FIRST STEPS WITH SEO NOTE

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Working with SEO Note does not require special skills. This manual assumes the user has basic knowledge of word processing software, such as Microsoft® Word and is familiar with tools like Windows® Explorer or Microsoft® Internet Explorer. This manual introduces the user to SEO Note and describes how to perform the first basic tasks.

What is SEO Note

SEO Note stores personal or business information, such as articles, pictures, plans, ideas, outlines or Web links, in a single file. The clear and intuitive tree structure offers immediate access to notes and subnotes. Use SEO Note to bring different ideas and documents together, to outline papers or lectures, and to add Web links, pictures, files, tables or charts. You can keep an electronic diary, plan your business projects, store personal contacts, and archive your book or record collections.
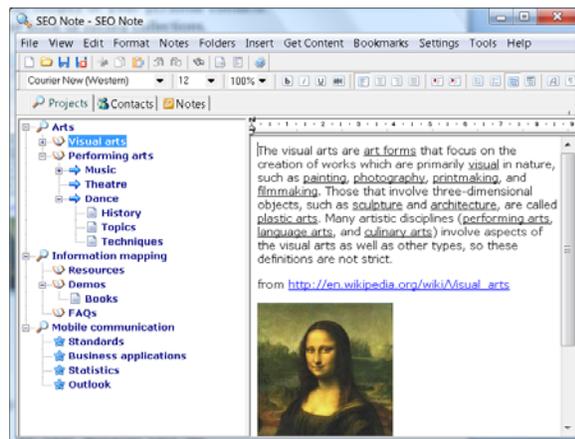
SEO Note

System requirements

SEO Note requires the following minimum hardware and software:

- Microsoft® Windows® Vista, XP/2000, Windows 98SE/ME
- Intel® Pentuim® 200 processor or higher
- 64 MB of system memory (Windows 98SE/ME: 32 MB)
- 50 MB of hard disk space

Start SEO Note

To start SEO Note, perform one of the following steps:

- Select **Start →Programs → SEO Note → SEO Note.lnk**.
- Execute the file **SEO Note.exe** from C:\Program Files\SEONote\SEO.
- Click the SEO Note quick launch icon in the taskbar (if selected during the installation process).

SEO Note at a Glance

The SEO Note window is separated into two parts: the left part shows the tree structure and the right part the editor window.
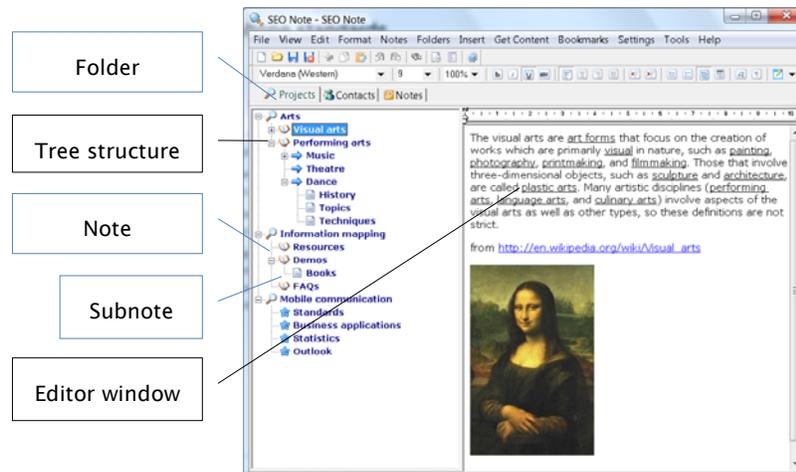
SEO Note at a glance

You begin by clicking an existing note or by creating a new note in the tree structure. Next, you compose your article in the editor window, inserting text, files, objects or tables. You can create as many notes and subnotes as needed. Clicking one branch (note) or subbranch (subnote) in the tree structure opens the respective article in the editor window.

Study the following paragraphs to learn more about (1) documents, (2) notes and subnotes, and (3) folders.

Documents. An SEO Note document stores folders containing notes and subnotes. A new SEO Note document automatically opens a standard note and a standard folder.

Notes and subnotes. Notes and subnotes are arranged in a tree structure. Each branch of the tree structure is called a note; the subbranches are called subnotes. To access or edit a note, simply click one of the tree branches. The note will be displayed instantly in the editor window. You write and edit notes and subnotes in the editor window. Notes can consist of text or of tables, pictures, Web links, documents from other applications, and links to files stored on your computer. You compose the notes either in text, rich text or HTML format. Within one document you create as many notes and subnotes as you need.

Folders. Notes and subnotes are organized in one or more folders. You can, for instance, create individual folders representing your schedule, your business contacts, your personal notes, or articles referring to a current research project. Each folder holds as many notes and subnotes as you need.

Configuring SEO Note

We recommend you make a few general settings before you start working with SEO Note. Perform the steps below:

1.   Open **Settings** → **Settings** from the menu. The General tab opens.
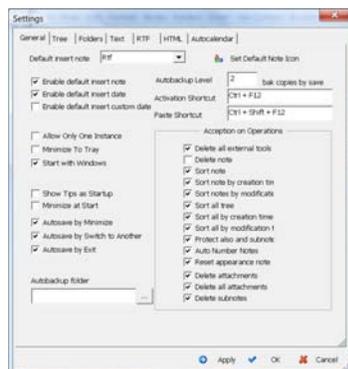
First settings

2. Define the standard format for your new notes: HTML, text, or RTF (Rich Text Format). RTF is a proprietary document file format for cross-platform document interchange. Most word processors are able to read and write RTF documents. We recommend you select RTF as standard note format. It allows you to insert html formatted text, Web links, and plain text.

   Note: You can change the format later for individual notes.

3. We suggest you enable the three **Auto save options**. Your notes will be saved automatically when you switch to another application, minimize the window, or exit the application.

4. If you want SEO Note to always start with Windows, enable **Start with Windows**.

5. Depending on the previously selected note format (text, RTF or HTML), you can define a standard color and standard font for your new notes. If, for instance, your standard notes should always be in HTML format, open the **HTML** tab, select the background color, the font, and the color for quotes, tags, comments, or text.

6. Press **Apply** and **OK** to confirm your settings.

7. If you want SEO Note to be always in front while running, open **View** from the menu and enable **Always on top**.

   Note: Restore down the SEO Note window when you enable above option. Otherwise, you cannot easily switch to another application.

Getting Started

This chapter helps you perform the first steps in SEO Note. You learn how to (1) create and edit notes and subnotes, (2) add text and objects to notes, (3) move or delete notes, and (4) create, edit and move folders.

Note: SEO Note always opens the last saved document. When you run the program for the first time, SEO Note shows the Quick start guide.

Create and edit notes and subnotes. Before entering text into the editor window, you need to create a new note. Perform the following steps:

1. Open **File → New** from the menu or press the **New** button in the toolbar. SEO Note opens a blank document with a standard note (Note #1) and a standard folder (Folder #1).
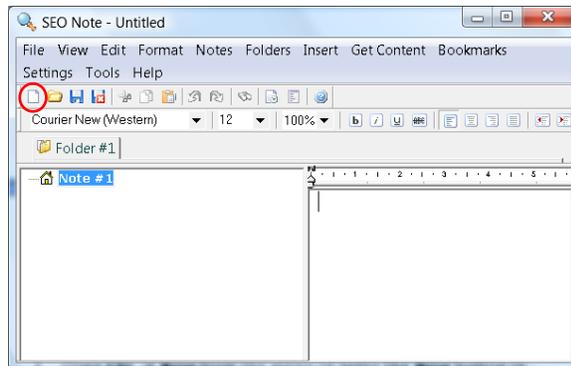
New note

2. Right-click with your mouse **Note #1** and select **Note Settings** from the context menu. A new window opens.
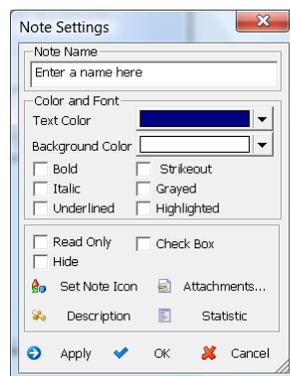
Note settings

3. Enter a name in the field **Note name**.

4. Choose a color for the text and the background.

5. If you want to change the icon in front of the note, click **Set Note Icon**. The SEO Note icon selection opens. Choose an icon

and press **Apply** and **OK**. You can choose different icons for invidual notes and subnotes.

6. Open **Description** and enter an optional description of your note.

   Note: The option **Statistics** opens a table showing all settings you have made for your note.

7. Press **Apply** and **OK**.

8. To add a subnote to the note, right-click the note again and choose **New subnote** from the context menu. You can also select **Notes** → **New subnote** from the menu. Perform steps 2 to 7 to change the settings of the new subnote.

To create more notes or subnotes, right-click a note and select **New Note** from the context menu or select **Notes** → **New Note** from the menu.
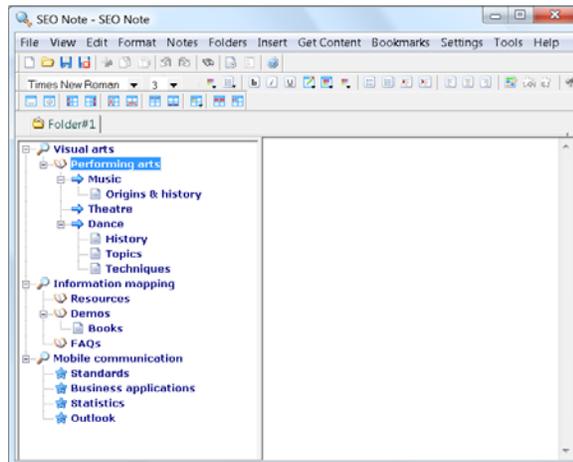
Notes and subnotes

Add text and objects to notes. Move your mouse to the editor window to compose your article.

Note: You can conveniently switch between the editor window and the tree structure with the **F5** and **F6** keys.

You either type text or use copy and paste to insert text. In addition to text your notes can contain:

- The current date
- Internal cross-reference
- Links to webpages
- Links to e-mail addresses
- Links to files on your computer
- Tables, pictures, icons, and documents

The following picture shows a sample note containing a text paragraph, a Web link, and a picture.
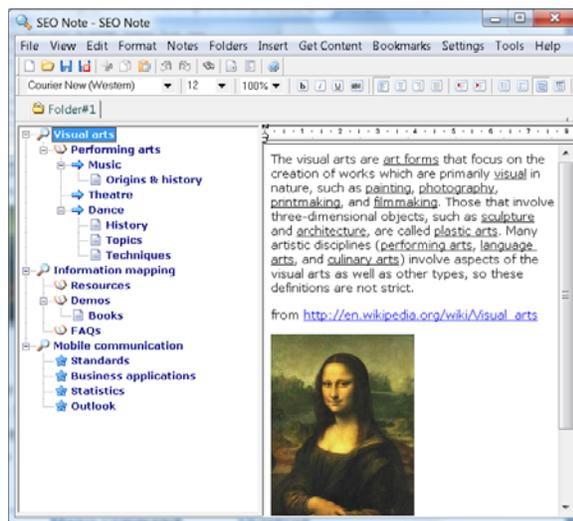
Sample note

Table 1 lists the different objects you can insert into your note, provides a short description of these objects, and shows how to insert them.

Table 1. How to insert objects

Insert	Description	Menu command	Shortcut
Current Date	Inserts the current date	**Insert → Date**	Ctrl+Shift+T
Internal cross-reference	Creates a reference to another note in the current document.	**Insert → Internal hyperlink** Enter a name, select the note the reference should link to and press **OK**.	Ctrl+Shift+H
Link to website	Opens the website in a Web browser.	**Insert → Web hyperlink** Enter the Web address and press **OK**.	Ctrl+Shift+W
Link to e-mail address	Opens your e-mail program and inserts the e-mail address in to the recipient field.	**Insert → E-mail link** Enter the e-mail address and press **OK**.	Ctrl+Shift+E
Link to a file on your computer	Opens a document or file in the respective application (e.g. pdf in Acrobat Reader).	**Insert → Link** to file Browse your computer, select the file and press **Open**.	Ctrl+Shift+F
Tables, pictures, icons and documents	Inserts the objects directly into your notes. Draw tables, insert pictures or SEO Note icons and documents.	**Insert → Table**, **Picture**, **Icons** or **Object** Browse your computer, select the file and press **Open**.	Ctrl+Shift+O (short-cut for objects only)

Save you note:

1. Press the **Save** button from the menu or select **File → Save**.

2. Choose a location on your computer.

3. Name your SEO Note document.

4. Press **Save**.

Note. SEO Note files are saved with the suffix *.seo.

Move or delete notes. You can easily change the order of notes or subnotes within the tree structure by moving notes up or down or change the note hierarchy by moving notes to the left or to the right:

- Select **Notes → Move → Up/Down** to move a note up or down the tree.
- Select **Notes → Move → Left/Right** to change the hierarchy within the tree.

    Note: If you move a subnote to the left, it will turn into a note. A note becomes a subnote by moving it to the right.

To delete notes or subnotes, click a note in the tree-structure and press the **Delete** button or select **Notes → Delete** from the menu.

Caution:

Deleted notes and subnotes cannot be restored. SEO Note does not offer an Undo function.

Create, edit and move folders. When opening a new document, SEO Note creates a standard folder (Folder #1). New notes and subnotes are automatically assigned to that folder. You begin by assigning a new name and icon to the standard folder. Perform the following steps:

1. Right-click **Folder** #1 and select **Folder Settings** from the context menu. (Instead, you can choose **Folders → Folder Settings** from the menu.)
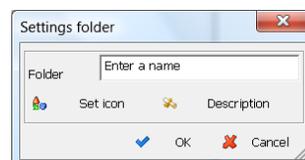

Folder settings

2. Enter a new name in the field **Folder**.

3. Click **Set Icon** to change the folder icon. The SEO Note icon selection opens.

4. Select an icon and press **Apply** and **OK**.

5. Click **Description** and enter a description. Press **OK**. The text will show when you move the mouse over the folder.

Note: The standard folder cannot be deleted.

To create more folders:

1. Right-click the previously altered folder and select **New** from the context menu. (Alternatively, you can press **F7** or select **Folders** → **New** from the menu.) The new folder (Folder #2) appears right next to the first folder.
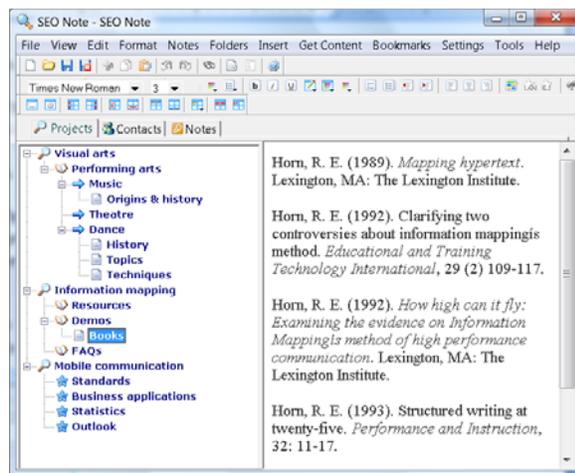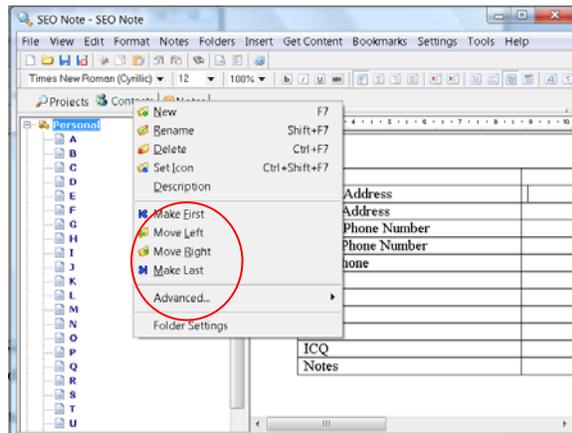

Folders

2. Perform steps 1 to 5 from the previous list to assign a name and an icon and to enter a description of the new folder.

To move folders within the folder bar, right-click the folder you want to move or select **Folders** from the menu (see picture below). Now choose either **Make First**, **Move Left**, **Move Right**, or **Make Last**, depending on where you want to place the folder.

Move folders

Delete folders as follows:

1. Right-click a folder in the folder bar.

2. Select **Delete** from the context menu or select **Folders → Delete** from the menu.

Caution:

Deleted folders cannot be restored. SEO Note does not offer an Undo function.