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# 1 Welcome

Managing your day-to-day life is not an easy job to do. There are so many things to do - housekeeping, shopping, children... and what about your cousin's birthday which you always forget or important 'phone numbers? Undoubtedly your working place is covered with dusty yellow (or blue or pink) sticky notes. If so - PNotes is right for you. Throw the physical stickies away and replace them with virtual ones on your desktop.

Here are some PNotes features:

- **Ease of use** - no installation, just unpack the downloaded archive to any location and run PNotes.exe.
- **Portability** - PNotes does not require installation, it can be started from any drive (fixed or flash) and leaves no traces on host computer after finishing.
- **Scheduling** - use various schedule types to be reminded about significant events by many different ways. Using this feature you may just hide notes and don't worry, you'll be notified in time.
- **Speaking notes** - instead of sound files you may force the notes to speak with you reading their text aloud - isn't it a cool feature?
- **Notes' exchange over local network** - keep in touch with your colleagues and friends.
- **Overdue notes tracking** - stay alerted even with overdue reminders.
- **Tags** - add any number of predefined tags to each note for further searching and sorting.
- **Password protection** - prevents unauthorized access to program.
- **Encryption** - allows all your notes to be stored as encrypted files, so nobody could read their content, even in case you lose your USB stick.
- **Password protection for single note/group** - protect your notes even more strongly.
- **Synchronization - local or on-line via FTP protocol** - always stay synchronized.
- **Ability to pin notes to selected window** - all you need appears in time.
- **PNotes Control Panel** - this is your central command post. All management is put into effect here.
- **Groups** - divide notes into groups of your choice, create new groups and subgroups, control all by mouse click or drag-and-drop.
- **Diary group** - special group of notes with its own settings, which allows you to maintain diary-like set.
- **Formatting** - format and design each note as you wish, using all the advantages of rich text formatting.
- **Skins** - there is a variety of skins for PNotes but if you wish, you can run the program in skinless mode, in which case you can stretch notes to any reasonable size.
- **Transparency** - you can set notes' transparency level from opaque to fully transparent. If you enable this feature each note can have its own transparency level.
- **Images** - you can add images to notes, making them more expressive.
- **Smilies** - besides image files, the set of predefined smilies is at your disposal.
- **Docking** - dock your notes to any side of the screen, forcing them always to be straightened and look like a panel.
- **Searching** - search for (or replace) text fragments in all notes, including hidden or in each separate note, or find notes with specified title, or notes modified within specified interval.
- **Quick search in web** - select any word or phrase in note and search for it in web using you preferred search provider.
- **Favorites** - access intensively used notes by a single click.
- **Custom fonts** - use your custom fonts which are not installed on current machine.
- **E-mailing** - send notes via e-mail as mail body text or as attachment to any target with PNotes running and open attached note on target machine.
- **Recycle Bin** - you decide how you want to delete the unneeded note: completely or send it to Recycle Bin with ability to restore it later.

- **Backing up** - you decide whether to make backup copies for changed notes and what is the deepness of backup levels. Also you can manually make a full backup copy of all notes (and restore from it of course).
- **Internationalization** - PNotes is fully Unicode supported and translated into many languages.
- **Other features** - of course there are many other unmentioned features in program, but I suggest you to discover them by yourself, these are delights of any new program, aren't they?

I hope you will enjoy using PNotes as much as I enjoyed creating it!

## 1.1 Installation

### Installation from ZIP archive

Just place PNotes folder wheresoever you want on your hard disk or flash drive. It is absolutely portable application, which does not require any additional settings in registry and does not leave behind any traces in registry as well.

### Installation from other installers

Proceed accordingly to installer instructions.

*Tip: if you are on Windows Vista or Windows 7 under restricted account - install it into root folder ("C:\"), instead of "C:\Program Files" (x32 system) or "C:\Program Files (x86)" (x64 system) in order to avoid UAC conflicts.*

## 1.2 Uninstallation

### Uninstallation of program installed from ZIP archive

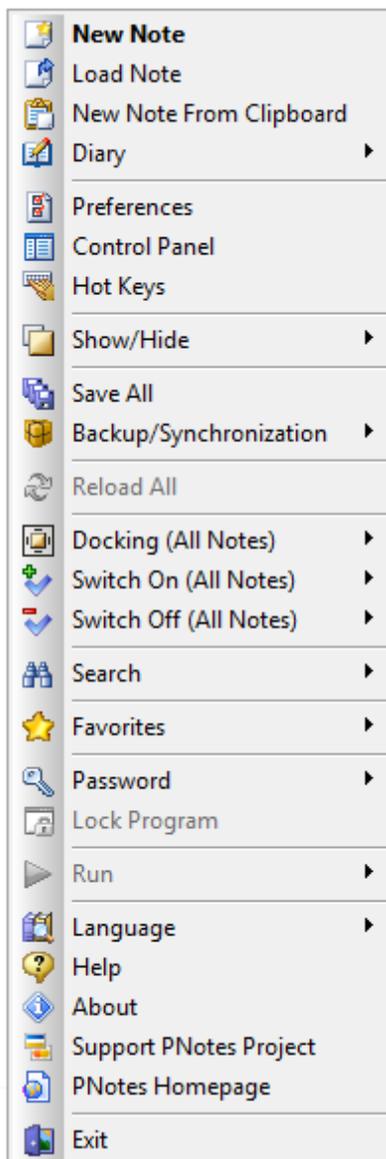
Remove PNotes folder.

### Uninstallation of program installed from another installers

Proceed accordingly to uninstaller instructions.

## 1.3 Getting Started

When you start PNotes it places itself into system tray and allows you to interact with it either by right-click on its icon  and choosing one of pop-up menu items, or by using your own [hot keys](#).

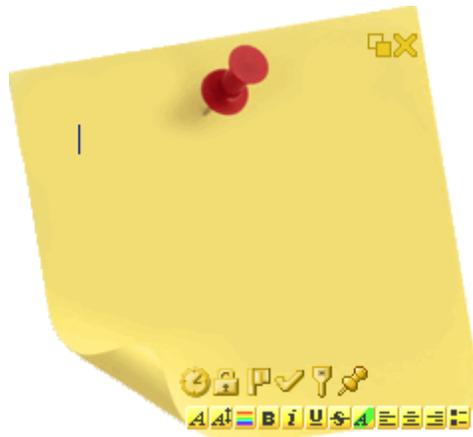


Available pop-up menu commands are:

- **New Note** - creates new [note](#).
- **Load Note** - loads note from `.pnote` file.
- **New Note From Clipboard** - creates new [note](#) and pastes clipboard's content into it.
- **Diary** - shows list of [Diary](#) "pages".
- **Preferences** - brings up [Preferences](#) dialog.
- **Control Panel** - brings up [PNotes Control Panel](#) window.
- **Hot Keys** - brings up [Hot Keys](#) dialog.
- **Show/Hide** - [shows/hides](#) notes by several criterions.
- **Save All** - saves all notes.
- **Backup/synchronization** - allows to perform full backup, restore from full backup and synchronize notes [local](#) or via [FTP](#).
- **Reload All** - reloads all currently visible notes
- **Docking (all notes)** - allows you to dock all visible notes to any side of screen or undock them.
- **Switch On (All Notes)** - applies high priority, read-only mode, complete mark, roll status and

- always-on-top status to all notes.
- **Switch Off (All Notes)** - removes high priority, read-only mode, complete mark, roll status and always-on-top status to all notes.
- **Search** - allows to choose one of search options: [Search In Notes](#), [Search by Tags](#), [Search By Date](#).
- **Favorites** - shows your favorites notes.
- **Password** - creates, changes or removes program password.
- **Lock Program** - so-called "boss-key", allows you to hide all program windows quickly by one click or one hot-key pressing (recommended). To use this function you should protect the program with [password](#).
- **Run** - runs [external](#) program.
- **Language** - allows you to change the user interface language.
- **Help** - brings up help window or redirects you to online help page, accordingly to your settings.
- **About** - brings up about dialog.
- **Support PNotes Project** - Thankfulness is not a sin :)
- **PNotes Homepage** - redirects you to [pnotes.sourceforge.net](http://pnotes.sourceforge.net)
- **Exit** - ends program.

## 2 Note

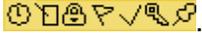


It is clear that note is a basic element of PNotes. Depending on your choice, made on [Skins](#) page of Preferences dialog, it can be skinnable or skinless.

Each note consists of three areas: header, text area and footer.

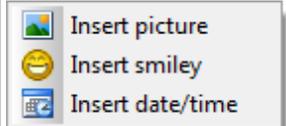
Header of note includes note's caption and two command buttons, which allow you to hide or delete current note.

In case of skinnable note notifications marks will appear elsewhere on note (depending on note's skin)

, if note has been changed, scheduled, locked, has a high priority, marked as complete task, password-protected or pinned to other window. For skinless notes these notification will be displayed at note's footer .

All these icons are clickable, i.e. click on some of them will toggle current state (e.g. high priority or pinned status), or show schedule dialog, or save changed note.

Text area is an area you type your text in. Right mouse button click somewhere in text area will show pop-up menu for note's text operations:

Menu item	Shortcut	Description
Undo	Ctrl+Z	Undoes last text operation
Redo	Ctrl+Y	Redoes last text operation
Cut	Ctrl+X	Cuts selected text
Copy	Ctrl+C	Copies selected text
Paste	Ctrl+V	Pastes text from clipboard into note
Copy As Plain Text		Copies selected text discarding any formatting
Paste As Plain Text		Pastes text from clipboard into note discarding any formatting
Format	---	Opens submenu with text formatting options, identical to note's toolbar
Insert	---	Opens submenus  which allow you to insert <a href="#">pictures</a> , <a href="#">smilies</a> and date/time stamp
Spell Checking	---	Opens submenus  which allow you to set spell checking preferences and add dictionaries
Find	Ctrl+F	Brings up Find dialog
Find Next	F3	Finds next occurrence of text fragment
Replace	Ctrl+H	Brings up Replace dialog
Search with:		Performs web search for selected text using specified <a href="#">search provider</a>
Select All	Ctrl+A	Selects all text in note's text area

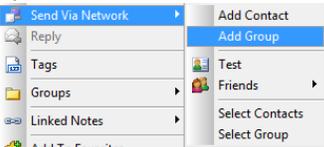
Footer of note (usually, but not necessary, it may be any other part of note's surface) includes toolbar (visible only on active note) and, in case of skinless note, sizing grip, allows you to resize the note. Note's toolbar  includes 12 buttons (explained in table below) and gives you unrestricted formatting abilities.

Button	Shortcut	Description
Font		Applies specified font to selected text
Font Size		Applies specified font size to

		selected text
Font Color		Applies specified font color to selected text
Bold	Ctrl+B	Applies bold font style to selected text
Italic	Ctrl+I	Applies italic font style to selected text
Underscore	Ctrl+U	Applies underscore font style to selected text
Strikethrough		Applies strikethrough font style to selected text
Highlight		Highlights selected text with specified color
Align Left	Ctrl+L	Aligns selected text left
Center	Ctrl+E	Centralize selected text
Align Right	Ctrl+R	Aligns selected text right
Bullets/Numbering		Applies bullets/numbering style to selected text

Right mouse button click anywhere on note's area, exclude text area, will show note's pop-up menu with items described in table below (you may assign [hotkey](#) to each command at [Behavior](#) page):

Menu item	Shortcut	Description
Save	Ctrl+S	Saves current note
Rename	---	Renames current note
Save As Text File	---	Saves current note as simple text file
Restore From Backup	---	Restores current note from backup copy
Duplicate Note	---	Duplicates current note
Print	Ctrl+P	Prints content of current note
Adjust Appearance	---	Brings up note's <a href="#">Adjust</a> dialog with "Appearance" tab selected
Adjust Schedule	---	Brings up note's <a href="#">Adjust</a> dialog with "Schedule" tab selected
Hide	---	Hides current note
Delete	---	Deletes current note (choosing this command with left Shift button pressed will delete the note completely, otherwise the note will be sent to Recycle Bin)
Dock	---	Opens submenu with docking options
Send	---	Sends current note's content via email

Send As Attachment	---	Sends current note via email as attachment (MS Outlook users - Outlook tries to treat received .pnote file as RTF file and even changes its extension to .rtf. Just save the received file as .pnote and continue to work with it)
Send Via Network	---	Opens submenu  which allows to send current note to predefined contact, create new contact and note to multiple contacts
Tags	---	Brings up <a href="#">Tags</a> dialog
Groups	---	Opens list of available groups and allows to change current note's group
Linked Notes	---	Opens list of notes linked to current one and submenu  which allows to manage them
Add To Favorites (Remove From Favorites)	---	Adds/Removes current note to favorites
On Top	---	Makes note topmost window.
Toggle High Priority	---	Toggles note's priority status.
Toggle Protection Mode	---	Toggles note's protection mode.
Set (Remove) note Password	---	Sets/removes note password
Mark As Complete	---	Marks note as complete task.
Roll/Unroll	---	Rolls/unrolls skinless note to its caption size (appropriate option should be allowed on <a href="#">Skins</a> page of <a href="#">Preferences</a> dialog).
Pin To Window	---	Pins or unpins note to/from specified window.

## 2.1 How to (note)

[How to: send note to another computer](#)

[How to: set/remove note's password](#)

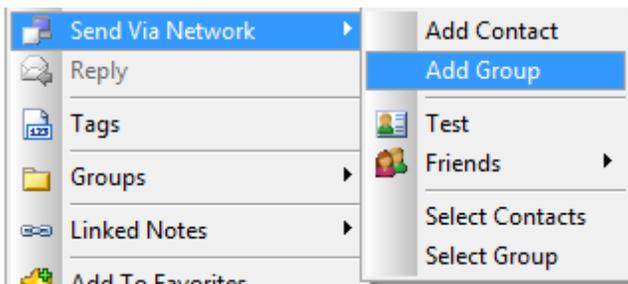
[How to: roll/unroll note](#)  
[How to: pin/unpin note to/from window](#)  
[How to: adjust note's appearance](#)  
[How to: adjust note's schedule](#)  
[How to: make a note "speaking"](#)  
[How to: work with tags](#)  
[How to: work with linked notes](#)  
[How to: insert images](#)

### 2.1.1 Send note to another computer

First of all, [enable](#) notes exchange.

Then you have to define one or more contacts, in order to be able to send notes over local network. You can do it either at [Network](#) page of [Preferences](#) dialog, or by choosing "Add Contact" menu item (right-click elsewhere on note (out of edit area) and choose "Add Contact" item under "Send Via Network").

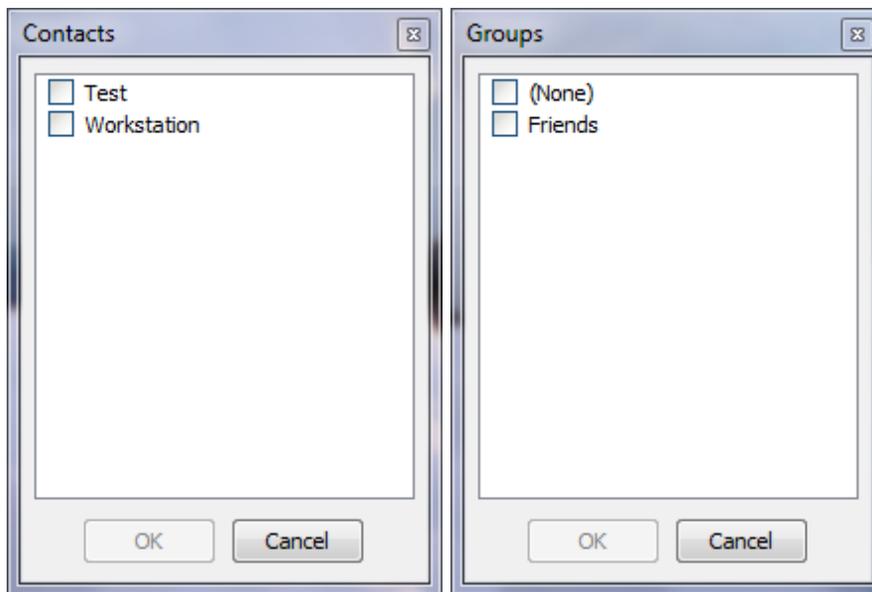
In the same way you may add contacts group.



Once added, the contacts and groups will appear under "Send Via Network" submenu. In order to send note to single contact, choose it directly or under its group.

In order to send note to multiple contacts, choose "Select Contacts" menu item.

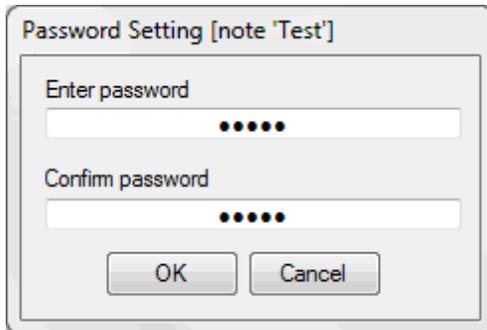
In order to send note to groups of contacts, choose "Select Group" menu item.



Select several contacts/groups from the list and press "OK".

## 2.1.2 Set/remove note's password

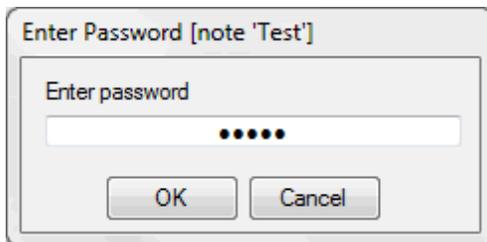
In order to set note's password right-click elsewhere on note (out of edit area) and choose "Set Password" item in context menu. Enter and confirm password in dialog box:



The image shows a dialog box titled "Password Setting [note 'Test']". It has two text input fields. The first is labeled "Enter password" and contains five black dots. The second is labeled "Confirm password" and also contains five black dots. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Since now you will be prompted for password each time the note becomes visible.

In order to remove note's password right-click elsewhere on note (out of edit area) and choose "Remove Password" item in context menu. Enter password in dialog box:



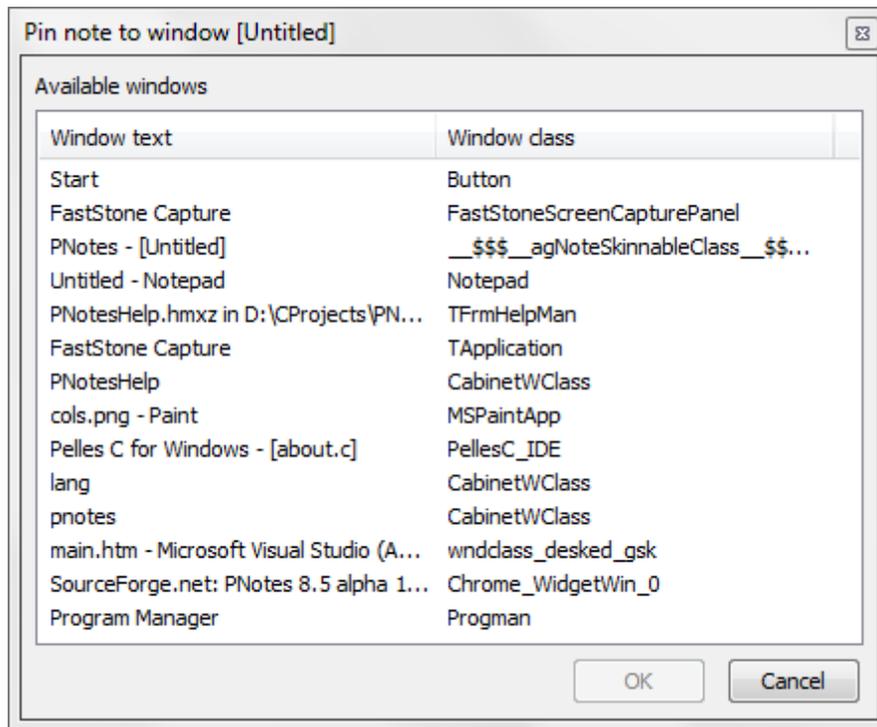
The image shows a dialog box titled "Enter Password [note 'Test']". It has one text input field labeled "Enter password" containing five black dots. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

## 2.1.3 Roll/unroll note

If you enable the appropriate [option](#) on "[Skins](#)" page of "[Preferences](#)" dialog, you may roll/unroll note either by double clicking on it's caption, or by choosing the appropriate menu item of note's context menu, or by applying hotkey defined at "[Behavior](#)" page of "[Preferences](#)" dialog.

## 2.1.4 Pin/unpin note to/from window

Choose this item if you want to pin note to one of currently visible windows. The following or similar dialog will appear:



Choose one of available windows and click "OK".

Note pinned to window will appear when the window becomes visible and disappear after minimizing or closing the window.

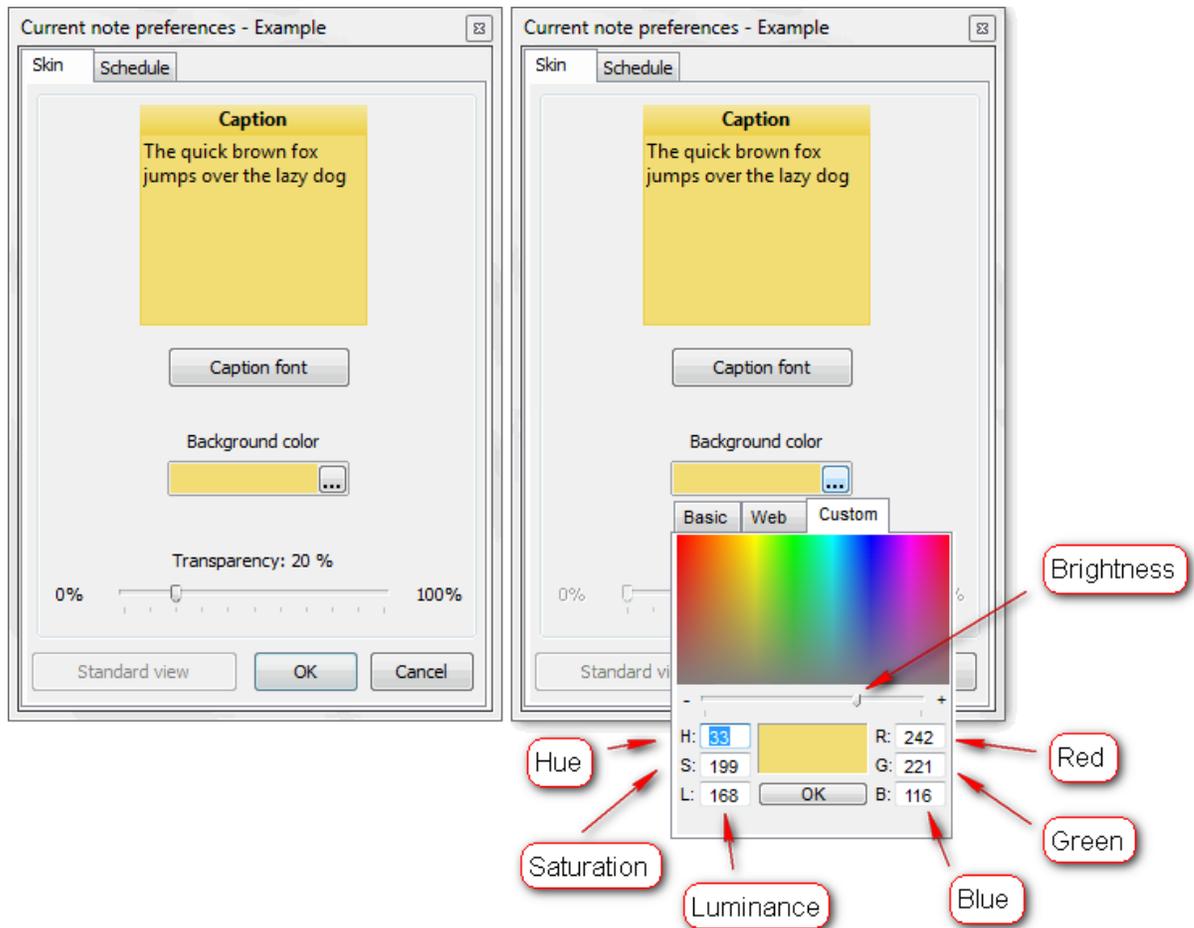
You may pin several notes to the same window.

### 2.1.5 Adjust note's appearance

In order to adjust note's appearance right-click elsewhere on note (out of edit area) and choose "Adjust Appearance" item in context menu, or use [hotkey](#) defined on "[Behavior](#)" page of "[Preferences](#)" dialog. When dialog box appears, select the first tab ("Skins").

Settings on this tab allow you to change note's skin in case you are working in skinnable mode, or change note's body back color and/or note's caption font in case you are working in skinless mode ([these options are not accessible for docked notes](#)).

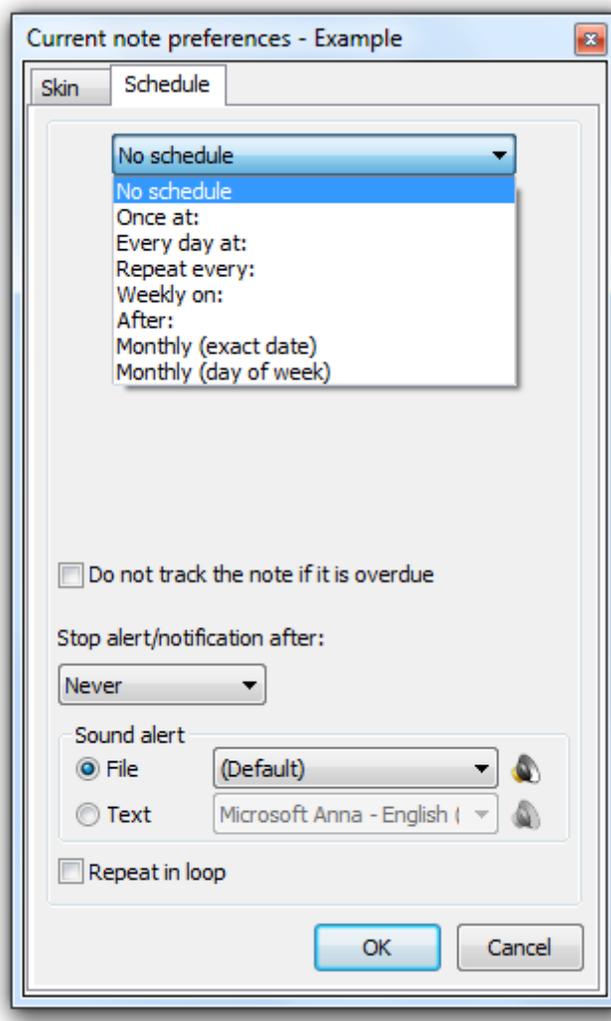
Also on this tab you can set individual transparency level for notes if transparency feature is available.



Button **"Standard View"** at the bottom of dialog will restore default note's appearance settings for current note: skin for skinnable mode or color scheme for skinless mode.

### 2.1.6 Adjust note's schedule

In order to adjust note's appearance right-click elsewhere on note (out of edit area) and choose "Adjust Schedule" item in context menu, or use [hotkey](#) defined on "[Behavior](#)" page of "[Preferences](#)" dialog, or click on small clock icon in note's notification area if the note is already scheduled. When dialog box appears, select the first tab ("Schedule"). Settings on this tab allow you to schedule note with any of available schedule type, as described in table below:



Schedule type	Description
Alarm once	Will notify you once at date and time specified
Alarm every day	Will notify you every day at time specified
Alarm every...	Will pester you in interval specified ([days]:[hours]:[minutes]:[seconds])
Alarm weekly	Will notify you every selected weekday (you may choose several weekdays) at specified time
Alarm after...	Will notify you (starting from chosen date and time) after the specified time interval
Alarm monthly (at exact date)	Will notify you monthly at exact date (e.g. every 15 of month)
Alarm monthly (at specified day of week)	Will notify you monthly at specified day of week (e.g. every second Monday)

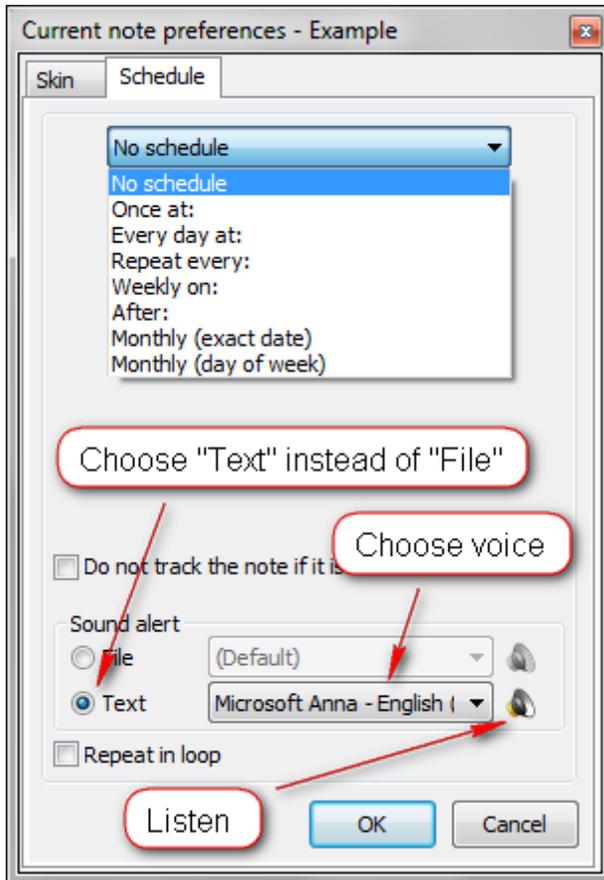
- **Preventing tracking** - check this option if you want to prevent tracking of current reminder in

case it's overdue.

- **Stop alert/notification after** - stops alert signal after specified period.
- **Sound alert** - you may assign individual sound file for each note or get the note to say its text aloud instead, using one of available voices.
- **Repeated sound** - you may set the sound alert to circulate in infinite loop until you set eyes on the note.

### 2.1.7 Make a note "speaking"

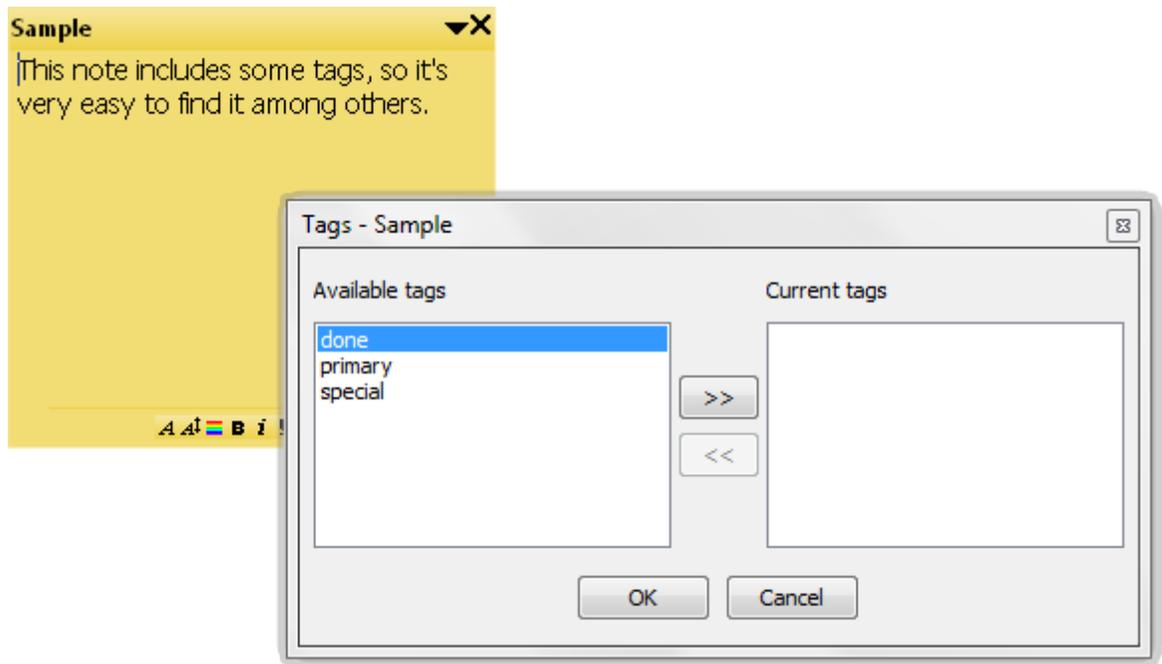
In order make a note "speaking" on "Schedule" tab choose "Text" sound type instead of "File" and one of available voices.



### 2.1.8 Work with tags

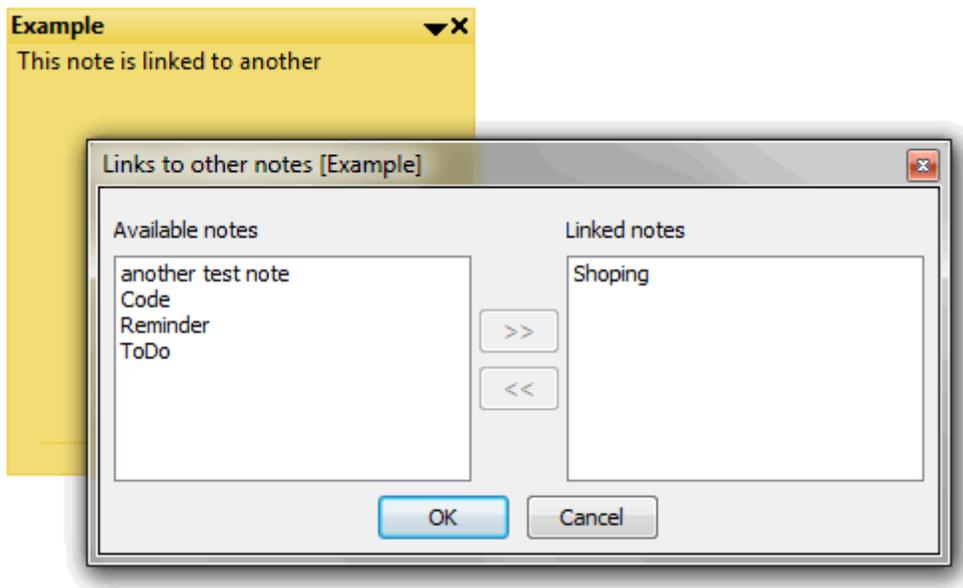
Note's Tags dialog allows you to assign tags (from available tags defined at [Misc](#) page) to note and simplify further searching and sorting.

Tags are case insensitive, i.e. "tag" and "TAG" are equal.



## 2.1.9 Work with linked notes

Linked notes dialog allows you to add/remove links to another notes. Using these links makes it easier to find and show notes.

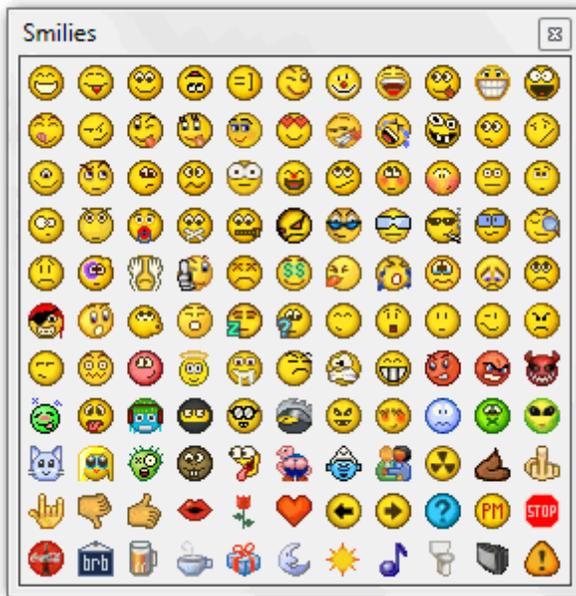


## 2.1.10 Insert images

Images make your note more expressive, aren't they?

You may insert any image file to note either by choosing "Insert"-->"Insert picture" menu item, or by simple drag-&-drop operation, or by copying and pasting desired image.

In addition you may use one of 121 built-in smilies.

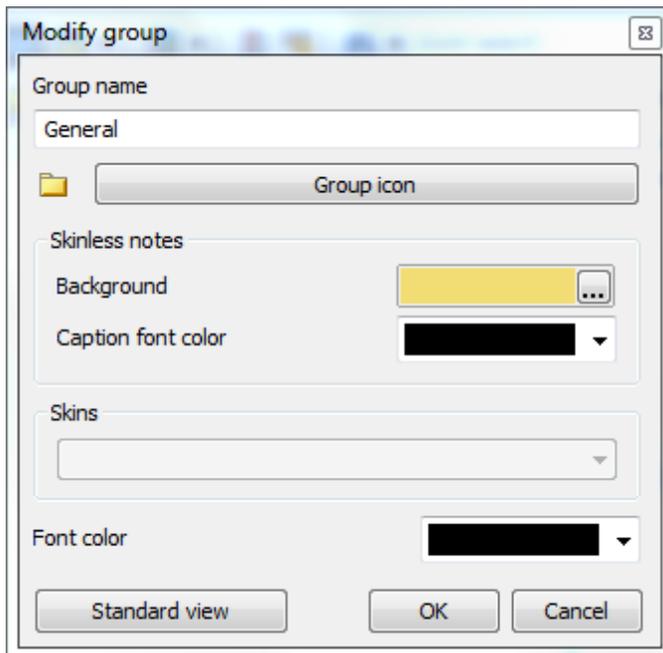


## 2.2 Note groups

Each note belongs to its own group.

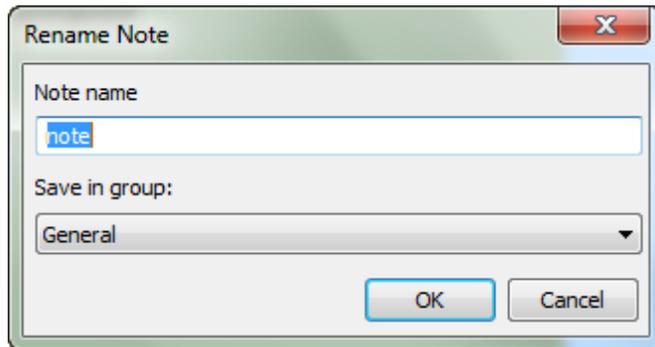
When program starts for the first time there is only one group - "General". Every new note is created in this group by default.

You may [add, modify or remove](#) groups at PNotes Control Panel. Each group may have its own settings, including icon, background and caption font color (for skinless notes), skin (for skinnable notes) and font color.



Any note created in specific group or transferred to it inherits group settings. You may change note's group or by simple drag-n-drop on PNotes Control Panel or by using note's "Rename" menu and

choosing desired group in combo box.



If any group is selected on PNotes Control Panel, then new note will be created in this group, although you may always change the group when you save note.

### 3 Preferences

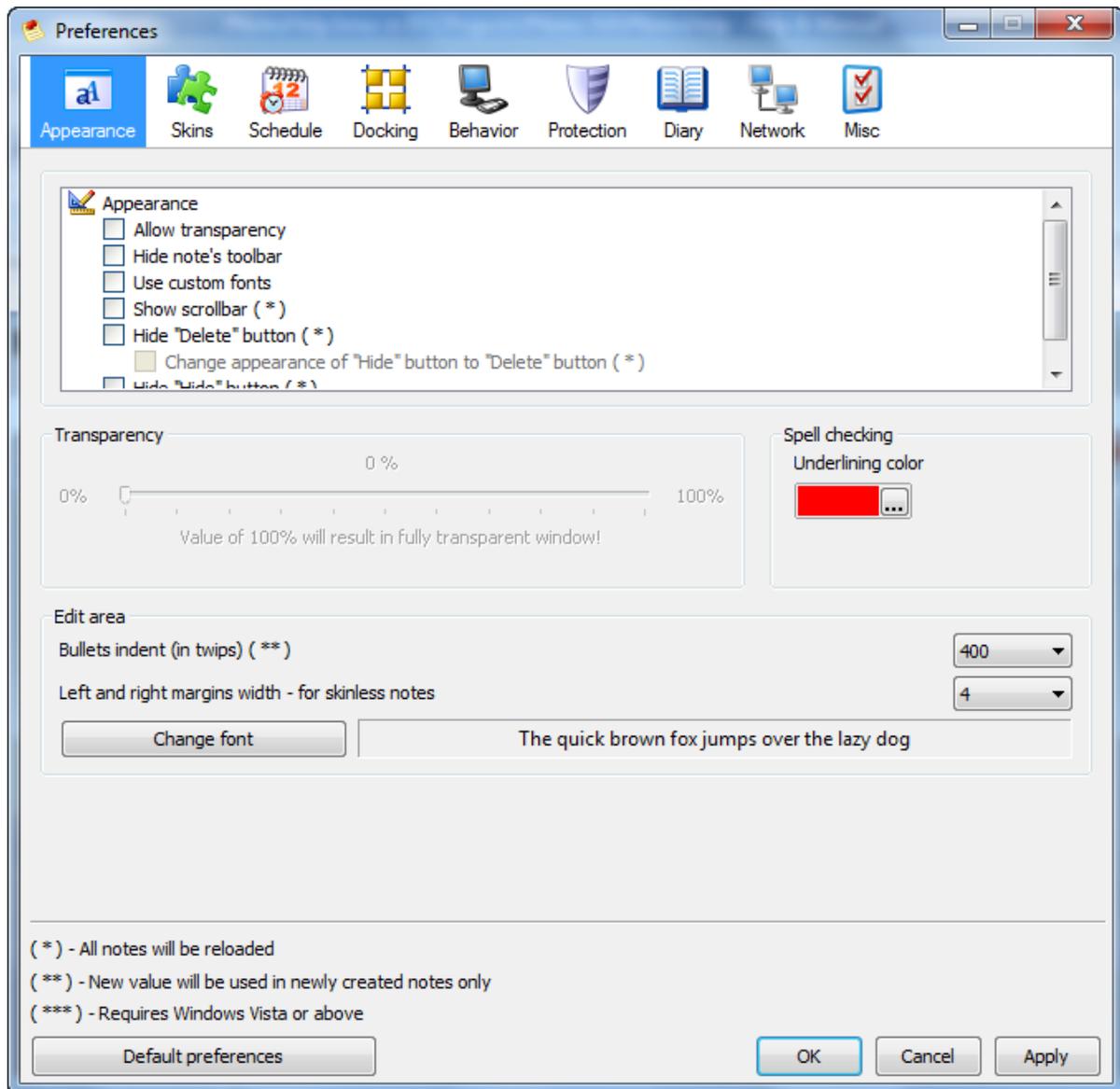
Preferences dialog allows you to set various program options. Some of them can be overridden on note's [Adjust](#) dialog, while others remain common for program in whole.

This dialog consists of several pages:

Pages	Description
<a href="#">Appearance</a>	Everything related to note's window appearance
<a href="#">Skins</a>	Everything related to common notes' skins or skinless notes options
<a href="#">Schedule</a>	Everything related to scheduling (date formats, sounds etc)
<a href="#">Docking</a>	Everything related to notes' docking
<a href="#">Behavior</a>	Everything related to program's behavior
<a href="#">Protection</a>	Everything related to password, encryption and backing up
<a href="#">Diary</a>	Everything related to Diary
<a href="#">Network</a>	Everything related to network operations
<a href="#">Misc</a>	All other options

**"Default preferences"** button will restore default program preferences. No changes are applied until you click **"OK"** or **"Apply"** button.

### 3.1 Appearance page



Following options can be set on this page:

- **Transparency level** - select/deselect appropriate checkbox to enable/disable transparency. Set desirable value for transparency. Notice, that value of 255 will result in fully transparent note.
- **Underlining color for spell checking**
- **Note's toolbar** - hide/show note's toolbar
- **Custom fonts** - use custom fonts (the fonts should be located at '[program dir]\fonts' directory).
- **Note's scrollbars** - select/deselect appropriate checkbox. Notice, that applying this change will force all notes to be reloaded.
- **Look-&-feel of "Hide" and "Delete" buttons** - select/deselect appropriate check boxes to show/hide "Delete"/"Hide" buttons of note and change their appearance.
- **Common settings of note's edit area:**
  - **Bullets/numbering indent** - in twips.

- **Left and right margins width** - only for skinless notes, because skinnable ones have their own predefined margins.
- **Common notes' font** - note's specific formatting can be done on [note](#) window.

More detailed explanation at ["How to \(appearance\)"](#) page.

### 3.1.1 How to (appearance)

[How to: allow transparency](#)

[How to: hide note's toolbar](#)

[How to: use custom fonts](#)

[How to: show scrollbar in note's editor area](#)

[How to: hide "Delete" button](#)

[How to: change appearance of "Hide" button to "Delete" button](#)

[How to: change bullets indent](#)

[How to: change margins for skinless notes](#)

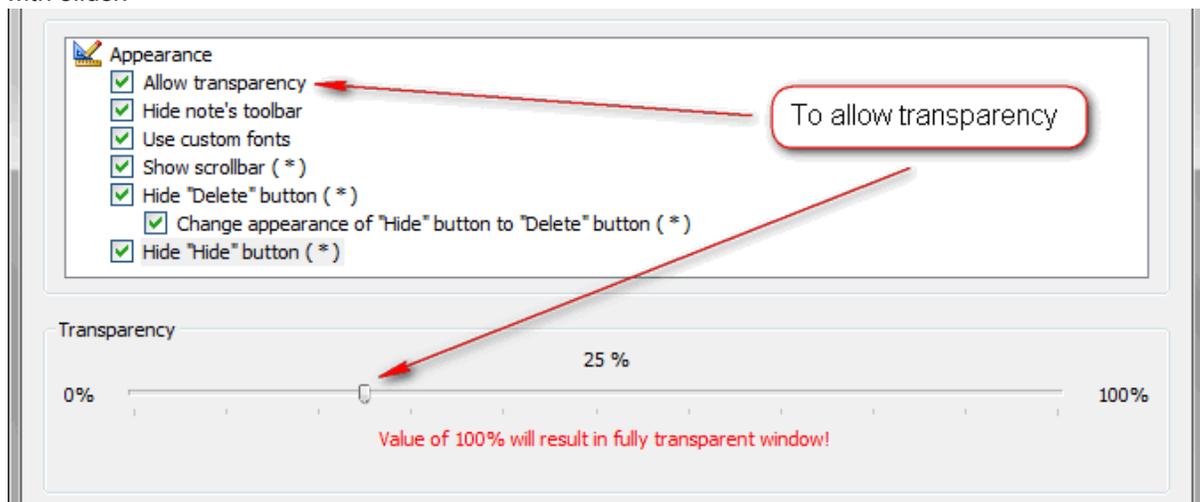
[How to: change common font](#)

#### 3.1.1.1 Allow transparency

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Appearance"](#)  page.

In order to allow transparency check the appropriate check box and adjust desired transparency level with slider:



In order to disable transparency uncheck the appropriate check box.

Default value: unchecked.

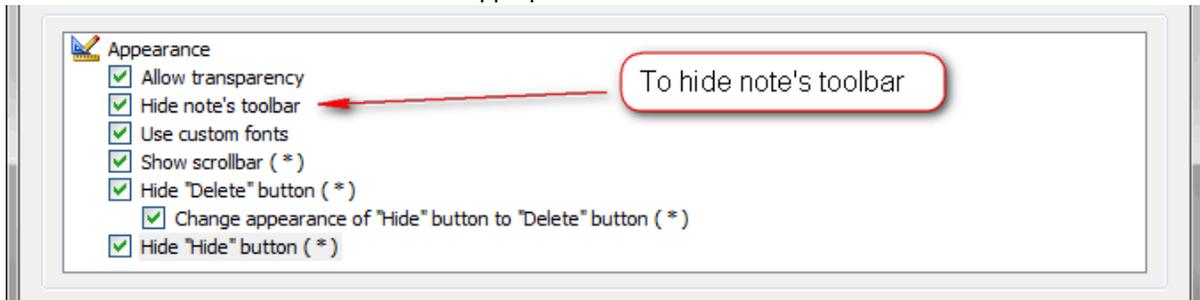
*Note: if you allow transparency, you may set [individual transparency level for each note](#).*

### 3.1.1.2 Hide note's toolbar

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to hide note's toolbar check the appropriate check box:



In order to show note's toolbar again uncheck the appropriate check box.

Default value: unchecked.

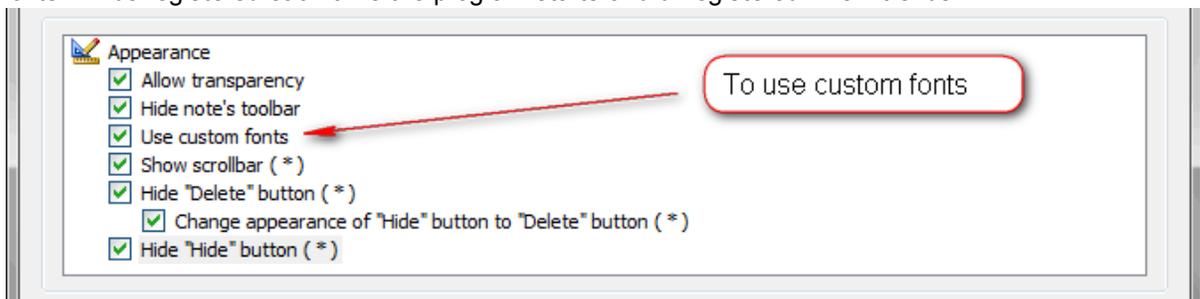
### 3.1.1.3 Use custom fonts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

PNotes can use custom fonts, which are not installed on current computer. The font files have to be in "Fonts" subdirectory of PNotes directory.

In order to use custom fonts check the appropriate check box. If this option is checked your custom fonts will be registered each time the program starts and unregistered when it ends.



In order to stop using custom fonts uncheck the appropriate check box.

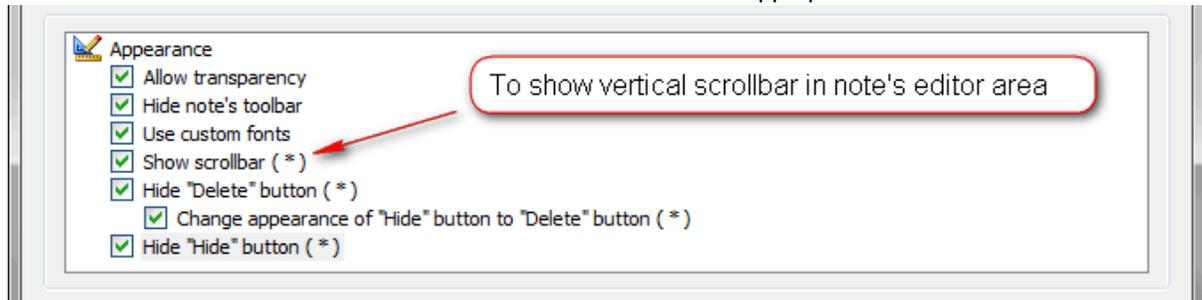
Default value: unchecked.

### 3.1.1.4 Show scrollbar in note's editor area

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to show vertical scrollbar in note's editor area check the appropriate check box:



In order to hide vertical scrollbar uncheck the appropriate check box.

Default value: unchecked.

*Note 1: changing this option requires all visible notes to be reloaded.*

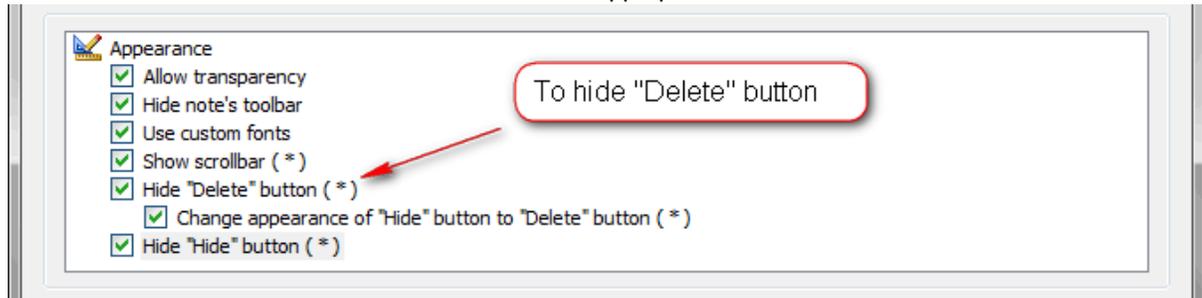
*Note 2: you may freely resize skinless note in order to fit its text.*

### 3.1.1.5 Hide "Delete" button

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to hide note's "Delete" button  check the appropriate check box:



In order to show "Delete" button again uncheck the appropriate check box.

Default value: unchecked.

*Note: changing this option requires all visible notes to be reloaded.*

### 3.1.1.6 Change appearance of "Hide" button to "Delete" button

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to change appearance of "Hide" button ▼ to "Delete" button ✕ check the appropriate check box ('Hide "Delete" button' check box has to be checked):



In order to restore the default appearance of "Hide" button uncheck the appropriate check box.

Default value: unchecked.

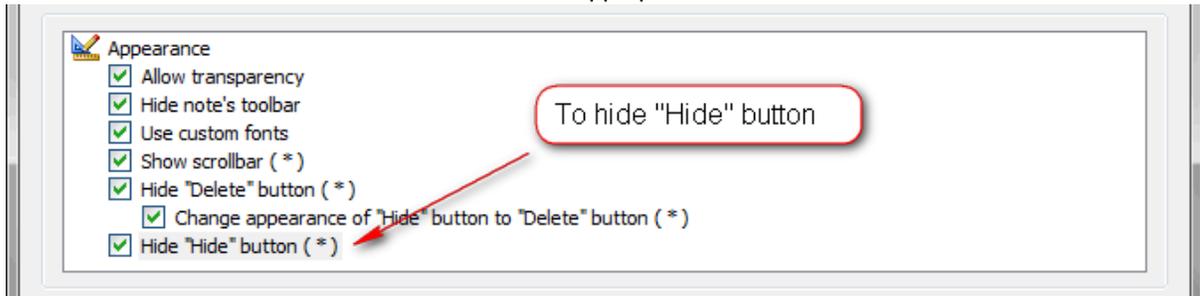
*Note: changing this option requires all visible notes to be reloaded.*

### 3.1.1.7 Hide "Hide" button

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to hide note's "Hide" button ▼ check the appropriate check box:



In order to show "Hide" button again uncheck the appropriate check box.

Default value: unchecked.

*Note: changing this option requires all visible notes to be reloaded.*

### 3.1.1.8 Change bullets indent

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to set indent for bulleted text (in twips - special typographic measure unit) choose desired value in appropriate combo box:



Default value for bullets indent is 400 twips.

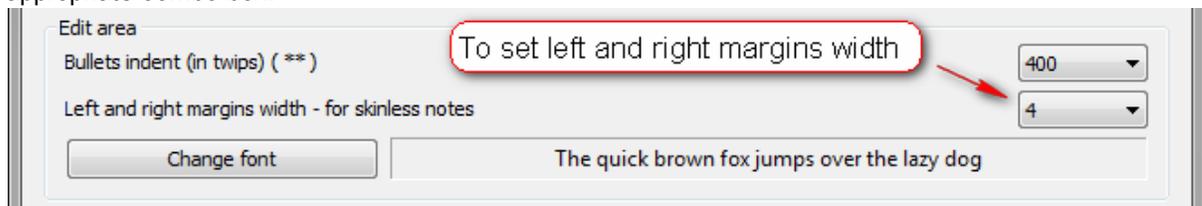
Default value: 400.

### 3.1.1.9 Change margins for skinless notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to set left and right margins width (in pixels) for note's editor area choose desired value in appropriate combo box:



Default value: 4.

*Note: this property is suitable only for skinless notes, because skinnable notes have their own predefined margins, determined by skin's image.*

### 3.1.1.10 Change common font

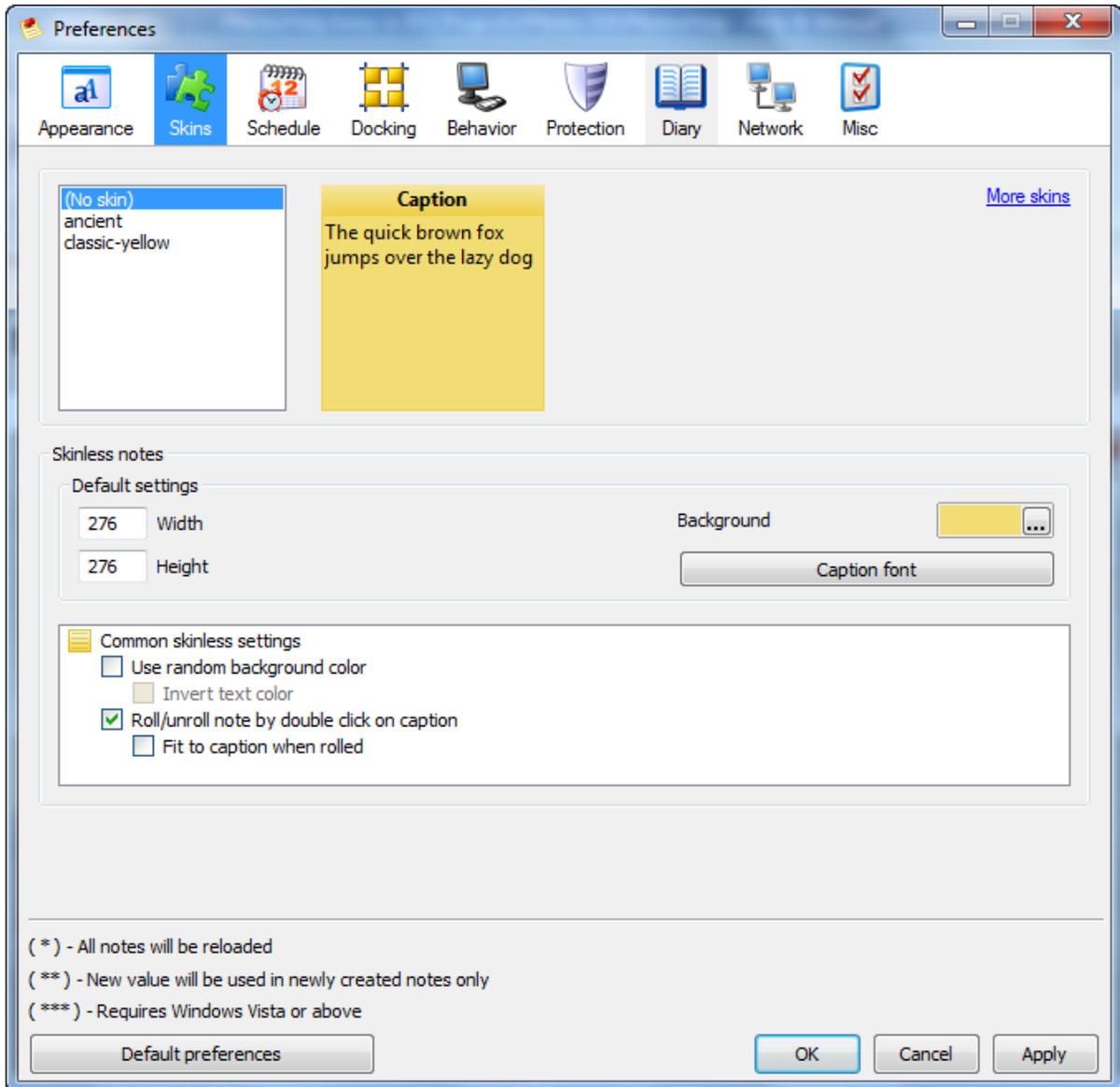
Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Appearance](#)"  page.

In order to set new common font for all notes click on "Change font" button and choose desired font in font choosing dialog. In the field next to the button you will see the sample text drawn using chosen font.



### 3.2 Skins page



Following options can be set on this page:

- **Skins** - choose one from the list or choose "(No skin)" if you prefer skinless mode. In the window next to the list will appear skin's preview or skinless note preview. In case of skinless mode you can change note's background color and caption font in preview window.
- **More skins** - check PNotes site for more skins available.

- **Default size of skinless note** - each new skinless note will be set to this size on creation.
- **Skinless notes' common background color and/or caption font** - note's specific formatting can be done on [note](#) window.
- **Random background color** - check this option if you want to randomize newly created skinless notes colors.
- **Text color inverting** - check this option if you want to invert text color for notes with random background color.
- **Skinless notes' behavior on double click on note's caption** - select/deselect appropriate checkbox. If this option is set, double click on note's caption will roll it to caption size and next double click will unroll it back. You may also check the **Fit to caption when rolled** - in this case the width of rolled note will be fit to its caption width.

More detailed explanation at ["How to \(skins\)"](#) page.

### 3.2.1 How to (skins)

[How to: switch between skinless and skinnable mode](#)

[How to: get more skins online](#)

[How to: change default size of skinless note](#)

[How to: change default background color of skinless note](#)

[How to: change default caption font of skinless note](#)

[How to: create skinless notes with random background color](#)

[How to: invert text color for skinless notes](#)

[How to: roll/unroll notes by double click on caption](#)

[How to: change note's width to fit the caption width when it's rolled](#)

#### 3.2.1.1 Switch between skinless and skinnable mode

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Skins"](#)  page.

In order to switch to skinnable mode choose desired skin in list box. In order to switch to skinless mode choose "(No skin)" entry in list box. In the field next to list box you will see the preview of chosen skin.



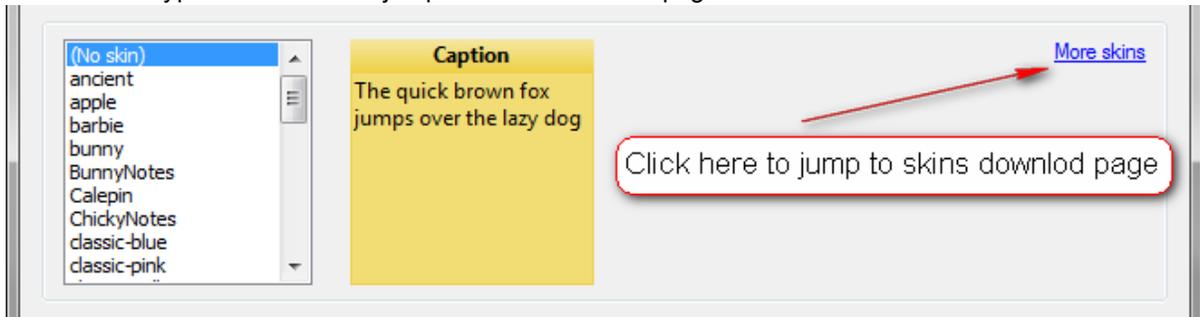
Default value: (No skin).

### 3.2.1.2 Get more skins online

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

Click on the hyperlink in order to jump to skins download page:



### 3.2.1.3 Change default size of skinless notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

In order to change default size of skinless note enter desired value (in pixels) into the appropriate text box:



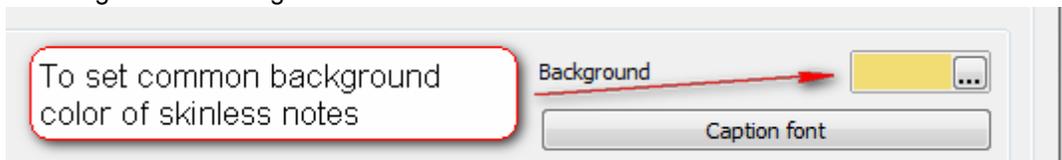
Default value: 236 x 236 pixels.

### 3.2.1.4 Change default background color of skinless notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

To change default background color of skinless notes click on color chooser and select desired color:

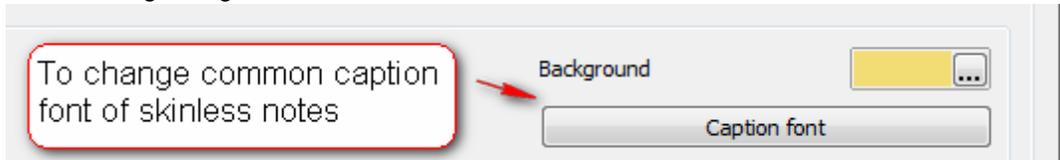


### 3.2.1.5 Change default caption font of skinless notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

To change default caption font of skinless notes click on "Caption font" button and choose desired font in font choosing dialog:

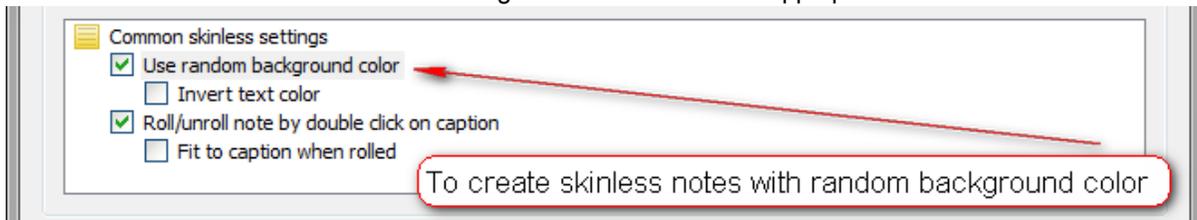


### 3.2.1.6 Create skinless notes with random background color

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

To create skinless notes with random background color check the appropriate check box:



When this option is checked, each new note (in skinless mode) will be created with random background color, variegating your desktop.

Default value: unchecked.

### 3.2.1.7 Invert text color for skinless notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

If you decide to use random background color for skinless notes, consider inverting of text color. Default text color is black, so text might disappear on very dark notes. To do so check the appropriate check box:



Default value: unchecked.

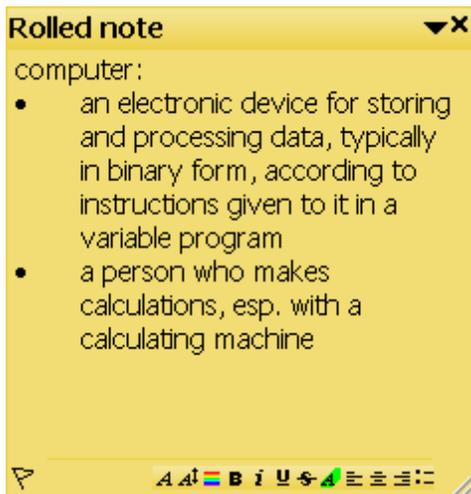
Note: this option is only available if you select to use [random background color for skinless notes](#).

### 3.2.1.8 Roll/unroll notes by double click on caption

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

If you don't like desktop cluttered with a lot of notes, consider to roll them by double clicking on caption. To do so check the appropriate checkbox:



unrolled note



rolled note

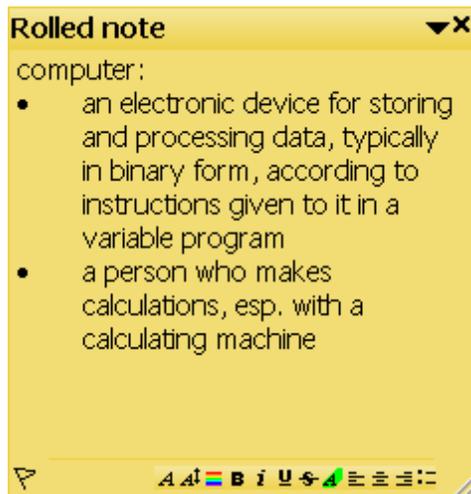
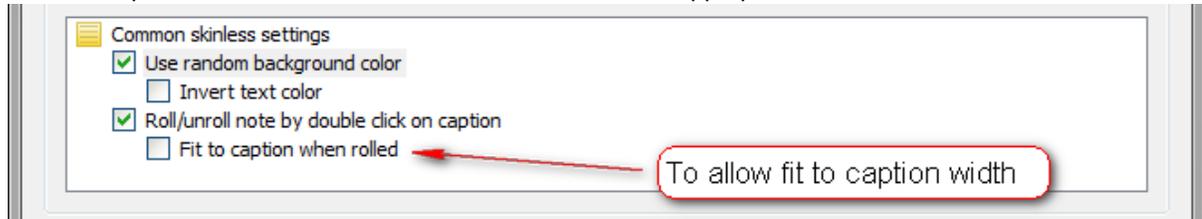
Default value: checked.

### 3.2.1.9 Change note's width to fit the caption width when it's rolled

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Skins](#)"  page.

If you decide to roll/unroll notes by double click on caption, you may also specify that note should fit its width to caption width when it's rolled. To do so check the appropriate check box:



unrolled note

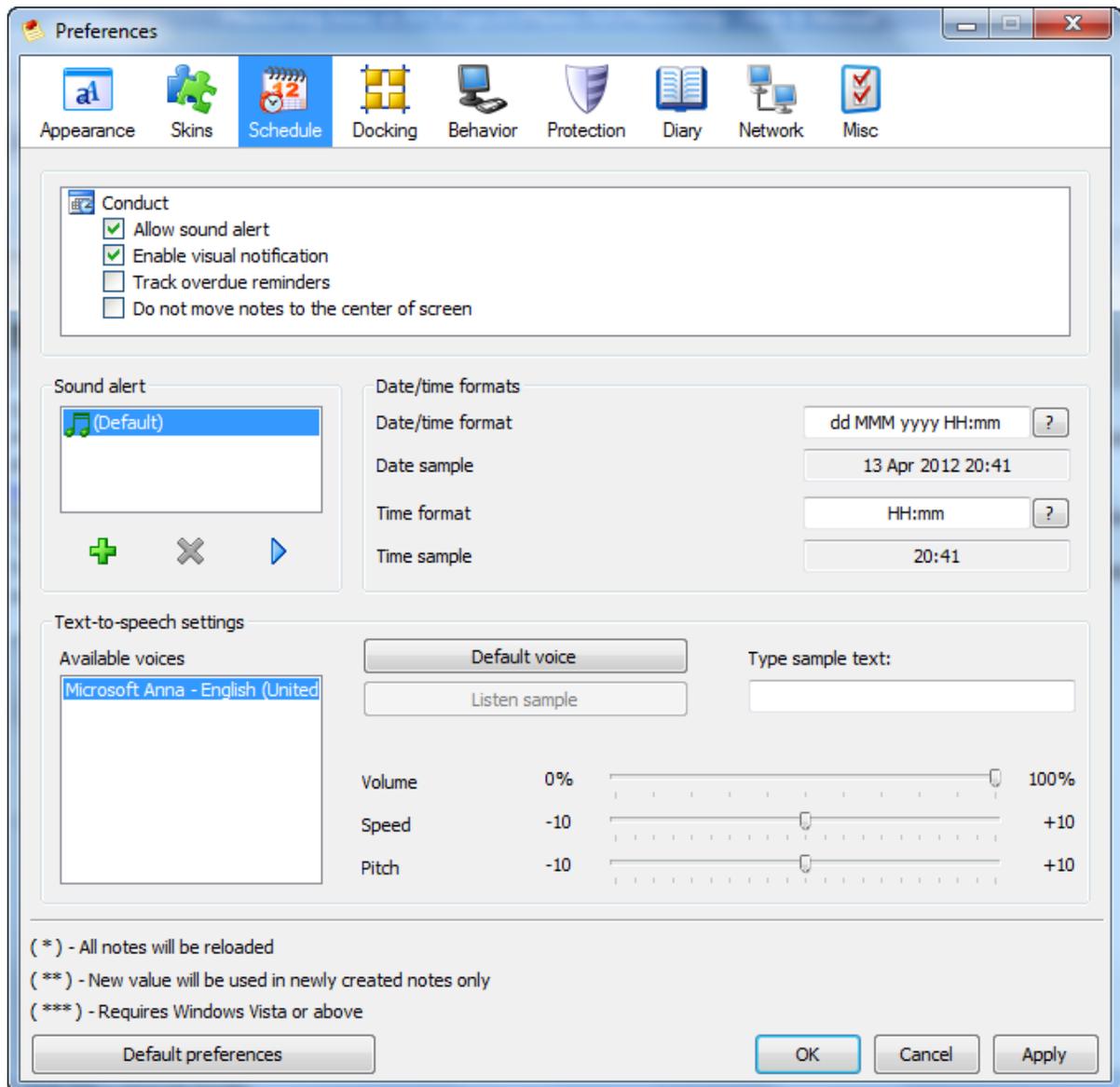


rolled note

Default value: unchecked.

*Note: this option is only available if you select to [roll/unroll notes by double click on caption](#).*

### 3.3 Schedule page



Following options can be set on this page:

- **Sound alerts** - select/deselect appropriate checkbox in order to enable/disable sound alerts. If alerts are enabled you can add, listen and remove \*.wav files.
- **Text-to-speech settings** - select preferable default voice from available voices and listen sample text.
- **Voice settings** - volume, speed and pitch.
- **Visual notification** - select/deselect appropriate checkbox. If visual notification is enabled animated exclamation icon will be displayed over the scheduled note, when it alerts you.
- **Overdue reminders tracking** - select/deselect appropriate checkbox. You will be alerted on program start about any overdue reminder.
- **Date/time formats** - choose date/time formats for [Schedule](#) tab of [note](#).
- **Prevent notes moving** - check this option in order to see alerted notes on original position

instead of center of screen.

More detailed explanation at ["How to \(schedule\)"](#) page.

### 3.3.1 How to (schedule)

[How to: allow sound alerts](#)

[How to: enable visual notification](#)

[How to: track overdue reminders](#)

[How to: leave alarmed note on it's original position](#)

[How to: add/remove sound alerts](#)

[How to: set date and time formats for scheduling](#)

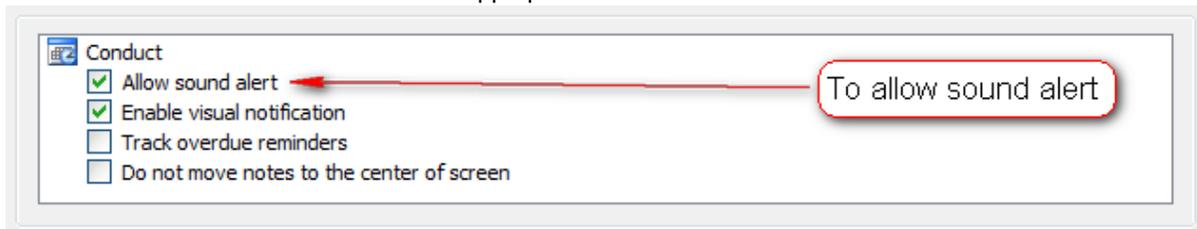
[How to: set default voice for text-to-speech](#)

#### 3.3.1.1 Allow sound alerts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Schedule"](#)  page.

In order to allow sound alerts check the appropriate check box:



In order to restrict sound alert uncheck the appropriate check box.

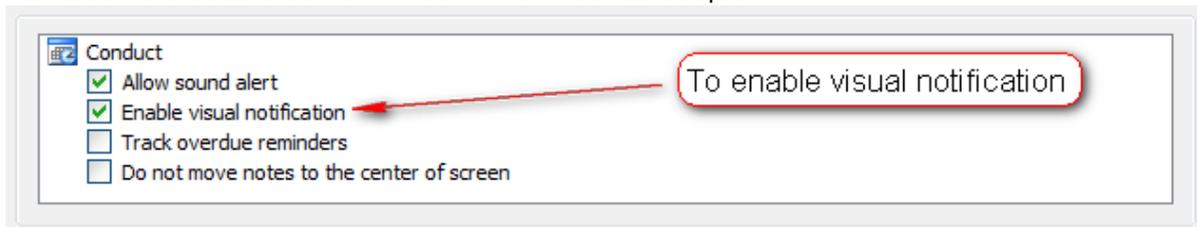
Default value: checked.

#### 3.3.1.2 Enable visual notification

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Schedule"](#)  page.

In order to enable visual notification for alarmed note check the appropriate check box. If visual notification is enabled the small  icon will blink at note's caption.



In order to disable visual notification uncheck the appropriate check box.

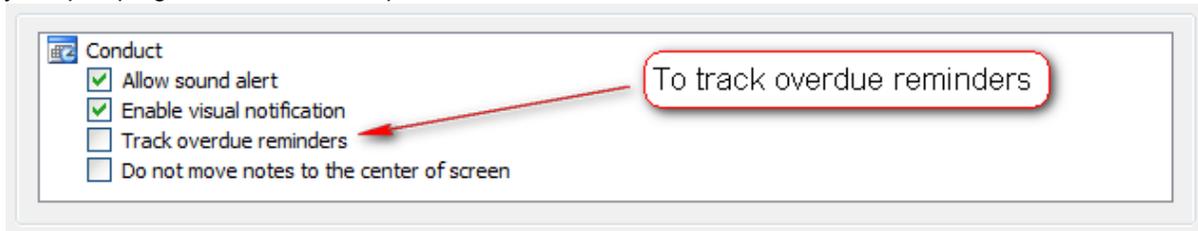
Default value: checked.

### 3.3.1.3 Track overdue reminders

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

If you close program or turn off computer, but don't want to miss your scheduled notes - this option can help you. Check the appropriate check box and [dialog box](#) with all overdue notes will appear next time you open program or turn on computer.



In order to stop tacking overdue reminders uncheck the appropriate check box.

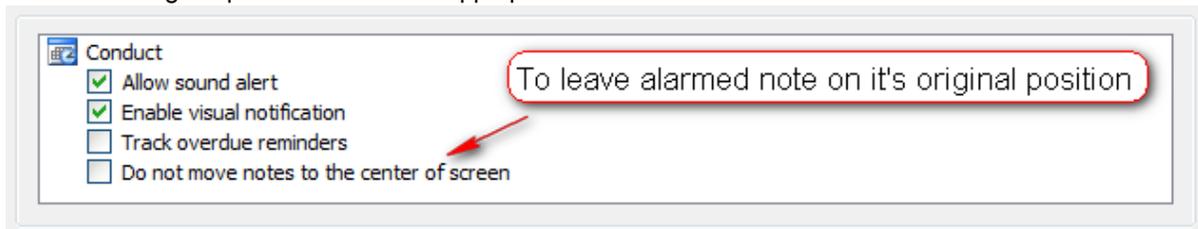
Default value: unchecked.

### 3.3.1.4 Leave alarmed note on it's original position

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

By default, when scheduled note is triggered, it jumps to the center of screen. In order to leave such note on it's original position check the appropriate check box:



In order to continue to show alarmed notes at the center of screen uncheck the appropriate check box.

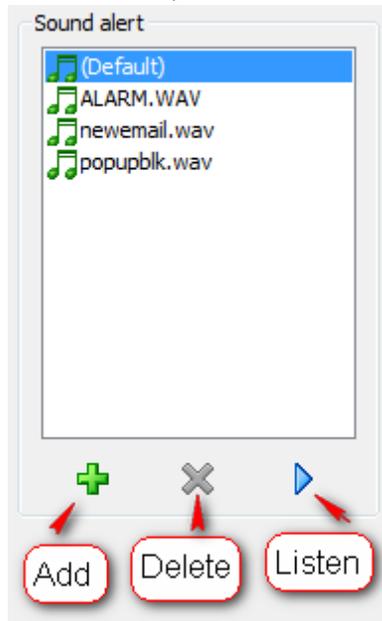
Default value: unchecked.

### 3.3.1.5 Add/remove sound alerts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to add, remove or listen sound alarms use the appropriate buttons:



### 3.3.1.6 Set date and time formats for scheduling

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

Type you preferred date/time and time formats in appropriate text boxes. Click on "?" button in order to view available formats for each type. Long date/time format typed in the first text box is also used as format for "[Insert date/time](#)" command of note's pop-up menu.

Date/time formats

Date/time format  ?

Date sample

Time format  ?

Time sample

Click to view available formats

Possible date formats

d	Day of month as digits with no leading zero for single-digit days.
dd	Day of month as digits with leading zero for single-digit days.
ddd	Day of week as a three-letter abbreviation.
dddd	Day of week as its full name.
M	Month as digits with no leading zero for single-digit months.
MM	Month as digits with leading zero for single-digit months.
MMM	Month as a three-letter abbreviation.
MMMM	Month as its full name.
y	Year as last two digits, but with no leading zero for years less than 10.
yy	Year as last two digits, but with leading zero for years less than 10.
yyyy	Year represented by full four digits.

OK

Possible time formats

h	Hours with no leading zero for single-digit hours; 12-hour clock.
hh	Hours with leading zero for single-digit hours; 12-hour clock.
H	Hours with no leading zero for single-digit hours; 24-hour clock.
HH	Hours with leading zero for single-digit hours; 24-hour clock.
m	Minutes with no leading zero for single-digit minutes.
mm	Minutes with leading zero for single-digit minutes.
s	Seconds with no leading zero for single-digit seconds.
ss	Seconds with leading zero for single-digit seconds.
t	One character time-marker string, such as A or P.
tt	Multicharacter time-marker string, such as AM or PM.

OK

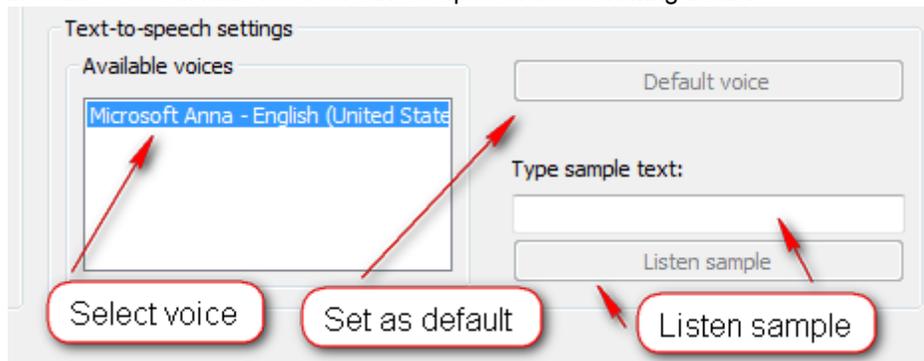
Default value: date/time - dd MMM yyyy HH:mm, time - HH:mm.

### 3.3.1.7 Set default voice for text-to-speech

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to set default voice for text-to-speech use following fields:



### 3.3.2 Overdue Reminders

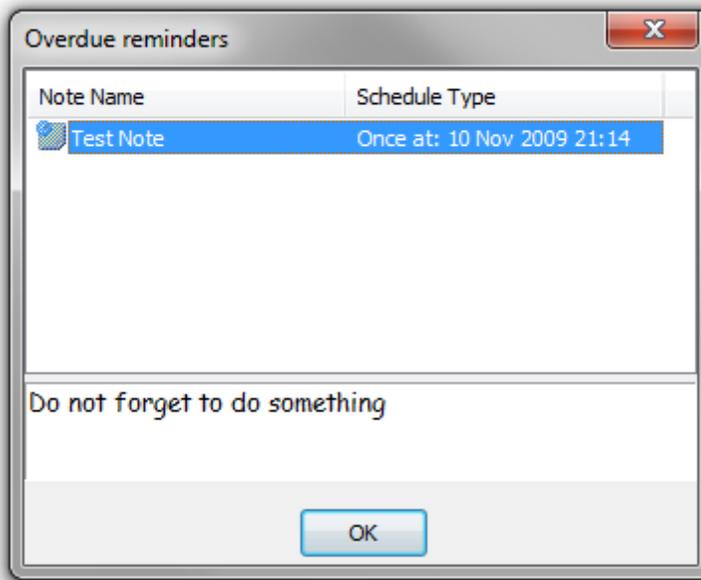
One of the main PNotes features is an ability to schedule notes to remind you about important events. And it really helps, but...

Sometimes you may turn the computer off, or use the flash disk, or send your notes by email in the morning and open a mail client in the evening - and miss important reminders.

In this case you may want the program to check on startup entire notes collection and find all overdue notes.

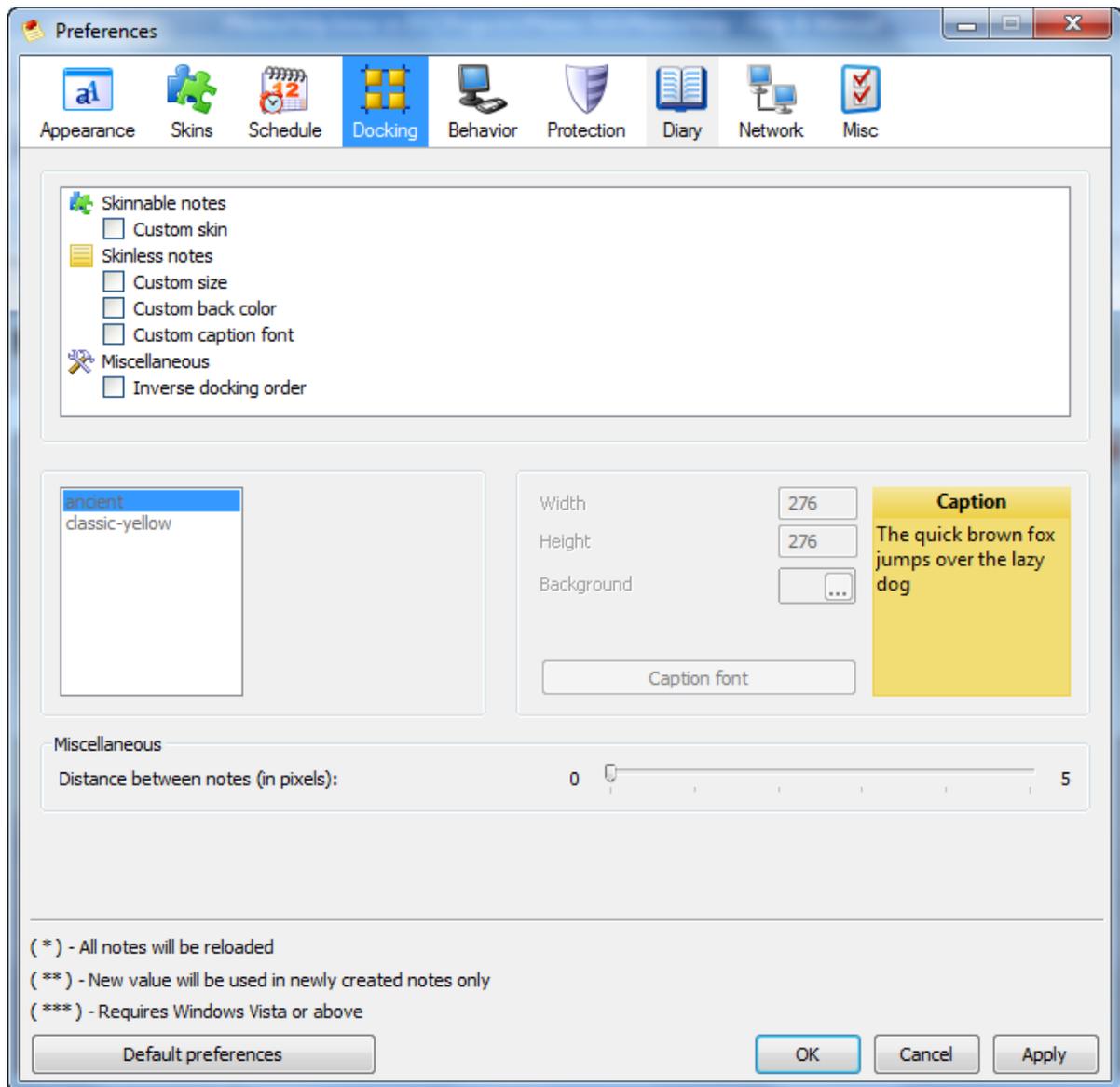
This effect you have to check "Track overdue reminders" checkbox on [Schedule](#) page of [Preferences](#) dialog.

Then if the program will find any overdue reminder on next startup it will inform you with the following dialog:



Double click on item in list view will bring up schedule setup dialog and you could change the schedule of selected item or prevent the further tracking.

### 3.4 Docking page



Following options can be set on this page:

- **Skin for docked notes** - can be the common program's skin or custom skin for docked notes only.
- **Docked skinless notes size** - can be the common skinless notes size or custom size for docked notes only.
- **Docked skinless notes background and/or caption font** - can be the common skinless notes background/caption font or custom for docked notes only.
- **Distance between docked notes** - may vary from 0 to 5 pixels.
- **Inversed docking order** - check this option if you want docked notes to start from opposite side, i.e. notes docked to left or right will start from the bottom of the screen instead of top, notes docked to top or bottom will start from the right edge instead of left.

More detailed explanation at ["How to \(docking\)"](#) page.

### 3.4.1 How to (docking)

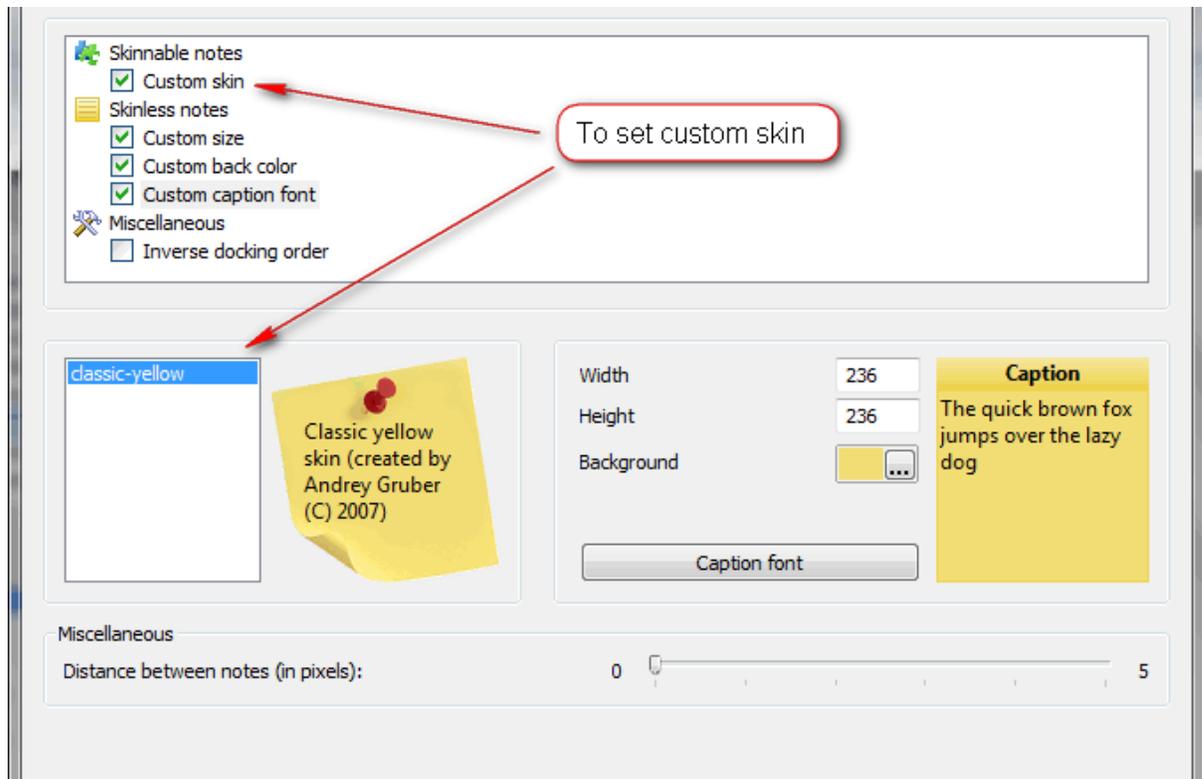
- [How to: set custom skin](#)
- [How to: set custom size](#)
- [How to: set custom background color](#)
- [How to: set custom caption font](#)
- [How to: inverse docking order](#)
- [How to: change distance between docked notes](#)

#### 3.4.1.1 Set custom skin

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Schedule"](#)  page.

In order to set custom skin for docked notes check the appropriate check box and choose desired skin in list:



In order to use common skin uncheck the appropriate check box.

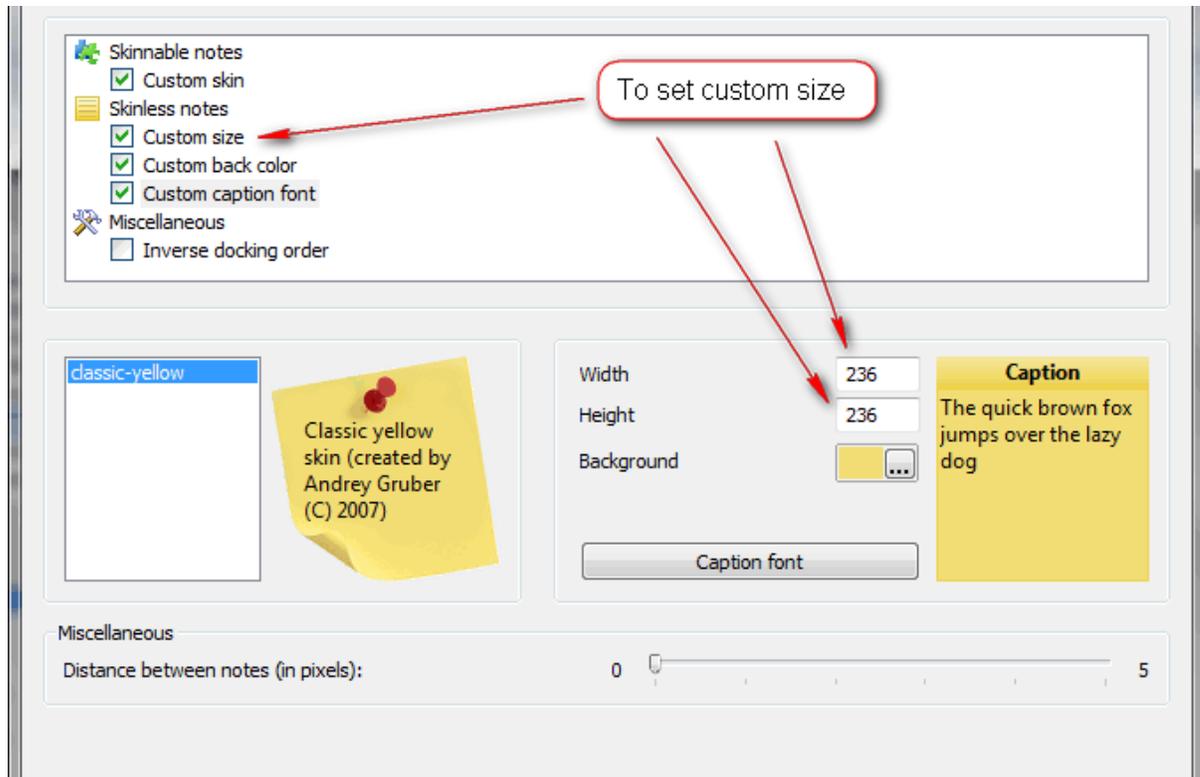
Default value: unchecked.

### 3.4.1.2 Set custom size

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to use custom size for skinless docked notes check the appropriate check box and enter desired measures:



In order to use common size uncheck the appropriate check box.

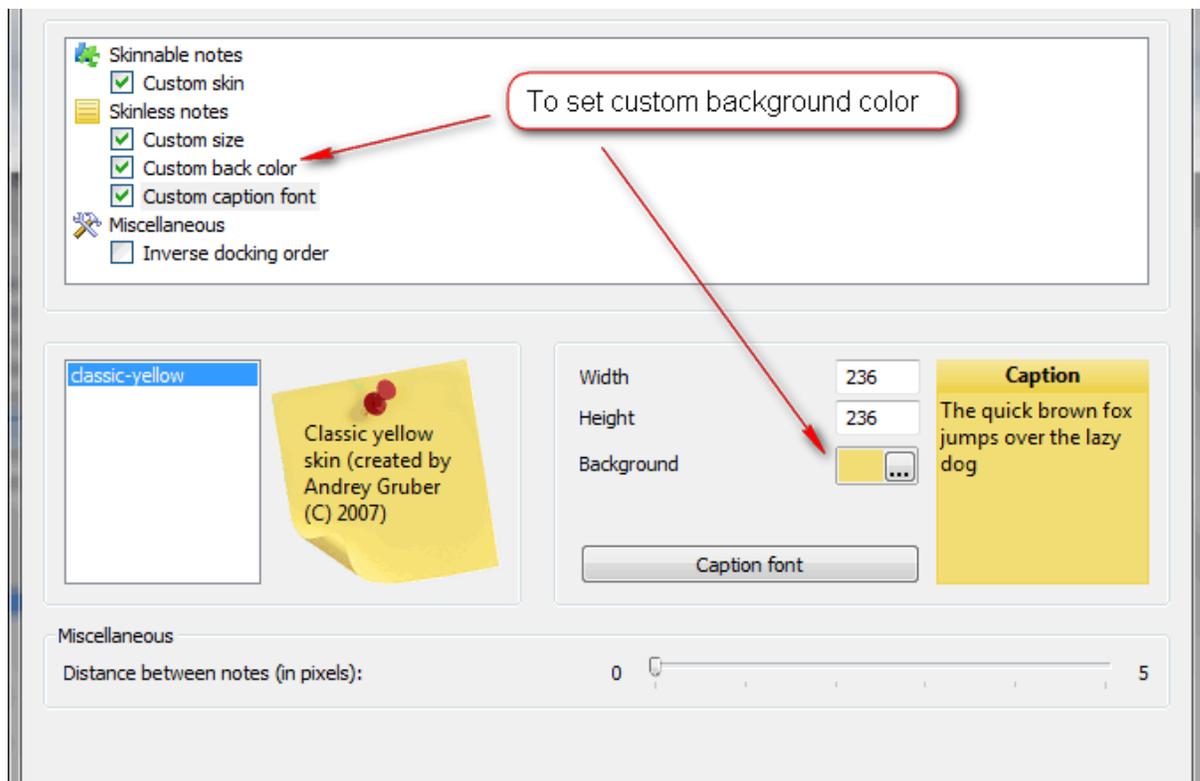
Default value: unchecked.

### 3.4.1.3 Set custom background color

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to use custom background color for docked notes check the appropriate check box and use color chooser to adjust desired color:



In order to use common background color uncheck the appropriate check box.

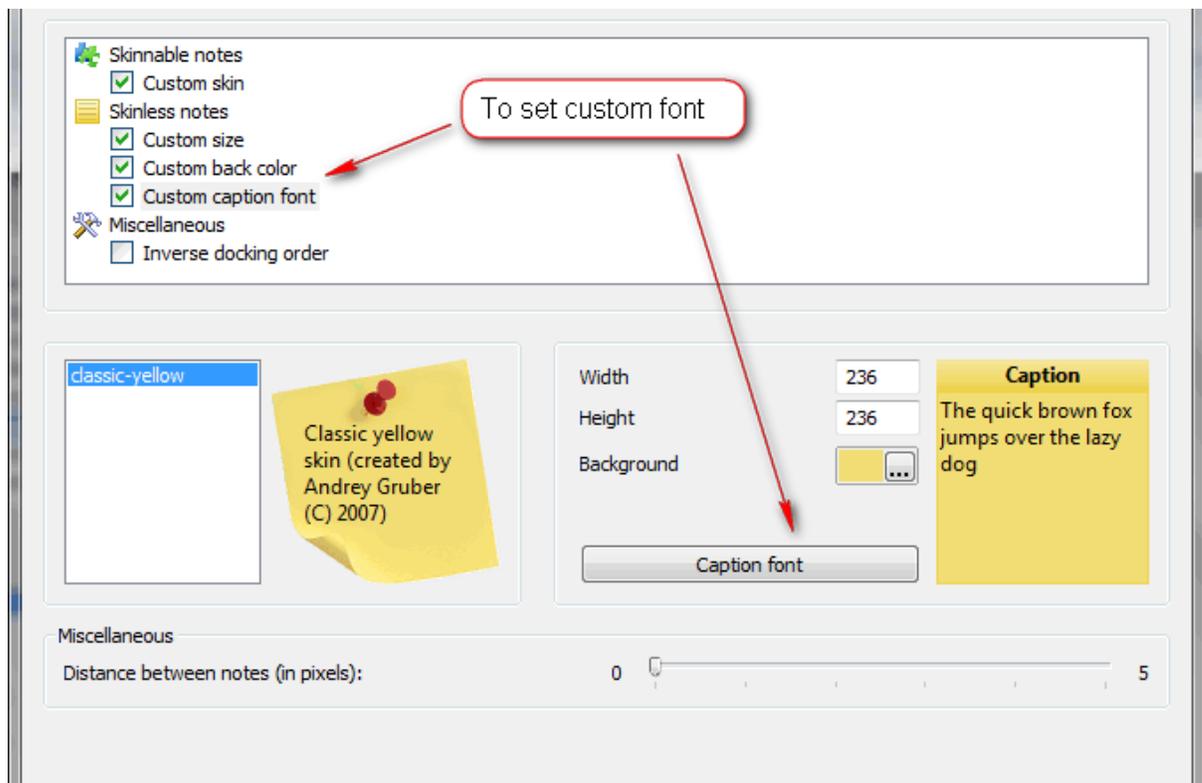
Default value: unchecked.

#### 3.4.1.4 Set custom caption font

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to use custom caption font for docked notes check the appropriate check box and choose desired font in font dialog :



In order to use common caption font uncheck the appropriate check box.

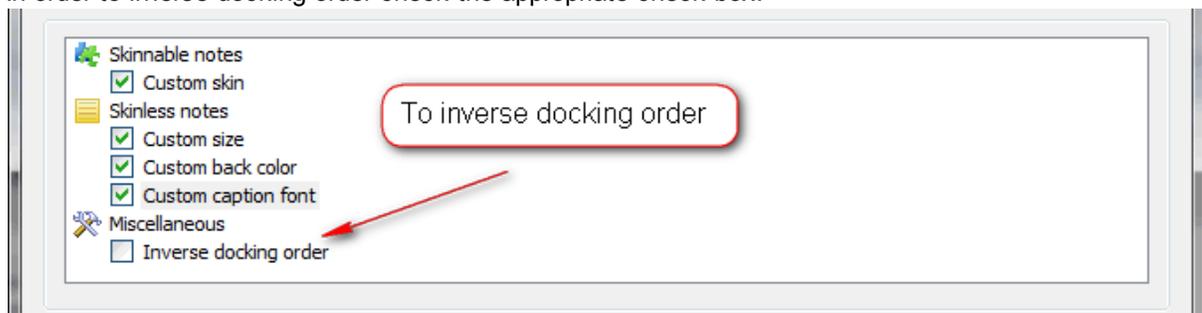
Default value: unchecked.

### 3.4.1.5 Inverse docking order

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

In order to inverse docking order check the appropriate check box:



In order to use normal order uncheck the appropriate check box.

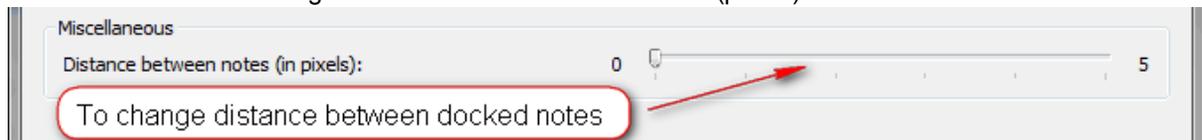
Default value: unchecked.

### 3.4.1.6 Change distance between docked notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

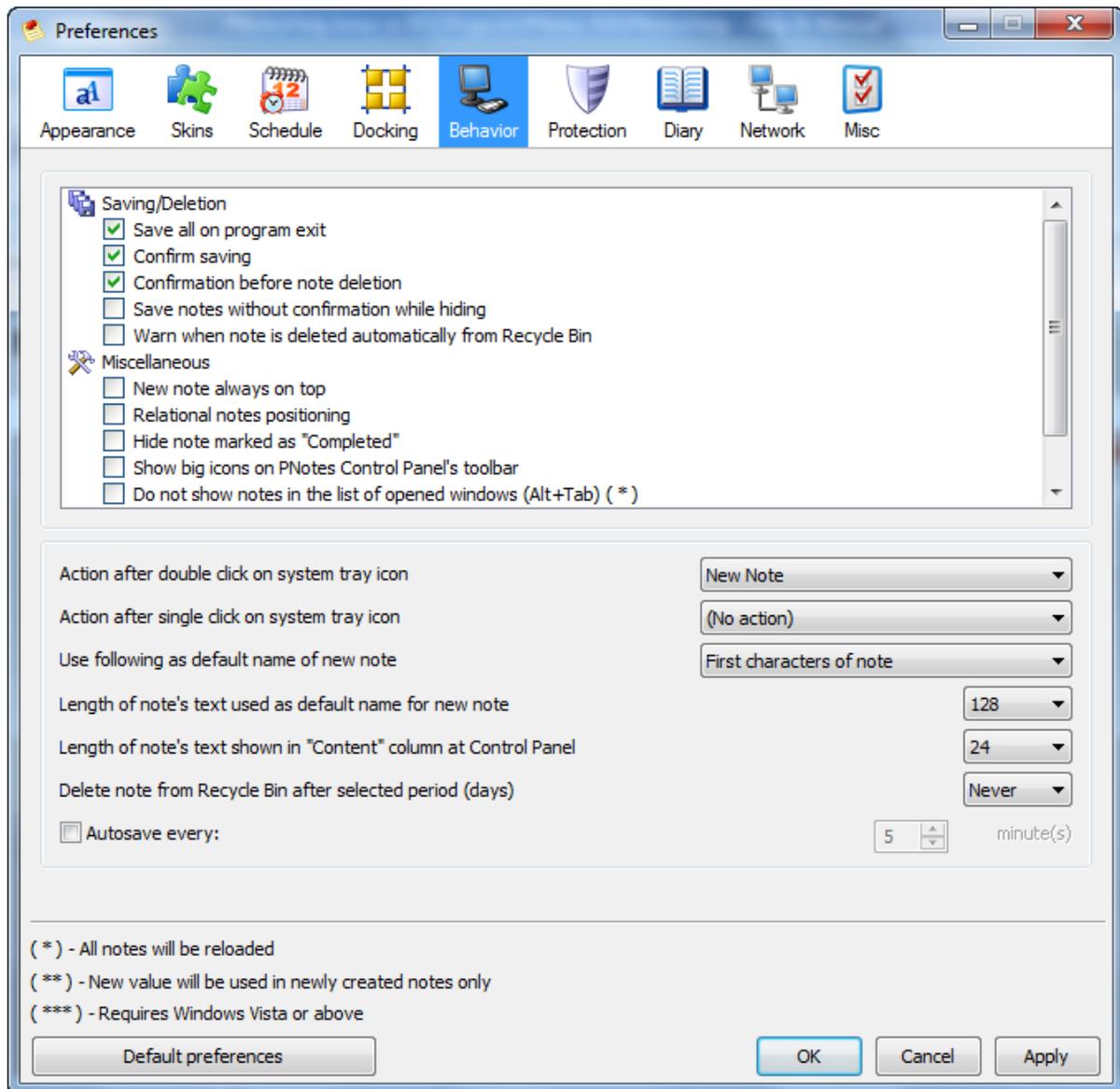
When "[Preferences](#)" dialog appears, choose "[Schedule](#)"  page.

Use slider in order to change distance between docked notes (pixels):



Default value: 0.

### 3.5 Behavior page



Following options can be set on this page:

- **Save all on program exit** - select/deselect appropriate checkbox.
- **Confirm saving** - select/deselect appropriate checkbox. You will be prompted to save unsaved notes when program exits.
- **Confirmation before deletion** - select/deselect appropriate checkbox. You will be prompted to confirm deletion of note.
- **No confirmation while hiding notes** - select/deselect appropriate checkbox. You won't be prompted to save newly created notes when hide them - instead, they will be saved with default name (timestamp).
- **New note's Z-order position** - check this option if you want newly created notes on the top of other windows.
- **Notes' positioning** - check this option in order to save relational notes' position instead of

- absolute - it may help when you run the program on computers with different screen resolution.
- **Notes' appearance in windows list** - when checked, notes won't appear in windows list (Alt+Tab)
  - **Aero Peek option (requires Windows Vista and above)** - check appropriate checkbox to keep notes visible while hovering over "Show Desktop" button.
  - **Length of note's text used as default name for new note** - by default when you save new note, you are prompted to save it with name equal to it's first line of text. Sometimes this line is too long and using this property you can limit the length of default name.
  - **Action for double click on program icon in notification area** - there are several options for your choice: new note, PNotes Control Panel etc.
  - **Action for single click on program icon in notification area** - the same options as for double click.
  - **Default name of new note** - choose one of available options.
  - **Amount of characters used as default name for new note** - select desired value in combo box.
  - **Length of note's text shown in "Content" column at [PNotes Control Panel](#)** - select desired value in combo box.
  - **Number of days after which notes will be completely removed from Recycle Bin** - select desired value in combo box, choose "Never" to prevent removing.
  - **Autosave options** - select/deselect appropriate checkbox to enable/disable autosave. If autosave is enabled all notes will be saved automatically in a specified period and you'll never lose data, even after program crash.

More detailed explanation at ["How to \(behavior\)"](#) page.

### 3.5.1 How to (behavior)

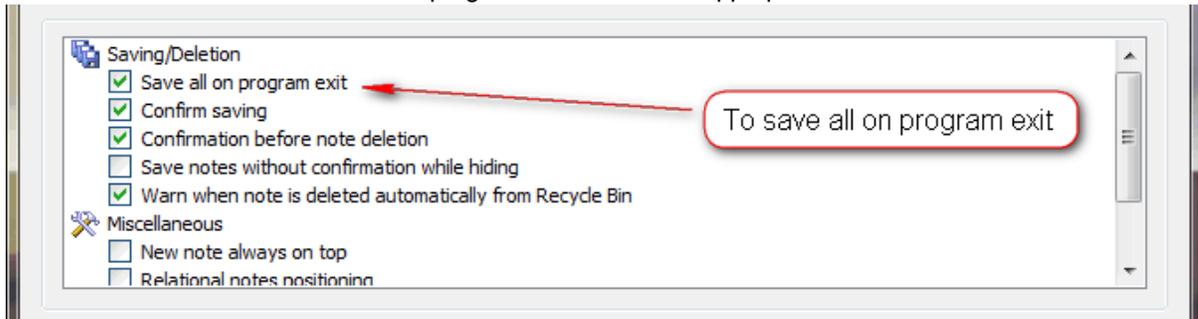
- [How to: save all unsaved notes on program exit](#)
- [How to: silently save notes on program exit](#)
- [How to: show confirmation dialog before note's deletion](#)
- [How to: save notes without confirmation while hiding](#)
- [How to: be warned when note is deleted automatically from Recycle Bin](#)
- [How to: force new note to stay on top of other windows](#)
- [How to: use relational notes positioning](#)
- [How to: hide notes marked as "Completed"](#)
- [How to: show big icons on PNotes Control Panel toolbar](#)
- [How to: not include notes in the system list of opened windows](#)
- [How to: keep notes visible while hovering over "Show Desktop" button](#)
- [How to: set system tray icon double click behavior](#)
- [How to: set new note's default name convention](#)
- [How to: set length of default note's name](#)
- [How to: set length of note's text shown in "Content" column at PNotes Control Panel](#)
- [How to: determine the period after which notes will be deleted from Recycle Bin](#)
- [How to: autosave notes](#)

#### 3.5.1.1 Save all unsaved notes on program exit

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Behavior"](#)  page.

In order to save all unsaved notes on program exit check the appropriate check box:



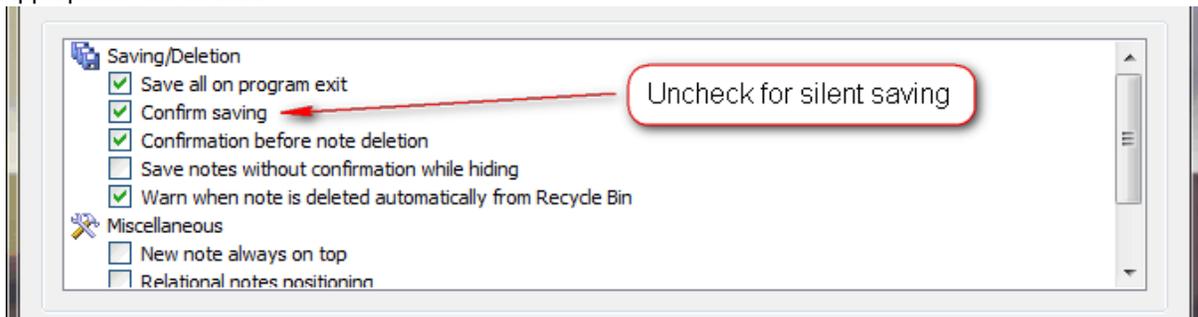
Default value: checked.

### 3.5.1.2 Silently save notes on program exit

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to silently save all unsaved notes on program exit, without confirmation dialogs, **uncheck** the appropriate check box:



Leaving the field checked will result in multiple confirmation dialogs (one per unsaved note) on program exit, if the previous field ("Save all on program exit") is checked.

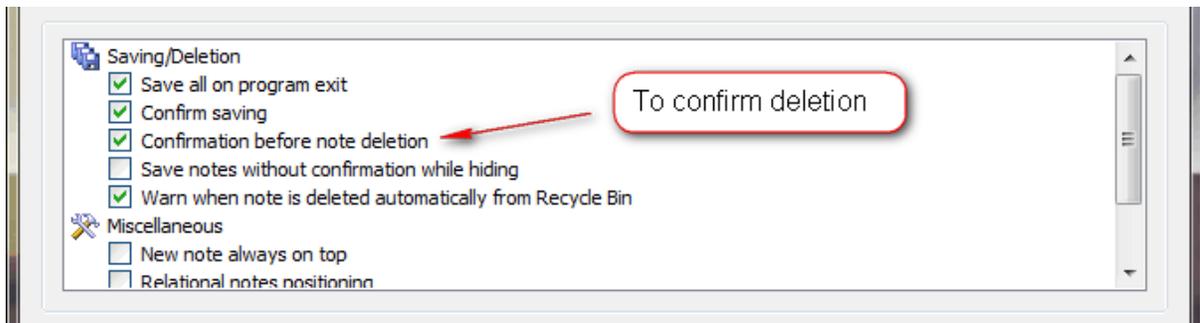
Default value: checked.

### 3.5.1.3 Show confirmation dialog before note's deletion

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

Check the appropriate check box in order to confirm note's deletion:



Uncheck the field to delete without confirmation.

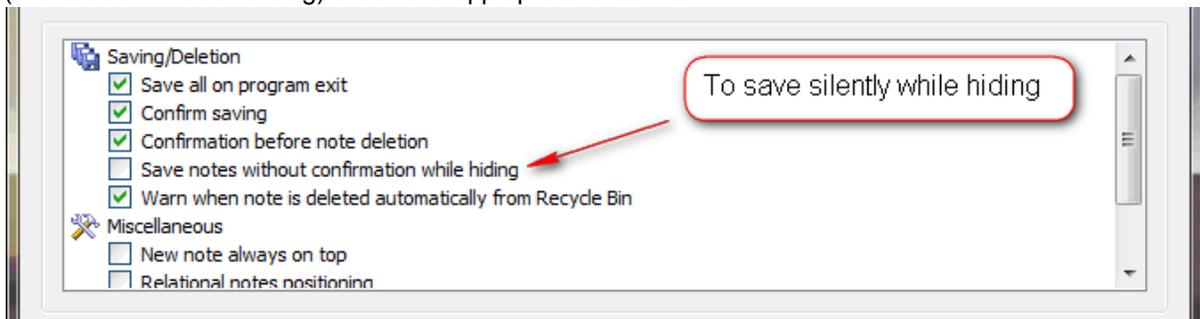
Default value: checked.

### 3.5.1.4 Save notes without confirmation while hiding

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

When you hide the note you actually destroy it's window. Therefore if there are some changes in note's text or other properties, you will be prompted to save it. In order to save note automatically while hiding (without confirmation dialog) check the appropriate check box:



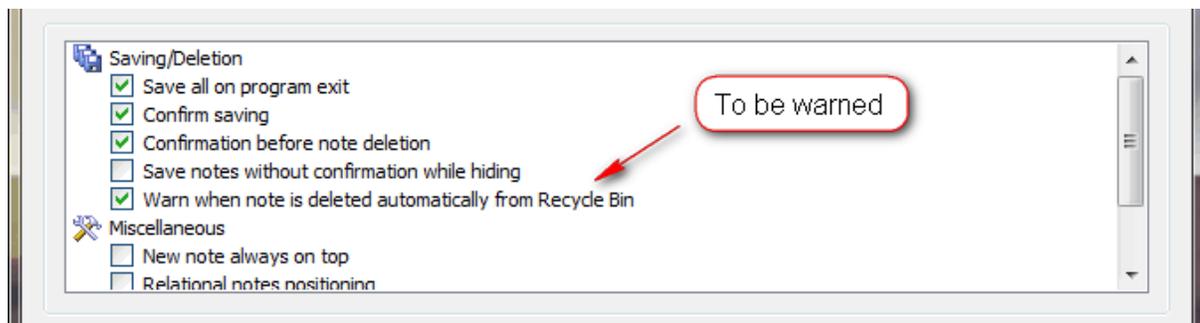
Default value: unchecked.

### 3.5.1.5 Be warned when note is deleted automatically from Recycle Bin

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to be warned when note is deleted automatically from Recycle Bin (if value other than "Never" is chosen [here](#)) check the appropriate check box:



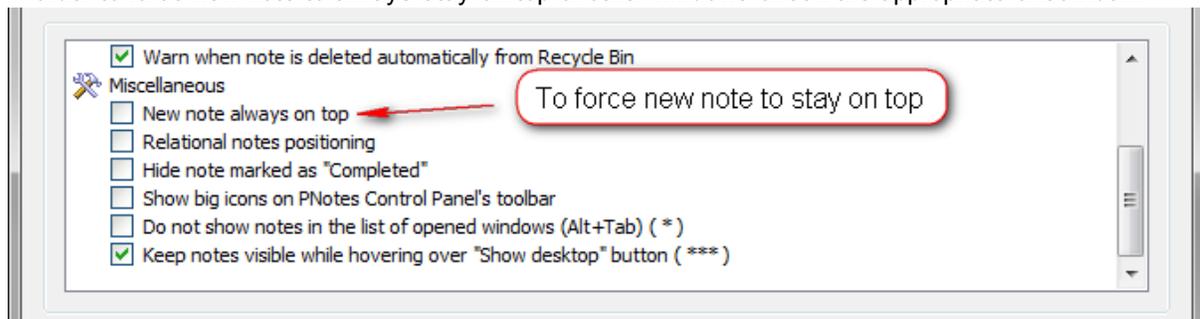
Default value: unchecked.

### 3.5.1.6 Force new note to stay on top of other windows

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to force new note to always stay on top of other windows check the appropriate check box:



You may set this property for separate note using the "[On Top](#)" menu item of note's pop-up menu.

Default value: unchecked

### 3.5.1.7 Use relational notes positioning

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

When you create, resize, move or hide notes, their actual position is stored in file. If you use the program on computers with different screen resolution or different number of monitors, consider to use relational notes positioning. In this case position related to upper left corner of screen will be saved instead of absolute position.



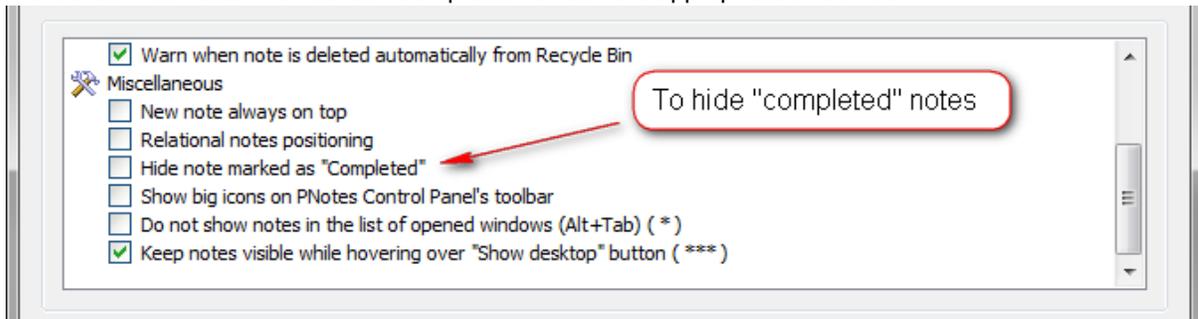
Default value: unchecked.

### 3.5.1.8 Hide notes marked as "Completed"

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to hide notes marked as "Completed" check the appropriate check box:



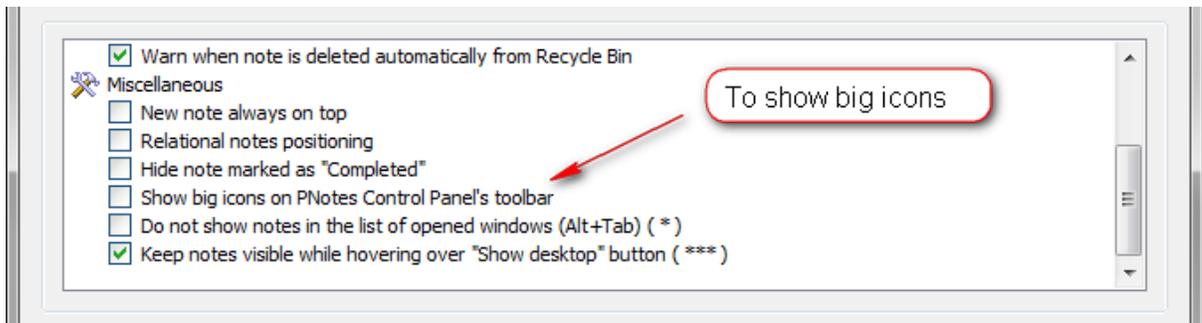
Default value: unchecked.

### 3.5.1.9 Show big icons on PNotes Control Panel

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to big icons on PNotes Control Panel toolbar check the appropriate check box:



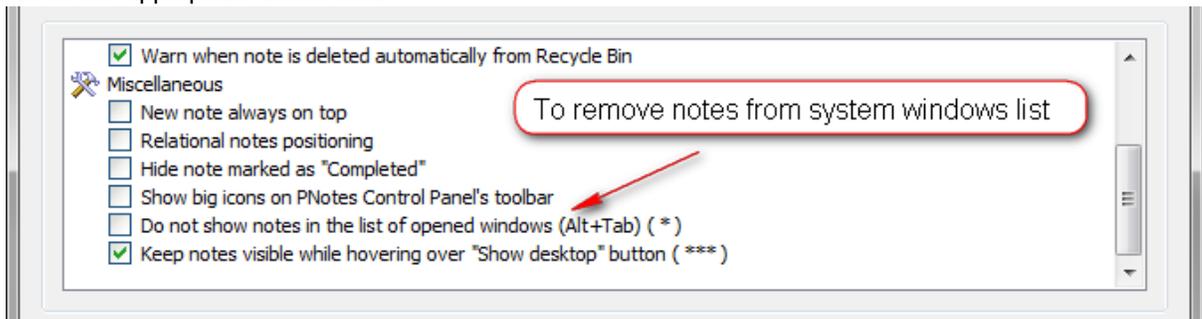
Default value: unchecked.

### 3.5.1.10 Not include notes in the system list of opened windows

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to remove notes from internal windows list of operating system (shown when Alt+Tab is pressed) check the appropriate check box:



Default value: unchecked.

*Note: changing this option requires all visible notes to be reloaded.*

### 3.5.1.11 Keep notes visible while hovering over "Show Desktop" button

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to keep notes visible while hovering over "Show Desktop" button check the appropriate check box:



Default value: unchecked.

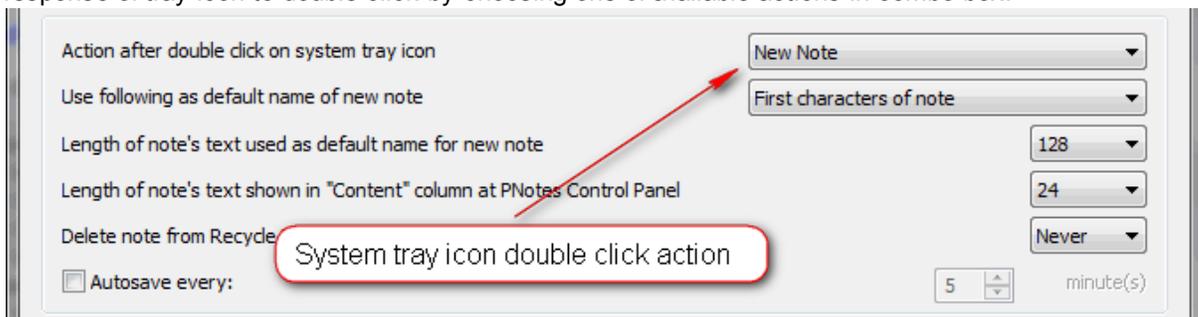
*Note: applies to Windows Vista and above.*

### 3.5.1.12 Set system tray icon double click behavior

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

By default, when you double click on program's tray icon a new note is created. You may change the response of tray icon to double click by choosing one of available actions in combo box:



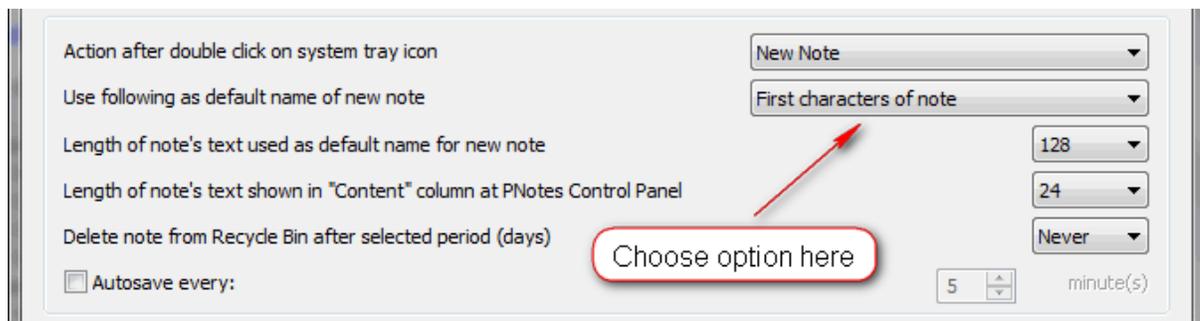
Default value: new note.

### 3.5.1.13 Set new note's default name convention

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

To set convention for new note's default name choose one of options from combo box. Available options are: first characters of note, current date/time and combination of current date/time and first characters of note.



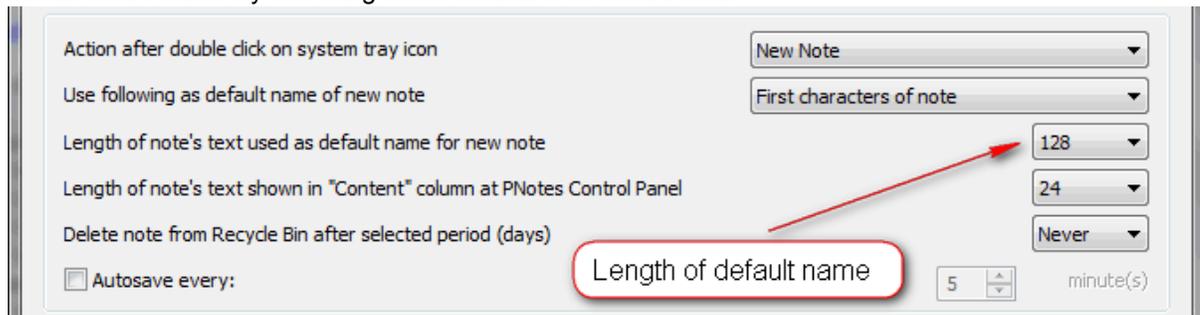
Default value: first characters of note.

### 3.5.1.14 Set length of default note's name

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

If you save the note for the first time and have chosen the very first line of note's text to be a default name then, in some cases, this line may be too long. You may limit the number of characters used as default note's name by choosing desired number in combo box:



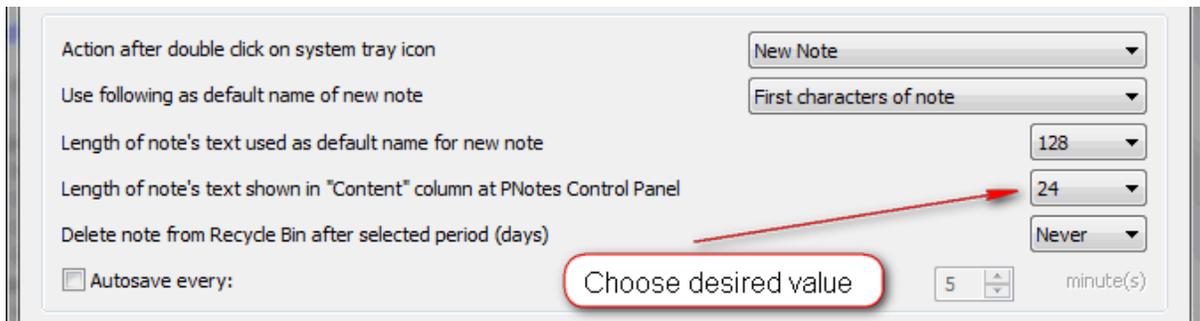
Default value: 128.

### 3.5.1.15 Set length of note's text shown in "Content" column at PNotes Control Panel

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to set the length of note's text shown in "Content" column at PNotes Control Panel choose desired number in combo box:



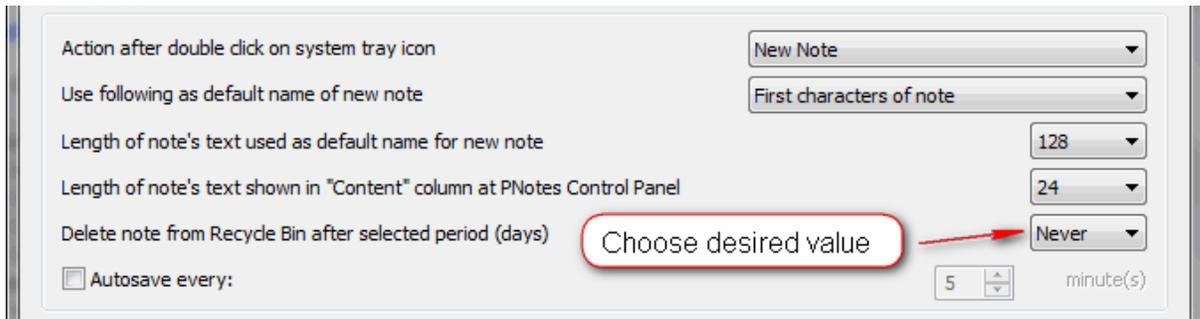
Default value: 24.

### 3.5.1.16 Determine the period after which notes will be deleted from Recycle Bin

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order to determine the period after which notes will be deleted from Recycle Bin choose desired value in combo box:



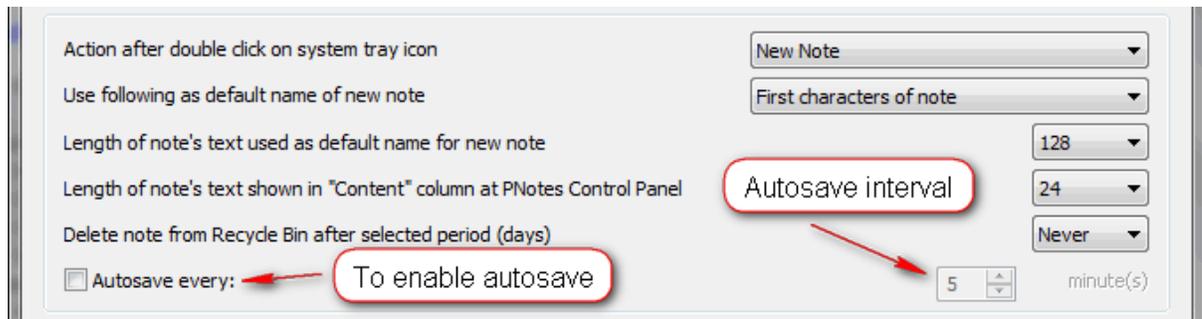
Default value: Never.

### 3.5.1.17 Autosave notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Behavior](#)"  page.

In order not to lose your work in case of program or system crashes, consider enabling autosave option by checking the appropriate check box and settings desired time interval:

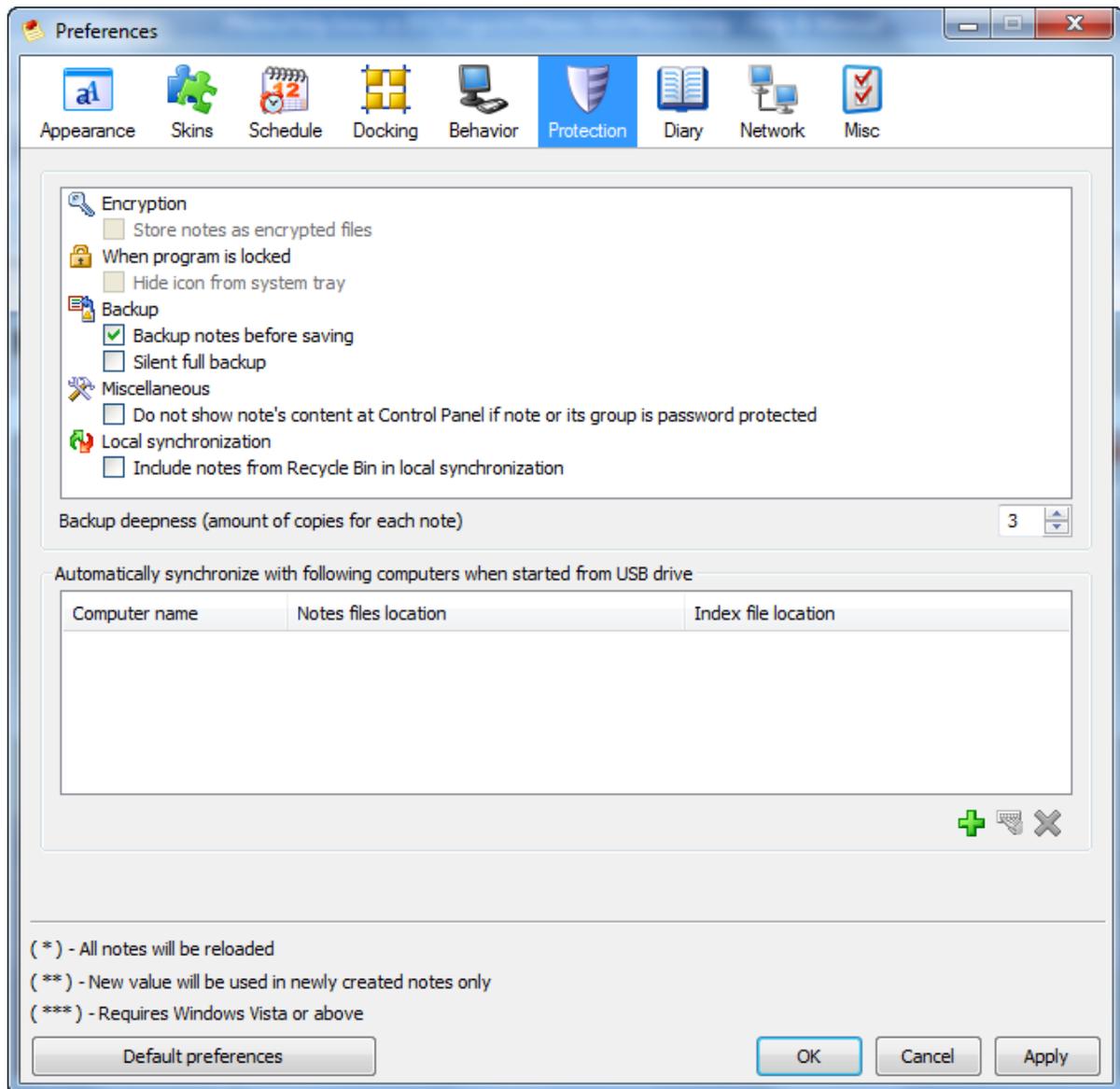


If this option is enabled the program will save all changed notes every *[interval]* minutes into hidden files. In case of crash you will be prompted to restore these notes next time the program starts.

Default value: unchecked.

*Note: setting this option will NOT automatically save your notes, but only temporary copies in case of crash.*

### 3.6 Protection page



Following options can be set on this page:

- **Password** - at this page you may create, change or remove password.
- **Encryption** - when appropriate option is checked, the program will store notes as encrypted files.
- **Program's behavior when it is locked** - when appropriate option is checked, choosing "Lock Program" will hide the program's icon in system tray as well as all program's windows.
- **Backing up before saving** - check the appropriate checkbox to enable to save backup copy of note before each saving. To set desired number of backup copies select the value using up/down buttons.
- **Allowing silent full backup** - if this option is checked, you won't be prompted to choose file name during full backup - it will be saved under current timestamp as name instead.
- **Including notes from Recycle Bin in local synchronization.**
- **Setting up computer and local directory for automatic synchronization** - when program

starts from USB drive on computer which is in the list, notes will be synchronized automatically.

More detailed explanation at "[How to \(protection\)](#)" page.

### 3.6.1 How to (protection)

[How to: encrypt notes](#)

[How to: hide system tray icon](#)

[How to: backup previous version of note before saving](#)

[How to: make full backup without prompting for file name](#)

[How to: hide content for password protected notes](#)

[How to: include notes from Recycle Bin in local synchronization](#)

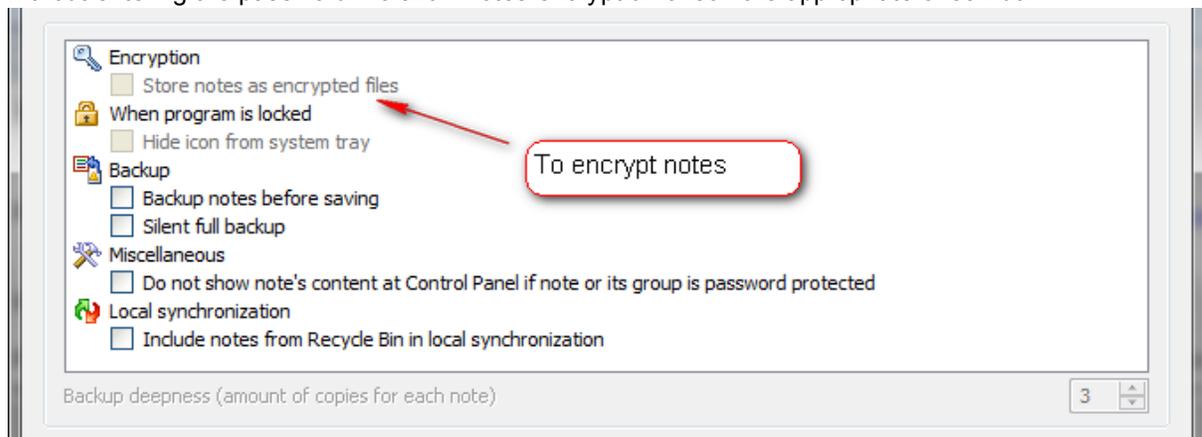
[How to: setup computers for automatic synchronization](#)

#### 3.6.1.1 Encrypt notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

If you decide to protect the program with [password](#), you also may encrypt your notes and store them on disk as encrypted files. In this case, even if you lose a USB stick with notes, nobody could read them without entering the password. To allow notes encryption check the appropriate check box:



To decrypt notes and store them as regular files, which can be opened, for example, in Word or WordPad, uncheck the appropriate check box.

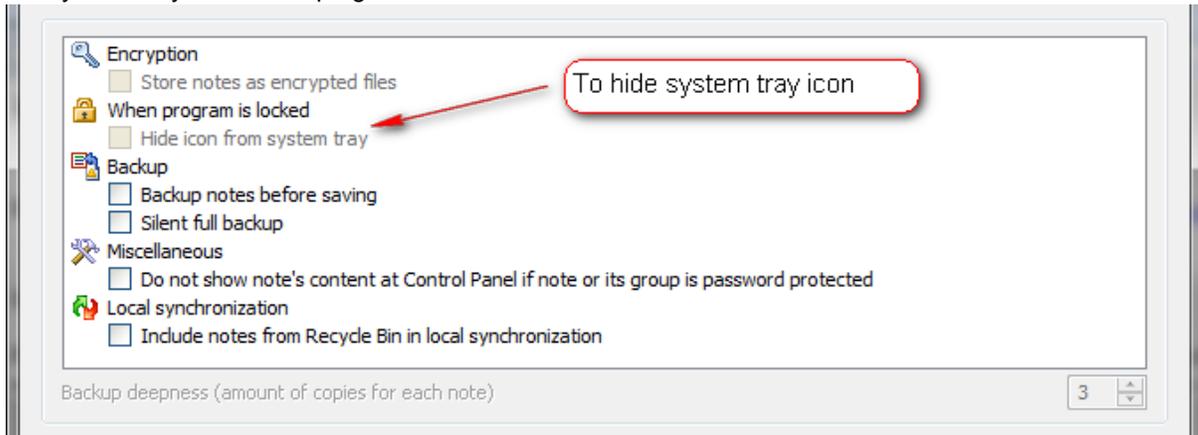
Default value: unchecked.

#### 3.6.1.2 Hide system tray icon

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

If the program [password](#) has been created, then "[Lock Program](#)" command becomes enabled. It works as so-called "boss-key", which allows you to "lock" the program (i.e. hide all notes and restrict access to all program functionality) by one click. In addition you may check the appropriate check box and hide the system tray icon when program is locked:



Default value: unchecked.

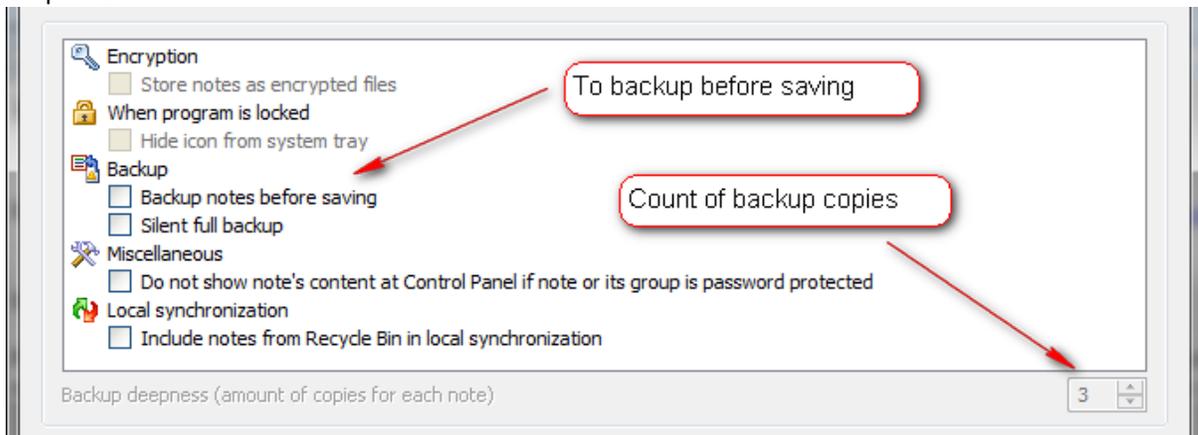
*Note: if you choose to hide system tray icon when program is locked, do not forget to assign a [hotkey](#) to "[Lock Program](#)" command, otherwise you won't be able to unlock the program!*

### 3.6.1.3 Backup previous version of note before saving

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

When you edit a note and save the changes, you may want to store the previous version of note for possible restore in future. To enable this option check the appropriate check box and set desired backup deepness:



You may see all backed up notes and restore them in "[Backup](#)" group of [PNotes Control Panel](#).

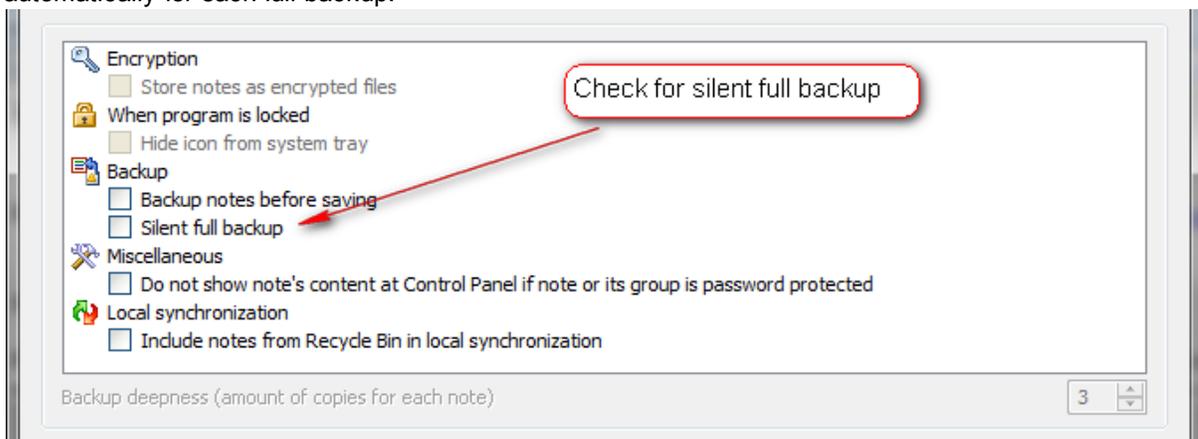
Default value: unchecked.

#### 3.6.1.4 Make full backup without prompting for file name

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

Check the appropriate check box if you don't want to be prompted for file name each time you perform full backup. In this case file with current timestamp as name and "pnfb" as extension will be created automatically for each full backup.



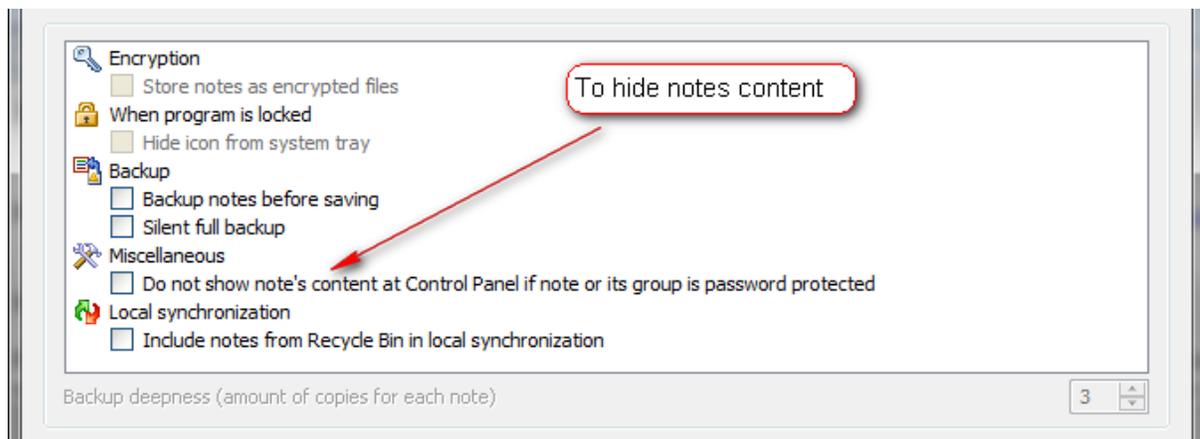
Default value: unchecked.

#### 3.6.1.5 Hide content for password protected notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

Check the appropriate check box if you don't want to see password protected notes content in PNotes Control Panel list view and preview pane. In this case the content will be replaced by stars ("\*\*\*\*\*").



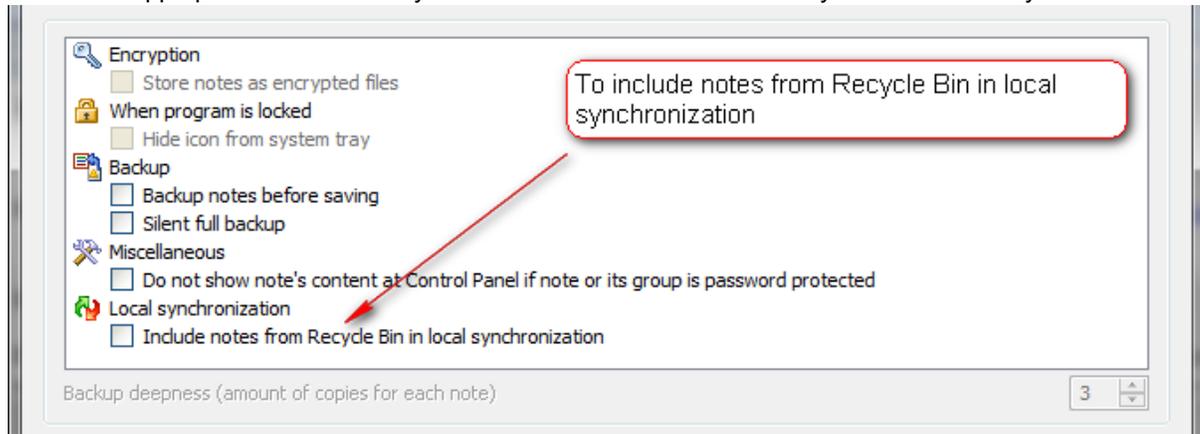
Default value: unchecked.

### 3.6.1.6 Include notes from Recycle Bin in local synchronization

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

Check the appropriate check box if you want to include notes from Recycle Bin in local synchronization.



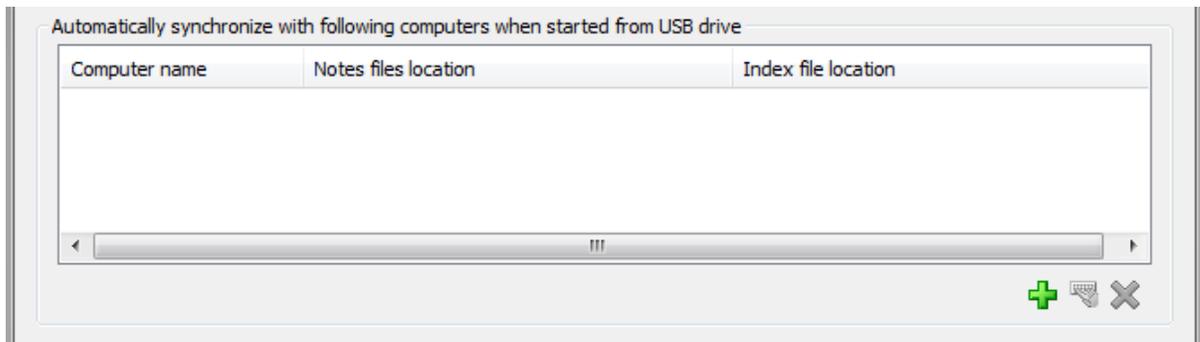
Default value: unchecked.

### 3.6.1.7 Setup computers for automatic synchronization

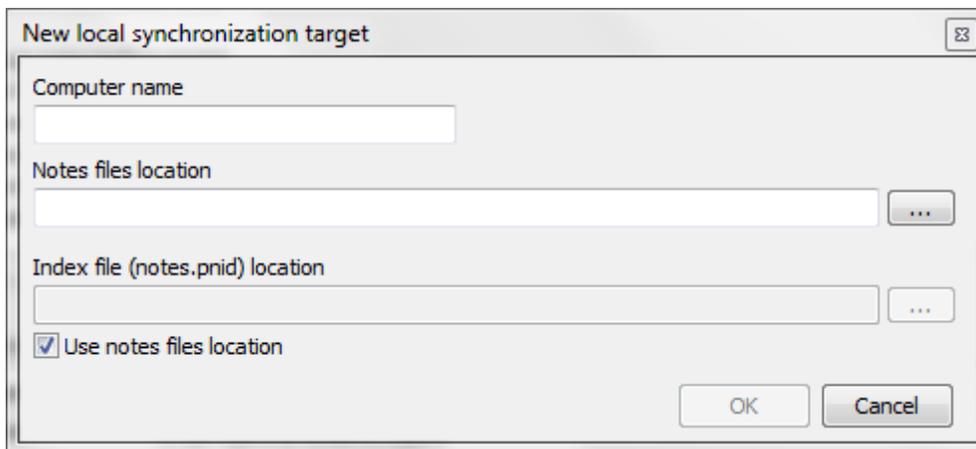
Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Protection](#)"  page.

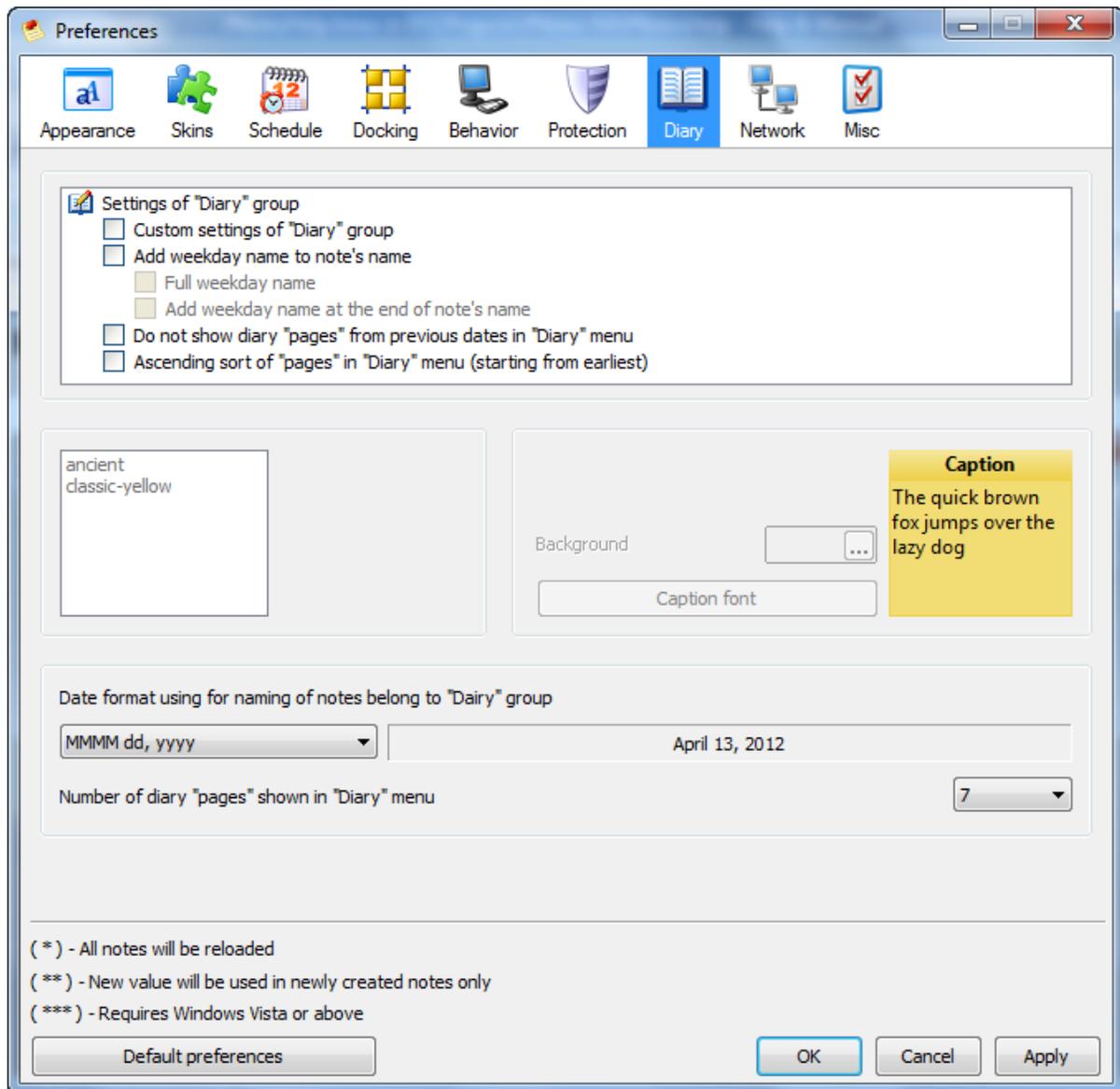
This option allows to automatically synchronize notes when program starts from USB drive.



Click on appropriate button in order to add, modify or remove entry.  
Fill in fields of dialog and press "OK". If notes' index file is located in the same directory with all notes, leave its field empty and check "Use notes files location" check box (default).



## 3.7 Diary page



Following options can be set on this page:

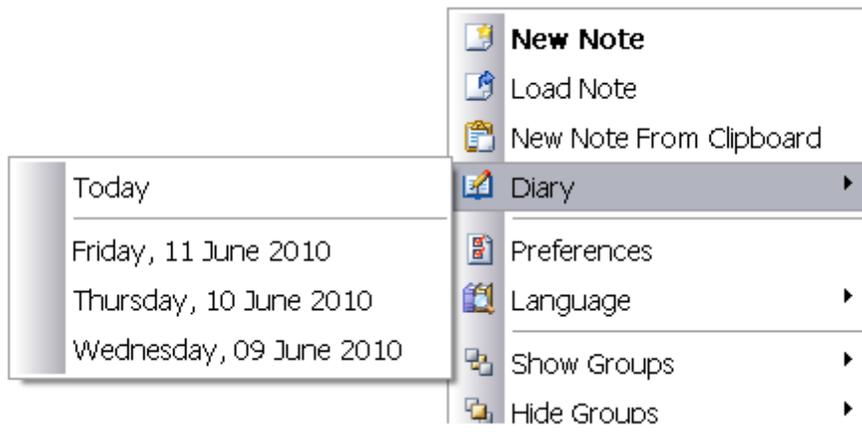
- **Custom settings of "Diary" group** - allows custom setting of "Diary" group
- **Add weekday name to note's name** - every diary "page" is named in compliance with date it has been created. Setting this feature will add/remove weekday name to/from note's name.
  - **Full weekday name** - allows you to show full or short weekday name in note's name
  - **Weekday name placement** - allows you to show weekday name at the end of note's name instead of beginning.
- **Do not show diary "pages" from previous dates** - if this option is checked, no diary "pages" will be shown under main popup "Diary" submenu and PNotes Control Panel "Diary" menu, but "Today" item only.
- **Ascending sort of "pages" in "Diary" menu** - if this option is checked, diary "pages" will be shown in ascending order under "Diary" submenu, i.e. from earliest to latest.

- Date format for diary "pages" naming.
- Number of diary "pages" shown in "Diary" menu.

More detailed explanation at ["How to \(diary\)"](#) page.

### 3.7.1 Diary

The Diary is one of PNote's exclusive features. It allows you to maintain the special set of notes, one per day, and leaf through them just as through real diary "pages".



By clicking on "Today" menu item you either create the new diary "page" of today - if such note does not exist, or bring up existing one. Here you can also see the "pages" of previous dates. Number of previous "pages" and other Diary related properties (notes' naming format, colors, fonts etc) are set via [Diary page](#) of [Preferences](#) dialog.

Notes belong to Diary group cannot be assigned to any other group, as well as notes from other groups cannot be assigned to Diary. They also cannot be renamed or duplicated.

### 3.7.2 How to (diary)

[How to: customize look of "Diary" group](#)

[How to: add weekday name to diary note's name](#)

[How to: define how diary's "pages" from previous dates are shown](#)

[How to reverse order of diary's "pages"](#)

[How to: set naming format of diary's "pages"](#)

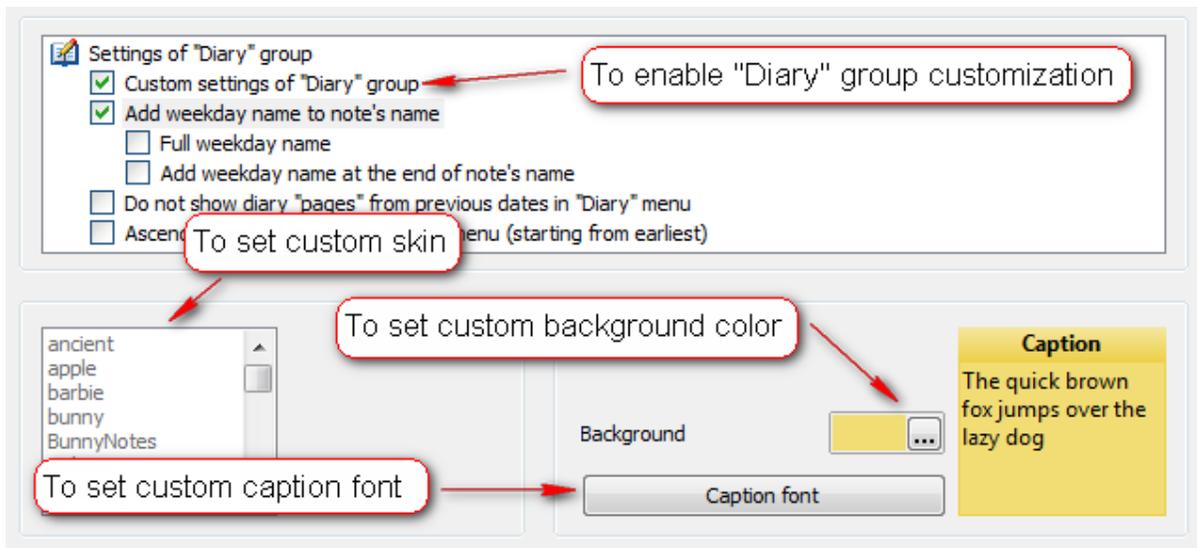
[How to: set number of diary's "pages" shown under "Diary" menu](#)

#### 3.7.2.1 Customize look of "Diary" group

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Diary"](#)  page.

In order to customize look of "Diary" group check the appropriate check box:



If program is running in skinnable mode you will be able to set custom skin for "Diary" group, otherwise you will be able to set custom background color and/or custom caption font.

To disable "Diary" group's customization uncheck the appropriate check box.

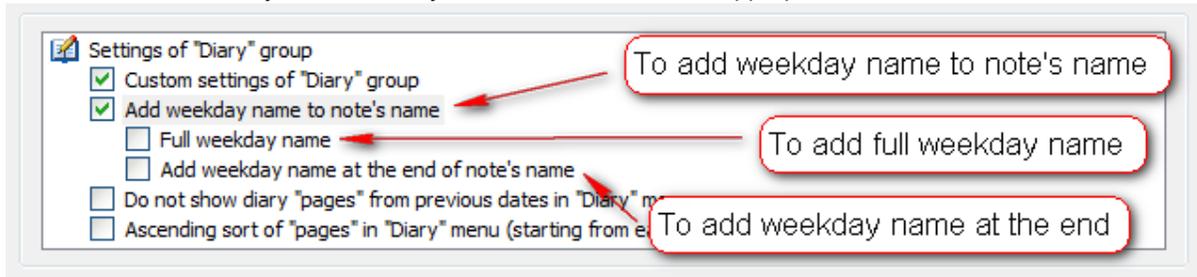
Default value: unchecked.

### 3.7.2.2 Add weekday name to diary note's name

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Diary](#)"  page.

In order to add weekday name to diary note's name check the appropriate check box:



In this case two sub-check box become enabled, so you may also set the weekday name to be added in full form (instead of abbreviation) and change it's position from beginning of name to end of name.

In order to remove weekday name from diary note's name uncheck the appropriate check box.

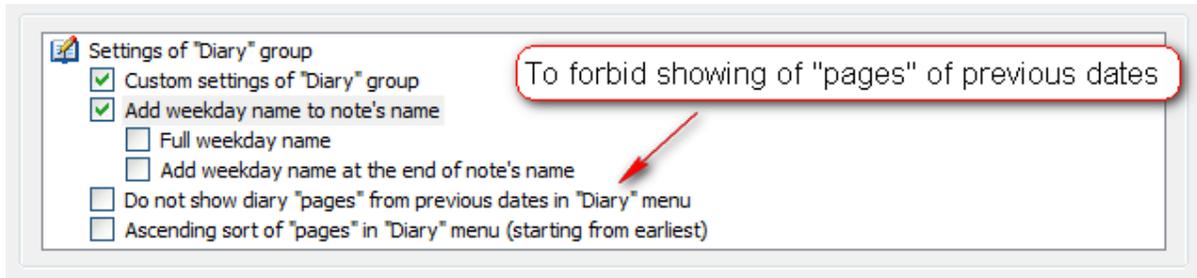
Default value: unchecked.

### 3.7.2.3 Define how diary's "pages" from previous dates are shown

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Diary](#)"  page.

In order not to show diary's "pages" of previous dates under "[Diary](#)" menu item check the appropriate check box:



In order to show diary's "pages" of previous dates under "[Diary](#)" menu item uncheck the appropriate check box:

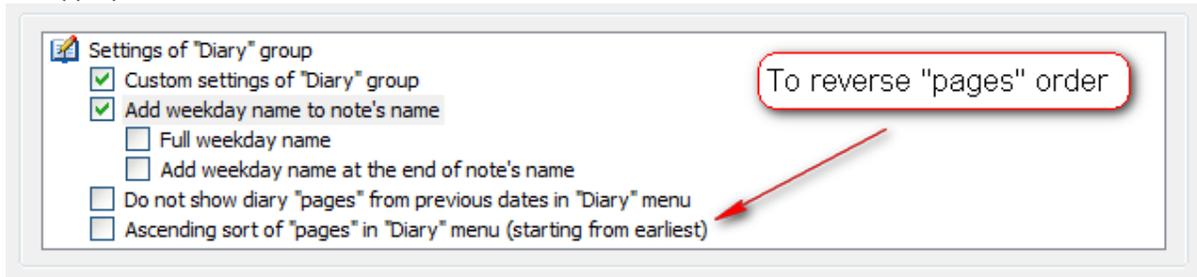
Default value: unchecked.

### 3.7.2.4 Reverse order of diary's "pages"

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Diary](#)"  page.

In order to reverse order of diary's "pages" shown under "[Diary](#)" menu item (from earliest to latest) check the appropriate check box:



In order to show diary's "pages" in normal order (from latest to earliest) uncheck the appropriate check box.

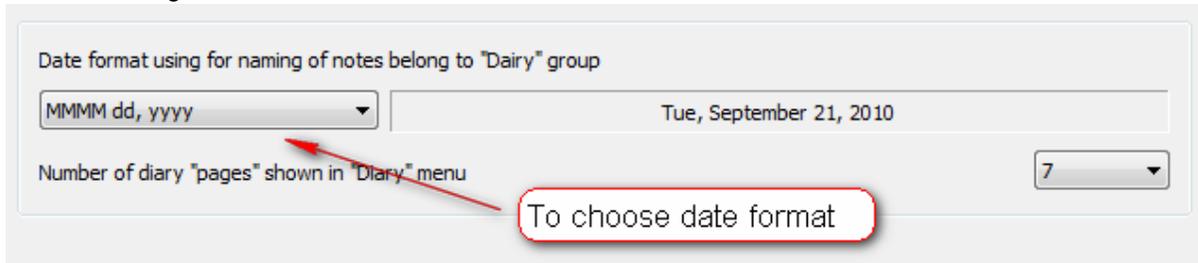
Default value: unchecked.

### 3.7.2.5 Set naming format of "pages"

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Diary](#)"  page.

To set naming format of diary's "pages" select desired format in combo box. The sample of date formatted using this format is shown in field next to the combo box.



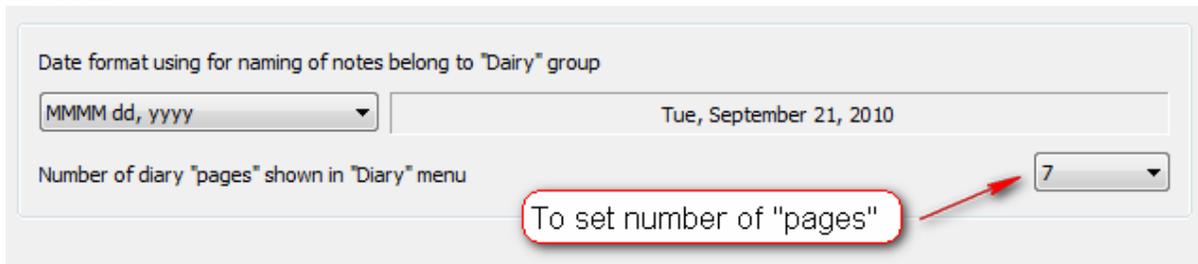
*Note: changing this format will automatically change names of all diary's "pages", accordingly to their dates of creation.*

### 3.7.2.6 Set number of diary's "pages" shown under "Diary" menu

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

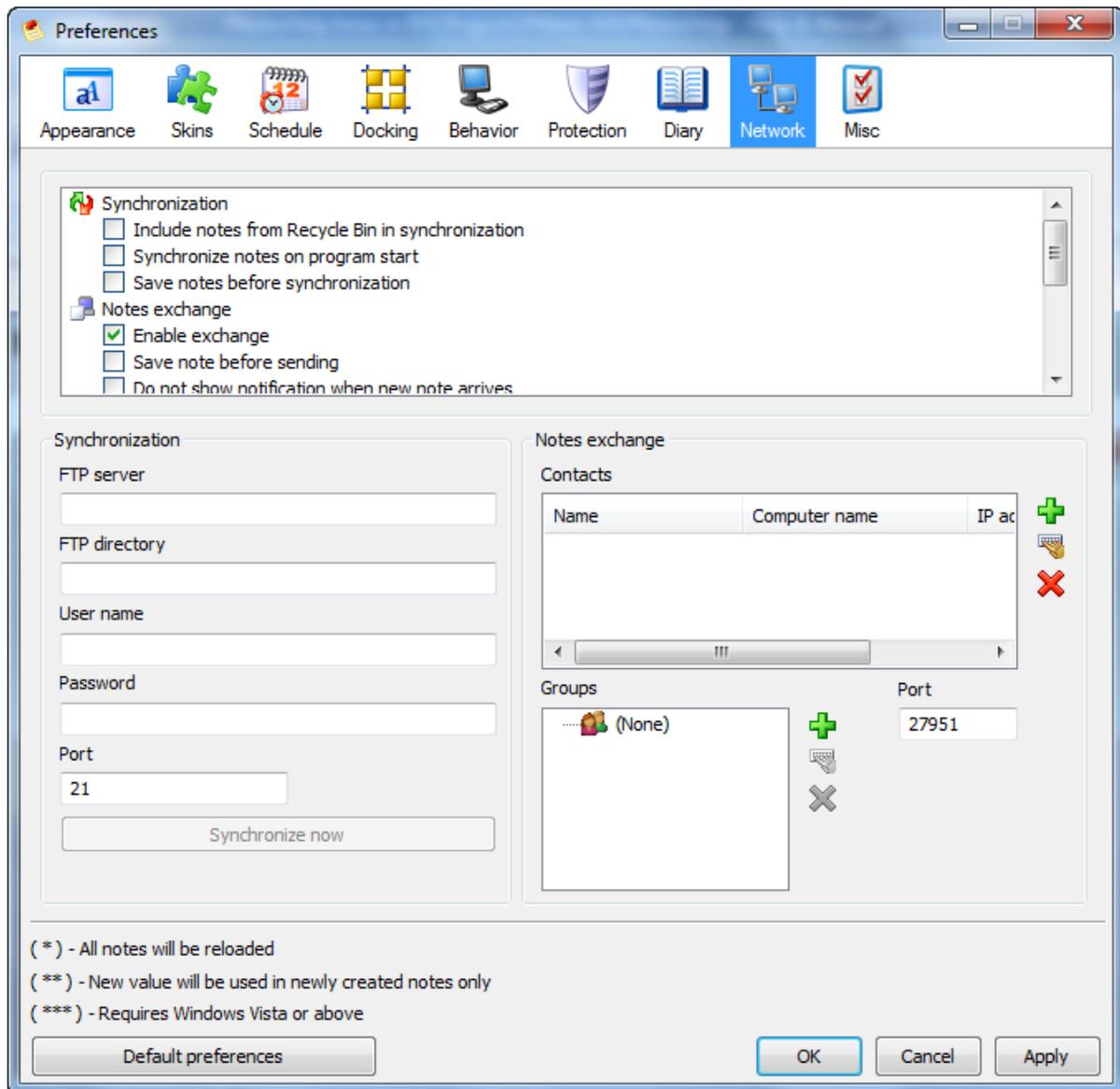
When "[Preferences](#)" dialog appears, choose "[Diary](#)"  page.

In order to set number of diary's "pages" shown under "[Diary](#)" menu item select desired number in combo box:



Default value: 7.

## 3.8 Network page



Following options can be set on this page:

- **Include notes from Recycle Bin in synchronization** - select/deselect appropriate checkbox.
- **Synchronize notes on program start** - select/deselect appropriate checkbox. Take in account that selecting this option may increase startup time.
- **Save notes before synchronization** - select/deselect appropriate checkbox.
- **Various options for notes exchange** - select/deselect appropriate checkboxes.
- **FTP account details** - FTP server name, directory name, user name, password and port.
- **Contacts management** - add, modify or remove contacts

### 3.8.1 How to (network)

[How to: include notes from Recycle Bin in synchronization](#)

[How to: synchronize notes on program start](#)

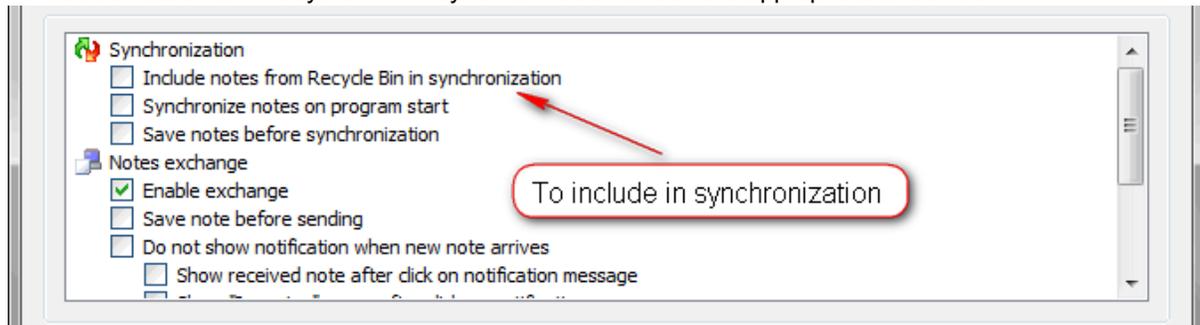
[How to: save notes before synchronization](#)  
[How to: enable notes exchange](#)  
[How to: save notes before sending](#)  
[How to: do not show notifications about received notes](#)  
[How to: show received note after click on notification message](#)  
[How to: show "Incoming" group after click on notification message](#)  
[How to: do not play sound when new note arrives](#)  
[How to: do not show notification when note is sending](#)  
[How to: immediately show received note](#)  
[How to: hide note after sending](#)  
[How to: do not show contacts in context menu](#)  
[How to: set up FTP account properties](#)  
[How to: add, modify and remove contacts / groups of contacts](#)

### 3.8.1.1 Include notes from Recycle Bin in synchronization

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To include notes from Recycle Bin in synchronization check the appropriate check box:



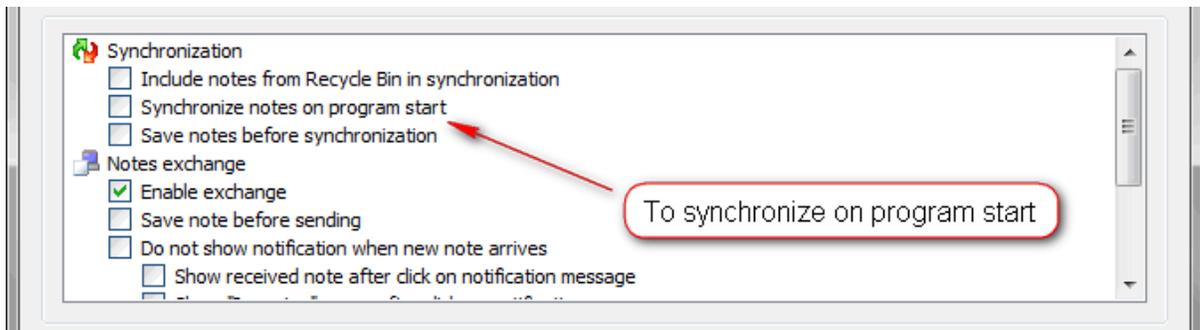
Default value: unchecked.

### 3.8.1.2 Synchronize notes on program start

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To synchronize note on program start check the appropriate check box:



Default value: unchecked.

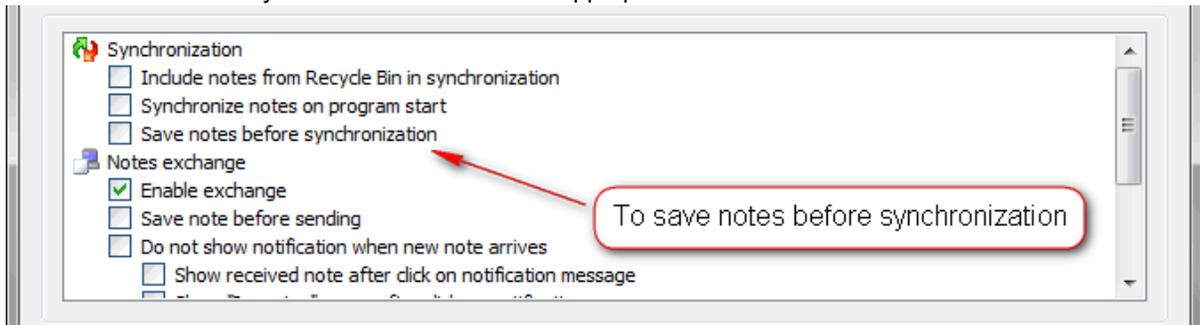
*Note: setting this option increase the start up time.*

### 3.8.1.3 Save notes before synchronization

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To save notes before synchronization check the appropriate check box:



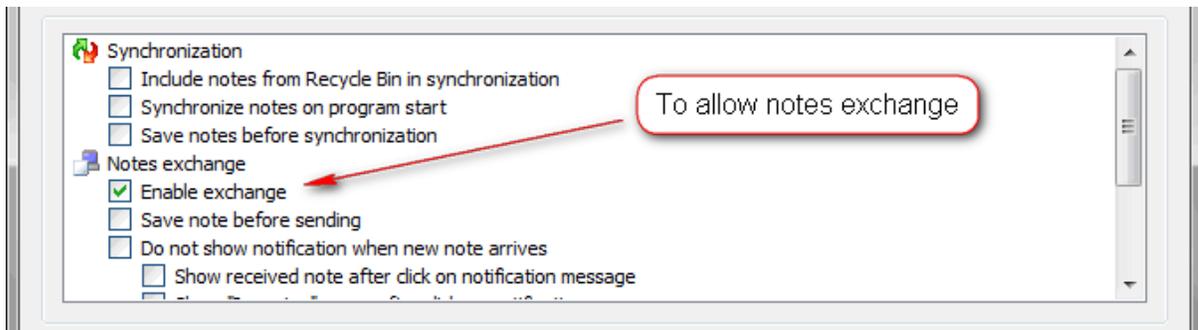
Default value: unchecked.

### 3.8.1.4 Enable notes exchange

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To enable notes exchange check the appropriate check box:



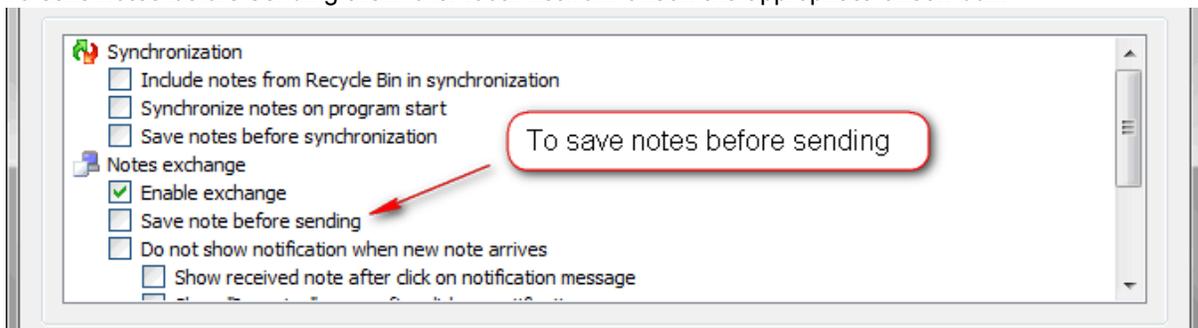
Default value: unchecked.

### 3.8.1.5 Save notes before sending

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To save notes before sending them over local network check the appropriate check box:



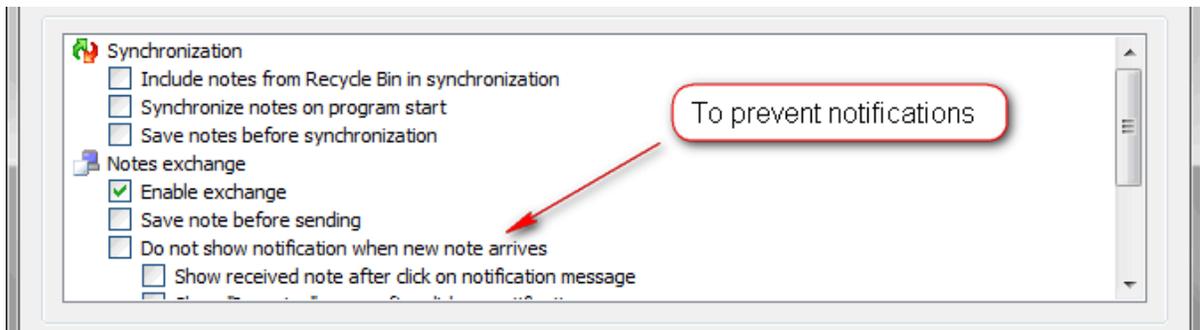
Default value: unchecked.

### 3.8.1.6 Do not show notifications about received notes

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To prevent notifications about new note receiving check the appropriate check box:



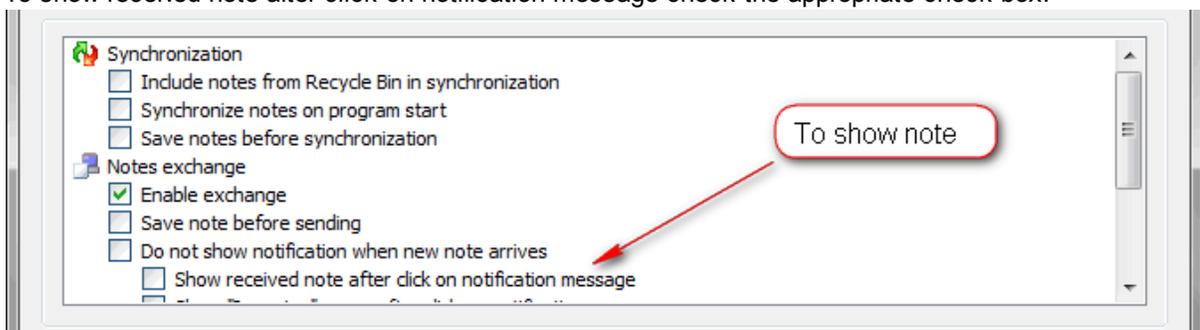
Default value: unchecked.

### 3.8.1.7 Show received note after double click on notification baloon

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To show received note after click on notification message check the appropriate check box:



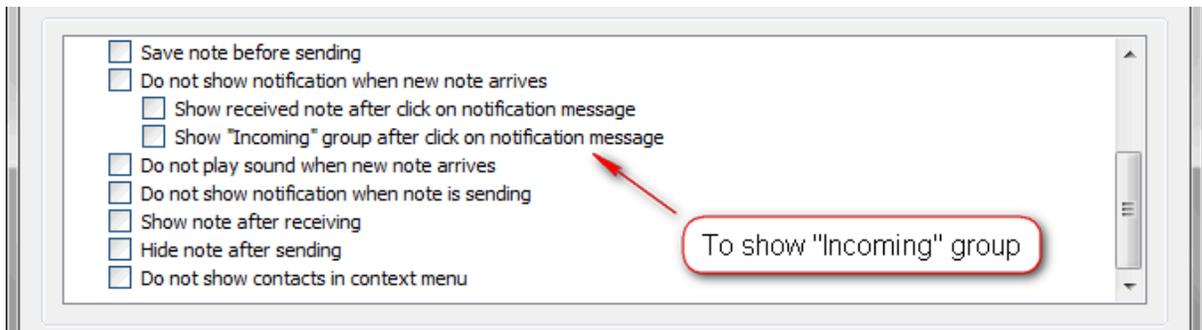
Default value: unchecked.

### 3.8.1.8 Show "Incoming" group after click on notification message

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To show "Incoming" group after click on notification message check the appropriate check box:



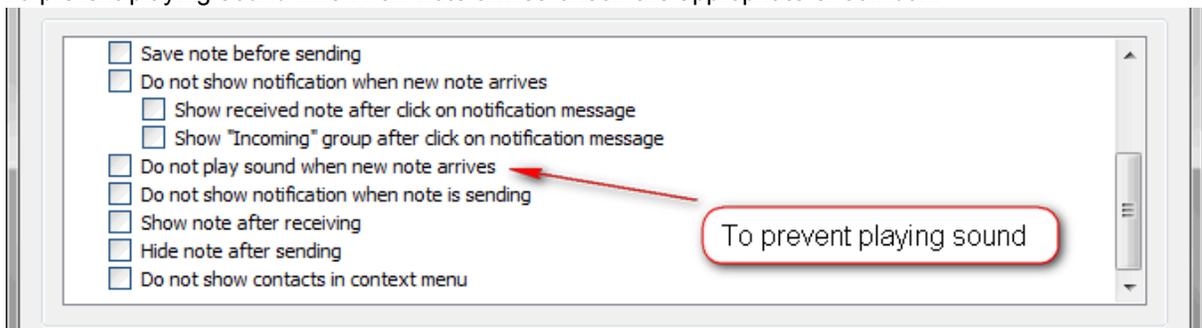
Default value: unchecked.

### 3.8.1.9 Do not play sound when new note arrives

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To prevent playing sound when new note arrives check the appropriate check box:



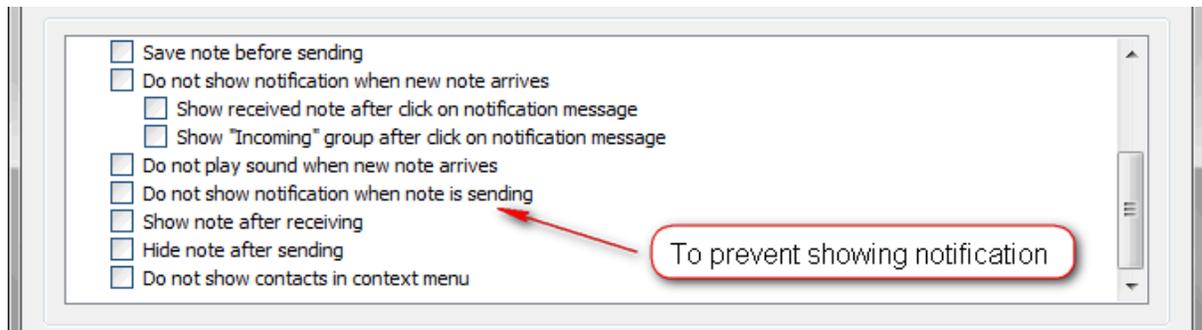
Default value: unchecked.

### 3.8.1.10 Do not show notification when note is sending

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To prevent showing notification when note is sending to contacts check the appropriate check box:



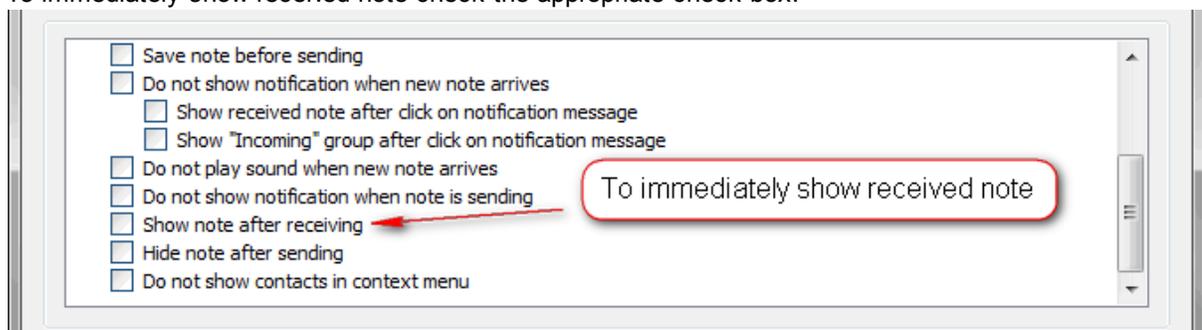
Default value: unchecked.

### 3.8.1.11 Immediately show received note

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To immediately show received note check the appropriate check box:



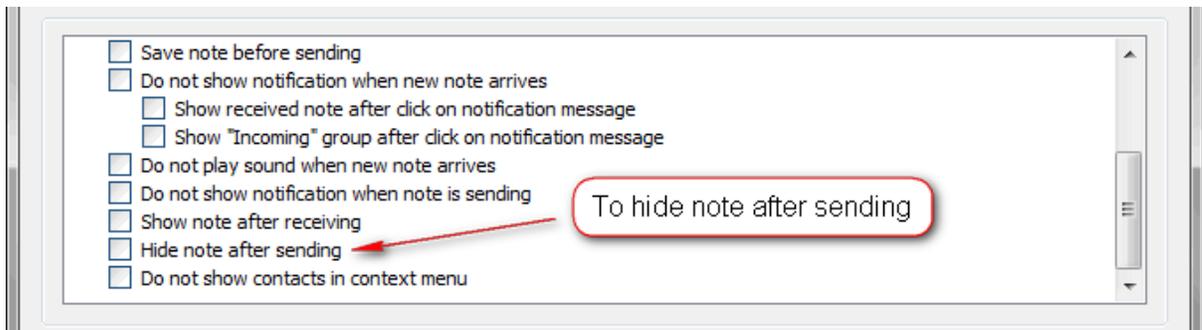
Default value: unchecked.

### 3.8.1.12 Hide note after sending

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To hide note after sending check the appropriate check box:



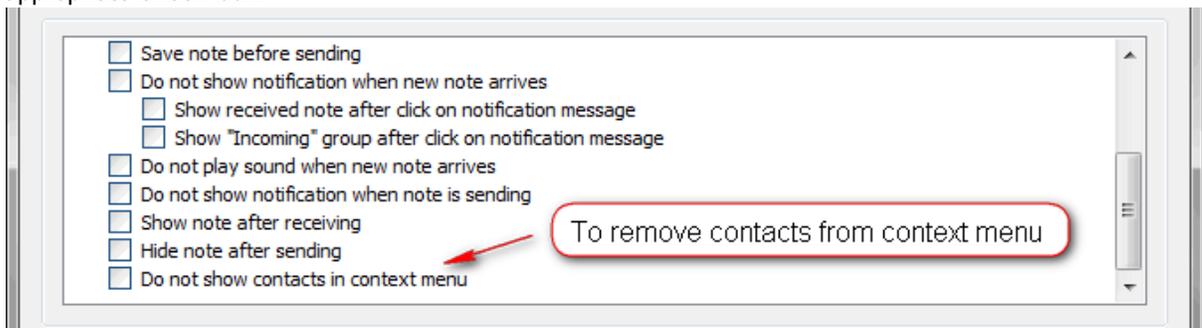
Default value: unchecked.

### 3.8.1.13 Do not show contacts in context menu

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To remove contacts names from note's context menu (in case you have too many contacts) check the appropriate check box:



Default value: unchecked.

### 3.8.1.14 Set up FTP account properties

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

To set up FTP account properties fill appropriate fields. Don't forget to use "/" as directories delimiter, and not "\". Port number is set to "21" by default.

Synchronization

FTP server

FTP directory

User name

Password

Port

21

Synchronize now

### 3.8.1.15 Add, modify and remove contacts / groups of contacts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Network](#)"  page.

In order to add, modify or remove contact or group of contacts use the appropriate toolbar button.

New contact

Name

Use computer name

Use IP address

Groups

(None)

OK Cancel

---

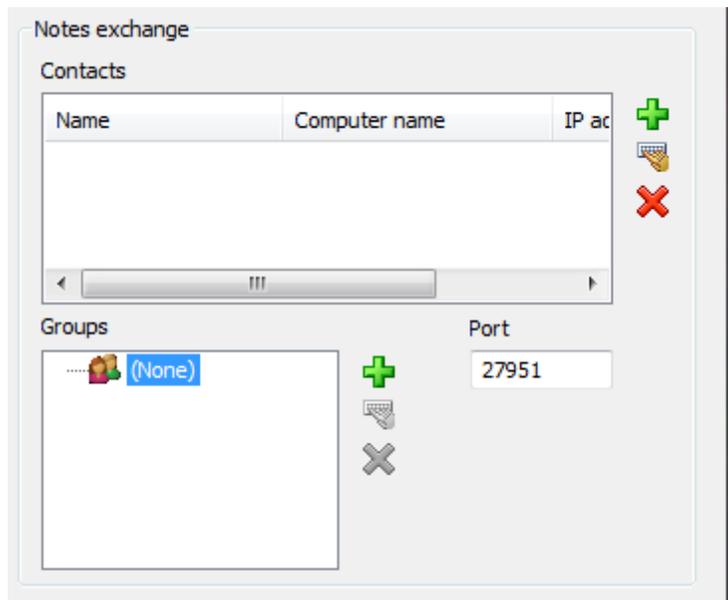
New group of contacts

Name

OK Cancel

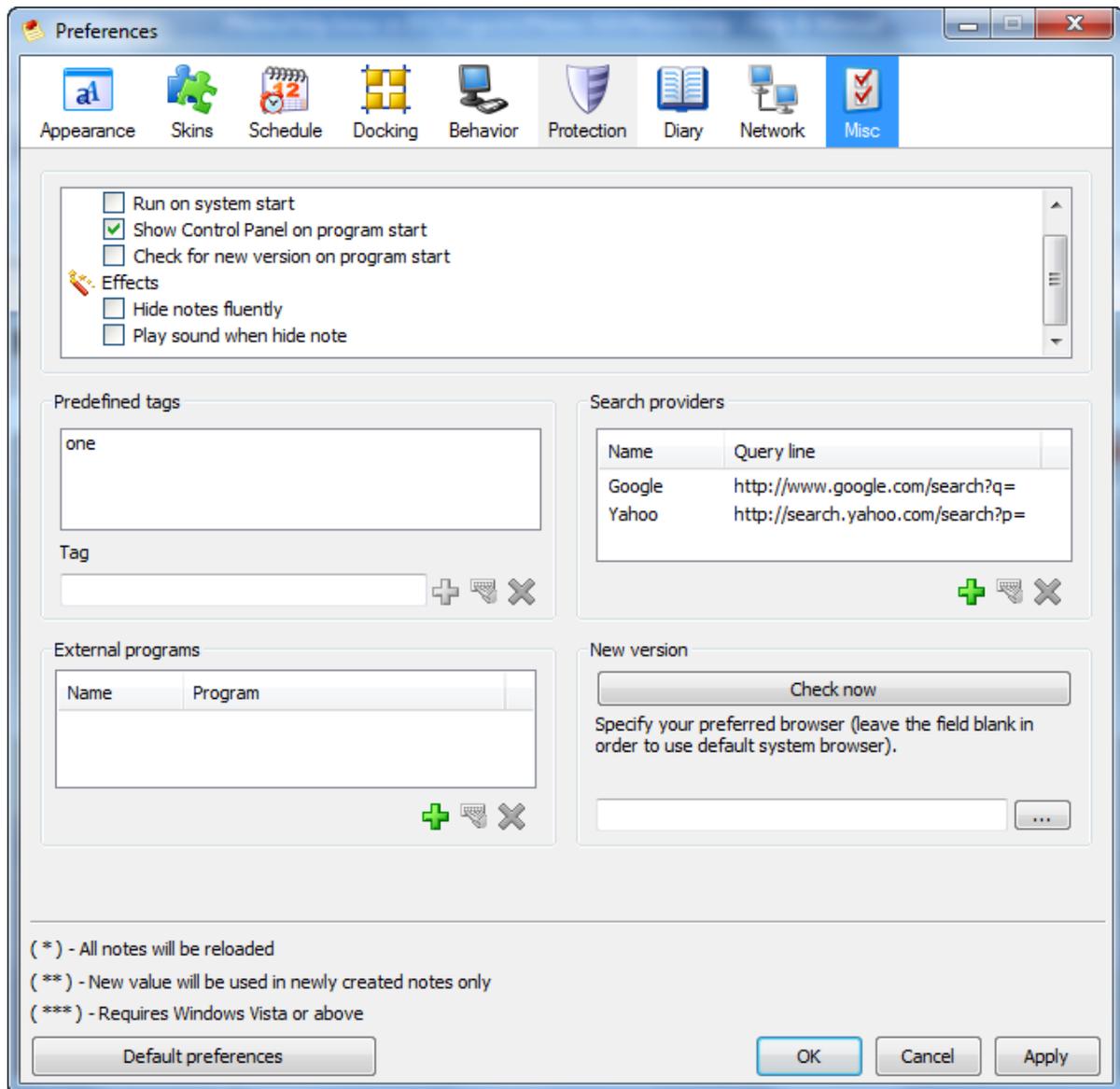
Enter contact name and either computer name or IP-address.  
 Choose desired group ((None) is default).  
 In case of group enter group name.

Enter desired port into appropriate field. Take into account that port numbers should be the same on the both sending and receiving computers.



Default port number: 27951.

## 3.9 Misc page



Following options can be set on this page:

- **Run program on system start** - select/deselect appropriate checkbox.
- **Show PNotes Control Panel on program start** - select/deselect appropriate checkbox.
- **New version checking** - checks for new program version. Select appropriate checkbox in order to check for new version each time the program starts.
- **Default browser** - specify your preferred browser or leave the field blank in order to use the default system one.
- **Effects:**
  - **Fluent hiding** - hides notes fluently
  - **Sounds** - plays sound note disappears
- **Tags** - add, modify or remove predefined tags
- **Search providers** - specify which search providers will be used for web search of selected note's

text.

- **External programs** - add, modify or remove links to external programs which you want to run.

More detailed explanation at ["How to \(misc\)"](#) page.

### 3.9.1 How to (misc)

[How to: run program on system start](#)

[How to: show PNotes Control Panel when program starts](#)

[How to: check for new version of program when program starts](#)

[How to: hide notes fluently \(effects\)](#)

[How to: play sound while hiding note \(effects\)](#)

[How to: manually check for new version](#)

[How to: set your preferred browser](#)

[How to: add, modify or remove tags](#)

[How to: add, modify or remove search providers](#)

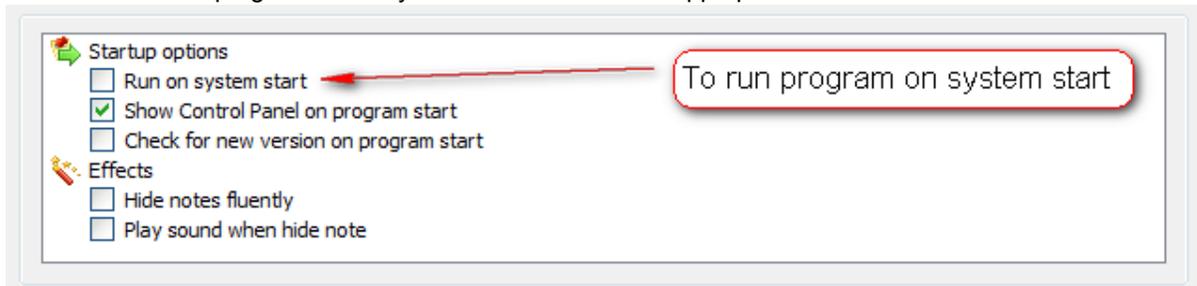
[How to: add, modify or remove external programs](#)

#### 3.9.1.1 Run program on system start

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Misc"](#)  page.

In order to run the program when system starts check the appropriate check box:



This will add a shortcut to program into StartUp folder.

In order to stop running program on system start uncheck the appropriate check box. The shortcut to program in StartUp folder will be deleted.

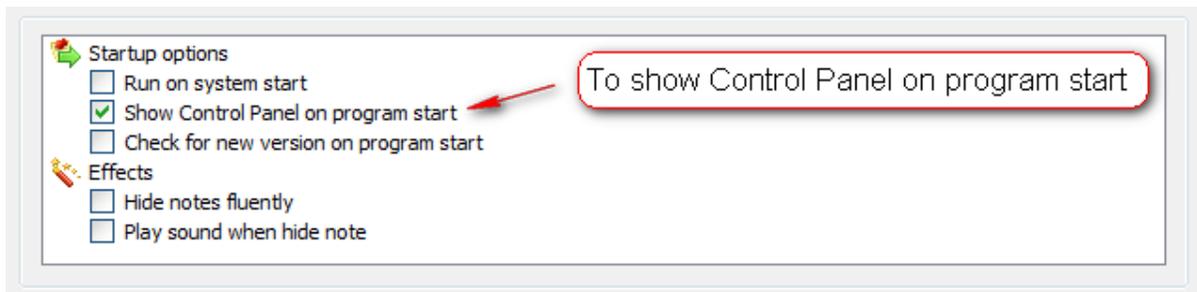
Default value: unchecked.

#### 3.9.1.2 Show PNotes Control Panel when program starts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When ["Preferences"](#) dialog appears, choose ["Misc"](#)  page.

In order to show PNotes Control Panel on program start check the appropriate check box:



In order not to show PNotes Control Panel on program start uncheck the appropriate check box.

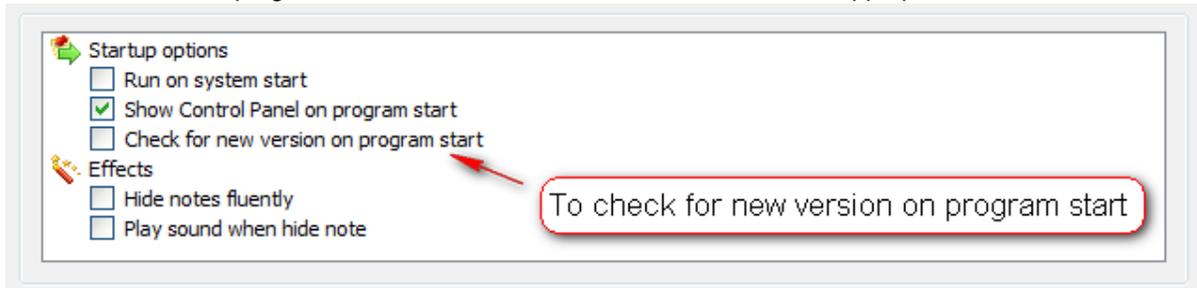
Default value: unchecked.

### 3.9.1.3 Check for new version of program when program starts

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

In order to force the program to check for new version on start check the appropriate check box:



In order to stop checking for new version on start uncheck the appropriate check box.

Default value: unchecked.

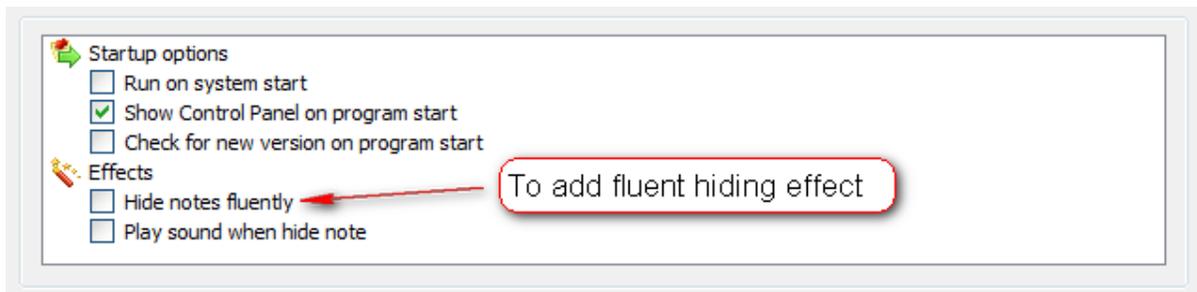
*Note: internet connection is necessary.*

### 3.9.1.4 Hide notes fluently (effects)

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

In order to add fluent hiding effect check the appropriate check box:



In this case note won't hide immediately when you click on "Hide" button, but will do it fluently.

In order to remove this effect uncheck the appropriate check box.

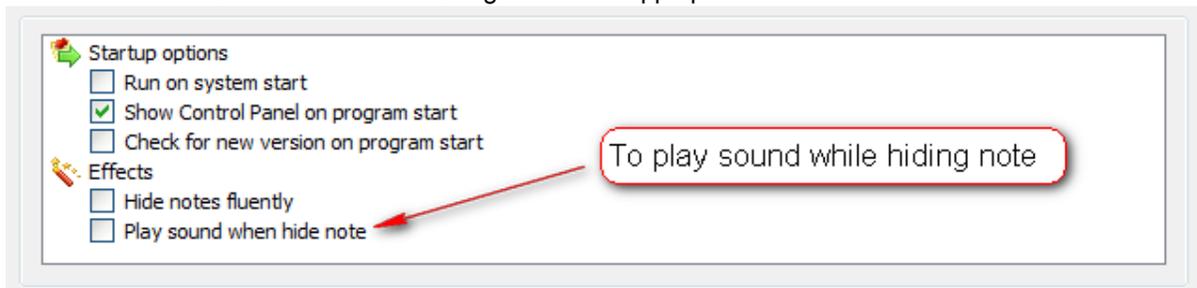
Default value: unchecked.

### 3.9.1.5 Play sound while hiding note (effects)

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

In order to add sound effect to note's hiding check the appropriate check box:



In order to remove this effect uncheck the appropriate check box.

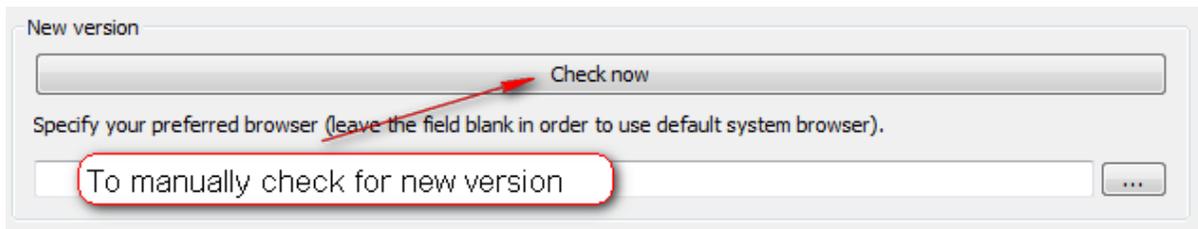
Default value: unchecked.

### 3.9.1.6 Manually check for new version

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

In order to manually check for new version of program press the "Check now" button:



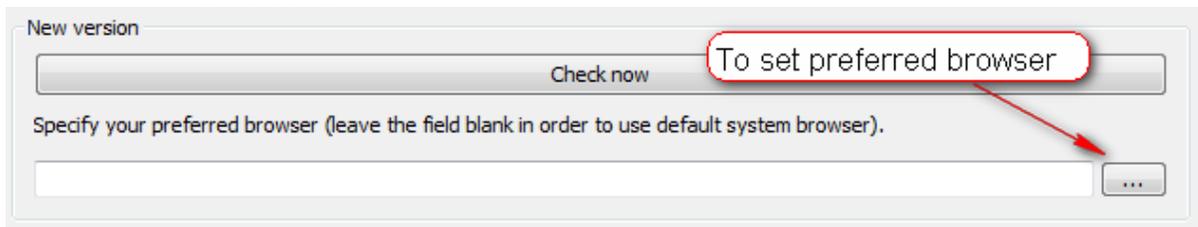
*Note: internet connection is necessary.*

### 3.9.1.7 Set your preferred browser

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

Sometimes you may want to use your preferred internet browser instead of system default. For example, you may have your preferred browser installed on USB stick. To do so, click on appropriate button and choose desired executable file:



In order to use system default browser leave the field empty.

### 3.9.1.8 Add, modify or remove tags

Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

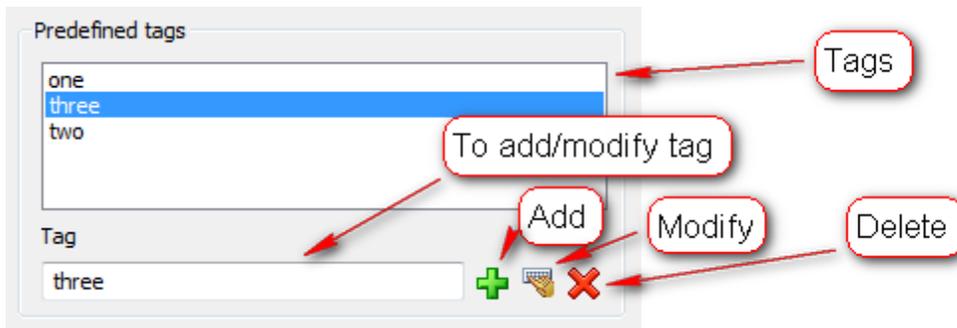
One of significant features of PNotes - tags. By assigning tags to notes you may substantially streamline your work.

All available tags are in appropriate list.

In order to add tag write it into text box and click on "Add" button.

In order to modify tag select it in list, edit in text box and click on "Modify" button.

In order to remove tag select it in list and click on "Delete" button.

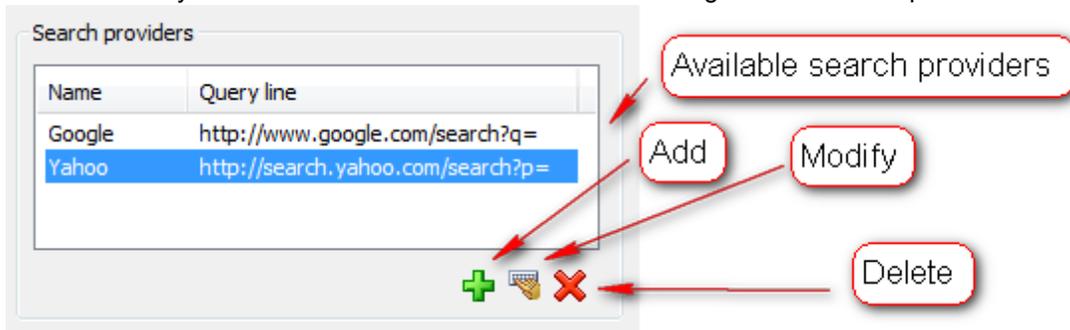


**3.9.1.9 Add, modify or remove search providers**

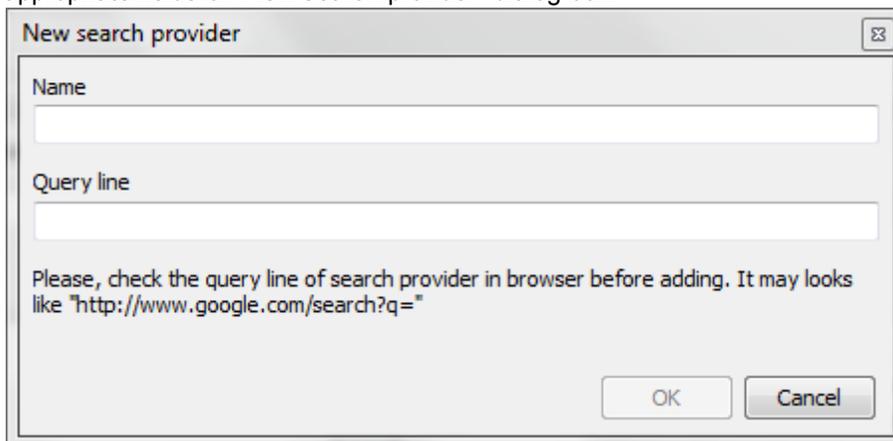
Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

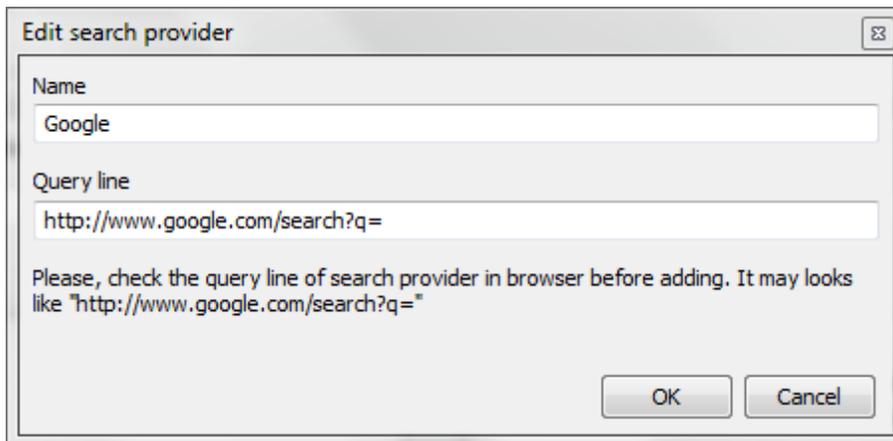
PNotes allows you to search selected note's text in web using different search providers.



In order to add new search provider click on "Add" button and insert provider's name and search string in appropriate fields of "New search provider" dialog box:



In order to modify existing search provider select it in list, click on "Modify" button and edit it's properties at "Edit search provider" dialog box:



In order to remove search provider select it in list and click on "Delete" button.

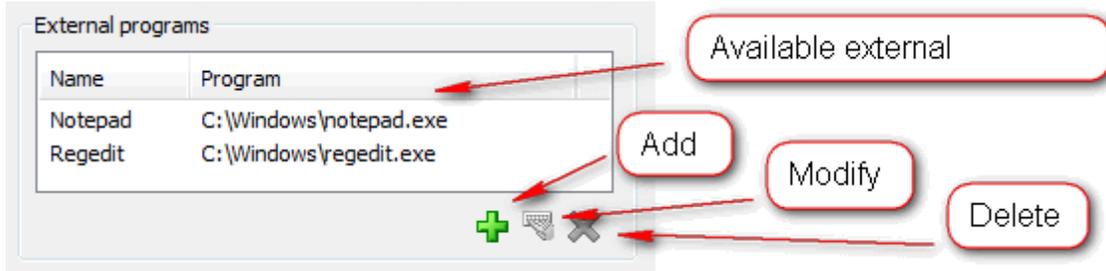
*Note: two search providers - Google and Yahoo - exist by default when you run the program for the first time.*

### 3.9.1.10 Add, modify or remove external programs

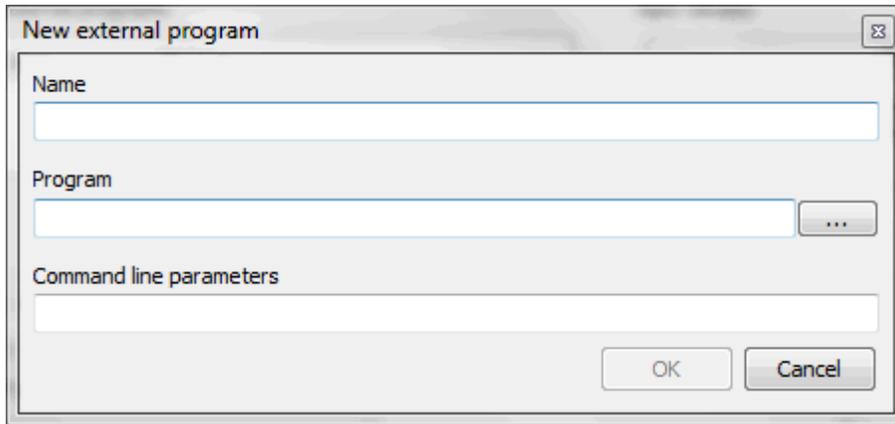
Right click on program icon appears in system notification area  and choose "Preferences" menu item from [pop-up menu](#) or click on  button on [PNotes Control Panel](#).

When "[Preferences](#)" dialog appears, choose "[Misc](#)"  page.

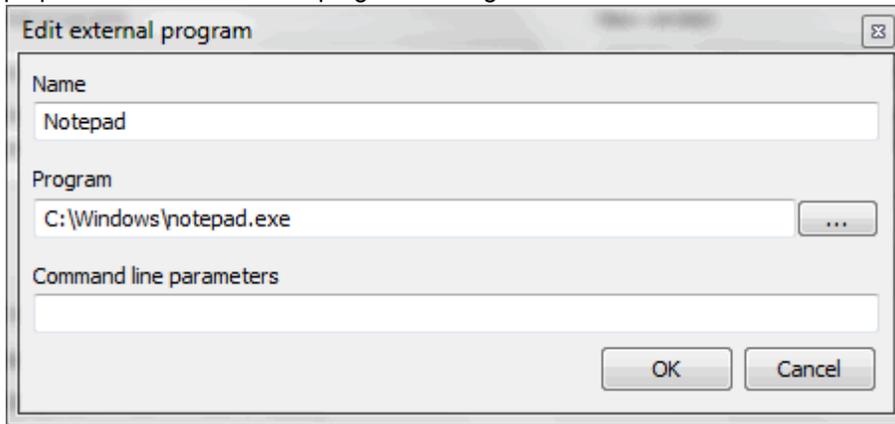
In order to manage links to external programs use appropriate buttons:



In order to add new external program click on "Add" button and insert program name (your choice) and path in appropriate fields of "New external program" dialog box:



In order to modify existing external program select it in list, click on "Modify" button and edit it's properties at "Edit external program" dialog box:



Note: "Command line" field is optional.

## 4 PNotes Control Panel

This is your central command point.

On the left side of window there is a tree of notes' groups. The most upper node of tree is called "All Groups" and cannot be removed or modified. If this node is selected, all notes from all groups (except deleted notes from Recycle Bin) are shown in the list on the right side of window.

If no groups has been created before - the default one, "General", will be created at program start and all notes will belong to this group.

Next to "All Groups" there are six additional items:

"Diary", "Recycle Bin", "Search results", "Backup", "Favorites" and "Incoming". These items, like "All Groups", cannot be removed or modified.



The toolbar of groups' tree deals with groups and its actions are described in table below:

Button	Action
--------	--------

	Creates new top-level group (group located under "All Groups").
	Creates new subgroup in selected group.
	Modifies selected group (name and/or icon).
	Deletes selected group. All notes belong to selected group and all it's subgroups will be deleted as well. You cannot delete the "General" group because it is required for normal program behavior - but you can change it's name instead.
	Brings up "Customize icons" dialog which allows to add/remove groups icons.
	Shows all notes from selected group.
	Shows all notes from selected group, include subgroups.
	Hides all notes from selected group.
	Hides all notes from selected group, include subgroups.
	Sets password for selected group
	Removes password for selected group

This toolbar has corresponding pop-up menu with the same buttons, appears after right mouse button click on the groups' tree.

While creating or modifying group, you can choose its name and/or group's icon from a list of available icons.

You can also drag any group (except "All Groups") to new location within tree and assign it a new parent group.

Dragging any note to "Recycle Bin" will remove it, dragging any note from "Recycle Bin" to another group will restore it to this group.

"Search results" shows all notes found with quick search.

"Backup" shows all backup copies and allows to restore them.

"Diary" includes all notes belong to Diary. They cannot be dragged onto any other group except

"Recycle Bin" and notes from other groups cannot be dragged onto it.

"Favorites" shows all your favorites notes.

On the right side of window there is a list of notes belong to selected group or all notes if "All Groups" is selected. If you choose "Details" view, the list will show number of columns, depending on which group is selected in groups' tree.

Note Name	ID						Created	Last Saved	Schedule Type	Tags	Content	Sent to	Sent at	Received from	Received at
-----------	----	---	---	---	---	---	---------	------------	---------------	------	---------	---------	---------	---------------	-------------

Meaning of each column is self-explanatory. Some columns headers contain icon instead of text. The meaning of these columns is as follows:

Icon	Description
	High priority status.
	Completed note.
	Locked note.
	Note's group or note protected by password.
	Favorite note.



Right click on columns header will allow you to hide/show columns, except the very first one: "Note Name".

Each note is presented in list with appropriate icon. Meaning of icons is described in table below:

Icon	Description
	Unchanged note.
	Changed note.
	Scheduled note.
	Scheduled and changed note.
	New (unsaved) note.
	New (unsaved) changed note.
	New (unsaved) and scheduled note.
	New (unsaved), scheduled and changed note.

(\*)Icons in table refer to visible notes. Invisible notes are presented with the same icons, but in different color -

The main toolbar



located at the top of window allows perform various operations with notes, as described in table below:

Button	Action
	Creates new note. If "All Groups" is selected, the new note is being created in default "General" group, otherwise it is being created in selected group.
	Loads note from .pnote file.
	Creates new note from clipboard content.
	Duplicates selected note.
	Shows list of <a href="#">Diary</a> "pages"
	Saves selected note.
	Saves selected note with new name.
	Saves selected note as text file.
	Restores note from backup copy.
	Prints note's content.
	Shows adjust options.
	Deletes selected note.
	Saves all notes.
	Shows synchronization/backup options.
	Shows placement/visibility options.

	Sends content of selected note via email.
	Sends selected note via email as attachment.
	Shows various exchange options.
	Shows <a href="#">Tags</a> dialog for selected note and Show/Hide by tags submenus.
	Sets note's marks: priority, protected mode, complete task.
	Adds/removes selected note to/from favorites.
	Shows password management options.
	Shows external program.
	Empties Recycle Bin.
	Restores selected note from Recycle Bin.
	Shows/hides <a href="#">preview pane</a> .
	Shows <a href="#">preview pane</a> background color options.
	Shows options for list view style.
	Shows program preferences dialog.
	Shows <a href="#">hot keys</a> dialog.
	Shows search options.
<i>Quick search</i> 	Performs quick search in notes.
	Shows program help.

This toolbar has corresponding pop-up menu with the same buttons, appears after right mouse button click on the notes' list.

You may choose one of two types of toolbar buttons - small or big by selecting the appropriate value on [Behavior](#) page of Preferences dialog.

## 4.1 Preview Pane

The preview pane located on [PNotes Control Panel](#) allows you to preview contents of notes without opening them.

You may hide or show the pane using toolbar [button](#) or menu command.

If you use skinless notes, the background color of preview pane will change accordingly to note's background color, unless you specify [another](#) one and choose the option to use user defined color.

If your notes are skinnable, the default background color of preview pane will be system windows background color, unless you choose your own one.

Color settings for preview pane of PNotes Control Panel are valid for preview pane of [overdue reminders dialog](#) as well.

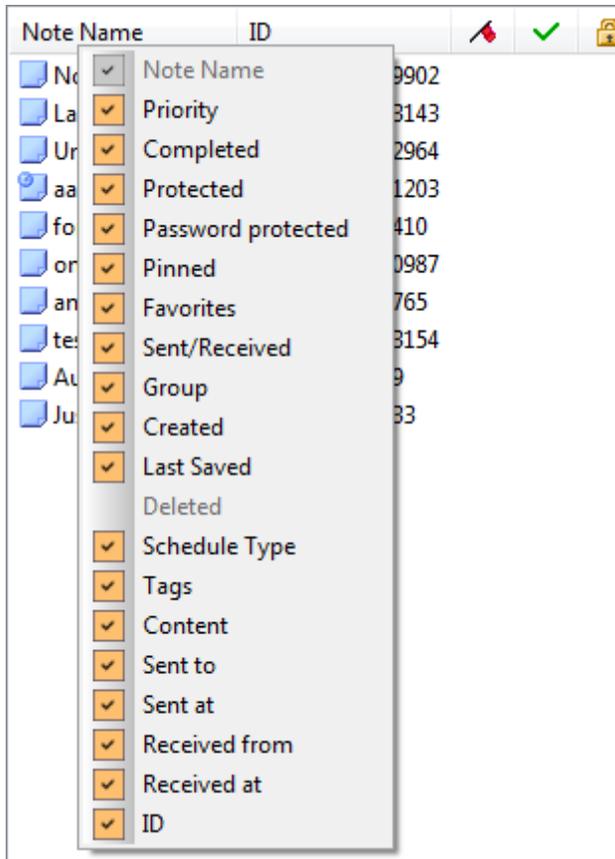
## 4.2 How to (Control Panel)

[How to: hide/show columns in list view](#)

[How to: manage list of available groups' icons](#)

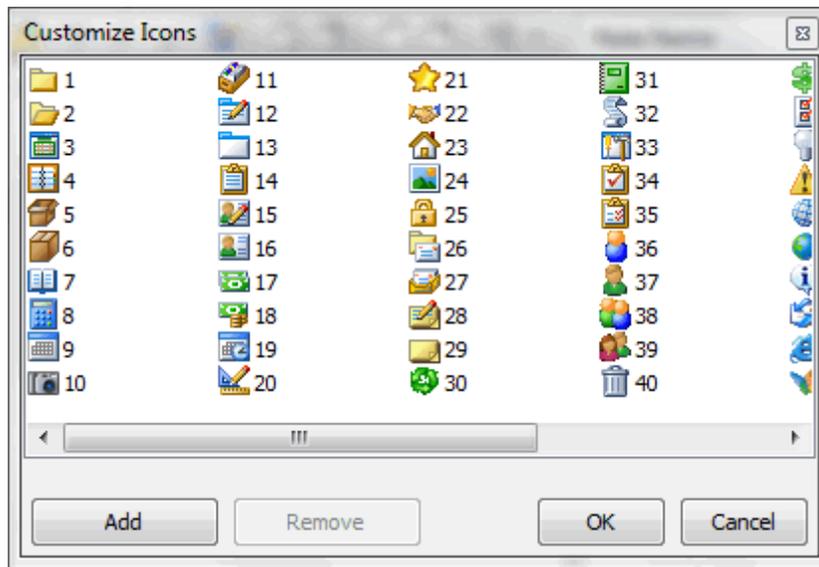
### 4.2.1 Hide/show columns in list view

In order to show/hide columns in PNotes Control Panel list view right click elsewhere on column header and check/uncheck desired column:



### 4.2.2 Manage list of available groups' icons

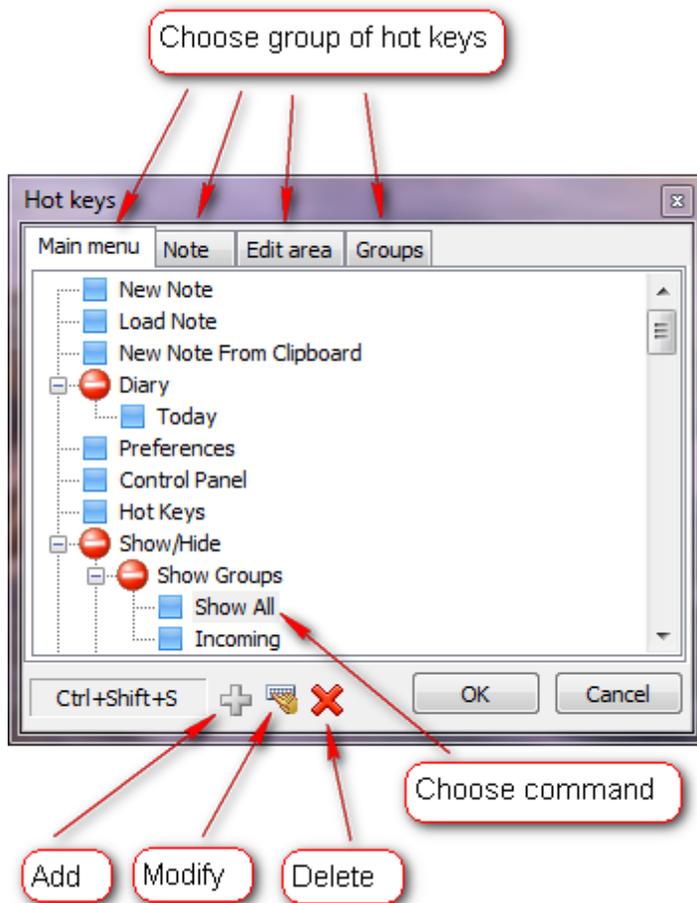
In order to manage groups' icons choose appropriate button  on the groups' toolbar. The following dialog will appear, where you can add/remove groups' icons:



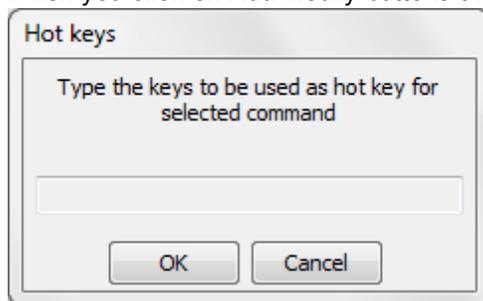
## 5 Hot Keys

Right click on program icon appears in system notification area  and choose "Hot Keys" menu item from [pop-up menu](#).

One of the most significant PNotes feature is ability to assign hot keys to frequently used commands. Actually you may assign hot keys to four different sets of commands: main program menu, note's pop-up menu, pop-up menu which appears when you right click note's edit area and notes' groups. To add/modify a hot key select desired command and click the appropriate button:



When you click on Add/Modify buttons the dialog box appears under chosen command.



Enter desired hot key (e.g. Ctrl+Shift+H, F10, Shift+F9 etc) in the text box (do not type "Ctrl" or any other text, just press on desired keys combination) and press OK. Take into account that there is a number of forbidden combinations listed [here](#).

## 5.1 Forbidden Hot Keys

As a result of assigning hot keys to program some useable accelerators from other programs may become not available, because PNotes will hook all keys combination defined as hot keys.

Therefore, there are a number of keys combination forbidden by default for using as hot keys:

- Ctrl+S

- Ctrl+C
- Ctrl+V
- Ctrl+X
- Ctrl+Z
- Ctrl+Y
- Ctrl+A
- Ctrl+F
- Ctrl+P
- Ctrl+O
- Ctrl+G
- Ctrl+B
- Ctrl+I
- Ctrl+L
- Ctrl+E
- Ctrl+R
- F3

Other keys combination are available, but use them carefully in order not to damage other programs.

## 6 Spell checking

Spell checking is performed by using Hunspell library.

All your dictionaries have to be in "dictionaries" folder in the program root folder. By default program ships with English dictionary, but you may [download](http://extensions.openoffice.org/en/dictionaries) additional dictionaries at Open Office site:

<http://extensions.openoffice.org/en/dictionaries>

These are files with .oxt extension, but you can open them with any zip archiver, because they are actually zip archives. Extract .aff and .dic files and put them into "dictionaries" folder. The "dictionaries" folder contains text file named "dictionaries.txt", where are listed available dictionaries and their names in native language. Without this file the program will not be able to show list of dictionaries for your choice. Even if you delete this file by accident, it will be recreated on next program start. If dictionary you want to use is not listed there - just add it manually to the "dictionaries.txt" file in following form:

[file\_of\_dictionary\_name\_without\_extension]=[name\_of\_your\_choice]

For example:

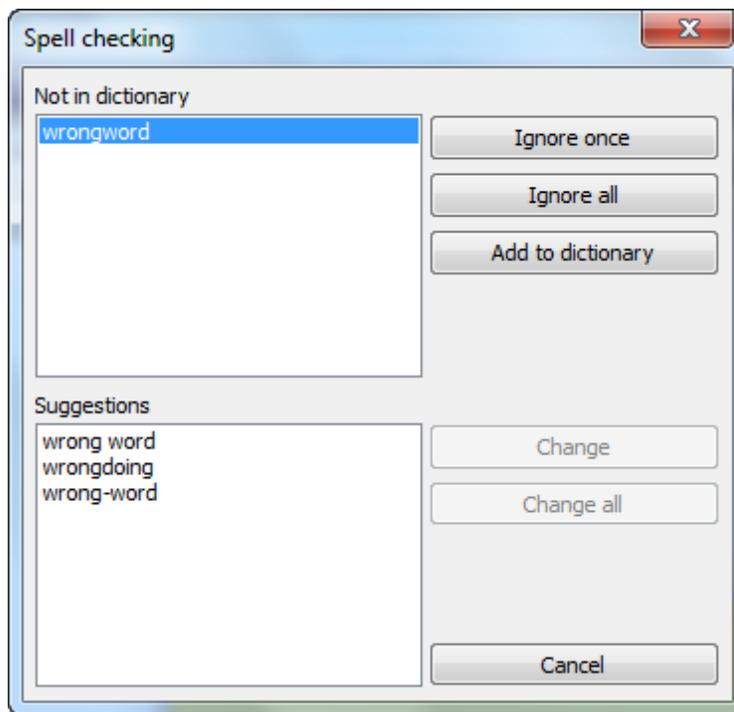
*ru\_RU\_ie=русский (Россия)(e)*

*el\_GR=ελληνικά (Ελλάδα)*

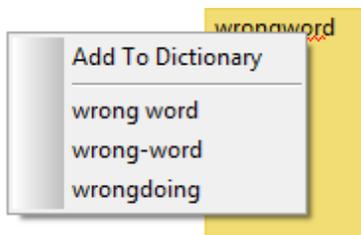
*az\_Cyrl\_AZ=Азәрбајҹан (Азәрбајҹан)*

*ta\_IN=தமிழ் (இந்தியர்)*

You may set spell checking to be performed automatically or by demand. In such a case the standard window will appear, where you could correct or ignore possible misspellings or add them to dictionary.

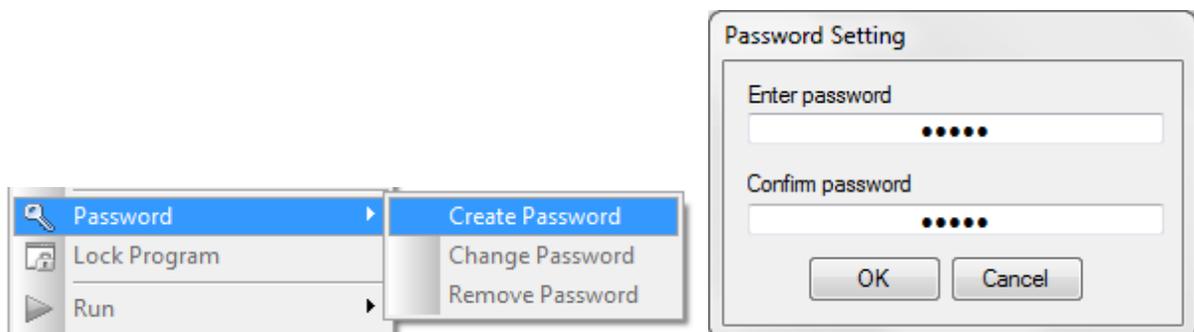


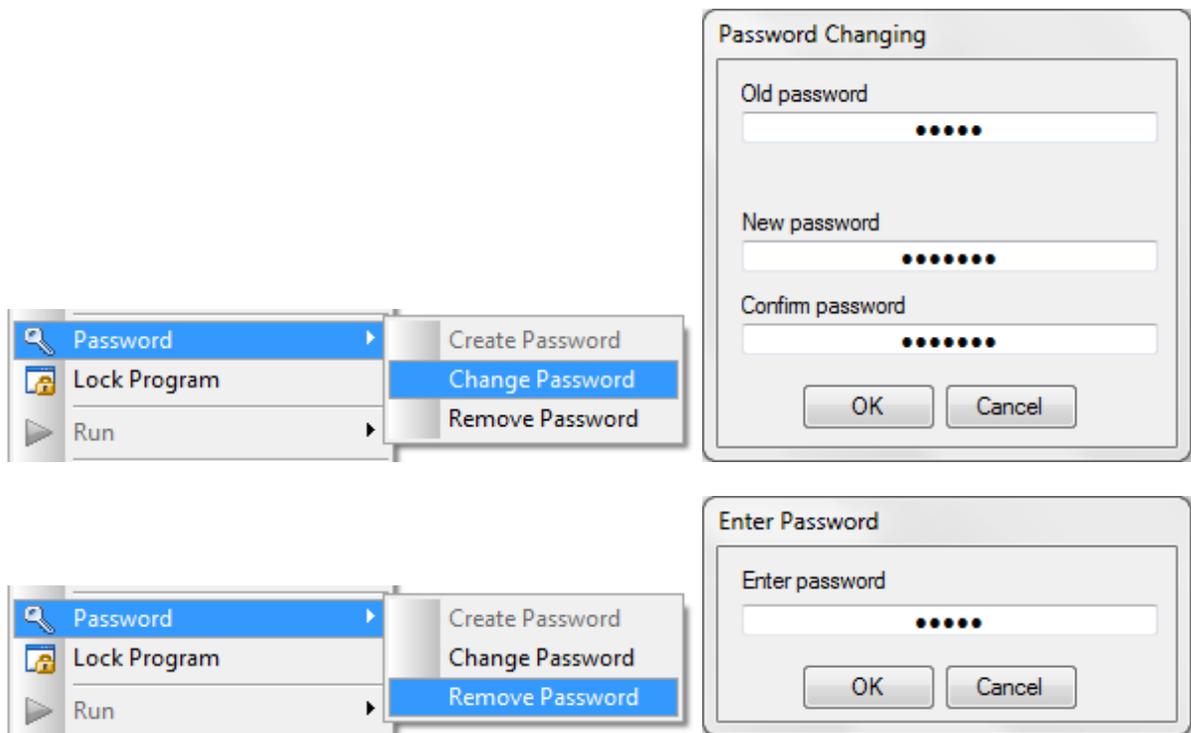
If you choose to check spelling automatically, then any misspelling will be underlined as you type and after right click on it you will be prompted to change it to available suggestions.



## 7 Program password

When you right-click on application's icon  in system tray, you may choose items under "Password" submenu in order to create, modify or remove program password.

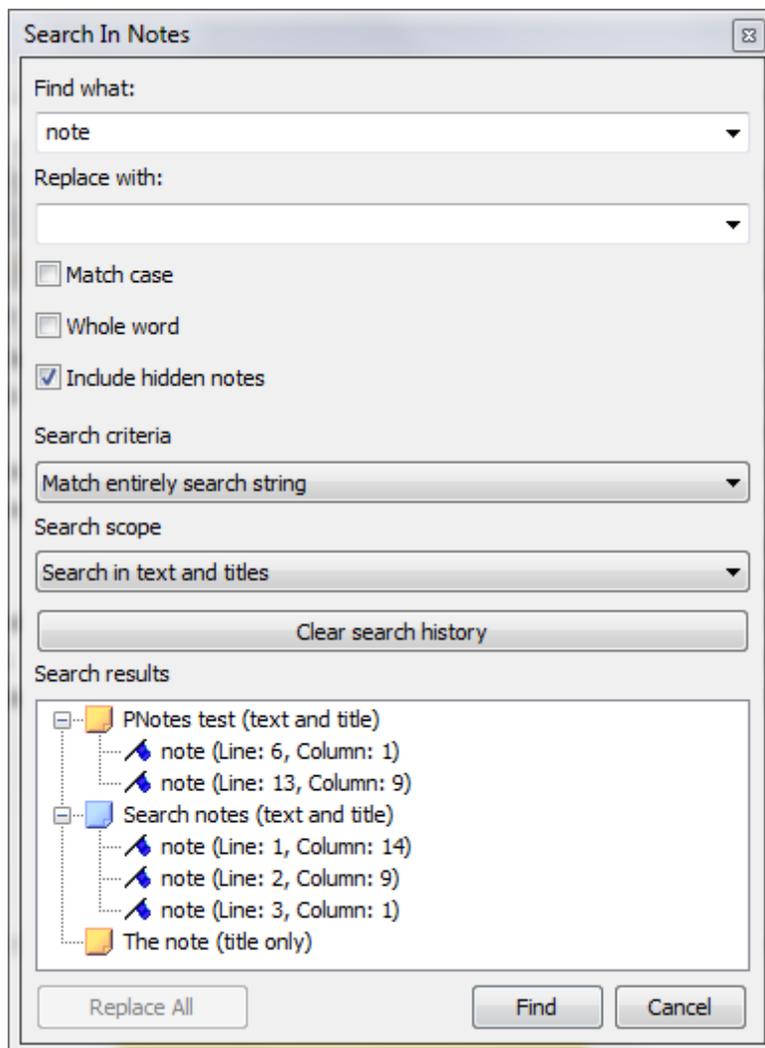




Creating password allows to use some important program features, like notes [encryption](#), [hiding program icon](#) etc.

## 8 Searching

Searching in single note is identical for searching process in Notepad or other applications. Searching in all notes is performed with special dialog:



You may choose one of search criteria listed below:

- Match entirely search string (regular search)
- Match every word in search string (each word from search string has to be found - "AND" search)
- Match at least one word in search string (at least one word from search string has to be found - "OR" search)

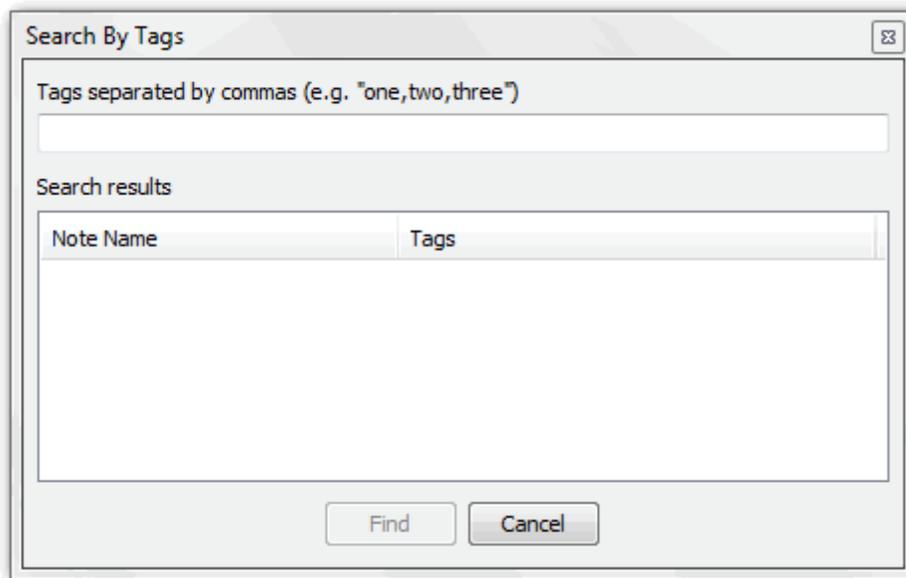
Search scope is represented by three options:

- Search in text
- Search in titles
- Search in text and titles

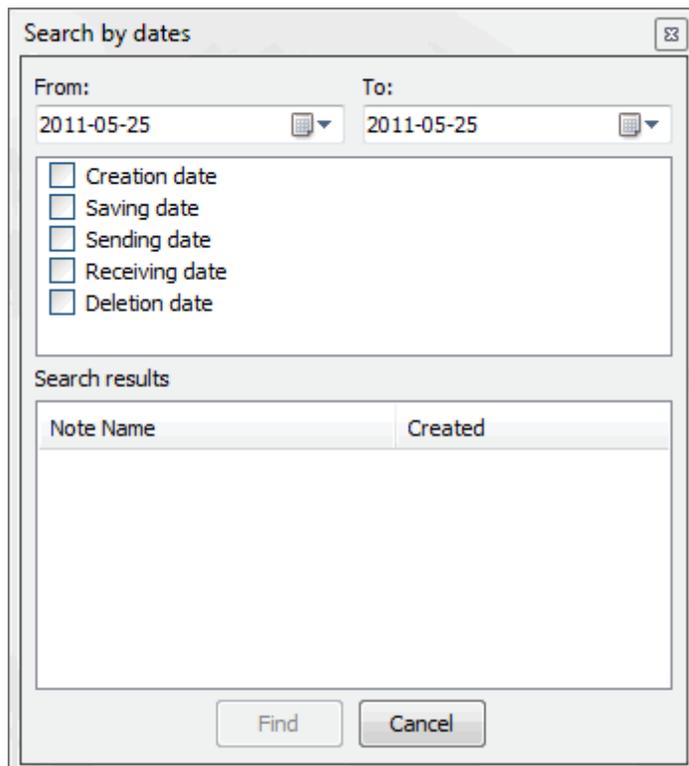
In search results list you can see all searched text occurrences (with scope, line and column specified) in visible and, in case the appropriate check box is checked, hidden notes. Double click on the tree view item will select the searched text in appropriate note and make hidden note visible.

Also at this dialog you can clear search history.

In addition you can search notes by their tags:



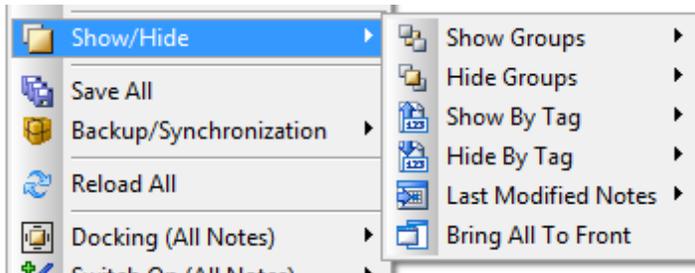
and by various dates:



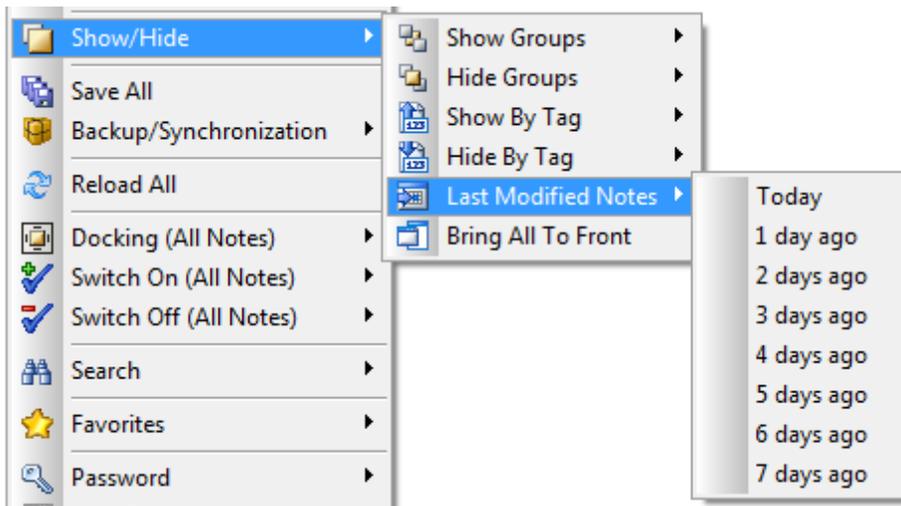
You may also perform [quick search](#) in notes' titles on PNotes Control Panel.

## 9 Show/Hide options

You may show/hide notes by various criterions, i.e. show/hide notes by groups, by tags, bring all notes to front etc.



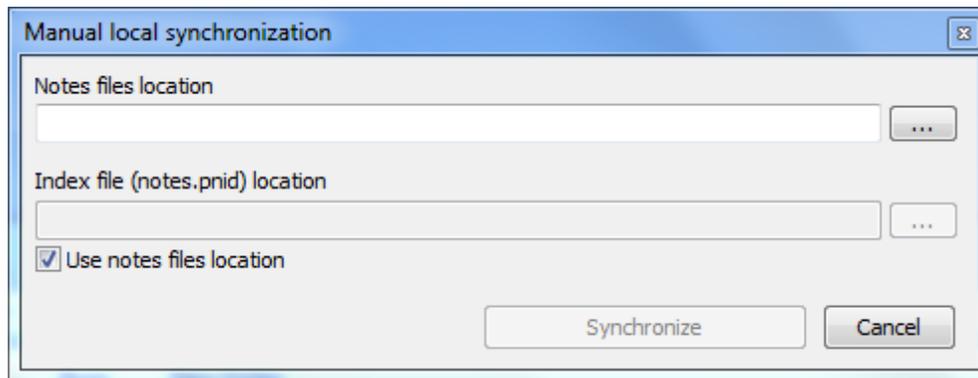
Using "Last Modified Notes" you may show notes modified within one of several predefined intervals:



To find notes modified within other intervals use "[Search By Date](#)" option.

## 10 Manual local synchronization

You may manually synchronize your notes locally (choose [Backup/Synchronization](#)-->Manual local Synchronization from main menu), providing synchronization source from following dialog:



If index file (notes.pnid) is located in the same directory with notes, you don't need to specify its location.

## 11 Command Line

There are several command line options in PNotes:

1. **x** - will close current PNotes instance
2. **b** - will perform full backup (in this case you may add optional backup directory path)
3. **s** - when using with x, will close PNotes instance in silent mode, saving all unsaved notes without prompting, if appropriate option ("Save all on exit") is selected on [Preferences](#) window ([Misc page](#))
4. **n** - when using with x will close PNotes instance without saving any unsaved note, overriding all preferences settings
5. **c** - will create new note
6. **cr** - will create new note from clipboard
7. **cd** - will create or show today's [Diary](#) note
8. **nonetwork** - will start the program without network support (i.e. notes exchange will be disabled)
9. **-conf** or **-config** - allows to define a number of paths/file names in following order
  - .1. Configuration file (Notes.ini) path - **required**. Send empty string - "" - in order to use the default location.
  - .2. Data folder path another than default (the default is application folder) - **optional**.
  - .3. External launcher path (if any presented, for example PortableApps launcher) - **optional**.
  - .4. Path/directory of notes.pnid file (the default is "data" folder) - **optional**.
  - .5. Skins folder path - **optional**.
  - .6. Backup folder path - **optional**.
  - .7. Language files folder path - **optional**.
  - .8. Sounds folder path - **optional**.
  - .9. Fonts folder path - **optional**.
  - .10. Dictionaries folder path - **optional**.
10. **-confnonetwork** or **-confignonetwork** - the same as **-conf** or **-config**, but without network support

If there is no such file/directory, the new one will be created.

Usage:

```
"C:\PNotes\PNotes.exe" -xs
```

```
"C:\PNotes\PNotes.exe" -conf "C:\Documents and Settings\Configuration"
```

```
"C:\PNotes\PNotes.exe" -conf "C:\Documents and Settings\Configuration" "C:\Documents and
```

```
Settings\Data" "" "" "C:\Documents and Settings\Data\PNotesSkins" "" "C:\Documents and Settings\Data\PNotesLanguages"
```

```
"C:\PNotes\PNotes.exe" -conf "" "C:\Documents and Settings\Data" "" "D:\New location\notes.pnid"
```

```
"C:\PNotes\PNotes.exe" -conf "C:\Documents and Settings\Configuration" "C:\Documents and Settings\Data" "C:\PortablePNotes\PortablePNotes.exe"
```

In case of **-conf** or **-config** (**-confnonetwork** or **-confignonetwork**) switch, the program will not check other switches.

## 12 Credits

- A lot of thanks to Pelle Orinius for strong, clever and comfortable [Pelles C for Windows IDE](#).
- Special credits to Thomas Bleeker for his [PNGLib library](#), which allowed me to use PNG skin images instead of standard bitmaps and dramatically decrease the size of skin files.
- Thanks to [PNotes forum](#) staff for many useful suggestions and spending time for testing the program.
- Thanks to all PNotes users over the web for goodwill, patience and advices.
- Thanks to translators, helping PNotes to speak many languages.
- Thanks to my employers for giving me opportunity and leisure 😊 to write this program.
- Thanks to my family for patience, shelter and nourishment.
- Special thanks for significant remarks, fresh ideas, suggestions and selfless testing to:  
Oliver Sahr, Horst Epp, Oliver Crystal, Sergey Hristov, Oleg, nascent-, nomnex, David Naylor, zw963, baggio1987, rickybf, dintyma, aquabon, juapar2, Vincent Duvernet, jpdag, Raleigh034, Sven, tvrman, nsigei, jbsiu, batzilis, npbosoni, npatswovelin, tullio99, nbtriffles, nucl, winds350, snorr, wolfeden3, eran, Christopher Freel, Tsprajna, tremblsi, Lukas Baron, bejobe, benjamindover, shigeoyoshio, k0shyx, Pavos Kotronakis, Andrey Tuliev, hwq0086, sh\_666, Jose Jamez, Wolfram Schelzel, cominder, gino1307, charles80, kronofogd.
- Thanks to all over the world who simply uses the program.