



STICKYBRAIN™

USER'S GUIDE

CHRONOS LLC

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Chapter 1

Welcome to StickyBrain

StickyBrain is your universal note manager. Use it to store all of the miscellaneous information that doesn't fit neatly anywhere else. This fourth generation note manager makes it easier than ever to find and access your notes from any application. StickyBrain is bound to become one of the most used and useful pieces of software on your computer. For a list of new features in version 4 please visit our web site at <http://www.chronosnet.com>.

System Requirements

- Apple Macintosh G3 or higher
- Mac OS X v10.4.3 or later
- 60MB of available disk space
- CD-ROM drive

Upgrade Information

If you are currently running StickyBrain 2.x or 3.x, StickyBrain 4.x can easily import and convert your notes from these earlier versions. This section will describe this process and any issues related thereto. It assumes you already know how to use StickyBrain.

To convert your 3.x notes to StickyBrain 4.x:

Before you convert your notes, you should always make a backup of your database first. Follow the steps below to back up your StickyBrain 3 notes and convert them to StickyBrain 4.

1. Launch StickyBrain 3. Note: you will not be able to launch StickyBrain 3 after installing StickyBrain 4.
2. Choose File > Back up All Notes, and save a backup of your notes to a safe location on your hard disk if you don't already have a backup.
3. Quit StickyBrain 3.
4. Install StickyBrain 4. For more information see *Installing StickyBrain* on page 5. Please note that when you install StickyBrain 4, it will replace StickyBrain 3 on your computer so it's important to make a backup first.
5. Launch StickyBrain 4. The first time you launch StickyBrain 4, it will automatically convert the database to the new format.

To import and convert your 2.x notes to StickyBrain 4.x:

1. Install StickyBrain 4. For more information see *Installing StickyBrain* on page 5.
2. Launch StickyBrain 4. The first time you launch StickyBrain 4 a new notes database will be created containing some default notes. Your StickyBrain 2 notes are in a separate file and can optionally be imported into the StickyBrain 4 database by following the next step.
3. Choose File > Import Notes.
4. Select "My default StickyBrain 2 File".
5. Click OK. StickyBrain will automatically import and convert your StickyBrain 2 notes. Depending on the number and size of the notes, the conversion process may take awhile. Please be patient.

Note: It is highly recommended that you do not switch to other applications during the conversion process.

To convert a 1.x database to 4.x database:

StickyBrain 4 cannot directly convert a version 1.x database to the new 4.x database format. Rather, you must first use StickyBrain 2 to convert from 1.x to 2.x. Then follow the instructions in the previous section to convert from 2.x to 4.x. StickyBrain 2 is still available for download from www.chronosnet.com.

Installing StickyBrain

- To install StickyBrain from a CD, insert the StickyBrain CD into your computer's optical drive and double-click the installer icon.
- To install StickyBrain from a download, open the StickyBrain disk image on your desktop and double-click the installer icon.

What Gets Installed?

The StickyBrain installer will install the following items on to your hard disk.

- **StickyBrain.** This is the main StickyBrain application. The StickyBrain application will be installed into a folder named "StickyBrain" which will be installed in your main Applications folder: /Applications/StickyBrain
- **Chronos/StickyBrain.** This folder stores pictures, textures, and other related files and is installed into the "Application Support" folder of your home Library: ~/Library/Application Support/Chronos/StickyBrain
- **ChronosNotesCM.plugin.** This is the StickyBrain contextual menu plugin file and is installed into the "Contextual Menu Items" folder of the "Application Support" folder of your home Library folder: ~/Library/Contextual Menu Items/ChronosNotesCM.plugin
- **ChronosNotesService.** This is a helper application for StickyBrain. The ChronosNotesService application is installed into the "Services" folder of your home Library folder: ~/Library/Services/ChronosNotesService
- **ChronosNotesConduit.** This is the conduit that synchronizes notes between StickyBrain and a Palm handheld. The ChronosNotesConduit is installed in the Conduits folder: /Library/Application Support/Palm HotSync/Conduits
- **ChronosNotes.wdgt.** This is a Dashboard widget. The widget is installed into the "Widgets" folder of your home Library folder: ~/Library/Widgets/ChronosNotes.wdgt
- **OpenBase.** This is the database engine StickyBrain uses to store your notes. The installer places files in several locations:
 - /Library/OpenBase
 - /Library/StartupItems/OpenBase
 - /Library/Frameworks/OpenBase...framework
 - /Library/Java/Extensions/OpenBaseJDBC.jar
 - /Applications/OpenBase

Uninstall StickyBrain

StickyBrain and its related files can be uninstalled two different ways: manually or via the installer.

To uninstall StickyBrain via the installer:

1. Double-click the installer.
2. Choose Uninstall from the "Easy Install" pop-up menu.
3. Follow the on-screen prompts.

To uninstall StickyBrain manually:

The below steps describe how to uninstall the components related to StickyBrain except for the OpenBase components. The OpenBase components can only be uninstalled using the uninstall option in the StickyBrain installer.

1. Delete the "StickyBrain" folder. This is located in the "Applications" folder.

2. Delete the “Chronos/StickyBrain” folder. This is located in the “Application Support” folder of your home Library folder.
3. Delete the “ChronosNotesCM.plugin” from the Contextual Menu Items folder of your home Library folder.
4. Delete the “ChronosNotes.wdgt” from the Widgets folder of your home Library folder.
5. Delete the “ChronosNotesService” from the Services folder of your home Library folder.
6. Delete the “ChronosNotesConduit” file. This is located in the directory: /Library/Application Support/Palm HotSync/Conduits/
7. Delete the “com.chronos.StickyBrain.plist” file. This file is located in the “Preferences” folder of your home Library folder.
8. Delete the “com.chronos.Backup.plist” file. This file is located in the “Preferences” folder of your home Library folder.
9. Delete the “com.chronos.ChronosNotesService.plist” file. This file is located in the “Preferences” folder of your home Library folder.
10. Delete the “ChronosNotesService.bundle” file. This file is located in the “Services” folder of your home Library folder.

Learning to Use StickyBrain

To learn how to use StickyBrain, consult these resources:

User’s Guide

This guide describes the features and shows how to use StickyBrain.

Onscreen Help

Tool tips are available for many of the items in the StickyBrain window. To see the tool tips, let the pointer rest over an item for a couple of seconds.

Technical Support

Chronos provides various support options for StickyBrain. See <http://www.chronosnet.com/Support/index.html> for technical support options.

Web Resources

Go to <http://www.chronosnet.com/Products/index.html> to get the latest software and updates for StickyBrain.

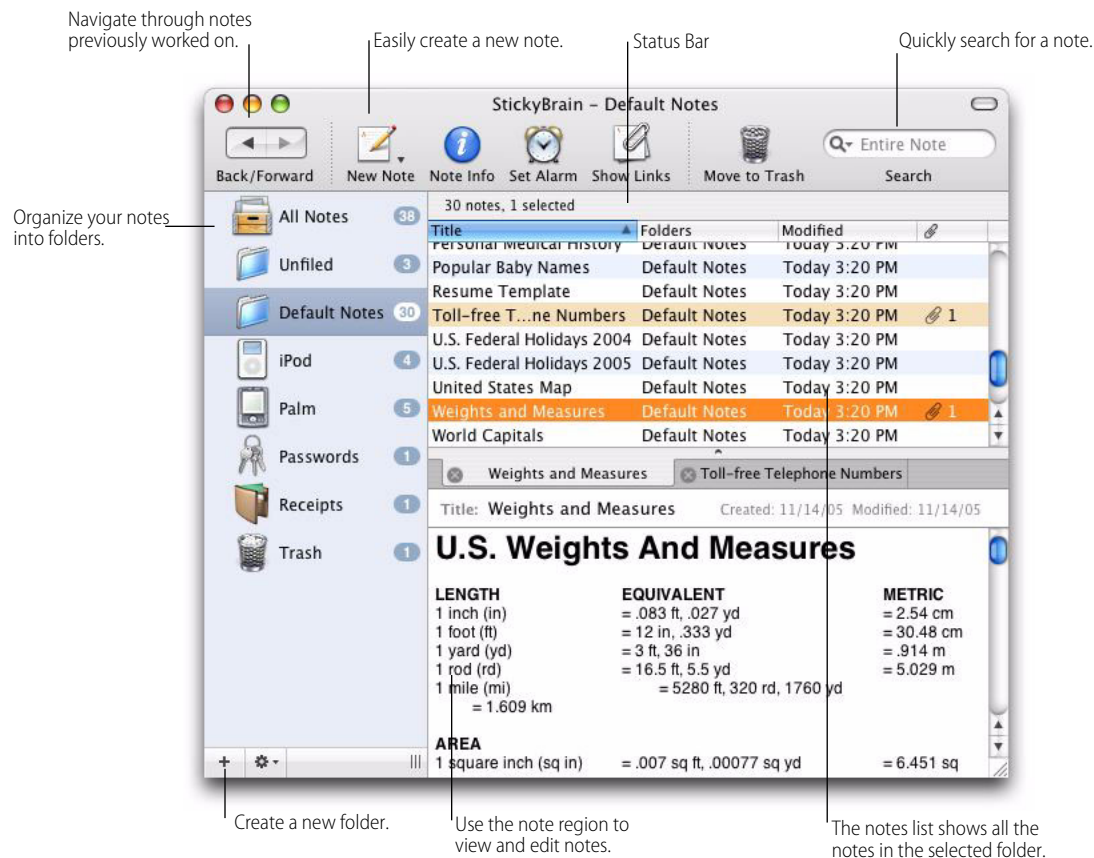
Chapter 2

Using StickyBrain

The purpose of this chapter is to acquaint you with the basics of using StickyBrain. The basics include the viewer window, tabs, sorting, and searching.

Viewer Window

When you first launch StickyBrain the viewer window will be the first window you see. The viewer window is primarily used to create, edit, search, and view notes. The viewer window is comprised of a toolbar, status bar, notes list, note region, and folders list.



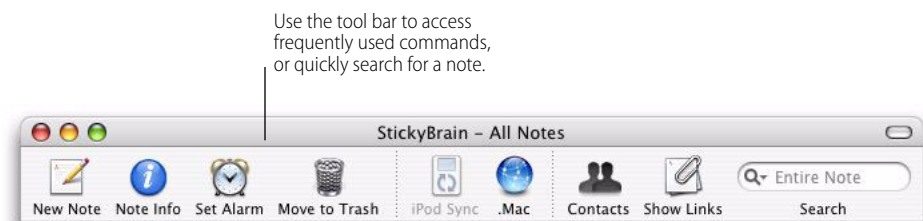
To open a viewer window:

The first time StickyBrain is launched a viewer window will open. You can open any number of viewer windows. StickyBrain will automatically remember and reopen your viewer windows between launches of the application.

1. Choose File > New Viewer Window. Repeat this step to open multiple viewer windows.

Toolbar

The toolbar at the top of the viewer window provides quick access to frequently used commands. You can choose which commands appear in the toolbar and how they are arranged.



To customize the toolbar:

1. Choose View > Customize Toolbar.
2. Drag items into, out of, or to a new location in the toolbar.

To quickly rearrange a toolbar, hold down the Command key and drag a toolbar item to a new location, or drag it out of the toolbar to remove it.

To show or hide the toolbar:

1. Choose View > Show ToolBar or Hide Toolbar.

Status Bar

The status bar displays the number of notes in the selected folder and the number of selected notes.

To show or hide the status bar:

1. Choose View > Show Status Bar or Hide Status Bar.

Notes List

The notes list displays the title and other related information for all of the notes in the selected folder.

To add or remove columns:

1. Choose View > Note Columns, and choose a column. Repeat this step to add or remove additional columns.

To rearrange columns in the viewer window:

1. Click and drag the column heading to a new position. As you drag the column heading, the other columns will automatically move so you know exactly where the dragged column will be placed.

Folders

Folders are used to organize your notes. When you select a folder, the notes in the folder will be listed in the notes list in the viewer window. For more information on folders see Chapter 4 *Creating And Working With Folders* on page 29.

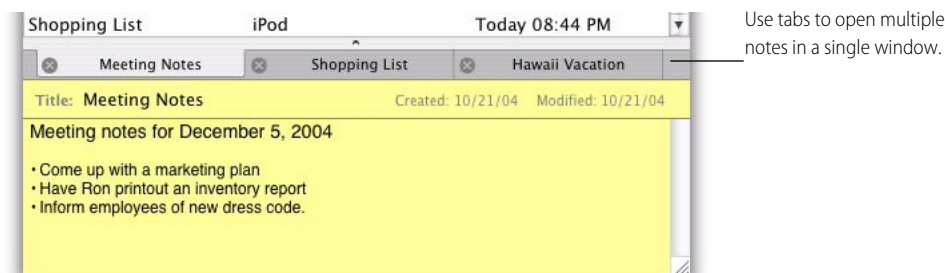
To show or hide the folders:

1. Choose View > Show Folders or Hide Folders, or click Folders in the toolbar.

Tabs

You can open a note in a tab rather than opening the note in a separate window or replacing the contents of the current viewer window. This allows you to open and view multiple notes without having to open and manage

multiple windows.



To open a note in a new tab:

When you open a note in a tab, the tab will appear in the tab bar, which is located below the notes list.

1. Choose File > New Tab, and select a note or hold down the Option key and select a note.

By default, new tabs will automatically be selected. This can be disabled in the Tabs preferences (StickyBrain > Preferences, and click the Tabs button).

To close a tab:

1. Click the close button on the tab.

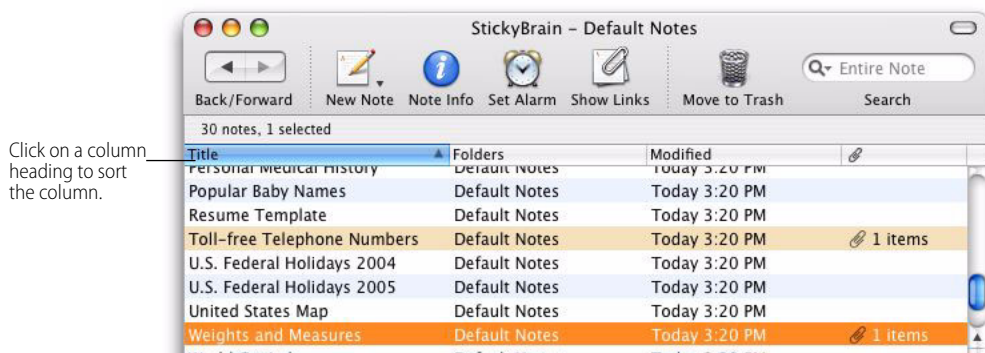
To always show the tab bar:

By default the tab bar will only show if there's at least one tab open.

1. Choose StickyBrain > Preferences, and click the Tabs button.
2. Select Always show tab bar.

Sorting

You can sort any column in the viewer window's notes list in either ascending or descending order.



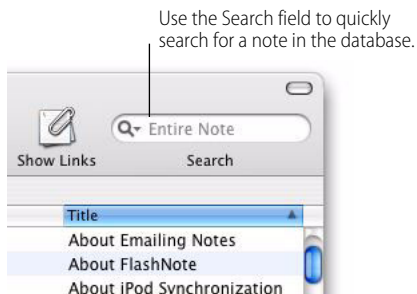
To sort on a column:

1. Choose View > Sort Notes By, and select a column to sort on. You can also click the column heading in the notes list. Repeat this step to reverse the sort order.

A blue column heading indicates that the column is being sorted on. The arrow in the column heading will indicate whether the column is being sorted in ascending or descending order.

Searching

You can search for text in an open note, all notes of a folder, or in all folders. Plus, you can choose which columns to show in the search results and which column to sort on. In addition, you can use Apple's Spotlight to search for notes. For more information on Spotlight visit www.apple.com.



To search for text in an open note:

1. Choose Edit > Find > Find.
2. Enter the text you want to find and click Next.
3. Click Next again to find the next occurrence of the text.

To search for text in all notes of a folder:

1. Select a folder in the folders drawer.
2. Click in the Search field at the top of the viewer window.
3. Type the text you want to find.
4. Choose Entire Note or Titles Only from the Search field pop-up menu to specify what part of each note to search.
5. Press the Return key.

To search for text in all folders:

1. Select the All Notes folder in the folders list.
2. Click in the Search field at the top of the viewer window.
3. Type the text you want to find.
4. Choose Entire Note or Titles Only from the Search field pop-up menu to specify what part of each note to search.
5. Press the Return key.

To choose which columns are shown in the search results:

When a search is performed a special set of columns related to searching are displayed in the notes list. You can choose which columns you would like in this special set of search columns.

1. Choose View > Search Columns, and select a column. Repeat this step to add or remove additional columns.

To choose which column is sorted on in the search results:

When a search is performed a special set of columns related to searching are displayed in the notes list. You can choose which column in this special set of search columns is sorted on by default.

1. Choose View > Sort Search By, and select a column.

Chapter 3

Creating and Working with Notes

The purpose of this chapter is to describe how to create and work with notes including many powerful features to make your life easier.

Create a Note

This section will describe how to create and duplicate notes within StickyBrain. Notes can also be created from other applications even if StickyBrain is not running. For more information on creating notes from other applications see Chapter 6 *Shortcuts* on page 36.

To create a note:

1. Choose File > New Note or choose File > New Note > and select a type of note from the submenu. For more information on note types see *Note Types* on page 11.
2. Type a title for the note in the title field. The title field is located in the title bar region of the note along with the created and modified dates of the note (by default the title bar is shown). To show or hide the title bar choose View > Show/Hide Note Title Bar. If the title bar is hidden when you create a note, StickyBrain will automatically use the first line of text in the note as the title.
3. Add the appropriate content to the main body of the note depending on its type.
4. Choose File > Save to save the note. Even if you don't manually save the note, StickyBrain will automatically save the note for you.

By default the new note will be added to the selected folder in the top viewer window. If a viewer window is not open, StickyBrain will ask you which folder the new note should be added to. The default type for a note is determined by the selected folder. For more information on setting the default note type for a folder see *Creating And Working With Folders* in Chapter *Creating And Working With Folders* on page 29.

Tip: The created and modified dates in the title bar can be hidden by disabling “Show created & modified dates in note title bar” in the Appearance preference (StickyBrain > Preferences, and click the Appearance button).

To duplicate note(s):

1. Select the note(s) that you want to duplicate.
2. Choose Note > Duplicate.

Note Types

StickyBrain provides different types of notes for storing information. These types include Text, Pages, Sticky, Audio, File, Image, PDF, Movie, and Web Archive. Each type of note contains specialized controls to make working with its content easier and straightforward. For example, an Audio note is used to store audio files and thus includes controls for playing, pausing, and fast forwarding the audio file within the note.

To change the type of a note:

If the type of a note is Text, Pages, or Sticky, you can change its type to another text related type (Text, Pages, or Sticky). If the type of a note is a non-text (i.e. Audio, File, etc.), you can't change its type.

1. Select the note(s).
2. Choose Note > Note Type, and select a type from the menu.

Text, Pages, and Sticky Notes

The Text, Pages, and Sticky types of notes are primarily used to store text, but you can store other items such as web clippings, images, etc. Each of these notes can have a different color, texture, or picture applied to its background. Their primary difference is how each of them look and handle text.



- **Pages.** This type wraps the text according to the page size and its margins.
- **Text.** This type wraps the text to the note window.
- **Sticky.** This type is a standard looking sticky note. The sticky note is the only type that does not have a toolbar and the only type that can be made translucent and made to float above all other windows on the screen.

To float a sticky note in front of other windows:

Sticky notes can be made to float in the foreground of your computer screen to prevent it from being hidden by other windows.

1. Choose Note > Note Info. This will open the Note Info window.
2. Click the Settings tab.
3. Select Floating Window.

To make a sticky note translucent:

Sticky notes can be made translucent so you can see what is behind them. This is useful for stickies that are floating in the foreground of your computer screen.

1. Choose Note > Note Info. This will open the Note Info window.
2. Click the Settings tab.
3. Click the Window Opacity pop-up menu and select an opacity setting.

To change the background color of a note:

1. Select the note(s).
2. Choose Note > Background, and select a color from the list.

To define a note color:

You can define your own note colors to make it easy to reuse the same color.

1. Choose Note > Background > Define Note Colors. The Define Colors dialog will open.
2. Click Add to add a new color.
3. Type a name for the new color.
4. Click the color well to choose a color for that color name.

To add a background texture to a note window:

1. Select the note(s).
2. Choose Note > Background > Texture, and select a texture from the menu. The background of the note will be drawn in the selected texture.

You can also create your own textures. Simply create a graphics file in almost any popular graphics format and place it in the following directory (where “~” denotes your home folder):

- ~/Library/Application Support/Chronos/StickyBrain/Textures/

New textures only become available after StickyBrain is relaunched.

To add background picture to a note window:

1. Select the note(s).
2. Choose Note > Background > Picture, and select a picture from the menu. The selected picture will appear in the background of the note. The picture will automatically resize to the dimensions of the note.

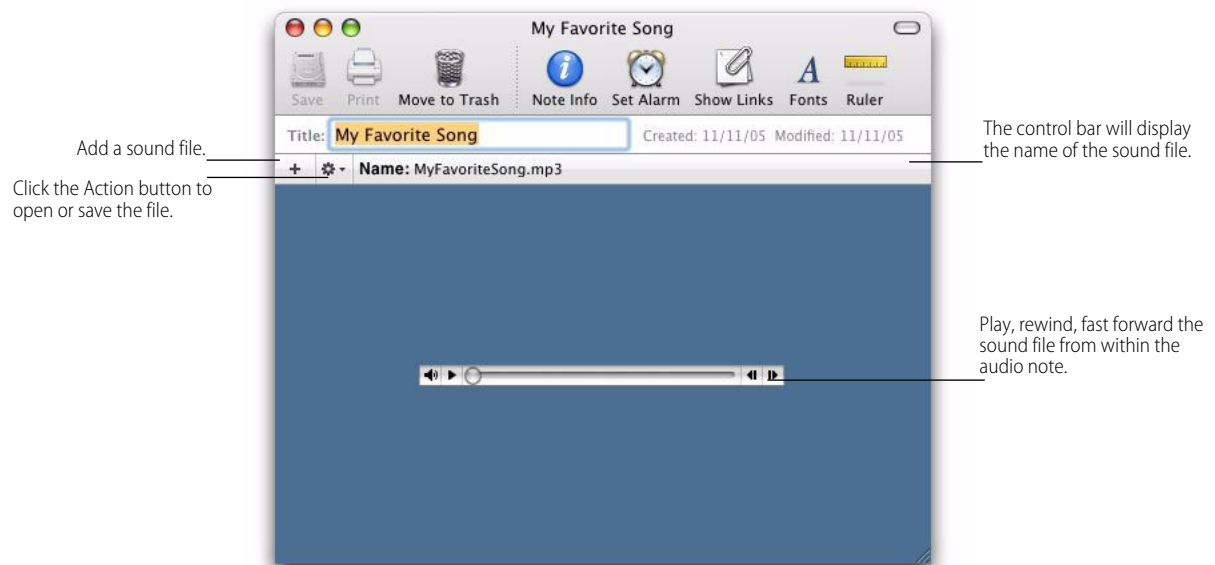
You can also use your own pictures in StickyBrain in almost any popular graphics format. Simply place your pictures in the following directory (where “~” denotes your home folder):

- ~/Library/Application Support/Chronos/StickyBrain/Textures/

New pictures only become available after StickyBrain is relaunched.

Audio Notes

Audio notes are used to store and play sound files. All popular QuickTime sound formats (mp3, AIFF, AAC, etc.) are supported in Audio notes. When a sound file is added to a note, you will be able to play, pause, fast forward, and rewind it using the standard QuickTime controls.

**To add a sound file to an Audio note:**

Only one sound file can be added to an Audio note.

1. Choose File > New Note > Audio.
2. Type a title for the note in the Title field.

3. Click Add (+) on the control bar. A standard choose file sheet will appear.
4. Select an audio file and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the name of the file will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a sound file from the Finder to an Audio note. By default the sound file will be copied into the note. If you want to link the sound file to the note, drag the file to the note with the control key held down.

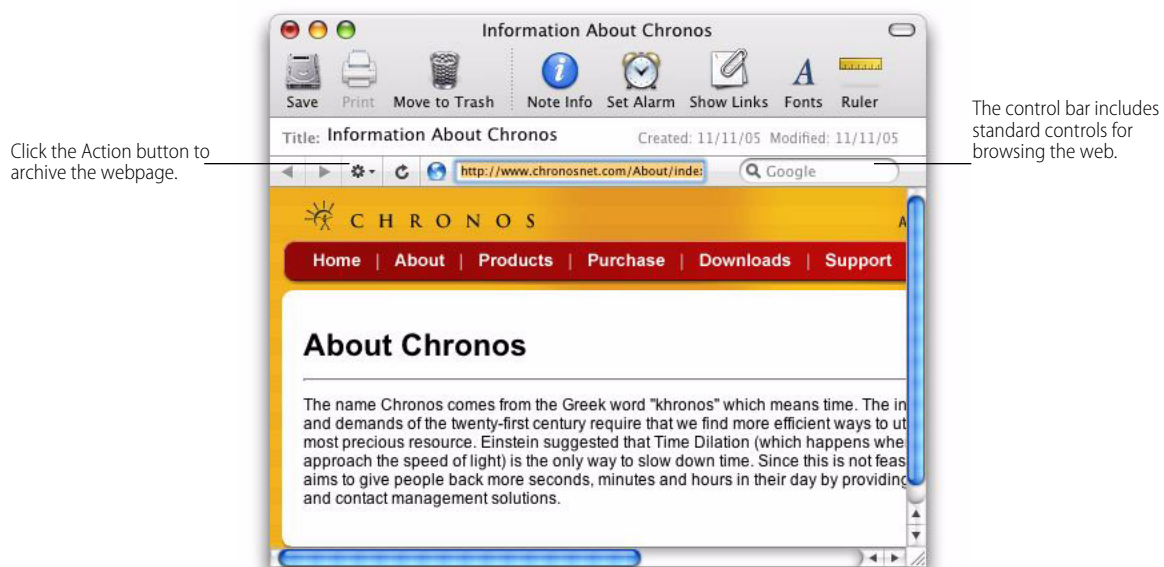
To save the sound file out to disk:

If you copied the sound file into the note, you can later save the file out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the sound file.
3. Click Save.

Bookmark Notes

Bookmark notes are used to store a webpage URL in a note. The body of the note contains an integrated web browser so you can view the webpage provide you have a live Internet connection. The integrated web browser includes standard controls for browsing the Internet: forward, back, reload buttons and a Google search field. You can also easily create a static Web Archive note from a Bookmark note that permanently preserves the content of a webpage. For more information on Web Archive notes see *Web Archive Notes* on page 19.



To add a web URL to a Bookmark note:

1. Choose File > New Note > Bookmark.
2. Type a title for the note in the Title field.
3. Type a web URL in the URL field of the control bar and press return. The integrated web browser will load in the webpage.

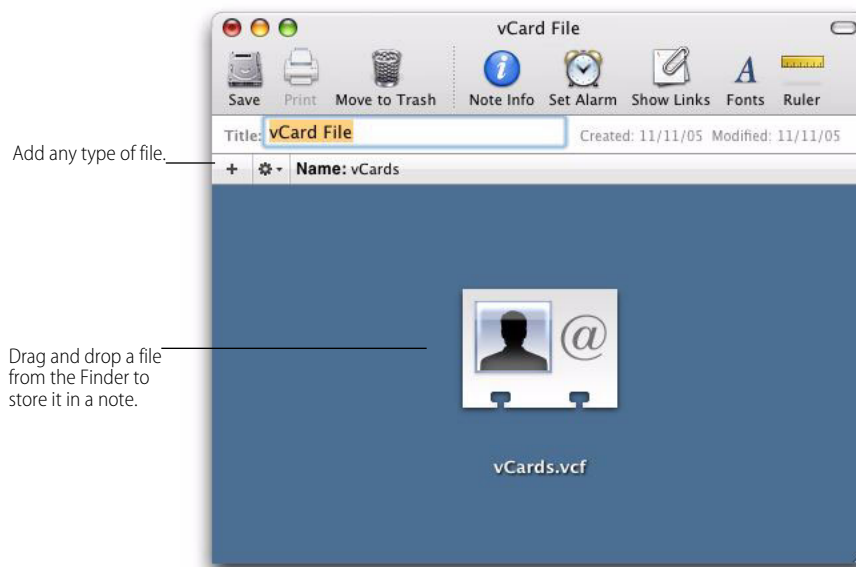
When you save the note, the last URL visited will be saved with the note. The next time you select the note, the integrated web browser will automatically load in this webpage.

To create a Web Archive note from a Bookmark note:

1. Select a Bookmark note and wait for the corresponding webpage to finish loading.
2. Choose Archive this Page from the Action button pop-up menu. A web archive of the current webpage will be created and saved into a new Web Archive note. For more information on Web Archive notes see *Web Archive Notes* on page 19.

File Notes

File notes are used to store any type of file. This can be anything from a TextEdit document to a Photoshop picture.



To add a file to a File note:

Only one file can be added to a File note.

1. Choose File > New Note > File.
2. Type a title for the note in the Title field.
3. Click Add (+) on the control bar. A standard choose file sheet will appear.
4. Select a file and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the name of the file will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a file from the Finder to a File note. By default the file will be copied into the note. If you want to link the file to the note, drag the file to the note with the control key held down.

To save a file out to disk:

If you chose to copy the file into the note, you can later choose to save the file out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the file.
3. Click Save.

You can also drag the file out of the note and drop it in the Finder.

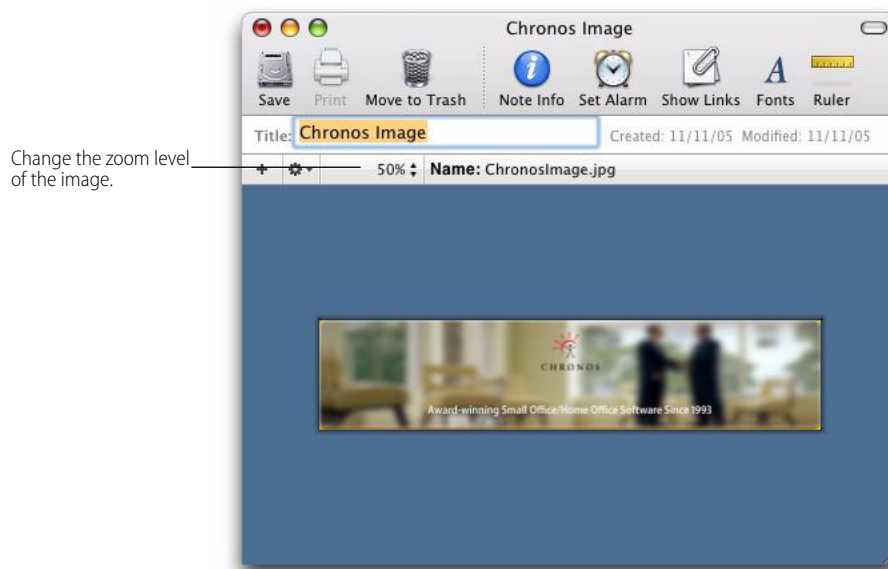
To open a file:

1. Choose Open with... from the Action button pop-up menu, or click the file in the note.

If the file was linked to the note, then the file on disk will be opened. If the file was copied into the note, StickyBrain will create a temporary file on disk and open it. The temporary file is saved in the following directory: ~/Library/Application Support/Chronos/StickyBrain/Opened Files/ (“~” denotes your home folder). Any changes made to the temporary file will only be saved to the temporary file and not the file stored in the note.

Image Notes

Image notes are used to store and display image files in most popular formats including jpeg, gif, png, etc. The Image note includes a zoom control to let you zoom in and out on the image.



To add an image to an Image note:

Only one image file can be added to an Image note.

1. Choose File > New Note > Image.
2. Type a title for the note in the Title field.
3. Click Add (+) on the control bar. A standard choose file sheet will appear.
4. Select an image and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the name of the file will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a image file from the Finder to an Image note. By default the image file will be copied into the note. If you want to link the image file to the note, drag the file to the note with the control key held down.

To save the image file out to disk:

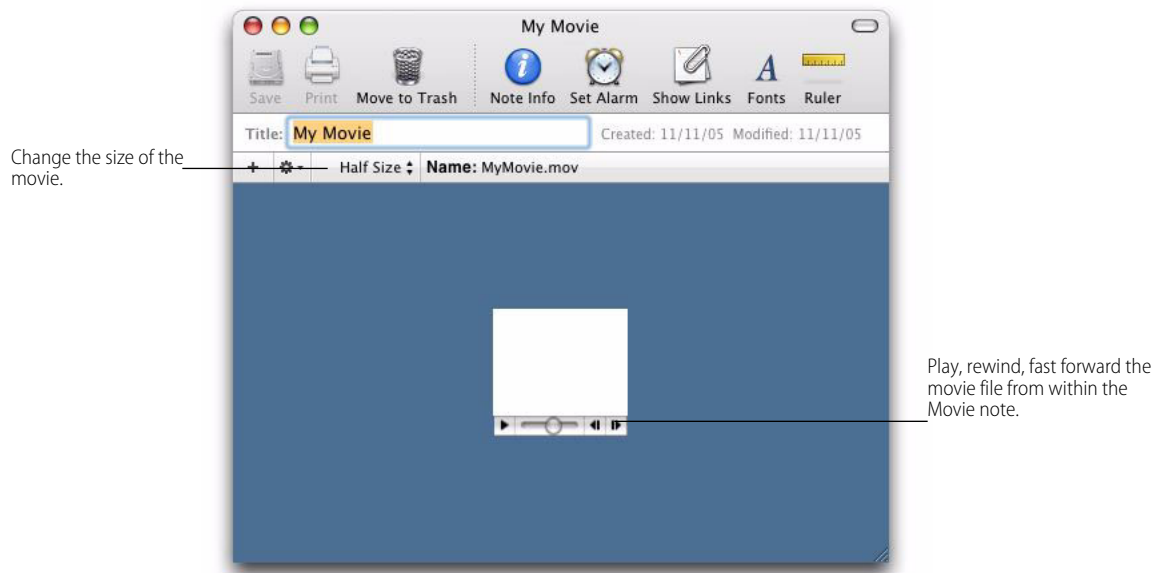
If you copied the image into the note, you can later save the image out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the image file.
3. Click Save.

You can also drag the image out of the note and drop it in the Finder.

Movie Notes

Movie notes are used to store and watch movie files. All popular QuickTime movie formats (.mov, .mpeg, etc.) are supported in movie notes. When a movie file is added to a note, you will be able to play, fast forward, and rewind it using the standard QuickTime controls. Plus, you can use the Size control to adjust the size of the movie inside the note.



To add a movie to a Movie note:

Only one movie file can be added to a Movie note.

1. Choose File > New Note > Movie.
2. Type a title for the note in the Title field.
3. Click Add (+) on the control bar. A standard choose file sheet will appear.
4. Select a movie and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the name of the file will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a movie file from the Finder to a Movie note. By default the movie file will be copied into the note. If you want to link the movie file to the note, drag the file to the note with the control key held down.

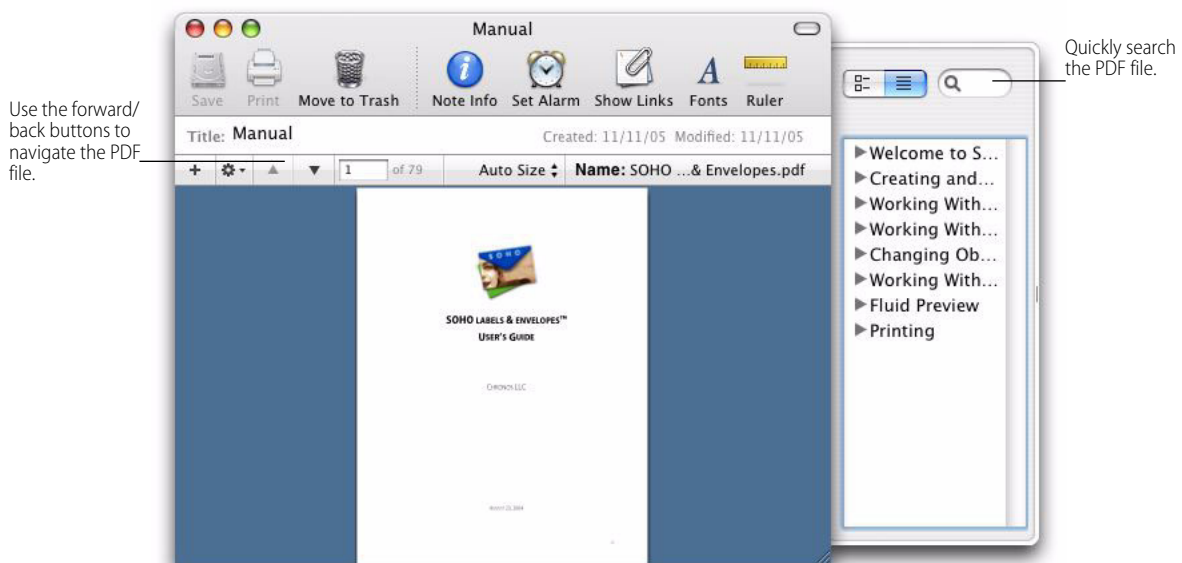
To save the movie file out to disk:

If you copied the movie into the note, you can later save the movie out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the movie file.
3. Click Save.

PDF Notes

PDF notes are used to store and view PDF files. PDF notes contain specific controls for viewing and working with PDF files. The contents of the PDF file can be searched just like any other note in StickyBrain. For more information on the search feature see *Searching* in Chapter *Using StickyBrain* on page 10.



To add a PDF to a PDF note:

Only one PDF file can be added to a PDF note.

1. Choose File > New Note > PDF.
2. Type a title for the note in the Title field.
3. Click Add (+) on the control bar. A standard choose file sheet will appear.
4. Select a PDF and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the name of the file will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a PDF file from the Finder to a PDF note. The PDF file will be linked to the note.

To save the PDF file out to disk:

If you copied the PDF into the note, you can later save the PDF out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the PDF file.
3. Click Save.

You can also drag the PDF out of the note and drop it in the Finder.

To open the drawer:

PDF notes include a drawer which is used to find text and view the table of contents.

1. Choose Drawer from the Action button pop-up menu.

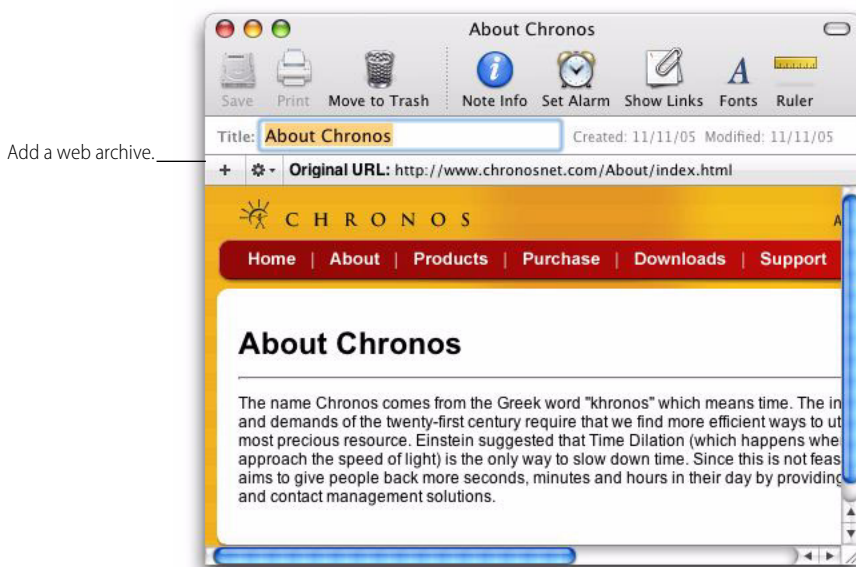
To view pages in a PDF file single, side-by-side, or continuous:

1. Choose Single Page, Facing Pages, or Continuous from the Action button pop-up menu.

Web Archive Notes

Web Archive notes are used to store and view web archives. You can permanently save webpages and the content they contain, such as text, images, and other items in a web archive. The links on an archived webpage continue to work as long as the destination webpages are available. Web archives are especially useful for pages that might not be on the web for long, such as receipts.

A web archive file can only be created from the Safari application or from Bookmark notes. For more information on Bookmark notes see *Bookmark Notes* on page 14. For more information on creating web archives from Safari, launch Safari and choose Help > Safari Help.

**To add a web archive to a Web Archive note:**

Only one web archive file can be added to a web archive note.

1. Choose File > New Note > Web Archive.
2. Type a title for the note in the Title field.
3. Click Add (+) on the control bar. A standard choose file sheet will appear.

4. Select a web archive and choose to either copy it into the note or link it to the note.
 - **Copy into note:** The entire file will be stored in the note and the original URL of the webpage will be displayed in the control bar of the note.
 - **Link to note:** A simple link to the file on disk will be stored in the note and the path to the file will be displayed in the control bar of the note.
5. Click Open.

You can also drag and drop a web archive file from the Finder to a Web Archive note. By default the web archive file will be copied into the note. If you want to link the web archive file to the note, drag the file to the note with the control key held down.

To save the web archive file out to disk:

If you copied the web archive into the note, you can save the web archive out to disk.

1. Choose Save Copy As from the Action button pop-up menu.
2. Type a name for the web archive file.
3. Click Save.

Alarms

If you don't want to miss an appointment or some other important event, you should assign an alarm to your note. You can set the alarm to launch StickyBrain if it's not running, play a sound, or a combination of both.

To assign an alarm to a note:

1. Select a note.
2. Choose Note > Set Alarm, or click Set Alarm in the toolbar to open the Alarm sheet.
3. Set the Alarm Date and Alarm Time. The default alarm time can be set in the Alarm preferences (choose StickyBrain > Preferences and click the Alarms button).
4. Set the Alarm Options. The following is a list of options that can be set for an alarm:
 - **Play alarm sound.** When an alarm goes off, StickyBrain will play the alarm sound specified in the Alarm preferences.
 - **Launch StickyBrain.** When an alarm goes off, StickyBrain will automatically launch if it's not running.
 - **Critical alarm.** With a regular alarm, the alarm sound will only play once. A critical alarm will automatically bring StickyBrain to the foreground and the alarm sound will play every five seconds until you dismiss it.
5. Click Set Alarm to save the alarm settings.

To remove an alarm from a note:

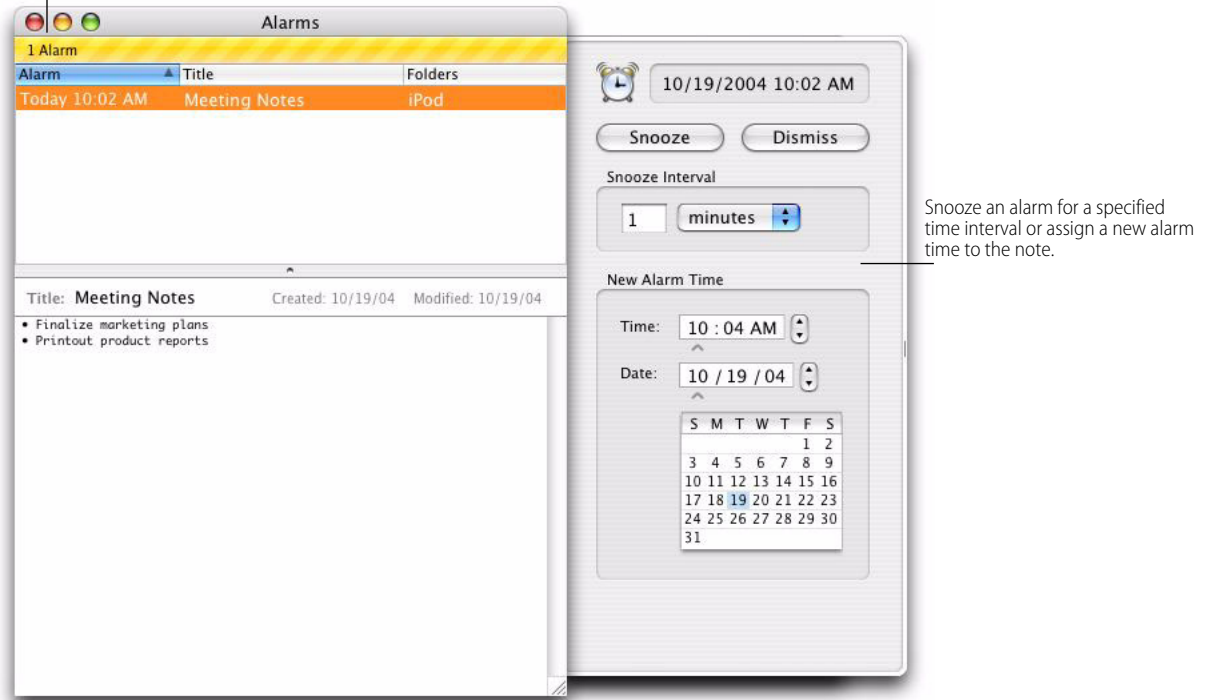
1. Select a note.
2. Choose Note > Set Alarm, or click Set Alarm in the toolbar to open the Alarm sheet.
3. Click Remove Alarm to disable the alarm.

To attend to pending alarms:

When an alarm goes off, the Alarms window will open and any alarm options will execute that have been assigned to the note. The Alarms window will list all alarms that have gone off and each alarm can be a) snoozed for a specified time interval; b) assigned a new date and time; or c) the alarm can be dismissed. You can set a default action and snooze time for alarms in the Alarms preferences (StickyBrain > Preferences, and click the Alarms but-

ton).

The Alarms window will show all alarms that have gone off.



Email a Note

A note can be emailed using your email application (works with most popular email clients). StickyBrain will automatically launch your email application if it's not already running and create a new email message with the contents of the note.

To email a note:

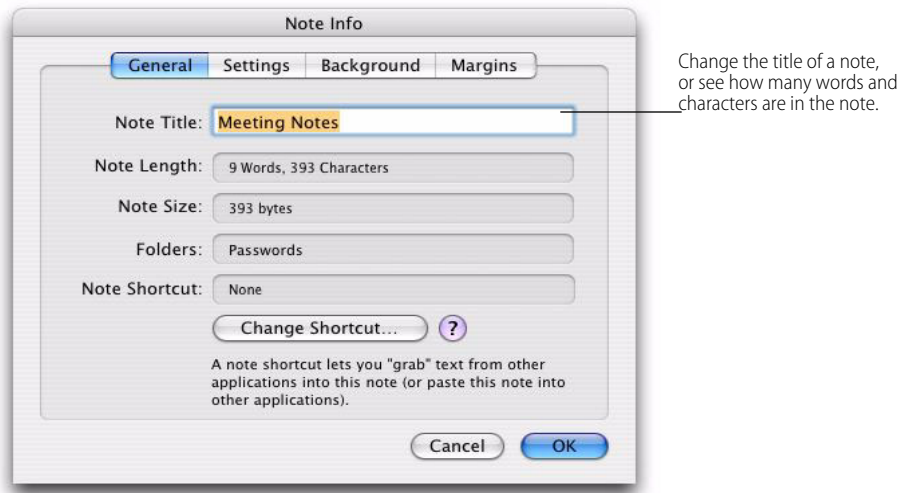
1. Select a note.
2. Choose Note > Email Note, or click Email Note in the toolbar.

Please note that emailing non-text note may not work with some email applications.

Note Info

The Note Info window provides quick access to various settings that can be applied to an individual note. In

addition, it provides information about the note such as its created and modified dates.



To access Note Info:

1. Select a note.
2. Choose Note > Note Info, or click Note Info in the toolbar.

The settings that can be applied to the selected note are organized into four different tabs: General, Settings, Background and Margins. For a description of each of the settings in the tabs see TABLE 1. “Note Info Settings”.

TABLE 1. Note Info Settings

Attribute	Description
General	
Note Title	This is the title of the note.
Note Length	This will tell you the number of words and characters in the note.
Note Size	This is the size of the note.
Folders	This will tell you the folder(s) the note belongs to.
Note Shortcut	Use this setting to assign a shortcut to the note. A note shortcut will allow you to quickly and easily paste the note content into another application or grab and append content from another application into the note. For more information on shortcuts see Chapter 6 <i>Shortcuts</i> on page 36.
Settings	
Note Type	Use this setting to change the type of the note. For more information on note types see Chapter 3 <i>Creating and Working with Notes</i> on page 11.
Private Note	Use this setting to mark the note as private. For more information on using the private feature see Chapter 3 <i>Creating and Working with Notes</i> on page 24.

TABLE 1. Note Info Settings

Attribute	Description
Sticky Window Settings	These setting will only work with Sticky notes. The Window Opacity setting controls the translucency of the note window. This is useful for stickies that are floating in the foreground of your computer screen. The Floating Window setting will cause the note to float in the foreground of your computer screen to prevent it from being hidden by other windows.
Created & Modified	These are the created and modified dates and times of the note. The dates and times can be modified.
Background	
Color	Use this setting to change the color of the note window.
Texture	Use this setting to assign a texture to the background of the note window. This setting only applies to Text, Pages, and Sticky notes.
Picture	Use this setting to assign a picture to the background of the note window. This setting only applies to Text, Pages, and Sticky notes.
Margins	
Margins	Use this setting to set the margins of the note. This setting only applies to Text, Pages, and Sticky notes.

Insert Special Items Into Notes

You can insert special items into a note including the current date, the current time, pictures, to-do type check boxes, and calendars.

To insert specials items into a note:

1. Select a note and click in the note where you'd like to insert a special item.
2. Choose one of the following insert items from the Format menu:
 - **Insert Date.** Inserts the current date into the note using the long date format selected in the Date and Time System Preferences.
 - **Insert Time.** Inserts the current time into the note using the time format selected in the Date and Time System Preferences.
 - **Insert Picture.** Inserts a picture into the note. The picture can be in almost any popular graphics format.
 - **Insert Calendar.** Inserts a calendar into the note. You will be able to select the month, year, and size of the calendar to insert into the note.
 - **Insert Check Box With Current Style.** Inserts a check box into the note using the currently selected check box type in the Format > "Insert Check Box" menu. You can use this feature to build a to-do list. Insert a check box, then type a description of the task (e.g. "Buy groceries"). You can check off the task by clicking the check box.
 - **Insert Check Box.** This menu will list various check box types that can be inserted into a note. Selecting a check box will insert it into the selected note.

Hyperlink

You can hyperlink text in a note to an email address, web address (www), ftp address, file on your hard drive, etc. When text is hyperlinked it will appear and work just like a link on a webpage. For example, if you link some

text in a note to “www.chronosnet.com” and you click on the link, StickyBrain will launch your web browser and display that webpage. Furthermore, StickyBrain can scan selected text or an entire note for URLs and turn them into hyperlinks.

To hyperlink text:

1. Select the text you wish to hyperlink.
2. Choose Format > Hyperlink. A drop-down sheet will appear.
3. Enter the URL to which the selected text should be linked. The following is a list of items that can be linked to the selected text:
 - **Email address.** An email address can take the form of bobby@chronosnet.com or mailto:bobby@chronosnet.com.
 - **Web address.** A web address can take the form of www.chronosnet.com, http://www.chronosnet.com, or any other valid web address form.
 - **FTP address.** A ftp address can take the form of ftp.chronosnet.com, ftp://ftp.chronosnet.com, or any other valid ftp address form.
 - **File.** The path to the file will need to be entered in the following form: file://localhost/Users/bobby/Desktop/schoolpaper.txt
4. Click OK to save the changes.

To scan text for URLs and turn them into hyperlinks:

1. Select the text in a note you wish to scan for URLs, or select a note to scan the entire text of the note for URLs.
2. Choose Format > Scan For Hyperlinks.

StickyBrain will turn any web, ftp, or email URL it comes across into a hyperlink. For example, if StickyBrain comes across the text “www.chronosnet.com”, it will automatically hyperlink that text to “http://www.chronosnet.com”.

To remove hyperlinks from text:

1. Select the text in a note you wish to remove hyperlinks from, or select a note to remove hyperlinks from the entire text of the note.
2. Choose Format > Remove Hyperlinks.

Private Notes

You can mark a note as private if you wish to keep it confidential. This option is useful for personal information, passwords, account numbers, etc. In order to view private notes, you must enter a password.

To mark a note as private:

1. Select the note(s).
2. Choose Note > Is Private.

To hide private notes:

1. Choose View > Hide Private Notes. The first time you choose this option you will be prompted to enter a password. You **MUST** remember your password in order to view the private notes.

To show private notes:

1. Choose View > Show Private Notes.
2. Enter your password.

3. Click OK to show the private notes.

Link Notes

Linking provides a way to keep notes that are relevant to each other linked together. In addition to linking notes together, you can link notes to contacts in the Mac OS X Address Book. For more information on linking notes to contacts see Chapter 5 *Contacts* on page 34.

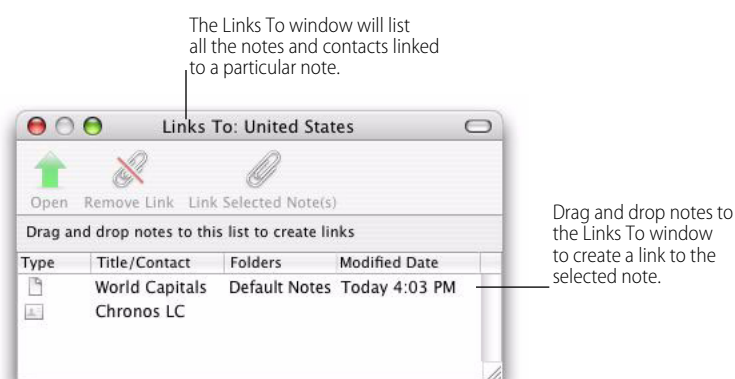
You can link notes together either using the Links To window or by drag and drop. You can link a note to any number of other notes.

To link a note to another note using drag and drop:

1. Select a note that you would like to link to another note.
2. Drag and drop the selected note on to the other note. The cursor will change to a curved arrow as you drag a note over another note letting you know the two notes will be linked together.

To link a note to another note using the Links To dialog:

1. Select a note that you would like to link to another note.
2. Choose Note > Show Links, or click Show Links in the toolbar to open the Links To window.



3. Select note(s) from the viewer window that you would like to link to the note previously selected. Hold down the shift key to select multiple contiguous notes. Hold down the command key to select multiple notes in a non-contiguous fashion.
4. Click Link Selected Notes(s) in the Links To window or drag and drop the note(s) to the Links To window.

To remove a link between two notes:

1. Select a note that you want to remove a link from.
2. Choose Notes > Show Links, or click Show Links in the toolbar to open the Links To window.
3. Select a note that you no longer want linked to the note previously selected.
4. Click Remove Link in the Links To window to remove the link.

To view linked notes:

When you select a note in the viewer window any notes that are linked to it will be listed in the Links To window if it's open, and the linked notes will be highlighted with a light tan color in the notes list. This makes it easy to

identify and open the linked notes.

Title	Folders	Modified	
Cookies	Recipes	Today 01:46 PM	4 items
Peanut-Butter Cookies	Recipes	Today 01:47 PM	2 items
Pizza	Recipes	Today 01:48 PM	1 items
Steak	Recipes	Today 01:48 PM	
Chocolate Chip Cookies	Recipes	Today 01:47 PM	1 items
Sugar Cookies	Recipes	Today 01:48 PM	1 items
Holiday Cookies	Recipes	Today 01:48 PM	1 items

The links column will show you the number of notes and contacts that are linked to a note.

When a note is selected, any notes that are linked to it will be highlighted with a light blue-gray color.

Note: You can change the color of link highlighting or disable it in the Appearance preferences (StickyBrain > Preferences, and click the Appearance button).

Organize Notes

An effective way to organize your notes is to assign them to folders. For more information on folders see Chapter 4 *Creating And Working With Folders* on page 29.

When a note is created it is assigned to the folder that is currently selected. The note then can be assigned to additional folders or reassigned to another folder. To be clear, a single note can be in multiple folders at the same time.

To assign a note to an additional folder:

1. Select the note(s).
2. Choose Note > Add To, and then select a folder to assign the note to. You can also drag the note to the folder you want it assigned to. Repeat this step for each folder that you want the note assigned to.

To reassign a note to another folder:

1. Select the note(s).
2. Choose Note > Move To, and then select the folder you want the note assigned to. The note will no longer be assigned to the folder it was originally in.

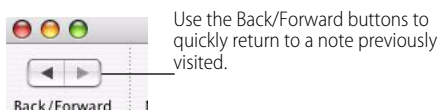
To remove a note from a folder:

1. Select the folder that the note is assigned to.
2. Select the note.
3. Choose Edit > Move to Trash, or click Move to Trash in the toolbar. A confirmation dialog will appear.
4. If the note is in more than one folder, click Remove to remove the note from the selected folder. The note will still exist and be in the other folder(s) to which it is assigned. If removing a note from a folder means that the note will no longer belong to any folder, then you will be asked if you want the note moved to the Trash.

Navigation History

As you navigate your notes, StickyBrain will remember the notes you have visited. You can use the Forward/Back buttons in the toolbar to quickly go back to a note you have visited. Each open tab has its own navigation history.

For more information on the toolbar see *Toolbar* in Chapter *Using StickyBrain* on page 8.



To return to a note previously visited:

1. Click the Back or Forward buttons in the toolbar until you get to the note you want. You can also click and hold the Back or Forward button to select a note from the menu that appears.

Delete Notes

A single note can be in more than one folder simultaneously. When a note is removed from the last folder it exists in, the note is moved to the Trash. For more information on removing a note from a folder see *To remove a note from a folder:* on page 26. If a note is in a single folder, permanently deleting the note is as simple as removing the note from that folder. If the note exists in multiple folders, it might be too cumbersome to remove the note from each folder separately. There is an easier way.

To permanently delete a note:

1. Select the All Notes folder in the folders drawer.
2. Select the note(s).
3. Choose Edit > Move to Trash, or click Move to Trash in the toolbar. A confirmation dialog will appear.
4. Click Move to Trash to move the note to the Trash.
5. Choose Edit > Empty Trash to permanently delete all the notes in the Trash.

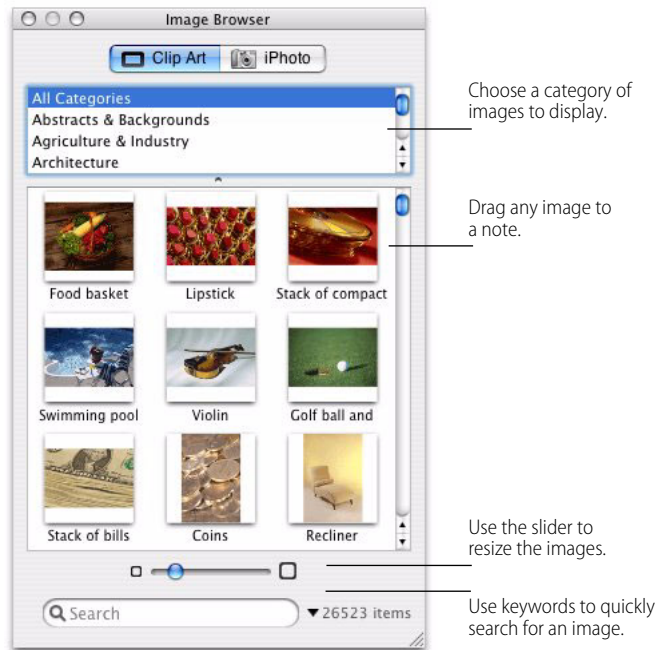
Contextual Menu

A contextual menu is available within the StickyBrain application. This contextual menu is used to access common commands relating to notes such as Links, Note Info, Window Type, Background Texture, etc. To access the contextual menu, hold down the control key and click on a note. If you have a two button mouse, you can right-click on a note to open the contextual menu. The contextual menu can be accessed on a single selected note, an open note, or multiple selected notes. For example, you can select multiple notes in the viewer window and quickly change the Window Type of all the selected notes using the contextual menu.

Image Browser

The Image Browser will give you access to clip art graphics and your iPhoto photos (hereafter both will be referred to as images), so you can insert them into notes. You can search the clip art library by keywords and filter

by categories or browse your iPhoto albums to find just the right image to insert into a note.



To access the Image Browser:

1. Choose View > Image Browser. The Image Browser window will appear on your screen.

To add an image to a note:

1. Open the Image Browser.
2. Click either Clip Art or iPhoto.
3. Locate the image you want to add to a note.
4. Drag the image from the Image Browser to the note.

To search for an image in the Clip Art:

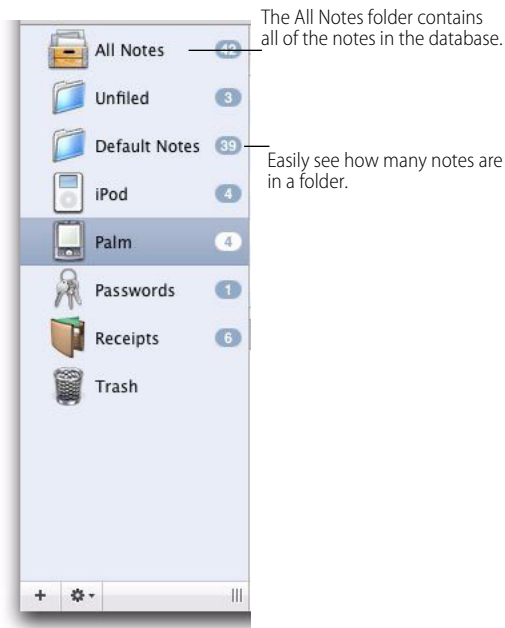
1. Enter one or more keywords into the search field.

Every image has several keywords assigned to it. Control-click or right-click on an image to get a list of keywords assigned to it and to get additional information about the image. This will help you to know what keywords to use when searching for images.

Chapter 4

Creating And Working With Folders

The main purpose of folders is to help you organize your notes. You can create an unlimited numbers of folders in StickyBrain and folders can have any number of sub-folders. Folders and sub-folders can be reorganized and assigned their own icons and special settings. StickyBrain even has some special pre-defined folders with unique functionality like the iPod, Palm, Passwords, and Receipts folders.



Create a Folder or Sub-Folder

A folder can be created at the top level in the list of folders or it can be created within another folder. For example, you can create a folder named “Recipes” and within that folder create sub-folders named “Desserts” and “Main Dishes”.

The folders will be listed alphabetically except for a few special folders which will be discussed later in this chapter. You can assign an icon to each of your folders to help differentiate them from one another.

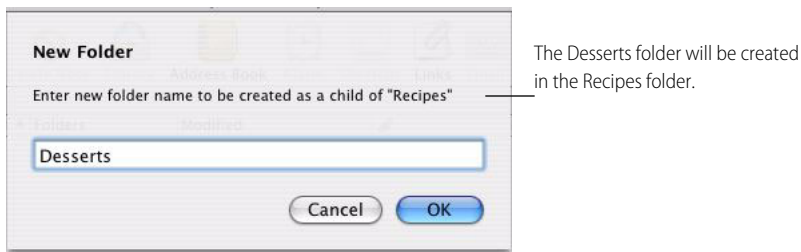
To create a folder:

1. Select a folder in the list if you want to create a sub-folder within it, or select the All Notes folder to create a folder at the top level.
2. Choose Folder > New, or click the Create Folder button at the bottom of the folder list.



3. Type the name of the new folder in the New Folder sheet. The sheet will let you know where the folder will

be created.



4. Click OK to create the folder.

To assign an icon to a folder:

1. Select a folder in the list.
2. Choose Folder > Folder Icon, and select an icon from the pop-up menu.

To make the folder icons smaller:

Each icon that ships with StickyBrain has a large and small form. By default, folder icons display in their large form.

1. Click the Action button at the bottom of the folders list.



2. Choose Use Small Folder Icons.

Repeat these steps to display the folder icons at their large size.

To change the note count style:

Next to each folder will be listed the number of notes that are in that folder. You can change the style of the note count.

1. Choose StickyBrain > Preferences, and click the Appearance button.
2. Select a style from the Note count style popup menu.

To rename a folder:

1. Select a folder in the list.
2. Choose Folder > Rename.
3. Type a new name for the folder and then press the return key.

To delete a folder:

When you delete a folder all the notes in the folder and any nested folders will be deleted. When you delete a folder you will have the option to move the notes and nested folders to another folder.

1. Select a folder in the list.
2. Choose Folder > Delete.
3. Choose to delete the folder and all its contents, or move the contents to another folder. If the latter is selected, then choose a folder from the pop-up menu to move the contents to.
4. Click OK to save the changes.

To Open or Close all the notes in a folder:

This option is useful to quickly open or close all the notes in a particular folder.

1. Select a folder in the list.
2. Choose Folder > Open All Notes or Folder > Close All Notes.

Organize Folders

A folder can be located in the top level of the folders list or as a sub-folder to another folder. You can move folders any time you would like. The notes within the folder will move with it.

To move a folder to the top level of the folders list:

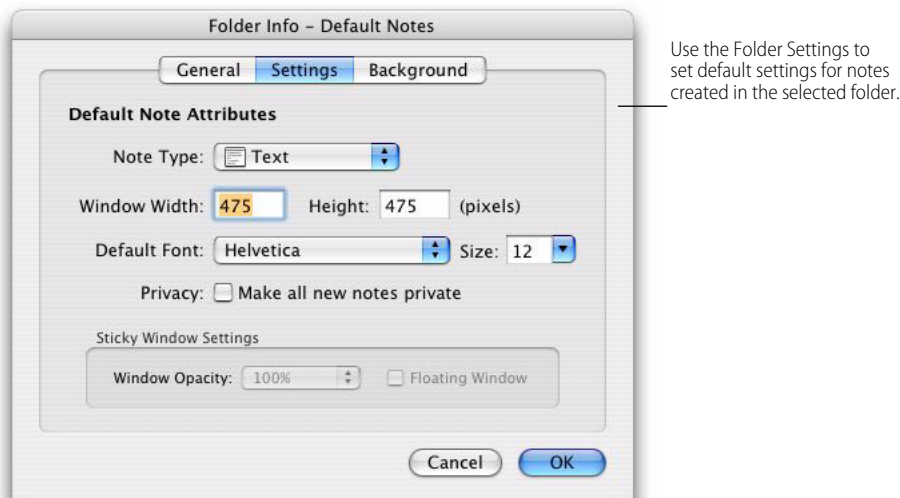
1. Drag and drop the folder to the All Notes folder.

To make a folder a sub-folder of another folder:

1. Drag and drop the folder on to the other folder.

Folder Info

The Folder Info window provides quick access to various settings that can be applied to a folder. In addition, it provides access to settings that can be applied to newly created notes in the folder. When a note is created in a folder, the note will inherit the settings of its folder. These settings include note color, window type, font style, etc.

**To access Folder Info:**

1. Select a folder in the folders list.
2. Choose Folder > Folder Info.
3. Set the various settings for the selected folder. The settings are organized into three different tabs: General, Settings, and Background. For a description of each of the settings in the tabs see TABLE 2. “Folder Set-

tings”.

TABLE 2. Folder Settings

Attribute	Description
General	
Folder Name	This is the name of the folder.
Folder Icon	Use this setting to change the folder icon.
Folder Shortcut	Use this setting to assign a shortcut to the folder. A folder shortcut lets you conveniently grab information from another application and save it as a new note in the folder. For more information on shortcuts see Chapter 6 <i>Shortcuts</i> on page 36.
Settings	
Note Type	This is the default type that newly created notes will use. For more information on note types see Chapter 3 <i>Creating and Working with Notes</i> on page 11.
Width and Height	This is the default window size for newly created notes.
Privacy	This is the default private setting for newly created notes. For more information on using the private feature see Chapter 3 <i>Creating and Working with Notes</i> on page 24.
Default Font	This is the default font and font size that newly created notes will use. You can set the default font for newly created folders in the Appearance preferences.
Sticky Window Settings	These are the default settings for newly created notes. These setting will only work with notes of the sticky window type. The Window Opacity setting controls the translucency of the note window. This is useful for stickies that are floating in the foreground of your computer screen. The Floating Window setting will cause the note to float in the foreground of your computer screen to prevent it from being hidden by other windows.
Background	
Color	This is the default window color that newly created notes will use. For more information on window colors see Chapter 3 <i>Creating and Working with Notes</i> on page 12.
Texture	This is the default background texture for newly created notes. For more information on textures see Chapter 3 <i>Creating and Working with Notes</i> on page 13. This setting only works on notes that are of type Text, Pages, or Sticky.
Picture	This is the default background picture for newly created notes. For more information on pictures see Chapter 3 <i>Creating and Working with Notes</i> on page 13. This setting only works on notes that are of type Text, Pages, or Sticky.

Special Default Folders

StickyBrain comes with a set of default folders that provide special functionality. These folders include All Notes, Unfiled, iPod, Palm, Passwords, Receipts, and Trash. These folders can't be renamed; however, you can change the folder icon.

Because these folders offer special functionality in StickyBrain, if you delete one of them you will lose the special

functionality it provides (the All Notes, Unfiled, and Trash folders can't be deleted). To recreate a special folder, click the Action button at the bottom of the folders list and choose Recreate Default Folders. Any special folder that has been deleted will be restored.

All Notes Folder

The All Notes contains all of the notes in the database. The All Notes folder sits at the top of the folder list. Deleting notes from the All Notes folder will permanently delete the notes from the database. Whereas, deleting a note from a folder will only remove the note from the folder unless the note only exists in that folder in which case it is deleted.

Unfiled Folder

The Unfiled folder is the default folder that notes are assigned to if no folder is selected or if All Notes is selected when a new note is created.

iPod Folder

Notes that are assigned to the iPod folder will synchronize to the iPod. For more information on iPod syncing see Chapter 10 *iPod Synchronization* on page 47.

Palm Folder

Notes that are assigned to the Palm folder will synchronize with a Palm handheld. For more information on Palm syncing see Chapter 11 *Palm Synchronization* on page 48.

Passwords Folder

The Passwords folder is used to store passwords and other sensitive information. The Passwords folder is used with the Lookup Password shortcut. When you use the Lookup Password shortcut to store a password for a web site, the information will be stored in the Passwords folder. For more information on using the Lookup Password shortcut see Chapter 6 *Shortcuts* on page 40.

Receipts Folder

The Receipts folder is used to store web receipts and other similar information. The Receipts folder is used with the Save in Receipts shortcut. When you use the Save in Receipts shortcut to store a receipt or other similar information, the information will be stored in the Receipts folder. For more information on using the Save in Receipts shortcut see Chapter 6 *Shortcuts* on page 40.

Trash Folder

The Trash folder is used to store notes that have been deleted. To empty the Trash choose Edit > Empty Trash. This will permanently delete the notes in the Trash folder from the database.

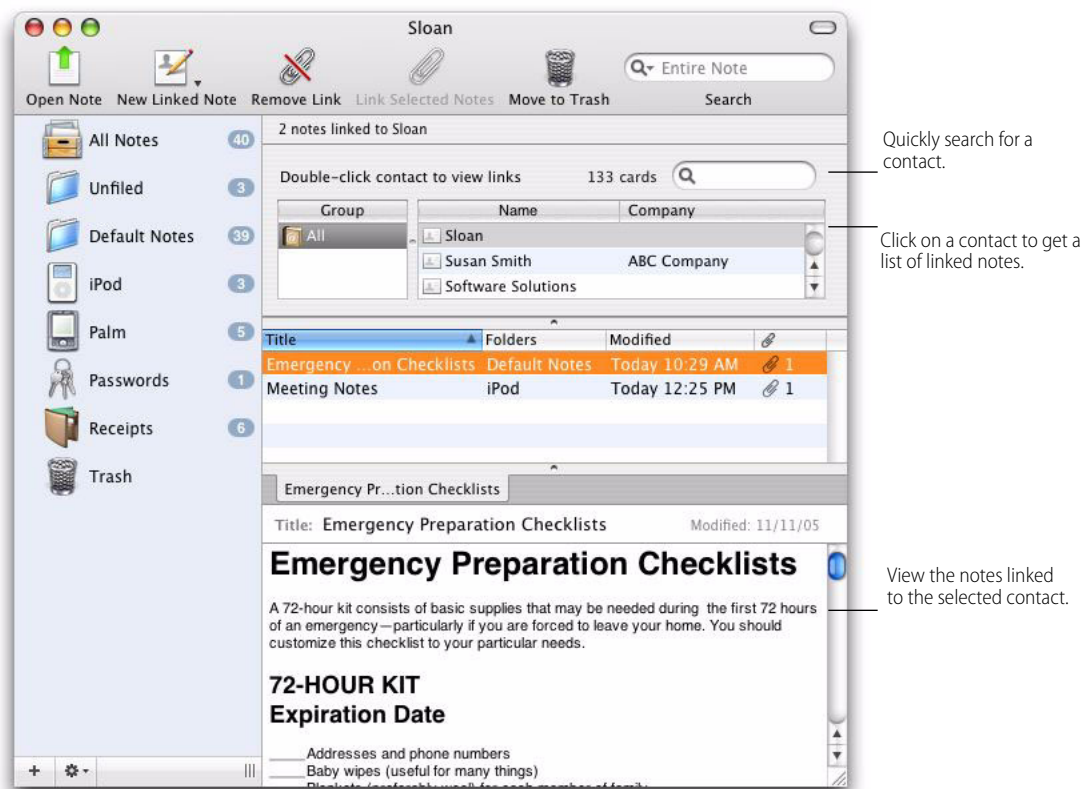
Chapter 5

Contacts

You can link notes in StickyBrain to contacts in the Mac OS X Address Book. This is accomplished using the Contacts window in StickyBrain. The Contacts window will show you all of the contacts and groups in the Mac OS X Address Book.

Contacts Window

This section describes how to open and use the Contacts window.



To open the Contacts window:

1. Choose File > New Contacts Window, or click Contacts in the toolbar.

To link a new note to a contact:

1. Select a contact from the contact list.
2. Click New Linked Note in the toolbar to create a new note linked to the selected contact.

To link existing note(s) to a contact:

This requires a viewer window and the Contacts window to be open.

1. Choose File > New Viewer Window if the viewer window is not already open.

2. Select the note(s) you wish to link to a contact.
3. Choose File > New Contacts Window if the Contacts window is not already open.
4. Select a contact from the contact list to link to the selected notes in the viewer window.
5. Click Link Selected Notes in the toolbar of the Contacts window.

To link existing note(s) to a contact via drag and drop:

This requires a viewer window and the Contacts window to be open.

1. Choose File > New Viewer Window if the viewer window is not already open.
2. Choose File > New Contacts Window if the Contacts window is not already open.
3. Select a contact from the contact list to link to the selected notes in the viewer window.
4. Select and drag one or more notes from the viewer window to the notes list in the Contacts window to link the notes to the selected contact.

To view notes linked to a contact:

1. Select a contact from the contact list.
2. Any note linked to the selected contact will display in the notes list of the Contacts window.

To remove a link between a contact and note:

1. Select a contact from the contact list.
2. Select a linked note.
3. Click Remove Link in the toolbar to remove the link. This will only remove the link between the contact and the note. The contact and the note will not be deleted.

Chapter 6

Shortcuts

A powerful feature in StickyBrain is its integration with other software on your computer. StickyBrain can grab content from other applications into a note, paste note content into other applications, do website password lookups, and other powerful actions. StickyBrain executes these actions via shortcuts which can be performed whether StickyBrain is running or not. There are three different and convenient ways to invoke a shortcut:

- The StickyBrain contextual menu.
- The StickyBrain services menu.
- A hot key.

Shortcuts can be assigned to both notes and folders. There are also some shortcuts for special StickyBrain features. This chapter will describe how to assign a shortcuts and then how to invoke the shortcut once it is assigned.

Assign a Special Shortcut

There are several special features in StickyBrain that can have shortcuts assigned to them to make them more convenient. These features are listed in TABLE 3. “Special Feature Action Definitions”.

TABLE 3. Special Feature Action Definitions

Action	Definition
Launch StickyBrain	Launches StickyBrain from any application.
Search	Searches in StickyBrain for the text selection in any application. The results appear in the FlashNote. For more information on FlashNote, see Chapter 7 <i>FlashNote</i> on page 42.
Lookup Password	Looks up in StickyBrain the user name and password for the current page in your web browser. If it finds the user name and password, it displays it in FlashNote. Otherwise, it creates a new note in your Passwords folder so you can enter your user name and password for the webpage.
Save in Receipts	Saves the selected text and graphics in any application to a new note in your receipts folder. Useful for storing web receipts.

To assign a shortcut to one of the special StickyBrain features:

1. Choose StickyBrain > Preferences, and click the Shortcuts button.
2. Click Change next to the shortcut you wish to assign a hot key to.
3. Enter a new hot key or click Clear to delete the existing hot key.

Assign a Note Shortcut

You can assign a shortcut to any note in your database. A note shortcut will allow you to quickly and easily paste the note content into another application or grab and append content from another application into the note.

To assign a shortcut to a note:

1. Select a note.

2. Choose Note > Edit Shortcut, or click Edit Shortcut in the toolbar to open the Note Shortcut sheet.
3. Click the Action pop-up menu to assign an action to the shortcut. The various actions that you can assign to a shortcut are listed in TABLE 4. “Note Action Definitions”.

TABLE 4. Note Action Definitions

Action	Definition
No Action	This default indicates no action is associated with the note shortcut.
Grab Selection	This action will grab/copy the selection from the current application and append it to the end of the note.
Grab Selection (No Style)	This action will grab/copy the selection from the current application and append it as plain text to the end of the note using the current font of the note.
Paste Note	This action will paste the contents of the note into the current application.
Paste Note (No Style)	This action will paste the contents of the note into the current application as plain text.

4. Enter a new hot key (this is optional). Click Clear to delete the existing hot key. A hot key is a special key combination that executes the action assigned to the shortcut. An example hot key is Command-Option-B.

Assign a Folder Shortcut

You can assign a shortcut to any folder in your database. A folder shortcut lets you conveniently grab information from another application and save it as a new note in the folder.

To assign a shortcut to a folder:

1. Select a folder in the folders list.
2. Choose Folder > Edit Shortcut, or click the Action button at the bottom of the folders list and choose Edit Shortcut.
3. Click the Action pop-up menu to assign an action to the shortcut. The various actions that you can assign to a folder shortcut are listed in TABLE 5. “Folder Action Definitions”.

TABLE 5. Folder Action Definitions

Action	Definition
No Action	The selected folder will not appear in the StickyBrain Grab To menus.
Grab Selection	This action will grab the selection from the current application and save it as a new note in the folder.
Grab Selection (No Style)	This action will grab the selection from the current application and save it as plain text in a new note in the folder using the default font of the folder.

4. Enter a new hot key (this is optional). Click Clear to delete the existing hot key. A hot key is a special key combination that executes the action assigned to the shortcut. An example hot key is Command-Option-B.

Invoke A Shortcut Via The StickyBrain Contextual Menu

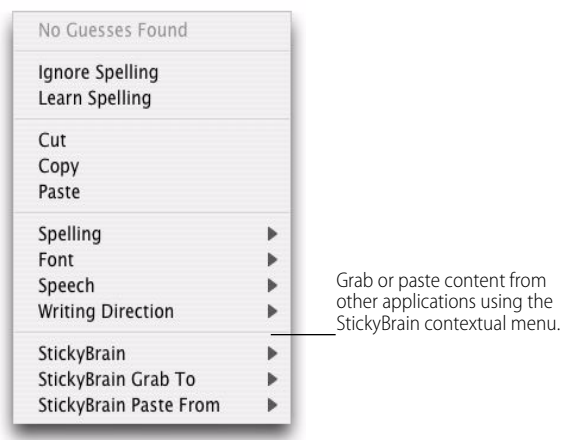
Mac OS X provides a system-wide contextual menu system that can be accessed in any application that supports it. The contextual menu system works by displaying a pop-up menu of context-sensitive commands. The contextual menu is invoked in applications by control-clicking or right-clicking on text, graphics, etc.

Note: It should be noted that some applications use their own contextual menu systems which are not compatible with the standard Mac OS X contextual menu system. The StickyBrain contextual menu will not work in such cases. This is not a deficiency of the StickyBrain contextual menu since those are custom and private systems. Fortunately, StickyBrain provides alternative methods for invoking shortcuts such as the StickyBrain services menu and hot keys.

To access the StickyBrain contextual menu in another application:

The StickyBrain contextual menu can be accessed in any application that supports the Mac OS X contextual menu system. The contextual menu will only show StickyBrain shortcuts that are applicable to the task at hand. For example, if you have text selected in your word processor and you access the contextual menu, you will see StickyBrain shortcuts to grab the text, search for the text in StickyBrain, etc.

1. Switch to another application such as a word processor, web browser, e-mail client, etc.
2. Select some text, graphics, etc. that you wish to grab or place the text cursor where you'd like to paste a note.
3. Hold down the control key and click to access the contextual menu. If you have a two button mouse, you can right-click to access the contextual menu.



4. Choose a shortcut in the StickyBrain, StickyBrain Grab To, or StickyBrain Paste From sub-menus. Some of these sub-menus may not appear if it doesn't make sense contextually. For example, if you don't have anything selected, the StickyBrain Grab To sub-menu won't appear.

Invoke A Shortcut Via The StickyBrain Services Menu

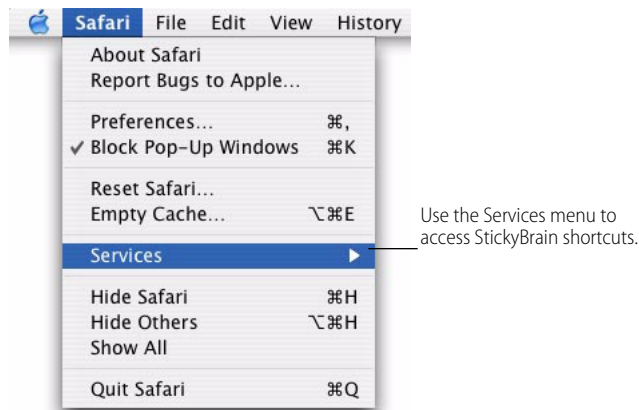
Mac OS X provides a system-wide Services menu that can be accessed in any application that supports it. The Services menu is located in every application's application menu. The Services menu works by displaying context-sensitive commands provided by different applications including StickyBrain.

Note: Not all Mac OS X applications support the Services menu. If all of the menu items in the Services menu are disabled despite a text or graphics selection in an application, this usually indicates the application doesn't support the Services menu. If an application does not support the Services menu, then the StickyBrain Service menu will not work. This is not a deficiency of StickyBrain. Fortunately, StickyBrain provides alternative methods for invoking shortcuts such as the StickyBrain contextual menu and hot keys.

To access the StickyBrain service in another application:

The StickyBrain service menu can be accessed in any application that supports services. For more information on application services, switch to the Finder and choose Help > Mac Help.

1. Switch to another application such as a word processor, web browser, e-mail client, etc.
2. Select some text, graphics, etc. that you wish to grab or place the text cursor where you'd like to paste a note.
3. Choose Application Menu > Services, where Application Menu is the name of the application you're currently in.
4. Choose a shortcut in the StickyBrain, StickyBrain Grab To, or StickyBrain Paste From sub-menus. The menu items in some of these sub-menus may be disabled if it doesn't make sense contextually. For example, if you don't have anything selected, the menu items in the StickyBrain Grab To sub-menu will be disabled.



Invoke a Shortcut Via A Hot Key

StickyBrain hot keys are similar to the keyboard shortcuts used in almost every Macintosh application. A hot key is a special key combination that performs a shortcut. Each shortcut in StickyBrain can be assigned an optional hot key to quickly and easily invoke the shortcut without taking your hands off the keyboard. Using a hot key is also useful for those applications that don't support contextual menus or the Services menu.

To invoke a shortcut using a hot key:

1. Press the keys that comprise the hot key. For example, hold down the Command key and the Option key then press B if the hot key is Command-Option-B.

Shortcuts In Action

The StickyBrain shortcuts are divided into three categories in the contextual and Services menus: StickyBrain, StickyBrain Grab To, and StickyBrain Paste From. This section will describe what each shortcut does and how to use it.

StickyBrain > Launch

This shortcut will launch StickyBrain. This shortcut is only available in the Services menu.

To use Launch:

1. Choose StickyBrain > Launch from the Services menu. StickyBrain will launch if it isn't running or will bring StickyBrain to the foreground if it's already running.

StickyBrain > Lookup Password

This shortcut can easily save and retrieve Internet passwords. For example, suppose that you've just created an account on eBay which requires a user name and password whenever you log in. Rather than try to remember your user name and password, you can have StickyBrain do it for you.

To use Lookup Password:

1. Launch your web browser and open the webpage where you normally enter your user name and password.
2. Make sure that the address of the page is selected in the browser window.
3. Choose StickyBrain > Lookup Password from either the contextual or Services menu.
4. StickyBrain will search your Passwords folder for a note matching the web address.
5. If StickyBrain locates a matching note, it will open the note in the FlashNote window so you can access your user name and password. For more information on FlashNote see Chapter 7 *FlashNote* on page 42.
6. If StickyBrain doesn't locate a note for the webpage, StickyBrain will open if it's not already running and create a new note for the web address. You can then enter your user name and password for that webpage and save them for future reference.

StickyBrain > Save in Receipts

This shortcut is used to store web receipts and other similar information in the Receipts folder.

To use Save in Receipts:

1. Select the receipt or other similar content you want to save into the Receipts folder.
2. Choose StickyBrain > Save in Receipts from either the contextual or Services menu. StickyBrain will save the selected content as a new note in the Receipts folder.

StickyBrain > Search

This shortcut will allow you to search for text in StickyBrain from selected text in another application.

To use Search:

1. Select a word or phrase in an application.
2. Choose StickyBrain > Search from either the contextual or Services menu. FlashNote will open and immediately search for the selected word or phrase. For more information on using FlashNote see Chapter 7 *FlashNote* on page 42.

StickyBrain Grab To

The StickyBrain Grab To shortcut will allow you to grab content from other applications into StickyBrain. The StickyBrain Grab To menu will list the folders and notes that have been assigned the action Grab Text or Grab Text (No Style). For notes, the menu will list the name of the note along with the name of the folder the note is assigned to. For folders, the menu will list the name of the folder.

To grab content from another application:

1. Select the content you want to grab from the application you're working in.
2. Choose StickyBrain Grab from the contextual or Services menu.
3. Choose a folder or note from the menu. If a note is chosen the selected content will be appended to the end of the note. If a folder is chosen the selected content will be saved as a new note in the folder.

StickyBrain will play the grab selection sound when content is being grabbed. You can change the grab selection sound or turn it off in the Shortcuts preferences (StickyBrain > Preferences, and click the Shortcuts button).

StickyBrain Paste From

The StickyBrain Paste From shortcut will allow you to paste frequently used notes into other applications. The StickyBrain Paste From shortcut will list the notes that have assigned the action Paste Note or Paste Note (No Style).

To paste a note into another application:

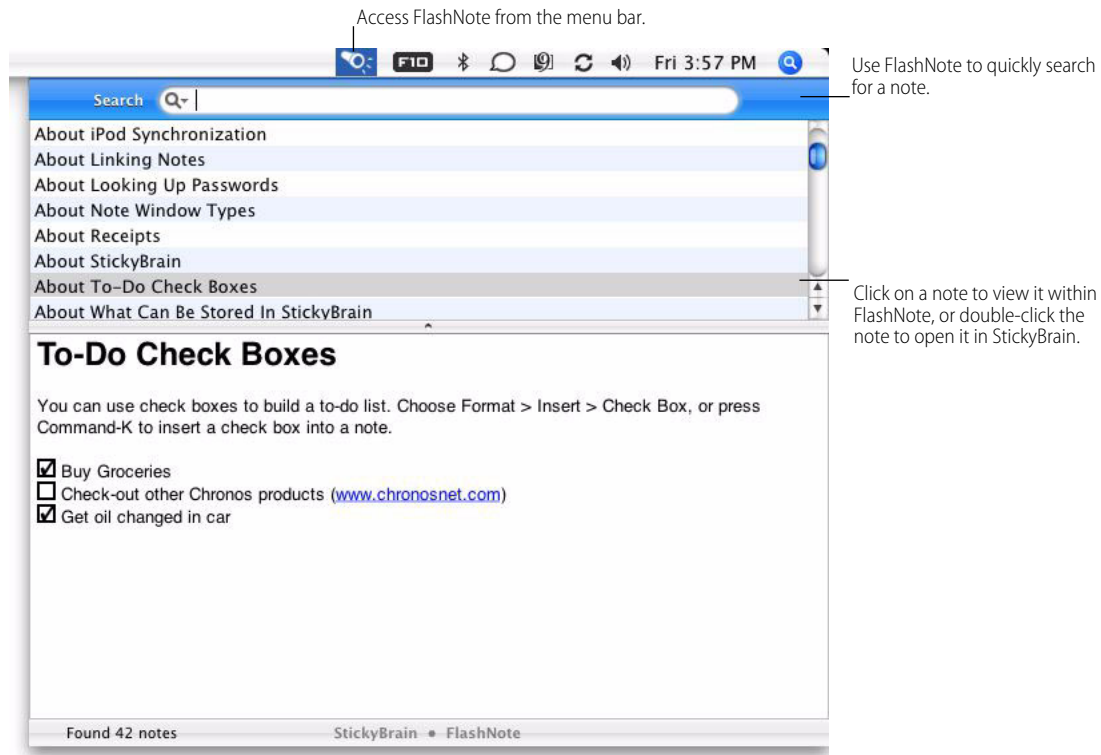
1. Place the cursor where you want a note pasted.
2. Choose StickyBrain Paste From from the contextual or Services menu.
3. Choose a note that you want to paste into the application.

StickyBrain will play the paste note sound when it is pasting the note into the target application. You can change the paste note sound or turn it off in the Shortcuts preferences (StickyBrain > Preferences, and click the Shortcuts button).

Chapter 7

FlashNote

FlashNote is a powerful feature that lets you search and view notes whether StickyBrain is running or not. It also works in conjunction with other features such as the Lookup Passwords and Search shortcuts. For more information on these shortcuts see Chapter 6 *Shortcuts* on page 36.



To access FlashNote:

FlashNote can be accessed one of two ways:

- Click the FlashNote menu bar icon.
- Press the FlashNote hot key. The FlashNote hot key can be set up in the Services preferences (StickyBrain > Preferences, and click the Services button).

When you access FlashNote, the FlashNote window will appear below the menu bar.

To remove FlashNote from the menu bar and switch to standalone window mode:

FlashNote can be accessed in standalone window mode, which simply means that the FlashNote window is not attached to the menu bar and it can be moved and resized anywhere on the screen. In order to use FlashNote in standalone window mode you simply turn off the FlashNote icon in the menu bar.

1. Choose StickyBrain > Preferences, and click the Services button.
2. Deselect the Show in menu bar button.

Once you have FlashNote in standalone window mode, you access it via its hot key.

To make the FlashNote window float:

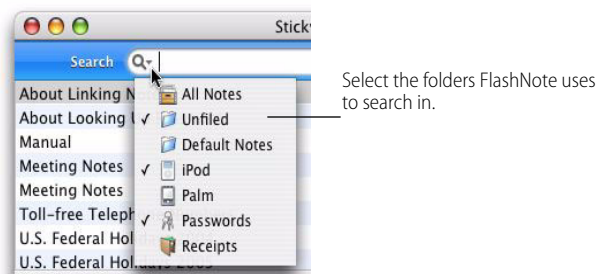
The FlashNote window can be made to float in the foreground of your computer screen to prevent it from being hidden by other windows. This setting only applies if you're accessing FlashNote in standalone window mode.

1. Choose StickyBrain > Preferences, and click the Services button.
2. Select Make Floating in the FlashNote section.

To control which folders FlashNote searches and displays:

FlashNote, by default, searches and displays all the notes in the StickyBrain database. You can optionally limit your searches and display to folders of your choice.

1. Click the Search field pop-up menu and select a folder. Repeat this step for each folder you want to select or deselect.

**To search for a note:**

1. Click in the Search field at the top of the FlashNote window.
2. Type the text you wish to search for. When you stop typing FlashNote will begin the search.

To view a note:

1. Select a note to view its contents.

Once a note is selected, you may copy and paste its contents into other applications.

To open a note in StickyBrain:

If you wish to edit a note, you'll have to open it in StickyBrain.

1. Select a note.
2. Double-click the note, press the Return key, or press Command-O to open the note in StickyBrain. This will launch StickyBrain if it's not running and open the note.

To change the FlashNote window style:

The FlashNote window can appear in any of several different window styles.

1. Choose StickyBrain > Preferences, and click the Services button.
2. Click the Window style button and choose a new window style.

To close the FlashNote window:

The FlashNote window will automatically close if you double-click a note to open it in StickyBrain or if you click anywhere outside of the FlashNote window. Otherwise, you can use one of the following options to close the FlashNote window:

- Click the FlashNote menu bar icon.
- Press the escape key.

- Press the FlashNote hot key.

If FlashNote is in standalone window mode, you can close it using the below methods:

- Click the close window button in the window title bar.
- Press the escape key.
- Press the FlashNote hot key.

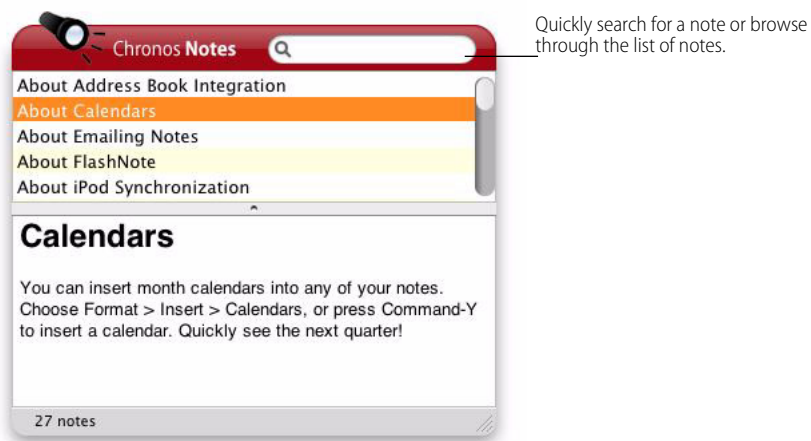
Chapter 8

Dashboard Widget

The ChronosNotes widget lets you search and view notes using Apple's Dashboard feature. To learn more about Dashboard, visit <http://www.apple.com>.

To use the ChronosNotes widget:

The ChronosNotes widget will display all of the notes in the StickyBrain database. You can use the search field to search for a note, or you can browse your notes one at a time. In addition, the contents of a note in the ChronosNotes widget window can be copied and pasted into other applications. Notes can't be edited in the ChronosNotes widget window.



To open a note in StickyBrain:

If you wish to edit a note, you'll have to open it in StickyBrain.

1. Select a note.
2. Double-click the note to open the note in StickyBrain. This will launch StickyBrain if it's not running and open the note.

Chapter 9

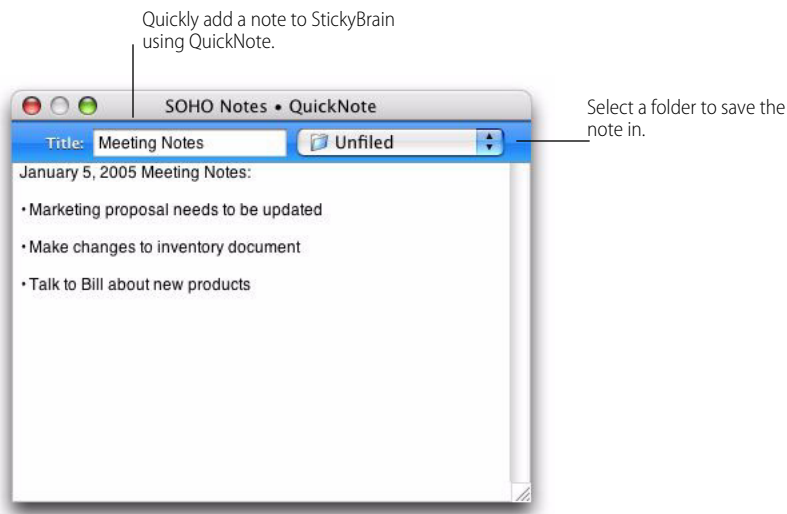
QuickNote

QuickNote provides a fast and easy way to add a note to StickyBrain regardless of what application you're currently working in. In fact, StickyBrain doesn't even have to be running.

To use QuickNote:

When you access QuickNote, the QuickNote window will appear on your screen. You can use this window to add a note into StickyBrain. The window style that is used for the QuickNote window is the same one used for the FlashNote window. For more information on FlashNote see Chapter 7 *FlashNote* on page 42.

1. Press the QuickNote hot key. The QuickNote hot key can be set up in the Services preferences (StickyBrain > Preferences, and click the Services button).



2. Type a title for the note in the Title field.
3. Add the appropriate content to the main body.
4. Select a folder to save the note in from the pop-up menu. You can change the default folder notes are saved into in the Services preferences (StickyBrain > Preferences, and click the Services button).
5. To save the note either close the QuickNote window or press Command-S.

To make the QuickNote window float:

The QuickNote window can be made to float in the foreground of your computer screen to prevent it from being hidden by other windows.

1. Choose StickyBrain > Preferences, and click the Services button.
2. Select Make Floating in the QuickNote section.

Chapter 10

iPod Synchronization

Notes in StickyBrain can be synchronized with your iPod. This makes it possible to take some or all of your notes with you on the road. All of the notes in your iPod folder are automatically synced to your iPod whenever you perform a synchronization.



This chapter will describe how to make sure your iPod is set up for synchronization and will describe how to perform a synchronization.

iPod Requirements And Setup

iPod synchronization requires a third generation iPod (3G) or newer, iPod Mini, or iPod Nano. See Apple's web site or your iPod manual to find out what generation of iPod you have. In order for StickyBrain to synchronize notes to the iPod, the iPod must be set up as a hard disk.

To set up the iPod as a hard disk:

1. Open iTunes.
2. Choose your iPod in the iTunes Source list.
3. Click the Options button to open the iPod Preferences window.
4. Select "Enable disk use" or "Manually manage songs and playlists". Either one will allow you to use your iPod as a hard disk.

Refer to iTunes help for more information on using an iPod as a hard disk.

Perform A Synchronization

Once you have completed the iPod setup, you are ready to synchronize.

To synchronize notes in StickyBrain to an iPod:

Notes that are assigned to the iPod folder will synchronize to the iPod.

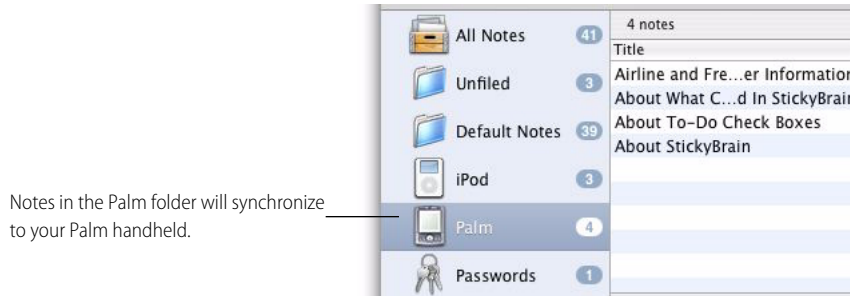
1. Choose File > Sync Notes to iPod, or click iPod Sync in the toolbar. If the iPod folder does not contain any notes, the Sync Notes to iPod and iPod Sync button will be disabled.

The notes will be viewable on the iPod under Main Menu > Extras > Notes > StickyBrain.

Chapter 11

Palm Synchronization

Notes in StickyBrain can be synchronized with the Memo Pad application on a Palm handheld. This makes it possible to take some or all of your notes with you on the road. Notes in your Palm folder in StickyBrain are automatically synced to your Palm handheld whenever you synchronize.



This chapter will describe how to make sure your Palm handheld is set up for synchronization and will describe how to perform a synchronization.

Palm Requirements And Setup

Palm synchronization requires certain hardware and software components.

Hardware Requirements

Synchronization requires the following hardware:

- **Palm handheld.** Any Palm handheld device that is compatible with the Palm Desktop 4.2.1 software for Mac OS X. For a list of compatible Palm handheld units visit Palm's web site <<http://www.palm.com/macosx/>>.
- **Mac OS Computer.** A USB port will need to be available so the cradle for the Palm handheld can be plugged into it unless you're using another connection method such as Bluetooth, etc.

Software Requirements

You do not need any special software on your Palm handheld since its synchronization software is built-in. You will, however, need special software on your computer.

- **StickyBrain version 4.0 or higher.**
- **HotSync software.** StickyBrain supports the HotSync software provided by Palm and Mark/Space. The HotSync software provided by Palm is FREE, whereas the synchronization software provided by Mark/Space is not free. You may decide which HotSync software you would like to use.
 - **Palm's HotSync Manager and Conduit Manager software commonly known as the Palm Desktop software.** Version 4.2.1 or higher is required if you choose this option.
 - **The Missing Sync for Palm OS by Mark/Space.** Version 4.0.2 or higher is required if you choose this option.
- **ChronosNotes Conduit.** A conduit is the software component that your above HotSync choice uses to synchronize your Palm's data with StickyBrain.

Palm Setup

To set up your Palm handheld to sync with StickyBrain:

1. Install and configure the HotSync software you chose to go with. For information on configuring the HotSync software see the web site of either Palm or Mark/Space.
 - The Palm Desktop software can be found at <<http://www.palm.com/macintosh/>>.
 - The Missing Sync for Palm OS can be found at <<http://www.markspace.com/>>.
2. Install the ChronosNotes Conduit. Skip this step if the StickyBrain installer installed the ChronosNotes Conduit for you. The ChronosNotes Conduit needs to be installed in the “Conduits” folder. The ChronosNotes Conduit is located in the following location: /Applications/StickyBrain/Support/. The Conduits folder is located in the following location: /Library/Application Support/Palm HotSync/Conduits/.
3. Remove the “Memo Conduit” from the “Conduits” folder. This conduit is for synchronizing with the Palm Desktop and if its not removed, unexpected and incorrect synchronization will result.
4. Disable or remove from the “Conduits” folder any conduit that synchronizes with the Memo application on the Palm handheld. If two or more conduits try to sync with the Memo application, unexpected and incorrect synchronization will result. For information on disabling the Memo sync portion of an application’s conduit refer to their help system.

StickyBrain Setup

To set up StickyBrain to sync with the Palm:

1. Launch StickyBrain.
2. Drag any note(s) to the Palm folder that you want synced to the Memo Pad application on your Palm handheld.

Perform Sync

Once you have completed the installation and setup steps, you are ready to synchronize. Follow the steps below to synchronize.

1. Place your Palm handheld in its cradle.
2. Press the HotSync button on the cradle. StickyBrain does not need to be open when you perform a sync. A progress dialog will appear and your data will be synchronized. If you experience a problem, check the HotSync log.

For information on where and what notes are synchronized see *Synchronization Information* on page 50.

HotSync Log

Detailed information about the success of a sync is stored in the HotSync Manager’s log. You typically will not receive an error message on your computer screen during a sync, so you will need to refer to this log in order to find out if an error or problem occurred. You should include a copy of the log, which you should copy/paste into any e-mail support correspondence to Chronos. For a list of common error messages see TABLE 6. “Log Error Messages”.

To access the HotSync log for the Palm or Mark/Space HotSync software:

- Launch the HotSync Manager application and choose HotSync > View Log. The HotSync Manager application is located in the “Palm” folder inside the “Applications” folder.
- Launch the “Missing Sync for Palm OS” application and choose Window > Sync Log. The Missing Sync for Palm OS application is located in the “Missing Sync for Palm OS” folder inside the “Applications” folder.

er.

TABLE 6. Log Error Messages

Error	Definition
Note exceeds 4K limit	The Memo Pad application on certain Palm handhelds limit notes to 4K in size, whereas StickyBrain does not have any restrictions on note size. If a note is larger than 4K and is added to the Palm folder, the ChronosNotes Conduit will not sync the note and it will log the title of the note after the error message in the HotSync log.
Note exceeds 32K limit	The Memo Pad application on certain Palm handhelds limit notes to 32K in size, whereas StickyBrain does not have any restrictions on note size. If a note is larger than 32K and is added to the Palm folder, the ChronosNotes Conduit will not sync the note and it will log the title of the note after the error message in the HotSync log.
Error Connecting To DB	This error message will occur if the StickyBrain database has not been created, not online, or is inaccessible for any other reason. To resolve this issue launch StickyBrain, which will either create the database or bring it online.

Synchronization Information

This section will provide information on the synchronization process between StickyBrain and the Memo Pad application on the Palm handheld. This information details what notes are synchronized and where the notes are synchronized to.

StickyBrain To Palm

Notes that are assigned to the Palm folder in StickyBrain will synchronize to the “Unfiled” category in the Memo Pad application on the Palm handheld. Once a note has been synchronized from StickyBrain to the Memo Pad application, it can then be assigned to any category in the Memo application that you would like.

TABLE 7. Note Mappings (StickyBrain To Palm)

StickyBrain	Palm
(a) Note Title and (b) Note combined	Memo
Palm folder	Unfiled category

Palm To StickyBrain

Memos that are assigned to any category in the Memo application on the Palm handheld will synchronize to the “Palm” folder in StickyBrain. Once a memo has been synchronized from the Memo application to StickyBrain, it can then be ADDED to any folder in StickyBrain that you would like provided that it remains assigned to the Palm folder as well. For more information on adding a note to more than one folder see Chapter 3 *Creating and*

Working with Notes on page 26.

TABLE 8. Memo Mappings (Palm To StickyBrain)

Palm	StickyBrain
Memo	(a) Memo Title, First line of memo becomes Note Title (b) Note
Category	Palm folder

Reset Palm Syncing

There may come a time when you will need or want to “start over” with Palm syncing. This can occur if you have acquired a new Palm handheld, information has stopped syncing, or something else is causing the sync not to work correctly between StickyBrain and the Memo Pad application on the Palm handheld.

To reset Palm syncing between StickyBrain and the Memo Pad application:

1. Hold down the “Control” key on the keyboard.
2. Perform a HotSync. Leave the Control key held down throughout the entire HotSync process.

This will cause all the notes in the Palm folder in StickyBrain to synchronize to the Memo Pad application on the Palm handheld, and all the memos in the Memo Pad application to synchronize to the Palm folder in StickyBrain. This operation may result in duplicate notes being created in StickyBrain and on your Palm handheld. If duplicates are created, remove the duplicates from either the Memo Pad application or StickyBrain (but not both) and then perform another HotSync.

Chapter 12

Printing

You can print note one at a time or several notes at once. This chapter will discuss how to set up notes for printing and how to print notes. Only Text, Pages, or Sticky notes can be printed.

Print Setup

Every note has a set of margins that are used when a note is printed. This section will describe how to change these margins if desired. This section will also describe how to disable the printing of the background (textures, pictures, etc.) if so desired.

To set the margins for a note:

1. Select a note.
2. Choose Note > Note Info, and click the Margins tab to set the margin settings.

To set the default margins that will be used when a new note is created:

1. Choose StickyBrain > Preferences, and click the General button.
2. Click the Units pop-up menu and select a unit of measurement.
3. Enter each of the default margin settings you would like all newly created notes to use.

To enable or disable background printing:

StickyBrain lets you assign different backgrounds to notes such as colors, textures, or pictures. You can choose if the background should be printed with the note.

1. Choose StickyBrain > Preferences, and click the General button.
2. Enable or Disable the Print Background button.

Print Note(s)

To print a single note:

1. Select the note you wish to print.
2. Choose File > Print.

To print multiple notes:

1. Choose File > Print Notes. This will open the Print Notes dialog which has the following options:
 - **Selected Notes.** This option will print all notes that are selected.
 - **All Open Notes.** This option will print all open notes.
 - **All notes in the “name of folder” folder.** This option will print all notes in the selected folder.
 - **All Notes.** This option will print all of your notes.
2. Select a print option from the Print Notes dialog.
3. Click OK.

Chapter 13

Miscellaneous

This chapter will describe how to import and export notes, create database backups, and manage the Service helper application that supports StickyBrain.

Import Notes

StickyBrain can import RTF, RTFD, basic Microsoft Word (.doc)*, HTML*, and plain text files (hereafter, these file types will be referred to as text files). In addition, StickyBrain can import the sticky notes from Apple Stickies.

* Does not support all formatting features.

To import text file(s):

StickyBrain can import a single text file or a folder containing multiple text files.

1. Select a folder in the folders drawer that you would like the imported note(s) to be assigned to.
2. Choose File > Import Notes.
3. Select “A text or rich text file” from the Import dialog, then click OK.
4. Choose a folder that contains text files, or select an individual text file.
5. Click Open to import the file(s). A new note will be created for each text file that is imported in the selected folder.

To import text file(s) via drag & drop:

1. Select a folder that contains text files, or select an individual text file in the Finder.
2. Drag the folder or text file from the Finder and drop it on the folder drawer in StickyBrain. The folder and all of the notes in the folder will automatically be imported into StickyBrain. All sub-folders and their contents will likewise be imported such that the original folder hierarchy is preserved.

To import sticky notes from Apple Stickies:

1. Select a folder in the folders drawer that you would like the imported sticky note(s) to be assigned to.
2. Choose File > Import Notes, and then select “My Apple Stickies”.
3. Click OK to import the sticky notes from Apple Stickies.

Export Notes

StickyBrain can export notes to a rich text or plain text file. In addition, StickyBrain can export a whole folder of notes including any sub-folders of notes.

To export note(s) to a text file:

1. Select the note(s) you wish to export. Hold down the shift key to select multiple contiguous notes. Hold down the command key to select multiple notes in a non-contiguous fashion.
2. Choose File > Export Notes.
3. If a single note is being exported, a save dialog will appear where you can choose the format and location for

the exported note.

4. If multiple notes are being exported, select to have them exported to a single text file or individual text files (one file for each note). Then click OK and choose the format and location for the exported notes.
5. Type a name for the export file if you're exporting a single note or multiple notes into a single text file.
6. Click Export to export the note(s).

To export note(s) via drag & drop:

1. Select a folder or select individual text file(s).
2. Drag the folder or individual text file(s) to the Finder and drop them. The folder or individual text file(s) will be exported as individual folders and files in the Finder. All sub-folders and their contents will be exported such that the original folder hierarchy is preserved.

To export a folder of notes:

1. Select a folder you wish to export.
2. Choose File > Export Notes.
3. Notes can be exported into a single text file or individual text files (one file for each note).
4. If the "Export notes in sub-folders" check box is selected, the notes in the selected folder and all of its sub-folders will be exported. If the notes are being exported as individual files, the folder hierarchy will be preserved.
5. Click OK. A save dialog will appear where you can choose the format and location for the exported notes.
6. Click Export to export the folder of notes.

Database Backups

StickyBrain can make regular backups of the Chronos database which contains all of your notes. This is a safety feature in case you inadvertently delete some important information and need to restore a backup file, which is very easy to do.

WARNING: Depending upon which of Chronos' integrated suite of products you own, your database may contain notes, contacts, and calendars. When you back up a database, all notes, contacts, and calendars in the database are backed up. Likewise, if you later restoring a database backup, it will completely replace the notes, contacts, and calendars on your computer with those in the backup

To set the backup preferences:

1. Choose StickyBrain > Preferences, and click the Backups button.
2. Set the various backup options:
 - **Automatically perform backups.** This option lets you choose how often StickyBrain should make a backup. By default, backups will be created on a daily basis.
 - **Maximum number of backups to keep.** Enter the maximum number of backups to keep. When a new backup file is created, the oldest backup file will be deleted so that the maximum number of backup files won't be exceeded. To permanently save a particular backup file, you must move it outside of the backup folder or it will eventually be deleted.
 - **Location for backups.** By default, backup files are saved in the directory: ~/Library/Application Support/Chronos/Backups/, where "~" denotes your home folder. Click Choose Backup Location to select a different backup folder.

To manually make a backup of the StickyBrain database:

1. Choose File > Back Up Database > To a File.

2. Name the backup file and choose where it should be saved to.
3. Click Save to save the backup file.

To undo all recent changes and return to a database backup:

1. Choose File > Restore Database > From a File.
2. Select a backup file from the Open dialog.
3. Click Open to restore the database backup.

Any new notes, contacts, calendars, etc. that you've changed since the backup was created will be lost. Any deleted items will be recovered. If you want to keep the notes that are currently in the StickyBrain database you will need to export them to a text file and then later import them back into StickyBrain. For more information on importing and exporting see Chapter 13 *Miscellaneous* on page 53.

.Mac Backup

If you have a .Mac account with Apple, StickyBrain can make a backup of the database to your iDisk, and then later restore the database backup. In addition, you can use your .Mac backup feature to move your database between multiple computers. In order to use the .Mac backup feature, you will need a .Mac account from Apple. For more information on obtaining a .Mac account see <http://www.chronosnet.com/dotmacaccount.html>.

WARNING: Depending upon which of Chronos' integrated suite of products you own, your database may contain notes, contacts, and calendars. When you back up a database, all notes, contacts, and calendars in the database are backed up. Likewise, if you later restoring a database backup, it will completely replace the notes, contacts, and calendars on your computer with those in the backup

To make a backup of your StickyBrain database to .Mac:

1. Choose File > Back Up Database > To .Mac, or click .Mac in the toolbar and click Back up to .Mac from the dialog.

A backup of the StickyBrain database will be created in the following directory on your iDisk: /Documents/Chronos/

To undo all recent changes and return to your last backup on .Mac:

1. Choose File > Restore Database > From .Mac, or click .Mac in the toolbar and click Restore from .Mac from the dialog. Any new notes or information you've changed since you last created a backup will be lost. Any deleted items will be recovered.

To move a database between multiple computers:

You can use the .Mac backup feature to move your StickyBrain database between multiple computers. Please note that moving your StickyBrain database between computers is different than synchronizing your data between computers. The following example will show you how to move your database between a home computer and a work computer.

Before you leave to work, sit down at your home computer and do the following:

1. Launch StickyBrain.
2. Choose File > Back Up Database > To .Mac, or click .Mac in the toolbar and click Back up to .Mac from the dialog.

Once you arrive at work, do the following on your work computer:

1. Launch StickyBrain.
2. Choose File > Restore Database > From .Mac, or click .Mac in the toolbar and click Restore from .Mac from the dialog. This will replace the database on your work computer with the database from your home com-

puter. Please note that restoring a backup does not synchronize your notes. Rather, it overwrites your notes with those in the backup.

When you're ready to take the database back to your home computer, do the previous steps again but this time you'll be starting out on your work computer instead of your home computer.

WARNING: Depending upon which of Chronos' integrated suite of products you own, your database may contain notes, contacts, and calendars. When you back up a database, all notes, contacts, and calendars in the database are backed up. Likewise, if you later restoring a database backup, it will completely replace the notes, contacts, and calendars on your computer with those in the backup

Service Preference

StickyBrain has a helper application called ChronosNotesService. This faceless background application is required in order to use the StickyBrain contextual and Services menus as well as FlashNote, QuickNote, etc. The ChronosNotesService application is automatically added to the Startup Items when you first launch StickyBrain. Under normal circumstances, you will never need to disable the ChronosNotesService application but should you ever need to, the Service preference allows you to enable or disable the ChronosNotesService application and add it to the Startup Items.

To enable or disable the ChronosNotesService application:

1. Choose StickyBrain > Preferences, and click the Service button.
2. Enable or Disable the Service button.

To add the ChronosNotesService to the Startup Items:

1. Choose StickyBrain > Preferences, and click the Service button.
2. Select the Enable at system startup button.