# Launching and accessing Notezilla

Launching Notezilla

Notezilla runs automatically when ever you log on to your computer.This is the default setting. However you can disable this setting using Preferences. Alternat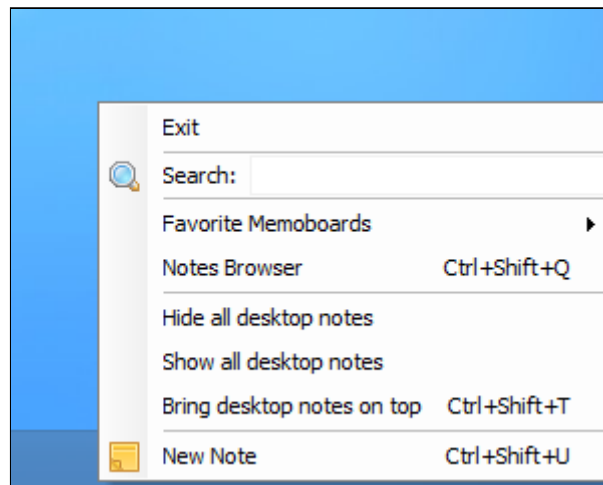ively, you can launch Notezilla from the Windows Start menu. Notezilla appears as an icon 🔳 in the notification area of the Windows taskbar (next to the clock).
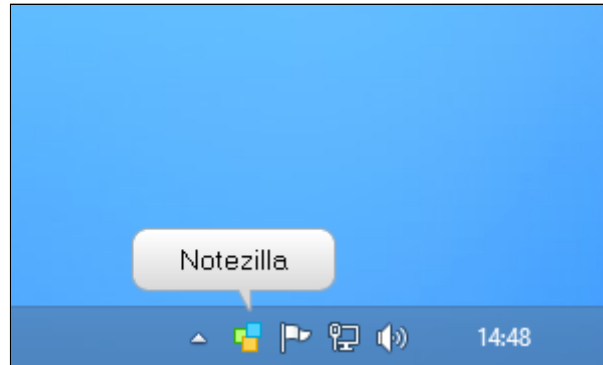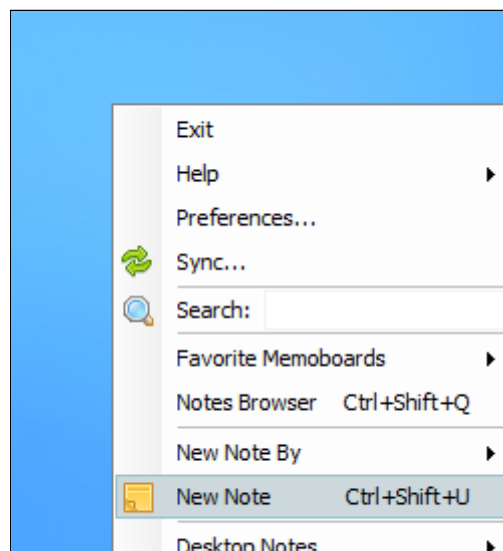

Notezilla Icon in Windows Taskbar

Accessing Notezilla

Notezilla is accessed by clicking on the icon. Left click on the icon for a simple menu. Right click for advanced menu.
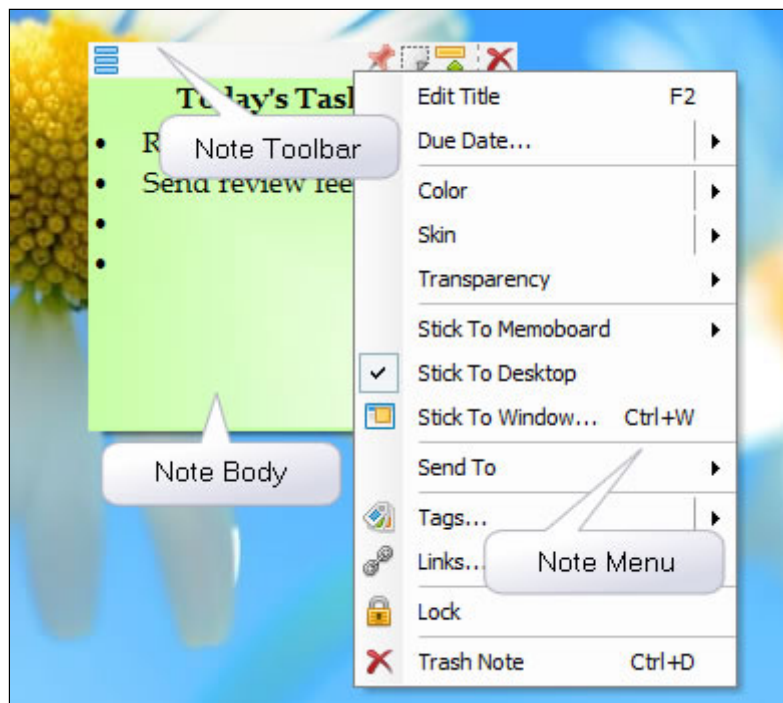

Simple Menu on Left Click

Writing your first sticky note

Creating a sticky note

Left click on the Notezilla icon in the Windows taskbar (next to the clock) and choose New Note from the menu to create a new sticky note. A sticky note appears on your Windows Desktop (see picture below). Right clicking on the Note Toolbar pops up the Note Menu .

Sticky Note

Type your tasks, appointments or a memo inside this sticky note.

Setting a reminder

To set a reminder, choose Due Date from the Note Menu. For faster access, use the shortcut key Ctrl+R.

Positioning the sticky note

You can change the position of the sticky note by simply holding the left mouse button on the note toolbar (or the note title) and dragging it to a different location on the desktop.

Accessing the sticky note

The sticky note that you created on the desktop may be overlapped by other program windows. You may need to access it again for viewing or editing. To view the note, left click on Notezilla icon and choose Bring Notes On Top. For faster access, you can use the hotkey Ctrl+Shift+T. This hotkey is configurable using Preferences.

Creating sticky notes on Windows desktop

There are several ways of creating sticky notes on Windows desktop.
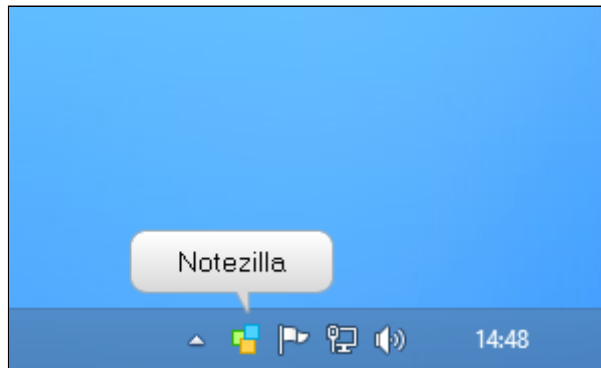
Notezilla Icon in Windows Taskbar

Simple Menu

Left click on the Notezilla icon and choose New Note from the menu to create a sticky note on the desktop.

Advanced Menu

Right click on the Notezilla icon and choose New Note from the menu to create a sticky note on the desktop. To create new notes by specific color, skin or tag, choose the appropriate menu item from the advanced menu.

Hotkey

This is the fastest way of creating a sticky note. Use the hotkey Ctrl+Shift+U to create new desktop sticky notes. This hotkey is configurable using Preferences.

Creating sticky notes inside a memoboard

Notes Browser Menu

In Notezilla all sticky notes are part of some memoboards. To create a new note inside the selected memoboard, choose File/New Note from the Notes Browser,

Notes Browser Toolbar

Click on New Note button on the toolbar that appears on top-left corner of the Notes Browser.

Notes Browser Shortcut Key

Press Ctrl+N keys to create a new note inside the selected memoboard.

Right-Click Context Menu

In the Notes Browser, right click or double click anywhere inside the Notes View and choose New Note Here from the menu to create a note at the mouse position.

Editing sticky note text

Notezilla provides varied options to edit a sticky note. Note text is the text inside a sticky note.

Right clicking inside a sticky note brings up the Formatting Menu that lets you format text, insert date & time, insert

pictures inside a sticky note.
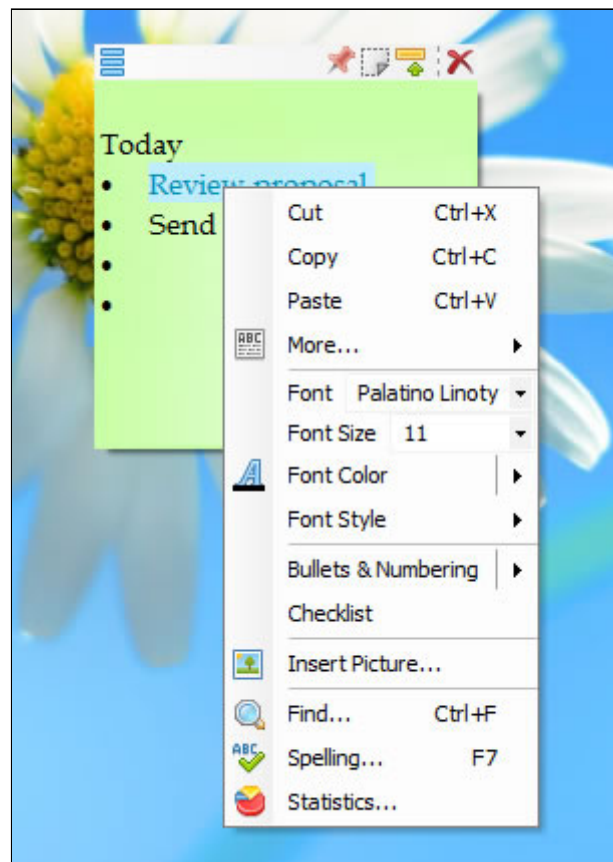
Formatting Menu

Formatting Text

The Formatting Menu lets you to set font, font size, font color, font style (bold, italic, underline, strikethrough), add bullets and numbering and also set the text alignment.

To format text faster, it is recommended that you use shortcut keys that are listed in the Formatting Menu against each menu item.

Hyperlinks

To insert links to websites just type the website address in the note body.
Example: http://www.conceptworld.com.

To insert links to email addresses, prefix the email address with the keyword mailto:.
Example: mailto:someone@somewhere.com .

To insert links to files or folders on your hard drive, prefix the file/folder path with file://.
Example: <file://C:\My Documents\My Pictures\Landscape.jpg>.

Note: If the file/folder path contains blank spaces then enclose the complete address with < and > characters as shown above.

Pasting as plain unformatted text

To paste an unformatted text inside a sticky note, choose More->Paste as plain text menu item from the Formatting Menu.

Inserting Date & Time

To insert current date & time choose More->Short/Long date & time menu item from the Formatting Menu.

Checklist

Enabling checklist shows a check box before each line of a sticky note, that you can check and uncheck. To enable checklist, choose Checklist from the Formatting Menu.

Inserting Pictures

To insert pictures inside a sticky note, choose Insert Picture menu item from the Formatting Menu.

Find text inside the sticky note

To find text inside the active sticky note, choose Find menu item from the Formatting Menu.

Spell check

To check spelling, choose Spelling menu item from the Formatting Menu. Automatic spell-check can be enabled from the Preferences.

Characters/Word Count

To view the total number of characters, words, paragraphs & lines inside the selected sticky note, choose Statistics menu item from the Formatting Menu

Note Title

In Notezilla the note title helps you to quickly identify the right sticky note without actually reading through its content. Also, if the sticky note is rolled up or locked, title is the only way to identify the sticky note.

By default, the first sentence of a sticky note is treated as the title of the note. When you type your note, the title is not displayed because the first sentence is anyway displayed as part of the sticky note.

If you want to add your own title, just right click on the note title/toolbar and choose 'Add Title' from the menu. You can also press F2 to add/edit the title.
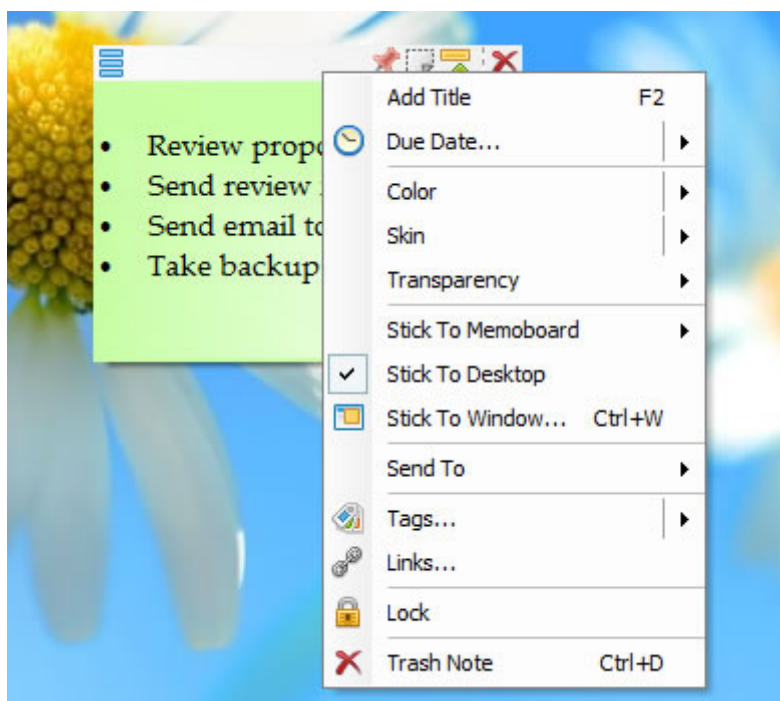
Sticky note with note menu
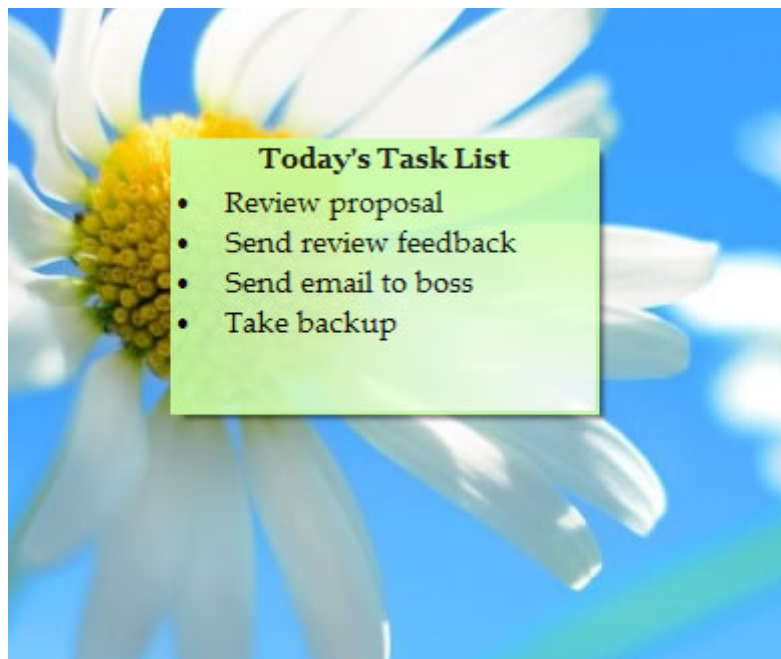
Sticky note with custom title

Setting a reminder to a sticky note

Setting reminder is the core part of Notezilla. To set a reminder, right click on the note title or note toolbar and choose Due Date from the menu. For faster access, press the shortcut key Ctrl+R.

Set Reminder Window

Specify due date

The Due Date and Time drop down boxes in the Set Due Date Window (shown in above picture) lets you to select the due date & time.

Faster way to set a reminder

Directly choose the duration after which you need to be reminded from Due Date-> Due in: options without using 'Set Reminder' window or click on the > button and choose appropriate duration after which you need to be reminded in 'Set Reminder' window.

Getting an alert ahead of Due Date

If you want to be reminded ahead of the due date, choose the appropriate duration from the drop down 'Remind x minutes earlier'

Playing a different sound (.wav or .mp3)

To specify a different sound file (.wav or .mp3) that needs to be played at the reminder time, select 'Advanced' tab & click on the ... button next to the Play sound option in the Advanced tab.

Launching a program/document/website at reminder time

You can run a program, open a document or launch a website at a configured reminder time.

To do this, select 'Advanced' tab & check off the Launch program, document or website option and specify the path of the program, document or website.

Deleting a note automatically at specific time

Often, information inside a note may get obsolete after some time. Example: schedules, travel plan etc. You can configure Notezilla to delete the note automatically at particular time so that you do not end up with large number of outdated notes.

To do this, select the 'Advanced' tab & check off the Trash this note option.

Repeat options

To repeat a reminder at specific intervals, select the Repeat tab and configure required reoccurrence interval for the reminder.

Keeping sticky notes always on top

In Notezilla to make a sticky note stay always on top of all other program windows, click on the Pin icon 📌 in the note toolbar. Only desktop notes can be made to stay on top. Faster way to making a note stay on top is to use the shortcut key Ctrl+Q from the sticky note.

Rolling up a sticky note

Notezilla allows you to roll up and down the sticky note. To roll up a sticky note, click on the Roll Up icon 🔼 in the note toolbar.

To roll down a sticky note, click on the Roll Down icon 🔽 in the Note Toolbar.

Faster way to roll up/down a note is to use the shortcut key Ctrl+O from the note.

Editing sticky note color, skin & transparency

Notezilla lets you to create a note in diverse colors & skins. The sticky note color, skin and transparency is set using the Note Menu .
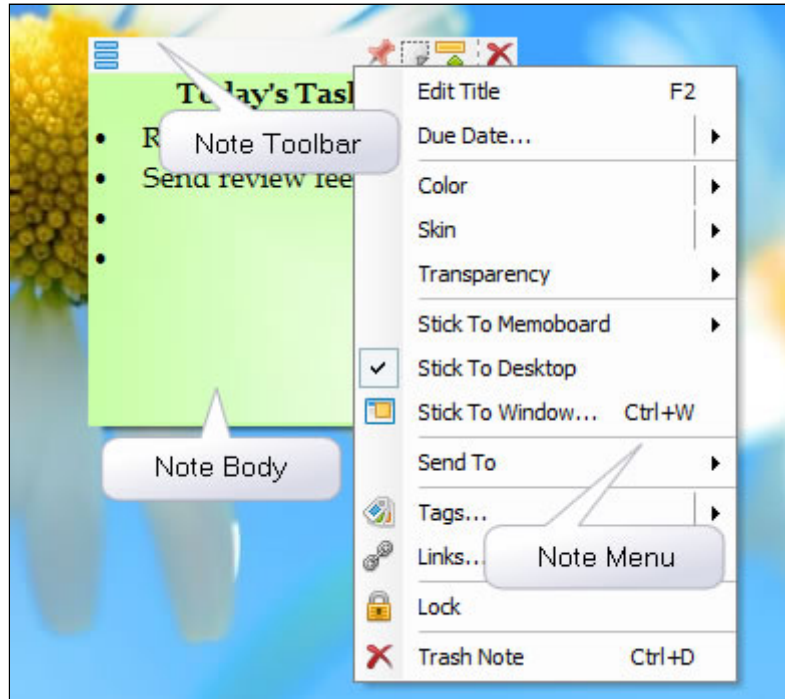
Note Menu

Changing Note Color

Move your mouse over the Color menu item of the Note Menu. A sub-menu will pop up from which you can choose the color of your choice. If you just click on the Color menu item directly, the last selected color will be applied to the sticky note.

Changing Note Skin

Move your mouse over the Skin menu item of the Note Menu. A drop-down menu will pop up from which you can choose the skin of your choice. If you just click on the Skin menu item directly, the last selected skin will be applied to the sticky note.

Changing Note Transparency

Move your mouse over the Transparency menu item of the Note Menu. A sub-menu will pop up from which you can select the required transparency level.

Only desktop notes can be transparent. Notes inside memoboards always remain opaque.

Notes Browser: Alternatively, you can also change note color and skin from the Notes Browser, by selecting the note and choosing the Appearance button from the Notes Browser toolbar.

Tagging a sticky note

Tags are labels or categories that you can assign to notes in order to group them and locate them easily. It is one of the most useful feature of Notezilla. By adding tags you can group your notes by topics, projects, contexts or anything else that is important to you.

Example: supermarket, meetings, bills, bank, project-xyz, to-call, to-repair, to-clean, weekends, travel, hotels, internet, school, assignment.

A single note may have multiple tags.

Example: You may tag a note 'project1, supermarket', and tag another note 'project2, supermarket'. Now you can easily find and group all the items that need to be purchased from the Supermarket for all the projects.
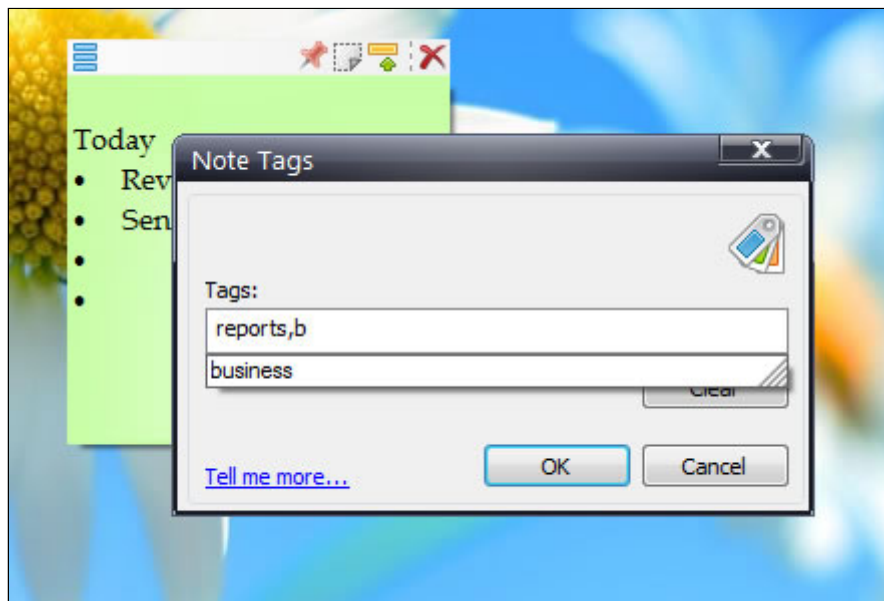
Note Tags

Assigning Tags

To assign tags to a note, choose Tags from the Note Menu or press Ctrl+T. The Note Tags window will appear (as shown above). Just type the tags separated by comma and press OK. The Note Menu will also allow you to directly assign/remove the tag from the Tags popup menu.

Faster way to assign tags

To quickly assign tags hover the mouse on tags from Note menu and click dropdown from sub menu. A list of already existing tags will be displayed. Directly assign tags to the note from that popup.

Mark a note as completed/starred

In Notezilla, you can mark most important notes with a 'Star'. Also, you can mark a note as 'Completed'. This way, you can treat each note as as task.

Notes List

Notes Browser: Select one or more notes from the Notes List in the Notes Browser and click on the Mark As button in the Notes Browser toolbar to star a note or mark it as completed.

Lock a sticky note

Notezilla lets you to password protect a note so that it cannot be read or edited. Also, the note is encrypted so that it cannot be read from the database too.

A single master password is used to lock/unlock any note. If you are locking a note for the first time after installing Notezilla, you will be requested to set the master password. You can change this master password using Preferences.

Locking a Note

Right click on the note title or note toolbar and choose Lock menu item to lock the note. A locked note is always rolled up so that its content cannot be seen or edited.

Unlocking a Note

To unlock a locked note, click on the lock icon 🔒 in the note toolbar.
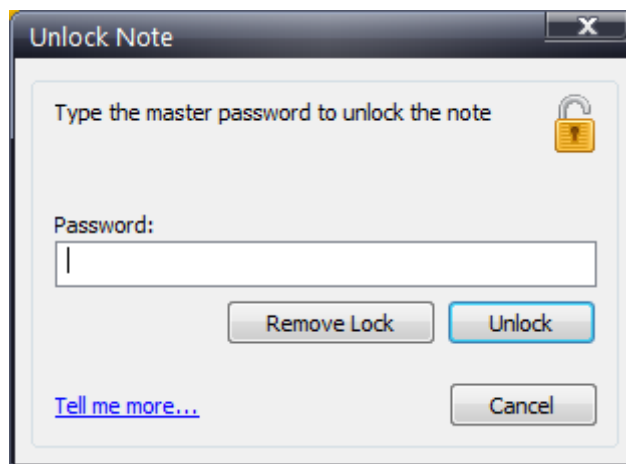
Unlock/Remove Lock Window

The Unlock/Remove Lock window will appear. Type the password and choose Unlock button to unlock.

Relocking a Note

To relock a note, just click on the lock icon 🔒 in the note toolbar.

Removing the Lock

To remove the lock permanently, click on the lock icon 🔒 in the note toolbar. The Unlock/Remove Lock window will appear (shown in above picture). Type the password and choose Remove Lock button to remove the lock.

Linking files & folders to a sticky note

Notezilla lets you to link files & folders to a sticky note. Note that Notezilla does not create any copies of the files or folders. It only links to existing files & folders. To link files & folders to a sticky note, just right click on the note title or note toolbar and choose Links menu item icon 🔗 from the menu.

Attach a sticky note to documents, websites or programs

Notezilla lets you to associate a sticky note with any document, website, program or a window (such as an email window, or Windows Explorer).
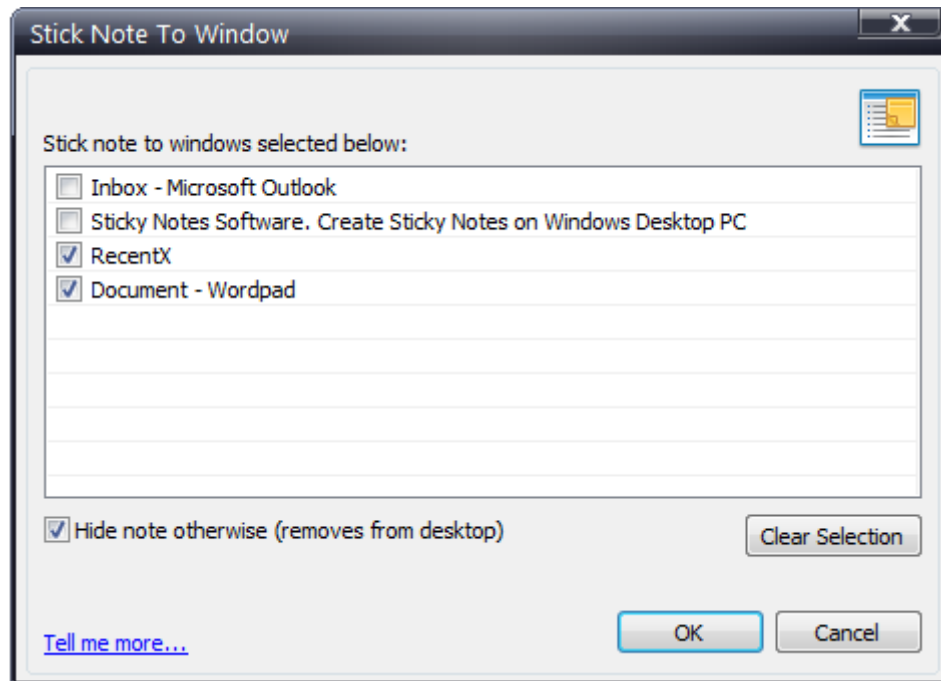
Stick note to any documents, websites, programs or windows

Sticking a Note

To stick a note to any window, right click on the note title and choose Stick To Window 🔲 icon from the menu. A faster way to do this is to use the shortcut key Ctrl+W. You will be shown the list of windows that are currently open. These windows include websites, documents and programs currently open. Just select a window from the list, and choose OK button to stick the note.

Tip: You can directly stick a note to the underlying window by pressing Ctrl+Shift+W keys from the note.

## Matching only a part of the window title (Wildcards)

Notezilla uses the title of the window to show or hide a particular sticky note. Sometimes, you may want to stick the note to windows of similar kind. Eg. All pages of Ebay website, or all documents in Microsoft Word. In such cases you would need to use the 'wildcard' method.

To match only a part of the window title, double click on any window title that is listed (shown in above picture) and prefix or suffix the title with the * wildcard.

Examples:
1. *Google Search* (shows the note for any search query in Google and in any browser)
2. *Microsoft Outlook (shows the note even if you change folders in Outlook)

# Attaching sticky notes to folders in Windows Explorer
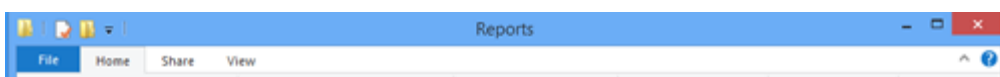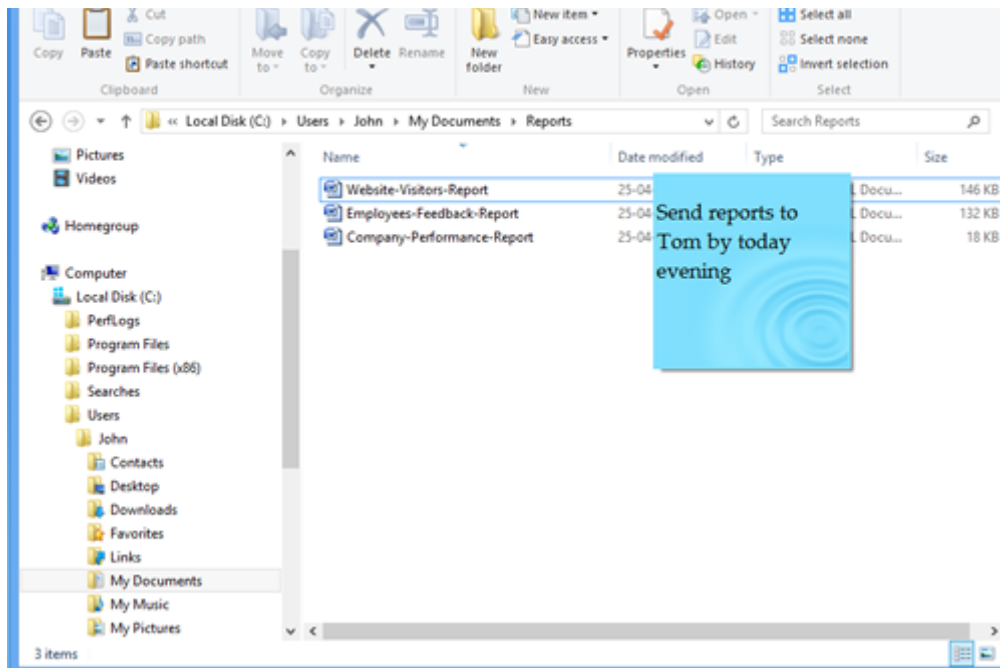
Sticky note on folder in Windows Explorer

The process of sticking notes to a folder is same as sticking notes to any other website or document using Notezilla. However, to make it work perfectly, there is a setting in Windows Explorer that needs to be enabled.

Notezilla sticks sticky notes to different web pages, documents, folders & emails based on the title of the window. In case of Windows Explorer, by default the title of the window is the folder name. So here comes the problem. If you have multiple folders with the same name, then the sticky note would show up on all those folders because of the same window title. This is not what we want.

In order to solve this, we just have to enable a setting in Windows Explorer – "Display the full path in title bar". On Windows 7, you would also see a note "Classic theme only" against this setting. It only means that the full path will be shown only in Classic Windows theme. Other themes will use the full path internally (which is what Notezilla requires).
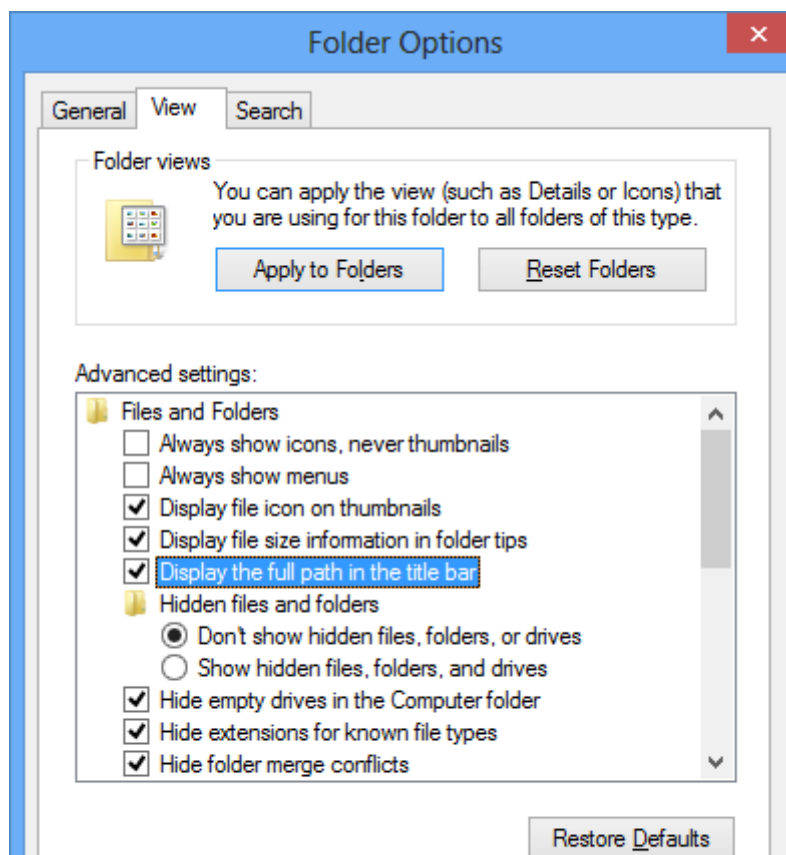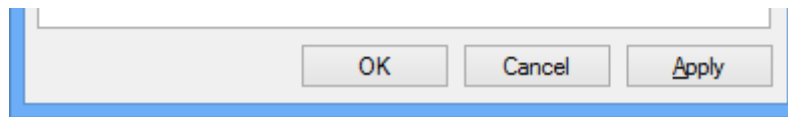
Windows Explorer – View Options

Showing & hiding sticky notes
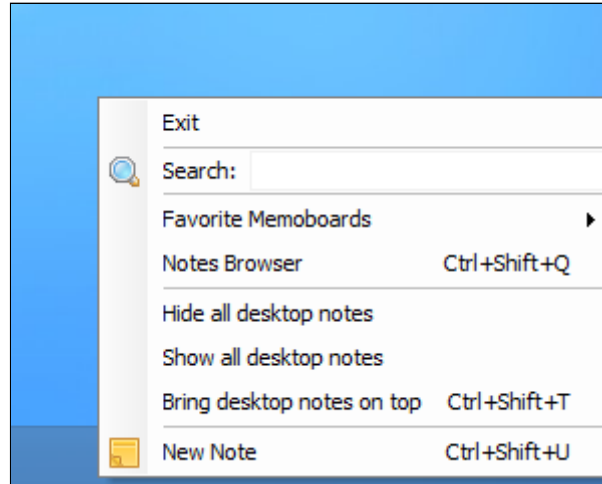

Simple Notezilla Menu

Hiding a sticky note

Notezilla allows you to hide a sticky note. To hide a sticky note, click on the Hide Note icon 🗒 in the Note Toolbar. Only desktop notes can be hidden.

Viewing a sticky note in Notes Browser

To view a sticky note, double click on the the note in the Notes List of the Notes Browser.
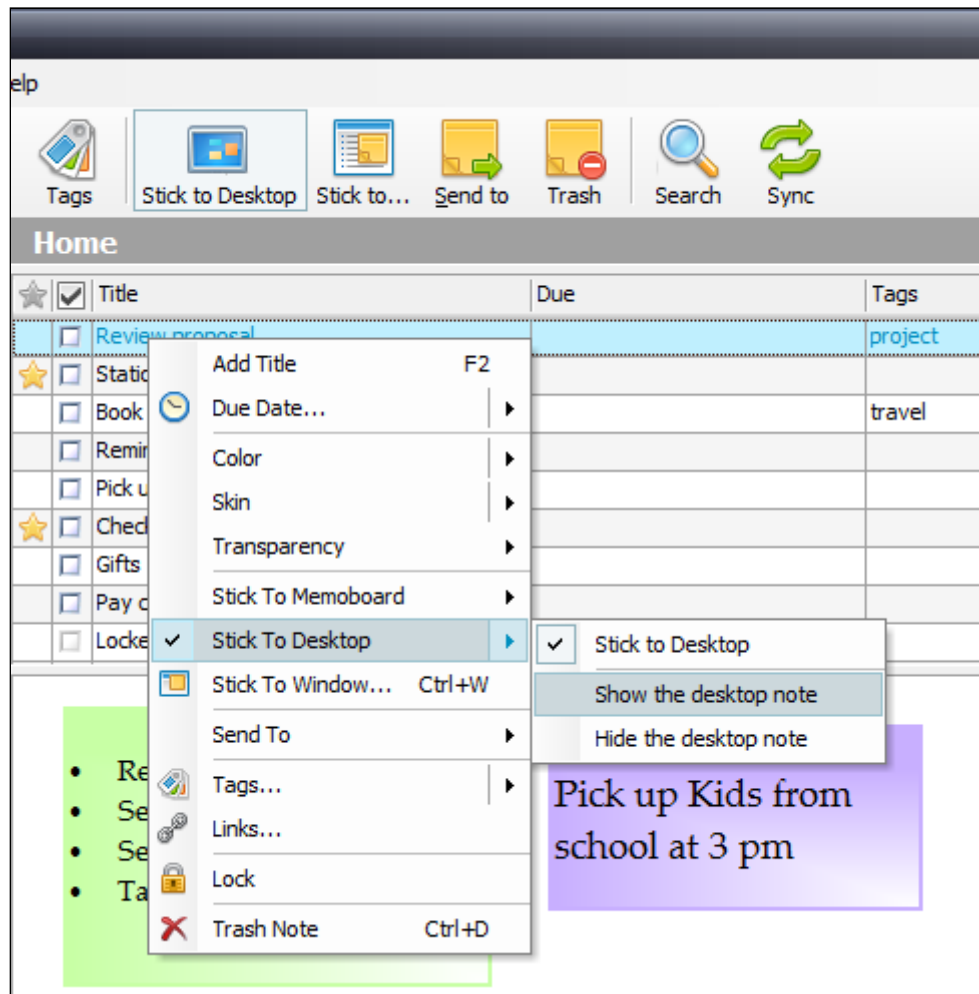
Viewing a sticky note on desktop

From the Notes Browser, select the sticky note that is stuck to the Windows desktop. Then click on the 'Stick to Desktop' toolbar button and choose 'Show the desktop note'.
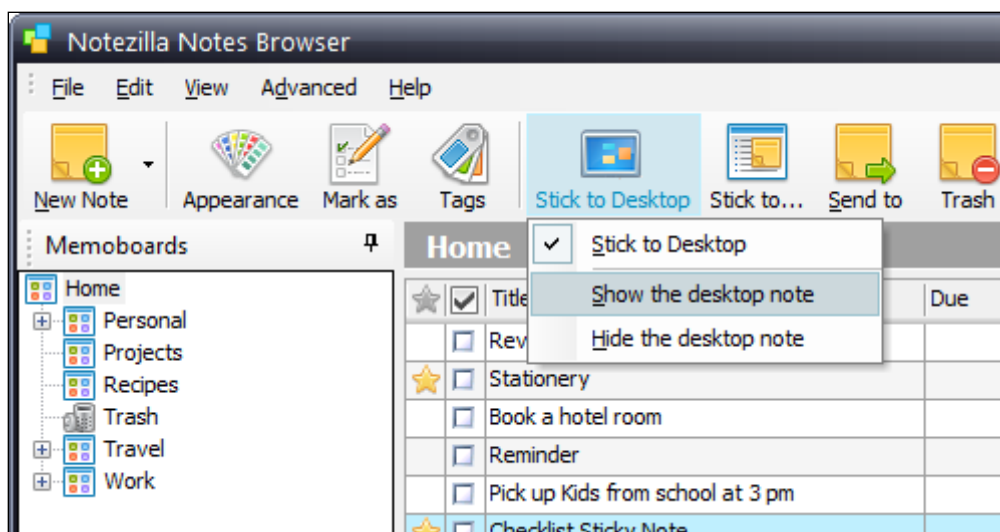
Stick To Desktop Menu in Toolbar

Alternatively, you can also right click on the note and choose 'Stick to Desktop -> Show the desktop note' from the menu.

Stick To Desktop Menu in Noteslist

If you are already a registered user of Notezilla 8, you can download the new build for free. Go to download page

Bringing desktop notes on top

The desktop notes may be overlapped by other program windows. To bring the desktop notes on top left click on the Notezilla icon and choose 'Bring desktop notes on top' from the menu. You can also right click on the Notezilla icon and choose 'Desktop Notes/Bring notes on top' from the menu.

The faster and recommended way of bringing desktop notes on top is to use the hotkey Ctrl+Shift+T. This hotkey is configurable using Preferences.

Showing all desktop notes

To show all desktop notes (including hidden notes), left click on the Notezilla icon and choose 'Show all desktop notes' from the menu. You can also right click on the Notezilla icon and choose 'Desktop Notes/Show all notes' from the menu.

The faster and recommended way of showing all desktop notes is to use a hotkey. You can set a hotkey for showing all desktop notes using Preferences.

Hiding all desktop notes

To hide all desktop notes, left click on the Notezilla icon and choose 'Hide all desktop notes' from the menu. You can also right click on the Notezilla icon and choose 'Desktop Notes//Hide all notes' from the menu.

The faster and recommended way of hiding all desktop notes is to use a hotkey. You can set a hotkey for hiding all desktop notes using Preferences.
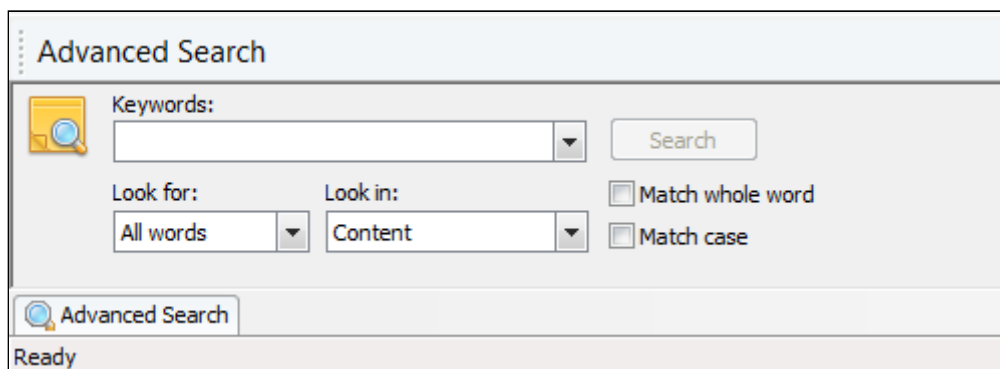
Searching sticky notes

To search for sticky notes, left click or right click on the Notezilla icon 🔳 and choose Search from the menu, type the required keyword and hit Enter key.
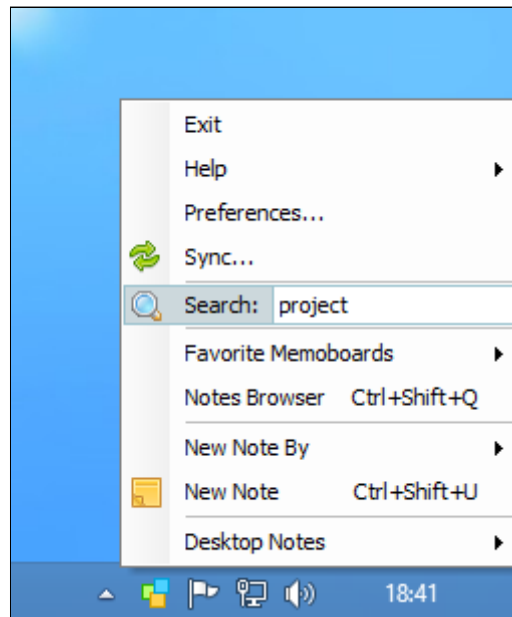
Advanced Menu

If you are in the Notes Browser, you can use the shortcut key F3 to activate Advanced Search pane.

Advanced Search

Filtering the notes list

You can also quickly filter the active notes list by typing inside the 'Filter List' text box at the top-right corner of the Notes Browser (see picture below).

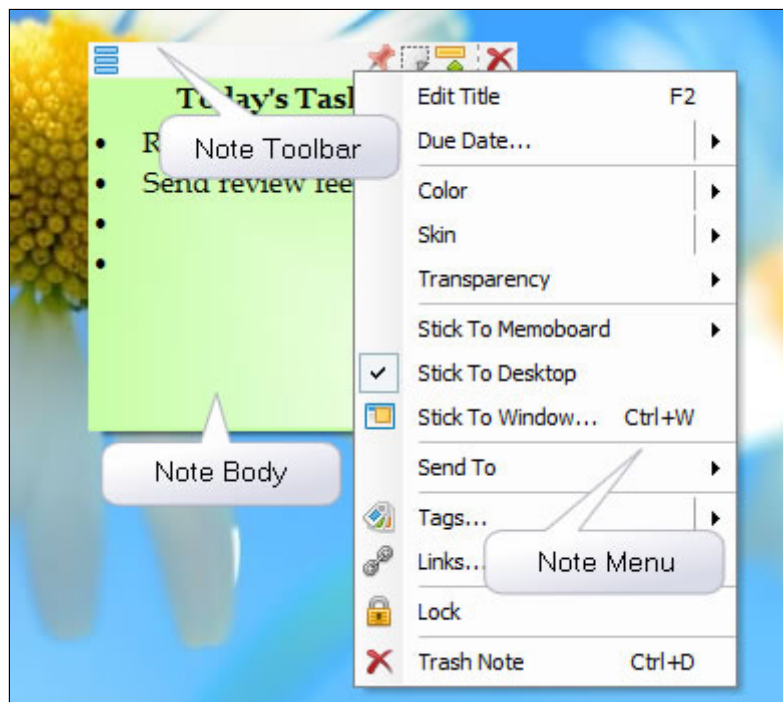The list can be filtered by title, tags, memoboard etc. You can also press Alt+F3 to set keyboard focus on the 'Filter List' text box.
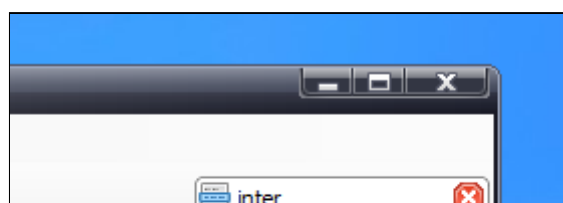
Filter List

Sticking notes to memoboards

Note Menu

In Notezilla by default, all sticky notes are stuck to the 'Home' memoboard. It is better to organize your sticky notes in different memoboards for better productivity. This also improves the performance of the program.

To stick a note to another memoboard, right click on the note title and choose 'Stick To Memoboard->(Memoboard)' from the menu. The 'Stick To Memoboard' lists favorite memoboards only. You can choose 'Other...' to choose any other memoboard.

If you are in Notes Browser, you can also drag and drop the note from the notes list to a memoboard listed in the 'Memoboards' pane.

Deleting a sticky note

When you trash a sticky note in Notezilla, it is actually sent to the 'Trash' memoboard. The 'Trash' is emptied periodically.

Trash a single sticky note

To trash a sticky note, click on the Trash Note button ✗ in the note toolbar. You can also press Ctrl+D shortcut key from the sticky note. To permanently delete a sticky note without sending it to the Trash memoboard, hold the Shift key and click on the Trash Note icon.

Trash multiple sticky notes

Select one or more notes from the Notes List of the Notes Browser and choose the Delete button 📒 from the Notes Browser toolbar. You can also use the Del key to trash the selected notes.

Emptying the Trash Memoboard

In the Notes Browser, right click on the Trash memoboard item in the Memoboards pane and choose Empty Trash from the menu.

Arranging & sorting sticky notes

Arranging Desktop Notes

To change the layout of the desktop notes, right click on the Notezilla icon 🖼 and choose Desktop Notes->Arrange Notes menu item.

Paper Roll layout cannot be applied on desktop notes due to limitations of Windows Desktop width and height.

## Arranging Memoboard Notes

To change the layout of the memoboard notes , right click on the background of the Notes View and choose Arrange Notes menu item.

Layouts

Stickers: Positions the notes equally (horizontally and vertically) keeping the size of the notes intact.
Paper Roll: Expands the width of the notes to the maximum width of the Notes View and positions them vertically.

Printing notes
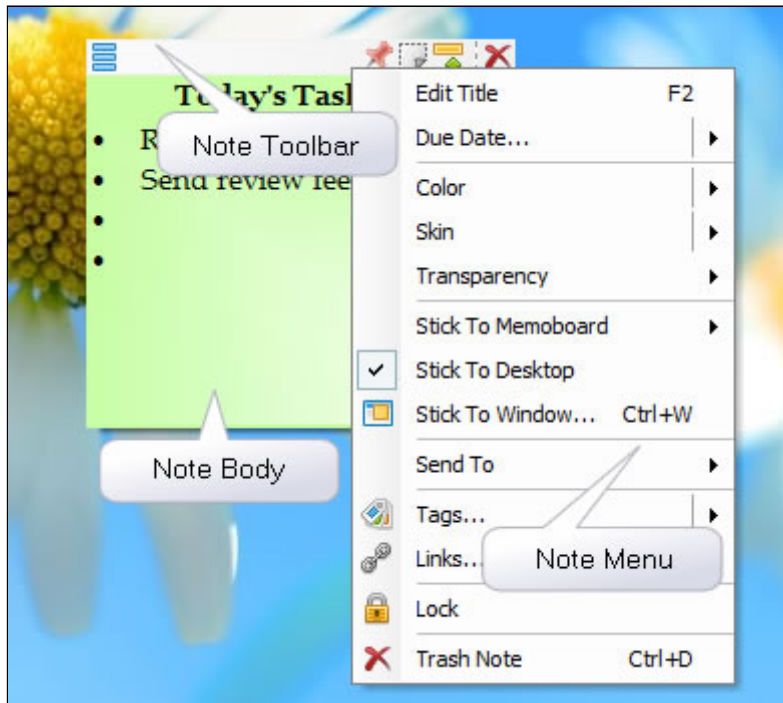
Note Menu

Printing a single sticky note

To print a single sticky note, right click on the note title or note toolbar and choose Send To->Printer (Ctrl+P) from the menu in Notezilla's notes browser.

Printing multiple sticky notes

Select one or more notes from the Notes List of the Notes Browser and choose Send To->Printer (Ctrl+P) option from the Notes Browser toolbar.

Notes Browser

Notes Browser lets you to create, view, edit & group sticky notes.
To launch the Notes Browser, left click on the Notezilla icon in the Windows taskbar (next to the clock) and choose Notes Browser from the menu.
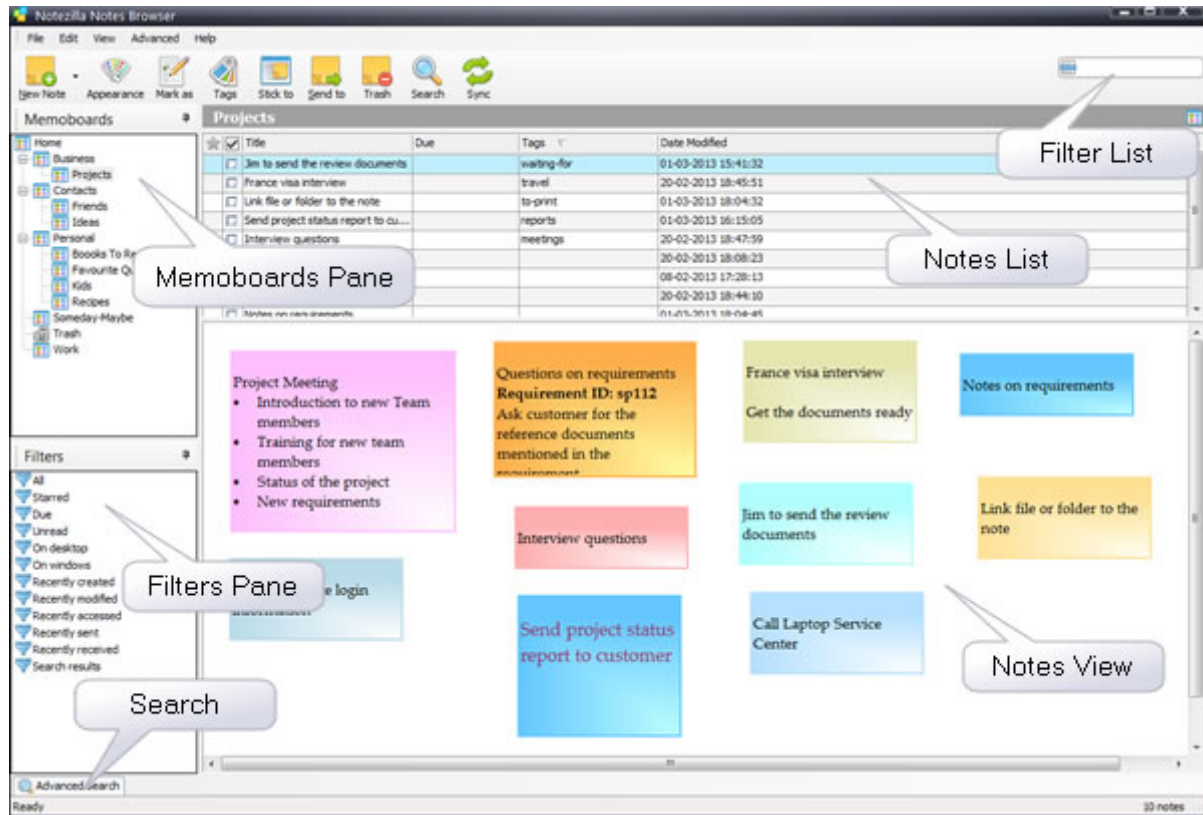
Notes Browser

Memoboards Pane

The Memoboards pane lists all the memoboards in a hierarchy tree.

Filters Pane

The Filters pane lists the predefined filters

Notes List

The Notes List lists the notes contained in the selected memoboard.

Notes View

The Notes View places the notes as actual stickies.

Search Pane

The Search pane lets you to find notes by specify query.

Memoboard

A memoboard is a folder inside which sticky notes can be placed. In Notezilla basically memoboards are like containers for sticky notes. If your Windows desktop gets messy with too many sticky notes, you can organize them inside a memoboard.

A memoboard contains 2 parts.

- Notes List
- Notes View
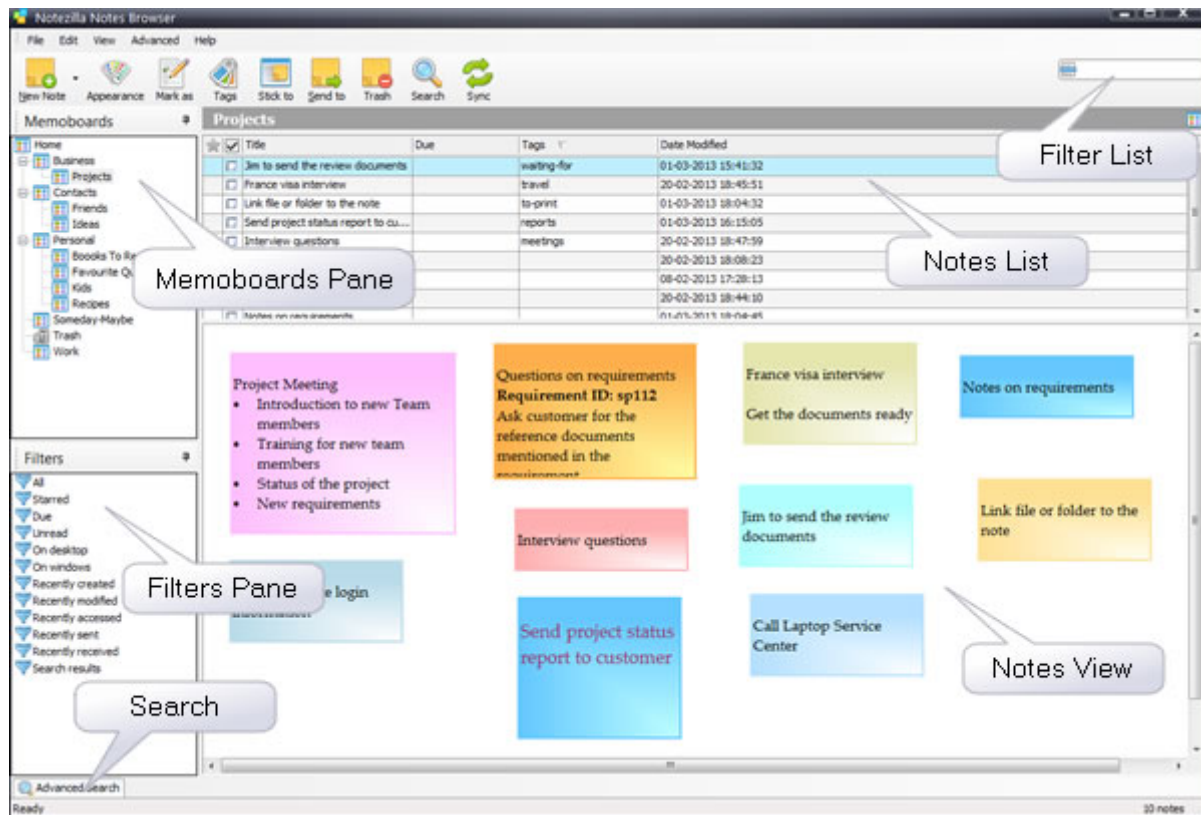
Notes Browser

Notes List

The Notes List lets you to view notes as a list. Each note in the Notes List can be treated as a task. You can set priority, set due date (reminder) or mark it as completed.

The Notes List gives a summary of all the notes in that memoboard by listing the note titles.

Learn how to insert columns in Notes List

Notes View

The Notes View places the notes as actual stickies.

The advantage of Notes View is that you can view the content of each note at a single glance, without browsing and clicking on a note from a list. It saves a lot of time. You can group these sticky notes logically, as you would do on a real memoboard.

Plus, it's real fun to deal with virtual sticky notes.

Create a memoboard

To create a new memoboard in Notezilla launch the Notes Browser and choose File->New Memoboard from the Notes Browser menu.

To create a memoboard inside an existing memoboard, right click on a memoboard item in the Memoboards pane and choose New Memoboard from the menu.
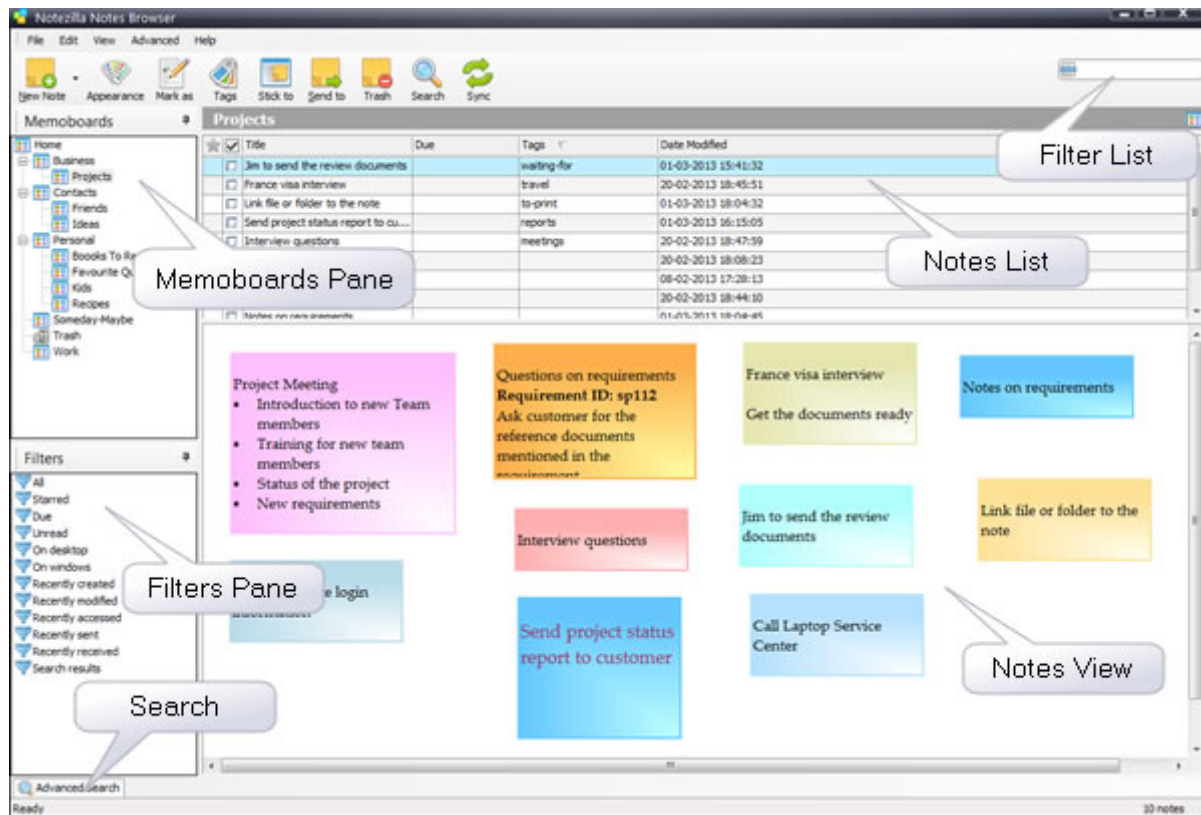
Notes Browser

Deleting a memoboard

To delete a memoboard, right click on the memoboard item in the Memoboards pane and choose Delete from the menu.

The memoboard is actually moved to the Trash memoboard

Memoboard properties

In Notezilla to edit memoboard properties, right click on a memoboard item in the Memoboards pane and choose Properties from the menu.

Changing the background color of a memoboard

In the Memoboard Properties window, select the required background color and choose OK.

Activating a memoboard using a hotkey

In the Memoboard Properties window, specify the required hotkey and choose OK.
A hotkey is a system-wide unique key combination assigned to an action. Make sure you specify a key combination that is not used by any other program.

Setting a memoboard as 'Favorite'

If you use a memoboard very often, you can mark it as a favorite memoboard so that it is listed in the Notezilla Simple Menu, Notezilla Advanced Menu & a Note's Send To menu.
In the Memoboard Properties window, check the option Set as favorite memoboard and choose OK.

Automatically arranging notes inside a memoboard

You can configure Notezilla to automatically arrange notes, whenever the memoboard is activated for the first time, every time the program is launched.
In the Memoboard Properties window, check the option Automatically arrange notes at startup and choose OK.

Favorite memoboards

Notezilla lets you to mark favorite memoboards. If you use a memoboard very often, you can mark it as a favorite memoboard so that it is listed in the Notezilla Simple Menu, Notezilla Advanced Menu & a Note's Send To menu.

Setting a memoboard as 'Favorite'

To mark a memoboard as favorite, right click on a memoboard item in the Memoboards pane and choose Favorite from the menu.

Filters

Filters let you to browse all notes that having similar characteristics in a single view. Notezilla currently has the following predefined filters.

All	Sticky notes from all the memoboards.
Starred	Starred sticky notes
Due	Sticky notes with reminders/due dates
Unread	Unopened sticky notes received from contacts
On desktop	Sticky notes on desktop
On windows	Sticky notes stuck to documents, websites, windows etc
Recently created	Recently created sticky notes

Recently modified	Recently modified sticky notes
Recently accessed	Recently accessed sticky notes
Recently sent	Recently sent sticky notes
Recently received	Recently received sticky notes
Search results	Sticky notes from search
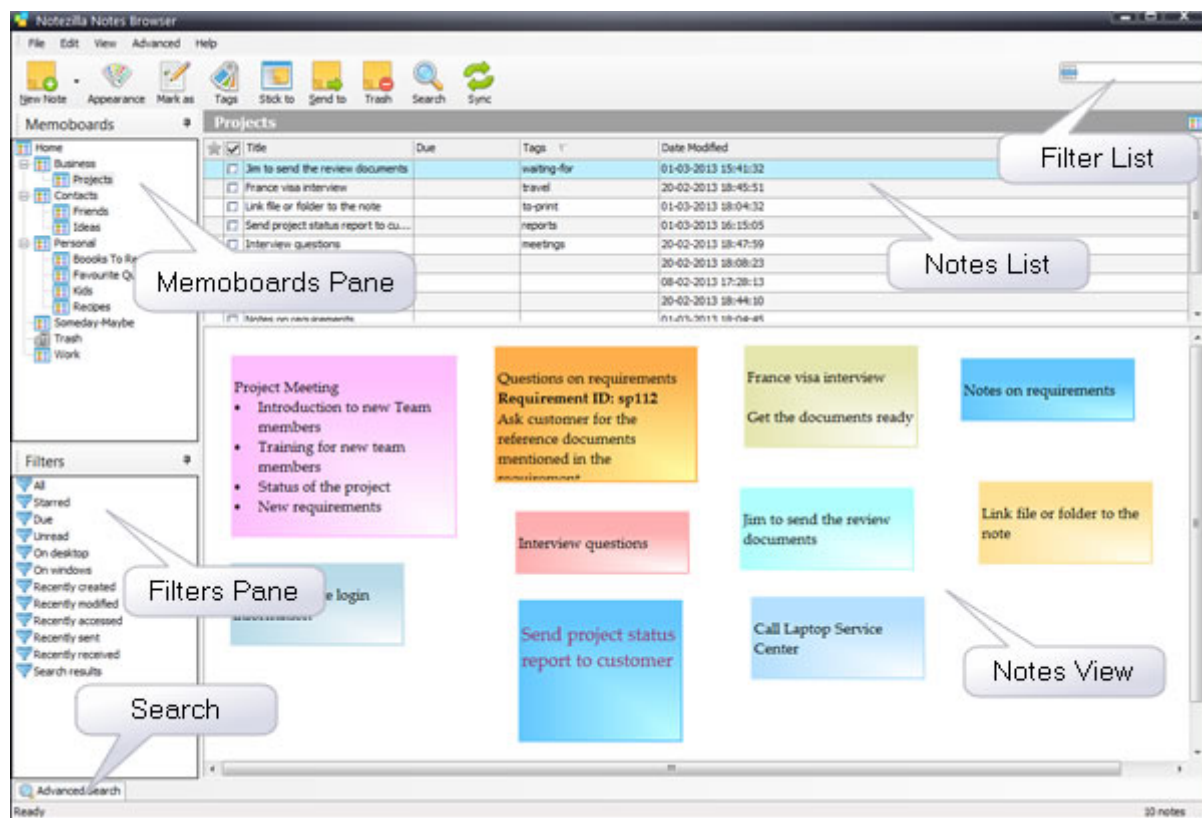
Notes Browser

Accessing a Filter

To browse notes by a specific filter, select the Filters pane in the Notes Browser and choose a filter from the pane.

Activating a filter using a hotkey

You can activate any filter using a hotkey. To set the hotkey, right click on the filter item in the Filters pane and choose Properties from the menu.

In the Filter Properties window, specify the required hotkey and choose OK.

A hotkey is a system-wide unique key combination assigned to an action. Make sure you specify a key combination that is not used by any other program.

Setting a filter as 'Favorite'

If you use a filter very often, you can mark it as a favorite filter so that it is listed in Notezilla Simple Menu & Notezilla Advanced Menu.. To mark a filter as favorite, right click on the filter item in the Filters pane and choose Favorite from the menu.

Reminder Popup Window

In Notezilla when a reminder goes off, the following popup window is displayed.
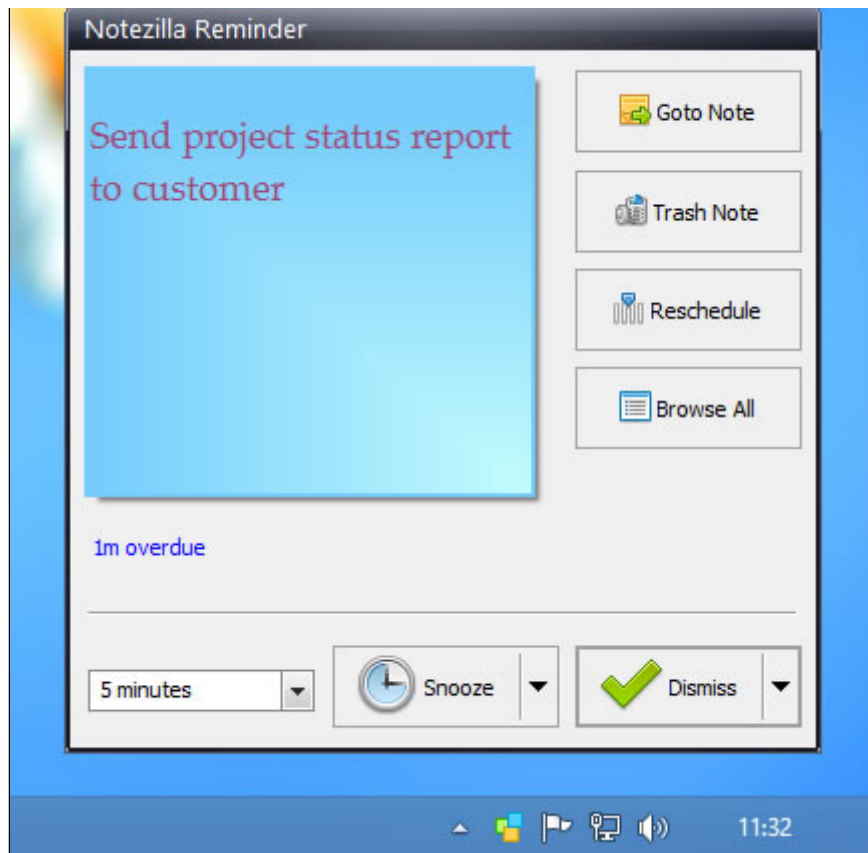
Reminder Window

Snooze

Reminds you again after a short while. You can specify the duration from the drop down list next to the snooze button.

Dismiss

Clears the active reminder. If the reminder is configured to repeat after certain interval, then the note's reminder time is updated accordingly.

Browse All

Shows the active reminder in the Due filter (Notes Browser), along with other reminders.

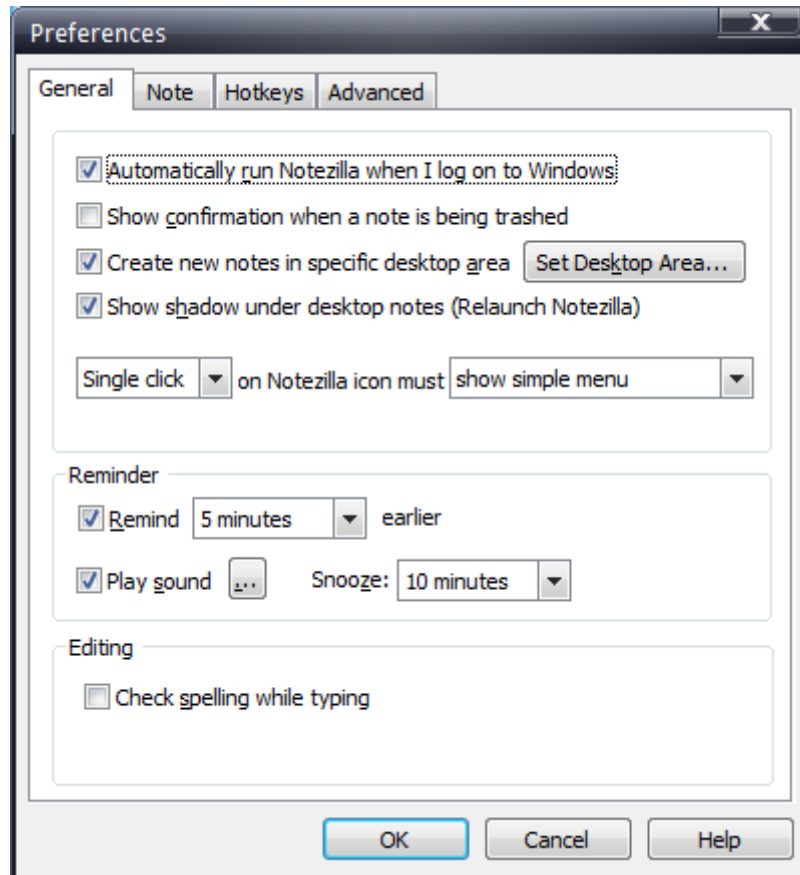## Reschedule

Lets you to modify the reminder settings of the note (active reminder).

Goto Note

Shows the note in the Notes Browser.

Trash Note

Sends the note to the trash memoboard.

Preferences - General

In Notezilla to access the General tab, launch the Notes Browser and select Advanced->Preferences from the Notes Browser menu.

General Tab Preferences

Automatically run Notezilla when I log on to Windows

Check this option if you want to start Notezilla automatically, every time you start log on to your computer.

Show confirmation when a note is being Trashed

Check this option if you want to be prompted with a message box when trashing a note.

Create new notes in specific desktop area

New notes can be created in specific desktop area. This is very useful if you are using multiple monitors. Check this option and choose the Set Desktop Area button to specify the desktop area.

Show shadow under desktop notes

Check this option if you want to drop shadow under each desktop note.
You will need to exit and launch Notezilla again in order to apply this setting.

Play Sound

Specify the default reminder sound file that should play every time a reminder alert is shown. Uncheck this option if you do not want any sound to be played. Both .wav and .mp3 files are accepted.

Snooze

Specify the default snooze duration that should be set in the Reminder Window.

Check spelling while typing note

Check this option if you want to check spelling while typing inside note.

Preferences - Note

To access the Note tab in Notezilla, launch the Notes Browser and select Advanced->Preferences from the Notes Browser menu. The Note tab lets you to set the default sticky note settings.
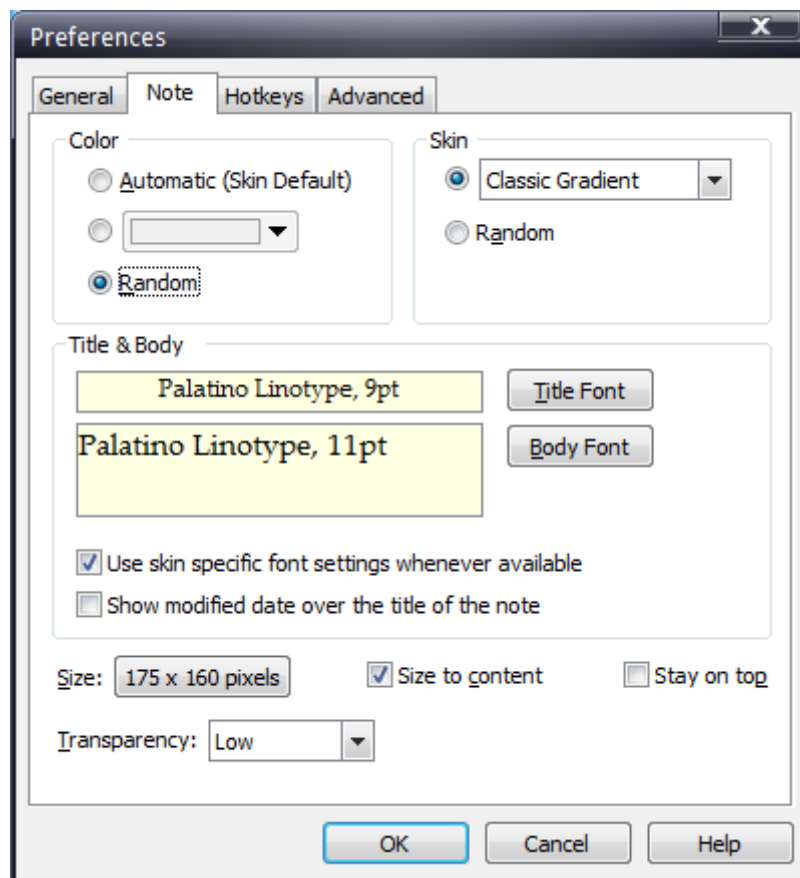
Note Tab Preferences

Color

Choose the default note color that should be used for new notes. Automatic will use the skin setting. Random will randomly select any color from a set of 16 predefined light colors.

Skin

Choose the default skin that should be used for new notes. Random will randomly select any skin from the currently installed skin.

Title

Choose the default note title, font, font size & font color. Automatic sets the note title to the first sentence that you type inside the note.

Body

Choose the default note text, font, font size & font color.

Show modified date over the title of the note

Check this if you want to display note's modified date on the top right corner of a sticky note.

Size

Set the default note size for the new notes.

Transparency

Set the default transparency level for the new desktop notes

Stay On top

Check this to make the new notes stay always on top, by default.

Size to content

By default a sticky note is automatically sized to content. You can disable this feature by deselecting 'Size to content' checkbox

Preferences - Hotkeys

To access the Hotkeys tab in Notezilla, launch the Notes Browser and select Advanced->Preferences from the Notes Browser menu.

A hotkey is a system-wide unique key combination assigned to an action. Make sure you specify a key combination that is not used by any other program.
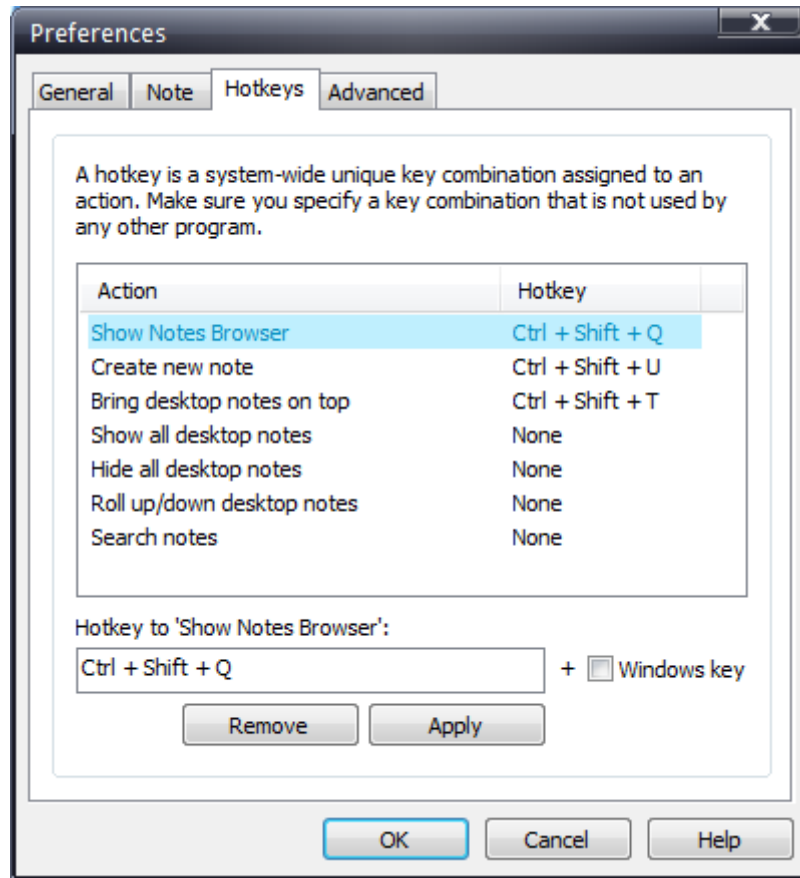
Hotkeys Tab Preferences

Setting a Hotkey

To set a hotkey, select an action from the list, specify the key combination the edit box below the list and choose Apply button.

Removing a Hotkey

To remove a hotkey, select an action from the list, press backspace key in the edit box below the list so that the edit box shows 'None' and choose Remove button.

Preferences - Advanced

To access the Advanced tab, launch the Notes Browser and select Advanced->Preferences from the Notezilla's Notes Browser menu.
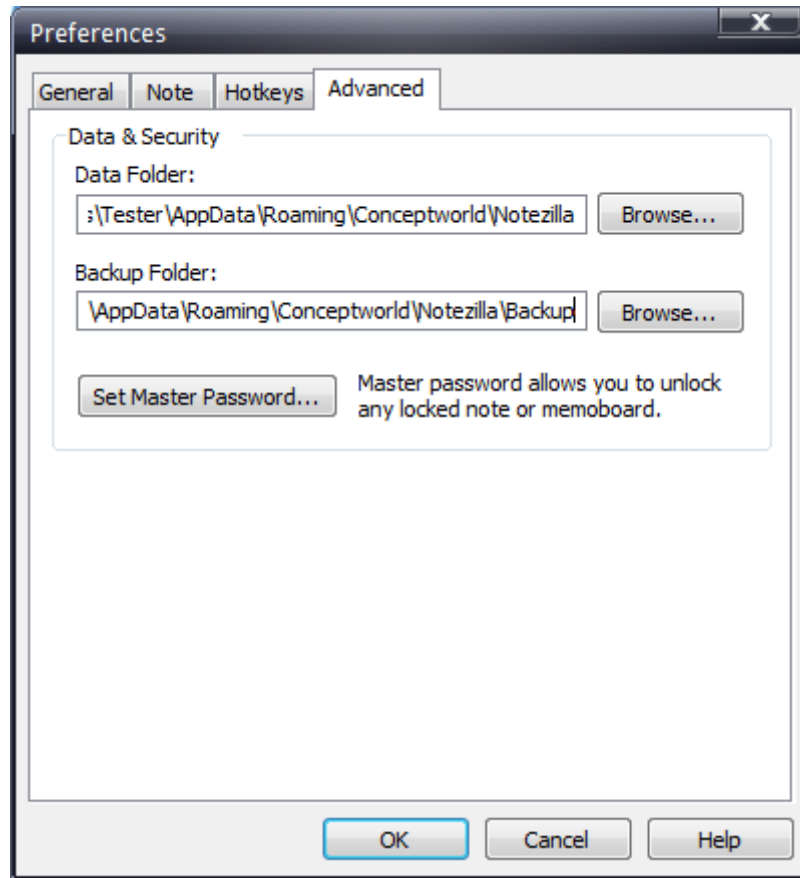
Advanced Tab Preferences

Data Folder

This is the location where Notezilla stores all the notes data. Choose the Browse button to change this location. You will need to exit and launch Notezilla again to apply this setting.

Backup Folder

Notezilla keeps five backup copies of its data under this folder, date-wise. Choose the Browse button to change this location. Notezilla takes the backup, every time it is launched.

Set Master Password

Choose this button to set the single master password used to lock/unlock notes and memoboards.

Getting started with Notezilla.Net

To get started with Notezilla.Net, you would need to create a new Notezilla.Net account from Notezilla. Once you create and activate your account, all your sticky notes are automatically synced with Notezilla.Net.

Three 'cool' things you can do with Notezilla.Net

1. Access sticky notes from your phone:
   - Android
   - iPhone/iPad (iOS)
   - Other smart-devices
2. Sync sticky notes between your computers
3. Send sticky notes to your contacts

Creating a Notezilla.Net account

Step 1: Right click on Notezilla icon 🔲 & select 'Sync' from the menu.
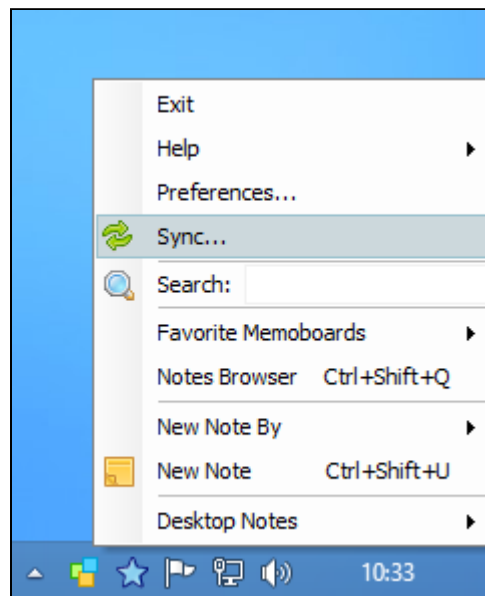
Notezilla Advanced Menu

Step 2: Choose 'Create a Notezilla.Net account' button.
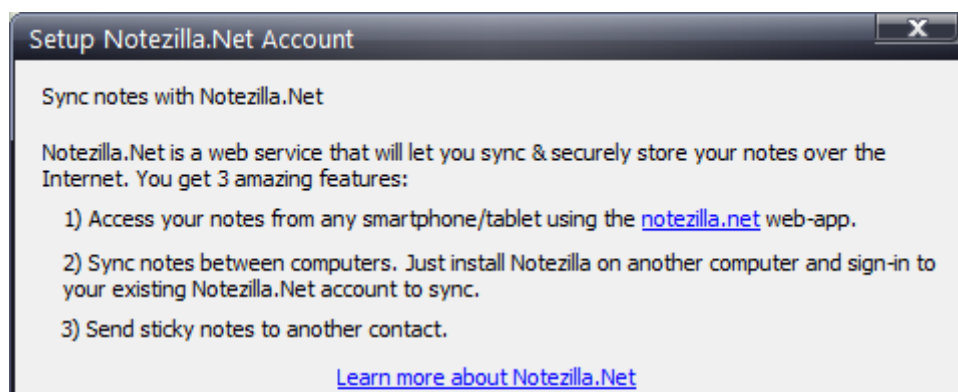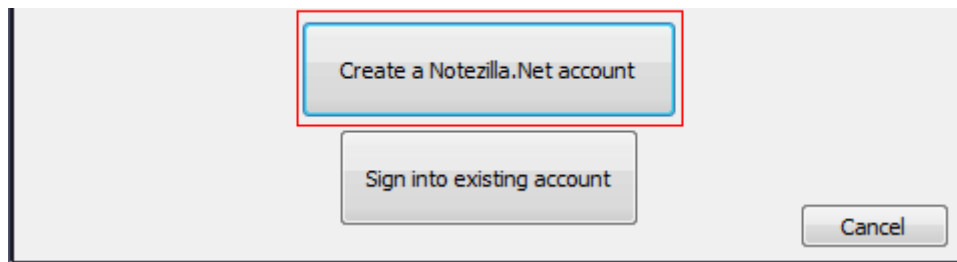
Setup Notezilla.Net Account

Step 3: Fill the form & choose 'Create' button.

Create Account

Step 4: Activate the account from the email sent to you, check 'Yes, I have activated my account' & choose 'Finish' button.

Activate Account

Signing into existing account

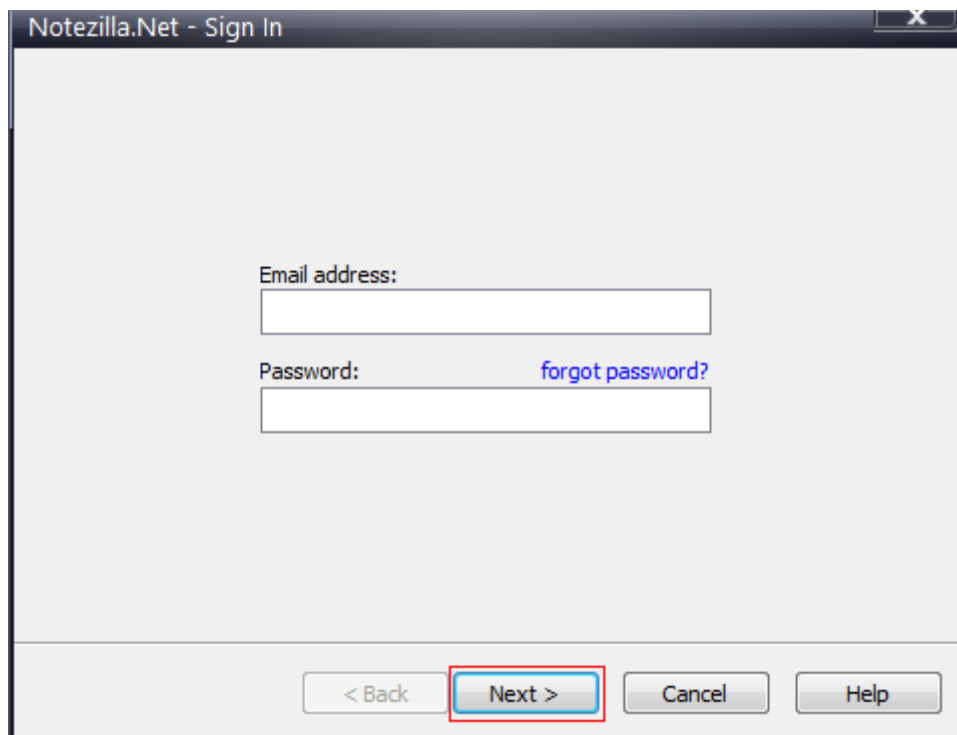**Step 1:** Right click on Notezilla icon 🗗 & select 'Sync' from the menu.
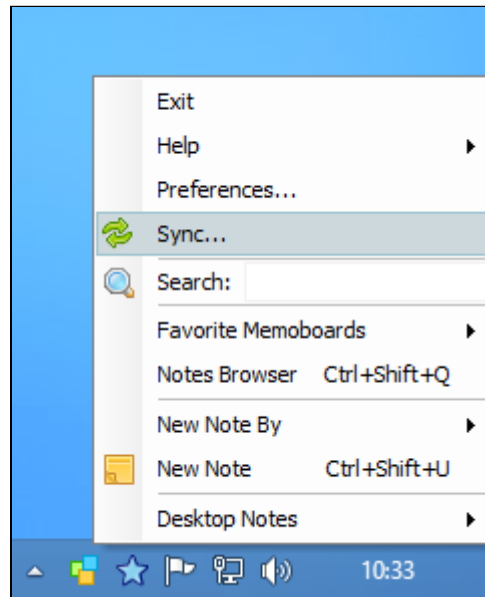
Advanced Menu

Step 2: Choose 'Sign into existing account' button.

Setup Notezilla.Net Account

Step 3: Fill the form & choose 'Next' button.
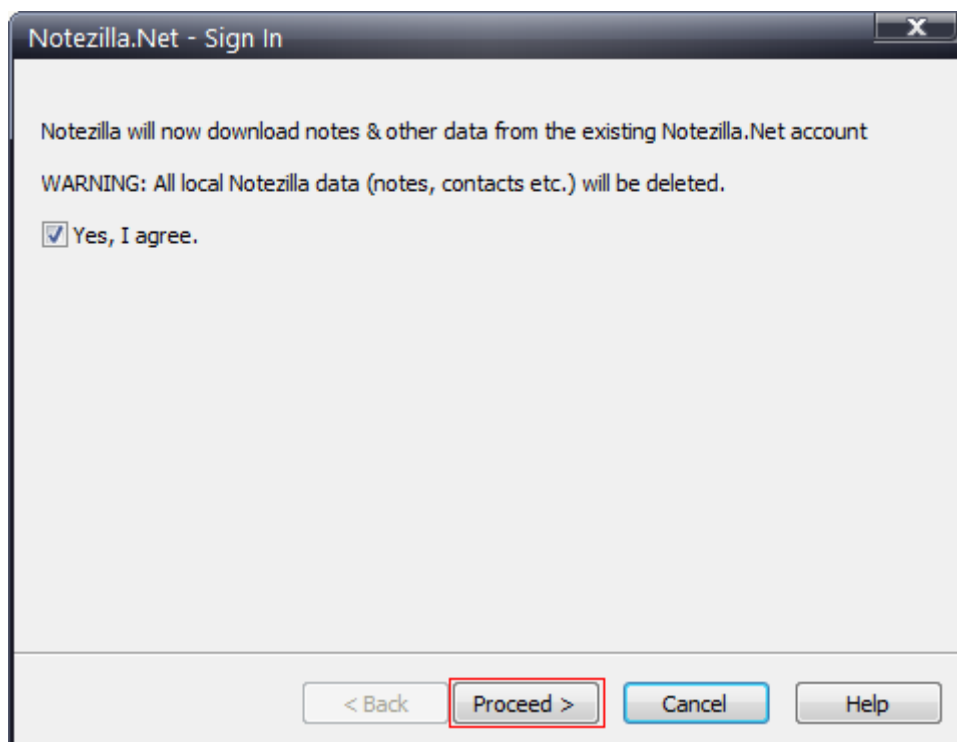
Sign In

Step 4: Check 'Yes, I agree' & choose 'Proceed' button.
Note: Sticky notes from your Notezilla.Net account will replace all existing notes.

Download Notes Window

Syncing your sticky notes with Notezilla.Net

Step 1: Right click on Notezilla icon 🗗 & select 'Sync' from the menu.
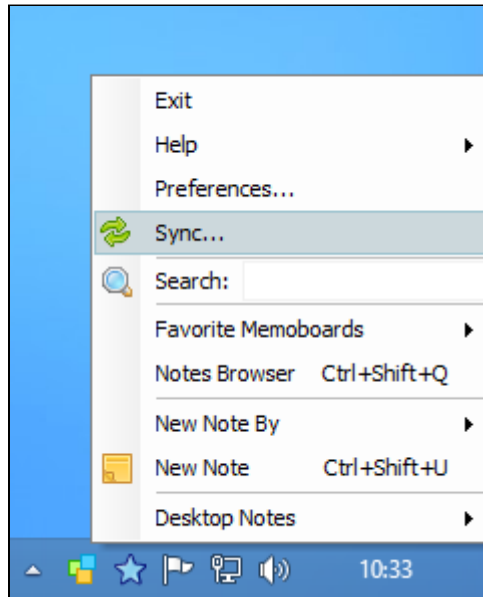
Advanced Menu

Step 2: Choose 'Sync Now' button to sync sticky notes & other data.

Sync Window

Syncing sticky notes between your computers

Sync is the contemporary feature of Notezilla. You can sync multiple computers to a common Notezilla.Net account so that all your computers have the exact same copy of your sticky notes.

Step 1: On the first computer

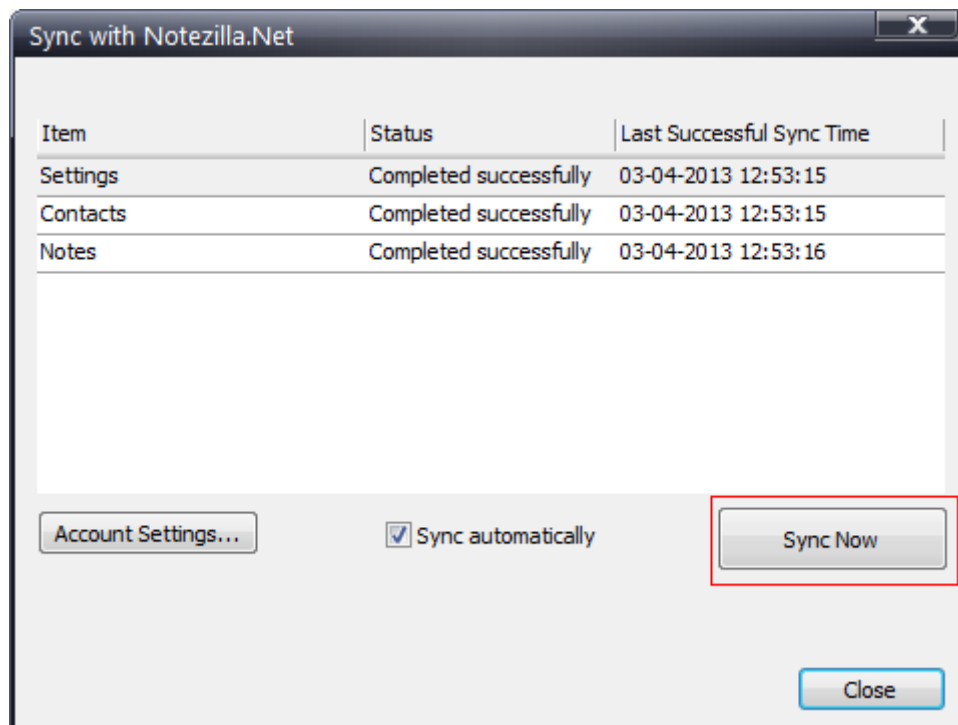This is the computer where Notezilla is already installed. All your important notes are here. You will now create a Notezilla.Net account. On creation, all your notes are automatically synced with the Notezilla.Net cloud. You can also manually sync your notes.

Step 2: On other computers

Download and install Notezilla on other computers and then sign-in to your existing Notezilla.Net account. This will download all your sticky notes that you had synced from the first computer.

Adding New Computers

Select a sticky note in Notezilla, right click on its title/toolbar and choose Send To->Computer from the menu. Following 'Computers' window will be displayed. To add/edit computers, click on 'Manage Computers' button.
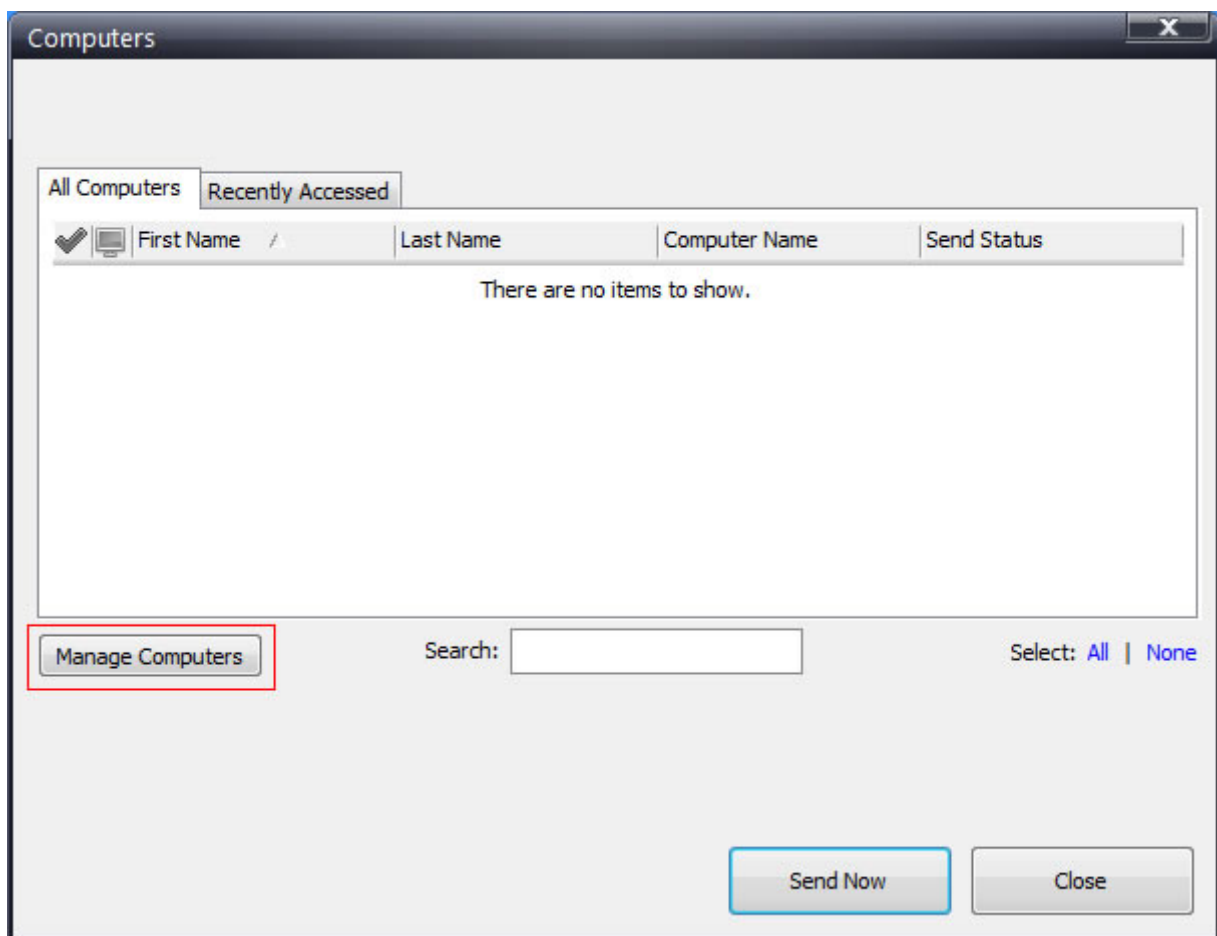
Computers Window

Step 2: Add a computer

Now, click on 'Add Computer' button and proceed with the steps shown to you.
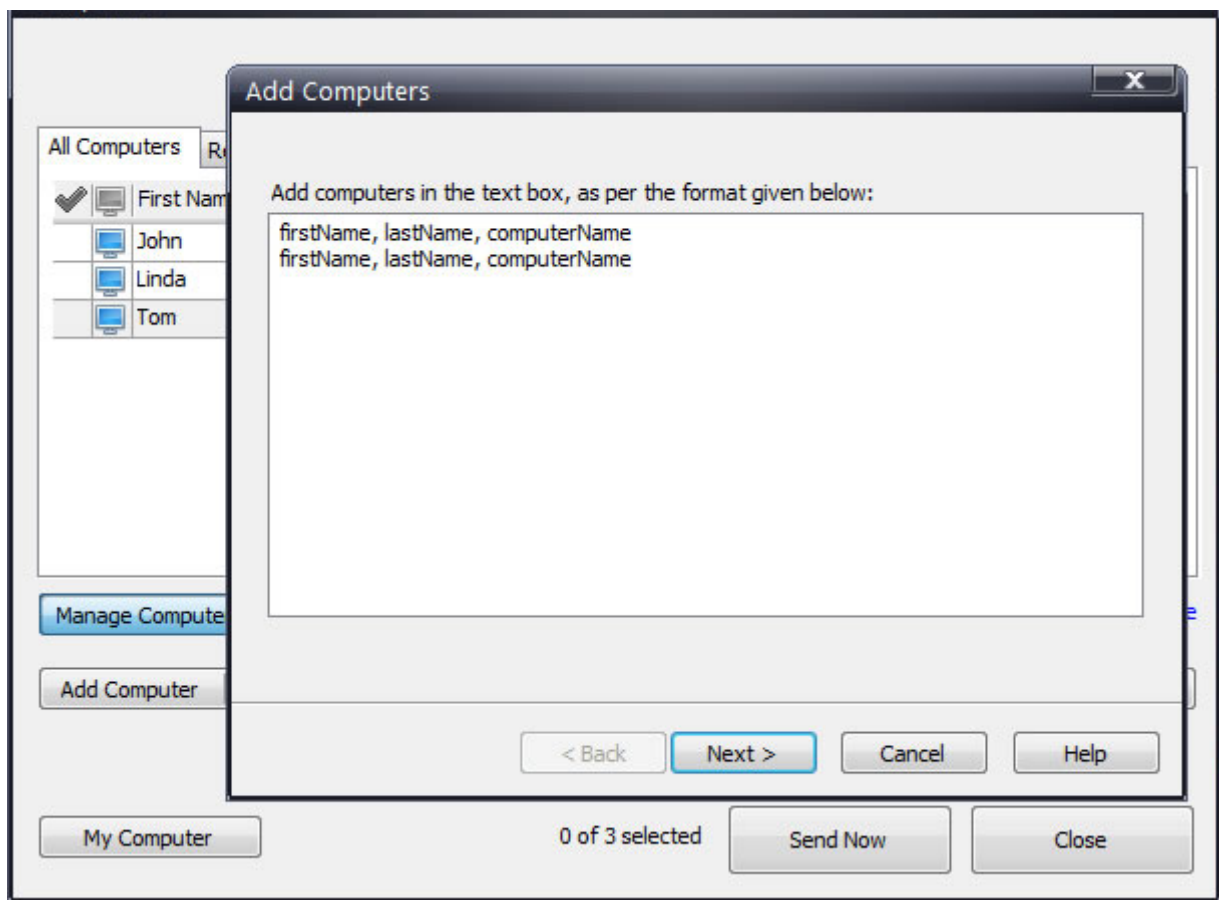
Add Computers Window

Managing computers & groups

Similarly, you can edit/delete computers, edit/delete groups from the 'Computers' window shown above.

Sending sticky notes to your computers over local network

Sending a sticky note

To send a sticky note in Notezilla, right click anywhere on its title/toolbar and choose Send To->Computer.
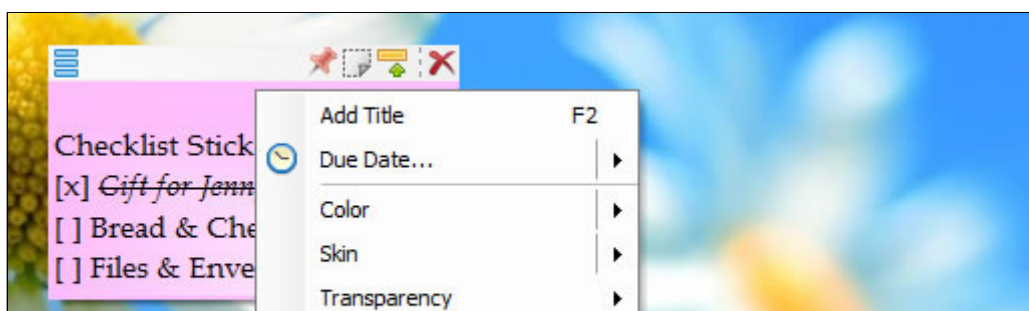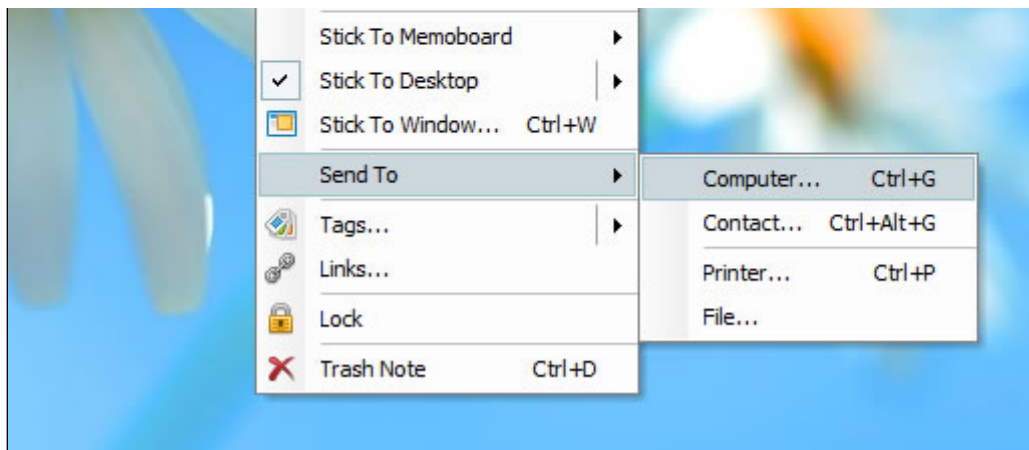
Sending a sticky note to a computer

The following Computers window will appear. Just select one or more computers and choose 'Send Now' button. To send a note to a single computer, you can just double click on that computer in the list.
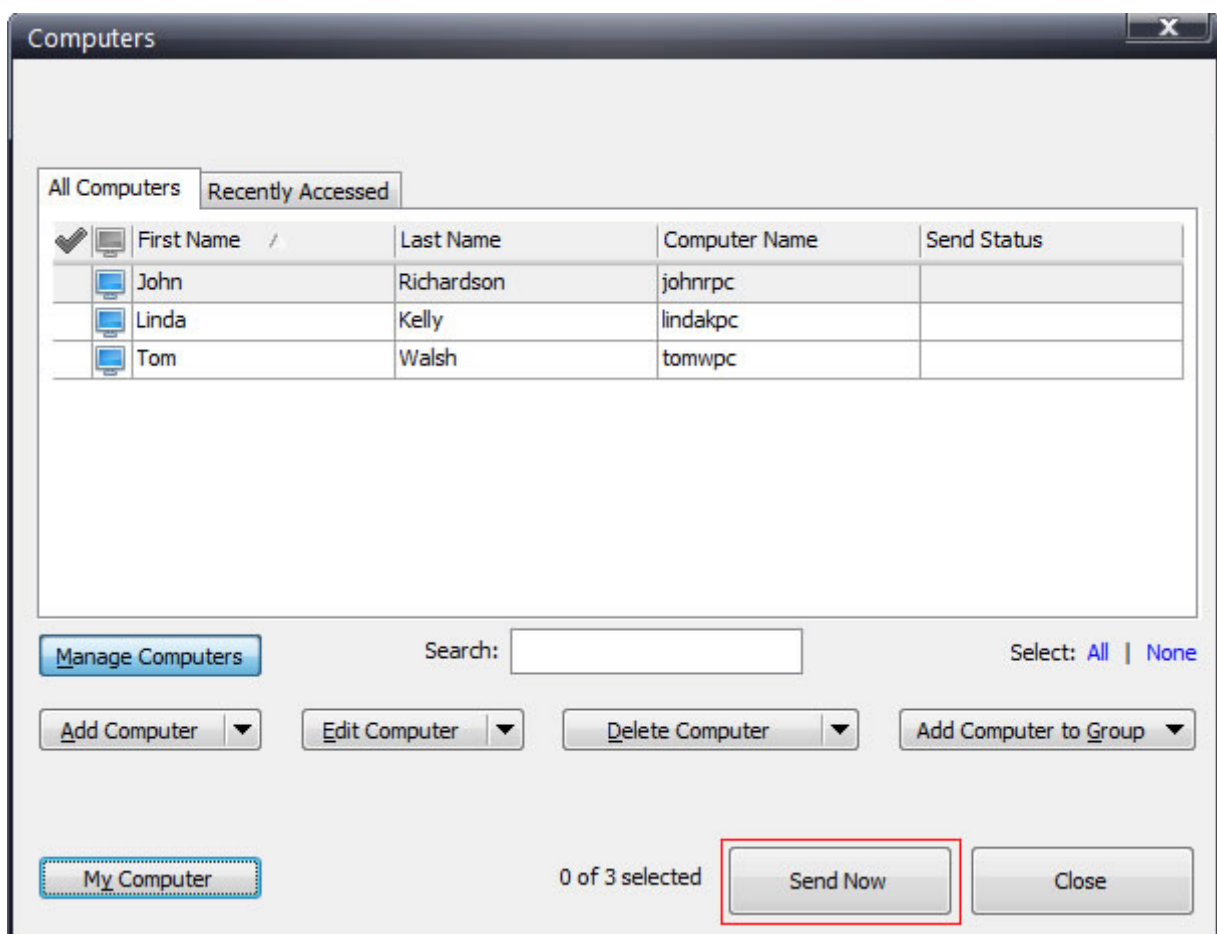
Computers Window

Receiving sticky notes from another computer

In order to receive sticky notes from other computers, the most important step is to allow the notes to bypass the firewall so that Notezilla can receive them. This is fairly a simple step. If you just add a computer in Notezilla, your firewall will be configured automatically. If you are still not able to receive notes, then you would need to manually configure the firewall to allow Notezilla program to communicate through the firewall.

When someone sends you a sticky note, you will receive a notification as shown in below picture. That's it. Now you may view the note in Notes Browser or stick it directly to the desktop.
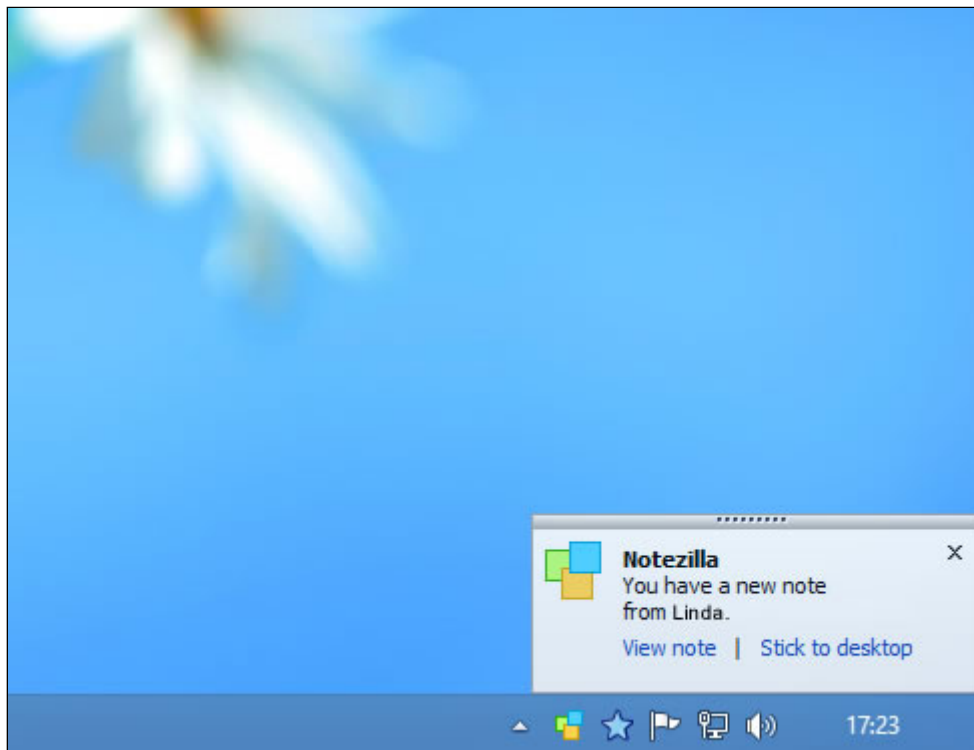
Receiving a sticky note from another computer

Working with contacts & groups

Creating a Notezilla.Net account

Exchanging of sticky notes between users happens over the Notezilla.Net cloud. To create a new contact, you are first required to create a new Notezilla.Net account from Notezilla.

Creating a new contact

Step 1: Go to Contacts window

Select a sticky note in Notezilla, right click on its title/toolbar and choose Send To->Contact from the menu. Following 'Contacts' window will be displayed. To add/edit contacts, click on 'Manage Contacts' button.
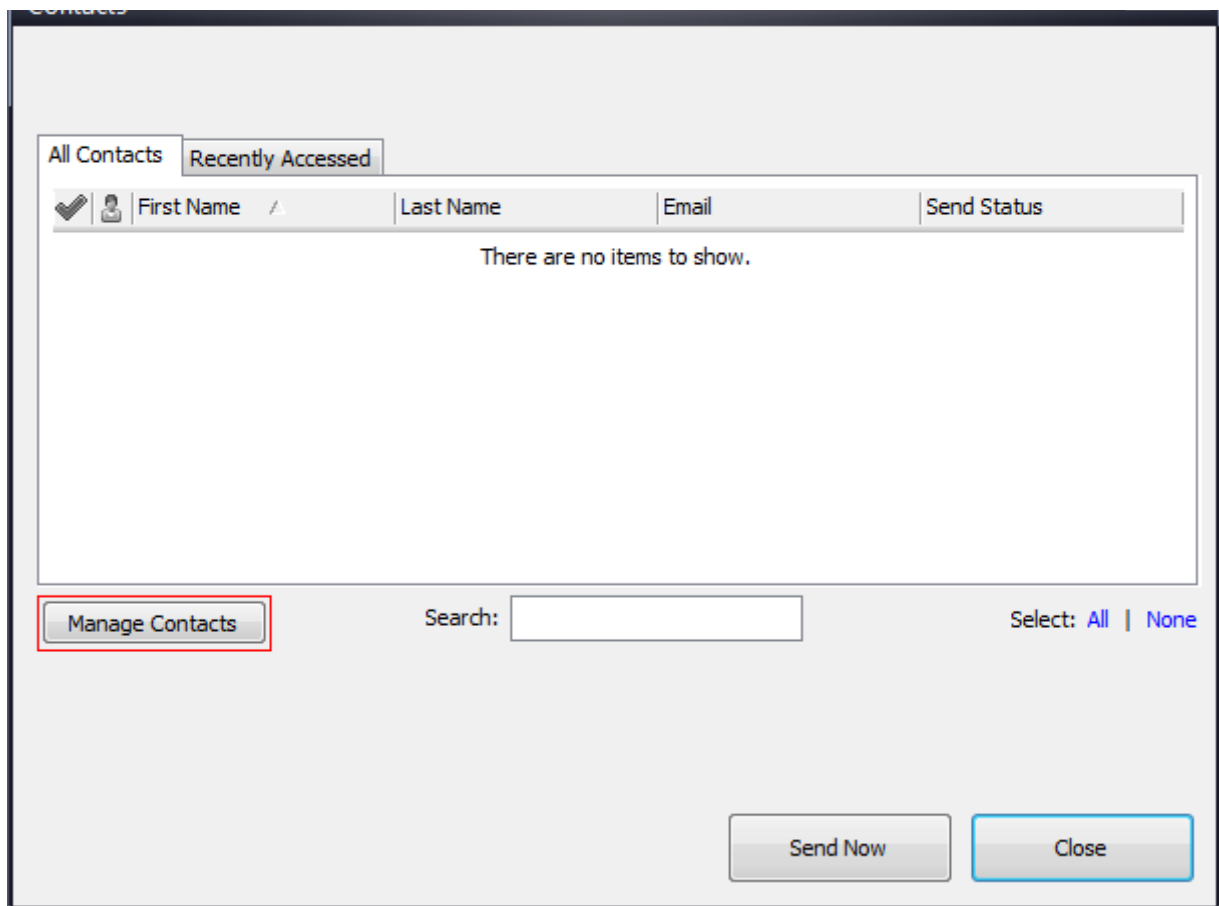
Contacts

Contacts Window

Step 2: Add a contact

Now, click on 'Add Contact' button and proceed with the steps shown to you.
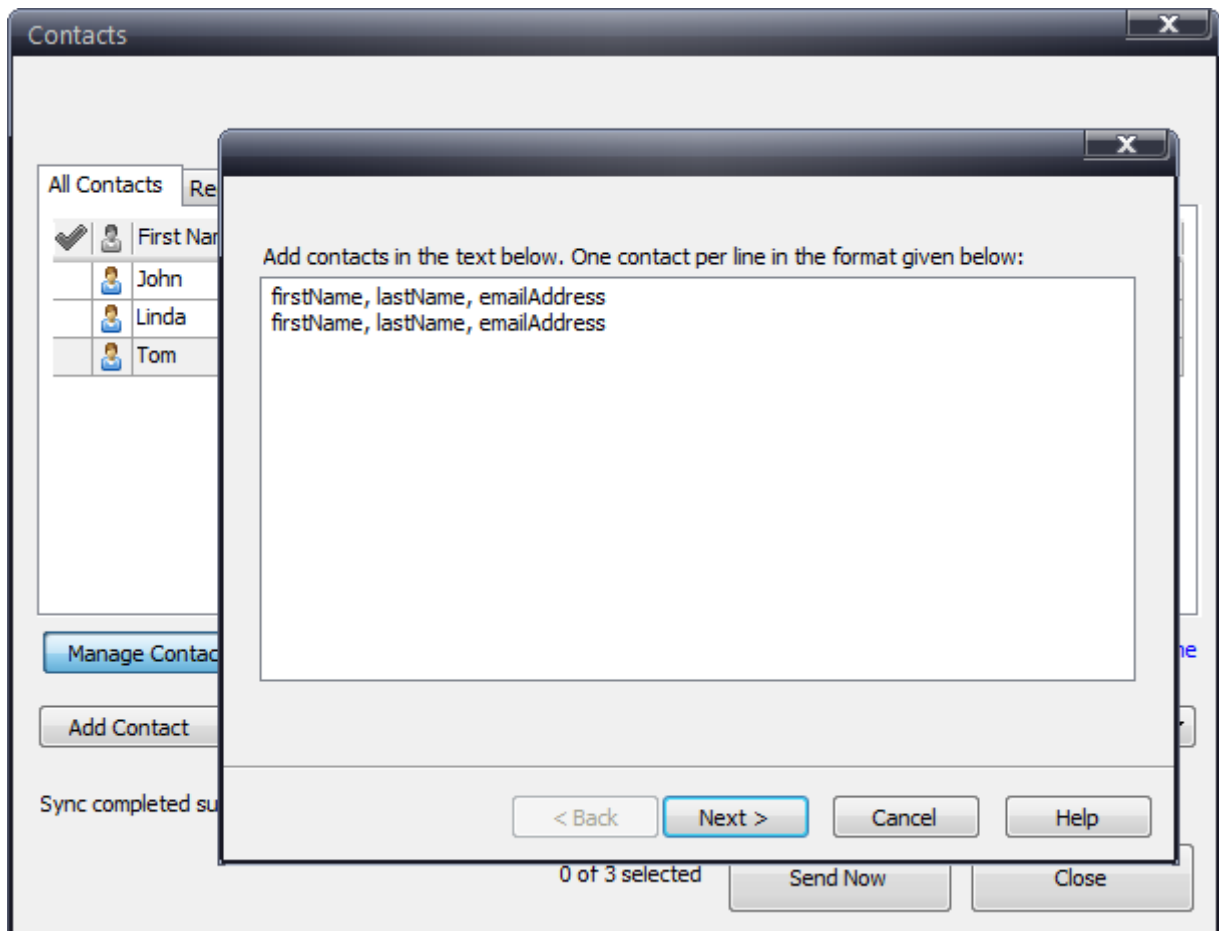
An email is sent to your contact, requesting for her approval. You can then proceed to send sticky notes to that contact. If your contact had already added you to her contacts list & you had already approved her, then you will be automatically approved when you add her as your contact.

Managing contacts & groups

Similarly, you can edit/delete contacts, edit/delete groups from the 'Contacts' window shown above.

Sending sticky notes to your contacts

With Notezilla, you can send sticky notes to anyone. Your contact may be on your local network or any where else across the globe. If your contact is also using Notezilla, she will receive the sticky note right on her desktop or else she will receive the note as an email.

Step 1: Adding a new contact

If you plan to send a sticky note to another Notezilla user then both of you must:

- Use the same version of Notezilla
- Add each other to your contacts list

When you add a contact, an email is sent to your contact requesting for her approval. You will be able to send sticky notes to her only after she has approved you.

Step 2: Sending a sticky note

To send a sticky note, right click anywhere on its title/toolbar and choose Send To->Contact.

Sending a sticky note to a contact

The following Contacts window will appear. Just select one or more contacts and choose 'Send Now' button. To send a note to a single contact, you can just double click on that contact in the list.

Contacts Window

Receiving sticky notes from your contacts

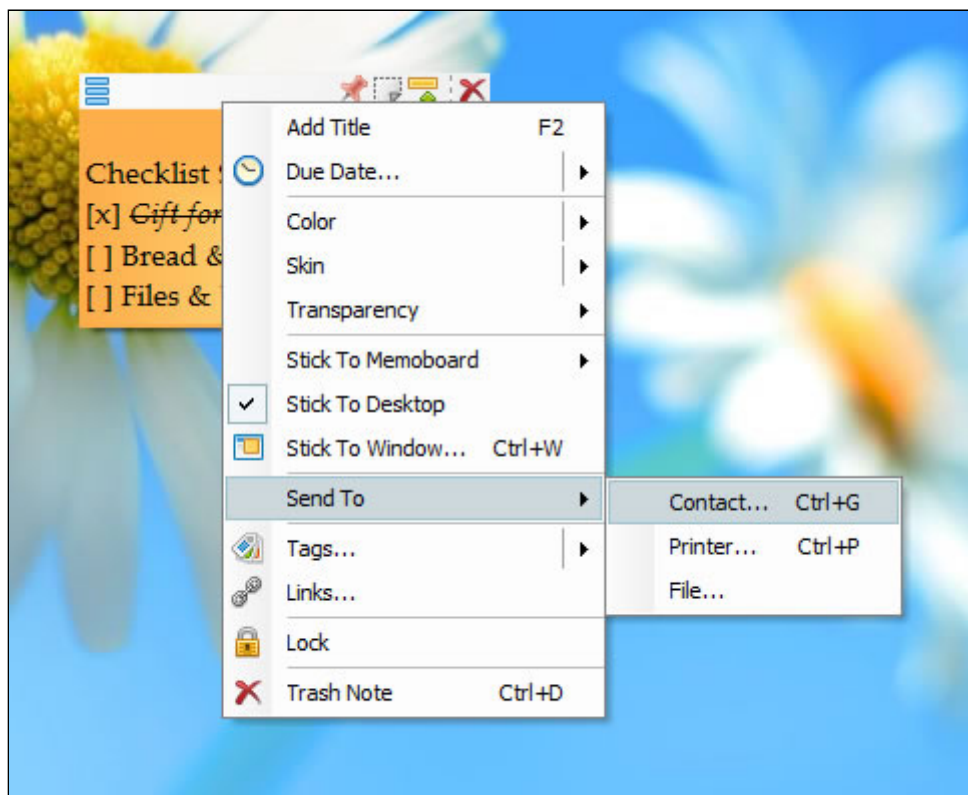To receive a sticky note from another Notezilla user then both of you must:

- Use the same version of Notezilla
- Add each other to your contacts list

Notezilla checks for new notes every 5 minutes. If you have a new note from your contact, you will be shown the following popup window.
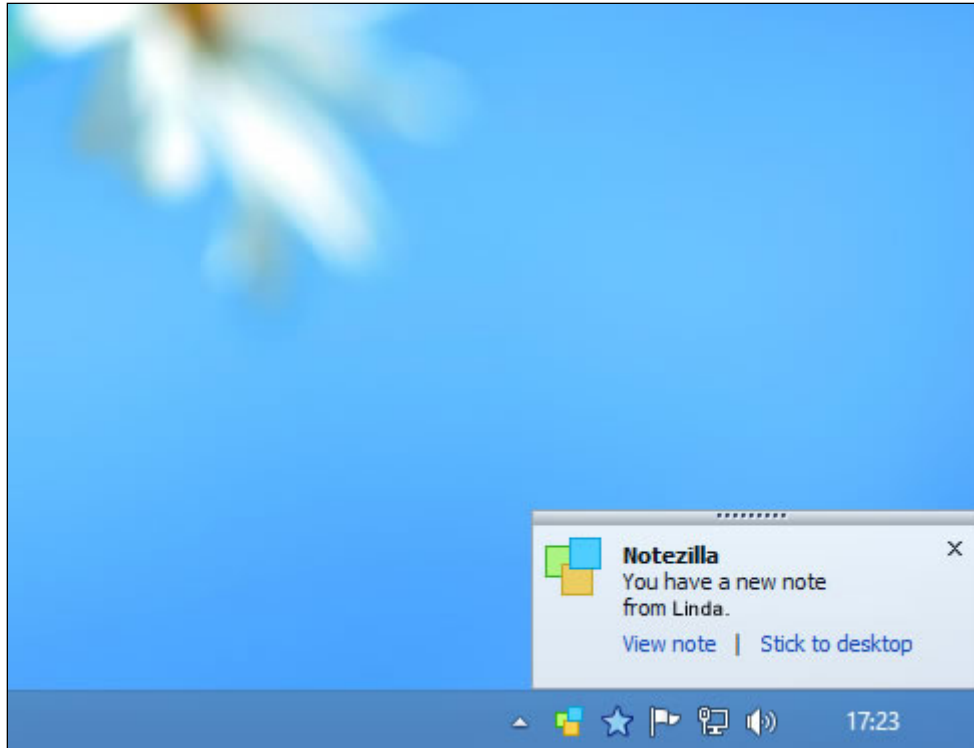
Receiving Notes From Contacts

Backing up your notes

Notezilla keeps backup of your notes data in a separate backup folder. You may want to change this backup folder to a more safer location. Or you may want to use your own backup tool.

To know these folder locations, follow the below steps.

Step 1: Right click on Notezilla icon and choose 'Preferences' from the menu.
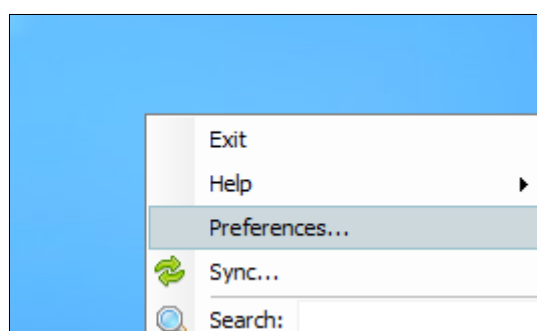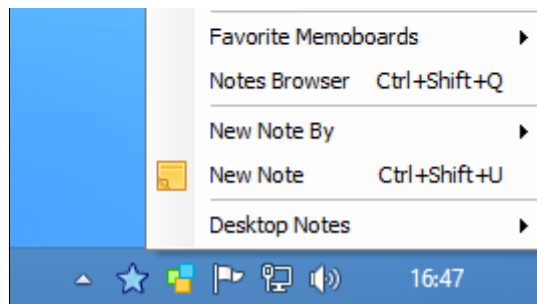
Advanced Menu

Step 2: Click on 'Advanced' tab to view the data & backup folder locations.

To view the contents of a particular folder (data or backup), it is recommended to copy the complete address from the below window & open it in Windows Explorer.

If you are unable to access Notezilla, then copy this **%AppData%\Conceptworld\Notezilla** path and directly paste it in start menu search bar or windows explorer menu.

By default, Notezilla stores all its data under **%AppData%\Conceptworld\Notezilla** folder. **%AppData%** is a short representation of the Application Data folder on your system. The location varies based on your operating system. You can type **%AppData%** in Windows Explorer or Windows Start menu to directly go to your AppData folder.

Note: All Notezilla data is stored in a file called 'Notes8.db' inside the data folder.
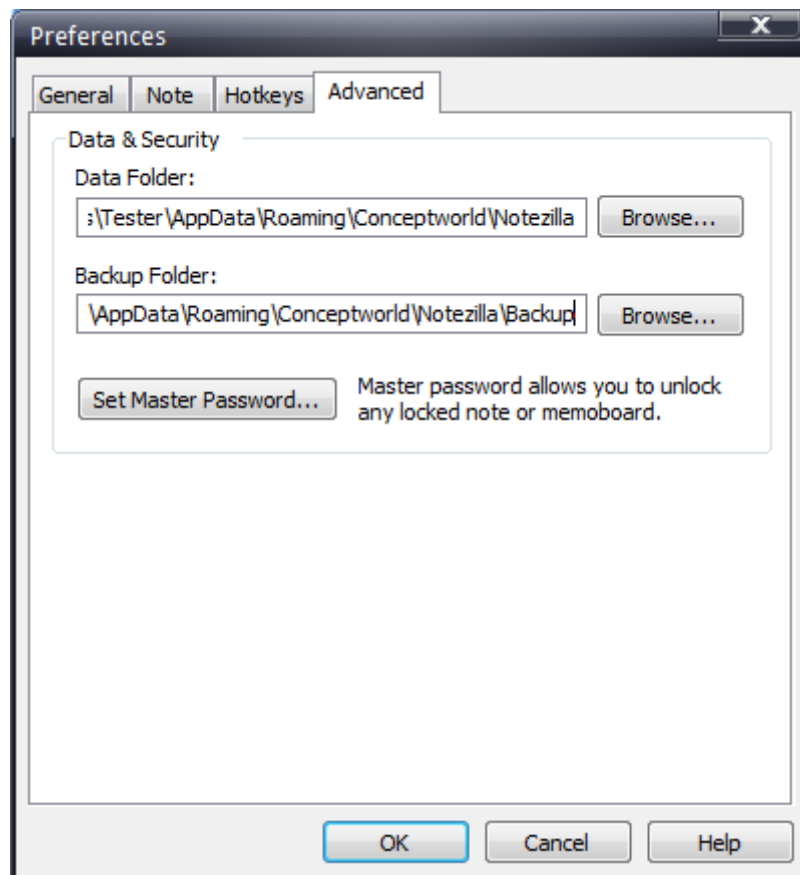
Preferences - Advanced Tab

When backing up manually or using a backup tool, make sure Notezilla is not running. You can also configure your backup tool to exit Notezilla using the **Notezilla.exe /Shutdown** command line.

Restoring your notes from backup

Restore from Notezilla's backup folder

Follow below steps in order to restore your notes from Notezilla's backup folder:

1. Open both data & backup folders in Windows Explorer.
2. Exit Notezilla.
3. Inside the backup folder, you would notice different dated folders (eg: Backup\2013-04-12). Open a dated folder that you think would contain your latest & best notes data.
4. Copy Notes8.db file (& other files) from that folder to the data folder. Replace/rename duplicate files.
5. Run Notezilla.

Restoring sticky notes from backup in ...

Restore from your own backup location

Follow the steps below:

1. Open the data folder in Windows Explorer.
2. Exit Notezilla.
3. From your backup location copy Notes8.db file (& other files) to the data folder. Replace/rename duplicate files.
4. Run Notezilla.

Moving your notes to another computer

Old Computer

On the old computer, just copy all the files from the data folder to a removable drive (pen drive, external harddrive etc). Know where Notezilla stores its notes data.

You may also want to copy all the skin files. Skins are stored under **%AppData%\Conceptworld\Notezilla\Skins** folder. Just copy this address & open it in Windows Explorer. Copy all *.nsz files so that you can import them on the new computer.

New Computer

1. Download & install Notezilla on the new computer.
2. Know where Notezilla stores its notes data & open that data folder in Windows Explorer.
3. Exit Notezilla.
4. Copy Notes8.db (& other files) from your removable drive to the data folder. Replace/rename duplicate files.
5. (Optional step) Copy all skin files (*.nsz) to **%AppData%\Conceptworld\Notezilla\Skins** folder. Replace/rename duplicate files.
6. Run Notezilla.

Downloading & importing skins
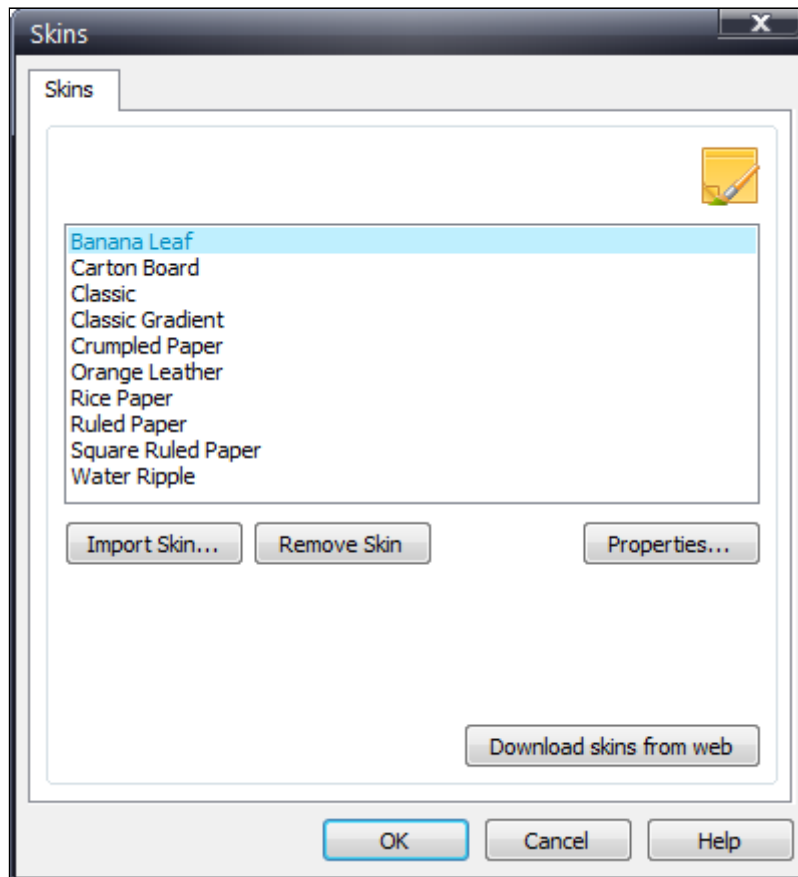
Skins Window

Downloading skins from the Internet

To download a skin, launch the Notes Browser and choose Advanced->Skins from the Notes Browser menu. In the Skins window, choose 'Download skins from web' button. You will be taken to a web-page from where you can download the required skins.

Importing the downloaded skin file

Once you have downloaded the .zip file on to your hard drive, follow the below steps to import it into Notezilla.

1. Uncompress the .zip file that you downloaded from this page in to a temporary folder. The .zip file contains the skin file (.nsz file).
2. Launch Notezilla.
3. Right click on Notezilla icon in the task bar (next to the clock) and choose Notes Browser from the menu.
4. In the Notes Browser, choose Advanced->Skins from the menu. A "Skins" window will show up listing all the existing skins.
5. Select "Import Skin..." button from the "Skins" window. A file dialog will appear letting you to choose a skin file (.nsz file).
6. Select the skin file (.nsz file) that you just extracted from the .zip file and choose "Open".
7. The skin will be imported into Notezilla.

Keyboard Shortcuts & Hotkeys

Hotkeys

The following hotkeys are configured when you install Notezilla for the first time. These hotkeys can be changed using Preferences.

Create new note on desktop (at mouse position)	Ctrl+Shift+U
Activate Notes Browser	Ctrl+Shift+Q
Bring all the desktop notes on top	Ctrl+Shift+T

Tricky Shortcuts

Show Note Menu	Right click anywhere on the note title or note toolbar

Note Shortcut Keys

Stay On Top	Ctrl+Q
Set Reminder	Ctrl+R
Roll Up/Down, Lock/Unlock	Ctrl+O
Hide Note	Ctrl+H
Stick To Window	Ctrl+W
Stick To Underlying Window	Ctrl+Shift+W (Toggle)
Assign Tags	Ctrl+T
Trash Note	Ctrl+D
Send Note to Contact	Ctrl+G
Print Note	Ctrl+P
Create New Note	Ctrl+N
Ctrl+Tab, Ctrl+Shift+Tab	Go to next, previous note.

Note Formatting Shortcut Keys

Insert Date & Time	Ctrl+Alt+D
Paste as Plain Text	Ctrl+Shift+V
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Strikethrough	Ctrl+K
Toggle Bullets & Numbering	Ctrl+Shift+L
Stick To Window	Ctrl+W
Stick To Underlying Window	Ctrl+Shift+W
Trash Note	Ctrl+D
Send Note to Contact	Ctrl+G
Print Note	Ctrl+P

Notes Browser Shortcut Keys

Filter List (Find-As-You-Type)	Alt+F3
Search	F3
Filter List	Alt+F3
Select All in Tasks View	Ctrl+A
Invert Selection in Tasks View	Ctrl+I

Command Line Parameters

Notezilla supports command line arguments. These are very useful when you want to perform an action using shortcut files. You can create shortcut files on your Windows Desktop, Windows start menu or in the Quick Launch toolbar to execute the following actions.

Note that when creating shortcut files, you must specify the complete address of Notezilla.exe. Example: C:\Program Files(x86)\Conceptworld\Notezilla\Notezilla.exe /CreateNewNote

Command Line	Action
Notezilla.exe /CreateNewNote	Creates new note
Notezilla.exe /BringNotesOnTop	Brings desktop notes on top of other windows
Notezilla.exe /ShowAllNotes	Unhides all desktop notes
Notezilla.exe /HideAllNotes	Hides desktop notes
Notezilla.exe /ShowNotesBrowser	Shows the Notes Browser
Notezilla.exe /Shutdown	Exits Notezilla

Buy Notezilla Online/Enter Activation Key

Purchasing Notezilla

To buy Notezilla, right click on Notezilla icon and choose Help->Register from the menu. Register Notezilla dialog will appear, in that click "Buy Notezilla online" button

Activating Notezilla (Unlocking using the activation key)

To activate Notezilla, right click on Notezilla icon and choose Help->Regsiter from the menu. Register Notezilla dialog will appear, in that click "Enter Activation Key" button.

It is recommended that you copy and paste the code instead of typing it.

Send Feedback

Your feedback is extremely important to us.

Please tell us what you feel about Notezilla (good, bad, anything). It matters a lot to us.
Drop us an appreciation note if you are satisfied with the product. This is helpful too :)