



Fann Software TreNotes

Users' Guide

Version 8.1

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Overview	1
Using TreNotes	3
File List Screen.....	3
Main Edit Screen	4
Help File	5
Modify List Title	5
Create an Item	5
Using New Menu Item	5
General tab	6
Details tab	7
Links tab.....	8
Note tab	8
Modify an Item.....	10
Using Item's Context Menu	11
Delete an Item.....	11
Mark Item as Completed	11
Automatic Status Update.....	12
Modify Links	14
Record a Voice Note	15
Apply Attributes	16
Update Attributes	16
Create a(n) Task/Appointment From an Item	16
Views	16
Branch View.....	19
Arrange Items.....	20
Branch Level Item Sort	20
Re-order Items.....	20
Drag and Drop.....	20
Move/Copy and Paste	21
Manual Order	21
Find an Item	21
Hide Completed Items.....	22
Hide By Status	22
Show Due Date	22
Show Priority	22
Branch Statistics	22
Hide Secondary Window	23
Item Templates	23
Options.....	23
Display.....	24
General.....	24
Note – Note Window.....	24
Note – Full Screen Note Editor Defaults	25
Defaults	25
Import/Export – Text Import	25
Import/Export – Export Options.....	25
Icon	25
Create a File	26
Open a File	26
Save a File with another Name	26
Set Password.....	26

Export the Current View	27
Export XML	27
Export Links	27
Export All Notes	28
Export Note	28
Export Items	29
Import Data	29
Import Text File.....	29
Import TreNotes File	30
Import Note	32
Quick Entry Bar	32
Shortcut Keys.....	33
TreNotes File Synchronization with Desktop TreNotes.....	34

Overview

TreNotes 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 Status Update, Branch Statistics
- Add item, web, file and phone links
- Organizing features such as manual ordering, branch level sorting, drag and drop, or move/copy and paste
- Simple reminders
- Search feature (including notes)
- Import feature for individual note
- Export features for individual note, all notes, links, item(s) to Pocket Outlook task(s) or appointment(s), items to a TreNotes file
- Item templates for creating items with similar properties
- Quick Entry Bar
- Apply Attributes for changing children's attributes quickly
- Edit Rich Ink or Rich Text notes with Word Mobile for enhanced functionalities

Note Types

- Plain Text, Rich Ink (drawing and voice recording), or Rich Text notes

Views

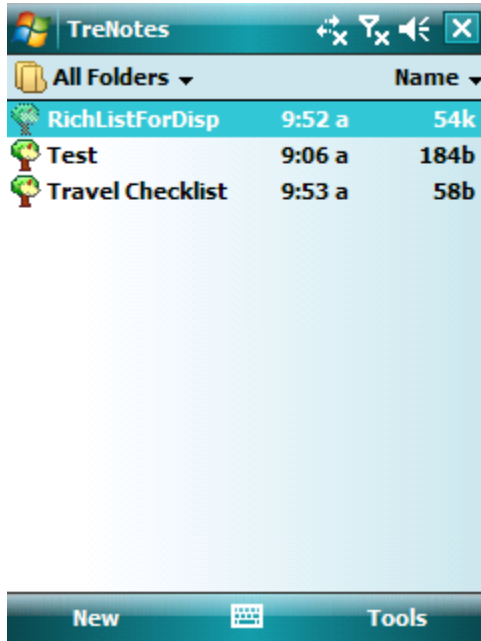
- Multiple views of the list
- Branch View for zooming in a particular branch of the tree list and displaying the direct children by one of the 4 groupings
- Automatic word wrap for long item names
- Display due date and/or priority on different views
- Status types or completed status filters
- Export view
- VGA compact mode
- Support action wheels for one-handed operations
- Support VGA and landscape mode
- Optional soft key menu interface (Windows Mobile 5.0 or later)

Files

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

Using TreNotes

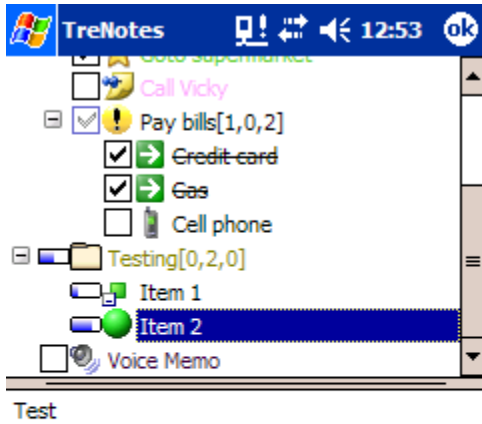
File List Screen



This is the default screen when you are not editing any file. To manage your TreNotes files:

- Tap New to create a new file.
- Tap on a file to open.
- Tap and hold on a file to bring up the file context menu.
- Tap Tools→Import... to import a text file and create a new file.

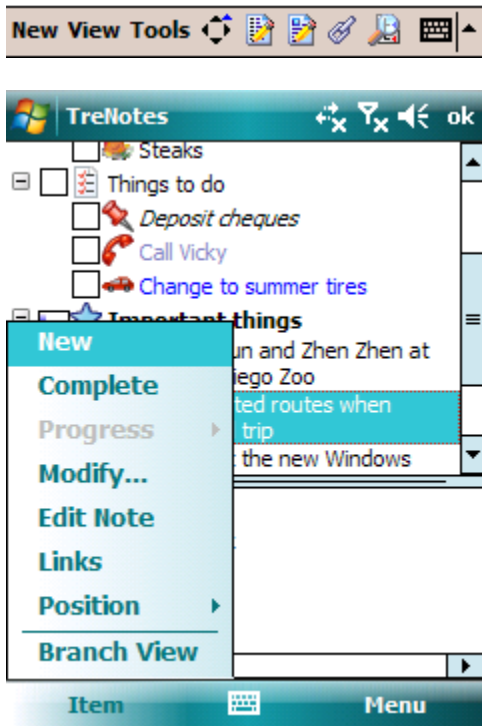
Main Screen



The main screen is divided into 2 panes. The top pane displays items and the bottom pane displays the note associated with the selected item. The bottom command bar displays menus and buttons:

- Move menu: Arrange items manually.
- Modify Item button: Edit the selected item.
- Modify Note button: Edit the note of the selected item with the full screen editor.
- Links button: Open the link screen for specifying links.
- Branch View button: Zoom in a particular branch of the tree list.

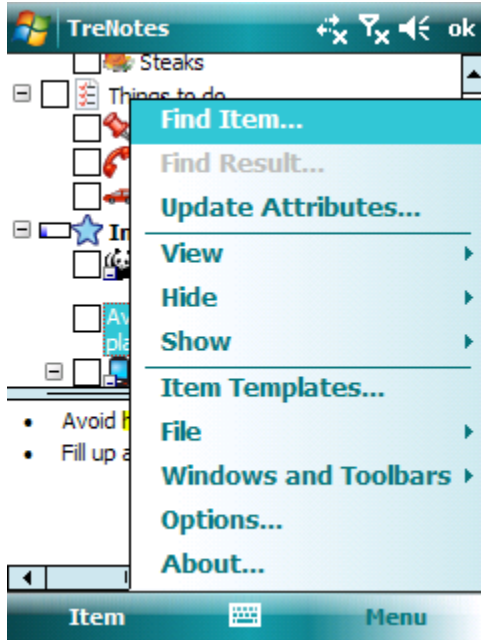
The size of the secondary window can be adjusted by dragging the splitter between the two panes.



When you finish editing the file, tap Ok to save and close, TreNotes will return to the file list screen.

For Windows Mobile 5.0 or later, soft key menu interface can be chosen - the bottom command bar displays two soft keys:

- Item soft key: Item related commands.



- Menu soft key: General commands.

Help File

To access the help file, tap Start Menu→Help.

Modify List Title

1. Select the list title.
2. Tap the Modify Item command bar button, or tap Item→Modify... for soft key menu, or tap and hold on the list title to display the context menu and select Rename.
3. Enter the desired name.
4. Tap Enter.

Create an Item

Ways to create an item:

- New menu item
- Copy from an existing item
- Quick Entry Bar

Using New Menu Item

Tap the New command bar button, or tap Item→New for soft key menu.

General tab

The screenshot shows the 'TreNotes' application interface. At the top, there is a title bar with the Windows logo, the text 'TreNotes', and icons for zooming, filtering, and an 'ok' button. Below the title bar, the 'General' tab is active, displaying several configuration options: 'Name:' with a text input field; 'Level:' with a dropdown menu set to 'Same'; 'Priority:' with a dropdown menu set to '6'; 'Category:' with a dropdown menu set to 'Important'; 'Show status:' with a dropdown menu set to 'Check Box' and an 'Auto' checkbox; 'Completed' checkbox; '% Complete:' with a numeric input field set to '0' and up/down arrows; 'Icon:' with a selection grid showing a panda icon and other options; and 'Colour:' with a selection grid showing a blue square with the letter 'A'. At the bottom of the screen, there is a navigation bar with tabs for 'General', 'Details', 'Links', and 'Note', and buttons for 'Cancel' and 'Template'.

1. (Optional) Tap the Template menu and select a preset template from the list.
2. Enter a name.
3. Select a level:
 - Same - create the new item on the same level as the selected item
 - Child - create the new item as a child of the selected item
 - Top - create the new item on the first level under the list title
4. (Optional) Select a priority.
5. (Optional) Select/Enter a category name.
6. 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
7. (Optional) Mark the Auto check box to have the item automatically updates its status.
8. (Optional) Mark the Completed check box to indicate the item is completed.
9. (Optional) Set the % Complete to a value between 0 to 100 to indicate the progress of the item.
10. (Optional) Select an icon.
11. (Optional) Select a text colour.
12. (Optional) Tap on other tabs to enter additional information, see below for details.
13. Tap Ok.

To cancel the operation, leave the Name field blank and tap Ok, or tap Cancel.

Details tab

Bold Italic Show icon

Task/Due date:

Task duration: Minute(s)

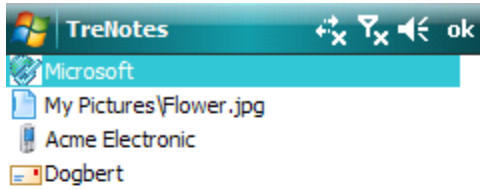
Reminder:

Created on:
Thursday, April 10, 2008 9:31:38 AM

General Details Links Note

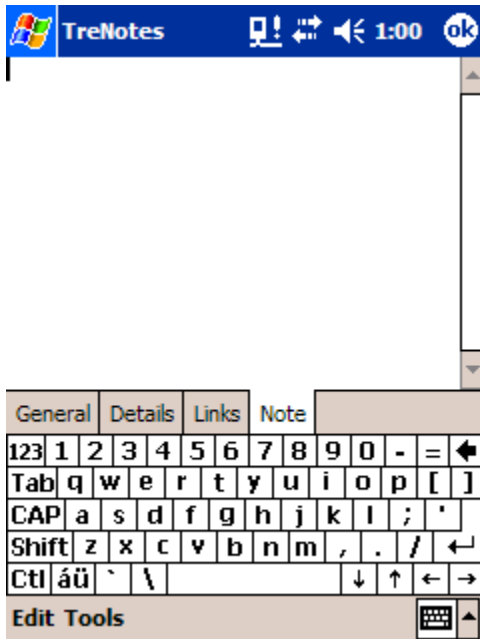
- Set the text bold.
- Set the text italic.
- Set the Show icon option.
- Set the task/due date.
- Set the task duration.
- Set the reminder.

Links tab

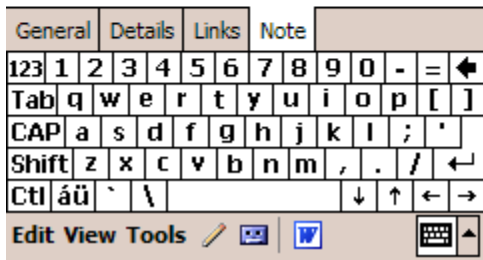


To create links to files, URLs, email addresses, items, or phone numbers, tap the Add menu and select the desired option.

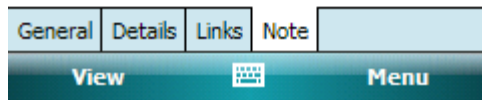
Note tab



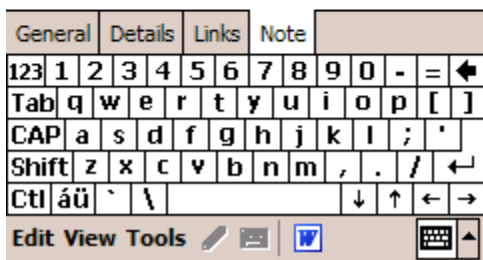
Plain Text note edit



Rich Ink note edit



Rich Ink note edit
(optional soft key menu interface)



Rich Text note edit



Rich Text note edit
(optional soft key menu interface)

If the TreNotes file uses Rich Ink or Rich Text note type, you have the option to edit the note using Word Mobile.

To edit the note using Word Mobile:

1. Tap the Word Mobile command bar button, or tap Menu→Edit in Word Mobile for soft key menu.
2. Word Mobile will open with the current content of the note.
3. Edit the note.
4. Tap Ok to return to TreNotes.
 - If you are on the file selection screen in Word Mobile, tap the "X" button on the navigation bar (Pocket PC 2002 or later), or enter Ctrl+q using the keyboard input panel (SIP), or tap on TreNotes icon from the Start Menu to return to TreNotes.
5. Tap Ok to update the Note screen.

Note:

- **Item reminder will be displayed only when the file is opened.**
- **Word Mobile on Windows Mobile 5.0 or later does NOT support editing drawings and recordings.**
- You can also tap Ctrl+i to add an item.

Modify an Item

To modify an item, tap the Modify Item command bar button, and select the desired tab. For soft key menu, tap Item→Modify....

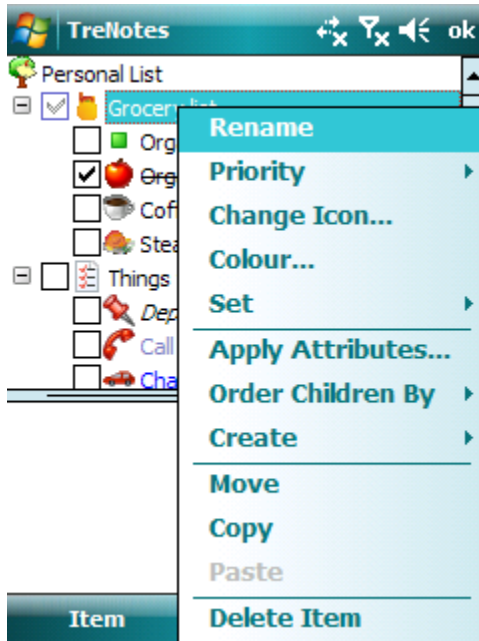
To have the device convert your writing into text in the Rich Text note window:

1. Write within the lines.
2. Highlight the selection.
3. Tap and hold on the selection.
4. Select Recognize.

Note:

- **Item reminder will be displayed only when the file is opened.**
- **Word Mobile on Windows Mobile 5.0 or later does NOT support editing drawings and recordings.**
- It is recommended to use the Note tab window to edit Rich Ink and Rich Text notes. The note window on the main edit screen is mainly used for quick review of the note and some light editing.

Using Item's Context Menu



Tap and hold on an item to display the context menu.

- 1st section - change various attributes
- 2nd section - apply attributes to direct children, branch level item sort, create copy, or create Outlook task and appointment from the item
- 3rd section - move, copy the item, or paste the other item as a child
- 4th section - delete the selected item

Delete an Item

1. Tap and hold on the item.
2. Select Delete Item.
3. Tap Yes to confirm.

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

Mark Item as Completed

- For item with check box, tap on the check box.
- For item with progress bar, tap on the progress bar to display a drop list for selecting the predefined % complete. To manually set the desired percentage, tap the Modify Item command bar button to enter, or tap Item→Modify... for soft key menu.
- To show the item with no check box or progress bar as completed, tap the Modify Item command bar button and mark the Completed check box. For soft key menu, tap Item→Modify....
- For item with Automatic Status Update selected, check all children items or set all children items' progress to 100%, and see below for more details.

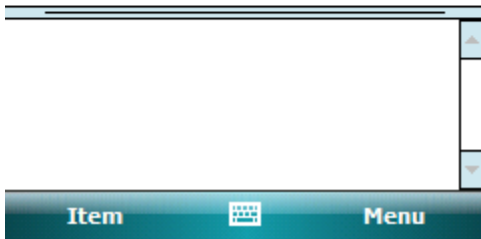
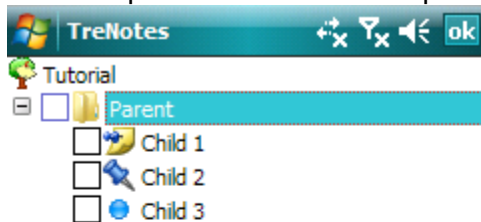
Automatic Status Update

For item with the Auto (Automatic Status Update) check box selected in the General tab, the parent status will be automatically updated as children items are completed:

- For check box, the parent displays in pale blue colour with a hollow check mark if some items are completed.
- For progress bar, the parent displays an average progress % of all immediate children with a rectangular progress bar.

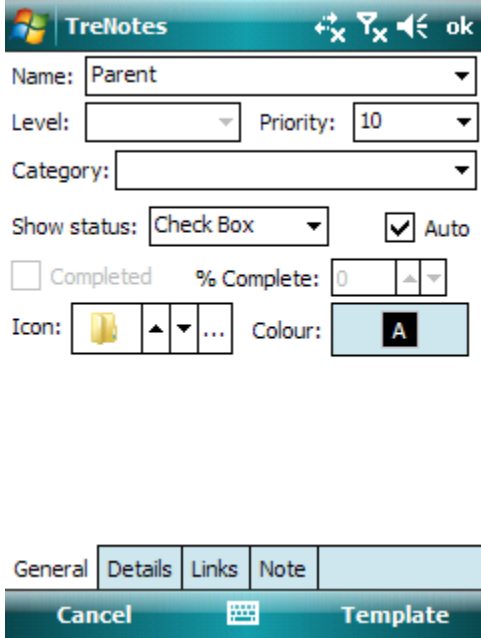
To enable Automatic Status Update:

1. Create a parent-child relationship.



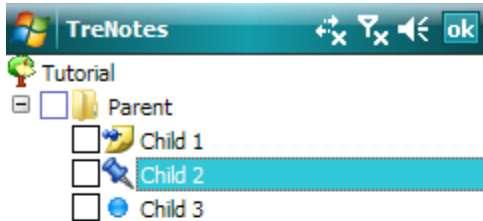
2. Select the parent item and tap the Modify Item command bar button, or tap Item→Modify... for soft key menu.

3. Check the Auto check box in the General tab.



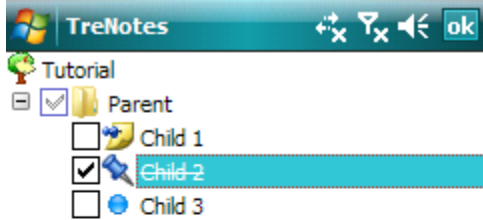
4. Tap Ok.
5. On the main edit screen, the check box is changed to pale blue colour. The parent status will be automatically updated as children items are completed.

Screenshots for different auto status:



No item is completed.





Some items are completed.



All items are completed.



Modify Links

There are 5 types of link associated with an item:

- File Link - any file contained in your \My Documents directory (RAM or storage card)
- URL - any URL
- Email Address - any email address
- Item Link - any item within the same file
- Phone Link - any phone number

Ways to access links of an item:

- Create/Modify an item and tap on the Links tab.
- Select an item and tap on the Links command bar button, or tap Item→Links for soft key menu.

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

Tap and hold on the link to access the context menu to arrange the order of the links.

To modify a link:

1. Tap and hold on the link.
2. Select Modify....
3. Make the changes.
4. Tap Ok.

Note:

- For item with link(s), an overlay icon with a line in a box is displayed at the lower left corner of the item's icon.
- The Links screen is refreshed with deleted linked item(s) upon open.

Record a Voice Note

This feature is available for files with Rich Ink note only.

Ways to record a voice note:

- Push and hold the Record button on the device to begin, release the button when finished.
- Tap the Recording Toolbar command bar button on the Note tab window to display the voice toolbar, or tap View→Recording Toolbar for soft key menu.
- Tap View→Windows & Toolbars→Recording Toolbar on the main edit screen to display the voice toolbar, or tap Menu→Windows & Toolbars→Recording Toolbar for soft key menu.

To delete a recording:

1. Tap the Modify Note command bar button, or tap Item→Edit Note for soft key menu.
2. Select the recording.
3. Tap and hold on the recording.
4. Select Clear.

Apply Attributes

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

1. Tap and hold on the parent item.
2. Select Apply Attributes....
3. Check the desired check box(es) and select the option(s).
4. Tap Ok.

Note:

- To cancel the action, tap the Clear command bar button and tap Ok.
- This feature is disabled for items with no child.

Update Attributes

Update Attributes allows changing multiple selected items' attributes quickly.

1. Tap Tools→Update Attributes..., or tap Menu→Update Attributes... for soft key menu.
2. Select the items, or tap the Edit menu for quick selection options.
3. Tap Ok.
4. Check the desired check box(es) and select the option(s).
5. Tap Ok.

Note:

- To cancel the action, tap the Clear command bar button and tap Ok.

Create a(n) Task/Appointment From an Item

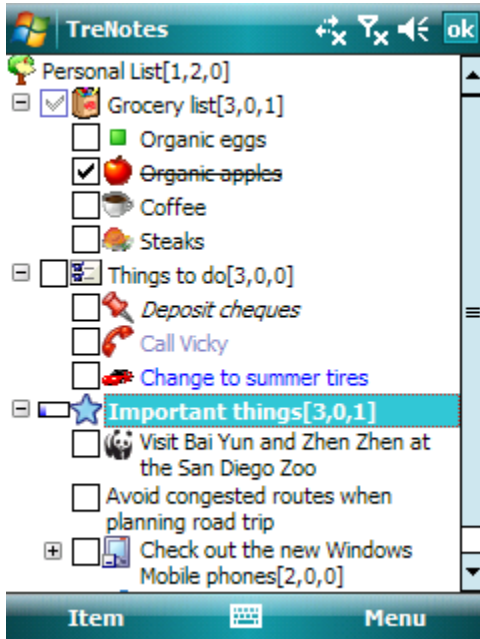
1. Tap and hold on the item.
2. Select Create→Task.../Appointment....
3. For item with sub-items, tap Yes to create a(n) task/appointment for each direct sub-item, or tap No to create a(n) task/appointment for the item only.
4. The Task/Appointment edit screen is displayed. Tap the Edit command bar button at the bottom to modify the task/appointment.
5. Tap Ok.

Views

Items can be displayed in one of the 4 views:

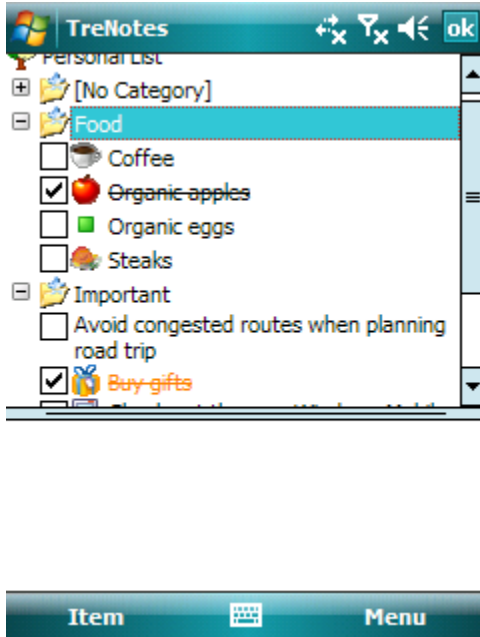
- **Default**
- **Category**
- **Task/Due Date**
- **Priority**

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



Default View:

- Display items in hierarchical order.
- Items can be placed in different levels to show their relationships.
- All TreNotes features are accessible from this view.
- Branch View command bar button, or tap Item→Branch View for soft key menu.



Category view:

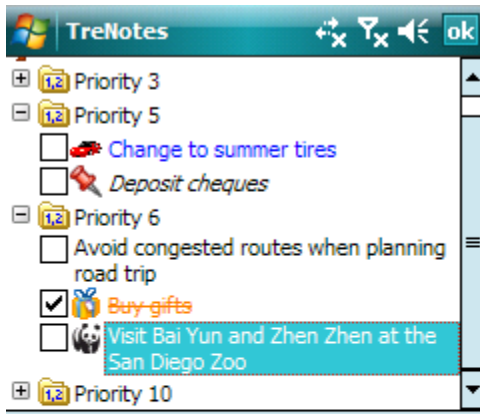
- Group items by category.
- Not all TreNotes features are available in this view.



Task/Due Date view:

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

See Gao Gao as well!



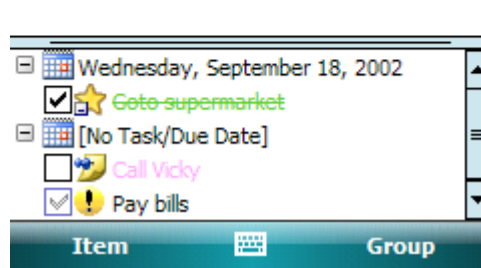
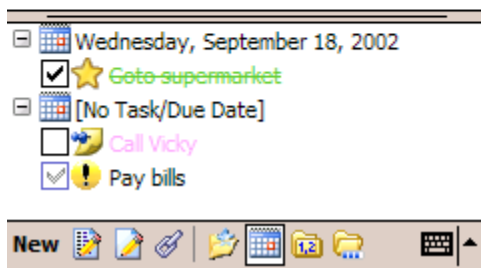
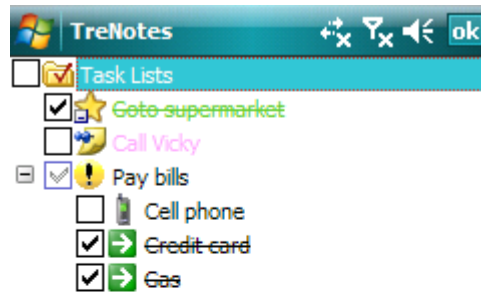
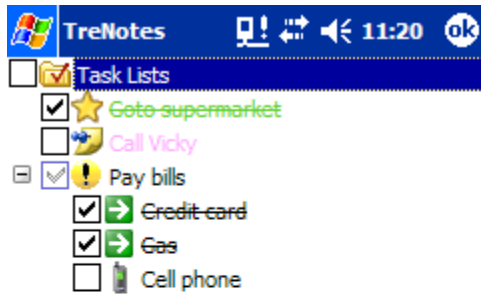
Priority view:

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

See Gao Gao as well!



Branch View



Default command bar interface

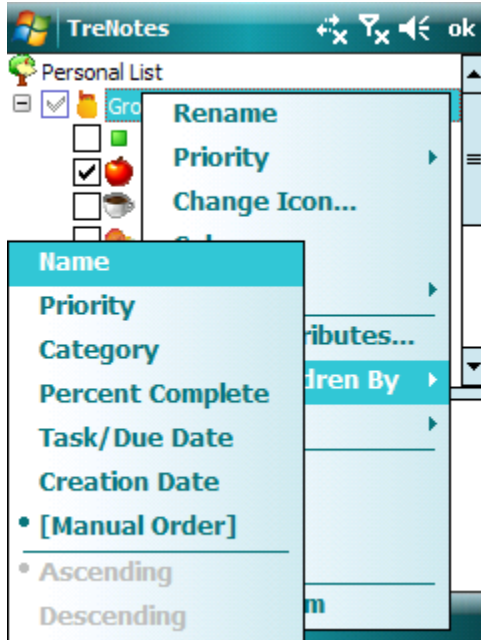
Optional soft key menu interface

Use Branch View to zoom in a particular branch of the tree list, select a parent item and tap the Branch View command bar button, or tap Item→Branch View for soft key menu. Tap Ok to return to the main edit screen. Branch View is available in Default View only.

- Display the whole branch of the selected item on the top pane.
- Display the direct children of the selected item by desired grouping (corresponding command bar button, or Group menu for soft key menu) on the bottom pane. Tap and hold to display the context menu for Order View By, or expanding/collapsing options.

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, tap and hold on the parent item to display the context menu, select Order Children By and the desired option.

There is only one sort order to be specified from the list title in non-default views.

Re-order Items

There are 3 ways to re-order items in Default View only.

Drag and Drop

1. Tap on the item to select it.
2. Tap the item and start dragging. Keep light pressure on the stylus at all time while dragging.
3. Move the stylus to your desired drop target. If the item is not visible, move the stylus close to the top or bottom of the tree view to scroll items into view.
4. Once the drop target is highlighted, release the stylus. The item and its children will become child(ren) of the target.

Move/Copy and Paste

1. Tap and hold on the item to display the context menu.
2. Select Move/Copy.
3. Select the target item, i.e. the parent of affected item(s).
4. Tap and hold on the target item to display the context menu.
5. Select Paste to move/copy the item. For Copy operation, you will be prompted whether to copy the item alone or with its children.

Note:

- A parent item cannot be dropped/moved onto its child.

Manual Order

To arrange items manually:

1. Tap and hold on the list title/parent item to display the context menu.
2. Select Order Children By→[Manual Order].
3. Select the item to be arranged.
4. Tap the Move menu and select the desired option.
5. Repeat step 3 to 4 until you are done.

Find an Item

1. Tap Tools→Find Item..., or tap Menu→Find Item... for soft key menu.
2. Enter the criteria.
3. Tap Ok.
4. TreNotes will display a list of matched items, or display a message for no matched found.
5. To goto a matched item, tap the item from the list.
6. For the next matched item, tap Tools→Find Result... to return to the list, or tap Menu→Find Result... for soft key menu.

Note:

- To apply attributes to the search results, tap Tools→Apply Attributes... in the Search Results screen.
- A hollow check mark inside the check box represents the property will be ignored during the search.
- Hidden items are excluded in the search.
- Enter word(s) or phrase(s) in the Note Phrase field to search within note.
- You can also tap Ctrl+f to open the search screen.

Hide Completed Items

To hide/show completed items, tap View→Hide Completed Items, or tap Menu→Hide→Completed Items for soft key menu.

Note:

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

Hide By Status

To hide/show items by type, tap View→Hide By Status and select the desired option, or tap Menu→Hide for soft key menu.

Show Due Date

To show/hide due date, tap View→Item Display Options→Show Due Date, or tap Menu→Show→Due Date for soft key menu. The due dates are displayed on the left most column with month and day only.

Show Priority

To show/hide priority, tap View→Item Display Options→Show Priority, or tap Menu→Show→Priority for soft key menu. The priorities are displayed on the second column from the left.

Branch Statistics

To show/hide the statistics for items with children, tap View→Item Display Options→Show Statistics, or tap Menu→Show→Statistics for soft key menu.

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.

Hide Secondary Window

By default, a tree window at the top and a note window at the bottom are displayed.

To hide/show the note/links window, tap View→Windows & Toolbars and select the desired option, or tap Menu→Windows & Toolbars for soft key menu.

Item Templates

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

1. Tap Tools→Item Templates..., or tap Menu→Item Templates... for soft key menu.
2. Tap the Add... button.
3. Enter a name.
4. Select a note type:
 - Plain Text - set item template for use in Plain Text files
 - Rich Ink - set item template for use in Rich Ink files
 - Rich Text - set item template for use in Rich Text files
5. Tap the General... button.
6. Enter the desired item properties.
7. Tap Ok.
8. Tap the Details... button.
9. Enter the desired item properties.
10. Tap Ok.
11. Tap the Note... button.
12. Enter the desired item note.
13. Tap Ok.
14. Tap Ok to return to the template list screen.
15. Tap Ok to return to the main edit screen.

To modify/delete a template, select the template and tap the Modify.../Delete button.

Note:

- Once item note is entered, the note type of the item template cannot be changed.
- If the template has no note, it will not overwrite the item's note when applied.
- Use the Display menu to filter the templates listed. Current file note type is selected as the default.

Options

To change options, tap Tools→Options..., or tap Menu→Options... for soft key menu.

Display

Field	Description
Font size	Select the font size for display
Use normal font for completed items	Use non strike-out font for completed items
Use gray colour for completed items	Display completed items using gray colour when it is not selected
Show tree lines	Display tree lines in Default View
Progress bar colour	Select a bar colour for progress bar
List display style	Select compact mode display (VGA device only)

General

Field	Description
Longer tap to edit item	Enable edit feature by releasing the tap and hold action before the context menu appears
Save selection change on exit	Consider selection change as modification to the file
Use soft key menus (Windows Mobile 5.0 or later)	Use soft key menu style on Windows Mobile 5.0 or later
Action key press	Select the action for action key press

Note – Note Window

Field	Description
Note window zoom	Set the zoom value for the note window on the main edit screen
Automatic input panel display	Check to display the input panel automatically when the note window receives focus

Note – Full Screen Note Editor Defaults

Field	Description
Wrap to window	Wrap text to window (Rich Ink and Rich Text note only)
Zoom	Set the zoom value for the full screen note editor (Rich Ink and Rich Text note only)
Use Word Mobile for Rich Note editing	Enable the feature for editing note directly in Word Mobile

Defaults

Field	Description
Case insensitive (Find item)	Enable the feature for text search in Find Item
Delete items after export	Check to delete items after export
Reminder sound	Select the sound to play when the reminder is shown

Import/Export – Text Import

Field	Description
Default icon	Select the default icon for text file import
Default note type	Select the default note type for text file import

Import/Export – Export Options

Field	Description
XML export encoding	Select the encoding option for XML export

Icon

Check the favourite icons to display at the beginning of the list.

Create a File

1. If a file is already opened, tap Ok to save and close the current file.
2. Tap the New command bar button.
3. Enter a name and select a location if necessary.
4. Tap Save to continue.
5. Select the type of note.
6. Tap Ok.

Note:

- *It is not recommended to edit voice recording and ink drawing on the desktop version due to the limitation of Rich Ink support on the desktop. The edited note will not convert properly.*
- You can also tap Ctrl+n on file list screen to create a file.

Open a File

1. If a file is already opened, tap Ok to save and close the current file.
2. From the list of TreNotes files, tap the file to open.

Save a File with another Name

1. Tap Tools→File→Save As..., or tap Menu→File→Save As... for soft key menu.
2. Enter a name and select a location if necessary.
3. Tap Save.

Set Password

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

To set a password:

1. Open the file.
2. Tap Tools→Set Password..., or tap Menu→File→Set Password... for soft key menu.
3. Enter a password in the New password field.
4. Enter the password again to confirm in the Confirm password field.
5. Tap Ok.

To remove a password:

1. Open the file and enter the password.
2. Tap Ok.
3. Tap Tools→Set Password..., or tap Menu→File→Set Password... for soft key menu.
4. Enter the current password in the Password field.

5. Leave the New password and Confirm password fields blank.
6. Tap Ok.

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 the Current View

1. Tap Tools→Import/Export→View..., or tap Menu→File→Export→View... for soft key menu.
2. Select indent character(s) if necessary.
3. Tap Ok to continue.
4. Enter a name and select a location if necessary.
5. Select a file format (ASCII or Unicode).
6. Tap Save.

Note:

- Unicode format has a 2-byte BOM.

Export XML

1. Tap Tools→Import/Export→XML..., or tap Menu→File→Export→XML... for soft key menu.
2. Enter a name and select a location if necessary.
3. Tap Save.

Note:

- To export European accent characters correctly, tap Tools→Options... and select ISO-8859-1 from the XML export encoding drop list in the Import/Export tab, or tap Menu→Options... for soft key menu.
- Export XML will export all items from the Default View only regardless of the current view.

Export Links

1. Tap Tools→Import/Export→Links..., or tap Menu→File→Export→Links... for soft key menu.
2. Select level separator if necessary.
3. Tap Ok to continue.
4. Enter a name and select a location if necessary.
5. Select a file format (ASCII or Unicode).
6. Tap Save.

Note:

- Unicode format has a 2-byte BOM.

Export All Notes

1. Tap Tools→Import/Export→All Notes..., or tap Menu→File→Export→All Notes... for soft key menu.
2. Select level separator if necessary.
3. Tap Ok to continue.
4. Enter a name and select a location if necessary.
5. Select a file format (ASCII or Unicode).
6. Tap Save.

Note:

- For Rich Ink and Rich Text files, any non-text element will not be exported.
- Unicode format has a 2-byte BOM.

Export Note

1. Select the item.
2. Tap the Modify Note command bar button, or tap Item→Edit Note for soft key menu.
3. Tap Tools→Export..., or tap Menu→Tools→Export... for soft key menu.
4. Enter a name and select a location if necessary.
5. Select a file format.
6. Tap Save.

Note:

- Drawing, writing, and recording are not exported if you select any type other than Word Mobile or Pocket Notes.
- Pocket Notes files will be synchronized into desktop Outlook.
- Word Mobile files copied to the desktop will be converted to Word format.
- The Unicode Text output file has no BOM.

Export Items

To export items in TreNotes file format:

1. If the current view is not the Default View, tap View→Default View, or tap Menu→View→Default View for soft key menu.
2. Tap Tools→Import/Export→Items..., or tap Menu→File→Export→Items... for soft key menu.
3. Select one of the options.
 - Completed items only - all completed items
 - Completed items only (with hierarchy) - all completed items with their hierarchies preserved
 - Selected item(s) - only item(s) selected from the list below
 - Currently selected item only (with children) - only the selected item and all its children
4. Check the Delete after Export check box if you want the exported items to be deleted.
5. Tap Ok to continue.
6. Enter a name and select a location if necessary.
7. Tap Save.

Note:

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

Import Data

There are 2 ways to import data:

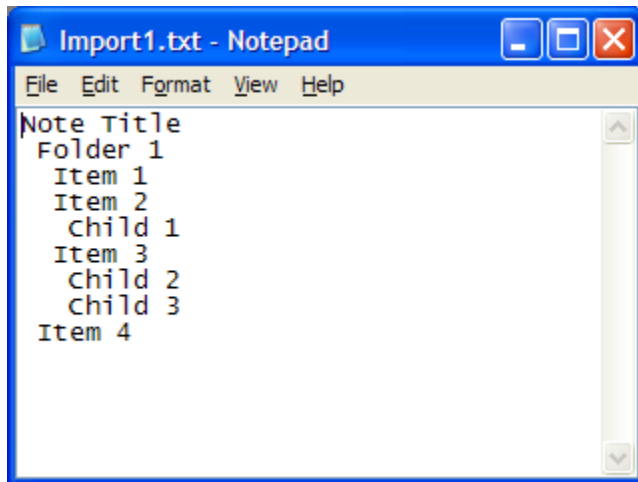
- Create a TreNotes file from a specially formatted text file.
- Import items from another TreNotes file.

Import Text File

The text file is formatted in a special way to define the structure of a TreNotes file. The important characteristics:

- The first line of the text file is the title of the TreNotes file. It should not have leading space.
- Each item is separated by a new line.
- Items in the first level have one leading space.
- To start a child level, add one space; e.g. a parent with 2 leading spaces, its children must have 3 spaces.
- Import will terminate if the above format is not followed.

Sample file:



To import a text file:

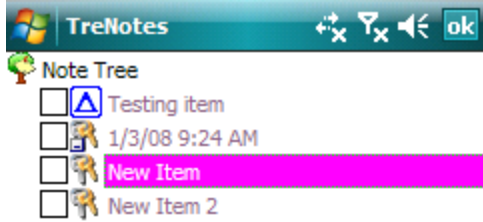
1. From the file list screen, tap Tools→Import..., or tap Menu→Import... for soft key menu.
2. Select Text Files in the Type combobox.
3. Select a file from the list.
4. Select the type of note to be used.
5. Tap Ok.
6. Please wait while the list is importing. If there is any invalid entry, the import will terminate and a message is displayed. Otherwise, the imported list is displayed.

Note:

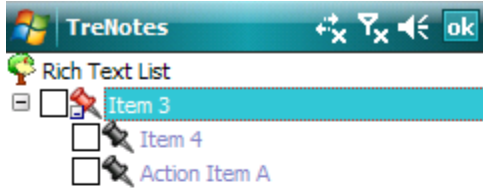
- The created TreNotes file uses the same name as the import text file.

Import TreNotes File

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

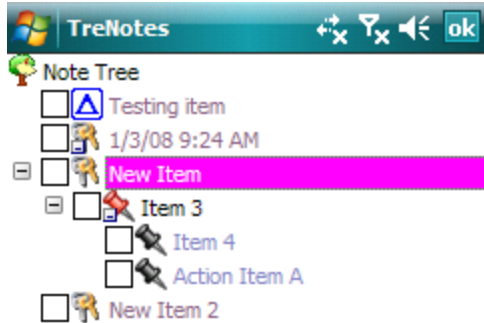


Selected (parent) item in the destination file.



File to be imported.





Result after import.



To import a TreNotes file:

1. If the current view is not the Default View, tap View→Default View, or tap Menu→View→Default View for soft key menu.
2. Select the parent item of the import file.
3. Tap Tools→Import/Export→Import File..., or tap Menu→File→Import File... for soft key menu.
4. Select a file from the list.
5. The imported list is displayed.

Import Note

1. Select the item.
2. Tap the Modify Note command bar button, or tap Item→Edit Note for soft key menu.
3. Tap Tools→Import..., or tap Menu→Tools→Import... for soft key menu.
4. Select the appropriate folder and file type.
5. Select a file from the list.
6. The imported note is displayed.

Quick Entry Bar

Use Quick Entry Bar to enter items quickly:

1. Tap View→Windows & Toolbars→Quick Entry Bar, or tap Menu→Windows & Toolbars→Quick Entry Bar for soft key menu.
2. Select/Enter a category if necessary.
3. Select an icon if necessary.

4. Tap the Italic Style button if necessary.
5. Tap the Item Add As Child button if necessary.
6. Tap the Add Item (+) button.
7. Enter a name for the item.
8. Tap Enter.

Note:

- Notes cannot be entered using the Quick Entry Bar.
- Quick Entry Bar is a global option. To remove it, uncheck Quick Entry Bar.

Shortcut Keys

To use TreNotes more efficiently, the following shortcut keys are available:

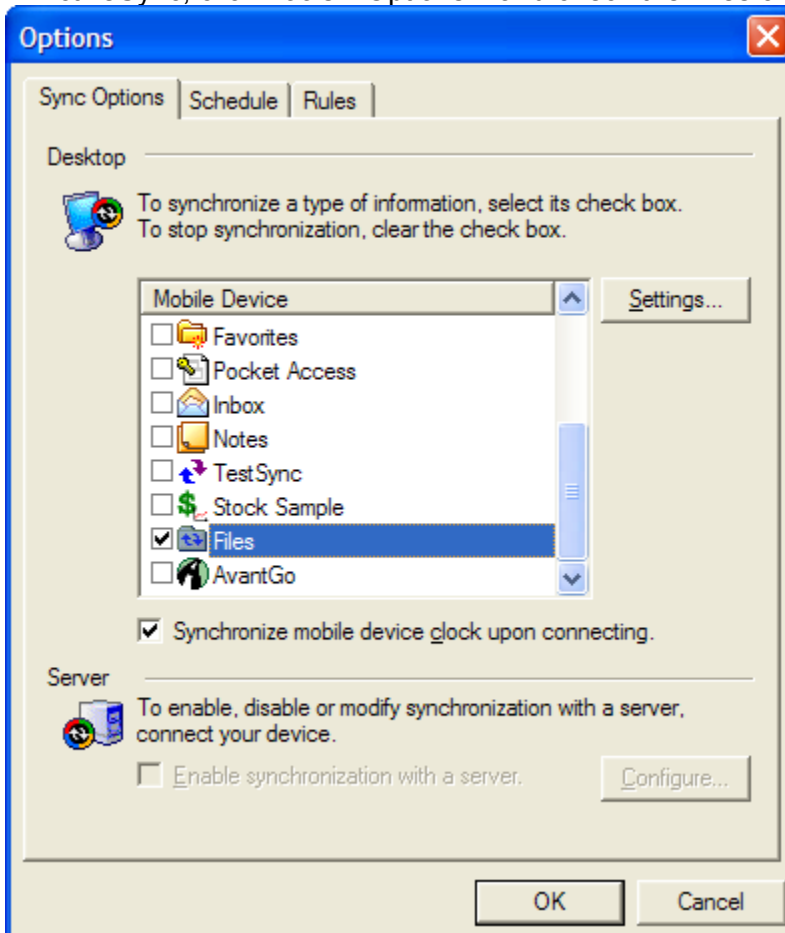
Key	Description
Ctrl+n (on the file list screen)	Create a new file
Ctrl+i	Create a new item
Ctrl+f	Open the search screen
Ctrl+s	Save the current file
Ctrl+q	Save the current file and exit TreNotes
→ (right arrow on key pad)	Expand all the children of a parent or move the selection to the first child of the item if already expanded
← (left arrow on key pad)	Collapse all the children of a parent or move the selection to the parent of the item if already collapsed

TreNotes File Synchronization with Desktop TreNotes

To achieve file synchronization between TreNotes and Desktop TreNotes, you need to edit the file under the sync directory. **However, you must not edit the same file on both versions at the same time.**

To enable file synchronization of TreNotes files:

1. In ActiveSync, click Tools→Options... and check the Files check box.

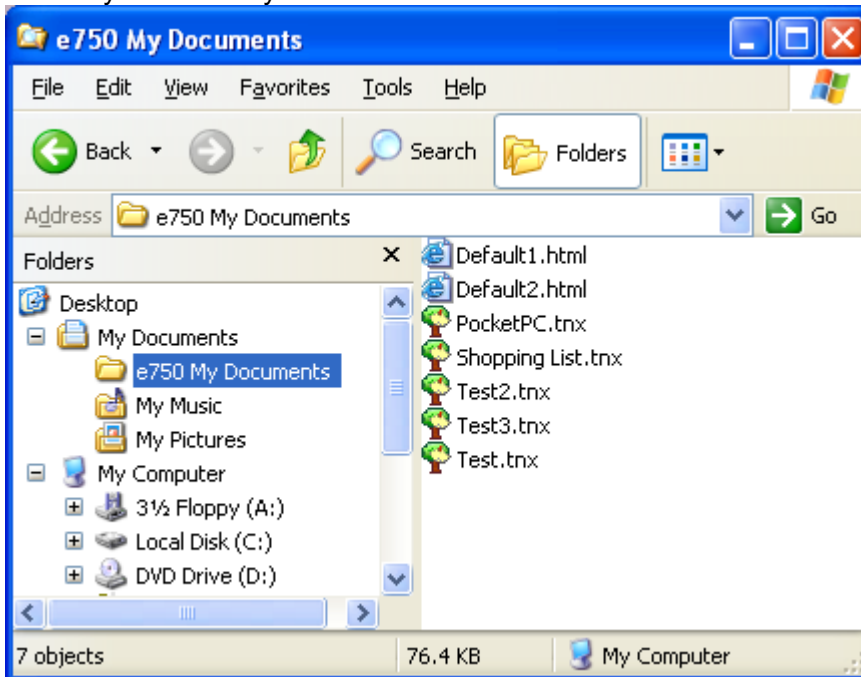


On Windows Vista, open your device in Sync Center, select Mobile Device Settings→Change content sync settings and check the Files check box.



2. Click OK for ActiveSync, or Save for Windows Mobile Device Center.
3. Wait until synchronization is completed.

- Using desktop Windows Explorer, locate a directory under \My Documents that is named as "<Device Name> My Documents", i.e. if the device partnership is named e750, the directory is "e750 My Documents".



- Double click on a TreNotes file to edit. Any saved changes will be synchronized to the device.

Note:

- This feature will sync all files in the \My Documents directory on the device main storage. Please refer to ActiveSync or Windows Mobile Device Center documentation for more details.