

Mark/Space Notebook™

User's Guide



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Mark/Space Notebook

Mark/Space Notebook. Notebook provides a centralized location on your Mac to help you keep track of a variety of notes organized by category. Notes can contain text, audio or graphics. Mark/Space Notebook can sync data across multiple Macs via the .Mac preference pane in Mac OS X 10.4 “Tiger” using Apple’s Sync Services technology.

This chapter describes how to use Mark/Space Notebook to work with categories and notes, how to search your notes, how to sync your data to either your device or other Macs and how to modify the look and feel of the Notebook interface.

For information regarding how to sync your notes to your Sony PSP device, refer to the Missing Sync for Sony PSP Plugin section of Chapter 6 in The Missing Sync for Sony PSP User’s Guide located in ~/Applications/Missing Sync for Sony PSP/Documentation.

■ Working with Categories and Notes

Mark/Space Notebook supports notes containing text, graphic and audio. However, each note may contain only one type of data. For example, a note can be either text or graphics or audio but not a combination of text and graphics. Create Notebook notes from .txt, .doc, .wav, .mp3 and .jpg files. To organize your notes, use categories .

Categories

Categorization is a useful way to organize your notes. You can create as many categories as you want and assign notes to those categories. If a note does not belong to a user-defined category, it will be visible when viewing All Notes or only Unfiled.

There are four ways to create new categories:

1. Click on the plus sign at the bottom of the Categories pane.
2. Click on the Category icon in the toolbar.
3. Choose New Category from the File menu.
4. Use the key combination: Shift-Command(⌘)-N.

To assign a note to a specific category, select the note, drag it to the desired category name and release. You can also select a category and then create a note (see below to learn how to create notes).

- Categories are listed in alphabetical order as individual folders below the All Notes and Unfiled folders. The number of notes assigned to each category is indicated in the numeric bubble to the right of the column.
- To view the notes assigned to a specific category, select the category name from the list and notes will be listed in the pane to the right.
- To hide the category view, click on the Show/Hide Categories icon in the toolbar or choose Show/Hide Categories from the View menu.

Creating Notes

Creating a note is a two-step process. First, create the empty note. Then, populate the note with data. Depending on the type of note you are creating, data entry will differ.

There are four ways to create an empty note:

1. Click on the Text or Clipboard icon in the Toolbar.
2. Choose New Text Note or New Note from Clipboard from the File menu.
3. Use the keyboard shortcut Command-N or Shift-Command-C.
4. Click on the plus sign at the bottom of the title pane.

We recommend that notes be no larger than 1MB. Notes larger than 1MB may take longer to create and to sync, especially when syncing with Sync Services or .Mac.

Text Notes and Notes from the Clipboard

After you have created an empty note, a cursor will appear in the note pane. To enter information, do one of the following:

1. Type directly into the note pane.
2. Paste information from the desktop clipboard by pressing Command-P. Before pasting, make sure there is content copied to the Clipboard.
3. Drag and drop information into either the category or the note panes.
4. Use the Import command to locate a file on your hard drive.

Notebook uses Mac OS X's built-in Spell Checker and Find capability. To use those services, place your cursor in the note pane. From the Edit menu, choose Find and select which command you wish to use. Or, choose the Spelling option to see a list of available spelling-related commands.

Audio and Graphical notes

Notebook also supports audio and graphical notes. In essence, any audio or graphic image that can be opened in QuickTime on your Mac can be made into a Notebook note. There are two ways to create a note based on audio or graphic content:

1. Locate the file you wish to add to Notebook on your Mac and drag and drop the file to the appropriate category in the Categories pane or directly into the Title pane.
2. Use the Import option from the File menu to browse for a graphic file.

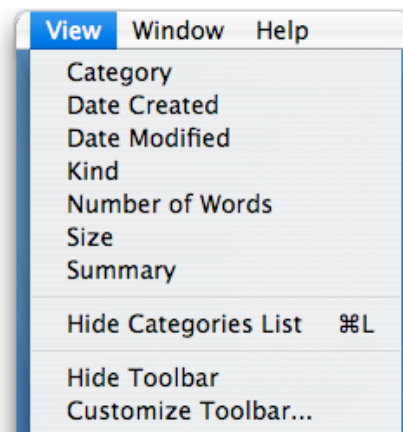
Viewing Notes

Depending on the content of the note, the displayed content will differ.

- A Word document (.doc) will display as text in the content pane.
- A photo (.jpg) will display as an image in the content pane.
- If the note is an audio (.mp3) file, a QuickTime play bar will be visible in the content pane. Click play to listen to the file.
- If the note contains a URL, click on it to launch your web browser and access the specified URL.

View your notes list in the default view or modify the list view by selecting the available columns from the View menu:

- *Category* view lists the category for each note. Notes are then organized by category.



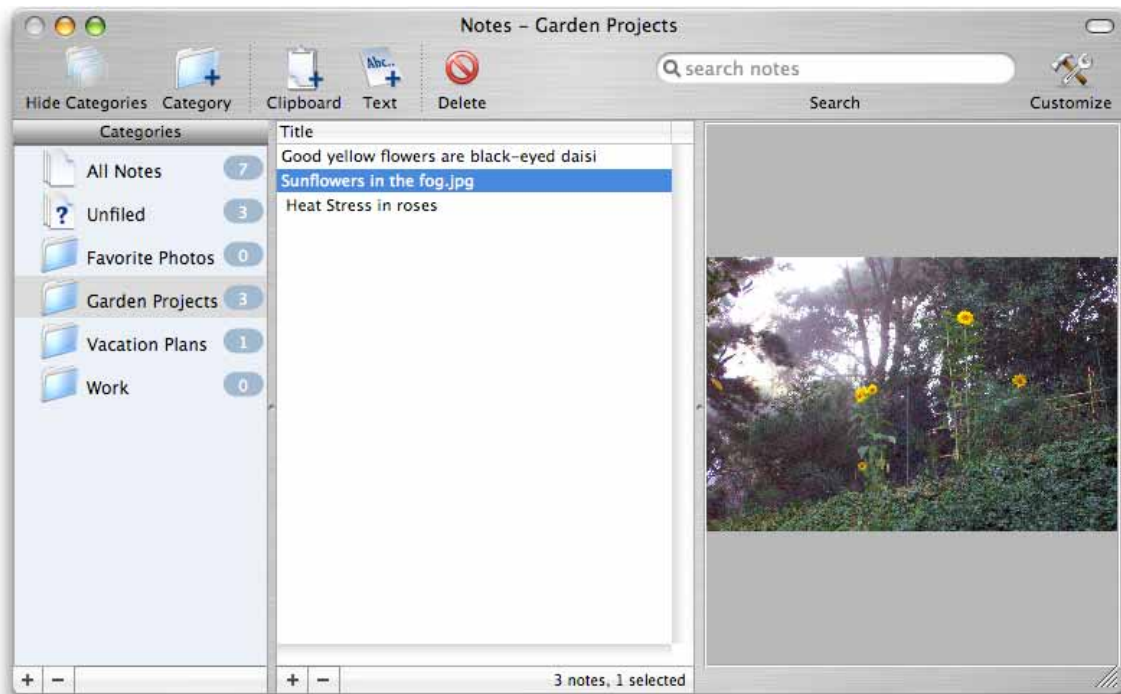
- *Date Created* adds a column noting the date each memo was created.
- *Date Modified* adds a column noting the date each memo was last modified.
- *Kind* adds a column that shows icons depicting whether the note is text, audio or graphical.



Audio Note Graphic Note Text Note

- *Number of Words* adds a column noting how many words each note contains.
- *Size* adds a column noting the file size of each note.
- *Summary* adds a column that displays the first line of a text note, or the text “image” for a graphic, or “audio” for an audio note.

To sort your notes, click on the desired column heading. Clicking a second time on the same column heading will reverse the sort order. To scale the width of each view column, drag the separator between columns.



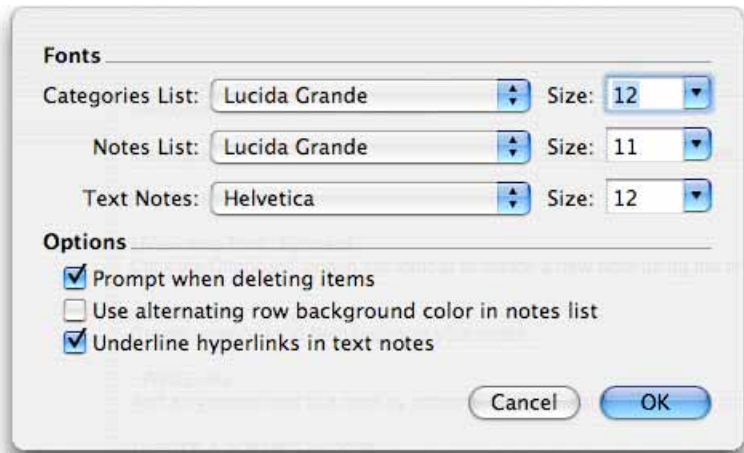
Working with Text

Notebook supports Unicode text, including extended and foreign characters. Notebook does not support bold, italic or underlined text.

To change the display font type or font size, open Preferences from the Notebook menu.

To edit a note, either click in the note to make the cursor active or use copy and paste. Double-clicking on a word or triple-clicking in a paragraph selects the text. Use Command-C to copy the text and Command-P to paste the text to a new location.

URLs are converted to hypertext. Clicking on a hyperlink will open the URL.



■ Searching Notebook

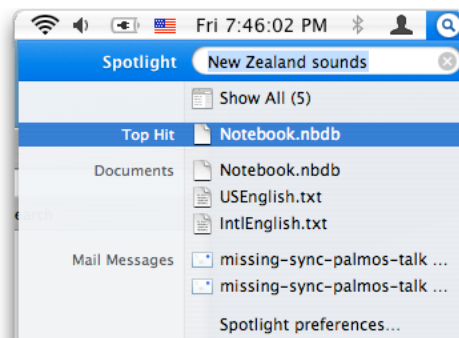
There are three ways to search your notes for specific content.

1. Use the Notebook search option in the toolbar.



2. Choose one of the Find subcommands from the Edit menu.

3. Use Mac OS 10.4 Spotlight functionality to search your entire computer and return Notebook notes. Enter your search term in Spotlight. If any note fits the search criteria, one document called Notebook.nbdb will be listed. Double-click on Notebook.nbdb to launch Notebook. Notes that fit the Spotlight criteria are then filtered out and listed in the Title pane.



■ The Toolbar

The toolbar gives you quick access to frequently used features and can be modified to include the options you use most. To modify the toolbar, open the View menu and choose Customize Toolbar.

The Toolbar options include:

Category: Adds a new category.

Clipboard: Creates a new note from contents pasted to your desktop clipboard from another application. For example, you may have found a great quote in a Word document you are reading. Select the quote in the Word document and copy it to the clipboard. In Notebook, click on the Clipboard icon to create a new note with the copied content from Word.

Delete: Deletes either a selected note or an entire category. *Important:* Deleting a category will delete all notes assigned to that category.

Export: Exports the content of a selected note.

Import: Imports supported note content from your harddrive.

Preferences: Opens the Preferences dialog.

Print: Prints a selected note.

Show/Hide Categories: Toggles between showing and hiding the Category column.

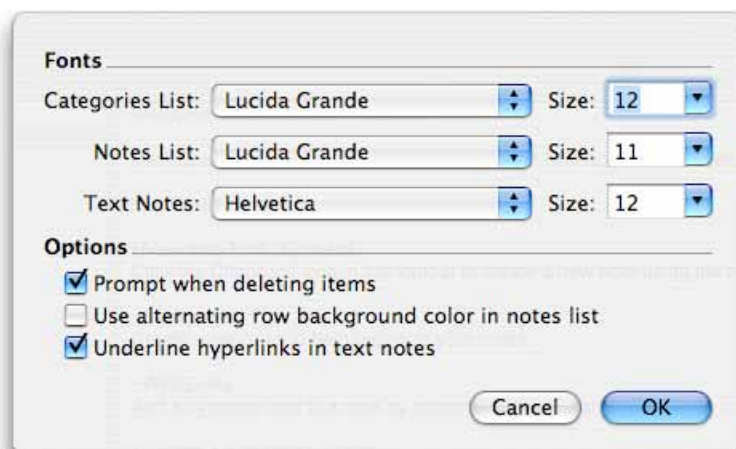
Text: Creates a new note. In the Title column, a line will appear that says 'untitled text'. A cursor will appear in the content column and you can begin to type your note. the note's title will change to match the first line of the note. You can edit the title by double-clicking and entering your preferred title.

■ Notebook Menu items

In addition to the menu commands already mentioned above, Notebook provides a set of user preferences and the option to backup and restore your database.

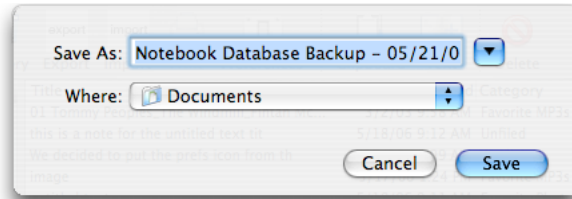
Preferences

From the Notebook menu, select Preferences. Default options are shown in the picture below.

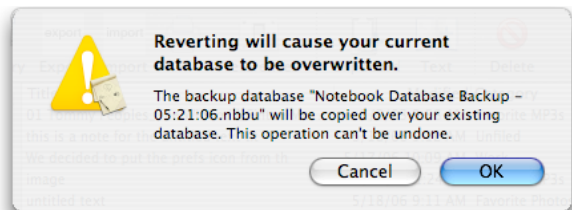


Backup and Revert to Notebook Database

Backing up your Notebook database is as simple as opening the File Menu, choosing Backup Notebook Database and designating a location on your computer.



To revert to a previously saved backup, open the File Menu, choose Revert to Notebook backup and locate the backup. Reverting to a backup cannot be undone.



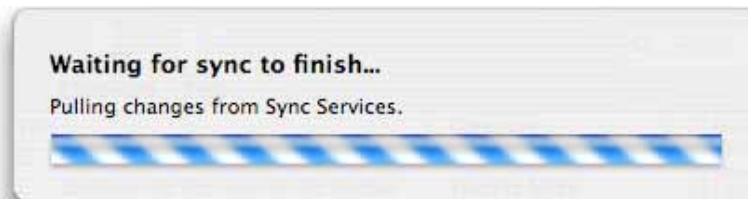
■ Sync Services

Notebook is a Sync Services savvy application, which means that any data you enter into Notebook will automatically sync to Apple's Sync Services centralized database. For information on Sync Services, refer to our Knowledgebase article:

http://www.markspace.com/sync_services_kb

To sync your Notebook data from one Mac to another Mac via Apple's .Mac service, simply open the .Mac preferences in your Mac's System Preferences and check the box to sync Mark/Space Notebook Notes. Sync Services will sync that data to .Mac. Multiple Macs running Mark/Space Notebook can keep all their notes in sync through a .Mac account.

Because Notebook is always syncing with Sync Services, you may see a dialog that looks like this, especially when quitting the application:



This dialog indicates that Notebook is communicating to Sync Services and making sure that all the data in Notebook has been synced to Sync Services and that all the notes data from Sync Services has been synced to Notebook. If you have made a number of changes, it may take a moment for the dialog to disappear.

■ **Uninstalling Mark/Space Notebook**

There is not an uninstaller for Mark/Space Notebook. To uninstall Notebook, delete the Notebook application from your Applications folder (/Applications/Mark/Space Notebook).

Even after removing Mark/Space Notebook from your computer, Sync Services will continue to list Mark/Space Notebook as an option in the .Mac sync settings. We apologize for this inconvenience, but at the time of this writing Apple has yet to provide a way for users to remove mention of Notebook (or any other Sync Service client) from this list.