THEBRAIN® 7

The Ultimate Digital Memory

Using the Notes Tool

Companion for using Version 7 of TheBrain.
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Using TheBrain Tools

You can think of each of TheBrain's six Tools as a personal assistant who is ready to help when asked. You can give any of them the day, week, or year off if you choose not to use their services, but they're all standing by, ready to assist you—-at the click of your mouse.

Figure 1. TheBrain's Six Tool Tabs

Tools Overview

Each of the six Tool tabs can be displayed on any side of the Brain window. You can change their size to suit your preferences. Here are general guidelines that apply to all Tools:

- To access a Tool, click its tab. For example, to access the **Calendar** Tool, click the **Calendar** tab.

- To *enter* information using a Thought-specific Tool, activate the Thought, then click the Tool's tab.

- To *view* Thought-specific Tool information for a particular Thought, use the mouse to point to that Thought or press an arrow key on the keyboard and highlight it. If no Thought is highlighted, the information displayed is for the active Thought. Because the **Search** Tool and the **Reports** Tool do not pertain to specific Thoughts, their window content is not affected by the active or highlighted Thought.
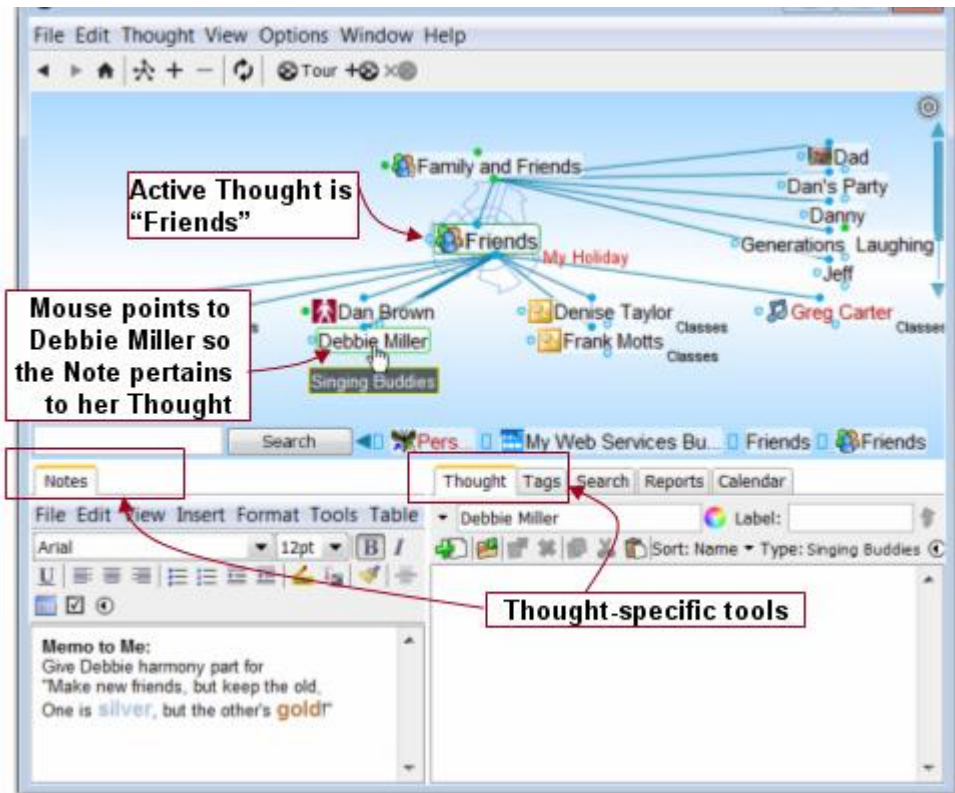
Figure 2. Some Tools Pertain to Specific Thoughts

- **To make the Tools window taller or shorter**: Point at the area just above the Tools window. When the sizing mouse pointer appears, drag up or down to make the window taller or shorter.

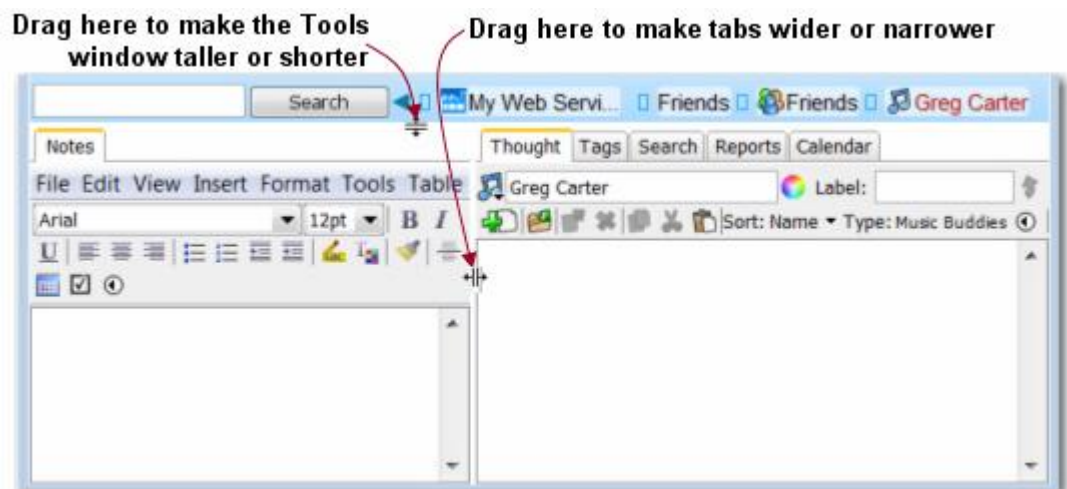- **To make a Tools tab wider or narrower**: Drag the middle border left or right.

Figure 3. Sizing the Tools Window

- **To separate a Tool from other Tools:** Drag its tab to the side of the Plex or any other Tool pane. You can drop tabs on the side area of any pane to move the associated Tool there.
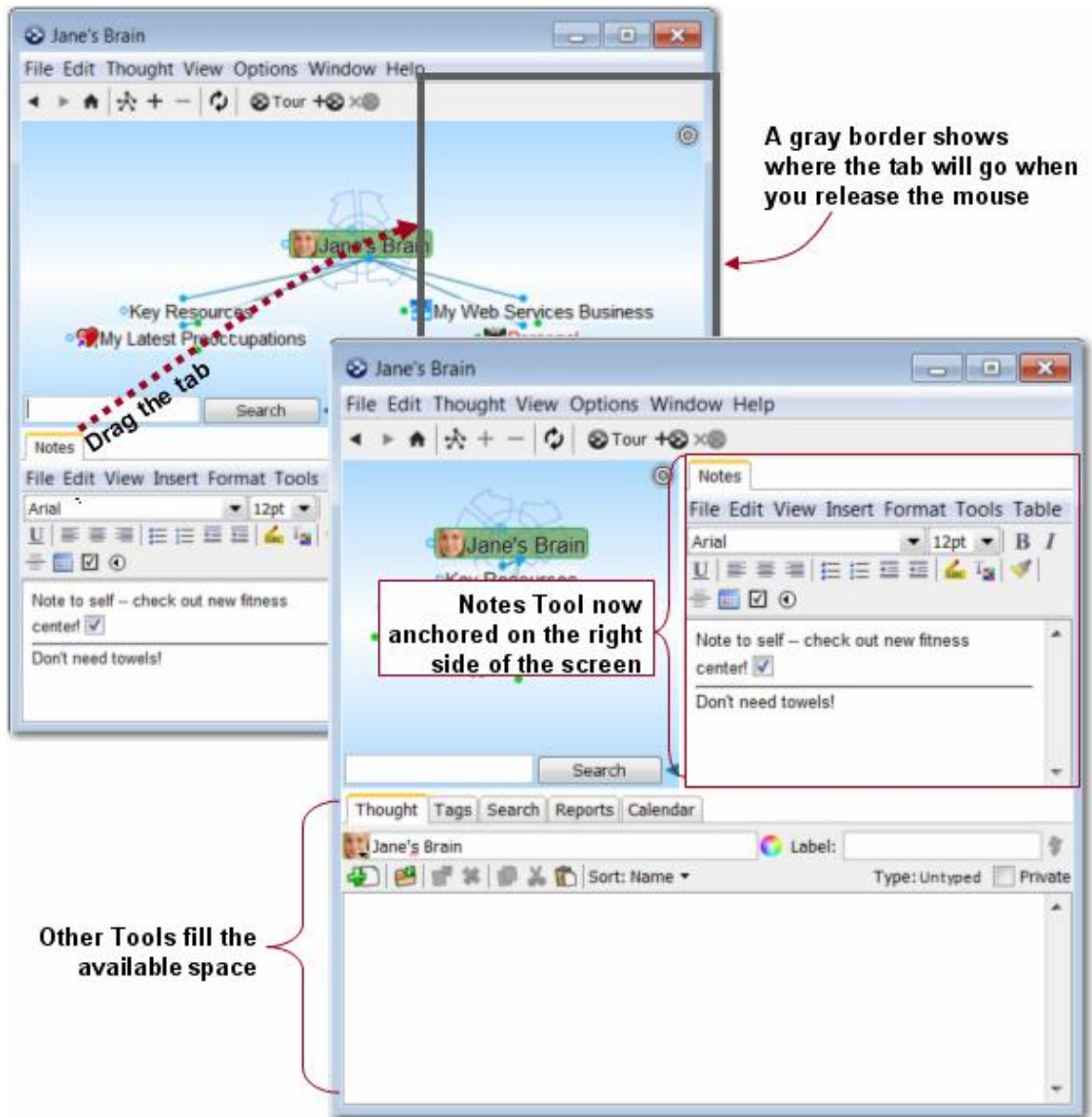

A gray border shows where the tab will go when you release the mouse

Drag the tab

Notes Tool now anchored on the right side of the screen

Other Tools fill the available space

Figure 4. Docking a Tool in the Plex

- ▪ **To merge a Tool into another Tool's window:** Drag its tab to the center of another Tool's window.
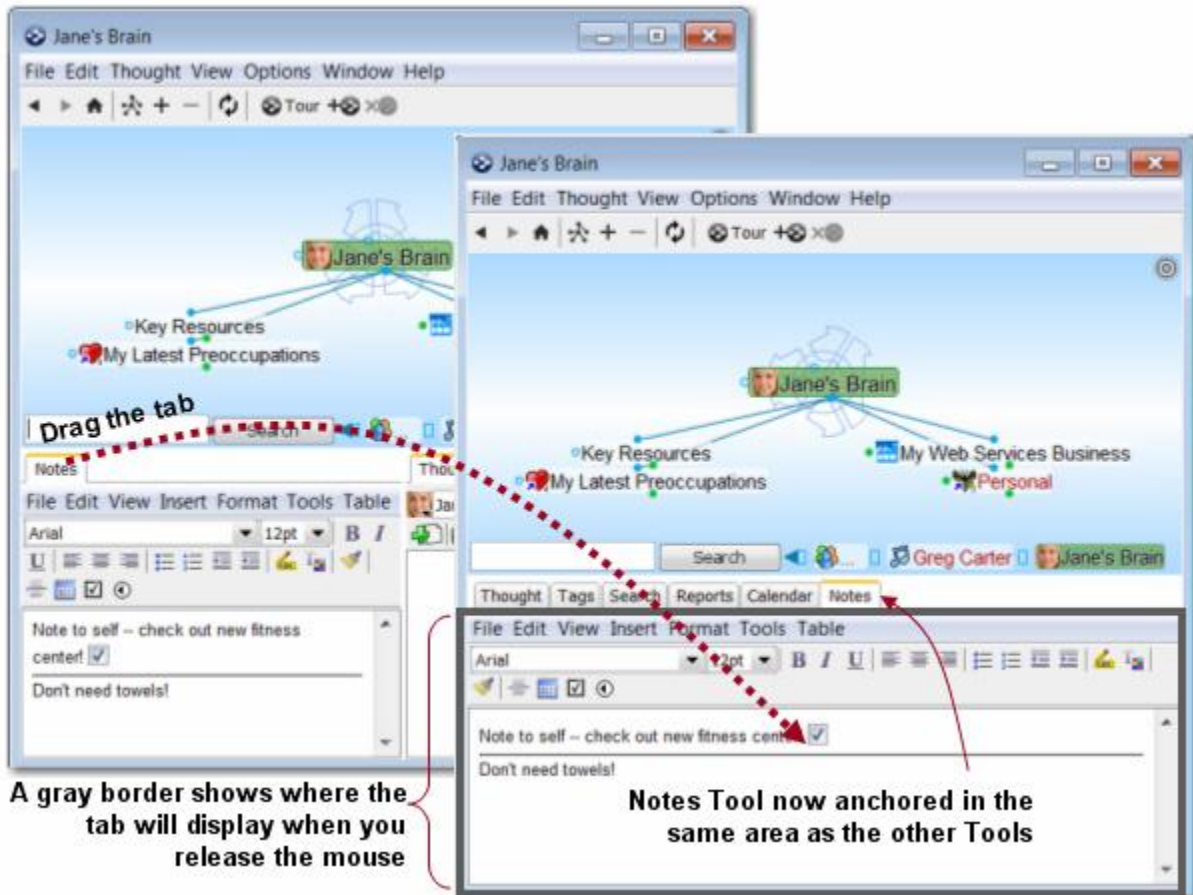

Figure 5. Merging a Tool with Other Tools

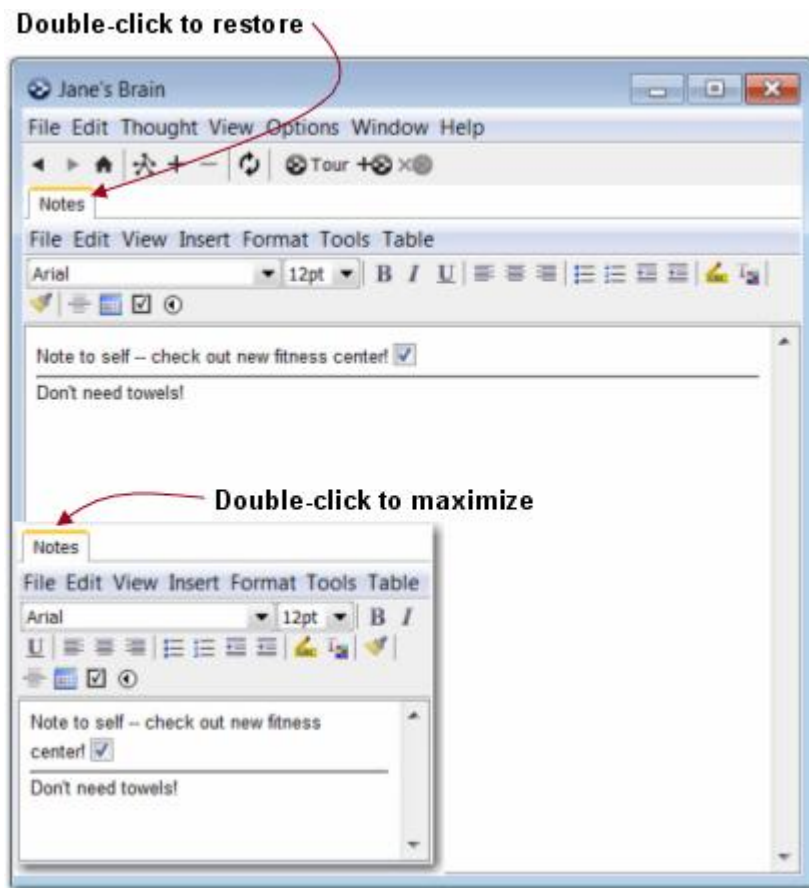▪ **To maximize or restore a Tool:** Double-click on the Tool's tab.

Figure 6. Maximizing and Restoring a Tool

▪ **To open Notes in floating windows that remain open when another Thought is active:** Activate the Thought whose Note should remain open in a separate window, click the **Thought** menu, then click the **Open Notes Window** command.

Tip: Click the **Reset Tools Layout** command on the **Options** menu any time to restore the Tools to the default layout.
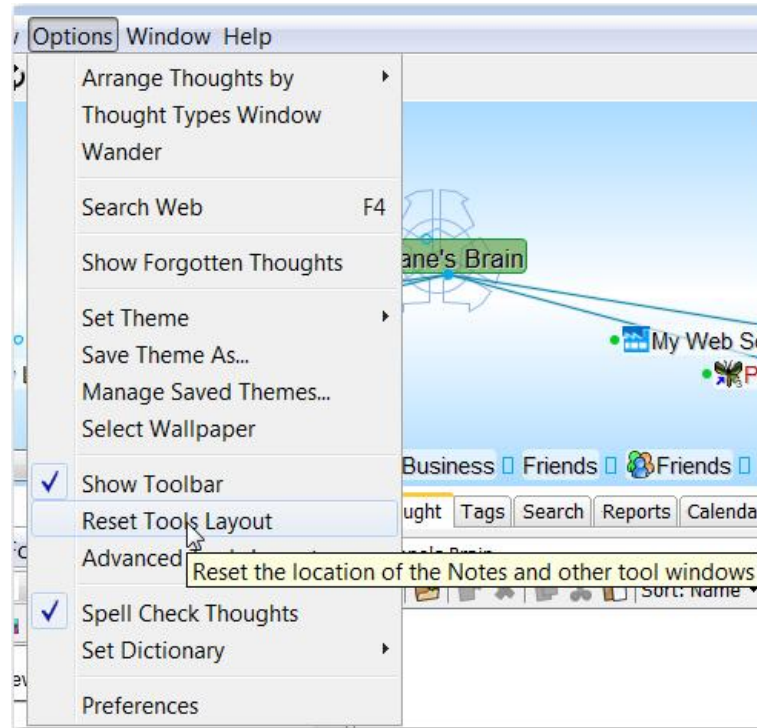
Figure 7. Restoring the Default Tool Tabs Layout
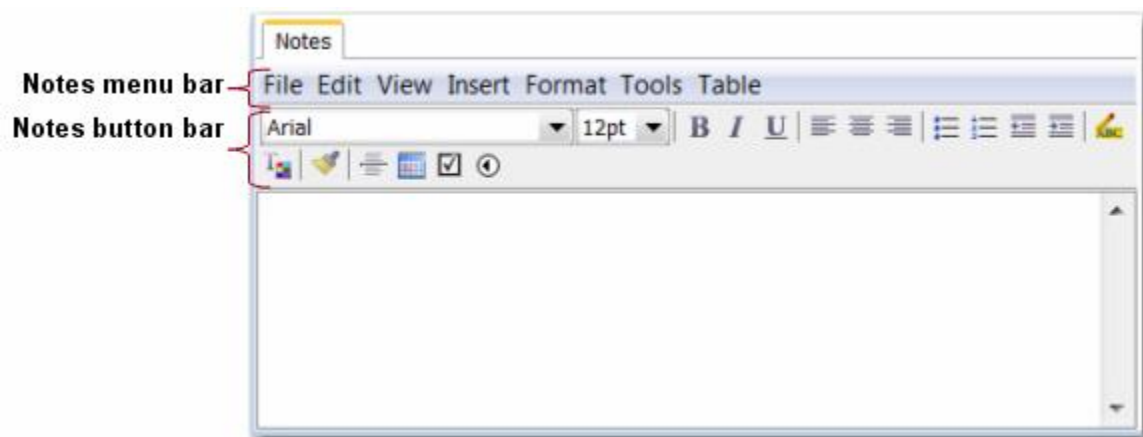
Notes Tool

Figure 8. Notes Tab

Notes associated with a Thought are visible when the **Notes** tab is active. They can be extremely useful for annotating or expanding information about your Thought.

Notes are HTML-based, making it easy to embed hyperlink, images, and more. Also, HTML-based notes can be conveniently published on the Web.

Using Notes Menu Commands

The menu bar at the top of the **Notes** tab contains menus that pertain only to Notes. Some commands are global for all Notes and some apply to just the active note. For example, all **View** menu commands pertain to Notes for all Thoughts while the **Format** menu commands pertain to the specific Note that is active.

Using the Notes Toolbar

The Notes toolbar includes tools for basic word processing activities. You've probably used many of these buttons before in multiple applications.

Figure 9. Notes Toolbar

Entering Notes

To enter a Note, activate the Thought to which the Note pertains, then click in the open area below the Notes toolbar buttons and begin typing. By default, text appears in Design view, but you can switch to the HTML view if needed. Optionally, you can select a different typeface, font size, text color, or other attribute first, and then begin typing.

Notes are saved automatically when another Thought is activated.

The standard techniques you use in other text editors when you type, revise, and format in TheBrain Notes:

- Allow automatic word wrapping to control line endings, except when you want to begin a new paragraph—press the **Enter** key to begin a new paragraph.

- If you want to change the appearance—type face, size, color, highlighting— and want to have control over exactly which text becomes formatted, select the text first.

- Standard text selection techniques work in Notes:

  - Drag the mouse through text to select it, or
  - Click at the beginning of the text, then hold down the **Shift** key as you click at the end of the text to select all text in between, or
  - Double-click to select an entire word, triple-click to select an entire line

- Standard keyboard shortcuts—such as **Ctrl**-C for **Copy**, **Ctrl**-V for **Paste**, and **Ctrl**-A for **Select All**—work as you would expect in Notes. (On Mac OS, the standard Command key shortcuts also work.) You can copy and paste within Notes and between TheBrain and other applications.

One special feature for TheBrain Notes is that if **no** text is selected and you select a formatting command such as bold, highlighting, or change in typeface or font size, the formatting will apply to the entire word in which the cursor is currently blinking.

Tip: You can press **Ctrl**-Z (or click the **Edit** menu, then click the **Undo** command) to immediately undo your most recent action in Notes.

Saving Notes

While Notes are saved automatically when another Thought is activated, if you are typing a note that is very long you may want to perform manual "interim saves" to guard against losing information in the event of a power failure.

To save a note manually:

1. Click the **File** menu within the **Notes** tab.
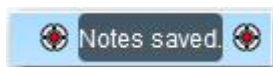
2. Click the **Save** command.

Figure 10. Notes Saved Message

A "Notes saved" message will appear in the upper-right area of the Plex to confirm the success of your action. The **Save** command will be grayed in the **File** menu until you make a new change in the active Note.

Tip: Ctrl-S is the keyboard shortcut for saving the active Note.

Printing Notes

To print the active Note, click the **File** menu within the Tools window, then click the **Print** command. The **Print** dialog box will open and you can fine-tune your print request.

Notes may be printed when using a Mac by clicking the **Print** command on the **File** menu in the Notes tool.

Checking Your Spelling

A spell checker is automatically at work for your Notes. Potential misspellings are automatically highlighted and you can right-click to view suggested spellings. Click the suggestion of your choice to replace the misspelled word. You can customize the dictionary by adding words to it.
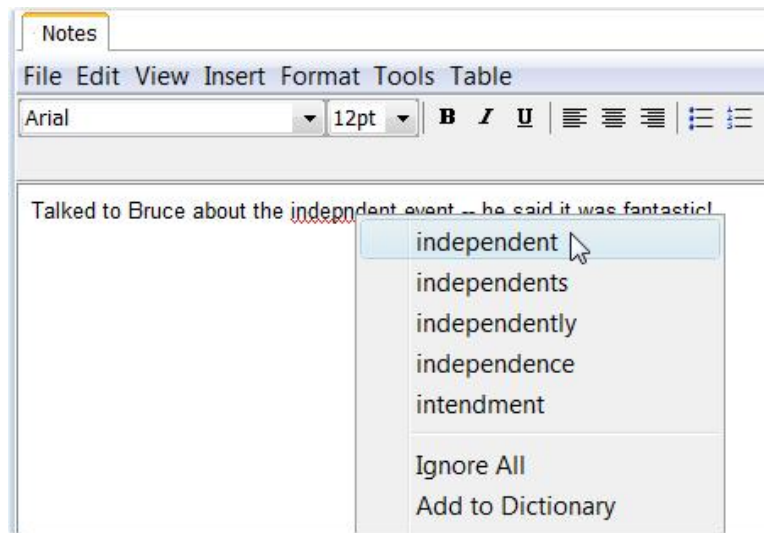
Figure 11. Spell Checker in a Note

If you prefer not to see misspellings flagged as you type:

1. Click the **Tools** menu in the **Notes** tab.

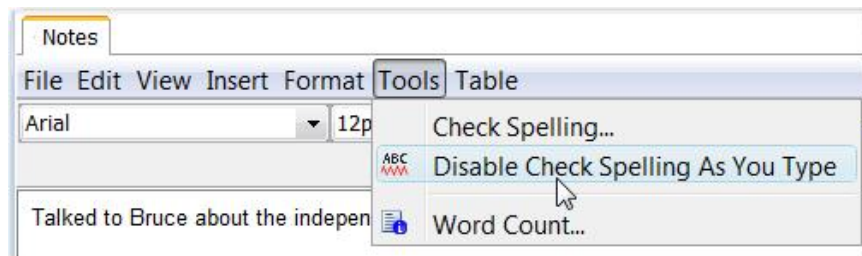2. Click the **Disable Check Spelling As You Type** command.

Figure 12. Disabling Spell Checking

This is a toggle command. When you want to turn the feature on again, click the **Tools** menu and click the **Enable Check Spelling As You Type** command. You can always check spelling manually by clicking the **Check Spelling** command.

Copying Formatting

You can use the **Format Painter** button to copy formatting you've used in a Note to other text within the same Note. You may have used a **Format Painter** button in other applications and it works similarly.

1. Use the mouse to select one or more characters that have formatting you want to copy (or just click within text that has the formatting you want to copy).

2. Click the **Format Painter** button.

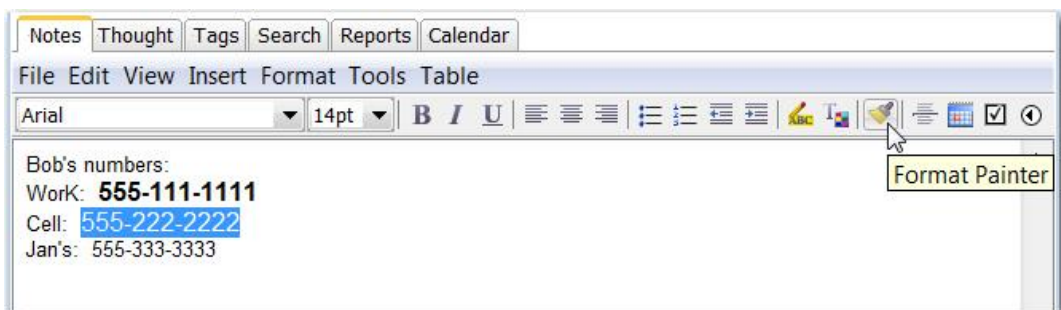3. Select the text that should receive the formatting.

Figure 13. Format Painter Button

Insert Horizontal Rules

To insert a horizontal rule (line) for organizing Notes into sections visually:

1. Click in the Note where you want the horizontal rule to appear.

2. Either click the **Insert Horizontal Rule** button in the **Notes** tab toolbar or click the **Insert Horizontal Rule** button on the **Insert** menu.
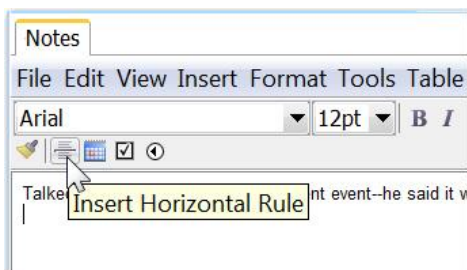

Figure 14. Inserting a Horizontal Rule

To remove a horizontal rule:

▪ Click within the rule to select it, then press the **Delete** key (or press the **Ctrl**-X combination key).

Inserting Tables

You can insert tables into your Notes.

1. Click where you want the table to be inserted within the Note.

2. Click the **Insert** menu, then click the Insert **Table** command. The **Insert Table** dialog box will be displayed.
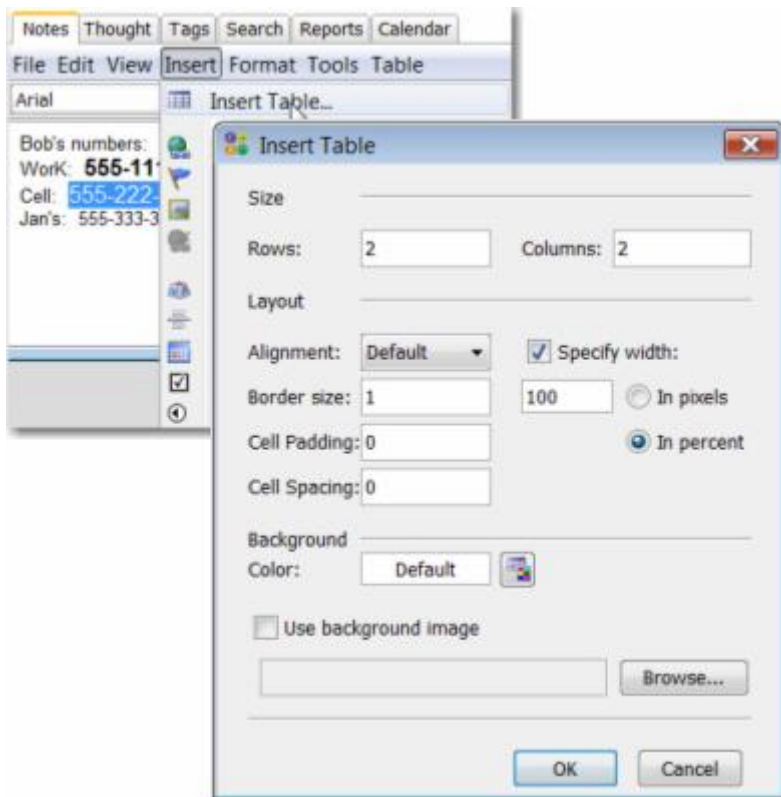
Figure 15. Insert Table Dialog Box

3. By default, the table will have two rows and two columns. You can change these settings or any of the other default settings to suit your needs. Click the **OK** button when the settings are as you want them to be.

4. Unless you've changed the default settings, the table will span 100% of the Note width. You can change the width of any column by dragging the vertical bar on the right border of the column.
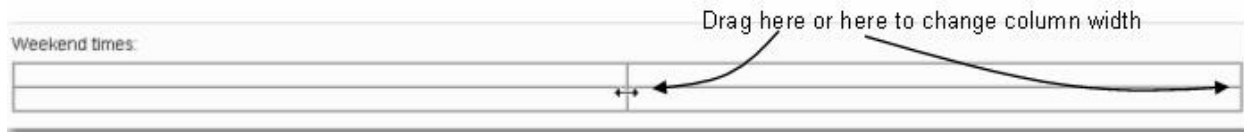

Figure 16. Changing Column Width

Tip: Wait for the mouse pointer to appear as a double-headed arrow before you try to drag a column border.

If you are accustomed to using tables in other applications, the techniques will be very familiar to you:

- **Move from cell to cell:** Press the **Tab** key

- **Add a new row to the end of the table:** Click in the last cell, then press the **Tab** key

- **Delete a row or column:** Select the row (by dragging through it or pointing at its left-most border) or select the column (by dragging through it or pointing at its top-most border), then press the **Delete** key
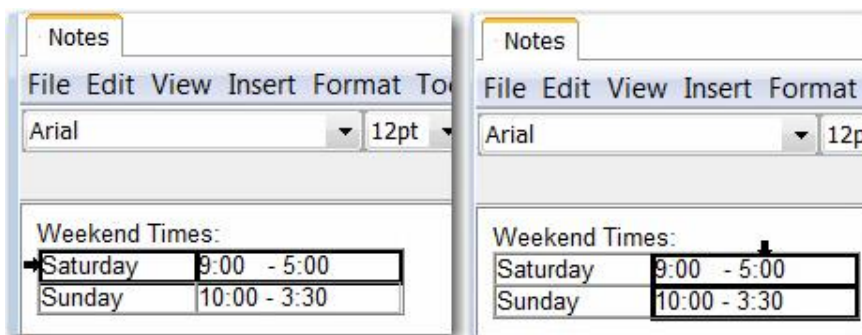

Figure 17. Selecting Table Rows or Columns

- **Format table content:** Select the table cells (by dragging or pointing) then apply text formatting as usual, using the buttons in the **Notes** tab

Create Task Lists

To create a quick task list with selectable check boxes:

1. Click in the Note where you want the check box to appear.

2. Either click the **Insert Checkbox** button in the **Notes** tab toolbar or click the **Insert Checkbox** button on the **Insert** menu.
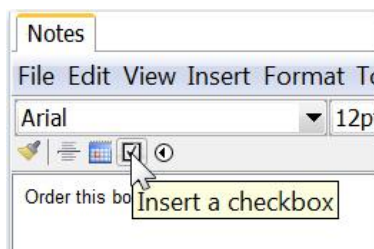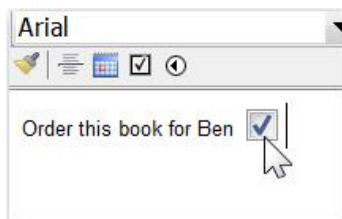

Figure 18. Inserting a Check Box

3. When a task is complete, you can click in the check box to display a check mark.

Link to Thoughts in Notes

To insert a link to another Thought:

1. Select the name of the Thought within the Note text.

2. Click the **Insert Link to a Thought** button in the **Notes** tab toolbar or click the **Insert Link to a Thought** button on the **Insert** menu.
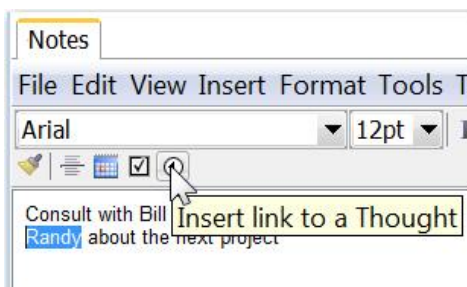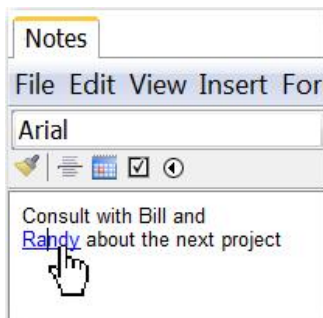

Figure 19. Inserting a Link to a Thought

To follow the link to the designated Thought:

- Hold down the **Ctrl** key while clicking the link. As soon as you press the **Ctrl** key, the mouse will appear as a pointing hand (assuming it is positioned on the link).

After the link has been created, you can change the text of the link and rename the Thought without breaking the link.

Insert URL Addresses

To insert a dynamic URL in a Note:

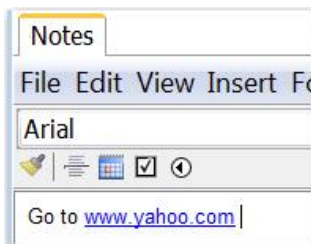- Type the URL (such as "www.yahoo.com") following it with a space or a comma.

Figure 20. Inserting a Dynamic URL

To go to a URL embedded in a Note:

▪ Hold down the **Ctrl** key while clicking the URL. As soon as you press the **Ctrl** key, the mouse will appear as a pointing hand (assuming it is positioned on a Web address).

Embedding Hyperlinks

You can insert hyperlinks into your Notes and use them to open Web pages or email addresses.

1. Click the **Insert** menu, then click the **Insert Hyperlink** command.

2. Enter the text you want to see in the Note in the **Text to display** field.

3. Either paste the address (if you have copied it from the address bar when the site was open) or type the address in the **Address** field.
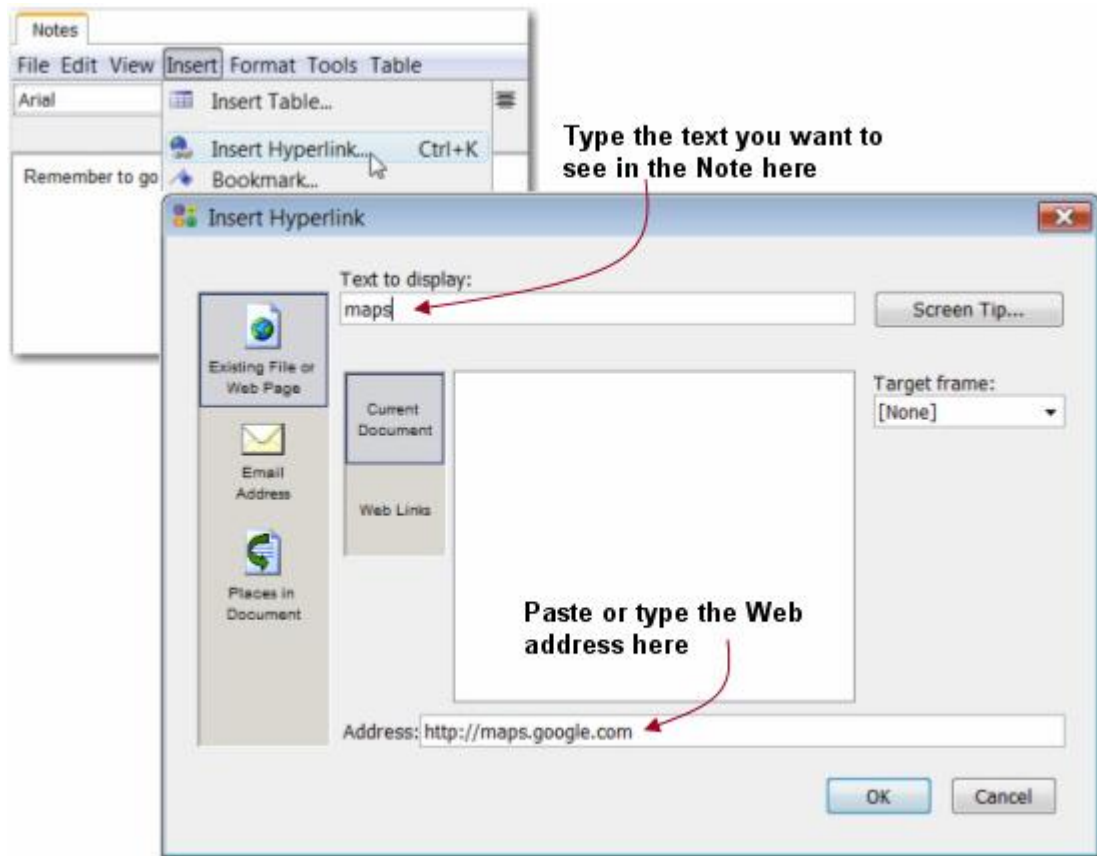
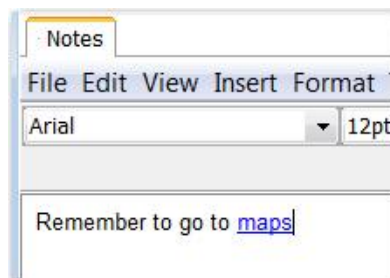**Figure 21. Insert a Hyperlink in a Note**

4. Click the **OK** button.

Figure 22. Appearance of a Hyperlink in a Note

To use the hyperlink once it's embedded in your Note, hold down **Ctrl** while you click the link.

Adding Images to Notes

1. In the Notes tool, click where you want the picture to display, click the **Image** menu, then click the **Insert Image** command.

2. Click the **Browse** button to navigate to the image file of your choice. After you click the filename, click the **Insert** button.

3. Click the **OK** button. The picture will display in the Notes tab.

To change the size of the inserted picture, click it once to select it, then drag any of the handles to make the picture larger or smaller. To delete the picture, just click on it, then press the **Delete** key.

Counting Your Words

You can find out how many words and characters are in the active Note.

1. Click the **Tools** menu in the **Notes** tab.
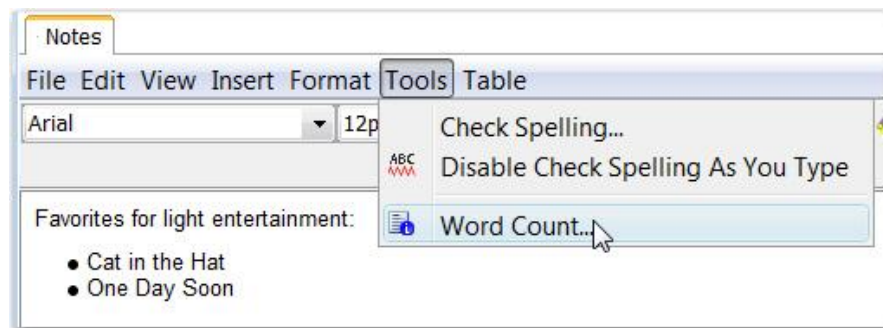
2. Click the **Word Count** command.

Figure 23. Counting Words

3. When you are finished looking at the information in the **Word Count** message box, click the **OK** button.
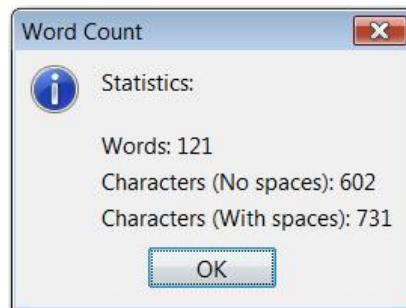

Figure 24. Word Count Message Box

Customize the Date and Time Format

You can choose the exact style you want to use for dates and times inserted into your Notes.

To customize the date format:

1. In the **Notes** tab, click the **File** menu, then click the **Set Date Format** command.
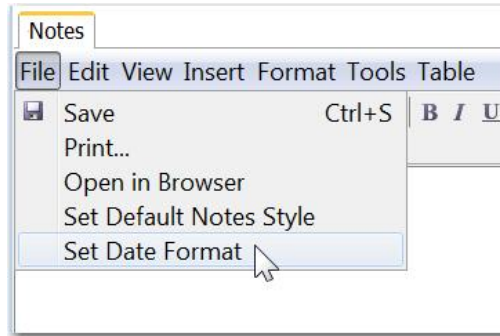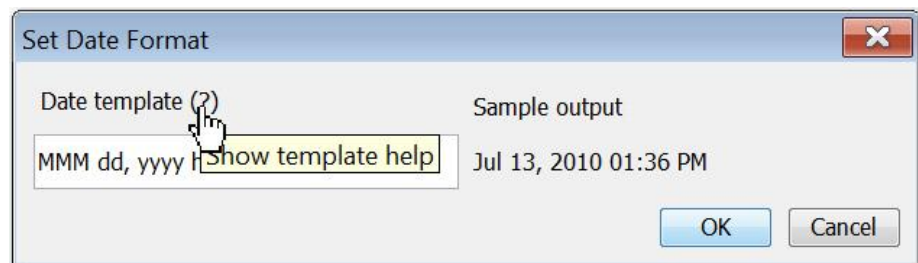
Figure 25. Setting the Date Format

2. In the **Set Date Format** dialog box, type or edit the template in the text field. Click the **Show Template Help** button for explanations of what each template character means.

Some example templates:

To see this ...	Enter this template ...
Tue Jul 13, 2010 01:36 PM	EE MMM 33, yyyy hh:mm a
July 13, 2010 01:36 PM "PDT"	MMMM 33, yyyy hh:mm a "zzz"
07/13/10 01:36 PM	MM/dd/yy hh:mm a

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