

# macNotex

## User manual - Version 3.6.0

Copyright Massimo Nardello, Modena 2018  
[sites.google.com/site/macnotex](http://sites.google.com/site/macnotex)

### General information

macNotex is a free software for macOS useful to manage files of strongly encrypted textual notes and tasks. Its aim is to grant the user a highly secure tool to manage very confidential data. For this reason:

- macNotex uses the AES 256-bit encryption, cipher mode CBC and SHA 512;
- the required password to encrypt a file is necessarily 10 characters long or more, chosen at least from three of these four groups: small and upper-case letters, numbers and other characters (asterisk, brackets, etc.); as long as a password is typed, the software shows a colored disk in red, yellow, light green and dark green in order to warn the user about the quality of the password itself;
- optionally, the password used to save a file could be forgotten by the software and typed again by the user each time the file is to be saved again, so that the same password does not remain in the computer's memory.

Of course, the unencrypted text of a file is available in the memory of the computer in use, which might be saved temporarily in a swap file by the operative system.

*macNotex is free software and is released under the GPL licence version 3 or following.* It has been written with Lazarus, and uses the DCPcrypt components (<http://wiki.lazarus.freepascal.org/DCPcrypt>) and a modified version of the TRichMemo component (<http://wiki.freepascal.org/RichMemo>) whose source code is included in the source code of macNotex.

*Before using macNotex, open the options of the software (menu item Tools – Options) and set the date format according to the system in use (“dd/mm/yyyy” or “mm/dd/yyyy”, which means “day/month/year” or “month/day/year”).*

### Notes

A file of macNotex is a textual encrypted file containing many notes. Since no database is used, when a file is opened, all the notes inside it are decrypted and loaded into the memory of the computer, and when it's saved, all the notes are encrypted and saved on the disk.

The notes of macNotex have a very simple structure. They cannot have pictures inside nor attachments, but the text can be formatted in bold, italics, underline and strikethrough, it can be highlighted in yellow. Just indented lists with bullets, not numbered, are available.

Every note has a title, a list of tags (keywords) separated by comma and space, a date and a free-length text. The title and the date of every note is shown in a read only grid on the left of the interface of the software, and a note can be shown selecting its title in this grid.

Furthermore, in the same grid the title of a note can be indented, to make it a sub note of the

previous one, or deindented, always with its possible sub notes. A main note, that has no indentation, and a sub note are identical in their elements. Only their names in the grid are more or less indented and shown in different colors:

- brown for the level 1 notes, whose title has no indentation;
- green for the level 2 sub notes, whose title has the smaller indentation;
- dark blue for the sub notes that have a bigger indentation.

These colors can be changed in the options of the software. The title of a note in the left grid can also be moved up and down, along with its possible sub notes, but not beyond a note of higher level, that is a note of minor indentation, in order to avoid to move it outside its group. Anyway, it's possible to copy a note along with its possible sub notes with the menu items "Notes – Copy note" and then to paste it in a new destination with the menu item "Notes – Paste note"; then the original note can be deleted. A group of sub notes can be sorted by name or by date.

The notes in the file in use can be saved in a HTML file with the menu item "macNotex – Save as" and selecting the HTML format for the output file. The user may save all the notes of the current file or only the current one along with its possible sub notes and may exclude tags and dates from the output file. In this file the titles of level 1 will be saved as heading 1 (with the <h1> tag), those of level 2 as heading 2, those of level 3 as heading 3, those of level 4 or following as heading 4. If this file is open with a word processor, these headings will be preserved. At the beginning of the file an hypertextual index will be available, to jump more easily to the various sections of the HTML file.

The possible links to internet addresses within the text, which are automatically formatted by the software, can be opened with Meta + click when the cursor is within them. It's possible to insert in the text of a note a link to another note contained in the file in use with this syntax: mnt://NoteTitle, where "NoteTitle" is the title of the note to be referred. With Meta + click on the link, the first note with the specified title will be selected. In the link to a note, possible spaces in its name must be replaced by an underscore ( \_ ) or by a non-breakable space, which can be typed with Alt + Space. So, the file name must not contain underscores, since they'll be replaced by spaces.

It's possible also to insert a link to a file with this syntax: file://Path/FileName, where "Path" is the path of the file and "FileName" is the name of the file to be referred to. For instance: file:///Users/username/Pictures/picture.jpg. If a file link has no path after the "file://" header (like file://picture1.jpg), it will be looked for in a folder named as the id of the current note (that is hidden to the user) and contained in another folder with the same name and location of the file in use; the copy of the file in this folder can be easily done with the menu item "Notes – Copy and link a file...". Alternatively, the file will be looked for in a folder with the same name and location of the file in use. If the cursor is inside the link, with Meta + click on the link itself the file will be opened with the proper application. In the link to a file, possible spaces in its name must be replaced by an underscore ( \_ ) or by a non-breakable space, which can be typed with Alt + Space.

It's possible to search within the titles, the tags, the dates or the text of the notes contained in the file in use enabling the search panel with Notes – Find. See below for more information.

It's also possible to copy a group of notes in the clipboard to paste it in another place in the file in use or in another file of macNotex. This feature emulates an import/export functionality of the software.

When a file is saved, a backup copy is automatically created with the “.bak” extension. If for some reason the file in use got corrupted, remove the “.bak” extension from the backup file and open it. Furthermore, when a file is opened, a copy of it is automatically created. The last three version of this backup file are maintained, with the extensions “.orig.1.bak”, “.orig.2.bak” and “.orig.3.bak” for the oldest one. So, if for some reason it’s necessary to restore the original content of the file in use as it was before it was opened, remove the “.orig.x.bak” extension from the backup file and open it.

Finally, in the text of the notes it’s available the default popup menu useful to start spell checking and other functionalities.

## Tasks

It’s possible to type in the text of a note one or more tasks to be done within a certain date. Every task must be written at the very beginning of a paragraph with this format: “[Todo 01/10/2017] Name of the task”, or “[Todo] Name of the task” ended with a carriage return. So, every task is a whole paragraph long. The possible date indicates the deadline of the task and should match the date format in the system in use (“dd/mm/yyyy” or “mm/dd/yyyy”). In the date, the day and the month must be necessarily two digits long and the year four digits long (e.g. 01/01/2017, and not 1/1/2017 or 1/1/17). “Todo” can be replaced with “Done” when the task is completed. With the shortcut Meta + Ctrl + Alt + T the software inserts the proper template of an activity with a date delayed of two weeks from the current day, while if the paragraph starts with an activity, the software switches its state from “Todo” to “Done” and vice versa. With the shortcut Meta + Shift + T the software inserts the proper template of an activity without a date, while if the paragraph starts with an activity, the software switches its state from “Todo” to “Done” and vice versa. If the format of activity is correct, when the cursor is in inside it, a label with the text “The current line is a task” will appear in the status bar.

It’s possible to gather all the tasks contained in the notes of the file in use in a list with the menu item Tools – Task.... This list, that is recreated every time its form is opened, can be refined selecting the tasks whose deadline is today, after a week, two weeks or a month selecting the proper item in the box “Tasks expiring within”. Of course, the expired activities and those without a date will be always shown. It’s also possible:

- to sort the activities on their end date, their note name and state (“Todo” or “Done”) with the buttons “Sort on date”, “Sort on name” and “Sort on state”;
- to show only the tasks of the current note with the check box “Only current note”;
- to switch the state of a task from “Todo” to “Done” and vice versa both in the grid and in the corresponding note with the button “Switch Todo/Done” or pressing the space bar;
- to save the visible tasks as tab separated values in a file with the “.csv” extension in the same directory of the file in use with the button “Save as csv”; this file can be imported in Excel creating a new sheet and using the menu item File – Import – Text file (not csv file), and choosing Unicode (UTF8) as source (that is, as format of the file to import);
- to save the visible tasks in ics (iCal) format in a file with the “.ics” extension in the same directory of the file in use with the button “Save as ics”; this file can be read by task manager like Gnome Evolution, Microsoft Outlook or Apple Reminders.

The color of the tasks is green if they are done, blue if they are still active but not expired and red if they are expired. As long as a task is selected, the calendar on the left of the tasks

shows its date. If a task has no date, the current date is shown. With a double click or pressing Return on a task the list will be closed, the relative note will be shown in the main form of the software and the task will be selected. Finally, the text of an activity already done can be formatted as strike-through with the shortcut Meta + Shift + R.

## Shortcuts

The shortcuts that are not indicated in the menu items are the following.

- Ctrl + PgUp: show the previous note.
- Ctrl + PgDn: show the following note.
- Ctrl + Meta + from 0 to 9: set a bookmark to the current note (cleared when a file is closed).
- Meta + from 0 to 9: show to the note having the corresponding bookmark.
- Meta + "+": increase the font zoom of the notes.
- Meta + "-": decrease the font zoom of the notes.
- Meta + B: set in bold the current selection or the current word.
- Shift + Meta + B: set in bold the current paragraph.
- Meta + I: set in italics the current selection or the current word.
- Shift + Meta + I: set in italics the current paragraph.
- Meta + U: set in underline the current selection or the current word.
- Meta + Shift + U: set in underline the current paragraph.
- Meta + R: set in strikethrough the current selection or the current word.
- Meta + Shift + R: set in strikethrough the current paragraph.
- Ctrl + Space: remove all formatting from the current selection or the current word.
- Ctrl + Shift + Space: remove all formatting from the current paragraph.
- Meta + Y: highlight in yellow the current selection or the current word.
- Meta + J: create or remove a bullet list item.
- Meta + Shift + P: gather in one single paragraph all the text that is selected.
- Meta + Shift + Y: restore the content of the note before it was saved.
- Meta + Shift + Ctrl + R: remove all formatting from the text of the current note.
- Meta + Backspace: delete the current paragraph.
- Meta + Z: undo the last change to the text of the note.
- Meta + Shift + Z: redo the last change to the text of the note.
- Meta + A: select all the text.
- Meta + C: copy the selected text to the clipboard.
- Meta + Shift + C: copy the text in the clipboard without its formatting; this text can be pasted only with the following shortcut Meta + Shift + V or the corresponding icon.
- Meta + X: cut the selected text to the clipboard.
- Meta + V: paste the text in the clipboard maintaining its formatting.
- Meta + Shift + V: paste the text in the clipboard without its formatting.
- Meta + Alt + T: insert an activity without a date in the text of the current note or changes its state if already existing.
- Meta + Ctrl + Alt + T: insert an activity with a date delayed of two week from the current day in the text of the current note or changes its state if already existing.

- Alt + Space bar: insert a non-breakable space that does not allow a line break. It's used also in the links to notes or files in place of normal space.

Furthermore, the shortcuts of these items of the menu Notes are not shown properly:

- Move up: Alt + Ctrl + Shift + Arrow up.
- Move down: Alt + Ctrl + Shift + Arrow down.
- Move left: Alt + Ctrl + Shift + Arrow left.
- Move right: Alt + Ctrl + Shift + Arrow right.

Many of these shortcuts work only when the cursor is within the text of the note.

In order to create a list, it's possible also to type an asterisk followed by a space at the beginning of a paragraph.

Ctrl + Space in the field "Date" overwrites the existing date and inserts the current one.

The first 7 icons at the top of the form replicate the following menu items, explained below: File – Save, Notes – New, Notes – Delete, Notes – Move up, Notes – Move down, Notes – Move left, Notes – Move right. The last icon replicates the menu item Notes – Find.

The other icons, from the seventh on, are useful to select all the text of a note, cut, copy with or without formatting, paste with or without formatting in the text of a note, to set bold, italics, underline, strikethrough, highlighted and to create an item of a bullet list. A text copied without formatting can be pasted only with the function of pasting without formatting.

## Menu macNotex

About macNotex: shows the copyright of macNotex.

New: create an empty file of macNotex without saving it.

Open: open a file of macNotex.

Save: save the current file of macNotex asking the password if not already typed; anyway, a file is automatically saved on exit.

Set date and save: replace the date of the note with the current one and save it.

Save as: save the current file of macNotex with a new name, asking for a new password, or all the notes of the current file in an HTML unencrypted file.

Import: import one or more files in Microsoft Word (\*.docx) or Libre Office Writer (\*.odt) format without any formatting.

Close: close the current file.

[Last four files opened]: open the last four files.

Exit: quit the software.

## Menu Notes

New: create a new note just below the current one with the same indentation.

Delete: delete the current note if it has no sub notes related to it; if this is the case, use the following item.

Delete group: delete the current note and all its sub notes.

Copy and link a file: select a file, copy it in the attachment folder (a folder with the same name of the id of the current note contained in a folder with the same name and position of the current file), creating it if not existing, and insert its link in the current note.

Open attachment folder: open the folder of the attachments of the current note, if existing.

Move up: move up the title of the current note in the left grid with all its possible sub notes.  
Move down: move down the title of the current note in the left grid with all its possible sub notes.

Move left: deindent the current note (move its title toward left) in the left grid.

Move right: deindent the current note (move its title toward right) in the left grid.

Sort group by title: sort by title the group of notes to which the current note belongs, that is the contiguous notes of the same level of the current one that have no sub notes under them.

Sort group by date: sort by date the group of notes to which the current note belongs, that is the contiguous notes of the same level of the current one that have no sub notes under them.

Show level 1 titles: show only the titles of level 1 in the left grid, that are the notes that have no indentation.

Show level 2 titles: show only the titles of level 2 in the left grid, that are the notes that have the smaller indentation.

Show all titles: show all the titles in the left grid.

Copy note: copy the current note, of every indentation, with all its possible sub notes in the clipboard.

Paste note: paste in an empty file or after the current note, one or more notes copied in the clipboard with the previous menu item.

Find: open the search panel at the bottom of the interface of the software. See below for more information.

## Menu Tools

Text only: hide and show the upper panel and the titles grid on the left, leaving only the text of the notes.

Transparent: makes slightly transparent the interface of the software.

Tasks: open the form of the tasks.

Encrypt file: open a file of every kind and create in the same directory an encrypted copy of it, having the same name and extension and the added extension “.aes”.

Decrypt file: open a file encrypted with the previous function and create in the same directory an unencrypted version of it, having just the original extension of the file.

Run another instance: run another instance of macNotex, without opening automatically any file.

Options: open the Options form, in which it's possible to specify:

- the font name of the text of all the notes,
- the font size of the text of all the notes (press Return in this field to see immediately the changes),
- the font zoom of the text of all the notes (press Return in this field to see immediately the changes),
- the font color of the text of all the notes,
- the background of the text of all the notes,
- the color of the level 1, 2 and 3 (and following) titles, in the grid on the left,
- the format (mm/dd/yyyy or dd/mm/yyyy) in which the current date will be automatically inserted in the field “Date” when a new note is created,
- the possible default password, that will be automatically proposed by the software to the user when a new file is open,

- the color of the top and bottom bars in the interface of the software,
- if automatic spell checking of the text of the notes should be activated,
- if the file in use must be automatically saved every 5 minutes, provided it has already a name,
- if the password must be forgotten when a file is saved (the user will have to type it when the file will have to be saved again);
- if the software must load the last file used on start;
- if the preferences of the software (font name, font color, form position, etc.) should not be saved on exit, so to avoid writing any configuration file in the system in use.

Note that the date format must match that of the system in use, otherwise the new dates will not be saved in the file.

## Search

When the search panel is visible, it's possible to look for a specific note:

- select the field to search in (title, tags, dates or text of the notes)
- type the text to find in the field "Text to find"
- click on the button "Find in notes" or press Return to show all the recurrences of the text looked for in the grid "Results";
- select a result in the grid "Results" to show the corresponding note;
- click on the button "Find first in text" or "Find next in text" to select the first or the next recurrence of the text looked in the text of the current one.

When the search is performed on the title or on the text of the notes, it finds all the notes in which the title or the text *contains* the text to look for. When the search is performed on the dates, it accepts two formats:

- a single date (e.g. "10/10/2017"): find the notes whose dates are the same of the one typed;
- two dates separated by space - dash – space (e.g. "10/10/2017 - 10/11/2017"): find the notes whose dates are equal or greater than the first date and equal or smaller than the second date.

When the search is performed on the tags, it finds all the notes in which at least one of the tags is identical to one of the tags specified. To help the user to insert the tags actually used in the notes of the file in use, a list of the used tags is available on the right. A double click on a tag in this list inserts it in the find field. To update the list of the used tags, just hide the search panel and show it again. All the searches are not case sensitive.

The search panel can be stretched in vertical in order to show more used tags.

It's possible to insert a non-breakable space in the text to be found, for instance to locate a link, with Alt + Space bar. Finally, in the text to be found the "<" character must be replaced by the HTML code "&lt;", whereas the ">" character must be replaced by "&gt;".

## **Reset preferences**

To reset the preferences of the software, delete the configuration file  
UserName/Library/Preferences/macNotex.plist.