



Fann Software AnTreNotes

Users' Guide

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Overview

AnTreNotes is a hierarchical note list program. Features:

Items

- Assign different attributes such as colour, category, icon, priority, due date, status type etc.
- Over 250 icons
- Tracking features such as Automatic Progress Update, Branch Statistics
- Add item, web, file and phone links
- Organizing features such as manual ordering, branch level sorting, or move/copy
- Simple reminders
- Search feature
- Export items to an AnTreNotes file
- Item templates for creating items with similar properties
- Apply Attributes for changing children's attributes quickly

Views

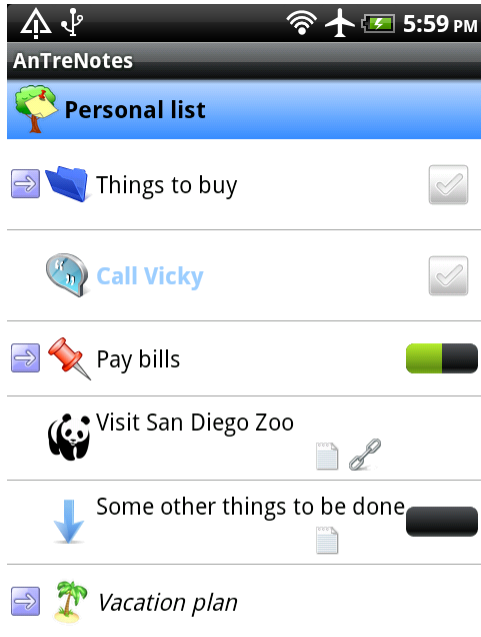
- Multiple views of the list
- Display due date and/or priority on different views
- Status types or completed status filters
- Respective user interface design for tablets and phones



Files

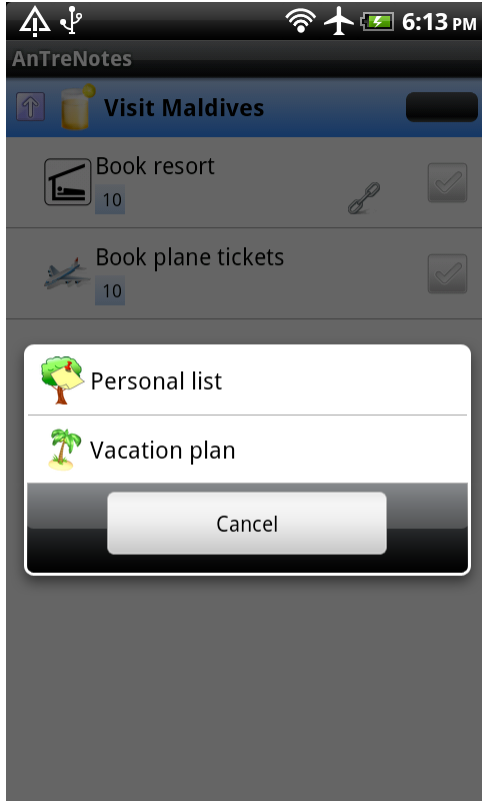
- Simple password protection to TreNotes files
- Organize lists by different files
- Import AnTreNotes file
- Export to XML
- Compatible file format with Desktop TreNotes

Using AnTreNotes


Main Screen

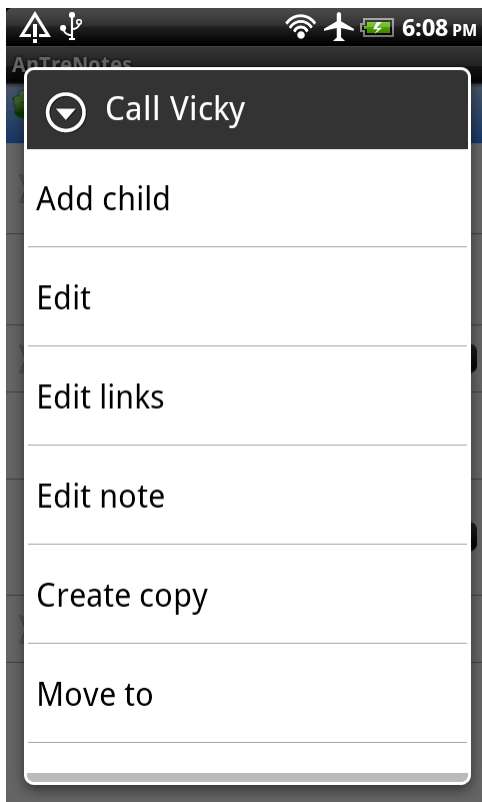


The main screen displays items in list style. To go down a level for item Things to buy, touch the level indicator and the icon area ( ).

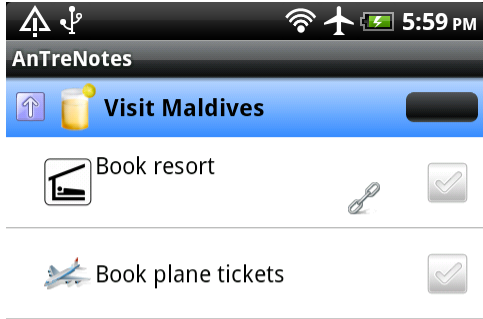


To go up a level, press the Back key.

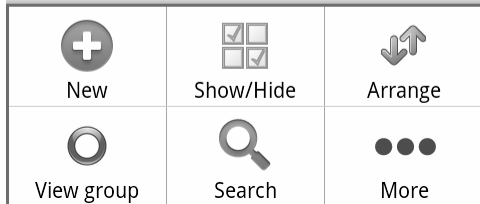
To goto any parent level, touch the header area at the top (i.e.  **Visit Maldives**) to choose from the context menu.



Touch and hold on the item to display the context menu for item related commands.



Press the Menu key for general commands.



Modify List Title

1. Touch the list header.
2. Enter the desired name.
3. Touch the OK button.

Create an Item

To create a sibling item:

- Press the Menu key and select New
- Touch and hold on the item to display the context menu, select Create copy

To create a child item:

- Touch and hold on the item to display the context menu, select Add child

Item Edit Screen

Name:

Priority:

Show status:

Automatic progress update

Percent complete:

Show icon

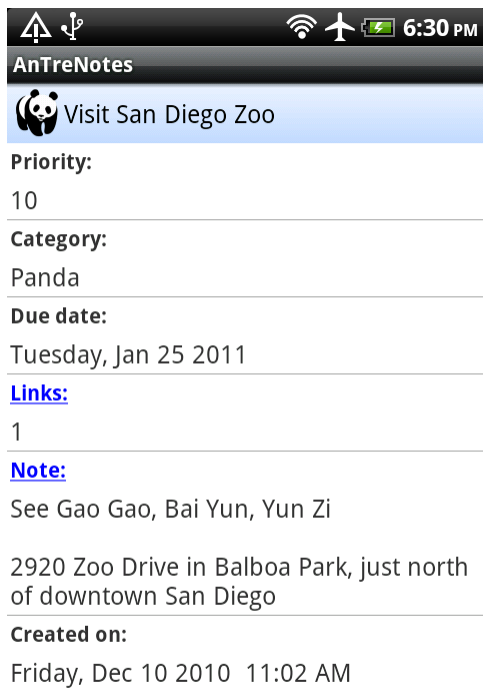
Category:

Save Cancel

1. Enter a name.
2. (Optional) Select a priority.
3. (Optional) Select a status type in the Show status field:
 - None - does not display status
 - Check box - display a check box
 - Progress bar - display a progress bar
4. (Optional) Mark the Automatic progress update check box to have the item automatically update its status.
5. (Optional) Set percent complete.
6. (Optional) Select an icon.
7. (Optional) Mark the check box to select the Show icon option.
8. (Optional) Enter/Select a category name.
9. (Optional) Select a text colour.
10. (Optional) Mark the check box to select the Bold option.
11. (Optional) Mark the check box to select the Italic option.
12. (Optional) Select a due date.
13. (Optional) Enter task duration.
14. (Optional) Set a reminder.
15. (Optional) Enter the desired note.
16. Touch the Save button.

To create an item from a template or apply a template to an existing item, press the Menu key and select Apply template, select the desired template from the list.

Item Summary Screen

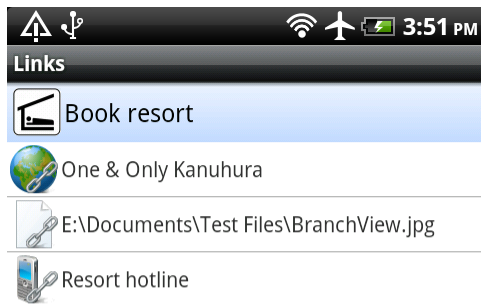


Touch the item to display the item summary screen. This screen will display the item's properties and note.

To edit the item, press the Menu key and select Edit/Edit links/Edit note.

To exit the item summary screen, press the Back key.

Links Screen

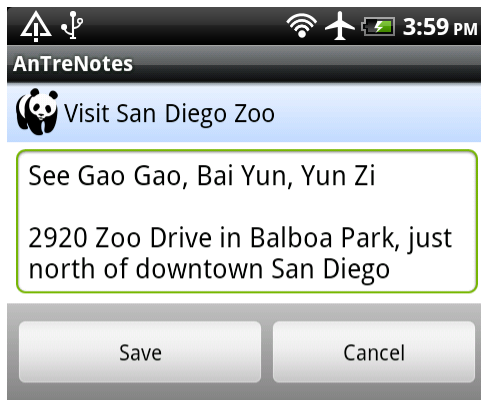


To display the links screen, touch and hold on the item to display the context menu, select Edit links.

To create links to files, URLs, email addresses, items, or phone numbers, touch the corresponding button.

Touch the Save button to save changes in the links screen. Press the Back key to cancel the operation.

Note Screen



To display the note screen, touch and hold on the item to display the context menu, select Edit note.

Touch the Save button when note editing is completed.

Modify an Item

To modify an item, touch and hold on the item to display the context menu, select the desired command.

Note:

- **Item reminder will be displayed only when the file is opened.**

Delete an Item

1. Touch and hold on the item to display the context menu, select Delete.
2. Touch the Delete button to confirm.

Note: All sub-items of the item will also be deleted.

Mark Item as Completed

- For item with check box, touch the check box to check/uncheck.
- For item with progress bar, touch the progress bar to display the dialog box, drag to set a % complete value.
- For item with Automatic progress update selected, check all children items or set all children items' progress to 100%, and see below for more details.

Automatic Progress Update

For item with the Automatic progress update check box selected, the parent status will be automatically updated as children items are completed.

For item with the Automatic progress update option enabled, the progress value cannot be manually updated.

Modify Links

There are 5 types of link associated with an item:

- File Link - any file on the storage card
- URL - any URL
- Email Address - any email address
- Item Link - any item within the same file
- Phone Link - any phone number

The Links screen lists all the links associated with the item. Touch the link to open.

Touch and hold on the link to display the context menu to arrange the order of the links.

To modify a link, touch and hold on the link to display the context menu, select Edit.

Note:

- The Links screen is refreshed with deleted linked item(s) upon open.

Apply Attributes

Apply Attributes allows changing direct sub-items' attributes quickly.

1. Touch and hold on the list header to display the context menu, select Apply attributes.
2. Check the desired check box(es) and select the option(s).
3. Touch the Apply button.

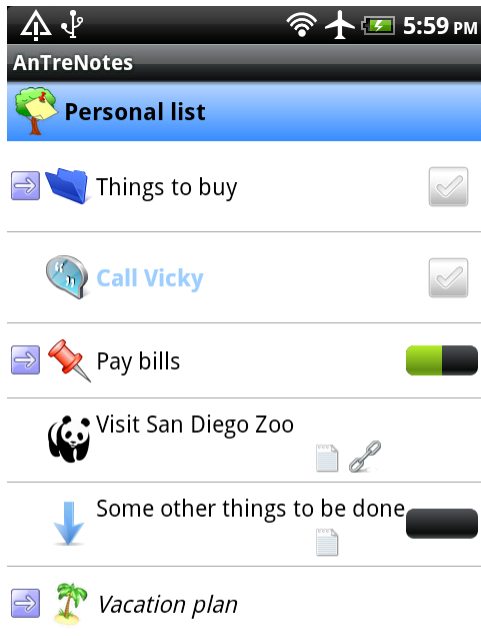
Views

Items can be displayed in one of the 5 views:

- **Default**
- **Category**
- **Task/Due Date**
- **Priority**
- **Percent complete**

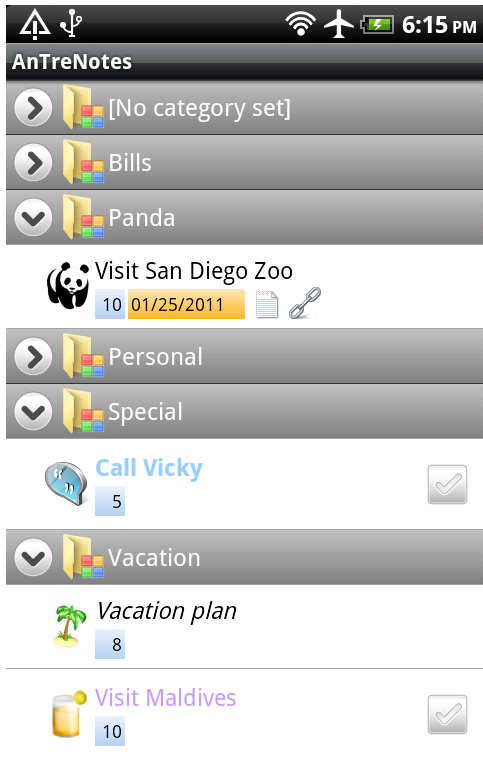
It is recommended to use Default view for best item management results, other non-default views are intended for quick review of data.

Press the Menu key and select View group to access the non-default views.



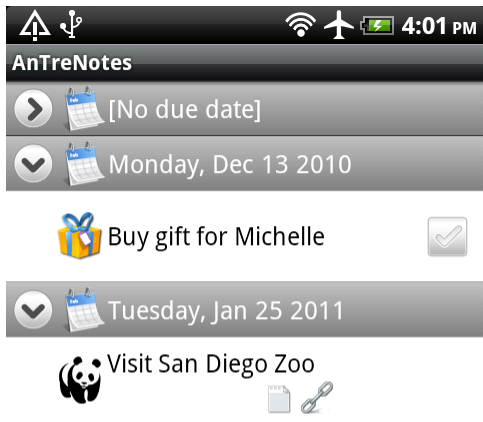
Default view:

- Display items in hierarchical order.
- Items can be placed in different levels to show their relationships.
- All AnTreNotes features are accessible from this view.



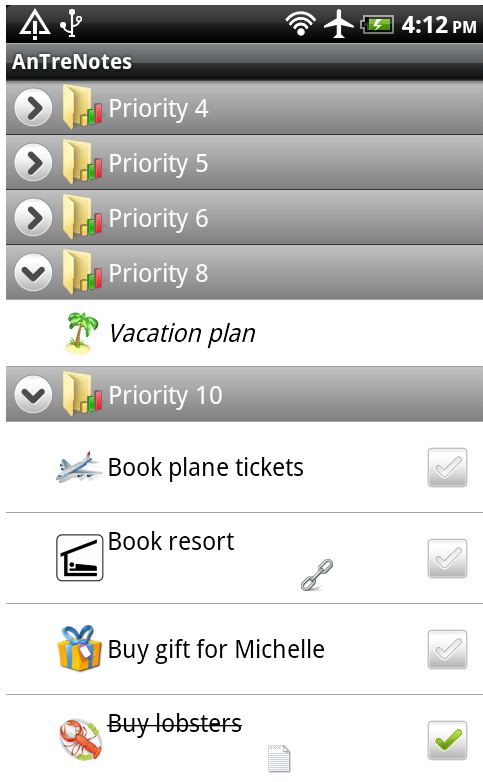
Category view:

- Group items by category.
- Not all AnTreNotes features are available in this view.



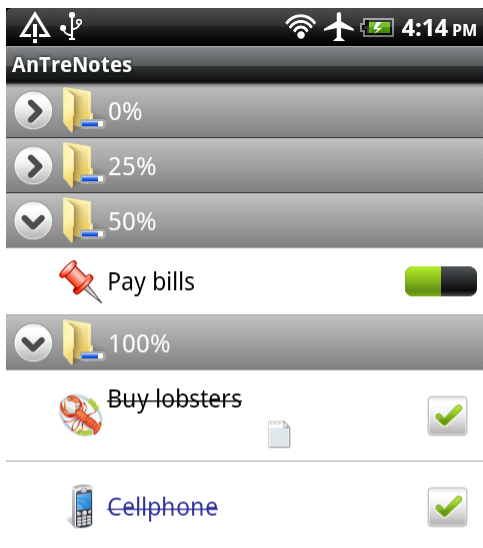
Task/Due Date view:

- Group items by task/due date.
- Not all AnTreNotes features are available in this view.



Priority view:

- Group items by priority.
- Not all AnTreNotes features are available in this view.

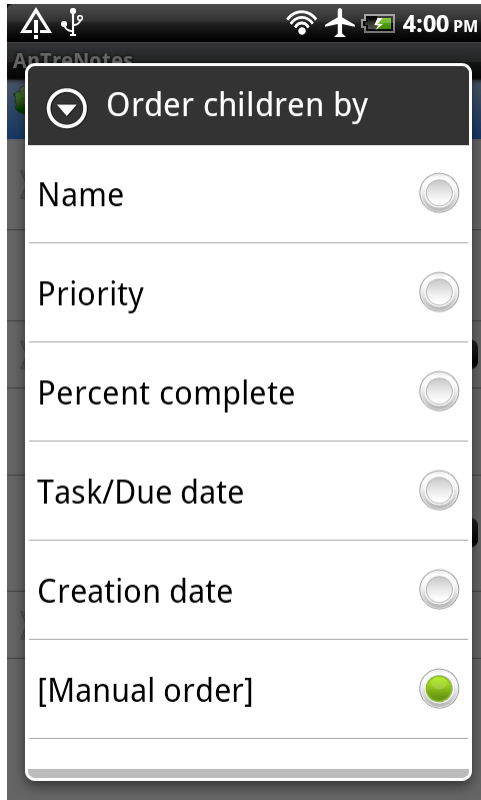


Percent complete view:

- Group items by percent complete.
- Not all AnTreNotes features are available in this view.

Arrange Items

Branch Level Item Sort



By default, new TreNotes files are created with [Manual order] item sort.

To change sort order of a branch, touch and hold on the list header to display the context menu, select Order children by and the desired option.

There is only one sort order to be specified in non-default views. To change sort order in non-default views, press the Menu key, select Order children by and the desired option.

Re-order Items

There are 2 ways to re-order items in Default view only.

Move/Copy

1. Touch and hold on the item to display the context menu, select Move to/Copy to.
2. Select the target item, i.e. the parent of affected item(s).

Manual Order

To arrange items manually:

1. Touch and hold on the list header to display the context menu, select Order children by→[Manual order].
2. Press the Menu key and select Arrange.
3. Touch and hold on the drag handle (☰) of the item.
4. Drag and drop to the desired position.
5. (Optional) Repeat step 3 to 4 if necessary.
6. Touch the Done button.

Find an Item

1. Press the Menu key and select Search.
2. Enter the text.
3. Touch the Search button.
4. AnTreNotes will display a list of matched items, or display a message for no matched found.
5. To goto a matched item, touch the item from the list.

Note:

- To apply attributes to the search results, press the Menu key and select Apply attributes in the result screen.
- Hidden items are excluded in the search.

Show Priority

To show/hide priority, press the Menu key and select Show/Hide, check/uncheck the Show priority check box.

Show Due Date

To show/hide due date, press the Menu key and select Show/Hide, check/uncheck the Show due date check box.

Branch Statistics

To show/hide the statistics for items with children, press the Menu key and select Show/Hide, check/uncheck the Show statistics check box.

The format is [number of incomplete items, number of partially completed items, number of completed items].


Note:

- This feature is not affected by the Hide completed items option.

Hide Completed Items

To hide/show completed items, press the Menu key and select Show/Hide, check/uncheck the Hide completed items check box.


Note:

- All sub-items of a completed item are hidden even if some of them are incomplete.
- The expand level indicator () is not available if all the children of a parent item are hidden.

Hide By Status

To hide/show items by type, press the Menu key and select Show/Hide, check/uncheck the desired option(s).

Note:

- The expand level indicator () is not available if all the children of a parent item are hidden.

Item Templates

To improve the efficiency of creating items with similar properties, item templates can be set up.

1. Press the Menu key and select More→Templates.
2. Touch the New template button.
3. Enter a name.
4. Touch the OK button.
5. Enter/select the desired fields.
6. Touch the Save button.

Touch the template to modify the properties.

To rename/delete a template, touch and hold on the template to display the context menu, select Rename/Delete.

Note:

- If the template has no note, it will not overwrite the item's note when applied.

Options

To change options, press the Menu key and select More→Options.

Display

Field	Description
List font size	Select the font size for the list display

Completed Items

Field	Description
Use normal font	Use non-strikeout font for completed items
Use gray colour	Display completed items using gray colour

Convenience Options

Field	Description
Default folder location	Set the default file location
Favourite icons	Set the favourite icons to display at the beginning of the icon list

Export

Field	Description
XML encoding	Select the encoding option for XML export

Search

Field	Description
Clear search history	Erase all recent search suggestions

Create a File

1. On the file manager screen, navigate to the desired folder.
2. Touch the New File button.
3. Enter a name.
4. Touch the Save button.

Note:

- *AnTreNotes only supports Plain Text note type files.*

Open a File

1. If a file is already opened, press the Back key to save and close the current file.
2. From the list of AnTreNotes files, select the file to open.

Set Password

You can set a password to protect a AnTreNotes file. The password will be prompted when the file is being opened.

To set a password:

1. Open the file.
2. Press the Menu key and select More→Set password.
3. Enter a password in the New password field.
4. Enter the password again to confirm in the Confirm password field.
5. Touch the OK button.

To remove a password:

1. Open the file and enter the password.
2. Press the Menu key and select More→Set password.
3. Enter the current password in the Current password field.
4. Leave the New password and Confirm password fields blank.
5. Touch the OK button.

Note:

- **The file is not encrypted. If it contains sensitive information, it is recommended that you use additional measures.**
- Once the file is opened, there will be no further prompt even when you switch between applications.

Export XML

1. Press the Menu key and select More→Export.
2. Select XML.
3. Enter a name and select a location if necessary.
4. Touch the Save button.

Note:

- To export European accent characters correctly, press the Menu key and select More→Options, select iso-8859-1 from the XML encoding list.
- Export XML will export all items from the Default view only regardless of the current view.

Export Items

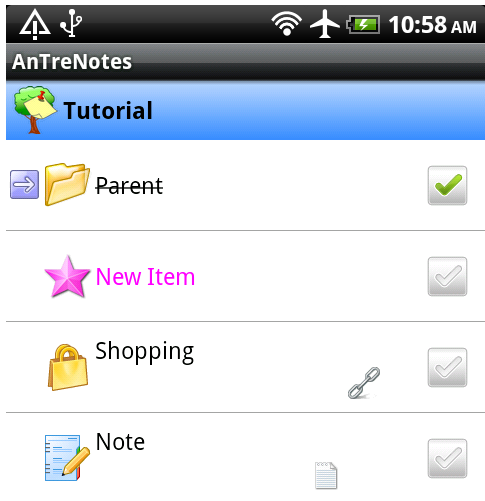
1. Press the Menu key and select More→Export.
2. Select Items.
3. Select one of the options.
 - Completed items only - all completed items
 - Completed items with hierarchy - all completed items with their hierarchies preserved
 - Current branch with children - only the displaying parent item and all its children
4. Check the Delete after export check box if you want the exported items to be deleted.
5. Touch the OK button.
6. Enter a name and select a location if necessary.
7. Touch the Save button.

Note:

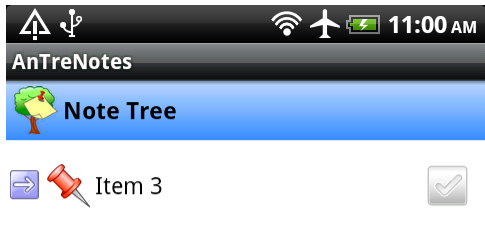
- No file will be created if there is no item that fits the export criteria.

Import AnTreNotes File

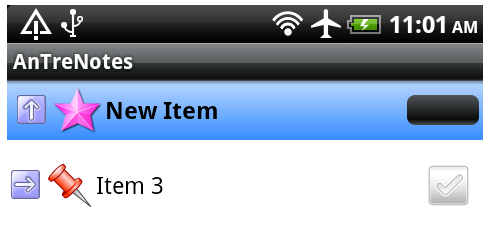
When an AnTreNotes file is imported, all items from the file are inserted as children of the selected target item.



The destination file.



File to be imported.



Result after import with New Item selected as the parent item.

1. (Optional) If the current view is not the Default view, press the Back key to return to Default view.
2. Press the Menu key and select More→Import.
3. Select a file to be imported.
4. Select the parent item of the import file.
5. The imported list is displayed.

Sharing Files between AnTreNotes and Desktop TreNotes

1. Make sure the file to be transferred is created by Desktop TreNotes using Plain Text note type.
2. Make sure AnTreNotes is not running. Press the Back key until you reach the home screen.
3. Connect the device to the desktop PC as an USB storage device.
4. Use Windows Explorer to copy files between the desktop PC and the device. Please store all AnTreNotes files on the device's microSD card.
5. Safely remove the USB connection in Windows before removing the cable.