RMRNotes
Note Taker & Jotter

(for Symbian OS Series 80
– Nokia Communicator 9210/9210i/9290 and 9500/9300)

User Guide

RMR Software

Producing programs for PDAs since 1994

Contents

RMRNotes: Quick start

RMRNotes, is a Jotter program, designed for quickly entering notes when you don't have time to open a Word Document. If required, notes can be grouped under different document files, and each file can be Password protected.

The program offers the ability to prioritise notes, allocate them to categories, and then sort on any of the fields. The main screen shows a list of the note descriptions, with an optional 'bullet' if there is more detail in the extended note. There are various ways to view the note with `Tab, Space Bar`, or `Shift+Ctrl+Z.`

Subsequently, a filter can be applied on any of the fields to show just a subset of the notes.

Using `Shift+Up/Dn Arrow` you can also 'tag' notes to allow for multiple operations.

However, if you do not wish to have this complexity it can be switched out. The power of the program is its configurability, as you can design it to your own requirements.

Screen display

The RMRNotes screen can list the following:

- Note Number
- Date
- Priority
- Bullet to show extra note
- Tag Symbol
- Description
- Category

Although each of these can be removed if not required using the settings in **Preferences**.

At the top of the screen is the selected note number and at the bottom is the title of the list and the sort criteria.

Use the **File** menu to **Create**, **Open**, **Update** and **Delete group**. The **Printing** and **Password** options are also in this menu.

Use the options in the **Edit** menu to **Add**, **Update**, **Delete** and **View** your notes.

In the **Notes** menu there are manual **Backup** and **Restore** options to allow you to keep a copy of your data elsewhere on the system for security, and to restore it if necessary, along with a **Copy/Move** option to transfer notes to other groups.

The **Categories** menu has options to **Add**, **Update** or **Delete** the classification categories.

The **View** menu has options for **Switch title** to remove the screen title, and **Full screen** to remove the information and button bar labels for more screen space. Four sizes of text are available with the **Zoom** option.

Finally, the **Tools** menu has **View** and **General preferences** to configure the program and display. An **Export** option allows details to be output to a text file, while an **Import** option allows other text files of notes to be imported. The **Sort** option changes the sorting method of the

notes, and the **Filter** option filters the screen to only show notes for a particular category or date period.

Moving around

Use:

- **Up/Down arrow** keys to select entries.
- **PgUp/PgDn** to move a screenful at a time (**Ctrl+Up/Down arrow** on 9300/9500).
- **Home/End** to go to the top or bottom entry in the display (**Ctrl+L/R arrow** on 9300/9500).
- **L/R arrow** keys, or `Ctrl+O` or **Open** menu option to switch between files (if you have more than one).

The joystick/navigation button also operates as the arrow keys.

Managing notes files

You can create separate files for each group of notes.

Use **Create new group** from the **File** menu to start a new file.

Use **Open group** to switch between files if you have more than one, or simply use the left / right arrow keys.

There are **Update group details, Delete group** and **Move group to** options available under the **File > More** menu if you need to change any details or get rid of old files.

Use the **Add to desk** option to put a shortcut of your file on the desktop.

Rebuilding files

The **Rebuild files** option does some cleaning up of all the files. It compresses them, refreshes the Category titles, in case you have changed them, resets the internal pointers and rebuilds the index. So use this option after you have updated/deleted a category name or when you think something is not quite right with the data.

Notes

Entering a note

Use **Add note** from the **Edit** menu or the **Add** CBA button, or `Ctrl+A`, or simply the `Enter` key, and then complete the following details (depending on whether enabled in **Preferences**):

- **Date**
- **Short Description**
- **Priority**
- **Category**
- **Colour**
- **Extended Text** (Up to 500 characters)

Using categories

The program allows you to allocate notes against pre-defined categories. You can use the **Add category** menu option to create extra user-defined categories as required. These can also be **Updated** and **Deleted**, or **Exported** to a text file in CSV or tab separated format for use elsewhere.

Correcting notes

You can update or correct any values for an entry. First highlight it and then use **Edit > Update note,** `Ctrl+U`, the `Tab` key, or tap on the **Update** button on the CBA. The dialog is similar to that when adding an entry except it starts in the Extended Text view as that is the most likely thing you want to amend.

Using the Spacebar is a quick way of opening up the extended text if you just wish to view it.

If a note was entered in error, highlight it and then remove it using **Delete entry**, `Ctrl+D` or the `Del` key. Multiple notes may be deleted by tagging them first.

Sorting notes

You can sort the notes by **Date**, **Priority** or **Category**, in either an **Ascending** or **Descending** direction. Use **Tools > Sort notes by** `Ctrl+S` to specify the method.

Other Functions

Filtering entries

Use the **View > Filter notes** `Ctrl+F` option to filter the screen display to show only a particular type or range of notes.

Note: Specify the **Usage** category you wish to view, along with optional **categories, priorities and text**. In addition, you can use the CBA button to filter on a **Start** and **Finish date** to limit the period of entries displayed.

Export and Import

Use **Tools > Export** to export the notes as an ascii text file in either Tab delimited or CSV (Comma Separated Variable) formats. This can then be copied from your communicator for use in other PC programs, or used within the built-in applications.

Use **Tools > Import** to import a set of notes from an Excel file. Note that this file MUST be in the same format as that produced by the Export function described above.

The \My Files\RMR\Exports\ folder is used to contain these files.

Backup and Restore

Under the **Data** menu there are **Backup data** and **Restore data** options.

Backup data *Shift+Ctrl+B* allows you to manually keep a copy of your data elsewhere on the system for security. The set of backed up data files is stored in the:
Communicator:\My Files\RMR\Backups\RMRNotes\ folder on the 9300/9500, or
Communicator:\System\Apps\RMRNotes\Backup\ on 9210/9290.

Use the **Backup** options in **General preferences** to enable regular automatic backups of your data, or to change the location of the backed up files.

If necessary use **Restore data** *Shift+Ctrl+R* to restore all datafiles in the case of data loss.

Note: All current data in the program will be overwritten by restoring the backed-up data.

Configuring RMRNotes

View preferences

View Preferences `Ctrl+K` has options for configuring the display. The following can be set:

For **Display**:

- **Font.** To Arial or Times Roman.
- **Date format**. Gives a choice of various international date formats.

- **Show bullets.** To show if an extended note is present.
- **Show description**. Pressing `Space` views the extended text. This preference tells the program whether or not to display the short description.
- **Info Window**. Selectable for the Wide or Narrow views.

For **Colour:**

- Set your colour preferences for the **Header window**, and the **Default** note colour.

General preferences

General Preferences `Shift+Ctrl+K` has options for configuring the program. The following can be set:

For **Usage**:

- **Use numbers**. Lines on screen can be numbered.
- **Use dates**. Show date of note.
- **Use priorities**. Show priority of note.
- **Use categories**. Show category allocated to note.

For **Settings**:

- **Startup with blank note**. If 'yes', the program will start ready to add a note immediately.
- **Come to foreground with blank note**. If 'yes', the program will be ready to add a note immediately it comes to the foreground.
- **Start note with A-Z**. If set, then pressing a letter will start the note with that letter pre-entered.
- **Default Priority**. Value to be used for new notes.
- **Enter**. Action to be taken when `Enter` key is pressed.

For **Printing:**

- **Print**. Option to print just description, just extended note, or both.
- **Font height**. Font size.

For **Backup:**

- **Auto** turns on the automatic backup, and sets the frequency to Daily, Weekly or Monthly.
- **Start date** when you want the first backup to run.
- Whether a **Prompt** is required.
- The CBA button marked **Location** can be used to change the location of the Backup files.

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