GizmoMarks Aide Version 2.00

30 juin 2013

Figure 1: **GizmoMarks** Version 2.00

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1   What is the use of GizmoMarks ?

In its new version (2.X.X) , **GizmoMarks** handle collections of secured electronic notebooks. The data of that notebooks are classified in topics and each topic consists of a unlimited numberof categories :

- Categories of notes (typed or pasted text).

- Categories of links to applications or documents located on your computer or the network..

- Categories of link to web sites or electronic mails.

- Categories of passwords to memorize.

- All data of a notebook can be saved and crypted by a 128 bits key.

- The program **GizmoMarks** exist also for the **Windows** and **Linux** platforms.

The generated notebook (*files with the extension .bef*) created on a Mac can be used on the Windows or Linux platform and the reverse is true. So, you may use this program in an heterogeneous network or through the **Cloud**.

1.1   New in version 1.9.0

- **Use of a floating stocker**: A 'sticker' in the likeness of **GizmoMarks** icon is continuously displayed on the screen (*see figure* [8]. It can be placed anywhere on the screen. By clicking this 'sticker' can bring back the window **GizmoMarks** when hidden.

- **Appearance of the sentence** Your data are locked in the context menus of the list of topics and notes.

- **Added new keyboard shortcuts**: **Cmd+:** to access About... and **Cmd+;** for access to updates.

- Fixed minor bugs:
    - The password field was not locked.
    - Suppression of research in the list of topics at a keystroke in a field when data are locked.

1.2   New in version 1.9.2

- During an **GizmoMarks** session, the passwords of encrypted notebooks that have been opened are stored in memory, so we can reopen them without providing the password. This simplifies the navigation among your notebooks. Of course, if you leave your computer, you can delete these passwords in memory (see Figure [11]) so that an unidentified user is obliged to know the passwords of your secure notebooks.

1.3   New in version 2.0.0

- Notebooks can now be grouped into collections (see figure [2] et [3.5]).

- The creation of common paths for the use of notebooks on different machines [3.5.7].

2   GizmoMarks functionnalities.

If the interface is not in english, choose the language with the Preferences:

<div align="center">

Menu **GizmoMarks→Preferences** [3.6.1].

</div>

Figure 2: Overview of the application window. Can be seen to the left of the list notebooks (**M**) for a collection of notebooks given (here **Mots/Words**) and the list of topics (**B**) related to a notepad (**Mots**). The frequent application drawer (right) is deployed and floating sticker is visible in the upper right.

2.1 Interface

The tools of **GizmoMarks** are avaiable in the main window (see figure [2]), and the menus [**??**]. The toolbar **A** shows the main tools of the application. You can also reach these functions by the main menus. On the main window we have:

- **A** The toolbar.
- **B** The list of the topics.
- **C** The title of the current topic.
- **D** The category notes associated to the current topic.
- **E** The category document associated to the current topic.
- **F** The category addresses web (Url) or e-mail.
- **G** The category password.
- **H** A scroll bar, when the number of notes, Url or passwords is big.
- **I** The title of the file containing the data and the number of topics.
- **J** The dates of creation and modification of the topic.
- **K** A disclosure triangle for the applications drawer.
- **L** The drawer of the frequently used applications.
- **M** List of the notebooks collection **(New)**.
- **N** Floating sticker. *This sticker can bring the window of **GizmoMarks** in front.*

2.2 Tools

Figure 3: The set of tools

In the toolbar, one has 15 elements that are also accessible by the main menu:

- **1** Creation of a new notebooks.

- **2** Opening of an existing notebook.

- **3** Addition of a topic to the notebook.

- **4** Opening of an recent notebook.

- **5** Save the current notebook.

- **6** Save the current notebook current under another name.

- **7** Lock/Unlock the bloc-note.

- **8** Search of a character chain in the current notebook.

- **9** Change the bloc-note status from private(crypted) to public (uncrypted).

- **10** Acces to program's documentation (this file).

- **11** Access to program's Preferences.

- **12** Check for updates.

- **13** Print the selected topics.

As regards the main window, it has 6 tools to manage the categories:

- **a** Add a category.

- **b** Suppress a category.

- **c** Insert a link to an application or a document. If you wish to insert a link to a folder, press the **Shift** key.

- **d** Launch the application or reach the document.

- **e** Reach an Url address or to send a message to an address e-mail.

- **f** Copy the category.

2.3 The Menus

GizmoMarks has 4 menus (*to see figure* [4]):

- The menu **File**.

- The menu **Edition**.

- The menu **Tools**.

- The menu **Help**.

Most these menus have their equivalent in the **Toolbar**, *except for the menus **Aide→About**, **File→Merge file** (the same function can be obtained by a drag and drop from a notebook file (.bef) on the main window), and the menus **Tools→Change password**, **Tools→Manage common paths**, **Tools→Search for notebooks** and **Tools→Reset scrolling**.*

Here is the list of the menus:

- **File→New notebook (Shift+Cmd+N)**. Same as tool **1** (*see figure* [3]).

- **File→New topic (Cmd+N)**. Identical to the tool **3** (*see figure* [3]).

- **File→Open (Cmd+O)**. Identical to the tool **2** (*see figure* [3]).

- **File→Open a recent notebook**. Identical to the tool **4** (*see figure* [3]).

- **File→Merge file... (Cmd+M)** (The same function can be obtained by a drag and drop from a notebook file (.bef) on the main window)

- **File→Save (Cmd+S)**. Identical to the tool **5** (*see figure* [3]).

- **File→Save as (Shift+Cmd+S)**. Identical to the tool **6** (*see figure* [3]).

- **File→Page setup (Shift+Cmd+P)**. Paper orientation and printer parameters.

- **File→Print selected topics (Cmd+P)**. Identical to the tool **13** (*see figure* [3]).

- **Edition→Cut (Cmd+X)**. Accessible by the contextual menu (Ctrl+Click mouse or Click right Mouse) in the categories.

- **Edition→Copy (Cmd+C)**. Accessible by the contextual menu (Ctrl+Click mouse or Click right Mouse) in the categories.

- **Edition→Paste (Cmd+V)**. Accessible by the contextual menu (Ctrl+Click mouse or Click right Mouse) in the categories.

- **Edition→Select All (Cmd+A)**. Select a whole category.

- **Edition→Find (Cmd+F)**. Identical to the tool **8** (*see figure* [3]).
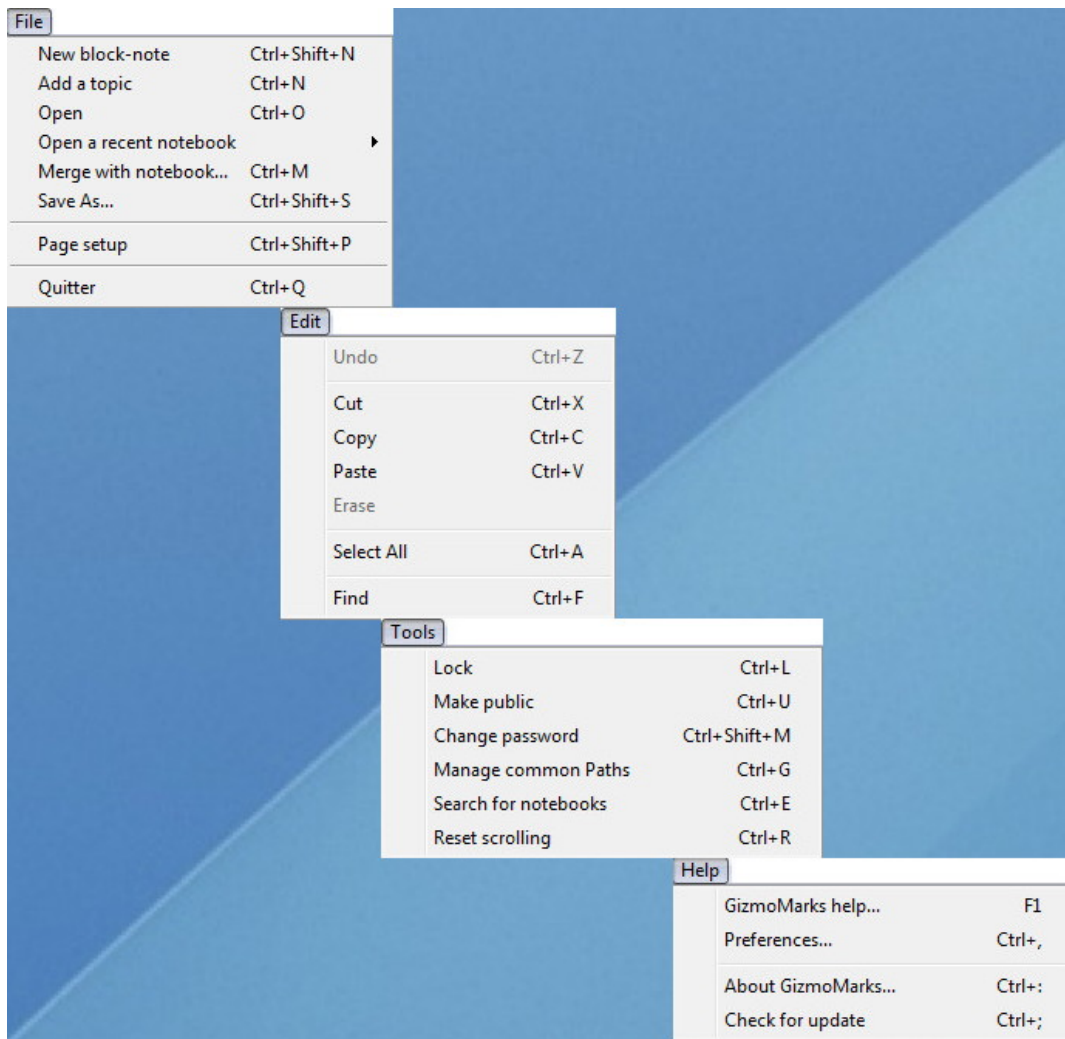
Figure 4: The menus

- **Tools →Lock / Unlock (Cmd+L)**. Identical to the tool **7** (*see figure* [3]).

- **Tools →Make Public/Private (Cmd+U)**. Identical to the tool **9** (*see figure* [3]).

- **Tools →Change password (Shift+Cmd+M)**.

- **Outils→Manage common paths (Cmd+G)**.

- **Outils→Search for notebooks (Cmd+G)**. Allows you to search notebooks in a directory, to select and insert them in the current collection of notebooks.

- **Tools →Reset scrolling (Cmd+R)**. Reset the categories position changed by the scrolling bar H (*see figure* [2]).

- **Help →Help of GizmoMarks... (F1)**. Permits to read this file. Identical to the tool **10** (*see figure* [3]).

- **Help→Preferences... (Cmd+,)** by witch you can in particular change the interface language (english or french). Same as tool **11** (*see figure* [3]).

- **Help→About GizmoMarks...** (**Cmd+:**).

- **Help→Check for updates...** Same as tool **12** (*see figure* [3]). (**Cmd+;**).

2.4 The contextual Menus

One has 2 contextual menus (see figure [5], [6],[7]): for the list of notebooks, for the list of topics and for the categories
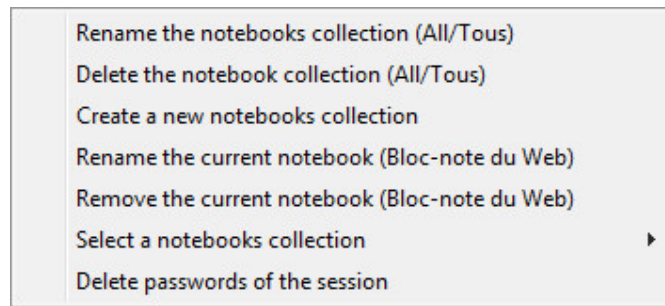
Figure 5: **The contextuel menu of the list of notebooks**. Obtained by a right-click (or CTRL + click) in the list of notebooks (**M** see figure [2]). This menu allow you to:

- rename the notebook collection.

- remove the notebook collection (but keeping the notebook on the disk).

- create a new notebook collection.

- rentame the current notebook.

- remove the current notebook from the current collection(but keeping the notebook on the disk).

- to slect an existing collection.

- to erase the notebooks passwords keeped temporary during a session.
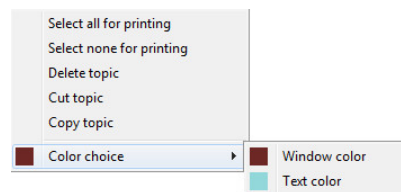
Figure 6: **The contextuel menu of the list of topics**: You can copy the topic of a notebook to paste it in another notebook if this notebook is unlocked). Moreover if you sleet topics in this list, you can print your choice of category. This menu allow you to do:

- select the topics to print.

- delete a topic.

- cut/copy a topic.

- to paste a cutted or copied topic in another notebook *(when this notebook is unlocked)*.

- to choose the main window color.

- to choose the text color of the main window.
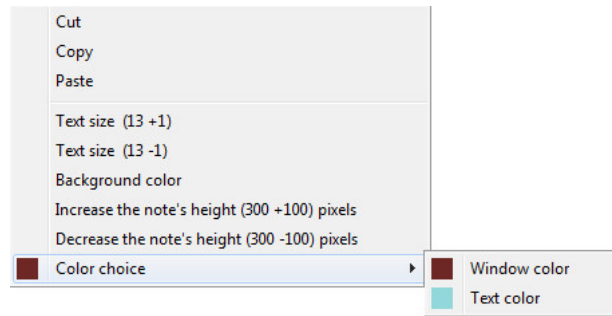
Figure 7: **The contextual menu of a category** allows th traditional operations cut/copy/paste, to chane the text size and the background color of a category. You can also *adjust the height of the category **Note** by 100 pixels increment*. This menu allow you to do:

- Cut/Copy/Paste the text in a category.

- Chose the text size in a category.

- Choose the background color of a category.

- Choose the vertical size of a Note.

3 Use of GizmoMarks .

3.1 Start of version 2.XX de GizmoMarks .

With version **2.XX**, notebooks can be grouped into **collections**. A collection is a set of notebooks **grouped by the user**. Startup **GizmoMarks** is then a little different. There are two cases:

- **Cas a**: The user has never used **GizmoMarks** or the preferences file [1] has been deleted or is unreadable. In this case the user must first create a notebook that **GizmoMarks** place in a collection that you must rename.

- **Cas b**: The user has already used an earlier version of **GizmoMarks** . In this case, **GizmoMarks** will start with the last used notebook and place it in a collection that you will need to rename.

The easiest way to understand the difference is to watch short films posted on the web:

Video: First start of **GizmoMarks**

3.2 Adding a notebook to the collection.

After the first launch, one has created a first collection with a first notebook. One is ready to create a second notebook:

- The tool **Save** (1) is inhibited since no modification has been done.

- The tool **Add a Topic** (2).

- The tool **Add a notebook** (3).

- The tool **Create a notebook** (4).

- The two **imodification indicators** (5) are virgin.

- The collection name is here **Funny words**.

- The notebook name is here **Words**.

- The name of the selected topic is here **anthropisation**.

Figure 8: Opening **GizmoMarks** . You can see the floating 'sticker' that can be placed anywhere on the screen. **Clicking this sticker can bring back** the main window of **GizmoMarks** when hidden.
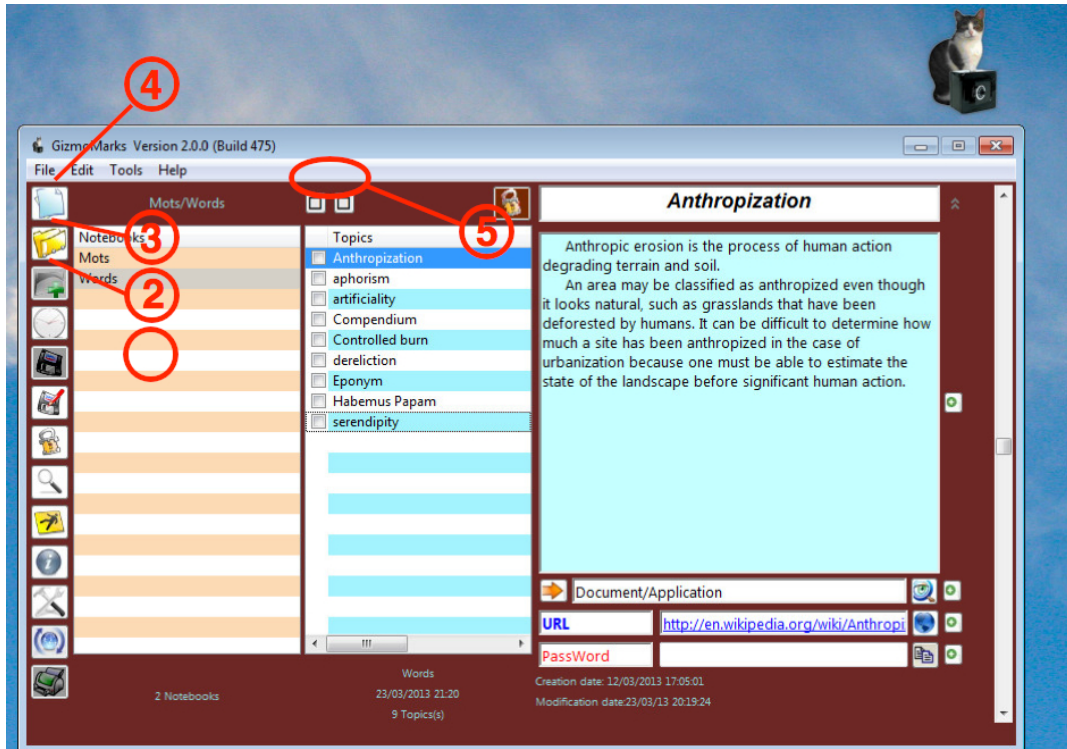
- **The creation and modification dates** corresponds to the creation and modification of the selected topic.

- The topic's category (1 note, 1 documentation, 1 URL adress, 1 mot password) are the default categories.

To create a notepad just click on the **button (4)** from figure [8] (**Tool (1)** of figure [3]) or the Menu **File→New notebook (Shift+Cmd+N)**. This action opens a dialog to define the name of the new notebook and set its location to its backup.

Another way is to add to the collection an existing notebook by clicking on **button (3)** of figure [8] (**Tool (2)** of figure [3]). We then open a dialog to open an existing notebook.

3.3   Adding a topic to the notebook.

To add a topic you click on **button (2)** of figure [8] (**tool (3)** od figure [3]).

In the wording of the topic, replace **New Topic** by **Topic #1**. Indicators of changes are no longer virgins. The wording being changed, type ¡Enter¿ or move the mouse outside of the wording field. The topic appears in the list. The left indicator of change becomes virgin because the topic is in the computer list, but the right indicator of change is still touched, because the change is not saved on disk.

The tools **Add a topic** (2) and **Save** (1) are activated, and the modification date is changed. In the list, **Topic #1** is selected.

Let us now changing topics.

3.3.1   The category Note.

It is the **D category** of the figure [2]. In this category one can type any text or with the help of the contextual menu (figure [7]) to modify it by /Cut/Copy/Paste. Let's recall that the contextual menu gets itself, either by a Control+Click of the mouse (mouse with 1 button), or by a left click (mouse with 2 buttons).
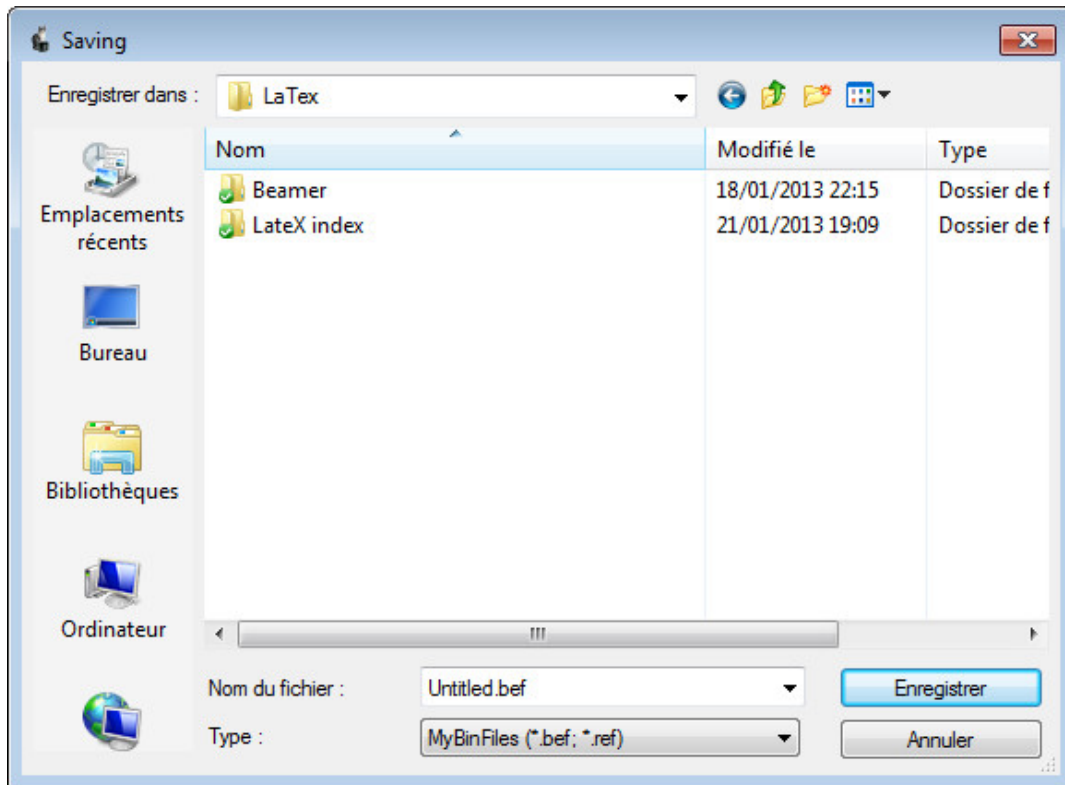
Figure 9: **Adding a notebook**: replace **Untitled** by th name of th new notebook, and *select the place where it will be saved.*

3.3.2 The category Documentation/Application.

It is the **category (E)** of the figure [2]. To use this category, one clicks on the tool **Insert a link to an application or a document** (c) of the figure [3]. The program allows you then to navigate through your computer or the network to fix the path of access to a document or an application. While clicking on the tool **Launch the application or reach the document** (c) of figure [3]., you can reach the selected element.

3.3.3 The category URL.

It is the **category (F)** of the figure [2]. To use it, it is sufficient to write the address URL or the electronic address that one wants to join. This can be made also using the contextual menu to Paste in this category.

3.3.4 The category Password.

It is the **category (G)** of the figure [2]. To use it, it is sufficient to write the password to memorize. This can be made also using the contextual menu Cut/Copy/Paste in this category. The password is concealed as for oneself leaves this category. To copy the password one is able either to use the contextual menu to Copy, either the tool to **Copy the category**, (f) of the figure [3].

3.3.5 Crypting a notebook.

If you want to protect your passwords, or of other data, you can choose to encode the file. For this purpose one uses the **tool 9** of the figure [3], **to Change the statute of the current notebook: public or private (encoded)**. The program asks you then to fix a password and to confirm it. When you will record your notebook, it will be encoded. You will have the keep this password in your memory to read your notebook.

3.3.6 The password dialog.

At a notebook opening, if it is crypted, the passwor dialog appears (*see figure* [10]).

- Button **Cancel** (see Figure [10](#)): abort opening.

- Button **Show password** (see Figure [10](#)): allows to see the characters you type.

- Button **Other file** (see Figure [10](#)): to select another file.

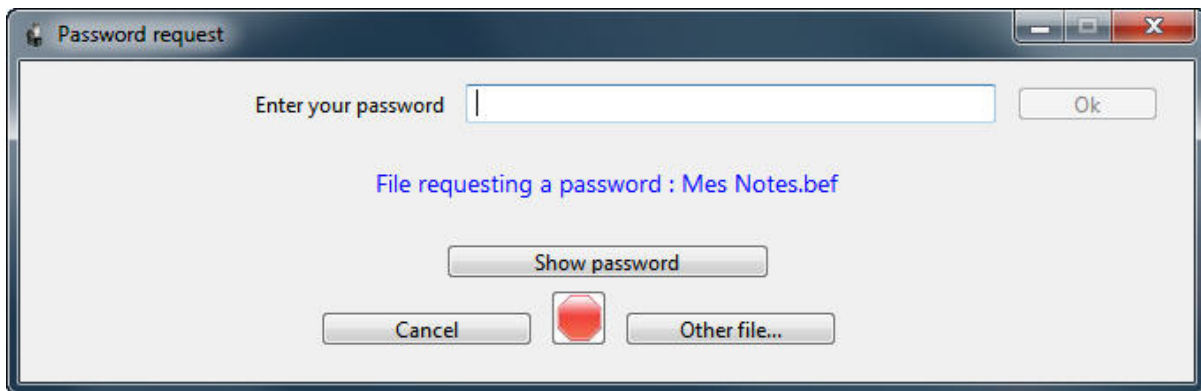- Button **Red**: stop **GizmoMarks** .

Figure 10: The password dialog at opening of a crypted file.

3.4 Add/Suppress a category.

The number of categories is arbitrary.

With the tool **[+] (a)** and the tool **[−] (b)** (*see figure [3]*) you can add or can suppress a category of any type (Note, Documentation, Url or Password).

3.5 Use of notebook collections.

When **GizmoMarks** start, the last used collection is open. The selected notebook is or the last used in the collection, or the notebook specified in the Preferences (See Notebooks organization [3.6.4]).

The contextual menu of the collections list (see figure [2]) allows to manage the collections.

With this contextual menu you can:

- **Rename the collection** of notebooks.

- **Erase the collection** of notebooks (but don't erase notebooks).

- **Create a new collection** of notebooks.

- **Rename the current notebook**.

- **Remove the current notebook** from the collection (but don't erase it).

- **Select another collection** of notebooks.

- **Erase the password** of the crypted notebooks keeped during a session: when a crypted notebook is open during a session of **GizmoMarks** , you have to give it's password. This password is keeped by the program as long as you don't leave the collection or the program. In case you leave your computer, you can make you session secure by erasing the passwords using this contextual menu.

3.5.1 Opening a notebook.

By clicking on the notebook name in the collection list, you open the notebook. If the notebook is crypted, you need the password to read it. *When the notebook is open it's locked to avoid any inadvertent*. You can unlock the notebook using the tool (7) of figure [3] or menu **Tools→Lock/Unlock (Cmd+L)** of figure [4].

3.5.2 The tool Find.

This tool **(8)** of the figure [3] or of the menu **Edition→Find (Cmd+F)** permits search in the current notebook of a chain of any characters. One can spread research to all categories or can limit it to some categories.

Other research tip: When the list of topics has the focus, typing a letter or number will scroll the list until the first topic having this letter as first character.

3.5.3 The menu change password.

If you opened an crypted notebook, you can change its password while using this menu.

3.5.4 Creation of a new notebook.

It is the tool **(1)** of the figure [3] or the menu **New notebook** of the figure [4]. While creating a new notebook, one meets in the conditions described to the paragraph (3.2).

3.5.5 The menu File→Merge with notebook....

This menu, (**File→Merge with notebook... (Cmd+M)**) is activated if the current notebook is unlocked. This give you th possibility to merle too notebooks. Note that can do this by dragging and dropping a notebook file *(.bef)* on the main window.

The notebook, result of this merge is automatically saved.

Important notice This notebook keep it's statute (Public/Private) and keep it's original password.

3.5.6 The File→Open a recent notebook.

This menu (see figure [4]) add a recent notebook to the current collection. You have access to this choice
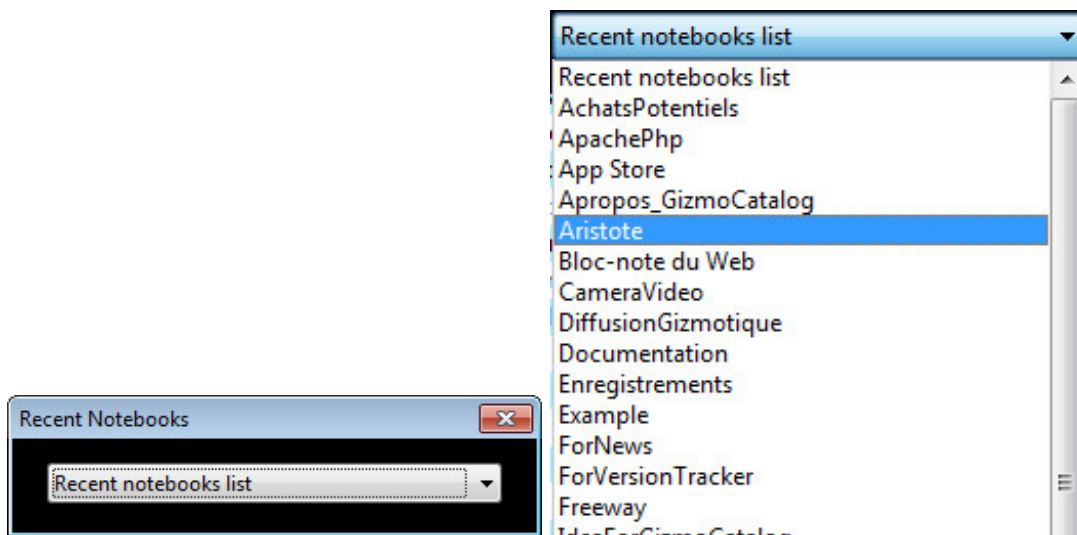

Figure 11: Dialog Recents files and it's associated popup menu.

using tool (4) of figure [3], which gives you the choice of the recently open or saved notebooks in all existing collections (*voir figure* [11]).

3.5.7 The Tools→Manage common paths

.

Suppose that your topics have categories **(E)** (see figure [2]) **Documentation/Applications** making reference to files existing on various stations using **GizmoMarks** . A priori access to these courses are different depending on the stations, if only because some stations use Mac OS and other Windows or Linux.

Then you can define a **CPAS** (Common Path Accros Stations) or **PCIP** (Parcours Commun Inter Postes) in order that your categories have access to the document or application whatever the station.

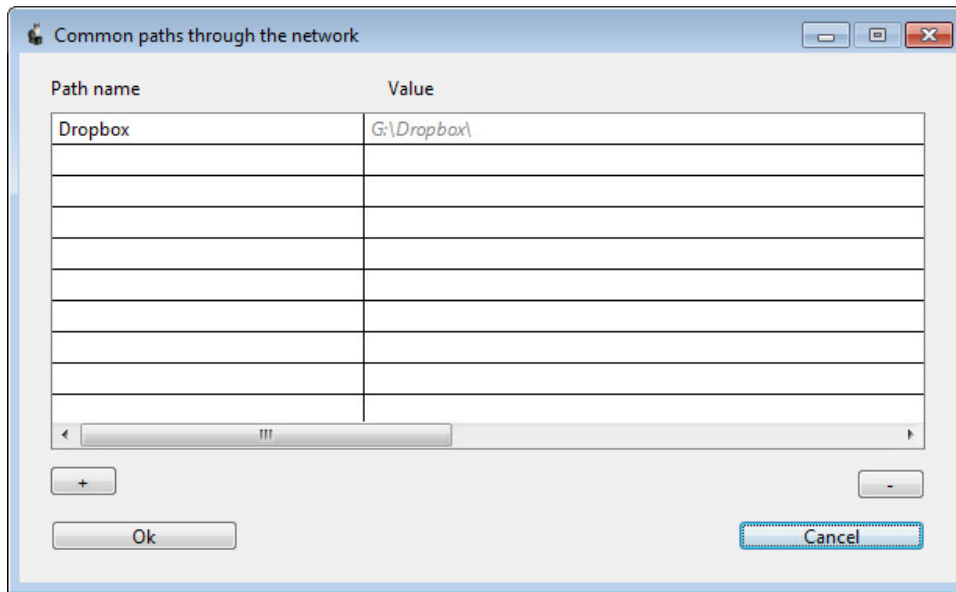The menu **Tools→Manage common paths** allows you to perform this operation (see figure [12]).

Figure 12: Common path dfinition (**PCIP**). Clicking on th + button, you may add a name to a common path and clicking on the second column, you have access to a dialog to specify the folder choice.

Supposing that your category **Documentation/Applications** make reference to files synchronized through the cloud, for example in a folder Dropbox (or Skydrive, etc...) or one of it's sub-folder. It will be enough to define the **PCIP** *Dropbox* on each station in order to make the categories **Documentation/Applications** functional.

3.5.8 The menu Outils→Search for notebooks.

Allows to search in a folder the notebooks files and to select the one you want to include in the current collection.

3.5.9 Drag and drop.

By drag-and-drop on the main window of **GizmoMarks** you may add a notebook *(extension .bef)* in the current collection. The choice between adding the notebook to the current collection or merging the notebook with the current notebook is given by a dialog.

3.6 Using preferences.

You can reach the preference by the menu item from the **GizmoMarks** , or by the tool **11** *from figure* [3] or typing the shortcut **Cmd+,**.

3.6.1 Langage choice.

With the Preferences you can choose the langage of the interface. The **Automatic** option set the language to the system language (*if it's french or english*). The popup menu allows to choose **english or french** whatever is the system language.

3.6.2 Update.

You can also choose to **check for updates at startup**, knowing you can always check for updates using the menu **Help→Check for Updates** (see figure [4]) or the tool **12** (*see figure* [3]).
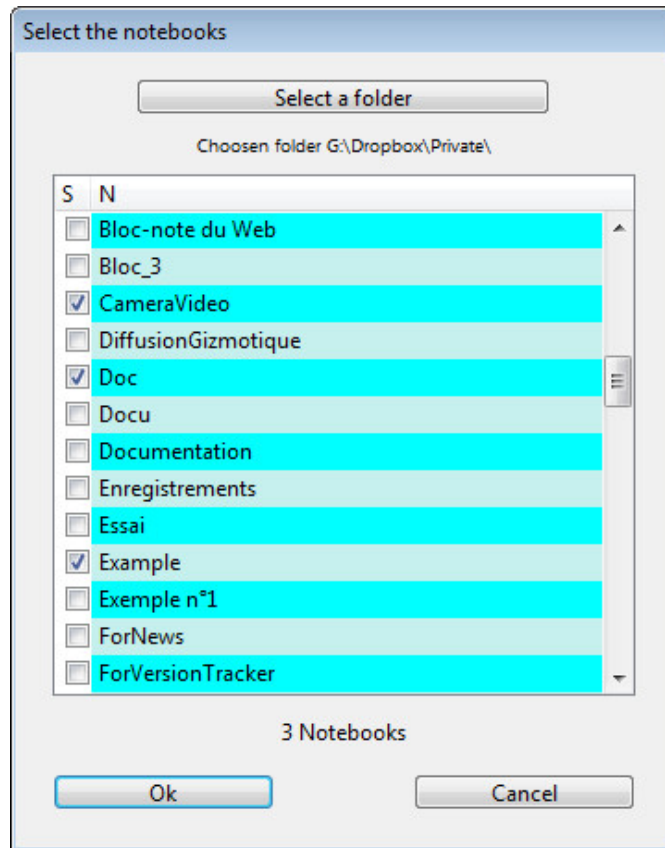
Figure 13: Dialog **Select th notebooks**. You select one or more notebooks to insert then in the current collection.
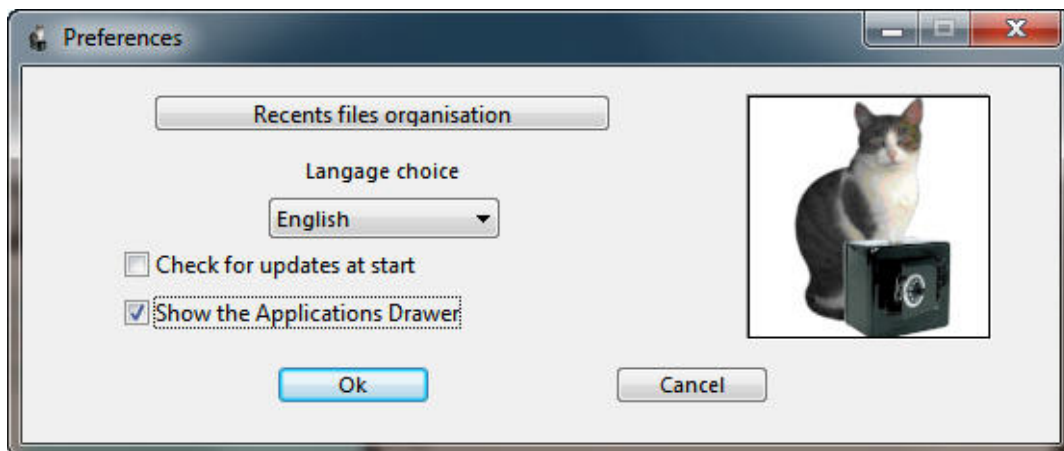

Figure 14: Preferences dialog

3.6.3 Show the Applications drawer.

You may choose to show the Application drawer (*see figure* [16])when the application open.

3.6.4 Notebooks organisation.

You can also choose to organize your recent files (if you have), i-e to define the file loaded when the application starts.

That window (figure [15]) shows the recent files list. The first column is a check box. When a box is checked, the selected file will be loaded at the next application start. The second column gives the full path. The directory name and the file name from the selected path are shown at the list top.
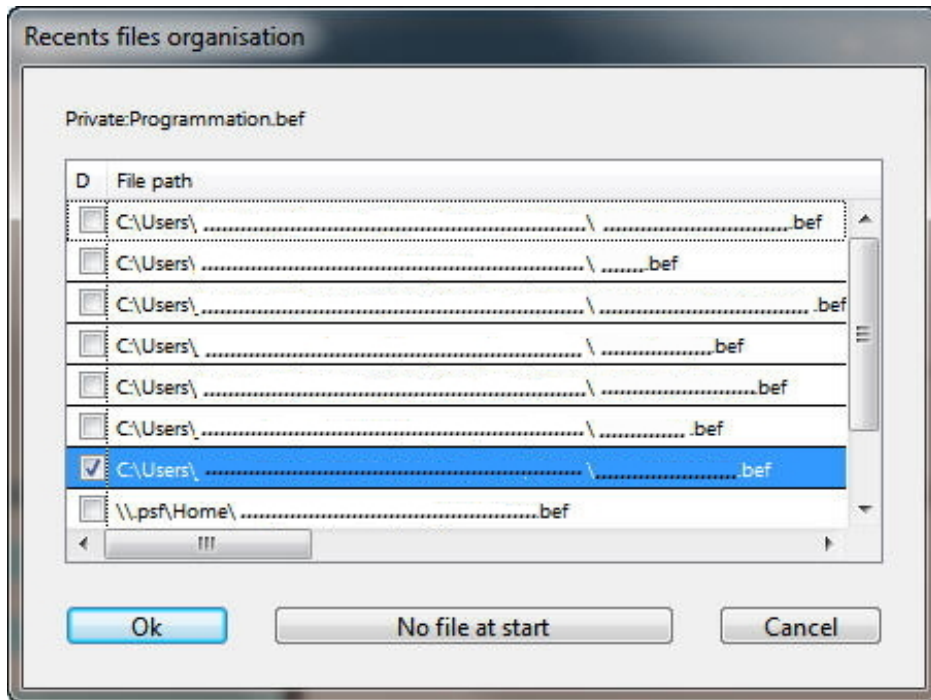
Figure 15: Dialog Notebooks organisation. One may choose the starting notebook for each collection with the pop-up menu

If you wish to suppress all priority, simply click the button **No file at start**: this will uncheck the files. If no file is selected, the last opened notebook will be loaded at next start.

3.7 Applications drayer.

By clicking on the triangle (*circled in red, on figure* [16], it shows a window tray that can hold a series of shortcuts useful to launch applications. The button + alloows to add an application. Right clicking on an icon will immediately lauch the application. With a left-click or control-click on an icon of an application, we can add / delete or rearrange the icons. The scroll bar on the left of the drawer window provides access to a unlimited collection of shortcuts.

References

[1] The preferences file, **User** being your username:

- on **Mac** is named **MacPrefsGizmoMarks.txt** and is located in folder:

  `StartVolume:Utilisateurs:User:Bibliothque:Preferences:Gizmotique:`

- on **Windows** is named **WinPrefsGizmoMarks.txt** and is located in folder:

  `X:Utilisateurs\User\AppData\Roaming\Gizmotique\`
  `X tant le volume de dmarrage.`

- on **Linux** is named **LinPrefsGizmoMarks.txt** and is located in folder:
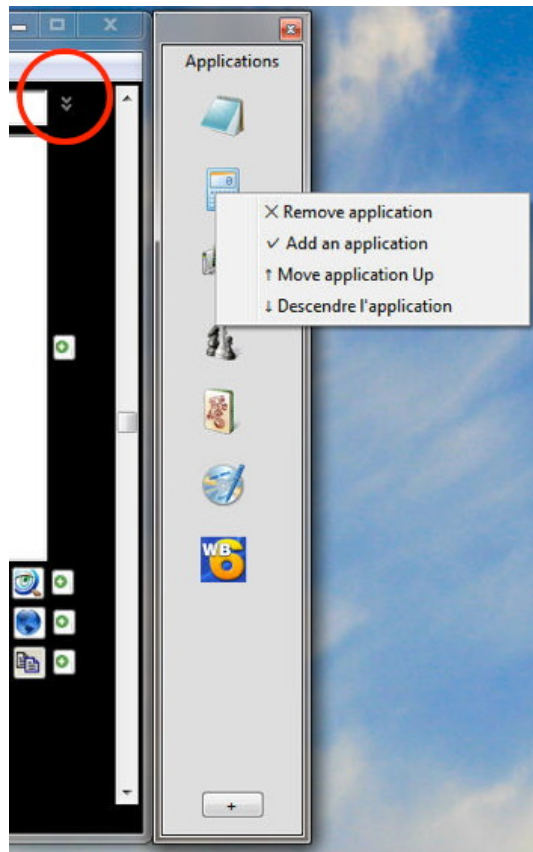
  `home/User/Gizmotique/`

Figure 16: Applications drawer to launch frequently used applications.