TreePad manual

TreePad™ manual

October 22, 2006

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This manual covers: TreePad[™] Business Edition 7.3.5 TreePad[™] SAFE 7.3.5 TreePad[™] PLUS 7.3.5

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Double click "Help begins here" to learn how to use this manual as a Help guide.

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This manual may be accessed from TreePadTM Plus, SAFE and Business Edition by clicking <u>H</u>elp in the Main menu and selecting <u>M</u>anual, or by pressing the **F1** key. You can also open this manual in TreePadTM Viewer

Help begins here

Help begins here

How to search this manual

a) Using TreePad's search engine

This manual was created in TreePad, which contains a powerful search engine. To open it,

press Shift+F11 or click the Search tree toolbutton on the View toolbar. Type in the text to be searched for, then click the Search button. The Search Results pane pops up to display what TreePad has found. If a list of topics (nodes) is displayed, double-click on the item that interests you and you will be taken to it. If necessary, you can increase the relative size of the Search Results pane by dragging up its top border with the mouse.

To close the **Search Results** pane, either click the **Article** button or press **Ctrl+Alt+U**. (For more information on searching, double-click here.)

To retrace your steps, press Alt+Left arrow, or click the Goto previous node toolbutton on the

Navigate toolbar near the top of the screen. (For more information on using this feature, double-click here.)

b) Browsing the Tree pane (Contents)

From any place in the manual you can always press **Ctrl+0** (zero) to return to the topmost node of the tree (termed the Root node). To expand the whole tree, right-click on the Root node and select **Expand / Subtree (all levels)**.

c) Browsing the Index

The **INDEX** is located at the end of the manual.

What sections should I read first?

- Overview is a good place to start, even if you already know a little about TreePad.
- How to use this manual will acquaint you with the conventions used here and speed your understanding.
- General information will help you with any problems regarding installation, registration or upgrading.
- USING TREEPAD PLUS is a tutorial which guides you step by step through TreePad's basic commands.
- TREEPAD PLUS REFERENCE contains the main body of the manual with detailed descriptions of all features.

• TreePad PLUS manual will take you to the title page of the manual.

Did you know that ...?

There are many handy hints scattered throughout the manual that you will appreciate as you get to know the program. Why not search on the terms "handy" and "hint" from time to time, setting TreePad's search engine to "Items containing at least one of the words (OR)".

FAQ and troubleshooters

Throughout the manual you will find FAQ (Frequently Asked Questions) articles including troubleshooting hints, providing answers to common and not-so-common questions and problems.

Overview

Overview

Program description Meeting your requirements Examples of use

Program description

Program description

What is TreePad?

TreePad is a powerful yet easy-to-use personal database (also termed a Personal Information Manager or PIM), word processor, editor, Web site generator, presentation program, photo album and documentation tool in one application, which you can use to organize your personal notes, images, emails, links and other data.

Tree structure

TreePad began as a tree-structured database combining the ability to store editable text in separate articles plus the ability to create and rearrange relationships between them by displaying them as nodes on a tree, hence its name. The tree is similar to the tree pane in Windows Explorer but acts as an outliner and can be concealed if needed.

To find information stored in this way, users either need to know where in the tree to look (not easy if parts of it are collapsed) or search the whole tree each time using a search function. Since a topic may come under more than one umbrella, an effective means of cross-referencing it is often required, something a tree structure by its design cannot do.

Hyperlinks

Here is where hyperlinks come in. One of TreePad's great strengths is that it allows you to create hyperlinks easily within articles to other nodes. Hyperlinks enable you to store your information in tree form yet construct a conceptual network which you can use to search, navigate or even create an alternative view of your data. Hyperlinks also enable you to jump effortlessly from one end of the tree to the other, serve as "bookmarks" to other nodes, etc.

In addition to links to nodes in the tree, you can create hyperlinks to open other TreePad files or documents in other applications, launch programs, take you to Web sites when online, display the contents of directories on your hard drive, send e-mails and even dial telephone numbers for you¹!

It should be mentioned that TreePad does not oblige you to use hyperlinks at all, e.g., for small databases such as card indexes. TreePad not only has powerful tree and article search functions to help you find information but also other features that make it easy to create and manage free form databases of any size.

TreePad and Web pages

Much of this can be achieved by using an HTML editor to create a set of hyperlinked Web pages. However, unlike Web pages which are display-only, TreePad articles are always directly editable, just like word processor documents. There is no need to "go behind the scenes" just to edit text.

A TreePad tree is easily converted to a set of linked HTML files that can be directly uploaded to a Web site. Export to other formats, such as Rich Text, XML, OPML, Plain text, GIF, JPEG, PNG, BMP, etc. are also supported.

Being primarily a database program, TreePad performs feats with text and hyperlinks that Web page editors were never designed to do. For example, TreePad can insert lists of hyperlinks to its nodes into an article as a table of contents, can sort them or indeed any number of lines or paragraphs into ascending or descending order¹, etc. Think of TreePad as combining the most useful features of a word processor, database and Web page editor.

Images

Another of TreePad's strengths is its ability to import, store and export images of most popular formats. Thus you may use it to create a photo album, either on its own or part of a larger database such as staff records. Images as well as text are exported when an article is converted to HTML.

Forms

Although described above as a free-form database, meaning that (unlike relational databases) each article can be individually customized with its own arrangement of data and hyperlinks, you can create forms with a uniform appearance and specific data fields when this is required, as in a card index. The beauty of TreePad is that forms and articles can be totally integrated into the same database, giving you the best of both worlds. Even form-based structures such as addressbooks can be incorporated, saved as templates, and exported.

Presentation

You do not need the TreePad editor just to view TreePad files. The freeware TreePad Viewer is available and has a very similar interface. You can even present a slide show of articles,

images or both directly from TreePad to your audience by entering full-screen Presentation mode¹.

Compatibility

Since TreePad can import a file in one format and export it in another, it can act as a format conversion program, enabling you to make your data available to users with other applications and even other operating systems. On the other hand, TreePad is now available on the Linux platform and there is a growing list of software products that can export data directly in TreePad format.

Other features

In addition to the core features described above, numerous other features have been added to TreePad over time, including:

- · Tables in articles
- Automatic pasting of text selected in other open applications such as e-mail programs and word processors
- · Time and date stamping of nodes and articles
- Spelling checker, dictionaries and Thesaurus¹
- Password protection and file encryption²
- Character map¹
- etc. Please see the online Feature chart for more details.

We hope this will encourage you to delve further into the manual and learn what TreePad can do for you.

Notes:

- 1. Available in TreePad Business Edition only.
- 2. Available in TreePad SAFE and TreePad Business Edition only.

Meeting your requirements

Meeting your requirements

Whatever your reason and degree of familiarity with TreePad, take a moment to consider your own unique requirements.

We aren't born with an instinctive understanding of databases. We go to school and create and manage databases of a kind using pencil and paper. Later we enter the digital world and rediscover that the extent to which these new tools can solve our problems is determined by our awareness of the possibilities and limitations of each.

In the database world there are programs that perform more specific actions than TreePad, making them simpler to define. Spreadsheet programs such as Microsoft Excel tabulate data and process numbers. Relational databases, such as Microsoft Access also display tables of

data and use many different indexes to keep them sorted. At the far end of the scale, mathematical and scientific programs deal extremely well with a very narrow spectrum of data, performing billions of computations at a speed no human can equal.

TreePad on the other hand is happiest when managing general information, particularly text and images. Within this scope, TreePad acts, if you will, as a stronger "glue" than our own memories can ever be, binding loosely structured data together and recalling it in ways that may surprise you. TreePad can be both disciplined and flexible, structured yet unstructured, supremely adaptable yet also intuitive. You may use it to store names of contacts, addresses, recipes, etc. You can replicate a corporate structure within it. You can use it as an outliner and word processor to write user manuals (as this file is), novels, and e-books complete with images and Web links. You can save your work as a set of HTML hyperlinked files ("web site") that can be uploaded to your company intranet or the Internet. You can create large structured and indexed record sets cross-linked to other databases with non-structured information.

TreePad is neither a dedicated number cruncher nor a graphics design program, although it can conveniently hyperlink its files to any or all of these programs. The more aware of TreePad's potential you become, the more you can profit from this flexibility, versatility and information managing power.

If you need no more than a "card index" database, TreePad will cheerfully create one for you. If you have not already tried out this program, we hope that, as many other users have done, you will feel comfortable making TreePad a tool you trust and use every day.

Examples of use

Examples of use

Here are some applications to which TreePad users have put the program:

Personal information manager Personal database Storing notes Study tool Office on a floppy Documentation tool Easy Intranet-site generation tool Instant Website generation tool To-do list manager Linguistics teaching Electronic Photo Album Brainstorming Web site construction and generation HTML page generation Distributing structured information Diary

Developing books, tutorials, articles using the tree structure as a hierarchical ordering Genealogy Storing research Notes Storing programming code fragments Storing technical information Storing emails Storing URLs Helpdesk information system listing problems and their solution ordered by categories (subtrees) and searchable by keyword. Tracking construction jobs in Building projects Storing car part numbers Organizing and storing poetry Database for customer contact information in car furnishing business Database of technical data of different car models used by a car magazine Structured and searchable documentation accessible by multiple users Tool for construction, ordering and storage of sermons Storing address information Storing contact information

No doubt you can think of more!

How to use this manual

How to use this manual

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Navigating this manual

Navigating this manual

This manual was written using TreePad and consists of numerous articles linked in a tree structure. If the tree is fully closed, click the "+" sign in the box icon (1) to the left of the node icon to open up the first branch, then repeat this process to open up further branches. Alternatively, double-click the blue underlined hyperlinks on this page to jump to the main

sections.

(Although double-clicking hyperlinks to open them is the default, you may change this to singleclicking later if you wish. See Activating (following) hyperlinks.)

If you want to move up or down the tree using the keyboard, press the **Up** or **Down** arrow respectively. This will take you <u>into</u> all subtrees that are currently open.

If you want to jump from one chapter heading to the next, <u>stepping over</u> any expanded subtrees, hold the **Alt** key down while pressing **Up** or **Down**. Use this method to move up or down any tree or subtree at the same level.

TreePad Plus keeps a list of the order in which you view nodes, termed the *History List*. If you want to backtrack to the previous nodes you viewed, press **Alt+Left** arrow. To return to the next node visited, press **Alt+Right** arrow.

Alternatively, you will find two small red arrows, pointing left and right respectively, on the

Navigate toolbar. 😽 🐕

Their tooltips are titled "Go to previous node in history list" and "Go to next node in history list".

To search for a word or phrase anywhere in the manual, click once in the tree pane (the left hand pane), then press **Ctrl+F** (the Control or Ctrl key and the F key together) or click the

"Search tree " M or "Search article" toolbutton. For further information see Searching and replacing.

You will notice that the nodes in this manual are not alphabetically sorted. Although it is possible to re-sort the manual in this way, we request you not to do this as the articles are meant to be viewed in this order.

See Conventions used in this manual.

Conventions used in this manual

Conventions used in this manual

"<u>Click</u>" will mean **left**-clicking a menu item, a button or a clickable icon (toolbutton). "<u>Press</u>" will mean pressing a keyboard key or key sequence.

Mouse and keyboard notation Menu notation Other conventions used

Mouse and keyboard notation

Mouse and keyboard notation

Mouse notation

Unless otherwise specified, **click** means clicking <u>once</u> with the <u>left</u> mouse button. Where there might be ambiguity, the terms <u>left-click</u>, <u>right-click</u> and <u>double-click</u> (using the left mouse button) will be used.

Drag-and-drop means dragging the object with the mouse cursor while keeping the left mouse button depressed, then releasing the left mouse button to "drop" the object. See also Glossary.

Keyboard notation

Keyboard key combinations are shown in boldface, e.g. **Backspace** means "Press the Backspace key".

The **Control** key is shortened to **Ctrl**, e.g., **Ctrl+A** means "Press the **Control** key, and while holding it down, press the **A** key."

The Alt key takes its name from Alternative.

The **Shift** key is not abbreviated.

Shift+Ctrl+A means "Depress the **Shift** and **Control** keys, and while holding them down together, press the **A** key".

Note that you can choose the **Shift**, **Ctrl** and **Alt** keys from either side of the keyboard, according to convenience.

The **Escape** key will be abbreviated to **Esc**.

To **select a node** means to click its icon or title in the Tree pane, or move the Tree pane cursor up or down using the cursor (arrow) keys, until the desired node is highlighted.

Menu notation

Menu notation

Menu selections are shown in **boldface and italics** to distinguish them from commands and the rest of the text. An instruction such as "Click **Main menu / Tree / Copy / Node name**" means "Click the word **Tree** on the Main Main menu (just below the top of TreePad PLUS's main window). When a drop-down menu appears, move down to **Copy**, then (following the arrow) over to the right to the next submenu and click the **Node name** option". Each forward slash ("/") stands for the next level down the "menu tree".

If the instruction starts with *Main menu* this refers to the Main menu bar as described above. The other menus include the *Tree context menu* (Tree pane context menu), *Article context menu* (Article pane context menu), the *Toolbar menu* (toolbar docking area context menu) and the *Options menu* (brought up by clicking *Main menu / View / Options* or pressing **Shift+Alt+O**). The individual panes (Icons, Bookmarks, etc.) that comprise the Accessory pane may have their own context menus too.

To open any of the context menus, right-click on the appropriate area in the TreePad window to bring up the menu.

If the words in the menu appear faint or "<u>greyed-out</u>", it means that this menu option exists but is <u>unavailable</u> (disabled) right now, e.g.:



Vertical slashes or "pipes" ("/") indicate alternatives. E.g. *Main menu / Tree / Copy / (Subtree | Node)* means that when you get down to the lowest level of the menu, you have a choice of selecting **Subtree** or **Node**, depending on your purpose.

For an explanation of keyboard shortcuts and menu access keys see Making it all happen.

Other conventions used

Other conventions used

Asterisks (*) at the end of node names

This convention has been adopted to identify nodes which are there simply to act as useful <u>cross-references</u> by containing hyperlinks to the main article. For example, the topic Article search and replace could be considered to belong to either the Article pane section or the Searching and replacing section. It was decided to place the topic in the *Searching and replacing* section, but a dummy topic (containing a hyperlink to the main topic) with the same node title, distinguished only by a terminal asterisk, was added to the *Article pane* section to accommodate readers who expected to find the topic there instead. The reason for the asterisk is to make it clear without needing to click the node that it does <u>not</u> contain the main topic but only a reference to it! This incidentally demonstrates another powerful feature of TreePad PLUS, namely, that synonymous topics and cross-references are easily accommodated by using hyperlinks.

Cross-reference nodes will also be distinguished by this node icon: 🐤

Generic terms for versions of TreePad

In many places in this manual the term **TreePad PLUS** will be shortened to **TreePad** for convenience; however, the latter will still be understood to include all members of the TreePad[™] PLUS family of programs (TreePad[™] PLUS, TreePad[™] SAFE and TreePad[™] BIZ [TreePad[™] Business Edition]), unless a distinction becomes necessary, in which case the program name will be displayed in full.

Other versions of TreePad will be named in full. The generic name **TreePad freeware** will include TreePad[™] Lite and TreePad[™] Asia.

A node with a red title in the Tree pane indicates that the feature described is available only in particular editions of TreePad PLUS, e.g., Spelling checker. Its article should contain an appropriate notice in red text explaining in which edition the feature appears. See The TreePad PLUS family.

Glossary

Glossary

ASCII (table)

ASCII is an acronym for American Standard Code for Information Interchange. It assigns a number to represent letters, numbers and symbols which is used by most computers.

article

That part of a *node* which stores data. The contents of the article are visible in the *article pane*. See Articles introduced.

auto-starting a file

Double-clicking a TreePad data file in Windows Explorer to start the application (TreePad PLUS) with it. This is the reverse of starting the application first and then opening the document file within it. Also known as the document-centric approach.

bidirectional link

A pair of hyperlinks in opposite directions between two nodes. Creating a back link as well as a forward link will tell you at a glance which other nodes contain hyperlinks to the current node, a great help in hyperlink maintenance.

boolean

A type of logical algebra used in programming logic and search programs. Joins items into phrases using constructions such as AND, OR and NOT.

box icon

A small icon containing a "+" or a "-" sign, appearing to the left of the *node icon* in the Tree pane. If the node is part of a *subtree*, clicking this box *toggles* between expanding and

collapsing the subtree. See Expanding and collapsing subtrees.

clickable

Applied to an icon, button or *toolbutton*, meaning that clicking this region causes an event, as opposed to nothing happening.

context menu

A menu which appears when you right-click a particular part of the TreePad window. e.g., right-clicking the Tree pane produces the *Tree context menu*. Context menus are also known as *popup* menus.

cursor keys

These are also known as *arrow keys* but have been called cursor keys since they are used to steer the *cursor* (which determines where the focus lies) around the Tree pane, Article pane and up and down the Main menu submenus. On the standard keyboard they are located in a group to the right of the main keys. The basic cursor keys are Left, Right, Up, Down, Home, End, PageUp and PageDown.

delimiter

A character which delimits (marks the limits of) a group of characters within a longer string. E.g., we can tell where a word begins and ends by the presence of a space before and after the word. In this case, a space is used as a delimiter. Since hyperlinks may <u>contain</u> spaces, some other character has to be used as a delimiter. In this case, the double quote (") has been chosen.

dialog window

A window which enables you to carry out a *dialog* (2-way conversation) with the program, in other words, issue commands and receive feedback about a particular subject. The *Search tree* and the *Insert hyperlink* windows are examples of dialog windows.

drag, drag-and-drop

Dragging the mouse cursor means left-clicking on an object to select it, then, keeping the left mouse button depressed, moving the mouse cursor so that either the object follows it or the text over which the cursor passes becomes highlighted. *Drag-and-drop* applies to objects which can be moved, such as nodes or images. After dragging the object to its new position, release the left mouse button to *drop* the object onto its new location.

filepath

The path Windows takes to find a particular file, i.e., the location of the file on your computer, starting from the root directory of the hard disk on which it is located. Depending on the context, the term may include the file itself or simply the path leading up to it.

focus

This describes that part of the program which is currently active. E.g., when the Tree pane is the active pane, the current node is highlighted. We say that the current node *has the focus*. The focus may lie in the Tree pane or the Article pane, but not both simultaneously. To *give* something *the focus* means to select it with either the mouse or keyboard, in order to work with it.

global

When used here, it means "throughout the whole file". E.g. *globally* replacing one word with another includes replacing all occurrences of it wherever it appears - in the Tree node captions, in any articles and in any other panes.

hotkey

See menu access key

installation directory

The Windows directory (folder) where you install TreePad PLUS. This directory contains treepadplus.exe (the main program) as well as any extra files needed to run it.

key macro program

Any independent program which you can use to customize your keyboard by creating *macros* (programmable sequences of actions) for individual keys or groups of keys. E.g., you might use it to temporarily program the **F1** key to execute the TreePad PLUS menu access key sequence **Alt+O,C,T** (which converts all text in an article to plain text) at a time when you need to carry this out frequently. *Shorthand for Windows* is one example of many key macro programs available on the Internet.

keyboard shortcut

A sequence of keys which, when pressed, executes a command. It is not connected with a menu. See Making it all happen, also Keyboard shortcuts. Compare *menu access key*.

lossy and lossless image formats

Lossy images lose quality (i.e. suffer image degradation) each time they are copied, since some image information is lost each time this happens. JPEG (.jpg) image format is a lossy format, yet these images are used because their file sizes, being small, do not delay download when they are used on Web pages. *Lossless* image formats such as BMP and TIFF preserve all the information when copied, but the price paid for this is a much larger file size.

macro, keyboard

See key macro program

many-to-many (tree)

Not only may a parent node have more than one child node, but a child node may have more than one parent node. Compare *one-to-many*.

menu access key

A sequence of keys which, when pressed, executes a command. It opens a succession of menus. See Making it all happen. Compare *keyboard shortcut*.

node

Structural unit within a TreePad file identified by a title, unique ID and user data attached as an *article*. Nodes collectively form the tree which is displayed in the Tree pane.

node icon

A small icon between the *box icon* and the *node title* in the Tree pane. See Node icons.

one-to-many (tree)

One in which a parent node may have more than one child node, but a child node may have only one parent node. This is the way in which a TreePad file is structured, and, indeed, most real trees. Compare *many-to-many*.

pixel

A contraction of Picture Element. A screen display is composed of a large number of pixels, which appear as tiny dots of different colors. The greater the number, the more detail can be displayed.

plain text

Text created with the same font and color as the default font. See Article formats.

popup menu

See context menu

rich text

Text created with any attributes outside those of plain text. See Article formats.

root node

A node in the tree which has one or more child nodes attached to it. If it is the first (highest) node in the tree it is termed here the Root node.

subtree

Part of the main tree, consisting of a *root node* with one or more child nodes attached to it. Its root node is referred to as the subtree root node.

syntax

In computing, this term means the exact format that a command has to take, i.e., the "grammar" of a command.

thread

In newsgroups and forums, a chain of postings, initiated by a statement or request for advice and followed by a string of replies.

toggling

Toggling means that the same action turns an effect ON if it is currently OFF, or OFF if it is currently ON. Repeatedly pressing the same key or clicking the same toolbutton may be used to toggle an action or state.

toolbutton

A square or rectangular *clickable* control located on a *toolbar* and bearing a distinctive *icon* which identifies its purpose. The title (and keyboard shortcut, if available) of each toolbutton can be displayed by allowing the mouse cursor to hover over the toolbutton, when the the information will be displayed in a *tooltip* appearing beneath the toolbutton. See Toolbars.

tooltip

See toolbutton.

URL

Universal Resource Locator, used to mean a Web address usually starting with http://, ftp://, www., etc. E.g., www.freebyte.com.

whitespace

That area of the tree or Article panes not occupied by text, images or other objects. Clicking whitespace gives that particular pane the focus.

XML

An acronym for eXtensible Markup Language, which is used in TreeBook templates.

General information

General information

About TreePad TreePad on the Internet Evaluation Period Registering TreePad Installing and uninstalling TreePad The TreePad PLUS family Feature chart Upgrading from TreePad freeware exe-eBook Creator* TreePad Viewer*

About TreePad

About TreePad

TreePad[™] is created by

Henk Hagedoorn Freebyte! Almere the Netherlands

Home page: www.treepad.com

Email: www.treepad.com/support

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Note: the original **TreePad** program was created in 1995 by Henk Hagedoorn, HJH Software / Freebyte. Any other program similarly named 'TreePad', which was **not** created by **Henk Hagedoorn, HJH Software** or **Freebyte**, and which can **not** be found on the Web site www.treepad.com is an *imitation*, and was created at a much later date than the original TreePad program.

TreePad on the Internet

TreePad on the Internet

The TreePad family of programs

www.treepad.com www.freebyte.com

Add-on utilities

www.treepad.com/utils/. See TreePad utilities in this manual for more details.

Sample databases

www.treepad.com/data/.

TreePad icons and icon libraries

www.treepad.com/free_icons

TreePad documentation and manuals

www.treepad.com/docs

TreePad templates

http://www.treepad.com/templates

TreePad's newest features www.treepad.com/newfeatures/

TreePad discussion group

http://www.treepad.com/discussiongroup/

Direct links from from TreePad's Help menu (Main menu / Help)

- · TreePad Home Page (www.treepad.com);
- TreePad Support Page (www.treepad.com/support);
- · Download the latest TreePad Version (www.treepad.com/download/);

.

These links are opened by your default Web browser when TreePad is running and you are connected to the Internet.

To check to see which version of TreePad you are currently using, click *Main menu / Help / About*.

Evaluation Period

Evaluation Period

TreePad is free to try for 21 days, during which the program is fully functional. Beyond this time

limit, you need to register it in order to use it.

Notes:

1. The installation of a fresh version of TreePad over a previously installed evaluation version does not prolong the original 21-day evaluation period.

2. Your system clock should not be adjusted during the 21-day evaluation period. **Setting your system clock backwards or forwards may shorten or even terminate the 21-day evaluation period!** Should this occur, the program can only be reactivated by registration. Once registered, all system clock restrictions are lifted.

Registering TreePad

Registering TreePad

This program will run unregistered for 21 days. When unregistered, the text "This version of TreePad [version name] is not registered will be added to any printed and HTML-exported output. When registered, the program will run without any limitations.

When you run an unregistered version of TreePad, a window will appear displaying the number of days left in your trial and giving you the opportunity to:

- <u>Register</u> your version of TreePad by accessing the appropriate registration Web page on the Internet (or copy this link to the Windows Clipboard);
- Insert registration data if you already have it; or
- <u>Continue</u> trying out the unregistered program.

If you are using an unregistered version, you will notice that in the *Main menu / Help* submenu there are two items:

Register: TreePad [your version];

Enter your registration information.

These will lead you to the opening screens described above.

When you have registered, you will notice that these items in *Main menu / Help* submenu have been replaced by *Registration information*. Selecting this item will display your registration information. Note the presence of a **Copy** button to enable you to copy this information to the Windows Clipboard, from which you can paste it into a secure file.

This is the registration Web page, where you can register your TreePad version: www.treepad.com/register

Notes

1. If you wish to register your trial copy of TreePad after it has <u>expired</u>, click **Continue** on the start-up splash screen that is displayed when you run the expired program and you will be

taken to a screen enabling you to paste your registration information into the window provided.

2. Pressing **Ctrl+V** to paste in this information will not work. You need to click the **Paste** button on this screen.

Pasting your registration information in will by default generate a registration keyfile in the installation directory. However, you <u>must</u> also save the registration information you pasted in, within a text file or the original e-mail, as you will require this to re-register TreePad should you uninstall and reinstall the program. Keep the file in a safe place and preferably print it out as well.

Installing and uninstalling TreePad

Installing and uninstalling TreePad

TreePad offers two types of install packages for download:

Easy self-installing packages

If you are not an experienced computer user, this is the recommended option. Just download one of the 'easy install' packages. This type of package is an executable (a program). To install TreePad, just run it directly and follow the directions on your screen.

Zip packages

To install TreePad, first download the .zip file, then extract the zip file using any standard zip program (why not try Freebyte ZIP ? It's freeware!). After having extracted the contents of the zip file, you can (1) install TreePad automatically by running install.exe. You can also (2) install TreePad manually, or (3) run it directly without any install.

(1) For the automatic install option, simply run install.exe and follow the instructions on your screen. You do not have to uninstall a previous version of TreePad before doing this.

(2) When you want to install TreePad manually, first create the directory from which you will run TreePad and copy all the extracted files into it. Alternatively, you can combine two steps into one by extracting the contents of the .zip file into into the installation directory. It is quite safe to overwrite any files there from a previous installation, except for the icon library (treepadlib.tpz) if you have added your own icons to it.

(3) To run TreePad without installing it, after having extracted all the files to a target directory, just double-click on treepadplus.exe, treepadbiz.exe or treepadsafe.exe (in the target directory).

Running TreePad directly from a USB disk

TreePad can also run directly from external disk (such as: USB disk, pen drive, thumb drive, flash drive, memory stick, etc.) without the need for any installation.

To run any TreePad edition from a USB drive, first copy the TreePad files from your program directory to the USB disk, then it can start from any computer which has the USB disk connected, just by double clicking on the executable.

If you are a registered user, you will need to enter your registration number, each first time you run TreePad on a new computer. The second time you run TreePad on that computer you do not need to enter your registration number again.

For each computer you run TreePad on, a separate .key file is created in the program's directory. The next time you run TreePad on that same computer, the same .key file is used, so then you do not need to enter your registration number again (on that computer).

Uninstalling TreePad

To uninstall, click the **Uninstall** icon in the TreePad program group to remove all registry items and file associations related to TreePad. After that, you should manually remove the TreePad program files from the TreePad program directory. Be sure not to delete your only copy of the registration key by doing this, nor leave it behind for others to copy.

See also: Saving TreePad settings

Changes TreePad makes to your system

(Non-technical users may wish to skip this section)

DLL files

TreePad does not need any special .dll (Dynamic Linked Library) files to run, nor does it install any such files on your computer.

Windows Registry

 By default settings such as default options, page format, etc. are stored in the Windows registry, the key HKEY_CURRENT_USER\Software\Freebyte. A separate folder is allocated for each version of TreePad you have installed, e.g., current settings for TreePad PLUS will be found in

HKEY_CURRENT_USER\Software\Freebyte\TreepadPLUS, etc. You can also store settings in an **ini file** (see Saving TreePad settings)

File extensions such as .tpd, .hjt, .htmhjt are created if necessary and automatically associated with whichever version of TreePad was most recently run. These associations are stored in HKEY_CLASSES_ROOT.

The TreePad family

The TreePad PLUS family

TreePad PLUS, www.treepad.com/treepadplus

is the basic program in this group and contains the features you will need most of all.

TreePad SAFE, www.treepad.com/treepadsafe

offers all the features of TreePad PLUS together with password file encryption for text data. Encryption for images is not yet supported.

TreePad Business Edition (TreePad BIZ), www.treepad.com/treepadbiz offers all the features of TreePad PLUS but also:

- Password file encryption
- · Spelling checker
- Thesaurus
- Autodial
- Presentation (full screen) mode

TreePad Enterprise (single-user), www.treepad.com/treepadx/index_su.html

- offers most of the features of TreePad Business Edition (eventually it will have all of the features), in addition to:
- support for 384 or 12 Gigabyte databases of text+images, and opens up to 8 databases simultaneously

TreePad Enterprise Server (multi-user), www.treepad.com/treepadx

All of the features of the single-user version, in additional to multi-user access to databases.

TreePad Professional for Linux

Many features of TreePad PLUS, SAFE and Business Edition are now also available on Linux. www.treepad.com/linux/treepadpro/

TreePad Lite for Windows, freeware, www.treepad.com/treepadfreeware

TreePad Lite for Linux, freeware, www.treepad.com/linux/treepadlite

TreePad Viewer, freeware, www.treepad.com/treepadviewer/

exe-eBook Creator, freeware eBook executable compiler for TreePad files, www.exeebookcreator.com

See the online Feature chart for a full comparison of different versions. The term "TreePad" will include all members of this group of programs with special distinctions made where necessary. See Generic terms for versions of TreePad.

Comparison chart

Comparison chart

The TreePad Comparison chart is a comparative feature table containing the main functions of each TreePad version. You can find the **online** TreePad Comparison chart on **www.treepad.com/featurechart/**

rou can find the online TreePad Comparison chart on www.treepad.com/teaturechai

Upgrading from TreePad freeware

Upgrading from TreePad freeware

Users stepping up from TreePad Freeware will enjoy the many additional features offered by the TreePad PLUS family, including:

Rich text Underlined hyperlinks Formatted nodes Storing images in articles Redo function Node icons Tables Exporting a subtree to a Web site etc.

See Feature chart for a table of the differences between TreePad Lite and members of the TreePad PLUS family of programs. Some of the more important differences are detailed below.

Differences between TreePad Lite v2.9.5 and TreePad PLUS

- Although Copy / node hyperlink address is present on both Main menu / Tree and the Tree context menu in both programs, in TreePad PLUS the saved address can only be pasted in as an underlined hyperlink using Article context menu / Paste special / Paste node hyperlink, not as a plain text hyperlink using Ctrl+V. Currently TreePad PLUS has no function to paste a node hyperlink address as a plain text hyperlink.
- If you open a read-only file in TreePad PLUS, it displays a message to this effect but allows you to edit the file, and the edits need to be saved to a different file using Main menu / File / Save as. For further details see Read-only TreePad files.
- .
- TreePad PLUS can convert either a selected hyperlink or all hyperlinks in an article from plain text hyperlinks to underlined hyperlinks. See Converting hyperlinks. When this happens, the article's format changes from plain text to rich text.
- •
- When a subtree is printed, its child nodes are indented automatically at all sub-node levels. There is currently no provision for non-indented printing. On the other hand, no indentation takes place when a subtree is printed using TreePad Lite.
- - Certain keyboard shortcuts in TreePad Lite are unavailable or have different actions in

TreePad PLUS. However, menu access keys may be available for them. "No function" means that the particular function is not available. "Nil" means that there is no keyboard shortcut available for this. Shortcuts shown in red have different actions in TreePad Lite and TreePad Plus:

Function	TreePad Lite	TreePad Plus
	kbd shortcut	kbd shortcut
Copy / Node hyperlink address	Shift+Ctrl+H	Shift+Alt+K
Automatic paste	Shift+Ctrl+V	none
Paste Windows Clipboard contents in as plain	n/a	Shift+Ctrl+V
text		
Search only the article	Ctrl+F	Shift+F12
Search tree or article, whichever has the current	n/a	Ctrl+F
focus		
Article replace	Ctrl+R	Shift+Ctrl+R
Remove leading spaces	Shift+Ctrl+1	Shift+Ctrl+Alt+1
Remove spaces and returns	Shift+Ctrl+2	Shift+Ctrl+Alt+2
Convert to upper case	Shift+Ctrl+U	none
Convert to lower case	Shift+Ctrl+L	none
Insert horizontal line	n/a	Shift+Ctrl+L
Expand subtree (top level)	Ctrl+A	Shift+Ctrl+E
Expand subtree (all levels)	Ctrl+C	Shift+Ctrl+F
Copy node name to clipboard		
Copy node name to clipboard	none	Ctrl+C
Collapse subtree (top level)	Ctrl+B	Shift+Ctrl+B

exe-eBook Creator*

exe-eBook Creator*

exe-eBook creator is a freeware ebook compiler for TreePad .tpd files. It enables you to create an executable (program) from a TreePad .tpd file. This single .exe file contains the TreePad database as well as the TreePad Viewer program, and can be distributed royalty-free for commercial and non-commercial purposes .

See: exe-eBook Creator

* cross-reference only

TreePad Viewer*

TreePad Viewer*

Others can view distributed TreePad data files using the TreePad Viewer, which is freeware for commercial and non-commercial purposes, and can be included without any royalties or other costs.

See: TreePad Viewer

* cross-reference only

New features

New features

Updates and new features of **TreePad Business Edition** can be found on the Internet page: http://www.treepad.com/treepadbiz/new_features.html

Updates and new features of **TreePad PLUS** can be found on the Internet page: http://www.treepad.com/treepadplus/new_features.html

Updates and new features of **TreePad SAFE** can be found on the Internet page: http://www.treepad.com/treepadsafe/new_features.html

For the latest news of improvements to **any TreePad edition**, please check the TreePad News page on: www.treepad.com/treepadnews/

More new features planned...

More new features planned...

Features which will be implemented in future TreePad editions,

not necessarily in this order:

- · Alarm, reminders
- · TreePad edition(s) for the various PDA platforms and MAC
- · Search engine for exported Website
- optional plugin for sending/receiving email
- optional plugin for FTP transfer
- · script engine
- · plugin architecture
- More CSV import/export functions
- · Direct export to more file formats
- Show/hide individual toolbuttons
- · Show/hide individual menu items
- · Style sheets
- Syntax highlighting
- Selecting multiple nodes
- Footnotes
- More features related to images
- import from XML
- Hoist/de-hoist subtrees
- · Split articles into several nodes
- · Join nodes into one article
- · optional context sensitive help file system

etc. etc.

USING TREEPAD

Using TreePad

This is a user guide to TreePad taking you through the basic functions step by step. You will find links within these articles to more detailed ones in the **TREEPAD REFERENCE**. Enjoy this introduction to TreePad!

1 - Tree commands

Creating the tree Introduction to data trees Creating a test file Adding child and sibling nodes Subtrees and sublevels Navigating the tree Opening and closing subtrees Navigation commands Rearranging the tree Moving single nodes Using the keyboard Using the mouse Cutting, copying and pasting nodes Sorting nodes Moving multiple nodes Making nodes distinctive

2 - Article commands

Articles introduced Basic text editing Copying and moving text Formatting text Aligning and indenting text Inserting items into your text Using hyperlinks Hyperlink features Creating hyperlinks made easy Using images

3 - Advanced and miscellaneous features

1 - Tree commands

1 - Tree commands

This section of the tutorial shows you how to create a simple tree. The articles contain links to later sections in the section named **The Tree pane** explaining the functions in greater detail. Double-click these links to follow them (you can change this to single-clicking in Options later if you wish).

Finding your way around

TreePad keeps its own history list of the sequence in which you traverse the nodes in its tree. To return to the article from whence you came, press **Alt+Left** (arrow). Pressing **Alt+Right** (arrow) reverses this direction. You can achieve the same effect by clicking the **Goto previous node** and **Goto next node** toolbuttons (see Node history list for details), or manually selecting a previously visited node by clicking the History button beneath this article to open the History pane. It is hard to lose your way in TreePad!

Another useful technique is to press **Ctrl+Alt+Up** or **Ctrl+Alt+Down** *while in the Article pane* to change to the next article up/down.

Keyboard shortcuts

As you progress through this tutorial you will encounter numerous keyboard shortcuts to make your task easier. These are listed near the end of the manual in Keyboard shortcuts for your convenience.

Creating the tree

Introduction to data trees Creating a test file Adding child and sibling nodes Subtrees and sublevels Navigating the tree Opening and closing subtrees Navigation commands Rearranging the tree Moving single nodes Using the keyboard Using the mouse Cutting, copying and pasting nodes Sorting nodes Moving multiple nodes Making nodes distinctive

Creating the tree

Creating trees

Introduction to data trees Creating a test file Adding child and sibling nodes Subtrees and sublevels

Introduction to data trees

Introduction to data trees

TreePad stores data in units named **Nodes**, which, as you can see from looking at the Tree pane in this manual, are linked together like the leaves of a tree, i.e., joined by branches, all originating from a common root. This tree structure is also seen in a number of programs such as Microsoft's Windows Explorer, with which you are probably familiar.

Each node can contain an article. A TreePad article is similar to a document wich can be edited in a Word Processor. TreePad comes with its own powerful built-in Word Processor which enables you to edit your TreePad articles directly.

The text you are reading now is part of an article, which is contained inside the node Introduction to data trees.

Note that although trees grow upwards in real life, it will be more convenient to think of our data

tree as growing downwards from the root, since this is how TreePad's tree structure (and that of most other data trees) is displayed!

The secret to TreePad's nifty method of easily managing huge amounts of data, is the fact that a tree node can contain many other nodes, which are called 'child nodes' or 'sub nodes'. On demand, these child nodes can be hidden from view or shown.

An example of an expanded subtree:

🖹 ՝ Creating the tree	
<u> </u>	Introduction to c
	Creating a test f
	Adding child and
- <u>~</u>	Subtrees and su

Clicking on the little minus sign '-' to the left of the tree node 'Creating the tree' will collapse the tree, as shown below:

🕂 🚔 Creating the tree
🗄 😁 Navigating the tree
🗄 😁 Rearranging the tree

The other nodes shown in this image, below 'Creating the tree', have titles 'Navigating the tree' and 'Rearranging the tree'.

They are also collapsed, meaning their child nodes are not shown.

The little plus sign to the left of each tree node indicates that these nodes actually contain child nodes. Clicking on the little plus sign '+' will expand the node and show the child nodes.

A node which contains child nodes is also called a subtree.

Summarizing, when a node contains child nodes, you can 'expand' the node by clicking on the little '+' sign to the left of a node. An expanded node will show all of its direct child nodes and can be 'collapsed' by clicking on the little '-' sign to the left of the node.

- The **Tree pane** part the node icon (default is a yellow folder), followed by the node title (caption) and dotted lines showing its relationship to other nodes.
- The **Article** part the text, diagrams and images attached to the node. The formatting code that tells TreePad to display some parts of the text larger, boldface or a different color are hidden.

Let's begin by creating a test file.

Creating a test file

Creating a test file

Once you instruct TreePad to create a new file, it will close this manual and open a new file in its place. In order to view <u>both</u> the manual and your test file, click *Main menu / Help / Manual* (or press F1) <u>now</u>. TreePad will open a second copy of the manual¹, allowing you to replace one or the other with your test file.

To create a new file, click *Main menu / File / New*. Before the file is created, you will need to decide its name and location. TreePad will ask you this in the **Save NEW TreePad file as...** window *before* it creates the file. Create or find a folder to store it and call it **Tree1.tpd**.

When you create a new TreePad file you start off with the simplest tree possible, consisting of just *one node* (named "(new node)" by default) with no nodes branching off it.



You can rename the node or add child nodes (more about this later), but you cannot delete it.

The first node in a file is always created by TreePad and is the highest one in the Tree pane, where it sits in the top left-hand corner of the pane. Let us rename this the **Root node** (capitalizing the R in Root) to signify that it is the root of the whole tree. To do this, make sure that the Root node is <u>selected</u>² and press **F2** to open the node title editor.



Change its name to **Root node** and press **Enter** to close the editor window.



Now let's add some child and sibling nodes.

Notes:

1. This will not function of course when the manual is already open in another TreePad instance. In that case, when you try to open the manual, you will get the error 'the file is already in use by another program'. To avoid this error, use Windows to switch to the other TreePad instance which has the manual open.

2. This means that it is now the currently selected node in the Tree pane. When this happens it is actively highlighted as shown above (we also say it "has the focus" or "has focus"). To <u>select</u> any node, left-click or right-click on it. Left-clicking will give it the focus. Right-clicking will do the same but also bring up its context menu. Press **Esc** to hide the context menu.)

Adding child and sibling nodes

Adding child and sibling nodes

TreePad window layout: Basic and Advanced modes

Before we continue, note the layout of TreePad's main window which is summarized in the diagram here. In the **Toolbars** area you will see a toolbutton labelled either **Basic** or **Advanced** (mode). Clicking it alternates between the two modes. Advanced mode displays many more toolbuttons and menu options. If you prefer a simpler layout, select **Basic** mode. If you cannot find a particular command in **Basic** mode, you will probably find it when in **Advanced** mode. For further information see Basic and Advanced modes.

Adding (inserting) a child node

After selecting the **Root node** in Tree1.tpd, press the **Insert** key and a new child node will be created. As described previously, press **F2** to open the node title editor and rename it from **(new node)** to **A**.



(In this manual the term *inserting* will be used in preference to *adding* for creating a new node, since often we will not just be appending a node to the end of the tree, but actually dividing the tree in order to insert a new node between the two ends.)

Let's add another child node to the Root node, this time named B. Since TreePad obligingly moved the focus from Root node to A as soon as you created it, assuming you wanted to continue editing A, we need to move the focus back to the Root node by simply clicking it.



Press **Insert** again to create another new child node and rename it **B**. Note that it is inserted <u>below</u> A on the subtree.



Deleting a node

If you make a mistake and wish to delete a node, simply press the **Delete** key. You will be asked to confirm the deletion before it is made. If the node has any child nodes, *they too will be deleted*. Remember that you cannot delete the Root node. See Deleting a node.

Inserting a sibling node

To add more child nodes, we could repeat the process, but as the subtree lengthens we find ourselves dragging the mouse cursor further each time to return to the Root node. It is simpler just to add another <u>sibling</u> node (a node at the same level or generation) when we need one.

With the focus on B, press Enter to create a new sibling node and rename it **C**. What could be easier!



Note:

- TreePad does not allow you to create a sibling node to the <u>Root node</u>, only child nodes. Attempting to do so will generate an error message.
- ·
- TreePad does not mind if two nodes are given the <u>same title</u> (caption), since each node has an ID which *is* unique. Naturally, you should be sparing in your use of duplicate titles to avoid confusion, but they do have their uses, e.g., when using a node as a template. This will be dealt with more fully later.

Let's continue adding more Sublevels of nodes.

Subtrees and sublevels

Subtrees and sublevels

First, here are some more handy keyboard shortcuts.

Up to now, inserting a child or sibling node has always meant appending one to the <u>end</u> of the appropriate subtree. It may often be more convenient to insert a child node at the top of the subtree, or a sibling node above the target node instead of below.

If you are in Basic mode, click **Advanced** (not all these commands are available in Basic mode), then **Tree** on the main menu bar and move down to **Insert**, which will open a submenu. (From now on this menu path will be shortened to **Main menu / Tree / Insert /**.) You will see the following commands:

Insert / Child node at bottom (of subtree) Ins(ert). We have already covered this one. Insert / Child node at top (of subtree) Ctrl+Ins(ert). This will insert the child node at the top of the subtree, above the other child nodes. The shortcut key is Ctrl+Insert. Insert / Node below (target node) Shift+Ins(ert). This inserts a sibling node below the node selected; we have already covered this. Although we used the Enter key to create the node, Shift+Insert is a widely used alternative. But who wants to press two keys when one will do? Insert / Node above (target node) Shift+Ctrl+Ins(ert). This will insert the sibling node above the selected target node. Now let's practice adding some more nodes to our tree, using whichever commands seem most convenient.



That's enough for the time being! Let's examine the relationships between them.

Parents, children, ancestors and descendants

Just as A, B and C are said to be <u>child</u> nodes of the Root node, so the Root node is <u>parent</u> to them. Note that in TreePad a parent node can have more than one child node, but no child node can have more than one parent. This type of tree has been termed a <u>one-to-many</u> tree.

We can extend the family analogy (remember, it is just an analogy!) to say that the Root node is the <u>ancestor</u> of any node more than one generation removed from it, which may similarly be termed a <u>descendant</u>. There is only one node (the Root node) at the top level of the tree. The next <u>sublevel</u> contains A, B, C, the one after that A1, A2 and B1, and the lowest sublevel consists of B1a and B1b.

Subtrees

Just as our main **tree** has a Root node and child nodes, any node that has its own child nodes forms a **subtree**. Nodes A and B are both root nodes of their respective subtrees. Node A's subtree is only one **level** deep, while node B's subtree is two levels deep. Here we will spell the "root" in "root node" with a small "r" to distinguish it from the Root node of the main tree. It will often be more useful to refer to A as the <u>root node</u> of its subtree (which contains A1 and A2) rather than the <u>parent</u> of A1 and A2, although both are true.

Just as a branch cut off a tree and held upright resembles a miniature tree, so a subtree is hardly different from the main tree except in complexity. Conversely, TreePad's main tree may be regarded as a <u>special case</u> of one of its subtrees; special in that its Root node may not have parents or siblings. So any command (such as sorting) that can be applied to the root node of a subtree affects the whole tree when applied to the Root node!

That concludes this section. Just remember these points:

- 1. The Root node is created only by TreePad and cannot be deleted.
- 2. The Root node cannot have any parent or sibling nodes.
- 3. A subtree is not just the sibling nodes at that level but also includes their parent (the subtree's root node).
- 4. A node can have only one parent.

Now let's learn how to move around the tree.

Navigating the tree

Navigating the tree

Opening and closing subtrees Navigation commands

Opening and closing subtrees

Opening and closing subtrees

First, you should know how to open and close subtrees, and to expand and collapse your tree. To the left of each node that is the root node of a subtree (i.e., is a parent node with child nodes attached) is a small square box containing a plus sign (+) if the subtree is collapsed or a minus sign (-) if the subtree is already expanded. Simply click the box to open/close the subtree. Applying this to the Root node will open and close the whole tree.

(The term *toggling* is used to describe an action which switches back and forth between two states, depending which one is current. Pressing the same button to turn a light on/off is an example of this. Clicking the node's box icon as described above can be termed *toggling* the subtree open/closed. If you encounter any unfamiliar words you should check the Glossary.)

Since subtrees can be several levels deep, TreePad offers us the choice of expanding just the *top* level, or *all* levels (which makes all nodes visible but also makes the tree longer to navigate). To dispel confusion, we will use the terms **open** and **close** when referring to just the <u>top</u> level of the subtree, and **expand** and **collapse** when referring to <u>all</u> levels. Toggling the node's box icon opens/closes the subtree.

Since you may prefer to use the keyboard to open/close subtrees, here are some handy shortcuts. Pressing **Left arrow** or "+" (Numeric keypad) closes an open subtree. Pressing **Right arrow** or "-" (Numeric keypad) opens a closed subtree.

(The Left / Right / Up / Down arrow keys and the PageUp, PageDown, Home and End keys are also known collectively as the cursor keys, so this term will also be used to refer to them.)

There are also menu commands and toolbuttons for these commands. For further details see Expanding and collapsing subtrees.

Let's discuss the basic tree navigation commands.

Navigation commands

Navigation commands

As your file enlarges it becomes important to know the commands to traverse it. These are described fully in Tree shortcuts but will be summarized here.

Cursor keys

Let's start with the tree in Tree1.tpd fully expanded. The simplest way to get around is to press the **Up** / **Down** arrow keys until you reach the desired node. Alternatively, slide the whole tree up or down by dragging the Tree pane's vertical scrollbar slider in the opposite direction. You can also do this from the keyboard by pressing the **Ctrl+Up** / **Ctrl+Down** keys.

Try doing this in the Manual. Note that when you use the **Up** / **Down** arrow keys, you change the focus with each keypress (i.e. the article changes as well), whereas with the other two methods the focus (the currently selected node) does not change, but you can view the rest of the tree, including parts that were offscreen.

Let's return to Tree1.tpd. Although, as noted in Opening and closing subtrees, pressing the **Left/Right** cursor keys opens/closes subtrees, these keys are also used for navigation. If the current node lies below the top node in a subtree and you wish to jump to its <u>root</u> node (e.g., from node A2 to node A), pressing **Left** will take you there. Conversely, if the current node is the root node of an *open* subtree, pressing **Right** takes you to its <u>top</u> child node (e.g., from node A to node A1).

Jumping farther

If you are dealing with a long tree, pressing **Page Up** / **Page Down** will take you one screen up/down. Pressing **Home** or **Ctrl+0** (zero) takes you to the Root node from wherever you happen to be, very handy if you use the Root node as a jumping-off point to other files or store key information there. Pressing **End** moves you to the node at the bottom of the tree.

(Note that **Home** and **End** only have these functions when you are in the Tree pane, whereas **Ctrl+0** works from any pane.)

Similarly, when merely scrolling the tree, use **Ctrl+PageUp** / **Ctrl+PageDown** to jump a page at a time.

If your tree is fully expanded and you wish to remain at the <u>same level</u>, skipping over sublevels, pressing **Alt+Up** / **Alt+Down** will have this effect. E.g., pressing **Alt+Down** when you are at node A will take you to node B and then node C.

Another handy trick, particularly useful if your tree is alphabetically sorted, is that pressing an alphabetical key takes you to the first *visible* node whose title starts with that letter. For example, if are at the Root node in Tree1.tpd and press **C**, you will be taken to node C. Try this in the manual (open another copy by pressing **F1**). If you are quick, pressing more than one key will take you to the first node whose title starts with that combination, e.g., pressing **C**,**A**,**L** will take you to Calculators. Unfortunately, this only works for the first node with this character or character string.

One other method deserves a mention. You can actually navigate the tree from within the

Article pane! Although we have not yet discussed the Article pane, to move from Tree pane to Article pane is simply a matter of left-clicking in one or the other (you may also do this by pressing **Ctrl+Tab**; see Switching between Tree and Article panes).

Change to the other copy of the manual and click in the Article pane. Now press **Ctrl+Alt** together with the same basic cursor keys you used when you were working in the Tree pane, i.e.:

Ctrl+Alt+Up arrow: Moves focus to the node one line up.

Ctrl+Alt+Down arrow: Moves focus to the node one line down.

Ctrl+Alt+Left arrow: Moves focus to the root node of the current subtree.

Ctrl+Alt+Right arrow: If the current node is the root node of a currently open subtree, it moves focus to the first child node of that subtree.

Other methods of navigating the tree include backtracking along the Node history list, jumping to favorite nodes which have been bookmarked, and creating and using hyperlinks. These will be covered later.

Now it's time to learn how to move nodes and rearrange your tree.

Rearranging the tree

Rearranging the tree

There are several groups of commands you should know in order to rearrange your tree. In Adding child and sibling nodes we discussed two of the simplest; **deleting** unwanted nodes and **inserting** new ones.

Node movement commands are basically of two types: those which only move single nodes and those which move multiple nodes. Of course if a node has child nodes attached (i.e., is a <u>subtree</u>), moving the parent node will automatically transfer its child nodes too. For this reason you may see a node referred to as a **node/subtree**, meaning "node without child nodes / node with child nodes".

Moving single nodes Using the keyboard Using the mouse Cutting, copying and pasting nodes Sorting nodes Moving multiple nodes

Moving single nodes

Moving single nodes

Using the keyboard Using the mouse Cutting, copying and pasting nodes Sorting nodes

Using the keyboard

Using the keyboard

There are two basic directions of node movement, left/right and up/down. **Shift+Left/Right** moves the node up or down a level in the **tree hierarchy**, while **Shift+Up/Down** moves the node up or down in relation to its siblings in the **same subtree**. Combined, the two groups of commands enable you to move a node anywhere up or down the tree just using the keyboard.

Try this out in Tree1.tpd by making node A2 a child of node B. Start by selecting (focusing on) node A2.



Press **Shift+Up** to move A2 above A1.



Pressing **Shift+Up** again won't do anything because A2 is already at the top of its subtree, but pressing **Shift+Left** will move it up a level *in the hierarchy* to become a sibling of node A.

🖃 😁 Root node
🖻 🚔 A
🕂 🔶 A1
<u>(</u> A2
🖻 😁 B
- 🖳 🖳 🗠

Similarly, press Shift+Down to make it change places with node B.



Last, press **Shift+Right** to move it down node B's hierarchy, i.e., make it a child node of B. Note that this causes B's subtree to open.



(It should be pointed out here that this has no effect on B1's subtree, which happened to have been closed beforehand.)

Remember that if the node has child nodes, the whole subtree is moved with it.

See Moving single nodes using the keyboard for a complete list of commands.

Let's see how we can do it using the mouse.

Using the mouse

Using the mouse

Simply **select** the node to be moved using the mouse, **drag** it over the node which will become its new parent, and **drop** it to make it a new child node. As easy as that! When you are in a node's drop zone, the mouse cursor will look like this (slightly magnified):
In addition, if you hold the **Shift** key down while performing this action, the dragged node will become a **sibling**, not a child, of the target node and positioned **below** it. Holding down the **Ctrl** key will also make the dragged node a sibling of the target node but positioned **above** it.

If you need any further information, dragging-and-dropping is described in detail in Moving single nodes using the mouse, along with some handy hints.

Let's move onto cutting, copying and pasting nodes.

Cutting, copying and pasting nodes

Cutting, copying and pasting nodes

This technique involves copying the node/subtree to the **TreePad Clipboard**, which is really a TreePad file named **clipboard.hjt** located in your Windows/TEMP directory. The Windows Clipboard is not used here. For more information on this file see The TreePad Clipboard.

Copying a node simply makes a copy of it as the standalone file clipboard.hjt, overwriting an earlier version if present. **Cutting** a node does the same but deletes the original within the tree (including any child nodes!). **Pasting** the node (in its original location or elsewhere) requires selecting a target node in the file to become its parent, then copying it from clipboard.hjt as a child of the parent node. Clipboard.hjt is retained unless deleted at shutdown or overwritten.

To Cut or Copy a node/subtree, <u>right</u>-click the node in the Tree pane, which (1) changes focus to the selected node in the Tree pane and (2) opens the **Tree context menu**.

(We will use the term **context menu** for a menu that pops up in wherever the cursor happens to be, usually by right-clicking the mouse or pressing **Shift+F10** if in the Tree pane or Article pane.)

In the Tree context menu click *Cut / Subtree* or *Copy / Subtree* (or just *Copy / Node* if you do not wish to copy its child nodes). You can also *copy* the subtree by pressing *Ctrl+Alt+C* when in the Tree pane, although currently there is no equivalent shortcut to *cut* the subtree. Note that if the selected node has no child nodes, cutting the subtree is the same as cutting the node, hence there is no need for a separate command just to cut a node.

To Paste the subtree (now stored as clipboard.hjt), click **Paste / Subtree** in the Tree context menu, or press **Ctrl+Alt+P** when in the Tree pane.

For more details, see Cutting/Copying/Pasting nodes and subtrees.

Although Cutting and Pasting nodes may appear a simple and quick method of rearranging your tree, hyperlinks to nodes moved in this way are immediately invalidated, necessitating relinking, which can be a real pain. The pros and cons of each method are described in detail in

Use cursor keys, drag or cut-and-paste?

The last tool for rearranging single nodes is sorting.

Sorting nodes

Sorting nodes

All you need do to sort the <u>top</u> level of a subtree is to select the root node of the subtree you want to sort, then press **Shift+Ctrl+S** to sort it!

Before sorting, in the example below, both B and B1's subtrees are not in <u>ascending</u> order (A-Z from top to bottom). After sorting, B's subtree is sorted but B1's subtree is not, since only the top level was sorted.



To sort B's subtree at all levels, you need to use one of the menu commands such as *Tree context menu / Sort / Subtree (all levels)*.



B's subtree sorted (all levels)

The remaining commands are described in detail in Sorting nodes.

We will now look at ways of moving multiple nodes in one step.

Moving multiple nodes

Moving multiple nodes

As we saw earlier, moving a node that is the root of a subtree automatically moves its child nodes too.

TreePad provides two ways of shifting multiple nodes up or down the tree hierarchy. **Move next siblings right** turns all siblings below the selected node into children of it, i.e. demotes them one level in the hierarchy, while **Move all children left** has the opposite action, turning all a node's child nodes into siblings. These powerful commands will serve you well when reconstructing your tree and are described with examples in Moving a group of nodes.

Keep in mind that all commands for moving multiple nodes require them to be <u>contiguous</u>, i.e., adjacent to each other on the same subtree. Although as you will discover later you can identify particular nodes by placing checkmarks in their checkbox icons, this cannot currently be used to move scattered nodes *en masse*.

This concludes the section on moving nodes. Last, let's see what we can do to make nodes distinctive.

Making nodes distinctive

Making nodes distinctive

How drab this manual would be if all node icons and captions were identical! Fortunately there are several ways to make some nodes more prominent than others and you should consider them for the upper level nodes in your file as we have done here.

Change the font style

Change the node caption to **boldface**, *italics* or <u>underlined</u> (or a <u>combination</u> of styles) by selecting the node, then pressing **Ctrl+B**, **Ctrl+I** or **Ctrl+U** respectively, or by clicking the respective toolbuttons on the **Article and node formatting** toolbar (see Toolbars).

Change the font face and size

Change from the default font face to another font face and size by selecting the node and clicking the small down arrow at the right hand end of the Font face toolbutton on the **Article**

and node formatting toolbar. See Node formatting overview. You can also change the default node font characteristics if you wish. See Default tree and node format.

Change the font color

Unless you happen to be color blind, this will really make your nodes stand out! Select the node, then click the **Set font color** or the **Set highlight color** toolbuttons on the **Article and node formatting** toolbar. Note that the toolbuttons for font face, size, color and highlight color apply both to node caption and article text. For more information on font color see Font and highlight color.

Change the node icon

You can have a lot of fun with this one. In short, click the **Icons** button below to open the Icons pane, select the node whose icon you wish to change, find a more suitable icon on the pane and double-click it. See Node icons.

Add a checkbox icon

If you want to start a to-do list, assign each item to a node, show checkboxes next to them and tick them off by adding a checkmark when the task is completed. See Checkbox icons.

There are of course other ways to distinguish certain nodes, such as bookmarking them, creating hyperlinks to them, adding special symbols to their node titles or articles to enable TreePad's search engine to find them, etc. These will be discussed later.

You can learn a lot about nodes as well as changing their properties directly by clicking the Node properties window.

You can automatically stamp node titles with the current date/time, number them and change their default title. See Naming nodes.

If you like a particular node's icon and title style so much that you plan to use it as a template for others, you can copy it to the TreePad Clipboard and from there copy it back wherever needed. For more advanced ways of doing this, see the section on Forms and templates.

You can Copy/Paste the node title to/from the Windows Clipboard using the familiar keyboard shortcuts **Ctrl+C** / **Ctrl+V** respectively without needing to open the node title editor by pressing **F2** each time, although these shortcuts will also work within it. This makes TreePad <u>behave</u> <u>differently</u> from Windows Explorer, where these keyboard shortcuts applied in the tree pane actually copy the file or folder, and not just the title.

This concludes our section on Tree commands. Take a break and then go to our section on Article commands.

2 - Article commands

2 - Article commands

This section of the tutorial shows you how to use various commands to make your article more legible and attractive, particularly if you plan to export it later in HTML form.

Use the articles in Tree1.tpd for this purpose, or create another test file of your own.

contents Articles introduced Basic text editing Copying and moving text Formatting text Aligning and indenting text Inserting items into your text Using hyperlinks Hyperlink features Creating hyperlinks made easy Using images

Articles introduced

Articles introduced

As we saw in Introduction to data trees, each node has a data area called an **article**, where you can store information. Whenever you select a node in the Tree pane, its corresponding article appears in the Article pane, where you can add or edit text, using TreePad's built-in editor.

TreePad offers you the choice of entering information using **plain text** or **rich text**. Plain text has no formatting and the only variety is to use upper or lower case. The text produced by Microsoft Windows NotePad is an example of this.

Rich text includes **boldfacing**, *italics*, <u>underlining</u>, font face, size and <u>color</u> changes, bulleting, indentation, centering, justification, etc. It makes text much more interesting to read. So why use plain text at all? As we will see later, there are advantages and disadvantages to both. See Formatting text.

TreePad articles can be edited just as in any advanced Word Processor.

Before starting to delve deeply into article commands, ensure you are familiar with various ways of switching between Tree and Article panes. To sum up, left-click in either pane to focus on it, or use **Ctrl+Tab** from the keyboard. Right-clicking in the pane will not only focus on it but also bring up its context menu. (Another way to display the context menu for the current pane is to press **Shift+F10** from the keyboard; press **Shift+F10** again or **Esc**, or click on the pane itself to close the menu.)

Article commands are described in detail in the section titled **The Article pane** in the **TREEPAD REFERENCE**.

The Accessory pane

Below the Article pane in TreePad's main window is a row of buttons labelled Article, Icons, etc. These comprise the Article button bar; clicking any will open a special window pane for that function. Taken together, all these panes will be referred to as the Accessory pane. You may wish to follow these hyperlinks and learn a bit more about them before moving on.

Let's move on to Basic text editing.

Basic text editing

Basic text editing

Navigating the article

You may already be familiar with functions of the standard cursor keys for finding your way around articles, particularly if they extend over more than a single screen. These commands are similar to those used by many word processors, particularly Microsoft Word, and are described in detail here.

Highlighting text

Wherever in the TreePad window you happen to be working is where the *focus* is; for example if you are in the Tree pane, the focus is on the currently selected node, which is highlighted.

Selecting an item in any pane highlights it to let you know it has been selected. In this manual we refer to <u>active</u> and <u>passive</u> highlighting, meaning that an item which has been selected is actively highlighted if the focus also happens to be in the same pane as it, otherwise it is passively highlighted. In this way you can see which pane is currently active. Active and passive highlighting are explained in detail in Highlighting text, along with several keyboard shortcuts for quickly highlighting just the area you want. (You may find clicking just inside the left margin of the Article pane to highlight the whole line a very convenient shortcut.)

Insert and overtype modes

Just as in other word processors, whether you insert text or overwrite existing text depends on whether you are in Insert or Overtype mode, as displayed on the Status bar at the bottom of TreePad's main window. See Insert and overtype modes.

Replacing text

When you need to replace text, simply highlight the part to be replaced, then immediately type the replacement text without needing to press **Delete**. See Replacing text.

Deleting text

Press the **Delete** key to delete a selected block of text, or use the **Delete** or **Backspace** keys to delete one character at a time. See Deleting text.

Undo and Redo

Pressing **Ctrl+Z** immediately you change your mind or realize you made an error will undo most article edits including formatting changes, so should always be tried before other methods. Press **Ctrl+Y** to redo the changes. TreePad <u>remembers</u> all your edits from the moment you selected the current node (enabling you to press Ctrl+Z successively to backtrack through your edits), but <u>forgets</u> them all as soon as you change to another node. See Undo and Redo.

It's time to learn how to copy and move text.

Copying and moving text

Copying and moving text

Having selected (highlighted) the block of text, you have the choice of using the keyboard or mouse to accomplish these aims.

Drag-and-drop using the mouse

Dragging the selected text block and dropping it at its new location is a quick and easy way to <u>move</u> text from one location to another within the same article. You can also use this to <u>break</u> <u>up</u> an article into smaller chunks by dragging and dropping each section on a node (the source node if you like), where it will become a new child node of its own. You can also <u>copy</u> text from documents in compatible applications such as Microsoft Word to the currently open TreePad article. See Copying, moving and deleting text for more details.

Cut/Copy/Paste using the keyboard

Having highlighted the block, press **Ctrl+X** to cut it or **Ctrl+C** to copy it, then **Ctrl+V** to paste it within the same or a different article, all using the Windows Clipboard. The target article may be in the same TreePad file, another TreePad file open in a concurrent instance of TreePad, or an open document in a compatible application such as a word processor. Although dragging and dropping is very easy to do, this method offers several advantages:

- Using the keyboard to <u>select</u> text may feel more precise and can be less tiring as there is less constant finger pressure;
- Text once copied to the Windows Clipboard can be pasted into <u>multiple</u> locations, whereas the entire drag-and-drop must be repeated.

Moving lines/paragraphs up and down

Pressing **Shift+Alt+Up/Down** when the article cursor is <u>within a line or paragraph</u> moves the <u>whole</u> line/paragraph above/below the adjacent line/paragraph. In our definition of a line, a line (or paragraph) ends when the **Enter** key is pressed to create a new line, so does not require a final period (full stop). It follows that this technique is also useful for manually sorting single lines that are not long enough to require word wrapping.

For more details of these methods see Cut, Copy, Paste, Delete, also Copying or moving text and images.

Now that you can perform the basics, let's see what a little formatting can achieve.

Formatting text

Formatting text

Although you can use the same font face, size and color throughout the article, text is much more attractive when headings are more prominent, subparagraphs are indented, etc.

Plain text and rich text

You can set the default article text options by clicking *Main menu / View / Options / Article*. Using these alone produces plain (unformatted) text (see Plain text format). Once you add other text colors, font faces, sizes and styles such as boldface, the article is regarded as being in Rich text format (RTF). RTF articles can be converted to plain text by a single command. See the section on Article formats for more details.

This paragraph uses PLAIN TEXT alone. All text is the same (article default) font face, style, size and color. Boldfacing, italics, underlining, etc. are not available; changing from lower case to UPPER CASE is the only way to make text more prominent.

This paragraph uses *Rich Text*, which allows <u>many more</u> formatting attributes such as **color** to be incorporated. Adding Hyperlinks and images automatically changes the format from plain text to rich text, since both hide extra code in the article.

TreePad regards its articles as being in either plain text or rich text format, and you can mix these within a file. Who would want to use plain text when rich text has so much more to offer? Here are two good reasons:

- 1. Plain text articles make TreePad files much <u>smaller</u>, since there are no hidden formatting characters. This can make quite a difference.
- 2. You are not faced with the extra chore of <u>reformatting</u> snippets of text saved from e-mails and other documents to match the format of the rest of the article text if you save them all as plain text, quite apart from the saving in space.

You can tell whether the current article is plain text or rich text by looking at the Status bar. **Text** means a plain text article; **RTF** means a Rich Text Format article.

Note also that plain text articles cannot contain images, underlined hyperlinks, tables, boldfaced or other types of formatting. Converting a rich text article to plain text removes images and table cell borders but leaves the text itself.

Basic formatting commands

Let's concentrate now on rich text. You will find the most frequently used commands (bold, italic, underline, case conversion, font face/size/color/highlight color, etc.) displayed along the **Article and node formatting** toolbar. Let your mouse cursor hover over each toolbutton in turn to display a *tooltip* (text popup message) informing you of its function and keyboard shortcut, if there is one. Try them out. For users of **TreePad Business Edition** there is also a Color marker on this toolbar. See Formatting articles for more information and examples, particularly Overview of formatting and Article text format commands.

Transferring formatting

It is possible to copy just the formatting attributes of selected text and paste them into another selected block of text to give it the same format, using the Copy special and Paste special commands. See also Copying formatting for other methods.

Removing formatting

As mentioned above, TreePad offers commands to remove existing formatting, which can be handy at times. See Reversing, removing and converting formatting.

Now let's shape our text a little more by aligning and indenting it.

Aligning and indenting text

Aligning and indenting text

TreePad offers several methods for indenting and aligning text. Toolbuttons for many of them are on the **Paragraph** toolbar.

Alignment and justification

Click the Left, Right, Justify or Center toolbuttons (or press their corresponding shortcut keys) for text aligned with the left or right margins, both margins or center of the article. See Aligning and justifying paragraphs

Tab key and Auto Indent

Press the **Tab** key one or more times to indent the text an appropriate distance from the left margin, then turn on **Auto Indent** by pressing **F6** to set this value for subsequent lines. Programmers will find this a handy feature for indenting code. See Using tabs to indent text and Auto Indent. This is best used for short single lines, since tabbing and auto-indenting only affect the *first* line of a paragraph. The tab width can be set in the **Options** menu in either inches or centimeters.

Increase/Decrease Indentation

Click the **Increase indentation** / **Decrease indentation** toolbuttons or press **Ctrl+M** / **Shift+Ctrl+M** respectively to increase/decrease the indentation of the *whole* paragraph. see Increase/Decrease indentation. Each indentation stop equals the width of a tab stop.

Bulleted and numbered paragraphs

Text which is bulleted and numbered is automatically indented by an amount which you can set in **Options**, similar to setting tab width. Round bullet symbols, numbers and letters are available. Toolbuttons for this are on the Paragraph toolbar. See Bulleting and numbering paragraphs.

Article rulers, tabs and line numbers

For more precise control, use one of the Article rulers or line numbers. These can be shown or hidden using the options screen or the toolbar context menu. See Article ruler, tabs and line numbers for more information.

Paragraph formatting window

This tool is similar to the Article ruler but enables you to enter numerical values. See Paragraph formatting window.

Enclosing text in table cells

Just as in HTML pages, you can compartmentalize text in individual cells of tables for greater control when combining text and images. These advanced methods are discussed in Tables.

Time to look at inserting items into your text.

Inserting items into your text

Inserting items into your text

The Insert menu

Frequently-reused text (also known as "boilerplate" text) can be copied to the Windows Clipboard (see Copying and moving text), then pasted in where needed. But this ties up the Windows Clipboard. For your convenience, TreePad offers you several alternative methods, most of which are available from the Insert menu. Here you will find commands to insert:

- · Any date/time or the current date/time
- · A horizontal spacer line
- A page break for use when printing
- Any special character if you know its ASCII value¹
- An article field for values that change (e.g. a page number)⁴
- The contents of a text file²
- · One or more images from a folder
- The title of the current node³ or its path in the tree
- A hyperlink to a single node, multiple hyperlinks to selected files and even a table of contents to child nodes in the subtree (see Hyperlinks)

Tables

To insert a table where required, click Main menu / Table / Create new table. See Tables.

Automatic paste

TreePad does not have to be running in the foreground for you to be able to paste in text. You can set up TreePad to remain in the background and *automatically* transfer any text you highlight and copy from some other foreground application such as your e-mail program or a word processor document. See Automatic paste

Now - let's step up to ... hyperlinks!

Notes

1. Users of TreePad Business Edition also have the Character map to help them with this.

2.

3. Handy hint: create a number of small text files in one folder, each containing boilerplate text, and use this command to select the appropriate file. You can use this instead of a 3rd party Clipboard manager to store anything from <u>formatted</u> headings (in RTF files) to fancy line separators. In fact, you can create any formatted text in a TreePad article, export the article to a RTF file, then import it using the Insert command.

- 4.
- 5. It's not a bad idea to add a heading to each article showing to which node it belongs, as we have done in this manual. A quick way to do this is to copy a node containing a heading with the desired formatting to the TreePad Clipboard, paste in a copy of it where required using *Paste / Node/Subtree*, rename the node to its new title, highlight its article heading, then click *Insert / Node name* to overwrite it with the node title.
- 6.
- 7. Feature unique to TreePad Business Edition.

Using hyperlinks

Using hyperlinks

TreePad can be much more than a simple <u>outliner</u>, storing text and images in articles linked together as a tree. Just as in Web pages, hyperlinks permit you to jump from one node to another. There's a whole section on **Hyperlinks** in this manual, so let's just concentrate for now on their basics and most importantly when or whether you need to create and use them.

Hyperlink features Creating hyperlinks made easy

Hyperlink features

Hyperlink features

How hyperlinks work in TreePad PLUS

Most likely the concept of using hyperlinks should present no difficulty as you have probably clicked many a hyperlink on a Web page if you have ever used the Internet. The basic principle is this. In TreePad an <u>underlined</u> hyperlink¹ is a string of blue underlined text containing hidden code, including the address of a target, such as another node in the current file, an external file, a Web site, etc. When you single-click or double-click on this (according to your **Options** settings: double-click is the default), it directs TreePad to take you to that destination. If the target is another node in the same file, the current article changes.

Unlike an HTML website, wherever you move a node around the tree within a TreePad file, a hyperlink to it *remains valid*, since that depends not on the node's location (as in HTML) but on its ID. This is a great advantage as it helps you reorganize your tree any time without having to worry about updating existing hyperlinks.

Should you be using hyperlinks?

Not necessarily. TreePad offers so much just as a straight tree outliner that you may never require hyperlinks. Even if you do know how to create them, you may decide they are unnecessary for small files where a simple tree will suffice. Hyperlinks only offer you the ability to *jump* quickly to where you know you want to go, not to help you *find* items not linked by jumps. For that you require Tree search.

Indications for using hyperlinks

Consider using hyperlinks if you wish to:

- Jump immediately to <u>frequently-accessed</u> articles, avoiding the need to navigate the tree or use Tree search to find them. The Bookmarks pane is an extension of the hyperlinks principle. (In fact, you could use Bookmarks without ever bothering to learn hyperlinks.)
- •
- Easily create <u>cross-references</u> to items or topics that belong to more than one group or are known by more than one name. To avoid unnecessary duplication of information, data should be *stored* in only one place (whether or not you use a tree), but can be *referenced* from many locations, in our case by using the power of hyperlinks.
- •
- Launch <u>external documents or applications</u> from within TreePad. For example, you can create hyperlinks which open another TreePad file in the same or a new instance of TreePad, open another file in its own application, such as a Word document in Microsoft Word or a spreadsheet in Microsoft Excel, open a Web page in your default browser whether online or offline, open a Windows folder full of files, open an executable application, automatically dial⁴ a telephone number for you, etc.
- Create one or more <u>alternative maps</u> of your data for yourself. You can let your Tree pane display nodes alphabetically sorted, while you create an alternative tree of hyperlinks based on some other scheme, such as classification. Unlike the Tree pane which is a *one-to-many* tree (one parent node may have many child nodes but a child node can have only one parent node), some forms of information are best stored as a *many-to-many* tree (one topic may have more than one parent topics as well as more than one child topics); maps of this information are best created using hyperlinks, forming an *associative network*. Hyperlinks can thus add an extra dimension to your tree. The more effort you put into this, the greater will be your rewards.

•

Other features of hyperlinks

When exporting your article or TreePad tree or subtree in HTML format, the hyperlinks you create are automatically converted into HTML hyperlinks.

You can use the DraftPad (option unique to TreePad[™] Business Edition) to create a small pane of your own hyperlinks that can remain visible all the time for quick reference.

Let's now try creating some hyperlinks.

Notes:

TreePad PLUS will also allow you to create <u>plain text</u> hyperlinks as used by TreePad LITE, and to convert those to blue underlined hyperlinks, but who needs to wrestle with all that exposed code when underlined hyperlinks hide it?

Creating hyperlinks made easy

Creating hyperlinks made easy

We will henceforth use the term *insert a hyperlink* rather than *create a hyperlink* to describe this process, since the hyperlink is inserted into the existing text. The Tree1.tpd file will again serve as our example.

Method 1 - Shift+Ctrl+Click - the quickest way

Let's insert an underlined hyperlink from node B's article to the Root node, but before commencing this exercise, label their articles by typing "Node B" and "Root node" into their respective articles so we can see to which node each article belongs when it is visible¹. Add one or more blank lines below this text. Then:

- Select Node B, whose article will store the link(Fig. 1).
- Press and hold down the **Shift** and **Ctrl** keys, then left-click the Root node. At this point the mouse cursor will change to a pointing hand (Fig. 2).
- Drag the mouse cursor to where you want to insert the hyperlink and left-click to insert the hyperlink (Fig. 3).
- Finally, to test it, double-click the link² and it should take you to the Root node (Fig. 4)!



This method is ideal for small trees. For further details see Using the mouse to insert links to nodes.

Method 2 - Copy/Paste node as hyperlink

Let's insert an underlined hyperlink from node A to the Root node using this method. Label A's article and insert some blank lines as described above, then:

 Right-click on the <u>Root</u> node in the Tree pane and select *Copy / Node as hyperlink*, or press Shift+Alt+K (for hyperlinK) while the Root node has focus. This saves the Root node's node ID and node title in TreePad (not in the Windows Clipboard); Now select Node A and right-click in its article where you wish to insert the hyperlink. Select *Paste special / Paste node as hyperlink*, or simply click in the article where you wish to
insert the link and press Shift+Alt+P (for Paste). A hyperlink to the Root node will be
inserted.

This method is excellent when the hyperlink and its target are widely separated, or when you need to paste hyperlinks to the same target node in several articles. For further details see Copying and pasting hyperlinks.

Method 3 - Insert a hyperlink to a node in the Bookmarks, History or Search Results pane

Let's use the History pane as our example. Click the **History** pane button below the article to open the History pane. If it only contains the current node, select a few more nodes until the History list builds up, making sure node A is included since this exercise involves creating a hyperlink from the Root node to node A. Here's how to do it:

- Make sure node A is the selected node in the History pane by left-clicking it so that it is actively highlighted³.
- Leaving the History pane open, click the Root node in the Tree pane to make it the current node, then transfer focus to its *article* by clicking where you wish to insert the hyperlink.
- Either click *Main menu / Insert / Link(s) to / Selected node in Accessory pane* or press Shift+Ctrl+N (for Node) to create a link in the Root node's article to node A.

This method is particularly useful for creating reverse hyperlinks. For further details see Using the Insert menu.

Method 4 - Use the Insert hyperlink window

Unlike the three previous methods which require you to visit the target node first to identify it before creating the hyperlink in the source⁴ article, this one allows you to navigate to the target node you desire without having to leave the current article. Let's create a link from node C to node B:

- Right-click in C's article where you wish to insert the hyperlink and select *Insert/Edit* hyperlink from the context menu to open the Insert hyperlink window.
- Make sure NODE is selected as the Link type, then click Find node... to open the Select tree node window. This displays a miniature tree, enabling you to navigate to the desired link target node, in this case node B. Click node B to select it.
- If you wish the link text (displayed link title) to have the same name as the target node, click OK all screens to create the link and return you to the article, else click OK to return you to the Insert hyperlink window where you can customize the name after clicking the Custom link text box. Click OK to finish.

This method takes a few more clicks than the others but gives you more options, and has to be used to create links to anything other than internal nodes, such as external files, Web sites, etc. For further details see Using the Insert/edit hyperlink window.

For further comparisons between these methods, see Which method to use?.

The Hyperlinks section of this manual contains additional methods for inserting hyperlinks, particularly multiple hyperlinks, as well as handy hints and tips.

Now let's brighten up the article by adding some images.

Notes:

- 1. There was also a hidden motive in asking you to do this! If an underlined hyperlink happens to be the only text in an article, ordinary text added afterwards sometimes also turns blue and underlined, for no good reason. This is a known issue. Therefore it is best to insert hyperlinks within existing text (even blank lines will do).
- 2.
- 3. Double-clicking is the default action for activating (following) hyperlinks.
- 4.
- 5. If you have set TreePad to activate hyperlinks by single-clicking, this will set it off, so rightclick on it instead.
- 6.
- 7. The term *source* is often used as the opposite of *target* or *destination* and is probably derived from the origin of a river. The *source article* is the article containing the hyperlink, following which will take you to the destination node.

Using images

Using images

Since images can tell you things text cannot describe adequately, TreePad allows you to display images alongside text. This feature helps you create anything from photo albums and personnel records to manuals like the present one. Images are also exported when you convert your TreePad file to a "Web site" (set of linked HTML files). The manual section on **Images** describes these techniques in more detail.

Inserting images

Inserting images is very easy. Although you can do this by cutting and pasting them from the Windows clipboard, we recommend that you use the **Insert command** to select the appropriate image(s) from image files downloaded and stored separately in a folder. Let's try this first:

- Find an image you would like to insert into your article and note its location in Windows Explorer.
- Right-click in the article where you would like to insert the image and click *Insert / Image(s)* from file to open the Insert image into article window.
- Navigate to the folder containing the image¹, click it to select it and display a miniature image of it², then click **Open** to insert it at the current cursor position.

For further details, see Inserting images from a folder

Deleting images

To undo this step, press **Ctrl+Z**. To delete the image, click it (a border with small square "handles" will appear around it - see below) and press **Delete**. See Deleting images.



This shows the border and handles that become visible on single-clicking an image. Reposition the image by dragging it when the border is visible, or re-size it by dragging one of its handles.

Copying, cutting, pasting images

You can copy an image from one TreePad file to another, or even from a compatible document such as a Microsoft Word document to a TreePad file, via the Windows Clipboard, simply by pressing **Ctrl+C**, **Ctrl+X**, or **Ctrl+V** to **Cut**, **Copy** or **Paste** the image respectively. However, there are some caveats about preserving image quality and these are discussed in Image alteration by conversion. See Importing and inserting images for further details regarding these commands.

Cloning images

Each time an image is inserted or pasted, a copy of the source image file is added, compressed, into the TreePad database. This approach is obviously necessary if each image inserted into a TreePad file is different, but if the same image is pasted into several places in the file, it wastes a good deal of space in the database since on each occasion a fresh copy of the <u>same</u> image is added to the file. To save space, TreePad allows you to insert multiple image references to the <u>one</u> image file. For example, if you decided to use a graphic instead of text as an article heading in multiple articles, all it would take is one copy of the graphic to be stored in the database, then every article with that heading would contain an image reference at its top directing TreePad to display that image if the article is selected. This is called **cloning** the image, requires special commands and is detailed in Cloning image references.

Moving, positioning and resizing images

Images can be **moved** and **repositioned** by dragging them, inserting spaces, tabs or text between them and the left margin, by indenting the left margin, or by enclosing the image in a table cell. **Resizing** can be done by dragging the handles, but it is better to do this only to get a rough idea of their ideal size, then use an image editing program to resize them accurately while maintaining their proportion and re-import them. See Positioning images, Moving images and Resizing images.

Exporting and converting images

One of TreePad's powerful features is that it is able to import and export images in a wide range of popular formats. Thus you can use it as a de facto image converter if you wish. Image conversion is also carried out when an article with images is exported as a Web page, to make the resulting image files as small as practicable to shorten download speed. See Exporting images.

Well, that almost concludes this basic tutorial. Let's finally check out some advanced and miscellaneous features.

Notes:

1. You can select multiple images (within the *same* folder) to be inserted using the same methods as used in Windows Explorer to select multiple files, i.e., pressing and holding down the **Shift** or **Ctrl** keys to select consecutive or non-consecutive images respectively.

2.

3. This is also termed a thumbnail, from the phrase "thumbnail sketch", i.e., a sketch about the

size of a thumbnail.

3 - Advanced and miscellaneous features

3 - Advanced and miscellaneous features

(Follow the hyperlinks in the headings for full information)

Tables

As you will see throughout this manual, tables add to your ability to organize and display information in articles. They may be used to tabulate data in rows and columns (hence their name), enhance article layout particularly where text and images are juxtaposed, and create forms. Paragraph borders may be considered to be a type of table allowing text to be contained within boxes with or without color fills.

Agenda, calendar and todo-lists

TreePad offers various methods of creating agendas, calendars and todo-lists. You can create tree-based agendas and calendars, article-based agendas, calendars and to-do lists. Agendas and calendars can be split into days, weeks or months. You can also customize the number of days, hours, weeks or months in an agenda or calendar.

Forms and templates

As well as using free form articles, TreePad can compartmentalize data even further by storing it in fields within *forms*, where a TreePad form is equivalent to an article but less prone to accidental alteration. Forms may be blank or contain data, when they are termed *records*. TreePad *templates* (actually termed *TreeBook templates*), used to generate forms, may be stored either within the TreePad file using them, or externally. Internal template storage enables the template to travel with the file, allowing export of databases which can generate their own forms.

Article fields¹

These are self-updating data fields which can be inserted anywhere in an article, i.e., do not require manual update by the user. The fields are automatically updated each time the article is refreshed, e.g., a date/time field, a node caption field or a page number field.

Node checkboxes

These can be displayed against individual nodes or the whole subtree, and may be checked/unchecked to give you a quick visual indication of task completion, etc. TreePad Business Edition users can also employ them to select only checked nodes to be searched, exported or printed.

Case conversion

You can convert any highlighted block of text to upper case, lower case, title case or sentence case using the appropriate *Format menu* commands.

Text cleaning

TreePad can help you strip various unwanted characters such as ">" inserted into e-mails,

without resorting to an external text cleaning program.

Spelling checker¹ and Thesaurus¹

Use these tools to help you express yourself better and more accurately.

Character map

This facilitates selecting and inserting unusual characters as found in scientific text and foreign languages.

Asian language characters

If using TreePad with an Asian version of Windows, select these options to display Asian fonts.

Toolbars

Select which toolbars you want to appear in Basic and Advanced modes via the Toolbar context menu. You can drag any toolbar into the pane areas via its "handle" and dock it again.

Article viewing options

Use Zooming to increase or decrease article font size. Enable or disable Word wrap according to your preference. Display formatting symbols that are normally hidden, in order to help your text layout.

Presentation (full screen) mode¹

Display just the article pane if you wish for classroom presentations. TreePad can create an excellent picture show for you without needing to resort to third party presentation software.

Stay on top

Keep TreePad on top of your other application windows using this feature.

Tray icon

Keep TreePad in the Windows System Tray out of the way of other programs if desired.

Recycle bin

The TreePad recycle bin contains images and icons which are no longer used in the currently opened TreePad database

Searching and replacing

TreePad has powerful inbuilt tree and article search capability, including wildcard and Boolean search features. An Article search-and-replace function is available².

Skinning: changing TreePad's appearance

You can change TreePad's appearance by selecting various skins

Printing

TreePad can print all or selected nodes or subtrees and offers two print modes and page numbering.

Password file encryption¹

Protect sensitive files by securely encrypting them using the Blowfish algorithm. See the section for full instructions and handy hints.

Autodial¹

TreePad can automatically dial a telephone number for you using this feature.

DraftPad¹

Keep this Accessory pane visible while you change articles, to hold text snippets, hyperlinks to important nodes, telephone numbers and Web pages, lookup tables, etc. It can be as small or

as large as you want. Images are not supported.

Startup and shutdown

When you start up TreePad, you can specify the startup file and node and insert some useful command-line switches. You can open more than one instance of TreePad concurrently, and give each instance its own TreePad activation key. On closing a file you can save the tree state to take you right back to where you left off when you reopen the file. You can open each hyperlinked TreePad file in a new instance of TreePad for ease of comparison and transfer. You can create a list of Favorite TreePad files that you frequently use, and switch quickly between files by pressing **Ctrl+Alt+R** to reopen the last file.

Backup and saving

As well as pressing Ctrl+S to manually save a file, you can utilize *timed backups*, *numbered backups* and extra *safety backups* to ensure your precious data is not lost.

File, disk and directory catalogs

TreePad can create a searchable database of all your removable disks (CD's, floppies, ZIP disks, etc.). Having such a database will simplify finding the right disk when you need a certain program or data file.

Multi-user database access

The TreePad suite of programs offers various methods of enabling multiple users access to a shared TreePad database.

Drag-and-drop support

Drag-and-drop is an easy, direct way to transfer nodes and data, which TreePad supports across and within panes, and between TreePad and compatible applications.

Date and time formats

Use the options provided to set your preferred format for date and time.

General hints and tips

Read this section as well as the Handy hints in the articles if you have a problem. The TreePad discussion group is a forum where you can also seek help.

We hope you enjoyed our user's guide to TreePad PLUS. We suggest you now browse the TREEPAD REFERENCE and use the INDEX and Tree search to help you find the information you need.

Notes:

1. Feature unique to TreePad Business Edition.

2.

A Tree search-and-replace function is currently under development.

4 - Multi-lingual user-interface

4 - Multi-lingual user-interface

TreePad's default user-interface language is English. By default all TreePad's user-interface elements (menus, buttons, messages, dialogs, etc.) are displayed in English.

To change the language in which TreePad's user-interface elements are displayed, you can download and install a free 'TreePad language pack'. For more information, please see this manual's reference section on Language packs

TREEPAD REFERENCE

TreePad Reference

General considerations The Tree pane The Article pane Images Forms and templates Agenda, calendar and todo-lists Customizing TreePad **Hyperlinks** Searching and replacing Printing **File functions** Export and Import Recycle bin Security Multi-user database access **Miscellaneous features** General hints and tips

General considerations

General considerations

The main TreePad window

Title bar Main menu Menu item visibility Status bar Switching between Tree and Article panes Making it all happen Using keyboard shortcuts Using menu access keys Using the mouse Basic and Advanced modes

The main TreePad window

The main TreePad window



(To learn how to create diagrams like this, see Tables.)

Starting at the top of the main TreePad window and working down, you will see the Title bar, the Main menu, one or more Toolbars, the Tree pane on the left and the The Article pane on the right. Between them is a <u>vertical pane divider</u> which can be dragged left or right to adjust the relative sizes of each pane. Below the Article pane is the Accessory pane. This is normally hidden but pops up to display additional functions (Accessories) when one of the buttons on the Article Button Bar is clicked.

 Article 	History	SearchR	BkMarks	Icons	DraftPad	
-----------------------------	---------	---------	---------	-------	----------	--

The Article Button Bar is located by default below the Accessory pane. See also Article Button Bar.

The 'DraftPad' button inside the Article Button Bar is unique to TreePad Business Edition and TreePad X Enterprise.

At the bottom of the main window is the Status bar.

Basic and Advanced modes

If you see the word "Basic" on the **View** toolbar you know you are in *Basic* mode. More features are available to you in *Advanced* mode. (To change between them, click whichever of the two buttons happens to be showing, or else the small down triangular arrow to the right of the button.

Advanced 🝷

For more on these modes, see Basic and Advanced modes.

Title bar

Title bar

A blue **title bar** across the top of the main TreePad window contains, from left to right, the program icon, program name (**TreePad Business Edition** in this example) and the name of the file currently open (**manual.tpd** in this example).

TreePad Business Edition - manual.tpd

To avoid any possibility of ambiguity, you have the option of displaying the <u>full</u> filepath and filename in the title bar. To do this, click *Main menu / View / Options / TreePad* and check the box titled **Show full file-path in title bar**.

A single left click on the icon (or pressing **Alt+***spacebar*) will open a small drop-down menu (known as the *Program system menu*) enabling you to minimize or close the program. Pressing **Esc** will close this window. *Warning*: double-clicking this icon will shut down TreePad!

At the far right of the title bar are the three standard buttons to **Minimize**, **Restore** and **Close** the TreePad window.

Main menu

Main menu

The **Main menu** bar lies under the title bar. Clicking any word on this bar opens a drop-down menu of further options. You can also open the menus from the keyboard by pressing and holding down the **Alt** key followed by the letter underlined in the menu name, e.g. **Alt+O** opens the Format menu. Case is not important.

<u>File Edit Search View Insert Format Tools Table Tree Navigate Help</u>

Note: Not all menu items are visible in Basic mode. See Menu item visibility.

These hyperlinks will take you to the main functions of each menu:

File menu (Alt+F) Creating a new file Opening and reopening a file Backup and saving Importing and exporting files Printing Tray icon

Edit menu (Alt+E)

Undo and Redo Cut, Copy, Paste, Delete Copy special and Paste special Copying and pasting hyperlinks Article statistics

Search menu (Alt+S)

Searching and replacing

View menu (Alt+V)

Customizing TreePad Miscellaneous options

Insert menu (Alt+I) Insert menu

Format menu (Alt+O) Formatting articles

r onnatting articleo

Tools menu (Alt+L)

Automatic paste Spelling checker Thesaurus

HTML menu (Alt+H)

(Feature unique to TreePad Business Edition)

Exporting an article as a file HTML menu subtree export Inserting inline HTML code

Icons menu (Alt+C)

This menu is available only when the Icons pane is visible. The Icons menu

Bookmarks menu (Alt+B)

This menu is available only when the Icons pane is visible. The Bookmarks menu

Note: When enabled, either the Icons menu or the Bookmarks menu can be displayed, but not both simultaneously.

Table menu (Alt+A) Tables

<u>Tree menu (Alt+T)</u> The Tree pane

Navigate menu (Alt+N)

Navigating the tree Activating (following) hyperlinks

<u>Help menu (Alt+H)</u> self-explanatory.

Menu item visibility

Menu item visibility

Many menu items are visible only in **Advanced** mode, so if you are working in Basic mode and cannot find the item, try changing to Advanced mode (see Basic and Advanced modes).

If a menu item is visible only in Advanced mode, this will be indicated in the manual as (Advanced mode only).

Notes:

1. The **Icons** menu is available only when the Icons pane is visible. The **Tools** menu is visible in both Basic and Advanced modes in TreePad Business Edition since Spelling check and Thesaurus need to be visible at all times.

Status bar

Status bar

Changes not saved	RTF	Ln 5 Col 1	Insert	Current file: C:V
		,=		,

This lies at the bottom margin of the TreePad window and currently displays, from left to right:

1) Whether or not you have changed the file since you last saved it. If you have made no changes (e.g., are just viewing the file), this compartment is blank. If you have changed the file but have not saved these changes, the message "Changes not saved" will be displayed. If you have enabled Autosave, the message "Autosave in *n* minutes" (where *n* is the number of minutes set) will replace "Changes not saved". See Backup and saving.

2) Whether and how the text in the current article is formatted. This is termed the **article data type**. If the article's text contains no formatting, "Text" (meaning <u>plain text</u>) will be displayed. If it is formatted, "RTF" (meaning <u>Rich Text</u> Format) will be displayed. For more information see Article formats.

3) The position of the article cursor in the article, e.g., "Ln 3 Col 1" means that the cursor is on the third line in the article at the first column, i.e., at the left hand margin of the third line. This helps you keep track of total article size and your exact position in it. See also Article statistics

4) Whether you are in Insert or Overtype mode as you type. Note that it is easy to wipe out text by overwriting it if you happen to paste in text while in Overtype mode. Pressing the **Insert** key toggles between the two modes.

When Auto Indent is on, the "Insert" and "Overwrite" flags change to "Ins AuIn" and "Over AuIn" respectively (Auto Indent).

5) The <u>current article name</u> (i.e., the name of the node to which it belongs) and full <u>filepath</u> for the file currently open in TreePad. Alternatively, if you have clicked on an image, this field will display the image's internal filename and its format. It can be very useful to know the format when planning to export the image, now that images are now stored in their *original (native)* format.

6) If you are using TreePad SAFE or TreePad Business Edition, the protection status of the current file. If it is password protected, the word "Protected" appears, otherwise the field is blank. In TreePad the field is always blank.

7) The registration status of the program.

The Status bar is one of several objects in TreePad collectively known as infobars. Its visibility can be set either by right-clicking a blank area of the toolbar docking area to bring up the *Toolbar menu*, then ticking or unticking it, or by going into *View / Options / (Basic mode | Advanced mode) /Infobars*, i.e., you can set this independently for each mode.

Switching between Tree and Article panes

Switching between Tree and Article panes

Knowing which is the active pane

Currently TreePad may have up to three panes visible at any one time: the Tree pane, Article pane and Accessory pane. Before you can use any of the commands associated with a pane, you have to make it the active pane (also termed giving it the focus) and is most easily done by left-clicking in it. The rules are simple:

- The focus can be on only one item in only one pane at a time.
- The item that has the current focus is actively highlighted (like this).
- Any items or text in other panes that you actively highlighted when the focus was on them are passively highlighted (like this) when the focus changes to another pane.
- If no text has been highlighted in the Article pane, the blinking Article text cursor¹ is visible if the Article pane has focus and invisible if it has not.

For example, the currently selected² node is shown actively highlighted when the Tree pane has focus, and passively highlighted when another pane has focus.

For more information about highlighting, see Highlighting text.

Clicking in the Tree or Article panes to switch focus

a) Clicking in the Tree pane

- <u>Left-clicking any node in the Tree pane</u> gives the Tree pane focus and makes that node the current node.
- <u>Right-clicking any node in the Tree pane</u> does the same and also displays the Tree context menu.
- <u>Left-clicking</u> whitespace in the Tree pane gives the Tree pane focus but does not alter the currently selected node (apart from changing its highlight from weak to strong if it was weak before).
- <u>Right-clicking whitespace in the Tree pane</u> does the same and also displays the Tree context menu.

b) Clicking in the Article pane

- <u>Left-clicking text in the Article pane</u> positions the text cursor wherever you click⁴.
- <u>Right-clicking text in the Article pane</u> does the same and also displays the Article context menu.
- •
- <u>Left-clicking whitespace in the Article pane</u> positions the cursor as close as possible to to any text at the same level, or, if you clicked on a totally blank line, at its left hand margin, ready for you to enter more text.
- <u>Right-clicking whitespace in the Article pane</u> does the same and also displays the Article context menu.

Other methods of switching between Tree and Article panes

To change focus to the Tree pane

- · Click *Main menu / Navigate / Focus the tree*³; or
- · Click *Main menu / Tree*⁶; or
- Press F11.

To change focus to the Article pane

- · Click Main menu / Navigate / Focus the article³; or
- · Click *Main menu / (Edit | Insert | Format)*⁷; or
- · Press F12; or
- Press **Tab** or **Ctrl+Tab**^{6,8} if Tree pane is active.

To toggle focus between Tree and Article pane

Press **Ctrl+Tab** when either Tree or Article pane is active (default)^{5,6}; or Press **Tab** when either Tree or Article pane is active (alternative)^{5,6}.

Notes:

- 1. Just as in many other word processors, the *text cursor* is a thin vertical line like a lower case "I" and is seen only when you are editing text in the Article pane. It should not be confused with the *mouse cursor*, which is shaped like a capital "I" when you are in the Article pane, like a diagonal white arrow when you are in the Tree pane, and, of course, moves when you move the mouse!
- 2. To **select a node** means to click its icon or title in the Tree pane, or move the Tree pane cursor up or down using the cursor (arrow) keys, until the desired node is highlighted.
- 3. Although these commands take longer to execute than simply clicking on either Tree or Article pane, their power lies in the menu access keys associated with them for creating keyboard macros. See Macros make it easier.
- 4. Left-clicking a hyperlink in the Article pane positions the cursor on it if double-clicking hyperlinks activates them (default), else left-clicking will activate the link. This option can be set in *Main menu / View / Options / Article / Hyperlinks*.
- 5. If you require more space in either pane you can hide the other entirely. See Show article, tree or both.
- 6. To select one or the other option, see *Main menu / View / Options / Article / Shortcut keys*.
- 7. Clicking the appropriate menu title on the Main menu bar will change focus to the pane in which that menu's action occurs.
- 8. Not only Tab but also Shift+Tab, Ctrl+Tab, Shift+Ctrl+Tab and Ctrl+Alt+Tab have this action when the Tree pane has focus. However, Alt+Tab and Shift+Alt+Tab activate the next Windows application in opposite directions!

Making it all happen

Making it all happen

TreePad PLUS provides many ways of carrying out the same action and it is worth experimenting to find the method that works best for you. Basically there are five approaches, two using the keyboard, and three using the mouse:

Using keyboard shortcuts Using menu access keys Using the mouse

Using keyboard shortcuts

Using keyboard shortcuts

You can see some of these displayed alongside the Main menu access keys in the drop-down submenus.

Example 1: Press the Insert key to add a new child node

Example 2: Jump between the Tree pane and Article pane by pressing **Ctrl+Tab** (in the default setting). (Note that 'Ctrl' is short for the Control key)

Example 3: Press the **Delete** key to delete a node.

For a full list, see Keyboard shortcuts.

Note: Some keyboard shortcuts are disabled, or have different effects, depending on whether the Tree pane or Article pane has focus at the time the shortcut is activated.

Using menu access keys

Using menu access keys

In most TreePad menus you will notice that some items have a single letter in their name underlined, e.g. Format in the Main menu. These will be termed *menu access keys*, since pressing them in succession will expand the menu tree and execute the appropriate function. (You may also see them referred to elsewhere as *menu hotkeys*.) Although a number of keystrokes may be required to open a menu in this way, menu access keys are useful:

- If a mouse is unavailable;
- If you wish to use the keyboard instead of the mouse and no equivalent keyboard shortcut exists for this command;
- · If you wish to automate a particular command using a key macro program.

Note that the method used to execute a menu access key depends on the type of menu:

1. To execute hotkeys in the Main menu and dialog windows

Press the **Alt** key together with the underlined letter of the menu item to open the drop-down **submenu**.

Example 1: Press **Alt+V** to open the Main menu's **View** submenu, then press **A** to view the Article pane only. Here, the hotkeys are (**Alt+V**), **A** in that order. Note the following:

- a) Although Example 1 will also work if you <u>keep</u> holding down the **Alt** key when you press **V**, it is not necessary to do this.
- b) Menu access key commands are not case-sensitive, although they are depicted in upper case in the manual.
- c) Releasing and pressing just the **Alt** key when a submenu is open will close the submenu.
- d) You can also close a submenu by pressing the **Esc** key.
- e) The menu access key will not work if the menu itself is disabled. E.g., *Main menu / Tree* is disabled when the Article pane has focus, so all *Tree* menu access keys are also disabled. However, you can work around this by creating a keyboard macro which first forces a change of pane. See Macros make it easier.
- Example 2. Press Alt+S,T to open the Main menu's Search tree window (an example of a dialog window), then press Alt+N to toggle the Nodes tick box in the What to search: pane.

2. To execute hotkeys in context menus

Simply press the letter key.

Example 3. With the focus in the Article pane, press **Shift+F10** to open the Article context menu (an example of a context menu), then press **G**, **S** to go to the start of the current article. The **Alt** key is <u>not</u> required for hotkeys in context menus.

Note: For clarity, menu access keys will <u>not</u> be specifically listed in the manual along with other commands as you can easily work out the key sequence you need by following the menus.

Using the mouse

Using the mouse

Toolbuttons

- These will appeal to users who prefer using a mouse to a keyboard. To use them, simply click the toolbutton. See Toolbars.
- · To maximize screen space you can hide unneeded toolbars by unticking them in the

Toolbar menu, or in your Options settings.

- Not all toolbars and toolbuttons are visible in Basic mode.
- The Tree pane also has its own icons in the form of small square boxes next to each node with "+" or "-" signs.

Submenus

Clicking an item in a menu will often cause submenus to drop down. See Main menu.

Context (popup) menus

Right-clicking a node in the Tree pane or in various places in the Article pane will cause a menu to pop up. This is termed a **context menu** because the choices displayed depend on where the mouse cursor happened to be when you right-clicked, i.e., on the <u>context</u> of that location. This is very convenient as you can make your selection <u>wherever you happen to have your mouse</u> <u>cursor</u> without having to drag it over to the Main menu or the toolbar, then back again to where you were working. You will probably save time and effort if you use the context menus wherever possible in preference to the Main menu or the toolbar.

See Handy Hints #1.

To save typing and avoid confusion, the menu which appears when you right-click a node in the Tree pane will be called the **Tree context menu**, while the one which appears when you right-click in the Article pane will be called the **Article context menu**. If you examine these you will notice that the contents are quite different because of the different actions required in each pane.

To close either menu, press **Esc** or **click** outside the menu with the mouse.

To avoid conflicts, unavailable choices in the submenus or the menus will be displayed faintly.

See also Conventions used in this manual

Handy hints:

- 1. You do not need to right-click the Tree pane or Article pane to bring up the Article menu. Simply press **Shift+F10** and the appropriate context menu will appear. This is a useful feature if you wish to keep your hands on the keyboard.
- 2. If you have a wheel mouse, you can use the wheel to scroll the Tree, Article and Accessory panes vertically. Some wheel mice enable you to scroll these panes horizontally too.

Basic, Advanced and Viewer modes

Basic, Advanced and Viewer modes

You can run TreePad in Basic Mode, Advanced Mode or Viewer mode.

Basic Mode gives you a clean and simple user interface, by hiding some of the advanced features. 'Basic Mode' can be useful if you are a first-time TreePad user, or if you don't need the advanced features for a while.

With **Advanced Mode** you can use all the features TreePad offers, like tables, file import/export, insert/modify hyperlink, etc.

Viewer mode shows you your TreePad file as it is presented to users accessing the file using the freeware TreePad Reader / Viewer.

If you look at the **View toolbar** at the top of the TreePad window, you will see either the word "Advanced", "Viewer" or "Basic", with a small black triangle next to it.

To switch between the two modes, either

- 1. Click the toolbutton labelled either "Basic", "Viewer", or "Advanced" (depending on the current mode), to change the mode, or
- 2.
- 3. Click the triangle next to the toolbutton to display a drop-down menu with a black dot next to the current program mode. Click whichever mode you prefer to set it.



Alternatively, click *Main menu / View / Mode / (Advanced mode | Basic mode | Viewer mode)* to choose the program mode.

Notes:

- 1. Not all toolbars and toolbuttons are visible in Basic and Viewer mode. See Toolbutton visibility.
- 2. Not all menu items are visible in Basic and Viewer mode. See Menu item visibility.

The Tree pane

The Tree pane

The tree is shown in the left part of the screen. The **Tree context menu** is a context menu which is displayed by clicking the right mouse button while the mouse cursor is within the Tree pane. The commands found here are generally common to those in *Main menu / Tree*, which will be also be referred to as the *Tree menu* to distinguish it from the *Tree context menu*.

Note that the Tree menu is disabled when the Article pane has focus. To change focus to the Tree pane:

· Click with Left or Right mouse button in the Tree pane; or

- · Press Ctrl+Tab to toggle pane focus (see here for more information); or
- Press F11.

Navigating the tree Using the keyboard to navigate* Using the mouse to navigate Node history list History pane Extending the node click area Inserting (creating) nodes Inserting a child node Inserting a sibling node Time-saving insert functions The Insert special menu Inserting an agenda or calendar Deleting nodes and subtrees Deleting a node Deleting only the subtree root node Deleting only the subtree's child nodes Expanding and collapsing subtrees Expand and collapse commands Custom Expand Moving nodes and subtrees Moving single nodes using the keyboard Moving single nodes using the mouse Use cursor keys, drag or cut-and-paste? Moving a group of nodes Combined commands Turn selected sibling nodes into child nodes Transfer child nodes to a different parent Sorting nodes The TreePad Clipboard Introduction Clipboard tips Security and clipboard TreePad shutdown and clipboard Cutting/Copying/Pasting nodes and subtrees Copying the article contents* Node properties dialog Node titles, operations on Setting the default node title Editing the node name Copying and pasting the node name Copying the node path Numbering nodes Numbering new nodes Converting existing nodes to numbered nodes Date and time stamping nodes Using blank nodes Formatting nodes Node formatting overview Default tree and node format Changing the format of individual nodes Copy/paste of node formatting Paste formatting into a subtree

Remove formatting from a subtree Automatic paste* Node icons The lcons pane Changing tree node icons Changing the default node icon How icons are stored The Icons menu Rearranging pane icons Icon libraries Search-replace tree-icons Node icons hints and tips Node icons FAQ and troubleshooter Subtree statistics Bookmarks The Bookmarks pane The Bookmarks menu Bookmarks hints and tips Node checkboxes Tree background color* Tree keyboard shortcuts*

Navigating the tree

Navigating the tree

To expand a collapsed tree, see Expanding and collapsing subtrees.

Using the keyboard to navigate* Using the mouse to navigate Node history list History pane Extending the click area

Using the keyboard to navigate*

Navigating the tree

Using the keyboard*

See Tree shortcuts

*cross-reference

Using the mouse to navigate

Using the mouse to navigate

Tree pane scroll bar (visible if tree extends offscreen):

To scroll up the tree, drag the slider up or click up arrow at top of slider bar. To scroll down the tree, drag the slider down or click down arrow at bottom of slider bar.

Navigate Bar icons:

Go up | Go down | Go left | Go right:



These yellow arrows (cursor toolbuttons) have similar actions to those of the cursor (arrow) keys¹.

Goto previous node in history list | Goto next node in history list²:

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See Note below.

Main menu:

Click **Navigate** then **Previous node | Next node**: Lets you navigate the history list. See Note below. **Go up | Go down | Go left | Go right**: Same actions as corresponding cursor keys.

Tree context menu :

Goto previous node: Goes to previous node in history list. **Goto next node**: Goes to next node in history list.

Notes:

 Astute users may notice that the tooltips for these arrows are labelled with the shortcuts Ctrl+Alt+Up, Ctrl+Alt+Down, etc., rather than the single cursor keys Up, Down, etc., yet the latter work equally well as navigation keys in the Tree pane. Why? This is because Ctrl+Alt+[cursor keys] perform Tree pane navigation from either Tree or Article pane, whereas the single cursor keys cannot do this when the Article pane has focus, since (as in most wordprocessing screens) they are needed to move the cursor. The Ctrl+Alt shortcuts displayed in the tooltips were chosen with this in mind.

- 2.
- 3. For detailed information about the **Previous node / Next node** toolbuttons see Node history list.
- 4.
- 5. Remember that **selecting a node** can be achieved using the keyboard, mouse, or a combination of the two, whichever suits you best. You can scroll up or down using the cursor keys, cursor toolbuttons or vertical Tree pane scrollbar. You can use a keyboard scrolling roller or mouse wheel, if these are installed. It is often less tiring to adopt a two-handed approach, e.g., scroll with one hand using the cursor keys and select nodes with the mouse held in the other. TreePad provides several different navigation methods to enable you to develop the most comfortable work habits.

Node history list

Node history list

When you open a file, the Goto previous node and Goto next node toolbuttons on the

Navigate toolbar are both disabled

As soon as you change focus to another node, the **Goto previous node** toolbutton will become active **W**, indicating that you can backtrack.

If you backtrack, you will know you have reached the beginning of the history list when the **Goto previous node** toolbutton is greyed out, while the **Goto next node** toolbutton is active

While you are at a node between the beginning and end of the history list, both toolbuttons are active 44 44, meaning you can retrace your steps in either direction.

When you have returned to the most recently accessed node, the **Goto previous node** toolbutton will be active, while the **Goto next node** toolbutton is greyed out

History pane

History pane

In addition to the **Goto previous node** and **Goto next node** toolbuttons on the **Navigate** toolbar which only allow you to traverse the node history list sequentially, TreePad also provides a **History pane** to allow you to view a list of the nodes you most recently selected and jump to any of them. The list holds a maximum of fifty nodes.

To open the History pane

- · Click Main menu / View / History; or
- · Click the **History** button in the Article Button Bar; or
- Press Ctrl+Alt+O (for HistOry).

To close the History pane

- · Click *Main menu / View / History*; or
- · Click the Article button in the Article Button Bar, or
- · Press Ctrl+Alt+O again; or
- Press Ctrl+F9; or
- Press Esc if the History pane has focus.

The **History** pane uses the Accessory pane, so can be adjusted in height by dragging the horizontal divider between it and the Article pane up or down. The topmost node is always the current node, and the bottom node is always the Root node, unless the list has been cleared.

By default, when you open a TreePad file, the focus is on its Root node, so opening the History pane shows the Root node as the only entry. If you have Saving the tree state enabled, TreePad still opens the file at its Root node, then jumps to the last node you selected before you closed the file, so the History list shows two entries, the Root node at the bottom and the current node above it.

To clear the History list

(TreePad Business Edition only) (Advanced mode only)

Click Main menu / Navigate / Clear history.

If you clear the History list, all entries will be removed except for the current node. This may make it easier for you to keep track of your progress. The History list is automatically cleared when the file is closed.

To change the node selected on the History list

- · Click Main menu / Navigate / (Previous node | Next node); or
- Click the Goto previous node on history list or Goto next node on history list toolbuttons successively; or
- · Press the corresponding keyboard shortcuts Alt+Left or Alt+Right respectively; or
- · Use the **Down** or **Up** cursor keys when the History pane has focus; or
- Scroll down or up the History list using the vertical scrollbars and click the desired node.

If you have set hyperlinks to be activated by <u>double-clicking</u> in hyperlink options (this is the default), single-clicking a node in the History list will highlight that node, and double-clicking or pressing **Enter** it will make it the current node.

If you have set hyperlinks to be activated by <u>single-clicking</u>, single-clicking a node in the History list will make it the current node, so you cannot use single-clicking to select a a node without activating it. Right-click it instead.

Saving the History list as hyperlinks

(TreePad Business Edition only) (Advanced mode only)

To insert a list of hyperlinks to the nodes on the History list at the current Article cursor position

Click *Main menu / Insert / Link(s) to / History*.
Note: The History pane does not have to be visible. See also Insert menu.

Extending the node click area

Extending the node click area

To enlarge the clickable area for each tree-node beyond the dimensions of the node title, open the options screen (menu/view/options) and check 'Extend click area beyond node title'. When this feature is active, the clickable area of a node has the same width as the tree pane. Also, in case you specify a background color of a node (using menu/format/color/highlight color), this color will occupy the entire width of the tree.

Inserting (creating) nodes

Inserting (creating) nodes

Adding, creating, inserting a node

Within the commands and menus, the term **inserting** a node is used in preference to **adding** or **creating** a node, though they mean essentially the same. A new node can be inserted almost¹ anywhere into the tree structure at a point determined by the user. It does not only have to be appended to the end of a tree or subtree.

Basic commands

Nodes can be inserted as either a child or sibling of an existing node, which is why all TreePad trees include a Root node when they are created. These two articles will cover these functions.

Inserting a child node Inserting a sibling node Time-saving insert functions The Insert special menu

Inserting a catalog of files See File, disk and directory catalogs

Insert / Repeat of last insert special See Forms and templates

Insert special commands See Forms and templates

See also: Transferring text to a new node Inserting a hyperlink to a new node

Note: You cannot make a node a parent or sibling of the Root node.

Inserting a child node

Inserting a child node

In most cases when you create a new child node, you will want it to appear below (after) any existing sibling nodes in the tree. However, on occasions you may want to insert it above (before) its siblings. These commands will still work even if no sibling nodes are present.

Mainly for the benefit of newcomers to TreePad, make sure that the Tree pane is the active pane (i.e., has the focus) before carrying out any tree operations such as adding child nodes, etc. Start by selecting the **parent node** (i.e., the node to become the parent of the node you will create) with your cursor or mouse, then follow the instructions below.

To create a new child node below existing sibling nodes

- · Click Main menu / Tree / Insert / Child node at bottom; or
- · Click Tree context menu / Insert child node at bottom; or
- Press the **Insert** key.

To create a new child node above existing sibling nodes (Advanced mode only)

- · Click Main menu / Tree / Insert / Child node at top; or
- Click Tree context menu / Insert child node at top; or
- · Press Ctrl+Insert.

To change the default node title of a new node, see Setting the default node title.

Inserting a sibling node

Inserting a sibling node

As we saw earlier, a sibling node occurs at the same level in the tree as another child node of the same parent. There must be at least one child in the family before the next arrival can be a sibling!

TreePad offers you the choice of creating the sibling node <u>above or below</u> the node you select in the Tree pane. What was called the parent node in Inserting a child node will now be called a **target** node since all will be siblings of each other¹.

First select the **target node**² with your cursor or mouse, then follow the instructions below.

To insert a sibling node below (after) the target node

- · Click *Main menu / Tree / Insert / Node after*; or
- · Click Tree context menu/ Insert node after; or
- Press Enter; or
- Press Shift+Insert.

To insert a sibling node above (before) the target node

- · Click *Main menu / Tree / Insert / Node before*; or
- · Click *Tree context menu/ Insert node before*; or
- · Press Shift+Ctrl+Insert.

Notes:

- 1. Note that above/below and before/after as used here simply means the <u>order</u> in which sibling nodes are displayed <u>within their subtree</u>. They always remain at the same **level** in the tree hierarchy.
- 2. TreePad does not permit you to create a sibling node above or below the Root node. See Subtrees and sublevels.
- 3. To change the default node title of a new node, see Setting the default node title.

4.

Time-saving insert functions

Time-saving insert functions

The following commands enable you to

- 1. create a new node,
- 2. set the title of the new node,
- 3. and fill the contents of the new article with information
- all in one step.

Inserting a duplicate node

(Option unique to TreePad Business Edition)

Main menu / Tree / Insert / Duplicate node

This command creates a new sibling node, containing the entire text of the current article. The first line of the current selection will be placed in the name of the new node, the icon and checkmark will be copied from the current node. If the current node is a template node, the new node will be a template node as well.

Inserting a sibling node with the current selection

(Option unique to TreePad Business Edition)

Main menu / Tree / Insert / New node from selection or press Shift+Ctrl+Alt+J This command creates a new node, containing the selected text of the current article. The first line of the current selection will be placed in the name of the new node.

Inserting a sibling node and move the current selection to the new node (Option unique to TreePad Business Edition)

Main menu / Tree / Insert / New node from selection and cut or press Shift+Ctrl+Alt+K This command does the same as the command directly above, except that it instead of copying the selected text of the current article into the new node, it moves the selected text into the new node.

Example

In this example we will create a sibling node named BBB of the target node AAA. In Fig. 1 we have typed BBB in node AAA's article.



Fig. 1

Next step is to highlight **BBB** (Fig. 2).





Now, click *Main menu / Tree / Insert / New node from selection* or press Shift+Ctrl+Alt+J. A new sibling node BBB is created below AAA (Fig. 3). Note that AAA still retains focus as the currently selected node, allowing you to insert further siblings in this way if you wish.





Next, let's refocus on node AAA and change its article text from BBB to CCC (Fig. 4).



Fig. 4

This time, click *Main menu / Tree / Insert / New node from selection and cut* or press **Shift+Ctrl+Alt+K**. A new sibling node CCC is created below AAA (Fig. 5). However, the highlighted text has also been <u>cut</u> from node AAA.





As you can see above, since the sibling nodes created by these two commands are always inserted <u>directly below</u> their target nodes, in order to create a set of sibling nodes named (from top to bottom) in the <u>same order</u> as the list in the target node's article, you would have to start with the <u>lowest</u> item on the list first. E.g., if the list of proposed node titles in the article was:

AAA BBB CCC

you would have to create CCC first, then BBB, and finally AAA.

But that is not the main purpose of these commands. Their most important use is in Subdividing articles.

Notes:

1. It is not possible to create a sibling node above or below the Root node. See Subtrees and sublevels.

The Insert special menu

The Insert special menu

(Option unique to TreePad Business Edition)

More information on the 'Insert special menu' can be found here: Forms and templates Inserting TreeBook forms Inserting TreeBook templates

Inserting an agenda or calendar

Inserting an agenda or calendar

On how to insert an agenda or calendar into the tree, please see Insert agenda/calendar into the tree

Deleting nodes and subtrees

Deleting nodes and subtrees

Deleting a node Deleting only the subtree root node Deleting only the subtree's child nodes

Deleting a node

Deleting a node

Important

When deleting a node with child nodes attached, not only the selected node but the whole subtree (selected node and all its child nodes, plus their subtrees) will be deleted as well!

Always <u>think</u> before deleting a node, and get into the habit of backing up your current file before deleting important nodes or subtrees! Although a safety popup window will appear asking you to confirm that you wish to delete the node, the Undo key (**Ctrl+Z**) only undoes article edits. It won't help you recover any deleted nodes! Also, never rush into saving *after* carrying out a deletion (see *Handy hint #1* below).

First, move to the Tree pane and select the **node** to be deleted.

To delete a node

- · Click Main menu / Tree / Delete node/subtree; or
- · Click Tree context menu/ Delete node/subtree; or
- Press the **Delete** key.

In each case you will be asked to confirm your action before the node is deleted. Click **Yes** or press **Enter**.

After deleting a node or subtree, the nearest sibling of the deleted node becomes the current node; if no sibling is available the parent of the deleted node will become the current node.

Handy hints:

1. What if you **have** accidentally deleted nodes you should have kept, and **haven't** backed up the file before deleting?

Let's call your current file *mywork.tpd*. As long as you didn't save it immediately after making a deletion, you should still be able to recover it by opening Windows Explorer and finding *mywork.tpd*. Make a copy of the file (which will be in its original state) under another name, say *mywork_orig.tpd*, then click *Main menu /File / Close* in TreePad and close mywork.tpd. Don't throw it away just yet - you might have made other alterations between saving it last and carrying out the deletions! Rename it to *mywork_1.tpd*.

Now, rename *mywork_orig.tpd* to *mywork.tpd*, click **Main menu / File / Reopen** and reopen *mywork.tpd*. There you should see your file without any deletions! Now you can also open *mywork_1.tpd* in a new instance of TreePad and make sure any other alterations are copied over to *mywork.tpd*.

Deleting only the subtree root node

Deleting only the subtree root node

You can easily accomplish this in two steps:

- 1. Select the subtree's root node, then click *Tree context menu / Move / All children left* to turn them from children into siblings of the subtree root node.
- 2. then, without changing the focus (away from the original root node), press **Delete** to delete the selected node.

Deleting only the subtree's child nodes

Deleting only the subtree's child nodes

This is also termed Pruning. To delete only a subtree's child nodes, focus on the subtree then

- Click Main menu / Tree / Delete / Child nodes only; or
- Click Tree context menu / Delete / Child nodes only.

You will be asked to confirm your action before deletion, which is irreversible. Remember that if the child nodes have their own subtrees, they too will be deleted. This might be a good time to backup your TreePad file!

Expanding and collapsing subtrees

Expanding and collapsing subtrees

As you have probably already noticed, when a subtree is collapsed, only its root node is visible and there is a small **box icon** to its left containing a "+", signifying that there are additional nodes hidden from view. When the subtree has been expanded, the child nodes are visible and the sign inside the box changes to a "-".



Collapsed



Since a subtree can be several levels deep, at times you will want to expand just the top level, while at others you will want to view the whole subtree even though it may be large enough to require scrolling. Therefore it is useful to have terms that distinguish between the two actions.

From now on we will apply the terms **Opening / Closing** to mean expanding / collapsing just the top level of the subtree, and **Exploding / Imploding** to mean expanding / collapsing all levels. The terms **Expand / Collapse** will be used generically to cover both opening/closing and exploding / imploding.

Some commands perform opposite functions depending on the state of the tree, e.g. they open a subtree if it is closed and close it if it is open. These commands are said to **toggle** the particular action. Refer to the Glossary for more information on this and any other unfamiliar terms.

To toggle a subtree between its closed and open state

- · Click the **box icon** as above; or
- Double-click the **node** or its **icon**

These and other expand/collapse commands are described in detail in Expand and collapse

commands.

Note: Since closing a subtree affects only its top level and does not close any opened subtrees underneath, this enables you to conceal a multilevel, fully expanded subtree by simply closing the <u>top</u> level, yet reveal all levels of the subtree upon reopening it. Likewise, if you want to reopen an expanded subtree to <u>only the top</u> level, you should <u>collapse</u> it rather than <u>close</u> it, before opening it.

Expand and collapse commands

Expand and collapse commands

See above for a preliminary discussion of terms and concepts.

To open the current node's subtree (i.e., expand top level only)

- · Click Main menu / Tree / Expand / Subtree (one level); or
- Click Tree context menu / Tree / Expand / Subtree (one level); or
- Click the root node's **box icon**¹; or
- · Double-click the root node's main icon or title; or
- Press the **Right** cursor key; or
- Press either $"+" key^2$; or
- Click the **Explode subtree** toolbutton³ while holding down the **Shift** key.

To close the current node's subtree (i.e., collapse top level only)

- · Click Main menu / Tree / Collapse / Subtree (one level); or
- · Click Tree context menu / Tree / Collapse / Subtree (one level); or
- Click the root node's **box icon**¹; or
- · Double-click the root node's main icon or title; or
- · Press the Left cursor key; or
- Press either "-" key^2 ; or
- Click the **Implode subtree** toolbutton³ while holding down the **Shift** key; or
- Press Shift+Ctrl+B.

To explode the current node's subtree (i.e., expand all levels)

(Advanced mode only)

- Click Tree / Expand / Subtree (all levels); or
- · Click Tree / Expand / Subtree (all levels); or
- Click the **Explode subtree** toolbutton³; or

To implode the current node's subtree (i.e., collapse all levels) (Advanced mode only)

- · Click Tree / Collapse / Subtree (all levels); or
- · Click Tree / Collapse / Subtree (all levels); or
- Click the **Implode subtree** toolbutton³; or
- · Press Ctrl+D.

Notes:

1. See here for more information.

2. Although the "+" and "-" keys on both the alphabetical and numeric keypads of the keyboard perform this function, you may find it easier to use the numeric keypad, since on the alphabetic keypad the "+" key requires upper case while the "-" key is lower case.

3. Toolbuttons on the Navigate toolbar





Explode subtree

Custom Expand

Custom Expand

(Feature unique to TreePad Business Edition)

With 'Custom expand' you can expand a selected subtree up to a specified level. All nodes up to this level will expanded, all branches deeper than this level will be completely collapsed.

To access this function, in Advanced mode, click **menu/tree/expand/custom** or type **shift+ctrl+G**

Moving nodes and subtrees

Moving nodes and subtrees

Nodes (and their dependent subtrees) can be moved by:

- 1. <u>Moving</u> them with the cursor keys.
- 3. Dragging them with the mouse.

2.

4.

5. <u>Sorting</u> the subtree, resulting in automatic rearrangement.

6.

7. <u>Cutting</u> them out (or simply <u>Copying</u> them) and <u>Pasting</u> them in somewhere else.

Moving single nodes using the keyboard Moving single nodes using the mouse Use cursor keys, drag or cut-and-paste? Moving a group of nodes

Moving single nodes using the keyboard

Moving single nodes using the keyboard

There are two basic directions of node movement, left/right and up/down.

Left/right moves the node up or down a level in the tree hierarchy, while up/down moves the node up or down in relation to its siblings in the same subtree. Combined, the two groups of commands enable you to move a node anywhere up or down the tree just using the keyboard.

To move a single node up a level in the tree hierarchy

- · Click *Main menu / Tree / Move / Left*, or
- · Click Tree context menu / Move / Left, or
- · Press Shift+Left arrow.

This turns a child node into a sibling of its parent, i.e. moves it up into the next higher subtree in the hierarchy.

To move a single node down a level in the tree hierarchy

- · Click *Main menu / Tree / Move / Right*; or
- · Click Tree context menu / Move / Right; or
- · Press Shift+Right arrow.

This turns a node from being a sibling of the node immediately above it (in the same subtree) into a child of that sibling, i.e. moves it down into the next lower subtree in the hierarchy.

To move a single node up a level in the same subtree

- · Click *Main menu / Tree / Move / Up*; or
- · Click Tree context menu / Move / Up; or
- · Press Shift+Up arrow.

This exchanges positions of a node with its sibling immediately above it in the same subtree, i.e. moves it one level up its subtree but does not affect its hierarchy. It can move no higher than to become the top child node of its subtree.

To move a single node down a level in the same subtree

- Click Main menu / Tree / Move / Down; or
- Click Tree context menu / Move / Down; or
- Press Shift+Down arrow.

This exchanges positions of a node with its sibling immediately below it in the same subtree, i.e. moves it down its subtree but does not affect its hierarchy. It can move no lower than to become the bottom child node of its subtree.

To move a node beyond its subtree root node, either upwards or downwards, using the keyboard alone, first move it into the next higher subtree by pressing **Shift+Left arrow**, then continue moving it upwards (using **Shift+Up arrow**), or downwards (using **Shift+Down arrow**), and so on.

Remember that if the node has child nodes, the whole subtree is moved with it.

Moving single nodes using the mouse

Moving single nodes using the mouse

How to drag-and-drop

Dragging a node with your mouse and dropping it onto a target node makes the dropped node (and any included subtree) a **child** of the target node. Thus you can use this method to quickly change a node's parent.

Dragging a node while holding the **Shift** key down and dropping it onto a target node makes the dropped node (and any included subtree) a **sibling** of the target node. This is useful for manually changing the order of sibling nodes. Note that the new sibling node is inserted *after* (i.e. below) the target node.

Dragging a node while holding the **Ctrl** key down and dropping it onto a target node makes the dropped node (and any included subtree) also a **sibling** of the target node, but now the new sibling node is inserted before (i.e. above) the target node.

To *abort* drag-and-drop, either move the cursor to an area of whitespace in the tree pane (to prevent losing the dragged node in the tree) and release the left mouse button, or press the **Esc** key.

Advantages of drag-and-drop

Dragging nodes with the mouse has some advantages over using cursor keys:

1. You can drag a node <u>beyond the top or bottom of its subtree</u> without having to change commands to move it to the next subtree up or down. See Moving single nodes using the keyboard.

2.

3. Dragging with a mouse does not invalidate any hyperlinks. See Re-linking hyperlinks.

You can disable drag-and-drop by clicking *Main menu / View / Options / Tree* and unticking **Enable drag-and-drop**.

Remember that if the node has child nodes, the whole subtree is moved with it.

1. Clicking *Main menu / Help / How to move nodes using the mouse*, or *Main menu / Tree / Move / How to move nodes using the mouse* will conveniently display much of this information for you.

2. You cannot drop a node onto one of its children, i.e. make the moved node a child of its own child. This will display an error message: "Trying move to child".

3. The dragged node will be inserted at the bottom of the target node's subtree.

Handy hints:

1. If much node dragging is needed, reduce the size of your TreePad PLUS window vertically (by dragging the top border down and/or the bottom border up) so less mouse cursor travel is needed from top to bottom. Let the heel of your mouse hand rest stationary on the mat when it is not supported by your keyboard wrist rest. Maybe increase the mouse pointer speed a notch.

2. To minimize dragging distance, it may also help to implode the whole tree by selecting the Root node and clicking the **Implode** icon or pressing **Ctrl+D**, then either 1) open just the <u>source</u> and <u>destination</u> subtrees before dragging, or 2) open just the source subtree and let the mouse cursor hover over the destination subtree to open it (see below).

3. Dragging calls for a little finesse and patience, particularly when dragging a node beyond the top or bottom borders of the tree pane, which will scroll to reveal the rest of the tree. If the tree does not appear to scroll immediately, you may have dragged the cursor too far.

4. When dragging, the tree pane cursor changes to one of two forms. We shall call the first one the "drag but not drop" form, appearing as a circle with a diagonal stroke through it :



Fig. 1. The "drag but not drop" cursor. We selected node E and were dragging it up past C.

This cursor is displayed <u>faintly</u> when you are <u>within</u> the tree pane meaning that you can <u>drag</u> (and scroll) but not drop. As soon as you move the cursor beyond the tree pane, the display changes to a <u>sharp</u> image and scrolling stops. If this happens, reverse direction without releasing the left mouse button, and scrolling should resume. If you do release the left button you will have to begin again.

The second form of the cursor which we shall call the "drag and drop" form consists of an arrow with a rectangle representing the node:



Fig. 2. The "drag and drop" cursor. You can also see the faint shadow of this cursor behind it. This cursor is normally faint.

The cursor takes this form when you are in the "drop zone", meaning that releasing the left mouse buttom will cause the selected node (E) to become a child or sibling of the target node (C in this example). The drop zone extends from the node icon to the right edge of the node title.

5. Note that if you wish to drop the selected node onto a node which is currently hidden within a collapsed subtree, pause for a second with the cursor at the level of the subtree root node and it will automatically expand the subtree!



Fig. 3. Here we wished to make E a child of D3, so we let the mouse cursor linger on D until the subtree opened, then dragged E down to D3.

Use cursor keys, drag or cut-and-paste?

Use cursor keys, drag or cut-and-paste?

If you are manually rearranging nodes within a small range of the tree you may prefer to use the **cursor keys** over the mouse, since using the keyboard requires less attention and coordination. However, unlike <u>navigating</u> using the cursor keys, you cannot currently <u>move</u> a node beyond the top or bottom of its current subtree without changing from the **Up/Down** keys to the **Left/Right** keys. E.g., to move a node to the next subtree up, you have to move it left using **Shift+Left** to the next level up in the tree hierarchy, then **Shift+Up** to the next subtree, then **Shift+Right** to make it a child of that subtree, then **Up** if necessary to position it in that subtree.

Cutting a node from its present position and **pasting** it elsewhere in the tree is an attractive alternative to having to drag it, and is the method of choice for transferring a node or subtree from one end to another of a long tree within a file that <u>does not contain hyperlinks</u>, or between two files of this type. This is covered in detail in Cutting/Copying/Pasting nodes and subtrees.

Once you start using *hyperlinks* you should be aware that cutting and reinserting a subtree reorders the IDs of all the nodes within it¹, so that all hyperlinks pointing to these nodes (both internal and external to the moved subtree) need to be individually re-linked afterwards. This can be quite a time-consuming task, not to mention the possibility of overlooking some hyperlinks. For this reason it is best not to cut and paste <u>nodes containing hyperlinks</u> them but to use the **cursor keys** to move them, or to **drag** them with the mouse. See Re-linking hyperlinks. All Bookmarks to these nodes will also be lost, since they are automatically deleted when their target node IDs are no longer valid.

See How to split a hyperlinked subtree for an application of this.



1. What actually happens in Cut and Paste is that the node or subtree is copied to the Treepad Clipboard, but <u>deleted</u> from the source file tree. The remaining nodes in the source tree retain their current IDs. The node(s) in the TreePad Clipboard have new IDs assigned to them. If they are pasted back into the original file or another file, they must again be reassigned a new set of IDs different from those of existing nodes in that file, so are given the next numbers in the ID series. So, if a subtree is cut and reinserted into the original tree, the data in the articles is not affected, but the node IDs are completely new, and so hyperlinks and bookmarks pointing to the original (now deleted) nodes are invalid.

Moving a group of nodes

Moving a group of nodes

Here are two basic commands to do this:

Move next siblings right

This will convert all sibling nodes below the current node into child nodes of the current node:



To perform this action, select either

Main menu / Tree / Move / Next siblings right (Advanced mode only) or Tree context menu / Move / Next siblings right (Advanced mode only).

Move all children left

This will convert all child nodes of the current node into sibling nodes below the current node. As you might expect, this is opposite in action to **Move next siblings right**. Simply reverse the Before and After pictures above to get the idea!

To perform this action, select either

Main menu / Tree / Move / All children left (Advanced mode only) or *Tree context menu / Move / All children left* (Advanced mode only).

Handy hints:

1. Since these moves are <u>mirror images</u> of one another, if you realize you made a mistake after performing one of them, simply perform the other one. Remember, the Undo function does not apply to the Tree pane.

To move a group of sibling nodes anywhere as one unit, select the top sibling in the group, **Move next siblings right**, move the group as one to wherever you want it to be by moving the top node only, then finally **Move all children left**, effectively piggybacking the others onto the top node. This principle also works if you wish to <u>delete a group</u> of nodes. (Of course, this assumes that below the top sibling node lie <u>only</u> the nodes you wish to move/delete.)

Combined commands

Combined commands

Let's take some examples.

Turn selected sibling nodes into child nodes Transfer child nodes to a different parent

Turn selected sibling nodes into child nodes

Turn selected sibling nodes into child nodes

How could we make nodes B, D and E (Fig.1) child nodes of C?



Solution:

- 1. Rearrange nodes using cursor keys so B, D and E lie below C (Fig.2).
- 2. Selecting C, *Move next siblings right* (Fig.3).

Transfer child nodes to a different parent

Transfer child nodes to a different parent

How could we make nodes D, E and F in Fig. 1 child nodes of B?



Solution:

- 1. With C selected, press **Ctrl+Insert** to create a new child node above D (Fig. 2).
- 2. Use *Move next siblings right* to make D, E and F child nodes of (new node) (Fig. 3).
- 3. **Drag** (new node) with the mouse on top of B so that (new node) becomes a child of B (Fig. 4).
- 4. Use *Move all children left* to make D, E and F children of B (Fig.5).
- 5. Finally, delete (new node) (Fig.6). Done!

Notes:

1. We preferred not to use Cut and Paste here, in case D, E or F had hyperlinks pointing to them.

The images and legends above were positioned easily by embedding them in hidden tables.

Sorting nodes

Sorting nodes

Manual sorting

As seen in Moving nodes and subtrees, you can sort nodes manually, moving single nodes up or down their subtree by using **menu commands**, **keyboard shortcuts** or **Drag-and-drop** (holding the **Shift** key down so that the 'dropped' node becomes a **sibling** of the target node).

Automatic sorting

To sort the top level of the subtree only (ascending order) Click *Main menu / Tree / Sort / Subtree (one level)*;or Click *Tree context menu / Sort / Subtree (one level)*; or Press Shift+Ctrl+S.

To sort all levels of the subtree (ascending order) Click Main menu / Tree / Sort / Subtree (all levels);or Click Tree context menu / Sort / Subtree (all levels).

To sort the whole tree (ascending order) Click *Main menu / Tree / Sort / Whole tree (all levels)*;or Click *Tree context menu / Sort / Whole tree (all levels)*.

To sort the top level of the subtree only (descending order²) Click *Main menu / Tree / Sort / Subtree reverse (one level)*.

To sort all levels of the subtree (descending order²) Click *Main menu / Tree / Sort / Subtree reverse (all levels)*.



- 1. These functions are enabled when the <u>Tree pane</u> has focus.
- 2. Feature unique to TreePad Business Edition.

The TreePad Clipboard

The TreePad Clipboard

Introduction Clipboard tips Security and clipboard TreePad shutdown and clipboard

Introduction

Introduction

Like the Windows Clipboard, the TreePad Clipboard acts as temporary storage for data on its way to final destinations. Whereas the Windows Clipboard is a repository for text and images, the TreePad Clipboard is somewhat more specialized and holds nodes, subtrees, accompanying images and even node addresses. By having this second channel, TreePad reduces data congestion and enables you to use both simultaneously.

The TreePad Clipboard retains its data even after you exit the program, unless you tell it not to. This means that you can create a frequently used form in an article, give the node a name such as *My template*, copy it to the TreePad Clipboard, return next day and continue pasting it in where needed!

What and where is the TreePad Clipboard?

The TreePad Clipboard consists of one or more TreePad files with a reserved name and location.

As soon as you Copy or Cut a node or subtree, a file named <u>clipboard.hjt</u> is created in the Windows folder for temporary files until you or TreePad deletes it.

If the copied node or subtree contains user-assigned node icons or images, a second file, <u>clipboard.tpz</u>, is created to store them. If the next node or subtree copied to the TreePad Clipboard does not contain any such icons or images, clipboard.tpz will automatically be deleted.

See also Using the TreePad Clipboard for a discussion of the issues involved when using it to store nodes containing images.

Clipboard tips

Clipboard tips

As mentioned earlier, once you have Cut/Copied a node/subtree, the data is immediately and securely pasted into TreePad's clipboard files on your hard drive, not simply left in memory. So if your computer or Windows crashes after you've cut a node out but before you've pasted it in, your precious data is not lost but saved in the TreePad Clipboard. To recover it, simply re-start Windows, reopen your target file in TreePad, and click *Main menu / Tree / Paste / Node/Subtree*.

The only difference between *Copying* and *Cutting* is that when you Cut a node or subtree, that node or subtree is <u>deleted</u> from the current file. However, it has not been deleted from your computer; as we have seen, it has merely been <u>transferred</u> to the TreePad clipboard, so can be pasted back into its original location and/or anywhere else.

As with any clipboard, it is possible to overwrite data you have stored on the TreePad clipboard. For instance, when you cut a node or subtree, it is wise to paste the node/subtree before you copy or cut any other tree (in any TreePad program), since any second copy/cut action will overwrite the first, and the clipboard is shared between different TreePad instances running.

Please note that the TreePad clipboard is a file inside the Windows temp directory, so do not use TreePad clipboard for long-time storage, since the temp directory can be periodically cleaned up by other programs.

Security and clipboard

TreePad Clipboard and security

As the TreePad Clipboard is really a special form of ASCII text file and not encrypted binary code, you can read it with a text editor - and so can anyone and anything else including malicious spyware. Once you have made the first Copy or Cut in TreePad, the TreePad Clipboard files will be created, and remain in C:\Windows\TEMP.

You can order TreePad to delete the clipboard on shutdown. See also Shutdown options.

File encryption and the TreePad Clipboard

(TreePad Safe and TreePad Business Edition only)

Even though you have encrypted a TreePad file, it is decrypted while you are working on it, so any nodes or subtrees from it saved to the TreePad Clipboard are <u>un</u>encrypted. Images in .tpz files including clipboard.tpz are currently unencrypted.

TreePad shutdown and clipboard

Clipboard and TreePad shutdown

At shutdown, TreePad gives you three Clipboard options:

- · Automatically clear TreePad clipboard when TP closes
- · Ask whether or not to clear TP clipboard when TreePad closes
- Do not clear TP clipboard when TreePad closes

•

You can change TreePad's shutdown behaviour using the options screen, menu/view/options, category: TreePad/shutdown

Cutting/Copying/Pasting nodes and subtrees

Cutting/Copying/Pasting nodes and subtrees

To cut a node or subtree^{1,4} (Advanced mode only)

- · Click Main menu / Tree / Cut / Subtree; or
- · Click Tree context menu / Cut / Subtree.

Cutting involves copying the node or subtree to the TreePad Clipboard and deleting the node(s) in the source file.

To copy a node¹ (Advanced mode only)

- · Click Main menu / Tree / Copy / Node; or
- · Click Tree context menu / Copy / Node.

Here, a copy of the node is stored in the TreePad Clipboard. No copies are made of any child nodes.

To copy a subtree² (Advanced mode only)

· Click Main menu / Tree / Copy / Subtree; or

- · Click Tree context menu / Copy / Subtree; or
- · Press Ctrl+Alt+C.

Here, the whole subtree (root node and any child nodes) is copied to the TreePad Clipboard.

To paste a node or subtree³ (Advanced mode only)

- · Click Main menu / Tree / Paste / Node/Subtree; or
- · Click Tree context menu / Paste / Node/Subtree; or
- Press Ctrl+Alt+P.

Here, the contents of the TreePad Clipboard are inserted into the tree so that the root node in the TreePad Clipboard becomes a child node of the node selected in the destination file.

See also: The TreePad Clipboard Copying or moving text and images Copying the article contents

Notes:

- 1. In Cutting and Copying, the original node/subtree is copied to the TreePad Clipboard. The only difference is that in Cutting, the original node/subtree is deleted after copying, whereas it is retained after Copying.
- 2.
- 3. If the node has no child nodes (i.e. there is no subtree), this command simply copies the node.
- 4.
- 5. You should always paste what you have just cut out into your destination as soon as possible, even though the cut node or subtree is saved on the TreePad Clipboard. For if you cut a second node before pasting the first one, the TreePad clipboard will be overwritten with the second node.
- 6.
- 7. Remember that the act of Cutting a node with child nodes attached <u>removes the node and</u> <u>its children</u> from the tree, in other words, the whole subtree is cut. If TreePad detects that child nodes are present, you will be asked to confirm the Cut before it is made as a precaution. Even so, if you are Cutting a very large subtree, it may be preferable to Copy it instead, then Delete the original later when you are sure you did the correct thing!

Copying the article contents*

Copying the article contents*

See Copying the article contents

* This cross-reference is included here as it is a Tree pane Copy command, although its real purpose is to copy article text and images from outside the Article pane.

Node properties dialog

Node properties window

(Advanced mode only)

This window not only displays information about the node currently selected, but also enables you to change its properties.

To open the Node properties window

First select a node in the Tree pane, then:

- Click Tree context menu / Node properties (Advanced mode only); or
- Click Main menu / Tree / Node properties (Alt+T,N) (Advanced mode only); or
- Press **Ctrl+F2** (Basic and Advanced modes). This keyboard shortcut only works when the tree pane has focus.

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Although this method is not as direct as using shortcut keys or toolbuttons, this window offers extra features and tools not accessible by other means:

The General tab:

enables you to change the node caption (node title) and it contains a check box for making the currently selected node a **template** or a **TreeBook**. This is described in detail in Standard article templates.

It also displays the data type of the article.

- The **Stamp** tab displays the node ID and information on the node creation date and time, when the node was changed, and who (indicated by the Windows user name) created and changed the node (the node ID is also displayed in the Subtree statistics window.)
- The **Checkboxes** tab allows you to display a checkbox next to your node icon that you can tick to indicate completed tasks, noteworthy items, etc. See Checkbox icons.
- The **Font and color** and **Highlight color** tabs allow you to change all attributes of the node format back to the tree default values, or to specify new values for any of them.
- •
- The **Tools** tab contains a **Remove** button which allows you to revert the format of all node titles in the current subtree (titles of selected node and all child nodes <u>at all sublevels</u>) to the default tree node format.
- •
- The **Export/Print** tab contains a tick box named "Include this subtree into export and print". When ticked (by default), the current <u>subtree</u> (not just the node) will be included in any export or printing activity, with the exception of **export to TreePad files**. See Exporting a subtree and Printing selected items.
- •
- The **lcons** tab allows you to change the default icon for the current subtree, or to apply the icon of the current node to all nodes of the selected subtree.

Node titles, operations on

Node titles, operations on

In this manual, node name, node caption and node title are used interchangeably.

Setting the default node title Editing the node name Copying and pasting the node name Copying the node path Numbering nodes Date and time stamping nodes Using blank nodes

Setting the default node title

Setting the default node title

The default title for the new node is "(new node)" though you can set this to anything else via the *Main menu / View / Options / Node Options / This text:* field. This is worth knowing if you need to create a group of new nodes all with the same special title, but in different parts of the tree. You can reset the title to (new node) or whatever you prefer, when finished.

Instead of a default title, you can automatically number newly created nodes or prefix existing node titles with numbers. See Numbering nodes.

Alternatively, you can stamp node titles with the current date and/or time. See Date and time stamping nodes.

Of course, you can add extra text to each node title later (see Editing the node name).

To set the other default node attributes, such as font face, size, color, etc., see Default tree and node format.

Editing the node name

Editing the node name

To edit the node name (node title, node caption)

Click the node title to select it, then

- · Click Main menu / Tree / Edit node name; or
- Click Tree context menu / Edit node name; or
- Press F2; or
- · Click the node title again and let the mouse cursor hover over it¹; or
- Open the **Node Properties** window² and edit the node caption there.

You can edit the title manually or press **Ctrl+V** to paste³ in a name you have already copied to the Windows clipboard. After making editing changes, press **Enter**, or press **Esc** while editing to undo the changes and exit the editor.

Notes:

1. Here is the method in more detail:

Select the node by clicking the node title. Click it <u>again</u> and let the mouse cursor hover over it. After about a second, a small edit box (the <u>node title editor</u>) with a cursor will appear in the node name. Notice that the mouse cursor changes to a vertical I while in edit mode:



Although you can <u>select</u> the node by clicking either the node icon or the node title, you can only open the node title editor if your second click is on the node <u>title</u> and not the node icon.

2. To open the Node Properties window:

- Click Tree context menu / Node properties or
- · Press Ctrl+F2.
- Click the General tab in this window and edit the node title in the Node caption field.
- 3. For alternative ways to paste in a node title, see Copying and pasting the node name.

Copying and pasting the node name

Copying and pasting the node name

To copy the node name to the Windows clipboard

Select the node whose name you wish to copy, then:

- Click Main menu / Tree / Copy / Node name; or
- Click Tree context menu / Copy / Node name; or
- Press F2 to open the node title editor, and press Ctrl+C; or
- · Press Ctrl+C.

To paste in the node name from the Windows clipboard

Select the node whose name you wish to change, then:

- · Click Main menu / Tree / Paste / Node name / From clipboard; or
- Click Tree context menu / Paste / Node name / From clipboard; or
- Press F2 to open the node title editor, and press Ctrl+V; or
- · Press Ctrl+V.

To paste in the node name from text in the current article¹

In the Article pane, highlight the text you wish to use for the node name. In the Tree pane, select the node whose name you wish to change, then:

- · Click Main menu / Tree / Paste / Node name / From article selection; or
- · Click Tree context menu / Paste / Node name / From article selection; or
- Press **Ctrl+Alt+V**.

Notes

1. This is quick and very useful if for example you have typed a heading at the top of your article and wish to make the node title the same as the article heading.

Copying the node path

Copying the node path

The 'copy node path' function copies the path of the currently selected node onto the Windows clipboard.

A node path is a string of characters containing the names of all ancestor nodes, separated by slashes. It terminates with the name of the node itself.

Example

The path of the current node (of the article which you are reading) is: TreePad manual/TREEPAD REFERENCE/The Tree pane/Naming nodes/Copying the node path

To copy the node path onto the Windows clipboard, first select a tree node, then click:

Main Menu: Tree/Copy/Node path

Tree context menu: Copy/Node Path

After having copied the node path, you can paste it into a TreePad article, or into another program (such as an email program, text editor, word processor).

Numbering nodes

Numbering nodes

If you use TreePad to prioritize tasks or keep track of chapters you are writing for a book you will appreciate the usefulness of numbering nodes. You can do this in one of two ways:

- Automatically number each new node at the time it is created.
- Convert an existing subtree to a set of numbered nodes.

Numbering new nodes Converting existing nodes to numbered nodes

Numbering new nodes

Numbering new nodes

To number each node at the time it is created

 Select "A number according to the position in the list" as the default node caption in *Main menu / View / Options / Tree / Node Options.*

For example, create a new node named "My tasks", set the Node Options to numbering, then create 3 child nodes using "My tasks" as the parent. (*Hint:* Press **Insert** for the first node, then **Shift+Insert** for the remaining nodes.) You will find they will be numbered 1, 2 and 3 as follows:



or

Remember that you can always add text *after, or even instead of,* the number as the node title remains open for further editing.



Note that node numbers are allocated according to the new node's position in the subtree <u>at the</u> <u>time it was created</u>, so are quite different from Node IDs. Here we created three nodes, "Eat breakfast", "Feed the cat", "Take a shower", then turned automatic numbering on, deleted "Feed the cat", turned automatic numbering on, and replaced it with a new node created by selecting "Take a shower" and pressing **Shift+Ctrl+Insert**:



You can also number all nodes in an entire subtree in one go, please see Converting existing nodes to numbered nodes.

See also Setting the default node title

Since the number is allocated at the time the node is created, it does not change even if the node is moved up or down the subtree, thus may even be duplicated. For example, If we begin with the tree as shown in Fig. 5, then insert two sibling nodes in succession (Fig. 6 and 7) using "MyFirst" as the selected node in each case, they will both be allocated the number 2! To renumber nodes according to their current position in the tree, see Converting existing nodes to numbered nodes.



Converting existing nodes to numbered nodes

Converting existing nodes to numbered nodes

To convert an existing subtree to a set of numbered nodes

a) To number the immediate child nodes (first level) only Click *Main menu / Tree / Number subtree / One level* or Click *Tree context menu / Number subtree / One level*.

b) To number all descendant nodes of the selected node Click *Main menu / Tree / Number subtree / All levels* or Click *Tree context menu / Number subtree / All levels*.

Converting an existing subtree is useful if you wish to preserve the order of nodes in a nonsorted subtree in case of accidental sorting. Here you might first click *Insert / Node name* from the Article pane to copy the old title to the top of its article, then rename the nodes numerically.

Imagine that we wish to number the articles in this data file:



By selecting the Root node as the base node from which to commence numbering, we will end up with the result shown in Fig. 2 if we select **One level** (the top level) or Fig. 3 if we select **All levels**:



Note that numbering will only be available when the Tree pane has focus, and that article titles are preserved, only prefixed with a number.

We need only number a subtree within the tree if we wish, by selecting a subtree node as a starting point:



If that node commences with a number, that number will be used as the basis of the subtree numbering. In this way, you can force numbering to start at a value greater than 1. Note however that any child nodes also commencing with a number will have that number replaced by the imposed numbering. In this example, we changed the names of the "Regulations" node to "5 Regulations" and the "Subsection node to "3 Subsection" before applying numbering:



Note that the number 5 was used as the base for numbering this subtree, and that the number 3 has been replaced.

To remove numbering from a set of numbered nodes

a) To remove numbering from the immediate child nodes (first level) only Click *Main menu / Tree / Remove subtree numbering / One level* or Click *Tree context menu / Remove subtree numbering / One level*.

b) To remove numbering from all descendant nodes of the selected node Click *Main menu / Tree / Remove subtree numbering / All levels* or Click *Tree context menu / Remove subtree numbering / All levels*.

Thus you can add or remove numbering at different levels. Removing the upper level of numbering from the tree in Fig. 7, we get the result shown in Fig. 8:



"Removing subtree numbering" means what it says! It will remove all numbers, periods and spaces from the beginning of a node title:



Date and time stamping nodes

Date and time stamping nodes

You can date and/or time stamp each node as it is created, or prefix its existing title with the current date and/or time. Date/time stamping comes in handy for keeping records of correspondence, conversations or even a simple diary.

The format of the date and time as pasted into node titles and articles is set in *Main menu / View / Options / TreePad / Date and time*. See Date and time formats.

Adding date/time to the default node title

To make the current date and/or time the default title (caption) for newly created nodes, click *Main menu / View / Options / Tree / Node options*, go to "The default caption for newly inserted nodes is:" and select either *Date*, *Time* or *Date and time*.

You can always add text *after, or even instead of,* the date/time as the node title remains open for further editing:



Prefixing a node title with a date/time

To add a date and/or time prefix to the node title, select the node to be re-titled, then:

To prefix the node title with the current date

- Click Main menu / Tree / Paste / Node name / Date; or
- Click Tree context menu / Paste / Node name / Date; or
- · Click Main menu / Insert / Current / Date; or
- Press Shift+Ctrl+D.

To prefix the node title with the current time

- · Click Main menu / Tree / Paste / Node name / Time; or
- Click Tree context menu / Paste / Node name / Time; or
- Click Main menu / Insert / Current / Time; or
- Press Shift+Ctrl+T.

To prefix the node title with the current date and time¹

- · Click Main menu / Tree / Paste / Node name / Date and time; or
- · Click Tree context menu / Paste / Node name / Date and time; or
- · Click *Main menu / Insert / Current / Date and time*; or
- Press Shift+Ctrl+J.

To prefix the node title with a calendar date²

- Click Main menu / Tree / Paste / Node name / Date and time; or
- · Click *Main menu / Insert / Date*; or
- Press Shift+Alt+D.

Notes:

- 1. The default order of insertion is the <u>date</u> followed by the <u>time</u>. To reverse this, press **Shift+Ctrl+T** followed by **Shift+Ctrl+D**.
- 2.
- 3. See Date, time and calendar functions for further details.

Handy hint: To sort your nodes by date, select YYYY-MM-DD and the **None** option for **Weekday:**. Then Saturday 2002-05-04 will appear as 2002-05-04.

Using blank nodes

Using blank nodes

TreePad allows you to create one or more nodes without any title at all.

You may find this a useful way of spacing apart nodes within a subtree if you do not wish to break it into smaller subtrees. This has the advantage of making all "branches" visible at once without constantly expanding and collapsing subtrees. E.g.:



Formatting nodes

Formatting nodes

Node formatting overview Default tree and node format Changing the format of individual nodes Copy/paste of node formatting Paste formatting into a subtree Remove formatting from a subtree

Node formatting overview

Node formatting overview

The **format** of a node refers to its appearance in terms of font face, font size, font styles such as boldfacing, italics, underlining, etc., font color and highlight color.

The default values of all of these attributes can be set. See Default tree and node format.

You can make a node stand out by changing one or more of its attributes by various methods. See Changing the format of individual nodes.

This is useful for visually marking one or more specially important nodes, or for giving all nodes at the same level of the tree the same style or color. For example, the upper levels of the manual have been identified by making them boldface, while the Root node uses a larger font size.

These styles may give you some ideas:



Default tree and node format

Default tree and node format

Both the tree background color and the format of newly created nodes can be set by selecting *Main menu / View / Options / Tree / Font and color* and clicking:

- the Font buttons to set the default Tree font face, size and color, or
- the **Color** button to set the default Tree background color.

See also Setting the default node title.

The Main menu / View / Options / Tree tab window offers the following additional options:

Show hints

When checked, moving the mouse over a Tree pane node whose title is partly hidden by the vertical pane divider will display a small tooltip window with the full title.



Show icons

When checked, a node icon appears to the left of each node caption. Please note that this setting takes effect only after restarting the program!

Save and load tree state to .tps file

When checked, this feature enables you to return to where you left off after closing and

reopening the file. See Saving the tree state.

Enable drag-and-drop When checked, drag-and-drop support is enabled.

Handy hint: Use the tooltip window to display a description of the article (after the official title) without having to open the article itself. E.g.,

Changing the format of individual nodes

Changing the format of individual nodes

You can change the size, font face, font size, font color and highlight color of a node's caption³:

- Directly, by using keyboard shortcuts, *Main menu / Format* options and Article and node formatting toolbuttons. First ensure that the selected node has focus, otherwise these commands will act on article text instead.
- Indirectly by opening the **Node properties** window and making changes from there. See Node properties window.

Changing node format directly

a) Using keyboard shortcuts

Press: **Ctrl+B** to toggle **boldface**. **Ctrl+I** to toggle *italics*. **Ctrl+U** to toggle <u>underlining</u>. **Ctrl+K** to toggle <u>strikethrough</u>. **Ctrl+]** to increase font size by 2 points¹. **Ctrl+[** to decrease font size by 2 points¹.

See Tree shortcuts for a complete list of tree keyboard shortcuts.

b) Using Main menu / Format options

Select from: Bold Italic Underline Strikethrough (Advanced mode only) Color (Advanced mode only) Set font color²

Set highlight color² Remove highlight color²

(Superscript, subscript, case conversion and other article formatting functions are not available for node titles.)

c) Using the Article and node formatting toolbar (see here for image) Click one of the following toolbuttons: Font face Font size Bold Italic Underline Strikethrough (Advanced mode only) Set font color² (Advanced mode only) Set highlight color² (Advanced mode only) (Superscript, Subscript, Uppercase and Lowercase toolbuttons are not available for node titles).

Notes:

- 1. When applied to article font size, these commands increase/decrease it by 1 point.
- 2. For further information on font and highlight color see Article text format commands.
- 3. Any formatting changes will be applied to the whole node caption.

Copy/paste of node formatting

Copy/paste of node formatting

The copy/paste node formatting functions do not copy/paste any text, but exclusively the formatting of a node title. For example, if the node title is red, bold, and italic, this function will copy the red, bold, and italic formatting attributes, which can then be pasted into other nodes.

To copy the formatting of a node, click on the node from which you wish to copy the formatting, then click:

• Main Menu: Tree/Copy/Formatting node

• or Tree context menu: Copy/Formatting node

. Now the formatting information is placed onto the TreePad clipboard (not the Windows clipboard).

To apply the formatting to the title of another node, first select the node, then click:

- Main Menu: Tree/Paste/Formatting/Into node
- or Tree context menu: Paste/Formatting/Into node

Paste formatting into a subtree
Paste formatting into a subtree

Feature unique to TreePad Business Edition

TreePad Business Edition has an additional function, which allows pasting formatting into multiple nodes (in a subtree, in one go).

First copy the formatting from a node through:

- Main Menu: Tree/Copy/Formatting node
- or Tree context menu: Copy/Formatting node
- •

Then select the node containing the subtree which needs to be updated, and click:

- Main Menu: Tree/Paste/Formatting/Into subtree
- or Tree context menu: Paste/Formatting/Into subtree

This will update the appearance of all nodes in the subtree.

Remove formatting from a subtree

Remove formatting from a subtree

To remove any node formatting from a subtree, first select the node containing the subtree, then activate the Node properties dialog (Menu: Tree/Node Properties), open the tab 'Tools', and click the button 'Remove' below the text 'Subtree node properties'.

This will remove any font/color settings from the subtree nodes. All subtree nodes will have taken over the default font/color settings of the tree (as specified in the TreePad settings screen).

Automatic paste*

Automatic paste* (Advanced mode only) TreePad can automatically paste text or images which have been placed on the clipboard into the **article** or into the **tree**, whichever of those two currently has focus. See Automatic paste.

*cross-reference only

Node icons

Node icons

Use different node icons to:

- Brighten up and personalize your TreePad file.
- <u>Identify</u> key nodes. An icon may convey more information than a cryptic code appended to a node title.
- <u>Color-code</u> all nodes at the same level of a subtree, as has been done in this manual. Useful if you can't find the right font attribute (face, size, accent, color, etc.) for your needs.
- <u>Relocate</u> you where you left off at the end of the last session (as an alternative to Bookmarks)
- · Add non-verbal information to the node subject, such as its emotional value.

The Icons pane Changing tree node icons Changing the default node icon How icons are stored The Icons menu Rearranging pane icons Icon libraries Search-replace tree-icons Node icons hints and tips Node icons FAQ and troubleshooter

The lcons pane

The lcons pane

To open the lcons pane (displaying the lcons menu)

- Click the Icons button in the Article Button Bar at the bottom of TreePad's screen, or
- Click Main menu / View / Icons; or
- Press Ctrl+Alt+I.

Only after opening the icons pane, the *lcons* menu will be visible as a TreePad menu.

To close the lcons pane (hiding the lcons menu)

- Click the Article button in the Article Button Bar , or
- Click Main menu / View / Icons to uncheck it; or
- Press Ctrl+Alt+I again; or
- Press Ctrl+F9; or
- Press Esc if the lcons pane has focus.

•

Please note that the Icons pane is a member of the Accessory pane. If the icons pane contains many icons, you can scroll down to view the other icons, or enlarge the icons pane by 'dragging up' the separator between the article and icons pane.

Notice that each icon has a number next to it indicating its position on the icons list. The default icon (always numbered 0 in the icon list) is the familiar yellow folder icon ⁽¹⁾ you see in the Tree pane next to the node title.

The effects of clicking or pressing shortcut keys in the Icons pane depends on whether you normally activate hyperlinks by single- or double-clicking. See Activating (following) hyperlinks, also Accessory pane.

1. IF YOU HAVE SET HYPERLINKS TO BE ACTIVATED BY DOUBLE-CLICKING (DEFAULT):

To select an icon in the lcons pane

- Left-click the desired icon directly to highlight it; or
- Navigate by pressing the cursor keys until the desired icon is highlighted.

To change a node's icon

- 1. In the Tree pane, select the node whose icon you wish to change.
- 2. Open the lcons pane as described above.
- 3. Select the replacement icon as described above.
- 4. Double-click the replacement icon, or press **Enter**, and the node icon will change.

You can combine steps 3 and 4 if the replacement icon is already visible but not highlighted, simply by double-clicking it.

2. IF YOU HAVE SET HYPERLINKS TO BE ACTIVATED BY SINGLE-CLICKING:

To select an icon in the lcons pane

- Right-click the desired icon directly to highlight it; or
- Navigate by pressing the cursor keys until the desired icon is highlighted.

To change a node's icon

- 1. In the Tree pane, select the node whose icon you wish to change.
- 2. Open the Icons pane as described above.
- 3. Select the replacement icon as described above.
- 4. Left-click the replacement icon, or press **Enter**, and the node icon will change.

You can combine steps 3 and 4 if the replacement icon is already visible but not highlighted, simply by left-clicking it.

See The Icons menu for information about adding and removing icons from the Icons pane.

Changing tree node icons

Changing tree node icons

Note: if the menu **Main menu/icons** is not visible, please open the icons pane first (using menu/view/icons).

These options can be used to change tree-node icons:

- **Menu/Icons/Apply icon to node:** applies the currently selected icon (in the icons pane) to the selected tree node.
- Alternatively, **double clicking** on an icon in the icons plane 'applies' this icon to the current tree node.
- **Menu/Icons/Apply icon to subtree:** applies the currently selected icon (in the icons pane) to all nodes contained in the currently selected subtree.
- · Menu/Tree/Copy/Icon: copies the icon to the TreePad icon clipboard
- Menu/Tree/Paste/Icon: pastes the icon from the TreePad icon clipboard to the current node
- Menu/Tree/Paste/Icon into subtree: pastes the icon from the TreePad icon clipboard to all the nodes in the current subtree
- Menu/Icons/Search-replace: (option unique to TreePad[™] Business Edition) replaces multiple occurences on an icon in the subtree with another icon. Please see Search-replace icons for more information.

Apply icon to subtree

Using the function 'Apply icon to subtree' in the Node properties dialog, you can apply the icon of the selected node to all existing nodes of the subtree.

Changing the default node icon

Changing the default node icon

To change the default node icon for an entire subtree, you can open the node properties dialog (menu/tree/node properties), then select the 'icons' button. After you check 'Default icon for entire subtree', all newly created nodes in that subtree will have this icon, instead of the yellow folder icon. Moreover, using the function 'Apply icon to subtree', you can apply the icon of the selected node to all existing nodes of the subtree.

To change the default icon for the entire file, first select the root node, then change the default icon using the node properties dialog.

How icons are stored

How icons are stored

The icons you see in the Icons pane are really separate .ico (for icon) or .bmp (for bitmap) image files. These small files actually reside in the **treepadlib.tpz** file in TreePad's installation directory, where they are compressed into a single file.

TreePad Zip (.tpz) files are very similar to other Zip compressed files. You can view their contents and extract their icon and bitmap files using any zip compression program such as Freebyte ZIP. Please note that although you can extract icons from a .tpz file using an external zip program, it is <u>not</u> possible to add or replace icons using this method, nor can you create new .tpz files with an external zip program.

Please use the TreePad Icons menu for creating icon libraries.

The lcons pane by default shows the icons contained in **treepadlib.tpz**, you can replace it with another icon library file such as **my_icons.tpz** in the diagram above (see Icon libraries).

Assuming you are using **treepadlib.tpz** for your **current icon set**, you can add extra icons to the lcons pane using the **Add new icons** command. You can also delete icons from the pane and thus from **treepadlib.tpz**.

The lcons menu

The lcons menu

The *Main menu / Icons* submenu is displayed <u>only</u> when the **Icons** pane is visible (see The Icons pane). To display the icons pane, click on the button 'Icons' at the bottom of the TreePad screen, or menu/view/icons

To change the icon of the currently displayed node

- Click Main menu / Icons / Apply icon to node; or
- Double-click the icon in the icons pane

To change the icon of the currently displayed node and all its children

• Click Main menu / Icons / Apply icon to subtree

To add icons to the current set

Open the Icons pane, then

- Click Main menu / Icons / Add new icons; or
- Press the Insert key if the icons pane has focus.

If you happen to have collected or created icon (.ico) or bitmap (.bmp) files which you would like to add to your current set, these files must be 16 x 16 pixels in size.

To search-replace icons in a subtree

Please see Search-replace tree-icons (option unique to TreePad[™] Business Edition)

To remove icons from the current set

To remove one or more icons, select them in the Icons pane by clicking on them (use **Shift+click** for multiple consecutive images, **Ctrl+click** for multiple non-consecutive ones), then

- Click Main menu / Icons / Remove selected icons; or
- Press the **Del** key.

You will be asked to confirm your intended deletion.

To export one or more icons to individual files

Select one or more icons in the icons pane. Then click Main menu / Icons / Export selected icons

Opening other icon libraries

- You can load other icon libraries through Main menu / Icons / Load Icon Libraries
- You can load the default TreePad icon library through Main menu / Icons / Load Default Icon Library
- To download additional icon libraries, click on Main menu / Icons / Download additional icons

Creating new icon libraries

• You can create a new icon library through Main menu / Icons / Create new icon library

See also Changing tree node icons Changing the default node icon Icon libraries

Rearranging pane icons

Rearranging pane icons

Rearranging node icons on the lcons pane through drag-drop

Using the mouse, drag an icon over the icon you wish to displace, then drop it by releasing the left mouse button. The icon below will be displaced to the next highest position until the vacancy created is filled.

E.g., if you have 6 icons in positions 0-5 (0 being the default icon) and you wish to move #4 to #2, drag and drop #4 on top of #2. The new order will be 0, 1, 4, 2, 3, 5.

Icon libraries

Icon libraries

As mentioned in How icons are stored:

- Icons visible in the Icons pane (the current icon set) are saved in the treepadlib.tpz file in the installation directory, and copied into TreePad for display each time you run the program.
- •
- The installation directory also contains another Zip file named **treepadlib.tpzu** (TreePad Zip Update), containing the default icon collection. It is distributed with TreePad and uploaded to the installation directory when you install the program. It is there in case you wish to reinstall the original icons.
- ٠
- TreePad expects to find treepadlib.tpz in the installation directory when it starts up. If this
 file is absent, it creates a copy of treepadlib.tpzu and renames it treepadlib.tpz.

Icon library commands

Menu/Icons/Open icon library: This command allows you to choose which icon library file (.tpz) you want loaded into the Icons pane. If you have no other library files than the default file (treepadlib.tpz), you can use this command to open it for you, although the command **Open default icon library** below will search for this particular file. The icon library file currently open (displayed in the Icons pane) will be closed and replaced by your new choice.

Menu/Icons/Open default icon library: Loads the default icon library (treepadlib.tpz) into the Icons pane, closing and replacing the currently open file. Note: if you use this command while the default icon library is already loaded, the message **Default icon library is already loaded** will be displayed.

Menu/Icons/Create new icon library: Opens the Save TreePad library window where you can assign a name to your new icon library file. After you have done this, the current icon library file will be closed and replaced by the new file. The Icons pane will be empty apart from the default icon (number 0), and you can begin adding icons to the file using the **Add new icons** command.

Menu/Icons/Save current icon library as...: Saves the current icon libary under a different file name. Any changes you make to the icons in the icons pane will be applied to the library with the new file name.

TreePad Icon libraries

- When you are connected to the Internet, selecting **Menu/Icons/Download additional icons...** opens the treepad.com icons page www.treepad.com/free_icons/.
- •
- If you are interested in adding to your icon collection, keep checking the TreePad icons page as new links to icon collections are constantly being added. See also http://www.iconfreedownload.com. This is a collection of more than 20,000 icons available in .ico (icon file) format and .tpz (TreePad icon library) format, enabling users of TreePad PLUS, SAFE and Business Edition 6.2.3 (and higher) to load icon libraries directly.

Search-replace tree-icons

Search-replace tree-icons

(option unique to TreePad[™] Business Edition)

To replace all occurences of an icon in the selected subtree with a another icon, click **menu/icons/search replace.**

In the 'Search replace tree icons' dialog, first select an icon in the tab 'Old icon', then select the 'new icon' in the tab 'New icon'; finally click 'OK'.

After pressing 'OK', only those nodes (in the current subtree) which displayed the 'old icon' will now show the 'new icon'. All other nodes are left unchanged.

Node icons hints and tips

Node icons hints and tips

Icons can also be imported as images into articles. Sometimes this can be used to complement their effect in the Tree pane, e.g. by inserting the ¹⁰⁰/₁₀₀ icon in the manual articles. Note however that icons come in two main sizes, 32 x 32 pixels and 16 x 16 pixels, corresponding to selecting Large Icons and Small Icons in the View menu of Windows

Explorer. Icons used in the TreePad Tree pane are 16 x 16 pixels. If you import a 16 x 16 pixel icon into an article, it will be displayed as a 32 x 32 pixel image. To avoid this problem, import the 16 x 16 pixel icon anyway, export it as a .bmp image (see Exporting images), open the .bmp image using Microsoft Paint (Paint will not import .ico images), crop it and save it as a 16 x 16 pixel bitmap. Then import the bitmap instead. Alternatively, import the 16 x 16 pixel icon into an icon editor that will allow you to save it as a .bmp or other image format acceptable to TreePad.

- TreePad node icons must be 16 x 16 pixels in size and may use 16 or 256 colors (termed "16 x 16 x 16" and "16 x 16 x 256" icons respectively). If you add an icon that does not display correctly, make sure its size is correct.
- When you cut/copy/paste a node using the TreePad Clipboard, the icon is transferred as well. So by assigning a special icon to a template node, this icon will be copied wherever you paste the template.
- •
- You can have a lot of fun creating and modifying icons using an icon editor program or, after converting them to bitmaps (.bmp files), using a bitmap editor such as Microsoft Paint. Some icon editors are freeware. Many image and icon editors will allow you to save bitmaps as icons, and to convert images between various formats. (You can also do this in TreePad. See Exporting images.)
- There are also icon extractor programs, several freeware, which enable you to extract icons from .exe, .dll and other files to add to your collection.
- •

To download additional icons, you can click Menu/Icons/Download additional icons

Node icons FAQ and troubleshooter

Node icons FAQ and troubleshooter

Node icons revert to default

Q. All my customized node icons have suddenly reverted to the default (yellow folder) icon. What's happened?

A. This answer is useful only when you have stored your information in a TreePad 6.x .hjt or .htmhjt file: TreePad might not have been able to find the accompanying .tpz file (which contains images and icons) corresponding to the .hjt file, the icons will revert to the default icon. You may have forgotten to move the .tpz file when you moved the .hjt file.

Changing default node icon

Q. Can I change the default (yellow folder) icon to some other icon?

A. Yes, you can change / set the default icon for each subtree. Please see Changing the default node icon

Reinstalling default icons set

Q. I've messed up my icons pane. How can I start again with just the full default set of node icons?

A. Close TreePad, go to the directory where you installed TreePad and delete the file **treepadlib.tpz**. TreePad will automatically re-create this file from the backup file **treepadlib.tpzu**.

Hiding node icons

Q. Is there any way to suppress all node icons from being displayed?

A. Yes, by selecting *Main menu / View / Options / Tree* and unticking Show icons.

Subtree statistics

Subtree statistics

To display this handy but often overlooked little feature, click *Main menu / Tree / Subtree statistics*, or *Tree context menu / Subtree statistics*.

This command will work from either the Tree pane or the Article pane and will pop up a window showing:

- The name of the current subtree
- The number of nodes it contains
- The number of bytes it contains
- The ID of the current node.
- The path of the current node
- The structure of the subtree (how many nodes each level contains)

Uses for this command

- The number of nodes and bytes in a subtree can help you redistribute your data within the file to make it a more balanced tree, if need be, without having to expand or explode the subtree.
- By selecting the tree's Root node and running this command, it can tell you how large the total file is, without needing to open Windows Explorer. Note that the information does not include the size of the images and icons in the subtree.
- You can use the Node ID to configure TreePad to auto-start a file at a particular node. See Specifying the startup file and node.
- You can use the Node ID to create external hyperlinks from other TreePad files to the selected node in the current file. See Inserting a hyperlink to an external node

See also Article statistics.

Bookmarks

Bookmarks

Within a TreePad data file there may be one or more key nodes to which you keep returning frequently. You can create a **bookmark** to each one of them in the Bookmarks pane to enable you to jump quickly to any of them.

Another use for bookmarks can be to mark unfinished articles you have been editing in order to find them again quickly when you reopen your file.

Where bookmarks are stored

Bookmarks, and the order in which they are listed, are stored inside the current TreePad data (.tpd) file.

The Bookmarks pane The Bookmarks menu Bookmarks hints and tips

The Bookmarks pane

The Bookmarks pane

To open the Bookmarks pane (displaying the Bookmarks menu)

- Click the **Bookmarks** button in the Article Button Bar; or
- · Click *Main menu / View / Bookmarks*; or
- Press **Ctrl+Alt+B**¹.

To close the Bookmarks pane, (hiding the Bookmarks menu)

- · Click Main menu / View / Bookmarks to uncheck it; or
- · Click the Article button in the Article Button Bar; or
- Press Ctrl+Alt+B again; or
- Press Ctrl+F9 (this toggles Accessory pane open/closed); or
- Press **Esc** if the **Bookmarks** pane has focus.

The Bookmarks pane appears below the Article pane, separated by a horizontal pane divider bar which can be dragged up or down to adjust the relative sizes of the panes. This space is also used by other members of the Accessory pane.

The Bookmarks pane is initially empty and bookmarks need to be added.

Saving Bookmarks as hyperlinks

(TreePad Business Edition only) (Advanced mode only)
To insert a list of hyperlinks to Bookmarks at the current Article cursor position
Click *Main menu / Insert / Link(s) to / Bookmarks*.
See also Insert menu.

The Bookmarks menu

The Bookmarks menu

The Main menu / Bookmarks menu is available only when the Bookmarks pane is visible.

Adding bookmarks

To add a bookmark, click on the node to be bookmarked, then:

- · Click *Main menu / Bookmarks / Add selected tree node*; or
- · Click the Bookmarks pane to give it focus, then press the **Insert** key¹.

Removing bookmarks

To remove one or more bookmarks, select the bookmark(s) to be removed (see Note #3 below), then:

- · Click Main menu / Bookmarks / Remove selected bookmarks; or
- With the focus in the Bookmarks pane, press the **Delete** key¹.

Sorting and rearranging bookmarks

- To sort the bookmarks you have collected, click *Main menu / Bookmarks / Sort alphabetically*.
- To manually rearrange bookmarks, drag and drop one on top of another to displace it.

Notes:

- 1. The **Insert** and **Delete** keys have different effects depending on which pane has the focus when the keys are pressed. For example, in the Tree pane, pressing **Insert** inserts a new child node; in the Article pane it switches between Insert and Overtype modes. Note that the keyboard shortcuts do not appear in the Bookmarks menu unless the Bookmarks pane has the focus!
- You can select multiple bookmarks for removal by using Shift+Up / Shift+Down cursor keys to highlight consecutive bookmarks, or by holding down the Ctrl key while clicking individual bookmarks to be deleted at the same time, in the same way that you would delete multiple files in Windows Explorer.
- 3. If you need to bookmark many nodes in a file, you may find it easier to create a hierarchy of links to them. E.g., create a node named Hotlist containing the bulk of the links, then a single bookmark to Hotlist. By doing this you can keep the size of the Bookmarks pane small, yet see all your bookmarks.

Bookmarks hints and tips

Bookmarks hints and tips

To activate a bookmark:

- Double-click (default) or single-click the bookmark, according to whether you set the hyperlink activation option to double-click or single-click in *Main menu / View / Options / Hyperlinks*; or
- · Select the bookmark using the cursor keys, then press Enter; or
- For the first 9 bookmarks, press Ctrl+[number], where [number] is the bookmark number as displayed in the Shortcut column of the Bookmarks pane. E.g., to display bookmark #6, press Ctrl+6. You can use these keyboard shortcuts <u>even when the Bookmarks pane is</u> <u>hidden</u>, which is very useful when you need the full depth of the Article pane.

Bookmark hints and tips

The shortcut **Ctrl+0** is a built-in bookmark which will take you straight back to the Root node. If you store hyperlinks to other TreePad files in the Root node article, you can use this as a way to move quickly from file to file.

These shortcuts will not work with the number keys in the keyboard number pad.

A bookmark takes its title from that of its target node. If you rename a bookmark's target node or change its icon, the bookmark's title or icon will be updated as well. If you delete a bookmark's target node, the bookmark will automatically be removed from the Bookmarks pane.

Above each column in the **Bookmarks**, **History** and **Search Results** panes is a button identifying the type of data displayed. In this example taken from the **Bookmarks** pane you can see three buttons named **Name**, **Shortcut** and **Path**.

	Name	Shortcut	Path
٦ 🧼	INDEX	ctrl+1	TreePad PLUS manual/IND
2	The Tree pane	ctrl+2	TreePad PLUS manual/TRE
3	The Article pane	ctrl+3	TreePad PLUS manual/TRE
A 🏈	Keyboard shortcuts	ctrl+4	TreePad PLUS manual/Keyt

The width of each column except the rightmost one can be adjusted by clicking the *right* margin of its corresponding button (turning the mouse cursor into a bidirectional arrow, as shown below), and dragging it left or right to narrow or widen it. In this example, dragging the right margin of the **Shortcut** button would increase the width of its column.

Shortcut + Path

If you are working in a diminished TreePad where the Accessory pane is too narrow to display the full node title of an item on a list, let the mouse cursor hover over the desired field for about a second and the full name will appear in a tooltip.



Another way to 'mark' nodes is to insert a unique symbol in their title or article so they will be collected when you do a search on that symbol. See Search tree.

When you add a bookmark to the list, it appears as the last item on the list, i.e. at the bottom. If you want to keep the Bookmarks pane open so that it is always available, yet want to see as much of the Article pane as possible, drag the new bookmark up to the head of the list, then drag the horizontal pane separator downwards so that only the top item in the list is showing. You can always drag it back to the bottom of the list later.

If you need to refer quickly to the Bookmarks pane (say, to recall which keyboard shortcut is needed to take you to a particular bookmark), and wish to keep your hands on the keyboard as much as possible, use the Bookmarks pane keyboard shortcut (**Ctrl+Alt+B**) to open, and again to close, the Bookmarks pane, instead of leaving the keyboard to use the mouse.

Node checkboxes

Checkbox icons

Checkbox icons are yet another method TreePad PLUS offers you for keeping on top of your daily tasks!

Checking (ticking) the **Show node checkbox** checkbox in the **Checkboxes** tab of the Node properties window displays a blank checkbox icon next to the node icon. Clicking this checkbox icon does nothing except display a checkmark. Clicking it again unchecks the box.

Checking and unchecking

If the checkbox of the current node is visible, **menu/tree/checked**, **popup menu tree/checked** or **ctrl+alt+K** will toggle the checkmark of the current node. If the checkbox is not visible, the 'checked' menu items are hidden as well.

A more indirect way of checking/unchecking a node is to use the Node properties window .

Uses for checkmarks

- Checkbox icons next to a list of <u>tasks</u> (one node per task) enable you to see at a glance how many you have completed by ticking each one as you complete it. Good for to-do lists.
- Checkmarks can be used to distinguish items with a higher <u>priority</u> from those with a lower one. For example, you could put a check against each task that needs to be completed today.
- You can narrow your tree <u>search</u> by limiting it to nodes which have been checked¹.
- · You can limit export of a subtree (to one file, multiple files or a Web site) to only nodes

which have been checked¹; thus you can see these at a glance without needing to open the Node properties window for each one.

You can limit <u>printing</u> of a subtree to only nodes which have been checked¹.

Selected node: properties						
Highlight color Too		s Export/print		lcon		
General Sta	mp	Uneckboxes Font and color		ont and color		
Show node checkbox						
Show all checks With this button you can show or hide all check boxes in the selected subtree.						
Check subtree Checks all nodes of the current sub tree						
Uncheck subtree Unchecks all nodes of the current sub tree						
<u>D</u> K <u>C</u> ancel						

Hide all checks/Show all checks

If the checkbox icon is unticked, the button below the **Show checkmark** checkbox bears the title **Hide all checks**. If the selected node is the root node of a subtree which has visible checkbox icons, clicking this button will hide them, saving you the effort of having to open the **Node properties** window of each child and descendant node yourself. (This is not to be confused with clearing the checks from all checkboxes, which is taken care of by **Uncheck subtree** - see below.)

If the checkbox icon is ticked, the **Hide all checks** button changes its caption to **Show all checks**. This gives you the opportunity to display checkboxes for all other nodes in the subtree as well, whether or not they contain checkmarks.

Since the title of the **Show all checks / Hide all checks** button is thus tied to the status of the **Show checkmark** checkbox, if you wish to show all checkboxes for the subtree but hide its root checkbox, you must first tick the root node's **Show node checkbox** checkbox, so that the button below will **Show all checks**.

Note that by just unchecking the subtree root's **Show node checkbox** checkbox, you hide the checkbox of the root node while those of the child and descendant nodes remain visible, useful when the root node simply describes the purpose of the subtree and so does not require a checkbox itself. The subtree checkbox icons can be hidden from sight simply by collapsing the subtree.

If you want to hide all checkboxes in the whole tree, open the Root node's **Node Properties** window and click **Hide all checks**. Note though that if you click **Show all checks** in the Root node, <u>every</u> node in the tree will display a checkbox! This is a good reason for confining the use of checkmarks to specific subtrees.

Check subtree and Uncheck subtree buttons

These buttons reset all checkboxes in the subtree to checked or unchecked, so can be useful for setting the initial status of each of a list of tasks before you commence working your way through them.

You need not worry about losing your checkmarks on closing the file, as all visible checkboxes are saved and redisplayed on reopening the file, whether or not they contain checkmarks. However, if you have hidden some checkboxes and forget where they are, you may have to show every checkbox in the tree to find them! If you have checkmarks scattered throughout the whole tree it is best not to hide any of them until the checks are all cleared.

Thus the subtree root node can be seen to behave as a template by having the power to determine the visibility status of checkbox icons in its subtree. This of course is quite independent of the template functions of Treebook templates, which are described in Forms and templates.

Checkbox icons allow you to mark their nodes quickly and easily without having to change the actual node icon, caption or article text.

Notes

1. Option unique to TreePad Business Edition.

Tree background color*

Tree background color*

(Setting the tree background color)

See Default tree and node format

*cross-reference

Tree keyboard shortcuts*

Tree keyboard shortcuts*

See Tree shortcuts

* cross-reference only

The Article pane

The Article pane

The Article pane is on the right half of the screen, where text editing takes place. The Article pane can also be seen as a powerful Word Processor. Right-clicking in this pane brings up the **Article context menu**¹.

Each node has its own article. The Article pane displays the article corresponding to the node selected in the Tree pane.

Before the article can be edited, the Article pane must have focus, as indicated by the presence of a blinking article cursor (|). You can bring focus to the article by

- Clicking anywhere in the Article pane; or
- Pressing **Ctrl+Tab** or **Tab** when the tree is active²; or
- · Pressing F12.
- •

Notes:

- 1. Pressing **Shift+F10** displays the Article context menu when the Article pane has focus, or the Tree context menu when the Tree pane has focus. This avoids the need to take your fingers away from the keyboard to use the mouse just to select a menu item.
- 2. See Using the keyboard to switch between panes.

Article Button Bar Accessory pane Navigating the article Highlighting text Insert and overtype modes Replacing text Undo and Redo Cut, Copy, Paste, Delete Deleting text Copying and Cutting text Copying the article contents Pasting text into the article Copying or moving text and images Trimming unwanted characters* Formatting articles Overview of formatting Article formats Some definitions first Plain text format Rich text format (RTF)

Working with HTML Inserting inline HTML code Article text format commands Font and highlight color Color marker Article formatting hints and tips Superscripts and subscripts Footnote hyperlink example Paragraph formatting Aligning and justifying paragraphs Indenting lines and paragraphs Using tabs to indent text Auto Indent Increase/Decrease indentation Bulleting and numbering paragraphs Undoing bulleting and numbering Nested bulleting and numbering Paragraph formatting window Exporting formatting* Article ruler and ruler tabs The article ruler Indent markers Ruler tabs Reversing, removing and converting formatting Copying formatting Copy special and Paste special Case conversion Trimming unwanted characters Text dividers Saving article cursor position Insert menu Sorting text Article fields Tables Working with tables Editing text in tables Adjusting column width and position Navigating within a table Moving and copying text from cell to cell Moving a column or row Moving and copying tables Inserting and deleting rows and columns Splitting and combining cells Horizontal splitting and combining Vertical splitting and combining Selecting rows and columns Table and cell borders Creating a text box Using tables as forms Tables hints and tips Paragraph borders Borders and shading window controls Creating borders and boxes Paragraph borders within tables Paragraph borders hints and tips Automatic paste

Automatic pasting to the same article Automatic pasting to multiple articles Automatic Paste hints and tips Article statistics Spelling checker **Basic operation** Spelling options Dictionaries The Dictionaries window The Ignore All / Change All dictionary User custom dictionaries Additional dictionaries Thesaurus Inserting special characters Character map Entering the Euro symbol Subdividing and combining articles Subdividing articles Combining articles Images*

Article replace* Article keyboard shortcuts*

Article Button Bar

Article button bar

In the The main TreePad window, the **Article button bar** lies below (default) or above the Accessory pane. It contains a number of tabs which, when clicked, pop up an Accessory pane containing their particular function. The tabs are, from left to right:

- the Article button, which restores focus to the Article pane;
- the lcons button. See Node icons.
- the **Bookmarks (BkMarks)** button. See Bookmarks.
- the **History** button. See History pane.
- the **Search results (SearchR)** button. See Search Results pane.
- the **DraftPad** button¹. See DraftPad.
- •



You can also *hide* the Article Button Bar by right-clicking any blank part of the toolbar docking area (see Using toolbars) to bring up the *Toolbar menu*, then unticking Article Button Bar. You can also do this from *Main menu / View / Options / (Basic Mode | Advanced Mode) / Infobars* and ticking or unticking the visibility box associated with the Article Button Bar.

The Article Button Bar is one of several objects in TreePad collectively known as infobars.

Displaying the name of the current node

To confirm to which node the current article belongs, let the mouse cursor hover over the Article button (in the Article Button Bar), and the current node name appears as a tooltip . This is particularly useful when you have scrolled so far up or down a long tree using the Tree pane's vertical scrollbar that the currently selected node is not visible in the Tree pane, or when you have scrolled down a long article so that its heading (if any) is not visible. The Article button (in the Article Button Bar) will remind you to which node the current article belongs.

The name of the current node is also displayed in the Status bar.

Notes

1. The DraftPad is a feature unique to TreePad Business Edition.

Accessory pane

Accessory pane

The Accessory pane is an area below the article, which can be shown or hidden by clicking on one of the buttons in the Article Button Bar below the article. The Accessory pane contains the following functions, or 'Accessories':

Button title	Function	Keyboard shortcut
lcons	Node icons	Ctrl+Alt+I (Icons)
BkMarks	Bookmarks	Ctrl+Alt+B (Bookmarks)
History	Node history	Ctrl+Alt+O (histOry)
SearchR	Search results	Ctrl+Alt+U (resUlts)
DraftPad	DraftPad ¹	Ctrl+Alt+D (DraftPad)

For instance, when the **Icons** button is clicked, the Accessory pane becomes the **Icons pane**; when the **BkMarks** button is clicked, the Accessory pane becomes the **Bookmarks pane**, etc.

To open an Accessory

- Click *Main menu / View / [Accessory name]* which also places a checkmark against the item in the *[Accessory name]* menu; or
- Click the button with the Accessory's name on the Article Button Bar (e.g., click the BkMarks button to activate the BookMarks pane); or
- Press Ctrl+Alt+[letter] (e.g., press Ctrl+Alt+B for BookMarks); or
- Press **Ctrl+F9** to <u>re</u>open the Accessory pane at the Accessory last viewed³.

To close an Accessory

• Click Main menu / View / [Accessory name] again which also unchecks the item in the

View menu; or

- Click the Article button on the Article Button Bar; or
- Press Ctrl+Alt+[letter] (e.g., press Ctrl+Alt+B for BookMarks); or
- Press **Ctrl+F9** to close the Accessory pane⁴; or
- Press **Esc** only if the Accessory pane has focus, meaning that an item within it must be actively highlighted.

Accessory pane features

- If you want to <u>restore focus</u> to the Accessory pane (e.g. after working in the Tree pane or Article pane), <u>click anywhere in the Accessory pane</u>. If the current pane contains a list of nodes (e.g. BkMarks, History, SearchR panes) an alternative trick is to click one of the column tabs such as **Name** or **Path**, which are currently functionless in these panes but will change focus to the pane. Pressing the cursor (arrow) keys after right-clicking will move the highlight to other items, confirming that the Accessory pane has focus.
- •
- Single items within the Accessory pane (e.g., a node in a list) may be selected by pressing the cursor (arrow) keys to move the highlight to them, and activated by pressing **Enter**.
- When hyperlinks are activated by double-clicking², left-clicking or right-clicking selects the
- item; double-clicking activates the item.
- •
- When hyperlinks are activated by single-clicking², right-clicking selects the item; leftclicking or double-clicking activates the item.
- •
- While the Accessory pane is open, you can switch between its functions by clicking the corresponding button on the Article Button Bar representing the function you want, or by pressing the appropriate shortcut key. E.g., if the pane displays **Bookmarks**, you can change the display to **History** by clicking the **History** button or by pressing **Ctrl+Alt+O**.
- •
- For each member pane of the Accessory pane, TreePad 'remembers' the position (height) of the pane separator, even after the file is closed and reopened, so that on reopening the pane it will be the same size as when you closed it.
- •
- Within a session, TreePad also 'remembers' the last item selected in each pane after the pane is closed. On closing a file, the contents of the Icons, Bookmarks and DraftPad panes are saved, but History and Search Results are cleared.
- ٠
- Above each column in the **Bookmarks**, **History** and **Search Results** panes is a button identifying the type of data displayed. In this example taken from the **Bookmarks** pane you can see three buttons named **Name**, **Shortcut** and **Path**.

	Name	Shortcut	Path
1	INDEX	ctrl+1	TreePad PLUS manual/IND
92	The Tree pane	ctrl+2	TreePad PLUS manual/TRE
3	The Article pane	ctrl+3	TreePad PLUS manual/TRE
🧈 4	Keyboard shortcuts	ctrl+4	TreePad PLUS manual/Keyt

Clicking the buttons depresses them but has no other effect. However, the width of each column except the rightmost one can be adjusted by clicking the *right* margin of its corresponding button (turning the mouse cursor into a bidirectional arrow, as shown below), and dragging it left or right to narrow or widen it. In this example, dragging the right margin of the **Shortcut** button would increase the width of its column.

Shortcut +++Path

• If you are working in a diminished TreePad where the Accessory pane is too narrow to display the full node title of an item on a list, let the mouse cursor hover over the desired field for about a second and the full name will appear in a tooltip.

🥩 4 Keyboard short... ctrl+4

No tooltip displayed

✓4 Keyboard shortcuts ctrl+4 Tooltip displayed

See each function for further details.

Notes:

- 1. The DraftPad is a feature unique to TreePad Business Edition.
- 2.
- 3. This option is discussed in Activating (following) hyperlinks. Double-clicking is the default.
- 4.
- 5. If the Accessory pane has not been opened before, pressing Ctrl+F9 opens the History pane (default).
- 6.
- 7. This shortcut works no matter which pane has the current focus.

Navigating the article

Navigating the article

Using the keyboard

Cursor keys (Left | Right): Move cursor left | right one <u>space</u> Cursor keys (Up | Down): Move cursor up | down one <u>line</u> Ctrl+Cursor keys (Left | Right): Move cursor left | right one <u>word</u> Ctrl+Cursor keys (Up | Down): Scroll page up | down one line Home: Go to beginning of current line End: Go to end of current line Page Up | Page Down: Move cursor up | down one <u>page</u>. Ctrl+(Home | End): Go to beginning | end of article.

Using the mouse

Article pane scroll bar (visible if text extends offscreen):

To scroll up the article, drag the slider up or click up arrow at top of slider bar. To scroll down the article, drag the slider down or click down arrow at bottom of slider bar.

Article context menu:

Go to / Start: Go to beginning of article Go to / End: Go to end of article

See also Saving article cursor position

Highlighting text

Highlighting text

To select text which needs to be changed, use the mouse or keyboard as explained below. Selected text is shown actively highlighted (white against a dark blue background) and may then be cut, copied or pasted over. (Note: this highlighting changes to passively highlighted (black against a gray background) when the relevant pane does not have focus, i.e. is not the current pane⁵.

To select text using the mouse

- To select a word, simply **double-click** on the word⁴.
- To select a <u>block</u> of text, drag the cursor horizontally to select part of a line, or vertically or diagonally to select several lines.
- To select a <u>line</u>, click the extreme left end of the line (within a zone extending about 2 mm. from the vertical pane divider)¹.
- To select a <u>hyperlink</u>, drag the cursor as for a block of text, from one end of the hyperlink to the other.

To select text using the keyboard

Hold the **Shift** key down and press the Cursor (arrow) keys (**Up | Down | Left | Right**) to highlight the text you wish to modify.

From the current cursor position:

Shift+[cursor keys] selects a block of text, a <u>character</u> at a time.
E.g. Shift+down selects the next line down, etc.
Shift+Ctrl+[cursor keys] selects a block of text, a <u>word</u> at a time (faster).
Shift+Home selects all text to the <u>beginning of the line</u>.
Shift+End selects all text to the <u>end of the line</u>.
Shift+Ctrl+Home selects all text to the <u>beginning of the article</u>.
Shift+Ctrl+End selects all text to the <u>end of the article</u>.
Ctrl+A selects All text <u>in the article</u>.

To undo highlighting, either click in the Article pane outside the highlighted area or press the **Esc** key.

Whole word selection

(Option unique to TreePad Business Edition)

To select only whole words when highlighting text, click *Main menu / Options / Article* and check the box **Automatically select whole words**. This option is off by default.

In this example sentence with this option turned off, the portion "Ik in the p" has been

highlighted:

Let's go for a walk in the park.

After opening the **Options** menu and turning whole word selection on, re-highlighting the same portion "lk in the p" now displays:

Let's go for a walk in the park.

This feature requires less precision when only complete phrases are likely to be selected. Remember that clicking the Options toolbutton offers a quick way to access this option when toggling it on or off.

Notes:

1. This is an option which is on by default but may be turned off by selecting *Main menu / View / Options / Article* and unchecking **Enable line select**. Note also that you can cause this effect by clicking anywhere along a line (e.g., after the word "meet" in this example), dragging the mouse cursor *left*, beyond the left text margin like this -



- then releasing the left mouse button.



2. Pressing **Tab** or (**spacebar**) does not indent highlighted text; instead, it causes it to disappear! This is because what you are actually doing is overtyping the highlighted block with a tab or space character. Don't worry; you can restore your text by immediately pressing **Ctrl+Z** (Undo). If you need to indent highlighted text, press **Ctrl+M** (Increase/Decrease indentation).

3. For highlighting text in different colors, see Color marker (Option unique to TreePad Business Edition).

4. This also applies when the focus lies beyond any of the panes. For example, if you actively highlight some article text, click the **Font face** or **Font size** toolbutton, and select the same or different font face or size, the article text will remain passively highlighted even after the dropdown list closes because the toolbutton still has focus, remaining actively highlighted, until you click the article again.

Handy hints:

• If you disable the keyboard Num Lock, you can use the number keys with arrows on them (2, 4, 6, 8) on the numeric keypad to do the same.

•

- If you find dragging to be a drag, simply click at one end of the block to be selected, Shiftclick at the other, and the whole block will be selected!
- •
- To replace text, simply highlight it and then immediately type or paste in the replacement text. The original text will *automatically* disappear as soon as you make the first change to the highlighted block. (You don't have to actually delete the original text first.) Start typing and with the first new character typed the whole of the old text will disappear.

- You can only highlight one block of text at a time.
- Use Copy special and Paste special to change the format of highlighted text.
- To select <u>all</u> the text prior to deleting, cutting or copying it, press Ctrl+A or choose Main menu / Edit / Select all.
- •
- To copy the contents of an article to the Windows Clipboard without having to highlight it first, right-click the node icon in the Tree pane to bring up its menu and select **Copy** / **Article**. See Copying the article contents.
- •
- To speed up positioning your cursor when you highlight, hold down not only the **Shift** key but also the **Ctrl** key. By doing this, the cursor will jump from word to word instead of from space to space. See Navigating the article.

Insert and overtype modes

Insert and overtype modes

If you have made the Status bar visible it will display whether you are in <u>insert</u> or <u>overtype</u> mode as you type. If you are in *insert* mode, you will see the word "Insert" in the Status bar and any text you paste in will push aside text on either side of the cursor. If you are in *overtype* mode, you will see the word "Overwrite" in the Status bar and any text you paste in will **overwrite** existing text to the right of the cursor.

You can also tell which typing mode you are in by examining the article cursor. Clicking any text in insert mode displays the cursor as a thin vertical line ("|") between letters, whereas in overwrite mode it becomes a blue bar highlighting the letter to the right of the cursor like this.

Pressing the Insert key toggles between the two modes.

Note that when the **Tree pane** has focus, pressing the **Insert** key inserts a new node as the child of the current node.

Replacing text

Replacing text

Methods of replacing text:

1. Highlight the text to be replaced, then delete and replace it

- Press the Delete key to delete the text and then type or paste in the replacement text, or
- Start typing the replacement text, which will automatically delete the original text as soon as the first character of the replacement text is typed.

2. Delete text without highlighting it, then type or paste in replacement text See Deleting text, Pasting text into the article.

3. Search for a given text string and replace it with another

See Article search and replace.

Notes:

- 1. Use Insert mode for replacements unless you specifically want to overtype existing text character by character.
- 2. See also Trimming unwanted characters for removing leading spaces, hard carriage returns, ">" characters, etc.

Undo and Redo

Undo and Redo

In case you make a mistake while editing or wish to review your previous version, you can undo recent changes by pressing **Ctrl+Z**, **menu/edit/undo** or clicking the **Undo last edit** toolbutton

on the Article Edit toolbar:

This is a very handy command as it will allow you to restore accidentally deleted text. Note that you can perform this command several times in succession to restore not just the last but <u>all</u> previous versions of the article since you opened it, even if you pressed **Ctrl+S** to save the file³!

To correct your undo, or redo your last edit, you can press Ctrl+Y, menu/edit/redo, or click

the **Redo last edit** toolbutton several times until no further changes occur.

Notes:

- 1. You can not undo/redo changes you have made in an article, after you move to another article, then move back to the first article.
- 2.
- 3. You can still Undo your changes even if you have just Saved the file.
- 4.
- 5. Currently there is no undo/redo for tree operations

Cut, Copy, Paste, Delete

Cut, Copy, Paste, Delete

The basic article editing commands in TreePad are the same as those of most other editors.

Text is word wrapped when you reach the right hand margin. However, you may also prefer to set a fixed margin. See Article viewing options.

Deleting text Copying and Cutting text Copying the article contents Pasting text into the article Copying or moving text and images Trimming unwanted characters*

Deleting text

Deleting text

To delete text to the left of the cursor

- Press the **Backspace** key (deletes one <u>character</u> at a time); or
- · Press Ctrl+Backspace key (deletes one word at a time).

To delete text to the right of the cursor

- · Press the **Delete** key (deletes one <u>character</u> at a time); or
- · Press Ctrl+Delete key (deletes one word at a time).

To delete a block of highlighted text

- · Press the **Del** key; or
- Click Main menu / Edit / Delete; or
- · Press Shift+Ctrl+Del, although this is not its main function. See below.

To delete the entire contents of the article:

Press Ctrl+A or choose *Main menu / Edit / Select all* to highlight the entire contents of the article, then press the **Del** key; or

With the focus in the Article pane, but with no text highlighted, press **Shift+Ctrl+Del** (you will be asked to confirm this action); or

With the focus in the Article pane, but with no text highlighted, click *Main menu / Edit / Delete* (you will be asked to confirm this action).

Remember that you can Undo nearly all deletions by pressing **Ctrl+Z** as soon as possible afterwards, even if you have already saved the article, but NOT after you have returned to the article after moving focus to another node!

Copying and Cutting text

Copying and Cutting text

The *Copy* and *Cut* commands both copy the text into the Windows Clipboard, where it may be pasted somewhere else. The only difference is that *Cut* deletes the original text from the article, so (as in many text editors) before the text is put into the Windows Clipboard.

To copy highlighted text including any formatting

- Click Main menu / Edit / Copy; or
- · Click Article context menu / Copy; or
- Press Ctrl+C or Ctrl+Insert.

Note that you can use this method to copy images too, subject to certain limitations¹.

To copy highlighted text as plain text

- · Click Main menu / Edit / Copy as text; or
- · Click Article context menu / Copy special / Copy as text, or
- · Press Shift+Ctrl+C.

This will remove all formatting from the text before copying it to the Windows Clipboard.

To copy just the formatting of a block of highlighted text

- · Click Article context menu / Copy special / Copy formatting; or
- · Press Shift+Alt+C.

See Copy special and Paste special.

To cut highlighted text including any formatting

- · Click *Main menu / Edit / Cut*; or
- · Click Article context menu / Cut; or
- Press Ctrl+X.

Note that you can use this method to move images too, subject to certain limitations¹.

To copy the contents of an article to the Windows Clipboard from the <u>Tree</u> pane, right-click the corresponding node icon in the Tree pane to bring up the Tree context menu and select **Copy / Article**. See Copying the article contents.

To extract a hyperlink address and copy it to the Windows Clipboard, click Article context menu / Copy special / Copy shortcut. See Copying and pasting hyperlinks.

Notes:

1. See Copying or moving text and images

 When you copy and paste text, TreePad also copies and pastes its formatting. This may have unexpected effects at times. For example, if you copy some text from a paragraph with left alignment, center-align the cursor at its destination and then paste in the text, the pasted text will spring back to the left margin and you will have to re-align it centrally.
 See also Automatic paste.

5. See also Automatic paste.

Copying the article contents

Copying the article contents

This useful command enables you to copy the entire contents of an article, including text <u>and</u> <u>images</u>, while you are in the tree pane. Although the effect of this is the same as pressing **Ctrl+A** then **Ctrl+C** when in the <u>Article</u> pane, the contents of the article may be copied in one step without having to leave the <u>Tree</u> pane. The contents are stored in the Windows Clipboard until you paste them into another article.

To copy the contents of the current node's article Click *Tree context menu / Copy / Article*.

Pasting text into the article

Pasting text into the article

- To paste text, position the cursor where you want the text to appear, then press Ctrl+V or Shift+Insert. The text you paste will be formatted exactly as it appeared in the source window if you are copying it from another TreePad article, and if copying it from another program that handles formatted text, there is a high probability that the exact formatting will be preserved. I.e., these commands are for pasting <u>rich</u> text.
- If you are pasting rich text into an article containing only plain text, you may prefer to paste it in as <u>plain text</u>. In this case, copy it using **Ctrl+C** (as usual) but press **Shift+Ctrl+V** instead of **Ctrl+V** to paste it in. All boldfacing, italics, etc. will be discarded and the font size of the plain text will match that of the rest of the article.
- •
- You can insert date and time stamps, hyperlinks, the contents of a whole text file and even

images. See Insert menu, Importing a file into an article, Inserting images from a folder.

- You can also paste simply by dragging hyperlinks, highlighted blocks of text or even whole files across from another window into your Article pane. See Drag-and-drop support.
- You can set up TreePad to sit in the background, automatically pasting in any text you happen to highlight and copy to the Windows Clipboard. See Automatic paste.

You can also access many of these commands via Main menu / Edit and via the Article menu.

See Article shortcuts for a list of keyboard shortcuts you can use.

You can also use this method to paste text containing images. See Copying or moving text and images.

Copying or moving text and images

Copying or moving text and images

This article summarizes the various methods available in TreePad for copying or moving a highlighted block of text and/or images. Recall that moving is actually copying followed by deletion of the source item(s).

Using Cut / Copy and Paste commands on a block of text

- To copy or move a block of text/images within the same article or from one article to another within the <u>same</u> TreePad file, simply highlight the whole block, then apply *Copy* or *Cut* followed by *Paste*. See Copying and Cutting text and Pasting text into the article.
- 2.
- 3. To copy or move a block of text/images between a TreePad article and another open application that accepts both text and images via the Windows Clipboard (such as Microsoft Word), you can still transfer directly using *Cut/Copy/Paste*. With some word processors such as Microsoft Word you can highlight and copy a whole block containing <u>both</u> text and images to/from TreePad. In the case of other appplications, particularly Web browsers, you need to transfer text and images <u>separately</u>, as described in the previous paragraph.

Using image cloning to conserve database space

Use image cloning instead of standard *Cut/Copy/Paste* commands when a file needs to display more than one identical image. See Cloning image references.

Using Cut / Copy and Paste commands on a node

If the block contains a lot of images it may be simpler to *Copy/Cut* the whole <u>node</u> to the TreePad Clipboard, *Paste* it into the destination TreePad file then combine it with the destination article and delete superfluous images. Again, this only applies to transfers within the

same TreePad file.

See Cutting/Copying/Pasting nodes and subtrees.

Using Drag-and-drop

- 1. Drag-and-drop is very useful for moving a highlighted block of text within the same article.
- 2.
- 3. You can use drag-and-drop to copy or move selected text from the current article to a <u>new</u> <u>child node</u> of the target node (which is the node on which the text block is dropped).
- 4.
- 5. Simply dragging and dropping the text <u>copies</u> it into the article of the new node; holding down the **Alt** key while doing this <u>moves</u> the text to the new article. Using the **Shift** or **Ctrl** keys with or without the **Alt** key make the new node a <u>sibling</u> rather than a child of the target node.
- 6.
- 7. You cannot use drag-and-drop to copy/move text or images between two concurrently open TreePad files.
- 8.
- You can also use drag-and-drop to <u>copy text from</u> any application that supports rich text (such as Microsoft Word or Wordpad) to a TreePad article. See Drag-and-drop support for details.

Using Automatic Paste

- 1. You can use Automatic Paste to copy plain or formatted text from another open application to one or multiple articles in a TreePad file. Automatic Paste saves you from having to manually paste in each block of text or image; all you need do is *Copy* it (to the Windows Clipboard) and it will be automatically be pasted in.
- 2.
- 3. Automatic Paste will also copy single images between two concurrently open TreePad files if the *Formatting, text and images* option is selected. However, this method may not work for images sourced from other applications, e.g. Microsoft Word documents. Here you should use the *Copy/Cut/Paste* commands as described above.

For further details see Automatic paste.

Using Article sorting methods

You can move paragraphs (including paragraphs consisting of single images) manually by pressing **Shift+Alt+Up** or **Shift+Alt+Down**. See Sorting text.

Image transfer using Export image combined with Insert image(s) from file

This involves saving (exporting) the image as a separate image file, then importing the file when required. Although this method breaks image transfer into two separate steps, it may be useful if you wish to bypass the Windows Clipboard (e.g., if you are using it for text transfer using Automatic Paste), or if for any reason you need an independent copy of the image, e.g. in a special image format.

Another advantage of this method is that it allows you to insert multiple images into a TreePad file simultaneously by holding down the **Shift** or **Ctrl** keys when selecting images.

See also:

Exporting images Using the Insert image(s) command Importing and exporting files.

Trimming unwanted characters*

Trimming unwanted characters*

See Trimming unwanted characters

* cross-reference only

Formatting articles

Formatting articles

Overview of formatting Article formats Some definitions first Plain text format Rich text format (RTF) HTML format Inserting inline HTML code Article text format commands Font and highlight color Background color Direct HTML editing Color marker Article formatting hints and tips Superscripts and subscripts Footnote hyperlink example Paragraph formatting Aligning and justifying paragraphs Indenting lines and paragraphs Using tabs to indent text Auto Indent Increase/Decrease indentation Bulleting and numbering paragraphs Undoing bulleting and numbering Nested bulleting and numbering Paragraph formatting window Exporting formatting* Article ruler and tabs and line numbers The article ruler Indent markers

Ruler tabs Reversing, removing and converting formatting Copying formatting Copy special and Paste special Case conversion Trimming unwanted characters Text dividers

Overview of formatting

Overview of formatting

The Article pane supports all the features of Rich text format (RTF)!

By using the options in **Main menu / Format** or clicking toolbuttons in the **Article and node formatting** and **Paragraph** toolbars you can:

- The make text **bold**, *italic*, <u>underlined</u>, strikethrough, add s^{uperscripts} and s_{ubscripts};
- () convert selected text to UPPERCASE, lowercase, Title Case and even Sentence case;
- Indent lines, justify text, add bullets and numbering;
- enclose text within visible or hidden tables;
- Change the font face, the font SiZe, the font color or the highlight color. You can also change the article background color (currently white).

These features are individually termed attributes. You can also combine text attributes, adding one or several at a time: e.g., *this text is bold, italic, underlined, with added strikethrough, highlighting*, etc.

See Article shortcuts for a full list of article keyboard shortcuts.

You can invest a block of text with the formatting attributes of another block in one step by using the Copy Special / Paste Special commands.

To remove formatting from text see Reversing, removing and converting formatting.

Note: If you want to see exactly where all the extra formatting characters such as tab markers, paragraph markers, etc. have been placed, you can do so via the Options menu. See Article display options.

Article formats

Article formats

Some definitions first Plain text format Rich text format (RTF) HTML format

Some definitions first

Some definitions first

Format is a general term meaning the text's appearance and layout. It includes everything from paragraph indentation, bulleting and justification to font characteristics and background color.

Attributes are the individual components of a text's format and comprise:

Font attributes

<u>Font face</u> (also called font name or just font) - the basic font you select, e.g., verdana, Times New Roman, Verdana. <u>Font size</u> - 8,9,10 (points),etc. <u>Font style</u> - text accents such as boldface, italics, underlining, strikethrough, superscript, subscript. <u>Font color</u> should strictly be called <u>text color</u> but will be used here since text color is set by the same TreePad window control that determines font face and size.

Color attributes - font color, highlight color, background color **Case attributes** - upper, lower, title and sentence case. **Paragraph attributes** - margins, indents, tabs, justification, bulleting, etc.

Text formats in TreePad

In TreePad, an article may be in one of three formats: Plain text format Rich text format (RTF) HTML format

Plain text format

Plain text format

When you insert a new child node, its article font face, size and color are the values set in *Main menu / View / Options / Article / Font*. The background color is determined by *Main menu / View / Options / Article / Color*. When you start typing text it is left-aligned, without any extra formatting such as boldfacing or italics, and there is no paragraph indentation. This appearance is termed **plain text** and is exactly what you would get from a plain text editor such as Notepad.

Plain text is the most basic of all text formats. In the freeware versions of TreePad, all articles are in plain text. In TreePad you have the option of using plain text or rich text in your articles.

TreePad stores the text you type in in one of two ways, depending on whether it considers the current article to be in plain text or rich text format. As you can see by creating a test TreePad file and examining it with a plain text editor, plain text is stored much more economically than rich text because there are no extra hidden formatting symbols, which take up a significant amount of space. An article can be in only one format or the other. To see which one it is, look at the Status bar. If it is in plain text format, you will see the word **Text**. If in Rich Text Format, you will see **RTF** instead.

It follows that the default article font face/size/color determines the appearance of plain text.

Setting default (plain text) article font and color

To change the default article font or background color, click *Main menu / View / Options / Article* and click the **Font** or **Color** buttons respectively. Note that TreePad applies this retroactively, i.e., the font in <u>all</u> plain text articles *immediately* changes to the new attributes. The fonts of RTF articles do not change, since these are individually determined in each article. However, if the article background color is changed, this affects RTF as well as plain text articles.

Changing from plain text to rich text and back again

As soon as you add boldfacing, italics, paragraph indentation or any other formatting attributes, the article's format automatically <u>changes</u> from plain text to rich text and <u>stays</u> that way unless you convert it back to plain text (see below). Inserting hyperlinks, tables, images or similar objects requiring hidden formatting code to display them has the same effect. Pasting in clipboard text with a different font face or size will also convert the article to rich text, which may be difficult to detect unless you keep checking the status bar to see if **Text** has changed to **RTF**. See also *Handy hint* below.

You can change any rich text article to plain text by clicking **Convert / To plain text** in either **Main menu / Format** or the **Article context menu**. This is sometimes useful to remove all existing formats prior to standardizing them. When you do so, though, you will lose any images in the article, convert underlined hyperlinks to plain text hyperlinks (see below), and lose the cell walls of tables while preserving their text. You will see **RTF** in the status bar change to **Text**.

Other features of plain text

Note that although the menu items and toolbuttons to carry out <u>case conversion</u> are grouped with other formatting controls, case conversion can be done without the need for special formatting, so will not change plain text to rich text.

Hyperlinks created in plain text are naturally called plain text hyperlinks. However, as soon as

you create an underlined hyperlink in a plain text article, TreePad considers it to be in RTF. This is because only RTF allows you to hide unnecessary formatting details from view.

Advantages of Plain text format

- Articles in plain text occupy much less memory and disk space than those in rich text.
 Plain text is useful for storing such items as news clippings, e-mails etc. where font style and paragraph formatting may not be important
- · You can edit everything (such as hyperlinks) directly. No characters are hidden.
- You can easily copy text to and from the Windows Clipboard, and thus to other text applications, without worrying about whether formatting will be transferred correctly.
- You can exchange plain text files with users of other versions of TreePad such as TreePad Lite which handles only plain text.

Disadvantages of Plain text format

- It is difficult to pick out headings and other areas of text. You are reduced to capitalizing them or inserting lines of hyphens or underscores beneath. Plain text lacks the attractive formatting enhancements of rich text.
- Plain text hyperlinks are longer and harder to read since they must include either the full filepath or the node ID.

Handy hint: After pasting supposedly plain text in from another application, check the Status bar in case TreePad detects a slight difference in font size or style and alters the article format to rich text. To ensure that an article is pasted in as plain text, select *Copy special / Copy as text* or press *ctrl-shift-v on the keyboard*. See Copy special and Paste special.

Rich text format (RTF)

Rich text format (RTF)

As mentioned in Plain text format, the default format type of articles is plain text . As soon as you apply some type of formatting (like **boldface**, *italics* or paragraph centering), the article is automatically converted to <u>Rich Text Format (RTF)</u> and stays that way unless you convert it back to plain text.

<u>All text</u> in the article will immediately be converted to Rich Text when you:

- · Paste in any Rich Text from the clipboard
- · Paste in any text in a different font face or size from the default font
- Apply any paragraph formatting such as indentation, bulleting, etc.
- Insert a table, image or other such object requiring hidden formatting code
- · Change any font attributes from those of the default font, such as boldface a word
- · Insert an underlined hyperlink.

What all these actions have in common is that hidden codes required for displaying these objects and attributes (such as 'bold', 'italic', 'center', etc.) are inserted into the TreePad article. Rich Text is visually more pleasing but uses much more space because of the hidden formatting code.
Note: Case conversion does not affect the format type of an article.

The Status bar displays "RTF" if the article's format type is rich text.

You can display rich text's hidden characters as symbols by selecting *Main menu / View / Options / Article / Display options* and ticking the various options such as *Show paragraph markers*, etc. This may help if you have difficulty undoing or changing a formatting attribute.

Rich text formatting is local to the article, so rich text does not change when default article format is changed, with the exception of <u>font background color</u>.

Converting from RTF to plain text removes images.

See Reversing, removing and converting formatting for instructions on how to convert rich text back to plain text if you need to do this.

Hyperlinks in rich text are displayed as underlined blue text without the file path or node id, and are called underlined hyperlinks.

See Plain text format for a discussion of the relative merits of using rich text and plain text.

HTML format

HTML format

In case you have opened or created a database of type .htmhjt any articles which contain text formatting (such as bold, italic, center) are stored in HTML format (instead of Rich Text format).

All text in the article will immediately be converted to HTML when you:

- Paste in <u>any</u> Rich Text from the clipboard
- · Paste in any text in a different font face or size from the default font
- Apply any paragraph formatting such as indentation, bulleting, etc.
- · Insert a table, image or other such object requiring hidden formatting code
- · Change any font attributes from those of the default font, such as boldface a word
- · Insert an underlined hyperlink.

The Status bar displays "HTML" if the article's format type is HTML.

Article text format commands

Article text format commands

Many of these commands will perform similarly on node title text, so first ensure that the Article pane has focus. Several are available only in Advanced mode.

Highlight the block of text you wish to change with either the mouse or the cursor keys. Many of these commands toggle their function on/off. To reverse or remove formatting, see Reversing, removing and converting formatting.

Toolbuttons for these attributes are located on the Article and node formatting toolbar.

Tr Arial			-	10	•	B	I	<u>U</u>	ABC	ײ	×₂	âĂ	Âa	A	
		-	-												

(Advanced mode, docked view)

Most of them are self-explanatory. Letting the mouse cursor hover over any of them will cause a tooltip to appear with the toolbutton's purpose and keyboard shortcut, if any. See Toolbars.

Changing current article text attributes

Font face (the name of the font): click the window of the Font face toolbutton and select a font.

<u>Font size</u> (in points): click the window of the **Font size** toolbutton and select a size. To increase/decrease font size:

Press **Ctrl+]** to increase article font size by 1 point¹.

Press **Ctrl+**[to decrease article font size by 1 point¹.

Font style (Bold, Italic, Underline, Strikethrough)

- · Click Main menu / Format / (Bold | Italic | Underline | Strikethrough); or
- · Click the **Bold**, **Italic**, **Underline** or **Strikethrough** toolbutton, or
- Press Ctrl+B, Ctrl+I, Ctrl+U or Ctrl+K respectively.

Note: Strikethrough is only available in Advanced mode.

Superscripts or subscripts (Advanced mode only)

- · Click Main menu / Format / (Bold | Italic | Underline | Strikethrough); or
- · Click the Superscript or Subscript toolbutton, or
- Press Shift+Ctrl+[=] or Ctrl+[=] respectively.
- See Superscripts and subscripts.

<u>Case conversion</u> (Advanced mode only)

(UPPER CASE, lower case, Title Case, Sentence case)

- · Click *Main menu / Format / Convert /* and the case required; or
- · Click Article context menu / Convert / and the case required; or
- · Click the **Uppercase** or **Lowercase** toolbutton.
- See Case conversion.

Font color (text) (Advanced mode only)

Click *Main menu / Format / Color / Set font color*, or Click the **Set font color** toolbutton. See Font and highlight color.

Highlight color (text) (Advanced mode only)

To set the highlight color

- · Click Main menu / Format / Color / Set highlight color, or
- Click the **Set highlight color** toolbutton.
- To remove the highlight color

- · Click Main menu / Format / Color / Remove highlight color (easier!); or
- Click the **Set highlight color** toolbutton and change highlight to match article background color. See Font and highlight color.

Changing default article text attributes

Default article text is always unformatted, therefore plain text. To set its default attributes, click *Main menu / View / Options / Article*.

To set the default article <u>font (face)</u>, <u>font size</u>, <u>font style</u> and <u>font color</u>, click the **Font...** button. These attributes will apply to the articles of all new child nodes created, which are always in plain text format. The default article font color is limited to 16 colors.

Similarly, if you remove all formatting from an article, converting it to plain text, the default article font settings you have chosen will apply.

Fixed pitch fonts (see below) are excluded from the list of font faces by default, though you can include them by ticking the "Allow fixed size fonts" box.

To set the <u>article background color</u>, click the **Color**... button. Be careful here as this change will be applied to <u>all</u> nodes in the file! Since highlighting is an attribute of formatted text, plain text by definition cannot be highlighted. See Font and highlight color.

Notes:

1. When applied to node caption font size, these commands increase/decrease it by 2 points. If you have a lot of fonts installed, it can be quite tedious dragging the scrollbar down to reach the one you want. Remember that you can press the first letter of the font's name to take you there faster. For example, if the window opens with verdana highlighted and you want Verdana (which is offscreen), press V to take you to the first font whose name starts with V. If this is not Verdana, press V successively until you reach it.

Font and highlight color

Font and highlight color

TreePad uses two different palettes for text and highlight colors, the 16-color drop-down **Color list** and the **Color window**, which provides over 16 million (256 x 256 x 256) colors!

0.1	Color	? ×
Color: Black ▼ Maroon Green Olive Navy Purple Teal Gray Silver Red ▼	Basic colors:	
Above: Color list Right: Color window	Dustom colors: Define Custom Colors >> OK	

Color list

This determines:

- The default node font color ("Tree font and color") in *Options/Tree/Font and color/Font...*. See Default tree and node format.
- •
- Individual node font color in *Node properties/Font and color/Font*. See Node properties window.
- •
- The default font color for plain text and new articles in *Options/Article/Font...*. See Plain text format.

Color window

This determines:

- Tree pane background color ("Tree background color") in *Options/Tree/Font and* color/Color.... See Default tree and node format.
- :
- Individual node highlight color in **Node properties/Highlight color/Color**. See Node properties window.
- ·
- Selected article text font color¹ by clicking *Main menu / Format / Color / Set font color*, or clicking the **Set font color** toolbutton. See Article text format commands.
- ·
- Selected article text highlight color¹ by clicking *Main menu / Format / Color / Set highlight color*, or clicking the **Set highlight color** toolbutton². See Article text format commands.
- •
- The highlight color used by the Color marker³.

Notice that when you change the font background color, this is displayed in the windows of both the **Set font color** and **Set highlight color** toolbuttons in the **Article and node formatting**

toolbar.

Basic colors

As shown above, the Color window opens showing only the **Basic colors** (plus two rows of blank boxes for **Custom colors**, which will be discussed below). This we will call the **Basic palette**.

To change either font color or font background color to one of the Basic colors, highlight the text you want to change, open the **Color** window using the appropriate command, click the desired color and click **OK**.

Note: Although the Basic palette may appear to contain two or more of the same color (particularly yellow, lime green, aqua and black), these are actually different colors. Should you click **Define Custom Colors** and compare similar colors by clicking in each and noting their Red, Green and Blue *values*, you will see they are different! This difference will become more apparent the larger the block of color, and may cause problems for partially colorblind people. It is best always to use the same basic color each time, note its location on the palette, and preferably also note its R,G,B values! True black, for example, has the values 0,0,0.

Custom colors

Don't be reluctant to try out Custom colors to find exactly the right font color or font background color; the result may be much more attractive than simply making do with a choice from the Basic color palette.

To select a Custom color, highlight the text you want to change, click and click the **Define Custom Colors** button in the **Color** window, which will widen to display the **Color matrix** (window with graded colors), shown here to the right.



The quickest way to learn about the Color window is to right-click on any region that interests you. A **What's This?** button will appear. Clicking on it will open a small screen with information about this part of the window. To close this window, press **Esc** or click outside the screen, in the Color window.



To the right of the color matrix panel is a vertical **luminosity** slider control.

Clicking any color in the Basic palette will move the cross-shaped color matrix cursor to the corresponding color in its panel.

Alternatively, click in the color matrix pane to select the **color** (hue and saturation) you desire, adjust its **luminosity** if necessary by moving the slider up and down (you will see the **Lum** value change), and if you are satisfied with the result as displayed in the **Color|Solid** pane, click **OK** and the highlighted text will change to this color.

Saving and re-using custom colors

If you are likely to re-use a custom color, you can save it in one of several ways:

1) <u>Save the block of text containing the color to a file</u>. Paste it in when required and edit the text and any other attributes except the color. This may prove the easiest method.

2) <u>Save the color in the Custom colors palette</u>. After adjusting the color to the one you want in the **Color** window, click the **Add to Custom Colors** button, then click one of the white boxes in the bottom two rows of the Custom colors palette and the color will be displayed there. You can now select this directly, just as you would one of the Basic colors.

Note that you can copy any color from text to the Custom colors palette by highlighting the text, clicking the **font color** or **font background color** toolbutton (depending on which color you wish to save), then click the **Add to Custom Colors** button to save it as described above.

3) <u>Save the RGB color values and re-enter them to re-create the color</u>. You can specify any onscreen color in terms of its Red, Blue and Green (RGB) components, which range from 0,0,0 (black) to 255,255,255 (white). As you experiment with the color matrix, you will notice these values changing in their windows. When you have decided on the right color, highlight and copy each of these numerical values to a file and then you can paste or re-enter them when you wish to re-create the color.

Clearing custom colors

To reset any box in the two-row **Custom colors:** palette to the original white, click the box you want to reset, click the white box in the Basic palette, then click **Add to Custom Colors**. Alternatively, click the box you want to reset so that the color of the **Color|Solid** box matches it, drag the **Luminosity** slider all the way up so that the **Color|Solid** box is white, then click **Add to Custom Colors**.

Notes:

- 1. Only article text can be displayed in more than 16 colors. Note that if an article is in plain text format when a font or highlight color is selected from the Color window, it is automatically converted to rich text format. See Plain text format.
- 2.
- 3. The highlight color can be removed by clicking *Main menu / Format / Color / Remove highlight color* (see Article text format commands).
- 4.

- 5. Feature unique to TreePad Business Edition.
- 6.
- 7. There are currently no keyboard shortcuts for **Set font color** or **Set highlight color**, though menu access keys are available.
- 8.
- 9. Note that when the Color|Solid box is white, you may find that it "sticks" at that color and the Luminosity slider is at the top of its scale and cannot be dragged down. To fix this, click on the Luminosity scale itself and that will reactivate it.

10.

11. The background "white" color in screen texts may not be pure white but actually a light grey, in order to reduce glare. Although selecting white from the Basic palette in some earlier versions of TreePad resulted in a font background color that was lighter than the standard light grey, resulting in a patchy effect, this has been changed so that standard font background white matches article background white.

12.

13. Avoid the temptation to use many different colors and styles throughout your articles. You should be very sparing and consistent in their use to maximize their impact.

14.

15. If you find an attractive color somewhere such as on a Web page or in another program, you can extract its RGB values by using one of several RGB "color picker" programs that allow you to do this. The freeware program <u>Colorer</u> is one of them.

Background color

Background color

The background color of each article can be set through the article properties screen. (**menu/format/article**). For this, check 'This article has its own background color' and select a color in the color combo directly below.

Article properties	
This article has its own background color	
Article background color	
Apply to entire subtree	<u> </u>

It is also possible to assign the background color to all articles in the selected subtree, for this check 'Apply to entire subtree'.

If the article has no background color ('This article has its own background color' is unchecked) it will show the background color as specified in the options screen.

Direct HTML editing

Inserting inline HTML code

TreePad enables you to improve the appearance of articles exported as HTML by inserting customized HTML or Javascript code (termed "inline code") where required, separated from surrounding text by being enclosed between the special parentheses **\$(** and **)\$**. This code will not be altered by TreePad, so will be exported correctly.

Typical format: ... Article text Article text ...

A customized Web page HTML source section:

\$(<!-- inline HTML code begins --> [code goes here] <!-- inline HTML code ends -->)\$

... Article text Article text ...

(In the examples in this article, the special parentheses are shown boldface and the HTML text

in blue to distinguish them from Article text, but this is not required. You may, however, find it an advantage to use a similar scheme. The examples shown are *images* of article code to prevent errors when exporting this manual in HTML form.)

A customized Web page HEAD modifier

\$(<head>

```
<meta name="contents" value="Test page for generating html using
TreePad">
 <meta name="keywords" value="test, treepad, html, generate,
source">
          <LINK REV="made" HREF="[your URL here].html">
          <LINK REL="SHORTCUT ICON" HREF="/favicon.ico">
          <meta http-equiv="Content-Type" content="text/html;
charset=iso-8859-1">
          <META NAME="GENERATOR" content="[your content here]">
          <meta name="Author" content="[author name]">
          <meta NAME="KEYS" CONTENT="[whatever you like]">
          <TITLE>[your title here]</TITLE>
          <meta_name="MSSmartTagsPreventParsing"
content="TRUE">
     <!-- Open a Window -->
<SCRIPT LANGUAGE="JavaScript">
<!-- Begin
[open window script here]
// End -->
</SCRIPT>
<base target="leftframe">
</head>)$
```

Note that here the head modifier does not replace the <head> section of the exported article, but the elements inside the head modifier are added to the automatically exported/created head section. Thus it is possible to include more than one head modifier in one article, or to have no head modifier at all.

A customized Web page BODY modifier

```
$(<BODY
         BACKGROUND="[your background].jpg"
         BGCOLOR="#999900"
         TEXT="#330000"
         LINK="#3333FF"
         VLINK="#3399FF"
         ALINK="#FF0066"
         FONT FACE="verdana, Helvetica"
         FONT SIZE=4
         LEFTMARGIN="0"
         TOPMARGIN="0"
         OnLoad="window.defaultStatus='[your text here]';">
```

```
)$
```

Note that here the body modifier does not replace the <body> section of the exported article, but the elements inside the body modifier are added to the automatically exported/created body section. Thus it is possible to include more than one body modifier in one article, or to have no body modifier at all.

Example: javascript button

```
$(<button onclick="javascript:alert('this is
text')">Something</button><br> )$
```

Javascript will not be executed inside TreePad, and is only effective when the page is exported to HTML or Web site.

Example: a table containing Javascript

```
${

        This is cell 1 

        This is cell 1 

        This is cell 1 

        This is cell 1 

    This is cell 1 

    tr>
        This is cell 1 

    tr>
        tr>
        this is cell 1 

    tr>
        tr>
        this is cell 1 

    tr>
        tr>
        tr>
        tr>
        tr>
        tr>
        tr>
        this is cell 2-2

        this is cell 2-2

    this is cell 2-2
```

Automated HTML code insertion

(TreePad Business Edition only) To insert inline HTML code:

- · Click Main Menu / HTML / Insert HTML section / [code section]; or
- Click the **Insert HTML source section** toolbutton on the **HTML** toolbar and select the required code section.

Available code sections

```
Standard (HTML):
$(
  <1-- type your HTML source codes below - unlimited number of lines
-->
)$
Javascript:
$(<script language="javascript">
</script>)$
Body modifier:
$(<body
   <!-- type your HTML body tags below -->
>)$
Head modifier:
$(<head>
   <!-- type your HTML head codes below -->
</head>)$
```

Color marker

Color marker

Feature unique to TreePad Business Edition

The Article and node formatting toolbar contains a text highlighting toolbutton named Color

marker A characteristic matter and the set of the set

Our chairman commented that all board members should attend on Thursday 17th for a special meting.

(Note that a custom color was used for spelling errors.)

To create this effect

- 1. Click the marker toolbutton to display a color palette.
- Click the highlight color of your choice, then click OK to close the palette window. (If you need more colors than the standard palette, click **Define Custom Colors** and create your own. For more details see Article formatting hints and tips.)
- 3. Now, while the Highlight toolbutton stays depressed, all text you highlight will retain this this color as the text highlight color. To disable this, click the toolbutton again to elevate it.

For further information on selecting colors from the palette window see Font and highlight color.

Notes:

- The palette only appears each time the button is clicked to depress it.
- Any text that is already selected will be highlighted <u>automatically</u> when you click the Color marker toolbutton, thus saving a step.
- The color marker does not work with the cursor (arrow) keys, only the mouse. Thus the marker toolbutton can be kept depressed without highlighting text, as long as you use the cursor keys to do it.
- If you need to highlight text with the mouse but without coloring it, press and hold down the **Control** key prior to dragging, which <u>disables</u> the Color marker. Be sure to take your finger off the mouse button before releasing the **Control** key.
- Move the mouse slowly and horizontally. It may help if you reduce mouse pointer speed.
- Mouse highlighting can be unpredictable, making it easy to highlight large areas inadvertently. Pressing Ctrl+Z repeatedly will undo this, block by block. You may find that highlighting text with the cursor keys then clicking Set highlight color is slower but more precise.
- Use only light colors such as silver, lime or yellow for black text on a white background. You can create lighter shades of standard colors (e.g. pink) in Define Custom Colors.
- Avoid highlighting large blocks of text, particularly if sending your document to others.
- Node captions cannot be highlighted using the Color marker.

Quick formatting

Quick formatting

Feature unique to TreePad Business Edition

With 'Quick formatting', you can change multiple text formatting attributes of a selected block of article text in one go.

For instance, this feature allows you to set the formatting of a selected block of text to:

- bold
- italic
- no underline
- change the font
- change the font size
- change the text color

by applying a quick formatting style just once.

You can access quick formatting styles by clicking menu/format/quick formatting

The first nine quick formatting styles have the following keyboard shortcuts associated with them:

Ctrl+Alt+1, Ctrl+Alt+2....Ctrl+Alt+9

unless you disable these shortcuts through the 'Configure Quick Formatting' dialog.

For information on how to add, delete and alter quick formatting styles, please see Configure Quick formatting styles

You can also directly add a formatting style, using the formatting of the text at the cursor position in the article using: Add current format

Notes:

Please note that a 'Quick formatting style' is not the same as a so-called 'style' such as can be found in advanced Word Processors. When you change a 'style' in a Word Processor, all existing text with that style applied to it in the past changes automatically. In contrast to this, when altering a TreePad 'Quick formatting style', this changes the way it will format the text the next time you apply it.

Configure Quick formatting styles

Configure Quick formatting styles

Advanced mode only Feature unique to TreePad Business Edition The **'Configure Quick Formatting Styles'** screen enables you to manage TreePad's quick formatting styles. You can open this screen through **menu/format/quick format/configure...** (this menu item is available in TreePad Business Edition, advanced mode).

With this screen you can create your own formatting styles, delete and edit existing formatting styles, and change the order in which the styles are displayed.

This dialog consists of two panes:

1 - the left pane shows a list of quick formatting styles in the same order as shown in **menu/format/quick format**

2 - the The right pane shows the details of the currently selected formatting style, and allows you to edit them.

🏆 Configure quick form	atting styles	
		Arial head 16: details
Quick formatting style	Shortcut	Font style Font Paragraph Color Spacing Indentation
Yellow Marker Red Marker Normal 101 Head 16 Arial Arial 10 Arial normal 10 Arial head 16 Times normal 10 Times head 16 Quick style 11 Quick style 12 LineSpacingTest1	Ctrl+Alt+1 Ctrl+Alt+2 Ctrl+Alt+3 Ctrl+Alt+4 Ctrl+Alt+5 Ctrl+Alt+6 Ctrl+Alt+7 Ctrl+Alt+8 Ctrl+Alt+9 none none none none	 ✓ Font style' is effective Ø Bold Italic Underline Strikeout Subscript Superscript
<u>A</u> dd <u>D</u> elete <u>E</u> dit	Sort	<u> </u>

The left pane

Configure Quick Formatting Styles: the left Pane Feature unique to TreePad Business Edition

The left pane shows the list of currently available quick formatting styles.

Ordering items

To manually change the position of an item in the list, you can drag-drop the item to a different position using your mouse.

Shortcut keys

You can indirectly assign shortcut keys (effective in TreePad's main screen when the article has focus) to each item by changing its order in the list.

The first item in the list will always have keyboard shortcut ctrl+alt+1, the second ctrl+alt+2, etc. but only if the option 'Enable ctrl-alt (ALTGR) shortcuts for menus' is enabled in the options screen.

Sort button

Sorts the list alphabetically

Delete button

Removes an item from the list.

Add button

Adds a new quick formatting style. You can fill in the details of the formatting style in the right pane

Edit button

Clicking this button will allow you to edit the title of the selected item. You can do this also through F2 or by clicking the selected item (in the list) a second time with your left mouse button.

Enable quick formatting shortcuts

This option is enabled by default. When enabled, the first nine quick formatting styles can be activated by keyboard shortcuts **Ctrl+Alt+1** to **Ctrl+Alt+9**.

The right pane

Configure Quick Formatting Styles: the right pane

Feature unique to TreePad Business Edition

The right pane allows you to edit details of the currently selected quick formatting style.

Tab 'Font style'

When the box **'font style is effective'** is checked, the combination 'bold', 'italic', 'underline', etc. you have checked below will be part of the attributes in this style. When the box 'font style is effective' is not checked, anything in this tab is ignored.

Tab 'Font'

When the box **'Font name is effective'** is checked, the specified font name is part of the attributes of this style. When this box is not checked, the font name is ignored. When 'Font size is effective' is checked, the specified font size is part of this style, otherwise the font size is ignored.

Tab 'Paragraph'

When **'Paragraph align is effective'** is checked, the specified paragraph alignment attributes are part of this style. When not checked, anything in this tab is ignored.

Tab 'Color'

When **'Font color is effective'** is checked, the specified color is part of the style. When unchecked no color will be applied when applying this style to a selected block of text in the article.

When **'Highlight color is effective'** is checked, the specified text background color is part of the style. When unchecked, highlight color is not part of this style.

Tab 'Spacing'

When **'Spacing is effective'** is checked, the specified line-spacing parameters are part of the style. When unchecked, no spacing information will be applied when activating this style.

Tab 'Indentation'

When **'Indentation is effective'** is checked, the specified indentation parameters are part of the style. When unchecked, no indentation will be applied when activating this style.

Add current format

Configure Quick formatting styles Advanced mode only Feature unique to TreePad Business Edition

To add (to the list of quick formatting styles) the style-information of the text at the current cursor position, click **menu/format/quick format/add current format**.

Article formatting hints and tips

Article formatting hints and tips

Font faces

The fonts available to you are stored in the Windows fonts folder. See Windows Help for advice

on how to add or remove fonts to/from your system. Although a detailed discussion of fonts is beyond the scope of this article, fonts may be divided into proportional, such as verdana, and fixed pitch, such as Courier New. Fixed pitch fonts are not as elegant as proportional fonts but may be preferred when vertical alignment is important, such as when creating tables and lists.

Font sizes

Font sizes are given in points, abbreviated to pt. For example, verdana 10 is 10 point.

See also Formatting FAQ.

Handy hints:

- If you plan to format part of a line or block of text, it is often quicker to type or paste in the text, <u>then</u> highlight and format what is required, than it is to stop typing, set the format, continue typing formatted text, cancel the format when you have reached the end of the formatted section, and continue typing. By using the first method you begin and end the formatting in one step, and you can also introduce several formatting changes into the one block of highlighted text in one action.
- •
- If using TreePad Business Edition, open the Character map and use it to view different font faces before selecting the one that suits you best.

Superscripts and subscripts

Superscripts and subscripts

These are useful where special notation is required, e.g.,

 $E = mc^2$, 10⁻³, see other reference⁴, H₂0, R₂D₂.

You can also tuck footnotes and references out of sight by incorporating hyperlinks into superscript or subscript, e.g.,

References¹ Go here for further information^{references, comments}

If you plan to include a hyperlink, it is easier to create the hyperlink first and reduce it to superscript or subscript <u>last</u>.

To enter superscript mode

- · Click the Superscript icon on the Article and node formatting toolbar; or
- Press Shift+Ctrl+[+/=].

To enter subscript mode

- · Click the Subscript icon on the Article and node formatting toolbar; or
- Press Ctrl+[+/=].

"[+/=]" means the <u>alphabetical</u> keyboard key with the "+" and "-" characters (the numeric keypad cannot be used for this). It's easy to remember the keyboard shortcuts if you think of them as combinations of the **Ctrl** key and the "+" or "=" keys. Since the "+" is upper case (requiring the Shift key) while "-" is lower case, **Ctrl**+[+] is equivalent to **Shift+Ctrl**+[=].

To insert a superscript or subscript

Either

a) position the cursor where you want the script to be inserted, choose the appropriate command and start typing the script; or

b) include the super- or subscript with the preceding and following text, then highlight the script part and use the appropriate command. Method (b) is preferable since you can do it all with one command, whereas with method (a) you have to use the command a second time on reaching the end of the script area, to change back to normal text.

Superscript and subscript font size

The font size of the superscript or subscript is not fixed but depends on the size of the normal text, e.g.:

10 Point Arial¹ 12 Point Arial¹ 15 Point Arial¹

This means that if you wish to change the size of any text with an added super- or subscript, you should include the script too. The same applies to other font styles such as boldface and italics, though you may prefer not to include the script in order to maintain size consistency with scripts elsewhere in the article.

12 Point Arial¹ **12 Point Arial¹** *12 Point Arial¹* <u>12 Point Arial¹</u>

Editing superscripts and subscripts

The easiest way is to position the cursor at the <u>beginning</u> of the script text to be changed, highlight the text to be changed from <u>left to right</u> using either the mouse or (more accurately) **Shift+Right**, then overtype with the correct script. If you try any other method you may find that superscript or subscript mode has been removed.

Footnote hyperlink example

Footnote hyperlink example

Insert your footnotes, references, etc. here.

Click here to return to previous article.

Paragraph formatting

Paragraph formatting

This includes paragraph alignment, justification, indentation, bulleting, numbering, etc. All the toolbuttons necessary for these tasks will be found on the Paragraph toolbar:



Equivalent keyboard commands will be found in the *Main menu / Format* submenu and for many commands there are also **keyboard shortcuts** (see Article shortcuts).

Note: If you want to see exactly where all the extra formatting characters such as tab markers, paragraph markers, etc. have been placed, you can do so via the **Options menu**. See Article display options.

Aligning and justifying paragraphs
Indenting lines and paragraphs
Using tabs to indent text
Auto Indent
Increase/Decrease indentation
Bulleting and numbering paragraphs
Undoing bulleting and numbering
Nested bulleting and numbering
Paragraph formatting window

Aligning and justifying paragraphs

Aligning and justifying paragraphs

Highlight the word, sentence or block, then click the appropriate align or justify icon

■ ■ ■ to position it. Examples:

Press **Ctrl+L** or click the **Left** icon to align the left margin of each line with the left margin like this.

Press **Ctrl+E** (for cEnter) or click the **Center** icon to center the text between left and right margins like this.

Press Ctrl+R or click the Right icon to align the right margin of each line with the right margin like this.

Press **Ctrl+J** or click the **Justify** icon to align <u>both</u> Left and Right margins of each line like this. The number of spaces between words will be seen to vary in order to keep the left and right margins aligned. Note that "hard" carriage returns at the end of any lines must be removed before this will work. (For an explanation of hard carriage returns, see Article display options.)

You will also find paragraph alignment functions in the Paragraph formatting window.

Notes:

- 1. When you copy and paste text, TreePad also copies and pastes its formatting.
- 2.
- 3. You can use this method to position images too. See Positioning images.

Indenting lines and paragraphs

Indenting lines and paragraphs

TreePad provides several methods for indenting text:

The Tab key

This is the simplest way when occasional indentation is required.

Auto Indent

When this function is enabled, the left margin for new lines is fixed at the last tab setting. Useful for increasing and decreasing indentation by graded increments/decrements, such as when creating program code.

Increase/Decrease indentation

This will effectively move the left margin in without requiring the Article ruler. Useful for indenting existing text (a selected line or paragraph), though it may also be used to set the indentation before entering new text.

The Article ruler

You can set indents and tabs using this feature. Useful for precision settings in highly formatted documents and desktop publishing.

Using tabs to indent text

Using tabs to indent text

First, recall that the **Tab** key can be used if desired to switch between the article pane and the Tree pane, although **Ctrl+Tab** is the default control for this. See Switching between Tree and Article panes.

The expression "tab" comes from the "tabulator" stop in typewriters. In its original form, tabs were mechanical stops which could be set in varying places along the typewriter carriage to permit numbers to line up correctly forming columns or "tables" under each tab stop. In fact, the word "tabulator" means "making tables". Thus, tab stops were an exact number of spaces apart. The default tab size can be set in *Main menu / View / Options / Article / Tabs,indents*. You can set the units for this by going to *Main menu / View / Options / Units* and choosing **Centimeters** or **Inches**.

Default tab size

The default tab size (in centimeters or inches) can be set in *Main menu / View / Options / Article / Tabs,indents*. You can choose the <u>units</u> for this measurement by going to *Main menu / View / Options / Units* and choosing **Centimeters** or **Inches**. The default tab size determines both the tab size and the paragraph indentation.

Scope of default tab size

Note that the default tab size, like all Options, is instance-specific; in other words, you can set different default tab sizes in all instances of TreePad running concurrently.

Automating the use of the Tab key

Use Auto Indent to fix the left margin at the last tab indent, and save you the trouble of having to press the tab key multiple times.

Article ruler tabs and indents

You can also set tabs and indents using the article ruler. This offers extra features and should be considered where document layout is important. The tab settings used here are quite separate from other means of indentation.

Comparing tabs with Increase / Decrease indentation

Since tabs are different from paragraph indentation characters, it is possible to insert tabs <u>within</u> an indented paragraph if necessary, like this:

Line 1 marks the beginning of paragraph indentation.

Line 2 begins with a tab as well.

Line 3 marks the end of paragraph indentation.

Line 4 begins with an additional paragraph indent.

Line 5 begins at the margin reset by Line 4. Line 6 has had paragraph indentation decreased by 1.

Notes:

1. You should not use tabs or spaces to indent a line commencing with a hyperlink as the blue underline will not be indented; in general, use increase indentation instead. E.g.

This hyperlink is not indented

This hyperlink was indented using Tab key

This hyperlink was indented using paragraph indent

The reason is that if a hyperlink begins a line, any attempt at inserting characters between the left margin and the hyperlink results in inserting them into the link text. If you really want to insert a tab, do the following:

- a) Create a blank line above the hyperlink;
- b) Press **Tab** to insert a tab character at the beginning of the blank line;
- c) With the cursor immediately after the tab, press **Del** to delete the newline character (carriage return) and thus move the hyperlink one line up and to the right of the tab character.

Now you can insert more tabs to the left of the hyperlink if needed. Do the same with inserting spaces between a hyperlink and the left margin.

Auto Indent

Auto Indent

Auto Indent offers a quick and easy way to set indentation on a line-by-line basis and as such is ideal for programmers who need to indent lines for improved legibility.

E.g. in HTML:

```
<body>
```

```
 (indented to show that it belongs to <body>)

        (indented to show that it belongs to )

        tr>
        (indented to show that it belongs to )

        td>

        td>

        this is a table cell

        This is the second line in the table cell, same indentation level as the first line

        /td>
```

</body> (end of document, indentation level 0)

When ready to apply Auto Indent:

- 1. Press Enter to create a new line;
- 2. Press the **Tab** key as many times as needed to indent the line to the desired depth;
- 3. Type the line;
- 4. Click Main menu / Format / Auto Indent or press F6 to turn this feature on;
- 5. Press **Enter** to commence a new line. The new line will commence at the same number of tab stops as the previous line.

When Auto Indent is on, the "Insert" and "Overwrite" flags on the Status bar change to "Ins AuIn" and "Over AuIn" respectively (**Au**to **In**dent).

Notes:

- To turn Auto Indent off, repeat step 4.
- Auto Indent is equivalent to pressing the **Tab** key the desired number of times for each line, only this is much more work.
- To increase the auto-indentation by one measure, simply press the **Tab** key at the beginning of the next line, and it will be remembered.
- Likewise, to decrease the auto-indentation by one measure, simply press the **Backspace** key at the beginning of the next line.

Increase/Decrease indentation

Increase/Decrease indentation

To indent a line or more of text, highlight the line or block completely, then click the Increase

Indentation icon **icon** or press Ctrl+M.

This will indent the text to a depth of one tab from the left hand margin.

You can indent the text as many tab stops as you wish by repeatedly clicking the Increase Indentation icon. Likewise, you can reverse this process in steps by clicking the **Decrease**

Indentation (sometimes called Outdent) icon **ress Shift+Ctrl+M**.

There are currently no shortcut keys associated with these commands.

Default tab size

The default tab size (in centimeters or inches) can be set in *Main menu / View / Options / Article / Tabs,indents*. You can choose the <u>units</u> for this measurement by going to *Main menu / View / Options / Units* and choosing **Centimeters** or **Inches**. Thus the default tab size determines both the tab size and the paragraph indentation. The default tab size is not file-specific. If you changed the default tab size since the last time you opened the file, text you indent now will not be aligned with previously indented text, so it is best to keep the same default tab size for all files and note the setting for a particular file if it differs.

Undoing paragraph formatting

When undoing paragraph formatting it may prove very helpful to display all formatting characters such as tabs, spaces, etc. so you can see what you are deleting. See Article display options, also Reversing, removing and converting formatting.

Handy hint: If you press **Ctrl+M** *before* inserting text to be indented, this will indent the text as it is inserted and save you the trouble of having to re-highlight it and indent it afterwards.

Bulleting and numbering paragraphs

Bulleting and numbering paragraphs

Bulleting and numbering not only highlight each point but indent the left margin of each paragraph. Highlight lines or paragraphs to be bulleted and select one of these toolbuttons



to obtain the following effects:

- Symbol bullet
- 1. Numbered bullet
- A. Alphabetic uppercase bullet
- a. Alphabetic lowercase bullet

You can also bullet one line/paragraph at a time *without needing to highlight it* if you click just to the left of the first character in the line/paragraph, then click the Bullet toolbutton. To remove the bullet, just click the bullet toolbutton again.

Having added one type of bulleting, you can easily change to another type without needing to remove bulleting, simply by clicking on a different bullet icon. E.g., you can change from symbol bullets to numbered bullets. This can sometimes also help to correct alignment and numbering errors.

Keyboard shortcuts

Ctrl+[.] (period) applies symbol bullets.
Ctrl+[.] (comma) applies numbered bullets.
Shift+Ctrl+[.] (period) removes any bulleting (including alphabetical bulleting).
There is no keyboard shortcut for applying alphabetical bulleting.

You may also click *Main menu / Format / Bullet / None* to remove bulleting. For other ways to do this see Undoing bulleting and numbering.

Note that the <u>depth of bullet indentation</u> is determined not by the default tab size but in **Main menu / View / Options / Article / Bullets**.

You can choose the <u>units</u> for this measurement by going to *Main menu / View / Options / Units* and choosing **Centimeters** or **Inches**.

Undoing bulleting and numbering Nested bulleting and numbering.

Notes:

1. If you rearrange alphabetically or numerically bulleted lines or paragraphs by sorting them, this will not disturb the order of bullets and is a handy way of reordering paragraphs without having to remove bulleting first and replace it later.

Undoing bulleting and numbering

Undoing bulleting and numbering

Method 1 - Click bulleting toolbutton to toggle bulleting off

Method 2 - Undo last edit

The easiest way to undo bulleting or numbering is to click **Undo last edit** or press **Ctrl+Z**, provided you haven't left and returned to the current article since adding bulleting.

Method 3 - Format menu

Highlight the bulleted block of text, then click Main menu / Format / Bullet / None.

Method 4 - Keyboard shortcut

Press Shift+Ctrl+[.] (period) to remove any bulleting from highlighted block of text.

If any bullet toolbutton does not appear <u>depressed</u> when you highlight <u>already bulleted</u> text, it may be because you included some <u>non-bulleted</u> text in the highlighted area.

Nested bulleting and numbering

Nested bulleting and numbering

Bulleted text of any type (bullet symbols, letters, numbers, etc.) may be nested within any other bulleted text.

The 'increase indentation' button can be used to create nested lists of bullets, where each indentation level has a different bullet type.

Example 1:

- Main heading one
 - Subheading 1s
 - Sub-subheading 1ss
 - Subheading 2s
 - Sub-subheading 2ss
- · Main heading two
- Main heading three

Example 2:

Main heading one

```
1. Item 1
B.Item 1a
C. Item 1b
2. Item 2
3. Item 3
```

- · Main heading two
- · Main heading three

Notes:

- 1. If using TreePad Business Edition, the Character map will supply you with bullets and other symbols to insert.
- 2. Alternative bulleting symbols such as arrows, stars and diamonds may be found in the Wingdings fonts, if you have them.
- 3. If you intend to distribute your TreePad file to others, you should avoid using fonts which are unlikely to be found on other computers.
- 4. Use automatic bulleting and the Increase/Decrease indentation toolbuttons whenever possible.
- 5. If the results are contrary to expectations, Use the article ruler or Paragraph formatting window to adjust the indentation when needed.

Paragraph formatting window

Paragraph formatting window

This function allows you to set formatting parameters such as indentation and spacing between individual paragraphs and between individual lines with extreme precision.

To use this feature

- 1. Highlight a block of text to be formatted, or in the case of a single line or paragraph, click anywhere within it; then
- 2. Click *Main menu / Format / Paragraph...* to open the Paragraph formatting window.

You will notice that the selected text appears in a smaller font in the display pane within the Paragraph formatting window, which enables you to preview the results of changing settings before you apply them.

Alignment

This window can also be used to change text alignment within the selected paragraph.

Indentation

Left: The degree of left indentation of the selected paragraph. **Right**: The degree of right indentation of the selected paragraph. **First Line**: The degree of indentation of the first line of the selected paragraph can be set independently.

Spacing

Before: The space between the selected paragraph and the previous one.

After: The space between the selected paragraph and the next one.

Linespacing: The space between individual lines in the selected paragraph. You may:

- · adjust its Value in multiples of the original line spacing;
- · make it at least (equal to or greater than) a minimum value; or
- set it **exactly** to a certain value.

When you are ready to apply the changes, click either **Update** to apply them and retain the Paragraph formatting window onscreen in case of further changes, or **OK** to apply the changes and exit.

Notes:

- If you turn on the Article ruler and ruler tabs, you will notice its margin settings change as you vary these formatting parameters.
- The units used by this control are determined by your settings in *View / Options / Units* (centimeters or inches).

Article ruler, tabs and line numbers

Article rulers, tabs and line numbers

The horizontal article ruler provides a handy alternative way to format and indent text, either while you type it or after it has been created. It works similarly to the "horizontal ruler" in Microsoft Word.

The article ruler Indent markers Ruler tabs Line numbers

The article rulers

The article rulers

To display the horizontal article ruler above the article, right-click any blank area of the toolbar docking area to bring up the *Toolbar menu* and tick Article ruler (horizontal). This is the quickest way. Alternatively, select *View / Options / (Basic mode | Advanced mode) / Infobars* and check the Article Ruler (horizontal) box. You can hide the article ruler by reversing either of these actions.

Horizontal article ruler

TreePad also has a vertical Article ruler, when visible it can be found to left of the article. To display the vertical article ruler, right-click any blank area of the toolbar docking area to bring up the *Toolbar menu* and tick **Article ruler (vertical)**. This is the quickest way. Alternatively, tick **Article Ruler (vertical)** in the options screen.

You can set the units of measurement displayed in both article rulers to either inches or centimeters via *Main menu / View / Options / Units*.

The article rulers are part of the objects in TreePad PLUS known as infobars.

Indent markers

Indent markers

When the article ruler first appears, its left and right ends look like this:



The square box at the far left containing a **L** sets the type of ruler tab required. Next to it are two sliding markers, vertically aligned with each other. The top one, the **first line indent marker**, has its point facing down. The bottom one, the **left indent marker**, has its point facing up. This marker also has a small rectangular **box** attached to its lower edge. At the far right we can see a single marker with its point facing upwards. This is the **right indent marker**.

The **first line indent marker** sets the indentation of the first line of the paragraph. The **left indent marker** sets the left indentation of the rest of the paragraph. The **right indent marker** sets the right indentation of the paragraph.

You can thus use the left and right indent markers as temporary margin stops.

The markers are moved by dragging them with the mouse cursor. The **first line indent marker** may be positioned to the left or right of the **left indent marker** depending on the effect you wish to create.

If you drag the **left indent marker** by its **box**, the **first line indent marker** will move with it. If you drag the **left indent marker** by its top (pointed) half, the **first line indent marker** will not move with it.

In this example, the first line is indented to (approximately) 2 cm, the left margin to 1 cm and the right margin to 5 cm. The text has been justified to demonstrate both margins clearly.

Lo · · · A · · · √2 · · · 3 · · · 4 · · · 5 It's a nice day today so why don't we all go for a walk?

In the next example the first line is "outdented" by approximately 0.75 cm and the right margin indented to 4 cm.

You can either set the ruler indents first, then commence typing from the level of the line at which they were set, or type your text first, then highlight it and adjust the markers to suit. You may find the latter method easier.

In either case, the ruler markers always demonstrate the positions of these indents wherever you are in the article. If you click anywhere above where an indent has been set, you will see it move to the extreme left or right depending on its default position.

Note: The positions of the indents do not influence the vertical alignment of centred text, the midpoint of which is always measured from the left and right borders of the <u>Tree pane</u>.

Handy hint: If you are editing a TreePad document prepared by someone else and find yourself stuck with stubborn indented text that can't be corrected by decreasing indentation, backspacing, etc., try turning the Article Ruler on if you normally hide it yourself! You may find the indent markers set in and need to adjust them.

Ruler tabs

Ruler tabs

A ruler tab is created wherever you click the ruler. Click the tab again to delete it.



Note that ruler tabs cannot be dragged along the ruler. They may only be created and deleted.

Left/right/center/decimal tabs can be selected by clicking the square to the left of the ruler repeatedly until it changes to the type of tab you want, before clicking the ruler to create the tab. The units (inches or centimeters) of the ruler tab positions can be set by clicking **Main menu / View / Options / Units**. The illustration below shows part of a ruler with four tabs, (from left to right) left, right, center and decimal. The square to the left of the ruler is set to the decimal tab option.



Once you have set a ruler tab, you cannot change its type by clicking the box at the left. You have to delete it, click the box to change the type, and create a new tab.

To use a ruler tab, set the tab first, press **Home** to return to the left margin of the article and then press **Tab** to move the cursor to the ruler tab stop. The normal tab settings are disabled when a ruler tab is active. Press **Tab** again to move to the next ruler tab stop. The ruler tab will remain visible and active as long as you continue typing and do not move below or above its zone by pressing the **Down** or **Up** cursor keys respectively. Pressing **Enter** will continue its effect on the next line. If it disappears, it will reappear when you move the cursor back to its zone.

When a tab is added to a plain text article in this way, the article is automatically converted to Rich Text.

Examples of text using ruler tabs

(You should make the article ruler visible now and move the article cursor up and down these examples using the Up and Down keys while watching the ruler to see the individual tabs appear in turn.)

This demonstrates the left ruler tab which aligns the left margin of each line.

This demonstrates the right ruler tab which aligns the right margins

This demonstrates the center tab which aligns the centres of each line not necessarily with the centre of the article itself.

The decimal tab is intended to align columns of figures and comes into effect as soon as a period is inserted. 38.99 143.55 3.1416

Line numbers

Line numbers

By default, TreePad does not display article line numbers. To display article line numbers, rightclick any blank area of the toolbar docking area to bring up the **Toolbar menu** and tick **Line numbers**. Alternatively, select **View / Options / (Basic mode | Advanced mode) / Infobars** and check 'line numbers'.

Reversing, removing and converting formatting

Reversing, removing and converting formatting

Reversing formatting

If you've just formatted some text with unexpected and unwanted results, remember that the quickest way to remove it may be simply to press **Ctrl+Z** or click the **Undo** toolbutton (see Undo and Redo)! You may have to do this a few times to take you back to your original format.

Removing formatting after combining small blocks

When removing formatting from many small blocks, it is often quicker to combine them into one

first. E.g., in this sentence "The <u>quick</u> brown <u>fox</u> jumps <u>over</u> the lazy <u>dog</u>", the easiest method is to highlight the whole sentence, press **Ctrl+U** once or twice to underline it all, then press **Ctrl+U** again to remove all underlining.

Removing formatting by converting rich text to plain text

You can convert the <u>whole</u> of a rich text or HTML article to plain text by:

- · Clicking Main menu / Format / Convert / to plain text; or
- · Clicking Article context menu /Convert to plain text; or
- Pressing **Shift+Alt+T**.

This feature is enabled in both Basic and Advanced modes, but only when the Article pane has focus. Note that this command removes all <u>images</u> as well from the current article.

You can remove <u>all formatting and images</u> from articles of <u>all</u> nodes in the current subtree by selecting *Main menu / Tree / Convert / All subtree articles to Plain Text*, or *Tree context menu /Convert / All subtree articles to Plain Text* (Advanced mode only). In order to select the whole subtree, this feature is only enabled when the Tree pane has focus. You will be prompted to confirm this.

Be careful using these methods as they do the job very thoroughly, changing text color and font size to that of the <u>default</u> article font. You should be quite sure that articles hidden in lower levels of the selected subtree do not contain irreplaceable images before you execute the subtree conversion command. If in doubt, back up your file first.

Why might these commands be useful?

- 1. You might have so many different fonts and formatting styles in the article that the easiest way to achieve uniform formatting is to remove them all and start again!
- 2.
- 3. You might wish to paste in some plain text so that the whole article will be plain text.
- 4.
- 5. An article entirely in plain text takes up a good deal less space than one in Rich Text Format. See Article formats.
- 6.
- 7. Converting a whole subtree to plain text is also a quick way to remove all images from the subtree.
- 8.
- 9. If the tree's Root node is selected for subtree conversion, the whole file will become plain text, with the exception of node formatting.

Note that your article can be in RTF, yet you can copy it to the Windows Clipboard as plain text, for pasting into a plain text editor, etc. See Copy special and Paste special.

Converting part of an article to plain text

To convert only <u>part</u> of an article to plain text, highlight the block you wish to convert, press **Shift+Ctrl+C** to copy it to the Windows Clipboard <u>as</u> plain text,

then, while the same block is still highlighted, press **Ctrl+V** to paste in the plain text. Alternatively, you could press **Ctrl+C** to copy it to the Windows clipboard as its original rich text, then press **Shift+Ctrl+V** to paste it in <u>as</u> plain text. In both cases, only boldface, italics and underlining are stripped away; the text pasted in matches the surrounding text in font size and color. See Copy special and Paste special.

You may wish to use either of these methods for the whole article instead of *Main menu / Format / Convert / to plain text*, if you wish to preserve font size and color.

Format painter

Format painter

TreePad Business Edition and TreePad X Enterprise only

The Article and node formatting toolbar contains a toolbutton named **Format painter** ^{\$\$\$}, enabling you to format blocks of text directly by just highlighting them.

To create this effect

- 1. Click with your mouse on a piece of text which contains the right formatting
- 2. Click on the format painter toolbutton (this way the formatting is copied to the TreePad formatting clipboard).
- 3. Now, while the Format painter toolbutton stays depressed, all text you highlight in the article will 'absorb' the formatting of the text from point (1).
- 4. To disable this function, click the toolbutton again to disable it.

Copy / paste of formatting

Copy/paste of formatting

Copy formatting does not copy any text, but only the formatting of the text. For example, if red, bold, and italic text is selected, this function will copy the red, bold, and italic formatting attributes to the TreePad Clipboard¹.

To copy formatting, highlight part of the selected block or just position the cursor anywhere within it², then

- Click Main menu / Format / Copy formatting; or
- · Click Article context menu / Copy special / Copy formatting; or
- Press Shift+Alt+C.

Paste formatting will apply the formatting copied with copy formatting to a selected text block.

To paste formatting, highlight the block of text whose format you wish to change, then

- · Click Main menu / Format / Paste formatting; or
- · Click Article context menu / Paste special / Paste formatting; or
- Press Shift+Alt+V.

Notes:

1. In order to copy the **formatting** of some text it is not necessary to highlight part of it before opening the menu. Simply clicking anywhere in it is enough for TreePad to detect its format.

Copy special and Paste special

Copy special and Paste special

(Advanced mode only)

These commands enable you to copy and paste text as either plain text or rich text (rich text includes the formatting). In addition, you can simply copy and paste the formatting information, without actually pasting the text itself.

Copy as plain text copies the selected text block to clipboard, but without any formatting (such as bold, italic). This is useful if for example you wish to paste text formatted in TreePad into another word processor but are not sure how it will turn out. You can copy it across as plain text and format it later.

To copy as plain text, highlight the selected block, then

- · Click Article context menu / Copy special / Copy as text, or
- Press Shift+Ctrl+C.

Paste as plain text pastes text from clipboard, but without any formatting

To paste as plain text, position the article cursor, then

- Click Article context menu / Paste special / Paste as text; or
- Press Shift+Ctrl+V.

Other Copy special / Paste special commands

Copy special / Copy shortcut (Advanced mode only) Copy special / Copy link text (Advanced mode only) Paste special / Paste node hyperlink (Advanced mode only)

Although included in the Copy special and Paste special menus, these commands apply to hyperlinks only. See Copying and pasting hyperlinks



 As another example, suppose you have pasted various bits of text in different fonts and formats into an article but want all the paragraphs to have the same font and size when finished. Your last steps should be to highlight some text in this (or even some other) article that has the formatting you wish to apply, copy the formatting using *Copy special / Copy formatting*, then highlight all the irregularly formatted text and select *Paste special / Paste formatting* to bring it into line.

Case conversion

Case conversion

TreePad offers more ways than most other editors do to convert the case of text in your article. <u>Upper case</u> and <u>Title case (also termed Proper case)</u> will help convert the first lines of text snippets into headings. <u>Sentence case</u> will instantly neaten the start of your paragraphs and save your **Shift** key.

To select one of the options available, highlight the block of text to be converted, then click *Main menu / Format / Convert*, or *Article context menu / Convert*.

Alternatively, you can use the **Uppercase** or **Lowercase** toolbuttons on the **Article and node formatting** toolbar to perform upper/lower case conversion.

Note: Case conversion commands (menu and toolbar) are available in Advanced mode only.

Here are some examples:

Lower case: All letters are converted to lower case, e.g., it's a nice day.

Upper case: All letters are converted to upper case, e.g., IT'S A NICE DAY.

Title case: All letters are converted to lower case except for the first letter of each <u>word</u>, which is converted to upper case, e.g., It's A Nice Day.

Sentence case: All letters are converted to lower case except for the first letter of each <u>sentence</u>, which is converted to upper case, e.g., It's a nice day.

Trimming unwanted characters

Trimming unwanted characters

Although Automatic paste lets you paste all types of snippets into articles, the lines of text are often formatted with undesirable characters such as leading spaces, hard carriage returns and leading symbols such as ">", often seen in e-mails.

TreePad will do a lot to clean up your text by stripping these characters away without requiring you to pass your clips through another text cleaning program first.

To select one of the cleaning options available, highlight the block of text to be converted, then

To remove leading spaces and leading ">" symbols

- · Click Main menu / Format / Remove / Leading spaces; or
- · Click Article context menu / Format / Remove / Leading spaces; or
- · Press Shift+Ctrl+Alt+1.

To remove leading spaces, leading ">" symbols and hard carriage returns

- Click Main menu / Format / Remove / Spaces and returns; or
- · Click Article context menu / Format / Remove / Spaces and returns; or
- Press Shift+Ctrl+Alt+2.

Examples

Original (contains leading spaces, ">" and hard carriage returns):

- > TreePad is an powerful yet easy-to-use personal
- > database, information manager, word processor, PIM, editor,
- > Web site generator, presentation program, photo album
- > and documentation tool.

After Remove / Leading spaces applied

TreePad is an powerful yet easy-to-use personal database, information manager, word processor, PIM, editor, Web site generator, presentation program, photo album and documentation tool.

After Remove / Spaces and returns applied (text now word-wrapped)

TreePad is an powerful yet easy-to-use personal database, information manager, word processor, PIM, editor, Web site generator, presentation program, photo album and documentation tool.

Text dividers

Text dividers

Although it is a good policy to limit the amount of text in an article to that visible onscreen to reduce vertical scrolling, you may occasionally need to separate blocks of text in addition to using headings. Here are some ways to do this.
Page breaks

To force a page break at a particular point in printing a long article, click *Main menu / Insert / Page break*. Unless you have enabled the approproate layout mode (Menu/View/Layout/Page lines or Menu/View/Layout/Page sheets), you will only see an extra blank line appear in the article. If you tick the box, the (hard) page break appears as a fine unbroken line identical to the Horizontal line (see below). Note that when page breaks are displayed, there is one at the end of every article, beyond which you cannot insert text.

Line dividers

To display a visible divider between sections of text attractively, you can insert a fine <u>horizontal</u> <u>line</u> by selecting *Main menu / Insert / Horizontal line* or pressing **Shift+Ctrl+L**. The line is always black:

Note that you can make the line thicker and darker for greater effect by pressing **Shift+Ctrl+L** more than once:

(pressed twice)

(pressed three times)

If you want the line narrower than full-width, you can encase it in a table cell of any desired width . First create a one-row, one-column table:

Then, position the cursor in the middle cell and press **Shift+Ctrl+L** to create the line. You may not even need to click the **Hide borders** toolbutton on the Table bar to hide the table walls:

If you now click near the middle of this line, you will discover that two small square "handles" appear as shown in these next three screen captures:

By clicking on the handles, arrows appear indicating that you can drag the handles up or down:

.....

By dragging the top handle up or the bottom handle down, you can adjust the thickness of the line (exaggerated here):



until an appropriate thickness is found. Below is an actual line.

Note that the line stretches and shrinks as you vary the position of the vertical divider between the article panes.

Another and very simple way to create horizontal line is pressing the **Underscore** key several times and then centering the line (**Ctrl+E**):

Although this line does not stretch or shrink according to the article width, it always remains centered. However, if the article pane is made too narrow, this line will be wrapped around the right margin like any other text Try increasing the font size and boldfacing it for added effect, as in these examples below.

Like text, too, it can be colored (verdana 12 pt bold, red):

You can use a line of hyphens instead (verdana 12 pt bold, blue):

or a line of symbols, such as the Wingdings font (size 10, green) diamond (corresponding to the letter "u") shown here (this is a screen capture in case you do not have this font on your computer):

Another way to create a line is to insert an image of one. Here is a centered .bmp image of a shaded grey line:

You can find many suitable .gif and .jpg images on Web pages to decorate your text in this way.

You can also use a paragraph border to create lines of any width or color.

Saving article cursor position

Saving article cursor position

During a TreePad session TreePad remembers the location of the cursor in any article. Going back to a previously visited article will show the part of the article which was visible during the last time the article was selected. Pressing **Ctrl+Tab** or **Tab** in the tree will switch to the article and position the cursor where the user left it.

Note, however, that:

• If you close TreePad, or the current file, this cursor position will not be remembered.

The cursor position saved is its position at the end of the last <u>change</u> made to the article (as long as the file remains open). Thus if you simply click somewhere on the Article pane without adding or altering any text, this position will not be saved.

Insert menu

Insert menu

TreePad allows you to insert various useful items into your article, such as date and time, etc. These commands are listed below in the order in which they appear in *Main menu / Insert* (Advanced mode).

It should be noted that:

- a) Not all commands in *Main menu / Insert* appear in *Article context menu / Insert*.
- b) Some commands are available only in Advanced mode.
- c) Not all commands have accompanying keyboard shortcuts.
- d) A separate list of Insert commands applying to the <u>Tree</u> pane (as distinct from the Article pane) will be found under *Main menu / Tree / Insert*.
- e) Inserting the date/time may also be accomplished by clicking the Insert date and/or time toolbutton for on the Article edit toolbar.

Refer to the numbered Notes at the end of this article for more details on each command.

To insert a calendar date¹

- Click Main menu / Insert / Date; or
- Click the Insert date and/or time toolbutton and select Date; or
- Press **Shift+Alt+D**.

To insert the current date¹

- Click Main menu / Insert / Current / Date; or
- Click Article context menu / Insert / Date; or

- Click the Insert date and/or time toolbutton and select Current date; or
- Press Shift+Ctrl+D.

To insert the current time¹

- Click Main menu / Insert / Current / Time; or
- Click Article context menu / Insert / Time; or
- Click the Insert date and/or time toolbutton and select Current time; or
- Press Shift+Ctrl+T.

To insert the current date and time¹

- Click *Main menu / Insert / Current / Date and time*; or
- Click Article context menu / Insert / Date and time; or
- Click the Insert date and/or time toolbutton and select Current date and time; or
- Press Shift+Ctrl+J.

To insert a horizontal line²

- Click Main menu / Insert / Horizontal line; or
- Press Shift+Ctrl+L.

To insert a page break²

Click Main menu / Insert / Page break.

To insert a character¹¹

- Click Main menu / Insert / Character, or
- Press Alt+0 (zero).

To insert an article field¹²

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

• Click Main menu / Insert / Field.

To insert text from a file³

- Click Main menu / Insert / Text from file; or
- Click Article context menu / Insert / Text from file.

To insert one or more images from a file⁴

- Click Main menu / Insert / Image(s) from file; or
- Click Article context menu / Insert / Image(s) from file.

To insert a hyperlink⁵

(Advanced mode only)

- Click Main menu / Insert / Hyperlink; or
- Press Shift+Ctrl+H; or

To insert hyperlinks to one or more files⁶

(Advanced mode only)

- Click Main menu / Insert / Link(s) to file(s); or
- Press Shift+Ctrl+Alt+H.

To insert a calendar, agenda or to-do list

- (Option unique to TreePad[™] Business Edition) (Advanced mode only)
- Click Main menu / Insert / Agenda, calendar or todo-list

For further reading, please see: Insert agenda/calendar/todo-list into the article

To insert a table of contents (top level of subtree)⁷

(Advanced mode only)

- Click Main menu / Insert / Table of contents / One level; or
- Click Article context menu / Insert / Table of contents / One level; or
- Press Shift+Ctrl+Alt+O.

To insert a table of contents (all levels of subtree)⁷

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click *Main menu / Insert / Table of contents / All levels*; or
- Click Article context menu / Insert / Table of contents / All levels.

To insert a list of hyperlinks to Tree search results⁸

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click Main menu / Insert / Link(s) to / Search results; or
- Click Article context menu / Insert / Search results.

To insert a list of hyperlinks to Bookmarks¹³

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

• Click Main menu / Insert / Link(s) to / Bookmarks.

To insert a list of hyperlinks to the History list¹⁴

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

• Click Main menu / Insert / Link(s) to / History.

To insert a hyperlink to a selected node in the Accessory pane¹⁵

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click Main menu / Insert / Link(s) to / Selected node in accessory pane; or
- Press Shift+Ctrl+N.

To insert a hyperlink to a new node¹⁶

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click Main menu / Insert / Link(s) to / New node; or
- Press Shift+Ctrl+K.

To insert the name of the currently selected node⁹

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click *Main menu / Insert / Node name*; or
- Click Article context menu / Insert / Node name.
- Press Shift+Ctrl+W

•

To insert the path of the currently selected node¹⁰

(Option unique to TreePad[™] Business Edition) (Advanced mode only)

- Click Main menu / Insert / Node path; or
- Click Article context menu / Insert / Node path.

Notes

- 1. See also Date, time and calendar functions. You can also use these keyboard shortcuts to insert the date and/or time into the node title. See Date and time stamping nodes.
- 2.
- 3. See Text dividers.

4.

5. This command inserts all the text from a file into the current article at the current cursor position. See Importing a file into an article.

6.

- 7. This command inserts one or more images (of a supported format) from an external image file into the article at the position of the article cursor. See Using the Insert image(s) command.
- 8.
- 9. For other ways of creating hyperlinks, see Creating hyperlinks.
- 10.
- 11. This command inserts hyperlinks to one or more files at a time. See Inserting multiple hyperlinks to files.

12.

13. If the subtree chosen is normally sorted, it is a good idea to sort it <u>before</u> inserting a table of contents, since the order of hyperlinks in the contents list is determined by the current order of the nodes. See Inserting a table of contents.

14.

15. This command inserts a list of hyperlinks to all nodes in the **Search results** pane.

16.

17. The quickest way to replace an existing article title with the node title is to highlight the article title, then use this command to overwrite it. There is no need to delete the highlighted title, and any title formatting will be preserved.

18.

19. If the node is the Root node, node path and node name are identical.

20.

21. This opens a window allowing you to select a character with an ASCII value from 30 to 255. See Inserting special characters.

22.

23. This opens the **Insert field** window allowing you to insert a self-updating field into your article. See Article fields.

24.

25. This command inserts a list of hyperlinks to all nodes in the **Bookmarks** pane. See The Bookmarks pane.

26.

27. This command inserts a list of hyperlinks to all nodes in the **History** pane. See History pane.

28.

29. This command inserts into the current article, at the article cursor position, a hyperlink to the currently selected node in any member pane of the Accessory pane that displays a list of nodes (currently **Bookmarks**, **History**, **Search Results**). See Creating underlined hyperlinks using the Insert menu.

30.

31. This command inserts into the current article, at the article cursor position, a hyperlink to a new child or sibling node. See Creating underlined hyperlinks using the Insert menu.

Handy hint: If you wish to add style features such as boldface, color, etc., to inserted text, click where you want the text to be inserted in the article, select the font attributes, then Insert the text. It will automatically take on the correct format when it is inserted.

Sorting text

Sorting text

(Advanced mode only)

These useful commands help you to rearrange text quickly within an article. A paragraph includes all text from the beginning of the first line until you press **Enter** to commence a new line. (Another way of saying this is that a paragraph ends with a (hard) carriage return (=newline character), which you can make visible by displaying the formatting. Pressing the Enter key inserts a hard carriage return.)

Manual sorting

To move a paragraph up or down, first position the cursor anywhere in the paragraph (even in the whitespace to either side of any line in it). Then:

To move the paragraph up

Click *Main menu / Edit / Move / Paragraph up*; or Click *Article context menu / Move / Paragraph up*; or Press Shift+Alt+Up.

To move the paragraph down

Click *Main menu / Edit / Move / Paragraph down*; or Click *Article context menu / Move / Paragraph down*; or Press Shift+Alt+Down.

Automatic sorting (sort selected block)

(TreePad Business Edition only)

First highlight the block of lines or paragraphs to be sorted, then select *Main menu / Edit / Sort / Ascending* for an ascending sort (A-Z); or *Main menu / Edit / Sort / Descending* for a descending sort (Z-A).

Handy hints:

- 1. Use these commands to quickly rearrange and thus <u>sort</u> line items on a list. For example, keep a list of hyperlinks manually sorted in alphabetical order.
- 2. In automatic sorting blank lines are treated as lines, so will be moved to the top or bottom of the sorted block according to the sort order. You may have to reinsert blank lines to separate paragraphs after sorting.
- 3. To force paragraphs to remain in a particular order after sorting, you can use numbered prefixes of some kind.

Transferring text to a new node

Transferring text

option unique to TreePad[™] Business Edition advanced mode only

To quickly move a selected block of article text to a new node, TreePad's transfer functions can make your life easier:

Menu/edit/transfer/to child node moves the selected block of text to a new child node Menu/edit/transfer/to sibling node moves the selected block of text to a new sibling node Menu/tree/insert/new node from selection and cut, ctrl+shift+alt+k (this creates a new node and moves a selected block of text from the article into the newly created node -- that is, the original selected block is deleted)

It is also possible to transfer a selected block of text to a new node, while at the same time **creating a hyperlink to it**. Please see Inserting a hyperlink to a new node for further information.

Article fields

Article fields

TreePad Business Edition only Advanced mode only

These are self-updating data fields which can be inserted anywhere in an article, i.e., do not require manual update by the user. The fields are automatically updated each time the article is refreshed, such as when deselecting and then reselecting it. It may happen when the article is refreshed while currently selected, as in the case of a time field. The fields are marked with a yellow border to distinguish them from standard article text.

To insert an article field

Click *Main menu / Insert / Field* and select an item from the list displayed.

Examples

Date and time field

Sat Jun-23-2007 19:13

Diarists, Web loggers and those who frequently send out time-stamped memos may find this useful.

Page number field

1

Add this field to the end of an article as you add to it to display how many pages it will take up when printed. Note that you can position a field anywhere; in this example, in the center of the article.

Node caption field

Article fields

Insert this at the top of your article so that you need never have to remember to update it should you change the node caption. Note that an article field may be assigned its own font face, size and color.

Note: Although only TreePad Business Edition enables users to insert article fields, these fields will be displayed and automatically updated when files containing them are opened by users of other TreePad programs, such as: TreePad Viewer, TreePad PLUS and TreePad SAFE.

Tables

Tables

(Advanced mode only)

Tables can be fun! Using the tables menu or tables toolbar you can create and edit tables. Example:

This is cell 1	cell 2			cell 4 has been co 5	mbined with cell
Cell 6	7a	7b	cell 8	cell 9	cell10

You can also combine and split cells, color cells, color the table, set the table border-width and color, delete and insert table rows and columns. In the above example, cell 4 has been combined with cell 5 creating one bigger cell (using the table toolbar). Cell 7 has been split into cell 7a and cell 7b.

For another example of the use of tables see Key tables

Contents Working with tables Editing text in tables Adjusting column width and position Navigating within a table Moving and copying text from cell to cell Sorting tables Moving a column or row Moving and copying tables Inserting and deleting rows and columns Splitting and combining cells Horizontal splitting and combining Vertical splitting and combining Selecting rows and columns Table and cell borders Table and cell color Tables hints and tips

Working with tables

Working with tables

(Advanced mode only)

To create a table in TreePad:

Click Main menu / Table / Create new table. A dialog box will appear allowing you to choose:

- the number of **columns**
- the number of rows
- table width (percentage of the article width)
- type of horizontal alignment (left | center | right) for text in a table cell
- type of vertical alignment (top | middle bottom) for text in a table cell
- cell-spacing (horizontal, vertical)
- type, line-width and color of the table border
- table color and shading
- ·

This table has 3 rows, 2 columns, center alignment, a border and is 80% as wide as the article at all times:

Row 1 Col 1	Row1 Col 2
Row 2 Col 1	Row2 Col 2
Row 2 Col 1	Row3 Col 2

The best way to learn about tables is to create tables in various configurations within a test article.

To alter a table:

Click inside a table in the article, then activate *Main menu / Table / Table properties*. A dialog box will appear, enabling you to alter the following table parameters:

- table width (percentage of the article width)
- type of horizontal alignment (left | center | right) for text in a table cell
- type of **vertical text alignment** (top | middle| bottom)
- · cell-spacing (horizontal, vertical)
- type, line-width and color of the table border
- table color and shading

Other methods of altering tables:

Editing text in tables Adjusting column width and position Moving a column or row Inserting and deleting rows and columns Splitting and combining cells

Notes

- · For most table functions you must be in Advanced mode
- The proportional width of a table (as a percentage of the article width) can be altered by using the table properties dialog or by dragging the table-handles in the horizontal article ruler.
- •
- You can adjust the width of each column by dragging the dividing partition left or right.
- To enter text within a table, position the article cursor in the appropriate cell and begin typing.
- ·
- If you make a mistake in table creation, deletion or typing, you can generally undo your actions by pressing **Ctrl+Z** or clicking the **Undo** toolbutton.
- •
- To delete a table, position the article cursor anywhere within it and click *Main menu / Table / Delete*. You will be asked to confirm your action. You can also delete a table without confirmation by inserting a blank line above and below if not already present, highlighting the whole table, including the two blank lines, and pressing **Del**. Highlighting just the table and pressing **Del** removes all text within the table but not the table itself. As mentioned above, you can restore a deleted table by pressing **Ctrl+Z** or clicking the **Undo** toolbutton.
- You cannot easily move, copy or swap whole columns or rows within a table; you must move each cell individually. For this reason you should design the layout of your table carefully before creating it.
- Currently you cannot create a table within a table.
- Editing text in tables

Editing text in tables

Here are some more hints and tips about doing this.

As mentioned previously, text (or images) in one or more cells, rows or columns can be individually aligned (left | right | center) by highlighting it then choosing one of the alignment toolbuttons on the Paragraph toolbar (or via the Edit menu or a keyboard shortcut). Centering text and right-justifying dollars and cents can be very effective.

If you choose left or right alignment, the text will be hard up against the wall of the table, as cell padding is not provided. One workaround is to create extra hidden columns to act as margins. E.g.:

Text hard up against left margin				
Add a dummy column				
Then hide its border				

To hide the border, click anywhere in the cell with text, then click the Show left border toolbutton on the Table toolbar to disable it. This will be discussed more fully later. You can drag the Table toolbar off the Toolbars area, making it "float" closer to where you are working. See Toolbars.

You can treat text in tables as you would anywhere else in an article. You can cut, copy and paste it.

You can select (highlight) a whole row or column by

- · click-dragging the mouse cursor over it; or
- combining the Shift key with the cursor (arrow) keys to select multiple cells just like increasing the size of a highlighted section of text; or
- clicking in one cell and selecting the Select table row or Select table column command from Main menu / Table, or choosing the appropriate Table toolbar toolbutton.

Having highlighted these cells you can apply boldface, italics or color changes to the text or background.

Adjusting column width and position

Adjusting column width and position

Adjusting column width and position

You can adjust the width and position of any column by dragging the internal vertical partitions left or right. When your mouse cursor passes over a partition, the cursor will change to a pair of vertical bars with arrows:



You cannot drag the horizontal partitions up or down, but you can add extra spaces to the entries in a row, or add a blank row or column.

You may need to adjust the partitions after deleting a column.

Navigating within a table

Navigating within a table

Think of a table as being a block of text that happens to contain vertical and horizontal lines. Use the **Tab** and arrow cursor keys if you don't want to keep reaching for the mouse all the time. To jump from cell to cell, left to right along a row and top to bottom, press the **Tab** key. To go in the reverse direction, press **Shift+Tab**.

The **Right** arrow key follows the same direction as the **Tab** key but stops at each character. Similarly, the **Left** arrow key follows the **Shift+Tab** key. The **Up** and **Down** arrow keys move up and down columns. Note that if you start from outside a table, the **Down** arrow key will move down the leftmost column and the **Up** arrow key will move up the rightmost column.

Moving and copying text from cell to cell

Moving and copying text from cell to cell

Highlight the entire contents of a cell using the cursor keys or the mouse, then drag the highlighted block to the destination cell. If the destination cell is not empty you can use this method to insert the block into existing text.

The destination cell need not be an adjacent cell. You can move text anywhere within the table.

Alternatively, you can Copy or Cut a highlighted block to the Windows Clipboard and paste it in. This can be handy if you need to paste the same text into several cells.

Sorting tables

Sorting tables

(Feature unique to TreePad Business Edition)

TreePad's table sort function can be used to sort the rows or the columns of a table. Rows and columns can be sorted ascending and descending.

To sort a table, first click inside the table (to set focus to it), then click on the corresponding table sort menu:

Menu: Table/Sort/Rows or Menu: Table/Sort/Columns

To reverse-sort the table, click on either:

Menu: Table/Sort/Reverse/Rows or Menu: Table/Sort/Reverse/Columns

Moving a column or row

Moving a column or row

(Feature unique to TreePad Business Edition)

To move a table row up, first click on a cell inside the table row, then click:

Menu: Table/Row/Move/Up

To move the table row down, click:

Menu: Table/Row/Move/Down.

To move a table column left, first click on a cell inside the table column, then click:

Menu: Table/Column/Move/Left

To move the table column right, click:

Menu: Table/Column/Move/Right

You can also copy one <u>or more</u> highlighted rows and paste them as separate tables, rearrange them vertically to form a new sequence and then join them. See Moving and copying tables.

Moving and copying tables

Moving and copying tables

Whole tables, including contents, can be cut, copied and pasted, just like any other blocks of highlighted text, to and from the Windows Clipboard. They cannot be dragged. You can also copy one or more highlighted rows and paste them elsewhere (outside the table) as a separate table. However, pasting them back only replaces existing text corresponding to the number of rows you pasted in. Instead, create the same number of extra rows, then fill them with inserted text. This example shows you how.

We would like to insert Table 2 into table 1.

aaaaa	Table 1			
ddddd				
bbbbb	Table 2			
CCCCC				

Position the article cursor in the top row (aaaaa) of Table 1, then click the *Insert table row* toolbutton twice, to insert two rows.

aaaaa	Table 1	
ddddd		
bbbbb	Table 2	

 ccccc

 Now, position the article cursor in the top row (bbbbb) of Table 2, and press Shift+Down to

highlight both of its rows. Press **Ctrl+C** to copy them, then position the cursor on the top blank row in Table 1 and press **Ctrl+V** to paste the text contents.

aaaaa	Table 1				
bbbbb	Table 2				
CCCCC					
ddddd					
					-

bbbbb	Table 2			
CCCCC				

Finally, delete Table 2 and tidy up. Done!

aaaaa	Table 1					
bbbbb						
ccccc						

ddddd

Inserting and deleting rows and columns

Inserting and deleting rows and columns

Inserting rows and columns

New rows are added below the selected row. New columns are added to the right of the selected column.

To add a row, select the existing row below which you want the new row to appear. by clicking in it. Then:

- · Click the Insert table row icon; or
- · Click Main menu / Table / Insert table row; or
- Press the **Tab** key after positioning the cursor in the rightmost cell of the selected row. This will insert a new table row and move the focus to the first cell of the new row. E.g. (the graphics below are images, not tables):

Before

After

Successive clicking will add more blank rows.

Deleting rows and columns

If you have just inserted one (blank) row or column too many, you can reverse this by clicking **Undo** (**Ctrl+Z**).

Alternatively, to delete a row or column, select it and click the **Delete table row** toolbutton.

If you need to remove a block of consecutive rows within a table, start at the <u>top</u> row to be deleted and keep clicking the **Delete table row** toolbutton until the deletion is completed.

Splitting and combining cells

Splitting and combining cells

Horizontal splitting and combining Vertical splitting and combining

Horizontal splitting and combining

Horizontal splitting and combining

Splitting and combining cells

You can **split** a cell into two horizontally by adding a partition, or remove it to **combine** two cells into one. Use the **Split table cell** and **Combine table cells** commands in **Main menu / Table** or corresponding **Table toolbar** toolbuttons.

Here is a table, originally 3 rows and 2 columns, which has had **split** and **combine** operations carried out on the second and third rows respectively.

Cell 1	Cell 2	Cell 3
	Cells 1 and 2 combined	

Splitting columns

To split a column of blank cells into two: highlight the whole column then click the **Split table cell** toolbutton.

Vertical splitting and combining

Vertical splitting and combining

Vertical splitting relies on showing/hiding the top and bottom borders of adjacent cells. For further information on borders see Table and cell borders.

Let's start with a 4-cell table:

Cell 1	Cell 2			
Cell 3	Cell 4			
Figure 1				

Think of each cell as having four borders, like this:

Cell 1		Cell 2
Cell 3		Cell 4
	Figure 2	

To avoid grid thickening, either the upper cell's floor or the lower cell's ceiling may be visible, but not both. (Occasionally you may notice a double thickness grid wall but this will disappear when you return to the article after moving to another node or closing the file, so is an artefact.)

Cell 1 floor visible	Cell 2		
Cell 3 ceiling hidden	Cell 4		
Figure 3			

Cell 1 floor hidden	Cell 2
Cell 3 ceiling visible	Cell 4

Figure 4

Cell 1 floor hidden	Cell 2	
Cell 3 ceiling hidden	Cell 4	
Figure 5		

Figure 5

Note the misalignment in the floors of Cells 1 and 2 in Figure 3 compared with Figure 4, due to different show/hide selections. If you notice this when creating your own tables, ensure that these parameters match across the whole row.

We have thus "combined" cells 1 and 3, so let's add some blank lines and rename the combination Cell 5:

Cell 5	Cell 2
	Cell 4

Vertical splitting is essentially the reverse of this.

Selecting rows and columns

Selecting rows and columns

By clicking any cell and then choosing from **Select table row** or **Select table column** in the Table menu or the Table toolbar, you can select the whole row or column that includes that cell.

This command is useful if you wish to change the font attributes, colors, etc. of all cells in the row or column, or to clear the contents of the row or column. You cannot use it to copy, move, swap or delete a row or column.

You can also select a whole column, row or block of cells by click-dragging the mouse pointer or by using **Shift+cursor** keys. See Editing text in tables.

Selecting the entire table

Clicking anywhere in a table and selecting *Main menu / Table / Select entire table* will immediately select the whole table, which can be very convenient if you wish to change the same property for all cells or to hide/unhide cell borders for the whole table.

Table and cell borders

Table and cell borders

The rightmost eight toolbuttons of the Table toolbar determine whether the borders of the cells selected are visible or hidden. Click any cell and see which of these <u>border toolbuttons</u> are depressed. Clicking any of them again reverses their effect.

Fig. 1: Original

Cell 1	Cell 2
Cell 3	Cell 4

This is the original table.

Fig.2: Hide borders

Cell 1	Cell 2
Cell 3	Cell 4
This can be reversed by clicking Show borders ¹ .	

Fig.3: Show outer border(s)

	Cell 1					Cell 2
	Cell 3					Cell 4
		 	-	-		

This can can be reversed by clicking **Show inner border(s)**

Fig.4: Hide borders then Show inner border(s)

Cell 1	Cell 2
Cell 3	Cell 4

This can be reversed by clicking **Show borders**.

Fig.5: Show left border and Show right border disabled in all cells

Cell 1	Cell 2
Cell 3	Cell 4

Fig.6: **Show top border** enabled in lower cells and **Show bottom border** enabled in upper cells.

Cell 1	Cell 2
Cell 3	Cell 4

Combining these borders results in a thicker line which makes a convenient divider.

Fig.7: Show top border disabled in lower cells and Show bottom border disabled in upper cells.

Cell 1	Cell 2
Cell 3	Cell 4

Fig.8: Show right border enabled in Cell 1 and Show left border enabled in Cell 2. Show right border disabled in Cell 1 and Show left border enabled in Cell 4.

Cell 1	Cell 2
Cell 3	Cell 4
	•

Cells 3 and 4 display the standard configuration as seen in Fig. 1. You would expect that adding Cell 1's right border would cause a thicker partition, but its only effect is to stagger the existing one towards Cell 1. The only remedy is to disable Cell 1's right border.

Notes:

If you highlight a block of text and accidentally click any of the **Show** ... **border** toolbuttons your paragraph will display a horizontal or vertical line along one of its borders like part of a table. Doing this deliberately is not recommended as such stray table cell wall lines may cause interference with text and prove difficult to remove.

Table and cell color

Table and cell color

TreePad gives you full control over table and cell colors. With the **table create** and **table properties** screens you can set the global table color, as well as the table border-color and border-width.

Example:

The table shown below has global table color 'red', border-color 'blue' and border-width 'medium'.

The color left-top cell has been set to purple using menu/table/borders and shading. In the same fashion, the right-bottom cell color has been set to green.

This is cell 1	This is cell 2
This is cell 3	This is cell 4

Tables hints and tips

Tables hints and tips

Inserting images into tables

Tables are a good way to store images, which can be inserted using the *Main menu / Insert / Image from file* command. Just like HTML pages which owe their neatness to tables with hidden borders, you can hide the table borders once you have finished inserting images. If you wish to display the table frame (also referred to as a grid), you can space the image away from the cell wall by adding a blank line above (press **Enter**), or by adding spaces.

Many of the images you see in this manual are inside tables with hidden borders. You can verify this by making the Table toolbar visible, then clicking in the vicinity of an image to see if any of the left toolbuttons become activated. All the tables in these articles are real tables, not images, as they stretch or shrink as the vertical separator between the article and tree panes is moved left or right.

Let's begin by creating a table with one row and two columns. Right-align the left cell and leftalign the right cell. Paste the picture into the left cell and pad the text out with blank lines and spaces until it is approximately level with the middle of the image:

	TreePad PLUS	Blank line 1 Blank line 2 Blank line 3 Figure 1
--	-----------------	--

Finally, remove the window borders (click **Hide borders** toolbutton)and superfluous text so that the image appears pasted into the center of the article:



Inserting images side by side

🗆 🗁 Root node	🖃 🗁 Root node
🖻 😁 Тор	🖻 👚 Тор
🗄 🔩 Template 1 (Simple address)	🖻 🔩 😁 Template 1 (Simple address)
- 🗢 合 Form 1	🗝 🗢 🚞 Form 1
🔤 🔶 🎦 Node A	🗝 🔷 Node A
	🔍 🔹 🎦 Node: Business-address
Fig. 2a	Fig. 2b

When you insert an image, TreePad may add some blank lines underneath which prevent the cell from being as small as possible and thus require deletion. You should always do this before inserting the next side-by-side image is inserted, otherwise (blank lines being invisible) you may not be able to tell which image still has superfluous lines!

Creating an imitation grid using the Horizontal line

Here's a table with only two rows and four columns, which at first glance seems to contain seven rows. The extra rows were created by selecting Main menu / Insert / Horizontal line (Shift+Ctrl+L). Note that the line is confined to its cell. See Handy hint below.

TreePad PLUS	This is line 1 This is line 2 This is line 3 This is line 4 This is line 5 This is line 6	Who said you couldn't fit text alongside a table?
Figure 3a	Figure 3b	Figure 3c

To complete the grid, insert the same number of horizontal lines into the cell on the right, as shown below. Now we have an image and a table sharing the same number of lines!

TreePad PLUS	This is line 1 This is line 2 This is line 3 This is line 4 This is line 5 This is line 6	or even make it look like part of a table!
Figure 4a	Figure 4b	Figure 4c

Inserting a horizontal line into a table

TreePa PLUS

This is slightly tricky. First type two lines of text with a blank space in between:

This is line 1

This is line 2

Now insert the horizontal line in the blank space and it will contract the whitespace as well:

This is line 1 This is line 2

(The horizontal line effect above was imitated using underscore, which you can use in its place, but the result is not as reliable.)

Do the same under line 2. Always make sure you insert a horizontal line above text or a blank line in a table as you may not be able to insert text below it.

Use tables to neaten hyperlinks

See Brighten up index hyperlinks for an example of using tables to neaten the appearance of hyperlinks by enclosing them.

Paragraph borders add fill color and style to a table See Paragraph borders.

Select the entire table with one click See Selecting rows and columns

Paragraph borders

Paragraph borders

What are paragraph borders?

Paragraph borders are lines you can add around a line of text, a paragraph or even an image to frame it, partially or completely, in order to emphasize it.

A <u>full</u> border consists of two vertical and two horizontal lines which create a box (**border box**) around the line or paragraph. The individual border lines are **left border**, **right border**, **top border** and **bottom border**.

A partial border consists of 1-3 lines , e.g. a top and bottom border only.

You can make border lines thin or thick, single, dotted or double. You may select a different color for each of the four border lines, or make them all the same color.

In addition to the border lines, you may also set a different **background color** for the text within the border box.

When you create a border, it can thus be made visible as:

- A full or partial border with a different background color from the article; or
- A full or partial border with the same background color as the article; or
- No border lines at all, but a different background color.

A paragraph border can enclose spaces and periods, but not a new line. Thus you can use it to frame a single line of text or a paragraph, but not a list of single lines (each ending in a hard carriage return). We will use the term **paragraph** here to include single lines. (For an explanation of hard carriage returns, see Article display options.)

Since images are embedded in text as coded references to the actual image which is stored elsewhere, you can enclose images with or without text in a paragraph border. However, since the width of the border is determined not by the width of the image but by the width of the article, paragraph borders are not very useful for framing images.

Paragraph borders have several features in common with tables. They both occupy the full text width of the article pane, so shrink or expand laterally as the vertical separator bar between Tree and Article pane is moved to the right or left. For example:

This text is enclosed
by a one-cell <u>table</u>

This paragraph is enclosed by <u>borders</u> on all four sides

Paragraph borders	Tables
Choice of border color and thickness	Fixed as fine black line ¹
Choice of background color	Always same as article background
Adjustable spacing between text & border	Fixed but can add blank lines above & below
Dotted or double borders available	Single unbroken line border only
No internal partitions	Can contain rows and columns
Can add text first then border	Always create table first
Can only hold one line or paragraph	Can hold multiple lines
Extends whole width of article	Extends whole width of article
Can hold images and hyperlinks	Can hold images and hyperlinks

If you are observant, you may be wondering "How was it possible to color the heading cells in the above table?" Well, it involved creating a border box within the cell. More about that later...

Borders and shading window controls Creating borders and boxes Paragraph borders within tables Paragraph borders hints and tips

Borders and shading window controls

Borders and shading window controls

To open the Borders and shading window click *Main menu / Format / Borders...*.

Border controls

Style Dotted: Creates a dotted border. Double: Creates a double border. Width: Thickness of border line in points (pt) Space: Gap between text and border in points (pt)

Shading

Color: Drop-down list of 16 color values **Percentage**: Color intensity; the lower the number, the paler the color.

Borders

This section contains 5 **square buttons** that can be clicked. Select any or all to determine how many sides of the border will be visible. If you click the button with all 4 sides, the other buttons will be depressed.

Next to each button is a small **color strip** which is also a button. Clicking it will display a small color palette enabling you to choose a separate color for each border.

This section also contains a **test panel** where you can preview the final result by clicking **Draw Box**.

Other buttons

The **Update** button updates your actual border while keeping the Lines window open to allow further changes.

The **OK** button updates your actual border and closes the Borders and shading window.

The **Cancel** button closes the Borders and shading window without updating your actual border.

Creating borders and boxes

Creating borders and boxes

Unlike tables, which must be created before you can insert text or images into their cells, you may either create a paragraph border, then insert the paragraph, or create the border around an existing paragraph. In fact, it is usually easier to do the latter.

To create a border around existing text

- 1. Position the article cursor on any line of the paragraph (including beginning or end);
- 2. Click *Main menu / Format / Borders...* to open the Lines window;
- 3. Select the desired Style, Shading and Borders ;
- 4. Click **Draw Box** to preview the result if necessary;
- 5. Repeat steps 3 and 4 as required;
- 6. When ready, click **OK** to create the border and exit, **Upgrade** to create the border and retain the **Lines** window;
- 7. If you chose **Upgrade**, repeat steps 3 6, selecting **Upgrade** each time until satisfied. On clicking **Upgrade** the actual border will change in accordance with your latest selection.

To modify an existing border

- 1. Position the article cursor anywhere within the border;
- 2. Click *Main menu / Format / Borders...* to open the **Lines** window, which will display the values set for the existing border;
- 3. Adjust the settings and click **OK** or **Upgrade** to view the result.

Paragraph borders within tables

Paragraph borders within tables

It is possible to create a border box within a table cell, though not the other way around. Although somewhat unconventional, this device enables you to:

- Fill table cells with color
- Display a border less than the full width of the article
- Display unframed text alongside framed text, similar to sidebars in publications.

To simply fill a table cell with a color, click in the table cell to set focus, then open the **Lines** window, select the color and then click OK. Leave **Width** and **Space** at 0 pts each, and do not show any border lines.

	Text here	
Hiding the empty cells will give you border lines:	ı a simple border, using table cell b	orders rather than paragraph
	Text here	
You may increase Space to make t	he final result look less like a table	cell:
-	Text here	
However, if you try increasing Widt unfinished appearance:	h, the table will mask the left parag	graph border resulting in an
]	Text here	
This will not be noticeable if you sh remaining paragraph borders are n	ow the right border of the table cel ot too thick:	l to its left, as long as the
]	Text here	
However, this is not a problem at a border is made visible:	ll if the leftmost table cell is choser	n instead, and its right (table cell)

Text here

Use the space on the right for normal article text and keep the box on the left as a sidebar.

To create a paragraph border containing multiple individual lines of text, create a table cell to hold the lines, then fill with a border color:

This link will take you to Freebyte! www.freebyte.com

As this method is not fully supported and results may be unstable, you should always test that the final appearance is saved correctly by focusing on another node and then returning to the original one.

Handy hint: You can fill a whole table row or column <u>at a time</u> with color by clicking **Select table row** or **Select table column** to highlight the row or column, then selecting *Main menu / Format / Borders...*. See Feature chart for an example of this. Notice that the upper and lower colored cell borders were slightly thickened by clicking the top **Borders** button in the **Borders and shading** window.

Paragraph borders hints and tips

Paragraph borders hints and tips

A border may be a good way to emphasize an important hyperlink, e.g., a Web address.

Before creating a border around text you should save a copy of the text, since border creation cannot be reversed without deleting the original text.

Since you are limited to only 16 border and border background colors, make background colors suitably pale to contrast with dark print by reducing their color intensity to 40% or less. Alternatively, use dark background colors and change text font color to white, yellow or a very light pastel shade. Use boldface or a larger font size if background is dark.

Use no border lines at all for a more restrained effect. However, note that this will result in no spacing at all

The appearance may be improved if you add spacing and keep a very narrow border, like this.

Another method of reducing a border's width is to compress it by dragging the vertical Tree/Article pane divider to the right, capturing the screen by pressing **Print Screen** then cropping the image with an image editor such as Microsoft Paint and replacing the original paragraph border with it. The border below is actually an image file:

This text is enclosed in a small box

You can use a single paragraph border to create a horizontal line of a chosen thickness to act as a text divider, e.g.,

4 Pt width, black, no shading

10 Pt width, red, light green shading

Automatic paste

Automatic paste (Advanced mode only) Just run TreePad on the background, with **Automatic paste** (also known as **Autopaste**) enabled, and forget about it while you browse documents, web pages, e-mails and newsgroups. Each time you highlight and copy a piece of text (to the Windows Clipboard), it is automatically pasted into TreePad at the position of the cursor in the current article, or a separate article for each clip if you choose. If you have enabled sound, you will hear a beep each time this happens.

To remind you that Automatic paste is ON, the Article ruler blinks **blue**. When Automatic paste is on, Autosave is disabled. You are warned about this beforehand and can save manually.

Automatic pasting to the same article Automatic pasting to multiple articles Automatic Paste hints and tips

See also Copying or moving text and images

Automatic pasting to the same article

Automatic pasting to the same article

To paste everything into the <u>same</u> article in TreePad, select it and click the location where you want the text to be pasted.

If you click **Main menu / Tools / Automatic paste / Plain text**, all text is pasted as plain text (text formatting is removed, and no images are pasted).

If you click **Main menu / Tools / Automatic paste / Text, formatting and images**, text is pasted including formatting, images are pasted if they are copied separately to the Windows Clipboard.

Each time you automatically paste text, it is added after the previously pasted block, two blank lines are added as a separator, and the article cursor is moved to the end of them in readiness for the next automatic paste.

Since pasting, conventional or automatic, takes place wherever the article cursor happens to be, you can change where you would like TreePad to paste by moving the cursor to <u>another location</u> in the article. This can be handy if you want to group certain text snippets together. In fact, you can even shift automatic paste to <u>another article entirely</u> by selecting it in the Tree pane without having to disable automatic paste first. (Having done this, you must remember to click in the article pane before continuing automatic paste, otherwise pasting will create a new node each time. See Automatic pasting to multiple articles.)

Note: You cannot use Automatic paste to copy/move text from one article to another article in the <u>same</u> TreePad file, but you can use it to copy/move text from an article in one open instance of TreePad across to an article in <u>another</u> TreePad file, open in a concurrent instance of TreePad. See Automatic Paste hints and tips.

Automatic pasting to multiple articles

Automatic pasting to multiple articles

Sometimes it is more convenient to save each block of text copied in a separate article. To do this, click a node you wish to make the parent node of these articles and leave the focus set on this node in the Tree pane when you enable **Tools / Automatic paste**.

Now, each time you highlight and copy a block of text, a new child node will be created and the text pasted into its article. The title of the new node will be the default title (new node) until you edit it later.

Although not automatic, you should also be aware that you can simply highlight a block of text in another program window and drag it onto any node (we will call it the target node) in the Tree pane, when a new child node (of the target node) will be created and the text block pasted into its article. The new node will also have the default title (new node) until you edit it later.

See also: Drag-and-drop support Automatic Paste hints and tips

Automatic Paste hints and tips

Automatic Paste hints and tips

When you turn on Automatic Paste, you are given a chance to save the current contents of the Windows Clipboard, since each time an automatic paste takes place, the Windows Clipboard is cleared immediately afterwards. If you reply "Yes" when TreePad asks you if you want to clear the Windows Clipboard, you will <u>lose</u> any clip you have currently saved. If you reply No, the contents will be pasted into the current article at the position of the mouse cursor, or when the tree has focus, a new child node of the currently selected node will be created.

If you wish to undo an automatic article paste, press **Ctrl+Z** or click the **Undo** icon. *Warning* - not just one but several snippets of text may disappear! However, you can recover them by pressing **Ctrl+Y** or clicking the **Redo** icon.

Since automatic paste empties the Windows Clipboard after each paste, normal functions such as **Copy** and **Cut** would cause loss of data, so attempting them will display an error message while automatic paste is on. You will need to disable automatic paste before you can edit the pasted text.

If you have more than one copy of TreePad running, you can even enable automatic paste in <u>one</u> of them and copy text from the <u>other</u>. This is useful for condensing information from another file. However, automatic paste is instance-specific, meaning that if you want to disable/enable it you must do so in the copy of TreePad that is the <u>destination</u> for your pasted text, not in the other copy which serves as your <u>source</u>!

A sudden inability to paste text in your text editor is a sure sign that you have forgotten to turn off automatic paste in TreePad which is quietly running in the background! Look there for any text you think you may have lost.

Turn off any other Windows Clipboard manager programs you normally use before enabling automatic paste to prevent program conflicts.

If you need a customized separator beyond the two blank lines used by TreePad, open a small text editor window containing a separator you have created and automatically paste it in when appropriate.

In the interests of safety, the automatic paste function is switched off:

- when you open a new file
- when you create a new file
- when you close the current file
- when you close TreePad.

So, for example, if you have closed and need to reopen TreePad in the course of an Automatic Paste session, you MUST remember to re-enable Automatic Paste, otherwise you could find yourself highlighting and copying text while in another program, assuming it is being pasted into TreePad, when in fact nothing is happening!

For this reason, be very careful when you use automatic paste to <u>move</u> text between windows rather than just to <u>copy</u> it. Once you have Cut it from your source text to the Windows Clipboard, carrying out a second Cut on the assumption that the first has automatically been pasted will overwrite the first block. If automatic paste is disabled, the first block will be deleted for ever.

To eliminate all worries about whether or not the text you cut or copy is automatically pasted, make both source and destination windows are <u>visible</u> by reducing the size of the source window to less than full-screen. Another good idea is to press **F12** to eliminate the Tree pane when you are pasting everything into the same article, and this will give you more screen space.

Automatic Paste is disabled when a TreePad file is being saved, manually or by Autosave.

Article statistics

Article statistics

To display article statistics:

- Click Main menu / Edit / Article statistics; or
- · Press Ctrl+F7.

This will display a small dialog showing

- Number of words
- Number of lines
- Number of pages
- Number of characters
- Full path of current node

of the selected block of text. If no text is selected the information applies to the entire article or draftpad.

Option unique to TreePad[™] Business Edition:

If the draftpad has focus, then statistics of the draftpad will be shown.

Notes:

The number of <u>characters</u> is considerably less than the number of <u>bytes</u> (disk space) taken up by the article since extra bytes are needed for formatting, etc. To find the node's size in bytes, see Subtree statistics.

Spelling checker

Spelling checker

This feature is available in TreePad Business Edition and TreePad X Enterprise

The spelling checker is a simple yet powerful tool which will quickly detect most spelling errors. You can create dictionaries of special names and terms which the spelling checker will recognize and admit without alerting you.

Basic operation Spelling options Dictionaries

Basic operation

Basic operation

Checking the article

The spelling checker starts scanning the current article for unfamiliar words as soon as you open it by clicking *Main menu / Tools / Spell check* or by pressing **F7**. If it finds nothing unexpected, the message "The spelling check is complete" will appear. Otherwise, the **Spelling** window will appear.

Spelling			X
Not Found:	TreePad's	Ignore	Ignore All
<u>R</u> eplace With:	Tree Pad's	C <u>h</u> ange	<u>C</u> hange All
<u>S</u> uggestions:	Tree Pad's Tree pad's	Add	Auto-Correct
Undo Options			Cancel

Checking the highlighted text block

If you highlight a word or a block of text before pressing F7, the spelling checker will check only the highlighted text first, then ask you if you would like it to check the whole article. This feature is useful if you simply wish to check the spelling of a particular word.

As you can see, the spelling checker intelligently presents you with a number of options that you can select from, and also enables you to manually edit or ignore the unrecognized word. In some cases, as above, the replacement may be more than one word.

Notice that if the spelling checker comes up with more than one Suggestion, the one appearing in the **Replace With** window always matches the one highlighted in the **Suggestions** window. Thus you can select the preferred replacement by clicking in the Suggestions window.

If you **Ignore** this word it will continue scanning the article and alert you again the next time it encounters the same word.

If you select **Ignore All**, it will continue scanning after adding the word to its <u>Ignore All</u> list to avoid bothering you with it again!

If you decide to accept one of its Suggestions, you can do so either by **double-clicking** the suggested word or by clicking the suggested word and then clicking **Change**. The spelling checker will automatically replace the word in the text and move on.

If you select **Change All**, it will continue scanning after making the replacement, adding the word to its <u>Change All</u> list and will automatically replace the old with the new each time it finds it. In this way the spelling checker can function as an alternative to TreePad's Article Replace function.

If the spelling checker is unable to find a word in its dictionaries to match the unfamiliar word, it will display "(no suggestions)".

If you click **Add**, the word will automatically be added to the **Added Words** section of the user's current **Custom dictionary** as a "correct" word which can be ignored every time it is encountered.

If you click **Auto-Correct**, the word in the **Not Found** window and the word in the **Replace With** window will be added as a pair to the **Auto-Correct Pairs** section of the user's current **Custom dictionary** so that automatic replacement will occur.

If Add and Auto-Correct seem similar to Ignore All and Change All, it is because they are! You have the choice to add a word or word pair to either the Ignore All/Change All dictionary or to <u>one</u> of any number of custom dictionaries you can create. When the spelling checker encounters a strange word, it checks it against its **predefined** dictionary, its **Ignore All/Change** All dictionary and its user's current **Custom dictionary**. These dictionaries will be more fully explained in the next section.

If you change your mind after <u>ignoring</u> or <u>replacing</u> a word, you can click **Undo** (in the Spelling window) to reverse the change and take you back to where you were in the article prior to the change. Multiple levels of Undo are possible.

If you prefer using the keyboard to the mouse, you can use the menu access keys for **Replace With** (Alt+R) and **Suggestions** (Alt+S) to move the cursor between these two windows.

Handy hints:

- 1. You will notice that the Spelling window moves out of the way each time it encounters a strange word so that you can view the actual word in its context. While this is most useful, it also means that the **Ignore/Ignore All** and **Change/Change All** buttons keep shifting all the time. You may find it easier to use the menu access keys (e.g. **Alt+G** for Ignore) instead.
- 2.
- If you want the Spelling window to appear, you can force it to do so by typing a short string of random characters and then pressing F7. To configure the spelling checker, click Main menu / Tools / Configure spell check.

Spelling options

Spelling options

The **Spelling Options** window can be opened by clicking **Main menu / Tools / Configure spell check**, or by opening the **Spelling window** and clicking **Options**.

Spelling Options	
Options: Check spelling as you type Correct spelling errors as you Ignore words in UPPERCA Ignore words containing nu Ignore markup languages (✓ Ignore Internet addresses Ignore quoted lines ✓ Ignore abbreviations Suggest from main dictiona ✓ Prompt on repeated word Dictionaries:	ou type SE umbers (<u>H</u> TML, XML, etc) aries only
Name	Filename
 American Locate Dictionaries 	American.adm
Custom Dictionary:	
.adu	Dictionaries
Reset Defaults	<u> </u>

It offers a number of options shown above which are self-explanatory. The dictionary options are discussed in the next article.

Dictionaries

Dictionaries

The spelling checker uses two types of dictionaries, predefined and custom. <u>Predefined</u> dictionaries have the extension .adm, e.g. American.adm, which is supplied with the checker. They are comprehensive, highly-compressed dictionaries for their own language or dialect (e.g. American English in this example) but cannot be modified. <u>Custom</u> dictionaries include the spelling checker's own built-in **Ignore All / Change All dictionary** and a user **Custom dictionary** (created at installation), bearing the name of the program's owner (in this example, Fred) with the extension .adu. You are free to customize these dictionaries, hence the name.

The Dictionaries window The Ignore All / Change All dictionary User custom dictionaries Additional dictionaries

The Dictionaries window

The Dictionaries window

To open the Dictionaries window, click Dictionaries in the Spelling options window.

Note: If you cannot find the **Ignore All / Change All dictionary** it is because it is not created until you give it a word to be ignored or replaced. Do this first.

Extra dictionaries can be created (by clicking the **New** button in the **Dictionaries** window) and a choice of available dictionaries made by ticking/unticking the appropriate box in the Dictionaries window.

Only one custom dictionary can be in use at any time. If more than one custom dictionary is

available, you can select which one to use from the drop-down list under **Custom Dictionary:** in the **Spelling options** window (see previously).

Dictionaries	X
Custom Dictionaries:	
✓ (Ignore All / Change All)	Edit
✓ Fred.adu	<u>D</u> elete
	New
<u> </u>	
	пк
0	<u> </u>

To edit a dictionary, click it in the **Custom Dictionaries:** window, then click **Edit**. Note that you can delete a dictionary by clicking **Delete** and create a new dictionary by clicking **New**.

The Ignore All / Change All dictionary

The Ignore All / Change All dictionary

The Ignore All / Change All dictionary

You can add words for it to ignore by clicking **Ignore All** in the spell checker's **Spelling** window, or by typing or pasting the word <u>directly</u> into the **Ignore this word:** field in the dictionary window when you open it (see picture below). You can delete one word at a time from it by clicking the word then clicking **Delete**.


Similarly, by clicking **Change All** in the spell checker's **Spelling** window, or by selecting the Change All tab in the **Ignore All / Change All dictionary**, you can add words to the Change All list. These words will automatically be corrected when encountered during a spelling check.

(Handy hint: To delete a list of consecutive words from this window, select the bottom one and keep clicking **Delete**.)

User custom dictionaries

User custom dictionaries

After opening the existing user dictionary or a new one you have created, you can add words for it to ignore by clicking **Add** in the spell checker's **Spelling** window, or by typing or pasting the word <u>directly</u> into the **Ignore this word:** field in the dictionary window when you open it (see picture below). You can delete words from it in the same way as from the **Ignore All / Change All dictionary**.

Fred.adu		×
Add <u>e</u> d Words	Auto-Correct Pairs Excluded	l Words
These words w operation.	vill be considered correct during	g a spell check
Ignore this wor	d:	
TreePad		Add
Å		<u>D</u> elete
		<u></u> K

Similarly, by clicking **Auto-Correct** in the spell checker's **Spelling** window, or by selecting the **Auto-Correct Pairs** tab in the user dictionary window, you can add word pairs to the Auto-Correct Pairs list. These words will automatically be replaced when encountered during a spelling check.

User dictionaries also contain an Excluded Words list which you can access by clicking the **Excluded Words** tab. These words will always be considered <u>incorrect</u> during a spell check operation. The Excluded Words list thus functions in an opposite manner to the Added Words list.

Additional dictionaries

Additional dictionaries

TreePad Business Edition customers who click *Main menu / Tools/ Download additional dictionaries* will open the Internet page: www.treepad.com/spellcheck/.

This contains links to all available dictionaries, and a short description on how to download and install the dictionaries.

The other dictionaries need to be copied into the TreePad directory. Using the Spelling options screen one can tell the program to use them by ticking the **Locate**

dictionaries box.

Thesaurus

Thesaurus

This feature is unique to TreePad Business Edition and TreePad X Enterprise

The thesaurus will help you search for alternative words similar in meaning to the word you have highlighted. It is useful if you writing a letter or essay and are searching for a better way of expressing your ideas.

Thesaurus: English	×
Looked <u>Up:</u> feature	Replace <u>W</u> ith:
Conte <u>x</u> ts: component (n.) form (n.) indication (n.)	constituent ingredient leaven contents appurtenance feature member personnel
Previous Lookup	<u>R</u> eplace <u>Close</u>

To display the **Thesaurus** window, highlight a word and click *Main menu / Tools / Thesaurus* or press **Shift+F7**. In this example, the word "feature" was highlighted. The word appears in the **Looked Up:** field and is highlighted in the word list on the right.

Since many words have different meanings in different contexts, selecting the appropriate context is the next step as it determines which alternative words will be displayed on the word list. Let's say we wish to use "feature" in the context of a geographical feature rather than any other meaning, so we clicked on "form" in the **Contexts:** window as the closest context group. The (n.) tells us that "form" here is being used as a noun (n.) rather than as a verb (v.). "feature" is still highlighted, but the word list contains different words. Let's select "contour" as being the most appropriate. It now takes the highlight on the word list and is also displayed in the **Replace With:** window (see below).

Thesaurus: English	×
Looked Up: feature	Replace <u>W</u> ith: contour
Conte <u>x</u> ts: component (n.) form (n.) indication (n.)	mold fashion contour structure feature lineament turn phase posture Vertication structure structure feature structure structur
Previous Lookup	Replace Close

To replace "feature" with "contour", click **Replace**. The window will close and the replacement will be made.

If you wish to explore any other words on the list, click them and then click **Lookup**. In this example, if we selected "structure", this word would now take the place of "feature" in the **Looked Up:** window and the contents of the **Contents:** window and word list would change accordingly.

If you want to return to any of your previous choices, you can select one from all the ones you looked up by clicking the down arrow to the right of the **Looked Up**: window to display a list of them. Alternatively, you could retrace your steps by clicking **Previous**.

Once you click **Replace** or **Close**, the lookup history is deleted.

Notes:

1. If your cursor is in a blank area of the article ("whitespace"), the thesaurus program will keep scanning to the right until it comes to the next word, which will be looked up. If it does not find a word, nothing will happen. If you highlight more than one word, only the first word will be looked up, i.e., the thesaurus does not look up phrases. If the Tree pane has the focus, the thesaurus will look up the first word of the corresponding article.

Handy hint: You do not have to highlight the word before invoking the thesaurus. Simply position your cursor to the left of the word and press **Shift+F7**.

Inserting special characters

Inserting special characters

At times you may wish to insert into your text special characters which are not found on the standard keyboard, but which are available by entering their ASCII table character codes. You can do this in at least three ways:

1. If you are using TreePad Business Edition or TreePad X Enterprise, you can click the **Character map** toolbutton and select your character from there. See Character map.

2. If you know the character's ASCII code, you can enter any character with ASCII value from 30 to 255, by pressing **Alt+0 (zero)**, then type the ASCII value, then press enter.

3. Alternatively, cick *Main menu / Insert / Character*, fill in the ASCII code, and click OK.

Additional information: Character map Entering the Euro symbol

Character map

Character map

TreePad Business Edition and TreePad X Enterprise only

The Character map displays a handy list of additional characters and symbols that can be inserted into text in the current article. These include special characters found only in other languages (French, Scandinavian, German, Portuguese, Spanish, etc.).



The Character map

To open the Character map

Click the **Show character map** toolbutton on the Article edit toolbar. The focus must be in the Article pane for this to work.

To close the Character map

- Click any of the displayed characters to insert the character, after which the Character map will
 automatically close unless the Keep open box has been checked; or
- Click the **Close** button.

Pressing the Escape key does not close the Character map.

To insert one or more characters

Click¹ the desired character to insert it into the Article pane at the position of the Article cursor. Following this, the Character map will close unless the **Keep open** box is checked, which permits insertion of multiple characters. The status of this checkbox is remembered when the Character map is reopened during the current session. If the box is checked, the only way to close the Character map is to click the **Close** button.

When the Character map is visible, changing the current font face (via the **Font face** toolbutton) will change the character display of the Character map to suit the current font. (Other font attributes such as size, style and color are not supported by the Character map.)

Allowing the mouse cursor to hover over any character will cause a tooltip to appear briefly, displaying the selected character's decimal and hexadecimal equivalents in the ASCII table of considerable help to programmers. Although the full table starts at 0, the Character map commences at 33 since most numbers lower than this are unsuitable for article text².

See also Asian language characters.

Notes:

- 1. A single left-click is all that is required to insert a character. This action does not depend on whether you have set hyperlinks to be activated by single-clicking in hyperlink options. Right-clicking on the Character map has no effect.
- 2. At present, only characters 33-255 of the currently selected font are supported. There is a possibility that characters in Asian and other currently unsupported languages will be able to be represented in future versions of TreePad Business Edition.

- 3. The Character map also supports symbol fonts, such as WingDings.
- 4.

Handy hints:

- A unique string of special characters can be inserted into a number of articles or node captions to select them when searching a TreePad or other file. In fact, you can use this method to tag certain files in a directory (or across your hard disk). Some symbols look almost accidental or are so small that they can be very difficult to detect. Note: TreePad's Search Tree function may not display a search string containing special characters correctly, but it will nonetheless find the node captions/articles containing them quite accurately.
- Although you can only insert one character at a time, if you frequently need to type a word or phrase with special characters you might try creating a small dictionary within an article, or employing a keyboard macro program such as Shorthand for Windows to store the character string for you.
- 4.
- 5. Some fonts such as Wingdings are purely symbol fonts. If you and anyone else who may read your TreePad file has the same symbol font installed, you can use it to display line art. For example, these symbols were inserted using 20 pitch Wingdings:



Entering the Euro symbol

Entering the Euro symbol

To enter the Euro symbol in TreePad, you can do either¹:

(1) press alt+0 (alt-zero), then type 128 (ascii code 128), then press 'enter'.

(2) or use the character map (feature unique to TreePad Business Edition and TreePad X Enterprise).

(3) or click menu/insert/character, then type 128, click OK.

(4) or press altGr+4 if your keyboard supports this. If you use TreePad Business Edition, you need to disable the ALTGR (CTRL-ALT) shortcuts in the options screen, category **shortcut keys**, because altGr+4 is a Quick formatting shortcut key in TreePad Business Edition.

Notes:

The font (of the text you want to insert the Euro sign in) needs to support this. Please be aware that not all fonts do contain a Euro character.

Disabling ALTGR shortcuts

Disabling ALTGR shortcuts

For more information, please see here

Subdividing and combining articles

Subdividing and combining articles

As articles tend to increase in size with time, it often becomes necessary to subdivide them. The ideal length for most articles is less than one "screenful", depending on the size of the intended viewer's screen, since this eliminates the need for vertical scrolling.

If you are creating a book or a lengthy document, it makes sense to break it up into chapters or subsections, using the Tree pane as an "outliner" to indicate the overall structure to you and maybe your readers.

On the other hand, if you are sending your document to others without TreePad, it may need to be in the form of a long plain text or rich text document, so you will need to combine your articles into one when finished.

Subdividing articles Combining articles

Subdividing articles

Subdividing articles

Here are several methods for subdividing an article into smaller articles, each attached to its own node.

Method 1: Copy and delete duplicated text

An easy way to subdivide an article into, say, two child nodes is to make a copy of the node, then paste it onto itself twice, so that there are now two child nodes, each identical to the parent. Delete all the content from the parent except maybe an introduction and a table of contents, delete the lower half of the content from the first child node and the upper half of the content from the second child node. Edit as needed.

Method 2: Insert / New node from selection and cut

This is more convenient when more than two or three subdivisions are required, particularly as you can insert prepared node captions simultaneously. Here's how to do it.

Let's assume you wish to split up an article consisting of 3 paragraphs named, appropriately, Paragraph 1, Paragraph 2 and Paragraph 3 (Fig. 1).



Fig. 1

We will move each paragraph into its own article. Begin by composing a title for each paragraph, in this case Heading 1, Heading 2 and Heading 3 (Fig. 2). It is not necessary to insert a blank line between heading and paragraph as in this example, but it <u>is</u> necessary for the heading to be on a new line and not part of the paragraph.



Now, highlight the heading and text of the <u>lowest</u> section (paragraph 3) (Fig. 3). The reason for this will become apparent later.

🖃 쓸 Root node	Heading 1
I 🖰 Node A	This is paragraph 1. This is paragraph 1. Th This is paragraph 1. This is paragraph 1. Th
	Heading 2
	This is paragraph 2. This is paragraph 2. 1 2. This is paragraph 2. This is paragraph 2 paragraph 2.
	Heading 3
	This is paragraph 3. This is paragraph 3. 1 3. This is paragraph 3. This is paragraph 3 paragraph 3. This is paragraph 3. This is p

Use **Tree / Insert / New node from selection and cut** (see Inserting a sibling node for details) to insert a named sibling node containing the selected text, which has now disappeared from Node A (Fig. 4).

🖃 😁 Root node	Heading 1
Node A Heading 3	This is paragraph 1. This is paragraph 1. Thi: This is paragraph 1. This is paragraph 1. Thi:
	Heading 2
	This is paragraph 2. This is paragraph 2. Tl 2. This is paragraph 2. This is paragraph 2. paragraph 2.
	1

Fig. 4

We can see where it has gone if we click the new Heading 3 node (Fig. 5).



Similarly, highlight (Fig. 6) and cut (Fig. 7) the heading and text of paragraph 2.



Repeat this for paragraph 1 (Figs. 8, 9). Now the entire article has been subdivided into a set of sibling nodes.



Method 3: Insert / New node from selection

This is essentially the same as Method 2 except that the text in the target article is copied, not cut.

Method 4: Drag and drop text

Simply highlight each section of the article in turn, drag it from the Article pane to the Tree pane, and drop it onto <u>any</u> node (the technique of dragging and dropping is described in detail in Drag-and-drop support). The node on which you drop it will become the <u>parent</u> node of a newly created child node with the default node title, containing the selected text in its article.

In Fig. 10 the first paragraph in Node A's article is highlighted. In Fig. 11 the selected text block has been dragged to the Tree pane and is about to be dropped onto Node A.



Fig. 12 shows the result after the drop. A new node with the standard default title of "(new node)" has been created. Node A is still the current node and still contains the original paragraph. In Fig. 13 we have selected the new node to see what it contains, which as we expect turns out to be a copy of the original highlighted block.



Holding the **Alt** key down while performing this action <u>moves</u> the selected text instead of copying it.

Holding the **Ctrl** key down creates a sibling node <u>above</u> the target node. Holding the **Shift** key down creates a sibling node <u>below</u> the target node. See Drag-and-drop support.

You may well find this the easiest method, since it only requires highlighting, dragging and dropping text. There are some added advantages:

- 1. The drop target can be any node, so in one step you can subdivide the article and relocate its component parts to a different subtree.
- 2. This method can also be used to copy and subdivide the contents of a document in another application (such as Microsoft Word) into multiple smaller articles in a TreePad file.
- 3. You can copy the same block multiple times, creating duplicate nodes if you wish, as a backup measure.

(Yet another way to achieve this external transfer, without constantly switching between TreePad and another application, is to use Automatic paste!)

The only significant disadvantage is that the new node created with each drag-and-drop is not automatically renamed, so you will have to do this separately.

Notes:

1. TreePad regards a new line (hard carriage return) as a terminator for text inserted into the node caption. This is why a node caption cannot be more than one line long, and also explains why it is necessary for the heading to be on a separate line from the paragraph text in order to avoid including the paragraph text with the node caption.

2.

Of course, if you simply wanted the node caption to reflect the first few words of the paragraph you could dispense with a separate heading and then it would be included. **Insert / New node from selection** (with or without **cut**) moves/copies the selected text to <u>both</u> the new sibling node's caption and its article, only the node caption ends at the first hard carriage return.

Combining articles

Combining articles

Although TreePad does not currently have an inbuilt automatic function to merge articles, here are some workarounds.

Method 1: Use Cut/Copy/Paste

For each article to be combined, highlight part or all of it then copy or cut it to the Windows Clipboard, open the target article and paste it in. This may be speeded up by bookmarking the target node. If you are using TreePad Business Edition you can drag-and-drop the text in each article to the DraftPad and combine it there.

Method 2: Use Automatic paste

Open the file containing the individual articles to be combined (the source articles) in one instance of TreePad, open another file in a second instance of TreePad and make one of its articles the Automatic paste destination. Return to the file with the source articles, highlight each block in turn and press **Ctrl+C** to copy it to the destination file, where it will be appended.

Method 3: Export subtree to one file

Collect all nodes with articles to be merged into one subtree. Make sure it contains no other nodes and that the subtree root node (the parent node) is empty <u>and selected</u>. Click *Main menu / File / Export / Selected subtree* or *Tree context menu / Export subtree* and in the **TreePad export** window choose **Export to one file**. See Exporting a subtree to one file for details.

You now need to decide whether to select One HTML file, One Rich Text file or One plain text file

(.txt). in the TreePad export / Export subtree to one file screen.

Images*

Images*

Images can be pasted into the article by using **menu/edit/paste** or **menu/insert/image(s)** from file. When pasted from clipboard, images are stored as bitmaps or metafiles. When inserted from file, images are stored inside the TreePad database in their native PNG, GIF, JPEG, BMP, EMF, ICO or WMF format without any conversion or data loss.

For more information, please see Images

* cross-reference only

Article replace*

Article replace*

(searching for and replacing text within an article)

See Article search and replace

* cross-reference only

Article keyboard shortcuts*

Article keyboard shortcuts*

See Article shortcuts

* cross-reference only

Images

Images

TreePad PLUS allows you to insert and display images within your article from a large number of popular image formats. In addition, images in TreePad may be resized, moved, copied and exported into alternative formats. Images as well as text are transferred when TreePad articles are transferred as web pages.

Image filetypes supported Image alteration by conversion Image conversion tables Importing and inserting images Cutting, Copying and Pasting images into an article Cloning image references Using the Insert image(s) command Dragging-and-dropping images Inserting screen captures Positioning images Deleting images Exporting images Moving images Resizing images Printing images

Image filetypes supported

Image filetypes supported

TreePad currently supports the following image formats:

Format name	Expanded name	File extension
BMP	Windows Bitmap	.bmp
EMF	Extended Metafile Format	.emf
GIF	Graphics Interchange Format	.gif
ICO	Icon format	.ico
JPG, JPEG	Joint Photographic Experts Group Format	.jpg, .jpeg
PNG	Portable Network Graphics	.png
WMF	Windows Metafile Format (Windows 3.x meta	.wmf
	file)	

Notes:

- 1. JPG is the shortened form of JPEG (Joint Photographic Experts Group).
- 2. EMF and WMF are interchangeable vector image formats, as produced by vector or CAD drawing programs. Since they consist of lines, curves, etc. they do not degrade when enlarged.
- 3.
- 4. Only EMF and WMF are vector image formats. The remaining supported formats (e.g., BMP, JPG, GIF) are pixel formats, which degrade when enlarged. Images in some pixel formats (e.g., JPG) cannot be resaved successively in the same format without image degradation. This will also become important when you copy, move or export images in TreePad.

Selecting images

Selecting images

Image objects and references

The following example demonstrates image selection. In Fig. 1 the article displays an image.



Fig. 1

Fig. 2 shows the image as if it is selected - the image is now surrounded by a frame with 'handles'. You can select an image by clicking on the image with the mouse. *When the frame is visible it means that the <u>image and not the article</u> has the current focus, allowing you to perform operations on the image (such as copying, cutting, exporting, dragging, resizing or even deleting it) that do not apply to the article.*



Storage of images in their native format

Storage of images in their native format

When importing images into the article using *Menu/insert/image(s) from file*, the image is always imported and stored in its native format, just as if you added it to a zip file, without conversion or loss of information.

This means that when you import an image, and later on export it to the same file format, no loss will occur and the exported image is exactly the same as the file which was originally imported. When you export to HTML or Website, images might get exported to a different format (conversion):

- · BMP images are converted to JPEG when exported
- · EMF/WMF and ICO images are exported as GIF
- Other image formats are not converted during export to HTML or Website: PNG, GIF and JPEG

If you frequently export to HTML or Website, the best format to store images is PNG, because PNG images are compressed without any loss of information, the compression method for PNG is very efficient, and PNG is an Internet image format, so TreePad does not convert PNG images to another format during export to Website or HTML.

Please note that images added to a TreePad database through Copy/Cut/Paste are stored as BMP or EMF. The reason for this is that these are the formats the Windows clipboard supports.

Note that you can also export images to a variety of formats of your own choice.

Image conversion tables

Image conversion tables

This table shows whether or not image conversion takes place when an image is stored in a TreePad database, whether as a result of being imported or copied/moved within the TreePad file.

Image storage conversion		
Image format	When Inserted ¹ , stored as	When Pasted ² , stored as
BMP	BMP	BMP
EMF	EMF	EMF/WMF
GIF	GIF	BMP
ICO	ICO	BMP
JPG	JPG	BMP
PNG	PNG	BMP
WMF	WMF	EMF/WMF

This table shows what image conversion is applied when an article containing images is exported to a Web page (or a subtree exported to a Website).

Image format as stored	Exported to Website ⁴⁺ as
BMP	JPG
EMF	GIF
GIF	GIF
ICO	GIF
JPG	JPG
PNG	PNG
WMF	GIF

Image export (to Website) conversion

See Image filetypes supported for an explanation of these image formats.

Notes:

- 1. Note that when *Insert / Image(s) from file* (column 2) is used, all images are imported in their native (original) formats.
- 2.
- 3. "When Pasted" is used here as an abbreviation for "When Copied/Pasted", as described in Cutting, Copying and Pasting images into an article.
- 4.
- 5. Copy/Paste pastes all *pixel* type image formats (BMP, GIF, ICO, JPG and PNG) as BMP images, thus converting their formats. *Vector* image formats (EMF and WMF are stored in their own format.
- 6.
- 7. JPG is a lossy format but results in small image files, so formats with large files such as BMP are converted to JPG, while JPG being a Web format can be exported unchanged, which avoids further image degradation.
- 8.
- 9. GIF is non-lossy, except for the color information, therefore vector and icon images are exported as GIF.

10.

11. BMP, ICO, EMF and WMF are not Web formats and are not supported by non-Windows browsers, so need to be converted when exported to a Website.

12.

13. PNG, GIF (and JPEG) are also Web image formats, so are not converted but exported unchanged.

Importing and inserting images

Importing and inserting images

Cutting, Copying and Pasting images into an article Cloning image references Using the Insert image(s) command Dragging-and-dropping images Inserting screen captures

Cutting, Copying and Pasting images into an article

Cutting, Copying and Pasting images into an article

How it works

This is very similar to copying, cutting and pasting text (see Cut, Copy, Paste, Delete), you can use the same menu items.

Menu items:

Menu/edit/copy Menu/edit/cut Menu/edit/paste

These are the same menu items as used for text copy/paste/cut/delete. To copy/paste/cut/delete an image you first need to select the image.

Scope

The commands can be used to *Copy* (or *Cut*) and *Paste* an image:

- From one location to another within the same TreePad article;
- From one article to another within the same TreePad file;
- From one TreePad file to another²; or
- From some other compatible application (such as a browser or some word processors) to a TreePad article.

Copying or cutting an image from a TreePad article

After selecting the image, copy or cut it from the article to the Windows Clipboard by:

- Clicking *Main menu / Edit / [Copy* or *Cut*]; or
- · Clicking Article context menu / [Copy or Cut]; or
- Pressing **Ctrl+C** to Copy or **Ctrl+X** to Cut.

Pasting an image to a TreePad article

Position the article cursor where the image is to be inserted, then paste it by:

- Clicking *Main menu / Edit / Paste*; or
- · Clicking Article context menu / Paste; or
- · Pressing Ctrl+V.

E.g., To copy an image from a Web page currently open in **Internet Explorer**, position the mouse cursor over the image, right-click to open the pop-up menu, then left-click **Copy**¹.(alternatively, use the command **Save picture as...**) Now make TreePad the active window, right-click in the Article pane where you would like the image inserted, and left-click (*Article context menu /) Paste*, or press **Ctrl+V**. A copy of the image will appear in your article. As simple as that!

Other browsers have similar commands, e.g. in **Opera** the corresponding command is **Copy** *image*. As Web pages are not designed to allow you to edit text directly, you can only copy images. However, word processing applications such as **Microsoft Word** allow you to **Cut** (**Ctrl+X**) as well as **Copy** (**Ctrl+C**) images. You can copy an image from another TreePad file by selecting (**Article context menu /**) **Copy**.

Advantages

- Simple, fast and convenient.
- · Can be used in many different situations and across different applications.
- Keyboard shortcuts easy to use and remember as the same shortcut keys are used in Windows Explorer and other Windows programs.

Disadvantages

- Images in lossy formats such as JPG are converted to BMP images by Windows when copying to clipboard, this may degrade them. Re-converting to JPG when exporting as a Web page degrades them even further.
- Cutting and pasting an image in JPG or similar lossy format causes deletion of the original (higher quality) image, which may not be recoverable.

•

Notes:

1. When moving or copying images within the same TreePad file, it is recommended you use image cloning.

2. Although the commands *Copy*, *Cut* and *Paste* are also applied to nodes and subtrees in the Tree pane, their action is quite different from the ones discussed here. Cutting and Copying *nodes* involves copying them to the TreePad Clipboard, not the Windows Clipboard. No image conversion takes place during tree copy/paste.

Cloning image references

Cloning image references

As we saw in Image display and storage, each time you import an image into a TreePad file, the actual image (the image object or file) is compressed and stored within the database, and only an <u>image reference</u> to it is inserted into the article at the appropriate place, which saves considerable space within the article, making it quicker to search, etc. This is fine if each image is different, but if you wish to display the same image several times within the same file, storing a separate copy of the image for each reference to it wastes space, since unnecessary duplicates of the image are kept in the TreePad database file.

To keep your TreePad database files as small as possible when displaying the same image in more than one location within the same TreePad file, use the commands in this article to create multiple references to the *same* image. This will be called **Copying/Pasting the image as a clone**, or *cloning the image reference*.

To copy the image reference

Click the image, then

- · Click Main menu / Edit / Copy special / Copy image as clone; or
- Press Shift+Ctrl+Q.

To paste the image reference

Position the article cursor where you want the image reference to be inserted, then

- · Click *Main menu / Edit / Paste special / Paste image as clone*; or
- · Press Shift+Ctrl+P.

Advantages

- · Conserves space in the TreePad database file compared with conventional Copy/Paste.
- No risk of image degradation since images have already been stored.
- An image reference can be pasted multiple times after one copy has been made.

Disadvantages

- Cannot be used when text is also highlighted².
- Scope limited to the current TreePad file.

When to use

- · Whenever more than one copy of the same image is required within the same file.
- You can also use this method to move an image safely to another article by copying and pasting the image reference to the new location, then manually deleting the original reference. See Moving images.

See Copying or moving text and images.

Notes:

- 1. An image reference (clone) can not be copied from one file, and pasted into another file. Use standard copy/paste instead.
- 2. Image reference cloning is best applied when the image is selected by focusing it. It will work for a single highlighted image, provided that nothing else such as article text is included, otherwise the error message "No image selected" appears.

Using the Insert image(s) command

Using the Insert image(s) command

How it works

This method imports one or more images from single image files, stored separately, so if you wish to use the Insert method for an image from a Web page, you must first Save it as an image file before Inserting it.

Inserting an image stores it in TreePad in its native format, without any conversion. This means that images are stored without any loss of resolution or information. This is a big advantage if the TreePad article displaying the image will later be exported to a Web site, since e.g. a JPG, PNG or GIF image stored in the TreePad database can be extracted directly for bundling with Web pages, without any image conversion and degradation.

To insert one or more images using this command:

- 1. Click *Main menu / Insert / Image(s) from file*¹ to open the **Insert image into article** window.
- 2. Navigate to the folder containing the image(s) you wish to insert.
- Click the desired image filename in the folder contents window to select it and it will appear in the **file name:** field, with a reduced *thumbnail*² image alongside to preview it. (Use the arrow cursor keys to view the thumbnail images for each image file in the currently open folder³.)
- 4. If you wish to insert more than one image, for <u>consecutive</u> images, hold down the **Shift** key, then use the cursor arrow keys to highlight a block of files; or for <u>non-consecutive</u> images, hold down the **Ctrl** key while clicking on further file names.
- 5. Clicking Open will insert the image(s) into the article; or
- 6. Double-clicking an image filename in step 3 will immediately insert it into the article and close the **Insert image into article** window.

To delete all images you have just inserted, simply click on Undo.

Advantages

- Absolutely avoids any risk of image degradation by storing the image in its native (original) format bypassing the Windows clipboard.
- Having saved the image to disk where it is safer than being held in memory, you can paste it into your article at any time later.
- Makes it easy to choose the best image for the purpose by organizing similar ones into labelled folders, inserting one or more from the same folder, then selecting the best from them.
- Allows inserting multiple images at a time.
- Can even be used to move images within the same TreePad file if the original image (stored in the TreePad database) is exported prior to being inserted.

Disadvantages

· Slightly slower than other methods as it requires two steps; one to save the original image

to disk, and one to Insert it. Images cannot be inserted from documents containing them open in other applications.

· Cannot be applied to images embedded in text.

When to use

For the best image quality available, particularly if planning to export image-containing articles to Web pages.

Notes:

- 1. The command really means "Select one or more *image files* within a chosen folder (directory) and the images (*image objects*) will be copied and pasted into the currently opened TreePad file, appearing at the current position of the article cursor."
- 2. Probably originating from miniature photographs that were approximately the size of the average thumbnail.
- 3. If more than one image has been selected for inclusion, thumbnails will not be displayed since the thumbnail pane can only refer unambiguously to one filename at a time!
- 4.

Handy hints:

- 1. Don't forget you can use the **Paragraph toolbar** toolbuttons or the **Menu / Format / Align** commands to align your image. E.g., clicking just to the left of the left margin of an image (to display the cursor), then pressing **Ctrl+E**, will center the image between the margins of the Article pane.
- 2. Due to the way Windows handles icons, 16 x 16 pixel icons will be imported as 32 x 32 pixel images, with the original icon in the top left hand corner. Exporting this image will thus result in a 32 x 32 pixel image which will require editing to convert it into a 16 x 16 pixel icon again.

Dragging-and-dropping images

Dragging-and-dropping images

Dragging-and-dropping is another a way to move or copy images, depending on the situation.

Dragging-and-dropping within the same article

In this example, we are going to drag this image and interpose it after the word "this".

this picture



First, give the image the focus by clicking in it; the image frame becomes visible.





Next, drag the image up. Notice that as it moves it is accompanied by an article cursor shaped like an "I". Position the image so that the article cursor appears just after the word "this".



Finally, release the left mouse button to drop the image so that it will appear where the *article cursor* is, and click the article to give it back the focus.



When used in this way, dragging-and-dropping does not result in image conversion.

Note that the same end could have been achieved by highlighting the image, then Cutting and Pasting it to its new location. However, dragging-and-dropping is to be preferred in this situation as it keeps the Windows Clipboard free for other purposes and image conversion and image degradation are avoided.

Dragging-and-dropping to the Tree Pane

When a block of article text with or without embedded images is dragged to the Tree pane and dropped onto a node, a new child node is inserted containing the highlighted text and any images. This is described in detail in Drag-and-drop support. Image conversion will occur if the transferred image was not in BMP or EMF/WMF format (see Note 3).

Note:

- 1. Dragging-and-dropping cannot be used to transfer text or images between concurrently open TreePad files.
- 2. Text containing images is copied or moved to the new child node depending on whether the **Alt** key is held down during the transfer (see Drag-and-drop support).
- 3. Although this maneuver also does not involve the Windows Clipboard, *image conversion takes place* as the image displayed in the new child node's article is copied and stored in BMP format. Thus duplicate images are created until the old one is deleted.
- 4. Dragging-and-dropping can also be used to transfer text but not images to the DraftPad.

Dragging-and-dropping from a document file to a TreePad article

Currently, only selected *text* in RTF-compatible files such as Microsoft Word documents can be copied (but not moved) to a TreePad article by dragging-and-dropping. See Drag-and-drop support. TreePad does not yet support transfer of images by this method.

Inserting screen captures

Inserting screen captures

- To insert a screen capture (also called 'screen shot') into TreePad's article, just perform the following actions.
- 1- Select the screen (of any program) you want to make a screen shot of

2 - Press **Alt-PrintScreen** (the print screen key sometimes abbreviated to **Prnt Scrn**) to copy the currently active window as a bitmap to the Windows clipboard.

Alternatively, if you press **Ctrl-PrintScreen** the entire Windows screen is copied as a bitmap to Windows clipboard.

3 - In TreePad, click menu/edit/paste to paste the image into the article as bitmap.

Positioning images

Positioning images

Once you have pasted your image into the article, you may want to reposition it. Here are several ways to to it.

Insert spaces or tabs between the left margin and the image

Click just to the left of the left margin of the image and the <u>article</u> cursor will appear as a vertical black line on the left margin of the image. (In Fig. 1 below you can also see the I - shaped <u>mouse</u> cursor; the mouse cursor must have this shape before this method will work.) Insert however many spaces or tabs you need to position your image relative to the left margin.



Fig. 1

Although you can insert text instead of spaces to the left or right of the image, this method is not recommended for centering the image and there are better ways of inserting text without producing the ragged text margins resulting from using this method.

Use paragraph alignment

With the <u>article</u> cursor positioned on the left image margin as in Fig. 1, click the **Left (Ctrl+L)**, **Center (Ctrl+E)** or **Right (Ctrl+R)** toolbutton or press the corresponding keyboard shortcut to align the image with the center or right margin of the article.



Fig. 2. Image centrally aligned.

This method is quick and easy if you are only inserting one image. Aligning images centrally not only prevents the article from appearing too "left heavy" but also has the advantage that the image legend (description) can be inserted directly underneath, as in Fig. 2. The disadvantages are that inserting text to the left or right of the image unbalances the effect. This method is unsuitable for inserting more than one image at the same level horizontally. Text alignment is described in detail in Aligning and justifying paragraphs.

Use paragraph indentation

This can be done in one of three ways:

- 1. Use the Increase/Decrease indentation functions by clicking the appropriate toolbuttons or pressing Ctrl+M / Shift+Ctrl+M (Fig. 3);
- 2. Display the Article ruler and drag its top Indent marker to the desired position (Fig. 4);
- 3. Open the Paragraph formatting window and select an appropriate left margin.



Fig. 3. Increase indentation

Fig. 4. Article ruler

Methods 2 and 3 give you more precise control over image positioning but you should note the final positions if planning to repeat this elsewhere.

Note that in Fig. 3 both indent markers move right when increasing indentation. In Fig. 4 you only need to drag the top Indent marker. When using the Paragraph formatting window you may use either the Left or the First Line controls to increase indentation, thus affecting the positions of one or both indent markers.

Use tables to contain images and text

This is by far the best method to use if you wish to display more than one image side by side, or text alongside images with aligned left and right margins, or even with different background colors. Figures 3 and 4 above were positioned using a 2 row, 2 column table. See Tables hints and tips.

Deleting images

Deleting images

Here are four ways to delete images:

(1) Click with the left mouse button on the image, so that it is selected. Then click *Main menu / Edit / Delete* or press the keyboard **Del** key.

(2) Position the text cursor just past the image, e.g. by clicking there with the mouse, then press **Backspace**. The image is deleted in the same way as a text character.

(3) Right-click the image, then click on 'delete' in the article popup menu.

(4) By converting an article to plain text you also remove all images from it, since TreePad considers them to be included in the formatting. Of course, you cannot use this if you wish to preserve text formatting. You have the choice of converting just the current article, or all articles in the current node's subtree (including the current article) to plain text in this way.

Methods 1, 2 and 3 can be reversed by clicking *Main menu / Edit / Undo* or pressing Ctrl+Z, as long as you do not open another article.

See also Undo and Redo.

Exporting images

Exporting images

Exporting a single image

Exporting an image from a TreePad article enables you to make a copy of that image and save it in another folder under the same or a different name, in the same or a different image format.

To export an image

- · Right-click the image to open the Article context menu and select Export image; or
- · Left-click the image to select it, then select Main menu / File / Export / Selected image.

This will open a dialog window titled "**Save image** (name) **as**", where (name) is the image file's name and filetype in the TreePad database.

Using TreePad as an image converter

You can <u>choose the format</u> in which to save the image from any of the formats supported, effectively using TreePad as a program to perform image conversions. This means that you can export an image stored in TreePad to any other supported image type, except to an icon (.ico extension). For instance, a PNG image can be exported to a JPEG image, a WMF image to a GIF or BMP. Icons can be exported to other formats, but not vice versa. If you want to convert a bitmap image to an icon, you will need to use an icon editor for this.

Exporting a subtree containing images

When you export a subtree to one or more HTML or RTF files, or as a set of linked HTML files (called a "Web site"), any images contained in its articles are automatically exported along with the text. See Exporting a subtree to a Web site.

To ensure the best image quality in exported images it may be preferable to use Insert rather than Paste to import them into your article.

For other methods of copying/moving images, see Copying or moving text and images.

Handy hints:

1. Left-clicking an image in an article will also display its internal TreePad image name and extension (thus image format) in the Status Bar in place of the current file.

1	
File <u>n</u> ame:	182.ico

Moving images

Moving images

To move an image within an article:

- · Drag-and-drop it to its new location, as described in Dragging-and-dropping images; or
- •
- Highlight the left margin of the image, then move it like any other article text, inserting/deleting spaces or tabs to move it to the right/left or adding/deleting blank lines above it to move it down/up²; or
- •
- Cut it from one part of the article and Paste it into another, remembering that this works best for images stored in a lossless image format such as BMP; see Cutting, Copying and Pasting images into an article; or
- •
- Clone its image reference to its new location, then manually delete the original. See Cloning image references

To move an image from one article to another

- Cut it from its original article to the Windows Clipboard, select its destination article, then Paste it in. See Cutting, Copying and Pasting images into an article.
- If the image was stored in TreePad in a lossy format like JPG rather than BMP, to preserve the original image, move it by cloning its image reference to the destination article, then

manually deleting the original reference. See Cloning image references.

- ÷
 - If you imported the original image by Inserting it and still happen to have the original, delete the current image and Insert a new copy of the original from its external source. See Using the Insert image(s) command.
- •
- If a new child node is to be the image's destination, drag-and-drop the image embedded in article text to the node which will become parent to the inserted child node, bearing in mind that this process works best for images in BMP format. See Dragging-and-dropping images.

To move an image between concurrent instances of TreePad PLUS

- Cut it from its original article to the Windows Clipboard, select the destination article, then Paste it in. See Cutting, Copying and Pasting images into an article.
- •
- If you imported the original image by Inserting it and still happen to have the original, delete the current image and Insert a new copy of the original from its external source. See Using the Insert image(s) command.

Notes:

1. For an illustration, see Importing and inserting images.

2.

3. Of course, if you delete too far you can delete the image altogether! If you act quickly enough you can restore the image by pressing **Ctrl+Z** or clicking the **Redo** icon.

Resizing images

Resizing images

To resize an image, just click the image once, then drag one of the little square handles appearing at the sides and corners of the image.

	Тте	ePa	nd Pl	US	- 7
Ē	ile <u>I</u>	Edit	<u>S</u> ea	rch	¥
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	►	\$	₽	Û	ł
	I	=) 	,	ľ

To ensure that the correct proportions are maintained, you should drag the corner diagonally, or

use an image editor such as Microsoft Paint.



1. If you plan to export the article containing the image to an HTML (Web) page, it will download faster if you crop or resize it using an image editor to the exact size required before importing it into your article, since resizing by your browser takes time and this could prolong download time particularly if your Web page contains many images.

Printing images

Printing images

You can print images in TreePad articles in the following ways:

Export the image to a separate image file, then open that file with an image viewer or image editing program that allows you to print it. See Exporting images.

Print the whole article containing the image or, if you want just the image printed, copy it to a blank article and then print it. See Printing an article.

Move or copy the node containing the image to somewhere in the tree where it has no child nodes, then export it as a subtree to a browser or RTF program, which can then print it. See Printing a subtree.

Forms and templates

Forms and templates

TreePad forms combine the structural discipline of templates with the flexibility of a free form database. You can use them to create simple databases, address books, card indexes -- anything where a form of some type is preferable to completely unstructured data.

A note to users of TreePad PLUS and TreePad SAFE

This section was written with users of TreePad Business Edition in mind. The number of commands and templates available in TreePad PLUS (and TreePad SAFE) is more limited, but this should not present a problem provided you understand the principles involved. You should read Forms and templates in TreePad PLUS first before studying the rest of this section. Forms will be available as well in future versions of the Enterprise editions.

Template types Inserting TreeBook forms Editing TreeBook forms Inserting TreeBook templates Template scope Creating categories TreePad structures Standard article templates Forms and templates shortcuts Modifying templates Exporting forms, templates and structures Printing forms Forms and templates in TreePad PLUS Forms hints and tips Future improvements

Template types

Template types

Before delving into the intricacies of forms, let's review the various ways in which you can employ templates in TreePad. First, some terminology.

A form that you fill in is usually a piece of paper or an electronic document with clearly labelled fields (e.g., Name, Address, etc.) in which you enter data. The design for each particular form is stored in a master form or **template**, from which copies are made. Such copies are often called **records**, since they will be used to record data. A collection of records forms a **database**.

TreePad currently supports two types of forms, those created from regular rich text or plain text articles, and those created from TreePad templates.

Article templates and forms

You are probably familiar enough with articles to know that you can put text anywhere you want in them and even store images and hyperlinks, with few constraints. By typing in some headings into an article with space in between, you can create a **standard article template**, copy it to the TreePad Clipboard and paste it in over and over again as blank **standard article forms** to be used as records.

Address template		
First name:	Last name:	
Address:		
Remarks:		

Fig. 1 Article form

TreeBook template files and forms

By contrast, **TreeBook forms** restrict data entry to specific, well-defined fields:

First name:	
Last name:	
Address:	
Remarks:	



Once you understand how to apply **TreeBook template files**, you will find TreeBook forms preferable to standard article forms for many applications, as they are easier to scan and manage, and less prone to data entry errors and form corruption. That is not to say that they must be used exclusively.

Definitions

At this point we will define some terms. A node's **article** is what the Article pane displays. Until now, the article has consisted only of plain text, or rich text containing images, tables, etc. Since this is what you have been accustomed to seeing and working with, it will be termed a **standard article**.

As we have seen above, the article may be a **form**, constructed from a <u>standard article</u>, in which case we will refer to it as a **standard article form**, or from a <u>TreeBook template</u>, in which case we will refer to it as a **TreeBook form**. Thus an article, so far, may be either a standard article, a standard article form or a TreeBook form

Unlike the standard article template which is just a regular article you have edited, the configuration of a TreeBook form is based on a TreeBook template file, which has the proprietary file extension **.tpt** (template) and contains template code. The name **TreeBook** was chosen to indicate that whole e-book files may be constructed around them, as we will see later.

To add a new <u>TreeBook form</u> to the currently opened TreePad database, TreePad looks in the **\templates** subfolder of its installation directory for its corresponding <u>TreeBook template file</u>¹. (This subfolder is created at the time of installation with some sample templates.) Having found

the <u>template file</u>, TreePad copies its contents to a new node, thus creating a new <u>form</u>. Note that the .tpt extension is required by TreeBook template files but not by TreeBook forms, since the latter are simply nodes containing template code embedded within the template (.hjt) file.

Comparing article forms with TreeBook forms

Standard article forms	TreeBook forms
Articles are instantly reconfigurable	The template must be changed then a new
	record created
Only the article needs to be scrolled to see	Fields may need to be scrolled if field data
data; article is completely open	exceeds field size; form should not require
	scrolling if designed to fit screen
Adding data to one field displaces remainder of	Fields are pleasingly uniform in appearance
article downwards, so fields are not uniform	and thus easier to scan
across records	
Field captions can be edited and thus	Field captions are unalterable in use. Only data
inadvertently corrupted or deleted	fields can be edited
No protection against data entry errors	Uniform appearance and separation of fields
	reduce data entry errors
Can contain rich text, hyperlinks and images	These features not yet available; however
	TreeBook forms support active fields
Templates can be modified using TreePad's	Using TreePad to modify templates requires
inbuilt tools	TreePad Business Edition

Notes:

1. Users of TreePad PLUS and TreePad SAFE are nominally limited to creating forms from internal, not external, templates. See Forms and templates in TreePad PLUS.

Inserting TreeBook forms

Inserting TreeBook forms

(Feature unique to TreePad Business Edition)

To learn how to use TreeBook templates and forms, start by creating a basic TreePad file consisting of just one Root node. Let's name it Test.tpd.



Fig. 1

We now add a TreeBook form using the **Simple addressbook** template file. Using either **Main menu / Tree /** or **Tree context menu /**, select **Insert special / <u>Individual node</u> / Simple addressbook / Insert as child^{4,5}**.

Insert special			
Type of node Individual node TreeBook template TreePad structure Location Insert as sibling Insert as child	Available templates (.tpt files) Blank (empty text article) Business address Music collection Personal address Password manager Simple addressbook		
	<u>O</u> K <u>C</u> ancel		

Fig. 2

Click **OK** to insert it. The newly created node should have the default title **Node: Simple addressbook**. Rename it to **SMITH, John**.

E · A Root node SMITH, John	First name:
--------------------------------	-------------

Fig. 3

Now you are ready to fill in some data on John Smith by clicking the appropriate fields and typing in the details. See Editing TreeBook forms for details.

⊡- 合 Root node	First name: Last name:	John Smith
	Address:	12 ∨iew Street Mytown



You could repeat this sequence to insert as many blank <u>child</u> TreeBook forms as desired, but this requires you to return to the Root node each time. Once the first child node has been created, you can use this as a starting point to create a <u>sibling</u> form, then without needing to move focus, use that for another sibling form, etc. Returning to the **Insert special** window, select **Insert as sibling** for the next form. Insert and rename the node as above. Return to the **Insert special** window to add a third node. You will not have to change anything, since TreePad remembers your previous selection to save you time! Finally sort the subtree and your first addressbook will be in sorted order.

Fig. 5

Notes:

- 1. Since forms are inserted into the tree and not the article, the command is located in the *Tree* menu, not the *Insert* menu.
- 2. As you progress through this section you will discover alternative, faster ways to create new blank forms (see Forms and templates shortcuts).
- 3. If you simply wish to insert a blank standard article, you can perform this from within the *Insert special* menu by double-clicking **Blank (empty text article)**.
- 4. Remember you cannot create a sibling of the Root node!
- 5. The *Insert special* menu item is unique to TreePad Business Edition.

Handy hint: Double-clicking on any of the templates displayed in the **Available templates (.tpt files)** list will automatically close the window and insert the form without requiring you to click **OK**.

Editing TreeBook forms

Editing TreeBook forms

To move between fields

- · Select the field you wish to edit by clicking in it, or
- Press Tab or Shift+Tab to move to the next or previous field respectively.

Clicking in a field containing text enables you to position the text cursor exactly where editing is required.

Moving between the Tree pane and a TreeBook form

When the Tree pane has focus, pressing **Tab** repeatedly changes focus to the topmost (first) form field, then the next one down, and so on, down to the lowest field and then back to the Tree Pane.

When the Tree pane has focus, pressing **Shift+Tab** changes focus in the reverse direction, i.e. to the lowest field next and so on up to the top and then back to the Tree Pane.

Setting the form field font attributes

The font displayed in form fields is the default article font. Click *Main menu / View / Options / Article / Font* to change it.

Form field context menu

One of the advantages of using TreeBook forms compared with standard article forms is that text in the TreeBook **form background** (field captions, etc.) cannot be edited directly, which prevents them from being altered inadvertently. Left-clicking or right-clicking the form background has no effect.

However, right-clicking any <u>field</u> displays a **Form field context menu** containing the following self-explanatory items:

Undo Cut Copy Paste Delete Select all

Menu access keys function as expected.

Field keyboard shortcuts

Ctrl+A highlights all text in the field.
Ctrl+C copies only highlighted text to the Windows Clipboard.
Ctrl+X cuts only highlighted text to the Windows Clipboard.
Ctrl+V pastes the contents of the Windows Clipboard to the selected field, overwriting any highlighted text in that field.

Single line and multiline fields

You will notice that the **Address** and **Remarks** fields in the Simple addressbook form are more than one line deep and have horizontal and vertical scrollbars. This is termed a **multiline field**. The other fields are **single line fields**.

Single line fields

These are designed to contain data such as names, streets and telephone numbers. If your data extends beyond the left or right margins, use the horizontal cursor keys (Left and Right arrows) to view it.

Multiline fields

These are designed for data which may require multiple lines or paragraphs, limited only by the size of your TreePad file and hard disk! If your data extends beyond the top or bottom margins of the field, use the vertical cursor keys (**Up** and **Down** arrows) to view it.

Active fields

Phone, fax, e-mail and Web site fields are "active", meaning that double-clicking these fields calls the appropriate application client program to dial a number, send an e-mail or open a browser window to that URL. See also active hyperlinks.

Current limitations of TreeBook forms

Text font face, size and style cannot be varied from that of the default article text. Neither hyperlinks nor images can be inserted into fields. Insert menu commands that apply to articles do not apply to form fields. The form background color cannot be changed.

Notes:

- Fields of type 'password' in TreeBook forms are currently no different from (default) plain text fields. The reason for having this field type is to provide future options, such as displaying asterisks instead of the password.
- Autodial is unique to TreePad Business Edition.

Inserting TreeBook templates

Inserting TreeBook templates

Feature unique to TreePad Business Edition

In Inserting TreeBook forms we showed how to insert (add) a node containing a TreeBook form into a TreePad database. The layout of the form was copied from a separate TreeBook template (.tpt) file. If the template file is damaged or deleted, it might appear impossible to generate further forms.

But TreePad is much more flexible than this. It allows you to insert a <u>copy of the original</u> <u>template</u> into your current TreePad file, and derive further forms from <u>it</u>, rather than relying on an external template file.

Well, why wasn't this done right from the start? There is a good reason for not carrying around a copy of the original template, apart from the extra space it occupies. If you make any changes
to the original template, you have to ensure that you also update any copies of it (not to mention updating forms derived from it, if any). If there is only one template, it is all that needs to be updated.

On the other hand, if the file will be used remotely and the .tpt template may not be available, it makes sense to embed a copy of the template in the actual file. Both methods have their uses.

We will re-create our Simple addressbook using an internal TreeBook template this time. Use a copy of the initial test.tpd file as seen in Fig. 1 of Inserting TreeBook forms. This time, using either *Main menu / Tree /* or *Tree context menu /*, select *Insert special / <u>TreeBook</u> <u>template / Simple addressbook / Insert as child¹</u>. The node created has an extra icon designating it as a <u>template</u>, and additionally you may be surprised to find that its article is not a form but a standard article, with a message².*



Fig. 1

Take a moment to read the message, which informs you that:

- Unless you intervene, all descendant nodes of this template node (child nodes, grandchild nodes, etc.) will by default become TreeBook <u>forms</u>, patterned after the (Simple Addressbook) form hidden inside this template;
- · You can, however, choose to make a descendant node a standard article if you wish;
- Having read and understood this, you can edit or replace this message with a description of the function of this subtree, notes to yourself and others, etc., without harming the hidden template.

Okay, so edit the node title and article accordingly, as long as you don't convert the article to plain text, which will be unfortunate for the template hidden inside it!



Fig. 2

Now you are ready to copy the first form from it. Press the Insert key.

Insert new node	
Please select one of the following actions to perform:	
I Insert a node using the current book templa	te
 <u>2</u> Insert a standard TreePad node (i.e., template-independent) 	
<u></u> K	<u>C</u> ancel



By now you might be wondering why we didn't use the *Insert special* menu. Use the *Insert special* menu only when inserting an object (node/template/structure) derived from an <u>external</u> template, e.g., in \templates. Use the **Insert** key or the *Tree / Insert /* menu when inserting a node that will be copied from a template <u>internal</u> to the file. You can see that the **Insert new node** window offers you the choice of copying the ancestor (current book) template or making the new node's article a blank standard article. Select the former (Choice 1) and click OK.

⊡- 合 Root node	
🖻 🔩 😁 My Addressbook	
🦾 🔹 🗁 (new node)	First name:
	Lastiname:
	,



Notice that in this method the new node has the default blank node caption, but its article is the <u>form</u> you expected. Rename it as such.

⊡· 合 Root node ⊡· रिक्ट 🏠 My Addressbook	
🔤 🛛 SMITH, John	First name: John
	Last name: Smith
	Address: 12 View Street Mytown



Note too that John Smith's node has a new **alignment icon** alongside, which indents child or sibling nodes of a node with a template icon, thus maintaining the visual tree structure and

preventing you from mistaking child nodes of templates as siblings.

Let's create a child of John Smith's node with a blank standard article. This time, after focusing on SMITH, John, and pressing **Insert**, in the **Insert new node** window select **Insert a standard TreePad node** and click **OK**.



Fig. 6

The new node has a blank standard article that you can use for material such as images that cannot yet be accommodated in a TreeBook form:





With the focus on **SMITH, John** again, press **Enter** to create a sibling node, this time making its article another TreeBook form. Repeat this cycle. Notice that the whole cycle only requires you to press **Enter** twice; once to open the **Insert new node window** and once again to close it, which makes for an efficient way to create multiple sibling forms. No other action is needed since TreePad saves your option choices each time you close the window. Finally, sort the subtree.



My Addressbook

This contains my addresses

Fig. 8

Notes

1. Users of TreePad PLUS and TreePad SAFE must press **Alt+Insert** instead, since the *Insert special* menu item is unique to TreePad Business Edition.

 Users of TreePad PLUS and TreePad SAFE who created their own template (see Forms and templates in TreePad PLUS) will find the default article blank, saving them the trouble of deleting the default text in order to insert their own descriptions.

Template scope

Template scope

The scope of a template refers to its zone of influence, i.e. its subtree, within which by default the articles of all child and descendant nodes would be forms derived from it. We should make it clear that the presence of an alignment icon does not necessarily mean that its node falls within the template's scope. For example:



Node A was created as a sibling of Top (Fig. 1a). By focusing on Node A and pressing **Shift+Right**, Node A becomes a child of Top and a sibling of Template 1 (Fig. 1b). Even though Node A now has an <u>alignment icon</u>, it is still not within Template 1's scope. If you want to confirm this, focus on Node A and press **Enter**. The **Insert new node** window does not appear and a sibling blank standard article node is immediately created. Now, press **Shift+Right** again to make Node A a child of Template 1 and a sibling of Form 1 (Fig. 1c). Now Node A falls within Template 1's scope and focusing on Node A and pressing **Enter** will bring up the **Insert new node** window.

If you press **Shift+Left** repeatedly, this will reverse Node A's movement, and the alignment icon will disappear when it finally becomes a sibling of Top again (Fig. 1a).

Mixing forms

Since template scope extends only to nodes <u>created within</u> the template's subtree by using the **Insert** menu commands, you can Drag-and-drop, **Move**, **Paste** or use **Insert special** to add any other nodes (including nodes with <u>forms</u>) into the subtree without changing their articles to match the template.

For example, in Fig. 2a let's assume Template 1 is a Simple addressbook template, therefore Form 1 created from it is a Simple addressbook form. Focus on Template 1, select *Tree / Insert special / Individual node / Business address / Insert as child*, and click **OK**.



You can see (Fig. 2b) that a Business address form has been created within Template 1's scope, which

might be handy if some of the contacts in your simple address book need business addresses.

Mixing templates

Similarly, you can add another template to a subtree. Delete Node A and Node: Business address. Focusing on Template 1, select *Tree / Insert special / <u>TreeBook template</u> / Business address / Insert as child*, and click **OK**.



This creates a Business address Treebook template as a child of Template 1 (Fig. 3a). Focus on the Business address Treebook template, press **Insert** (to create a child node), select **Insert a node using the current book template**, then click **OK**. As expected, a Business address form (Form 2) is generated (Fig. 3b).

Now let's see what happens when you insert a sibling from the template. Focus on the Business address Treebook template, press **Enter** (to make it a sibling node), select **Insert a node using the current book template**, then click **OK**.





Did you expect another Business address form? Think again. Scope does not extend to siblings of the template, only its children. TreePad PLUS searched upstream for the nearest ancestor TreeBook template, which is Template 1, and based the form on that (Fig. 4). In fact, if you focus on Template 1, press **Insert**, select **Insert a node using the current book template**, then click **OK**, TreePad will bypass the Business address Treebook template and give you the same result.

To put it another way, Form 3 is within the scope of Template 1, but outside the scope of the Business address Treebook template.

Creating categories

Creating categories

Now that you know how to insert templates and forms, you can create mini "card index" type databases within a TreePad file for addresses, recipes, music collections, etc. Just insert a Treebook template node

then use it to create as many blank forms as you require.

Let's assume you created your own address book this way, and it proved so successful that before long, opening it resulted in a tree hundreds of records long, containing names of friends and family mixed up with organizations and business contacts. You'd want to subdivide it into categories based on their type (family/friends/business) or position in the alphabet, wouldn't you?

Starting with a Simple addressbook as a template, let's insert two blank standard articles to serve as dividers. Focusing on **Simple address template**, press **Insert** and select **Insert a node using the current book template** to create node **A-M**. Repeat this to create node **N-Z** (Fig. 1a).



Now, changing focus to node **A-M**, press Insert and select **Insert a node using the current book template** to create a record for **ANDERSON**, **Jim**. Note that TreePad, on discovering that **A-M** is not itself a template, retraces its steps until it finds a node that is one. Leaving the focus on **ANDERSON**, **Jim**, press **Enter** and repeat the process to create the sibling node BAKER, Chris. From now on press Enter each time you wish to add a sibling to the **A-M** subtree. Similarly, commencing with the node **N-Z**, create one child node, then as many siblings of that child node as you wish. You now have an address book with two categories (Fig. 1b).

TreePad's design not only enables you to create categories but also to create nested sub-categories if you wish, adding them as your file enlarges. You may use just one template and base your categories and sub-categories on it (Fig. 2a), or have two different templates within the one subtree, each giving rise to its own specialized forms (Fig. 2b). Just remember the scope of each template.



As you saw in Template scope (Mixing forms, Fig. 2b) you can use **Insert special** to insert occasional forms using other templates without having to incorporate them into the current file.

TreePad structures

TreePad structures

Imagine that your company employs you in their sales office, where you manage a team of skilled sales representatives who are on the road most of the time. You would like to issue each of them with a company address book they can call up on their notebook computers, that not only contains pre-entered telephone numbers of company personnel and locations, but also permits them to add contact information for each of their own clients. Since they all like TreePad, you decide to create a special file for the task.

Commencing with a TreePad file empty apart from its Root node, use *Insert special* to insert a child **Business address** TreeBook template. Rename it **Contacts** (Fig. 1a). Now, just as you did in Creating categories, create three categories of contacts, **Company**, **Clients** and **Personal**, with a record or two containing data in the **Company** section (Fig. 1b).



Now you are ready to present them with this file. Focusing on **CONTACTS**, Click **Main menu / File / Export / Selected subtree / Export to one file / TreePad Database** and save it as **Contacts.hjt**. You can now open it as a separate file with **CONTACTS** as its Root node, and upload it to the company file server.

But wait. The good word has spread around and you are now asked to create a number of these files for international divisions of the company, each with its own local telephone numbers. How you wish you could have the original file close to hand to act as a template when needed, inserting and modifying it as required.

Then you realize that all you have to do is copy contacts.hjt to the \templates folder. When you select **Insert special / <u>TreePad structure</u> / Contacts / Insert as child¹**, the whole book is inserted into your file as a child of the currently selected node. The appearance is again that of Fig. 1b above. Contacts.hjt now functions as a kind of template termed a **TreePad structure**.

Note that a TreePad structure is always a .hjt file, whether or not its Root node is a <u>standard article</u>, a <u>TreeBook form</u> (unlikely but possibly useful), or a <u>TreeBook template</u>. In general, the term TreePad structure is used to refer to a subtree of nodes containing at least one template node, which is logically located near the top of the tree and may even be the Root node, although this is not obligatory. The template is often a <u>TreeBook template</u> but may also be a <u>standard article template</u>, as we will see later.

TreePad comes with a number of sample TreePad structures preinstalled into the \templates folder and having the same filename as their corresponding TreeBook templates. You can distinguish them in the following ways:

TreeBook template	TreePad structure
has .tpt extension	has .hjt extension
visible in Insert special window only when	visible in <i>Insert special</i> window only
TreeBook template or Individual node	when TreePad structure selected
selected	

The term <u>TreePad structure</u> is preferred to <u>TreeBook structure</u>, since the template in a TreePad structure does not necessarily have to be a TreeBook template.

Notes:

- 1. Again, users of TreePad PLUS and SAFE should press **Alt+Insert** to display this menu.
- The identical filenames used for both TreeBook templates and TreePad structures in the sample files in \templates tends to mask the fact that they are not interchangeable.
- 4.
- 5. Once inserted, the structure template is treated as any other subtree, but should still be regarded as a **structure** to signify its origin and internal organization.
- 6.
- If you save a TreePad structure directly to \templates, this may create a .tps (TreePad State) file in this directory if you enabled this option. Do not confuse .tps files with .tpt (TreeBook template) files.
- 8.
- 9. Underscores in the structure template filename are translated to spaces when it appears in the *Insert special* window.

10.

11. The file list in the *Insert special* window is automatically updated each time you reopen the window.

12.

13. If you navigate to the **\templates** folder using Windows Explorer, you can open any of the structure template files directly.

Standard article templates

Standard article templates

As we saw in **Article templates and forms** in Template types, standard articles may be used to create templates and indeed offer certain advantages over TreeBook templates. Here again is a typical standard article form/template enclosed in a table, which improves its appearance but is not required. Note that we have included a hyperlink, something TreeBook forms are currently unable to do¹.

Address template	
First name:	Last name:
Address:	
Remarks:	
Return to index	

Fig. 1 Article form

As you can see, a master copy of it can be stored and copied to create blank forms (records). Thus standard article forms and templates are interchangeable. (TreeBook templates, on the other hand, are protected from being used as forms by being covered by a RTF article which is displayed in the Article pane.)

Up till now, the only way of using a standard article form as a template has been to Copy it to the TreePad Clipboard, leaving it there and pasting it in whenever needed. Unfortunately the TreePad Clipboard can only hold one item at a time, and if you use it for templates it is unavailable to hold other nodes or subtrees. Quite possibly you may have prepared two or more standard article templates for a particularly important file.

There is no reason why you cannot use the **\templates** subfolder to store your own standard article templates in addition to the others. This allows TreePad to display them in the **Insert special** window where you can select the one you need.

The Is template / Is TreeBook checkbox

If you open the **Node properties** window of a standard article you will notice on the General tab a checkbox titled **Is template**, which by default is unchecked. Placing a tick in this box gives a standard article form/template the power of a TreeBook template in that new nodes created within its scope will be copied from it. It makes sense to check this box in each standard article <u>template</u> you create, unless you wish to hide the template icon or copy/paste it to/from the TreePad Clipboard.

Unlike TreeBook templates and forms, you can control whether this box is checked or not. In <u>TreeBook</u> templates and forms derived from them, the name of this checkbox changes to **Is TreeBook** and the box is disabled. If the node is a TreeBook template, it is checked (since it can only be a template). If the node is a form derived from a TreeBook template, it is unchecked (since it can only be a form).

Let's put this feature into practice by creating a simple standard article form/template containing only two fields, **Name:** and **Address:**. Give its node the title name **ADDRESSES** (Fig. 1a).



Now check the **Is template** checkbox, and your standard article form/template becomes endowed with the power of a TreeBook template, complete with icon (Fig. 1b)!



Focusing on it and pressing **Insert** offers you the choice of creating a new <u>standard article form</u> (Fig. 2a) or a <u>blank standard article</u> (Fig. 2b - note that the Article pane is quite blank). At any time you can demote ADDRESSES by unticking the **Is template** box, and the template icon will no longer appear.

Although a standard article form/template is somewhat more vulnerable by not having a protective RTF cover article in the manner of a TreeBook template, this does actually give it the unique advantage that you can edit this template "on the fly". For example, if you suddenly had to use this template to store the details of a number of doctors, you could add the salutation "Dr." after "Name:", so all forms derived from this template would also carry the salutation "Dr.". When finished with this task, you could delete it.

Let's copy this template to the \templates folder and use it to create forms, templates and structures in our file. The only portal available is the <u>TreePad structure</u>, since .hjt templates are indistinguishable from .hjt structures to TreePad and Individual nodes and TreeBook templates recognize only .tpt files. Delete any child nodes, make sure the **Is template** checkbox is <u>unchecked</u> and then use *Export / Selected subtree* to export the bare ADDRESSES node to \templates with a filename such as **AddrForm.hjt**. Note that if template title is to contain spaces, these must be represented as <u>underscores</u> in the file name, e.g., for a template to be displayed as **My addresses**, it should be stored in \templates as My_addresses.hjt.

Now, select **Insert special / TreePad structure / AddrForm / Insert as child**² and click **OK** to insert a **standard article form** into your file. It should look exactly like Fig. 1a.

This may satisfy all your requirements, but if you want to go further and insert standard article templates and structures, no problem. This time, check the **Is template** checkbox and save a copy of this node to \templates under the name **AddrTplt.hjt**. Click *Insert special / TreePad structure /* **AddrTplt / Insert as child**² and the only difference should be the added power of a template and the template icon, as in Fig. 1b.

Why not add a few categories and some data records if you wish, save the whole subtree in **\templates** as **AddrStruc.hjt** and insert it, this time as a TreePad structure? It's that easy.

Remember that if your file already contains an embedded standard article template, you can use the **Insert** or **Enter** keys to derive subsequent child or sibling forms from it as well as using the **Insert** *special* menu. Keyboard and other forms shortcuts are discussed below.

Notes:

- 1. See also the hint **Insert hyperlinks into standard article templates** in Hyperlink hints and tips.
- 2.
- 3. Again, users of TreePad PLUS and SAFE should press Alt+Insert to display this menu.

Forms and templates shortcuts

Forms and templates shortcuts

TreePad Business Edition only

It's nice to be able to choose from a list of templates when you're in the early stages of setting up your forms database. On the other hand, when you've decided what you need and settle down to the dreary task of creating a mass of blank records for use, it's easier and quicker not to have to make the same choice over and over again but to automate your selection as much as possible, for example creating a blank form with one keypress.

TreePad has foreseen this and offers you three ways of inserting a new node:

Method 1 - The Insert special menu

- Click Main menu / Tree / Insert special / (node | template | structure) / [template name]; or
- Click the **Insert special**¹ toolbutton **t** on the **Tree edit** toolbar when the Tree pane has focus.

Timesavers:

- Keyboard shortcut: **Alt+Insert**¹.
- Dedicated Insert special toolbutton.
- Double-clicking any of the templates displayed in the **Insert special** window's **Templates available** list completes the insertion, bypassing the **OK** button.
- You can insert <u>multiple forms</u> at a time by assigning the desired quantity in the **Number of nodes to be inserted** field. A big advantage.

This method is recommended for beginners and anyone testing their design, where the total number of nodes inserted is low, the choice needs to be as wide as possible, and speed is not an issue.

This method is intended for use with an <u>external</u> template, i.e., the current file does <u>not</u> contain a template from which the form can be copied. You can cancel inserting a node at any time up to the final selection.

Method 2 - The Insert menu with or without the Insert new node window

Use the standard **Insert menu** commands (see Inserting (creating) nodes). The Insert new node window is displayed by default but may be bypassed by unchecking "When adding a node, show the 'insert node' dialog" in **Main menu / View / Options / TreeBook options**, thus reducing the minimum number of keypresses needed to insert a new node from two to one.

Timesavers:

- All the standard **Insert** menu keyboard shortcuts plus **Up/Down** arrow keys to switch between radio buttons means insertion can be controlled by using keyboard alone.
- Only two keypresses required (Enter, Enter) when inserting multiple sibling nodes if the Insert new node window is displayed, since TreePad resets selections according to previous insertion.
- Only <u>one</u> keypress required (**Enter**) when inserting multiple sibling nodes if the **Insert new node** window <u>is not</u> displayed (see above).

Recommended for moderately confident users for routine creation of forms.

This method offers the best balance between choice and speed, but requires the node to be inserted within the scope of an <u>internal</u> template, i.e. one already embedded in the current file. (If the insertion occurs outside the scope of the template, a standard article is inserted.)

You can cancel inserting a node at any time up to the final confirmation, but only if the **Insert new node** window is displayed.

Method 3 - Insert / Repeat last insert special

Timesavers:

• One-step keyboard shortcut (Ctrl+Alt+Insert)

For experienced users. Simply repeats saved choices made during previous insertion with **Insert** *special*.

Good for repetitive inserts once you have confirmed that **Insert special** inserted the correct node.

Inserts nodes using an external template.

Less risky than using *Insert special* for inserting multiple nodes at a time.

Being a one-step operation, it cannot be cancelled, but inserted nodes can easily be deleted.

In how many ways can I insert a blank standard article?

- 1. Insert / child node at bottom/top
- 2. Insert / (sibling) node above/below
- 3. Insert / Repeat last insert special (if last action was to insert a blank node)
- 4. Insert special / Individual node / Blank¹.

Remember that when inserting <u>blank</u> nodes serially, you can also set TreePad to number them serially or stamp them with the date and/or time. This does not apply to inserting forms, templates or structures, which have predefined node titles.

Modifying templates

Modifying templates

Since changes made to any template in TreePad do not apply retroactively to copies already made from it, you should be quite satisfied with the template before you commence using it. While possible, retroactive correction of a TreePad file is difficult and invites the risk of corrupting your data file, so you

should make at least one backup before attempting it!

Modifying standard article templates

Modifying standard article forms/templates involves no more than routine editing. However, if you stored the template in \templates, you cannot save the modified file there since TreePad does not allow you to save TreePad files in \templates. The solution is to use *File / Save As* to save your .hjt template in another folder, e.g., an adjacent one named \my_templates, then open Windows Explorer and copy the new template over the original one.

Modifying TreeBook templates

TreeBook templates currently contain both XML (eXtensible Markup Language) code and Rich Text, the latter acting as a protective cover which can also display a label or any other appropriate text or images.

Currently TreePad does not contain any inbuilt tools for editing or creating XML templates, but these are planned for the Business Edition. See also Forms and templates in TreePad PLUS for advice on creating your own templates.

Again, if saving renamed TreeBook templates, remember to replace spaces with underscores in the filename.

TreePad XML template documentation

www.treepad.com/docs/tptfiles.txt

This document describes the structure of TreePad Template files and how to create your own.

TreePad templates page

Further templates *will* be available at http://www.treepad.com/templates. Note that the templates currently on this page are standard article, *not* XML, templates.

More sample forms

Here are some examples from other TreeBook templates:

Node: Simple addressbook From the Simple Addressbook (TreePad structure).

Node: Recipe Your favorite recipes!

Node: Gardening For the well-organized gardener.

Node: Appointments Divide your day into flexible 2-hour blocks.

Node: Weekly Each field is a multiline list.

Node: Simple addressbook

First name:

Last name:

Address:

Remarks:

Node: Recipe

Name of dish: Description: Servings: Ingredients: Method:

Node: Gardening

Common name: Botanical name: Plant type: Appearance: Requirements: Uses remarks:

Node: Appointments

8 - 10 AM: 10 - 12 AM: Lunch: 1 - 3 PM: 4 - 6 PM: Dinner: 7 - 9 PM:

Node: Weekly

Monday Tuesday Wednesday Thursday Friday Saturday

Sunday

Exporting forms, templates and structures

Exporting forms, templates and structures

A **TreeBook form** (blank or containing data) may be exported as a plain text file, rich text (RTF) file, HTML file or XML file. (Since standard articles are not in XML format, they are not exported to XML files).

A **TreeBook template** may similarly be exported to the above formats, losing its RTF cover in the process so it becomes indistinguishable from an exported TreeBook form.

For further information, see Exporting an article as a file.

A **TreePad structure**, containing a single node (standard article form/template) or a subtree (book) behaves no differently from any other subtree when exported.

For further information, see Exporting a subtree.

Printing forms

Printing forms

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Forms are printed as tables. The screen font used when previewing the article is the same as the default article font, but can be zoomed in or out. See Printing an article for details on previewing and printing.

The width of each column is determined by the form template.

Currently there is no option for the printed form fonts.

Forms and templates in TreePad PLUS

Forms and templates in TreePad PLUS

The differences in using forms and templates between TreePad PLUS/SAFE in one site, and TreePad Business Edition on the other side, are as follows:

- The Insert special menu is not available from *Main menu/Tree* or the *Tree context menu*.
- The Insert / Repeat last insert special menu command is not available.
- There is no **Insert special** toolbutton for this menu on the **Tree edit** toolbar.
- The /templates folder contains only TreePad structures (with an .hjt extension), not Individual nodes or TreeBook templates.

Forms hints and tips

Forms hints and tips

Two or more template nodes

If you find it an advantage to use more than one form template within a subtree, consider avoiding using templates embedded within the subtree and instead call them all up from template files stored in **\templates**.

Narrowing tree searches to specific fields

Although TreePad does not discriminate between fields in a form, you can add specific symbol or character strings to each record which will make searching easier. For example, if we consider this person:

John Smith 12 View St Mytown

You might decide to specify \$N to represent a name code and \$S to represent a suburb code. Then by abbreviating the name to the first 4 letters of the surname plus the initial of the first name, and the suburb to its first three letters, you would end up with \$NSMITJ and \$SMYT. These could be typed into the **Remarks:** field. Then, searching for \$NSMITJ would find all the people named Smith, and \$SSMI would find all the people in Smithville. It would help if you narrowed the search to the subtree containing your address file. Not a perfect solution, but more helpful than not using any codes at all!

Creating a set of blank numbered forms

TreePad Business Edition only

If you wish to create a set of (say, 50) blank numbered forms, use the **Insert special** dialog to insert 50 forms (enter 50 in "No. of nodes to be inserted"), then convert their titles to numbers (see Converting existing nodes to numbered nodes).

Narrowing tree searches to specific templates

Similarly, you could tag a certain template with a unique character string so that Tree searches are limited to the forms generated by it.

Subtractive templates can speed your work

If needing to use several (standard article) templates that only differ slightly, you may find it quicker than spending time choosing the right one to combine several templates into one, insert it in when you need one of these templates, then delete redundant information until the template has the format required. See Subtractive template example.

Subtractive template example

Subtractive template example

Here is a template created for a flute sheet music collection (hyperlinks shown are non-functional):

(title of work goes here)

Category Flute and piano Flute duet Solo flute

Composer

Album

In this collection, an item may be one, but only one, of the following: Flute and piano, Flute duet or Solo flute.

An item may be a single printed musical piece or included in an album of pieces. Here are two articles created using this template (in reality they would belong to separate nodes):

Syrinx

Category Solo flute

Composer Debussy, Claude

Sicilienne

Category Flute and piano

Composer Fauré, Gabriel

Album 24 Short Concert Pieces

Note that in the first piece, "Flute duet", "Flute and piano" and "Album" were deleted (the item was printed as a standalone piece), and in the second piece (part of an album) the Category is different.

Return

Future improvements

Future improvements

Using TreePad forms enables you to display data in a professional, structured manner for ease of perusal, editing and retrieval.

Beneath all of this lies TreePad's uniquely designed free form database, offering a greater degree of flexibility than many other database designs. However, this naturally results in some limitations that do not occur in other form-based but more restrictive databases. Many of these have been and are being addressed so that TreePad continues to grow more powerful, secure and competitive.

Future versions of TreePad may enable you to insert hyperlinks in forms, correct data entry errors ("data validation"), search specific fields, etc. Some of these proposed features will be present only in

enterprise editions.

Agenda, calendar and todo-lists

Agenda, calendar and todo-list

(Option unique to TreePad Business Edition)

TreePad comes with a large number of methods for creating agendas, calendars and todo-lists. TreePad allows the creation of tree-based agendas and calendars, article-based agendas, calendars and to-do lists. Furthermore, agendas and calendars can be split into days, weeks or months. You can also customize the number of days, hours, weeks or months.

Tree

Agenda/calendar with months Agenda/calendar with weeks Article Article day agenda Article week agenda Article month calendar Article year calendar Todo-list Startday of the week

Tree

Insert agenda/calendar into the tree

(Option unique to TreePad Business Edition)

To create a subtree which contains an agenda (or calendar), click Menu/tree/insert/Agenda or Calendar. This will present you with the following dialog:

O Insert entire year as mo	nths			
Insert entire year as we	eks			
Insert one or more mon	ths			
Insert one or more weel	ks			
Start month	06/17/2004		*	
Start month Number of months	06/17/200/	•	×	

This first screen gives you the following options:

(1) **Insert the entire year as months**: each month in the agenda/calendar will have its own subtree.

After clicking 'Next', the second screen will show up, please see: Agenda/calendar with months

(2) **Insert the entire year as weeks**: each week in the agenda/calendar will have its own subtree.

After clicking 'Next', the second screen will appear, see: Agenda/calendar with weeks

(3) **Insert one or more months**: each month will have its own subtree. You can select the first month by selecting a date in the field 'start month' (the month will always start at the first day, so the day-component of the date you select will be ignored). The number of months can be selected in the field 'Number of months'. After clicking 'Next', the second screen will appear, please see: Agenda/calendar with months

(4) **Insert one or more weeks**: each week will have its own subtree. You can select the first week by specifying a date in the field 'start week'. The number of weeks can be selected in the field 'Number of weeks'. After clicking 'Next', the second screen will appear, see: Agenda/calendar with weeks

See also: Insert agenda/calendar/todo-list into the article The Tree pane Inserting (creating) nodes

Agenda/calendar with months

Tree agenda/calendar with months

(Option unique to TreePad Business Edition)

After having selected one of the options '**Insert the entire year as months**' or '**Insert one or more months**' (in the dialog 'Insert Agenda or Calendar'), the second screen will present itself, presenting you with the following two choices:

(1) Create a separate agenda for each day.

Each day will have its own node containing an agenda, and the month node will have a calendar for that month.

The field 'first hour' specifies the start hour of the day-agenda, while the field 'last hour' allows you to select the last hour of the day agenda. The field 'resolution' specifies the number of minutes (or hours) each line in the agenda will represent. E.g. when you specify "1 hour" in the 'resolution' field, each line in the agenda represents one hour.

ert Agenno of Calendor Inc		
 Create a separate agenda for 	each day	
Create a calendar for each mo	onth	
First hour	8	
Last hour	18 🕃	
Resolution	30 minutes 💉	
Cancel	<< Previo	xus Next_>>

The image below shows an agenda generated with the options as shown directly above.

🖻 쓸 2005				
🗄 合 January				
🗄 ՝ February			_	-
🗄 🦳 March		From	То	Mon Aug-01-2005
🕂 🦳 April		08.00	08.30	
Eu 🍋 Maru		08.30	09.00	
		09.00	09.30	
🗄 🦳 June		09.30	10.00	
🖽 📛 July		10.00	10.30	
🖻 😁 August		10.30	11.00	
🖰 1		11.00	11.30	
2		11.30	12.00	
- 🦰 3		12.00	12.30	
- <mark> 4</mark>		12.30	13.00	
7				

(2) **Create a calendar for each month.** Each month will have its own node containing a calendar, but no child nodes will be created for the days.

Insert Agenda or Calendar into tree	
 Create a separate agenda for each day Create a calendar for each month; 	
Cancel	<≤ Previous Next ≥>

The image below shows an agenda created with the option 'Create a calendar for each month' (the tree pane is shown on the left, while the article pane is shown on the right).



	August 2005				
Wk	Mon	Tue	Wed	Thu	
31	1	2	3	4	
32	8	9	10	11	
- 33	15	16	17	18	
- 34	22	23	24	25	
35	29	30	31		

Agenda/calendar with weeks

Tree agenda/calendar with weeks

(Option unique to TreePad Business Edition)

After having selected one of the options '**Insert the entire year as weeks**' or '**Insert one or more weeks**' (in the dialog 'Insert Agenda or Calendar'), the second screen will appear offering the following two choices:

(1) Create a separate agenda for each day.

Each day will have its own node containing an agenda. In the screenshot shown below, the field 'first hour' specifies the start hour of the day-agenda, while the field 'last hour' allows you to select the last hour of the day agenda. The field 'resolution' specifies the number of minutes (or hours) each line in the agenda will represent. E.g. when you specify "1 hour" in the 'resolution' field, each line in the agenda represents one hour.

Deate a separate agenda for e	ach dau	
Create a week-agenda for each	h week	
First hour	8	
Last hour	18	
Resolution	30 minutes 🛛 🐱	
Resolution	30 minutes 💉	

The image below shows an agenda generated with the options as shown in the screenshot directly above.

H A Week 20			
T meek 20	From	То	Mon Aug-01-2005
T A Week 22	08.00	08.30	
H A Week 22	08.30	09.00	
	09.00	09.30	
	09.30	10.00	
H Week 25	10.00	10.30	
🖽 😁 Week 26	10.30	11.00	
🗄 🖰 Week 27	11.00	11.30	
🗄 🗁 Week 28	11.30	12.00	
🗄 🗁 Week 29	12.00	12.30	
🗄 🦳 Week 30	12.30	13.00	
🗄 🦰 Week 31	13.00	<u>13.30</u>	
E Week 32	13.30	14.00	
Morday (Aug. 1)	14.00	14.30	
Turaday (Aug. 7)	14.30	<u>15.00</u>	
Tuesday (Aug, 2)	15.00	15.30	
	15.30	16.00	
	16.00	<u>16.30</u>	
	16.30	17.00	
😁 😁 Saturday (Aug, 6)	17.00	17.30	
🛁 🚔 Sundav (Aug. 7)	17.30	18.00	

(2) Create a calendar for each week.

With this option, each week in the generated agenda/calendar will have its own node containing a week-agenda, but no child nodes will be created for the days. In the screenshot shown below, the field 'first hour' specifies the start hour of the week-agenda, while the field 'last hour' allows you to select the last hour of the week agenda. The field 'resolution' specifies the number of hours each line in the agenda will represent. E.g. when you specify "2 hours" in the 'resolution' field, each line in the agenda represents two hours.

O Create a separate agenda for each	day			
Create a week-agenda for each week	sk)			
Number of days in week	7	•		
First hour	8	۲		
Last hour	18	•		
Resolution	2 hour	\$	~	

The image below shows an agenda generated with the options as shown directly above.

- 合	Week 22
- 合	Week 23
	Week 24
- 合	Week 25
- 合	Week 26
- 合	Week 27
	Week 28
··· 合	Week 29
	Week 30
··· 合	Week 31
- <u> </u>	Week 32
	Week 32 Week 33
	Week 32 Week 33 Week 34
	Week 32 Week 33 Week 34 Week 35
	Week 32 Week 33 Week 34 Week 35 Week 36
	Week 32 Week 33 Week 34 Week 35 Week 36 Week 37
	Week 32 Week 33 Week 34 Week 35 Week 36 Week 37 Week 38
	Week 32 Week 33 Week 34 Week 35 Week 35 Week 37 Week 38 Week 39
	Week 32 Week 33 Week 34 Week 35 Week 36 Week 37 Week 38 Week 39 Week 40
	Week 32 Week 33 Week 34 Week 35 Week 35 Week 37 Week 37 Week 39 Week 40 Week 41

Week 31		Mon Aug-01-2005
Mon 01	08.00	
	10.00	
	12.00	
	14.00	
	16.00	
	18.00	
Tue O2	08.00	
	10.00	
	12.00	
	14.00	
	16.00	
	18.00	
Wed O3	08.00	
	10.00	
	12.00	
	14.00	
	16.00	
	18.00	
Thu O4	08.00	
	10.00	
	12.00	
	11100	

Article

Insert agenda, calendar or todo-list into the article (Option unique to TreePad Business Edition)

To insert an agenda, calendar or todo-list into the current article, click Menu/insert/Agenda, calendar or todo-list.

This will present you with this dialog:

Insert Agenda, (Calendar or Todo-list into Article	
Day Week M	onth Year Todo-list	
Start date	Saturday August 06, 2005	×
Last hour	18	
Resolution	30 minutes 👻	
		<u>QK</u> <u>C</u> ancel

The 'Insert Agenda, Calendar or Todo-list into Article' dialog consists of five tabs, each of which perform a different function as explained below.

(1) The tab 'Day' enables you to insert a day-agenda into the article. Further reading...

(2) The tab 'Week' allows insertion of a week-agenda into the article Further reading...

(3) The tab 'Month' allows insertion of a month-calendar into the article Further reading...

(4) The tab 'Year' inserts a group of 12 month calendars into the article. Further reading...

(5) The tab 'To-do list' inserts a to-do list into the article. Further reading...

Article day agenda

Insert day-agenda into the article

(Option unique to TreePad Business Edition)

To insert a day agenda into the article, select the first tab of the 'Insert Agenda, Calendar or Todo-list into the Article' dialog, as shown below.

The field 'Start date' selects the day, the field 'first hour' specifies the start hour of the dayagenda, while the field 'last hour' allows you to select the last hour of the day agenda. The field 'resolution' specifies the number of minutes (or hours) each line in the agenda will represent. E.g. when you specify "1 hour" in the 'resolution' field, each line in the agenda represents one hour.

Insert Ager	nda, Cali	endar	or Too	lo-list	into Article
Day We	ek Month	Year	Toc	lo-list	
Start date		Sun	day .	June	06, 2004
First hour		8	٢		
Last hour		18	•		
Resolution		30 min	utes		~

The image below shows an article day agenda as generated by this dialog.

<u> </u>		
From	To	Sat Aug-06-2005
08.00	08.30	
08.30	09.00	
09.00	09.30	
09.30	10.00	
10.00	10.30	
10.30	11.00	
11.00	11.30	
11.30	12.00	
12.00	12.30	
12.30	13.00	
13.00	13.30	
13.30	14.00	
14.00	14.30	
14.30	15.00	
15.00	15.30	
15.30	16.00	
16.00	16.30	
16.30	17.00	
17.00	17.30	
17.30	18.00	
18.00	18.30	

Article week agenda

Insert week-agenda into the article

(Option unique to TreePad Business Edition)

To insert a week agenda into the article, select the second tab of the 'Insert Agenda, Calendar or Todo-list into the Article' dialog, as shown below.

The field 'Start date' selects the week and also the start day of the week (e.g. monday or sunday), while 'number of days in week' sets the length of the week. The field 'first hour' specifies the start hour of each day in the week-agenda, while the field 'last hour' allows you to select the last hour. The field 'resolution' specifies the number of hours each line in the agenda will represent. E.g. when you specify "2 hours" in the 'resolution' field, each line in the agenda represents two hours.

	Construction	and a second	
Day	Week Month Ye	ar Todo-list	
C to	t data	00 100 1000 1	
Sta	it uate	06/06/2004	
Nur	nber of days in week	7	
Firs	t hour	8	
Las	t hour	18	
Bes	olution	2 hours	

The image below shows an article week agenda as generated by this dialog.

	Sat Aug-06-2005
08.00	
10.00	
12.00	1
14.00	
16.00	
18.00	
08.00	
10.00	
12.00	
14.00	
16.00	
18.00	
08.00	
10.00	
12.00	
14.00	
16.00	
18.00	
08.00	
10.00	
12.00	
14.00	
16.00	
18.00	
08.00	
10.00	
12.00	
14.00	
16.00	
18.00	
08.00	
10.00	
12.00	
14.00	
14.00	
16.00	
	08.00 10.00 12.00 18.00 08.00 10.00 12.00 12.00 14.00 18.00 08.00 10.00 14.00 18.00 14.00 18.00 14.00

Article month calendar

Insert month-calendar into the article

(Option unique to TreePad Business Edition)

To insert a month calendar into the article, select the third tab of the 'Insert Agenda, Calendar or Todo-list into the Article' dialog, as shown below.

As is to be expected, the field Month' selects the month, while the field 'Year' specifies the year.

inser	Agenda	a, Calei	ndar o	r Todo-list i	into Article
Day	Week	Month	Year	Todo-list	
Mor	nth	[January	1	*
Yea	¥.	Ĩ	2004		

The image below shows an article month calendar as generated by this dialog.

	August 2005								
Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
31	1	2	3	4	5	6	7		
32	8	9	10	11	12	13	14		
33	15	16	17	18	19	20	21		
34	22	23	24	25	26	27	28		
35	29	30	31						

Article year calendar

Insert year-calendar into the article (Option unique to TreePad Business Edition)

To insert a year calendar into the article, select the fourth tab of the 'Insert Agenda, Calendar or Todo-list into the Article' dialog.

Insert	Agenda, Calendar or Todo-list into A	Artic
Day	Week Month Year Todo-list	
Year	2004	ł
		-

A small part of the year calendar (as generated by this dialog) is shown below.

30	25	26	27	28	29	30	31

			Au	gust 2005			
Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30	31				

			Sept	ember 200	5		
Wk	Wk Mon Tue Wed Thu Fri Sat Sun						
35				1	2	3	4
36	5	6	7	8	9	10	11

Todo-list

Insert todo-list into the article

(Option unique to TreePad Business Edition)

To insert a todo-list into the article, select the fifth tab of the dialog 'Insert Agenda, Calendar or Todo-list into the Article'. The field 'Number of items' determines the number of todo-items you can enter into the to-do list (or the number of rows the todo-list table will contain, apart from the title-row). Since the geneated todo-list is a standard TreePad table, you can always edit the

todo-list using TreePad's table menu.

Insert Agenda, Calendar or Todo-list into A			
Day Week Month	Year Todo-list		
Day week Mona			
Number of items	20		

Example output of a todo-list as generated by this dialog:

Date	Time	Activity	Priority	Done

Startday of the week

Startday of the week

(Option unique to TreePad Business Edition)

One can set the startday of the week to Sunday or Monday. Monday is default.

To chage the startday of the week, first open the TreePad settings screen through:

Menu: View/Options

then browse to the category

TreePad/Date and Time

and adjust the option First day of week.

Customizing TreePad

Customizing TreePad

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Toolbars

Toolbars

Below the **Main menu** are three rows of toolbars, packed together. The number of toolbars displayed varies depending on whether you have selected Basic or Advanced mode, with Basic mode being the installation default mode.

You can drag each toolbar down into your work area for greater convenience, using the handle at the left of each bar. For further information, see Using toolbars. Each toolbar has its own name, which will appear above it when is "floating" (i.e. when you have dragged it away from its "docked" position).

Handy hint: To display the name of a docked toolbar, double-click on its handle. It will change to a floating toolbar and the name will be visible. Double-click the handle or title bar (but not the \mathbf{x} button) to dock it again.

Each toolbar contains a row of clickable button controls termed **toolbuttons**, each with a distinctive icon. The term *toolbutton* will be used throughout this manual instead of *toolbar icon* to distinguish toolbar controls from other icons such as node icons, etc.

If you pause the mouse cursor over any toolbutton on a toolbar, a small message box, termed a tooltip, will appear indicating the function of each toolbutton.

Notes:

- 1. Some toolbuttons may be greyed-out (disabled), depending on whether the focus lies in the Tree pane or the Article pane.
- 2. <u>Not all</u> toolbuttons and toolbars are visible in TreePad at the time of installation, by default. See Toolbutton visibility.

Available toolbars Using toolbars Toolbutton visibility

Available toolbars

Available toolbars

Note: Not all these toolbars are visible in the installation default settings. See Toolbutton visibility. Views shown are TreePad Business Edition, floating views.







Using toolbars

Using toolbars

Toolbars reside in an area below the Main Menu, termed the **toolbar docking area**, but can be <u>undocked</u> and rearranged or moved anywhere on the screen by dragging them around by the vertical ribbed **handle** which you can find on the left of each toolbar:

When you undock a toolbar it displays a **title bar** bearing the name of the toolbar at the left end and a small **Close** button at the right end:

×

Toolbar visibility

Toolbars can be made <u>visible</u> or <u>hidden</u> by clicking their names in the appropriate Options submenu (*Main menu / View / Options/ (Advanced mode | Basic mode) / Toolbars*) or the *Toolbar menu*. You can set Basic mode and Advanced mode options <u>independently</u> here.

To display the Toolbar menu, right-click anywhere in the toolbar region:

✓ <u>F</u> ile
✓ Article Edit
✓ <u>T</u> ree Edit
✓ View
✓ Format
✓ Paragraph
✓ <u>N</u> avigate
Ta <u>b</u> le
 Artjele tab
Arti <u>c</u> le ruler
✓ <u>S</u> tatus bar
Auto a <u>r</u> range toolbars

A tick against the toolbar's name confirms that it is currently visible.

Undocking and docking toolbars

Undocked toolbars are also termed <u>floating</u> toolbars. Undocking allows you to move a toolbar closer to where you are working, then <u>dock</u> it again when you have finished. Note that to dock the toolbar, you must drag it back to the toolbar docking area. Clicking the **Close** button in a toolbar's top right-hand corner does not dock it, it hides it. To restore a hidden toolbar, bring up the **Toolbar menu** and click the toolbar's name. You can also set its visibility through the **Options menu** as described above.

When you <u>dock</u> a toolbar, it should "snap" into place leaving no gaps between any toolbars directly above or below, but there may be a small space between it and a horizontally adjacent toolbar. You can close this space manually or by **autoarranging** all toolbars (see below).

The name of the toolbar can only be displayed when it is floating. See Available toolbars for a display of toolbars in both floating and docked mode.

Tooltips

All tool buttons support a feature called **'tooltips'** or **'hints'**, which means that you just have to put the mouse pointer over a button (don't click the button), wait a little while, and a little yellow note will appear explaining the function of the button, e.g.



Autoarranging toolbars

You can "autoarrange" toolbars. When you have docked a toolbar so that there is a gap between it and an adjacent one, you can close the gap by either dragging the toolbar by its handle, or autoarrange all toolbars by using the option **Toolbar menu / Auto arrange toolbars**, or **Main menu / View / Auto arrange toolbars**.


Notes:

- Any changes made to toolbar visibilities via the *Toolbar menu* apply only to the <u>mode you were</u> in at the time of accessing the *Toolbar menu*, and revert to the settings in the Options menu as soon as you shut down the program. In other words, the only permanent way to set toolbar visibility options is via the Options menu.
- 2. <u>Not all</u> toolbuttons and toolbars are visible in TreePad at the time of installation, by default. See Toolbutton visibility.

Handy hints:

- If you need to <u>enlarge the toolbar docking area</u> in order to rearrange toolbars manually, drag any toolbar by its handle until it overlaps the top or bottom border of the toolbar docking area.Now release the toolbar and it will create a new row as it docks, giving you more space in the docking area. Now you can rearrange the bars manually or automatically. Currently the maximum height of the docking area is 4 rows.
- 2. <u>Double-clicking</u> a toolbar toggles the floating/docked mode. You may find it easiest to double-click the handle to undock it when it is docked, and to double-click the title bar to dock it when it is floating.
- 3. If you hide all toolbars whose features you seldom use, and move the rest over to the <u>left</u> so that the right third of the toolbar area is vacant, you should be able to reduce the width of your TreePad window by a third (when working in a smaller window) and <u>still</u> be able to access all your important toolbuttons.

Toolbutton visibility

Toolbutton visibility

When you install TreePad PLUS, not all toolbuttons available are displayed, for the following reasons:

 The particular toolbuttons visible on any given toolbar depend on whether you are working in Basic or Advanced modes. This cannot currently be altered. To switch between Basic and Advanced modes, click the toolbutton on the **View** toolbar labelled **Basic** or **Advanced**, depending on your current mode.

•

 Some toolbars may themselves be hidden, depending on the *Options* settings in Basic and Advanced modes.

If you click **Main menu / View / Options/ <u>Basic mode</u> / Toolbars** and **Main menu / View / Options/**<u>Advanced mode</u> / Toolbars and compare the **toolbars visibility** lists, you will notice that they both list <u>all</u> toolbars, only more will be checked (i.e., visible) in Advanced mode than in Basic mode in the default installation, to simplify things for beginning users. You can tick all toolbars in both modes if you prefer, or choose which toolbars will be displayed in each mode.

Without entering the **Options** menu, you can show/hide any toolbar by right-clicking anywhere in the

Toolbars area to display the Toolbars context menu (see Using toolbars). These choices only apply to the current mode (Basic or Advanced).

Infobars

Infobars

In TreePad, the Article Button Bar, Article rulers and ruler tabs, Line numbers, and Status bar are termed <u>infobars</u> (information bars). Any or all may be made visible or invisible via **Menu / View / Options / (Advanced mode | Basic mode) / Infobars**. Note that you can customize the infobars in each mode separately.

You can also vary the visibility of any infobar object within the current mode by right-clicking any blank part of the toolbar docking area (see Using toolbars) to bring up the **Toolbar menu**, then ticking or unticking the particular infobar object.

Show article, tree or both

Show article, tree or both

To display both the Tree and Article panes (default)

- Click Main menu / View / Tree and Article; or
- Press Ctrl+F10; or
- Click the **Show tree and article** toolbutton¹.

To display only the Tree pane

- Click Main menu / View / Tree ; or
- Press Ctrl+F11; or
- Click the **Show tree only** toolbutton¹.
- •

To display only the Article pane

- Click Main menu / View / Article ; or
- Press Ctrl+F12; or
- Click the **Show article only** toolbutton¹.

Notes:

1. You will find these toolbuttons on the **View toolbar**:



Article viewing options

Article viewing options

Zooming Word wrap Layout Article display options

Zooming

Zooming

You can magnify or reduce the size of article text and images from 10% to 1000% of the default size (100%). This is also termed **zooming** (in or out). Changes made apply indefinitely, even after TreePad is closed and reopened.

To zoom in (magnify text and image size)

- Click Main menu / View / Zoom / Increase; or
- Press Alt+"]" one or more times; or
- Click the Zoom in toolbutton on the View toolbar one or more times; or
- Select a size greater than 100% in the **Zoom article** drop-down list on the **View** toolbar¹.

To zoom out (reduce text and image size)

- Click Main menu / View / Zoom / Decrease; or
- Press Alt+"[" one or more times; or
- Click the Zoom out toolbutton on the View toolbar one or more times; or
- Select a size less than 100% in the **Zoom article** drop-down list on the **View** toolbar¹.

To reset default text and image size

- Click Main menu / View / Zoom / Zoom to 100%; or
- Press **Alt+**"."; or
- Select 100% in the **Zoom article** drop-down list on the **View** toolbar¹.



Notes:

1. You will notice a window showing by default "100%" on the **View** toolbar. This is the <u>Zoom article</u> toolbutton. By clicking the down arrow to the right of this percentage, a drop-down list will appear offering you choices of magnification.

- 2. You may find that when selecting magnifications in the vicinity of 100%, you will need to click twice for the font to change. This is because in this range, the magnification only changes by 5% so it may require two steps to change the actual font size. However, images will increase or diminish in size with each step.
- 3. If you have more than one concurrent instance of TreePad, changes to magnification apply only to the current instance.
- 4. The tree pane is not affected, however you can vary the size of the default tree font. See Default tree and node format.

Word wrap

Word wrap

If **Main menu / View / Wrap text to page** is selected, the text is wrapped to the page (as defined in **Main menu / View / Options / Page setup**). This means that the width of the line is decided by you, not by the size of the window. Use this to make the article conform to standard letter sizes when the article is to be printed. However, the right margin of the text may extend beyond the Article pane unless you widen the pane.

If **Main menu / View / Wrap text to screen** is selected, the text is automatically adjusted ("wrapped") when it reaches the right edge of the Article pane so that it is always visible, no matter how small the window.

Layout

Layout

Using **menu/view/layout**, pages of text inside the article can be shown on three different ways:

- as separate pages (page sheets)
- as separated by page lines
- page breaks are not visible (normal)

Article display options

Article display options

To access these options, click Main menu / View / Options / Article / Display options.

Show tab markers: (When enabled, an arrow is shown at the position of a tab character in the article.)

Show paragraph markers: (When enabled, a paragraph sign is shown at the end of each paragraph in the article.)

Show space markers: (When enabled, a small dot is shown for each space character in the article.)

Show new-line markers: (When enabled, a small down-left arrow is shown for each new-line character. This is the same as a hard carriage return.)

Show anchors (When enabled, anchors are visible whenever present, when this option is disabled the anchors are invisible).

Screen mode

Screen mode

To access this option, click Main menu / View / Options / Article / Display options.

Screen mode

'Normal' screen mode is the default mode and should function fine in most situations. Depending on some factors, like a video card, the screen resolution, large/small font settings, etc. TreePad's 1440 dpi display mode will give better results.

Use double buffer

If you experience some screen flicker, enabling this option will stop it.

Customizing the tree

Customizing the tree

To determine whether the tree nodes display tooltips, node icons, etc., click *Main menu / View / Options / Tree*. See Default tree and node format.

Stay on top

Stay on top

To keep TreePad on top of all other windows, selecting Main menu / View / Stay on top.

This can be useful if TreePad is used in combination with another program to/from which you transfer data, such as an e-mail program.

In TreePad Business Edition, going to Presentation (full screen) mode automatically disables **Stay on top** and you will have to re-enable this feature if you need it again after exiting this mode.

Tray icon

Tray icon

To minimize TreePad to the system tray

- · Click Main menu / File / Minimize to tray or
- Press Ctrl+Alt+M.

This means that:

- The TreePad window is hidden, allowing applications underneath to become visible so that you can work on them while TreePad is temporarily out of the way.
- The TreePad icon is moved to the Windows System Tray, freeing up more of the Windows Taskbar.

To reverse this:

- Double-click the TreePad tray icon (double-clicking is the default behavior); or
- Right-click the tray icon to open its context menu and select **Restore** or **Maximize** (see below).

If you have more than one instance of TreePad running concurrently, each instance must be minimized separately and you will have one tray icon for each instance.

To display a range of Tray options

· Click Main menu / View / Options / Tray.

Tray icon options

Whether TreePad is active or minimized, you can choose to display its icon on either or both the Windows Taskbar or the System Tray. The Taskbar is the default for both conditions. This means that you can keep the program icon in the System Tray at all times, if you wish.

Tray activation options

You can choose whether to single-click or double-click the System Tray icon to activate TreePad.

System Tray menu

Right-clicking the System Tray icon will display a small menu offering the following choices:

Restore

- Maximize
- Backup to file
- Save to file
- Close program

Restore will redisplay the TreePad window at its previous size. **Maximize** will redisplay the TreePad window maximized, irrespective of its previous size.

TreePad activation key

TreePad Activation key

From whichever Windows application you happen to have open, TreePad enables you to jump straight to it by pressing a user-defined system-wide **TreePad activation key**.

To define the key, click the **System-wide TreePad activation key** toolbutton for the **View** toolbar to display a drop-down list of possible key combinations from **Ctrl+Alt+F5** to **Ctrl+Alt+F12**. Clicking one of them will make that combination the activation key. Clicking **None** disables this function.

If you are running more than one concurrent instance of TreePad, setting different activation keys for each is a convenient way of switching between them as well as between one of them and another application. It will help prevent editing the wrong file if both are very similar in name.

Notes:

- 1. You do not need to click the Activation key toolbutton to find whether one has been defined. Simply allowing the mouse cursor to hover over the button will display this information as a tooltip. If no key has been defined, you will see the message **No system-wide TreePad activation key has been defined**.
- 2.
- 3. In TreePad Business Edition, TreePad remembers the Activation key you selected even after you close the file, but be aware that this is instance-specific. For example, suppose you open File A and File B in concurrent instances of TreePad. You assign Ctrl+Alt+5 as the Activation key to File A, and Ctrl+Alt+6 to File B. So far so good. Now close File A, then File B, then reopen File A. Since the last instance of TreePad to close "sets" the Activation key for when TreePad next opens, you will discover that the key for File A has now "changed" to Ctrl+Alt+6!

Skinning: changing TreePad's appearance

Skinning: changing TreePad's appearance

One can switch between ten 'skins' to adjust the appearance of TreePad through **Menu/view/skin** or **toolbar popup-menu/skin**.

The following **ten** skins are available: classic, silver 1, silver 2, blue sky, blue metallic, chrome, aluminium, vanilla, purple and green. The 'classic' skin corresponds to how earlier TreePad versions looked.

"Silver 1" skin:



"Blue sky" skin:



Language packs

Multi-lingual user-interface

TreePad's default user-interface language is English. To change TreePad's user-interface language you need to install a language pack. You can download TreePad language packs directly from http://www.treepad.com/language_packs/ or click **Menu/View/Language/More languages**

Language Pack compatibility

- These TreePad versions support language packs:
- TreePad Business Edition 6.6 or higher
- TreePad PLUS 6.6 or higher
- TreePad SAFE 6.6 or higher
- TreePad Viewer 6.6 or higher
- exe-eBook Creator (www.exe-ebookcreator.com)

Language Pack support for the other TreePad editions is planned.

Language Pack Installation

(1) Download the language pack of your choice.

(2) Open the .zip file you just downloaded in your favorite zip program (Freebyte Zip is available for free).

(3) Extract the .Ing file (from the .zip file) into TreePad's program directory.

(4) Restart TreePad, and you will notice the installed language as a new menu item under menu/view/language.

(5) Finally, click on the new language menu to switch to the new language.

You can always switch back to English through menu/view/language/default (English).

Upgrading your current language pack

Since each new TreePad edition brings new menu items, dialogs, screens and buttons, your current language pack will become obsolete at one point. If that is the case, some menu items or dialogs will still display in English even though you loaded a different language through menu/view/language.

This is because the version of the language pack you are using does not contain all the translations for the latest menu items, screens and features.

To check the version of the language pack which you have currently installed, click **menu/view/language/Language pack version**. If a newer version of the language pack is available, you can download it from http://www.treepad.com/language_packs/ or simply click **Menu/View/Language/More languages.**

To upgrade and install a new version of language pack, follow the same procedure as described in the pargraph 'Language Pack Installation' directly above.

Hyperlinks

Hyperlinks

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Automatic conversion of WWW hyperlinks Links containing Windows commands Windows services: starting and stopping Hyperlinks and the Accessory Pane Inserting a list of search results* Inserting a list of bookmarks* Inserting the history list* Hyperlink to node in accessory pane Creating plain text hyperlinks Plain text hyperlink examples Activating (following) hyperlinks Shell functions for file hyperlinks Opening a linked TreePad file in a new instance* Modifying hyperlinks Using the Insert/edit hyperlink window Changing the link text Changing the link target Editing hyperlinks directly Converting hyperlinks **Re-linking hyperlinks** Copying and pasting hyperlinks Relative hyperlinks Launching other programs Hyperlink hints and tips Brighten up index hyperlinks Hyperlinks FAQ and troubleshooter

Introduction to hyperlinks

Introduction to hyperlinks

What are hyperlinks?

Hyperlinks (or links) are identical to the hyperlinks found on Web pages in that they are special (usually underlined) parts of a text, which when clicked enable you to open a Website, another text, another window or file. TreePad supports a multitute of hyperlink types. E.g. internal hyperlinks enable you to jump from one article to another without having to navigate the Tree pane, simply by single-clicking or double-clicking the link (depending on how you have set up your hyperlink options).

Unlike Web (HTML) pages, which cannot be edited directly, you can create a hyperlink in an article, follow it to its destination and edit the new article without leaving edit mode. This is a very powerful feature of TreePad.

Types of hyperlinks

Hyperlinks can be classified in two different ways; by the way they appear and behave in text, which we will term <u>hyperlink styles</u>, and by the type of destination to which they lead, which we

will term hyperlink targets.

Hyperlink styles

<u>Plain text hyperlinks</u> are not underlined, and consist only of the URL (link address, link target). Underlined hyperlinks look like the links you can see in your Webbrowser, and the visible text of the hyperlink (link title) can be different from the URL (link target).

Example of a plain text hyperlink: http://www.treepad.com

Example of an <u>underlined hyperlink</u> which points to the TreePad.com Website: www.treepad.com

Example of an image hyperlink which points to the TreePad.com Website:



A plain text hyperlink can be activated by selecting it, then 'ctrl H' or menu/navigate/follow hyperlink.

An underlined hyperlink (and an image hyperlink) can be activated by double clicking on it (default) or single-clicking on it (if so set in the options screen).

Hyperlink targets

Opening the **Insert Hyperlink** window and clicking the combo **Link type** will allow you to choose one of these destinations (targets) to which to create your hyperlink:

Node	To another node within the same TreePad file	
File/Directory	To another file, directory (Windows folder) or application ⁴	
www	To a web site using the HTTP or HTTPS (secure) protocol ¹ and the default	
	browser.	
E-mail	To an e-mail server	
News	To a Usenet (newsgroup) server	
FTP	To a web site using the FTP protocol and the default browser	
Phone/Fax	To any telephone number (TreePad Business Edition only) ¹	
Anchor	To an anchor (marked location) inside the current article	
Command	A link containing a Windows command (e.g. <i>iexplore -k www.treepad.com</i>)	
User defined	To any other type of target ² not mentioned above	
External Node	To a node inside another TreePad file	

Active hyperlinks⁴

TreePad automatically uses any software applications you have set up in Windows to handle specific types of hyperlinks (termed **active** hyperlinks). E.g., clicking on a hyperlink to

- a Web site calls up your default Web browser;
- an e-mail address calls up your default E-mail client program;
- a telephone number autodials the number for you.

Notes:

- 1. Links of type PHONE (auto-dial) are unique to TreePad Business Edition
- 2. Links to rare protocols (not explicitly mentioned above) can be created by choosing **User defined** in the link type combo box in the 'Insert hyperlink' dialog. After that, one can type the full URL including the protocol prefix into the **'link address'** field, e.g.

securelogin.mysecureserver.com

3. See also active fields.

Why not use TreePad to launch other programs for you? See Using TreePad to launch programs. Note also that if the file is a TreePad file, you can select whether or not it should open in the same or a new instance of TreePad. See Opening a file in a new instance of TreePad.

Creating hyperlinks

Creating hyperlinks

Auto URL-detection Creating underlined hyperlinks Creating image hyperlinks Creating plain text hyperlinks

Auto URL-detection

Auto URL-detection

Auto URL-detection is available for http hyperlinks. This feature is not enabled by default. You can turn on auto URL-detection by using the options screen. When this feature is active, after typing a URL into the article which starts with 'http', this URL will be automatically converted to a hyperlink of underlined type.

Note After typing a 'http' URL into a **plain-text article**, not only the URL will be reformatted, but the entire article will be converted to **Rich Text** format. If you want to limit your database to plain-text articles (e.g. to reduce database size) you should **not** have this option activated.

Creating underlined hyperlinks

Creating underlined hyperlinks

Note: In the program and manual, **inserting** a hyperlink means the same as <u>adding</u> or <u>creating</u> a hyperlink. It does not mean pasting in an existing hyperlink, unless explicitly mentioned.

There are a number of methods available to create underlined hyperlinks in TreePad:

Underlined hyperlink examples Using the mouse to create links to nodes Using the Insert/edit hyperlink window Using copy and paste methods Which method to use? Special hyperlink functions Inserting multiple hyperlinks to files Anchors and hyperinks Inserting a table of contents Example of table of contents Inserting a hyperlink to a new node Inserting a hyperlink to a previous node Inserting a hyperlink to an external node Inserting a hyperlink to an external anchor Auto-detecting hyperlinks Automatic conversion of WWW hyperlinks Links containing Windows commands Windows services: starting and stopping Hyperlinks and the Accessory Pane Inserting a list of search results* Inserting a list of bookmarks* Inserting the history list* Hyperlink to node in accessory pane

Underlined hyperlink examples

Underlined hyperlink examples

Double-click or single-click these hyperlinks to activate them, depending on which option you selected in *Main menu / View / Options / Hyperlinks* (double-click is the default). See also Activating (following) hyperlinks. Please note that TreePad Viewer activates hyperlinks by single-click.

Example:

This hyperlink points to a node inside this manual. It will return you to the direct parent node of this node: Creating underlined hyperlinks

Example:

This hyperlink will open C:\WINDOWS\NOTEPAD.EXE for you (but only when that file is

present on your system, and in that exact location): NOTEPAD.EXE Hyperlinks to files in this manual are examples only and cannot be guaranteed to function correctly, since the actual path of the file may differ with each situation.

Example:

The link directly below points to an anchor placed at the bottom of this article. An anchor is a marker which can be placed anywhere in a TreePad article and to which you can link. Anchors are not visible by default, but you can make them appear using the options screen (article display options). After double-clicking the link below, notice that the cursor has moved to the bottom part of this article. If necessary, after following a link to an anchor, the article will be scrolled.

Click this is a link to go to the bottom of this article

Example:

This hyperlink will open the Freebyte Web site if you are connected to the Internet: www.freebyte.com

Example:

This hyperlink will open the netscape.public newsgroup if you are connected to the Internet: netscape.public

Example:

This is an example of a user-defined hyperlink to a ficticious https Web site: login.secure.com

Example:

This example executes a Windows command-line ("iexplore" -k www.treepad.com): Open TreePad.com in Internet Explorer kiosk mode

Underlined hyperlinks to external targets such as files, WWW, news, mail, FTP are preserved when a subtree or TreePad file containing them is imported into the current file, and when the current subtree is exported to a standalone TreePad file, or exported to a Web site.

This line is needed to illustrate the anchor link above. Anchor placed here.

Using the mouse to create links to nodes

Using the mouse to create links to nodes

1. Make sure that the target article (where you will insert the hyperlink) is visible in the Article pane before performing this action.

2. Having located the target node (to which the hyperlink will point), <u>press and hold down</u> the **Ctrl** and **Shift** keys, then click it. The mouse cursor will change from an arrow into a <u>pointing hand</u>. Once that happens you can release the **Ctrl** and **Shift** keys if you wish. The article will be prevented from changing to that of the target node.

3. Move the cursor over to the Article pane and click at the position you want the hyperlink to be inserted. An underlined hyperlink to the node will be inserted into the article.

Notes:

- 1. The pointing hand cursor will temporarily change back to an arrow while it is over a scrollbar. This allows you to scroll the Tree and Article panes before pasting the hyperlink into place.
- 2. You can click and drag any scrollbars while carrying out this action, but if you click again on the Tree pane this will abort the operation. You will know this has happened when the mouse cursor changes back to an arrow.
- 3. You can also abort this operation by pressing **Esc**.
- 4. You cannot use this method to insert a hyperlink in the article to its own node. The message "Cannot insert a hyperlink to itself" will appear.

Using the Insert/edit hyperlink window

Creating underlined hyperlinks using the Insert/edit hyperlink window

To create an underlined hyperlink

Position the article cursor where you want the hyperlink to start, then

- · Click *Main menu / Insert / Hyperlink* (Advanced mode only); or
- · Click *Main menu / Edit / Hyperlink* (Advanced mode only); or
- · Click Article context menu / Insert/edit hyperlink (Advanced mode only); or
- Click the Insert/edit hyperlink toolbutton and on the Navigate toolbar (Advanced mode only); or
- Press Ctrl+Shift+H.

This will open the Insert hyperlink window.

Using the Insert hyperlink window

First, select the **Link type** (see **Hyperlink targets** in Introduction to hyperlinks). Next, type or paste in the **Link address**. This is required for every Link type except NODE.

<u>To link to another node in your file</u>, select NODE as the **Link type**, click **Find node...** and the **Select tree node** window will appear where you can click the node you want to become the target of the link.

If you click **OK all screens**, you will be returned to the article and the name of the link will be the same as that of the target node.

If you click **OK**, you will be returned to the **Insert hyperlink** window, where the address of the target node will appear in the **Link address** field and its name in the **Link text** field.

Depending on whether the **Custom link text** box is ticked or unticked, you can edit the link's name before closing the window or accept the node name (default), shown in the disabled link text field. You can select another target node at this stage if you wish.

Note: If you <u>tick</u>, then <u>untick</u>, the **Custom link text** box, the Link text field will remain disabled (see Figure 4 here), and clicking the box will not re-enable it. If you wish to change the link text at this point, your only option is to click **OK** to close the **Insert hyperlink** window, then reopen it when its title will change to **Hyperlink properties**. See Using the Insert/edit hyperlink window.

<u>To link to a file or directory</u>, select FILE/DIRECTORY as the link type and click on **Find file...** or **Find directory...** to select the appropriate target. Tick the **Store relative path** box if you wish the Link address to be a relative one (see Relative hyperlinks).

If you select WWW, EMAIL, NEWS, FTP or USER DEFINED as the Link type, paste the appropriate destination address into the Link address field.

<u>To link to a telephone number</u>, select PHONE as the link type and paste the phone number into the **Link address** field (see Autodial). (This feature is unique to TreePad Business Edition)

Click **OK** to accept the final choice, close the window and return to the article.

Go here for more information about changing the link target or link name.

Using copy and paste methods

Creating underlined hyperlinks using copy and paste methods

- 1. You can cut or copy an existing underlined hyperlink and paste it elsewhere in the same TreePad file without needing to re-link it.
- 2.
- 3. You can use the command sequence *Copy / Node as hyperlink* and *Paste node as hyperlink* to copy the internal node address from a selected node on the Tree pane and

paste it in as an underlined hyperlink in an article.

For more information on both these options see Copying and pasting hyperlinks.

See also Automatic recognition of WWW hyperlinks.

Which method to use?

Which method to use?

One might not unreasonably divide the world of TreePad users into those who appreciate the benefits of hyperlinks (even using them to build extra, virtual "trees" with which to view the same data), and those who find them unnecessary or tiresome to construct and maintain.

No important feature should be so difficult to use that it causes discouragement. At present TreePad offers no fewer than four ways to create hyperlinks, catering for the advantages peculiar to each in certain situations and implying that we should be familiar with all before deciding whether or not hyperlinks are for us. Let us examine each in turn.

1. Using the mouse (Shift+Ctrl+Click)

Extremely quick to create. Ideal if you need to create only one link and are sure of your target node, which is close to the source node and preferably on the same screen, not requiring you to scroll up or down too much.

2. Using Menu/insert/hyperlink

Most versatile function. Can create or modify any kind or link.Good for beginners. Required when creating links to targets other than internal nodes. Useful for modifying links though it may be quicker to delete the old link and create a new one.

3. Cutting/Copying/Pasting existing links

Does not need as much attention. Multiple copies of a link can be created this way. Mistakes rapidly corrected using **Undo** function. The link must already have been created before it can be copied.

Copy an existing link to create a 'new' one whenever the opportunity presents itself. If you need to create multiple links to the same target, create the first using any of the other methods, copy it to the Windows Clipboard then paste further copies from there. Good for copying/moving a link over long distances, including between TreePad files (provided links are to mutually external targets). Sure beats dragging the mouse over a long tree!

4. Using Copy node as hyperlink/ Paste node as hyperlink

This method collects and stores just the node data necessary to create a link to it, which you can then call upon to be pasted into one or more nodes, instantly creating underlined hyperlinks. Unlike method 1, it allows you to open and view more than one article before

creating and pasting the link. Does not involve the Windows Clipboard, freeing it for other purposes.

The link text of the created hyperlink will be the same as the node title, so you may need to edit the link text later if you need to change it.

The best for creating links in distant source nodes (when there is no pre-existing hyperlink to be copied), as good as using Copy/Paste for creating multiple hyperlinks, and excellent for creating reverse hyperlinks. Easy and intuitive keyboard shortcuts make this is a powerful pair of commands; the more you use them, the more you may come to prefer them to Insert/edit hyperlink (Method 2) for simple creation of hyperlinks.

5. Using Insert menu to insert link to selected Accessory pane node

Keyboard shortcut makes this a reasonably rapid process. Multiple hyperlinks to Bookmarks and Search Results pane items can be created in different articles.

Accessory pane must be visible for this method to work. Can only create one hyperlink at a time to History pane items since highlight moves when new node selected in Tree pane. Excellent for creating cross-reference (reverse) hyperlinks.

6. Using Insert menu to create lists of hyperlinks

Menu/insert/table of contents

Menu/insert/links to files

Menu/insert/links to/...

Lists consisting of multiple hyperlinks can be inserted into the article. These functions are excellent where specialized lists of hyperlinks are needed.

Please note that a number of these commands are unique to TreePad Business Edition and TreePad X Enterprise.

Special hyperlink functions

Special hyperlink functions

Inserting multiple hyperlinks to files Anchors and hyperinks Inserting a table of contents Example of table of contents Inserting a hyperlink to a new node Inserting a hyperlink to a previous node Inserting a hyperlink to an external node Inserting a hyperlink to an external anchor Auto-detecting hyperlinks Automatic conversion of WWW hyperlinks Links containing Windows commands Windows services: starting and stopping

Inserting multiple hyperlinks to files

Inserting multiple hyperlinks to files

(Advanced mode only)

You can directly insert a list of hyperlinks to one or more files of any type in just one move. File types include Executables (.exe), Text files (.txt), HTML files (.htm, .html, .xml, etc.), Documents (.doc), Rich text files (.rtf), Images (.bmp, .jpg, .gif, etc.), Archives (.zip, .rar, etc.), TreePad files and link files (Internet Explorer Favorites and Windows Shortcuts).

To insert multiple hyperlinks to files

- · Click Main menu / Insert / Link(s) to file(s); or
- · Press Shift+Ctrl+Alt+H.

To select more than one file, just press the **Ctrl** or **Shift** key when selecting a file in the fileopen dialog.

You can choose whether to make these hyperlinks absolute or relative in *Main menu / View / Options / Article / Hyperlinks* by leaving unticked or ticking the box titled 'Hyperlinks created with "Menu/insert links to files" are relative'.

This command can also be utilized to import Internet Explorer Favorites and/or Windows Explorer shortcuts into the article. See also Importing Favorites and links.

Anchors and hyperinks

Anchors and hyperlinks

(Advanced mode only)

Anchors can be used to mark certain parts of the article with invisible tags. One use of anchors is to make node-hyperlinks and anchor-hyperlinks point to them. You can link to anchors inside the same article, as well as to anchors inside other articles.

Anchor hyperlinks function exactly the same as other hyperlink types: double clicking on the anchor-hyperlink will move the cursor to the location of the anchor, and will scroll the article if necessary. Double clicking to a node/anchor hyperlink (which points to a location inside another article), will open the target article, then move the cursor to the location of the article in the target article, and scroll the article if necessary.

Please note that anchors and hyperlinks to anchors are exported to Website.

Creating an anchor

With **menu/insert/anchor** you can insert an anchor into the article at the current cursor position.

Showing/hiding anchors

By default, anchors are not visible, but you can make them show up by setting the article display option 'show anchors' in the options screen (**menu/view/options**).

Creating a link to an anchor inside the current article

To create a hyperlink to an anchor in the current article, click **menu/insert/hyperlink**, then choose link type 'Anchor'. Please note that only when the article contains one or more anchors, it is possible to insert a link to an anchor.

Example:

This link points to the anchor at the bottom of this page. Double clicking this link will scroll the anchor into view.

Creating a link to an anchor inside another article

To create a hyperlink to an anchor in another article, click **menu/insert/hyperlink**, then choose link type 'Node'. After selecting the node using the 'find node' button, and the target node contains anchors, you will see the anchor combo box. Select the anchor from this combo.

An anchor is placed here:

Inserting a table of contents

Inserting a table of contents

(Advanced mode only)

TreePad can automatically create a list of hyperlinks to child nodes of the current node and insert it into the current article at the current cursor position.

To insert a table of contents (top level of subtree)

- · Click Main menu / Insert / Table of contents / One level; or
- · Click Article context menu / Insert / Table of contents / One level; or
- · Press Shift+Ctrl+Alt+O.

To insert a table of contents (all levels of subtree) (TreePad Business Edition only)

- · Click Main menu / Insert / Table of contents / All levels; or
- · Click Article context menu / Insert / Table of contents / All levels.

To insert a table of contents to all anchors inside the article (TreePad Business Edition only) · Click Main menu / Insert / Table of contents / Article or DraftPad; or

· Click Article context menu / Insert / Table of contents / Article or DraftPad.

For these commands to work, the current node must have at least one child node, or the current article needs to have at least one anchor.

If the subtree chosen is normally sorted, it is a good idea to sort it <u>before</u> inserting a table of contents, since the order of hyperlinks in the contents list is determined by the current order of the nodes.

The degree of indentation is determined by the default tab size^{1,2}. See Using tabs to indent text.

For examples of this feature in action, see The Tree pane and The Article pane. Note: some very minor subtrees in these examples were deleted after the tables of contents were created, for the best appearance.

To customize the appearance of the table of contents Click *Main menu / View / Options / Table of contents*.

By checking or unchecking the **Include table of contents title:** checkbox you can determine whether or not to display a title such as "Contents", and the title field allows you to choose your own title, which may help if you are working in a language other than English.

See Insert menu for further Insert commands.

See Example of table of contents for more design tips. See Restoring hyperlinks from a table of contents for an example of how helpful a table of contents can be!

Notes:

- 1. If the indentation differs from that expected (set by the default tab size), try this procedure. Delete the inserted table of contents. Make a copy of the rest of the article if necessary, saving any formatted text, images, etc. Convert the original article to plain text, then delete its contents. Replace the formatted text and images, then reinsert the table of contents and the indentation should now be correct.
- 2.
- 3. If for any reason you wish the indentation for the table of contents to be different from the default tab size, simply highlight the table of contents and click the Article ruler tabs to set them to the particular depth you require. Apply this principle to all blocks of text needing special indentation or tabulation.

Handy hints:

- 1. If your table of contents becomes so long that it extends offscreen, this is inefficient since you will need to scroll up and down a lot just to see it. It may be better to use smaller tables of contents each of which fit comfortably onto one screen and the "all-levels" tables very occasionally, for example at the beginning or end of your file.
- 2.
- 3. The more items your table of contents contains, the more often changes are likely to affect it, so the more often you will need to overwrite it just to keep it accurate. This is another good reason for using this feature sparingly.

Example of table of contents

Example of table of contents



This example is taken from a software database. Note the following features:

- The table of contents (TOC) occupies less space vertically than the corresponding tree items, even though both use the same font size.
- The TOC contains hyperlinks to index articles (e.g., CD-ROM- »), used to collect articles with similar titles into their own subtrees for compactness. Each index article has its own TOC, which means navigation is still possible even if *View / Article only* (Ctrl+F12) is selected.
- · TOC items may be boldfaced or otherwise formatted differently for special emphasis.
- An asterisk added to the end of a node title (e.g. Chat (IRC) software*) distinguishes the node as an alphabetical cross-reference to the main node (differently titled) which contains the data. This helps when the titles of both nodes appear in search results.
- Each index article commences with a hyperlink to **INDEX**, which is not part of the inserted TOC.

Return to Inserting a table of contents.

Inserting a hyperlink to a new node

Inserting a hyperlink to a new node

(TreePad Business Edition only) (Advanced mode only)

This feature enables you to create a new node (child or sibling) while at the same time inserting a hyperlink to it into the article.

It is possible to have this function transfer the selected text into the new node as well.

To insert a hyperlink to a new node

- Click Main menu / Insert / Link(s) to / New node
- or Press Shift+Ctrl+K

Insert hyperlink to new node			
Title of new node			
Selected article text Move to new node Copy to new node Do not copy or transfer 	 Create child node Create sibling node 		
	<u>O</u> K <u>C</u> ancel		

The 'Insert hyperlink to new node' dialog, which appears next, gives you the choice of creating a sibling node or a child node.

In case you do not fill in the 'link title' field in this dialog, TreePad assumes that you want the hyperlink text to be the same as the title of the new node.

To have the selected article text transferred into the new node as well, check 'move to new node'. Enabling 'copy to new node' results in a copy of the selected article text to be transferred into the new node (leaving the selected article text intact).

If no text is selected in the article, the article of the new node will be empty; no text is transferred.

Inserting a hyperlink to a previous node

Inserting a hyperlink to the previous node

(TreePad Business Edition only) (Advanced mode only)

This function inserts a hyperlink into the article to the node you previously visited (which means: the previous node in history list).

To insert a hyperlink to the previous node Click Main menu / Insert / Link(s) to / Previous node

Inserting a hyperlink to an external node

Inserting a hyperlink to an external node

An external node is a node inside another TreePad file. To create a link to an external node you first need to know the ID of the target node.

Step 1

To determine the ID, open the TreePad file containing the target node, select the target node, and open the node properties screen (menu/tree/node properties). You can find the node ID in the tab 'stamp' in node properties screen.

Step 2

To create a link to an external node, click **menu/insert/hyperInk**, select linktype ' file/directory', click the button 'find file' to get the path to the file (or type the path manually if you wish).

Step 3

Finally, append a question mark to the path of the file followed by the ID of the external node and press 'OK'.

Example

An example an URL pointing to an external TreePad node is:

c:\program files\TreePadBiz\example.tpd?48

This URL points to the node with ID = 48 inside the file 'example.hjt'

Inserting a hyperlink to an external anchor

Inserting a hyperlink to an external anchor

An anchor is a tag marking a location or position inside an article. An **external anchor** is an anchor inside an article in **another** TreePad file. To create a link to an external article you first need to know the ID of the node containing the target article, as well as the name of the target anchor.

Step 1

To determine the ID of the node containing the external article, open the TreePad file containing the target article, select the node of the target article, and open the node properties screen (menu/tree/node properties). You can find the node ID in the tab 'stamp' in node properties screen.

Step 2

To find the anchor name, there are several methods:

(1) Click menu/navigate/goto anchor to find the anchor you want to link to in the list of anchors.
 (2) Alternatively, enable the visibility of anchors using the article display options in the options screen (menu/view/options). Then, after closing the options screen, scroll the article until you see the specified anchor.

Step 3

In the TreePad file you want to modify, to create a link to an external node, click **menu/insert/hyperInk**, select linktype ' file/directory', click the button 'find file' to get the path to the file (or type the path manually if you wish).

Step 4

Append a question mark to the path of the file followed by the ID of the external node containing the article, finally append a '#' with the name of the anchor, and click OK.

Example

c:\program files\TreePadBiz\example.tpd?48#my_second_paragraph

This URL points to the anchor my_second_paragraph in the article of the node with ID = 48 inside the file 'example.hjt'

Auto-detecting hyperlinks

Auto-detecting WWW hyperlinks

You can enable '**auto-detect hyperlinks**' in the options screen, category '**article/hyperlinks**'. When this option is enabled, a link to a Webpage (http), which you paste from the clipboard into

the article will be automatically converted to an underlined (active) hyperlink. If the article is in 'plain text' format, it will be automatically converted to Rich Text format.

Automatic conversion of WWW hyperlinks

Automatic conversion of WWW hyperlinks

To automatically convert plain text hyperlinks to underlined links these you can use (avanced mode):

menu/format/convert/selected plain text hyperlink to underlined type menu/format/convert/all plain text hyperlinks to underlined type

See also Copying and pasting hyperlinks.

Links containing Windows commands

Links containing Windows commands

To insert a link ot this type into the article, choose 'command' as link type in the insert hyperlink dialog (menu/insert/hyperlink). Then fill in the fields 'command' and 'parameters'. This type of link is very similar to a file hyperlink but gives you much more flexibility in the area of command-line parameters. You can even start and stop Windows NT/2000/XP services through the Windows NET command.

Example for **Windows NT, 200 and XP:** This link below opens a DOS box with parameter '/?': cmd /?

On **Windows 95, 98 and ME** this link opens a DOS box with parameter '/?': command /?

On how to start and stop services with TreePad, please see: Windows services: starting and stopping

Windows services: starting and stopping

Windows services: starting and stopping

TreePad's command hyperlinks can even be used to start and stop operating-system services on **Windows NT**, **2000 and XP** through the Windows NET command.

Starting a service Specify 'net' as **command** and 'start [service name]' as **parameters**. Example: net start themes which starts the 'themes' service on **Windows 2000 and XP**.

Stopping a service Specify 'net' as **command** and 'stop [service name]' as **parameters**. Example: net stop themes which stops the 'themes' service on **Windows 2000 and XP**.

Hyperlinks and the Accessory Pane

Hyperlinks and the accessory pane

Inserting a list of search results* Inserting a list of bookmarks* Inserting the history list* Hyperlinks to nodes in accessory pane

Inserting a list of search results*

Inserting a list of search results into the article*

(TreePad Business Edition only)

Search results can be inserted as a list of underlined node hyperlinks into the article. See Saving search results for more information.

* cross-reference only

Inserting a list of bookmarks*

Inserting a list of bookmarks into the article*

(TreePad Business Edition only)

The entire list of bookmarks can be inserted into the article as a list of underlined hyperlinks. See The Bookmarks pane for more information

* cross-reference only

Inserting the history list*

Inserting the history list*

(TreePad Business Edition only)

The history list can be inserted as a group of hyperlinks into the article. See History pane for more information.

* cross-reference only

Hyperlinks to nodes in accessory pane

Creating node-hyperlinks using the accessory pane

(Option unique to Business Edition) (Advanced mode only)

To insert hyperlinks to one or more selected nodes in the Accessory pane (search results, bookmarks, or history)

- Click Menu: Insert / Link(s) to / Selected item in accessory pane or
- Press Shift+Ctrl+N.

This command inserts into the current article, at the article cursor position, one or more hyperlinks to the currently selected node(s) in any member pane of the Accessory pane that displays a list of nodes (currently **Bookmarks**, **History**, **Search Results**). This is a quick way to create cross-reference hyperlinks.

The procedure is as follows:

- 1. Select one or more items in the Accessory pane (this can be: Search results, Bookmarks or History). To select multiple items just hold down the shift or ctrl key while clicking the items with your left mouse button.
- 2. Now click inside the Article pane to move the focus there and position the article cursor where the link is to be created.
- 3. Click: Menu: Insert/Link(s) to/Selected items in accessory pane (or press Shift+Ctrl+N) to paste the hyperlink into the article.

Note: For this command to work, the Bookmarks, History or Search Results pane must be visible.

See also Hyperlink hints and tips.

Special hyperlink functions

Inserting a hyperlink to a new node Inserting a hyperlink to a previous node Inserting a hyperlink to an external node

Inserting multiple hyperlinks

Hyperlinks to one or more files See Inserting multiple hyperlinks to files

Hyperlinks to all nodes in a subtree (one or all levels deep) See Inserting a table of contents

Creating image hyperlinks

Creating image hyperlinks

An image hyperlink is an image which contains a hyperlink. The hyperlink can be activated (or 'followed') by double-clicking on the image.

To create an image hyperlink, first click on the image with your mouse (to select it), then click **menu/edit/hyperlink**, or **menu/insert/hyperlink**. These dialogs are explained in Creating underlined hyperlinks.

To edit an existing image hyperlink, first click on the image with the mouse, and click **menu/edit/hyperlink**.

For the most part, image hyperlinks function in exactly the same way as underlined hyperlinks.

Note: In case have set your options to activate hyperlinks by single click, to edit an image hyperlink, just right-click on the image first, then press the 'escape' key (to hide the context menu).

Creating plain text hyperlinks

Creating plain text hyperlinks

Pain text hyperlinks are more primitive than underlined hyperlinks. It is recommended to always use underlined hyperlinks, unless you prefer your articles to contain plain text only.

Note: In the program and manual, "Inserting" a hyperlink means the same as creating a hyperlink, i.e., inserting a new hyperlink into the article. It does not mean pasting in an existing hyperlink, unless explicitly mentioned.

Linking to an internal node using node path

Here is a sample tree showing three plain text hyperlinks from the Root node to each of the three nodes:

	J.u. 100
⊡-Root NodeA Node_B Node C	node://Root/NodeA node://Root/Node_B ''node://Root/Node C''

The syntax (i.e. format) of a fully typed plain text hyperlink is the target type (node, file, web site, etc.), followed by the path to it, and finally the title of the target. Forward slashes (/) are used as delimiters, just as in Web addresses. E.g.,

node://[title of root node]/[title of node level 2]/[title of node level 3]/.../[title of node level n]

where 1, 2, 3,...,n are the sublevels of the tree that have to be traversed in order to reach the target node at sublevel n. The Root node is considered to be at level 1. In the previous example, n = 3.

If any of the node titles contains a <u>space</u>, the whole plain text hyperlink must be enclosed in double quotes so that TreePad can distinguish the boundaries of the hyperlink from surrounding text. Enclosing all plain text hyperlinks in double quotes is recommended but not obligatory.

As another example, these two plain text hyperlinks do not need to be enclosed in double quotes:

node://Root/NodeA node://Root/Node_B

However, when a space occurs in the name, double quotes are mandatory, as in "node://Root/Node C".

Plain text hyperlinks are intended for use in plain text articles and may not always work correctly if typed or pasted into articles containing rich text, due to the presence of hidden formatting symbols.

Try out a plain text hyperlink using node path syntax here.

Linking to an internal node using node ID The syntax of a hyperlink using just the node ID is:

idnode://[node ID]

where [node ID] is the target node's ID number which you can discover by opening its Node properties window.

This hyperlink format will be displayed after the link text (node caption) if you accidentally convert an article containing underlined node hyperlinks to plain text! It is the least informative or reliable and is not intended as a substitute for a full plain text hyperlink, so is not recommended.

Linking to a file

file://c:\windows\notepad.exe

Linking to a Web site

http://www.freebyte.com

Linking to an email address

mailto:software@freebyte.com

Linking to an ftp server

ftp://ftp.compaq.com/pub/

Try out examples of these plain text hyperlinks here.

Pasting in a plain text hyperlink from TreePad Lite

If you are also using TreePad Lite, you can paste in a plain text hyperlink from a file created by this program.

Updating plain text hyperlinks

If the target node is relocated, plain text hyperlinks to it will need to be edited to remain valid, since the text hyperlink to that node contains absolute information on the node position in the tree.

Plain text hyperlink examples

PLAIN TEXT HYPERLINK EXAMPLES

For all the examples below, highlight the whole plain-text hyperlink to select it, then click the "Follow hyperlink" toolbutton or press Ctrl+H.

LINKING TO AN INTERNAL NODE USING NODE PATH

"node://TreePad manual/TreePad Reference/Hyperlinks/Creating hyperlinks/Creating plain text hyperlinks"

LINKING TO A FILE (the links below will only function if the file is present on your system, and on that exact location)

"file://C:\Program Files\Common Files\Microsoft Shared\MSInfo\msinfo32.exe" file://c:\windows\notepad.exe

LINKING TO A NODE USING NODE ID

idnode://1071

LINKING TO AN ANCHOR INSIDE THE ARTICLE

An anchor is a marker which can be placed anywhere in a TreePad article. Anchors can be linked to. An anchor is by default not visible, but you can show article anchors using 'article display options' in the options screen.

To activate the plain-text link below, highlight the text '#anch1' below, then click menu/navigate/follow hyperlink or press ctrl+H

#anch1

After activating this hyperlink, notice that the cursor has moved to the bottom part of this article.

LINKING TO A WEB SITE

http://www.freebyte.com

LINKING TO AN EMAIL ADDRESS

mailto:software@freebyte.com

LINKING TO AN FTP SERVER

ftp://ftp.compaq.com/pub/

This line is needed to illustrate the anchor link above. Anchor placed here.

Activating (following) hyperlinks

Activating (following) hyperlinks

To activate an underlined hyperlink

Method 1:

Double-click or **single-click** it, depending on which option you selected in *Main menu / View / Options / Hyperlinks* (double-click is the default).

Method 2:

Press Ctrl+H on the keyboard if the text cursor is inside the hyperlink.

Method 3:

Click the **Follow hyperlink** toolbutton swhen the text cursor is inside the hyperlink.

Click here to practise activating underlined hyperlinks. Click the **Go to previous node in history list** toolbutton on the **Navigate** toolbar, or press **Alt+Left**, to return to this article.

To activate a plain text hyperlink

Method 1:

First highlight all the link text (e.g. http://www.freebyte.com), then:

- a) Press Ctrl+H on the keyboard while the selection is visible; or
- b) click the **Follow hyperlink** toolbutton 🛸 ; or
- c) Click Main menu / Navigate / Follow hyperlink.

Method 2:

Click anywhere on the link text to focus on it, then select (a), (b) or (c) as in Method 1.

Method 1 is the preferred method as it is most reliable. Method 2 may fail if the link contains spaces while the link is not enclosed by double quotes.

Click here to practise activating plain text hyperlinks. Click the **Go to previous node in history list** toolbutton on the **Navigate** toolbar, or press **Alt+Left**, to return to this article.

See also: Shell functions for file hyperlinks

Shell functions for file hyperlinks

Shell functions for file hyperlinks

Right-clicking on an underlined file hyperlink in TreePad will open a menu with the following Windows shell functions:

- open file: opens the file using the default program associated with that file type (by Windows)
- edit file: opens the file in the editor associated with that file type (by Windows)
- open with: opens the Windows 'open with...' dialog for the file
- **properties:** opens the standard Windows 'properties' dialog for the file
- print file: prints the file using the designated print-program for that file type
- explore folder: opens the Windows Explorer in the folder of the file

and the non-shell function

• edit hyperlink: opens the TreePad 'hyperlink properties' screen

Opening a linked TreePad file in a new instance*

Opening a linked TreePad file in a new instance*

See: Opening a file in a new instance of TreePad

* cross-reference only

Modifying hyperlinks

Modifying hyperlinks

Using the Insert/edit hyperlink window Changing the link text Changing the link target Editing hyperlinks directly Converting hyperlinks Re-linking hyperlinks

Using the Insert/edit hyperlink window

Using the Insert/edit hyperlink window

(This article applies only to underlined hyperlinks. To modify plain text hyperlinks, see Editing hyperlinks directly.)
An underlined hyperlink to an internal TreePad node is neither absolute nor relative, but is determined by the ID of its target node, which stays constant no matter where the node is moved. Thus, even if the target node is moved elsewhere in the tree, an underlined hyperlink to that node will remain valid. This is one of the most powerful features of TreePad.

To modify an existing underlined hyperlink

Position the article cursor anywhere on the hyperlink, then

- · Click Main menu / Insert / Hyperlink (Advanced mode only); or
- · Click *Main menu / Edit / Hyperlink* (Advanced mode only); or
- · Click Tree context menu / Insert/edit hyperlink (Advanced mode only); or
- Click the Insert/edit hyperlink toolbutton on the Article edit toolbar (Advanced mode only); or
- Press Ctrl+Shift+H.

Sthe Insert/edit hyperlink toolbutton

Notice that this procedure is exactly the same as for creating underlined hyperlinks. The only difference is that the dialog window now has the title **Hyperlink properties**.

Modifying a hyperlink

There are two things you can change in a hyperlink: the <u>link text</u> (the link name, i.e. the wording of the link as it appears on the Article pane), and the <u>link target</u> (node, file, etc.) to which the link points.

Changing the link text Changing the link target

Changing the link text

Changing the link text

You can do one of three things.

- A) If the link text matches the node name (node title or caption), you can change the link text to something else.
- B) If the link text does not match the node name, you can change it to some other name which also does not match the node name.
- C) If the link text does not match the node name, you can change it to match the node name.

A) Changing a matching link text to something else

(For this example, we created a hyperlink to a node named "Modifying hyperlinks" and gave the link the same name as the target node.)

On opening the Hyperlink properties window, the <u>current name</u> of the link text will appear in the **Link text** field. If TreePad detects that the link text <u>matches</u> that of the target node, the link text will appear faintly in the disabled Link text field as in Figure 1 below.

Custom link text		Please use this text of the link
Link text	Мос	lifying hyperlinks
Fig	ure 1	

To edit the link title, click the **Custom link text** box to enable editing in the **Link text** field, as shown in Figure 2.

Custom link text	•	Please use this text of the link				
Link text	Мос	lifying hyperlinks				

Figure 2

Edit the link text or delete it and paste in another name using standard text editing commands, then click OK to close the box.

B) Changing a non-matching link text without matching it

If TreePad is called to modify a hyperlink whose link text already <u>differs</u> from that of the target node, the Link text field will be enabled for editing when the Hyperlink properties window opens, as in Figure 3. (In this case we had previously amended the Link text to "Modifying my hyperlinks".

Custom link text	2	Please use this op text of the link you				
Link text	Mod	lifying my hyperlinks				



Edit the link text as for case (A) above, then click OK to close the box.

C) Changing a non-matching link text to match the node name

From the **Link text** enabled stage reached in Figures 2 and 3, untick the **Custom link text** box. The Link text box will be disabled (Figure 4) as in Figure 1, but this time no link text will appear.

Custom link text	Γ	Please use this text of the link
Link text		

Figure 4

Clicking the Custom link text box will have no effect when this stage is reached. Click OK to close the window and the link text will now match that of the target node. To edit the link text again, reopen the Hyperlink properties window and the Link text field should appear as in Figure 1.

Changing the link target

Changing the link target

Using the Insert/edit hyperlink window to change the link target

In this example the focus is on Node A's article, which contains a link to Node B. We will change the target from Node B to Node C. Create a small test file to try this out yourself.





Right-click on the <u>Node B</u> hyperlink, then click **Insert/edit hyperlink** to open the **Hyperlink properties** window. Make sure **NODE** is selected as the **Link** type, then click **Find node...** to open the **Select tree node** window.



As we expect, the focus is on Node A, the current node. Click Node C to make it the new target.



At this point we can:

- 1. Make the link text match the new target node title; or
- 2. Make the link text different.

1. Make the link text match the new target node title

The quickest method is to click the **OK all screens** button at the bottom of the **Select tree node** screen; this will take you straight back to the article with the link text matching the name of the new target.



An alternative method is to click the **OK** button instead, which will take you back to the **Hyperlink properties** window.

Link <u>a</u> ddress	node://	/Root node/Node C
[Find <u>r</u>	jode)
C <u>u</u> stom link text		Please use this option text of the link yourself
Link te <u>x</u> t	Nod	eC

Fig. 5

Click the **OK** button at the bottom of this window to return you to the article, with the new link created as in Fig. 4. Although this requires one extra click, taking this route enables you to edit the link text, as we will see next.

2. Make the link text different

If you want to retain the original link text, first save it to the Windows Clipboard using the Copy link text command. From the stage you reached in Fig. 3, click **OK** to return to the to the **Hyperlink properties** window as in Fig. 5. Click the **Custom link text** checkbox to enable the **Link text** field, and either paste in the original link text (saved as above) by pressing **Ctrl+V**, or edit the link text to your liking.

Link <u>a</u> ddress	node://	/Root node/Node C
I	Find <u>n</u>	jode
C <u>u</u> stom link text	N	Please use this opti- text of the link yours
Link te <u>x</u> t	New	target

Fig. 6

When finished, click **OK** to return to the article.





Similar principles apply to changing the targets of other link types.

Notes:

- 1. If at the stage of Fig. 6 you uncheck then re-check the Custom link text checkbox, the Link text field will be blank, i.e., any link text you type is not remembered, unfortunately. You will need to type or paste it in again.
- 2.
- 3. If the original link text is <u>different</u> from the original target node title, on opening the Hyperlink properties window the Link text field will be enabled, displaying the (customized) link text, which will <u>not</u> change if the link target is changed. However, if the original link text <u>matches</u> the original target node title, changing the link target will by default change the link text to match, unless the Custom link text box is checked to allow editing. This avoids the confusing situation where a link named after one node actually points to another.

Handy hint: Here's a quick way to change a link's target node while retaining the original link text but bypassing the **Select tree node** screen (which in a large tree can require many clicks to reach your target node).

Let's say that in the above tree we created a link in Node A's article to Node B and named it **My** target. We now wish to re-link to Node C but retain this link text.

Highlight the original link (**My target**) by dragging the mouse cursor across it, then press **Ctrl+X** to Cut the link to the Windows Clipboard and clear space for the replacement link.

Use a faster method to create the replacement link, such as **Shift+Ctrl+Click** (see Using the mouse to create links to nodes). The new link will naturally be named **Node C**.

Right-click the new link and select **Insert/edit hyperlink** to open the **Hyperlink properties** window. Click the **Custom link text** box and press **Ctrl+V** to paste the original link into the **Link text** field, which should now look similar to this:

Link <u>a</u> ddress	Root node/Node C					
	Find node					
C <u>u</u> stom link text	শ	Please use this op text of the link you				
Link te <u>x</u> t	My	targetidnode://57				

Fig. 8

Now press the **Backspace** key until only the original link text remains.

C <u>u</u> stom link text	•	Please u text of th
Link te <u>x</u> t	My t	arget



Finally, click OK to save this as the link text for the new link, which points to Node C.



Fig. 10

Editing hyperlinks directly

Editing hyperlinks directly

Plain text hyperlinks

Plain text hyperlinks (e.g., http://www.freebyte.com) are modified by editing their URL address.

Underlined hyperlinks

If you need to modify the hyperlink's <u>target</u>, you will need to use the **Insert/edit hyperlink** window dialog. See Using the Insert/edit hyperlink window.

However, if all you want to do is modify the hyperlink's <u>name</u> as it appears in the article, you may simply edit it just like any other article text! You can even paste text *into* it. Of course, the text might not look anything like a hyperlink at first, but this can be remedied using Copy special and Paste special to transfer the formatting. Don't replace all the hyperlink with pasted text or it will destroy it completely! Here's a demonstration:

Hyperlinks We just created a hyperlink to this chapter heading.

My hyperlinks Move cursor to left end of hyperlink and type "My". Replace "H" with "h". My best hyperlinks Copy and paste the word "best", using the cursor keys. Note that the cursor does not become a pointing hand when positioned over "best", and that "My" is an invalid hyperlink. (Note: this has been faked in the demonstration above to avoid creating an invalid hyperlink, but you should verify this using a test file.)

My best hyperlinks Fix that by copying and pasting the formatting. Now the whole link works!

Alternatively, you can use the **Insert/edit hyperlink** window dialog to modify the hyperlink's name by ticking the **Custom link text** box and editing the **Link text** field. See Using the Insert/edit hyperlink window.

Converting hyperlinks

Converting hyperlinks

To convert one plain text hyperlink to underlined hyperlink

(Advanced mode only)

· Click Main menu / Format / Convert/ Selected plain text hyperlink to underlined type.

To convert all plain text hyperlinks to underlined hyperlinks

(Advanced mode only)

· Click Main menu / Format / Convert / All plain text hyperlinks to underlined type.

Note that plain text hyperlinks containing spaces, or hyperlinks to non-existing or deleted nodes will not be converted!

To convert underlined hyperlinks to plain text

(Basic and Advanced modes)

- · Click Main menu / Format / Convert / to plain text; or
- · Click Article context menu / Convert / to plain text.

All underlined hyperlinks, as well as all other formatting in the article, will be converted to plain text. For further details see Reversing, removing and converting formatting.

Re-linking hyperlinks

Re-linking hyperlinks

When is re-linking required?

TreePad's hyperlinking mechanism is extremely versatile. For instance, you can move a node or even an entire subtree to any location inside a database (e.g. by using drag-and-drop, tree copy/paste, cursor keys or menu/tree/move), all hyperlinks to nodes will remain valid! Still, it is possible that one or more links to a node have become invalid after having deleted that node. In that case you can relink such an invalid hyperlink by clicking on it with the mouse, then change it with **menu/edit/hyperlink** or simply delete it.

See also: Cutting/Copying/Pasting nodes and subtrees Moving nodes and subtrees

Copying and pasting hyperlinks

Copying and pasting hyperlinks

1. Copy and paste the whole link

To copy and paste the whole link, highlight the link from beginning to end, copy it by pressing **Ctrl+C** and paste it by pressing **Ctrl+V**. This will work for both underlined and plain text hyperlinks. (Caution - do not use **Shift+Ctrl+C** to copy underlined hyperlinks as these are in Rich Text Format.)

2. Copy and paste the node address as a hyperlink (Advanced mode only)

To copy node address from Tree pane

- · Click Main menu / Tree / Copy / Node as hyperlink; or
- · Click Tree context menu / Copy / Node as hyperlink; or
- Press **Shift+Alt+K**. (hyperlinK)

This copies the address of the currently selected node as a hyperlink.

(Advanced mode only)

To paste saved node address into article

- Click Main menu / Edit / Paste special / Paste node as hyperlink; or
- Click Article context menu / Paste special / Paste node as hyperlink; or
- Press Shift+Alt+P.

This pastes the saved address into the article as an underlined hyperlink.

Note: Using Ctrl+V will not work here since the Windows Clipboard is not used to store the

address! It will also not work between concurrent instances of TreePad.

Both methods 1 and 2 offer a quick way to select a node from the tree and place a link to it in your article, bypassing the **Insert hyperlink** window. Method 1 is quickest if you want to create a single hyperlink. Method 2 requires a little more user effort but allows you to paste the hyperlink as many times as you need. This is useful if you wish to create multiple hyperlinks to the same node, e.g. in different articles.

(Advanced mode only)

3. Copy and paste only the link address

Article context menu / Copy special / Copy shortcut copies a hyperlink address to the Windows Clipboard.

This is handy for extracting the address from a hyperlink to anything <u>other than an internal</u> <u>node</u>, i.e., an external address such as a file/directory, WWW, e-mail, newsgroup, FTP, or userdefined link. This address can then be pasted into the address field of a browser (using *Main menu / Edit / Paste* or by pressing Ctrl+V), or into the Link address field of the Insert/edit hyperlink window by clicking the **Paste link** button (or by selecting the above field and pressing Ctrl+V). Note that this field is disabled if the Link type is NODE, so this feature cannot be applied here.

Thus you can use this function:

1) To change the target of an existing hyperlink to a file or WWW site without affecting the name you chose for it in the Link name field.

2) To extract and paste the link address into another program or text file, bypassing the **Insert/edit hyperlink** window.

(Advanced mode only)

4. Copy and paste only the title of the link

Article context menu / Copy special / Copy link text copies the link title to the Windows Clipboard.

This saves a lot of typing if you wish to give a node a title that is already the name of an existing hyperlink.

5. Copy a Web page address from a browser and paste as an underlined hyperlink

When **auto-paste** is enabled in the options screen (category 'article/hyperlinks', option 'autodetect hyperlinks', any hyperlink you paste into the article will automatically be donverted into an underlined (active) hyperlink. If this option is not enabled, you need to click *Insert/edit hyperlink* and create a new WWW link, pasting in the text. See also Automatic conversion of WWW hyperlinks.

Note that the reverse is already available, i.e., you can extract and paste the text of an underlined hyperlink using the *Copy shortcut* command as described above.

Relative hyperlinks

Relative hyperlinks

Links to files and directories can be relative. Just enable the 'store relative path' checkbox in the hyperlink dialog. Relative hyperlinks are always relative to the location current TreePad file.

The advantage of *relative links* over *absolute links* is that if you keep all your TreePad and other linked files within one large directory (folder), you can move the folder anywhere within your main directory tree and not have to worry about updating all hyperlinks to other files, since their filepath relative to each other remains the same.

For example, FileA's full filepath might be C:\Old\FileA.tpd and FileB's full filepath C:\Old\Sub\FileB.tpd. An absolute link from A to B would show B's location as C:\Old\Sub\FileB.tpd and vice versa for B to A. However, if these links were relative, A "sees" B as located at Sub\FileB.tpd and B "sees" A as located at ..\FileA.tpd. So, if both files were moved from C:\Old to C:\New, the absolute filepaths would have to be edited to change Old to New, but the relative filepaths would not require this.

Launching other programs

Launching other programs

When the **Link type** in the **Insert hyperlink** window is **FILE/DIRECTORY**, this applies to <u>any</u> file, not just document files.

This means that TreePad can not only open a file that requires a specific application, but also the application <u>itself</u>. For example, you could use TreePad to:

- Run your favorite calendar/diary/alarm application to remind you when events fall due;
- Run your image viewer or editor to help you select images to paste into your application;
- Run a batch file or script which can then run multiple programs for you in the background.

In effect, you can use TreePad to call any application that does not conflict with TreePad or compete for its files. This would exclude a backup program that backs up TreePad files, for example.

Creating a link to an application

- <u>Method 1</u>: Open the **Insert hyperlink** window, click **Find file** and select the target application, which usually has an .exe or .com extension. This is the orthodox approach.
- •
- Method 2: Right-click a Windows shortcut to the application (often found on the Windows Desktop or in Start menu / Programs), click on Properties, then copy the contents of the Target: field to the Windows Clipboard by highlighting it and pressing Ctrl+C. Paste this into the Link address field of the Insert hyperlink window. If you are unsure whether to enclose the shortcut in double quotes or add any command line parameters, an existing shortcut may help you here!

For example, clicking the hyperlink below will open the Windows calculator: (All hyperlinks to applications in this article assume they are located in C:\WINDOWS. If you have installed Windows elsewhere, you will need to edit the hyperlink to make it work.)

CALC.EXE

If you miss the nice icons as displayed on the Desktop, it is a simple matter to create a table to hold both icon and link, like this:

	Notepad	Add comments here
	Calculator	Add comments here
etc.		

When you are satisfied with the appearance, hide the table borders:

Ē	Notepad	Add comments here
	Calculator	Add comments here

etc.

You will probably need to use an <u>lcon extractor</u> to extract the icon from within the program. Several freeware applications of this kind are available. You may also want to use other applications to reduce the size of these icons.

There is no reason why you cannot create a hyperlink to a <u>Windows shortcut</u> to an application, rather than the actual application. Although this creates an extra step in running the program, it may be advantageous if you keep all such shortcuts in a folder which always bears the same relative path to your TreePad file, or if you know that the shortcut contains tricky extra parameters but always works!

There is a lot to be said for using TreePad as an application launcher rather than the Windows Start menu, Windows desktop or an external program launcher or menu program. The Windows Start menu / Programs menu can become very long after a while. The Windows Desktop fills up very quickly and cannot easily be compartmented. External program launchers use up extra memory and resources, just when you need them for the program you wish to launch. If you have installed a large number of programs, TreePad makes it easy to search for the one you want either using the **Search tree** command or well-organized hyperlinks. In fact, you can even create <u>cross-references</u> to the article containing the program shortcut, something few programs do. For example, you might add keywords describing the program next to the link that calls it, to help **Search tree** locate it. Or you could create cross-references (using hyperlinks) in other articles to the article with the actual program link.

If you set Windows to run TreePad on startup, you can make it your base. If you backup your TreePad files regularly, a file like this will provide a record of which programs were installed in the event of a disk failure or virus attack. And you can also add other information, such as configuration parameters or program peculiarities, to assist you should you need to reinstall the program.

See also Links containing Windows commands

Hyperlink hints and tips

Hyperlink hints and tips

Create hyperlinks quickly

Without a doubt, the quickest way to create a hyperlink now is to bypass the Insert/edit hyperlink dialog box and use the mouse. There are two disadvantages, however. The first is that since you cannot change the currently selected node, you cannot inspect the target's article to make sure it is the correct one. The second is that you can only create one new link at a time. The solution to both of these problems is to use the command pair Copy / Node hyperlink address and Paste node hyperlink. See Copying and pasting hyperlinks. These commands allow you to store a copied link and paste it into multiple articles.

Double-click or single-click to follow an underlined hyperlink?

Double-clicking can be tiring so you should try out the single-click option (see Activating hyperlinks) even though it may feel a bit strange at first. If you choose single-click, you have to be a little more careful when editing around the link as you may set it off! There is no risk of this happening (and editing can be more precise) if you use the cursor keys to edit when near hyperlinks.

Being able to both edit text and activate hyperlinks in the same window is a powerful feature of TreePad.

Add emphasis to hyperlinks

You can't change the blue underlined appearance of hyperlink text, but you can make it stand out by:

- Adding boldfacing, e.g. Hyperlinks
- Adding italics, e.g. Hyperlinks
- Changing the blue underline from continuous to broken by highlighting the link and clicking the Underline toolbutton or pressing Ctrl+U, e.g. Hyperlinks
- Changing the font face, e.g., Hyperlinks
- Changing the font size, e.g., Hyperlinks

Modifying the background color, e.g., Hyperlinks . You can also make hyperlinks strikethrough, ^{superscript} or _{subscript}.

You can also add special emphasis within a hyperlink by accenting only part of it.

Use hyperlinks to create your headings like this

This can look attractive in places like tables of contents, where each heading is a hyperlink leading to the main article. But be consistent. Don't mix hyperlink and non-hyperlink headings in the same article. See Indenting lines and paragraphs for an example of this.

Converting text to an embedded hyperlink (contextual hyperlinks)

Text containing a hyperlink will often read more smoothly if you modify the link text to embed the link neatly into the rest of the text. E.g.

Before:

"There are many tricks you can use with hyperlinks. See Hyperlink hints and tips."

After:

"There are many tricks you can use with hyperlinks."

Here is a quick way to do this:

- 1. Highlight the word "tricks".
- 2. Press **Ctrl+C** to copy this text.
- 3. Click the **Insert/edit hyperlink** icon while "tricks" is still highlighted.
- 4. Backspace in the **Link text** field to delete the existing title.
- 5. Press Ctrl+V to paste in "tricks".
- 6. Click OK to close the window and the original word will be replaced with a hyperlink of the same name.

Note: Since the link text of contextual hyperlinks is likely to differ from the name of the target node, such links will be harder to locate when you wish to re-link them since the exact name of the target node cannot be used as a search string. For ease of use it may be better to accept the node name as the link name in most cases.

Move link target nodes closer to the link creation node

If you plan to create a number of hyperlinks to nodes in a subtree buried several levels down, temporarily move the whole subtree to the top level, create your links, then restore its original position. By doing this, you avoid having to "drill down" several levels <u>each</u> time you open the Insert Hyperlink window, which shows only the topmost tree level.

Don't overdo hyperlinks

Each hyperlink you add to an article adds one more link to be maintained. Try to confine hyperlinks to one area of the article, say at the top or bottom, and insert only essential contextual hyperlinks (see above). Always try to imagine yourself as another user navigating your file. Too many disorganized hyperlinks may result in the user becoming lost in the file! And, in six months time, that lost user could be you. Try navigating using hyperlinks alone by hiding the Tree pane (press **F12**) and see how easy it is to become confused!

Don't waste time backspacing over underlined hyperlinks to delete them

If you try backspacing over an underlined hyperlink to delete it and wonder why nothing seems to happen, this is because it will take you about 10 keypresses before the link starts to disappear, since you must first delete the hidden node ID characters. A quicker method is to highlight the visible link in one sweep, then press the **Delete** key.

Clicking on the ends of underlined hyperlinks

If you click on the left-hand edge of an underlined hyperlink (just to the left of the first letter visible), it will still be activated. Avoid clicking on the right hand edge; either nothing will happen, or TreePad will try to open a non-existent Web page. You may find this advice useful if you are navigating using just the cursor keys, particularly if you are using the **Ctrl** key in conjunction with them to skip from word to word.

Paste hyperlinks for temporary storage into a second TreePad file

See Keep another TreePad file handy as a clipboard.

Inserting plain text above hyperlinks

If you need to insert a line of text above a line commencing with a hyperlink, position your cursor at the end of the line above, not at the beginning of the line containing the hyperlink, before pressing Enter to create the new line.

E.g., we wish to insert the line "Line 2" between "Line 1" and Hyperlinks:

Line 1 Hyperlinks

If we position the cursor to the left of the H in Hyperlinks, then press Enter and type "Line 2", this is what will happen:

Line 1 Line 2 Hyperlinks

Line 2 appears blue and underlined, wrongly because it is not meant to be a hyperlink. However, it even behaves as a hyperlink to the same target as Hyperlinks, since it is actually part of the same hyperlink. This is a known issue which will be addressed as soon as possible. (Note: this has been faked in the demonstration above to avoid creating an invalid hyperlink, but you should verify this using a test file.)

To prevent this from happening, position the cursor to the right of the 1 in "Line 1", then press Enter and type:

Line 1 Line 2 Hyperlinks

This is now correct.

Use the Insert multiple hyperlinks feature to index downloaded Web pages

You've downloaded a number of web pages into one folder and want to display them quickly in turn. Click in the article where you would like your list of .html pages to be displayed and press **Shift+Ctrl+Alt+H**. Highlight the block of .html files by holding down **Shift+[cursor key]** (**Up** or **Down**, according to which way you want the highlight to progress), then click the Open button in the Windows dialog box to finish. You should end up with a list as in this example:

Steam locos 001-010.html
Steam locos 011-020.html
Steam locos 021-030.html
Steam locos 031-040.html
Steam locos 041-050.html

If you have set *Main menu / View / Options / Article / Hyperlinks* to "Activate hyperlinks and bookmarks by double-click" (the default), double-clicking a link will move the article cursor to the link where you clicked it (the "|" below), which also serves as a useful bookmark as you work your way down the list. If you changed the option to "Activate hyperlinks and bookmarks by single click", you should click to the right side of the link (see below) to re-position the article cursor before clicking the link, if you wish to use the cursor as a bookmark. Clicking to the left side of the link will activate the hyperlink.

Steam locos 021-030.html

Steam locos 021-030.html

Double-click

Single click

Inserting hyperlinks into table cells

For a further discussion of these issues, see Using tables as forms.

Insert hyperlinks into standard article templates

Each article in this manual's Index contains a hyperlink to the main INDEX page. This was done by creating a standard article template containing the Index page link, **Copying** it to the TreePad Clipboard then **Pasting** in a copy for each letter of the alphabet. This requires far less effort than inserting the same hyperlink into each index article afterwards! If frequent creation of forms is required, consider storing a copy of the template in the /Templates folder and use Insert special or an equivalent shortcut to insert it where required.

Use hyperlinks as superscripts and subscripts

See here for examples.

Finding all articles containing hyperlinks to a particular node

This can be really useful if you change your link text to match the article context rather than the name of the hyperlink. See Searching and replacing hints and tips.

Brighten up your index hyperlinks

Index hyperlinks don't have to be plain vanilla! See here for examples.

Reduce link maintenance by creating reverse hyperlinks

If you have created cross-references to a main topic using hyperlinks, it facilitates updating and maintenance of cross-references if you also create hyperlinks <u>from</u> the main topic to the cross-references.

Assume you are at Node A and wish to create a hyperlink to Node B, and then a hyperlink from Node B back to node A. Here is what to do. In addition to creating the hyperlink from A to B, select **Copy / Node hyperlink address** while in node A to save a copy of Node A's ID and node caption. (This does not require the Windows Clipboard). Having done this, follow the newly created hyperlink to node B. Then, selecting **Paste special / Paste node hyperlink**, paste the hyperlink to A in node B's article, then follow this link to return to node A.

Alternatively, TreePad Business Edition users can click *Main menu / Insert / Link(s) to / Selected node in accessory pane*, or press **Shift+Ctrl+N**, to insert a hyperlink into the article to a selected node in the Bookmarks, History or Search Results panes to create the reverse hyperlink required. This is very convenient. See Using the Insert menu for further details.

Brighten up index hyperlinks

Brighten up index hyperlinks

Although all underlined hyperlinks are currently blue text with no highlight color, they do not have to be this plain. Choose a suitable font face, size and highlight color. In addition, using *Insert/edit hyperlink*, add a space before and after each letter to make each easier to click, particularly narrow letters like **I**.

Feel free to copy any of these sets of index hyperlinks for your own files. All links have been set to point to the Root node (node ID = 1), so you will have to re-link each one according to each file into which it is inserted, and also re-insert leading trailing spaces, since TreePad's *Insert/edit hyperlink* function does not appreciate them!

Fig.1 shows the hyperlinks standing alone. The "#" link points to an index article containing only numbers and symbols.



Fig.1. Original hyperlinks.

In Fig.2 the links have been <u>copied</u> into a table in which the alignment of text in each <u>cell</u> has been set to <u>center</u>. (Use copy rather than cut, in case something goes wrong and you need to start again. Tables can be very unforgiving. To change all cells to central alignment, highlight the whole table and press **Ctrl+E** or click **Center**.) Note that the table was created with superfluous columns on either side. This is to preserve the equal spacing of the columns yet create the final effect of displacing the table slightly to the left (Fig.3). This was chosen to ensure that the whole index would still be easily visible if working in a smaller TreePad window. Hint: Since there is no automatic way of resizing remaining columns equally if a column is removed, it is better to allocate extra columns when creating the table, as has been done here.

#	Α	B	С	D	Ε	F		
G	H		J	K	L	Μ		
Ν	0	Ρ	Q	R	S	Т		
U	V	W	X	Υ	Ζ			

Fig.2. Same links inserted into a table.

Note also that the font size of blank rows has been reduced from 15 to 8 for a more pleasing effect. If you try this for yourself, always copy the table first, then make modifications to the copy, as it is often difficult to reverse changes made to a table. It is better at the end to delete all versions of your work except the most recent, than to make an irreversible mistake when you are nearly finished, and begin again!

The last step is to hide the borders of the table by highlighting the whole table (dragging the mouse) and clicking the *Hide borders* toolbutton. To redisplay the borders, highlight the table and click *Show borders*.



Fig.3. Same table with borders hidden.

Here are some different highlight colors, all belonging to the standard 16-color set. This was created by clicking the **Select table row** toolbutton to highlight one row at a time, then clicking **Set highlight color** to open the palette, and choosing a different color for that row.

#	Α	B	C	D	E	F		
G	H	l	J	K	L	M		
N	0	P	Q	R	S	Т		
U	V	W	X	Υ	Ζ			

Fig. 4

To reduce the intensity of these highlight colors, the palette was reopened for each row and **Define Custom Colors** clicked to open the extended 256-color palette. Each color was lightened, saved as a custom color, and pasted. (See Font and highlight color for a more detailed description of this control.) Note: 256-bit colors may appear as "moiré" patterns on some computer screens.





If the index articles that are the targets of these hyperlinks are likely to extend offscreen as the file grows, it may be more sensible to redesign the index to allow room for expansion, as below:

Α	B	Ca	D	E	F	G	Н	
		<mark>Cm</mark>						
	K		M	N	0	Pa	Q	
	<u> </u>		•••	<u></u>			<u>v</u>	
						Pm		
S	Т	U	V	W	X	Y	Z	
	J	A B J K S T	ABCaJKLJKU	ABCaDCmCmJKLMMSTU	ABCaDECmCmJKLMNSTVV	ABCaDEFCmCmCmCmCmCmJKLMNOSTUVWX	ABCaDEFGCmCmJKLMNOPaPmSTUVWXY	ABCaDEFGHCmCmJKLMNOPaQPm-STUVWXYZ

<u>Ca</u> and <u>Cm</u> stand for C(a-I) and C(m-z) respectively. Note that the table was created with left alignment, which should be more efficient than central alignment as it reduces mouse travel distance between tree and article panes. Furthermore, although the table could have been designed with the alphabet progressing vertically in columns rather than horizontally in rows, it seems easier to read it horizontally. Try it.

If this index grid is still too large, highlight each row in turn and reduce the font size.

Handy hint: Attempting to highlight a cell containing a hyperlink may be frustrating since the hyperlink's active field extends to the whole cell, not just the blue underlined part (Fig. 7a). Instead, click just <u>outside</u> the table (Fig. 7b) and you will notice that the cursor ends up inside the cell! Alternatively, just add an extra right-hand column as in Fig. 6



Hyperlinks FAQ and troubleshooter

Hyperlinks FAQ and troubleshooter

Clicking in whitespace under a hyperlink triggers the link

Q. How can I stop TreePad from activating a hyperlink when I click in the whitespace (empty space) underneath it?

A. This occurs when the hyperlink is at the end of the last line in the article (which obviously applies when it is the only text in the article!). To fix this known issue, go to the end of the last line and press Enter to create a blank line, making this the last line in the article. See Hyperlink hints and tips.

Text entered above hyperlink is blue and underlined

Q. My article commences with a hyperlink. After creating a blank line above it and entering text in that line, the text comes out blue and underlined, yet is not part of the link. How can I prevent this?

A. When you insert a blank line in front of a hyperlink it takes its formatting from the hyperlink. It is not a good idea to commence an article with a hyperlink in case you need to insert text above it later on. If you find yourself in this situation, either insert a space or some text to the left of the hyperlink and press Enter, or use **Copy special** / **Paste special** to change the formatting at the beginning of the article to that of the default text by copying this format from elsewhere in the article (or some other article).

If a hyperlink is to be the first or only object in an article it is best to insert three blank lines first,

then insert the hyperlink into the second one. In that way there will be a blank line with the default text format above and below. Also this will prevent the link from becoming the last object in the article, which will make whitespace beneath it part of the link too (see other hint in this article).

Pressing Tab key to indent hyperlink causes leading underline

Q. When I try indenting a line commencing with a hyperlink, the tab space is also underlined (see below). How can I prevent this?

Hyperlinks FAQ and troubleshooter Hyperlinks FAQ and troubleshooter

A. Use **Increase indentation** (**Ctrl+M**) instead, or commence the line without a hyperlink. See Using tabs to indent text.

Hyperlinks FAQ and troubleshooter Hyperlinks FAQ and troubleshooter

Previously working hyperlinks now found to be invalid

Q. I've suddenly discovered that a number of previously valid hyperlinks don't seem to work anymore. Why would this happen and how can I fix them?

A. A common cause of this is *deleting*, then *replacing* a node that is a target for one or more hyperlinks elsewhere. If you delete a node, then change your mind and restore it by creating a copy of it, what cannot be replaced is the node's original ID, since the replacement node is given a new ID¹.

To update the invalid links, use **Search / Tree** to find the articles containing the invalid links, **Search / Article** to locate them in the article, then change them one at a time. A kludge, but it works. See Modifying hyperlinks

Notes:

Well, you *could* click the invalid link to find out what ID it was searching for, and dig around in your TreePad file using a text editor until you found the new node's header, then changed the ID to the old one, but it's a whole lot easier at present to find and update the links to it!

Searching and replacing

Searching and replacing

Tree search

Standard tree search Advanced tree search Regular Expressions Options: Search Range Options: Miscellaneous Search Results pane Saving search results Article search and replace Article search only Article search and replace Article search and replace options Internet search Standard internet search Advanced internet search Wildcard searches Searching and replacing hints and tips Search/replace FAQ and troubleshooter

Tree search

Tree search

TreePad contains a powerful tree search engine.

- To open the Tree search window
- Press Ctrl+F when the tree has focus; or
- Press Shift+F11 when in either the Tree pane or the Article pane; or
- Click Main menu / Search / Tree; or
- Click Article context menu / Search / Tree; or
- Click **DraftPad⁴ context menu / Search / Tree**; or
- Click the **Search tree** toolbutton **M** on the **View toolbar**.

These search types are available:

- Standard tree search
- Advanced tree search (option unique to TreePad[™] Business Edition)
- Regular Expressions (option unique to TreePad[™] Business Edition)

To customize your search, such as changing the search range, case sensitivity or maximum number of rows returned, please see:

- Search Results pane
- Search Range

Search results, sorting search results, inserting search results, etc:

- Search Results pane
- Saving search results

Standard tree search

Standard tree search

Tree s	earch				
12 ite	ems found				
Stand	dard search	Advanced search	RegEx search	Search range	Misc options
Se	arch for:				
۲	items conta	aining all the words:			
0	items conta	aining at least one ol	the words:		
0	items conta	aining this exact phra	ase:		
	lose	Search <u>A</u> rticle			🙀 Search

Please note that the tabs 'advanced search' and 'regex search' are available in TreePad Business Edition only.

To perform a tree search, simly type the words you search for into the **search input text** field and click 'Search' or press 'Enter'.

To find the exact text you entered, activate the option 'items containing this exact phrase'. To find nodes/articles containing one or more of the words you entered, activate the option 'items containing at least one of the words'.

At the right hand end of the **search input text** field is a down arrow (inverted black triangle) which if clicked will display a drop-down list of previous search strings (the text searched for).

To the right of the input text field are three buttons in a row:

There functions are (from left to right): **Paste** (**Ctrl+V**) **Copy** (**Ctrl+C**) **Clear**

The button 'Search Article' will close this screen, and open the 'article-search' screen.

See also: Advanced tree search Regular Expressions Search Range Misc Options Search Results pane

Notes:

Typing in part of a word will find all words containing that sequence of letters. For example, typing "conver" will find "convert" and "conversion".

Advanced tree search

Advanced tree search

(option unique to TreePad[™] Business Edition)

i	free search			
	1 item found			
	Standard search	Advanced search	RegEx search Search range Misc options	
	Search for it	ems containing		
	all these words	:	treepad	
	at least one of the words:		paste copy cut	
	the exact phras	se:	easy to use	
	none of the words:			
	Close	Search <u>A</u> rticle	👫 Advanced Search	

The 'advanced search' screen allows **boolean searching**.

You can simultanously search for nodes/articles

- 4. which contain all of the words specified in the field 'all these words' and
- 5. which contain one or more of the words specified in the field 'at least one of the words' and
- 6. which contain the exact phrase or sentence in the field 'the exact phrase' and

7. and which do not contain any of the words in the field 'none of the words'.
8.
See also:
Regular Expressions
Search Range
Misc Options
Search Results pane

Notes:

- Empty fields are simply ignored. It is not mandatory to fill in all fields.
- This type of search is also called 'Boolean search', where (1) and (3) represent the boolean **AND** function, (2) represents the **OR** function and (4) the boolean **NOT** function.
- For altering the tree search range and other options, please see Search Range and Misc Options

Regular Expressions

Searching with Regular Expressions

(option unique to TreePad[™] Business Edition)

Tree search	
1 item found	
Standard search Advanced search RegEx search Search	range Misc options
Search with the following regular expression:	
For more information on regular expressions, you can click this More info button:	
<u>C</u> lose Search <u>A</u> rticle	💏 RegEx Search

For advanced users.

A regular expression is phrase or formula, representing a pattern. A regular expression allows you to search in an extremely flexible way for the occurrence of certain strings within articles and nodes.

An everyday example of a regular expression is the usage of the wildcard character * when searching for files.

For instance, when using the phrase *.txt during a file search, you have used a simple regular expression to locate text files.

In other words, in this example, the regular expression *.txt represents all files having a name ending in .txt.

Please note that regular expressions are case-sensitive by default.

For more information on regular expressions, introductions, tutorials, reference, please see www.treepad.com/support/regular_expressions/

See also: Advanced tree search Search Range Misc Options Search Results pane

Options: Search Range

Options: search range

Ţ	ree search
	200 items found
	Standard search Advanced search RegEx search Search range Misc options
	O I otal tree ✓ Nodes ✓ Articles
	◯ S <u>u</u> btree
	Limit search to checked articles and/or nodes only
	Close Search Article Article

You can choose to search the **entire tree** or only a **selected subtree**. If you select the latter, search will be limited to the subtree (root node and child nodes at all levels) of the node that has is currently selected in the Tree pane. This is a very useful way to save time and avoid being flooded with irrelevant results.

You can choose to search only **node titles**, only **article text**, or both, by checking the appropriate boxes.

If you are using TreePad Business Edition, you will see a checkbox enabling you to limit your search to only checkmarked nodes. This helps to narrow your search.

See also: Options: Miscellaneous

Options: Miscellaneous

Options: miscellaneous

Tree search
200 items found
Standard search Advanced search RegEx search Search range Misc options
Case sensitive search
200 Statimum number of rows in search result
Automatically hide this window after completing the search
Close Search Article Article

You can limit the maximum number of items which will be displayed in the Search Results pane through the field labelled "Maximum number of rows in search result".

You can make the **Tree search** window hide automatically at the end of each search, by ticking 'Automatically hide this window after completing the search'. Search results are displayed in the Search Results pane.

If you tick 'Case sensitive search', tree-search will be case sensitive.

See also: Options: Search Range

Search Results pane

Search Results pane

The results of a tree search are displayed in the Accessory pane when the search is completed, thus forming the **Search Results** pane. You can scroll up or down the list of nodes matching the search criteria using the cursor keys or vertical scrollbars. (If TreePad finds nothing, **Search Results** displays "No items found").

You can increase the relative size of this pane by dragging its top border upwards. Clicking a node on the list will immediately make that the current node. You can show/hide the pane by pressing **Ctrl+Alt+U** (Search Res**U**Its), or just close the pane by clicking the **Article** button (in the Article Button Bar) or pressing **Esc**.

Results are listed in the order in which they appear in the tree, so moving nodes up or down the tree or sorting the tree will affect the order in which they are displayed.

Sorting search results

You can sort search results on node name, location (article or node), and path by clicking on the corresponding column.

To close the Search Results pane

- · Click Main menu / View / Search results to uncheck it; or
- · Click the Article button on the Article Button Bar ; or
- Press Ctrl+Alt+U; or
- Press Ctrl+F9.; or
- Press Esc if the Search Results pane has focus

Notes

- 1. If you alter a node title in the tree which is also listed in **Search Results**, then close and reopen the **Search Results** pane, the original node title will automatically be updated.
- 2. If the **Search Results** pane does not reappear despite clicking its button in the Article Button Bar, it is possibly because the top of the pane has been dragged right down to the level of the **Status bar**. If this is so, moving the mouse cursor to the top border of the status bar will change it to a handle that you can click and drag back up:



Saving search results

Saving search results

Inserting search results into article

(TreePad Business Edition only)

You can insert the entire list of search results as node-hyperlinks into the article using **menu/insert/links to/search results**

Export search results

Through menu/file/export/search results one can export search result to a TreePad file

Article search and replace

Article search and replace

These functions are combined in the **Article search** window, which contains a **Search** tab and a **Search/replace** tab.

Article search only Article search and replace Article search and replace options

Article search only

Article search only

To access the article Search tab

- Press **Ctrl+F** when in the Article pane; or
- Press Shift+F12 when in either the Tree pane or the Article pane; or
- Click Main menu / Search / Article; or
- Click Article context menu / Search / Article; or
- Click the **Search article** toolbutton on the **View** toolbar.

Article search	
Search Search/replace	
Text to find:	
	Find first Find next (F3)
Search tree	Show options Close

Next to the Search for text: field are three buttons in a row:



These are, from left to right, **Paste** (**Ctrl+V**), **Copy** (**Ctrl+C**) and **Clear**. (Resting the mouse cursor on each for a second will display its title as a tooltip.) Below them are the **Find first** and **Find next** buttons.

To search for text within an article

- 1. Enter the text to be searched for in the 'Text to find' field
- Specify search options if needed by clicking the button Show options (see also Article search and replace options);
- 3. To find the <u>first</u> instance of a search string, click the **Find First** button. The first text matching this string will be highlighted in the article;
- 4. To find the <u>next</u> instance of this search string:
 - a) Click the Find Next button in the Article search window; or
 - b) Click Article context menu / Find next, or
 - c) Press F3.

Article search supports wildcard searches.

To extend the search to all articles in the tree

Click the **Search tree** button. This will close the **Article search** window, open the **Tree search** window and automatically replace any existing Tree search string with the Article search string.

Transferring Tree search to Article search

Having entered a search string in the **Search for text:** field in the Tree search window, clicking its **Search article** button will close the **Tree search** window, open the **Article search** window with the **Search** tab selected and automatically copy the search string to the **Search for text:** field in this window. Clicking **Find first** will instruct TreePad to search the current article for this string.

Notes:

- 1. To select a previous search string, click the small down arrow to the right of the Search for text: field will cause a drop-down list to appear, from which you can make a selection.
- 2. Article search will also stop at any <u>hidden</u> characters that match the search string, including node IDs contained in hyperlinks. See Searching and replacing hints and tips for an example of how to find all articles containing hyperlinks that point to a specific node.
- 3. You can change the font used in the search string window in the TreePad options screen (menu/view/options)
- 4.

Article search and replace

Article search and replace

This function allows you to search for one or more instances of the a specific string of

characters (termed a <u>search string</u>) within an article and replace none, some or all with another string of characters, termed the <u>replacement string</u>. For example, you might want to replace every instance of "Joe" with "Fred".

To access the article Search/replace tab

- Press Ctrl+F when in the Article pane and click the Search/replace tab; or
- Press Shift+F12 when in either the Tree pane or the Article pane and click the Search/replace tab; or
- · Click Main menu / Search / Article replace; or
- · Click Article context menu / Search / Article and click the Search/replace tab; or

Click the Article search and replace toolbutton on the View toolbar (Advanced mode only).

Article search	
Search Search/replace	1
Text to <u>f</u> ind:	
<u>R</u> eplace with:	
	Replace one Replace all
Search tree	Show options Close

To search for and replace text within an article

- Enter the text to be searched for in the **Text to find:** field by clicking in the field and typing it in, or, having previously copied it from somewhere else to the Windows Clipboard, clicking **Paste** or pressing **Ctrl+V** to paste it in;
- 2. Similarly, enter the text to replace it in the Replace with: field;
- 3. Specify different search options if needed by clicking the button **Show options** (see Article search and replace options);
- 4. Click **Replace one** or **Replace all** to replace the first occurrence or all occurrences of the search string;
- 5. Click **Close** to close the **Article search** window.

Article search/replace supports wildcard searches.

Notes:

- <u>Replacements cannot be reversed</u> using the article Undo function (Ctrl+Z)
- Clicking Search tree closes the Article search window and opens the Tree search window
- You can change the font used in the search string and replacement string in the TreePad options screen (menu/view/options)
- The Spelling checker can also be used to replace text in an article. This feature is unique to TreePad Business Edition.
- Currently **Search/replace** will also find and replace hidden characters such as node IDs which are not displayed in underlined hyperlinks but match the search string, potentially

causing invalid hyperlinks! This can be a good reason to leave the **Prompt on replace** box ticked.

Article search and replace options

Article search and replace options

To display these options, click the **Show options** button in the **Article search** window. This opens the options screen and changes the button to **Hide options**.

🗖 Case sensitive	🔲 Close dialog when done	Count replacements made
Find whole words only	Start from cursor position	Prompt on replace

The options are self-explanatory. The checks shown are the default settings.

Close dialog when done closes the **Article search** window at the end of each search or replacement.

Prompt on replace is often a wise precaution. As mentioned in Article search and replace, not checking this box may result in invalidation of hyperlinks..

Internet search

Internet search

(option unique to TreePad[™] Business Edition)

TreePad enables you to search various areas of the Internet through one convenient and powerful user interface. To open the Internet search window, please first make sure you are in advanced mode (menu/view/advanced mode), then click menu/search/search the Internet.

These search types are available: Standard internet search Advanced internet search

Internet search	×
Web search	
Standard search Advanced search Search Search for:	
alexander the great	
Close A Search	

Standard internet search

Standard Internet search (option unique to TreePad™ Business Edition)

Internet search	×
Web search	
Standard search Advanced search	
Search for:	
alexander the great 🗸 💽 🔁 🗙	
Close A Search	

To perform a Web search, simply type the words you want to search for into the **"search for"** field and click 'Search' or press 'Enter'.

Internet search		
	Web search 💌	
	Web search	
	Discussion groups: usenet search	
	News: search online	
	Images: search online	
	Dictionary: lookup online	
	Thesaurus: lookup online	

The selection box in the top part of the Internet search dialog enables the selection of the following search types:

- search the Web using Google.com
- search discussion groups (usenet) using Google.com
- search news and online newspapers using Google.com
- search for images using Google.com
- consult an online dictionary through Dictionary.com
- · consult an online thesaurus through Thesaurus.com

Advanced internet search

Internet search

(option unique to TreePad[™] Business Edition)

The 'advanced search' screen allows for **boolean Internet searching**.

The selection box in the top part of this dialog allows selection of the following search types¹:

- · search the Web using Google.com
- search discussion groups (usenet) using Google.com
- · search news and online newspapers using Google.com
- search for images using Google.com

Internet search			
Images: search online	<		
Standard search Advanced search			
Search for items containing			
all these words:	map mexico		
at least one of the words:	ipg		
the exact phrase:			
none of the words:	gif png bmp		
Close Advanced Search			

You can simultanously search for Web-items^{2, 3}

- 9. which contain **all of the words** specified in the field 'all these words' and
- 10. which contain **one or more of the words** specified in the field 'at least one of the words' and
- 11. which contain the exact phrase or sentence in the field 'the exact phrase' and
- 12. and which do not contain any of the words in the field 'none of the words'.

Search example⁴:

When you want to find an image of a map of Mexico in JPEG format:

- select the search type 'Images: search online'.
- in the field 'all these words', enter the words 'map' and 'mexico'.
- · in the field 'at least one of the words' enter 'jpg'
- in the field 'none of the words' enter the words 'gif' 'png' 'bmp'

• Then click 'Advanced Search'.

Notes:

- 1. The dictionary and thesaurus search types are **not** available in advanced search.
- 2. Empty fields are simply ignored. It is not mandatory to fill in all fields.
- 3. This type of search is also called 'Boolean search', where (1) and (3) represent the boolean
- **AND** function, (2) represents the **OR** function and (4) the boolean **NOT** function.
- 4. This example search is also shown in the screenshot above.

Wildcard searches

Wildcard searches

Asterisks (*) may be used as wildcard¹ characters in the Article search, Article search and replace and the Regular Expression tree search functions.

The asterisk stands for <u>any number of</u> characters (0, 1 or more), in the position where this wild card character has been entered.

E.g., the seach string a*d will find badger, around and bandstand (both occurrences).

Notes:

- 1. The term "wild card" originates from the card game of poker, where a card such as the Joker may by agreement represent any other card in the pack.
- 2. A wildcard can occur only once in an article-search string.

If you are not an experienced user, please use this feature with prudence in replace operations, lest you inadvertently replace far beyond what you may have intended to. At any rate, we suggest that 'prompt on replace' be <u>on</u>, since hyperlinks and other hidden text attributes are included in Search and in Replace operations.

Searching and replacing hints and tips

Searching and replacing hints and tips

Changing search and replace string fonts

In *Main menu / View / Options / Search* you can set the <u>font</u> face, size and color of the <u>Text to</u> <u>find:</u> and <u>Replace with:</u> strings in **Tree search**, **Article search** and **Article search/replace**. Choosing a font with improved visibility will help editing.

Using alphabet keys to search the tree

For more details see "Using alphabet keys" in Navigating the tree

Transferring the search string from Search tree to Search article

If you click the **Search article** <u>button</u> in the **Tree search** window, TreePad resets the **Article search** window with the current search string, which thus <u>reappears</u> in the **Search for text**: field in the **Article search** window. However, if you do not, **Article search** will only display and look for the string entered the last time it was opened. You may need to experiment with these functions to appreciate this.

Tree search highlights the <u>first</u> occurrence of the search string when you click one of the nodes displayed in the search results pane, repeatedly pressing **F3** will display <u>further</u> occurrences within the same article until the end of the article is reached, only the **Article search** window is <u>not</u> displayed. Knowing this will save you from having to open the **Article search** window to search the rest of the article. This local article search happens <u>independently</u> of the **Article search** search function, as will be seen by opening the **Article search** window.

To use **Tree search** to replace text within articles, copy the replacement string to the Windows Clipboard, click the node in which replacement will occur in the **Search Results** pane, and when the search string is highlighted in that article, press **Ctrl+V** to effect the replacement.

Finding all articles containing hyperlinks that point to a specific node

You can use **Search tree** to find links that need to be renamed when you rename the target node. This is easiest if you always give hyperlinks exactly the same names as the nodes to which they point (simply enter the node title and make sure Articles are included in the search). However, if you make a practice of changing the link text to make it more appropriate, a different method is needed.

First find the target node's ID number by opening its **Node properties** window, then use "idnode://" plus that number as a search string, since Search tree will also find characters hidden in RTF articles such as node IDs in underlined hyperlinks.

For example, suppose that you are searching for all articles containing hyperlinks to node 15. Simply typing **15** as the search string is not enough as it will also find articles with hyperlinks to nodes 115, 215, 315, etc. So make the search string **idnode://15**. Even though this will also find nodes 150-159, 1500-1599, etc. this is unlikely to pose a real problem in practice.

Handy hint: if you don't want to have to remember or type "idnode://", you can copy this from the HTML source code of any article containing a hyperlink if you use **TreePad Business** Edition, by selecting the article, then *Main menu / HTML / Quick preview / Article HTML-source*.

Narrow your search by tagging node titles or articles

You can also use the **Search tree** function as a way to bookmark nodes you are likely to access frequently. Type a short but unique search string such as "\$\$\$" somewhere in the articles (or even the node titles) of nodes you want to bookmark, then enter this in the **Search for text** field to filter out all nodes not containing this string. Use several such symbols to identify different sets of nodes. See Ways of tagging nodes.

Use Search article to perform multiple format replacements

Suppose you want to change every instance of a particular phrase in an article from one color
or style to another? A good example of this is seen in Insert menu, where all instances of "Advanced mode only" were changed from black to green. Easy. Using "Advanced mode only" as the search string (without quotes), find each occurrence and, <u>leaving the Article search</u> window displayed, click the **Set font color** toolbutton and change the color to green, then press **F3** to move to the next occurrence. If you want to change the text, however, you will need to use the **Article replace** function.

Search/replace FAQ and troubleshooter

Search/replace FAQ and troubleshooter

Searching for checked node icons

Q. How can I display a list of only those nodes in my tree that have checkmarks against them?

A. If you are using TreePad Business Edition and if every article in your tree is guaranteed to contain at least one *space*, you can do a Tree search with *space* entered in the **Search for text:** field (which in this case would find *all* nodes in the tree), and in search options limit the search to *checked* nodes only.

Tree searching omits some nodes

Q. Tree search seems to have left out some nodes I expected to see displayed What could have caused this?

A. Possible causes include searching just the subtree instead of the whole tree, and in large trees forgetting to increase the number of results permitted above the maximum (which by default is 200).

Displaying all nodes whose titles commence with the same letter Q. How can I display in Search results all nodes whose titles commence with the same letter?

A. If your tree has been sorted alphabetically, you can use **Tree search** to display nodes alphabetically too. E.g., to view all nodes whose titles start with C, enter C in the **Search for text:** field and untick **What to search / Articles**. Although this will not exclude nodes that contain the letter C elsewhere in their titles, this method is still a convenient alternative as it avoids scrolling the Tree pane.

Wildcards in Tree search

Q. Will Tree search accept wildcards?

A. TreePad Business Edition allows wild-cards in its regular-expression tree-search screen. Article search also accepts wildcards.

Printing

Printing

Printing an article Printing a subtree Printing options Printing selected items

Printing an article

Printing an article

To print the currently selected article

- · Click Main menu / File / Print / Article; or
- Click the **Print article or tree** toolbutton on the **File** toolbar with the focus in the Article pane; or
- Press **Ctrl+P** with the focus in the Article pane.

To preview the currently selected article before printing

- Click Main menu / File / Print preview / Article; or
- Click the Article print preview toolbutton on the File toolbar.

To adjust printer settings

Click Main menu / File / Page setup.

With this dialog you can specify the printing/preview paper size, printing margins, page orientation and printing units used (centimeters or inches).

Units options

The choice of centimeters or inches in *Main menu / View / Options / TreePad / Units* will determine the units in *Main menu / File / Page setup / Margins*. Note that if you decide to change units, you will need to re-enter the settings in the new units.

To force a page break at a particular point in a long article, click *Main menu / Insert / Page break*. See Text dividers.

See Printing options for extra options such as print modes and page numbering.

Handy hint: You can print one or more articles using an external Web browser or RTF viewer/editor program such as Word, by printing its node as a subtree. See Printing a subtree.

Printing a subtree

Printing a subtree

To print the currently selected subtree

- · Click Main menu / File / Print / Subtree; or
- Click the **Print article or tree** toolbutton on the **File** toolbar with the focus in the Tree pane; or
- Press **Ctrl+P** with the focus in the Tree pane.

This will open the **Print subtree** window¹:

Which program do you want to use to pri Your default Rich Text program Your default Web browser Include articles in printout Include nodes in printout Print each article on new page	Int the subtree? Print range Print all subtree nodes Print checked nodes only Print un-checked nodes only
After pressing 'continue', TreePad will open the sub In this program, you can use 'menu/file/print'.	stree in the selected program.

Unlike printing an article, printing a subtree is done indirectly, using the print services of an external program (you can choose between your default Web browser, - such as Internet Explorer, Mozilla - and your default RTF program - usually this is WordPad, WordPerfect or Word.

Once the selected subtree is exported to your default browser or RTF program, change to it and select its **Menu / File / Print** function to carry out the printing. You may need to use its **Page setup** and **Print preview** functions (if present) to adjust your printer settings to its requirements.

If you wish to print the whole tree, select the Root Node in the Tree pane before you **Print subtree**.

If you wish to print **each article on a new page**, enable 'Print each article on a new page' (available only for printing through the RTF program).

Printing a subtree includes printing images as well !

See Printing options for extra options such as print modes and page numbering.

In addition, you can control which articles and nodes are included/excluded in the printout. See Printing selected items for more information.

Printing options

Printing options

To display these options, click Main menu / View / Options / Print.

Print modes

TreePad gives you a choice of two print modes. If you experience printer problems using the default print mode, try using Print mode 2.

Page numbering

You can turn this option on/off via a checkbox on the **Print** options screen. The current position for page numbers is at the bottom right-hand corner of the page. Note that this option only affects the 'article print' function, and not the tree print function.

Printing selected items

Printing selected items

TreePad gives you three ways of selecting exactly which nodes you want included in the printout.

1. The Print / subtree command

You can include/exclude either or both articles and nodes in the printout by selecting or deselecting the boxes in the Print subtree window labeled **Include articles in printout** and **Include nodes in printout**. Both are enabled by default.

2. The Print / subtree command including only checked nodes

By ticking the checkbox in the **Print subtree** window labeled **Print checked nodes only** you can confine the printout to checked nodes (and their subtrees), 'print un-checked nodes only' does the reverse, and 'print all subtree nodes' prints everything in the subtree. See also Checkbox icons.

3. The Export/print tab

At a specific level, you can exclude an **entire subtree** from being printed (or exported to single/multiple RTF, HTML or plain text files) through unchecking the field **'Include this node in export and print'** in the **Export/Print tab** of the Node properties window dialog.

Please note that this is a powerful option, and that by unchecking this field you override the 'export checked nodes only' and 'print checked nodes only' options discussed in the paragraph above.

The **Export/print tab** settings take precedence over the *Print / Subtree* command. In other words, if you un-tick the **Include this subtree into export and print** box in the Node properties window, then select that node to *Print / Subtree*, nothing will be printed!

File functions

File functions

Startup and shutdown Startup options **Command-line switches** Shutdown options Creating a new database Creating a new database using a Template Opening and reopening a file Opening a file in a new instance of TreePad Instance-specific options Specifying the startup file and node Start file (example) Saving the tree state Favorites Closing files Backup and saving Manual saving Autosave Safety copy Save as (new name) Manually backup to a numbered file Save when closing file Saving a subtree Other saving techniques TreePad database and file types TreePad database types Maximum database size Database repair and optimize Database conversion Associating TreePad files with TreePad Read-only TreePad files File, disk and directory catalogs Options Example CD-Rom catalog INFO **KPNPINK**

KPNWHITE File conversion utilities* File encryption*

Startup and shutdown

Startup and shutdown

To start up TreePad

- Click on the program icon by selecting Windows / Start menu / Programs / TreePad / TreePad; or
- Double-click on the program icon in the Windows directory (folder) in which you installed TreePad; or
- · Create a shortcut to TreePad and double-click the shortcut.

You may find it more efficient to open TreePad and a TreePad data file simultaneously. See Opening and reopening a file.

For further options, see Startup options.

To shut down TreePad

- · Click *Main menu / File / Exit*, or
- · Click the TreePad icon at the extreme left of the Title bar, then select Close; or
- Press Alt+F4; or
- · If TreePad is minimized to a Tray icon, right-click the icon and select Close program.

You can close the currently open file within TreePad and still leave the program running. See Closing files.

For further options, see Shutdown options.

To run TreePad at Windows startup

Create a shortcut to the program and paste it in the C:\WINDOWS\Start Menu\Programs\StartUp folder. You may also direct it to open a TreePad file at a specific node. See below and also Specifying the startup file and node.

To open a specific TreePad file at Windows startup

Create a shortcut to the file and paste it in the C:\WINDOWS\Start Menu\Programs\StartUp folder.

To reverse this, simply delete the shortcut.

Startup options

Startup options

Methods of starting TreePad

1. Click its icon in the Windows Start menu

This is the simplest method and is recommended for inexperienced users. The icon is simply a shortcut to the program, which is located in the installation directory. You may find it useful to make further copies of this shortcut, adding extra command-line switches if necessary, and pasting them in a more convenient location such as the Windows Desktop.

2. Double-click its program icon in Windows Explorer

You can start TreePad in this way by going to its installation directory and clicking the appropriate .exe file, e.g., TreePadPlus.exe. Even without installing the program, TreePad can be run from the download directory simply by unzipping the installation. TreePad is small enough to be run from a floppy disk (see Installing and uninstalling TreePad).

3. Double-click a TreePad file in Windows Explorer

Provided that you have run TreePad once, in order to associate TreePad (.tpd, .hjt and .htmhjt) database files with it in the Windows Registry, double-clicking a TreePad file in Windows Explorer is all it takes to open an instance of TreePad containing the file. As long as system resources permit, you may open several TreePad files concurrently, each within its own instance of TreePad.

This method has the disadvantage that you cannot guarantee that the same version of TreePad will be used each time, since it depends on the last version used. See Using different program versions for a discussion of this.

Opening the file directly is faster than first opening TreePad, then the file, and is termed the document-centric approach. Note: TreePad opens three types of files, **.tpd**, **.hjt** and **.htmlhjt**. See TreePad file types.

4. Run a shortcut (you previously created) to a TreePad file

Provided that TreePad has been associated with TreePad database files files, you can create a shortcut to one, locate the shortcut conveniently somewhere in the Windows Start menu or on the Desktop, then summon TreePad to open it with just one click on the shortcut. Alternatively you could install a third party menu launcher program and give it the name of your file.

This method is quicker and more convenient than methods 2 or 3 above.

5. Run TreePad from the command line

Click Windows *Start / Run...* and type TreePad's path, name and any other parameters. Although slowest, this will allow you to experiment with command-line switches.

Startup options

Having started TreePad in one of these ways, you can also choose whether it should now open in Basic or Advanced mode, and whether or not it should also open a file . You can decide this:

1. By selecting Main menu / View / Options / Startup.

Your choices are:

1. Show the 'Quick Start' dialog (default) (described below).

- 2. Ask at startup whether or not to load the last opened file.
- 3. Automatically load the last opened file at startup.
- 4. Do not load any file at startup.

If you specify a startup file as a command-line parameter (see Specifying the startup file and node), this will override the above startup choices.

The 'Quick Start' dialog (default)

This is useful particularly if you are just becoming acquainted with TreePad. The first screen asks you:

In which mode do you want to start TreePad?

- Basic mode (recommended for first-time and beginning users)
- Advanced mode (allows you to access all features of the program)

Having made your choice, you move to the next screen, where you are asked:

What do you want to do next?

- · Open a recent file:
- Open a file from disk
- Create a new file
- Do none of the above

You also have the choice to show this dialog each time TreePad starts.

2. By specifying a startup file in the command used to open TreePad

If you are using more than one version of TreePad, this will ensure that each file is opened by the correct version of TreePad. See Specifying the startup file and node.

3. By double-clicking the desired TreePad file in Windows Explorer

(This is method #3 in Methods of starting TreePad, above.)

See also Command-line switches.

Command-line switches

Command-line switches

In addition to the startup modes described in Startup options, there are several **switches** you can employ when running TreePad from the command line. These are also termed **command-line parameters** and consist of the forward slash symbol (/) followed by the text of the switch. Switches must be separated from the TreePad application name and from each other by at least one space.

The general format of a switch is:

[TreePad application] [TreePad file] [switch 1] [switch 2] ... [switch n]

e.g.,

C:\TreePadPLUS\TreePadPLUS.exe C:\Work\Mywork.tpd /noregistry

where

C:\TreePadPLUS\ is the directory where TreePad PLUS was installed; TreePadPLUS.exe is the name of the application; C:\Work\ is the directory where **Mywork.tpd** is the file to be opened; and **/noregistry** is the No Registry switch.

Putting it all together, this command could be used in a shortcut to direct **TreePad PLUS** to open the work file **Mywork.tpd** using the **/noregistry** switch.

- 1. Although switches (e.g., *Inoregistry*) must always commence with a forward slash, the target TreePad file (e.g., **Mywork.tpd**) is not regarded as a switch so does not require prefixing with a forward slash. For more information see Specifying the startup file and node.
- 2. If either filepath (to TreePad PLUS or its target file) contains one or more spaces, the filepath must be enclosed in double quotes. E.g., "C:\TreePad PLUS\TreePadPLUS.exe".

Command-line switches include:

/na (not associate with files)

Adding this switch will prevent that version of TreePad from making itself the the default TreePad-file program on your system, i.e., it will prevent associating the .tpd, .hjt and .htmhjt file extensions with the program (the default). E.g.:

TreePadViewer.exe /na

This would be handy when you normally open TreePad files with TreePad PLUS, but occasionally want to view them using TreePad Viewer, without transferring the file association to the latter.

/noregistry (no registry)

Occasionally you may want to open TreePad without interfering with any existing settings. Adding this switch enables you to do this, e.g.:

C:\TreePadPLUS\treepadplus.exe /noregistry

This disables ALL writing/reading to/from the Windows registry. It will be as if you have just installed TreePad for the first time. Furthermore, <u>none</u> of the settings and preferences configured while using TreePad with this switch will be remembered the next time that the program is opened. However, you will still be able to display all stored templates and even open a specified file at a specified node, as follows:

C:\TreePadPLUS\treepadplus.exe C:\myfiles\start.tpd 428 /noregistry

If you create a shortcut containing this switch, TreePad will display the initial popup message "Registry is disabled" on starting TreePad, which is cleared when you click OK.

You can see that, whereas the /na switch only affects file associations, the effects of the /noregistry switch are much more widespread.

Shutdown options

Shutdown options

To exit TreePad

- · Click *Main menu / File / Exit*, or
- Press Alt+F4.

See *Main menu / View / Options / Shutdown* for shutdown options available. These are concerned with

- whether to automatically save unsaved changes made to your current file, discard them or prompt you;
- whether to automatically retain the the TreePad Clipboard files, delete them or prompt you.

Saving changes made to your current file

See Backup and saving, ("automatically, on closing the file or closing TreePad").

The TreePad Clipboard

At shutdown, TreePad gives you three Clipboard options:

- · Automatically clear TreePad clipboard when TP closes
- · Ask whether or not to clear TP clipboard when TreePad closes
- · Do not clear TP clipboard when TreePad closes

If you are running two or more instances of TreePad concurrently, you may find this prompt unnecessary, so in *Main menu / View / Options / Shutdown* TreePad gives you the option of letting the program delete the file or doing nothing about it.

If you are using the TreePad Clipboard to store a frequently-pasted template you may want to keep this file, particularly if you are only closing one of several concurrent copies of TreePad. On the other hand, if the leaving the clip stored poses a security risk it may be safer to opt for automatic deletion by TreePad, or to ensure that the contents of C:\Windows\TEMP are routinely *erased* by another program. See also TreePad Clipboard and security

Creating a new database

Creating a new database

To create a new file, click *Main menu / File / New / TreePad database* or press Ctrl+N. Before the file is created, you will need to decide its name and location. TreePad will ask you this in the "Save NEW TreePad file as..." dialog window *before* it creates the file.

By default, TreePad creates a database of type .tpd when you click menu/file/new/TreePad database.

You can also create other types of TreePad databases. To do this, please click menu/file/new/other. For information on the available database types which are supported by TreePad, please see TreePad database types

It is also possible to create a TreePad database using a pre-defined template. Details: Creating a new database using a Template

Creating a new database using a Template

Creating a new TreePad database using a template

TreePad comes with several pre-defined templates, such as 'Personal Addressbook' and 'Music Collection'. To create a TreePad database using a template, click **menu/file/new/other...**. In the in the dialog 'Create new TreePad database' click 'next' and select the template of your choice.

For more information on Templates, please see: Forms and templates

Opening and reopening a file

Opening and reopening a file

There are several ways to open an existing TreePad file for editing:

Opening a file from within TreePad

- 1. Use *Main menu / File / Open*, or press Ctrl+O.
- 2. Use *Main menu / File / Reopen*, if you recently opened the file. This will display a dropdown list of the seven most recently opened files, from which you can choose one.

Pressing the keyboard shortcut **Ctrl+Alt+R** closes the current file and **R**eopens the previous file opened (the one at the top of the Reopen drop-down list). This shortcut is very handy if you are switching back and forth between two files in the same instance of TreePad. You will see this shortcut displayed on the drop-down list against the top file. (Note: if you enable saving the tree state, TreePad will return you to the last node you were at when you closed that file.)

- Create a <u>hyperlink</u> to it from an article in the currently opened file, then activate the hyperlink (Ctrl+H). See Activating (following) hyperlinks. You can select (via the Options menu) whether the file which is the target of the hyperlink should be opened in the <u>same</u> or a <u>new</u> instance of TreePad. All other methods listed here open the file in the <u>same</u> instance.
- 4. Open it from the Favorite TreePad files list if it has been already added.

Note that if you are already running this file in another instance of TreePad, you will not be able to open a second copy. Instead, TreePad gracefully opens with no file selected, enabling you to choose an alternative file.

When you open a file via a hyperlink, you can choose whether to open it in the current instance of TreePad (i.e. replacing the currently opened file), or to open it in a new TreePad window. See Opening a file in a new instance of TreePad and Instance-specific options.

Starting TreePad and having it open the file

- 1. Set TreePad to automatically reopen the last file closed when you start the program. See Startup options.
- 2. Set TreePad to open a specific file and node each time it starts.

Opening the file directly from Microsoft Windows

- 1. <u>Double-click the file name</u> in Windows Explorer and it will open in a separate instance of TreePad. This is also known as auto-starting a file.
- 2. Create a shortcut to this file and <u>double-click the shortcut</u>. You can copy or paste shortcuts to your most frequently-accessed files in a folder off the Windows <u>Start Menu</u>.
- Clicking (Windows) Start / Documents / [filename] is another quick way to reopen a TreePad (or any other) file. This is handy to remember should you have performed an action that reset the Main menu / File / Reopen list, such as deleted and reinstalled TreePad.

Opening a file from Windows Explorer is fine if you intend to use only one version of TreePad. However, if you plan to use more than one version in your work, please note that each time you run <u>any</u> version of TreePad (including TreePad Viewer), it becomes the version used by default to open the <u>next</u> TreePad file you double-click (in Windows Explorer) to open, so that you cannot guarantee that the version you need will be the one that opens it. This issue is discussed more fully in Using different program versions. To avoid this problem, specify the startup file.

If you try to open, reopen or auto-start a TreePad file that is already open in TreePad or another program, TreePad will display a message advising that the file is in use by another program.

Opening a file in a new instance of TreePad Instance-specific options Specifying the startup file and node Saving the tree state

Opening a file in a new instance of TreePad

Opening a file in a new instance of TreePad

When TreePad is <u>already</u> open, you can open a <u>separate</u> file in a <u>new</u> instance of the program in one of these ways:

- 1. Start TreePad from the Windows start menu to open with blank panes, then **Open** or **Reopen** the file;
- 2. Start TreePad from Windows together with a file;
- 3. Open the file from Windows and TreePad will open automatically provided that TreePad files (.tpd, .hjt and/or .htmhjt) have been associated with TreePad;
- 4. Create a hyperlink (to the file to be opened) in the article currently open, set Options so that a hyperlink to a TreePad file will always open it in a new TreePad window, then activate the hyperlink.

The first three methods are discussed in Opening and reopening a file.

Opening a file in a new instance of TreePad from a hyperlink

You can set TreePad to open hyperlinked TreePad files in a new TreePad window (a "new instance" of TreePad), by selecting *Main menu / View / Options / Article / Hyperlinks* and ticking the box titled "Open links to TreePad files in new TreePad program". Note: Currently you cannot open a file in a new instance of TreePad by selecting *Main menu / File / (Open | Reopen*).

Advantages and disadvantages

Opening in the <u>same</u> instance of TreePad is an advantage if you have several other applications running concurrently and are low on memory or system resources, or if you don't want to clutter your toolbar with too many files open at once. It also reduces the risk that changing "global" settings (such as tab size) in one instance will inadvertently affect files running in other instances. The disadvantages are that extra time is needed to close and open files if you are constantly switching between them, and that you lose your place in a file as soon as you close it. This may not matter for small files.

Opening in a <u>new</u> instance of TreePad is an advantage if you need to switch between two files constantly, or simply want to keep one primary file open all the time and open and close secondary ones. This is likely to become more important as your database grows. The disadvantage is that you may be limited in the number of other applications you can keep open, and if you run out of system resources or memory your applications may lock up or crash with loss of data if you have not backed them up.

Be careful not to open too many copies of TreePad (or any other program for that matter) or you may run out of "system resources", of which computer memory (RAM) is one part. When your system resources drop below 10%, Windows will display a pop-up warning. If you ignore it you may find your system locking up, requiring a reboot with possible loss of unsaved work. To prevent this from happening you should watch your system resource level by running the <u>Windows Resource Meter</u>, which you will find on the Windows Start Menu under Programs\Accessories\System Tools, and consider shutting down any unnecessary windows and applications if the level drops below 15%.

You can actually set this option for each individual copy of TreePad running concurrently. However, when you have concluded your editing session, the setting of this option the next time you start TreePad will be that of the <u>last</u> copy of this program to be shut down. See Instancespecific options. To prevent this from occurring, add the *Ina* switch to the command line. See Command-line switches.

Handy hints:

- 1. If your primary window occupies most of the screen or is maximized, opening a file in a second instance will cover it since it takes its window size from the previous window. To avoid this, open a secondary window (which will start off being the same size as the primary), then reduce it in size and/or offset it a little, then close it. When this happens, its size and position will be saved to TreePad so that the <u>next</u> time you open a file in a new instance, it will take its size from these settings and will not obscure your primary window. Just remember to make your <u>primary</u> window the <u>last</u> one closed at the end of the session, so that its settings (and not those of any secondary windows) will be used when you start up TreePad again.
- 2.
- 3. If you have ticked the box titled "Open links to TreePad files in new TreePad program" but at times want to open files in the <u>same</u> window (same instance), e.g if your System Resources are running low, remember that *Main menu / File / Open* and *Reopen* always open files in the same window. If you have opened the desired file recently it may still be on the *Reopen* list.
- 4.
- 5. Since any given file can only be open in one instance of TreePad at any one time, you cannot use *Main menu / File / (Open | Reopen)*, or the keyboard shortcuts Ctrl+O or Ctrl+Alt+R to Open/Reopen it if it is already open in another instance, even though its name is displayed on the Reopen drop-down list.

Instance-specific options

Instance-specific options

TreePad allows you to run several copies of itself simultaneously, which can be very useful if you need to refer to two or more TreePad files simultaneously, or copy and paste data between them. To prevent confusion between "copy" and "instance" we will try to avoid the word "copy" and say instead that each TreePad file that you open concurrently is running in its own <u>instance</u> of TreePad. So the first instance of the program is used to open the first file you wish to edit.

You can open more files in more instances of TreePad if memory and system resources permit. You can open the next instance of the program in several ways as detailed in Opening and reopening a file. The results are the same.

How does the program know what settings to use? When you run the <u>first</u> instance of TreePad, the Options settings it uses are copied to its own memory from those stored at the end of the previous session. The next instance you open does the same, so that each open instance stores a set of options in its <u>own memory</u>.

So if you change Options settings in any one instance, these are applied only to that particular

instance and not to any other concurrent instances. In other words, every time you open the Options window, it is **instance-specific**. If we open instance A, then instance B, and change B's default tab size from 0.5 to 0.8 cm, A's value remains at 0.5. So far, so good.

However, changing Options settings for any instance also alters the <u>stored</u> settings. While this won't have any effect on instances currently running, on opening a third instance, C, it will be found to have a default tab size of 0.8 cm, <u>even if</u> C was opened via a hyperlink from A! This is because C's settings are taken from settings stored (by default in the Windows Registry).

Now, if we increase C's default tab size to 1.0 cm, neither A nor B will be affected, but this setting will replace 0.8 cm in stored settings, so that on closing C and opening D, the default tab size will also be 1.0 cm.

We can now see that, each time an Options setting is altered during a session, the effect flows on, not to instances previously opened, but to any fresh instance of TreePad.

There is one other thing you should know about Options. At the end of a session, as we close the last open instance of TreePad, its Option settings become the settings stored till the next session. Thus, if A is the last instance to be closed, the first instance of the program run at the next session will have a default tab size of 0.5 cm.

In view of this, then:

- It is an advantage to be thus able to vary <u>any</u> of the options you select in *Main menu / View / Options* in <u>each</u> instance of the program running concurrently, since you can tailor the options to the particular needs of each file currently open. For example, you can select Auto Backup to be on for one file and not for another. You can have different default tab sizes to ensure consistency within each individual file.
- 2.
- 3. However, it is not a bad idea always to <u>start</u> and <u>finish</u> a TreePad session with the <u>same</u> file, and also to copy down the most important settings such as default tab sizes, etc. for quick reference should you need to reset or re-install the program.
- 4.
- 5. To <u>force</u> the next instance you open to have the <u>same</u> settings as an <u>existing</u> instance, open the **Options menu** of the instance whose settings you wish to copy and, <u>without</u> <u>changing any settings</u>, click **OK** or **Apply** to close the window. This will set the stored settings to those of the selected instance.
- 6.
- 7. You can <u>check</u> the Options settings of any program instance <u>without disturbing</u> the stored settings if you open and peruse the **Options menu**, then close it by clicking **Cancel**.
- 8.
- 9. You can force any version of TreePad to open without associating itself with the TreePad file extensions (.tpd, .hjt, .htmhjt) by adding the /na switch when running it from a command line, or by adding this switch to a shortcut's command line. See Command-line switches.

Although instance specificity is mentioned in several places in the manual where it is especially significant, <u>all</u> Options settings are instance-specific. (Search the tree using "instance-specific" to find other references.)

Specifying the startup file and node

Specifying the startup file and node

This can be done in one command by creating a Windows shortcut containing a command line such as:

C:\TreePadPLUS\treepadplus.exe C:\myfiles\start.tpd 428

where C:\TreePadPLUS\treepadplus.exe and C:\mywork\work.tpd are the filepaths of TreePad and work.tpd respectively, and 428 happens to be the ID number of the node at which you want the file to open. The syntax for this can be summarized as

[TreePad program path] [TreePad file path] [node ID]

Be sure to insert a space between each component of this command, as shown above.

If the paths of either the TreePad program or your TreePad file contain one or more spaces, the relevant filepath must be enclosed in double quotes to comply with the Windows long filenames (LFN) conventions, e.g.,

"C:\program files\TreePad\treepadplus.exe" C:\myfiles\start.tpd 428

Specifying the startup file will ensure that start.tpd is always opened by this particular program version (in this case, TreePad). If you always want another version of TreePad to open this file, specify that program's name and filepath instead of TreePad, or create a separate shortcut for it and click on that. See *Handy Hint* below.

If you want this shortcut to open your TreePad file at a <u>particular node</u>, first determine the node's ID number by selecting **Main Menu / Tree / Subtree statistics**, selecting **Tree context menu / Node properties** or pressing **Ctrl+F2**, when the tree pane has the focus, to display the Node properties window. If you do not specify a node ID, this will default to the Root node. This facility is useful as a form of bookmark.

Handy hint: To put an end to the problem of the last version of TreePad used becoming the default program for opening all further TreePad files, why not create an intermediary file named, say, **start.tpd**. This file simply contains a list of links to the main files you normally open with TreePad programs, in its root directory. Let's suppose these are usually **addresses.tpd**, **work.tpd** and **interests.tpd**. For the layout of such a file, see here.

Now, for each version of TreePad you use regularly, create a shortcut as described above to open start.tpd in <u>that particular version</u>. If you use TreePad, TreePad SAFE and TreePad Viewer, create three shortcuts as follows (right-click on the shortcut's Properties to enter Target details):

Name of shortcut	Target
TreePad	[path]\treepadplus.exe [path]\start.tpd
TreePad SAFE	[path]\treepadSAFE.exe [path]\start.tpd

	TreePad Viewer	[path]\TreepadViewer.exe [path]\start.tpd
--	----------------	---

Now, clicking on the shortcut will open the start.tpd file each time and from there you can jump to your main files.

- 1. If you do this for TreePad Lite, the file and hyperlinks will need to be plain text.
- You can also do this from Windows itself by selecting *Start menu / Run...* and typing or pasting the filepaths of TreePad and the target file into the window. This may be an advantage if you do not wish to create a shortcut.
- 3. You can also create a new Windows toolbar on the Windows taskbar to do this, or use one of many Windows menu programs available to launch your files.
- 4. Some of these menu programs will allow you to open two or more instances of TreePad at once, each with a different TreePad file. Alternatively, you could write a simple MS-DOS batch file to do this.

Start file (example)

Start file (example)

Addresses

Work file

Interests file

Imagine that this is the Root node of a file named Start.tpd. Each one of the links, when set up, will take you to one of your main working files.

The Start file need not contain any hyperlinks to other files at all if they are listed in your Favorite TreePad files list. However, if you have set TreePad to open all hyperlinked files in new instances of TreePad, you now have the best of both worlds. Add the names of files that you want to open in the <u>same</u> instance of TreePad into your Favorites list, and create hyperlinks to those you want to open in <u>separate</u> instances in your Start file, as above.

Click any of these links to return to the parent node.

Saving the tree state

Saving the tree state

You may choose to save the state of the Tree pane whenever you <u>save or close</u> a TreePad file, so that when you reopen it, TreePad "remembers" which subtrees were expanded and displays the article in which you had been working before you closed the file. This is particularly useful if you frequently switch between files in the same instance of TreePad.

To save the tree state, click *Main menu / View / Options / Tree* and tick the box marked **Save** and load tree state to .tps file. This creates an additional file with the <u>same</u> name as the current file but the extension .tps (TreePad settings), in the <u>same</u> folder as the current file.

If there is no existing .tps file, enabling this feature will create one upon closing or saving the file. If a .tps file has already been created, it will be overwritten.

- 1. Using the **Ctrl+Alt+R** command with the tree state save option means that with one keyboard shortcut you can return to the last article opened in the previous file.
- 2. If you disable saving the tree state, the .tps file belonging to the currently open file will be deleted when the file is next saved. While this option remains disabled, if you open a TreePad file with an associated .tps file, the .tps file will be deleted when you save the main file. If you wish to remove any other .tps files, you will need to search for and delete them using some other method, such as via Windows Explorer, a cleanup program or a batch file.
- 3. Recall that pressing **Ctrl+S** to save a TreePad file does not actually save it unless it has been changed. However, the tree state is also saved whenever you close the file, whether or not it has been changed. This can be useful to take you back to where you left off if you were browsing a long document and did not wish to create a bookmark.
- 4. Since the .tps file is created/overwritten every time the file is closed, the Save tree state feature is quite independent of any TreePad shutdown save options settings.
- 5. The .tps file is not copied if you use the Save As command, but if the option is ticked, a .tps file with the new filename is created. You may want to delete the .tps file with the original filename.
- 6. TreePad settings files store only settings relevant to the corresponding .tpd (or .hjt) file and do not contain any general TreePad options, which are stored in the Windows Registry by default.
- 7. You can safely delete the .tps file without affecting the main TreePad database.

Favorites

Favorites

In addition to the most recently accessed files shown on the ever-changing File / Reopen list,

you may add your most used files to a list of **Favorite TreePad files** that you can display with one click and select with another. The advantages of this include:

- The order of your Favorites will not change unless you rearrange them, so you expect to find a particular file in the same location each time.
- Creating or accessing a number of other files has no effect on the Favorites list, whereas this would push your Favorites off the Reopen list.
- A toolbutton icon for this feature makes access to these files faster than navigating down the File menu.

To display the Favorites list

- Click the **Favorites**¹ icon **a** on the **File** toolbar; or
- Click *Main menu / File / Favorites*.

Either action display a drop-down list of the files you have selected, together with menu choices to **Add current file** and **Configure** the items on the list.

To access the Favorites configuration screen

- Click the Favorites icon and then selecting Configure on the drop-down list; or
- Click Main menu / View / Options / Favorites.

To add the current file

Click Add current file on the Favorites icon's drop-down list.

To add a file to the list

Click the "+" button on the configuration screen and navigate to the desired file.

To remove a file from the list

Select the file and click the "-" button on the configuration screen.

To rearrange files on this list

In the configuration screen, click the file to be moved, drag it over the file to be displaced and release it. See Glossary for a more detailed description of drag-and-drop.

To show only the file name (and not the path)

In the configuration screen, uncheck 'Show full path in favorites list'.

Notes:

- 1. The full tooltip name is "Show list of favorite TreePad files".
- 2. The Favorites list is independent of the file currently open.
- 3. If the current file is on the list, its name will be shown disabled.
- 4. There is no significant limit to the number of files that may be added to this list.
- 5. Be careful of editing the Favorites list if more than one instance of TreePad is concurrently open, since this list is instance-specific. For example, assume the Favorites list is empty to start with. Open File A and File B concurrently in separate instances of TreePad. You decide that each is worth adding to the Favorites list. So in each instance you add the current file to the list by clicking the **Favorites** icon, then **Add current file**. You then close file B and finally file A. The next time you run TreePad you discover that the Favorites list only contains file A, since this was the last instance to be closed. To prevent this, if you need to edit/reconfigure the Favorites list while two instances are running concurrently:
 - Edit only the instance that will be closed last; or
 - Run only one instance at a time (safer); or
 - Open the second (and subsequent) instances using the /na command-line parameter

(which prevents writing to the Windows Registry) and confine editing your Favorites to the first instance.

Closing files

Closing files

To close an open file

- · Click Main menu / File / Close; or
- · Press Ctrl+F4.

Before closing the file, if TreePad detects that the file has been changed since you last saved it, its default behavior is to ask whether you wish to save your final changes. You can eliminate this prompt in *Main menu / View / Options / Shutdown* by automating this step. Since closing the program (i.e. exiting TreePad) necessarily closes the file that may be open, the option you select will affect <u>both</u> events. You may choose to save all data, no data or be prompted each time (default).

If you have enabled saving the tree state, the tree state will be saved every time the file is closed, irrespective of any other save options

For shutdown options when closing TreePad, see Startup and shutdown.

Backup and saving

Backup and saving

TreePad enables you to save your work in several ways:

Manual saving Autosave Safety copy Save as (new name) Manually backup to a numbered file Save when closing file Saving a subtree Other saving techniques

Manual saving

Manual saving

Since the state of your current file is stored only in memory, saving it overwrites the version of the same name which was written to your hard disk the last time you saved this file.

To save your current file manually:

- · Click Main menu / File / Save ; or
- · Click Article context menu / Save ; or
- · Click DraftPad (feature unique to TreePad[™] Business Edition) context menu / Save ; or
- Press Ctrl+S.

This is quick and easy. The only disadvantage is that you lose the earlier version as soon as you save the current one (you might want to review an earlier version). Furthermore, if you accidentally delete some data and then save without thinking, that data is gone.

If you have accidentally deleted data in an <u>article</u>, you can undo this - even if you saved your changes immediately afterwards - by clicking the **Undo** icon or pressing **Ctrl+Z**. Whew!

If you accidentally deleted a node or a subtree, you can still recover it as long as you have not saved the current version by following directions in Deleting a node.

Also remember that if you cut a node or a subtree and save immediately afterwards, you have not lost it permanently - it is stored in the TreePad Clipboard, waiting to be pasted back in. Simply click *Main menu / Tree / Paste / Node/Subtree* to get it back.

Note that TreePad only saves a file if it detects that it has been changed since it was opened. The **Status bar** will display "<u>Changes not saved</u>" until the file is saved or closed. The Changing focus to another node or adding/deleting a character in the Article pane qualify as changes. You can tell whether a file is saved by the brief appearance of a popup **Saving file** "barometer" window showing the progress of this function, which will be more evident when saving a large file. If nothing has changed since the last save, nothing will happen when you press **Ctrl+S**, and the *Main menu / File / Save* function will be unavailable. This also applies to Safety copy (see below), but not to Save As or numbered backups.

During manual saving and Autosave:

- The Tree pane is made Read-only (so no changes made to it during this interval are saved;
- · Autopaste is disabled.

Autosave

Autosave

If you click *Main menu / View / Options / Autosave* and enable the check box, TreePad automatically and continually saves your file after the number of minutes you specify (range is from 3 to 1000 minutes). Since Autosave is simply a timed Manual save, a good technique is to use Autosave in combination with Safety copy (see below); Autosave on its own does not create a .bak file. With Autosave enabled, you can also save manually at any time.

Autosave indicator

If Autosave is active <u>and</u> you have changed the file since the last save, the message "Autosave in *n* minutes" (where *n* is the number of minutes to the next save) appears in place of "Changes not saved" on the Status bar.

Autosave disabled during Automatic paste

When Automatic paste is enabled, Autosave is disabled. You are warned about this beforehand, and can save manually while Automatic paste is on.

Safety copy

Safety copy

In Main menu / View / Options / Backup you can customize the "safety copy" option.

When you enable the option "Before saving, create a safety copy of the TreePad database file (extension bak)", each time before a file save is performed, TreePad first copies the existing file to a file with extension .bak or .bak002, .bak003, etc . The .bak file is put into the same directory as the original database file.

With the option 'maximum number of safety copies' before the oldest files start being overwritten, you can specify how many safety copies will be made, before the first safety copy is overwritten.

For example, when you specify '3' for this option, TreePad will make the following files:

.bak (after the first save) .bak002 (after the second save) .bak003 (after the third save)

After the fourth save, the file .bak will be overwritten. After the fifth save, the file .bak002 will be overwritten. etc.

Enabling this option gives an extra measure of security.

See also: Backup to a numbered file

Save as (new name)

Save as (new name)

Click Main menu / File / Save as to save the current file under a new name.

Note that:

- · You will continue to work under this new name, not the old one, and
- Nothing was saved to the disk version of the original file when you did this.

Manually backup to a numbered file

Manually backup to a numbered file

Click Main menu / File / Backup to to backup to a progressively numbered file.

For example, if you have named your current file mywork.tpd, the first numbered backup will be mywork.000.tpd, followed by mywork.001.tpd, etc.

In *Main menu / View / Options / Backups* - option 'Backup (manual)' you have the option to limit the number of numbered backups created, to conserve space on your hard drive. E.g., if you set "Maximum count of numbered backups" to 10, the next backup after mywork.009 will be mywork.000, overwriting the original backup with that filename. Setting this value to 0 (default) means that there is no limit to the number of numbered backup files created.

- 1. After each progressive backup you will continue working on your original file. Use **Backup to** when you need to keep earlier versions of your file.
- 2. If you are using TreePad SAFE or TreePad BIZ, you will be asked whether you want the backup file to be password protected each time you backup using this method.

Save when closing file

Save when closing file

You can direct TreePad to save your file when you close it for whatever reason, including shutting down TreePad itself.

To do this click *Main menu / View / Options / TreePad / Shutdown* and select one of these options:

- Automatically save all data when TreePad closes
- Ask whether or not to save data when TreePad closes (default)
- Do not save any data when TP closes (NOT recommended)

It is not recommended to select "Do not save any data when program closes", since it is very likely that at one time you will forget to save your data manually before closing the program.

Saving a subtree

Saving a subtree

If you want to save only a subtree, rather than the whole tree, as a separate file, TreePad gives you two ways to do this.

1. Save to the TreePad Clipboard

Use either (*Main menu / Tree /*) or (*Tree context menu /*) *Cut* or *Copy* commands to respectively cut or copy the subtree to the TreePad Clipboard (clipboard.hjt). You can then *Paste* it back into another TreePad file or even rename clipboard.hjt to [any filename].hjt and use it from there. (You can also use *Copy* to copy just the subtree root node if you wish.)

2 Export the subtree to a single TreePad file

See Exporting a subtree to one file. Use this method if you want a subtree as a standalone file. This method preserves the original subtree, which you can delete later if you wish.

Other saving techniques

Other saving techniques

Saving the current screen or TreePad window as an image file See Inserting screen captures.

Saving the current state of the tree on closing a file See Saving the tree state

Saving TreePad's Options settings See Saving TreePad settings

TreePad database and file types

TreePad file types

.tpd

TreePad 7.x database, binary file type. Contains images, icons, articles and nodes. For more information, please see TreePad database types

.hjt

TreePad 6.x database, ASCII-based. Articles are stored as Rich Text or Text entities. Images and icons are stored in a corresponding .tpz file (see below). For more information, please see TreePad database types

.htmhjt

TreePad 6.x .htmhjt database, ASCII-based. Articles are stored as HTML or Text entities. Images and icons are stored in a corresponding .tpz file (see below). Additional information: TreePad database types

.tpz

When a TreePad 6.x database (.hjt or .htmhjt file) contains images and/or icons, these are stored insize a .tpz file with the same name as the .hjt file, except for the extension .tpz. For additional information, please see TreePad database types and TreePad 6.x hjt databases and image storage

.tps

Optional file, with the same name as the current database file, but with extension .tps (TreePad Settings). It stores the tree state of the current file (which node is expanded/collapsed and selected), but only when this option is enabled in the TreePad options screen. See also: Saving the tree state

.bak, .bak002, .bak003, etc.

Safety copy files, automatically created during a file-save, but only when the 'safety copy' function is enabled in the TreePad options screen.

For additional details, please see the article: Safety copy

.nnn.tpd, .nnn.hjt, .nnn.htmhjt, .nnn.tpz (nnn = 000, 001, etc.). Progressively numbered backup files, created when using the manual backup function (**menu/file/backup to**). Additional details: Manually backup to a numbered file

.tpzu Icon library update file. See also: Icon libraries

.tpt

TreeBook template file. For more information, please see Inserting TreeBook templates

Further reading:

TreePad database types Maximum database size Database repair and optimize Database conversion Associating TreePad files with TreePad Read-only TreePad files

TreePad database types

TreePad database types

TreePad 7.x .tpd database type

This file format was introduced in TreePad Business Edition, TreePad SAFE and TreePad PLUS version 7.0. When you click **menu/file/new**, by default TreePad creates a new .tpd database for you. All articles, nodes, icons and images are stored inside the .tpd file. A .tpd file is binary.

When to use this database format? It is recommended that you always use in this database format, since it is the best, fastest and most secure method of storing information, unless you have good reasons to use any of the other formats described below.

TreePad 6.x .hjt file type

TreePad 6.x file format. Articles and nodes are stored inside the .hjt file (ASCII based). Articles are stored as Rich Text or Plain Text entities inside the .hjt file. All icons and images are stored inside a separate .tpz file (which has the same name as the .hjt file, except for the extension .tpz). To create a new .hjt file, click **menu/file/new/other**, then in the dialog 'Create new TreePad database', select the option 'Create new .hjt file'. TreePad .hjt files are ASCII/text-

based. The accompanying .tpz files are binary files in zip format.

When to use this file format? Use this file type when want to store information in a file format which is ASCII-based, so that it can be opened, and edited outside TreePad in a standard texteditor, and/or when you want to store your information in a file format which is **100% public**. A document describing all aspects of the .hjt file format can be found on: www.treepad.com/docs

TreePad 6.x .htmhjt file type

TreePad 6.x file format. Articles and nodes are stored inside the .hjt file (ASCII based). This file type has the same format as the .hjt file format described above, except that articles are stored as HTML or Plain Text entities inside the .htmhjt file. Just like with .hjt files, all icons and images are stored inside a separate .tpz file (which has the same name as the .htmhjt file, except for the extension .tpz). To create a new .htmhjt file, click **menu/file/new/other**, then in the dialog 'Create new TreePad database', select the option 'Create new .htmhjt file'. TreePad .htmhjt files are ASCII/text-based. The accompanying .tpz files are binary files in zip format. **When to use this file format?** The .htmhjt file format is the most straightforward TreePad file format, since (1) it is ASCII/text-based, and (2) all articles are stored as HTML or Plain Text (instead of complex RTF entities). Therefore, the .htmhjt file type allows for convenient generation by self-created web-scripts and programs, also is it very easy to create web-scripts or programs which can read this file type. The disadvantage of .htmhjt files is that not all text-formatting is stored in the way you would expect, since HTML is more limited and primitive than RTF.

See also:

Maximum database size Database repair and optimize TreePad file types .hjt databases and .tpz files

Maximum database size

Maximum database size

For TreePad PLUS, SAFE and Business Edition:

(1) The recommended maximum combined size of the texts inside all your nodes and articles (including formatting) is <u>20 Mb</u>.

(2) The recommended maximum combined size of all images and icons is around <u>1 Gigabyte</u> for .tpd databases, and <u>40 Mb</u> for .hjt/.tpz databases (see also: TreePad database types)

Depending on your computer configuration, larger file sizes are possible.

For databases for which the total size of all texts (node titles and articles) is larger than 20 Mb, a warning message is shown that the database exceeds the maximum recommended size. The message is shown only after the first file-save action (during a file-session). In other words, consecutive file-save actions will not show this message anymore, until the file is loaded again, or a new file is loaded which also is larger than 20 Mb.

Please note that another TreePad edition, TreePad X Enterprise supports databases of **384 Gigabytes**, and can open up to eight databases simultaneously. For more information on TreePad X Enterprise (single-user), please see: www.treepad.com/treepadx/index_su.html The multi-user version, which also supports 384 Gigabytes databases can be found here: http://www.treepad.com/treepadx/

See also: Database repair and optimize TreePad database types

Database repair and optimize

Database repair and optimize

Through **menu/tools/optimize database** (advanced mode) you can **optimize** and **repair** the currently opened database.

'Optimize' reduces the size of a database by removing any unused space.

'Repair' attempts to correct any errors in a damaged database. Database corruption can occur because of a number of factors, such as: one or more bad harddisk sectors, a computer crash, etc.

The repair/optmize function is effective on TreePad 7.x .tpd databases and also on TreePad 6.x .tpz files.

See also: TreePad database types Maximum database size

Database conversion

Database conversion

You can use **menu/file/save as** to convert your TreePad database into another TreePad format.

In more detail:

(1) to convert the active database to the new TreePad 7.x .tpd database format, click

menu/file/save as, and select 'TreePad 7.x database (.tpd)'.

(2) to convert the currently open TreePad database to the old TreePad 6.x .hjt file file format (with accompanying .tpz file), click **menu/file/save as**, and select 'TreePad 6.x file (.hjt)'.
(3) to convert a TreePad database to a .htmhjt file (with accompanying .tpz file), click **menu/file/save as**, and select 'HTML TreePad file (.htmhjt)'.

Additionally:

You can also select a node, or even the root node, then export the subtree to a TreePad database format of your choice.

See Exporting a subtree for more information.

Associating TreePad files with TreePad

Associating TreePad database files with TreePad

Automatic file association of TreePad with .tpd, .hjt and .htmhjt database files (i.e., double clicking a TreePad file will open the file in TreePad) becomes effective after running TreePad once.

Read-only TreePad files

Read-only TreePad files

You can make any file read-only in Windows by right-clicking its title in Windows Explorer and checking the **Read-only** attribute box.

If you open a read-only TreePad file, TreePad will display the pop-up message **The file you opened is READ-ONLY**, which you can close by clicking **OK**. Although TreePad allows you to edit the file, these edits can only be saved when you choose another file using **Main menu / File / Save as**.

If you view the file without editing it, closing it is uneventful. However, if you have edited it and selected the Automatically save all data when TreePad closes option in *Main menu / View / Options / Shutdown*, TreePad will report Can not save to readonly file. In this case, you should open the *Options / Shutdown* window and change this to Ask whether or not to save data when TreePad closes (default) before closing the file. After the file is closed, you can change it back.

TreePad 6.x hjt databases and image storage

TreePad 6.x .hjt databases and image storage

Overview

When you use the old TreePad 6.x hjt database format, instead of the new (recommended and more secure) TreePad 7.x .tpd database format, Images as shown in the article, and icons as shown in the tree are not stored inside the main TreePad .hjt file, but inside a separate .tpz file (tpz = TreePad zipped).

Thus, if your work text file is named *mywork.hjt*, on adding an image or special icon will cause TreePad to create *mywork.tpz* in the same directory to store them. You should ensure that .tpz and .hjt files are kept together, otherwise TreePad will not be able to find and display the necessary images.

Remember that as soon as you insert an image into a plain text article TreePad immediately regards it as being in Rich Text Format, since inserting an image involves adding hidden code. See Plain text format.

Opening .tpz files with Zip software

TreePad Zip files use Zip file compression, so behave just like standard Zip archive files in that their contents can be inspected and extracted by Zip archiving programs, some of which can even open files within the archive. (Why not try Freebyte ZIP, Freebyte's own freeware zip program?) Image files can be extracted from a .tpz file as separate image files. However, we recommend that .tpz files be *created* only within one of the TreePad family of programs.

A .tpz file usually contains a considerable number of image objects (files) with extensions such as .bmp, .jpg, .gif, and .ico, the last being special node icons. Each image object's filename is a number or GUID (a long unique string of characters), assigned to it by TreePad in the same way that each node has a unique ID. So when you insert an image file into your article it loses its original name and becomes simply a number or a GUID.

When the .tpz file is not found

Please note that if we rename, move or delete the accompanying .tpz file using e.g. Windows Explorer, images will no longer show in the article, and icons will no longer show in the tree. Instead of the image, only an empty space will be visible, instead of the node icon, the default node icon is shown. And after clicking on the empty space, an empty image frame will be visible, as shown in Fig. 1.

Solution: restore the original .tpz file, and the images will show again after reopening the TreePad .hjt file.



File, disk and directory catalogs

File, disk and directory catalogs

A TreePad disk (or directory) catalog is a subtree representing all the files and directories on a removable disk or inside a directory. An example of a disk catalog of a CD can be found here: Example CD-Rom catalog. The catalog function does not import any files, just the name, size, date and location of the files.

To insert a catalog into the tree Click *Main menu / Tree / Insert/ Catalog of files* (Advanced mode only).

A disk catalog can be useful e.g. in creating a searchable database of all your removable disks (CD's, floppies, ZIP disks, etc.). Having such a database will simplify finding the right disk when you need a certain program or data file. With this function you can also create and manage shortcuts to files and directories on your hard disk.

This option is more extended than that found in many specialized disk-catalog programs which do not possess TreePad's advanced search, organizing, reporting, print, export, import and HTML generation capabilities.

Moreover, this function has also features which can be found in the disk-reporting tool Disktective: TreePad not only lists the name, size and date of individual files, and the amount of free disk space, but also the total **real** size of a directory (**that is, the size of a directory including all containing subdirectories and files!**), and the amount of **real space used** (taking the disk cluster size into account).

And last but not least, files and directories are represented as hyperlinks, activating the hyperlink will automatically open the file or directory if the corresponding disk or directory exists and is accessible by your system.

You can customize this feature by setting the various Options

Options

Options

There are several options available for the disk catalog function in *Main menu / View / Options / Tree / File catalog*. When inserting a disk catalog into the tree, you can specify whether or not to include:

- directories (in the article)
- · file dates
- file sizes
- · directory totals
- · free disk space

In addition, you can specify whether or not to include hyperlinks, and whether included hyperlinks should be absolute (default) or relative.

Example CD-Rom catalog

(Note: Hyperlinks to directories other than the three subdirectories INFO, KPNPINK and KPNWHITE have been replaced by underlined blue text to avoid invalid links, because these files very likely do not exist on your system in that location)

 1999-04-21 17:21
 000 239.424 Kb
 INFO<dir>

 1999-04-12 09:53
 109 467.289 Kb
 KPNPINK<dir>

 1999-04-12 09:53
 440 240.569 Kb
 KPNWHITE<dir>

 (remaining directories deleted to save space)

 1998-01-22 21:55
 000 285.324 Kb
 INST16.EXE

 1998-01-22 21:54
 000 290.733 Kb
 INST32I.EXE

 1998-01-27 14:07
 000 008.704 Kb
 ISDEL.EXE

 1998-01-22 19:06
 000 011.264 Kb
 SETUP.DLL

 (remaining files deleted to save space)
 INST32I.EXE

This directory: Files = 24 Directories = 7 Total size = 002 105.210 Kb Space used = 002 136.064 Kb

Including all sub-directories:

Files = 102 Directories = 7 Total size = 669 725.132 Kb Space used = 669 816.832 Kb

Disk Z: Free disk space = 000 000.000 Kb Cluster size = 002 048.000 Kb

INFO

(Note: Original hyperlinks replaced by underlined blue text to avoid invalid links)

 1999-04-21
 17:21
 000
 004.096
 Kb
 INTERNAT.FSI

 1999-03-08
 17:12
 000
 006.144
 Kb
 LANDEN.FSI

 1998-03-30
 17:30
 000
 008.000
 Kb
 NET.LOK

 1997-05-30
 10:33
 000
 008.192
 Kb
 NETLIST.FSI

 1996-06-24
 09:57
 000
 053.248
 Kb
 NETTOWN.FSI

 1998-02-12
 14:49
 000
 008.192
 Kb
 PAYSTBL.FSI

 1998-02-12
 14:49
 000
 098.304
 Kb
 PAYSTXT.FSI

This directory: Files = 8 Directories = 0 Total size = 000 239.424 Kb Space used = 000 239.616 Kb

KPNPINK

(Note: Original hyperlinks replaced by underlined blue text to avoid invalid links)

 1999-02-17
 10:07
 038
 238.460 Kb
 NAME.FSI

 1999-02-17
 10:08
 005
 108.335 Kb
 NAMEKWD.FSI

 1999-02-17
 10:09
 001
 167.526 Kb
 PCOD.FSI

 (remaining files deleted to save space)
 save space)
 Save space
 Save space

This directory: Files = 14 Directories = 0Total size = 109 467.289 Kb Space used = 109 479.936 Kb

KPNWHITE

(Note: Original hyperlinks replaced by underlined blue text to avoid invalid links)

1999-02-16 14:52 000 614.552 Kb EXTAREA.TBL 1999-02-16 14:52 000 045.056 Kb HSID.FSH 1999-02-16 14:52 011 005.952 Kb HSID.FSI (remaining files deleted to save space)

This directory: Files = 25 Directories = 0 Total size = 440 240.569 Kb Space used = 440 252.416 Kb

File conversion utilities*

File conversion utilities*

See: File conversion utilities

* cross-reference only

File encryption*

File encryption*

This feature is unique to TreePad SAFE and TreePad Business Edition

See Password file encryption

* cross-reference only

Export and Import

Importing and exporting files

Data files

Not only can you cut, copy and paste nodes and subtrees between concurrently open instances of TreePad, but the program will allow you to import <u>complete</u> files, including TreePad files and many popular filetypes, into your currently opened TreePad file. In addition, you can export a single node, a subtree or the whole tree as one complete file, multiple files (one for each node), or even as a fully linked set of HTML files which can function as a Web site!

Importing files into a subtree Exporting a subtree Importing a file into an article Exporting an article as a file

Image files

TreePad supports most popular image formats, allowing you to import (insert) graphics images into your articles, exporting and converting them into various formats in one step!

Importing and inserting images Exporting images

Import

Import

contents Importing files into a subtree Importing document files Importing a TreePad file Importing a CSV file Importing Favorites and links Importing files into an article

Importing files into a subtree

Importing files into a subtree

(Advanced mode only)

One or more files of supported filetypes can be imported into a TreePad file as child nodes of the selected target node, forming a subtree of that node.

Importing document files (TXT, RTF, HTML) Importing a TreePad file Importing a CSV file Importing Favorites and links

Importing document files

Importing document files

(Advanced mode only)

Importable documents include files of type Plain Text (.txt), Rich Text (.rtf) and HTML (.htm, .html)¹. Any number and combination of them may be imported in one go, transforming the files into <u>child nodes</u> of the current node. Each imported node title has the same name as the corresponding original file.

The option 'show file extensions', if checked, will make the original extension of the importeed document (.txt, .rtf, .html, etc.) part of the node title.

To import one or more document files

- Click Main menu / File / Import / Into tree / Documents; or
- Click Tree context menu / Import / Into tree / Documents.

Importing documents non-recursively

In the first import screen, select 'Documents'. Clicking 'next' will show the following screen:
TreePad import		
Import documents into t	he tree	
Recurse directories	Show file extensions	
Cancel		<u>≤< Previous</u> <u>Finish</u>

Press 'Finish' to start the 'File Open' dialog.

In the file-open dialog, you can select one or more files. To insert multiple files from the currently open folder in one action, after clicking the first file to select it:

- For <u>consecutive</u> files, hold down the **Shift** key, then use the cursor arrow keys to highlight a block of files.
- For <u>non-consecutive</u> files, hold down the **Ctrl** key while clicking on further file names.

Importing documents recursively

In the first import screen, select 'Documents'. Click next, then check 'Recurse directories'. This will enable you to specify the file types of documents to be imported into the tree. Additionally, TreePad Business Edition allows you to specify custom file extensions (the lower right part of the screen):

TreePad import					
Import documents into the tree Import documents into the tree Recurse directories Show file extensions					
Type of documents to be impo	rted into the tree:				
 Plain text files (.txt, asc) HTML files (.htm, .html) Rich Text files (.rtf) 	Custom: asc cfg dfm ini pas	+			
<u>C</u> ancel		<u>≺</u> < Previous <u>F</u> inish			

Custom file extensions

(Feature unique to TreePad Business Edition)

The box 'Custom' allows adding and enabling/disabling custom file extensions. Please note that only ASCII (text-based) files should be imported into the tree. Binary files (such as .dll, .exe, .zip) can not be displayed by the article in any meaningful manner, can harm your database, and should never be imported into the tree.

Notes:

1. Images shown in imported HTML files need to be inserted separately.

- 3. For importing TreePad files into the tree, please see the section Importing a TreePad file.
- 4.

2.

5. Another way to import files of the types listed above is simply to drag them from Windows Explorer and drop them on to any node on the TreePad file tree, which will then become their parent node. See Drag-and-drop support. TreePad files will be displayed incorrectly if imported by this method.

Importing a TreePad file

Importing a TreePad file

(Advanced mode only)

To import a TreePad file

- Click Main menu / File / Import / Into tree / TreePad file; or
- Click Tree context menu / Import / Into tree / TreePad file.

The imported file will appear as a new child node of the currently selected node, the node title bearing the name of the original file.

When importing a TreePad file, all user-defined node icons, hyperlinks and images contained inside the articles of that file are imported.

Importing a CSV file

Importing a CSV file

(Advanced mode only)

(CSV stands for Comma Separated Value and is a common format for exchanging databases between different programs. The name means that the data fields (values) in such a file are separated by commas.)

To import a CSV file

- Click Main menu / File / Import / Into tree / CSV file; or
- Click Tree context menu / Import / Into tree / CSV file.

Comma separated files (CSV files) can be used to import data from spreadsheet and database programs. TreePad will import only the first two fields of any record in the CSV file. The first field will appear as a node title, the second field as the corresponding article content. The CSV data will be imported into the currently selected node as a subtree. The root of this subtree is named after the imported file.

CSV options

Most spreadsheet and database programs have options to export to CSV files. Since there may be minor differences in CSV format between applications, TreePad enables you to adjust your import settings. To do this, click *Main menu / View / Options* (or press **Shift+Alt+O**) and select *Import CSV*.

Field separator:

Specifies which character is used for separating data fields in the input file. Choices: comma, semicolon, tab.

Text qualifier:

Specifies which character is used to indicate the beginning and end of a record field in the input file.

Choices: double quotes (" "), single quotes (' '), none.

Importing Favorites and links

Importing Favorites and links

You can import Windows link files (Internet Explorer **Favorites** and Windows Explorer **Shortcuts**) into TreePad as lists of hyperlinks within articles. This also enables you to <u>export</u> such articles as HTML files which can be read by other browsers such as Mozilla or Internet Explorer, without the need for requiring a third party bookmarks conversion program.

You can do this in TreePad in two ways:

- 1. select a whole <u>folder</u> of link files, such as your Windows\Favorites folder or your Windows\Desktop folder, and insert it into the <u>Tree pane</u> as a subtree of the currently selected node; or
- open a folder containing link files, select just the <u>files</u> you want and insert them as a list of hyperlinks (to their targets) into the current <u>article</u> at the current cursor position.

1. To import a folder as a subtree

- Click Main menu / File / Import / Into tree / Favorites/links; or
- Click Tree context menu / Import / Into tree / Favorites/links.

This will open the **Browse for folder** window where you can select the desired folder containing link files. If the selected folder contains subfolders (e.g., Internet Explorer Favorites), TreePad will create a subtree, one node to each folder.

This command only creates hyperlinks to Favorites and Shortcuts. All other files will be ignored. For example, subfolders containing other files will be represented as child nodes in the created subtree but their articles will be empty.

2. To insert a list of hyperlinks into the current article

- Click Main menu / Insert / Link(s) to file(s); or
- Press Shift+Ctrl+Alt+H.

This will insert links to one or more files in the selected folder. Unlike the previous method:

- You are not obliged to create hyperlinks to all link files in the folder and subfolders, but can select just those you want.
- Files other than link files are <u>not</u> ignored, so you can mix file types and create hyperlinks to <u>all</u> files selected.
- You cannot insert links from more than one folder at a time.
- Subfolders (and their contents) in the selected folder will be ignored.

See Inserting multiple hyperlinks to files, also Insert menu for details of other items which may be inserted into an article.

Notes:

- 1. For the technically minded, Internet Explorer Favorites are URL files and Windows explorer shortcuts are LNK files.
- 2.
- 3. The Favorites described here are 'internet favorites', and are obviously different from TreePad's favorites which can be found in *Main menu / File / Favorites*, and the file toolbar.

Importing files into an article

Importing files into an article

TreePad allows the importation of image files (JPG, PNG, BMP, EMF, GIF, ICO, etc.) and document files (such as plain text, rich text or HTML files) into the article at the cursor position.

When importing HTML files, please note that hyperlinks are faithfully imported as underlined hyperlinks while images need to be inserted separately through copy/paste or menu/insert/image(s) from file(s).

To insert the contents of a file into the current article

Position the cursor in the article where insertion is required, then

- O Click Main menu / File / Import into article (Advanced mode only); or
- O Click Article context menu / Insert / Text from file (Basic and Advanced modes) or
- Menu/insert/image(s) from file (see Insert menu).

The image insert function allows selection of multiple images to be inserted in one go.

Notes

Most word processors and browsers will allow you to drag a block of highlighted text <u>directly</u> across to your article, where it will be inserted at the current cursor position. See Drag-and-drop support.

Export

Export

Exporting a subtree Exporting a subtree to one file Exporting a subtree to multiple files Exporting a subtree to a Web site File menu subtree export Tree options Article options HTML menu subtree export Exporting selected nodes Viewing results when finished Exporting an article as a file

Exporting a subtree

Exporting a subtree

(Advanced mode only)

You can export a complete subtree to various formats by following the links below. An export wizard will guide you through the various steps.

Exporting a subtree to one file Exporting a subtree to multiple files Exporting a subtree to a Web site Exporting selected nodes Viewing results when finished

Exporting a subtree to one file

Exporting a subtree to one file

(Advanced mode only)

To export a subtree to one file Click *Main menu / File / Export / Selected subtree*.

In the first screen of the export wizard, choose Export to one file.

In the second screen, you have the option to export the selected subtree to:

- A TreePad 6.x file
- A TreePad 2.x compatible file (articles are converted to plain text)
- One HTML file (all articles combined into one .html file)
- One Rich Text file (all articles combined into one .rtf file)
- One plain text file (all articles combined into one .txt file)
- One XML file (with the option of exporting articles as plain text, HTML or RTF. The latter two are embedded into an XML CDATA section. If you want your articles to be readable by most XML programs, choose the option 'export articles as plain text'.
- One OPML file (OPML is a simple XML-based format for exchanging information between various outline programs).

When exporting a subtree to TreePad file, all user-defined node icons and any images contained in the subtree articles are also exported to that file. When exporting to a single HTML file, images are exported to separate files linked from the HTML file. Exporting to Rich Text file will result in images being embedded into the Rich Text file itself.

If exporting to any format other than a TreePad file (HTML, Rich Text or Plain text), you have the option of exporting and displaying <u>node titles</u>, <u>articles</u> or both. In addition, if using <u>TreePad</u> Business Edition, you can Limit export to checked articles and/or nodes only by checking the box with this label.

Export to single RTF file

If you wish to export each article to a new page, enable 'Include page break after each article' in the step 'Options for export'.

See Exporting formatting. See Viewing results when finished.

Exporting a subtree to multiple files

Exporting a subtree to multiple files

(Advanced mode only)

To export a subtree to multiple files Click Main menu / File / Export / Selected subtree.

In the first screen of the export wizard, choose Export to multiple files.

In the second screen, you can choose to export the selected subtree to:

- A set of **HTML files**. Each article/node is exported as one HTML file.
- A set of **rich text files**. Each article/node is exported as one rich text file.

• A set of **plain text files**. Each article/node is exported as one plain text file.

The option **recurse subtrees** allows you to choose whether (when unticked) to export only the first level of the selected subtree, creating only files (this is the default), or (when ticked) to traverse all branches of the subtree recursively, exporting all levels and creating files and directories. To recurse means to backtrack. Directories are created corresponding to the various levels of the subtree.

The option **Limit export to checked articles and/or nodes only** allows you to limit export to only those nodes with checkmarks in their node checkbox icons. See Exporting selected nodes. TreePad Business Edition only

See Exporting formatting. See Viewing results when finished.

Exporting a subtree to 'Website'

Exporting a subtree to a Web site

(Advanced mode only)

Article Frame Page	Page dimension	v# (px)		
Appearance Font Header	Page width	640] ⊚px ⊖%	
Footer	Center pa	ige in frame		
discellaneous	- Outer margins			[padding]
Font	Lett	50	Left	50
riane ite	Flight	50	Right	50 🕃
Frame	Bottom	50	Bottom	50
Font	Тор	15	Тор	50 🕃
Made with' Seal				1

Introduction

TreePad is not only a powerful personal organizer, database and Word Processor, but also enables you to generate entire Web sites at the click of a button!

With only a few mouse clicks you can generate a complete Web site from all the information you have stored in TreePad, including HTML pages, images (GIF, JPEG, PNG), internal and external hyperlinks, navigation panel (option unique to TreePad[™] Business Edition), tree pane and title pane.

With TreePad you don't need to edit, manage or maintain any HTML pages or worry about broken hyperlinks! Non-internet image types, like BMP and EMF are automatically converted to JPEG and GIF during export.

To export a subtree to a set of linked HTML files ("Web site")

- Click Main menu / File / Export / Subtree / To Website
- or (TreePad Business Edition only): Main menu / HTML / Quick export / Subtree; or
- or (TreePad Business Edition only): the Quick export of subtree to an HTML Website . tool button is on the HTML toolbar.

To directly preview the result in your default browser (option unique to TreePad[™] Business Edition)

- . Click Main menu / HTML / Quick preview / Subtree; or
- Click the **Quick preview of tree in HTML browser** tool button **W** on the **HTML** toolbar.

This will allow you to make final changes to your text and settings.

Further reading:

contents The structure of an exported Website Examples of TreePad-generated Websites Expandable/collapsible tree pane Linking directly to articles Images Hyperlinks Including HTML source code Options for Website export Article options Frame Page Dimensions Appearance Font Header and footer Frames and borders options Miscellaneous options Navigate panel options Title frame options Tree options 'Made with' seal **Quick Preview**

- 1. To view the converted file commencing at the root of the tree, click on index.html in accordance with Web practice. See Tree options for more details.
- 2. You have the option to examine the results immediately in your default browser by ticking the box labeled *Launch browser when finished*. See Viewing results when finished.

The structure of an exported Website

The structure of an exported Website

Frame structure

The exported Website presents itself with a maximum of three frames:

- The **Title** frame (optional)
- The **Tree** frame (optional)
- The Article frame

Elements in the article frame

The article frame can contain the following elements:

- **Page** (optional, contains article text and images)
- **Navigate panel** (optional, can appear on top or bottom in article frame, TreePad Business Edition only)
- Header and footer (optional, TreePad Business Edition only)
- **'Made with' seal** (optional, can appear on top or bottom in article frame)

The image below gives an illustration of the Website structure.



File structure

The file-structure of an exported Website on disk is as follows:

- **documents** (directory containing article HTML files, the exported articles)
- **images** (directory, containing the images which are part of the exported articles)
- icons (directory, containing GIF files, the exported tree icons)
- **backgrounds** (directory, containing background images directory only is created when backgrounds have been selected in Website export screen)
- index.html, code.html, menu_empty.html, tree.html, heading.html (main HTML files)

- mtmtrack.js, mtmcode.js, right-click.js (javascript files)
- main.css (HTML stylesheet file)

Examples of TreePad-generated Websites

Examples of TreePad-generated Websites

Example 1

Disktective manual, http://www.freebyte.com/disktective/manual generated using TreePad Business Edition.



Disktective manual Website overview



Disktective manual Website detailed view

Example 2

TreePad Banner Catalogue, http://www.treepad.com/banners/ generated using TreePad Business Edition.



TreePad Banner Catalogue, overview

More examples

More examples of TreePad-generated Websites can be found on

http://www.treepad.com/webgenerator/

Expandable/collapsible tree pane

Expandable/collapsible tree pane

(option unique to TreePad[™] Business Edition)

TreePad Business Edition introduces the extra benefit of exporting to a Website with dynamic/**Javascript** tree pane ^{1, 2}. Each exported tree-node can expand/collapse inside the Web browser; just like in TreePad itself!

As an example of a TreePad-generated Website, you will find this manual converted to HTML pages at www.treepad.com/docs/manual/. More examples can be found on www.treepad.com/webgenerator

Notes:

1. **Try not to make the exported dynamic/Javascript tree too large**. The dynamic/Javascript tree will become rather slow when your exported Website contains thousands of nodes. There is little TreePad can do about this, this is related to how Javascript runs inside a Webbrowser. Webbrowsers are not high-performance platforms.

The recommended maximum number of nodes for dynamic/Javascript trees is around 2000.

As an illustration, this manual has around 600 nodes and as you can see at www.treepad.com/docs/manual/ the online version performs well.

2. You can enable/disable Website export with dynamic tree pane in the Tree options If you disable the 'dynamic tree pane' option, the exported tree is static and will always be fully expanded (showing all nodes).

Linking directly to articles from outside

Linking directly to articles from outside

(option unique to TreePad[™] Business Edition)

By default, a TreePad-generated Website always opens the first article, which is the article of the root node (the most fundamental node of the subtree which you have exported).

It is also possible to have the Website load another article when it is first accessed. This can be useful when you want to create a direct link (from **outside** the generated Website) to a specific article **inside** the generated Website¹.

For this, you need to **append the following string** to the internet address (URL) of the TreePad-generated Website:

?article=<HTML filename of article>

where <HTML filename of article> is the filename of the article HTML file (inside the folder 'documents' in the generated Website).

The HTML filename of the article consists the node-GUID + '.html' (also see note 2, below).

Please note that this only functions in combination with Dynamic/Javascript-enabled Websites!

Example:

Let us now take the online TreePad manual as an example. To open the article 'Tree commands' of the online TreePad manual, just copy/paste the following address in the URL-bar of your browser:

http://www.treepad.com/docs/manual/?article=B0678C6B2072F1BAEC01493DA30209D6BB15 3C63.html

You will see that the tree is visible, as well as the article 'Tree commands' (and not the article of the root node).

Obtaining the HTML filename (GUID²) of a node/article

You can get the HTML file name of an article through this simple procedure:

(1) select the node inside TreePad

(2) open the node properties screen (menu/tree/node properties)

(3) open the tab 'stamp'

(4) click the button 'copy GUID'

(5) now the GUID² is placed on the Windows clipboard. All you need to do next is to paste the GUID² to some location, then append '.html' to it, and you have HTML file name of the article.

Notes:

1. Linking to another article than the 'root article' is possible only when option 'Enable javascript (dynamic tree)' was active at the moment of generating the Website.

2. A **GUID** is a long string of letters and numbers uniquely identifying an article/node. As long as you do not delete the node/article (or perform a tree-copy/cut/paste with the node) inside TreePad itself, the GUID identifying this article is **constant and never changes**. This means

that the filename of the article HTML file, as part of the generated Website will be constant as well.

You can obtain the GUID of a node/article in the node properties screen, tab 'stamp'.

Images

Export to Website: images

Any images contained in the article and tree icons, are exported to Website as well. Internet image types, such as GIF, JPEG and PNG are not converted during export. Windows image types, BMP, EMF, WMF and ICO are converted to internet image types:

- · BMP images are exported to JPEG image files
- · EMF/WMF and ICO images are exported to GIF image files
- PNG, GIF and JPEG images are directly exported to their corresponding file formats, without the need for any conversion

If you frequently export to HTML or Website, the best format to store images is PNG, because PNG images are compressed without any loss of information, the compression method for PNG is very efficient, and PNG is an Internet image format, so TreePad does not convert PNG images to another format during export to Website or HTML.

Notes:

- 1. Images are exported to the website subdirectory 'images'.
- 2. Node icons are exported to the website subdirectory 'icons'.
- 3. See also Storage of images in their native format
- 4. See also Image conversion tables
- 5. See also The structure of an exported Website

Hyperlinks

Export to Website: hyperlinks

Hyperlinks are fully preserved when exporting a subtree to Website:

- hyperlinks to TreePad nodes/articles are converted to relative 'internal' HTML hyperlinks. These hyperlinks point to other exported articles. Since these hyperlinks lead to locations inside the generated Website itself, they are called 'internal hyperlinks'.
- hyperlinks pointing to anchors inside the same article, or pointing anchors inside other articles are preserved.

- Hyperlinks to Websites ('http') are converted to 'external' HTML hyperlinks, which open in a new browser Window. Since these hyperlinks point to a location outside the generated Website, they are called 'external hyperlinks'.
- Hyperlinks of other types, such as FTP, email, news links are also exported as functioning hyperlinks in the generated Website.

Image hyperlinks are fully preserved

Including HTML source code

Export to Website: including HTML source code

You can also insert manually coded HTML to achieve special results. TreePad fully supports the inclusion and export of manually coded HTML through so-called 'HTML source sections'.

See also Header and footer and Direct HTML editing

Options for Website export

Exporting a subtree to a Web site

(Advanced mode only)

TreePad offers a multitude of options to customize your exported Website. You can find them all in the Website export screen (**menu/file/export/subtree/To Website**). The following categories are available:

Article options Frame Page Dimensions Appearance Font Header and footer Frames and borders options Miscellaneous options Maigate panel options Title frame options Tree options 'Made with' seal Template

Article options

Article options

Frame Page **Dimensions** Appearance Font Header and footer

Frame

Article frame options

Frame

This category contains options to change the exported article-frame background color and an article-frame background image.

These frame options are not to be confused with Page options.

Page

Article page options

In the exported Website, the "article page" is displayed as a "page sheet" inside the article frame. Please note that the "article page options" apply to the "page sheet" inside the article frame, and not the article frame itself.

Export tabs as

The tab size specifies how many HTML-spaces (exported) one text/RTF-tab (in the original article text) gets converted into.

Show page

- When enabled, article text is shown inside a very nice looking page sheet inside the article frame.

- When disabled, article text is directly shown in the article frame¹.

Resize images (option unique to TreePad[™] Business Edition)

- When enabled, images are resized, and shown in a size comparable to how they are displayed inside TreePad's article (default).

- When disabled, images are shown in their 'true' size, according to dimensions of the image itself (no HTML "img" tag resizing)

More article page options Dimensions Appearance Font

Notes:

1. When the page is not visible, settings for inner margins (padding), page color, page background image, page border color and page border width have no effects (see Dimensions and Appearance).

Dimensions

Dimensions

Page width

The option 'page width' specifies a fixed page-width in px or a page width as a percentage of the article frame width.

Pages with fixed width usually make texts easier to read because the individual lines in a text are guaranteed not to be too wide.

Pages with width set in percentages adjust automatically according to the dimensions of the article frame.

Center page in frame

When this option is active, the page will appear in the center of the article frame.¹

Outer margins

The outer margins determine the distance between the borders of the exported article frame, and the borders of the article-page.¹

Inner margins (padding)

The inner margins determine the distance between the text inside the exported article-page, and the page borders.²

Notes:

- 1. The left- and right-outer margins are ignored when the page is centered.
- 2. Inner margins are ignored when the page is set not to be visible (see Page).

Appearance

Appearance¹

Page background color

This option specifies the background color for all exported pages. This color can be overridden by the option 'enable individual page backgrounds' (below), but only for those articles which have individual colors assigned to them through menu/format/article properties.

Page border color

The border-color of all exported pages.

Page border width

The border-width of all exported pages.

Enable individual page (article) backgrounds

When this option is active, exported pages will have the same background color as the corresponding articles in TreePad itself. (as set by using **menu/format/article properties).** If an article does not have a specific background color assigned to it, the value of 'Page background color' in this screen (see also above) will be used.

Page background image

Allows you to specify a background image of the all exported page-sheets.

Notes:

1. All the options in this section are ignored when the page is not visible (see Page)

Font

Font

The default font settings (name, size, style color) for exported articles. Note that these options are effective only for plain-text articles - which are articles not containing any text formatting (such as bold, italic, paragraph center, font size, font color).

Formatted articles (containing 'Rich text', images, tables, etc.) are exported according to formatting information inside these articles.

Header and footer

Header and footer (TreePad Business Edition only)

These are optional elements which you may or may not include in your generated Website. Both the header and footer field enable inclusion of raw HTML code which will appear on each page.

You can use the header and/or footer to include banners, links, credit, copyright information, foot and head texts, etc. The header/footer which will appear on each page of the exported Website.

When you do not want to include headers, footers, leave these fields blank.

Frames and borders options

Frames and borders

This category contains settings to show/hide frame borders, make the frames resizable and specify the width of frame borders.

Miscellaneous options

Miscellaneous options

This category contains the following options:

- 13. 'Launch browser when finished': when checked, upon completion of the Website export, TreePad launches your default browser showing the exported Website.
- 14. 'Create a numbered file for each article'. Enable this option when you want your Website to be compatible with TreePad 6.x generated Websites regarding links (from outside the generated Website) directly pointing to articles (inside the generated Website).
- 15. 'Limit export to': (option unique to TreePad[™] Business Edition) if you enable 'checked nodes only' (or 'unchecked nodes only'), only checked (or unchecked) nodes are exported. See also: Node checkboxes
- 16.

Export directory

Read-only field. The directory to which the most recent Website export was performed. This is likewise the directory which is initially accessed (in the directory selection dialog) the next time a Website export is performed.

Navigate panel options

Navigate panel options

(option unique to TreePad[™] Business Edition)

The navigate panel allows a third way of browsing the exported Website (the first two methods being the tree pane and internal hyperlinks between articles). An image of the navigate panel as can optionally appear on each page of the exported Website:

[Previous Next] [Up a level First Last] (Article 11 of 16)	
--	--

The navigate panel contains five links:

'Previous': points to the previous article in the tree. If available, the 'previous node' is the sibling node directly above the current node, otherwise it is the parent node.

'Next': points to the next article in the tree. If present, this is the sibling node directly below the current node. Otherwise the node displayed directly below the current node in the tree. **'Up a level'**: points to the parent node

'First': points to the root node of the exported Website

'Last': points to the last node of the exported Website, which is the node which is positioned at the very bottom of the tree when it is totally expanded.

It is possible to change the navigate panel's position on the page (top or bottom), background color font, border color and border width.

Title frame options

Title frame options

The title frame is the top frame of the exported Website. It shows the title of the exported Website (which is the caption of the first node of the exported Website).

The following options are available for the title frame

- title frame hight
- title frame visibility (hide/show)
- title frame font
- title frame background color
- title frame background image

Tree options

Tree options

You can specify the following options which apply to the tree frame of the generated Website:

- Whether or not to include a tree frame (see below)
- · Node font name: the name of the font of all node titles
- Node font size: the size of the font of all node titles
- Node font color: the color of the title of a node
- Node font hover color: the color of the title a node when the mouse hovers over it
- Node font selected color: the color of the title of the selected node
- Background color of the tree frame
- · Background image of the tree frame
- Width of tree frame
- The name of the export directory which will contain the tree icons (by default this is 'tpicons')

Including a tree frame

By default, the box "Tree Frame is visible" is ticked, meaning that on clicking **index.html** to view the Web site, you will see an HTML window with at least two panes, the tree pane, the article pane (and the title pane if enabled).

If you untick the box 'Tree Frame is visible', on opening index.html in your exported Website, you will see first article in your browser. If you have chosen not to show the tree, you might want to consider including the Navigate pane

Alternatively, you have created enough hyperlinks between articles <u>before</u> you export the TreePad file so that it is possible to reach all articles (directly or indirectly) from the first article.

Enable Javascript (dynamic tree)

(TreePad Business Edition only)

A **dynamic tree** is one which can be expanded or collapsed, much as TreePad behaves itself. A dynamic tree requires that the user has **Javascript** enabled in the Webbrowser (which usually is the case). A static tree always has every node expanded and does not require that Javascript is enabled.

By default TreePad X Enterprise generates a website containing both a **dynamic** and a **static** tree, but you can change this in the Website options (category: Tree), so that the resulting Website contains only one type of tree (either a static tree or a dynamic tree).

However, the advantage of generating **both tree types**, is, that if a user has Javascript disabled in the browser, he/she still can click on a static link inside the main (dynamic) tree to access the static tree. Because of this, it is recommended that you generate Websites containing both a dynamic and a static tree.

If both dynamic and static trees are exported, TreePad generates **two sets** of similar files (along with a number of other files):

(1) index.html and tree.html containing the dynamic tree

(2) index2.html and tree2.html containing the static tree

If you want to link directly to the static tree, you should link to index2.html

Please note that if only a dynamic or only a static tree is exported, the second set of files (index2.html and tree2.html) is **never** generated.

When a subtree is exported as a dynamic tree, its <u>tree state</u> (which nodes are expanded or collapsed) at the time of export is also preserved (however, the root node of the generated Website is always expanded).

This manual is available online, as an exported Website with dynamic tree, on www.treepad.com/docs/manual/.

Node icons

TreePad's node icons are exported to transparent GIF files. E.g., if your TreePad file looks like this:



the exported HTML tree pane can look like this (when showing all child nodes, or when 'dynamic tree' is not enabled):



'Made with' seal

'Made with' seal

The TreePad 'Made with' seal is this image:



If you enable the 'TreePad seal' in the Website Export screen, this image will be shown as part of the articles in the exported Website. The seal can appear on the top of the article, on the bottom of the article, or not shown at all.

Button 'start here'

This button, when clicked, will open the TreePad.com promotion page, which includes a number of ways to promote your TreePad-generated Website.

For instance:

- we can link back to your TreePad-generated Website from TreePad.com or Freebyte.com
- your TreePad-generated Website can join a number of Web rings or
- you can use one of the free search engine submission services listed
- etc.

Meta tags

Meta tags

Meta tags are **invisible** HTML elements providing information about your Website to search engines, such as Google. These invisible HTML elements can affect how Web search engines will index your site. This, in turn, influences your site's position in search results as a response to certain search phrases.

Please note that meta tags are not the only factors which can influence how your site is indexed. Equally important are: the visible content (text) of the pages of your site, the type and quality of the Websites linking to you, and the links pointing from your site to other sites.

TreePad can automatically add the following meta tags to (the index.html page of) the generated Website:

The "description" meta tag

A description of your site, 250 characters maximum length. If left blank, this tag will not be included in the generated Website.

The "keywords" meta tag

This tag contains any keywords relevant to your site, up to 800 characters. If this field is left blank, this tag will not be included in the exported Website. Please enter one keyword or keyphrase per line. Keywords should be lowercase, and can include phrases such as "free downloads" (excluding double quotes).

The "title" tag

The title of your site. This field has a maximum length of 90 characters. If left blank, the **title of the selected tree node** will be included as title tag instead.

Template

Template

TreePad's Website export settings can be saved to and loaded from external template files.

TreePad Website template files contain all Website export settings, including font size, font name, font color, meta tags, page size, page margins, background colors, background image locations, last used Website export directory, etc.

The structure of a TreePad Website template corresponds to the structure of a regular ini file.

Quick Preview

Quick Preview

(option unique to TreePad[™] Business Edition)

To get a preview of the TreePad-generated Website, first select node you want to export, then click:

Menu/HTML/Quick preview/Subtree

or click on the HTML toolbar button 'Quick preview of tree in HTML browser'.

When you only want to preview only of the current node in your Webbrowser, but with the tree and article panes, please click:

Menu/HTML/Quick preview/Article

or the HTML toolbar button 'Quick preview of node in HTML browser'.

This will show an article and tree pane, but only for the currently selected node (no descendant nodes are shown). This function is useful when you are in the process of editing the current node and article, and you want to have a fast preview of how this node/article would look in the generated Website, but are not interested in the descendant nodes.

To preview the HTML source code of the article, click **Menu/HTML/Quick preview/Article HTML source** or click on the HTML toolbar button 'View article HTML source code'.

Please note that this is the HTML source code of the article after it has been exported to Website. Within the TreePad database, the article is stored as Rich Text or as Plain Text.

Exporting selected nodes

Exporting selected nodes

TreePad gives you two ways of specifying which nodes are to be included when you export a subtree.

1. Specifying the subtree to be exported

As we have seen, *Main menu / File / Export / Selected subtree* allows you to specify the subtree to be exported. Selecting the Root node means that the whole tree will be exported.

2. Using the Export/print tab checkbox

You can include/exclude any node or subtree from being exported to a single RTF, HTML or plain text file, Website or multiple files in one of the above three formats, by selecting it in the

Tree pane, opening its Node properties window, clicking the **Export/print tab** and ticking or unticking the box labeled **Include this subtree into export and print**. This is a very powerful feature as it enables you to include or exclude the whole subtree. *All subtrees are included by default*.

You also use this function to exclude certain nodes from being printed. See Printing selected items.

The **Export/print tab** settings take precedence over the **Export / Selected subtree** command. In other words, if you untick the **Include this subtree into export and print** box in the Node properties window, then select that node to be exported, the export file created will be empty!

3. Using node check marks

(TreePad Business Edition only)

In a similar way, you can use node check marks to include/exclude nodes from export to single/multiple RTF/HTML/plain text files, or to a Web site. The node will only be exported if there are check marks in <u>both</u> the node checkbox icon and the **Export/print** tab checkbox.

Differences between *Export / Selected subtree*, Export/print tab and node check marks include:

The Export / Selected subtree command

- Enables you to select no more than one subtree to be exported (although you can select the whole tree if the Root node is selected).
- · Is useful if you just want one subtree exported.
- · Requires you to select the desired subtree each time you export.
- Does not require you to remember any settings.
- · Allows you to change your selection instantly.

The Node properties tab

- Enables you to select more than one subtree.
- · Is useful if you just want one (or a few) node(s) or subtree(s) excluded.
- Only needs to be set once, and the setting is saved on closing the file.
- Requires you to remember which nodes/subtrees have been included/excluded as currently there is no way of displaying this short of checking each node in turn. If you plan to "fine-tune" printing and node export in this way, it is advisable to keep notes of which nodes have been selected/deselected, or to mark them in some way without having to open the Node Properties box. You might consider adding a unique character string to the node title or article, or using a distinctive node title font or icon, etc.
- Has no "multiple undo" facility. If you have unticked the boxes on several nodes, you must reverse each deselection individually.

Node check marks

- Enable you to select more than one subtree.
- Are useful if you just want one (or a few) node(s) or subtree(s) excluded.
- Only needs to be set once, and the setting is saved on closing the file.
- Are always visible provided you do not hide them.
- You can check or uncheck all checkbox icons within a subtree or within the whole tree (by ticking the appropriate button in the Root node's Node properties window).

Exporting a node without its child nodes

If you just want to export a node without any of the children, consider exporting just the article to file (menu/file/export/current article).

Viewing results when finished

Viewing results when finished

Each of the *Main menu / File / Export / Selected subtree* options contains a check box enabling you to view the final output immediately without having to hunt for the directory to which you exported the subtree and then open the file(s).

Export choice	Title of checkbox
Export to one file	View result when finished
Export to multiple files	View export directory when finished
Export to Web site	Launch browser when finished

When exporting the subtree to one file, the application associated with that file extension will be the one that opens the exported file. E.g., if you are exporting it to an HTML file, it will be opened by your default browser. If it is exported to a TreePad file, it will be opened in a new instance of TreePad.

When exporting a subtree to multiple files, checking the box will display the output directory, allowing you to choose one or more files for viewing or editing.

The check boxes are unchecked by default in case your system resources happen to be so low that there is a risk that automatically running a further application (such as a viewer, editor or browser).

The checkbox setting is stored in the Windows Registry (or an ini file) so you will not have to remember to re-select/deselect it each time.

The checkbox settings for all export choices are independent of each other.

Exporting an article as a file

Exporting an article as a file (Advanced mode only)

To export the article contents to a single file

- 1. Make sure that the Article pane has focus, then
- 2. Click Main menu / File / Export / Current article.

You will be offered the choice of exporting to a single (plain) text file, HTML file, rich text (RTF) files or XML file (.xml). XML (eXtensible Markup Language) is used in TreeBook forms and templates³.

Quick export of an article to an HTML file

(TreePad Business Edition only)

- · Click Main menu / HTML / Quick export / Article; or
- Click the Quick export of article to an HTML file toolbutton and the HTML toolbar.

This is very similar to the previous method except that the default is <u>always</u> an HTML file, not the format you previously selected, although there are options to export the article to a non-HTML format. Use it in conjunction with quick HTML preview (see below) to view the effects of inserted inline HTML code⁴ before finally exporting the article.

Quick preview of an article as an HTML file

(TreePad Business Edition only)

To preview the result in your default browser:

- · Click Main menu / HTML / Quick preview / Article; or
- Click the Quick preview of current article in the default Web browser toolbutton & on the HTML toolbar.

The currently selected article will appear as a Web page (HTML file) in your default browser. This is useful to check that TreePad tables have been correctly converted to HTML tables, etc.

Quick preview of an article's HTML source code

(TreePad Business Edition only)

- · Click Main menu / HTML / Quick preview / Article HTML-source; or
- Click the View article HTML source code toolbutton 2 on the HTML toolbar.

A TreePad window appears containing the HTML source code. This shows you how TreePad intends to convert your article to HTML, and is particularly useful when debugging your Web page if you have inserted any inline HTML code⁴.

Notes:

1. Images in an article exported to an HTML file are exported to the same directory as the HTML file. The node title will be displayed as an HTML title tag.

2. Export of an article to an RTF file includes any images embedded into the exported RTF file.

3. See also Exporting forms, templates and structures.

4. If you wish to enhance the appearance of your exported HTML, you can insert additional HTML tags, JavaScript, etc. See Inserting inline HTML code.

TreePad utilities

TreePad utilities

Publishing TreePad files as a Website exe-eBook Creator TreePad Viewer File conversion utilities More TreePad utilities

Publishing TreePad files as a Website

Publishing TreePad files as a Website

TreePad Business Edition can export your database directly to a Website with dynamic (expandable/collapsible) tree. See Website authoring with TreePad for more information.

Additionally, a Perl script is available called **iTreePad** to publish TreePad files directly online, without any file conversion, including a frame based javascript tree navigation system. The script allows visitors to view TreePad files in their Web browser. iTreePad can be found on www.treepad.com/utils/

exe-eBook Creator

exe-eBook Creator

exe-eBook creator is a freeware ebook compiler for TreePad .tpd files. It enables you to create an executable (program) from a TreePad .tpd file. This single .exe file contains the TreePad database as well as the TreePad Viewer program.

The advantage of an exe-eBook is that it can be distributed royalty-free as a single file, since both data and viewer program are contained inside the program. Furthermore, a TreePad exe-eBook runs directly without installing anything!

Additional features: exe-eBook creator can compile password protected/encrypted .tpd files as exe-eBook. Also: a search engine, an options screen, zoom 10% - 1000%, history back/forward, etc. An exe-eBook can contain texts with or without formatting, images, tree node icons, hyperlinks. exe-eBook Creator is freeware for commercial and non-commercial usage; exe-eBooks can be distributed free of charge, without any royalties and without any other costs.

More information and download: www.treepad.com/exe-ebookcreator/

TreePad Viewer

TreePad Viewer

Freeware reader program that enables anyone to read/view TreePad Biz/SAFE/PLUS 7.x databases (.tpd, .hjt and .htmhjt database files). In other words, TreePad files can easily be shared with anyone, users and non-users of TreePad, alike. Take advantage of TreePad Viewer and send your friends, classmates, or business acquaintances your new photo album, eBook, report, research paper, presentation, etc.

TreePad Viewer runs on Windows 95/98/ME/NT/2000/XP. Any .tpd database, .hjt file, .htmhjt file or set of documents created using Treepad can be accessed using this freeware Viewer program.

Additional features: TreePad Viewer can open password protected/encrypted databases. Also: a search engine, an options screen, zoom 10% - 1000%, history back/forward, images, tree node icons, hyperlinks, etc. TreePad Viewer is freeware for commercial and non-commercial usage, can be distributed with your TreePad databases free of charge, without any royalties and without any other costs.

The TreePad Viewer can be found on www.treepad.com/treepadviewer and is compatible with all documents and databases created with the TreePad PLUS, SAFE, Business Edition, TreePad PRO and TreePad Lite (Windows/Linux). TreePad X Enterprise is also compatible with TreePad Viewer, through export to TreePad .hjt file.

File conversion utilities

File conversion utilities

You will find utilities at www.treepad.com/conversion_utilities/ for converting TreePad freeware and TreePad files to/from several popular filetypes, such as:

- · CSV (comma-separated-value) files
- HTML files
- •

- · MailBag Assistant e-mails
- Mind Manager files (mind maps)
- MS Word documents
- · Netscape and Internet Explorer bookmarks
- · OPML (Outline Processor Markup Language) files
- · Palm files
- NoteTab outline files (.otl)
- Psidat files (Psion-EPOC databases)
- · UNIX Yank files
- · XML files

More TreePad utilities

More TreePad utilities

More utilities can be found on www.treepad.com/utils/

Recycle bin

Recycle bin

The TreePad recycle bin contains images and icons which are no longer used in the currently opened TreePad database. The recycle bin can be opened through: menu/tools/recycler (advanced mode) or the recycler button on the file toolbar:



The recycle bin is available for TreePad 7.x (.tpd) as well as for TreePad 6.x (.hjt and .htmhjt) databases. The recycle bin provides one extra step in the deletion of images and icons from the database, adding an additional measure of security.



- The button 'Select all' selects all images or icons, depending on which tab is visible (the tab 'Non-used images', or the tab 'Non-used icons').
- To select one icon or image, click on an item in the list.
- To select multiple icons or images, hold down the ctrl or shift key while clicking on the list.
- Images or icons which are unused can be salvaged to a folder of your choice through the recycler's export function (the button 'Export selected' in the screenshot above exports all selected images or icons to your harddisk).
- The button 'Wipe selected' permanently deletes the selected images or icons from the database.

Security

Security

See also Backup and saving

General considerations

Password file encryption

General considerations

General considerations

Securing your data from accidental or deliberate corruption, deletion, theft or unauthorized inspection or copying involves several levels of security.

If the data is simply for your own use, you should save and back it up frequently. Save copies to a different hard drive and to other storage media such as CDs that can be securely stored away from your computer.

If you have created a data file for others to use and want to prevent alteration, include the freeware TreePad Viewer with it or distribute it as a single-executable or exe-eBook, containing TreePad Viewer and your database inside one executable file.

If you store sensitive data in TreePad files, you should:

- Delete the TreePad Clipboard files at the end of each session by answering "Yes" to the prompt above and/or automating its deletion¹.
- Ensure the contents of C:\WINDOWS\TEMP is included when you use cleanup programs.
- Consider using "disk wipe" programs such as Eraser (freeware, see e.g. www.freebyte.com) that thoroughly overwrite unused disk space, including such areas as unused space between the end of a file and the end of its cluster.
- Upgrade to TreePad SAFE or TreePad Business Edition (TreePad BIZ), which offers industrial-strength file encryption.
- •

Notes:

 Deleting the clipboard.hjt file helps, but is not 100% secure, since deleting a file from your hard disk the regular way always leaves some remnants. Using these remnants, with certain software tools, files can be partially or completely recovered, even after they are "deleted". Future TreePad versions will actually <u>overwrite</u> the information in the TreePad clipboard before deleting them (this way only the overwritten, not the original, information can be recovered by these tools).

Password file encryption

Password file encryption

This feature is unique to TreePad SAFE and TreePad Business Edition

TreePad offers powerful encryption to protect your valuable data files. You can encrypt just those files you wish to keep private, and since each encrypted file needs its own password, you can determine who will be able to read which files.

TreePad Business Edition and TreePad SAFE utilize 256 bit encryption using the acclaimed TwoFish algorithm. Twofish is a state-of-the-art encryption method developed by the team of Bruce Schneier, world renowned cryptographer and author of the famous Blowfish algorithm. TwoFish is designed for utmost safety, speed and flexibility, and its level of encryption is several orders of magnitude stronger than what is produced by older algorithms, such as Blowfish or DES (Digital Encryption Standard).

Once you have opened an encrypted file, you may change the password at any time and even unprotect the file if you wish. Keep a copy of the password in a secure place, since the file cannot be repaired or unprotected if you lose the password!

Opening an encrypted file takes a little longer than an unprotected file.

Once you have opened an encrypted file, you may edit it.

The safest way to learn to use file encryption is to practise on a test file. Even when you are confident about using it, you should consider keeping an unencrypted version in a safe place.

Setting, changing and removing passwords can only be done after TreePad has opened the file.

Setting, changing and removing passwords Password hints and tips Encryption considerations Encryption limitations

Setting, changing and removing passwords

Setting, changing and removing passwords

Setting a password

Click Main menu / File / Set password to open the Set database password window.

You will be asked to enter a password. The password can be from 6 to 30 characters long, is <u>case-sensitive</u> and can include letters, numbers, punctuation and spaces. Examples:

password123 MyPassword my pass [p@\$\$w0rd] pass.word

See Password hints and tips.

When you have successfully entered the same password twice, the message "Database password has been set" will appear.

When the current file is password protected:

- The Status bar displays the word "Protected".
- On opening the *Main menu / File submenu*, the item *Set password* has been replaced by *Change password*.

Opening a password encrypted file

When you attempt to Open or Reopen a password encrypted file you will be asked to enter a password first. If you have entered the wrong password, the message "Invalid password" will appear. If your password is rejected, make sure you haven't left your Caps Lock on, as password entry is case-specific!

Note: If you attempt to open a password-protected file using versions of TreePad or TreePad which do not support file encryption, the message "Cannot open password protected files" will be displayed.

Changing a password

Once you have set a password, the menu item *Main menu / File / Set password* will change to *Change password*. Clicking this will display the *Change database password* window.You will need to enter the current password before you can change it.

If you accidentally re-enter the same password as the old, you will see the message "Error: old password and new password are the same". After this the password screen does not close. If you do not want to change the password at this stage, press **Cancel**.

Removing a password

Click *Main menu / File / Change password* to open the Change database password window, enter the current password, then click **Unprotect**. After confirming that you wish to remove password protection, you will be returned to the main program window and the file is now unprotected.

Password hints and tips

Password hints

Select your password with care

If you forget or lose your password, your data may be lost. If you choose *&%6#7, it might be hard to guess, but will you remember it, let alone anyone else?
You need a combination of letters that's complex yet still easy to remember.

One option is to create a meaningless word that's easy to pronounce and easy to type, maybe by altering an existing word slightly, e.g., rufnail.

Another is to create a mnemonic (the initial letters of a phrase, e.g. TGIF for Thank God It's Friday).

Another is to join words together imaginatively, e.g. born2Bgood.

The longer you make your password, within reason, the harder it will be to crack. TreePad requires you to enter at least 6 characters.

Use punctuation, numbers and upper and lower case in your password if possible.

Don't include information that people might be able to guess such as your name, birthdate, number-plate of your car, phone number in reverse, etc.

The more effort you put into being creative, the less likely you are to forget your password. Plan to change your password regularly by altering a number or letter sequence within it.

Securing your password

If you feel you need to write your passwords down, keep the list in the most secure location possible, never where anyone else might find or steal it.

Alternatively, keep your passwords in an encrypted list accessible with only one password. You might create an encrypted TreePad file for just this purpose.

Never send passwords by e-mail unless you use public key encryption, and then only to someone you can really trust.

Encryption considerations

Encryption limitations

When you decide to encrypt a file you should take care to delete or encrypt any previous unencrypted backups. It is also important to realize that when you change the password of your current data file, your backups still are accessible through the old password.

If TreePad SAFE or TreePad BIZ detect that a file is password-protected when commencing a numbered backup (Main menu / File / Backup to), they will ask you each time you backup whether you wish to encrypt it. This gives you the opportunity to save the occasional copy unencrypted if you wish.

If you select one or both of the Safety copy options (Main menu / View / Options / Backup), the hjt.bak file will automatically be encrypted.

See Backup and saving for more information on backups.

Encryption limitations

Encryption limitations

TreePad SAFE and TreePad Business Edition offer high-security encryption of articles and nodes (all textual data is encrypted), but images and icons are not encrypted. Encryption of images and icons is planned for the not too distant future.

Even though you have encrypted a TreePad file, when you copy a subtree to clipboard it the selected subtree is (temporarily) stored in unencrypted form in the Windows directory for temporary files.

In this case you should consider setting TreePad to delete the TreePad Clipboard and when you close an encrypted file, as minimum protection.

Multi-user database access

Multi-user database access

TreePad offers various methods of enabling multiple users access to a shared TreePad database, as listed below¹.

Shared readonly access through TreePad Viewer Generating Websites with TreePad Business Edition Client/Server (multi-user) TreePad: TreePad X Enterprise Server

Notes:

1. Please note that TreePad Lite, TreePad PLUS, TreePad SAFE and TreePad Business Edition do not directly allow full read/write access to a shared TreePad database.

Shared readonly access

Shared readonly access through TreePad Viewer

TreePad databases can be accessed by multiple users on a network through TreePad Viewer.

Each user on the network can have TreePad Viewer installed allowing shared readonly access to TreePad databases.

How to share a TreePad database on your corporate network

After you have created/modified the database with TreePad PLUS, SAFE or Business Edition, you need copy this database to a shared folder on a network drive. Thus the TreePad database can be accessed "readonly" by the other users on your network through the freeware reader program **TreePad Viewer**, which can be found on www.treepad.com/treepadviewer/.

Please note that regular TreePad editions¹ <u>do not directly allow full read/write access</u> to a shared TreePad database. Also, any database or file, <u>while being open</u> in such a TreePad edition¹ <u>can not be opened in TreePad Viewer</u>. This means, that to publish your TreePad database on a network for shared access, you need to create a <u>separate public copy</u> of each TreePad database accessible by others on your network. This public copy can be accessed only in readonly mode through TreePad Viewer by others.

Then when you need to make a change to the database, you need to open the <u>private</u> (nonshared) copy of your database. After you have finished editing the private version of the database, <u>publish</u> your updated database by <u>copying</u> the private version over the public version.

See also: Client/Server (multi-user) TreePad Generating Websites

Notes:

1. With regular TreePad editions here is meant: TreePad Lite, TreePad PLUS, TreePad SAFE and TreePad Business Edition

Generating Websites

Multi-user access through TreePad-generated Websites

Through TreePad Business Edition's Website export function (menu/file/export/subtree) one can create a set of HTML files containing the entire database, including images, icons, articles, nodes and hyperlinks which looks very similar to TreePad itself, and which can be accessed by multiple users through their Webbrowsers.

Example of a TreePad-generated Website:



As is shown in the image above, this generated Website consists of a set of HTML files, which includes a HTML navigation pane (expandable/collapsible Javascript tree), which can be accessed by multiple users simultaneously through their Webbrowser.

There are two ways in which you can make your TreePad-generated Website available for public/shared access:

(1) Copy the generated Website into a public folder on your network

The TreePad-generated Website can be copied directly into a public folder on a network drive, so that it can be accessed directly using Internet Explorer, Mozilla, etc. without the need for an Intranet Webserver.

(2) Copy the generated Website into a folder on your Intranet or Internet Server

The generated Website can be integrated with your existing Intranet or Internet by copying it into a folder on your Intranet or Internet server.

See also Exporting a subtree to 'Website' www.treepad.com/webgenerator/. Client/Server (multi-user) TreePad

Client/Server (multi-user) TreePad

Full multi-user (client/server) database access through TreePad X Enterprise Server

Introduction

TreePad X Enterprise is a powerful client/server, multi-user Organizer, Database, Word Processor, Documentation system, Intranet replacement system and Search Engine. Despite its versatility it is as easy to use as a standard Word Processor. The TreePad TeamWare concept enables all your employees to instantly publish and access documents, images, phone numbers, hyperlinks, etc. without any special training or technical skills. TreePad X Enterprise allows sharing of information through **multi-user read/write access**. Users can be restricted in what information they can see, and what information they are allowed to change or view 'readonly' - on the subtree level and also on the database level.

There is no theoretical limit to the number of users which can share a TreePad database.

Open eight databases simultaneously

TreePad X Enterprise allows you to access up to eight databases simultaneously. You can access each opened database through the corresponding database-slot button on the left. To transfer subtrees directly from one database to another just use the mouse to drag-drop the selected subtree into a database-slot button.

384 Gigabyte database size

TreePad X Enterprise supports databases of up to **384 Gigabytes** (128 Gb text, 128 Gb images and 128 Gb binary data) on Windows NT, 2000 and XP but only when all client programs and the server program are running from an NTFS partition. If the server and/or some clients are installed on a FAT partition (Windows 95, 98, ME, NT, 2000, XP), the maximum supported database size is 12 Gb (4 Gb text, 4 Gb images, 4 Gb binary data).

For more information, please see the TreePad X Enterprise Server home page on: www.treepad.com/treepadx/

A free 30-day evaluation version of TreePad X Enterprise can be requested here: www.treepad.com/treepadx/evaluate/

Miscellaneous features

Miscellaneous features

Autodial DraftPad Presentation (full screen) mode Example of presentation mode Drag-and-drop support Date, time and calendar functions Miscellaneous options Units Asian language characters Saving TreePad settings

Autodial

Autodial

Feature unique to TreePad Business Edition

You can create a <u>hyperlink to a telephone number</u> by opening the **Insert Hyperlink** window (**Shift+Ctrl+H**) and selecting PHONE as the **Link type**. Enter the telephone number in the **Phone number** field or paste it in from an address book program via the Windows Clipboard using the **Paste** button.

When you are ready to call the number, simply double-click the hyperlink and the **Call Status** window will appear:



Autodial without a hyperlink

To dial a phone number which is not part of a 'phone' hyperlink, select the entire phone number, and press ctrl-H to start dialing (or click menu/navigate/follow hyperlink).

Autodial prefix

If all your auto-dial numbers require the same prefix, you can program TreePad to dial it for you. To do this, click *Main menu / View / Options / Autodial* and enter the prefix in the Autodial **prefix field**. E.g., if you work in an office where you always need to enter 0 to dial out before you can dial the number, enter 0 in this field. If the telephone system requires you to pause within or after the prefix, enter a comma where necessary, e.g., "0,21684297" inserts a pause between dialling 0 and 21684297.

Auto dial						
🔽 En	able autodial prefix	0,21684297				
The digits which are needed to dial an outside line. Enter a comma for a pause. For example, if you enter '0,' a zero and a pause are prefixed to the phone number when dialing						

Additionally, an **Enable autodial prefix** checkbox is provided to quickly enable/disable the prefix, rather than require you to remember and type it in accurately each time you need it. You may find this useful if you work in different environments.

Notes:

- 1. For this feature to work, your phone must be able to be connected to your modem, usually via an RJ-11 cable that plugs into both your phone and modem.
- This feature is more suitable for making voice calls using your telephone handset than for connecting your computer to your ISP (Internet Service Provider). Use Dial-Up Networking (DUN) for this instead.
- 3. Freebyte's Custom Addressbook is a tiny yet extremely flexible addressbook which you can use for a variety of purposes as well as to store names, addresses and telephone numbers. Why not try it out in conjunction with TreePad?

DraftPad

DraftPad

Feature unique to TreePad Business Edition and TreePad X Enterprise

The DraftPad offers an extra text editing pane beneath the current article. You may keep it displayed while changing articles, and hide it when you need the full height of the Article pane. You can adjust the proportional sizes of the Article pane and the DraftPad by dragging the horizontal divider between them up or down. TreePad remembers the position of this divider, as well as the DraftPad's contents, for each file.

The DraftPad keeps key information in front of you at all times. Unlike the Windows Clipboard, you can directly view and edit text stored in the DraftPad. You can create, insert and activate hyperlinks in it. The DraftPad also supports tables, but not images. It is not limited in size.

Uses for the DraftPad

· As a jotter ("scratchpad") for rough notes, ideas, names and addresses.

- As a to-do list.
- For storing frequently re-used ("boilerplate") text (in addition to the Windows Clipboard) without having to change to another article. This also frees the Windows Clipboard for storing images and other text.
- For storing hyperlinks to frequently accessed nodes, external files, Web pages and Autodial telephone numbers¹.
- For storing lookup tables.

To open the DraftPad

- · Click the DraftPad button in the Article Button Bar; or
- · Press Ctrl+Alt+D; or
- · Click Main menu / View / DraftPad.

(To reopen the DraftPad if it was the last accessory viewed, press Ctrl+F9.)

To close the DraftPad

- · Click Main menu / View / DraftPad to uncheck it; or
- · Click the Article button in the Article Button Bar, or
- Press Ctrl+Alt+D again; or
- Press Ctrl+F9; or
- · Press Esc if the DraftPad pane has focus.

DraftPad features

- · Text may be cut/copied/pasted from the current article to the DraftPad and vice versa.
- - The DraftPad also supports Drag-and-drop (see Drag-and-drop support). I.e., a block of text selected by highlighting it may be <u>copied</u> from the Article pane to the DraftPad (or vice versa) by dragging it from one pane and dropping it on the other. Similarly, dropping it on any node in the Tree pane will create a new child node containing the highlighted text in its article. This can also be either a <u>move</u> or <u>copy</u> operation depending on whether or not the **Alt** key is held depressed, providing a quick way to transfer text. Holding down the **Ctrl** or **Shift** keys make the new node a sibling node (above or below) instead.
- 1
 - Although the DraftPad is primarily meant as a scratchpad for temporary notes, it can be put to other uses as well. E.g. you can convert the DraftPad into an additional Bookmarks pane by putting a large number of hyperlinks in it. Look for instance at this image of the DraftPad serving as an alphabetical index:



Click the **DraftPad** button in this manual file to see this, if you are using **TreePad Business** Edition. Leave the DraftPad visible but small to display your most important hyperlinks at all times. The same methods for inserting hyperlinks into articles apply to the DraftPad. In particular, the Shift+Ctrl+Click method is a very convenient one for creating quick bookmarks.

 Right-clicking the Draftpad opens its context menu, which is very similar to the Article context menu as it contains mostly text editing commands. These items are described in detail in the relevant sections of The Article pane. Notes:

Autodial is a feature unique to TreePad Business Edition and TreePad Enterprise.

Presentation (full screen) mode

Presentation (full screen) mode

Feature unique to TreePad Business Edition and TreePad X Enterprise

Introduction

Presentation mode (also: 'full screen mode', or 'kiosk mode') hides all TreePad menus, TreePad toolbars and even the Windows taskbar, so that the entire screen is available to display the contents of the article (and/or the tree), just like in dedicated presentation programs.

Entering and exiting presentation mode

You can activate 'presentation mode' by clicking **menu/View/Full screen** (you need to be in advanced mode) or type **ctrl-F5**. To exit presentation mode, just type **esc** or **ctrl-F5**.

Full screen mode showing only the article

Presentation mode can be used to present a sequence of articles to others, just like with a specialized presentation program. When you want to activate presentation mode with only the article visible, first click on **menu/View/Article only** (this hides the tree), then click on **menu/View/Full screen** to activate presentation mode.

Alternatively, when in presentation mode, you can also press **Ctrl+F10**, **Ctrl+F11**, or **Ctrl+F12** to switch between viewing (a) tree+article, (b) tree only or (c) article only respectively.

(1) Navigating to different articles using the keyboard

To navigate to another article in presentation mode the following navigational keyboard shortcuts are available: ctrl-alt-up (go to node directly above) ctrl-alt-down (go to node directly below) ctrl-alt-left (go to parent) ctrl-alt-right (go to first child)

(2) Navigating to different articles using the navigate toolbar

To keep the navigate toolbar visible during presentation mode, first make the navigate toolbar floating by dragging it outside the toolbar area, then activate presentation mode.



(3) Navigating to different articles using the tree

When you keep the tree-pane visible in presentation mode, the tree can also be used to navigate to other articles.

(4) Navigating to different articles using hyperlinks

When the articles you display in presentation mode contain hyperlinks to other articles, you can use these to navigate your presentation. When only the article shows, you can set up a self-running display in "kiosk mode". This means that interested people can educate themselves by navigating your file by clicking on node hyperlinks without requiring your intervention, similar to browsing the Web.

Notes:

- 1. Going to Full Screen mode automatically disables Stay on top and you will have to reenable this feature if you need it again after exiting this mode.
- 2. You can display the Windows Start Menu at any time while in this mode by pressing the Windows key or Ctrl+Esc.

Example of presentation mode

The History of communication

(slide 8/35)



The radio is still the most popular communication device.



Drag-and-drop support

Drag-and-drop support

For a definition of Dragging-and-dropping, see Glossary.

Dragging-and-dropping is a simple and fast way of transferring text and, in some cases, images.

Basically, Dragging-and-dropping can be used to transfer nodes, text and images within TreePad, and to transfer texts from other applications into a TreePad article or tree.

Dragging-and-dropping nodes within the tree

• For Dragging-and-dropping nodes <u>within</u> the tree to another location, see Moving trees and nodes. Support for this function can be toggled on/off; see Default tree and node format.

Dragging-and-dropping external files into the tree

- Dragging and dropping one or more files (from e.g. Windows Explorer) onto a tree node will import those files into the tree node as one or more child nodes. The action is the same as *Main menu / File / Import / Into Tree*. See Importing document files.
- Pressing down the **Ctrl** key just before dropping the file(s) onto the tree creates a (set of) sibling node(s) just above the target node.
- Pressing down the **Shift** key just before dropping the file(s) onto the tree creates a (set of) sibling node(s) just below the target node.

Dragging-and-dropping a block of text from another program into the article

- Dragging-and-dropping a selected block of text from a document open in another program (like a Word Processor, an email program or a Web browser) into the TreePad article will insert that text into the article. Note: Not all text and browser programs (e.g. Opera) support this.
- · Note that images embedded in the original text need to be copy/pasted separately
- See also Importing a file into an article.

Dragging-and-dropping a block of text from another document into the tree

- Dragging-and-dropping a selected block of text from a document open in another program onto a *node* will create a **child** node of the target node containing the text.
- Holding down the **Ctrl** key while dragging the text block into the tree creates a **sibling** node just **above** the target node.
- Holding down the **Shift** key while dragging the text block into the tree will create a **sibling** node **below** the target node.
- Note that images embedded in the original text need to be copy/pasted separately
- See also Automatic pasting to multiple articles.

Dragging-and-dropping a block of text from the current article into the tree

- Dragging-and-dropping a selected text block from the current article onto a node (in the same file) will create a **child** node of the target node containing the text and/or any embedded images.
- Holding down the **Ctrl** key while dragging the text block into the tree creates a **sibling** node just **above** the target node.
- Holding down the **Shift** key while dragging the text block into the tree will create a **sibling** node **below** the target node.
- This method <u>copies</u> a block of text and/or images to the new article. However, if the Alt key is held down, the block is <u>moved</u>. The Alt key may be combined with the Shift or Ctrl keys, e.g., Alt+Shift+Dragging-and-dropping moves the highlighted block of text into a new sibling node below the selected target node.

Dragging-and-dropping images embedded in the text block may change the internal image format, which might in turn affect exported image guality. See Dragging-and-dropping images.

Dragging-and-dropping a block of text between the DraftPad² and the Article pane

This provides a quick way to copy or move text between the two panes. The default action is copy, but depressing the Alt key (as described above) causes the text will be moved.

Dragging-and-dropping a block of text from the DraftPad² into the tree

This works exactly the same as dragging a block of text from the current article into the tree (see above).

Dragging-and-dropping a hyperlink from another program into the article

Dragging-and-dropping an Internet hyperlink from an HTML page into the TreePad article will insert that hyperlink into the article. This feature functions with Netscape and MS Internet Explorer, and also with a lot of other programs which can display hyperlinks.

Dragging-and-dropping a hyperlink from another program into the tree

- Dragging-and-dropping an Internet hyperlink from an HTML page into the tree will create a child node of the target node. The new node will contain the hyperlink.
- Holding down the Ctrl key while dragging the URL into the tree creates a sibling node just above the target node.
- Holding down the Shift key while dragging the URL into the tree will create a sibling node below the target node.

- 1. For alternative methods of copying and moving text/images, see Copying or moving text and images, also Dragging-and-dropping images.
- 2.
- 3. The DraftPad is a feature unique to TreePad Business Edition and TreePad X Enterprise.

Date, time and calendar functions

Date, time and calendar functions

This article summarizes the various date, time and calendar functions available in TreePad PLUS.

Date and time formats

Click Main menu / View / Options / TreePad / Date and time to choose the appropriate date/time format used in articles and node titles.

The **Example:** fields of date and time formats will change according to the format selected.

Experiment with different formats by selecting and combining various options.

Date and time stamping nodes

TreePad can insert the date, time or date+time into the titles of newly created nodes, still allowing you to add following text. See Date and time stamping nodes.

Date and time stamping articles

You can insert:

- The current date, time or date+time (see Insert menu);
- Any calendar date (see below);
- A self-updating article field¹ displaying the current date, time or date+time.

The default order of insertion is the <u>date</u> followed by the <u>time</u>. To reverse this, press **Shift+Ctrl+T** followed by **Shift+Ctrl+D**.

Inserting a calendar date

See Date and time stamping nodes and Insert menu for the commands required to display the **Select date** (calendar) window.

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Note:

- Clicking the left or right **arrow** buttons surrounding the current month display near the top of the window will take you to the previous or next month's calendar respectively.
- •
- Clicking the **Options** button takes you to the Date and time format options screen where you can set the format of the date to be inserted, as described in **Date and time formats** above.
- •
- The calendar opens with the current date highlighted, so you can use it as an alternative method of inserting the current date.
- •
- To select a date different from the current date, click the desired date in the calendar and it will be highlighted.
- •
- To reselect the current date, click the Connext to Today:.
- ٠
- The **Select date** window closes as soon as you click **OK** or press **Enter** to insert the date, and reopens highlighting whatever date was last selected.
- ٠

Miscellaneous options

Miscellaneous options

This section discusses various items in *Main menu / View / Options* not adequately described elsewhere.

Options shortcuts

To jump quickly to the Options screen you were last in:

- Press Shift+Alt+O (Letter O, not zero); or
- Click the Options screen toolbutton on the File toolbar.

Both are equivalent to selecting *Main menu / View / Options*, but are worth knowing since TreePad also remembers the previous option subscreen you opened. Thus, if you wish to change or reverse the *last* option modified, pressing **Shift+Alt+O** will take you directly to the Options screen you need. This keyboard shortcut also offers a very quick method of <u>closing</u> the Options screen from the keyboard without having to reach for the mouse to click the **Close** button.

Units Asian language characters Saving TreePad settings Disabling confirmation dialogs

Handy hint: You can make a backup of your TreePad options, please see Saving TreePad settings

Units

Units

By selecting *Main menu / View / Options / TreePad / Units* you may choose between centimeters and inches in selecting the units to use for:

- · Article ruler
- · Page setup
- Bullets
- · Tabs
- Paragraph indents

Note: If you wish to change units as above, you should do this <u>before</u> adjusting any of the above settings, otherwise you will need to re-enter your previous settings in the new units!

Asian language characters

Asian language characters

To insert characters from Asian languages (Chinese, Japanese, Korean, etc.) into TreePad articles, you must enable **DBCS** (Double Byte Character Set) mode by clicking *Main menu / Options / Language* and checking the **Enable DBCS mode** checkbox (unchecked by default). You must be using an Asian version of Windows for this to work, i.e., inserting Asian characters while using a Western version of Windows will not work.

v	Enable DBCS mode	Enable DBCS mode when you want to use Asian fonts in the article area.
◄	Wordwrap at space	
◄	Support ASCII characterset 0	

Doing this will also enable the two checkboxes beneath.

Wordwrap at space

Checking this allows word wrap to occur only where there is a space, thus keeping all the characters in a word together instead of breaking the word up when the end of a line is reached.

Support ASCII character set 0

Including character set 0 means that the standard ASCII characters (including a-z, 0-9, A-Z) are supported. Excluding character set 0 disables these characters. In other words, Include character set 0 if you wish to use both Western and Asian characters. Exclude it if you wish to use only Asian characters.

We stress that the status of DBCS mode is still experimental and value any feedback from users.

Saving TreePad settings

Saving TreePad settings

TreePad's settings can be stored in the **Windows registry** or in an **ini file.** You can change the location where settings are stored by opening the TreePad settings screen, then browse to the category 'TreePad/settings'.

For more information, please see here:

Storing settings in the Windows Registry Storing settings in an Ini file

Storing settings in the Windows Registry

Storing settings in the Windows registry

By default TreePad stores its settings in the Windows registry, in the **HKEY_CURRENT_USER\software\freebyte** folder under the particular version of the program you are using. E.g.,

HKEY_CURRENT_USER\software\freebyte\TreePadBiz HKEY_CURRENT_USER\software\freebyte\TreePadSAFE HKEY_CURRENT_USER\software\freebyte\TreePadPLUS etc.

Since uninstalling TreePad normally destroys these settings, if you need to <u>uninstall</u> TreePad for any reason but <u>keep</u> your settings, just delete the TreePad installation directory. Similarly, if you want to <u>reinstall</u> TreePad but keep your original settings, do not run the uninstall process but simply reinstall TreePad. For a completely clean installation, delete all files from the installation directory before reinstalling.

If you would like to backup your current settings, use the Windows Registry Editor (REGEDIT.EXE) or a similar program to export the folder corresponding to the version of TreePad you are using. In REGEDIT, after selecting the program folder (e.g., HKEY_CURRENT_USER\software\freebyte\TreePadPLUS), go to the program's main menu and click **Registry / Export Registry File**. This exports the settings found in the selected key to a .reg file.

To import the settings into the registry (on your current machine or a different machine), doubleclick on the .reg file in the Windows Explorer to 'execute' it.

For further details on using REGEDIT see Windows Help.

You can also backup your settings by first storing the settings into an Ini file; then make a copy of the ini file to some safe location.

Storing settings in an Ini file

Storing TreePad settings in an ini file

You can make TreePad store its settings in an **ini file** (instead of the Windows registry) by using the TreePad **settings screen**, category: 'TreePad/settings'. The ini file, once it has been created by TreePad, resides in the same directory as the program.

Moreover, upon program startup, when TreePad detects that an ini file is present in its program directory it will ignore the registry and load/store settings exclusively from/to the ini file. This can be useful when running TreePad from external (USB) disk.

If the 'ini file' option is enabled in the settings screen, a secondary option 'Delete settings from **Registry'** will be visible. You can use this secondary option to remove TreePad's settings from the registry. This option is disabled by default. Please note that if this option is enabled, then each time TreePad stores its settings into the ini file, it also looks at the registry and if neccessary any settings will be removed from the registry. Enable this option **only** at the moment of switching to ini-file based storage, and **disable this option once the ini file has been created** and is present in the TreePad program directory (to prevent unnecessary access to the Windows registry).

Like with any file containing information, it is recommended to make backups of the .ini file containing TreePad's settings, especially if you have made a lot of adjustments.

Disabling confirmation dialogs

Disabling confirmation dialogs

You can disable most confirmation dialogs, such as 'are you sure that...'. To do this, see the options screen, category 'TreePad'. This excludes the confirmation dialogs for tree-node delete, and import directory recursively.

General hints and tips

General hints and tips

Scattered throughout the manual you will find many useful hints and tips. If you can't remember where you saw one, open **Search tree** (**Shift+F11**)and search on "hint", "hints and tips" or "Handy hint". If you encounter problems with the program, run a search on "known issue" to see if we are already aware of it.

Other sources of hints and ideas are: Index - you may find related material of interest.

Ways of tagging nodes Store main links in a central node Macros make it easier Click the node icon not its title to select it Keep another TreePad file handy as a clipboard Options shortcuts speed changes

Ways of tagging nodes

Ways of tagging nodes

This article summarizes the many ways you can tag nodes in TreePad to make them easy to find later!

- Add them to your list of **Bookmarks**. This method is best for the nodes you keep accessing frequently, and also for marking your place as you read through a long TreePad file. See also Bookmarks.
- Check (tick) their **checkbox icon**. A good use for this would be in a subtree containing a list of tasks, one per node, to be ticked off when completed. Checkboxes can be deliberately hidden or shown for each subtree and individual node. See also Checkbox icons.
- •
- Set **Search tree** to restrict searching to **checkmarked nodes**. Option unique to TreePad Business Edition See also Tree search.
- •
- Distinguish the node icon by changing it. See also Node icons
- •
- Change node caption **font face**, **font size** and/or **font style** (bold, italic, underlined). See also Formatting nodes.
- Include a distinctive **node caption character string**, such as "\$\$\$" or "###". Although not as striking as a brilliantly different icon and not as quickly reversible as a checkbox icon

checkmark, you can use **Search tree** to locate all such tagged nodes. Whereas there is only one type of checkmark, you can create as many different sets of unique character strings as you wish and keep them handy in a lookup table. See also Searching and replacing hints and tips.

- Stamp your node titles with **date**, **time** and/or **unique serial number**. This will allow partial searches to be carried out, e.g., finding all nodes containing a particular year and month in their titles.
- Include a **distinctive character string** in the node's **article**. Similar to including these in the node caption, except it is easier to store multiple string tags in the article. By carrying several tags, a node can be found in multiple ways.
- ·
- Tag nodes by storing **hyperlinks** to them in a particular article. In TreePad Business Edition the results of a tree search may be inserted into the article as a list of hyperlinks to the nodes found.

Store main links in a central node

Store main links in a central node

In the hint **Insert hyperlinks into standard article templates** in Hyperlink hints and tips we showed how inserting a hyperlink in a template node ensures that all new nodes cloned from it contain this link. I

It can be useful to create a central node, a so-called INDEX node.

The INDEX node can contain hyperlinks to:

- The main external files you are likely to access from the present file.
- Template nodes used within the current file
- The Root node
- Any nodes you bookmark so you can return to them later.
- An alphabetical listing of sub-index nodes

Handy hint: Bookmark your INDEX node. Then you can jump to it immediately by clicking or double-clicking it (depending on your *Options* settings), or by pressing **Ctrl+[bookmark number]**. You can also jump to the **Root** node by pressing **Ctrl+0** (zero).

Macros make it easier

Macros make it easier

Use a keyboard macro program or a keyboard remapping program concurrently with TreePad to execute your most frequently used menu access keys or keyboard shortcuts by pressing just <u>one</u> key. Programs such as Shorthand for Windows can "remember" and "play back" cursor key sequences such as **Shift+Home** - **Enter**, etc.

If you have other concurrent programs which intercept keystrokes before they reach TreePad, you may find a keyboard macro program indispensable in reassigning TreePad menu access keys to avoid triggering undesirable events, e.g., opening the CD tray door!

Macro hints and tips

- 1. Check the Key tables for unused keys and key combinations that you can convert to macros.
- 2.
- 3. If you use a lot of macros, list them on a card that you can keep near you when you work, until you become familiar with them.
- 4.
- 5. You may find it useful to have not one but several macro files that your key macro program lets you switch between, each containing a set of macros depending on the nature of the task. E.g., you might assign one key combination to **F12** when autopasting text from e-mails and another when typing documents.
- 6.
- 7. One-key keyboard shortcuts that have toolbutton or menu access key equivalents are ideal candidates for macro reassignments. E.g., since the functions of F11 and F12 are similar to Ctrl+Tab, use them to perform macro commands if you are happy to use Ctrl+Tab to toggle between panes. Note that this will still allow you to use F11 and F12 in actual macro strings since you can replace them with alternative menu access keys (see next hint).
- 8.
- 9. You may wish to create to execute certain tree commands without having to leave the Article pane, e.g. sort the whole tree. (See Useful macro sequences for examples of sorting the whole tree and a subtree.). You might for example decide to assign Alt+F6 to sort the top level of a subtree, Alt+F7 to sort all levels and Alt+F8 to sort the whole tree, all done from within the <u>article</u> pane, remembering that Shift+Ctrl+O does this but only when the Tree pane has focus. Remember too that TreePad already has keyboard shortcuts such as Ctrl+Alt+(Up | Down | Left | Right) which allow you to navigate the Tree pane from <u>within</u> the Article pane.
- 10.
- If you find Ctrl+Tab awkward to press but prefer to keep Tab for tab functions, use a keyboard macro program to substitute another key such as [~] (tilde), [`] (grave accent) or F1. Not only is F1 is easy to reach, but you can call up the Manual by clicking on the Help menu.
- 12.
- 13. Note that most of the keys on the keyboard's <u>number pad</u> have different keycodes from the main alphanumeric keys, so can be assigned separate key combinations and serve as an extra set of "function" keys when you are not using them to enter numbers. This is particularly useful for left-handed people who operate the mouse with their left hand, since the number pad is usually on the right side of the standard keyboard. However, the number pad's Enter key behaves exactly the same as the main Enter key.
- 14.
- 15. You can extend the range of the number pad even further by assigning separate key sequences to **Shift+**, **Ctrl+** and **Alt+** any number pad key!

- 16.
- 17. The Scroll Lock key is not used a lot and can have other functions assigned to it.
- 18.
- 19. Add the key sequence **Ctrl+S** to the ends of other frequently-used key combinations, effectively saving your work automatically and more frequently. You can undo article changes even after saving the file.
- 20.
- 21. If your fingers are too short to reach Ctrl+C and Ctrl+V comfortably, try creating macros for them using Alt+C and Alt+V. You don't need to use the Alt+key combination to open the Main menus if you can simply click them with the mouse. You can bypass any of the submenus by creating macros for menu access keys (you will have to include the Alt+ combination in the macro, though).
- 22.

Useful macro sequences

Useful macro sequences

Useful macro sequences

Here are some useful sequences, along with some suggested key combinations (at present unused by TreePad) in **boldface**. Let us know of any you think worth building into future versions of TreePad.

<u>Display File / Reopen list</u> Alt+F, R - suggest **Ctrl+Alt+R** for this.

Copy to and paste from the TreePad Clipboard

Useful if you store a template there temporarily.

Alt+T, C, S - Copy subtree to TreePad Clipboard (will copy node if no child nodes present) - suggest F9

Alt+T, T, S - Cut subtree to TreePad Clipboard (be careful with this one; that's why it's been made a little harder to press accidentally by requiring the added **Ctrl** key) - suggest **Ctrl+F9** Alt+T, P, S - Paste subtree from TreePad Clipboard - suggest **F10**

Move nodes down or up a level in the tree

Alt+T, M, N - Move next siblings right - suggest **Alt+F10** Alt+T, M, A - Move all children left - suggest **Alt+F9**

Sorting the whole tree from within the current article

Alt+N,T - change focus to the Tree pane

Alt+T,S,W - sort the whole tree

Alt+N,A - return focus to the Article pane (current article)

To make this macro work properly, you may need to insert a slight pause between each phase. Many keyboard macro programs allow you to insert pauses of a variable number of milliseconds within the macro. Anyway, it's not a bad idea to insert a pause of a second or two between all phases at first so that you can check each section, then eliminate or reduce them for the best speed. Sorting a subtree from its root node article and inserting a table of contents within the root node article

Assume you have arrived at the article of the subtree's root node via a hyperlink. Then: Alt+N,T - change focus to the Tree pane

Alt+T,S,S - sort the subtree (one level), or Alt+T,S,A,Y - sort the subtree (all levels)+Y(es) to confirm. (The subtree will now be sorted)

Alt+N,A - change focus to the Article pane

Ctrl+Home - make sure we are at top of Article pane

Ctrl+A to highlight the whole article (including previous table of contents)

Alt+I,C,O to insert a table of contents (top level only)

Users of TreePad Business Edition may want to change the last line to Alt+I,C,O to insert a table of contents (all levels).

To make this macro work properly, you may also need to insert a slight pause between each phase.

Insert table of contents (all levels) TreePad Business Edition only

Alt+I,C,A - suggest CtrI+Alt+O (since Shift+Alt+O inserts a TOC of top level only)

<u>Highlight a whole line</u> prior to boldfacing it, copying it, etc. By starting with the End key, this macro also avoids the bug that occasionally prevents highlighting from taking place: End, Shift+Home

Add a separator between text clips:

-----[Enter]

Convert a vertical table of contents into a horizontal list.

This was used to create the horizontal index used here. Create a table of contents, then position the cursor after the first hyperlink ($\frac{\#}{2}$) and continue pressing the key assigned to this macro:

[space][space][Delete][End]

3-finger Automatic paste!

Excellent for pasting snippets of text from newsgroups and forums into TreePad articles or any Windows text editor. It automatically inserts a separator line between pasted replies in the same thread and returns you to the source application, so you can maximize the source window. Before using it, left-click on destination (e.g., TreePad), then source (your web forum or newsgroup window) to set the order of applications in Windows.

1) Assign Alt+C to carry out this sequence:

Ctrl+C (copy currently highlighted text in source window to Windows clipboard) Alt+Tab (change applications to destination window, i.e. TreePad).

2) Assign **Alt+V** to carry out this sequence:

Ctrl+V (paste text from Windows clipboard to article) Enter (create new line)

----- (horizontal separator between replies within the same thread - make

it as long as you like)

Enter (create new line)

Alt+Tab (change applications back to source window).

If you have set this up, you will need to click on the *Main menu / View /* submenu to access any of its options, since pressing **Alt+V** will activate the macro.

Note - Between Ctrl+V and the first Enter you may need to insert a pause (your macro program should allow you to do this) or slow down your keyboard repeat rate.

This is exactly the same as (2) except that the string of hyphens ("-") has been replaced by a string of equal signs ("="). Use this to designate the end of a thread.

Click the node icon not its title to select it

Click the node icon not its title to select it

To just select a node, click the node icon rather than the title. For example, if you wish to delete a node by left-clicking it then pressing **Del**, click on its <u>icon</u> rather than the node title. A second click on the <u>title</u> may open the node title editor box if the mouse cursor lingers too long on it, which is handy if you want to edit the title but otherwise frustrating. If you have difficulty clicking on a node, it may help to choose a larger node icon.

Keep another TreePad file handy as a clipboard

Keep another TreePad file handy as a clipboard

You need to store several miscellaneous items such as images, hyperlinks and bits of text in a temporary location while moving between articles. You could create a temporary article to hold them, but this would mean backtracking to it every time, then returning.

Why not keep a small TreePad file handy (let's call it MyPad.tpd) for just this reason? Create the file and a shortcut to it that you can park on the Start menu or somewhere convenient. Reduce your main TreePad window to less than full size so you can see MyPad lurking just behind it, also less than maximized so that it doesn't cover your main work window. Then, whenever you need to put aside what you have copied to the Windows Clipboard, click the MyPad window to bring it to the front, and park it there.

If you use hyperlinks a lot, this is a great way to temporarily store one more links while you navigate to the article where you going to paste them in.

If you are going to paste a hyperlink into it, remember to create a few blank lines first, then paste the link into the lines so that the whitespace above and below does not take on hyperlink formatting.

You could extend this concept by creating nodes in MyPad.tpd to store reusable text ("boilerplate text").

Options shortcuts speed changes

Options shortcuts speed changes

A single click on the Options toolbutton * will take you straight back to the last Options setting you accessed, enabling you to make rapid changes to TreePad.

If it is inconvenient to use the mouse, take the trouble to learn the equivalent keyboard shortcut, **Shift+Alt+O** (Oh, not zero!).

See Miscellaneous options for further details.

Additional information

Additional information

Acknowledgements Support and feedback

Acknowledgements

Acknowledgements

Many thanks to all TreePad users who sent in their excellent suggestions. Many of these

already have been incorporated in this program, and many more will be implemented in future versions. Many thanks to members of the TreePad Discussion Group who contributed various suggestions for enhancements and solutions to particular problems.

Support and feedback

Support and feedback

Our support departement can be contacted by email through www.treepad.com/support/

Subscribe and unsubscribe to the TreePad/Freebyte newsletter: www.treepad.com/newsletter/

New TreePad releases and TreePad news: www.treepad.com/treepadnews/

TreePad discussion group www.treepad.com/discussiongroup/

Keyboard shortcuts

Keyboard shortcuts

Note:

• Shortcuts using menu access keys (**Alt+**letter) have been omitted. Click individual menus to see them, or see Main menu for main submenus.

•

• Keyboard shortcuts are not case-sensitive, i.e., either upper or lower case will work.

•

• Some keyboard shortcuts are disabled, or have different effects, depending on whether the Tree pane or Article pane has focus at the time the shortcut is activated.

Tree shortcuts Article shortcuts Miscellaneous shortcuts Disabling ALTGR shortcuts Windows shortcuts

Tree shortcuts

Tree shortcuts

Note:

- Most tree shortcuts work only if the Tree pane has the focus.
- You will find many of these keyboard shortcuts displayed on the Tree context menu and the Tree menu.
- Features marked in **red** pertain to TreePad special editions.

Tree pane

Shift+F10: Display the Tree or Article context menu, whichever pane has the focus. **Tab** or **Ctrl+Tab**¹⁴: Switch focus between Tree and Article panes, depending on options settings. See Switching between Tree and Article panes. **F12**: Change focus to the Article pane¹⁰.

Navigating the tree

Using the alphabet keys

In the Tree pane, press the key corresponding to the first letter of the name of the node you wish to search for¹.

Changing to another node within the Tree pane

Up arrow: Moves focus to the node one line up. **Down arrow**: Moves focus to the node one line down. **Alt+Up arrow**: Moves focus to the next sibling node up². **Alt+Down arrow**: Moves focus to the next sibling node down². **Left arrow**: Moves focus to the root node of the current subtree³. **Right arrow**: If the current node is the root node of a currently <u>open</u> subtree, it moves focus to the first child node of that subtree⁴. **Page Up arrow**: Moves focus to the node one page up. **Page Down arrow**: Moves focus to the node one page down. **Home, Ctrl+0**: Moves focus to the Root node¹².

End: Moves focus to the node at the bottom of the tree.

Bookmarks

Ctrl+1, 2, ... 9: Move focus to the top 9 bookmarks on the Bookmarks pane.

Changing to another node from within the Article pane⁵

Ctrl+Alt+Up arrow: Moves focus to the node one line up. **Ctrl+Alt+Down arrow**: Moves focus to the node one line down. **Ctrl+Alt+Left arrow**: Moves focus to the root node of the current subtree³. **Ctrl+Alt+Right arrow**: If the current node is the root node of a currently open subtree, it moves focus to the first child node of that subtree⁴.

Scrolling up or down without changing nodes

Ctrl+Up: Scrolls up the tree a line at a time. Ctrl+Down: Scrolls down the tree a line at a time. **Ctrl+PageUp**: Scrolls up the tree a page at a time. **Ctrl+PageDown**: Scrolls down the tree a page at a time⁶.

Scrolling left or right without changing nodes

Ctrl+Left: Moves horizontal slider bar left. **Ctrl+Right**: Moves horizontal slider bar right. **Ctrl+Home**: Moves horizontal slider bar to extreme left. **Ctrl+End**: Moves horizontal slider bar to extreme right⁷.

Opening and closing subtrees

Left arrow or "+" (Numeric keypad): Closes an open subtree. Right arrow or "-" (Numeric keypad): Opens a closed subtree⁸.

Changing to another node in history list

Alt+Left arrow: Jumps to previous node in history list. Alt+Right arrow: Jumps to next node in history list⁹.

Moving nodes

Shift+up: Move the selected node up Shift+down: Move the selected node down Shift+left: Move the selected node left Shift+right: Move the selected node right

Copying and pasting subtrees

Ctrl+Alt+C: Copy selected subtree to TreePad Clipboard Ctrl+Alt+P: Paste selected subtree from TreePad Clipboard

Deleting nodes

Del: Delete selected node. You are asked to confirm the deletion.

Inserting nodes

Insert: Insert a child node <u>after</u> siblings. Ctrl+Insert: Insert a child node <u>before</u> siblings. Enter or Shift+Insert: Insert a sibling node <u>after</u> selected node. Shift+Ctrl+Insert: Insert sibling <u>before</u> selected node. Alt+Insert: Displays Insert special window¹⁶. Ctrl+Alt+Insert: Repeat last Insert special action¹⁶. Shift+Alt+Ctrl+J: Insert a sibling node after selected node and caption it using selected (highlighted) text in selected node's article. Retain selected text. Shift+Alt+Ctrl+K: Insert a sibling node after selected node and caption it using selected (highlighted) text in selected node's article. Cut selected text.

Editing nodes

F2: Edit node name (open node title editor)
Ctrl+C: Copy node name to Windows Clipboard
Ctrl+V: Paste node name from Windows Clipboard
Ctrl+Alt+V: Paste node name from text highlighted in currently displayed article (i.e. the article corresponding to the node undergoing name change)
Shift+Alt+D: Insert any date into node name¹¹
Shift+Ctrl+D: Insert the current date into node name¹¹
Shift+Ctrl+J: Insert the current time into node name¹¹
Shift+Ctrl+J: Insert the current date and time into node name¹¹
Ctrl+F2: Open Node properties window.

Formatting nodes

Ctrl+B: Toggle boldface. Ctrl+I: Toggle *italics*. Ctrl+U: Toggle <u>underlining</u>. Ctrl+K: Toggle strikethrough. Ctrl+]: Increase node font size by 2 points¹³. Ctrl+[: Decrease node font size by 2 points¹³. Ctrl+Alt+K: toggle node check mark

Sorting nodes

Shift+Ctrl+S: Sort top level of subtree

Expanding and collapsing subtrees

Shift+Ctrl+B: Collapse top level of subtree Ctrl+D: Collapse all levels of subtree Shift+Ctrl+E: Expand one level of subtree Shift+Ctrl+F: Expand all levels of subtree Shift+Ctrl+G: Custom expand of subtree

Searching and replacing

Ctrl+F: Search Tree or Search Article, depending on which pane has the current focus **Shift+F11**: Search Tree

Hyperlinks Shift+Alt+K: Copy node as hyperlinK¹⁵

Notes:

1. This method is really a type of search. TreePad will search down through all <u>opened</u> subtrees and move the focus to the first node it finds which begins with this letter . If there are no visible nodes starting with this letter, the focus will not change. E.g., pressing E will find every visible node starting with E.

- This method only searches downward and not upward. However, when it reaches the bottom it will start again from the top.
- •
- For the best possible chance of finding the node you want, it helps to fully expand the whole tree first.
- •
- Rapidly typing a sequence of characters will find the first node whose title commences with that sequence, e.g., e.g., pressing C,A,L will find the first node titled CAL..., e.g., *Calculators*.
- •
- Currently this method will not find subsequent nodes commencing with this character or character string, only the <u>first</u> node encountered in the file. You will need to employ Tree search for this.

2. These shortcuts are very useful if you need to remain at the top level of any tree or subtree with opened sublevels, stepping <u>over</u> rather than into open subtrees. Use them to jump from one chapter heading to the next. This can really speed up navigation.

3. If the current node is the root of a currently <u>open</u> subtree, it will simply close that subtree and leave the focus on the current node.)

4. If the current node is the root node of a currently <u>closed</u> subtree, it simply opens the subtree but the focus remains on the root node. If the current node has <u>no subtree</u>, it has no effect.

5. These commands have the same effect as pressing **Up**, **Down**, **Left** and **Right** when the focus is in the Tree pane.

- Note that, in changing the current node from within the Article pane, the current node is only passively highlighted in the Tree pane as the Article pane retains the focus.
- •
- These commands are very useful as they enable you to change articles and keep editing within the Article pane <u>without</u> having to shift focus each time to the Tree pane if you wish to go to a different node.
- •
- As with using the single cursor keys in the Tree pane, only the articles of those nodes visible in the Tree pane will be displayed. Articles of nodes within collapsed subtrees will be bypassed.
- · See also Article shortcuts

6. Note that the focus stays put, i.e., the current node does not change. Only the Tree pane <u>vertical slider bar</u> moves. Useful for taking a quick look without changing the current focus.

7. Note that the focus stays put, i.e., the current node doesn't change. Only the Tree pane <u>horizontal slider bar</u> moves. Useful for reading long node titles.

8. Continually pressing the Right arrow will get you no further than the top node at each level of each subtree as you proceed down the levels. To scroll down the subtrees you also need to use the Down arrow.

- The Numeric keypad "+" and "-" act solely to open and close subtrees and cannot be used to move the focus up and down the tree in the same way as the Left and Right arrows.
- •
- For a full explanation of the functions of the Left and Right arrows, see **Changing the** *current node*, above.

•

9. These commands do not depend on whether the Tree pane or the Article pane has the focus. The only difference you will notice is that when used from within the Article pane, the highlight of the current node in the Tree pane changes from strong to weak.

10. Unlike the **Tab / Ctrl+Tab** commands which toggle focus between Tree and Article panes, this command always changes pane focus to the Article pane. If inserted at the beginning of an Article command keyboard macro, it will prevent the macro from being accidentally executed in the Tree pane. Compare this with **F11**, which always changes pane focus to the Tree pane when the Article pane has focus, but has no effect when the Tree pane has focus. See Article shortcuts.

11. To set the format of the inserted date/time, see Date, time and calendar functions.

12. Pressing the **Home** key only takes you to the Root node when the Tree pane has focus. Pressing **Ctrl+0** will take you there no matter which pane has focus.

13. When applied to article font size, these commands increase/decrease it by 1 point.

14. Not only Tab but also Shift+Tab, Ctrl+Tab, Shift+Ctrl+Tab and Ctrl+Alt+Tab have this

action when the Tree pane has focus. However, **Alt+Tab** and **Shift+Alt+Tab** activate the next Windows application in opposite directions!

15. Copies node title and ID to be used by Paste node as hyperlink.

16. Users of TreePad PLUS and TreePad SAFE please note that the Insert special menu is only available as a *menu* item in TreePad Business Edition, but is still accessible using these shortcuts. See Forms and templates in TreePad PLUS.

Article shortcuts

Article shortcuts

Note:

- Most article shortcuts work only if the Article pane has the focus.
- You will find many of these keyboard shortcuts displayed on the Tree menu, the main edit menu, the format menu and the Article context menu.
- Features marked in red pertain to TreePad special editions.

Article pane

Shift+F10: Display the Tree or Article context menu, whichever pane has the focus.
 Tab or Ctrl+Tab: Switch focus between Tree and Article panes or insert a tab character, depending on options settings¹.
 F11: Change focus to the Tree pane⁹.

Navigating the article

Cursor keys (Left | Right): Move cursor left | right one <u>space</u> Ctrl+Cursor keys (Left | Right): Move cursor left | right one <u>word</u> Home: Go to beginning of current line End: Go to end of current line Cursor keys (Up | Down): Move cursor up | down one <u>line</u> Page Up | Page Down: Move cursor up | down one <u>page</u> Ctrl+(Home | End): Go to beginning | end of article

<u>Navigating the tree from within the Article pane</u> See *Changing to another node from within the Article pane* in Tree shortcuts.

Undoing and Redoing

Ctrl+Z: Undo the last edit command (also undoes paste, cut, etc.) **Ctrl+Y**: Redo the last edit command (reverses **Ctrl+Z**)

Selecting (highlighting) text

From the current cursor position: **Shift+[cursor keys]**: Select a block of text which is then highlighted. E.g. **Shift+down** selects the next line down, etc. **Shift+Home**: Select all text to the <u>beginning of the line</u>. **Shift+End**: Select all text to the end of the line. Shift+Ctrl+Home: Select all text to the <u>beginning of the article</u>. Shift+Ctrl+End: Select all text to the <u>end of the article</u>. Ctrl+A: Select All text in the article.

Cutting, copying and pasting text

Ctrl+X: Cut selected text from article to Windows Clipboard Ctrl+C or Ctrl+Insert: Copy selected <u>rich</u> text to Windows Clipboard Ctrl+V or Shift+Insert: Paste selected <u>rich</u> text from Windows Clipboard

Shift+Ctrl+C: Copy selected text to Windows Clipboard as <u>plain</u> text **Shift+Ctrl+V**: Paste Windows Clipboard contents in as <u>plain</u> text

Shift+Alt+C: Copy formatting only² **Shift+Alt+V**: Paste formatting only²

Images

Ctrl+X: Cut selected image from file to Windows Clipboard¹³ **Ctrl+C** or **Ctrl+Insert**: Copy selected image to Windows Clipboard¹³ **Ctrl+V** or **Shift+Insert**: Paste selected image from Windows Clipboard¹³ **Shift+Ctrl+Q**: Copy clone (image reference) to Windows Clipboard¹⁴ **Shift+Ctrl+P**: Paste clone (image reference) from Windows Clipboard¹⁴ **Del**: Delete selected image from file

Deleting text

If no text is highlighted

Del: Delete character to the right of cursor Ctrl+Del: Delete word to the right of cursor Backspace: Delete character to the left of cursor Ctrl+Backspace: Delete word to the left of cursor Shift+Ctrl+Del: Delete the entire contents of an article (you will be asked to confirm this) If any text is highlighted Del or Shift+Ctrl+Del: Delete only highlighted text.

Manual paragraph sorting

Shift+Alt+Up: Move paragraph up⁶ Shift+Alt+Down: Move paragraph down⁶

Hyperlinks

Shift+Ctrl+H: Insert a hyperlink at the article cursor position
Shift+Ctrl+Alt+H: Insert hyperlinks to multiple files
Ctrl+Shift+Click on node to select it in <u>Tree pane</u> then click in Article pane where you want hyperlink inserted³
Ctrl+H or Ctrl+click link or Double-click link: Follow hyperlink
Shift+Ctrl+K: Insert a hyperlink at the article cursor position to a new node¹⁵
Shift+Ctrl+N: Insert a hyperlink at the article cursor position to selected node in Accessory pane¹⁵
Shift+Alt+P: Paste node as hyperlink¹²

Formatting

Ctrl+B: Bold(face) Ctrl+I: Italics Ctrl+U: Underline Ctrl+K: Strikethrough Shift+Ctrl+[+/=]: Superscript⁸ Ctrl+[+/=]: Subscript⁸ Ctrl+]: Increase article font size by 1 point⁹ Ctrl+[: Decrease article font size by 1 point9 Ctrl+L: Set the paragraph alignment to 'Left' Ctrl+E: Set the paragraph alignment to 'cEnter' Ctrl+R: Set the paragraph alignment to 'Right' **Ctrl+J**: Set the paragraph alignment to 'Justify' Ctrl+M: Increase paragraph indentation Shift+Ctrl+M: Decrease paragraph indentation F6: Toggle auto-indentation Ctrl+Alt+F: set focus to font-name combo box Ctrl+Alt+L: show font color dialog Ctrl+Alt+S: set focus to font-size combo box Ctrl+Alt+1, 2, ... 9: Apply quick-formatting style # to selected text (from Menu/Format/Quick format) Shift+Ctrl+Alt+1: Remove leading spaces and ">" symbols Shift+Ctrl+Alt+2: Remove leading spaces and ">" symbols, and hard carriage returns Ctrl+[.]: Apply symbol bullets Ctrl+[,]: Apply numbered bullets Shift+Ctrl+[.]: Remove any bullet symbols

Shift+Alt+T: Convert article to plain text¹⁰

Inserting other text⁷

Shift+Alt+D: Insert any date from a calendar⁴ Shift+Ctrl+D: Insert the current date⁴ Shift+Ctrl+T: Insert the current time⁴ Shift+Ctrl+J: Insert the current date and time⁴ Shift+Ctrl+H: Insert a hyperlink (see also Hyperlinks above) Shift+Ctrl+L: Insert a horizontal line Shift+Ctrl+O: Insert a table of contents (top level only) Shift+Ctrl+W: Insert the title of the current node Alt+0 (zero): Insert a character¹¹

Searching and replacing

Ctrl+F: Search Tree or Search Article, depending on which pane has the current focus
Shift+F12: Search Article
F3: Find first/next occurrence of search string currently saved in Search article window, whether or not this window is displayed
Shift+Ctrl+R: Replace text in article

Zooming

Alt+]: Zoom in (magnify) Alt+[: Zoom out (diminish) Alt+.: Reset magnification to 100%

 $\frac{\text{Tables}}{\text{Tab}}: \text{Add a row at the bottom}^{5}.$

TreePad Business Edition only

F7: Spelling checker Shift+F7: Thesaurus

Notes:

- 1. See Switching between Tree and Article panes.
- 2. See Copy special and Paste special.
- 3. See Using the mouse to create links to nodes.

- 4. To set the format of the inserted date/time, see Date, time and calendar functions.
- 5. Click in rightmost cell of lowest row to position mouse cursor there before pressing **Tab** key.
- 6. Also use these commands to move single lines up or down as long as they end in a hard carriage return. Useful to manually sort a list. See Sorting text.
- 7. See Insert menu for more details.
- 8. See Superscripts and subscripts for more details.
- 9. Unlike the Tab / Ctrl+Tab commands which toggle focus between Tree and Article panes, this command always changes pane focus to the Tree pane. If inserted at the beginning of a Tree command keyboard macro, it will prevent the macro from being accidentally executed in the Article pane. Compare this with F12, which always changes pane focus to the Article pane when the Tree pane has focus, but has no effect when the Article pane has focus. See Tree shortcuts.
- 10. This removes all formatting and all images from the article. See Reversing, removing and converting formatting.
- 11. See Inserting special characters.
- 12. Uses information derived from Copy node as hyperlink.
- 13. See Cutting, Copying and Pasting images into an article.
- 14. See Cloning image references.
- 15. See Insert menu for more details.
- 16.

When applied to node font size, these commands increase/decrease it by 2 points.

Miscellaneous shortcuts

Miscellaneous shortcuts

Here you will find keyboard shortcuts not included in tree or article shortcuts. (Features marked in red pertain to TreePad special editions)

Main menu shortcuts

File menu shortcuts

Ctrl+N: Create a new file Ctrl+O: Open a file Ctrl+S: Save currently opened file Ctrl+P: Print current article Ctrl+Alt+R: Reopen previously opened file Ctrl+Alt+M: Minimize TreePad to System Tray Ctrl+F4: Close file

Edit menu shortcuts Ctrl+F7: Display article statistics

Search menu Ctrl+F: Search Tree or Search Article, depending on which pane has the current focus Shift+F11: Search Tree Shift+F12: Search Article Shift+Ctrl+R: Replace text in article

View menu Ctrl+F5: Toggle Presentation (full screen) mode (Esc also exits) (TreePad Business Edition only) Ctrl+F10: View Tree and Article panes (default) Ctrl+F11: View Tree pane only Ctrl+F12: View Article pane only Ctrl+F9: View Accessory pane only (toggle) Shift+Alt+O: View Options screen

Help menu

F1: Display manual

Accessory pane shortcuts

lcons pane

Ctrl+Alt+I: Toggles display of Icon pane Insert: Add new icons Delete: Delete selected icons

Bookmarks pane

Ctrl+Alt+B: Toggles display of Bookmarks pane **Ctrl+0**: Jump to Root node **Ctrl+[1-9]**: Jump to one of first 9 bookmarks¹.

History pane

Ctrl+Alt+O: Toggles display of History pane Enter: Makes selected node the current node

Search results pane

Ctrl+Alt+U: Toggles display of Search results pane **Enter**: Makes selected node the current node

DraftPad Ctrl+Alt+D: Toggles display of DraftPad

TreePad activation keys (system-wide)²

Ctrl+Alt+F5 Ctrl+Alt+F6 Ctrl+Alt+F7 Ctrl+Alt+F8 Ctrl+Alt+F9 Ctrl+Alt+F10 Ctrl+Alt+F11 Ctrl+Alt+F12

Notes

1. This works only with number keys in the alphanumeric section of the keyboard, not with the keyboard number pad keys.

See TreePad activation key.

Disabling ALTGR shortcuts

Disabling ALTGR shortcuts

On a number of keyboards, ctrl-alt menu-shortcuts interfere with shortcuts to enter special characters through the ALTGR key. To disable ctrl-alt menu-shortcuts, click **menu/view/options** to open the options screen, then click the category '**Shortcut keys**', and uncheck the option 'Enable CTRL-ALT (ALTGR) shortcuts for menus'. This will also disable any CTRL-ALT menu-shortcuts, including the Quick formatting shortcuts.

Windows shortcuts

Windows shortcuts

A short list of some Windows shortcuts that may assist TreePad users. "**Windows**" = Windows key

Alt+F4: Close active program Alt+spacebar: Display program system menu. See Title bar Alt+Tab: Activate next application window from left to right Shift+Alt+Tab: Activate next application window from right to left Windows+Tab: Cycle through taskbar buttons Ctrl+F4: Close active document window (closes file in TreePad) Ctrl+Alt+Del: Close program and/or reboot F1: Display Windows help while no application has focus Windows+F1: Display Windows help even while another application has focus Windows or Ctrl+Esc: Start menu Windows+F: Find / All files Windows+M: Minimize / All files Shift+Windows+M: Restore / All files Windows+D: Toggle (Minimize | Restore) / All files Windows+R: Run a program Windows+Break: Display System Properties dialog box PrintScreen: Copies whole screen to Windows Clipboard Alt+PrintScreen: Copies active window to Windows Clipboard

Application keys used by Microsoft Office Keyboard
Ctrl+Alt+C: Opens Windows Calculator (CALC.EXE) Ctrl+Alt+D: Opens Microsoft WorD Ctrl+Alt+E: Opens Microsoft Excel Ctrl+Alt+O: Opens Microsoft Outlook Ctrl+Alt+P: Opens Microsoft PowerPoint

Key tables

Key tables

These tables will show which keys and key combinations are active in TreePad.

For example, a table cell containing both Tr and Ar means that the same key (or key combination) is mentioned in two different articles and may have different actions depending on whether the Tree pane or the Article pane has the focus. Clicking either hyperlink takes you to a full explanation.

You may find this useful to search for a particular key. If you are using a keyboard macro program which can reassign keys to make typing more convenient, these tables will also show which key combinations have <u>not</u> been allocated, allowing you to choose one and customize it.

Abbreviations used and meaning:

Tr Tree shortcuts Ar Article shortcuts Mi Miscellaneous shortcuts Mn Main menu W Windows shortcuts Sh = Shift

Sn = Snift S+C+A+ = Shift+Ctrl+Alt+ Win = Windows key

Function keys Alphabet keys Number and punctuation keys Numeric keypad Other keys

Function keys

Function keys

	Кеу											
Α	lone	Alt+ Ctrl+		Shift+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+				
F1	Mi W											
F2	Tr		Tr									
F3	Ar											
F4		W	Mi W									
F5			Mi		Mi							
F6	Ar				Mi							
F7	Ar		Mi	Ar	Mi							
F8					Mi							
F9			Mi		Mi							
F10			Mi	Tr Ar	Mi							
F11	Ar		Mi	Tr	Mi							
F12	Tr		Mi	Ar	Mi							

Alphabet keys

Alphabet keys

(**Shift**+key combinations omitted)

Key	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+
Α	Mn	Ar					
В	Mn	Tr Ar	Mi		Tr		
С	Mn	Tr Ar	Tr W	Ar	Ar		
D		Tr	Mi W	Tr Ar	Tr Ar		W
Е	Mn	Ar	Mi W		Tr		
F	Mn	Tr Ar	Ar		Tr		W
G					Tr		
Н	Mn	Ar			Ar	Ar	
I	Mn	Tr Ar	Mi				
J		Ar			Tr Ar	Tr	
Κ		Tr Ar	Tr	Tr	Ar	Tr	
L	Mn	Ar	Ar		Ar		
Μ		Ar	Mi		Ar		W
Ν	Mn	Mi			Ar		
0	Mn	Mi	W	Mi	Ar		
Ρ		Mi	Tr W	Ar	Ar		
Q					Ar		
R		Ar	Mi		Ar		W
S	Mn	Mi	Ar		Tr		
Т	Mn			Ar	Tr Ar		
U		Tr Ar	Mi				

V	Mn	Tr Ar	Tr	Ar	Ar		
W					Ar		
Х		Ar					
Y		Ar					
Z		Ar					
Key	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+

Number and punctuation keys

Number keys

This applies to keys on the main keyboard; numeric keyboard keys are excluded.

Key	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+
			Main keybe	oard numbers			
1		Tr	Ar			Ar	
2		Tr	Ar			Ar	
3		Tr	Ar				
4		Tr	Ar				
5		Tr	Ar				
6		Tr	Ar				
7		Tr	Ar				
8		Tr	Ar				
9		Tr	Ar				
0	Ar	Tr					
÷			Oth	er keys			
+/=		Ar			Ar		
Kev	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+

(Shift+key combinations omitted.)

Numeric keypad

Numeric keypad

Key	Alone	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+
1								
2								
3								
4								
5								
6								
7								
8								
9								
0								
1								
*								
+	Tr							
-	Tr							
Key	Alone	Alt+	Ctrl+	Ctrl+Alt+	Sh+Alt+	Sh+Ctrl+	S+C+A+	Win+

(**Shift**+key combinations omitted.)

Other keys

Other keys

Key	Alone	Alt	Ctrl	Shift	Ctrl+Alt	Sh+Alt	Sh+Ctrl
			Cursor (arrov	v) keys			
Up	Tr	Tr	Tr Ar	Tr Ar	Tr Ar	Ar	
Down	Tr	Tr	Tr Ar	Tr Ar	Tr Ar	Ar	
Left	Tr	Tr	Tr Ar	Tr Ar	Tr Ar		
Right	Tr	Tr	Tr Ar	Tr Ar	Tr Ar		
Page Up	Tr		Tr Ar	Ar			
Page Dn	Tr		Tr Ar	Ar			
Home	Tr		Tr Ar	Ar			Ar
End	Tr		Tr Ar	Ar			Ar
			Other ke	ys			
Tab	Tr Ar	W	Tr Ar	Tr	Tr	W	Tr
Delete	Tr Ar		Ar		W		Ar
Backspace	Ar		Ar				
Enter	Tr						
Insert	Tr	Tr	Tr			Tr	Tr
Esc			W				
spacebar		W					
= (equal)			Ar				Ar
]		Ar	Tr Ar				

]		Ar	Tr Ar							
. (period)		Ar	Ar				Ar			
, (comma)			Ar							
0-9			Mi							
PrintScreen		W								
Alt+PrntScr		W								
n										
Mouse buttons										
Left			Ar				Ar			
Right										
Key	Alone	Alt	Ctrl	Shift	Ctrl+Alt	Sh+Alt	Sh+Ctrl			

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U	V	W	X	Υ	Ζ	

(To learn how to create this effect, see Brighten up index hyperlinks)

Major headings in the manual are shown boldfaced.

Return to TreePad PLUS manual title page Return to Help begins here

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(Topic names starting with numbers and non-alphabetical characters)

/na switch /noregistry switch

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