

# Notepad

The Con-nect notepad enables you to write notes for your personal use.

A notepad page can either be retained as a separate item or attached to one of the following objects: a document, a meeting or an appointment. You can also convert a notepad page into a document for further editing.

This chapter covers the following topics:

- Adding a Notepad Page
- Managing Your Notepad Pages
- Commands for Notepad Pages
- Retrieving Notepad Pages
- Modifying a Notepad Page

## Adding a Notepad Page

Issue the following command from any point in Con-nect:

```
NOTEPAD
```

As a result, the "Notepad" window appears.

```

10:20 AM          * * *  C O N - N E C T  3  * * *          3.Feb.94
Cabinet LS              Display Documents by Name          Thursday

Cmd Document Name          E  +-----+
-----+-----+-----+  ! Notepad Subject:  (or '*' to Select)  !
__ Alexander                ! _____ !
__ Analysis                 +-----+
__ Demo                    ! _____ !
__ Documentation            ! _____ !
                            ! _____ !
__ Draft                   ! _____ !
__ Fiber-optics and Sharks ! _____ !
__ Hex. Text               ! _____ !
__ January-94              ! _____ !
                            ! _____ !
__ Maria's PC file         ! _____ !
__ Marketing Plan          ! _____ !
__ New Strategy            ! _____ !
__ Planning Guide         +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Menu  Quit  In   Send  Foldr  Docs  Note  Cal   Flip  Last  Home

```

**Note:**

If you issue the NOTEPAD command while displaying or modifying a document, meeting or appointment the "Notepad" window contains an additional field that allows you to attach the notepad page to the current object.

Specify the following information in the "Notepad" window:

**Notepad Subject**

Each word you enter in the subject line is stored as a keyword with which you can retrieve the notepad page later. You can create several notepad pages which contain the same subject.

Noisewords such as "a, an, and, but, if, in, is, it, on, the" are not stored as keywords. Your Con-nect administrator specifies the words that are defined as noisewords within your environment.

**Note Text**

You enter the text in the lines below the subject line. In contrast to the memo or the cover note, you cannot access the editor to write a longer note.

Press ENTER to add the notepad page.

The blank "Notepad" window re-appears and you can add another notepad page or quit the function.

# Managing Your Notepad Pages

Issue the following command sequence from any point in Con-nect to display a list of all pages in your notepad:

```
DISPLAY Notepad
```

As a result, the "Display Notepad Pages" screen appears.

```
10:29 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS          Display Notepad Pages          Thursday

Cmd Subject                Date Created    Date Modified
-----
__ annual report          1.Feb.94
__ breeding habits        1.Feb.94      3.Feb.94
__ cable                  2.Feb.94
__ cable                  3.Feb.94

__ cable repair           2.Feb.94
__ deep sea fish          3.Feb.94
__ guidelines             1.Feb.94      3.Feb.94
__ storms                 3.Feb.94

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Detach  Display  Erase   Print  Top
```

**Note:**

The "Display Notepad Pages" screen lists only the pages of your notepad. The notes which are attached to documents, appointments and meetings are not displayed.

The "Display Notepad Pages" screen lists the notepad pages alphabetically. The columns display the following information:

**Subject**

The subject (keywords) of the notepad page.

**Date Created**

The date when you created the notepad page.

### **Date Modified**

The date when you last modified the notepad page.

## **Commands for Notepad Pages**

The command prompting line of the "Display Notepad Pages" screen shows all the commands which apply to notepad pages. The commands are described in section *Commands*. The following exceptions apply when working with notepad pages:

- DETACH
- DISPLAY
- ERASE

### **DETACH**

When you issue the DETACH command with a specific notepad page, it is transferred to the editor ("Modify *Document-name*" screen). This automatically converts the notepad page into a document. The subject line of the notepad page becomes the document name.

This feature enables you to send a notepad page, or to include it in a larger text.

Once a notepad page is converted into a document, it is no longer displayed and listed together with the other notepad pages.

A document cannot be converted into a notepad page.

### **DISPLAY**

When you issue the DISPLAY command with a specific notepad page, the "Notepad" window contains an additional field: "X to erase". You can erase the displayed notepad page by marking this field with X (upper case) and pressing ENTER.

To modify a notepad page, you type over the existing text and/or subject line and press ENTER.

### **ERASE**

When you issue the ERASE command with a specific notepad page, the notepad page is erased from Con-nect. It is not placed in your Wastebasket.

## Retrieving Notepad Pages

You can look up notes on your notepad by referring to one or more words from the subject line. You can choose among several ways to find your notepad page, as described below.

### Note:

This description does not apply to notepad pages which have been attached to a document, meeting or appointment.

Issue the following command from any point in Con-nect to access the "Notepad" window:

```
NOTEPAD
```

The following topics are covered below:

- A List of all Existing Pages
- Existing Keywords
- The Keyword Index

### A List of all Existing Pages

To display a list of all existing notepad pages, enter an asterisk (\*) in the subject line of the "Notepad" window - but no text on the text lines - and press ENTER to display the "Select Notepad Page(s)" window listing all existing notepad pages.

```

10:29 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS          Display Documents by Name          Thursday

Cmd Document Name      E  +-----+
--- ----- -          ! Select Notepad Page(s) or          !
__ Alexander           ! Display Keyword Index _ (Mark)     !
__ Analysis            +-----+
__ Demo                ! __ annual report                    !
__ Documentation       ! __ breeding habits                  !
                     ! __ cable                             !
__ Draft               ! __ cable                             !
__ Fiber-optics and   ! __ cable repair                      !
__ Hex. Text           ! __ deep sea fish                     !
__ January-94         ! __ guidelines                        !
                     ! __ storms                            !
__ Maria's PC file    !                                       !
__ Marketing Plan     !                                       !
__ New Strategy       !                                       !
__ Planning Guide     +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Menu Quit In   Send Foldr Docs Note Cal Flip Last Home

```

If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

Mark the notepad page(s) you want to display with any character and press ENTER.

If you mark more than one page, the topmost page is displayed first. You proceed to the next one by pressing ENTER.

**Note:**

You can also issue the command sequence "DISPLAY Notepad" to display all notepad pages (see *Managing Your Notepad Pages*).

## Existing Keywords

There are two ways to display the "Select Notepad Page(s)" window which lists all notepad pages whose subject line contains the specified keyword (if only one page is found, it is immediately displayed):

- you can issue the command sequence "NOTEPAD *keyword*" from any point in Con-nect (you have to substitute "keyword" with an existing keyword; if you enter several keywords, you must use the blank substitute character), or
- you can enter the keyword in the subject line of the "Notepad" window - but no text on the text lines - and press ENTER.

**Caution:**

If you enter more than one keyword, Con-nect finds only those notepad pages whose subject line contains *all* the specified keywords.

```

10:29 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS          Display Documents by Name          Thursday

Cmd Document Name      E  +-----+
--- +-----+          -  ! Select Notepad Page(s) or          !
__ Alexander            !  ! Display Keyword Index _ (Mark)    !
__ Analysis            !  +-----+
__ Demo                !  ! __ cable repair                    !
__ Documentation       !  ! __ cable                          !
__ Draft               !  ! __ cable                          !
__ Fiber-optics and Sharks !  !
__ Hex. Text           !  !
__ January-94         !  !
__ Maria's PC file    !  !
__ Marketing Plan     !  !
__ New Strategy       !  !
__ Planning Guide     !  +-----+

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

Mark the notepad page(s) you want to display with any character and press ENTER.

If you mark more than one page, the topmost page is displayed first. You proceed to the next one by pressing ENTER.

## The Keyword Index

Access the "Select Notepad Page(s)" window as described before. Mark the "Display Keyword Index" field with any character and press ENTER.

As a result, the "Select Keywords" window appears listing all registered keywords alphabetically. If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

```

10:29 AM          * * * C O N - N E C T 3 * * *          3.Feb.94
Cabinet LS          Display Documents by Name          Thursday

Cmd Document Name      E  +-----+
-----+-----+-----+
! Select Keywords          Search !
! _____ _ !
___ Alexander
___ Analysis
___ Demo
___ Documentation
___ Draft
___ Fiber-optics and Sharks
___ Hex. Text
___ January-94
___ Maria's PC file
___ Marketing Plan
___ New Strategy
___ Planning Guide
+-----+

! Keyword          Nr Notes !
! ___ ANNUAL          1 !
! ___ BREEDING          1 !
! ___ CABLE          3 !
! ___ DEEP          1 !
! ___ FISH          1 !
! ___ GUIDELINES          1 !
! ___ HABITS          1 !
! ___ REPAIR          1 !
! ___ REPORT          1 !
! ___ SEA          1 !
+-----+

Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

The number at the right of each keyword indicates in how many notepad pages it is contained.

Either enter a keyword in the "Select Keywords" line or mark a keyword with any character. Start the search by marking the "Search" field with any character and pressing ENTER.

### Caution:

If you enter (or mark) more than one keyword, Con-nect finds only those notepad pages whose subject line contains *all* the specified keywords.

Con-nect searches the notepad for all notepad pages whose subject line contains the specified keyword(s). If only one page is found, it is immediately displayed; if Con-nect finds several pages containing the same keyword, a list of these pages is displayed, and you must mark the notepad page you want to display with any character.

## Modifying a Notepad Page

To modify a notepad page, you type over the existing text and/or subject line.

As soon as you have modified the notepad page, the new keywords (which you have entered in the subject line) replace the previous ones in the keyword index as well as on the list of notepad pages.

**Caution:**

No copy of the original is retained. If you want to be sure not to lose important ideas, create a new notepad page rather than modifying an existing one.