

# ninerpad user guide



for ninerpad v1.1R4 • this guide last updated 2008.10.06

[Concepts](#)

[UI Reference](#)

[Frequently Asked Questions](#)

[Version History](#)

Visit [www.ninerpad.com](http://www.ninerpad.com) to download the latest version, ask questions, request features, join the user group, and more.

## [index](#) ► Concepts

The core elements of NinerPad are **notes**, **folders**, **tags**, **reminder actions**, and **spaces**.



notes



tags



folders



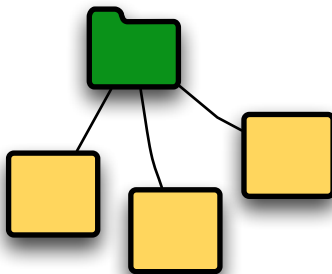
spaces



reminder actions

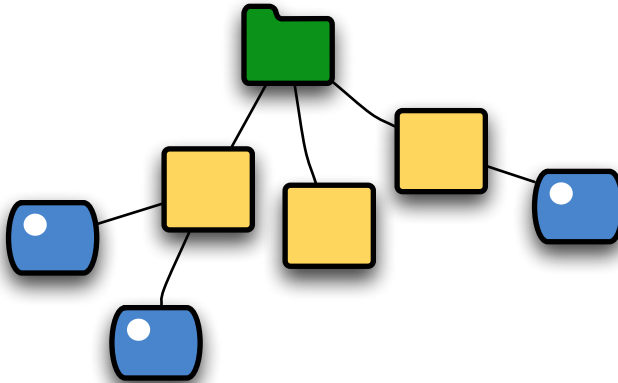
## [index](#) ► Concepts

Notes are stored in **folders**.



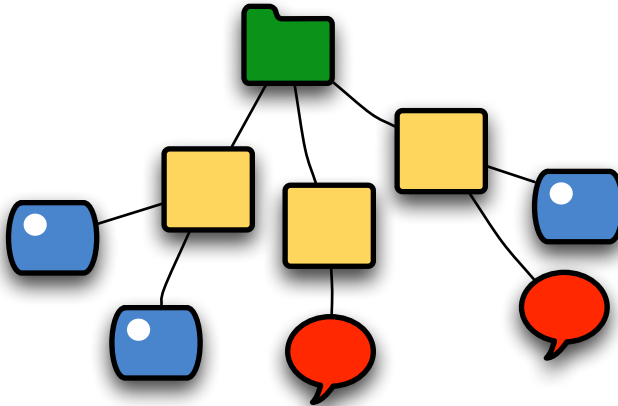
## [index](#) ► Concepts

Notes can be **tagged**.



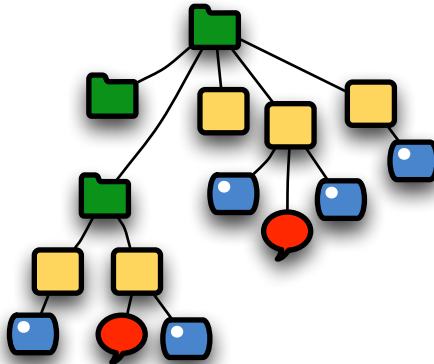
## [index](#) ► Concepts

Notes can be assigned reminder actions.



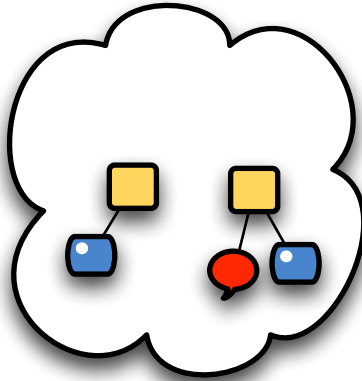
## [index](#) ► Concepts

Folders can contain other folders.



## [index](#) ► Concepts

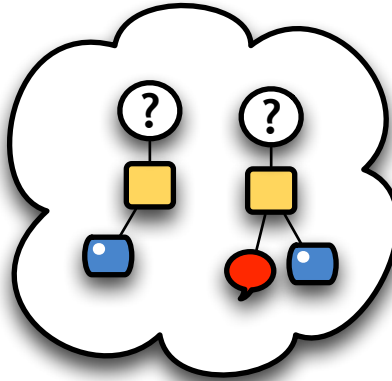
In ninerpad, operations such as browsing, viewing, and editing take place in a **workspace** which is **populated** with a subset of your notes.





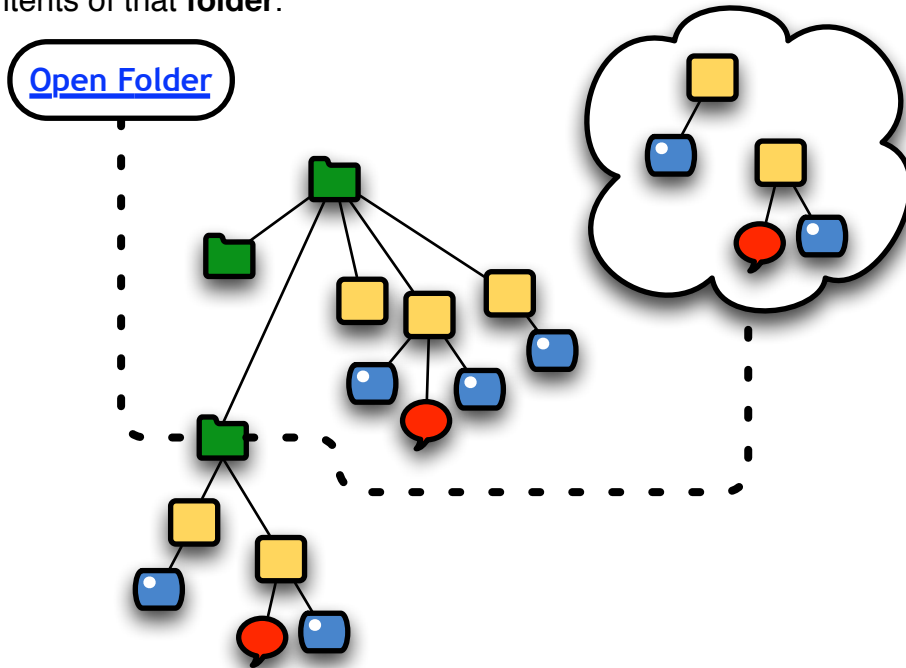
## [index](#) ► Concepts

Where these notes come from depends on **how** the workspace was populated.



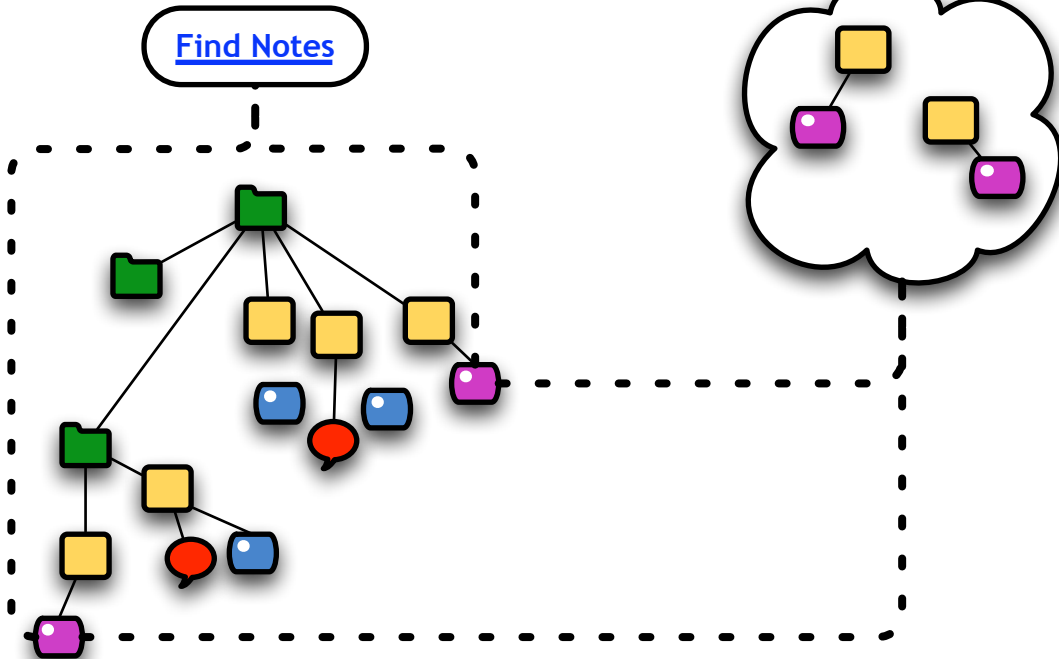
[index](#) ► Concepts

Opening a **folder** populates  
a **workspace** with the  
contents of that **folder**.



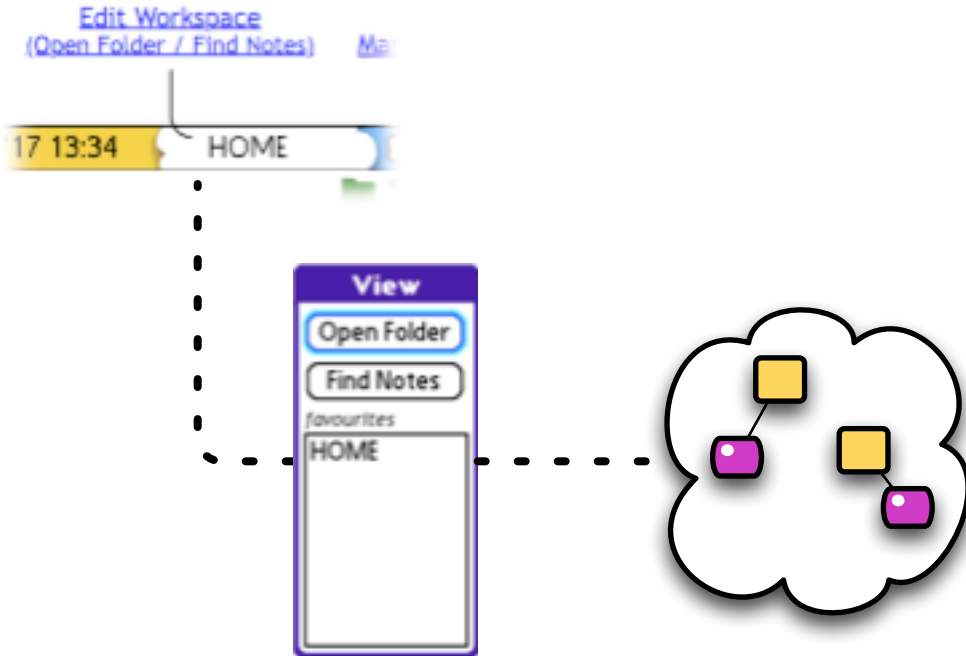
[index](#) ► Concepts

Running a query (finding notes)  
populates a **workspace** with  
those **notes** satisfying the  
parameters of that query.

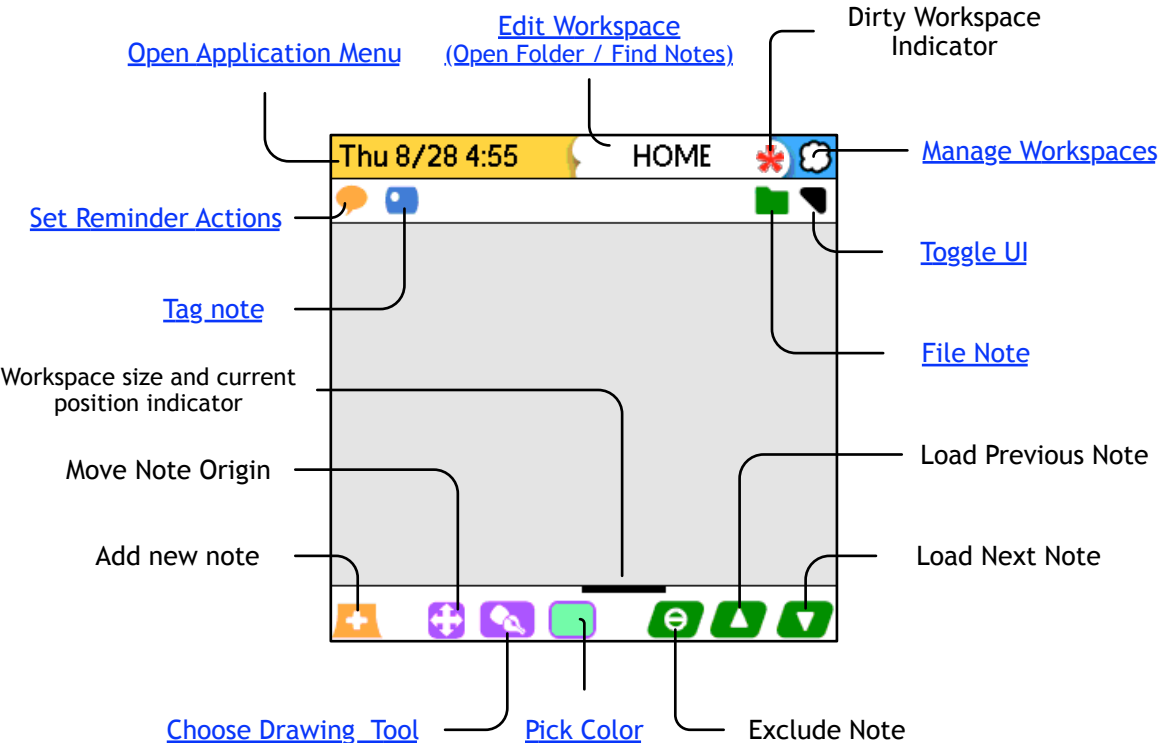


[index](#) ► Concepts

To open a folder or run a query,  
tap on the "**Edit Workspace**"  
trigger (see **UI Reference**).



[index](#) ► UI Reference



[index](#) ► [UI Reference](#) ► Set Reminder Actions

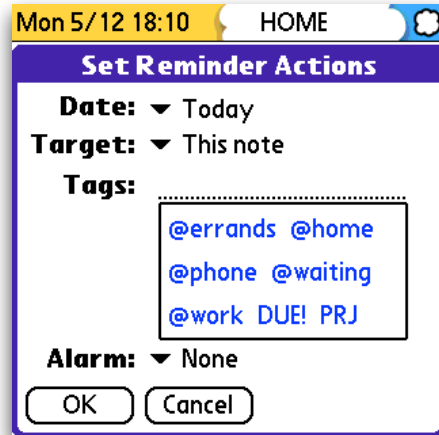
- Date:** ▼ Select a date for this reminder action.
- Target:** ▼ Set the target(s) for this action to the current note, the current folder, the current found set, or the current space.
- Tags:** enter or select 0, 1, or more tags which will be added to the target on the reminder date.
- Alarm:** ▼ Use this option for a more insistent reminder: a Palm Attention Manager alarm will be set for this action.

**OK**

Accept settings and update target.

**Cancel**

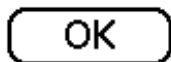
Cancel this operation.



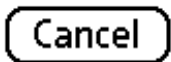
[index](#) ► [UI Reference](#) ► **Tag Note**

Select one or more tags in the tag panel. This will update the text field.

Also, if the tags you want to mark this note with do not yet exist, enter one or more words in the text field, separated by a blank space.



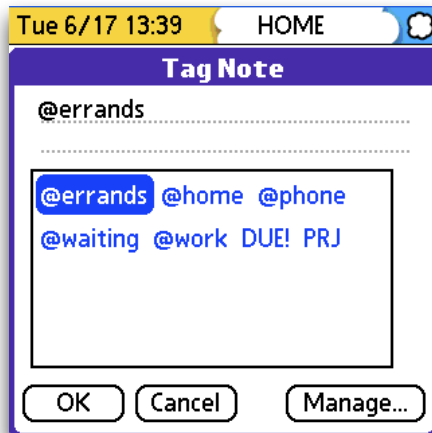
Mark this note with all tags shown in the text field and return to the main form.



Abort tagging operation and return to the main form.

Perform advanced operations on tags, such as batch creation, renaming, deletion, and merging.

[more info...](#)



[index](#) ► [UI Reference](#) ► **File Note**▼ **HOME**

Shows the name of your current folder. Tap this button to show the parent hierarchy for this folder. Select one of the items in the popup list to change your current location to that folder.

☒ **Favourite**

Add your current location to the favorites list.

**New Folder**

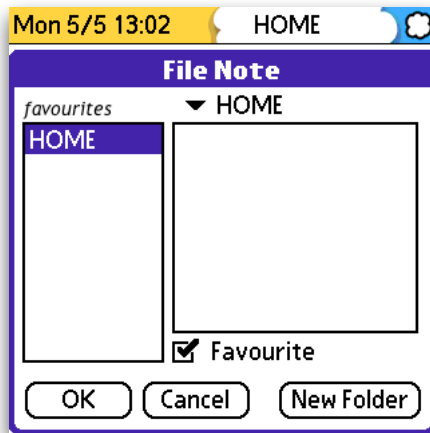
Add a new (child) folder to your current location.

**OK**

Move this note to your current location.

**Cancel**

Cancel filing operation.





[index](#) ► [UI Reference](#) ► **Manage Tags****Add**

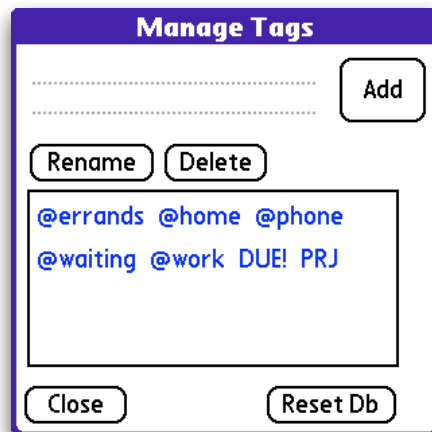
Enter one or more words in the text field, separated by a space, then tap this button to create new tags.

**Rename**

Select one or more tags in the tag panel, then tap this button to merge and rename them. All notes marked with these tags will be updated to reflect the merger and name change.

**Delete**

Select one or more tags in the tag panel, then tap this button to delete them. All notes marked with these tags will be updated to reflect the deletion.



[index](#) ► [UI Reference](#) ► **Edit Workspace (Set View)**

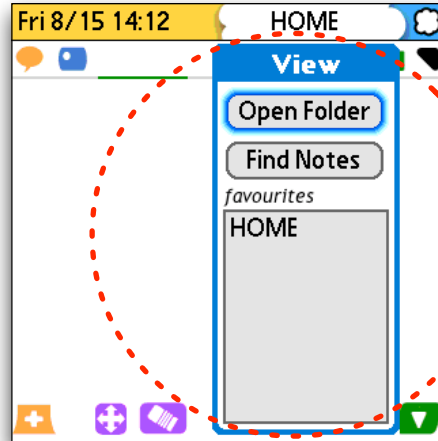
Lets you access previously saved searches and locations quickly, via the favorites list, or manually, via the two buttons below..

**Open Folder**

Launch the folder browser.  
[more info...](#)

**Find Notes**

Launch the note finder.  
[more info...](#)



[index](#) ► [UI Reference](#) ► **Open Folder**▼ **HOME**

Shows the name of your current folder. Tap this button to show the parent hierarchy for this folder. Select one of the items in the popup list to change your current location to that folder.

☒ **Favourite**

Add your current location, as indicated by the popup button, to the favorites list.

**New Folder**

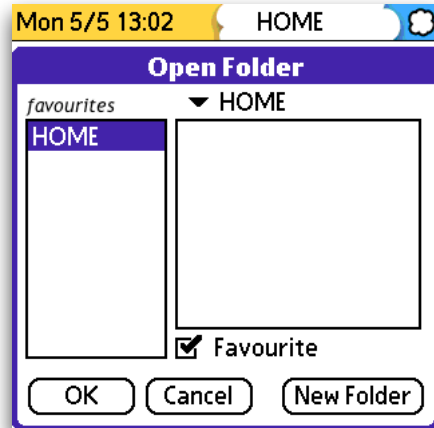
Add a new (child) folder to your current location, along with an option to add it to

**OK**

Set your current path to this location.

**Cancel**

Cancel browsing operation.



[index](#) ► [UI Reference](#) ► Find Notes

Find notes by searching for the tags they are marked with.

▼ **All selected tags**      Select search clauses from this popup.

**Save as:**      Enter a name in this text field to save the parameters of a frequently used search, so that it can be later accessed and repeated by selecting the saved name in the favorites panel.

OK

Run search.

Cancel

Cancel search.

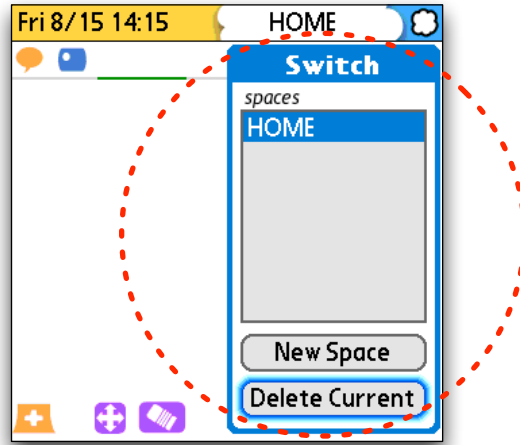


[index](#) ► [UI Reference](#) ► **Manage Workspaces**

Workspaces help you better cope with interruptions by letting you maintain note sets (focal points) in parallel.

By nature more volatile than the persistent data they refer to, workspaces are meant to be created whenever you feel that some relevant actions, context, or project, have passed a certain threshold of importance or of urgency and that it be important that you not lose track of them. Later, they can be switched to at will whenever progress is made. Last, they can be deleted when you feel enough progress has been made for them to rejoin their siblings.

Workspaces may overlap. That is, some of the notes one workspace refers to may be referred to by other workspaces.

**New Space**

Create a new blank workspace, either as a copy of the current one, or focused on your top (HOME) folder.

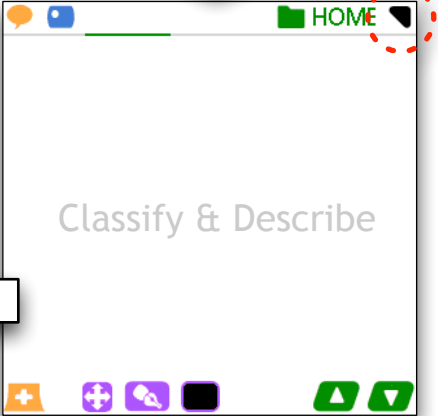
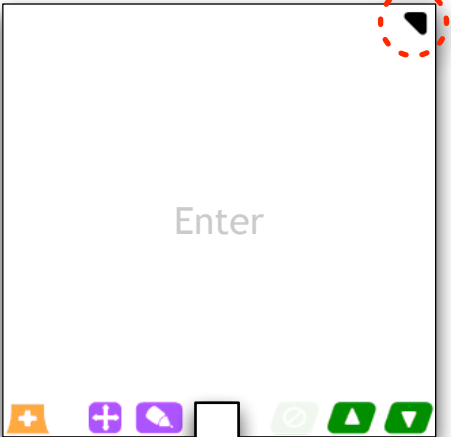
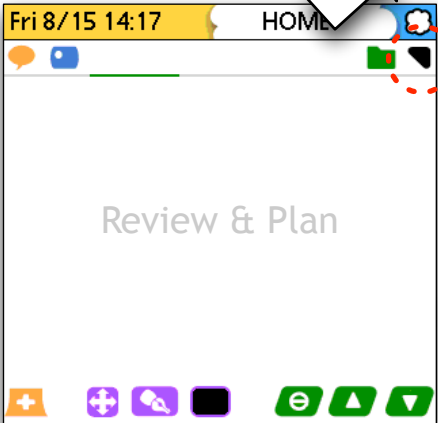
**Delete Current**

Delete the current workspace. **Note:** this does not delete any of the notes that workspace may have referred to.

[index](#) ► [UI Reference](#) ► **Toggle UI**



Tap on this trigger to alternate between one of the NinerPad main forms.



[index](#) ► [UI Reference](#) ► Choose Drawing Tool

Tap one of the menu options and release to set the current tool and to dismiss this window.

**Erase**

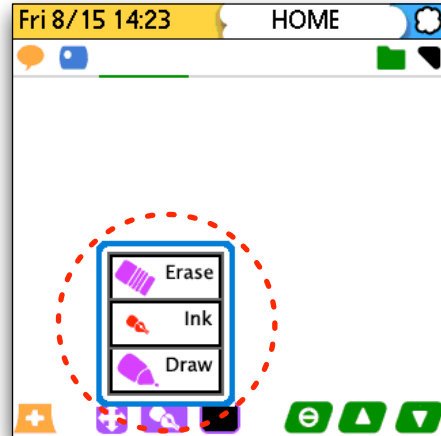
Choose eraser

**Ink**

Choose variable-width **ink pen**. The faster the drawing gesture, the thinner the drawn stroke, and vice versa. Its settings are adjusted via the **Options > Preferences** menu.

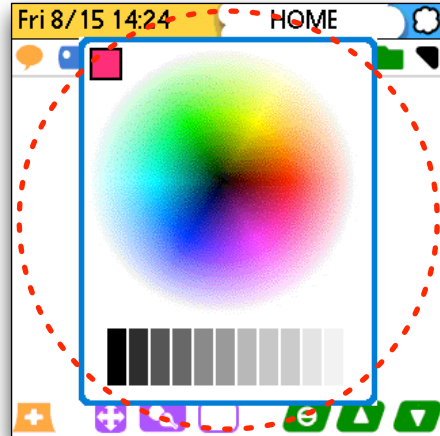
**Draw**

Choose fixed-width "pencil", the tip size of which can be changed via the **Tools > Pencil \*** menus.



[index](#) ► [UI Reference](#) ► **Pick Drawing Color**

Tap and slide over this window. Upon release, the drawing color for your current tool is set and the window is dismissed.





[index](#) ► [UI Reference](#) ► Application Menus

| Note                    | Space | Tools | Options |
|-------------------------|-------|-------|---------|
| Go to First             |       |       | ✓A      |
| Go to Last              |       |       | ✓Z      |
| Undo/Redo Last Stroke   |       |       | ✓U      |
| Reset Origin            |       |       | ✓G      |
| Clear                   |       |       | ✓X      |
| Delete                  |       |       |         |
| Tag...                  |       |       | ✓T      |
| File...                 |       |       | ✓F      |
| Set Reminder Actions... |       |       | ✓S      |

| Note                     | Space | Tools | Options |
|--------------------------|-------|-------|---------|
| Open Folder...           |       |       | ✓D      |
| Open Containing Folder   |       |       | ✓O      |
| Rename Current Folder... |       |       |         |
| Delete Current Folder    |       |       |         |
| Find Notes...            |       |       | ✓N      |
| Invert                   |       |       | ✓V      |
| Refresh                  |       |       | ✓H      |

| Note | Space | Tools          | Options |
|------|-------|----------------|---------|
|      |       | Pencil 1       | ✓1      |
|      |       | Pencil 2       | ✓2      |
|      |       | Pencil 4       | ✓3      |
|      |       | Pencil 8       | ✓4      |
|      |       | Pencil 16      | ✓5      |
|      |       | Manage Tags... | ✓M      |
|      |       | Export...      | ✓E      |

| Note | Space | Tools          | Options |
|------|-------|----------------|---------|
|      |       | Preferences    | ✓R      |
|      |       | Help           | ✓?      |
|      |       | Register...    |         |
|      |       | About NinerPad |         |

[index](#) ► **Frequently Asked Questions****Q. In what folder are new notes filed?**

If the current workspace is folder-based, the new note will be created in the current folder. If on the other hand it was populated by the running of a query, new notes will be filed in the top folder (named "HOME" by default).

**Q. What does “Move Note Origin” do?**

It lets you center your view on another area of the current note. Remember that notes can be almost as large as you want them to be.

**Q. How large can notes be, exactly?**

Currently, and subject to your handheld's amount of storage memory, each note can hold up to 10,000 screens worth of drawn artwork. Also, in order to save space, offscreen portions of a note are compressed on the go.

**Q. What does “Exclude Note” do?**

It non-destructively removes the current note from the population of the current workspace.

**Q. Why exclude notes?**

To reduce task clutter by excluding those tasks you wish to postpone for the time being while leaving their contextual tags intact.

**Q. When does the “Dirty Workspace Indicator” appear?**

Whenever you either exclude a note that should be a member of the population of the current workspace, or modify a note such that it should no longer be a part of that population.

**Q. Why use multiple workspaces?**

Because doing so lets you maintain note sets (focal points) in parallel and rapidly switch between them a will, hence helping you better deal with interruptions.

*continued...*

Visit [www.ninerpad.com](http://www.ninerpad.com) to download the latest version, ask questions, request features, join the user group, and more.

[index](#) ► **Frequently Asked Questions****Q. I just completed a task. What next?**

Pat yourself on the back and take a short break.

Then, if it was for a trivial one-time action, delete the note.

or...

If it was a trivial recurring action, you may want to remove its current contextual tag, if any, and then set a future reminder action for it with the appropriate contextual tag. On that date, the note will be retagged and will come up at your next search for the tag.

If on the other hand the task was non-trivial or contains information you may want to reuse at a later date, you can either keep it as is, remove its current contextual tag, optionally add a DONE tag to it, and file it away.

Or, if you prefer to reclaim the storage space that this note took on your PDA, first export it as a GIF (see UI Reference > Application Menus > Export...) to your SD card and then delete it.

It's all up to you. ninerpad is flexible.

**Q. GIF exports? Really?**

Yes. Notes can be exported as GIF format files. To start an export operation, select the Tools > Export menu. You can choose to export the current note or all notes in the current space.

**Q. Where can I find those exported GIF files?**

On your SD card, inside the /PALM/Launcher/Programs/NinerPad/Exports/ folder.

Visit [www.ninerpad.com](http://www.ninerpad.com) to download the latest version, ask questions, request features, join the user group, and more.

[index](#) ► **Version History****1.1R4**

- NEW: "Add to Favorites" checkbox in "New Folder" creation dialog
- FIXED: Nested folder deletion would fail with some previous version data sets

**1.1R3**

- NEW: set default note background color via preferences
- NEW: reset tags db option in Manage Tags form
- NEW: verbose debug option (will speed up bug fixing if and when db errors occur)
- NEW: show reminder note preview even on non 8-bit display mode devices
- FIXED: Second launch and beyond crash condition for T3 and TX users
- FIXED: TX sometimes hangs upon ninerpad exit
- FIXED: Space Switcher/Manager: memory leak and occasional soft reset trigger condition
- FIXED: Manage Tags: deleting any tag, then entering text in the input field would trigger reset
- FIXED: Set Reminder Tagging Action memory leak
- FIXED: Rename Folder does not terminate new name string properly
- FIXED: Invoking the Tagger "on empty" (when in a space with no notes; only possible via the 'T' key) hangs.
- FIXED: Buddha pix corners stand out when canvas color other than white
- FIXED: tag list display glitch (overflows boundaries of tag box)
- FIXED: one-character tags were not accepted
- FIXED: deleting a tag fails to invalidate silent reminder actions using that tag and no other
- FIXED: creating tags longer than 10 characters was accidentally allowed and set up later corruption and reset conditions
- FIXED: memory leak when exporting a space to GIF files (would eventually trigger reset)
- FIXED: record deletion triggers crash on some devices (Palm OS bug with DmDeleteRecord on some devices)

**1.1R2**

- NEW: ninerpad database self-checks and auto-repairs

*[continued...](#)*

[index](#) ► **Version History****1.1R1**

- NEW: set default note background color via preferences
- NEW: require confirmation before clearing a note or deleting it
- NEW: "Space > Open Containing Folder" menu item, with shortcut "O"
- NEW: reminder-tagging a note clears matching tags if any were already set for that note; speeds up recurring action editing
- NEW: "Space > Invert" menu item, with shortcut "V", for inversion of current note space
- NEW: added search clauses for finding notes that have reminder actions and alarms
- IMPROVED: some keyboard shortcut changes made
- IMPROVED: workspace size and current position indicator
- FIXED: Pencil: changing pencil color resets tip size to 2
- FIXED: cannot launch ninerpad if PDA not already set to 8 bit screen depth
- FIXED: deleting a favorite folder does not remove its name from the favorites list
- FIXED: cannot delete a folder if it contains one or more sub-folders

**1.0R2**

- NEW: full landscape orientation mode support (TX)
- NEW: [workspace size and current position indicator](#)

**1.0R1**

- NEW: export current note / all notes in current space to GIF files (registered version only)
- NEW: add folder to favorites (registered version only)
- NEW: add search to favorites (registered version only)
- NEW: add new space (registered version only)
- NEW: delete current space (registered version only)
- FIX: Preferences: pen preference fields not all editable

**1.0B6**

- NEW: PIN area support (TX)
- FIX: Manage Tags: various bugs
- FIX: Reminder Notification: crashes if note was previously tag-less
- NEW: Tag: "Manage..." button takes you directly to the Tag Manager
- FIX: Preferences: unable to edit text fields

*[continued...](#)*

[index](#) ► **Version History****1.0B5**

- NEW: Panning, aka Change Note Origin reinstated (and much faster this time)
- NEW: Rename Current Folder
- NEW: Delete Current Folder (with optional Safe Delete mode)
- NEW: Undo/Redo last drawn stroke
- NEW: Navigation Support; center button toggles between note panning and browsing modes
- NEW: Date and Time input formats now respect user preferences
- REMOVED FOR NOW: disabled PIN area support
- REMOVED FOR NOW: disabled semi-automatic database repair (in and when)

**1.0B4**

- NEW: Reminder Notifications: now with options OK, Snooze, GoTo, and Abort Tagging
- FIX: Reminder Notifications: alarm crashes on TX and T5
- FIX: Tagging and Tag Management: no scrollbar when more tags than can fit tag panel bounds
- FIX: Set Reminder: cannot edit alarm time without first clicking on "None" option

**1.0B3**

- REMOVED FOR NOW: change-note-origin (panning) tool

**1.0B2**

- NEW: semi-automatic database repair (in and when)
- NEW: Tools > Show System Info dialog (to help in debugging)
- FIX: drawing operations, setting of screen mode, system sound settings, and alarms
- NEW: checks added to ensure that 8-bit (256 color) screen mode is available (exit otherwise)
- NEW: launch time memory check for minimum of 500KB each of free heap and storage
- NEW: ongoing memory check with low memory warning
- NEW: enabled backing up of dbs during hotsynch.

**1.0B1**

- first beta release

