



Fann Software AnTreNotes

Users' Guide

Version 3.8

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Overview

AnTreNotes is a hierarchical note list program. Features:

Items

- Assign different attributes such as colour, category, icon, priority, due date, status type, tags etc.
- Over 260 icons
- Tracking features such as Automatic Status Update, Branch Statistics
- Add item, web, email, file and phone links
- Organizing features such as manual ordering, branch level sorting, or move/copy
- Simple reminders
- Search feature
- Export features for all notes, items to an AnTreNotes file
- Item templates for creating items with similar properties
- Apply Attributes for changing children's attributes quickly

Note Types

- Plain Text, or Textile Text notes

Views

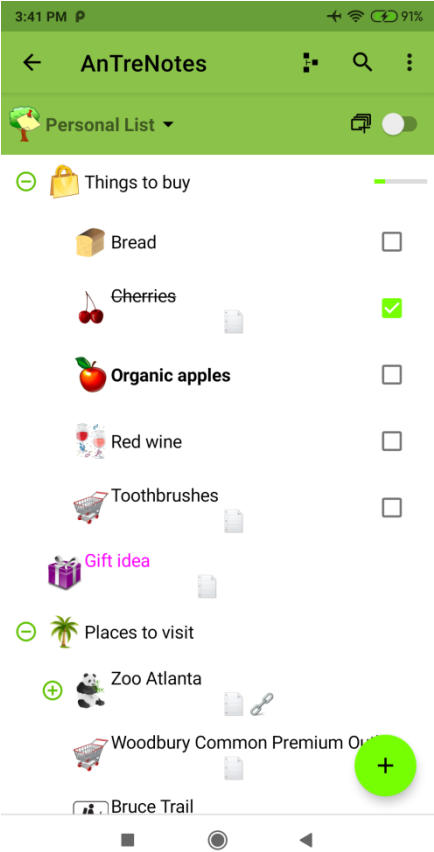
- Multiple views of the list
- Display due date and/or priority on different views
- Status types or completed status filters
- Respective user interface design for tablets and phones

Files

- Strong AES-256 encryption for password protected files
- Organize lists by different files
- Import AnTreNotes file
- Compatible file format with Desktop TreNotes

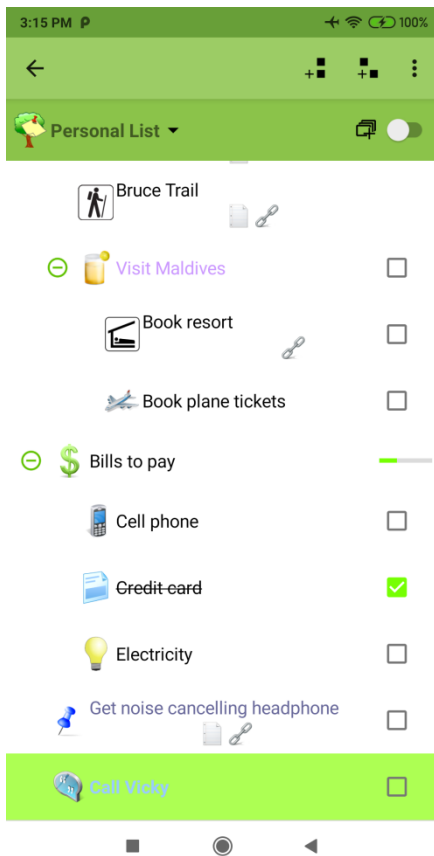
Using AnTreNotes

Main Screen

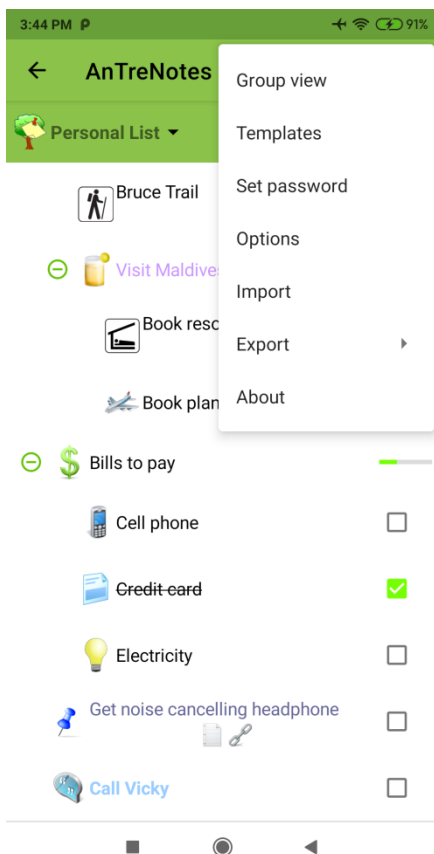



The main screen displays items in tree list.

Touch the level indicator (⊕ or ▶) in tree list style to expand/collapse the item.

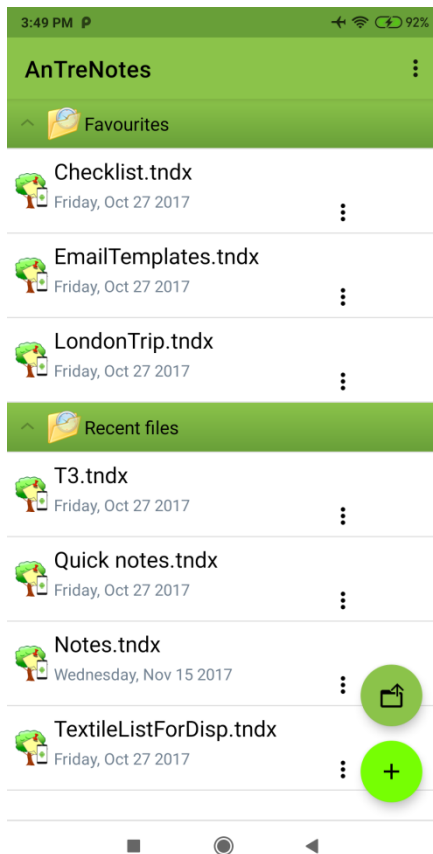



Touch and hold on the item to display the contextual action bar for item related commands.





Touch the Menu () action item for general commands.

Recent File List




The recent file list allows quick access to frequently used files. Favourite files can be set up to display at the beginning of the list. Touch the drop down menu button () of the file for more options.

Create a File

1. On the recent file list screen, touch the New () button.
2. Enter a name.
3. Select the note type.
4. Touch the OK () action item.
5. Select a desired folder and touch the Save button. **Do not change the file extension in this screen. To replace a file, select the file in the list and touch the Save button.**

Open a File

1. If a file is already opened, press the Back key to save and close the current file.
2. From the recent file list screen, select a recent/favourite file, or touch the Open file () button and select the file.

Modify List Title



1. Touch the list header to open the drop down menu.
2. Select Rename.
3. Enter the desired name.
4. Touch the OK button.

Create an Item


To create a top level item:

- Touch the New () button

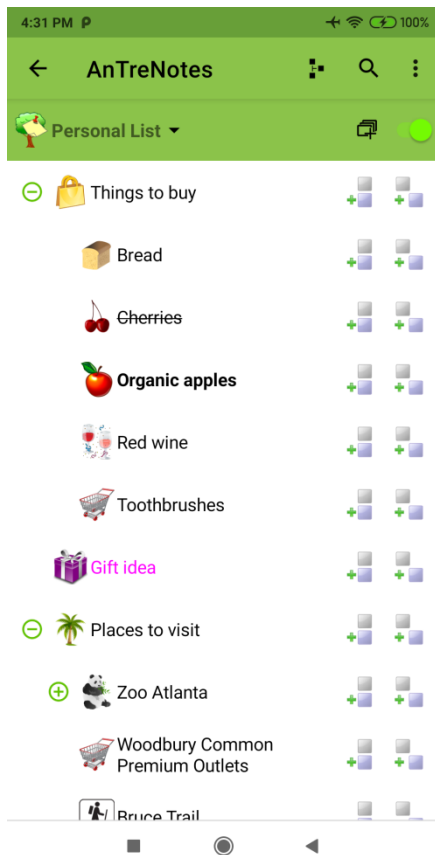
To create a sibling item:

- Touch and hold on the item to display the contextual action bar, touch the Add sibling (+ ) action item or select Create copy from the Menu () action item

To create a child item:

- Touch and hold on the item to display the contextual action bar, touch the Add child (+ ) action item

Entry Mode



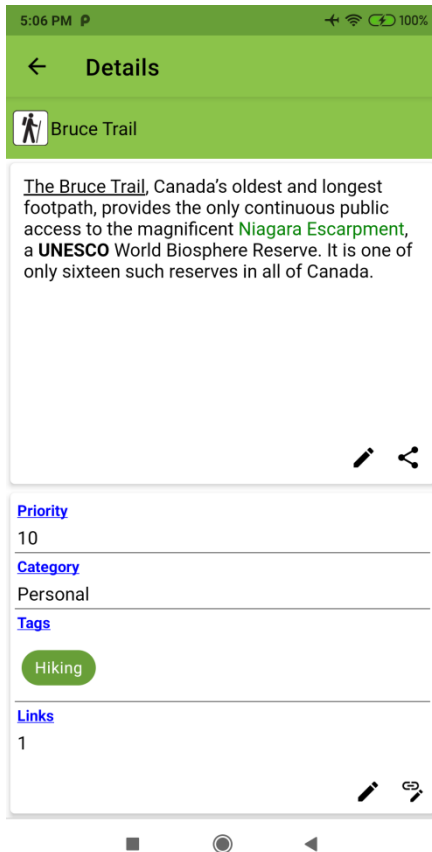
Entry mode allows easy access to add sibling (+) or add child (+). Touch the Entry mode button () to enable entry mode.

Item Edit Screen





1. Enter a name.
2. (Optional) Select a priority.
3. (Optional) Select a status type in the Show status field:
 - None - does not display status
 - Check box - display a check box
 - Progress bar - display a progress bar
4. (Optional) Mark the Automatic status update check box to have the item automatically update its status.
5. (Optional) Set percent complete.
6. (Optional) Select an icon.
7. (Optional) Mark the check box to select the Show icon option.
8. (Optional) Touch the SET button to enter/select a category.
9. (Optional) Enter one or more tag(s). Touch Enter or the + button after entering each tag.
10. (Optional) Touch the SELECT button to select a text colour. Touch the DEFAULT button to use default text colour.
11. (Optional) Mark the check box to select the Bold option.
12. (Optional) Mark the check box to select the Italic option.
13. (Optional) Select a due date.
14. (Optional) Enter task duration.
15. (Optional) Set a reminder.
16. (Optional) Enter the desired note.
17. Touch the OK (✓) action item.

To create an item from a template or apply a template to an existing item, touch the Apply template (★) action item and select the desired template from the list.

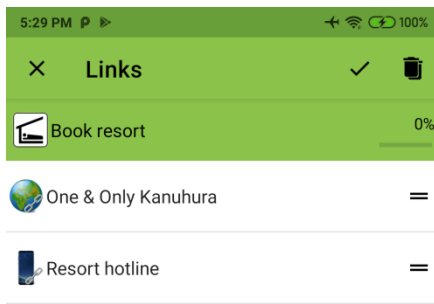
Item Summary Screen



Touch the item to display the item summary screen. This screen will display the item's note and properties.

- Touch the  button to edit the item/note
- Touch the  button to edit links
- Touch the  button to add note to the item
- Touch the  button to share the note with another app

Links Screen



The links screen displays all the links associated with the item. Touch and hold on the item to display the contextual action bar, select Edit links from the Menu (⋮) action item.

There are 6 types of link associated with an item:

- file link - file on the device
- web link
- email link
- item link - item within the same file
- phone number link
- photo link - camera photo

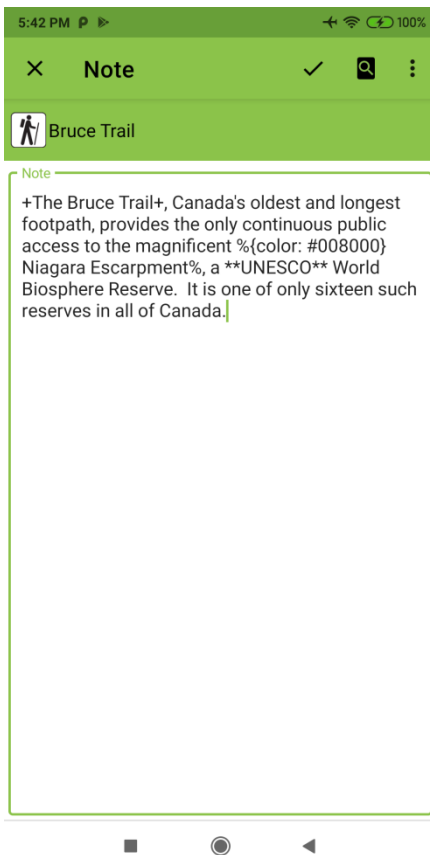
Touch the corresponding button to create links.


Touch and hold on a link to display the contextual action bar for more options. Use the drag handle (≡) to arrange the order of the links.

Touch the Back key or touch the OK (✓) action item to save changes in the links screen. Touch the Cancel action item to cancel the operation.


Note: The Links screen is refreshed with deleted linked item(s) upon open.

Note Screen



To display the note screen, touch and hold on the item to display the contextual action bar, select Edit note from the Menu () action item.

Swipe left or touch the Preview () action item to preview Textile note.

Touch the Back key or touch the OK () action item to save changes in the note screen. Touch the Cancel action item to cancel the operation.

Modify an Item

To modify an item, touch and hold on the item to display the contextual action bar, select the desired command.

Note: Item reminder will be displayed only when the file is opened.

Delete an Item

1. Touch and hold on the item to display the contextual action bar, select Delete from the Menu (⋮) action item.
2. Touch the Delete button to confirm.

Note: All sub-items of the item will also be deleted.

Mark Item as Completed

- For item with check box, touch the check box to check/uncheck.
- For item with progress bar, touch the progress bar to display the dialog box, drag to set the desired percentage.
- For item with no check box or progress bar, touch and hold on the item to display the contextual action bar, select Edit from the Menu (⋮) action item, set the percent complete.
- For item with automatic update selected, check all children items, or set all children items' progress to 100%, and see below for more details.

Automatic Status Update

For item with automatic update selected, the parent status will be automatically updated as children items are completed and the progress value cannot be manually updated.

Apply Attributes

Apply Attributes allows changing direct sub-items' attributes effectively.

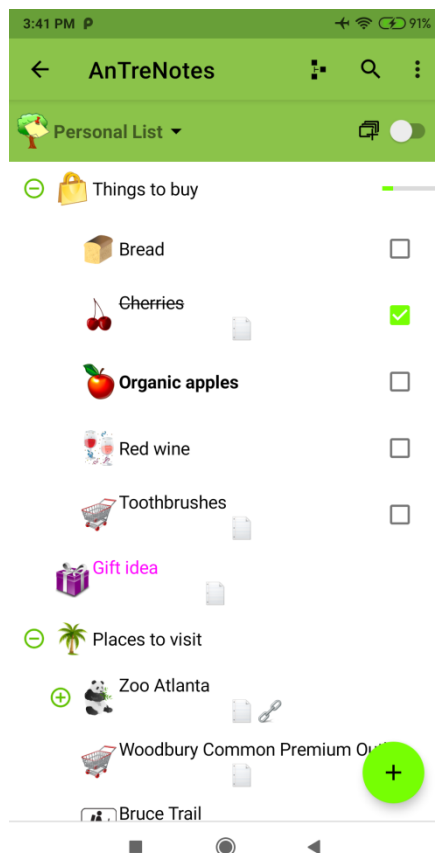
1. Touch the list header to display the context menu and select Apply attributes; or touch and hold on the parent item to display the contextual action bar, select Apply attributes from the Menu (⋮) action item.
2. Check the desired check box(es) and select the option(s).
3. Touch the OK (✓) action item.

Views

Items can be displayed in one of the 7 views:

- **Default**
- **Category**
- **Task/Due Date**
- **Priority**
- **Percent Complete**
- **Completion Date**
- **Tag**

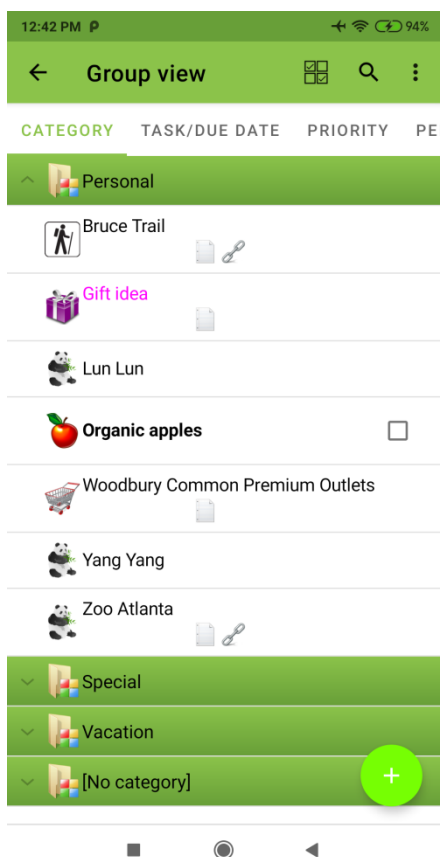
It is recommended to use **Default view** for best item management results, other non-default views are intended for quick review of data.



Default view:

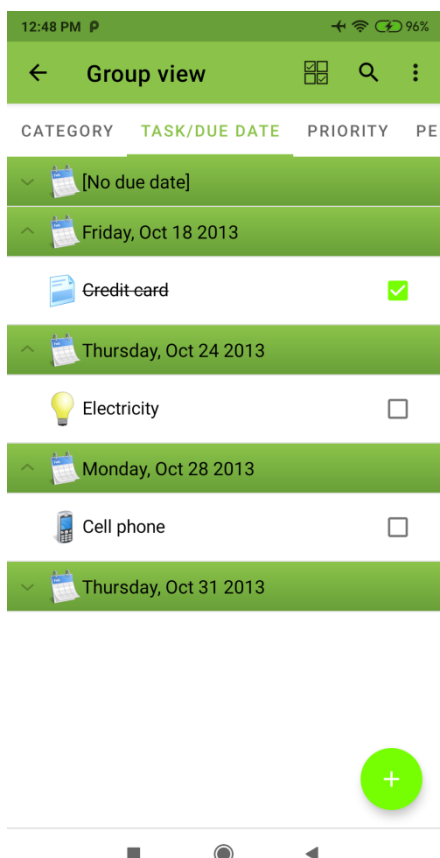
- Display items in hierarchical order
- Items can be placed in different levels to show their relationships
- All AnTreNotes features are accessible from this view

Touch the Menu () action item and select Group view to access the non-default views.



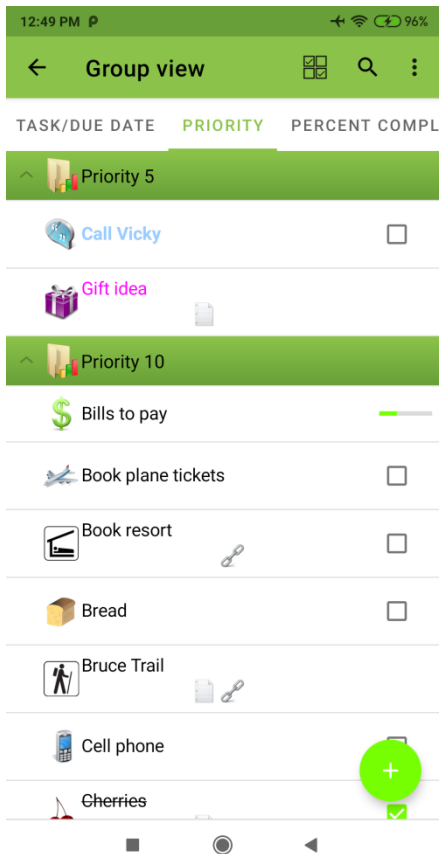
Category view:

- Group items by category
- Not all AnTreNotes features are available in this view



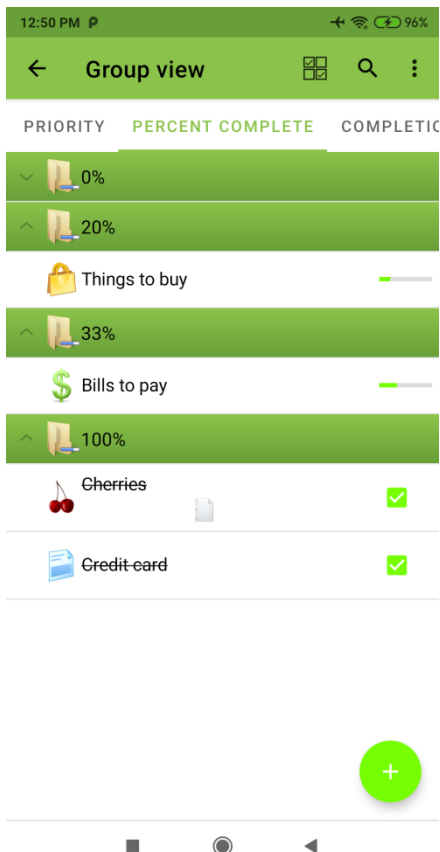
Task/Due date view:

- Group items by task/due date
- Not all AnTreNotes features are available in this view



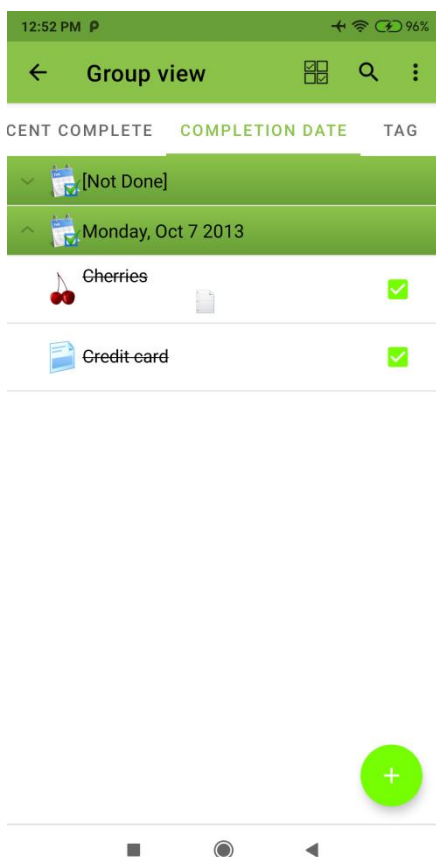
Priority view:

- Group items by priority
- Not all AnTreNotes features are available in this view



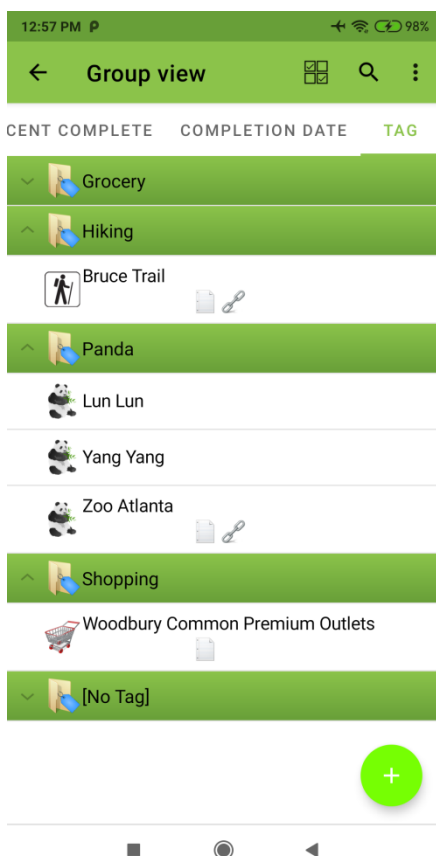
Percent complete view:

- Group items by percent complete
- Not all AnTreNotes features are available in this view



Completion date view:

- Group items by completion date
- Not all AnTreNotes features are available in this view

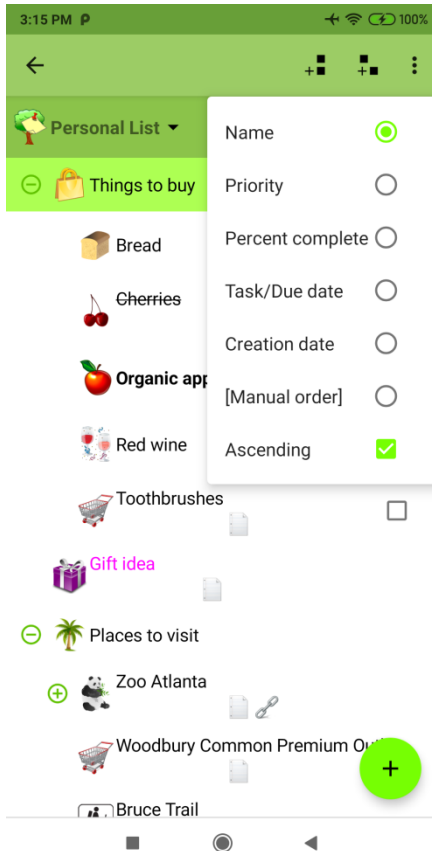


Tag view:

- Group items by tag
- Not all AnTreNotes features are available in this view


Arrange Items


Branch Level Item Sort



By default, new AnTreNotes files are created with [Manual order] item sort.

To change sort order of a branch:

- Touch the list header to display the context menu, select Order children by and the desired option
- Touch and hold on the parent item to display the contextual action bar, select Order children by and the desired option from the Menu () action item

There is only one sort order to be specified in non-default views. To change sort order in non-default views, touch the Menu () action item, select Order children by and the desired option.

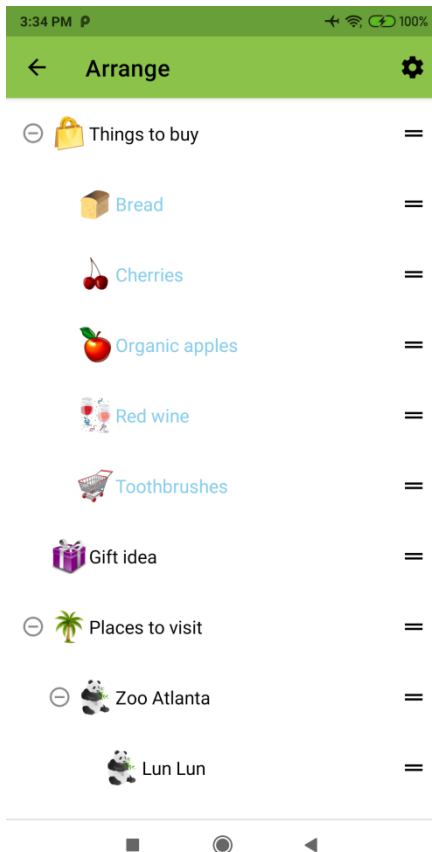
Re-order Items

There are 2 ways to re-order items in Default view only.

Move/Copy

1. Touch and hold on the item to display the contextual action bar, select Move to/Copy to from the Menu (⋮) action item.
2. Select the target item, i.e. the parent of affected item(s).

Manual Order



To arrange items manually:

1. Touch the list header to display the context menu, select Order children by→[Manual order]; or touch and hold on the parent item to display the contextual action bar, select Order children by→[Manual order] from the Menu (⋮) action item.
2. Touch the List (▢) action item and select Arrange.
3. (Optional) Touch the Options (⚙) action item to select Drop as sibling/Drop as child.
4. Touch and hold on the drag handle (≡) of the item. (Items with sort order set by parent are displayed in sky blue colour.)
5. Drag and drop to the desired position.
6. (Optional) Repeat step 3 to 5 if necessary.
7. Touch the Back key.

Find an Item

1. Touch the Search action item.
2. Enter the text.
3. Touch the Search button.
4. AnTreNotes will display a list of matched items, or display a message for no match found.
5. To go to a matched item, touch the green arrow (➡). Touch the item to view the details.

Note:

- To apply attributes to the search result, touch the Apply attributes action item in the result screen.
- Hidden items are excluded in the search.

Show Priority

To show/hide priority, touch the List (☰) action item and select Show/Hide, toggle the Show priority on/off switch.

Show Due Date

To show/hide due date, touch the List (☰) action item and select Show/Hide, toggle the Show due date on/off switch.

Branch Statistics

To show/hide the statistics for items with children, touch the List (☰) action item and select Show/Hide, toggle the Show statistics on/off switch.

The format is [number of incomplete items, number of partially completed items, number of completed items].

Note: This feature is not affected by the Hide completed items option.


Hide Completed Items



To hide/show completed items, touch the List (☰) action item and select Show/Hide, toggle the Hide completed items on/off switch.

Note:


- All sub-items of a completed item are hidden even if some of them are incomplete.
- The expand level indicator (⊕ or ▶) is not available if all the children of a parent item are hidden.

Hide By Status

To hide/show items by type, touch the List () action item and select Show/Hide, toggle the desired option(s).




Note: The expand level indicator ( or ) is not available if all the children of a parent item are hidden.

Show/Hide Item Details


To hide/show item details, touch the List () action item and select Show/Hide, select the Details tab and toggle the desired option(s).

Item Templates

To improve the efficiency of creating items with similar properties, item templates can be set up.


1. Touch the Menu () action item and select Templates.
2. Touch the New () button.
3. Enter a name.
4. Select a note type.
5. Touch the OK button.
6. Enter/select the desired item properties.
7. Touch the OK () action item.

Touch the template to modify the properties.

To rename/delete a template, touch the drop down menu button () of the template to display the context menu, select Rename/Delete.

Note: If the template has no note, it will not overwrite the item's note when applied.

Options

To change options, touch the Menu () action item and select Options.

View Options – Display

Field	Description
List font size	Select the font size for the list display
Expand/Collapse style	Select the desired level indicator
Indent style	Select the desired level indent

View Options – Completed Items

Field	Description
Use normal font	Use non-strikeout font for completed items
Use gray colour	Display completed items using gray colour

General Options – Recent Files

Field	Description
Number of recent files to keep	Set the number of recent files to keep on the list
Show modified date	Set to display the modified date of recent and favourite files
Show folder path	Set to display the folder path of recent and favourite files

General Options – Convenience Options

Field	Description
Favourite icons	Set the favourite icons to display at the beginning of the icon list

General Options – Search

Field	Description
Clear search history	Erase all recent search suggestions

General Options – Help

Field	Description
Display help messages	Reset to display help messages

Set Password

You can set a password to protect an AnTreNotes file with AES-256 encryption. The password will be prompted when the file is being opened.

To set a password:

1. Open the file.
2. Touch the Menu (⋮) action item and select Set password.
3. Enter a password in the New password field.
4. Enter the password again to confirm in the Confirm new password field.
5. Touch the OK (✓) action item.

To remove a password:

1. Open the file and enter the password.
2. Touch the Menu (⋮) action item and select Set password.
3. Enter the current password in the Current password field.
4. Leave the New password and Confirm new password fields blank.
5. Touch the OK (✓) action item.

Note:


- **It is extremely important to remember the password. There is no way to open the file if the password is forgotten.**
- Once the file is opened, there will be no further prompt even when you switch between applications.

Export Items

1. Touch the Menu (⋮) action item and select Export.
2. Select Items.
3. Select one of the options.
 - Completed items only - all completed items
 - Completed items with hierarchy - all completed items with their hierarchies preserved
4. Check the Delete after export check box if you want the exported items to be deleted.
5. Touch the OK button.
6. Enter a name and select a location if necessary.
7. Touch the Save button.

Note: No file will be created if there is no item that fits the export criteria.

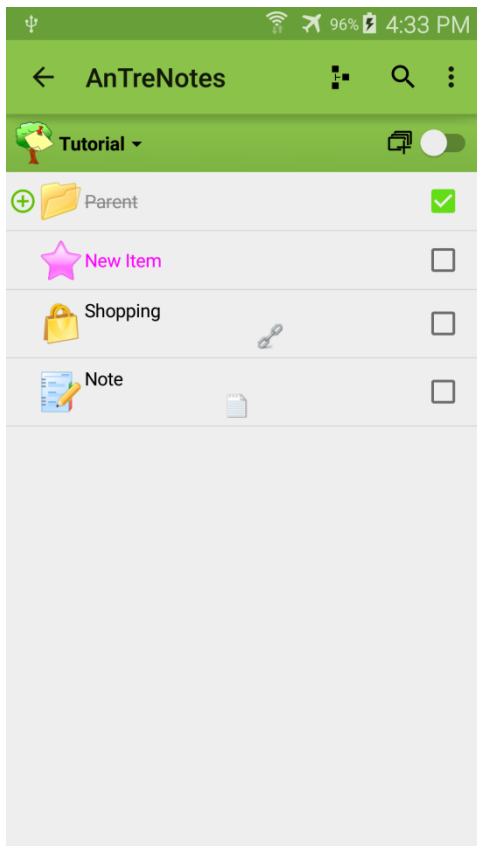
Export All Notes

1. Touch the Menu () action item and select Export.
2. Select All notes.
3. Select or create a folder (an empty folder is recommended).
4. Touch the Select button.
5. The exported index file is displayed.

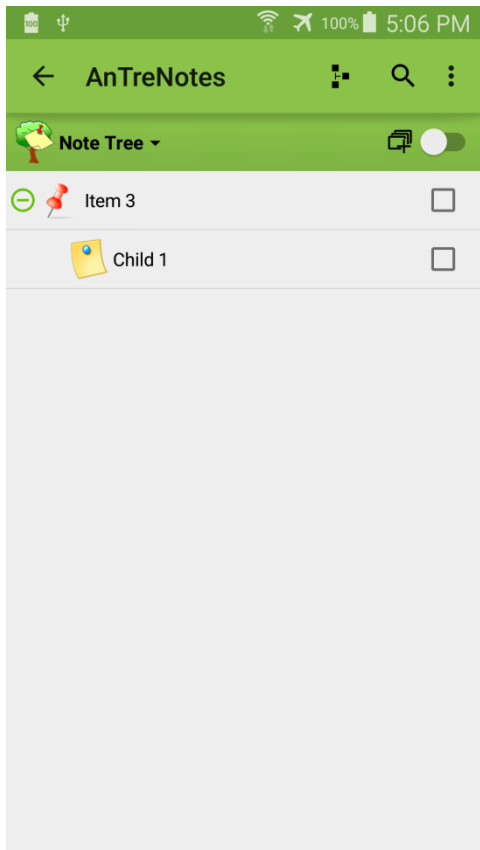
Note: The exported index file uses the same name as the AnTreNotes file.

Import AnTreNotes File

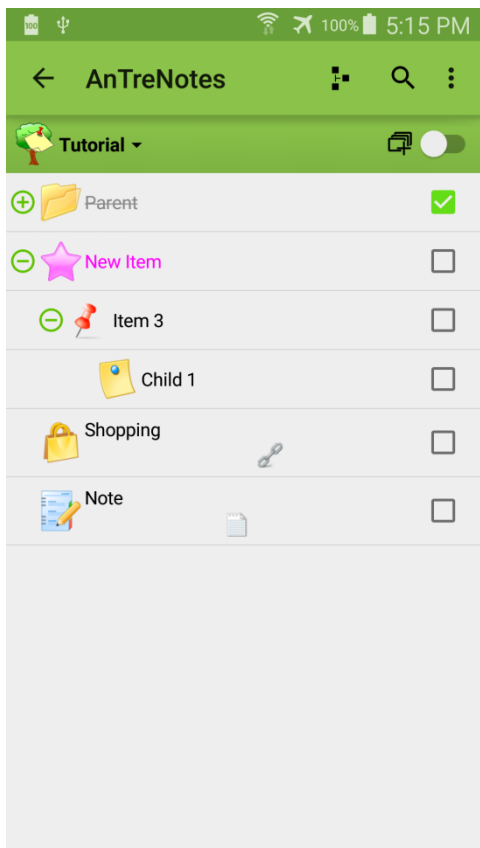
When an AnTreNotes file is imported, all items from the file are inserted as children of the selected target item.



The destination file.



File to be imported.



Result after import with New Item selected as the parent item.

1. (Optional) If the current view is not the Default view, press the Back key to return to Default view.
2. Touch the Menu (⋮) action item and select Import.
3. Select a file to be imported.
4. Select the parent item of the import file.
5. The imported list is displayed.

Sharing Files between AnTreNotes and Desktop TreNotes

1. Make sure the file to be transferred is created by Desktop TreNotes using Plain Text, or Textile Text note type.
2. Make sure no file is opened in AnTreNotes. Touch the Back key until you reach the recent file screen.
3. Connect the device to the desktop PC.
4. Copy the files between the desktop PC and the device.

Note: Cloud service (such as Google Drive/DropBox/OneDrive) can also be used to share files between the two platforms.