

The KNotes Handbook

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Abstract

KNotes is a sticky notes application for the desktop.

Chapter 1

Introduction

KNotes is a program that lets you write the computer equivalent of sticky notes. The notes are saved automatically when you exit the program, and they display when you open the program.

You may print and mail your notes if you configure KNotes to use helper applications.

Display features of notes such as color and font may be customized for each note. You may also customize the defaults.

Chapter 2

Using KNotes

Creating a new note: To create a new note right mouse button click on the KNotes panel icon and select New Note.

You can create a new note containing the contents of the clipboard by selecting New Note From Clipboard.

Writing your note: To write your note, simply type the note in the space provided. Normal keyboard and mouse editing functions are supported. Right clicking in the editing space provides the following menu options:

- Undo (**Ctrl+Z**)
- Redo (**Ctrl+Shift+Z**)
- Cut (**Ctrl+X**)
- Copy (**Ctrl+C**)
- Paste (**Ctrl+V**)
- Clear
- Select All (**Ctrl+A**)

Text may be selected by holding down the left mouse button and moving the mouse, or by holding down the **Shift** key and using the **arrow** keys.

Inserting the date: To insert the current date in the Note right mouse button click on the title bar of the note and select Insert Date.

The current date and time will be inserted at the cursor position in the text of the note.

Renaming a note: To rename a note right mouse button click on the note title-bar and select Rename....

Type the new name of the note in the dialog that appears. To accept the new name, press the OK button. To exit the dialog without renaming the note, press the Cancel button.

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Mailing a note: To mail a note right mouse button click on the note titlebar and select Mail...

What happens next depends on how you configured the Mail action in the Settings dialog.

Printing a note: To print a note right mouse button click on the note titlebar and select Print (**Ctrl+P**).

A standard KDE print dialog will open.

Deleting a note: To delete a note right mouse button click on the note titlebar and select Delete.

Hiding a note: To hide a note, click the X in the upper right corner of the titlebar of the note or select Hide (**Esc**) in the context menu. The note will no longer be displayed on the screen. The note itself will not be deleted.

Displaying notes: When you start KNotes, all notes will display on the screen. If you hide a note and later want to display it, left mouse button on the KNotes panel icon and select the note you wish to display.

Desktop functions: To send a note to a specific desktop, right mouse button click on the title bar of the note and select To Desktop. Choose the desktop desired, or alternatively, All Desktops

To make the note remain on top of other windows right mouse button click on the titlebar of the note and select Keep Above Others.

To return the note to more normal window behavior, select Keep Below Others.

Quitting KNotes To quit KNotes right mouse button click on the panel icon and select Quit.

Chapter 3

Configuration

3.1 Configuring KNotes Default Settings

To configure KNotes right mouse button click on the panel icon. Select Configure KNotes... The KNotes KNotes Settings dialog will open.

THE DISPLAY SECTION

Text color: The color square shows the current text color. By clicking this color square you open the standard KDE color selection dialog.

Background color: The color square shows the current background color. By clicking this color square you open the standard KDE color selection dialog.

Default width: The width of the note in pixels. Edit this number as desired.

Default height: The height of the note in pixels. Edit this number as desired.

Show note in taskbar By default, KNotes notes do not show an entry in the taskbar for each note. If you prefer they do so, enable this option.

Remember desktop .

THE EDITOR SECTION

Tab Size This is the size of the indent produced by the **Tab** key in spaces. Edit this number as desired.

Auto Indent This is a check box. If selected, auto-indenting is on.

Rich text Not yet implemented

Title font: You can change the font used for the title of your notes.

Click Choose... to open the standard KDE font selection dialog.

Text font You can change the font used for the text of your notes.

Click Choose... to open the standard KDE font selection dialog.

THE ACTIONS SECTION

Mail action Type a mail command and any required command line switches in this box.

By using %f in the command line you can pass the filename of the note body to the mail command.

3.2 Customizing a Single Note Display

You can customize each note independently of the global settings. The settings you can customize are identical to those described in the [Configuration](#) section, but they will apply only to the note you are changing. Any other open notes, and any new notes you create, will use the default settings.

To customize a single note display right mouse button click on the note title bar and select Preferences....

A dialog with the Display and Editor pages will open, allowing you to configure the note.

3.3 Configure Resources

KNotes can use multiple resources for loading and storing its contacts. After starting KNotes for the first time you will have a default resource installed that saves all notes in a file under `$HOME/.kde/share/apps/knotes/notes.ics`; you can add more resources by using the Resource Configuration dialog, which is available in the System Settings under Advanced-> KDE Resources:

Load the configuration module you want to add your resource(s) to by selecting it from the drop down box at the top of the Resources section. The module for configuring KNotes's resources is Notes.

Launch the Resource Configuration dialog by pushing the Add... button. Choose the resource you want to add to your Notes module and click OK to confirm your choice.

Notes in Local File All notes will be stored in a local file

IMAP Server via KMail This resource stores notes as messages on an IMAP server. KMail is used to access the IMAP server, therefore, if you use this type of resource, KMail will open whenever you access the address book, if it (or Kontact) are not already running.

Notes on Scalix Server via KMail To be written

eGroupware Server (via XML-RPC) To be written

After selecting the type of resource another dialog appears where you can configure the resource-specific settings.

KNotes needs a standard resource, where all contacts should be saved if no other resource is specified; for this reason, after starting KNotes the first time, there is already a resource available. If you want to use another resource as the standard resource, use the Use as Standard button to select it. You must have both read and write access to the new standard resource, otherwise you will not be able to select it.

Chapter 4

Credits and License

KNotes

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