your notebook.

Select the type of scanner you're using


Select a Depth to scan a black-and-white text document with no pictures (Black & White), a black and white photograph or other non-color image (Grayscale), or images or text in color (Color)

Click here to change the resolution—the higher the number, the better the image quality, but the larger the file that gets pasted in your outline (100 dpi creates legible text documents). If you don't like the quality after scanning, up the resolution and scan again

After making Scan Settings, click here to scan the image



Once the image is scanned, you can rotate and crop it, then paste it into an outline.



The screenshot shows the 'NoteTaker Image Scan' dialog box. It has two main sections: 'Scan Settings' and 'Paste Settings'. The 'Scan Settings' section includes a dropdown menu for the scanner (currently 'EPSON Perfection 2400'), radio buttons for 'Depth' (Black & White, Gray Scale, Color), and a 'Resolution' dropdown (currently '75 dpi'). The 'Paste Settings' section includes radio buttons for 'Format' (JPEG (compressed), TIFF (original)), a 'Scaling' slider (currently at 100%), and buttons for 'Scan', 'Rotate Left', 'Rotate Right', 'Paste', and 'Close'. A central preview window shows a scanned image of a desert landscape with a black selection box around a portion of it. Annotations with arrows point to various controls: the rotate buttons, the selection box, the 'Paste' button, the 'Format' radio buttons, the 'Scaling' slider, and the 'Paste' button again.

Click these buttons to rotate the image left or right

Drag a selection box to crop the image that gets pasted

Optionally click here to paste the image as a compressed JPG, which makes the resulting file smaller (color images, only)

Then drag the slider to select the amount of compression. If you don't like the image after pasting, delete it from your outline, select a higher-quality here, and paste again

Scales the pasted image larger or smaller

Inserts the cropped, rotated, compressed, and/or scaled image into the current outline entry or a new notebook

WHAT ELSE?

To work with NoteTaker, a scanner must be supported by Apple's Image Capture Architecture (ICA) or have a TWAIN driver. For OS X version 10.2, supported scanners include the EPSON Perfection models 1640, 1650, 1660, 2400, and 2450. For OS X version 10.3, many more scanners are supported. For a complete list, visit the Apple Web site.

! It's highly recommended that you install the latest drivers for your specific model of scanner. You can get these from the vendor's Web site. Don't use drivers from the CD that came with your scanner with as they might not be current or correct for use with OS X.

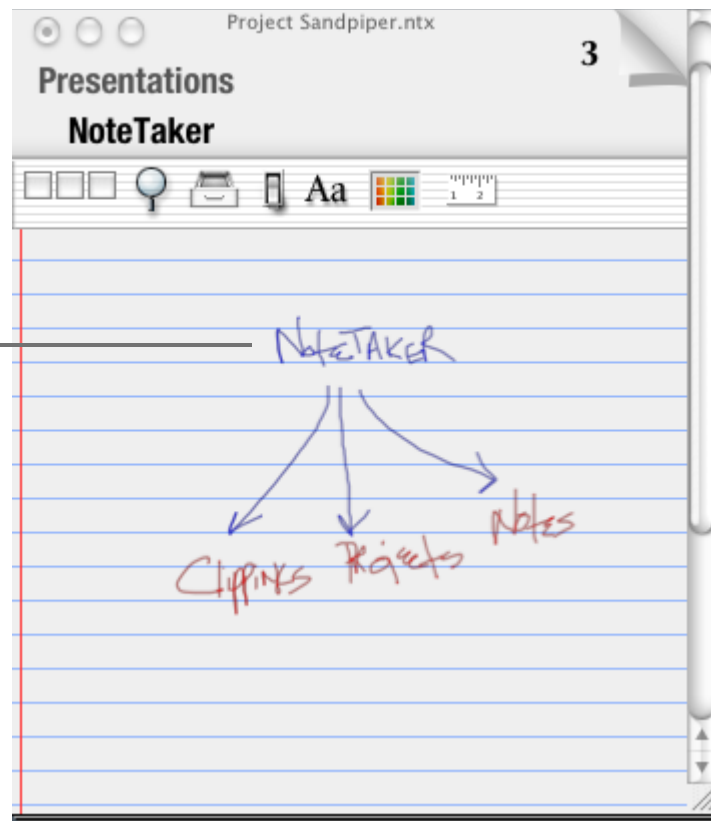
If you have multiple scanners connected to your computer that are supported by NoteTaker and use Apple's ICA, they will all be available in the Image Scan panel—you can choose the one you want each time you scan. If instead they have TWAIN drivers, only one scanner will be available—usually the first one in the list.

Draw Freehand Stylus Sketches

If you have a stylus and tablet, use InkPad or another OS X drawing application to insert scribbles and free-hand sketches directly in your notebook.

- To add a sketch from Inkpad, create the sketch. Then use drawing mode (recognition turned-off) to send the image to NoteTaker.
- To add a sketch from another drawing program, create the sketch and drag the resulting image to an outline.

Insert a free-hand sketch from Inkpad or another OS X drawing program



WHAT ELSE?

You can also draw freehand sketches directly in your outline using NoteTaker's demo SketchPad plug-in. See "Add Java Applet Plug-Ins" on page 49, and "NoteTaker Demo Plug-Ins" on page 50.

Designing Your Notebook

Chapter Four



- **Format Text in Outline Entries**
- **Format Text in an Entire Notebook**
- **Design the Page**
- **Design a Whole Notebook**
- **Highlight Text with Colored Pens**
- **Design the Cover**



Format Text in Outline Entries

You can design the look of text in an outline pretty much however you want. Choose fonts, sizes, and colors, center text or line it up along a ruler, even adjust margins and line spacing.

Fonts Tool

Opens the Fonts panel

Aa

- To change the font or size of text in an outline entry, select the text or entry, choose the Format > Font > Font Panel command, and make selections in the Fonts panel.
- To change the color of text, select it or the entry, choose Format > Colors, and click a color in the Colors panel.
- To center or right-align text, line it up with tab marks on a ruler, change margins, or adjust line spacing: Display the ruler, select the text, and make settings on the ruler.
- To format lists, select text within an entry and choose a Lists style from the ruler (OS X version 10.4.2 and later).

Ruler Tool

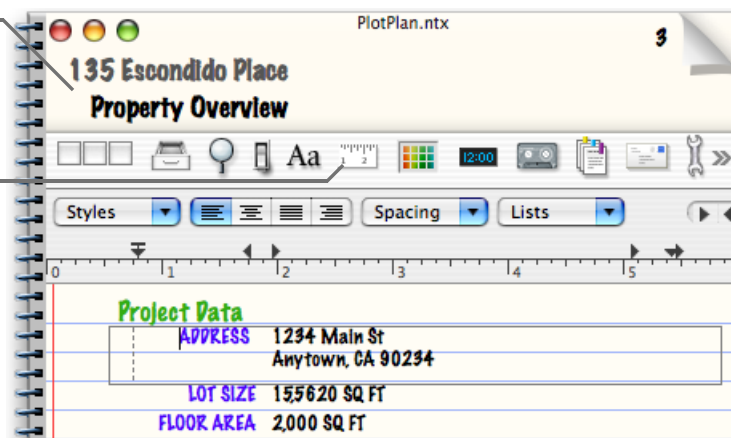
Displays or hides the Ruler



Design the look of section and page titles in NoteTaker's Format Preferences

Shows or hides the standard OS X ruler (or choose View > Ruler)

Click inside an entry to see all ruler settings, for adjusting line spacing, formatting lists (OS X 10.4.2), inserting tabs, and more



WHAT ELSE?

You can also align selected text using commands in the Format > Text menu.

The exact controls in your ruler depend on your version of OS X.

- With OS X 10.3 or later, you can create and apply favorite styles using a Styles menu in the ruler. Styles that appear here include Apple's default styles, and any other styles you've created under the same user account as when you're viewing the notebook. To create a style, format text as you want the style, select the text, and choose Other from the Styles menu. Favorite styles are a feature of several OS X applications; for more details on using them, see TextEdit's Help. You can also apply favorite styles using the Format > Favorite Styles command.
- With OS X 10.4, you can format lists from the ruler.

Set a default font for all new outline entries, and design text in the page-title area, using NoteTaker's Format Preferences. See "Choose Default Fonts" on page 125 and "Format Text in an Entire Notebook" on page 59.

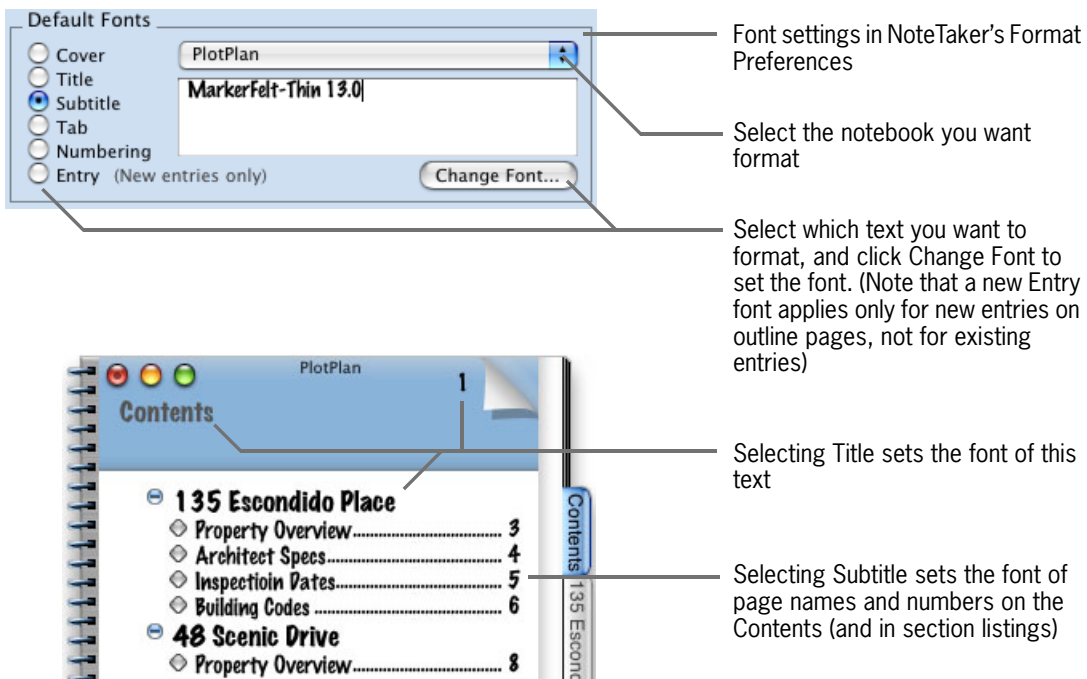
If you use fonts, colors, or the ruler a lot, put their respective tools in your toolbar. See "Build Your Own Toolbar" on page 132.

💡 If you're editing an outline entry while the ruler is showing, pressing Tab advances to the next tab stop rather than indenting the entry. To have Tab advance to a tab stop even when the ruler isn't showing, use the Entries preferences. See "Customize Outline Editing and Links" on page 126.

Format Text in an Entire Notebook

Apply a text design throughout a notebook using NoteTaker's Format preferences. You can set the font of text in page titles, on the Contents, in section listings, and even on the notebook's tabs. You can also choose a font for all new entries on outline pages.

- 1 Open the notebook you want to format, choose Preferences from the NoteTaker menu, and click the Format tab in the Preferences panel.
- 2 Under Default Fonts, select the notebook you want format. Then select and change the font of Title, Subtitle, Tab, and so on.



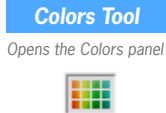
WHAT ELSE?

You can also use Preferences to make default font settings for all your notebooks. See "Choose Default Fonts" on page 125.

Adjust the space between outline entries in all your notebooks using Format Preferences. See "Design Default Page Styles" on page 128.

Design the Page

Spiff up your pages even more by applying a new page style such as graph or plain paper, a background color or image, different looking controls or a numbering scheme, and by hiding any page elements you don't need.



Hide Toolbar Choose the View > Toolbar command

Change page color Drag a color from the Colors panel to an empty area on the page

Hide controls and icons Choose Controls or Category Icons from the View menu

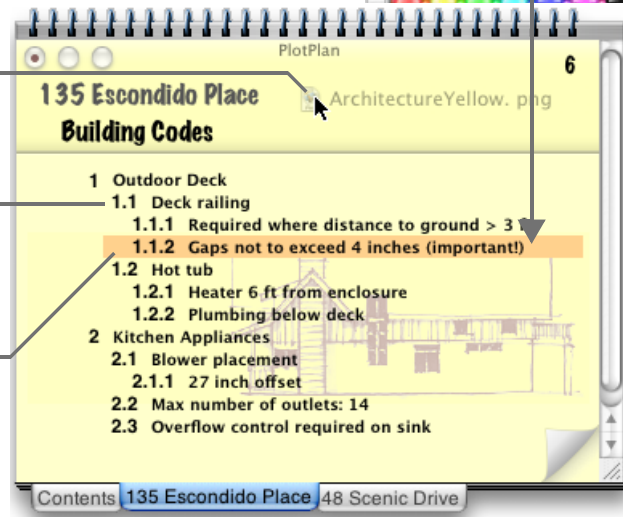
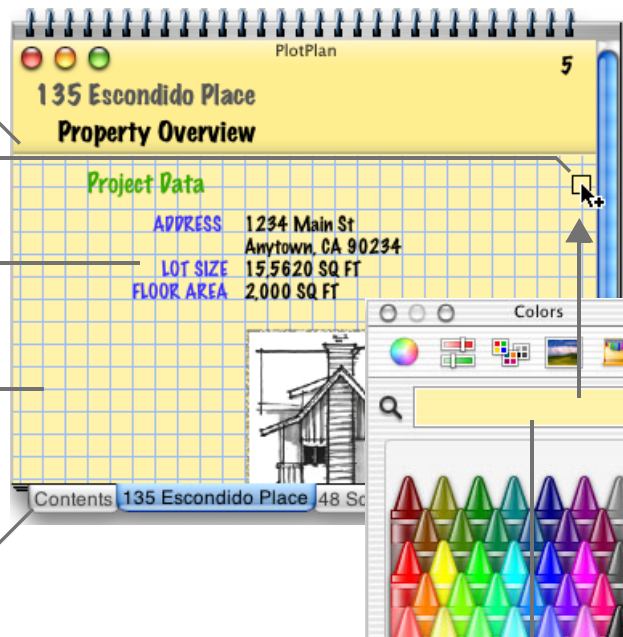
Change page style Choose Graph, Plain, or another style from the Format > Page Style menu

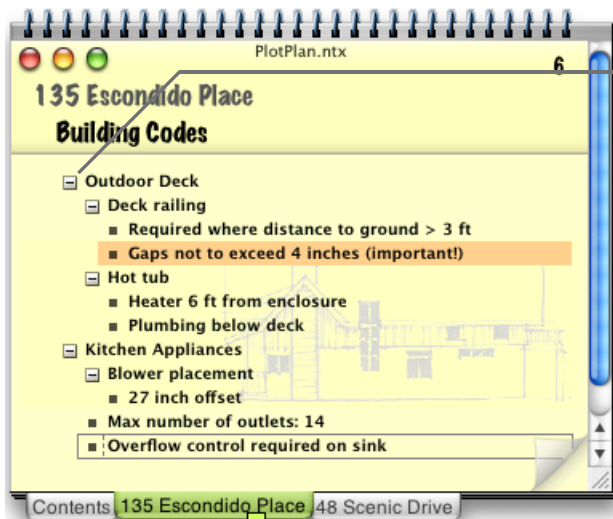
Reorient (or hide) tabs Use the Format > Tabs menu

Add background image Drag an image from the Finder to the title area

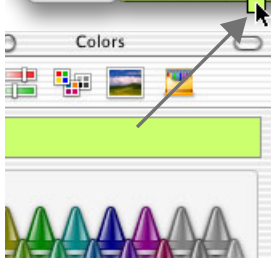
Show numbering format Use the Format > Entry Numbering menu

Change entry color Drag a color from the Colors panel to inside the entry (remove the color using the Format > Background Color > Remove from Entry command)

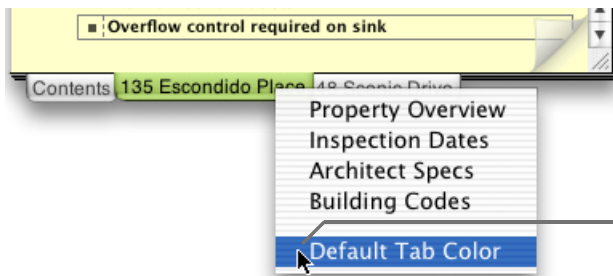




Change Control Style
Choose another style using NoteTaker's Windows Preferences



Change tab color Drag a color from the Colors panel to the tab



Revert to default tab color
Control-click the tab and choose Default Tab Color from the pop-up menu

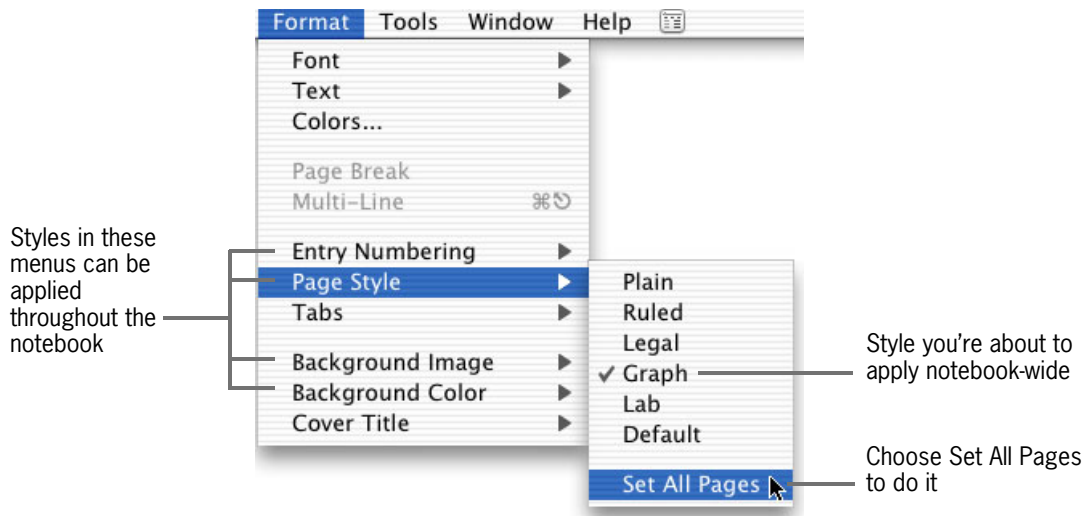
WHAT ELSE?

Apple's desktop images make great full-page backgrounds. In the Finder, go to Library/Desktop Pictures. To resize, reposition, or remove a background image, use the Format > Background Image menu. To reapply the default page background color set in Preferences (which is white unless you've changed it), choose Format > Background Color > Page Default. To set a background color for the page-title area of all Contents and section pages, see "Design Default Page Styles" on page 128. When you use the Legal or Lab page style, a background color is chosen for you. If you add color to a page entry on the Contents, the color appears for that page on the section listing, too.

Design a Whole Notebook

NoteTaker makes it easy to apply the same background, page, or numbering style, to an entire notebook.

- 1 Go to any page in the notebook and apply a background image or color, a page style, and a numbering format, as described on the previous page.
- 2 In the Format menu, go to the Entry Numbering, Page Style, and Background Image or Background Color menus, and choose Set All Pages from each menu to apply its current setting throughout the notebook.



WHAT ELSE?

Set default styles for all notebooks using NoteTaker's Format Preferences. See "Design Default Page Styles" on page 128.

To set any of these styles back to the default defined in Preferences, go back to the appropriate menu in the Format menu, and choose Default. To then apply the default throughout the notebook, choose Set All Pages.

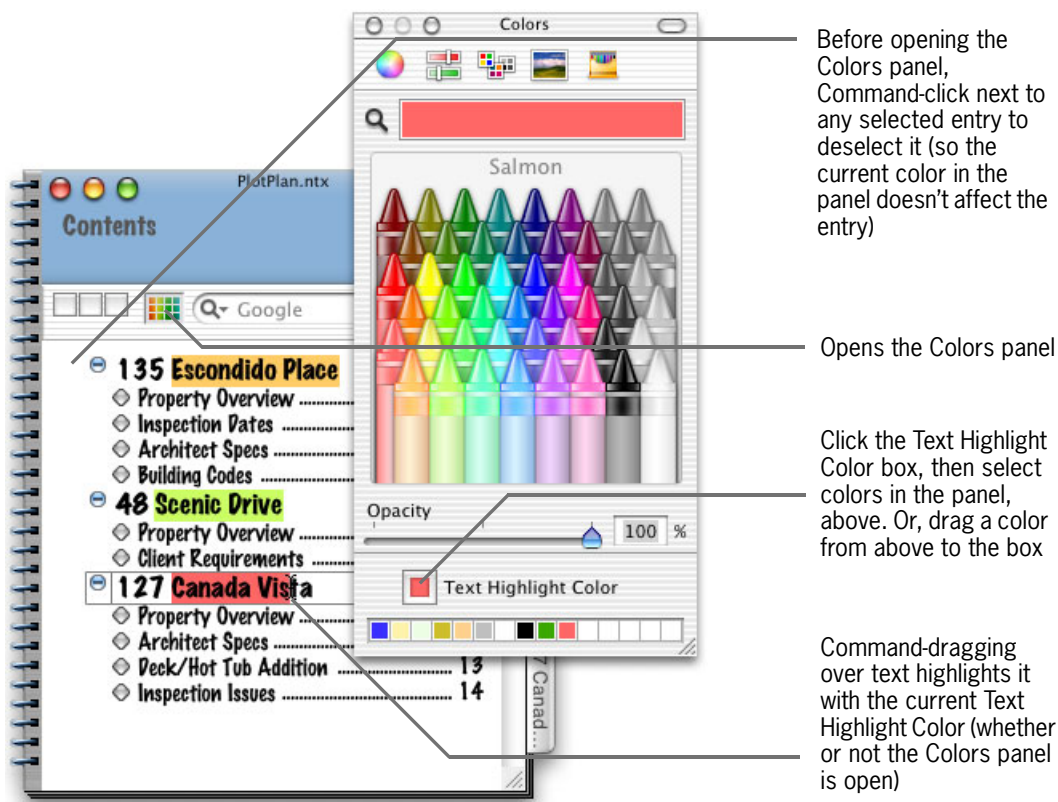
Highlight Text with Colored Pens

Add color coding, emphasis, or just a bit of decoration to your notebook by highlighting text with a colored “pen.” Use any color you want, by selecting it from the Colors panel.

- 1 Make sure no outline entry or text is selected on the current notebook page. Then open the Colors panel (choose Format -> Colors or click the Colors tool).
- 2 Click the Text Highlight Color box at the bottom of the panel to select the box. Then select colors from the panel until you get the one you want to use for highlighting.
- 3 In the outline, hold down the Command key and drag over text you want to highlight.

Colors Tool

Opens the Colors panel



WHAT ELSE?

To remove highlighting from text, Command-Option-drag over the text. Or select one or more text entries, and choose Format > Remove All Highlighting.

To change the color of existing highlighting, select another Text Highlight Color and Command-drag over the text, again.

If you use colors a lot, put the Colors tool in your toolbar. See “Build Your Own Toolbar” on page 132.

Design the Cover

Of course every notebook has a cover, which can have title text in any font, size, and color, and either a background color or image.

Cover Tool

Shows or hides the notebook's cover



- To display a notebook's cover, choose the Window > Cover command or click the Cover tool. Choose Cover All to display covers of all open notebooks.
- To edit cover text, double-click any existing title, type one or more lines of text, and use the Fonts and Colors panel to format its look.
- To have a notebook open to the cover page, close it while the cover is showing (you'll have to choose File > Close, as there won't be a close button).

New notebook's default cover

Type cover text Double-click the existing title, and type a new one. Press Return to enter multiple lines (or linespaces)

Position (or hide) title Choose a command from the Format > Cover Title menu

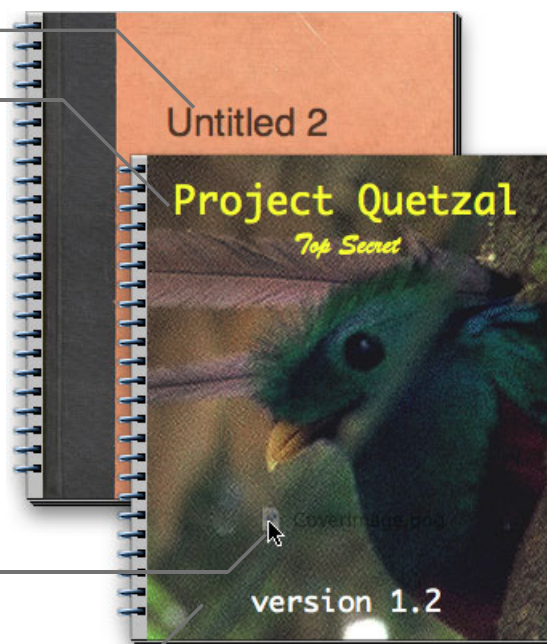
Set font, size, and color Select text and use the Font and Color panels

Align text Use the Format > Text menu

Set background color Drag a color anywhere on the cover (except over text)

Add background image Drag an image from the Finder (replaces background color)

Open the notebook Click anywhere on the cover



WHAT ELSE?

To set a default cover style for all notebooks, see “Choose Default Fonts” on page 125 and “Design Default Cover Styles” on page 129.

Password-protect sensitive notebooks, then cover them when unattended to prevent passerbys from uncovering them without the password. See “Password Protect a Notebook” on page 120.

To place the Cover tool in your toolbar, see “Build Your Own Toolbar” on page 132.

💡 Get great background cover images from:

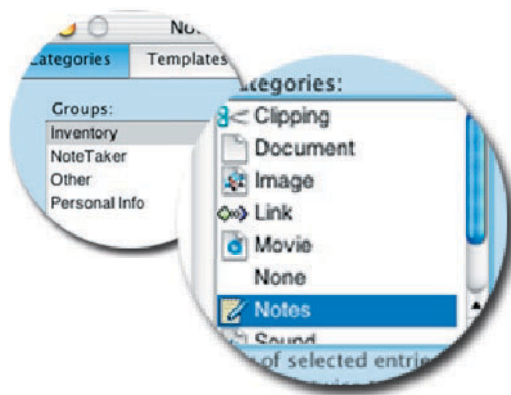
- Apple's own desktop backgrounds (Library/Desktop/Pictures)
- Aquaminds Web site (<http://www.aquaminds.com/covers.jsp>)

Using Categories & Templates

Chapter Five



- Categorize Entries for Quick Retrieval
- Create Your Own Categories
- Create Templates for Quick “Form” Entry
- Insert Templates in Your Outline
- Modify an Existing Template
- Manage a Freeform Database



Categorize Entries for Quick Retrieval

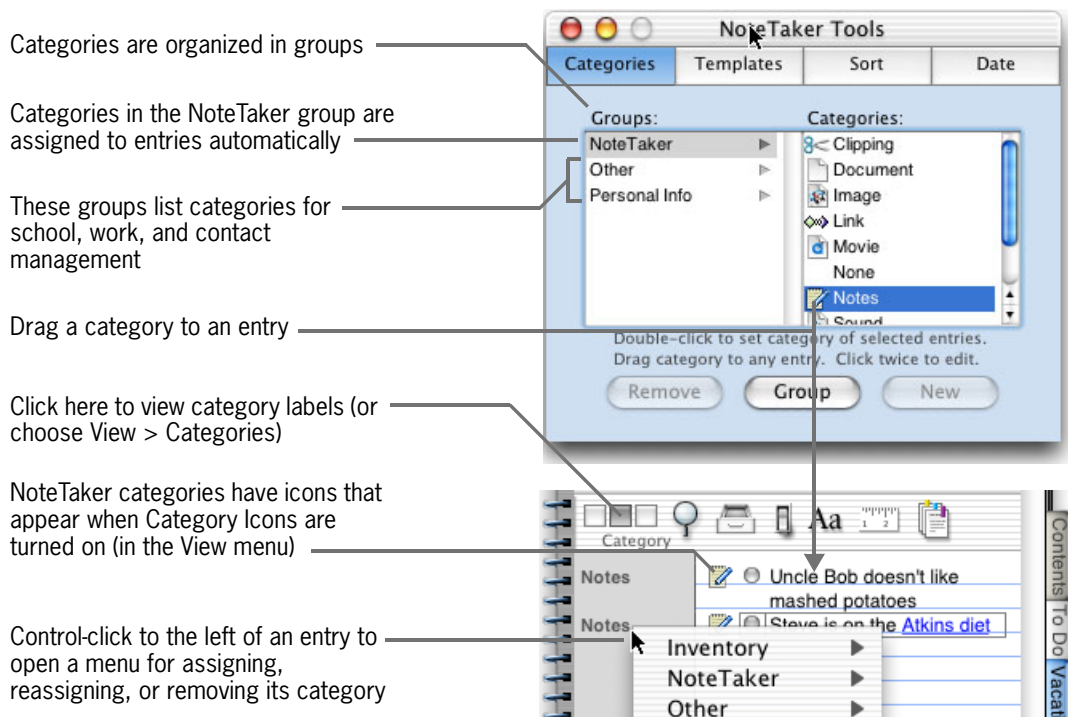
You can classify notebook entries in categories, such as a Project Deadlines or Birthdays category. Then quickly look up all your deadlines, birthdays, or other related information, later—in your notebook’s Index or using the Highlight & Summarize tool.

Tools Icon

Opens the Tools panel where you can access categories



- To see available categories, open the NoteTaker Tools panel to the Categories tab (choose Tools > Categories or click the Tools icon in your toolbar).
- To categorize an entry, browse to the category in the Tools panel and drag it to the entry. Or select one or more entries and double-click the category in the panel to categorize all the entries at once.



WHAT ELSE?

If you use categories a lot, put the Tools icon on your toolbar. See “Build Your Own Toolbar” on page 132.

To find out all the ways you can take advantage of categories, see: “Create Templates for Quick “Form” Entry” on page 68, “Create Summary Reports” on page 80, “Index Your Notebook” on page 82, “Sort and Alphabetize” on page 75, “Build an Address Book From Scratch” on page 90, and “Manage a Freeform Database” on page 71.

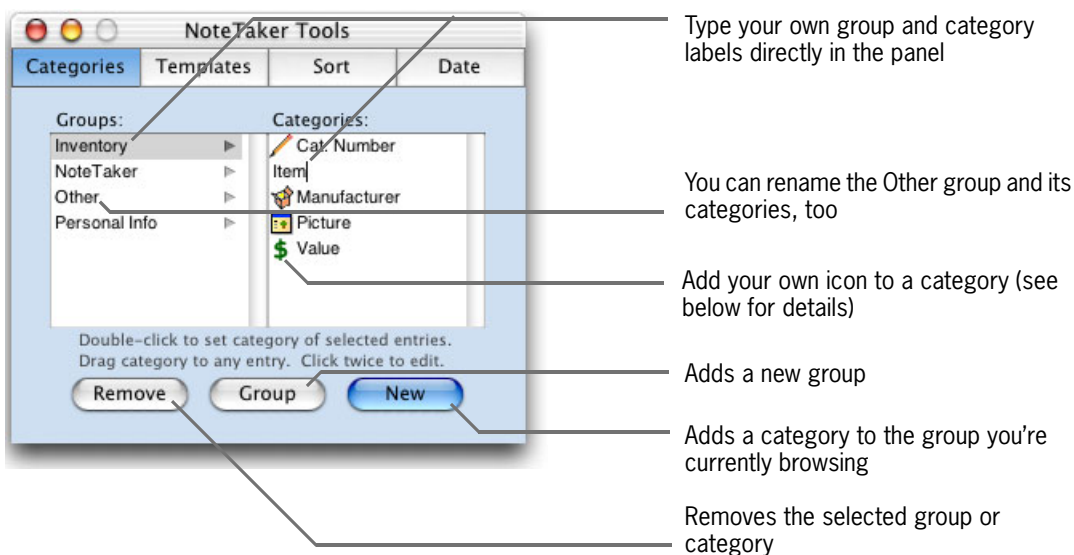
Create Your Own Categories

Of course you can create your own categories, too. Add categories to the Other group (which you can rename, by the way). Or create an entirely new group, for categories you'll be using in a template or just for your own personal organization. You can even add your own category icons.

- 1 Open the NoteTaker Tools panel to the Categories tab (choose Tools > Categories).
- 2 To create a new group of categories, click the Group button and type a label for the new group.
- 3 To add a category to a group, select the group, click the New button, and type a label for the new category.

Tools Icon

Opens the Tools panel where you can access categories



WHAT ELSE?

To have NoteTaker display an icon for a category you create, place an image file in the Finder, either in **/Library/Application Support/AquaMinds/NoteTaker/Icons/Categories** (where the icon will appear no matter who is logged in to your computer) or within the same path in your home directory (where the icon appears only when you're logged in to your account). The image file should be 16 x 16 pixels or less in size, in any standard graphic format, and named exactly the same as the category, plus the file-name extension. The image file for a "Value" category, for example, can be named **Value.gif**, **Value.jpg**, or so on. If you're planning on publishing the notebook as a Web Notebook™, use **.gif** or **.png** formats for the best results.

If you use categories a lot, put the Tools icon on your toolbar. See "Build Your Own Toolbar" on page 132.

To assign categories to entries and otherwise take advantage of them, see "Categorize Entries for Quick Retrieval" on page 66.

Create Templates for Quick “Form” Entry

To enter repetitive, form-like information, use templates. Say you want to build an inventory of personal assets for your insurance records, entering a name, value, picture, and so on for each asset. Create a template that includes an outline entry for each piece of information. Then add assets by inserting copies of the template in your outline, and the entries are all set up for you to begin entering content.

- 1 Build your template on any outline page—add entries and format them however you like. Drag pictures from the Finder. Assign categories to entries you want to later index or summarize.
- 2 Select the entries in your template and open the NoteTaker Tools panel to the Templates tab (choose Tools > Templates). Click New in the panel to save the new template, then type a name for it in the panel.

Tools Icon

Opens the Tools panel where you can create templates



Add entries, just as you want them to appear when you insert the template in an outline

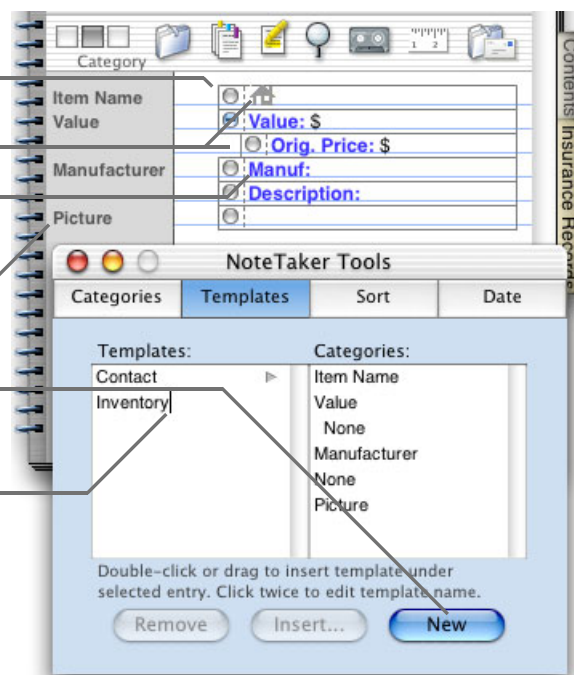
Include pictures and indenting

Type and format text that you want to appear when you insert the template

Assign categories to entries you want to later index or summarize

Clicking New creates a template from selected entries

Type a name for the template, here



WHAT ELSE?

⚠ If you insert a template containing pictures from a *remote* notebook, inserted pictures might not always appear. See the next page for details.

For details on assigning categories, see “Categorize Entries for Quick Retrieval” on page 66.

💡 Use templates with categories to create a database. See “Manage a Freeform Database” on page 71.

Insert Templates in Your Outline

Once you've created a template, you can insert one or more copies of it in your outline, all with one command. Put all copies on the same page, or tell NoteTaker to create a page for each one.

- 1 Open your notebook where you want to begin inserting copies of the template.
- 2 Choose Tools > Templates. Then in the Tools panel, select the template, click Insert, and specify how many copies to insert.



Here, the Inventory template has been inserted on each of five new pages

Type a name for each page

Specify the number of copies, here

Checking here inserts each one on its own page

Open a page to see the template, which in this case, already includes blue text labels and a picture

Begin entering information unique to this page

WHAT ELSE?

Tips:

- If you insert templates frequently, add the Templates list to your toolbar. Then insert a template just by selecting it from the list. See “Build Your Own Toolbar” on page 132.
 - Use NoteTaker’s Contact template to create a searchable Address Book. See “Build an Address Book From Scratch” on page 90.
- Inserting a template with pictures retains the pictures only if the original picture file stays around in your Finder (even if you originally attached the picture by Option-dragging). If you delete the original file, or insert the template from a *remote* notebook so the original remains on another computer, inserted pictures go away.

Modify an Existing Template

Here's how to add or remove entries, or otherwise modify a NoteTaker template—either one you've created, or the Contact template that comes with NoteTaker.

- To remove an entry from a template, open the template in NoteTaker Tools (choose Tools > Templates to see your templates). Then in the Categories column, select the entry you want to get rid of, and click Remove.
- To add entries to a template or otherwise change text, indenting, or formatting, insert the existing template in your outline. Make the changes you want. Then save the modified outline as a new template, remove the original, and give the new one the old one's name.

WHAT ELSE?

To find out about inserting templates and saving new ones, see “Insert Templates in Your Outline” on page 69 and “Create Templates for Quick “Form” Entry” on page 68.

Manage a Freeform Database

Using templates and categories along with your notebook's Index and the Highlight & Summarize tool, you can manage structured information such as an address book or inventory, taking advantage of NoteTaker's powerful search and retrieval facilities, without the overhead or hassle of a dedicated database.

- 1 Create a template for the "records" in your database—this is simply an outline containing a categorized entry for each field in the record.
- 2 Assign a category to each entry, such as Item Name, Value, or Email, so you can later "query" these specific types of data.
- 3 Populate your database by inserting copies of the template in your outline—one for each record—and typing in values for each field.
- 4 Generate a "report" of all entries in a particular category using the Highlight & Summarize tool, or look up entries by category in your notebook's Index.

WHAT ELSE?

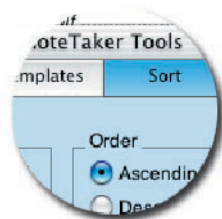
For details on doing the steps outlined above, see:

- "Create Templates for Quick "Form" Entry" on page 68
- "Categorize Entries for Quick Retrieval" on page 66
- "Insert Templates in Your Outline" on page 69
- "Create Summary Reports" on page 80
- "Index Your Notebook" on page 82

Sorting & Retrieving Information

Chapter Six

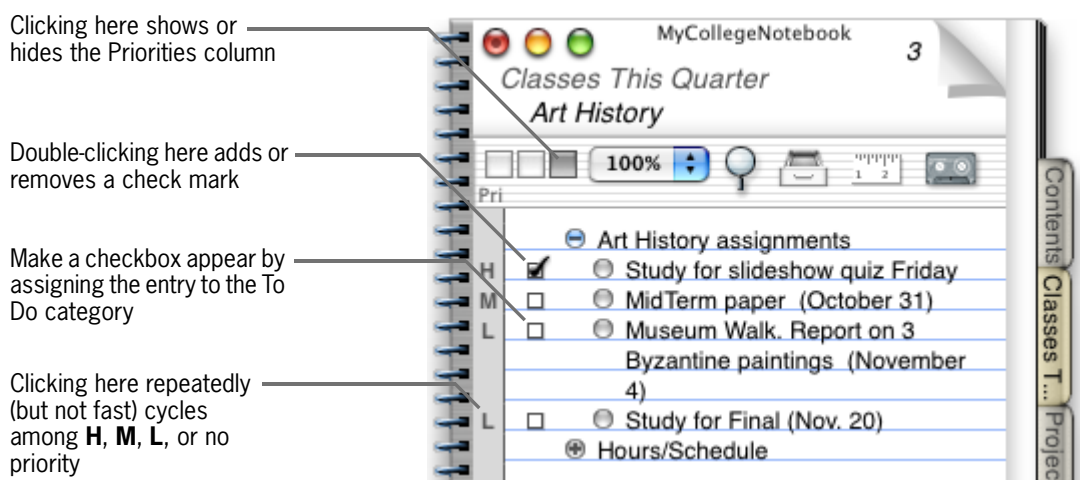
- **Prioritize and Flag Entries**
- **Sort and Alphabetize**
- **Highlight and Summarize Outline Entries**
- **Search One or More Notebooks**
- **Search Notebooks from Other Applications**
- **Create Summary Reports**
- **Index Your Notebook**
- **Search Notebooks from Spotlight**



Prioritize and Flag Entries

Manage tasks in your life by assigning a high, medium, or low priority to outline entries. Then, look entries up by priority in your notebook's Index, highlight them with a yellow marker, or summarize them on a separate page. You can also flag entries with a check mark and summarize those, as well.

- To assign a priority to an entry, display the page's Priorities column (click the third box in the Toolbar, or choose the View > Priorities command). Then click in the column next to the entry, until you get the priority you want.
- To flag an entry with a check mark, select it and choose Edit > Flag Entry, or simply double-click to the left of its control.



WHAT ELSE?

You can also assign or remove priorities by selecting one or more entries and using commands in the Edit > Prioritize Entry menu.

To sort, summarize, or look up prioritized entries in the Index, see "Sort and Alphabetize" on page 75, "Highlight and Summarize Outline Entries" on page 76 or "Highlight and Summarize Outline Entries" on page 76.

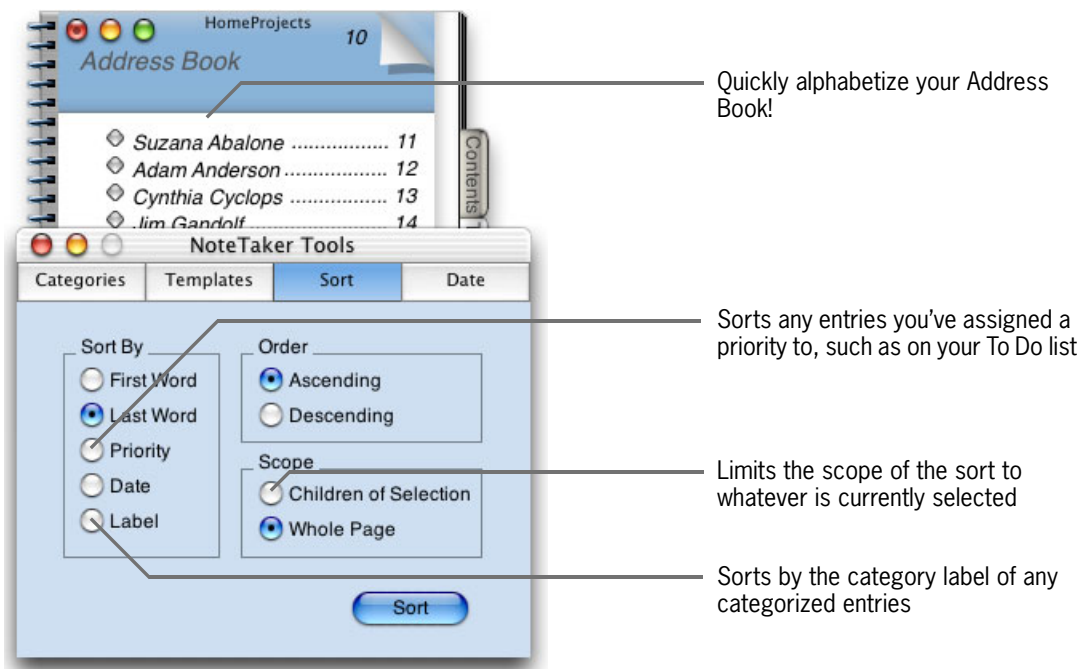


Prioritizing and flagging entries is useful on your To Do list. See "Keep a To Do List" on page 86.

Sort and Alphabetize

NoteTaker makes it really easy to sort high-priority tasks to the top of your To Do list, alphabetize a reference section, or list Web clippings according to the date you clipped them. Sort outline entries alphabetically, chronologically, by priority, or by category label. Plus, you can alphabetize sections in the Contents, or pages in a section.

- 1 Open your notebook to the page you want to sort, or to the Contents or section you want to alphabetize.
- 2 Choose the Tools > Sort command, and select sorting criteria on the Sort tab of the Tools panel.



WHAT ELSE?

If you use the Sort tool frequently, use the Toolbar preferences to place the Tools icon on your Toolbar. See “Build Your Own Toolbar” on page 132.

Tools Icon

Opens the Tools panel, which contains the Sort tool

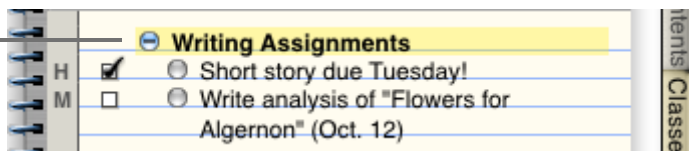


Highlight and Summarize Outline Entries

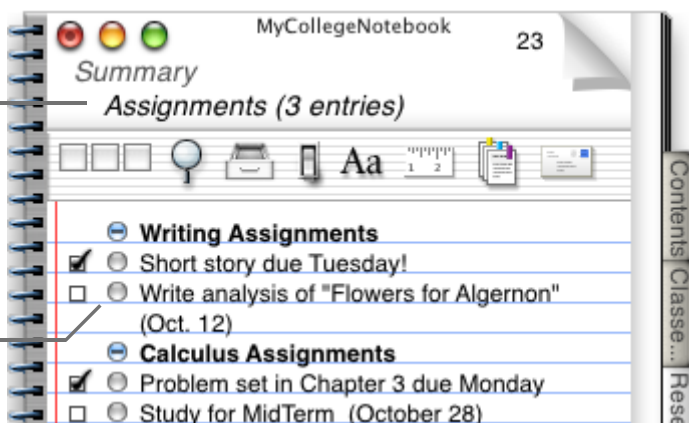
NoteTaker has a “smart” highlighter that not only highlights important entries, but lets you quickly page through these entries in your notebook, and summarize them on a separate page.

- To highlight an entry in yellow, select the entry and choose Edit > Highlight Entry.
- To page through highlighted entries, use commands in the Tools > Highlight & Summarize menu.
- To copy all highlighted entries to a separate summary page, choose Tools > Highlight & Summarize > Summarize Highlighted.

Highlight entries you want to easily find or summarize for review



When you summarize highlighted entries, NoteTaker adds a Summary section to your notebook (if there isn't one already), and copies the results to a new page



Results include the highlighted entry's subentries, if there are any

WHAT ELSE?

Select all highlighted entries on a page using the Edit > Select > Select Highlighted command.

To unhighlight an entry, choose Edit > Highlight Entry again. To remove all “smart” highlighting from your notebook, choose Tools > Highlight & Summarize > Unhighlight All.

Print all highlighted entries in your notebook without first summarizing them using NoteTaker's settings in the Print panel. See “Print Notebook Pages” on page 119.

You can also highlight text in other colors. See “Highlight Text with Colored Pens” on page 63.

Search One or More Notebooks

Not only does NoteTaker have the standard Find panel for locating and replacing text within a notebook, but you can search across a Library of notebooks, display all the results in one list, and quickly navigate to any result.

- 1 Click the Find Panel tool in the toolbar or in a notebook's Drawer, or choose Edit > Find > Find Panel.
- 2 Type the text you're looking for, and specify the scope of your search—either within the current notebook, within another notebook in a Library, or across all notebooks in the Library.
- 3 To list all results of your search, click All.

Find Panel

Opens the Find panel



Specify the scope of your search within this notebook.

Or click here to open the Libraries view of your Drawer to search within a Library of notebooks

Click All to display all results at once

Notebook	Page	Entry
HomeProjects	Julien Spoonman	Julien Spoonman
HomeProjects	Contents	Julien Spoonman
HomeProjects	Address Book	Julien Spoonman
LittleLeague	Fall Line Up	"Julien"

Click or double-click a result—depending on whether its notebook is currently open—to open its page

WHAT ELSE?

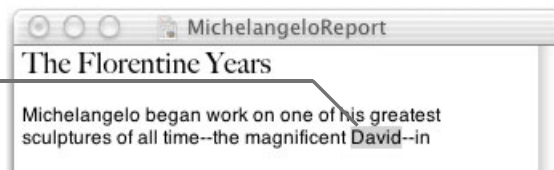
Use the other buttons and options in NoteTaker's Find panel just as in any other standard Find panel.

Search Notebooks from Other Applications

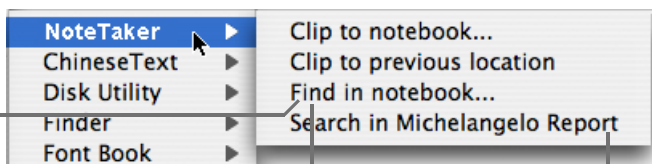
Search notebooks from other applications—say, to find research while writing a report or to look up an email address from the Mail application. Select a notebook to search just this once, or set up a search service for a notebook you search frequently. As with clipping services, NoteTaker doesn't have to be running.

- 1 From any application that uses services, select what you want to search for.
- 2 Open the application's Services menu and choose NoteTaker > Find in notebook. In the panel that opens, select a notebook, section, or page to search, and click Open.
- 3 If you search the same notebook frequently, create a search service for it: Open the notebook and choose Tools > NoteTaker Services > Create Search Service for "*Notebook Name*". You can then search that notebook directly by choosing the search service from an application's Services menu.

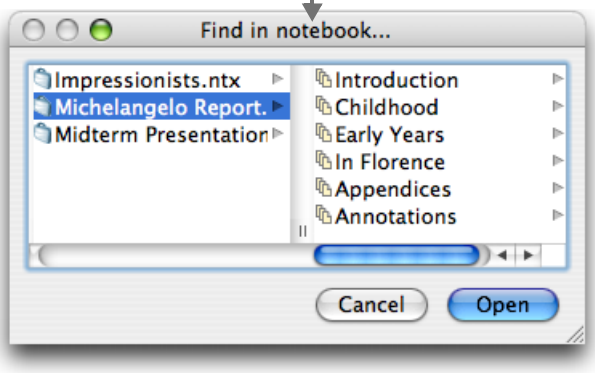
While writing a report in another application, such as TextEdit, select text you want to find in a notebook

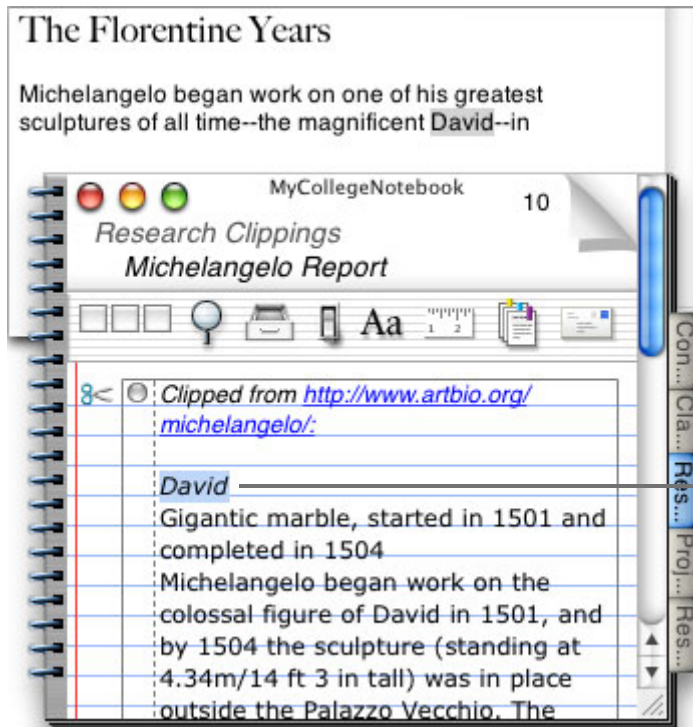


Choose Find in Notebook from the application's Service's menu to open a panel for selecting any notebook, section, or page to search

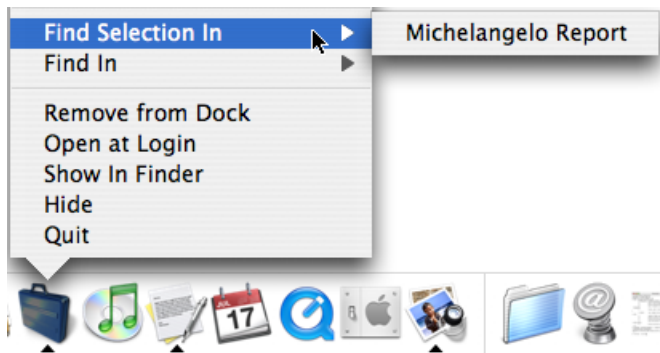


If you search a notebook frequently, create a search service for it, and it appears in the application's Services menu, too





NoteTaker opens the target notebook, if necessary, and highlights the first occurrence of your search text



If an application doesn't use Services, Control-click NoteTaker in the Dock and choose a search service from the Find Selection In menu

WHAT ELSE?

- ! What if an application doesn't have a Services menu?
- Install our Contextual Menu Plug-in (see "Install NoteTaker" on page 11). After that, Control-click what you're searching for and choose the NoteTaker service from the pop-up menu. (This is the only way to use services from some Microsoft applications).
- Use the Find Selection In menu in the Dock (as shown above).

To remove a search service from a notebook, choose Tools > NoteTaker Services > Remove Services, and in the panel that opens, select the service you want to remove and click Remove.

💡 Assign keyboard shortcuts to services you use frequently. See "Define Keyboard Shortcuts" on page 134.

Create Summary Reports

Highlight and summarize notebook entries based on text they contain, any assigned category or priority, the date they were created, whether they're flagged, or all of these criteria at once. Quickly assemble a report on of high-priority deadlines, addresses for a mailing list that aren't *too* out of date, or study notes for a school report.

Highlight & Summarize

Opens the Highlight & Summarize panel



- 1 Click the Highlight & Summarize tool in the toolbar, or choose Tools > Highlight & Summarize > Highlight & Summarize.
- 2 In the panel that opens, type any text you're looking for and/or specify one or more other criteria for refining your results. Then select a Summary Page option and click Highlight.

Optionally type text you want to highlight and summarize

Check one or more other criteria, and specify how you want them applied

Use the "Short Date" format specified in your International Preferences (in Apple's System Preferences)

List results under their section and/or page names, on the Summary page

Choose a scope for your report

Choose an action and click Highlight.

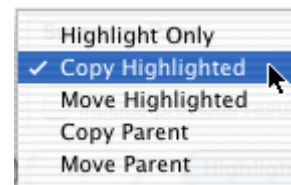
Page through highlighted entries in your notebook

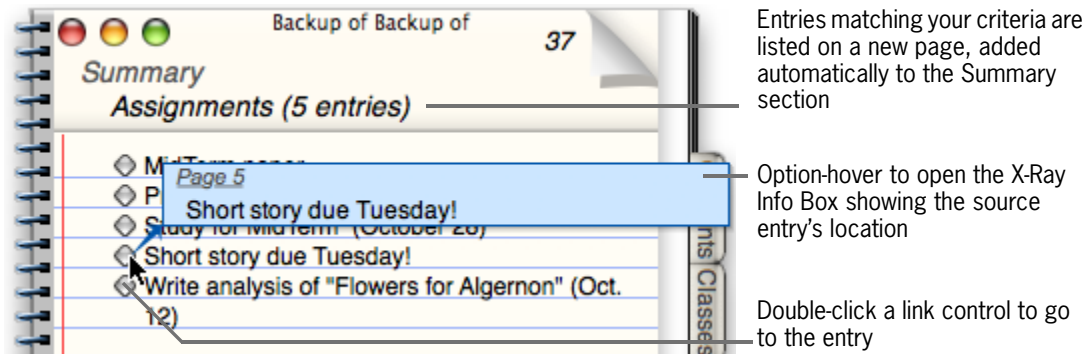
Narrows the selected scope further to selected outline entries, pages, or sections

Copy Highlighted copies all entries matching your criteria to a new Summary page

Copy Parent also copies an entry's parent, if it has one

Move Highlighted or **Move Parent** removes the original entry, so the only copy left is on the Summary page

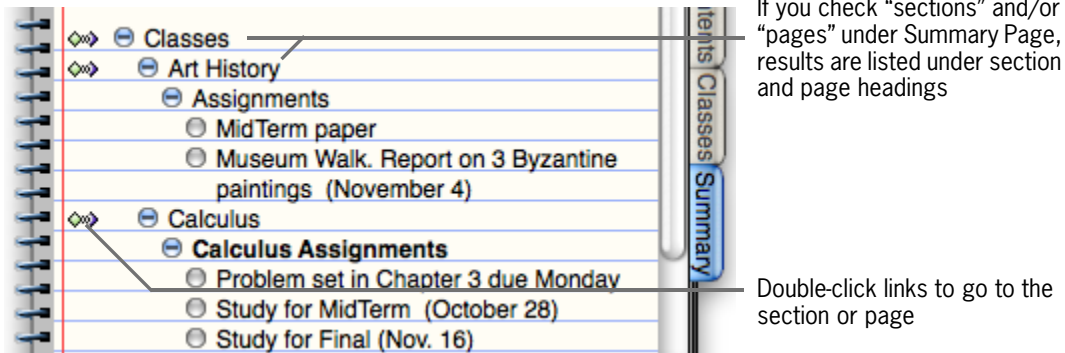




Entries matching your criteria are listed on a new page, added automatically to the Summary section

Option-hover to open the X-Ray Info Box showing the source entry's location

Double-click a link control to go to the entry



If you check "sections" and/or "pages" under Summary Page, results are listed under section and page headings

Double-click links to go to the section or page

WHAT ELSE?

To remove all highlighting from your notebook, choose Tools > Highlight & Summarize > Unhighlight All. You can also page through highlighted entries in your notebook using commands in the Tools > Highlight & Summarize menu.

The Text field in the Highlight & Summarize panel supports *Boolean* searches, which means you can:

- Type "and" to include only results that contain both of two words (as in "Homer and Iliad).
- Type "or" to include results that contain either one word or another (as in "Homer or Iliad").
- Type "but not" to include results containing one word but not the other (as in "Homer but not Iliad").

Index Your Notebook

Every notebook has an index for quickly looking up text, email addresses, entries within particular categories, and all kinds of other information. The index updates itself automatically as you work on the notebook, even indexing information clipped from other applications.

- To display the Index, choose Outline > Special Sections > Show Index Section.

The Index lists pages for looking up:

Categories: Entries assigned to a category (Phone Numbers, Birthdays, etc.)

Date: Entries created on a particular date

Documents: Grouped by type

Email Addresses

Last Changed: Entries changed on a particular date

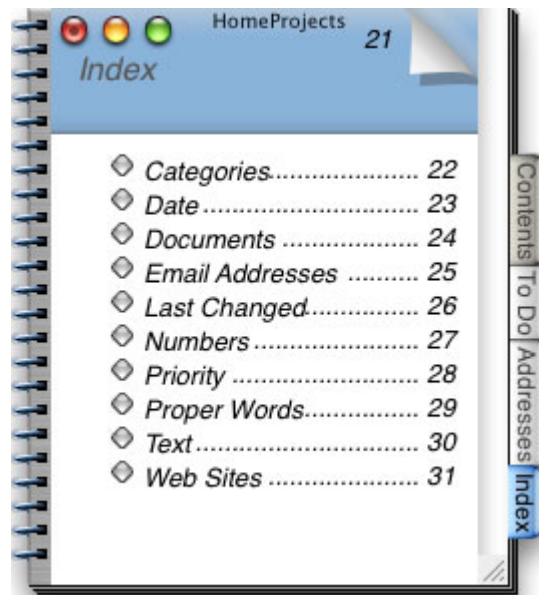
Numbers: Dollar amounts or integers

Priority: Entries assigned a priority (high, medium, low)

Proper Words: Capitalized words (people, places, and so on)

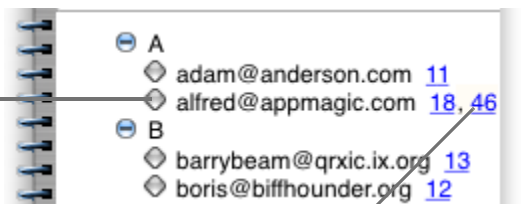
Text: All words (except ones like *the*, *and*, and so on)

Web Sites: Web site URLs

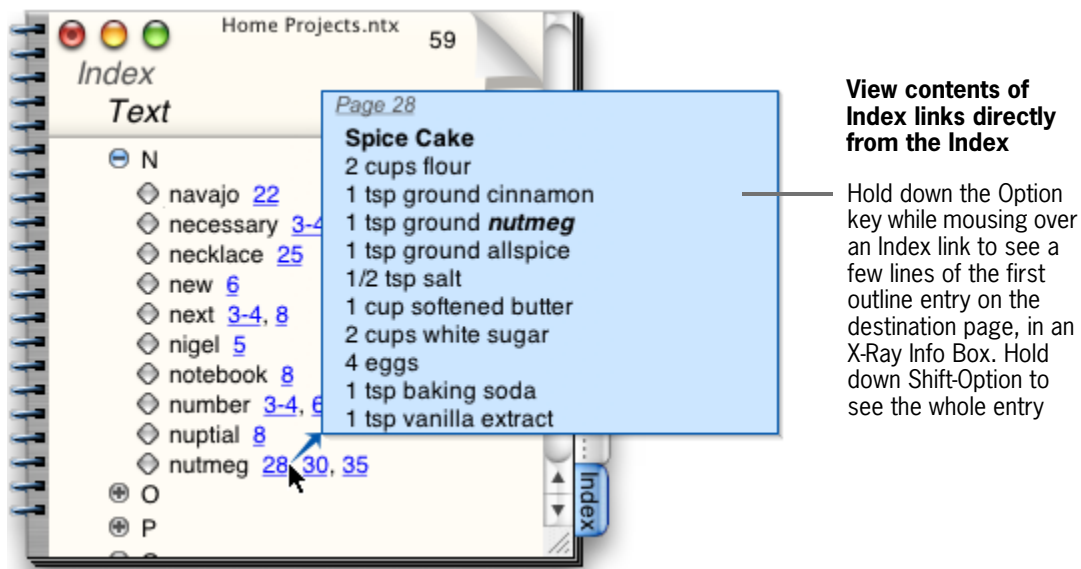


Click an Index entry's link control to open the first page listed for that entry

Click an underlined page number to go to that page



Looking up email addresses



WHAT ELSE?

Use commands in the Outline menu to expand or collapse all entries on a particular Index page.

To hide the Index, choose the Show Index Section command again. This doesn't remove the index for good—just choose the command again and it will come back.

For more information about categories, see “Categorize Entries for Quick Retrieval” on page 66.

To help keep a notebook file from getting too large, NoteTaker automatically compacts its index for you, which can reduce the notebook's size. You can use Preferences to tell NoteTaker when and how often to compact, or to turn auto-compacting off and compact indexes yourself, using the Tools > Compact Index command. See “Set File Management Preferences” on page 122.

💡 If you're sharing a notebook, you can easily see who changed what on particular date by looking on the Last Changed page in the notebook's index. Then display the Changed By attributes column, as described in “Show Outline Attributes” on page 26.

Search Notebooks from Spotlight

If you're running OS X version 10.4 or later, you can use Apple's Spotlight feature to instantly locate any text in any notebook on your computer. You can also locate voice memos or other sound files that you tagged with "metadata" using the Voice Memo panel.

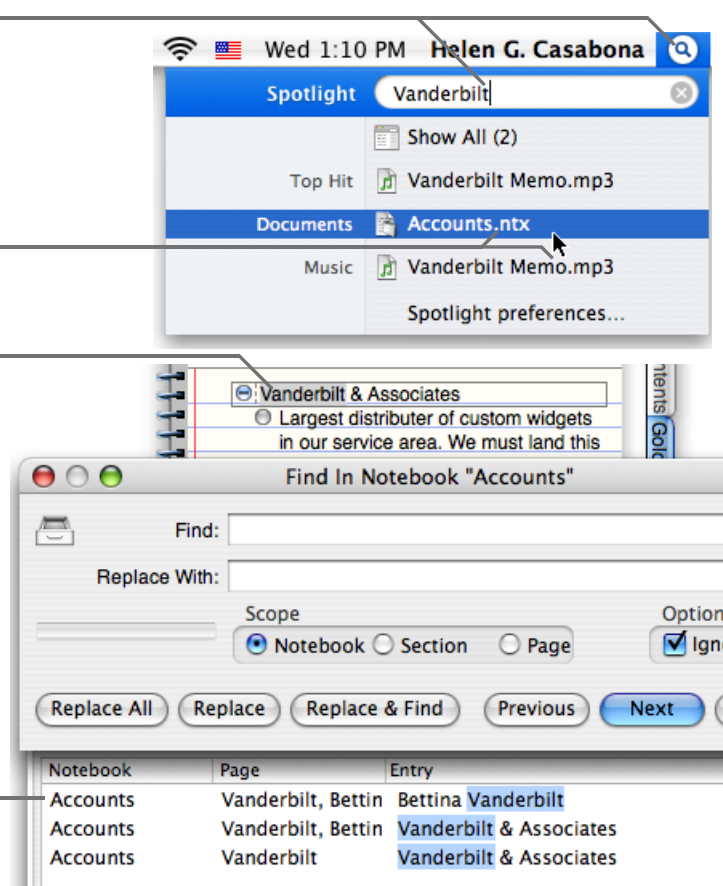
- 1 Click the Spotlight icon at the top right of your screen (OS X version 10.4 or later).
- 2 Type what you're searching for in the Spotlight field.
- 3 In the results (which appear as you type), click the appropriate notebook, or click the voice memo or sound file you're looking for (it has an .mp3 extension).

Click the Spotlight icon at the top right of your screen, and type what you're looking for

Click a notebook containing your search text, or a voice memo with matching metadata text

Clicking a notebook opens the notebook in NoteTaker, to the first page containing your search text

It lists all other matches in the Find panel, which you can click to cycle through



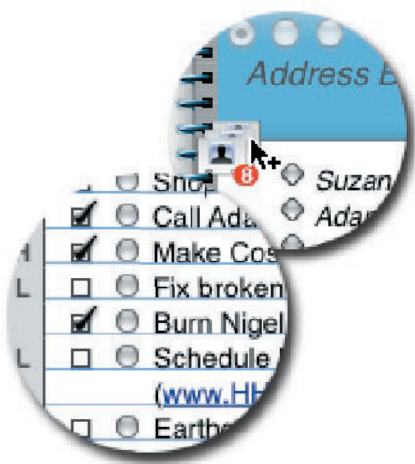
WHAT ELSE?

- ! Spotlight is available only on OS X version 10.4 or later.

To Do Lists & Contacts

Chapter Seven

- Keep a To Do List
- Organize To Do Tasks
- Import Your Apple Address Book
- Build an Address Book From Scratch
- Insert Address Book Annotations



Keep a To Do List

Keep on top of tasks in your life by adding a daily To Do list to your notebook. Prioritize tasks and check them off when they're completed. Each day you open the notebook, NoteTaker automatically adds a new page for that day's tasks, rolling over uncompleted tasks from the most recent day's list.

- To create a To Do list, choose the Outline > Special Sections > Add To Do Section command. Then open today's page and enter your tasks.
- To check off a completed task, double-click the box next to it (or choose the Edit > Flag command). To prioritize a task, click in the Priorities column.

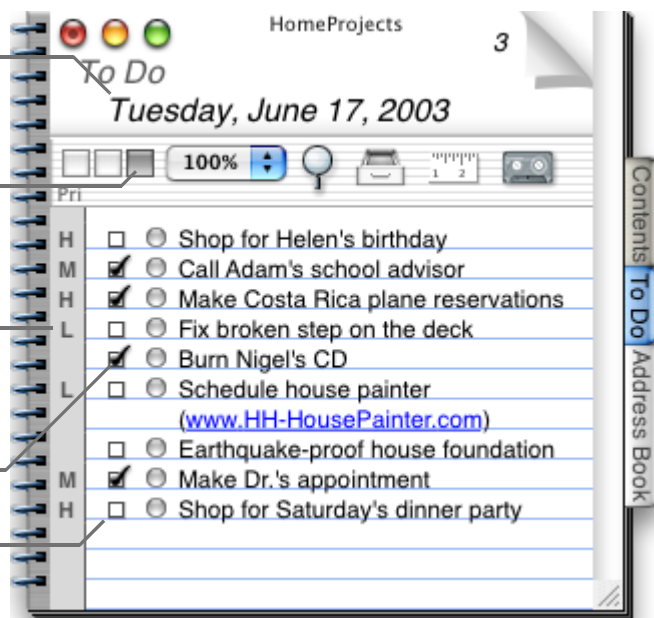
NoteTaker creates a To Do section, automatically adding a page for each day you open the notebook

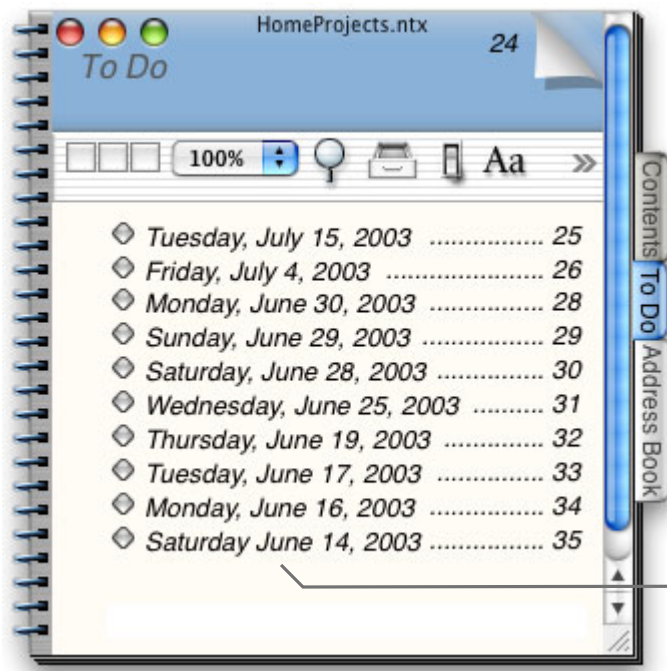
Clicking here shows or hides the Priorities column

Clicking in the column repeatedly (but not fast) cycles among **H**, **M**, **L**, or no priority

Double-click a completed task to check it off

Uncompleted tasks are automatically rolled over to the next day's list





NoteTaker automatically creates To Do pages only on days you open the notebook. It saves a page only if you modify it, say by checking off a task

NoteTaker uses the date format selected in the Apple menu's System Preferences, in the International settings

WHAT ELSE?

⚠ Don't rename a To Do list page (by typing on the To Do section listing), or uncompleted tasks will no longer automatically roll over to the next new To Do page.

To Do list entries are automatically categorized so you can look them up in the notebook's Index. Plus you can sort a day's tasks by priority, and summarize tasks based on priority or status. See "Sort and Alphabetize" on page 75, "Create Summary Reports" on page 80, and "Index Your Notebook" on page 82.

Organize tasks further by creating multiple To Do lists or by grouping tasks under headings. See "Organize To Do Tasks" on page 88.

To set preferences for how long old pages stick around, and the appearance of completed tasks, see "Tailor Your To Do Lists" on page 131.

💡 Jump to today's To Do list using the Go > Today command. Or have today's list open at login by creating a desktop shortcut to it—see "Create Desktop Shortcuts" on page 33.

Organize To Do Tasks

You can organize tasks on your To Do list both by creating multiple To Do lists in a notebook—such as one for home and one for work—and by grouping tasks under logical headings, such as Shopping, Phone Calls, and so on.

- To create another To Do list, choose the Outline > Special Sections > Add To Do Section command again.
- To group tasks under headings within a list, create a parent entry for each heading, and list tasks as subentries underneath. To have a heading always roll over to the next day's list (even if its tasks are complete), assign the To Do Group category to it.

The screenshot shows a To Do list application window titled "HomeProjects.ntx" with a page number of 4. The list is titled "Home To Do" and dated "Tuesday, July 17, 2003". The list is organized into sections with headings: "Shopping", "Phone calls", "House chores", and "Costa Rica trip". Each heading is followed by a "To Do" entry with a priority (H, M, L) and a task description. Some tasks are checked off. A vertical sidebar on the right shows "Contents" and "Home To Do" tabs. Annotations on the left explain how to create permanent and temporary headings.

Annotations:

- Name a To Do section on the Contents page
- Click here until you see category labels (or choose View > Categories)
- Each section created with the Add To Do Section command automatically adds a page for today's tasks
- Create a permanent heading that rolls over daily even when its tasks are all completed, by assigning it the To Do Group category
- Create a temporary heading that quits rolling over after its tasks are completed by removing any category assignment

WHAT ELSE?

! To Do hierarchies automatically roll over only if the parent entry is categorized as To Do Group.

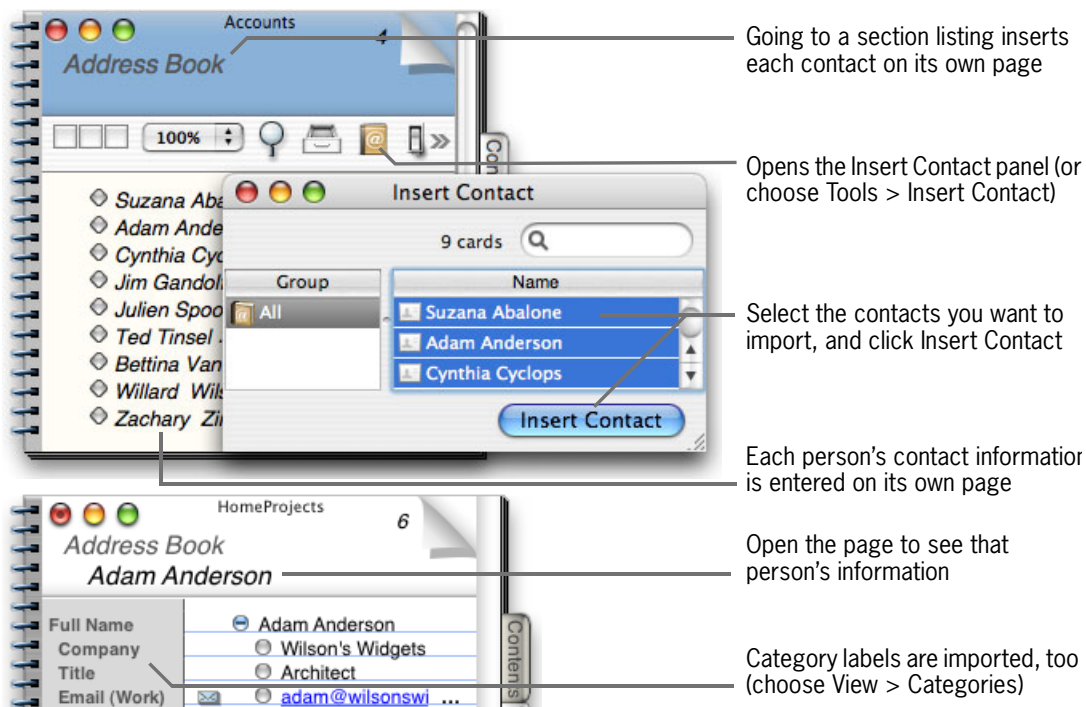
For details on assigning categories or removing them from an entry, see "Categorize Entries for Quick Retrieval" on page 66.

💡 Attach the CheckTodaysEvents_iCal AppleScript to a link or button in your To Do list (see "Automate Workflow with AppleScript" on page 52). Assign the To Do Group category to it so it always rolls over to the next day's list. Then double-click the link or button to insert today's schedule from your iCal calendar.

Import Your Apple Address Book

If you've already got contact information in your Apple Address Book, no problem! You can import them into your notebook—either individually, or a group at a time.

- 1 Open your notebook to the page where you want to import the contacts. Open to a section listing to import each contact on its own page.
- 2 Choose Tools > Insert Contact, or click the Insert Contact tool in your toolbar.
- 3 In the Insert Contact panel, select the contacts you want to import. To select everyone in a group, click one name, then choose Edit > Select > Select All. Click Insert Contact when you're done.



WHAT ELSE?

You can also:

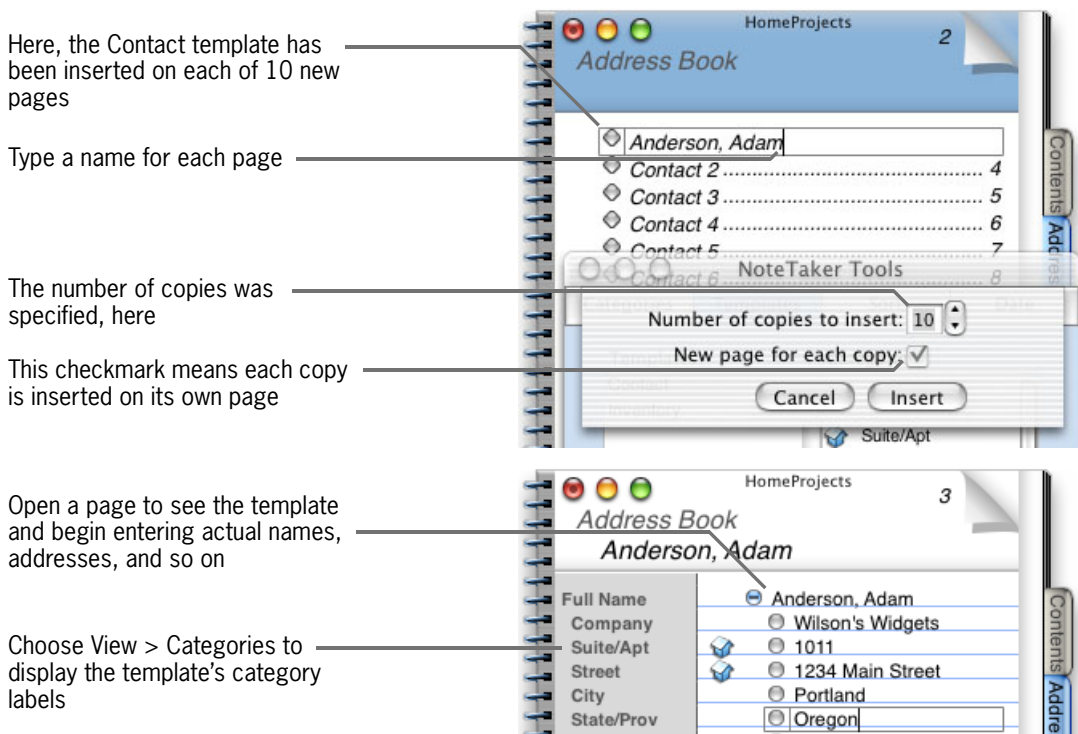
- Drag contacts directly from your Apple address book to a notebook (or from any other application that supports the vCard 3.0 specification).
- Import vCards using the File > Import command. Or attach a vCard like a regular document—see “Add Documents” on page 38.

💡 Look up an email address in your notebook's address book directly from Mail, using the NoteTaker search service. See “Search Notebooks from Other Applications” on page 78.

Build an Address Book From Scratch

NoteTaker comes with a template that makes it easy to build an address book. Built-in categories also let you retrieve information later in powerful ways, say to create a mailing list on a separate summary page, or to list client company names in the notebook's Index.

- 1 Open a notebook where you want to begin inserting addresses (say, in an Address Book section).
- 2 Open NoteTaker Tools to the Templates tab (choose Tools > Templates). Select the Contact template in the panel, click Insert, and specify the number of templates to insert (one for each contact).
- 3 Open each page in your new address book, and begin entering names and addresses.



WHAT ELSE?

Templates

Lists templates you can insert on the current page

Templates ▾

To make the Contact template show different fields, see “Modify an Existing Template” on page 70.

If you add addresses frequently, use NoteTaker's Toolbar preferences to put the Templates list in your toolbar. Then add the Contact template to the current page by choosing it from the list.

Alphabetize your address book using the Sort tool. See “Sort and Alphabetize” on page 75.

To retrieve categorized information from your address book, see “Create Summary Reports” on page 80 or “Index Your Notebook” on page 82.

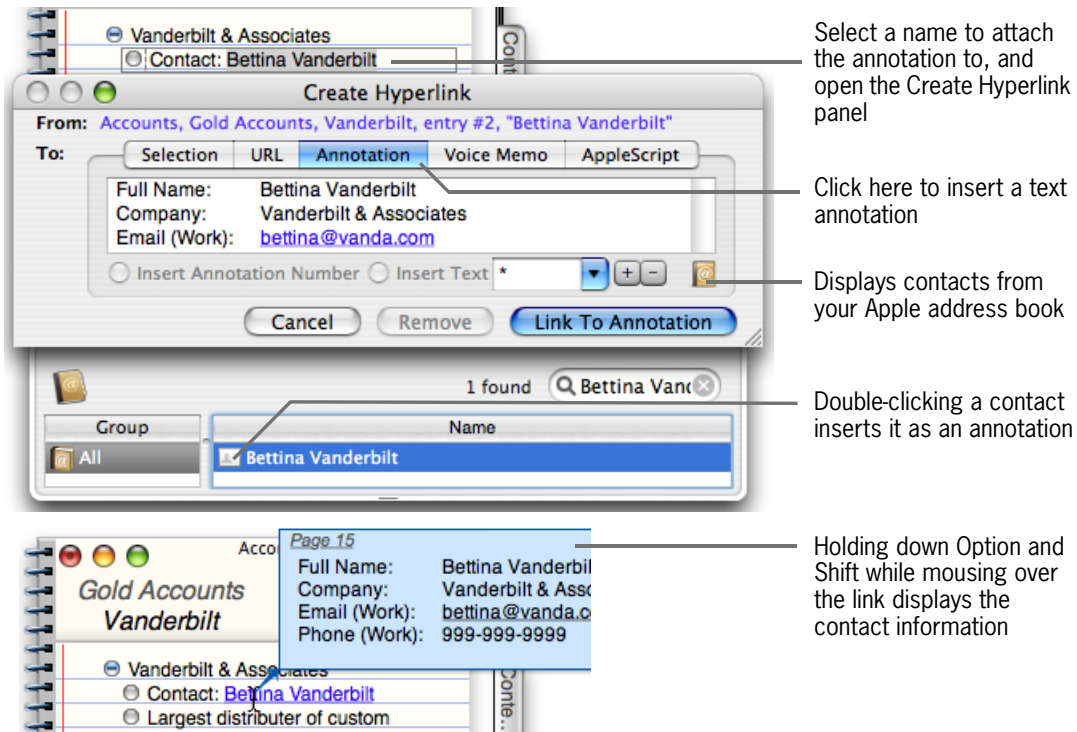
Insert Address Book Annotations

Add powerful contact management to your notebook by inserting text annotations that display contact information directly from your Apple address book. Use NoteTaker's X-Ray Info Box to display each contact in a pop-up annotation.

- 1 Click in your outline where you want to insert the annotation's link, or select text in the outline to be the source of the link.
- 2 Open the Create Hyperlink panel (Edit > Create Hyperlink) to Annotations, and make settings as when inserting any text annotation. Only, instead of typing an annotation, click the Address Book icon to display contacts from your Apple address book. Then double-click a contact to insert it as an annotation.
- 3 In your outline, hold down the Option and Shift keys while mousing over the link to see the contact in a pop-up annotation.

Hyperlink

Opens a panel for inserting annotations



WHAT ELSE?

For complete information on using text annotations, see "Add Text Annotations (Footnotes) & Endnotes" on page 42.

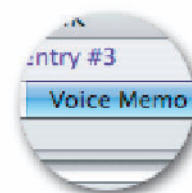
You can also import contacts from your Apple address book using the Insert Contact panel. See "Import Your Apple Address Book" on page 89.

Voice Memos

Chapter Eight



- Record a Voice Memo
- Insert a Voice Annotation
- Annotate a Voice Memo While Recording
- Tag Voice Memos with MP3 Keywords



Record a Voice Memo

Use NoteTaker's Voice Memo panel to record voice memos and insert them as playable sound files directly in your notebook. Dictate ideas, record meetings, or other events. Most iBooks and PowerBooks have a built-in microphone that works well for personal memos, while for meetings or lectures, you can plug in a more ambient microphone. You can even keep working in your notebook while the Voice Memo panel records in the background.

Voice Memo

Opens a panel for recording and inserting voice memos in an outline



- 1 Open the page where you want to insert the recording, and click the Voice Memo tool in the toolbar, or choose Tools > Record Voice Memo.
- 2 In the Voice Memo panel, select your recording device, and drag the Quality and Size slider to strike a balance between the size of the resulting sound file, and its quality.

Select your computer's internal microphone, or any attached external mic, such as one in an iSight camera

Drag to set the data rate

The rate (kilobits per second) and file format of the resulting sound file update as you drag the slider. Here are some guidelines on rates to try:

8 (kbps) Telephone quality

16-32 Better speech quality (.mp3)

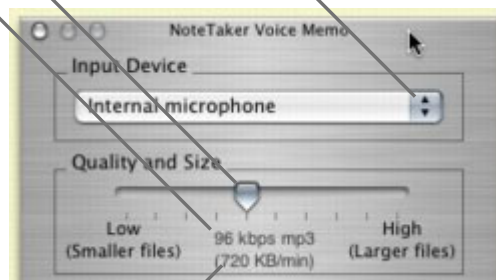
64-128 High quality speech or FM radio (.mp3)

160-192 High quality music (.mp3)

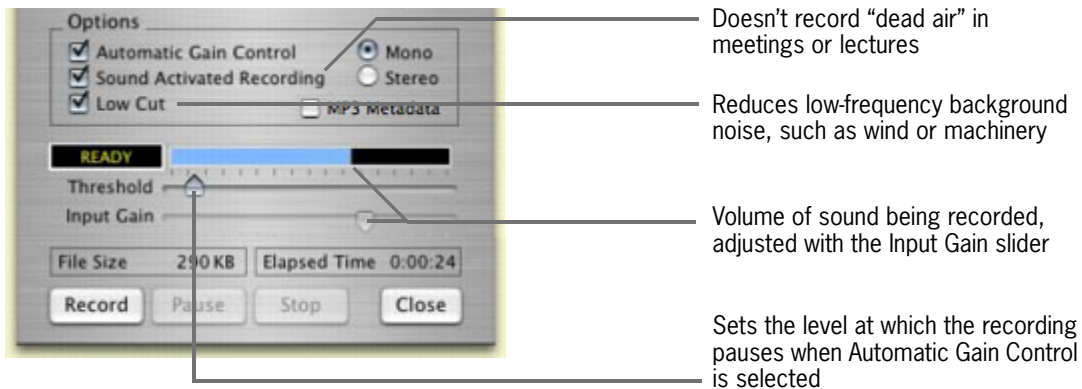
352/705 Uncompressed 22kHz mono/stereo (.aif)

705/1411 Uncompressed CD quality mono/stereo (.aif)

Resulting file size per minute of recorded sound



- 3 Speak or play the sound you plan to record, and adjust the Input Gain slider so the blue input level meter extends mostly to the right, occasionally showing yellow on its right edge. If it shows red, lower the Input Gain. If you're recording speech, check Automatic Gain, which automatically increases soft sounds and decreases loud ones, to stay at an optimal level. (Automatic Gain is not recommended for music.)
- 4 To reduce file size and save time in recordings with stretches of dead air (like meetings), check Sound Activated Recording, and NoteTaker won't record sounds whose level falls below a threshold. Set this threshold by dragging the Threshold slider so the READY indicator becomes yellow when sound is playing and green when it's not. If the indicator flickers, adjust the Threshold higher.



- 5 Click Record and start speaking. If you selected Automatic Gain Control, the indicator says RECORDING when the level is above the threshold and PAUSE when it's not. Click Stop when you're done.

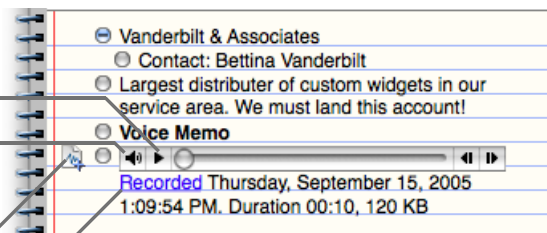
Clicking Stop inserts the voice memo on the current page

Play/pause the recording

Adjust volume

Your memo is a sound file you can copy to another notebook, email message, Desktop, or Finder (Option-drag the category icon)

Double-click the icon or text link to open the sound in iTunes




WHAT ELSE?

Insert link markers for jumping to different locations in a recording. See “Annotate a Voice Memo While Recording” on page 98.

Organize your voice memos in iTunes by attaching titles, genres, and other *metadata*. See “Tag Voice Memos with MP3 Keywords” on page 99.

Clicking the Voice Memo tool while recording stops the recording and inserts it in your outline (just like clicking Stop in the Voice Memo panel).

 To email your voice memos to other NoteTaker users, choose File > Email > Page Folio. This opens an email Compose window and inserts a page folio with the recording. See “Email an Outline, Folio, or Notebook” on page 113.

Insert a Voice Annotation

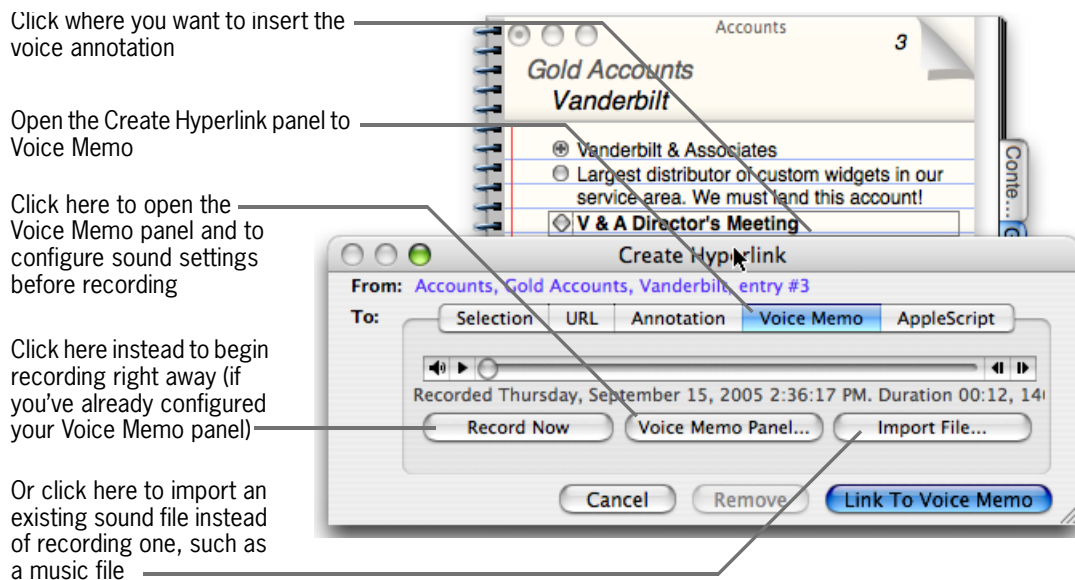
Annotate your notebook with voice memos, and organize them as endnotes in the notebook's Annotations section, by recording them via the Create Hyperlinks panel. This is similar to recording directly from the Voice Memo panel, except the recording appears as single icon in your outline, and it's copied to a separate Annotations page (along with any text annotations).

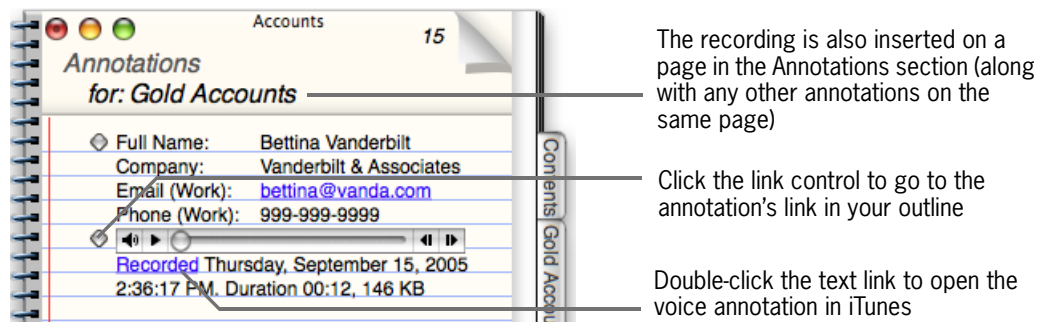
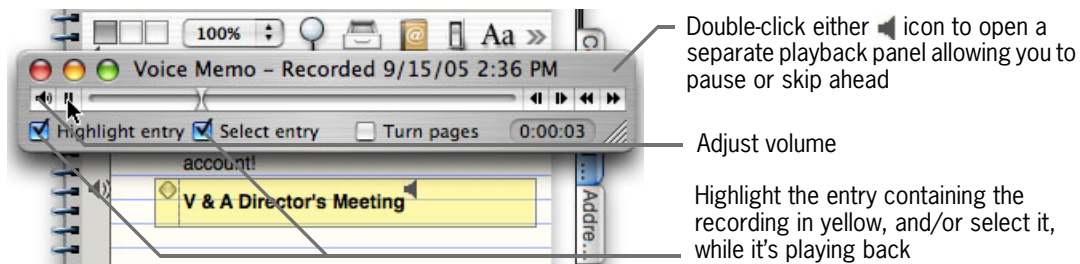
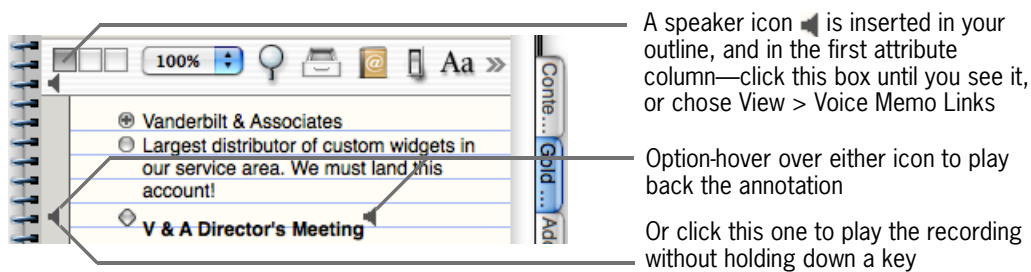
Hyperlink

Opens a panel for inserting annotations



- 1 Click in your outline where you want to insert the voice annotation.
- 2 Open the Create Hyperlink panel (Edit > Create Hyperlink) to Voice Memo.
- 3 If you haven't already configured your Voice Memo panel with appropriate settings for recording a memo, click the Voice Memo Panel button to open the panel and do so. Then click Record to begin recording your annotation. Otherwise, stay in the Create Hyperlink panel and click Record Now to begin recording right away.
- 4 When you're done recording, click Stop in the Voice Memo panel. Then click Link to Voice Memo in the Create Hyperlink panel.
- 5 To play back the annotation, hold down the Option key over the inserted voice annotation icon, click the same icon in the attributes column, or double-click either icon to open a playback panel.





WHAT ELSE?

For details on configuring the Voice Memo panel, see “Record a Voice Memo” on page 94.

Insert link markers for jumping to different locations in a recording. See “Annotate a Voice Memo While Recording” on page 98.

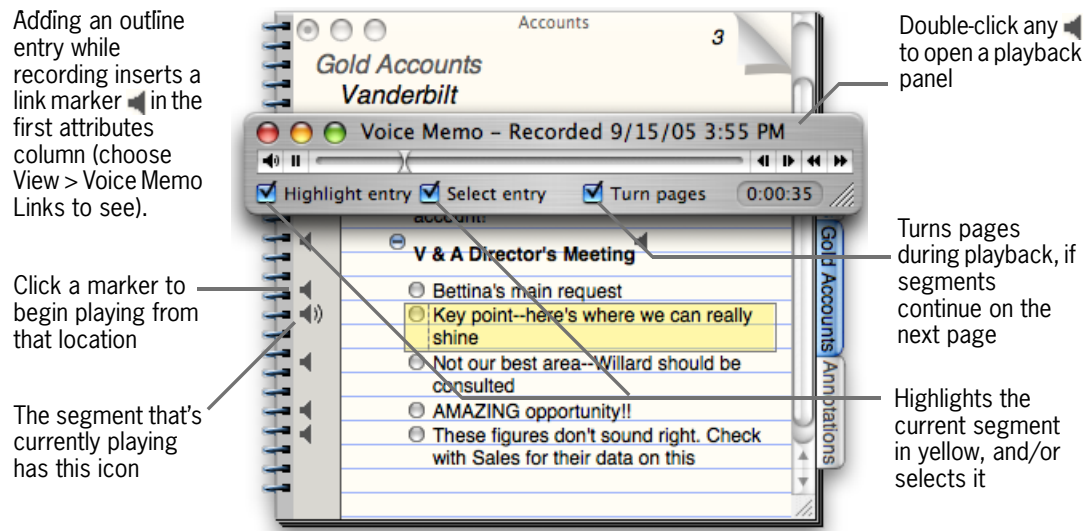
To delete a voice annotation, delete its entry from the Annotations page, and delete its speaker icon from your outline entry. (The speaker icon in the attributes column will go away eventually).

💡 Organize voice memos in iTunes by attaching titles, genres, and other *metadata*. See “Tag Voice Memos with MP3 Keywords” on page 99.

Annotate a Voice Memo While Recording

Annotate a voice memo while it's being recorded by typing notes that generate link markers. Each time you create a new entry during the recording, NoteTaker inserts a link marker that you can later click to jump to that location in the recording.

- 1 Optionally, use NoteTaker's Entries Preferences to make it so pressing Return creates a new outline entry, rather than Command-Return. (This makes it easier to enter link markers during the recording.)
- 2 Begin recording a voice memo, either directly from the Voice Memo panel, or via the Create Hyperlink panel.
- 3 To insert a link marker while recording, press Return (or Command Return) to add a new outline entry. Type whatever you want in the entry. To insert the next marker, add another outline entry and type its explanatory text. Do this for any number of entries, even adding new pages.



WHAT ELSE?

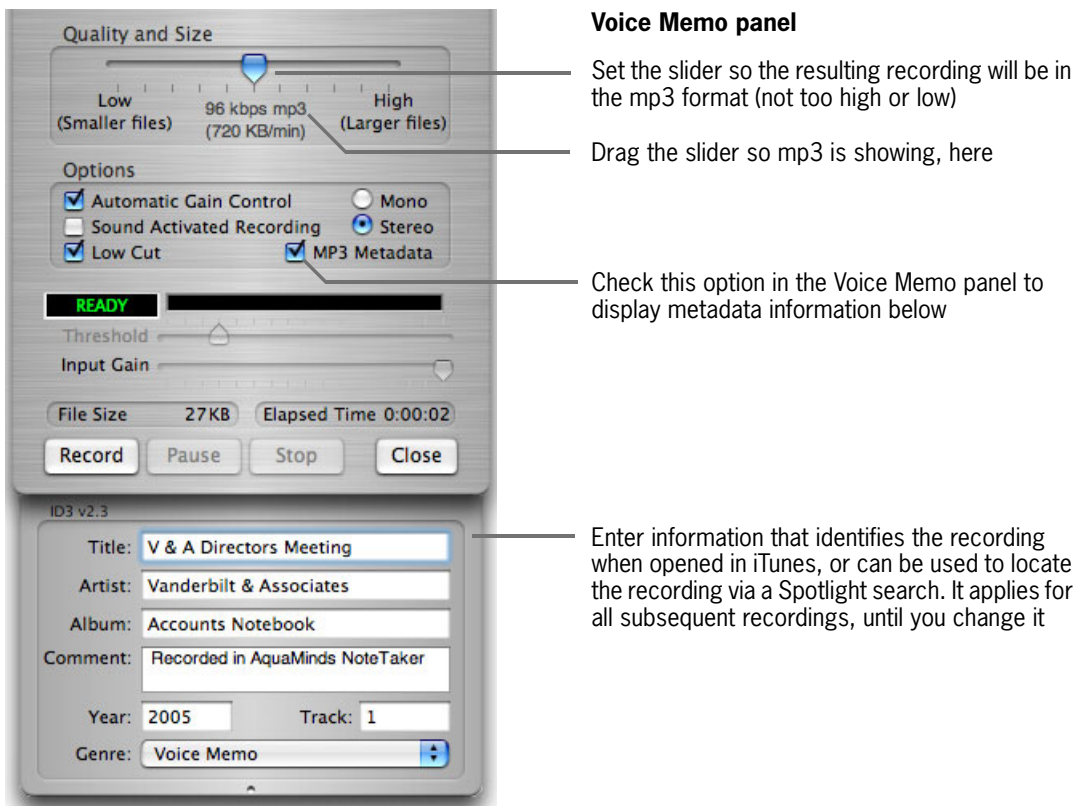
For details on recording a voice memo, see "Record a Voice Memo" on page 94 and "Insert a Voice Annotation" on page 96.

To make Return create a new outline entry, see "Customize Outline Editing and Links" on page 126.

Tag Voice Memos with MP3 Keywords

Add custom tags to your voice memos that allow you to title and organize them in iTunes, or find them via Spotlight (OS X version 10.4 or later). Before recording, enter keywords, or *metadata*, in the Voice Memo panel.

- 1 Open the Voice Memo panel, either using the Voice Memo tool or Tools > Record Voice Memo command, or from the Voice Memo section of the Create Hyperlink panel (by clicking the Voice Memo Panel button).
- 2 In the Voice Memo panel, check the MP3 Metadata box, and enter additional information about the recording in the tray that opens.



WHAT ELSE?

For more information about NoteTaker and Spotlight, see “Search Notebooks from Spotlight” on page 84

Record podcasts with NoteTaker and tag them with metadata that will identify them when played from a podcast player (such as iPodder or iTunes). See “NoteTaker and Podcasting” on page 157.

💡 Add your own genres to the Genres menu by adding them, one per line, to a plain text file called `genres.txt`, that's in the `~/Library/Application Support/Aquaminds/NoteTaker/` folder (in your home folder).

Browsing & Searching the Web

Chapter Nine



- Add Web Links to an Outline
- Browse the Web in a Notebook
- Search the Web from a Notebook
- Add Web Search Sites
- Organize Web Bookmarks in the Drawer
- Archive a Web Page
- Enter Your Own HTML



Add Web Links to an Outline

Keep track of favorite Web links and include live, interactive Web content in your notebooks by inserting Web links in outlines. You can then open Web pages directly from the outline, displaying them either in your default Web browser (such as Safari), or in a Web browser within the outline itself.

Hyperlink

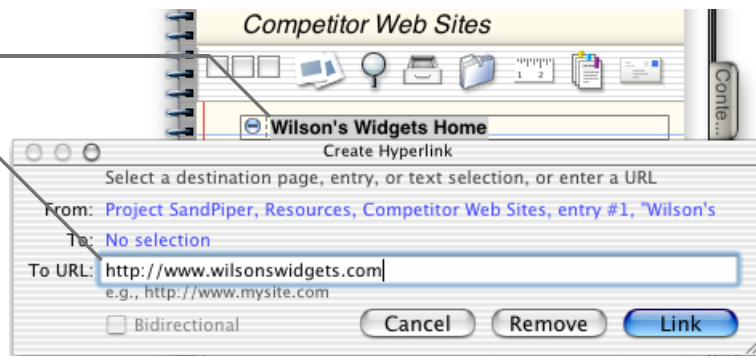
Opens a panel for linking to Web pages



- To add a Web link, select an entry (or text or a picture in it) to be the link. Then choose the Edit > Create Hyperlink command, and type the URL in the Create Hyperlink panel.
- To open the Web page in your default Web browser, double-click the link itself. To open it in a browser within your outline, double-click the @ icon.

Select the link source, then open the panel

Type the URL to link to

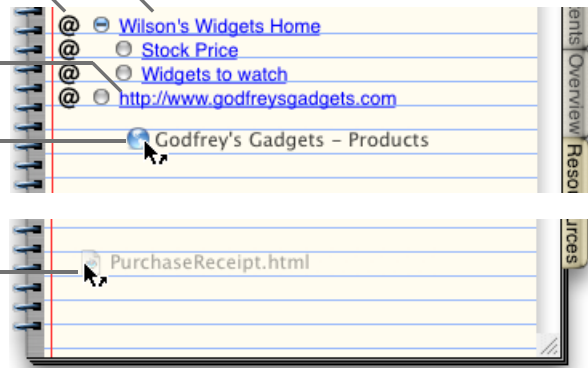


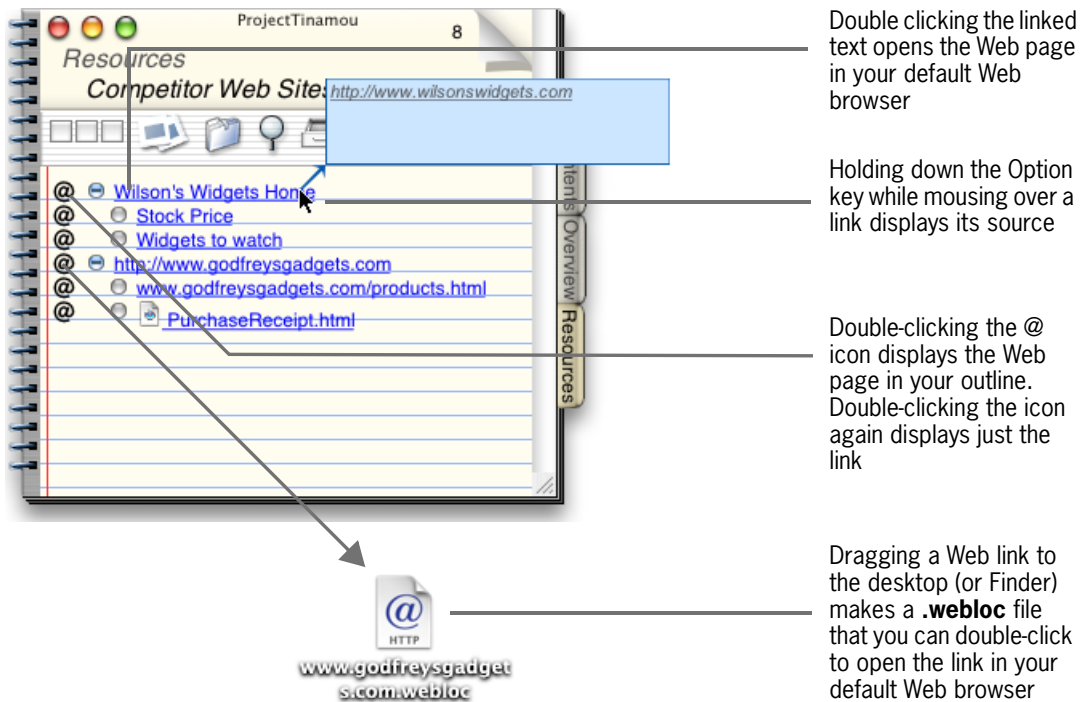
Linked text is underlined, and the @ category icon appears

Typing a URL also creates a Web link

So does dragging a URL from a Web browser's address bar

Or dragging an HTML file from the Finder





WHAT ELSE?

For details on browsing the Web in NoteTaker, see “Browse the Web in a Notebook” on page 104.

To edit a Web link’s URL, or to remove linking from text (so it’s just regular text again), select the linked text and use the Edit > Edit Hyperlink command.

Specify whether Web links are opened with a single- or double-click in NoteTaker’s Entries Preferences. See “Customize Outline Editing and Links” on page 126.

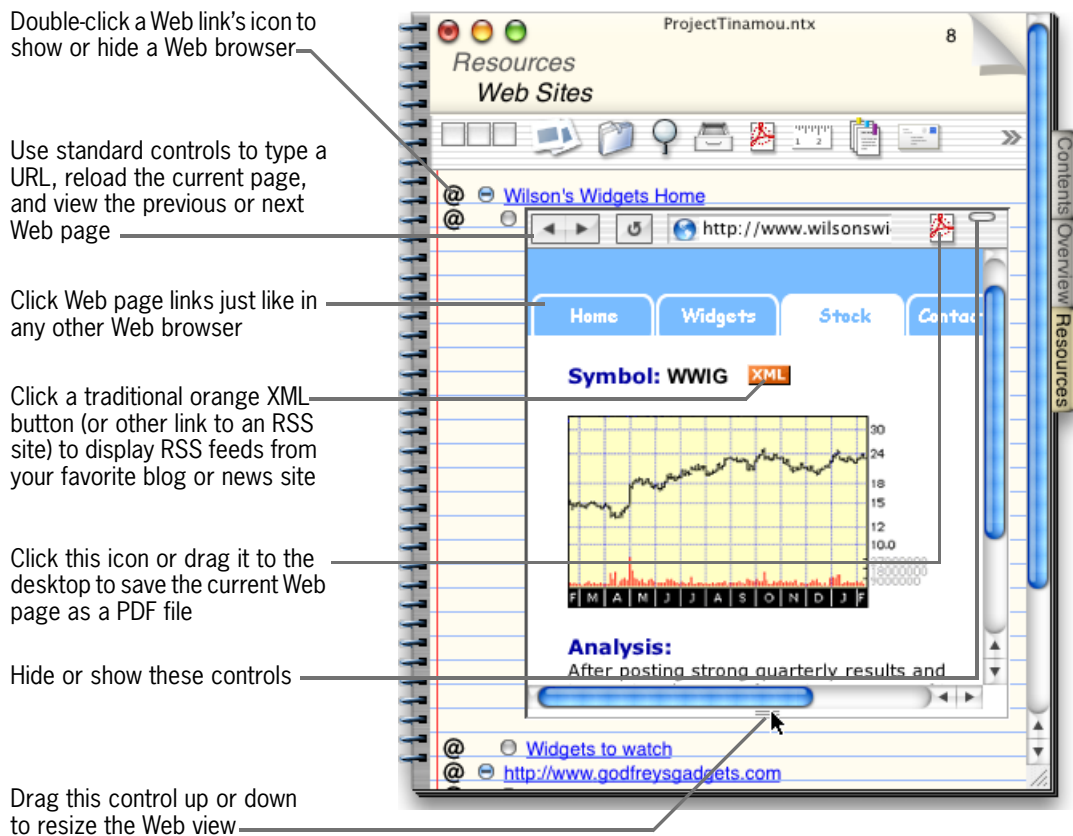
💡 Remember that even when you display a Web page within an outline, the actual content is stored somewhere else and therefore subject to change. To store Web content permanently:

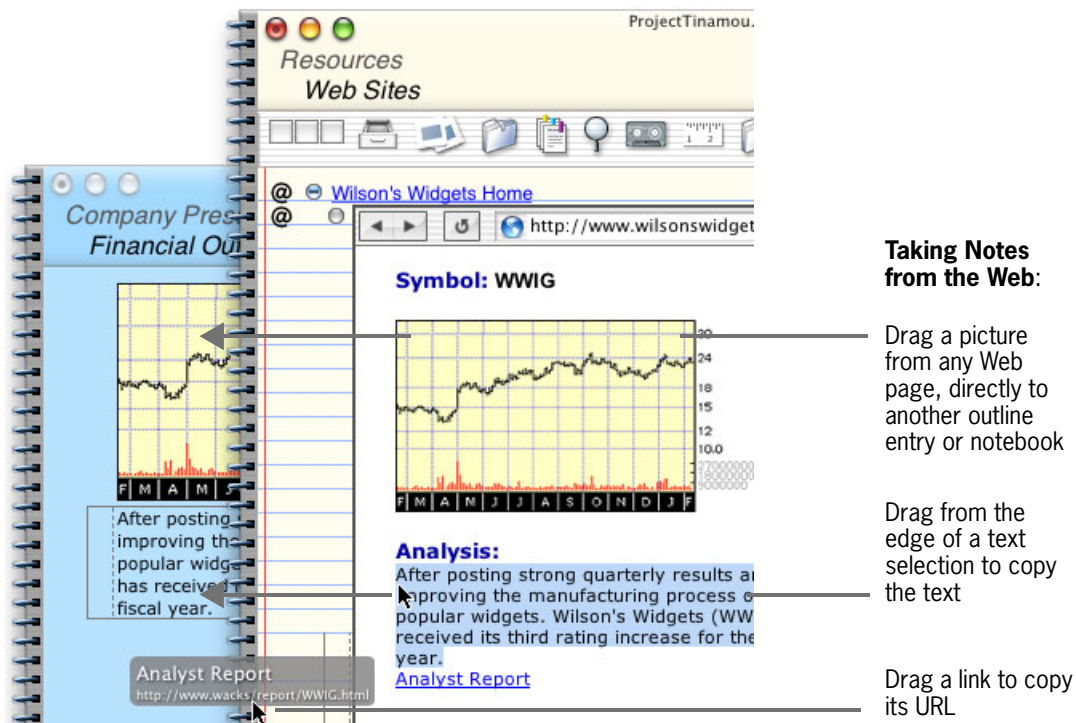
- Archive the entire page (see “Archive a Web Page” on page 109).
- Copy specific content to a separate outline entry using a clipping service (see “Clip Content from Other Applications” on page 40).
- Drag a selection from NoteTaker’s browser (see “Browse the Web in a Notebook” on page 104).

Browse the Web in a Notebook

Browse the Web in your notebook to build notebooks out of live, interactive Web pages, and easily copy notes directly from the Internet. Any outline entry can be a full-fledged Web browser where you can go to any URL, click links, watch movies, run interactive Java applets, display RSS feeds, submit forms—just like in any other browser. Also, from within an outline you can manage live Web content much like other notebook content. Drag pieces of Web pages to other outline entries or notebooks. Make a PDF of any Web page. Email Web text using the Email Page Text tool. Even include live, browsable Web pages in a NoteTaker slide show or Web notebook.

- 1 Choose Outline > New Web Entry to insert a new entry that has a Web link @ icon and embedded Web browser. Then type the URL you want to visit in the browser's address field. You can also double-click an existing Web link's @ icon to display the Web page in an embedded browser.
- 2 Drag a text selection, picture, or link directly from the Web page to another outline entry (in the same notebook or another one) to copy it to that entry.





Taking Notes from the Web:

Drag a picture from any Web page, directly to another outline entry or notebook

Drag from the edge of a text selection to copy the text

Drag a link to copy its URL

WHAT ELSE?

! To browse the Web in an outline as described here, Safari 1.0 or higher must be installed on your computer (although Safari itself doesn't have to be running).

To change between displaying a Web page's contents in your notebook or just the link, double-click the @ icon or choose View > Web Page Contents.

Block popup windows as you browse with the View > Block Pop-Up Windows command.

The PDF button in NoteTaker browser controls works just like the PDF tool in a notebook's toolbar. See "Save a PDF File" on page 118.

For information on creating a slide show or Web notebook, see "Give a Slide Show Presentation" on page 114 and "Publish a Web Notebook On the Internet" on page 116.

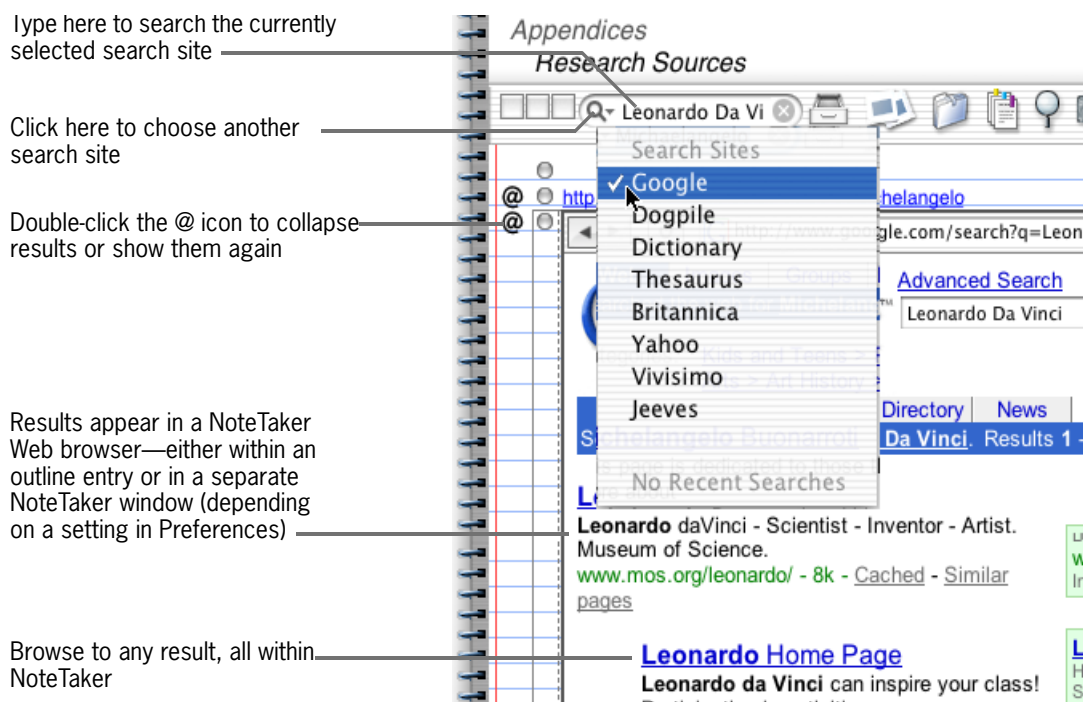
💡 Power Tips:

- Email text from a live Web page! First make sure the outline entry displaying the page is selected. Then select the text on the Web page, and click the Email Page Text tool (or choose File > Email > Page Text).
- Command-double-click an Web entry's @ category icon (or use the View > Floating command) to display the Web page in a separate, floating window (rather than in your outline). When you close the floating window, the Web page reappears in your outline.

Search the Web from a Notebook

Use the Web search Field in a notebook's toolbar to search the Web using any of your favorite search engines—Google, Yahoo, Dictionary, and many more. Browse results in NoteTaker itself—either within your outline, where you can save the search to run again later, or in a separate NoteTaker window.

- 1 Make the Web Search Field appear in the notebook's toolbar using NoteTaker's Toolbar preferences.
- 2 Select a search site from the field's menu, type the word or phrase you're looking for, and press Return.



WHAT ELSE?

To display results within your outline vs. in a separate window, see “Build Your Own Toolbar” on page 132.

To customize which sites appear in the Web Search Field's menu, see “Add Web Search Sites” on page 107.

For tips on browsing the Web in NoteTaker, see “Browse the Web in a Notebook” on page 104.

Perform other powerful searches using commands in the Scripts > Web Research Agents menu (choose Help in the same menu for details). Or use NoteTaker Dashboard Widgets (OS X version 10.4 or later). See “NoteTaker Dashboard Widgets” on page 158.

💡 Set up your toolbar to perform Web searches and email results, in three easy steps: 1) Click the New Page tool to create a new page. 2) Use the Web Search field to perform a search and display results on the new page. 3) Email the results using the Email Page Folio tool.

Add Web Search Sites

The Web Search Field in a notebook's toolbar comes set up with several popular Internet search sites, including Google, Yahoo, and more. But you can add your own search sites as well.

- 1 In any Web browser, go to the search site you want to add and conduct a search. Note the resulting URL, which probably includes a long string of cryptic characters and culminates in your search term. Keep that browser window around.
- 2 In NoteTaker's Toolbar Preferences, click the + to add a search site. Enter a Title to appear in the Web Search field. Then enter the URL Prefix by copying the URL from the browser window, only leave out your search word (often preceded by an "=", as in `...term=searchword`).
- 3 Choose your site in any notebook's Web search Field, and perform a search.

URL after performing a search for "amino" at the National Library of Medicine's Entrez search site

Click here in Toolbar Preferences to add a new search site

Double-click here to enter the title for the site that you want to appear in the Web Search Field

Double-click here and copy the URL resulting from your search, up to but not including, the search word, as the URL Prefix

If the search URL also includes text after your search word, double-click here to copy it as the Suffix

Toolbar preferences

Title	URL Prefix	Suffix
Vivisimo	http://vivisimo.com/search?query=	
Jeeves	http://web.ask.com/web?q=	
Entrez	http://www.ncbi.nlm.nih.gov/gquery/gquery.fcgi?term=	

Results in: Same Entry New Entry Separate window

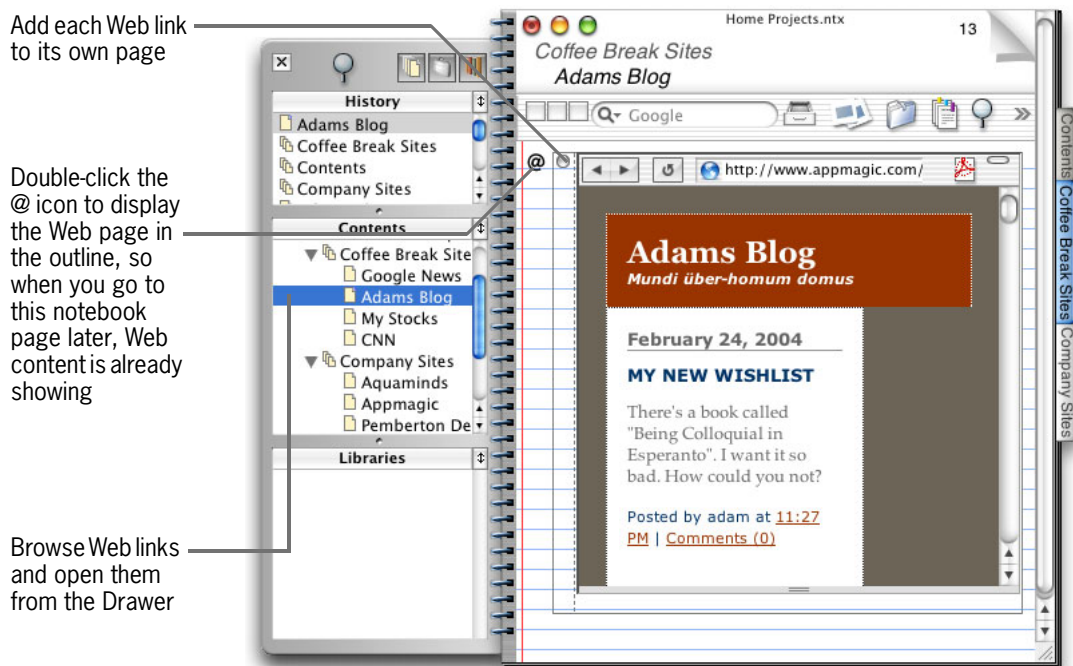
WHAT ELSE?

When you conduct a search at some search sites, a URL suffix might also appear (identifying a language, for example), which you should copy into the Suffix field in Toolbar preferences. The URL suffix is everything that appears *after* your search word. For example, if the resulting URL for a search on the term "amino" is `http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?term=amino&search=Search&db=pmc`, the URL Prefix is `http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?term=`, and the URL Suffix is `&search=Search&db=pmc`.

Organize Web Bookmarks in the Drawer

You can browse favorite Web sites from your notebook more conveniently than using Bookmarks or Favorites in a standard Web browser. Just place each Web link on its own page, organizing the pages in sections, if you like. Then page through daily sites by flipping through the sections, or open sites from the notebook's Drawer.

- 1 Select the “Remember open web pages” option in NoteTaker’s Entries preferences.
- 2 Organize bookmarks in the Drawer by putting each link on its own notebook page, grouping pages in sections. Double-click the link’s @ icon (or choose View > Web Page Contents) to open each Web page within the outline, and leave them that way.



WHAT ELSE?

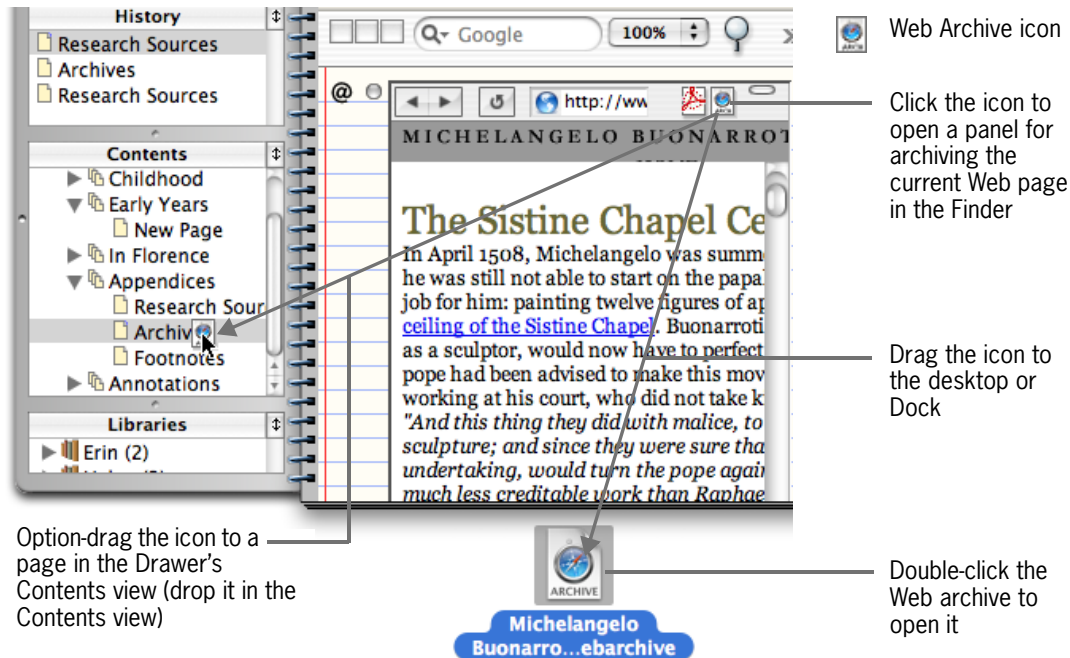
For details on adding Web links, see “Add Web Links to an Outline” on page 102.

For tips on browsing the Web in NoteTaker, see “Browse the Web in a Notebook” on page 104.

Archive a Web Page

Archive a fully-intact copy of any Web page while browsing the Web in NoteTaker. This preserves the page's content exactly as it is now, even if the original page changes later. The archive includes current text, pictures, links to other pages, colors and font styles, and other linked components. Save it in a notebook, your desktop, the Dock, or the Finder. (Requires OS X version 10.4 or later.)

- To archive the current Web page to another page in your notebook, Option-drag the Web Archive icon in NoteTaker's browser controls, to a page in the Drawer's Contents view.
- To save the Web archive to your desktop, the Dock, or another notebook window, drag the Web Archive icon directly to any of these locations.
- To save a Web archive in the Finder, click the Web Archive icon, and in the Save panel that opens, choose a location in the Finder, and type a name for the archive.



WHAT ELSE?

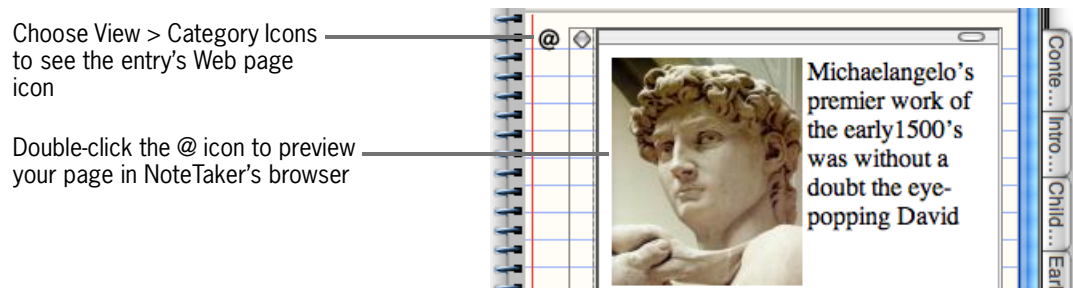
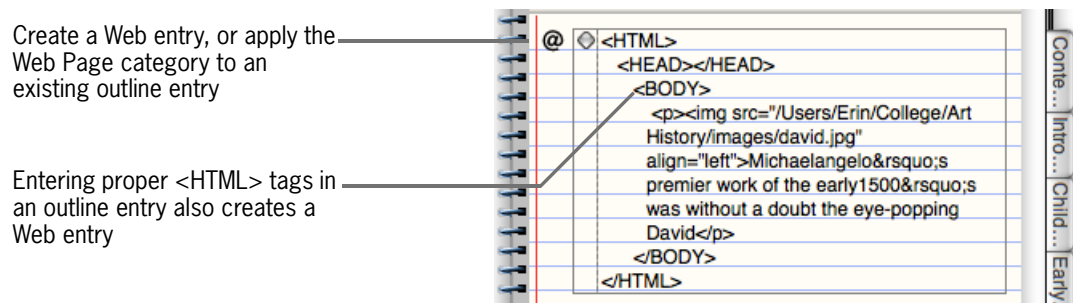
! The Web archive icon is available only if you're using OS X version 10.4 or later.

As in other browsers, you can also Control-click certain items in your notebook's browser to save a copy of them, such as pictures.

Enter Your Own HTML

You can enter HTML and other Web code directly in an outline entry, then publish the result in a Web Notebook™. Make text wrap around an image, paste in an HTML table from Excel, or add special code needed to embed a custom Java applet or Flash file. When you create the Web Notebook, your HTML is rendered as a fully functional Web page, in any Web browser.

- 1 Create a Web outline entry (choose Outline > New Web Entry, or apply the Web page category to an existing entry).
- 1 In the Web entry, enter your HTML code. Include proper <HTML>, <HEAD>, and <BODY> tags, as well as your content.
- 2 Double-click the Web entry's @ icon to preview the HTML in the outline entry's Web browser.
- 3 Publish the notebook as a Web notebook, and upload it to the appropriate Web server, to see your functional HTML.



WHAT ELSE?

For details on creating a Web notebook, see "Publish a Web Notebook On the Internet" on page 116 or "Publish a Web Notebook Locally" on page 117.

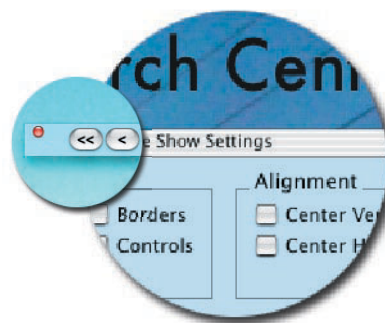
To apply categories to an entry, see "Categorize Entries for Quick Retrieval" on page 66.

Sharing, Publishing, & Printing

Chapter Ten



- Excerpt a Folio
- Email an Outline, Folio, or Notebook
- Give a Slide Show Presentation
- Publish a Web Notebook On the Internet
- Publish a Web Notebook Locally
- Save a PDF File
- Print Notebook Pages
- Password Protect a Notebook



Excerpt a Folio

To excerpt a page or section from a notebook to share or distribute among others—such as a schedule to share with coworkers, or recipes to send to a friend—use the Page Folio tool. This creates a separate folio file that opens in a new notebook window. It won't have backgrounds or formatting from the original notebook—just the default appearance of a new notebook.

Page Folio

Creates a new folio file from the current page or section

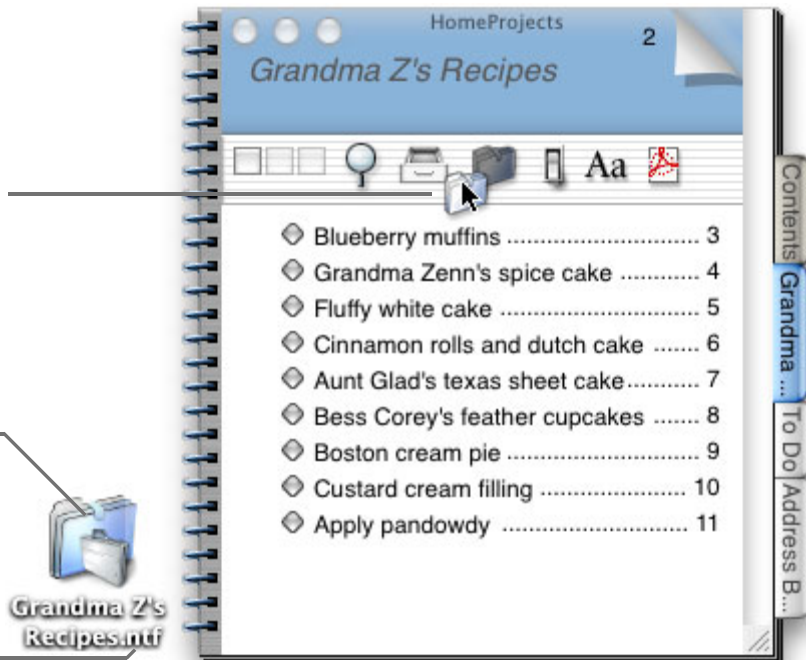


- 1 Open the page or section you want to excerpt as a folio.
- 2 Either drag the Page Folio tool to the desktop or Dock, or click the tool and save the folio in the Finder.

Dragging the Page Folio tool to the desktop creates a standalone notebook folio consisting of the current page (or section, if you're on a section listing)

Double-clicking the folio opens its contents in a new notebook window

A notebook folio has an **.ntf** extension




WHAT ELSE?

To email a folio, use one of NoteTaker's Email tools—see the next topic for details.

To share notebook pages with people who don't have NoteTaker, save them as a PDF. See "Save a PDF File" on page 118.

You can also use the Page Folio tool to assemble a new notebook from pieces of other notebooks. See "Insert Pages from Other Notebooks" on page 36.

 See who created an excerpted folio by displaying the Creator attribute. See "Show Outline Attributes" on page 26.

Email an Outline, Folio, or Notebook

NoteTaker has commands for conveniently emailing notebook content, and ensuring that all linked pictures and documents get emailed, too. Email a notebook, section, or page as a separate file attachment, or insert text directly from an outline into the message body.

- To attach a notebook, open the notebook and choose File > Email > Notebook.
- To attach a section or page as a separate notebook folio, go to the section or page. Then choose File > Email > Page Folio, or click the Email Page Folio tool in your toolbar.
- To insert text directly from an outline, open the page containing the outline. If you don't want to email the whole page, select specific text or outline entries. Then choose File > Email > Page Text, or click the Email Page Text tool in the toolbar.

Email Folio
Attaches the current page or section to a new Mail Compose window



The screenshot shows two windows. The top window is a mail compose window with the following fields: To: <adam@wilsonswidgets.com>, Cc: group@wilsonswidgets.com, Subject: Schedule. An attachment named 'Project SandPiper.ntz (912 KB)' is shown. The message body contains 'Hi Adam, Please review the attached schedule for Monday's meeting.' The bottom window is titled 'Schedule for Monday's meeting' and contains an outline with the following structure:

- I. March 1
 - A. Write Requirements Document
- II. March 15
 - A. Line up booth for trade show
 - 1. Tradeshow contacts
 - 2. Venue information
 - B. Complete customer survey

Emailing a notebook or page folio opens a new Mail Compose window and attaches a NoteTaker folio file

An **.ntz** extension marks a compressed notebook folio

Type any additional message text, address the message, and send it

Emailing page text inserts selected text, or the entire page if nothing is selected, in the message body

Any numbering format you've applied gets inserted, too

Email Text
Inserts the current page's outline or selection in a new Mail Compose window



WHAT ELSE?

⚠ Don't email a notebook by dragging it into a mail Compose window, or linked pictures and documents will be lost. Instead, use the File > Email > Notebook command. The Notebook (and Page Folio) commands automatically copy linked documents or pictures into the notebook or folio getting mailed, so they can be viewed by recipients. The Notebook command also compresses the notebook that gets mailed, tarring and zipping it, which often reduces its size.

To email notebook pages to people who don't have NoteTaker, save your notebook as a PDF. See "Save a PDF File" on page 118.

💡 Display a live Web page in your outline, then use these tools to email text from the page, or to email a folio or notebook containing the page. See "Browse the Web in a Notebook" on page 104.

Give a Slide Show Presentation

You can turn a NoteTaker outline into a full-screen slide show presentation just by making a few settings in a panel. Most on-screen presentations are based on a text outline, so NoteTaker is perfect for the task. Display a slide for each page in the notebook, or for each top-level outline entry on a page or within a selection.

Slide Show

Opens a panel for designing and running a slide show



- 1 Build the outline in your notebook, designing the text, background, and page style. Don't worry about text size or position yet.
- 2 Click the Slide Show tool in the toolbar, or choose Tools > Slide Show > Settings. In the panel that opens, choose options to set the scope of the slide show, show or hide various notebook elements, position text, advance slides manually or at a time interval, and even play sounds. For now, check the Show Slide Control Bar option, too (even if you don't want the control panel to show in the final presentation).

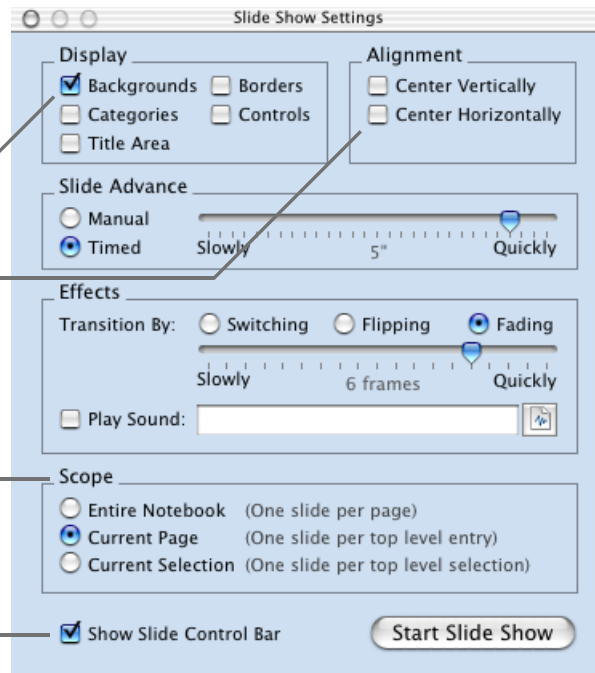
The Slide Show panel has several easy settings for controlling the appearance of your slide show

Check here to include any background color or image

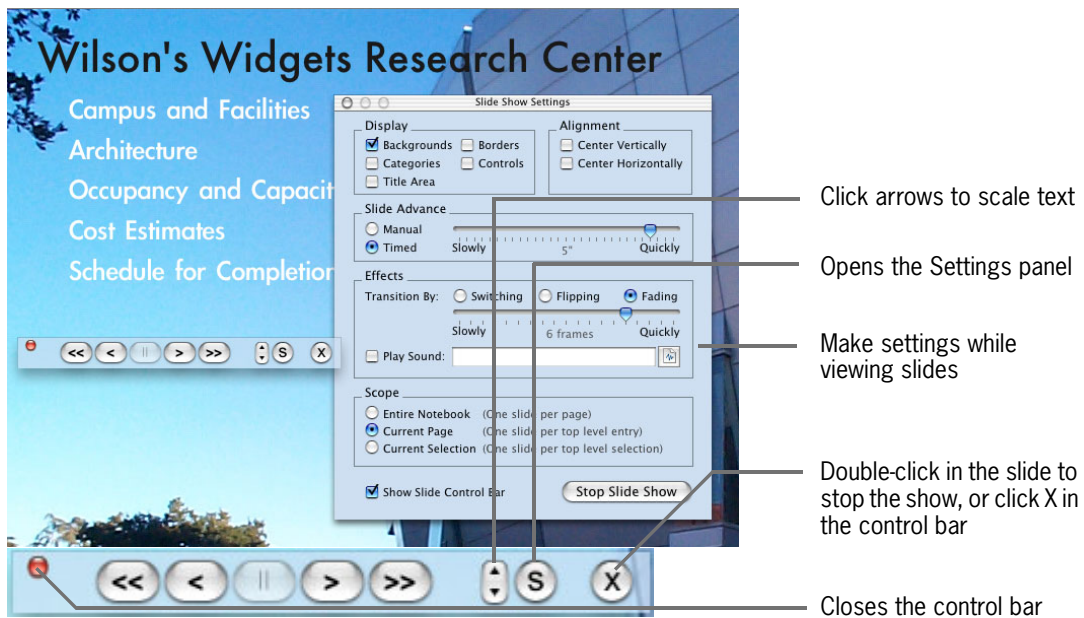
Position content

Select exactly what notebook content to include

Check this option if you're running the show manually, or to design slides while looking at them



- 3 Click Start Slide Show in the panel. To enlarge text, click the up arrow in the control bar. To try different settings, click the S button in the control bar, which opens the Settings panel. To stop the show and tweak any other part of the original design, double-click anywhere, or click X in the control bar. When everything looks good, you can close the control bar for the final presentation.



WHAT ELSE?

Include live, browsable Web pages, Flash animations or controls, and even Java applets in your slide show. Just display or add this content to your outline, and include the outline page in your slide show. For details, see:

- “Browse the Web in a Notebook” on page 104
- “Insert Flash Animations and Controls” on page 48
- “Add Java Applet Plug-Ins” on page 49

You can also start a slide show using commands in the Tools > Slide Show menu.

To design your notebook before turning it into a slide show, see “Designing Your Notebook” on page 57.

💡 To display the control bar during an automated slide show so you can pause the show, press Command-O (this chooses the Tools > Slide Show > Slide Show Control Bar command).

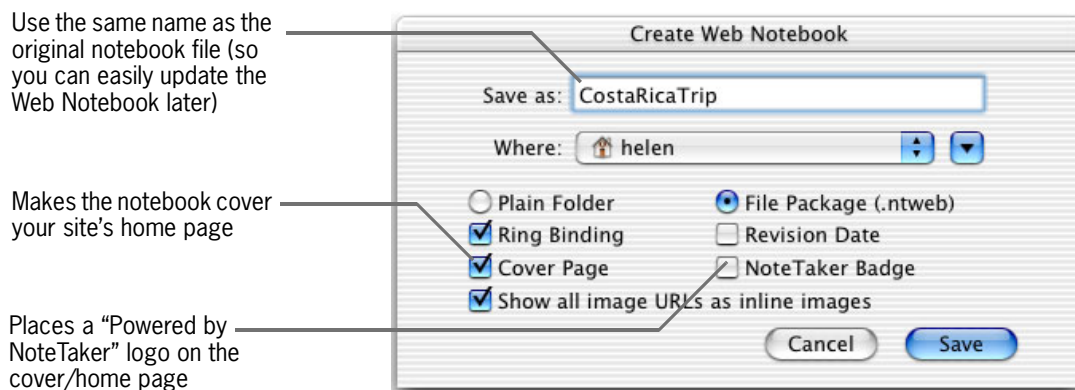
Publish a Web Notebook On the Internet

Turn your notebook into to a fully operational Web site that looks and behaves just like a NoteTaker notebook. The site can include the notebook cover, colors, images, QuickTime and sound files, links to other sites, and even embedded Web pages, Flash animations, or Java applets. If you have a .MAC account or other Web hosting service, publish your NoteTaker Web Notebook™ on the Internet. It all takes less than five minutes!

- 1 Open the notebook you want to convert and choose File > Web Notebook > Create. In the panel that opens, name and save your site. Save it either as a Web-ready **.ntweb** file package (if you're using a .MAC account), or a folder containing plain text files (optional, if you're using another Web host).
- 2 If you're using a .MAC account, drag the **.ntweb** file package to the **Sites** folder on your iDisk or any folder in **Sites**. The URL to your site will then be:

`http://YourHomePage.mac.com/YourUserName/WebnotebookName.`

If you're using another Web host, upload the file package or folder of plain text files to the appropriate folder on your host's server. The URL to your site will be the path to that folder.



WHAT ELSE?

To preview a Web Notebook before uploading, double-click the **.ntweb** file in the Finder. Or if you saved the site in a plain folder, double-click the **Index.html** file in the folder.

To edit a Web Notebook, open the original notebook in NoteTaker, make your changes, and choose either Update, or Update Current Page from the File > Web Notebook menu—see “File Menu” on page 142 for details. Note that if you save as Plain Folder, the resulting HTML files aren't standard HTML you can edit—use one of the Update commands, instead.

To display images external to the original notebook that reside on the Web, add a text link to each image in the source notebook. Then check the “Show all image URLs as inline images” option when creating the Web Notebook, and the images will display instead of the links.

Tailor layouts or other aspects of the published site by adding your own HTML to the notebook, before publishing it on the Web. See “Enter Your Own HTML” on page 110.

Publish a Web Notebook Locally

It's also easy to publish your site on a personal Web server to share on your home LAN or small office network. It just takes a moment, as all required personal Web sharing software (Apache server) is already installed on your OS X system.

- 1 Open the notebook you want to convert and choose File > Web Notebook > Create. In the panel that opens, name and save your site as a **.ntweb** Web-ready file package.
- 2 Open Apple's System Preferences, select Sharing preferences (under Internet & Network) and make sure Personal Web Sharing is selected so it's On. At the bottom of this same panel, note and write down your machine's Network IP address. For machines on a home or small network, this number is typically in the range of 10.0.1.X or some form of this subnet range.
- 3 Open your Web browser and enter the following address in its URL field.

`http://localhost/~username/NoteTaker/`

where *username* is the Short Name format listed in your Apple Accounts preferences. Type the address exactly, including the ~ in front of the username, and all / characters.

- 4 If you entered the correct address above, you should see an index of your NoteTaker Web sites. All NoteTaker sites created on your local machine are listed in this directory unless you move or delete them. Locate the site you just created and double-click it to open it in your browser.
- 5 To have other people on your local network access the site, give them this URL to add to their favorites:

`http://yourIPAddress/~username/NoteTaker/YourSiteName.ntweb/`

where *yourIPAddress* is the IP address you noted in step 2.

WHAT ELSE?

For more information about setting up a personal Web sites, see "Hosting a Web site on your computer" in the Finder's online help.

Save a PDF File

Share notebooks with people who don't have NoteTaker or even a Macintosh computer by saving one or more pages as a PDF file. Anyone on any kind of computer who has a standard PDF reader (such as Preview or Acrobat Reader) can open your PDF and page through notebook content just like any other document.

PDF File

Saves the current page as a PDF file

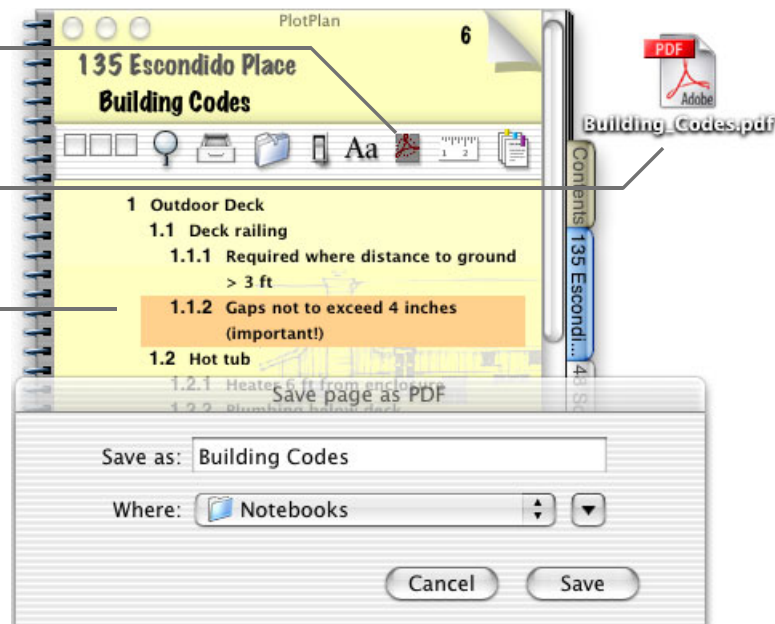


- To save just the current page as a PDF file and have it look just like it does in the notebook, click the PDF tool in the toolbar. In the panel that opens, save the PDF in the Finder. Or just drag the PDF File tool to the desktop or Finder.
- To save a range of pages or the entire notebook as a PDF, or to have more control over exactly which entries and notebook page elements are included, use the PDF button on the Print panel.

Clicking the PDF File tool opens a panel for saving the current page as a PDF file

Or just drag the tool to the desktop, Dock, or Finder

Colors, images, page styles, and other formatting will appear in the PDF just as on the original page



WHAT ELSE?

Make settings in the Print panel just as when printing (see "Print Notebook Pages" on page 119).

Place the PDF File tool in your toolbar using NoteTaker's Toolbar preferences. See "Build Your Own Toolbar" on page 132.

You can also save a Web page as a PDF file. See "Browse the Web in a Notebook" on page 104.

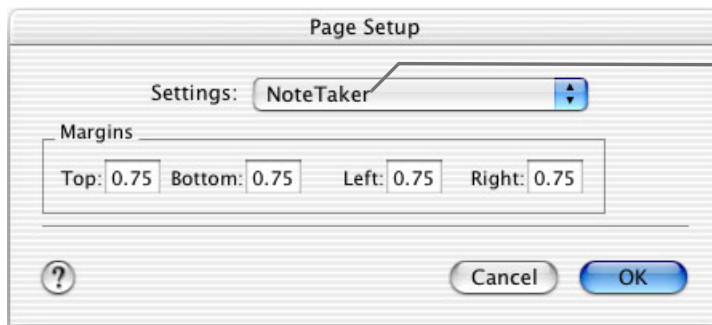
Print Notebook Pages

NoteTaker has several options for printing notebook pages exactly as you want. You can make pages look just like your notebook, print only text on a blank page, or do something in between. You can select whether to print all entries, only visible ones, or those that are selected or highlighted. Use the Page Setup and Print panels as with any other OS X application to choose page orientation and size, the number of copies, a page range, and so on. Then in each panel, check out the NoteTaker-specific settings.

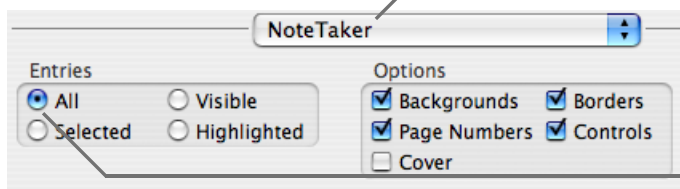
- To set the margins for your printed page, choose File > Page Setup, and display the NoteTaker settings in the Page Setup panel.
- To set what page elements and scope of entries to print, choose File > Print or click the Print tool in the toolbar. Then display the NoteTaker settings in the Print panel.

Print Tool

Opens a panel for printing a notebook.



Display NoteTaker settings in the Page Setup panel to set page margins of your printed pages




Display NoteTaker settings in the Print panel to choose which outline entries and page elements to print, and whether to print the notebook cover

Prints all entries, even if they're currently collapsed (and therefore hidden) on the notebook page

WHAT ELSE?

If you're printing the entire notebook and want to see exactly what will print, first choose Expand Notebook or Expand Page from the Outline menu to see all your outline entries.

To see exactly what the page will look like before printing, click Preview in the Print panel.

 If you're printing just one page, such as your To Do list or a summary page of highlighted entries, use the File > Print Page command (or the Print Current Page tool). NoteTaker opens the Print panel with the scope already set to the current page.

Print Page

Opens Print panel with scope set to print current page.



Password Protect a Notebook

If you share your computer or are on a network where others can access your notebooks, password-protect notebooks you don't want people to see. To open a protected notebook, you'll have to type the password.

❗ Don't forget your password—you can't open a protected notebook without it. To make sure you remember it, type a hint that you'll be sure to know, but no one else.

- To create a password for a notebook, open the notebook, choose File > Password, type (and re-type) a new password, make other optional settings, and click Set.
- To change a password or settings, choose File > Password, type the current password in the “Old password” field (so NoteTaker knows it's really you). Then type (and re-type) a new password, or change other settings.
- To remove a password, choose File > Password, type the current password, then delete all text from the “New password” and “Re-type new password” fields.

Type here only if the notebook already has a password. Leave blank to add a password for the first time

Type a new password twice, entering it exactly the same each time. Note that uppercase “GarageAttic” is different than “garageattic”

Check this option, cover the notebook when unattended, and passerbys can't uncover the notebook without the password

The hint appears when anyone tries to access the notebook with the wrong password

The screenshot shows the 'Set Password' dialog box for a notebook named 'My Diary'. It includes the following elements:

- Title:** Set Password
- Message:** Please enter a new password for notebook My Diary
- Fields:**
 - Old password: (empty)
 - New password: (filled with dots)
 - Re-type new password: (filled with dots)
 - Password hint (optional): childhood fort location
- Checkbox:** Require password when uncovering the notebook
- Buttons:** Cancel, Set
- Warning:** Choose a password that is easy to remember. You will not be able to access your notebook without it. Passwords are case sensitive. The password prevents someone else from opening your notebook in NoteTaker. It does not encrypt or guarantee in any way the security of your data.

WHAT ELSE?

To cover or uncover a notebook, use the Window > Cover command or the Cover tool.

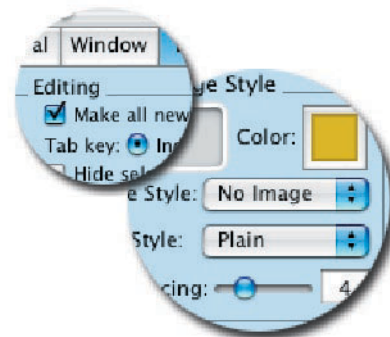
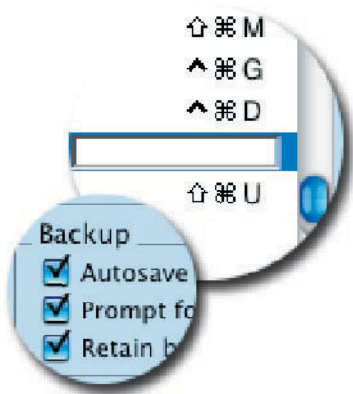
❗ Password protection only prevents people from opening a notebook in NoteTaker. It doesn't encrypt data or prevent people from viewing the notebook's file package contents in the Finder, then accessing text from page files or copying attachments. Protection also applies only to the original notebook you protect, or to copies of that notebook, such as backup copies NoteTaker makes automatically or that you make using the Save To or Save As command. It doesn't apply to a Web Notebook or folio you create from the notebook.

Personal Preferences

Chapter Eleven



- Set File Management Preferences
- Customize Clipping Services
- Customize Look and Feel
- Choose Default Fonts
- Customize Outline Editing and Links
- Customize Outline Display
- Design Default Page Styles
- Design Default Cover Styles
- Set Up Your Drawer
- Tailor Your To Do Lists
- Build Your Own Toolbar
- Define Keyboard Shortcuts



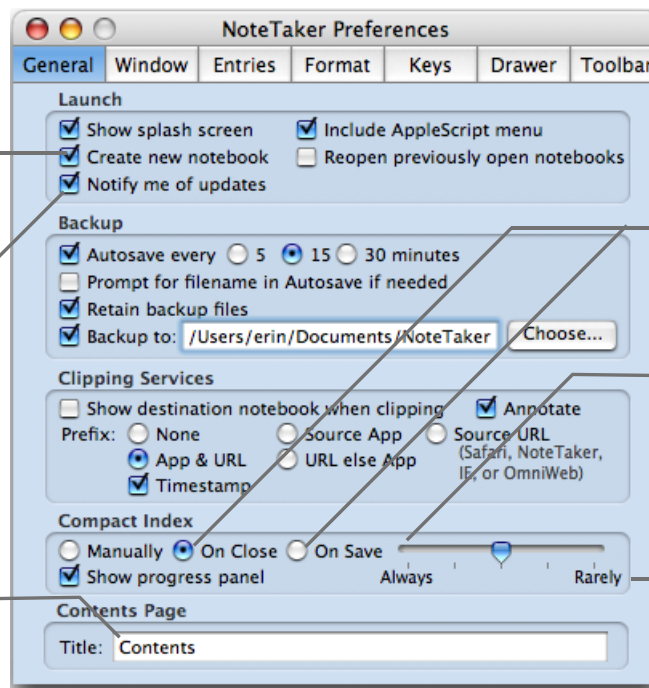
Set File Management Preferences

Use the General Preferences to tell NoteTaker exactly what to open when you start it from the Finder or the Dock, and how to perform general housekeeping tasks, like automatically saving changes to notebooks while you're working in them, saving backup copies of notebooks, and compacting their indexes to keep notebook files from getting too big.

Uncheck so NoteTaker doesn't open a new notebook each time you start it

Make sure you always have the latest version of NoteTaker

Type a new name for all your notebooks' Contents page



Automatically compact indexes when notebooks are closed or saved...

Set it to Always and compaction always occurs on close or save

The closer it's set to Rarely, the bigger a notebook must get before it's compacted

WHAT ELSE?

For details about the Backup settings, see "Save and Back Up (Archive) Notebook Files" on page 15.

To compact indexes yourself and not have it happen automatically, select Manually under the Compact Index settings, and compact a notebook's index with the Tools > Compact Index command. Also use this command if for any reason the Index should become damaged.

Customize Clipping Services

If you use clipping services to clip text from other applications into your notebooks, use NoteTaker's General Preferences to specify how to identify each clipping's source. You can also have the destination notebook open and come to the front when you clip to it.

Automatically opens a notebook page when you clip to it

Choose a Prefix option...

...to set what information appears before clippings you insert from now on

Check Annotate to have a tray open for typing your own clipping annotation

The date/time a clipping is made appears if you check the Timestamp box

NoteTaker Preferences

General Window Entries Format Keys Drawer Toolbar

Clipping Services

Show destination notebook when clipping

Prefix: None Source App Source URL (Safari, NoteTaker, IE, or OmniWeb)

App & URL URL else App

Timestamp

Annotate

Clip to notebook...

This Quarter > Michelangelo Report

Clippings

es

Cancel Open

Clipping Annotation:
Use this in the Florence chapter

Use this in the Florence chapter

Clipped from Safari (<http://www.famousquotes.org/michelangelo/>;) Tuesday, September 27, 2005 3:28:16 PM:

David

Gigantic marble, started in 1501 and completed in 1504

WHAT ELSE?

To find out more about clipping services, see "Clip Content from Other Applications" on page 40.

Customize Look and Feel

Prefer chrome over aqua? Want to reorient the tabs or get rid of them altogether? Maybe you like conventional window borders without ring bindings, more subtle page turning animation, smaller title bar buttons, or different looking controls. Check out Window preferences.

Try new Window settings to see what they look like!

Tab Orientation applies only to new notebooks

Other settings kick in immediately or when you next open any notebook

Click to check out new looks for outline controls

Keep NoteTaker menus around when viewing notebooks in full-screen mode

No page binding rings

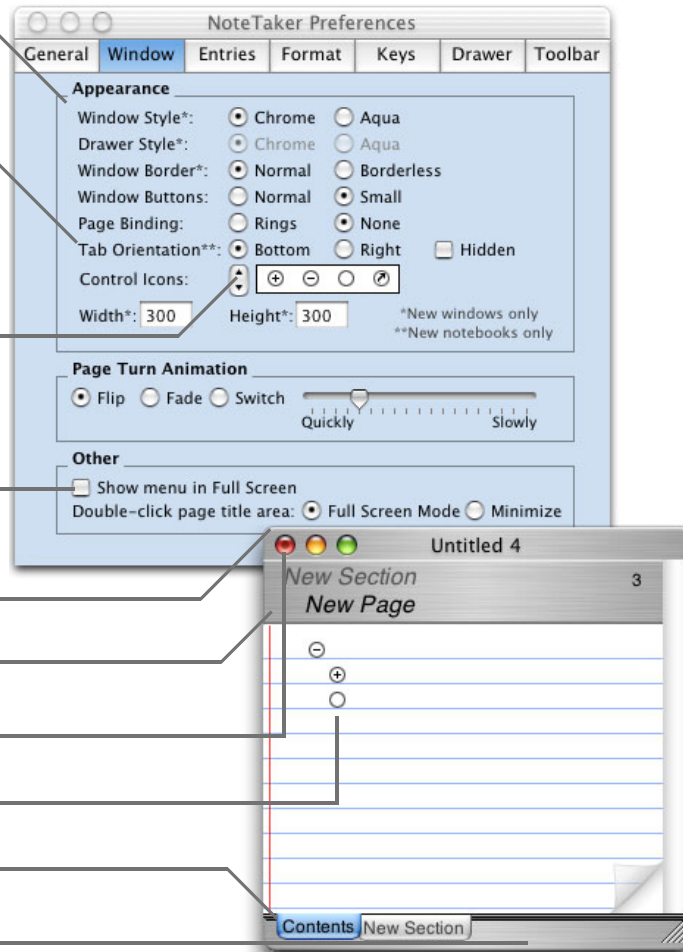
Chrome window style

Small window buttons

Custom control look

Bottom tab orientation

Normal window border



WHAT ELSE?

To set tab orientation just for a single notebook, use commands in the Format > Tabs menu.

💡 Display a window in full-screen mode by double-clicking in the page-title area or choosing Window > Full Screen. Or, set “Double-click page title area” to Minimize so double-clicking in the title area minimizes the window, and Option-double-click to toggle the window in and out of full-screen mode

Choose Default Fonts

You can choose default fonts that apply to all notebooks, using NoteTaker's Format preferences. Set the font of text in outline entries, covers, the page-title area, on the Contents, in section listings, and even on tabs.

- To open font preferences, choose Preferences from the NoteTaker menu, and click the Format tab.

Choose Global to have subsequent font settings apply to all notebooks

Select what you want to format globally, and click Change Font to set its font

Cover Applies to cover titles whose font you haven't specified for a single notebook

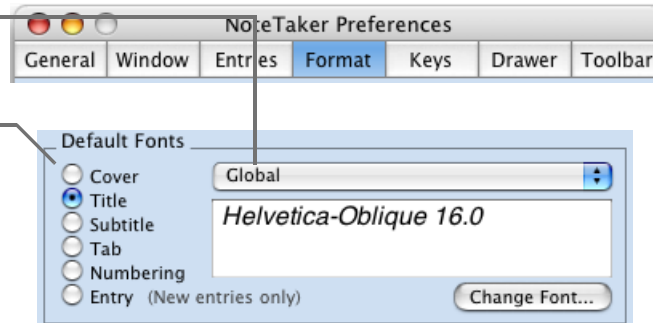
Title Applies to text in page-title areas, and section names on the Contents

Subtitle Applies to page names on the Contents and in section listings

Tab Applies to notebook tabs

Numbering Sets the font of any Entry Numbering format you apply

Entry Applies to new outline entries on regular outline pages, but not to existing entries



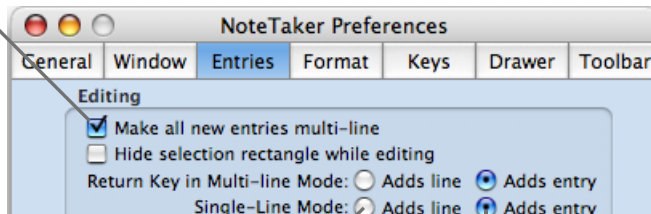
WHAT ELSE?

To make these same font settings just for a single notebook, or to set the font of specific text in an outline, see "Format Text in an Entire Notebook" on page 59 and "Format Text in Outline Entries" on page 58.

Customize Outline Editing and Links

Perhaps you wish that pressing Return always started a new outline entry, that you could type your own names for document links, or open them with a single- rather than double-click. There are a lot of useful settings like these in the Entries preferences.

Unchecking displays new outline entries in single-line mode



In either multi- or single-line mode, pressing Return:

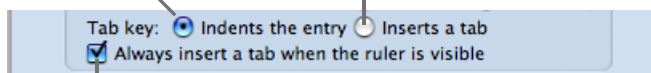
Adds a new line in the entry (Command-Return adds an entry)

Adds a new entry (Shift-Return adds a line)

While editing an outline entry, pressing Tab always:

Indents the entry...

Goes to a tab stop, whether or not the ruler is showing

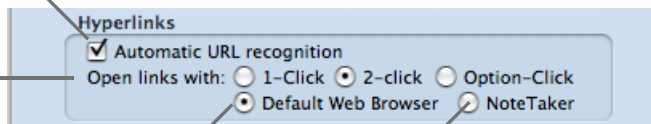


...unless this option is checked, in which case it goes to a tab stop when the ruler is showing

Uncheck to type URLs without making them Web links

Applies to text, document, and text URL links

Applies to text URL links



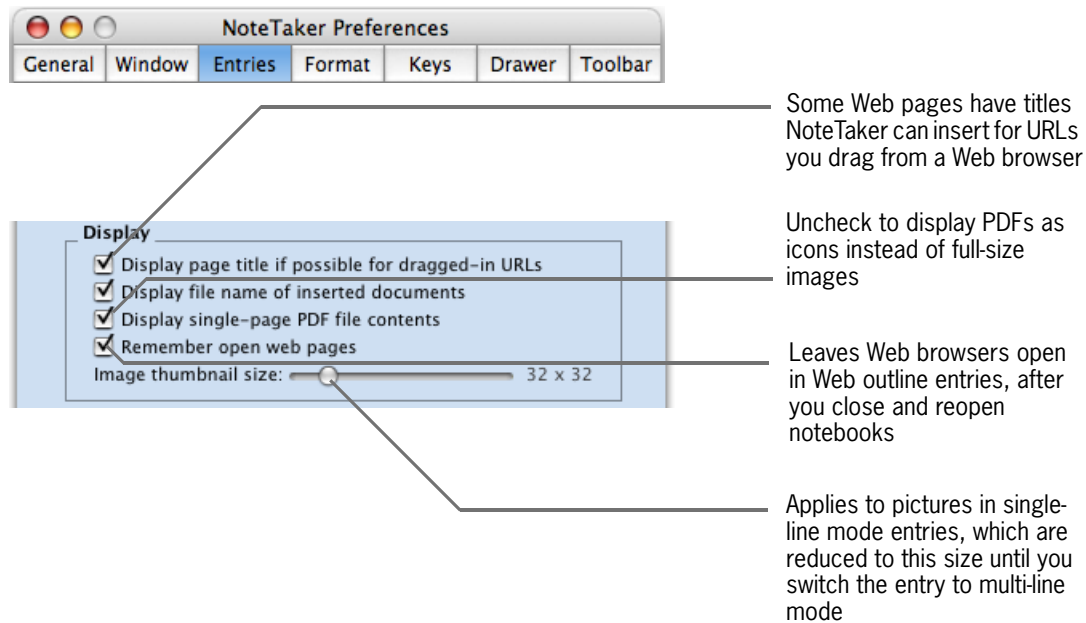
WHAT ELSE?

For the whole scoop on typing outline entries, adding links, and browsing Web URLs, see:

- “Add Outline Entries to a Page” on page 23
- “View One-Line Summaries” on page 25
- “Create Hyperlinks to Other Pages” on page 32
- “Browse the Web in a Notebook” on page 104

Customize Outline Display

Tailor aspects of how URLs, documents, and images are displayed in outline entries, and whether Web entries display open Web pages or just the Web link, when you open a notebook. Use the Display settings in NoteTaker's Entries preferences.



WHAT ELSE?

For details on adding pictures and displaying Web browsers in outline entries, see:

- “Add Pictures and PDF Images” on page 46
- “Browse the Web in a Notebook” on page 104

Design Default Page Styles

Got a favorite page style or background image? Maybe you like wider line spacing or more space between outline entries. Make settings like these for all your notebooks using NoteTaker's Format preferences.

These settings apply to pages in all notebooks, except pages that you add an image or color to directly, or that you format using the Format menu:

Set a default background color for all pages

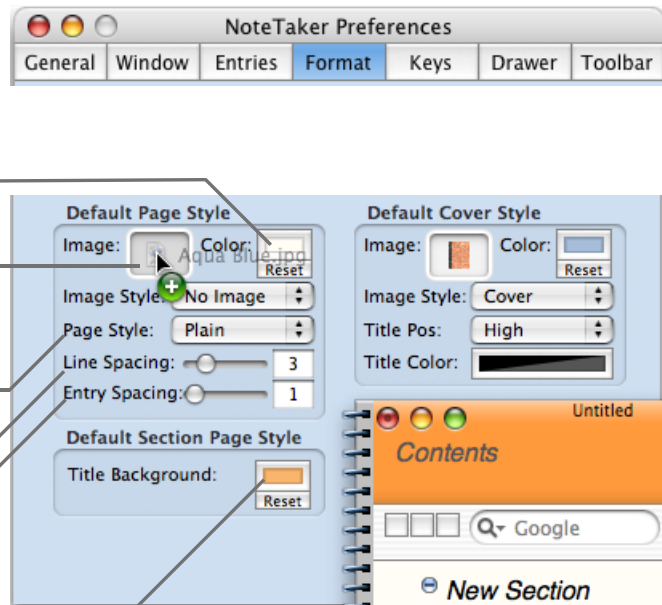
Or drag in a picture file (replaces background color with picture)

Positions or removes any default background picture

Increase line spacing in all outline entries

Increase the space between outline entries

Choose a background color for the page-title area on all section and Contents pages



WHAT ELSE?

To make these settings just for an individual page or notebook, see “Designing Your Notebook” on page 57.

To revert to the background color NoteTaker originally chose for the default page style or section page style, click Reset underneath the appropriate color box.

To remove a default background image, choose No Image from the Page Style list.

Design Default Cover Styles

Redesign your notebooks' default cover using NoteTaker's Format preferences.

These settings apply to covers in all notebooks except any you add an image or color to directly, or that you format using the Format menu

Set a default background color (remove the background picture for the color to apply)

Or drag in a picture file (replaces background color with picture)

Positions or removes any default cover image

Positions or hides cover text titles

Set the default title color

WHAT ELSE?

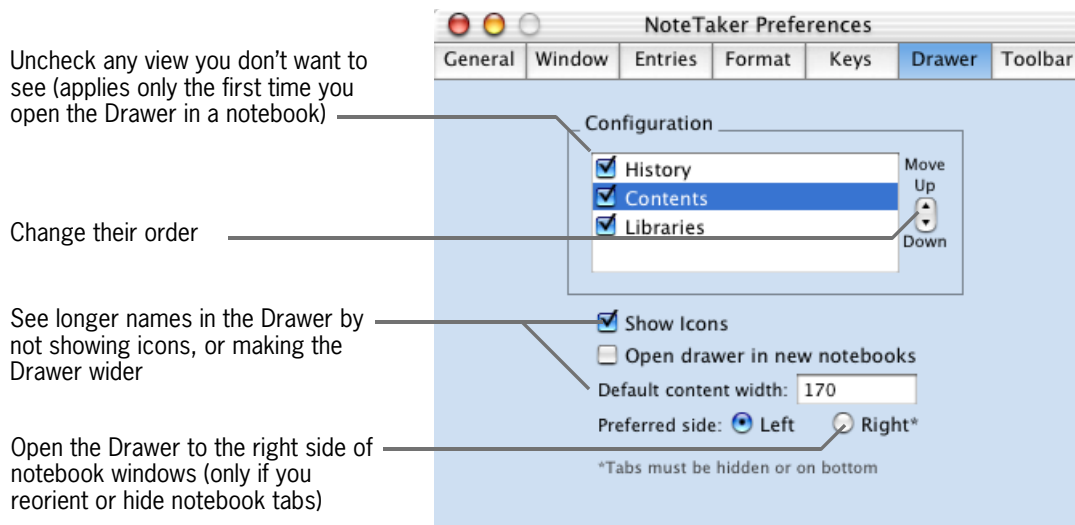
To make these settings just for an individual page or notebook, see “Designing Your Notebook” on page 57.

To revert to the default background color NoteTaker originally chose for the cover, click Reset underneath the appropriate color box.

To remove a default background image so the background color applies, choose No Image from the Image Style list. To instead revert to NoteTaker's default cover image, choose Default from the Image Style list.

Set Up Your Drawer

If you don't typically use a particular view in the Drawer, or if you prefer more width for expanding Contents, customize how the Drawer appears in your notebooks using NoteTaker's Drawer preferences.



WHAT ELSE?

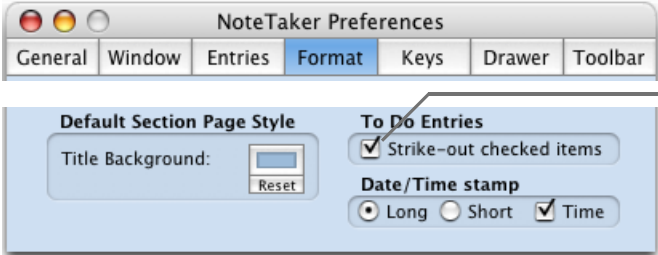
To reorient or hide tabs so you can open the Drawer to the right, use Window Preferences.

For details on showing, hiding, and resizing views in an individual notebook, see "Navigate Contents & History from the Drawer" on page 28.

Tailor Your To Do Lists

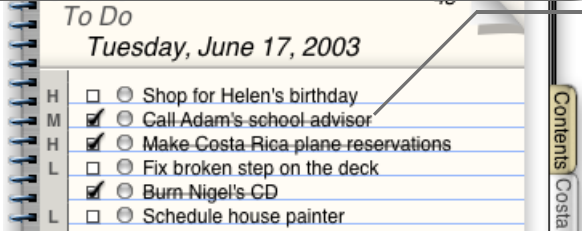
Use Preferences to visually cross out completed tasks in all your notebooks' To Do sections, to tidy up notebooks by automatically deleting old To Do pages, and to choose whether to sort tasks on new To Do pages by priority.

! If you turn on the option to automatically delete old To Do pages, any notebook you subsequently open will have its old To Do pages deleted permanently, according to the criteria you specify. They can't be retrieved. Before turning on this option, you might want to make backup copies of any To Do lists you want to archive.



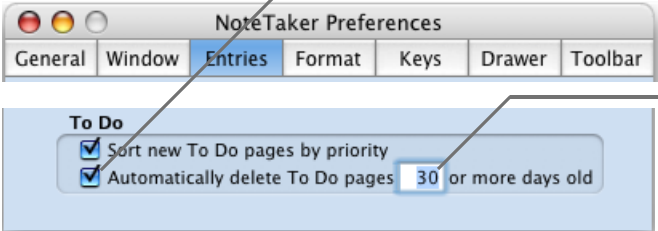
Check this option in Format Preferences...

And completed To Do tasks in all your notebooks' To Do sections are crossed out, as well as checked off (OS X 10.3 only)



Check this option in Entries Preferences...

And type a number of days to *permanently* delete all To Do pages that are any older. **Be careful:** This applies automatically to any notebook you subsequently open or create, and it can't be undone!



WHAT ELSE?

For details on To Do lists, see “Keep a To Do List” on page 86 and “Organize To Do Tasks” on page 88.

💡 You can also cross out To Do tasks by applying the Text Strikethrough style in the Font panel (OS X version 10.3 or later).

Build Your Own Toolbar

Preferences

Opens the NoteTaker Preferences panel



Choose from as many as 25 tools to place in your notebooks' toolbar and arrange them in any order you want, adjusting the spacing between them, say, to fit more icons in view, as well as the size of pop-up menus. There's even a tool for Preferences itself, so you can easily change your personal settings for different projects. Do all this using NoteTaker's Toolbar preferences.

Drag to change spacing between icons on the toolbar

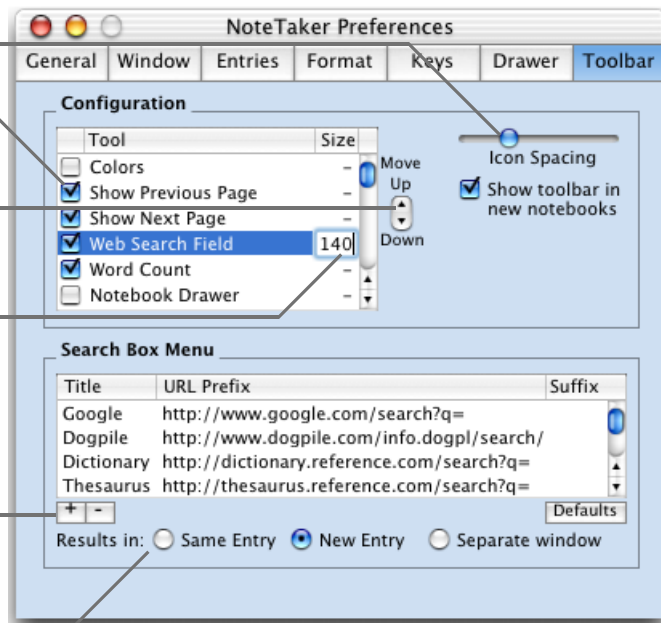
Check a tool to include it on the toolbar

Reorders the selected tool in the toolbar

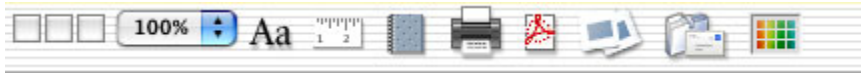
Double-click here to type a new width for tools that are pop-up menus (also includes the Zoom and Templates tools)

Add or remove search sites available from the Web Search Field menu

Select where to show results of searches using the Web Search Field



A **Designer's** toolbar has tools for applying fonts and colors, designing covers and slide shows, outputting PDF, and emailing folios



A **Writer** or **Student** also has text and email tools handy, plus tools for Page Marks, highlighting & summarizing, and opening the Tools panel for Categories and Sorting



A **Project Manager** has her templates handy, plus a time stamp, voice memo, Tools panel, and of course Page Mark and email tools



WHAT ELSE?

To find out more about each tool, see "Toolbar Icons and Menus" on page 152.

For details on using the Search Box Menu settings to add a search site to your notebooks' Web Search Field, see "Add Web Search Sites" on page 107.

Define Keyboard Shortcuts

Now more NoteTaker commands than ever have shortcuts for choosing the command by typing. If you use a particular command frequently that either doesn't have a keyboard shortcut, or has one that's hard to type, give it the shortcut you want using NoteTaker's Keys Preferences.

- 1 In the Keys preferences, find the command whose keyboard shortcut you want to change, double-click in the Key Equivalent column, and enter the new sequence—just exactly the way you want to type it when you choose the command.
- 2 Restart NoteTaker to put the new shortcut into effect.

Pressing this key combination (here, Control-Option-G) chooses the command



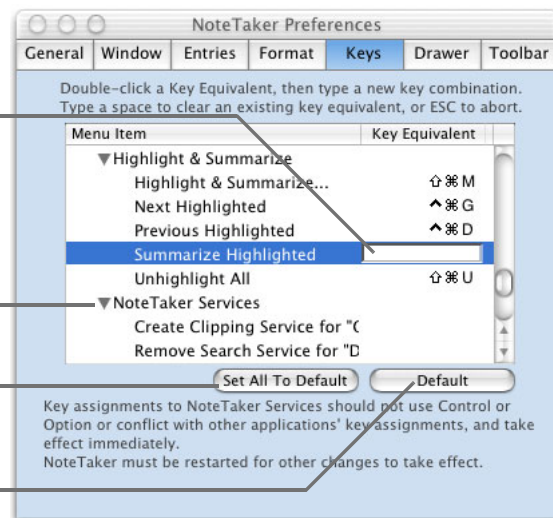
Double-click a shortcut to change it

Type a space to remove the shortcut, or type a new command sequence to change it. If a sequence is in use, NoteTaker asks if you want to use it here, instead

Add shortcuts for NoteTaker services that appear in other applications. Use only the Command and/or Shift keys, and don't choose a combination already used by other applications

Reverts all NoteTaker commands to their original Key shortcuts

Reverts only the selected command to its original shortcut



WHAT ELSE?

💡 For help interpreting keyboard shortcuts (if you're not familiar with the symbol shown in the menu):

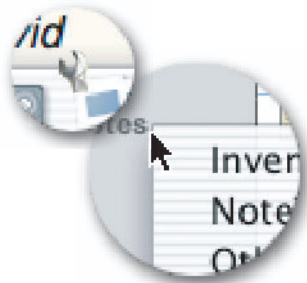
- Look up an individual NoteTaker command in "Menus and Commands" on page 142.
- Find out which keys each symbol represents by looking up "keyboard shortcuts" in the Finder's Help.

Special Keys & Hidden Shortcuts

Chapter Twelve



- Show/Hide the Toolbar
- Double-Clicking Toggles
- Option-Dragging Attaches Documents
- Option-Dragging Copies Selections
- Control-Clicking Opens Contextual Menus
- Option-Pointing Shows X-Ray Info Box™
- Special Keys Help with Outline Editing
- Command Key Imports & Helps Navigate
- Fine Tune the Tab Key



Show/Hide the Toolbar

Click the top border of the toolbar, where it joins the page-title area, to show or hide the toolbar (the cursor changes to a wrench).






Double-Clicking Toggles

Double-click in the page-title area to display the notebook window in full-screen mode, or return it to its previous size.


Or set NoteTaker's Window Preferences so double-clicking in the page-title area minimizes the window, instead (see p. 124).

Option-double-click in the page-title area toggles the window in and out of full-screen mode, no matter what your Preferences setting.

Double-click:

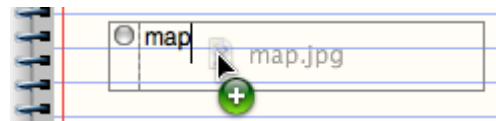
- At the left of an outline entry's control to flag it with a check mark, or remove the mark (✓ ☐).
- Web entry @ category icon to toggle between showing a Web page or Web link (see p. 104), or a Web page and HTML (see p. 110).
- Flash  category icon to show or collapse a Flash animation (see p. 48).
- Java  category icon to show or collapse a Java applet (see p. 49).
- Multi-line icon  (or column where the icon would appear) to switch an entry between multi- and single-line mode (see p. 25).

Press Esc to toggle all selected outline entries between single- and multi-line mode, whether or not the multi-line column is showing.

Command-double-click an entry's Java  or Web entry @ icon to open the entry in a separate floating window.

Option-Dragging Attaches Documents

A plus sign when you Option-drag a document means it's being attached to your notebook, rather than linked



Option-drag documents from the Finder to attach them to your notebook, so they are part of the notebook, not just linked to it. That way, all attachments stay with the notebook if you email it, back it up to a remote location, or transfer it to a different server. (The notebook file itself, however, will be bigger.)

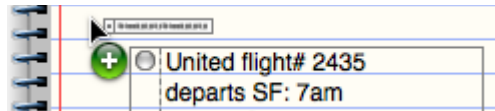
Option-drag text files, spreadsheets, pictures, Flash animations, PDF documents, and any other document types to your notebook.

💡 Tips:

- Transfer or remotely back-up a notebook with linked documents and pictures (rather than attached ones) using the File > Save To command (see p. 17).
- Option-drag several picture files from the Finder to a section listing, to display each picture on its own new page, attaching them to the document.

Option-Dragging Copies Selections


A plus sign when you Option-drag means the selection is being copied, not moved



Option-drag selected outline entries:

- Within the same page, to copy them.
- To another notebook window, to copy them to a page in that notebook.
- Over notebook tabs and page links to spring them open and copy the selection to another page in the same notebook (see p. 34).
- Over any page in the Drawer's Contents or Libraries view, to copy the entries to that page.

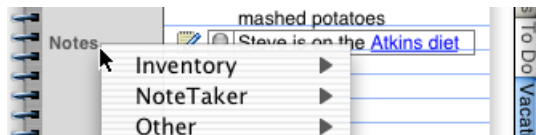
Use any method above to also Option-drag:

- Text selection or picture from a Web page displayed in a Web outline entry—drag text from the edge of the selection (see p. 104).
- Web archive icon  from a Web outline entry, to archive the current Web page (see p. 109).

Option-drag an outline entry's control to the Desktop to make a text clipping of text in the entry (and in any of its subentries).

Control-Clicking Opens Contextual Menus

Control-clicking some items opens a convenient pop-up menu, with commands for acting on that item



Control-Click

Opens a Menu with Commands for

Notebook tab


Navigating to pages in that section
Restoring the default tab color

PDF document icon

Resizing the icon

Picture

Resizing the picture

To the left of an outline entry's control () or in the Category column, if it's showing

Assigning or removing a category

In the Libraries View

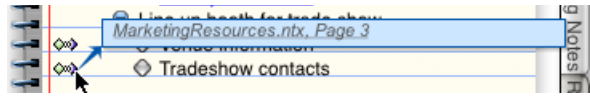
Adding and removing libraries



Selection in another application

Choosing a NoteTaker search or clipping service

Option-Pointing Shows X-Ray Info Box™

Hold down the Option key while pointing or hovering over various items in a notebook, to display more information, in a NoteTaker X-Ray Info Box™



Option-Point at	Shows	Option-Shift-Point Shows
Hyperlink icon 	Source of the link	
Text hyperlink	Source of the link	
URL hyperlink	The link's URL	
Picture, or document icon	Location of picture or document file, in the Finder	
Any entry in the Drawer	Location of notebook, section, or page, in the Finder	
Page in Libraries View	Location of page, in the Finder	First outline entry on the page
Text annotation link	First few lines of the annotation	Entire annotation
Index link	First few lines of the link's destination entry	Entire content of destination entry
Voice annotation icon 	Plays the voice annotation	

Special Keys Help with Outline Editing

Command-Return within an entry (while you're editing it) starts a new entry. (Return can also add a new entry while editing, depending on your Entries Preferences.)

Shift-Return within an entry (while you're editing it) adds a new line in the entry. (Return can also add a new entry while editing, depending on your Entries Preferences.)

Control-Return on an entry adds an outline entry below the current entry, and indents it. This works whether you're editing the entry or have just selected its control.

Command-Enter on an entry inserts a new entry above it, whether or not you're currently editing the entry.

Shift-Return on a selected entry (while you're *not* editing it) also inserts a new entry above it.

Command Key Imports & Helps Navigate

An **⌘** cursor when you Command-drag a page or document means you're importing its contents into your notebook, rather than inserting a page mark or document link



Command-drag to import:

- A page or section from the Drawer
- A text document from the Finder

Command-click a notebook tab to jump to the first page in that tab's section.

Fine Tune the Tab Key

How the Tab key works on the currently selected outline entry can depend on whether you're editing the entry (you clicked inside it), whether the ruler is showing, and your Entries Preference settings. You have three choices:

Tab Key Action in Current Outline Entry

Tab Key Settings in NoteTaker's Entries Preferences

Inserts a tab if you're editing the entry (you clicked inside it). Otherwise, indents the entry

Tab key: Indents the entry Inserts a tab
 Always insert a tab when the ruler is visible

Inserts a tab only if you're editing the entry *and* the ruler is showing. Otherwise, indents the entry

Tab key: Indents the entry Inserts a tab
 Always insert a tab when the ruler is visible

Always indents the entry; never inserts a tab

Tab key: Indents the entry Inserts a tab
 Always insert a tab when the ruler is visible

NoteTaker Reference



→ **Menus and Commands**

→ **Toolbar Icons and Menus**



Menus and Commands

NoteTaker Menu

About NoteTaker Opens a panel that shows product version number, copyright notice, license and contact information.

Preferences Opens the Preferences panel for setting all kinds of options that control the look, feel, and operation of just about everything in your notebooks. See “Personal Preferences” on page 121. (Ctrl-Option-Command-P)

Licensing Opens NoteTaker's License Manager panel.

Services Lists the currently “loaded” set of OS X application services, which are dynamically loaded and updated by individual OS X applications.

Hide NoteTaker Hides all open NoteTaker windows. (Command-H)

Hide Others Hides all open windows on your desktop except those belonging to NoteTaker. (Option-Command-H)

Show All Restores and displays any hidden windows, including those belonging to NoteTaker.

Quit NoteTaker Quits the NoteTaker application and, if necessary, asks if you want to save any outstanding changes to your notebooks. (Command-Q)

File Menu

New Opens a new, untitled notebook file. (Command-N)

New As Opens a new notebook file and then immediately opens the Save panel so you can name the new notebook right away. (Shift-Command-N)

New From Opens a menu with commands for creating a new, untitled notebook file from the contents of the current notebook, as follows:

- **Selected Entries** Creates a notebook that contains just the current selection (such as an outline entry and its subentries.)
- **Current Page** Creates a notebook consisting of the current page.
- **Current Section** Creates a notebook consisting of the current section.

Open Opens a panel for browsing and opening existing NoteTaker notebooks, as well as RTF files, and if you're running OS X version 10.3, Microsoft Word (.doc) files (Word 6 or higher). Opening an RTF or Word document creates a new notebook, importing text, formatting, and text design from the original document, but not pictures or attachments. (Command-O)

Open Library Opens a panel where you can open all of the notebooks in a library at once. Select a library in the panel to open all its notebooks, or select a single notebook to open just it. You can even select a page within a notebook to open the notebook to that page. Libraries are available in this panel after you add them to your notebooks' Libraries view using the Tools > Notebook Drawer > Add Libraries command. (Shift-Command-O)

Open Recent Opens a menu listing shortcuts for opening your most recently used notebooks.

Close Closes the current notebook (the topmost one), asking, if necessary, whether you want to save any outstanding changes. (Command-W)

Close All Closes all open notebooks, asking whether you want to save outstanding changes. (Shift-Command-W)

Save Saves any outstanding changes in the current notebook. For a new, untitled notebook, this command opens a panel asking you to name the notebook. NoteTaker automatically adds the extension .ntx, which identifies notebook files. (Command-S)

Save As Opens a panel for saving a copy of the current notebook using a new file name. The current notebook is put away without saving any outstanding changes. (Shift-Command-S)

Save To Opens a panel for saving a copy of the current notebook under a new name, and putting the new copy away. The original notebook remains open. Use this command to back up a notebook to a remote location (see “Remotely Archive or Transfer Notebooks” on page 17).

You can specify whether the new notebook is:

Read-Only - It can only be viewed, not edited.

Compressed - NoteTaker saves the copy not as a file package, but as a regular file, tarring and zipping it, which often makes it smaller than the original notebook. The resulting file has a .ntz extension and is good for sending in email.

Self-Contained - All linked attachments and pictures become copied attachments, and therefore reside within the notebook file. This is handy for saving a backup copy of a notebook somewhere other than in the current file system.

Save All Saves any outstanding changes in all open notebooks, even hidden ones.

Revert Undoes any unsaved changes in the current notebook, reverting it to the state it was in when it was last saved.

Import Opens a panel for importing text from other applications, and inserting it in the current outline, as described in “Import Text from Other Applications” on page 37. You can import the following file formats:

- Plain text: (.txt)
- Rich Text Format (.rtf)
- Microsoft Word (.doc)—OS X version 10.3, only
- vCards—Apple’s address book format (.vcf)
- HTML: (.html)
- OPML: (.opml)
- XML files: (.xml)
- OPML: (.opml)
- Tab-delimited: (.tab)
- Comma-delimited: (.csv)

You can also import another notebook to merge it with the current notebook, inserting it at the end of the notebook (if you’re on the Contents page), or as new sections before the current section (if you’re on any other page). To import only a page or section, Command-drag it from the Drawer.

For details about importing address book content, see “Import Your Apple Address Book” on page 89.

Export Opens a panel for exporting the current page in any of several common file formats, allowing notebook data to be easily opened and used in other applications. Export supports the following file formats:

- Plain text: (.txt)
- Rich Text Format (.rtf)
- Tab-delimited: (.tab)
- Comma-delimited: (.csv)
- Mail Merge
- vCards—Apple’s address book format (.vcf)
- OPML: (.xml)
- Doc (MS Word) (.doc)—OS X version 10.3, only
- RTFD (Rich Text plus attachments): (.rtf)

When exporting using the Doc (MS Word) format, you can optionally select the “MS Word outline tags option in the Export Entries panel to view the exported text as an outline, in Word’s outline view.

Export NTML Displays commands for exporting the current notebook, section, page, or selection as Note-Taking Markup Language (NTML)—a non-proprietary XML-based file format that allows NoteTaker data to be ported to and programmed in a variety of XML formats, including Apple’s Keynote presentation format (APML). See also “Export Note-Taking Markup Language” on page 161.

Web Notebook Opens the following commands for creating and updating Web notebooks (for details, see “Publish a Web Notebook On the Internet” on page 116 and “Publish a Web Notebook Locally” on page 117):

- **Create** Automatically builds fully operational Web pages from the current notebook.
- **Update** Updates an existing Web notebook with any changes that have been made to the notebook the Web notebook was created from. To update a Web notebook, open the source notebook, make your changes, and choose this command.
- **Update Current Page** Updates an existing Web notebook with any changes that have been made to an individual page or section in the notebook the Web notebook was created from. To update just a page of a Web notebook, open the source notebook, go to the page you want to update and make your changes, then choose this command. To update an entire section, go to the section listing and choose this command.

Email Displays commands for emailing the current notebook, section, or page as a file attachment, or inserting text from an outline directly in an email message. Using these commands to email a notebook or page folio automatically copies any linked documents and pictures into the file attachment you mail, so recipients who aren’t on your local network can still see them. Using the Notebook command to email a notebook also compresses the notebook, tarring and zipping it, which often makes it smaller than the original notebook. Also see “Email an Outline, Folio, or Notebook” on page 113.

Password Opens a panel for password protecting a notebook. See “Password Protect a Notebook” on page 120.

Page Setup Opens a standard Page Setup panel for setting basic print and page formatting options. (Shift-Command-P)

Print Opens a Print panel for selecting a printer and range of pages to print, setting NoteTaker-specific options, viewing a preview of the printed page, or saving the notebook as a PDF file. See “Print Notebook Pages” on page 119 and “Save a PDF File” on page 118. (Command-P)

Print Page Opens the Print panel already set to print only the current page. (Ctrl-Command-P)

Edit Menu

Undo Restores the current selection to its state prior to the last typing, drag, cut, copy, paste, or delete operation. Undo undoes only the last operation. (Command-Z)

Redo Redoes the last Undo, if one has been performed. (Shift-Command-Z)

Cut Removes the current selection and places it on the Clipboard, leaving it there until you next choose Cut, Copy, or Undo. (Command-X)

Copy Places a copy of the current selection on the Clipboard, leaving it there until you next choose Cut, Copy, or Undo. (Command-C)

Copy With Numbering Copies selected outline entries, including any numbering format applied with the Format > Entry Numbering menu, to the Clipboard. When you paste the selection as plain text or Rich Text (RTF) in another application like Text Edit, the numbering format is pasted, too.

Paste Inserts the contents of the clipboard at the insertion point in an outline entry, or after the currently selected entry, page, or section. (Command-V)

Paste As Displays the following commands for having specific control over how content gets pasted from other applications:

- **Rich Text** Retains text formatting such as font family, bold, and italic.
- **Plain Text** Removes any formatting, such as font family, bold, or italic.
- **Image** Inserts what you're pasting as an image, so it looks exactly like the original. This is handy for inserting content from a spreadsheet such as Excel.
- **Outline** Pastes each paragraph of text on the Clipboard into its own outline entry, indenting any tabbed paragraphs so they appear as outline subentries. (Shift-Command-V)
- **HTML** Inserts clipboard contents as HTML, if these contents were copied from an application that provides HTML on the clipboard. (MS Word and Excel both provide HTML on the clipboard.) For example, copying a range or table in an Excel spreadsheet, then pasting it in your notebook using the Paste As HTML command, creates a Web entry that can alternately display the raw HTML, or the formatted table (just double-click the Web entry's category icon.)

Delete Deletes the current selection without placing it on the Clipboard. If there's no selection on the current page, it deletes the page (or section, if you're on a section listing).

Flag Entry Adds (or removes) a check mark to the left of the current entry's control. Also see "Prioritize and Flag Entries" on page 74 and "Keep a To Do List" on page 86. (Ctrl-Command-F)

Highlight Entry Highlights the selected entry with a yellow marker, or removes highlighting. See "Highlight and Summarize Outline Entries" on page 76. (Command-K)

Create/Edit Hyperlink Opens a panel for creating:

- A link from selected text or an outline entry, to anywhere else in any notebook (see "Create Hyperlinks to Other Pages" on page 32)
- A link to a Web URL (see "Add Web Links to an Outline" on page 102)
- A pop-up text annotation and end note (see "Add Text Annotations (Footnotes) & Endnotes" on page 42)
- A voice annotation (see "Insert a Voice Annotation" on page 96)
- A link to an AppleScript command (see "Automate Workflow with AppleScript" on page 52)

If you select an existing link, the command changes to Edit Hyperlink and lets you edit or remove the link. (Command-L)

Prioritize Entry Displays commands for assigning a Low, Medium or High priority to the currently selected entry(s), or for removing any existing priority. See "Prioritize and Flag Entries" on page 74 and "Keep a To Do List" on page 86.

Select Displays the following commands for selecting specific parts of the outline on the current outline page:

- **Select Parent** Selects the parent of the selected outline entry, if it has one on the current page. (Command-<)
- **Select Children** Selects the children of the selected outline entry, if it has any. (Command->)
- **Select Peers** Selects all entries on the page that are at the same level of the outline as the current selection. (Command-Comma)
- **Select Descendants** Selects the children of the selected outline entry, and any descendants of those children. (Command-Period)
- **Select Highlighted** Selects all entries on the current page that have been highlighted in yellow using either the Highlight Command or the Highlight & Summarize panel. (Command-/)

- **Select Indent Level** Displays commands for selecting all outline entries on the current page that are indented at a particular level. For example, choosing 0 selects all entries at the top-level, choosing 1 selects all entries indented one level down, and so on.
- **Select All** Selects all entries at all levels of the outline on the current page. Within an entry, this command selects all text and content for that entry only. (Cmd-A)

Find Displays the following commands for searching for text within the current notebook or library of notebooks. See also “Highlight and Summarize Outline Entries” on page 76:

- **Find Panel** Opens the Find panel for specifying text you want to find, and where you want to look for it. (Cmd-F)
- **Find Next** Finds the next occurrence of your search text. This command does the same thing as the Next button in the Find panel, but you can use the command even if the Find panel isn’t open. (Cmd-G)
- **Find Previous** Finds the previous occurrence of your search text. This command does the same thing as the Previous button in the Find panel, but you can use the command even if the Find panel isn’t open. (Cmd-D)
- **Enter Selection** Copies selected text from your notebook into the Find field of the Find panel, whether it’s open or not. You can then choose Find Next or Find Previous to search for the text. (Cmd-E)

Spelling Displays the following commands for checking spelling in the notebook.

- **Spelling** Opens NoteTaker’s Spelling panel for finding and correcting spelling errors and typos. You can check spelling throughout the entire notebook, or only within the current section or page—choose a scope at the bottom of the panel. (Cmd-:)
- **Checking Spelling** Checks spelling of selected text, or text in selected entries, and underlines spelling mistakes or words that aren’t in the spellchecker’s dictionary, with a dotted red line. (Cmd-;)
- **Check Spelling As You Type** Turns real-time spell checking on or off. When it’s on, NoteTaker underlines spelling mistakes or words that aren’t in its dictionary with a dotted red line.

Time Stamp Inserts the current date and optionally the time, either as a new entry after the currently selected entry, or within an entry at the insertion point. You can use the Date/Time stamp settings in NoteTaker’s Format preferences to choose whether this command inserts the date in a short format (e.g., 3/18/04) or a long format (e.g., Thursday, March 18, 2004), and whether it also inserts the time. Use Toolbar preferences to place the Time Stamp tool on your toolbar. Use Apple’s International Preferences (in System Preferences) to set the exact format of long and short date and time formats.

(Ctrl-Cmd-T)

Reset Applet Resets the selected Java plug-in to its initial state. See “Add Java Applet Plug-Ins” on page 49.

Special Characters Opens the standard panel for inserting special characters at the insertion point, such as mathematical characters, special symbols, icons, and more. (Option-Cmd-T)

Outline Menu

New Entry Inserts a new entry after the currently selected entry. (Cmd-Return)

New Entry Above Inserts a new outline entry directly above the current entry. If there’s an insertion point, this command breaks the current entry in two. Use this command to quickly insert a new outline entry at the top of an existing outline. (Cmd-Enter)

New Page Inserts a new page after the current one. (Option-Cmd-Return)

New Section Inserts a new section after the current one. (Ctrl-Cmd-Return)

New Web Entry Inserts a new entry after the currently selected entry that has a @ Web link icon and contains an empty Web browser. To begin browsing the Internet within your outline, type a URL in the browser’s address field and press Return. You can browse to any URL after that, but the first one you type becomes associated with that entry’s Web link. For details, see “Browse the Web in a Notebook” on page 104.

New Plug-In Entry Opens a menu of Java applets that are inserted in a new entry, after the currently selected entry. See “Add Java Applet Plug-Ins” on page 49.

Special Sections Displays the following commands for showing a notebook's index or creating a To Do list:

- **Show Index Section** Shows or hides the current notebook's index. See "Index Your Notebook" on page 82.
- **Add To Do Section** Adds a To Do section to the current notebook. See "Keep a To Do List" on page 86.

Expand Entry Expands the first level of outline entries below the selected entry. (Cmd=)

Collapse Entry Collapses the first level of entries below the selected entry. (Cmd-Hyphen)

Expand Outline Expands all levels of entries below the selected entry. (Option-Cmd=)

Expand Page Expands all collapsed outlines on the current page. (Cmd+)

Collapse Page Collapses all expanded outlines on the current page. (Cmd-)

Expand Notebook Expands all sections and outlines in the entire notebook. (Option-Cmd+)

Collapse Notebook Collapses all sections and pages in the notebook. (Option-Cmd-)

Indent Indents the selected entry so it becomes subordinate to the entry above it, if there is one. (Tab)

Unindent Unindents the selected entry, if it's currently indented, promoting it up a level in the outline. (Shift-Tab)

Move Entry Up Moves the currently selected entry, page, or section up within the current view. (Option-Up Arrow)

Move Entry Down Moves the currently selected entry, page, or section down within the current view. (Option-Down Arrow)

Focus Focuses the view exclusively on the selected entry and its subentries, while hiding all other entries on the current page. Choose Focus again to return all entries to view. (Option-Cmd-F)

Go Menu

First Entry Selects the first entry on the current page. (Ctrl-Option-Up Arrow)

Previous Entry Selects the previous visible entry on the current page. (Ctrl-Up Arrow)

Next Entry Selects the next visible entry on the current page. (Ctrl-Down Arrow)

Last Entry Selects the last visible entry on the current page. (Ctrl-Option-Down Arrow)

Parent Entry Selects the parent of the current entry. (Cmd-Shift-<)

Next Sibling Entry Selects the sibling entry following the current entry, or if there isn't another sibling under that parent, goes back to the parent's first sibling. (Option-Cmd-Shift->)

Previous Sibling Entry Selects the sibling entry before the current entry, or if there isn't a previous sibling under that parent, selects the parent's last sibling. (Option-Cmd-Shift-<)

First Page of Section Opens the first page of the section you're in. (Ctrl-Option-Left Arrow)

Previous Page Opens the previous page in the current notebook. (Ctrl-Left Arrow)

Next Page Opens the next page in the current notebook. (Ctrl-Right Arrow)

Last Page of Section Opens the last page of the section you're in. (Ctrl-Option-Right Arrow)

First Section Opens the section listing of the first section in the notebook. (Ctrl-Option-Cmd-Left Arrow)

Current Section Opens the section listing of the section you're in. (Ctrl-Cmd-Left Arrow)

Previous Section Opens the previous section's listing. (Option-Cmd-Left Arrow)

Next Section Opens the next section's listing. (Option-Cmd-Right Arrow)

Last Section Opens the last section's listing. (Ctrl-Option-Cmd-Right Arrow)

Contents Page Opens the Contents of the current notebook. (Ctrl-Home)

Index Section Opens the current notebook's Index, (if the Index is showing. (Ctrl-End)

Today Opens today's page in the current notebook's To Do section, if there is one. (Cmd-.)

Back Opens the last page in your History. (Cmd-])

Forward Opens the next page in your History, if you've already backtracked into History. (Cmd-[)

Last Viewed Page Opens the last page you were viewing, regardless of whether you're navigating within your History. (Cmd-')

Scroll To Selection Scrolls your view to the current selection. (Cmd-J)

View Menu

Numbers Shows or hides line numbering on the current page. (Option-Command-N)

Categories Shows or hides category labels on the current page. (Option-Command-L)

Dates Shows or hides the date each entry on the current page was created. (Option-Command-A)

Change Dates Shows or hides the date each entry on the current page was last changed. (Option-Shift-Command-A)

Priorities Shows or hides any priorities assigned to entries on the current page. Also see “Prioritize and Flag Entries” on page 74, and “Keep a To Do List” on page 86. (Option-Command-P)

Multi-Line Entries Shows or hides the multi-line column, which marks all entries that are currently in multi-line mode with an icon. Clicking in the column next to an entry that actually has multiple lines toggles the entry between multi- and single-line mode. Otherwise, double-clicking in this column toggles the mode. Also see “Add Outline Entries to a Page” on page 23, and “Show Outline Attributes” on page 26. (Option-Command-M)

Creator Shows or hides the login names of people who created individual outline entries, pages, and sections. See “Show Outline Attributes” on page 26.

Changed By Shows or hides the login names of people who last changed individual outline entries, pages, and sections. See “Show Outline Attributes” on page 26.

Category Icons Shows or hides category icons for NoteTaker categories. (Option-Command-I)

Controls Shows or hides entry controls on the current page. (Option-Command-O)

Page Breaks Shows or hides any page breaks on the current page that were applied with the Format > Page Breaks command. Page breaks apply when you print or save a PDF file from the Print panel.

Toolbar Shows or hides the toolbar in the current notebook. You can also do this by clicking the bottom border of the page-title area—just above the toolbar, if it’s showing (the cursor changes to a wrench). (Shift-Command-B)

Ruler Shows or hides the ruler in the current notebook. (Command-R)

Page Tab Adds or removes a notebook tab for the current page or section listing. To go to a section listing whose tab you removed (so you can add it back), use a command in the Go menu, such as First Section, Current Section, and so on.

Web Page Contents Toggles the display of any Web link in the currently selected entry between displaying actual web page content, or just the link. Double-clicking the @ category icon (if it’s visible) does the same thing. (Ctrl-Command-W)

Floating Displays the current Web entry or Java applet in a separate floating NoteTaker window (rather than in the outline). When you close the floating window, the applet reappears in your outline. You can also Command-double-click the entry’s category icon to open a floating window. See “Browse the Web in a Notebook” on page 104 and “Add Java Applet Plug-Ins” on page 49.

Block Pop-Up Windows Prevents Web pop-up windows from appearing when you’re browsing the Web within a NoteTaker outline. See “Browse the Web in a Notebook” on page 104.

Zoom Displays commands for zooming the view of the current notebook in or out, by choosing a scale percentage ranging from 60% to 200%. This command just affects the view, and has no effect on pages you print or save as a PDF file from the Print panel. There are several handy keyboard shortcuts:

- **Smaller** Option-Command-[
- **Larger** Command-]
- **100%** Command-\

Format Menu

Font Displays the following commands for setting the font and size of text:

- **Font Panel** Opens the standard Font panel. (Command-T)
- **Bold** Bolds text in the current selection. (Command-B)
- **Italic** Italicizes text in the current selection. (Command-I)
- **Underline** Underlines text in the current selection. (Command-U)
- **Larger, Smaller** Increases (Option-Command+) or decreases (Option-Command-Minus) the size of text in the current selection by one point.
- **Heavier** Sets a heavier face, if there is one, for the font of the current selection.
- **Lighter** Sets a lighter face, if there is one, for the font of the current selection.
- **Superscript, Subscript, Unscript** Superscripts or subscripts, text in the current selection, or removes scripting.

- **Copy Font** Copies the font of the current text selection so you can apply it to other text using the Paste Font command. (Option-Command-C)
- **Paste Font** Applies the last font copied using the Copy Font command, to the current text selection. (Option-Command-V)

Text Displays the following commands for aligning text and setting tabs and margins. Also see “Format Text in Outline Entries” on page 58.

- **Align Left, Center, Align Right, Align Justified** Aligns text in the current selection.
- **Writing Direction** Causes text you type or paste into outlines to be entered from right to left, if you’re working in a language that’s written from right to left, such as Hebrew. Available in OS X 10.3 or higher.
- **Show Ruler** Shows or hides the ruler in the current notebook. (Command-R)
- **Copy Ruler** Copies rulers settings of the current text selection so you can apply them to other text using the Paste Ruler command. (Control-Command-C)
- **Paste Ruler** Applies the last ruler settings copied using the Copy Ruler command, to the current text selection. (Control-Command-V)

Colors Opens the Colors panel where you can choose colors for page backgrounds, outline entries, selected text, tabs, page-title areas, and a color for highlighting text. See “Format Text in Outline Entries” on page 58, “Design the Page” on page 60, “Highlight Text with Colored Pens” on page 63, “Design the Cover” on page 64, and “Design Default Page Styles” on page 128.

Favorite Styles Displays commands for applying favorite text styles to selected text or outline entries (Bold, Italic, Outlined, and so on), or for reverting text to the default style defined for the entry it’s in (Entry Default). This menu also appears in a notebook’s ruler, where you can also create your own styles (see Text Edit’s Help for details). Available in OS X version 10.3 or later.

Remove All Highlighting Removes color highlighting from selected text or text in selected outline entries, that was applied by Command-dragging (see “Highlight Text with Colored Pens” on page 63).

Page Break Inserts a page break just before the current outline entry. View page breaks as dotted lines using the View > Page Breaks command. Page breaks apply when you print, or save a PDF file, from the Print panel.

Multi-Line Toggles the current outline entry between multi-line and single-line mode. See “Add Outline Entries to a Page” on page 23. (Command-Esc)

Entry Numbering Displays commands for applying an entry numbering format to the current page or entire notebook. Also see “Design a Whole Notebook” on page 62.

- **Plain, Bullet, Harvard, Legal, Annotation** Applies one of these numbering formats (try them out to see what they look like).
- **Set All Pages** Applies the current page’s numbering format to all pages in the notebook.

Page Style Displays the following commands for applying a different look to the current page’s background. Also see “Design a Whole Notebook” on page 62:

- **Plain, Ruled, Legal, Graph, Lab** Applies one of these styles to the current page.
- **Default** Applies the default page style set in NoteTaker’s Format preferences to the current page.
- **Set All Pages** Applies the current page’s style to all pages in the notebook.

Tabs Displays commands for reorienting the tabs on the current notebook, or hiding them altogether. See “Design the Page” on page 60.

Background Image Displays the following commands for applying, positioning, or removing a background image from the current page or notebook cover. See also “Design the Page” on page 60, and “Design the Cover” on page 64.

- **Center, Tile, Fit Width, Cover, Scale** Positions any background image on the page (try these commands to see their effect)
- **Default** Applies the default page background image defined in NoteTaker’s Format preferences to the current page. Or for a notebook cover, it applies the default cover image defined in Format preferences.
- **None** Removes any background image from the current notebook page or cover.
- **Set All Pages** Applies the current page’s background image to all pages in the notebook.

Background Color Displays the following commands for applying a background color to the current page or notebook cover. Background colors only appear when there’s no background image. Also see “Design the Page” on page 60, and “Design the Cover” on page 64:

- **Remove from Entry** Removes any background color that was applied specifically to the currently selected outline entry(s). See “Design the Page” on page 60.
- **Page Default** Applies the default page background color defined in NoteTaker’s Format preferences to the current page. Or for a notebook cover, it applies the default cover color defined in Format preferences.
- **Set All Pages** Applies the current page color to all pages in the notebook.

Cover Title Displays the following commands for positioning and designing the text title on the current notebook cover. Also see “Design the Cover” on page 64:

- **Top, High, Mid-High, Center, Mid-Low, Low, Bottom** Positions the cover title on the current notebook cover.
- **Default Location** Applies the default cover-title position defined in NoteTaker’s Format preferences to the current notebook cover.
- **None** Hides the text title from the current notebook’s cover.

Tools Menu

Categories Opens the Tools panel to the Categories tab where you can create, change, and delete category definitions, and apply them to individual outline entries. See “Categorize Entries for Quick Retrieval” on page 66, and “Create Your Own Categories” on page 67. (Shift-Command-L)

Templates Opens the Tools panel to the Templates tab where you can create, change, or delete templates, and insert them in your notebook. See “Using Categories & Templates” on page 65. (Shift-Command-T)

Sort Opens the Tools panel to the Sort tab, where you can sort outline entries alphabetically, chronologically, by priority, or by category label. Plus, you can alphabetize sections in the Contents, or pages in a section listing. See “Sort and Alphabetize” on page 75. (Shift-Command-R)

Date Opens the Tools panel to the Date tab where you can change the date shown for when an entry, page, or section was created or changed. Select one or more entries on the current notebook page whose date you want to change, open Date Tools, and set a new date.

Spelling. Opens the standard Spelling panel for finding and correcting spelling errors and typos. You can check spelling throughout the entire notebook, or only within the current section or page—choose a scope at the bottom of the panel. For other handy spell-checking commands, see the Spelling command in the “Edit Menu” on page 144. (Command-;))

Word Count Opens a panel that tells you how many outline entries, paragraphs, words, and characters are in the current notebook, section, page, or selection.

Notebook Drawer Displays the following commands for using a notebook’s Drawer and browsing libraries of notebooks. Also see “Navigate Contents & History from the Drawer” on page 28 and “Browse Libraries of Notebooks” on page 30.

- **Open Drawer** Opens or closes the current notebook’s Drawer. (Shift-Command-D)
- **Add Libraries** Opens a panel where you can select a folder to display in the Libraries view of the Drawer. Any NoteTaker files in the folder will be available for browsing in the Drawer.
- **Remove Library** Removes the currently selected library in the Libraries view of the Drawer, from the Drawer.

Record Voice Memo Opens the NoteTaker Voice Memo panel for recording voice memos and inserting them in a notebook. See “Voice Memos” on page 93. (Option-Command-R)

Scan Image Opens a panel for scanning an image from any scanner supported by NoteTaker, directly into a notebook. See “Scan Images Into a Notebook” on page 54.

Insert Contact Opens a panel for inserting one or more contacts from your Apple Address Book into the current notebook. See “Import Your Apple Address Book” on page 89.

Speak Selection Begins speaking the current outline page, section listing, or Contents—or the current selection, if anything is selected. (Option-Command-S)

Slide Show Displays the following commands for displaying notebook content in a full-screen slide show. Also see “Give a Slide Show Presentation” on page 114:

- **Show Notebook** Shows the current notebook as a slide show, using appearance and slide-advance options selected in the Slide Show Settings panel. This command displays a slide for each notebook page. (Command-7)
- **Show Page** Shows the current page as a slide show, displaying a slide for each top-level entry. (Command-8)

- **Show Selected Entries** Shows the current selection as a slide show, displaying a slide for each top-level entry within the selection. (Cmd-9)
- **Settings** Opens a panel for designing a slide show. Any slide show you start subsequently—either with other commands in this menu or from the Slide Show Settings panel—will use these settings.
- **Slide Show Control Bar** Hides or shows the navigation bar during slide show presentations. Note that you must use the keyboard shortcut to choose this command, as NoteTaker menus aren't visible during slide shows. (Cmd-0)

Highlight & Summarize Displays the following commands for highlighting entries in yellow and summarizing them on a separate page:

- **Highlight & Summarize** Opens the Highlight and Summarize panel for highlighting entries and generating summary reports. (Shift-Cmd-M)
- **Next Highlighted** Selects the next highlighted entry in the notebook. (Ctrl-Cmd-G)
- **Previous Highlighted** Selects the previously highlighted entry in the current notebook. (Ctrl-Cmd-D)
- **Summarize Highlighted** Copies all highlighted entries in the current notebook and summarizes them on a new page in the Summary section, creating the section if it doesn't already exist.
- **Unhighlight All** Removes highlighting from all highlighted entries in the current notebook. (Shift-Cmd-U)

NoteTaker Services Displays the following commands for creating and removing NoteTaker services that can be accessed from other OS X applications:

- **Create Clipping Service for “Page/Section”** Adds a NoteTaker clipping service for the current page (or section if you're on a section listing) to the system-wide Services menu for all OS X applications that support Services. After you choose this command, its name changes to Remove Clipping Service..., and it removes the service. See “Clip Content from Other Applications” on page 40.
- **Create Search Service for “Notebook”** Adds a NoteTaker search service for the current notebook to the system-wide Services menu for all OS X applications that support Services. After you choose this command, its name changes to Remove Search Service..., and it removes the service. See “Search Notebooks from Other Applications” on page 78.

- **Remove Service** Opens a panel that lists all of your NoteTaker services, and lets you remove a service.
- **Remove all Services** Removes all clipping and search services from the current notebook.

Renumber Annotation Links Renumbers all annotation links in the current notebook that were applied using the Insert Annotation Number option in the Annotation section of the Create Hyperlink panel. See “Add Text Annotations (Footnotes) & Endnotes” on page 42.

Remove Orphaned Links Removes all reverse links from outline entries in the current notebook's Annotations section whose source annotation link has been deleted. The annotation text sticks around in the Annotations section, but its link control is converted to a regular control icon. See “Add Text Annotations (Footnotes) & Endnotes” on page 42.

Compact Index Rebuilds the current notebook's Index. As your notebook becomes larger, you can reduce its size by compacting its Index. Also do this if for any reason the Index becomes damaged. By default, NoteTaker compacts notebook indexes for you, but if you turn auto-compacting off, use this command periodically to make sure your notebooks don't get too big. See “Set File Management Preferences” on page 122.

Window Menu

Minimize Minimizes the current notebook window so it appears as an icon on the Dock. Click the icon to return the window to view. (Cmd-M)

Zoom Enlarges the current notebook window so its page area fills the screen. Choosing Zoom again returns the window to its previous size and location on the desktop.

Full Screen Displays the current notebook window in full-screen view, covering everything on the desktop except the Dock and, unless you uncheck the “Show menu in Full Screen” option in the Window preferences, NoteTaker menus. Choosing Full Screen again returns the window to its previous size and location. Double-clicking anywhere in the notebook's title area also turns full-screen view on and off. (Shift-Cmd-Z)

Cover Displays or hides the current notebook's front cover. See “Design the Cover” on page 64. (Option-Cmd-K)

Cover All Displays or hides the front covers of all open notebooks. (Ctrl-Cmd-K)

Tile Quickly organizes all open notebook windows in a tile grid.

Stack Quickly organizes all open notebook windows in a left-to-right stack.

Bring All To Front Brings all open notebook windows to the front of any other applications' windows and panels.

Cycle Cycles through all open notebook windows. (Cmd-F1)

Notebook Name Brings the notebook named in the command to the front of other windows, restoring it from the Dock, if necessary. This command appears for each open NoteTaker file.

Help Menu

NoteTaker User's Guide Opens the *NoteTaker User's Guide* as a PDF document, which includes bookmarks and clickable links for quickly navigating to topics, if you open it in Acrobat Reader. (Cmd-?)

What's New Opens a notebook describing all the new features and enhancements in this version of NoteTaker.

Check for Updates and Downloads Points your Web browser to the Aquaminds download page (www.aquaminds.com/downloads.jsp).

Visit the AquaMinds Web Site Points your Web browser to the Aquaminds home page (www.aquaminds.com).

View Online Video Tutorials Goes to a Web site where you can learn about using NoteTaker via tutorial videos.

Send Feedback about NoteTaker Points your Web browser to the Aquaminds feedback page (www.aquaminds.com/feedback.jsp), where we welcome any comments, suggestions, or bug reports about using NoteTaker.

Register NoteTaker CD Purchase If you purchased your copy of NoteTaker from a retail store on a CD, use this command to register your copy. By registering, you'll have access to our automated license recovery tool should you ever have to reinstall NoteTaker, and you can sign up for the AquaMinds mailing list to be notified of new updates and releases.

Toolbar Icons and Menus

NoteTaker has the following icons that can be placed in your Notebooks' toolbar for handy access to tools you use frequently. You do this with the Toolbar preferences, as described in "Build Your Own Toolbar" on page 152.



Colors Opens a panel where you can choose colors for page backgrounds, outline entries, selected text, tabs, page-title areas, and a color for highlighting text. See "Format Text in Outline Entries" on page 58, "Design the Page" on page 60, "Highlight Text with Colored Pens" on page 63, "Design the Cover" on page 64, and "Design Default Page Styles" on page 128.



Cover Shows or hides the notebook's cover.



Create Hyperlink Opens a panel for creating:

- A link from selected text or an outline entry, to anywhere else in any notebook (see "Create Hyperlinks to Other Pages" on page 32)
- A link to a Web URL (see "Add Web Links to an Outline" on page 102)
- A pop-up text annotation and end note (see "Add Text Annotations (Footnotes) & Endnotes" on page 42)
- A voice annotation (see "Insert a Voice Annotation" on page 96)
- A link to an AppleScript command (see "Automate Workflow with AppleScript" on page 52)



Email Page Folio Attaches the current page or section to a new Mail Compose window. See "Email an Outline, Folio, or Notebook" on page 113.



Email Page Text Inserts the current page's outline or selection within the outline in a new Mail Compose window. See "Email an Outline, Folio, or Notebook" on page 113.



Find Panel Opens a panel where you can search for text within the current notebook, or within a library of notebooks. See "Highlight and Summarize Outline Entries" on page 76.



Fonts Opens the Fonts panel for setting the look of text in your notebook. See "Format Text in Outline Entries" on page 58, "Format Text in an Entire Notebook" on page 59, and "Choose Default Fonts" on page 125.

Highlight & Summarize Opens a panel for highlighting and summarizing entries based on text they contain, any assigned category or priority, the date they were created, whether they're flagged, or all of these criteria. See "Highlight and Summarize Outline Entries" on page 76.

Insert Contact Opens a panel for inserting one or more contacts from your Apple Address Book into the current notebook. See "Import Your Apple Address Book" on page 89.

New Page Inserts a new page after the current one.

Notebook Drawer Opens and closes the Drawer for viewing and controlling the Contents, History, and Libraries views. See "Navigate Contents & History from the Drawer" on page 28, and "Browse Libraries of Notebooks" on page 30.

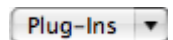
Page Folio Creates a separate notebook folio from the current page or section. Also allows assembling a new notebook from pieces of other ones. See "Excerpt a Folio" on page 112 and "Insert Pages from Other Notebooks" on page 36.

Page Mark Creates a shortcut to a page or section that you can place on the desktop or Dock, in the Finder, or in another notebook or application. See "Create Desktop Shortcuts" on page 33.

PDF File Opens a panel for saving the current page as a PDF file and placing it on the desktop or Dock, or in the Finder. See "Save a PDF File" on page 118.

Plug-Ins Opens a menu of Java applets that are inserted in a new entry, after the currently selected entry. See "Add Java Applet Plug-Ins" on page 49.

Preferences Opens NoteTaker's Preferences panel where you can customize all kinds of aspects of working with notebooks. See "Personal Preferences" on page 121.





Print Opens a panel for printing notebook content or saving it as a PDF file. See “Print Notebook Pages” on page 119 and “Save a PDF File” on page 118.



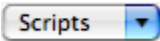
Print Current Page Opens the Print panel already set to print only the current page.



Ruler Displays a ruler for formatting text in the current outline entry. See “Format Text in Outline Entries” on page 58.



Scan Document Opens a panel for scanning an image or other document from any scanner supported by NoteTaker, directly into a notebook. See “Scan Images Into a Notebook” on page 54.



Scripts Opens a menu of AppleScripts that are available for use with NoteTaker. See “Automate Workflow with AppleScript” on page 52.



Show Next Page (shown here with the Show Previous Page tool) Opens the next page in your History, if you’ve already backtracked into History. See “Navigate Contents & History from the Drawer” on page 28.



Show Previous Page (shown here with the Show Next Page tool) Opens the last page you were on (goes back one page, only).



Slide Show Opens a panel for designing and presenting a slide show. See “Give a Slide Show Presentation” on page 114.



Templates Allows inserting a template directly in the current outline entry. See “Insert Templates in Your Outline” on page 69.

Time Stamp Inserts the current date and optionally the time, either as a new entry after the currently selected entry, or within an entry at the insertion point. You can use the Date/Time stamp settings in NoteTaker’s Format preferences to choose whether this tool inserts the date in a short format (e.g., 3/18/04) or a long format (e.g., Thursday, March 18, 2004), and whether it also inserts the time. Use Apple’s International Preferences (in System Preferences) to set the exact format of long and short date and time formats.



Tools Panel Opens a panel for working with categories and templates, sorting content in your notebook, and changing the date shown for when an entry was created or last changed. See “Using Categories & Templates” on page 65 and “Sort and Alphabetize” on page 75.



Voice Memo Opens the NoteTaker Voice Memo panel for recording voice memos and inserting them in a notebook. See “Voice Memos” on page 93.



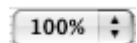
Web Search Field Allows searching any number of popular search and reference sites on the Internet, and displaying the results within NoteTaker—in a live, interactive Web page. See “Search the Web from a Notebook” on page 106.



Word Count Opens a panel that tells you how many outline entries, paragraphs, words, and characters are in the current notebook, section, page, or selection.



Zoom Opens a menu that scales the view of the current notebook window.



Appendices

- [Add New AppleScripts](#)
- [NoteTaker and Podcasting](#)
- [NoteTaker Dashboard Widgets](#)
- [NoteTaker Workflow & Automator Actions](#)
- [VoiceOver Spoken Interface Support](#)
- [Export Note-Taking Markup Language](#)
- [NoteTaker in German, French, and Japanese](#)

Add New AppleScripts

You can add your own AppleScripts to NoteTaker's Scripts menu, or download new scripts from the Aquaminds Web site as they become available. Here's how to install scripts you either create yourself or download.

- 1 If they don't already exist, add either or both of the following folders to the Finder:
~/Library/Scripts/NoteTaker (which is in your home folder) or
/Library/Scripts/NoteTaker (at the top level of your computer's file system).
- 2 Go to www.aquaminds.com/scripts.jsp and download any demo scripts that aren't already in your Scripts menu. Place them in either of the folders you created above. Placing them in your home folder's Library folder makes them available only when you are logged in, while placing them in the computer's Library folder makes them available no matter who is logged in. If you place scripts in subfolders, they'll appear in submenus.
- 3 If your new scripts don't appear in NoteTaker's Scripts menu, go to NoteTaker's General preferences and uncheck the Include AppleScript menu option, then check it again. This refreshes the menu with new scripts. You might also have to quit NoteTaker and start it again to see new scripts.

New scripts aren't read in until the first time you open them. Also, the first time a non-compiled script is executed, it gets compiled. Note that it's most efficient to save new scripts as "run only" from the Script Editor.

For more information, see "Automate Workflow with AppleScript" on page 52, and go to www.aquaminds.com/scripts.jsp.

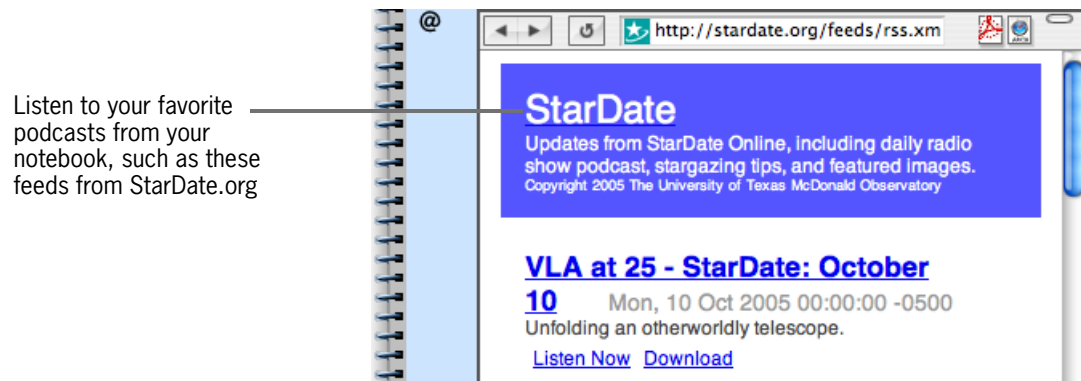
NoteTaker and Podcasting

Using NoteTaker, you can not only listen to podcasts, but even record and publish your own. Teachers, students, business professionals, and researchers alike can take advantage of the power and reach of podcasting, using a combination of NoteTaker's embedded Web browser, mp3 metadata support for Voice Memo recordings, and our exclusive Simple Podcast Creation™ toolkit.

Listen to Podcasts

Listen to or download podcasts while browsing Web pages in your notebook. Just open a browser in a Web entry and browse to the page offering the podcasts. NoteTaker is not itself a “podcaster” application, but you can stream podcasts from the Web page, or download them to iTunes.

For details on Web entries, see “Browse the Web in a Notebook” on page 104.



Record Podcasts

NoteTaker's built-in Voice Memo tool now supports mp3 metadata input and editing, allowing you to add custom tags or “metadata” to your Voice Memo recordings. This allows your memos to be identified when played from a podcast player, such as iPodder or iTunes.

For details, see “Tag Voice Memos with MP3 Keywords” on page 99.

Publish Podcasts

To broadcast your voice memo recordings as a podcast, use our free Simple Podcast Creation™ toolkit. The kit includes an installer for adding the Podcast export transform to NoteTaker's Export NTML dialog, an example podcast template, and basic instructions for getting started.

To download the free kit, go to www.aquaminds.com/podcasting.jsp.

NoteTaker Dashboard Widgets

AquaMinds has released Dashboard widgets that provide powerful access to several Internet search services. The widgets dynamically create notebook content from search results, which you can then view and organize for further research and study. Download widgets from the AquaMinds or Apple Web site, as shown below:

! NoteTaker Dashboard widgets require OS X 10.4 or later.

MegaSearch Widget

This posts your search query to Google, Teoma, Yahoo, and MSN, and collects results in a notebook. Duplicate results are eliminated, and remaining results are reordered as follows:

- Results that show up in more than one search engine are grouped together according to how many search engines return the result.
- Within each group, results are sorted according to the average of their individual search engine rankings.

For details and to download, go to:

www.apple.com/downloads/dashboard/search/megasearchdashboardwidgetfornotetaker.html

ClusterSearch Widget

This widget takes a search query, posts it to Clusty (a popular meta-engine that aggregates results from multiple search engines), and displays results in a notebook.

For details and to download, go to:

www.apple.com/downloads/dashboard/search/notetakerclustersearchwidget.html

MedResearch Widget

This widget provides access to the National Library of Medicine (NLM) as follows:

- It uses the Clusty meta-engine to group results of the medical publications search into thematic clusters.
- It submits to the same surge directly to the NLM, categorizing results according to the purpose and content of the database is queried.
- Results are displayed in a notebook.

For details and to download, go to:

www.apple.com/downloads/dashboard/search/medicalresearchdashboardwidgetfornotetaker.html

NoteTaker Workflow & Automator Actions

Easily integrate NoteTaker into your daily workflow using Apple's Automator application, which is included with OS X version 10.4. More than a dozen Automator actions are available for operations on NoteTaker notebooks.

! NoteTaker Automator actions require OS X version 10.4 or later.

Using NoteTaker Automator Actions

After installing NoteTaker, start the Automator application to see the available NoteTaker actions. These include:

- Arrange NoteTaker Notebooks
- Get Text Of NoteTaker Page
- Go To Next NoteTaker Page
- Go To Previous NoteTaker Page
- Go To Specified NoteTaker Page
- New NoteTaker Page
- New NoteTaker Section
- Print NoteTaker Notebooks
- Add Files To NoteTaker Page
- Add Text To NoteTaker Page
- Add URLs to NoteTaker Page
- Open NoteTaker Notebooks

Developing Automator Actions for NoteTaker

NoteTaker Automator Sources are available at the Aquaminds Developer site, at:
www.aquaminds.com/NoteTaker_Automator_Sources.zip

VoiceOver Spoken Interface Support

NoteTaker users requiring enhanced accessibility such as spoken menu items can now enjoy the benefits of Apple's exceptional new VoiceOver technology. Ideally suited for students and teachers, VoiceOver provide superb audio feedback while moving the mouse or assisting device over text to hear spoken voice.

VoiceOver for assisting devices is controlled by setting Apple's System preferences—both Speech and Universal Access preferences. To learn more about Apple's new VoiceOver system, visit their Web site at:

<http://www.apple.com/macosx/tiger/voiceover.html>

 VoiceOver requires OS X 10.4 or later.

Export Note-Taking Markup Language

NoteTaker allows exporting notebook pages in Note-Taking Markup Language (NTML)— an open and public (*non-proprietary*) XML-based file format that allows notebook data to be ported to and programmed in a variety of XML formats.

Begin by selecting one of several export scopes from the File > Export NTML menu, which allow exporting an entire notebook, the current section, the current page, or the current selection.

The export operation creates a folder that contains at least two files: **notebook.xml** and **notebookstyle.css**. Other folders are created if your notebook contains background images or if you specify Include Local Attachments or Separate Page Files in the Export NTML dialog.

- **notebook.xml** This is the file with the NTML representation of the data in your notebook, but it doesn't contain all the information needed to display that data as you see it in NoteTaker. In particular, text styling and background images for the a notebook are stored separately.
- **notebookstyle.css** This file is a Cascading Style Sheet that defines all the styles applied to the text in your notebook.

In addition to NTML, you can export the following XSLT transforms, by default:

- **Apple Keynote (APML)** The two KeyNote transforms output notebook data as KeyNote documents. One outputs one slide per notebook page, and the other outputs one slide per outline (a top-level entry and its children).
- **XHTML** The XHTML (single page) option exports a single page of your notebook as flat XHTML. The page can then be indexed by search engines more readily than Web Notebooks. Web developers can also integrate the page into a Web site, modifying its look by editing the exported notebookstyle.css file.
- **Podcast** This transform lets you create podcasts from a NoteTaker Voice Memo (see “NoteTaker and Podcasting” on page 157, or go directly to www.aquaminds.com/podcasting.jsp for details).


Add Your Own XSLT Transformations

NoteTaker also provides a hook to add your own XSLT transforms to the Export NTML dialog. You do this by inserting processing instructions in an XSLT file and placing it in a folder where NoteTaker will find it. To download the free NTML Documentation Kit, go to www.aquaminds.com/About_NTML.ntz.zip.

For more information and examples, visit www.aquaminds.com/developer.jsp.

NoteTaker in German, French, and Japanese

NoteTaker is available in German, French, and Japanese language versions. Localization of the software is transparent—no additional software or updates are required. Localized documentation is not yet available.

 Academic and language art instructors can easily enhance their lessons with voice recordings by recording Voice Memos in NoteTaker. The resulting sound files can be transferred to other applications and servers, emailed to students, published in a NoteTaker Web Notebook, or distributed via iTunes or podcasts.

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