

# Maple

## User's Manual

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# Chapter 1. Introduction

## About Maple

Maple is a useful user-friendly outliner with built-in word processor that enables you to create your own hierarchical trees for storing information such as documents, notes, photos, etc.

The dual-window interface, with quick-action hot buttons and drag-and-drop support, facilitates the building of your file tree. Selecting **Add** from the **Node** menu creates a new branch for your growing tree, which you can name or later rename. You can create unlimited nodes and sub-nodes and assign any document to each node. Clicking on the **Delete Children** button will delete all child nodes of a selected node. Choosing **Collapse** or **Expand** will expand or collapse your tree.

Maple imports and exports standard text files, **OPML (XML format for outlines)**, **Rich Text Format (.rtf)**, **Word Format (.doc and .docx)**, **Windows Write (.wri)**, **Adobe PDF (.pdf)** and **HTML (\*.html)** files used by Microsoft Word and other word-processors.

Other options include complete control over text and tree appearance. Use any TrueType font installed on your system, control the font size and attributes (bold, italic, underscore, or strikethrough) Onscreen you can quickly increase or decrease text size, add super- or subscript text, and change the text alignment (flush left, centered, or flush right). You can also quickly create numbered or bulleted lists and insert tables. You can also convert character sets from OEM to ANSI, and vice versa. Maple lets you create custom styles for your text - define a font, face, attributes, color, alignment, etc. - that lets you easily apply a style to specific text. Great for headers, captions, or entire paragraphs of text you need to distinctively separate.

Documents can contain unicode text, such as a mix of English, Italian, Chinese, Japanese, etc.

Maple also has a built-in spell checker, and let you embed or link to objects and images. Other features include changing the case of text to all upper or lower, character map, font preview in the font selection window so you get a quick peek at what a font looks like, and Print Preview.

Maple offers several advanced commands of interest to the professional users:

- **Finder** - an advanced search utility that makes it easier to search for Maple files. Using Finder, you can specify several search criteria. For example, you can search for tree files in the specified folder. You can even search for files containing specific text.
- **Backup and restore.** Now you can easily create backup copies of your tree. Maple backup system supports .zip and .cab compression.
- **Built-in file encryption.** You are likely to have confidential documents on your computer, which you may want to encrypt. Encryption wizard will help you to protect any information. It uses a very strong Blowfish crypto-algorithm. Protected files cannot be decrypted without the correct password.
- **Custom node icons.** Now you can use custom icons to brighten up your tree or identify key nodes.



- Web tree. You can export Maple tree outline and all documents to a set of .html files and view these trees in a browser, or publish them on websites.
- HTML help. This feature converts Maple tree to Microsoft HTML Help file (.chm), the standard help system for the Windows platform.
- Import folder content. You can import multiple documents into the tree with a one click.
- Screen capture. Use it to create snapshots of your screen at regular intervals.
- Profiles. You can create a number of settings profiles and import them without restarting Maple.

See the key features overview for detailed information on program's features.

# Overview of features

Main features of Maple are:

- Easy-to-use.
- Convenient visual tree outline form.
- Minimizes to system tray.
- Customized toolbars.
- Dockable and movable panes.
- User-defined fonts and document layout.
- Auto save settings and form position.
- Printing.
- Print preview.
- Support for Unicode.
- Support for PDF.
- Portable mode.
- Office 2013 and 2016 themes.
- Rich Text Format documents.
- Styles and tables.
- Zoom and page layout.
- Optional data compression.
- Find and replace.
- Paragraph formatting.
- Insert pictures and shapes into text.
- URL auto-detecting.
- Export and import.
- Advances search.
- Backup and restore.
- Built-in file encryption.
- Password generator.
- Screen capture.
- Protection.
- Built-in spell checker.

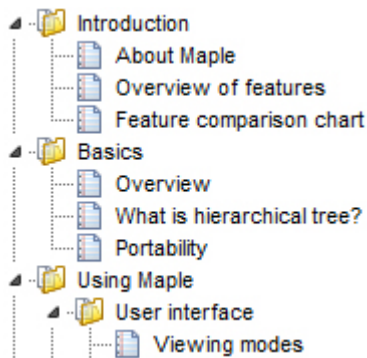
**and more to explore and use...**

# Chapter 2. Basics

## What is hierarchical tree?

Maple stores data in units named nodes, which are linked together like the leaves of a tree, i.e., joined by branches, all originating from a common root. This is similar to files and folders on your hard disk. Each node contains an article. An article is similar to a document that can be edited in a word processor. Maple comes with its own powerful built-in word processor that enables you to edit the articles directly.

A tree node can contain many other nodes that called child nodes or sub nodes. These child nodes can be hidden from view or shown. Clicking on the minus sign from the left of the tree node will collapse the tree. A node that contains child nodes is called a subtree.



The possibilities for its use are practically endless: to-do lists, recipes, project notes, personal contacts, bookmark lists, reports, term papers and more...

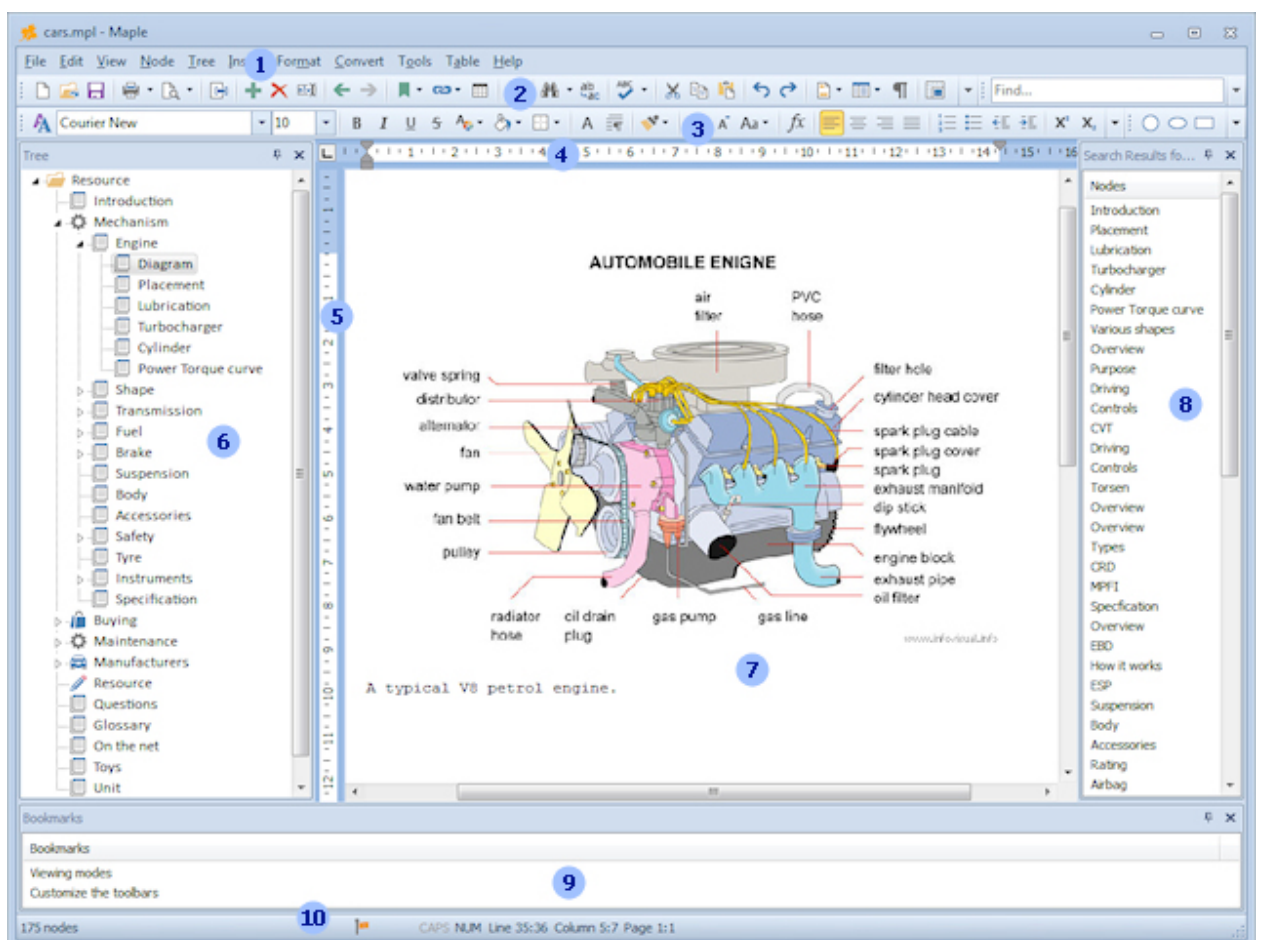
# Overview

The key feature of Maple is the ability to store documents in a database with a hierarchical data structure represented by a file with **.mpl** extension. The size of such files is limited only by the size of free hard disk space available.

While managing your data Maple can work with unlimited number of database files. This can be useful in such cases as:

- maintaining a rarely used reference database;
- separation of users' data;
- separation of data used on several workstations (home.mpl, work.mpl, etc.).

The Maple user interface provides easy access to the various tools and features you can use to browse, view, edit, and manage your documents and notes. The main window of Maple looks like the following:



Numbers in this picture show the main parts of the program:

1. Main menu.
2. Standard toolbar.
3. Format toolbar.
4. Horizontal ruler.
5. Vertical ruler.
6. Tree pane.
7. Document pane.
8. Search Results pane.
9. Bookmark pane.
10. Status bar.

You can see the documents of your database, organized as a tree, on the left side. The right pane displays the contents of the document, currently selected (active) in the left window.

The toolbars and panes can be "dragged" and "docked" around the main window. This gives you the flexibility of rearranging the window to the layout that best suits you. Panes can be combined together and are accessible via the vertical or horizontal tabs.

# Checking for updates

We are committed to providing updates and improvements to our software, and delivering them to our customers. You can use the Check for Updates feature to ensure that your copy is the most up-to-date version available. Internet connection is required.

To check for updated software:

- In main menu, click **Help**.
- Click **Check for Updates**.

# Portability

You can run Maple directly from the external disk (such as: USB drive, thumb drive, flash drive, memory stick, etc.) Just install Maple to the external drive (or, Maple program files from your hard disk), and place an empty **portable.flag** file into Maple folder. This file can be created using any text editor, such as Notepad. Please note that you should re-register the purchased version to run from external disk.

✦ To use the spelling pack dictionaries with Maple in USB mode, install Spelling Pack (or, copy spelling dictionaries from your hard disk) into **Spelling** folder.

# Chapter 3. User interface

## Viewing modes

Maple screen usually shows the tree on the left, and documents on the right. You can change the size of these areas by dragging the vertical bar between them. Move the cursor over the bar until it becomes a double-pointed arrow, then drag it to the new location.

### Panes

- To show the tree pane, in **View** menu click **Panes | Tree**.
- To show the bookmark pane, in **View** menu click **Panes | Bookmarks**.
- To show the search pane, in **View** menu click **Panes | Search**.

### Layout views

Work in **page layout** view to see how text, graphics, and other elements will be positioned on the printed page. This view is useful for viewing headers and footers, and for adjusting margins.

Work in **normal layout** for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly.

In **word wrap** mode editor wraps text at the right margin.

**Thumbnail layout** displays multiple pages of a document in a reduced size. In this view, you can check the layout of the document, and you can make editing or formatting before you print.

### Full Screen mode

To display as much of your document as possible on the screen, you can switch to full screen mode. This will remove distracting screen elements, such as menus and toolbars.

- To switch to Full Screen mode click **Full Screen** in **View** menu or press **F11** key.



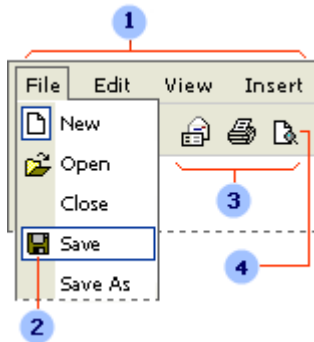
## **Zoom in on or out of a document**

You can "zoom in" to get a close-up view of your document or "zoom out" to see more of the page at a reduced size.

- Click the arrow next to the **Zoom** box on the toolbar.
- Click the zoom setting you want.

# Menus and toolbars

A menu displays a list of commands. Some of these commands have images next to them so you can quickly associate the command with the image. Most menus are located on the menu bar, which is the toolbar at the top of the screen. Toolbars can contain buttons, menus, or a combination of both.



1. Menu bar.
2. Menu command.
3. Toolbar.
4. Button.

## Standard toolbar

The buttons on the Standard toolbar are shortcuts for common file management tasks, such as creating or saving a file. You can see a description of each toolbar icon by placing your mouse over it.

## Format toolbar

The buttons on the Format toolbar change the format of text, such as making text bold or underlined. To format text, select it, and then click the appropriate button on the Format toolbar.

## Status bar

The Status bar shows general information about the current tree and provides additional information about the buttons and commands in Maple.

# Customize the toolbars

As you work in Maple, you will probably find yourself using some commands more often than others. By customizing the toolbars and changing the buttons, you can access the commands more quickly. You can customize menus and toolbars yourself; you can add and remove buttons and menus on toolbars, create your own custom toolbars, hide or display toolbars, and move toolbars. You can customize the menu bar the same way you customize any built-in toolbar - for example, you can quickly add and remove buttons and menus on the menu bar.

To customize the toolbars, use the Customize Toolbars dialog box. There are two ways to open the dialog box:

- Right-click a toolbar and choose **Customize** from the context menu.
- In the Preferences dialog box, select **Visuals** tab and then click the **Customize** button in the **Toolbars** section.

Use the customization dialog to add and remove buttons and menu items for faster access to frequently used commands.

✳ To return the toolbars to the original setting, click the **Reset** button.

## Displaying only the commands and buttons that you use

Maple automatically customizes menus and toolbars based on how often you use the commands. As you work, the menus and toolbars adjust so that only the commands and toolbar buttons you use most often appear.

## Displaying all the commands on a menu

To look for a command that you don't use often or have never used before, click the arrows at the bottom of the menu to show all the commands. You can also double-click the menu to expand it. When you expand one menu, all of the menus are expanded until you choose a command or perform another action. When you click a command on the expanded menu, the command is immediately added to the short version of the menu. If you do not use the command often, it is dropped from the short version of the menu.

## Seeing all of the toolbar buttons

You can resize to display more buttons, or you can show all buttons on a toolbar. To see a list of buttons that won't fit on a built-in, docked toolbar, click **Toolbar Options** at the end of the toolbar. When you use a button that is not displayed on the toolbar, that button is moved to the toolbar, and a button that has not been used recently is dropped to the **Toolbar Options** list.

# Drag and drop

Drag and drop can be useful for rearranging the nodes in the tree. If a node has subitems, all the children will move with it.

If you click on a node and hold down the mouse button while moving the cursor to another node, the original node will become a child of the destination node. To copy a single node or a whole branch, hold down the mouse button and *CTRL* key while moving the cursor.

You can also drag and drop text in the article area. Select the text you want to move by dragging with the mouse, or double click to select a whole word. Then click and hold on your selection and move it where you want.

✳ You cannot drag and drop with the right mouse button.

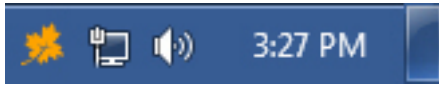
# Keyboard shortcuts

Maple defines several keyboard shortcuts that allow you to access various functions quickly.

<b>File</b>	
<b>Press</b>	<b>To</b>
Ctrl+N	Create new tree.
Ctrl+O	Open a tree.
Ctrl+S	Save the active tree to disk.
Ctrl+P	Print tree outline or the active document.
<b>Edit</b>	
<b>Press</b>	<b>To</b>
Ctrl+Z	Undo.
Ctrl+Y	Redo.
Ctrl+X	Cut.
Ctrl+C or Ctrl+Insert	Copy.
Ctrl+V or Shift+Insert	Paste.
Ctrl+A	Select the entire document.
Ctrl+F	Find the specified node or text.
F3	Repeat search.
Ctrl+H	Replace text.
Shift+Ctrl+G	Find the specified text in all documents.
Ctrl+G	Go to line.
Alt+Enter	Change the selected object's properties.
<b>View</b>	
<b>Press</b>	<b>To</b>
F11	Toggle Full Screen mode.
Ctrl+Tab	Toggle keyboard input between tree and document.
<b>Node</b>	
<b>Press</b>	<b>To</b>
Ctrl+W	Add a new node.
Ctrl+Insert	Add a new sibling node.
Ctrl+D	Delete the selected node.
F2	Rename a node.
Ctrl+F2	Change node's icon.
Alt+Ctrl+Up	Move node upward.
Alt+Ctrl+Down	Move node downward.
Alt+Ctrl+Left	Move node left.
Alt+Ctrl+Right	Move node right.
<b>Tree</b>	
<b>Press</b>	<b>To</b>
Shift+Ctrl+Y	Store the selected branch.
Shift+Ctrl+T	Paste stored branch.
Alt+Left	Go to the previous node.
Alt+Right	Go to the next node.
Shift+Ctrl+S	Sort the selected branch.
Shift+Ctrl+R	Sort the entire tree.
<b>Insert</b>	
<b>Press</b>	<b>To</b>

Shift+Ctrl+K	Copy link to a node.
Ctrl+K	Insert link to a node.
F5	Insert date and time.
Ctrl+'-'	Insert soft hyphen.
<b>Format</b>	
<b>Press</b>	<b>To</b>
Ctrl+T	Adjust tabs.
Shift+Ctrl+V	Toggle word wrap.
Ctrl+B	Boldfaced font.
Ctrl+I	Italicized font.
Ctrl+U	Underlined font.
Ctrl+L	Align paragraph with the left margin.
Ctrl+R	Align paragraph with the right margin.
Ctrl+E	Center paragraph.
Ctrl+J	Justify paragraph.
Shift+Ctrl+F	Change font name.
Shift+Ctrl+P	Change font size.
Shift+Alt+C	Copy format.
Shift+Alt+V	Apply format.
<b>Convert</b>	
<b>Press</b>	<b>To</b>
Shift+Ctrl+U	Open or close calculator.
Shift+Ctrl+C	Open or close character map.
F7	Check spelling in the active document.
Shift+F7	Open thesaurus.
<b>Help</b>	
<b>Press</b>	<b>To</b>
F1	Display the help contents.

# Tray icon



If **Minimize to Tray** option is enabled, the minimized program is displayed as an icon near the system clock. Clicking the right button of the mouse invokes the menu that can help you restore Maple window or close the program. Double-clicking the left button results in minimization or restoration of the program's window.

# Chapter 4. Working with trees

## Create, open, or save a Maple tree

### Create a new tree

- You can create as many trees as you want.
- To create a new file, on the **File** menu, click **New**.

### Open a tree

- On the **File** menu, click **Open**.
- In **Look in**, click the drive that contains the tree you want to open.
- Locate the tree, click it, and then click **Open**.
- You can open a tree you opened recently by clicking its name on the **File | Reopen** menu.

✦ You can open tree file by dropping it from the Explorer onto the tree.

### Save changes to a tree

- On the **File** menu, click **Save**.
- To save the file with a new name, on the **File** menu, click **Save As**, type a different name in **File name**, and then click **Save**.

### Save a tree outline

- To save the tree outline click **Export | Tree Outline** in **File** menu.



# Name a tree

To make it easier to find trees, you can use long, descriptive file names. The complete path to the file, including the drive letter, server name, folder path, and file name, can contain up to 255 characters.

File names cannot include any of the following characters:

- forward slash (/),
- backslash (\),
- greater than sign (>),
- less than sign (<),
- asterisk (\*),
- period (.),
- question mark (?),
- quotation mark ("),
- pipe symbol (|),
- colon (:).

# Mail a tree

- On the **File** menu, click **Send**.
- Complete the message information in your mail system, and then send the message.

# Tree properties

To open the Tree Properties dialog, in **View** menu click **Properties**.

Tree Properties dialog displays four tabs: General, Tree, Node, and Document.

- The General tab contains the file name and path, data size, amount of nodes in the tree, and information about the protection.
- In the Tree tab you can enter the general information about your tree. This information will be saved in the .mpl file. You can type a title, subject, author's name and company, and any comments in the Tree tab.
  - ✦ This information is not saved until you save the tree.
- Node tab displays information about the active node - name, date and time, level, children, bookmark, size, and keywords. Later, you can search for these keywords using global search. This could be useful for node categorization.
- Document tab displays the statistics for the active document - number of lines, words, and characters. Here you can change the document's background.

# Export and import branches

If you'd like to merge two or more of your trees, there is an easy way to do this. Just open one of them (any), and click **Import | Branch** on the File menu. You will be prompted for the file name, and all information from this tree will be imported to the current one.

If you want to export the entire tree or just a certain part of it, all you need to do is this:

- Choose branch to be exported in the tree (or choose the uppermost node if you plan to export the entire tree).
- On the **File** menu, click **Export | Branch**.
- Choose a name for the exported file.

The tree can be imported and exported to **OPML** file. OPML (Outline Processor Markup Language) is a native XML format for outlines.

In addition, you can import tree outline from a text file. Each string in this file represents a single node, levels are separated by tabs:

**Root**

**Node1**

**Node2**

**Node2.1**

**Node2.2**

**Node3**

To import tree outline:

- On the **File** menu, click **Import | Tree Outline**.
- Choose a name for the imported file.

# Copy and paste branches

## Copy branch

- Select tree branch you want to copy.
- On the **Tree** menu, click **Copy Branch**.

✦ This command copies the branch into the Maple buffer only. It will not be accessible through Windows Clipboard.

## Paste branch

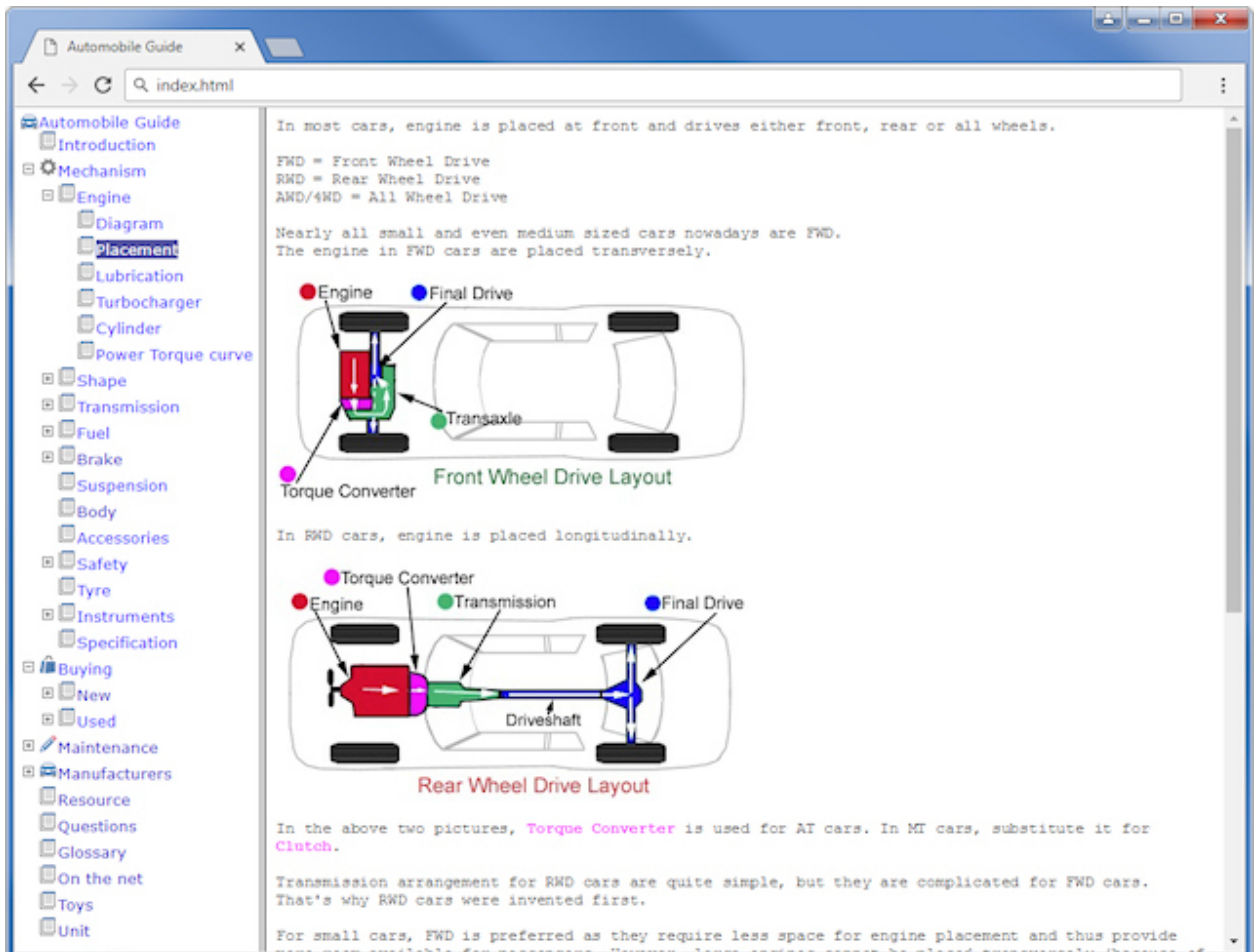
- Select the destination node.
- On the **Tree** menu, click **Paste Branch**.

## View branch

- On the **View** menu, click **Stored Branch**.
- Click **Export** to save the branch to a file.

# Export Web tree

Export Web tree command converts Maple tree outline and all documents to a set of .html files. This allows you to view trees in a Web browser, or publish them on a websites.



- To create Web tree, in **Export** menu, click **Web Tree**.
- Then, choose the output folder and click **OK**.
- To browse the tree in a Web browser, select **index.html** file in output folder.

# Export HTML Help

This will convert the tree to Microsoft HTML Help file (**.chm**) - standard help system for the Windows platform.

- To create **.chm** file, in **Export** menu, click **HTML Help**.
- Then, choose the output file name and click **OK**.

# Backup and restore a Maple tree

To backup a tree:

- On the **File** menu, click **Backup**.
- You will be prompted for the backup file name and file type (Maple supports **.zip** and **.cab** archives format), and all information from current tree document will be saved into the external backup archive.

If you want to restore the tree from the archive, all you need to do is this:

- On the **File** menu, click **Restore**.
- Choose a name for the backup archive and click **Open**.



# Compact and compress a tree

To reduce memory usage, Maple stores temporary data in a tree file. This slightly increases the size of the tree file. Normally all temporary data automatically removes from the tree each time you close it. However, if you want to ensure the file doesn't contains any an unneeded data (for example, for security purposes), use **File | Compact** command. This removes an empty space and temporary data from the active tree.

**Data compression** dramatically reduces file size, but increases the time of saving tree files. To change the compression level, in main menu click **Tools | Preferences** and open **Database** section. This option affects newly created trees only and doesn't change the compression level in the existing trees. To apply new compression level to existing tree, use **File | Compact**. This rebuilds the tree with a new compression level.

# Protect a tree

To prevent the unauthorized access to the tree, you can protect it with a password.

- To protect the tree - click **Protect** in **File** menu and enter password in **Password**. Use built-in password generator to create highly secure passwords.
  - To remove the password protection - in **File** menu click **Unprotect**.
  - **Allow read-only access** - select this check box to allow read-only access to the tree. This will disable **Save**, **Save As**, **Export Branch**, **Copy Branch**, and **Send** commands.
  - **Encrypt data** - select this check box to encrypt data in the protected tree.
- \* Encryption increases file size and slows down opening and saving. You cannot open the encrypted tree directly from the read-only media, such as DVD-ROM.

# Repair a tree

Maple uses reliable database engine that minimizes the risk of data corruption. However, due to some reasons, such as hard disk failure, power loss or improper operating system shutdown the data may be corrupted. In this case, use **File | Repair** to rebuild the damaged tree file and recover corrupted data.

Or, you can do the following:

- Open the tree and select the root node.
- In **File** menu click **Export | Branch**.
- As a result you will get a completely repaired and rebuilt tree.

# Print a tree

You can print current tree outline simply by clicking the **Print** button located on the toolbar or by choosing **Print | Tree Outline** in **File** menu.

✦ You must have a default printer set in Devices and Printers.

If you want to view tree prior to printing – just to make sure it looks the right way – click **Print Preview** button or **Print Preview | Tree Outline** in **File** menu.

Print Preview toolbar lets you perform main printing and inside-document navigation operations directly in the preview mode.

- To close Print Preview, click **Close** button.
- **Scale** and **Zoom** buttons helps you increase or decrease the size of the document's pages displayed in the Print Preview window.

# 4.1 Nodes

## Type of nodes

- The **root** node is the highest level of a tree or subtree. A root node may have several children.
- A **child** node is indented one level from the root node. A child node may have children of its own.
- A sibling node is at the same level as another node.

# Working with nodes

Use the tree pane to organize your information. The tree is composed of nodes each of which can have a corresponding document. The number of the nodes in a tree is not limited.

## Add a node

- Select a node with your mouse or use the arrow keys, then right click the node, choose **Add Node** from the context menu or click **Add Node** button.
  - ✦ You can also add node by pressing Insert key.
- To add sibling node - right click the node, choose **Add Sibling Node** from the context menu or select **Add Sibling** in **Node** menu.
  - ✦ You can add sibling node by pressing **Ctrl+Insert** key.

## Delete a node

- Select a node, then click **Delete Node** button or **Delete** in **Node** menu.
  - ✦ You can't delete the root node.
- To delete all children of the selected node click **Delete Children** button or **Delete Children** in **Node** menu.

## Rename a node

- Click **Rename Node** button or **Rename** in **Node** menu,
- or click the node, wait, and click it again,
- or click the node and press **F2** key.

## Select multiple nodes

There are several ways to select multiple nodes.

- To select a consecutive group of nodes, click the first item, hold down the *SHIFT* key, and then click the last item.

- To select nonconsecutive files or folders, hold down *CTRL*, and then click each item you want to select.
- To select all visible nodes on the **Edit** menu, click **Select All**.
- To cancel the selection of individual items, hold down *CTRL*, and then click the items that you don't want to include.

### **Reorder nodes**

Select a node, hold down **Ctrl** key and press **Up Arrow** key to move node upward or **Down Arrow** key to move node downward.

### **Sorting**

- To sort the selected branch, on the **Tree** menu, click **Sort | Branch**.
- To sort the entire tree, on the **Tree** menu, click **Sort | Tree**.

### **Number nodes**

- To number the nodes within the selected branch, on the **Tree** menu, click **Number**.

### **Expand or collapse a subtree**

Click on + sign at the left of the node to show the children or - to hide them.

To expand or collapse all levels of the tree, click **Collapse** or **Expand** in **Tree** menu.

# Find nodes

- Put your mouse cursor into the tree.
- On the **Edit** menu, click **Find**.
- In **Node to find**, type the node name you want to find, and then click **OK**.
- To find additional instances of the same node, continue to click **Find Next**.
- If you have closed the Find dialog box, you can press **F3** to continue searching for the same node.



# Protect nodes

To prevent the unauthorized access to the node, you can protect it with a password.

- To protect the node - click **Protect** in **Node** menu and enter the password.
- To remove the password protection - in **Node** menu, click **Unprotect**.

**\*** The protected nodes are excluded from the export operations, such as **Export Branch to Document**.

# Icons

To make a node visually easier to recognize, it is handy to change the icon that is displayed the tree outline pane. The icon can indicate the item's content or purpose. Maple comes with a large built in library with a variety of icon designs. You may choose any of these designs as an icon for a node. Alternatively, you could use your own icons.

## Change node icon

Maple provides an attractive collection of built-in node icons to choose from.

- To change an icon, in **Node** menu click **Change Icon**, or select the node and press **Ctrl+F2** key.
- Select the new icon and click **OK**.

## Custom icons

You can import custom icons into the .mpl file and then use them in your tree.

- To add new icon into the tree click **Icons** button and select **Add**.
  - ✳ Maple supports **16x16 PNG**, **ICO** and **BMP** images. If you add image larger than supported, PNG or ICO images are scaled and BMP are truncated. For BMP images, Maple uses bottom leftmost pixel color to draw the bitmap transparently.
- To replace the selected icon with a new one click **Icon** and select **Replace**.
- To import an existing icon collection into the active tree click **Icon** and select **Import**.
- To export all custom icons to a single file click **Icon** and select **Export**.
- Click **Clear** to delete all custom icons.

## Flags

Flag appears as an extra image to the left of the node icon. Use flags to identify the status of the tree item.

- To select flag, in **Node** menu, click **Flag**.

# Bookmarks

- To bookmark the selected node in **Node** menu click **Bookmark | New**.
- To find the bookmark, click **Node | Bookmark** and select a bookmark.
- To delete current bookmark in **Node** menu click **Bookmark | Delete**.
- To delete all bookmarks in **Node** menu click **Bookmark | Delete All**.

# Links

Maple allows to create links that are references to other nodes, Web pages, files, etc. Links are automatically identified and highlighted (if a corresponding feature enabled in options).

## Inserting link to node

- Select the node you want to link to, and use **Link | Copy Link** command from popup menu or **Insert** menu.
- Open the document where you want insert the link and click **Insert | Link | Paste Link**.
- Or, in **Insert** menu, select **Link | Link to Node**.

## Inserting link to a file or folder

- In **Insert | Link** menu, select **Link to File** or **Link to Folder**.
- Choose a file or folder and click **Open**.

✦ You can select multiple files by clicking on their names while holding **Ctrl** key.

## Hyperlinks

Maple supports the following hyperlinks:

- **General hyperlink** opens websites or documents and launches external programs.
- **E-mail address** activates your default e-mail program, opens a new message and inserts the e-mail address in the Send To box.
- **Call** makes a Skype, Viber, or TeamViewer call.
- **Pop-up text** is a window that pops-up on top of Maple.

Maple stores data in units named nodes, which are linked together like the leaves of a tree, i.e., joined by branches, all originating from a common root.

[hierarchical tree](#)

It is automatically sized to fit the text in it. A pop-up will stay on top of a document. It will remain on top until you remove it by clicking on it. Pop-ups are generally used for definitions, tips and notes or other text that might further explain a word or some text. You don't want to have this text as a part of the main document but pop it up when further clarification is warranted. Pop-up windows will work in exported Web trees and CHM help files.

## Inserting hyperlink

- In **Insert/Link**, select **Hyperlink**.
- To add hyperlink to an image, click the image, then in **Insert/Link** menu, select **Hyperlink**.
- To add hyperlink to a shape, click the shape and select **Shape** under **Format**. Then enter hyperlink.
- Select type in **Type**.
- Enter title in **Title** and address in **Link**. For example, if you want to create link to e-mail address, select **E-mail address** in **Type** and type **someone@somedomain.com** in **Title** and **Link**.
- To insert link to a file, click **Browse** button.

✦ To create link with command line parameters, use the following template: **command>parameters**. For example: *paint.exe>c:\picture1.jpg*

## Edit hyperlink

- Click hyperlink while holding *Ctrl* key.
- To change hyperlink properties, right-click and select **Edit Link**.

✦ You can follow a link simply by clicking left mouse button on it. To follow an image hyperlink, simply double-click on it.

# Chapter 5. Working with documents

## Export and import documents

If you'd like to export document from Maple tree, there is an easy way to do this. On the **File** menu, click **Export | Document**. You will be prompted for the file name and file type, and all information from current document will be exported into the external file.

\* Maple can export **.doc** files in Word 97-2003 format only with Office Compatibility Pack installed.

If you want to import document into the tree, all you need to do is this:

- Choose node where you want to import document.
- On the **File** menu, click **Import | Document**.
- Choose a name for the document to import and click **Open**.

\* Some HTML documents may not be displayed correctly.

\* To import multiple documents from the specified folder at once, On the **File** menu, click **Import | Folder Content**.

# Templates

Templates appear in the Templates dialog under **Tools | Templates**.

- To save the active document as a template, click **New**.
- To apply the selected template, click **Apply**.
- To delete the selected template, click **Delete**.

\* Any **.rtf** file that you save in the *Templates* folder also acts as a template.

# 5.1 Changing the appearance of a document

## Formatting marks

While you view or edit a document on the screen, you can display special marks - such as tab characters, spaces, and carriage returns - that don't appear on the printed page. (For example, Maple uses arrows to represent tabs.) That way, you can easily see if you added an extra space between words, typed spaces instead of a tab character, and so on.

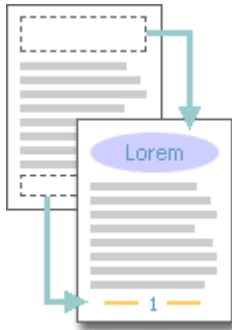
To show formatting marks:

- On the **View**, click **Formatting Marks**.



# Header and footer

Headers and footers are areas in the top and bottom margins of each page in a document.



You can insert text or graphics in headers and footers — for example, page numbers, the date, a company logo, the document's title or file name, or the author's name— that are printed at the top or bottom of each page in a document.

- To create a header or footer, in **View** menu click **Header and Footer | Edit Header** or **Edit Footer**.
- To switch back to document view, click in **View** menu click **Header and Footer | Edit Document**.

\* Header and footer are not visible in *normal* or *word wrap* layout views.

## 5.2 Editing and finding

### Cut, copy, paste, or delete text

- To cut text so you can move it to another location, select the text, and then on the **Edit** menu, click **Cut**.
  - To copy text so you can paste it in another location, select the text, and then on the **Edit** menu, click **Copy**.
  - To paste text you have cut or copied, place the insertion point where you want to paste the text, and then on the **Edit** menu, click **Paste**.
  - To delete text, select it, and then on the **Edit** menu, click **Clear**.
- ✦ You can undo your action by clicking **Edit**, and then clicking **Undo**.
- ✦ You can select the entire document by clicking **Edit**, and then clicking **Select All**.

# Undo the last action

- On the **Edit** menu, click **Undo**.

# Repeat the last action

- If you later decide you didn't want to undo the last action, in the **Edit** menu, click **Redo**.

# Count words and lines in a document

- On the **View** menu, click **Properties**.

# Hyphenate text

If a word is too long to fit on the end of a line, Maple moves the word to the beginning of the next line instead of hyphenating it. However, you can insert an individual hyphens to eliminate gaps in justified text or to maintain even line lengths in narrow columns. The soft hyphen can be added using **Ctrl+'-'** key.

# Find or replace specific characters or words

You can search for words or characters in your document. You can also search for and replace words or characters with text that you specify.

## Search

- Put the mouse cursor into the document.
- On the **Edit** menu, click **Find**.
- In **Find what**, type the characters or words you want to find, and then click **Find Next**.
- To find additional instances of the same text, continue to click **Find Next**.
- If you have closed the Find dialog box, you can press **F3** to continue searching for the same text.

## Search and replace

- Put your mouse cursor into the document.
- On the **Edit** menu, click **Replace**.
- In **Find what**, type the characters or words you want to find. In **Replace with**, type the text you want to replace it with.
- Click **Find Next**, and then click **Replace**.
- To replace all instances of the text, click **Replace All**.

## Global search and replace

- On the **Edit** menu, click **Global Search and Replace**.
- In **Text to find**, type the characters or words you want to find, and then click **OK**.
- To replace the text, in **Replace with**, type the text you want to replace it with.
- Select **Search in flagged nodes** only if you want to find text only in nodes marked with a flag.
- Select **Search for keywords** if you want to search for node keywords.

- Select **Search for nodes** if you want to search for node names only.
- Select **Hyperlinks** if you want to perform batch replace in hyperlinks.
- Select **Search for any words** to search for any words you are going to enter. Words should be delimited by spaces.
- In the Search Results pane double-click the node you want to open.
- To find the next entire of the text double-click the node again.

### **Search bar**

You can use the Search bar to quickly locate text in the selected branch and all sub-branches.

- In the Search bar, type the term or part of a word for which you want to search.
- Press **Enter**.



# Look up words in the thesaurus

- Select or type the word in the document for which you want to find a synonym, or related words.
- On the **Tools** menu, select **Spelling** and then click **Thesaurus**.
- Select the options you want.

# Pictures

## Insert a picture

- Click where you want to insert the picture.
- On the **Insert** menu click **Picture**.
- Locate the picture you want to insert.
- Double-click the picture you want to insert.
- To reduce the size of JPEG images, under **Preferences** click **Database** and select **Compress JPEG images**.

## Save a picture

- Select the picture you want to save.
- On the **Edit** menu click **Save Picture**.

## Resize or rotate a picture

- Select the picture you want to resize or rotate.
- On the **Edit** menu, click **Resize and Rotate**.

If you want a picture to remain in place so that text on the page flows around it, use a floating picture. Floating pictures are anchored to a position on a page. Typing more text on the page, does not affect the position of a floating picture, but you can drag the picture to reposition it. If you want the picture embedded in text flow so it is pushed along as the text grows, use an inline picture. Inline picture will be scaled if it doesn't fit the page.

## To change an inline picture to a floating, and vice-versa

- Select the picture.
- On the **Edit** menu, click **Floating Picture**.
- To change a floating picture to an inline picture, click **Floating Picture** again.
- You can change the default placement under Preferences.

# Date and time

To insert the current date and time:

- Click where you want to insert the date or time.
- On the **Insert** menu, click **Date and Time**.
- In the **Available formats** box, click a date or time format.
- To insert the date and time as a field that's automatically updated, select **Auto-update** tab.

## 5.3 Format text

### Character formatting

To apply character formatting to a single word, click the word. To apply character formatting to several words or a few characters within a word, select the text.

#### Apply bold formatting to text

- Select the text you want to make bold.
- Click **Bold** button.

#### Underline text

- Select the text you want to underline.
- Click **Underline** button.

#### Apply italic formatting to text

- Select the text you want to make italic.
- Click **Italic** button.

#### Apply strikethrough formatting to text

- Select the text that you want to format as strikethrough.
- Click **Strikethrough** button.

#### Subscript text

- Select the text you want to format as subscript.
- Click **Subscript** button.

### **Superscript text**

- Select the text you want to format as superscript.
- Click **Superscript** button.

### **Change the color of text**

- Select the text you want to make a different color.
- Click the **Font Color** button and select the color you want.

# Change a font type, style, or size

- Select the text that you want to change.
- On the **Format** menu, click **Font**.
- Click the options you want.

# Create a bulleted list

- Click where you want the bulleted list to start.
- On the Format toolbar, click **Markers** button, and then type your text. When you press **Enter**, another bullet appears on the next line.
- To end the bulleted list, on the Format toolbar, click **Markers** button again.

## Modify bulleted or numbered list formats

- Select the list that has the bullet or number format you want to change.
- On the **Format** menu, click **Bullets and Numbering**.
- Click the list format you want.

# Indent a paragraph

## To indent a paragraph

- Click anywhere in the paragraph you want to format.
- On the **Format** menu, click **Paragraph**.
- Under **Indentation**, type a measurement of how far to indent the paragraph.

## Spacing

- **Before** - sets the amount of space above each selected paragraph.
- **After** - sets the amount of space after each selected paragraph.
- **Line spacing** - sets the amount of vertical space between lines of text.

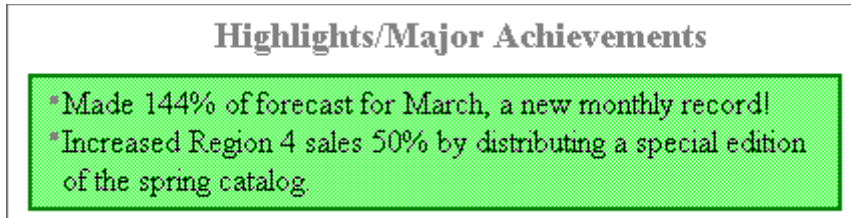


# Change the alignment of a paragraph

- Click anywhere in the paragraph you want to format.
- On the **Format** menu, click **Paragraph**.
- In **Alignment**, click a **Position**.

# Borders and shading

Borders and shading can add interest and emphasis to various parts of your document.



You can set apart text from the rest of a document by adding borders. You can also highlight text by applying shading.

To add borders or shading:

- On the **Format** menu, click **Borders and Shading**.
- Select the options you want.

## 5.3.1 Styles and formatting

### About styles and formatting

Styles define the appearance of various text elements of your document, such as headings, captions, and body text. When you apply a style to a paragraph or word, you can apply a whole group of character or paragraph formats or both in one simple operation. When you want to change the formatting of all the text of a particular element at once, you just change the style that's applied to that element. Styles make formatting your document easier. Formatting lets you create various text formats that can be applied to selection with one click.

- To manage styles, in the **Format** menu, click **Styles**.

# Create a formatting

- On the **Format** menu, click **Formatting**, and then click **Format Manager**.
- Click **New**.
- Specify the new formatting.

# Apply a formatting

- Select the text you want to format.
- On the **Format** menu, click **Formatting**.
- Click the style you want to apply.

# Modify a formatting

- On the **Format** menu, click **Formatting**, and then click **Format Manager**.
- Click on the formatting you want to modify.
- Click **Properties**.

\* To create a new formatting from the active paragraph, click **Use Current**.

# Delete a formatting

- On the **Format** menu, click **Formatting**, and then click **Format Manager**.
- Click on the formatting you want to delete.
- Click **Delete**.

## 5.4 Create drawing objects

### Add or change a shape

Maple comes with a set of ready-made shapes you can use in your documents. The shapes can be restyled, resized, and colored. The **Insert | Shape** menu contains several shapes, including circle, rectangle, and ellipse. You can also add text and hyperlink to shapes. Just double-click the shape and type the text in **Text** and hyperlink in **Hyperlink**. Text you add becomes part of the shape - if you move the shape, the text moves with it.



# Change one shape to another

- Select the shape you want to change.
- Double-click the shape and then in **Style** select the shape you want.

# Delete a shape

- Select the object you want to delete.
- Press **Delete**, or click **Cut**.

# Resize a shape

When you select a shape, sizing handles appear at the corners and along the edges of the selection rectangle. You can resize an object by dragging its sizing handles.

## 5.5 Print

### Print a document

You can print current document simply by clicking the **Print** button on the toolbar or by choosing **Print | Document** in **File** menu.

If you want to view document prior to printing – just to make sure it looks the right way – click **Print Preview** button or choose **Print Preview | Document** in **File** menu.

- To close **Print Preview**, click **Close** button.
- **Scale** and **Zoom** buttons helps you increase or decrease the size of the document's pages displayed in the Print Preview window.

# Change page properties

You can change the paper size, source, and orientation of your printed document.

- On the **File** menu, click **Page Setup**.
  - ✦ Page Setup option is not available when Word Wrap mode is on.

In the Page Setup dialog box, do any of the following:

- To change the paper or envelope size, click a size in **Size**.
- To change the paper source, click a tray name or a feeder in **Source**.
- To print the document vertically, click **Portrait**; to print the document horizontally, click **Landscape**.
- To change the margins, type a width in any of the **Margins** boxes.
- To change your printer settings, click **Printer**.

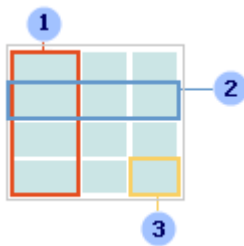
# 5.6 Tables

## About tables

A table is made up of rows and columns of cells that you can fill with text and graphics. Tables are often used to organize and present information.


### Parts of a table

It's helpful to know what the various parts of a table are called.



1. Column.
2. Row.
3. Cell.

# Create a table

Use tables to organize information and create interesting page layouts with side-by-side columns of text and graphics. Header and footer are the special rows which are repeated on each page.

- To create a new table, in **Table** menu click **Insert**.
- In Insert Table dialog select table properties and click **OK**.

## Create a simple table

- Click where you want to create a table.
- In **Table** menu, click **Quick Insert**.
- Drag to select the number of rows and columns you want.

# Type and move around in a table

<b>Do this</b>	<b>To</b>
Press <b>Tab</b>	Move to the next cell.
Press <b>Shift+Tab</b>	Move to the preceding cell.



# Select items in a table

<b>Do this</b>	<b>To</b>
Double-click the cell	Select a cell.
In <b>Table</b> menu, click <b>Row   Select</b>	Select a row.
In <b>Table</b> menu, click <b>Column   Select</b>	Select a column.

# Modify table

<b>Do this</b>	<b>To</b>
In <b>Table</b> menu, click <b>Row   Add</b>	Add a new row.
In <b>Table</b> menu, click <b>Row   Delete</b>	Delete the active row.
In <b>Table</b> menu, click <b>Column   Add</b>	Add a new column.
In <b>Table</b> menu, click <b>Column   Delete</b>	Delete the active column.
In <b>Table</b> menu, click <b>Merge Cells</b>	Merge the active cell with the next.
In <b>Table</b> menu, click <b>Split Cells</b>	Split the selected cells.
In <b>Table</b> menu, click <b>Delete</b>	Delete the entire table.
Rest the pointer on the cell boundary you want to move until it becomes a resize pointer, then hold <b>Ctrl</b> key and drag the boundary until the cell is the width you want.	Resize the selected cell.

# Move, copy or delete items in a table

Select the cells you want to move, copy or delete.

✦ To move text to a new location without changing the text that is already there, select only the text within a cell, and not the end-of-cell mark.

- To move the selection, drag it to the new location.
- To delete the selection, press **Del** key.

# Chapter 6. Tools

## Character Map

You can use the character map to view the characters that are available in a selected font. You can copy individual characters or a group of characters to the Clipboard and paste them into any program that can display them. Or, you can even copy characters directly into the active document.

# Spell Checker

In **Tools** menu click **Spelling** and then click **Check Spelling** to check the spelling of the active document. If you are using built-in spell checker, the spell check function always starts from the current position of the document, otherwise it will start from the beginning of the document. If Check spelling as you type option is enabled, Maple checks spelling and grammar automatically as you type, using wavy red underlines to indicate possible spelling problems.

When a word is not found in the dictionary, it will be selected in the editor and reported in the spell checker window. Maple will start searching through the dictionary for words similar to the misspelled one, and show them in the list.

If the word is misspelled, you can type in the correctly spelled word in the **Replace with** field. You can also click on an item in the list with Maple suggestions and click **Change**.

- Click **Change All** to replace the misspelled word with the replacement every time it is found during the current Maple session.
- Click **Add** to add the misspelled word in the custom dictionary.
- Click **Cancel** to cancel spelling.

To configure the spelling options, in Preferences dialog open **Spelling** section and click **Settings**.

- **Ignore words in uppercase** - specify if words in uppercase should be ignored.
- **Ignore words containing numbers** - specify if words containing numbers should be ignored.
- **Ignore markup languages** - specify if HTML and XML should be ignored.
- **Ignore Internet addresses** - specify if hotlinks and e-mail addresses should be ignored.
- **Ignore quoted lines** - specify if quoted lines should be ignored.
- **Ignore abbreviations** - specify if abbreviations should be ignored.
- **Suggest from main dictionary only** - specify if suggestions should only be generated from the main spelling dictionary.
- **Prompt on repeated words** - specify that the spell checker should prompt when encountering repeated words.

To add support for more languages, please download the Spelling Pack.

# Calculator

Use calculator to perform any of the standard operations for which you would normally use a handheld calculator. Calculator performs basic arithmetic, such as addition and subtraction.

To perform a simple calculation:

- Type the first number in the calculation.
- Click + to add, - to subtract, \* to multiply, or / to divide.
- Type the next number in the calculation.
- Type any remaining operators and numbers.
- Click =.

# Calculate expression

This lets you calculate mathematical expressions in the document. The result will be inserted into the document in place of the selected expression.

To perform a calculation:

- Select the expression in the document.
- On the **Convert** menu, click **Calculate**.

The following mathematical functions can be used:

- **abs** - returns the absolute value of an integer.
- **arctan** - calculates the arctangent.
- **cos** - calculates the cosine of a value.
- **exp** - calculates the exponential e to the x.
- **frac** - returns the fractional part.
- **int** - returns the integer part.
- **ln** - returns the natural logarithm.
- **pi** - returns pi constant.
- **round** - rounds up.
- **sin** - calculates sine.
- **sqr** - calculates square.
- **sqrt** - calculates the positive square root.
- **trunc** - rounds down.



# Finder

Maple Finder makes it easier to search for the tree files on local or remote media. When you use Finder, you can specify several search criteria. For example, you can search for files in the specified folder only. Or, you can search for files containing specific text or nodes.

To open Finder, in **Tools** menu click **Finder**.

To search for a file:

- Click the drive or folder you want to search.
- Select **Search subfolders** to search in all subfolders of the selected folder or drive.
- Select **Size** to look for files of a specific size.
- Select **Advanced options** to specify additional search criteria.
- To open the selected file, click **Open** in **File** menu.

# Password Generator

Use Password Generator to create highly secure passwords that are difficult to crack or guess. Just select the criteria for the passwords you need, and click **Generate**. Click **Copy** to place the password to clipboard. Remember, the more options you choose, the more secure the passwords will be. To start create secure passwords, in **Tools** menu click **Password Generator**.

# Screen Capture

Use Screen Capture to create snapshots of your screen at regular intervals. To open screen capture, in **Tools** menu click **Screen Capture**.

- **Enable screen capture** - select to turn Screen Capture on.
- **Interval** - select the frequency of the timer. It can be from 2 to 60 minutes.
- **Maximum** - the maximum number of screenshots that Maple holds. Old screenshots will be replaced with a new ones.
- **Quality** - screenshot quality (*low, medium, or high*).
- Use **First** (| <), **Last** (> |), **Previous** (<) and **Next** (>) buttons to navigate through screenshots.
- To view screenshot, double click on it in thumbnail view, or click Items and select **View**.
- To save the screenshot to a JPEG file, double-click the thumbnail, then right-click the screenshot and select **Save As**.

# Capture Screen Area

Use it to create snapshots of or a screen region.

- To take a screenshot of a part of your screen, in **Insert** menu click **Screen Area**. Your screen will appear grayed out and your mouse cursor will change. Click and drag on your screen to select the area you want to capture. To cancel the selection, click right mouse button, or press **Esc**. To exit, double-click the screen, or press **Esc**.

# Encryption Wizard

You are likely to have confidential documents on your computer, which you may want to encrypt. Maple uses a very strong Blowfish crypto-algorithm, to protect data.

To open the Encryption Wizard, In **Tools** menu click **Encryption Wizard**.

To encrypt a file, you will have to do the following:

- Select **Encrypt a file**.
- Enter the name of the file that you want to encrypt.
  - ★ You can select multiple files by clicking on a file names while holding **Ctrl** key in Open dialog.
- Select the output file name for the encrypted file.
- Enter the password in **Password**, and re-enter it in **Confirm password**.
- Select, wherever you want to delete the source file after encryption.
- Click the **Next** button to encrypt the file.
- Your file is now encrypted and can be decrypted only by those who possess the password for that particular file.

To decrypt previously encrypted file, you will have to do the following:

- Select **Decrypt a file**.
- Enter the name of the file that you want to decrypt.
- Select the output file name for the decrypted file.
- Enter the password in **Password**.
- Select, wherever you want to delete the source file after decryption.
- Click the **Next** button to decrypt the file.

# Conversion Wizard

This wizard converts TreePad .hjt and My Notes Keeper .mnk files to a Maple .mpl.

To convert a file:

- Select the input format: TreePad or My Notes Keeper.
- Enter the name of the file that you want to convert.
- Select the output file name for .mpl file.
- Click the **Next** button to convert the file.
- Your file is now converted and ready to use.

# Chapter 7. Preferences

## Overview of settings

To open the Preferences dialog, in **Tools** menu, click **Preferences**. The Preferences dialog displays tabs - each tab corresponds to the certain page of options setting.

All options are divided into:

- **General** - settings of the program as a whole.
- **Tree** - tree pane options.
- **Editing** - editing options.
- **Visuals** - miscellaneous visual settings.

\* To import or export current settings, in **Tools** menu click **Profile** and select **Import** or **Export** correspondingly.

# General settings

## Files

- **On startup** - here you can specify the file you want to load automatically on Maple startup.
- **Recent files list** - use this option to set the maximum number of files that the **File** menu displays in the recent files list.
- **Autosave** option is provided to automatically save the active tree at the desired interval.
- **Automatically check for updates** - automatically checks for program updates.

## Database

- **Protect exported branches** - when you select this check box, all branches exported from a protected tree will be protected as well, using the same password.
- **Encrypt protected tree** - select this check box to encrypt password-protected branches and trees.
- **Compact trees automatically** - when selected, Maple compacts the tree automatically each time you close it.
  - ✦ This option is always enabled for encrypted trees.
- **Compress JPEG images** - use this option to compress embedded JPEG images. Compression results in a poorer quality, but a smaller file size.
- **Data compression** - specifies the compression level for the newly created trees. Compression dramatically reduces file size, but increases the time of saving.
  - ✦ To change the compression level of existing tree use **File | Compact** command after selecting a new compression level.

## Print

- **Print page numbers** - select this check box to print page numbers.
- **Print total number of pages** - select this check box to print number of pages in the current document along with a page numbers.



- **Number nodes** - select this check box if you want to number the tree nodes when printing or saving tree outline.
- **Number root node** - select this check box if you want to number the root node.
- **Print node names** - select this check box to insert node name before each document when printing tree branch.
- **Insert page break between documents** - select this check box to print each document on a new page when printing tree branch.
- **Page number separator** - a separator between page number and total number of pages.
- **Font** - click this button to select the font to print node names.

### Prompts

- **Delete node confirmation** - select this check box if you want to be prompted when tree node is about to be deleted.
- **Delete bookmark confirmation** - select this check box if you want to be prompted when bookmark is about to be deleted.
- **Convert confirmation** - select this check box if you want to be prompted when document is about to be converted from **OEM** to **ANSI** and vice versa.
- **Delete stored branch confirmation** - select this check box if you want to be prompted when branch, that was stored by Copy Branch command is about to be deleted.
- **Compact tree confirmation** - select this check box if you want to be prompted when tree is about to be compacted.

### Sound

- **Add node** and **Delete node** sounds are audio tones played when you add or remove tree node.
- **Switch node** sound played when you are switching between nodes.
- **Collapse branch** and **Expand branch** sounds played when you are collapsing or expanding the branch.

## **Calls**

- **Use Skype** - if you select this option, phone links will go through Skype.
- **Make video call** - select to always make videocalls. Available in Skype 8 and higher.
- **Use Viber** - if you select this option, phone hyperlinks will go through Viber.
- **Use TeamViewer** - if you select this option, phone hyperlinks will go through TeamViewer.

# Tree settings

## Visuals

- **Hot track** - select this check box to provide visual feedback about which node is under the mouse.
- **Show buttons** - if selected, a button will appear to the left of each parent node. You can click the button to expand or collapse the child nodes as an alternative to double-clicking the parent node.
- **Root button** - shows button to the left of the root node.
- **Show lines** - if selected, lines linking child nodes to their parent nodes are displayed.
- **Show hints** - select this check box to specify that items in the tree view control have help hints.
- **Soft sorting** - select this check box if you want to sort nodes alphabetically.  
  
✳ Soft sorting doesn't reorder nodes in the tree file. If you want to sort nodes permanently, use **Sort Branch** command instead.
- **Web Tree layout** - select the appearance of Web Tree.
- **Show icons in Web tree** - select this check box to display custom icons in exported Web tree. Otherwise, the standard icons will be displayed.
- **Export Web tree icons as PNG images** - select this check box to export Web tree images and icons as transparent PNG images instead of standard GIF images.  
  
✳ Some old browsers doesn't display transparent PNG images correctly.
- **Built-in search** - select this check box to implement search facility in Web Tree.

## Navigation

- **Insert sibling nodes** - select this check box if you want to create sibling nodes with **Insert** key. Otherwise, **Insert** key will create child nodes.
- **Continue where you left off** - return to the last position where you left off as soon as you open the tree.

- **Automatic expand** - select this check box to cause the selected node to expand and the unselected nodes to collapse.
- **Expand node on startup** - select this check box to expand root or last used node when loading saved Maple tree file.
- **Wheel navigation** - select this check box to navigate through the Maple tree with a *mouse wheel*.

## Font and color

- **Background color** - click this button to select tree pane background. To select the default system color - click **Default Color** button.
- **Font** - click this button to select the default font.

## Icons

- **Show flags** - select this check box to display a flag at the left of the nodes.
- **Show icons** - if you selected this check box, an icon will appear to the left of each node.
- **Default icon** - select the default node icon.

# Editing settings

## General

- **Page frames** - select this check box to display page frames.
- **Page margins** - select this check box to display page margins.
- **Center pages** - select this check box to center the page horizontally in the window.
- **URL detection** - select this check box to enable automatic URL detection in text.
- **Gutter** - select this check box to display gutter with line numbers and the active line marker at the left of the text.
- **Capitalize first letter** - automatically capitalizes first letter in each sentence as you type.
- **Undo limit** - specifies the maximum number of actions that can be stored in the undo queue.
- **Zoom** - specifies the default scale of the document.
- **Layout** - specifies the default layout.
- **Default document type** - specifies the default document export format.
- **Measurement units** - select whether to use inches, or centimeters as the default measurement units.
- **Picture placement** - specifies the default placement for pictures: *floating* or *inline*.

## Font and color

- **Paper color** - click to select paper color. To select the default system color - click **Default Color** button.
- **Font** - click to select the default font.

## Page Setup

- **Page Setup** - click to select the default page options.
- **Apply** - click to apply the default page properties to all documents in the active tree.

## Spelling

- **Check spelling as you type** - checks spelling and marks errors automatically as you type.
- **Correct spelling errors as you type** - corrects errors automatically as you type.
- **Spelling** - this section allows you to customize built-in spell checking feature. The **Settings** button opens Spelling Options window. By default, the spell checker supports the U.S. English spelling dictionary only. To add support of other languages, please download the Spelling Pack.
- Click **Dictionary** to add or remove words from the custom dictionary.

# Visual settings

## Window

- **Show splash screen** - when selected, Maple displays its splash screen each time you launch the application.
- **Show calculator on top of the other windows** - select this check box if you want to show calculator over other windows on the desktop.
- **Close button minimizes Maple** - select this check box to use close button as minimize.
- **Always minimize to tray** - select this check box if you want to minimize Maple to the system tray instead of minimizing it to the task bar.
- **Minimize to tray hot key** - select the hot key that minimizes Maple window to the system tray.  
  
✳ To setup a hot key, click in the hot key box and press the desired keys, the box will update with the names of the keys you wish to use.
- **Tray icon protection** - if enabled, this option asks for the password when minimized to system tray main window is about to be restored.

## Toolbars

- **Status bar** - select to show status bar.
- **Ruler** - select to show horizontal and vertical rulers.
- **Large icons** - changes the size of toolbar buttons.
- **Customize** - click to customize the toolbars.

## Effects

- **Show node name in the caption** - select this check box to show the name of the active node in the Maple window caption.
- **List font names in their font** - select this check box if you want to display each font name as a sample of the font in lists that displays fonts. This also shows the preview area that displays the selected font automatically.

- **Visual theme** - this option lets you to control appearance and behavior of Maple toolbars and menus. The **Default theme** replicates the default appearance and behavior of toolbars and menus. The **Office 2016 theme** enables toolbars and menus appearance introduced in Microsoft Office 2016.
- **Language** - selects the program language.



# Appendix A. Purchase and technical support

## Purchase

You may try out Maple without any costs for the period of 30 days. If you wish to keep on using it after this period, you should purchase a license.

Registration gains access to the some advanced features:

- Minimize to tray.
- Printing.
- Bookmarks.
- Full screen mode.
- Lifetime license to the current version.
- One year of free upgrades.
- Free online technical and customer support.

If you wish to become a registered Maple user, all you need to do is make a payment via [online order page](#).

Online purchase available for all payment options, including Credit Card, PayPal, Fax, Check, Wire Transfer, and Purchase Order.

# Technical support

Before you contact us, please do the following:

- Be sure that you're doing everything right. We all make mistakes sometimes: be attentive.
- Look at the Help file: it may already contain an answer to your question.
- Visit Maple home page in the Internet at [www.crystaloffice.com](http://www.crystaloffice.com). It's a good chance that you'll find the newer version of Maple there.

If you still have a problems with Maple, or if you have questions or comments, please e-mail to [support@crystaloffice.com](mailto:support@crystaloffice.com). Make sure that your message contains a valid return address. In particular, be sure to remove the "anti-spamming" parts, if any, from your return address.

When reporting problems, please include the following information:

- Which OS are you running?
- Maple version (see the "About" dialog).
- Description of the problem (as much detail as possible so we can duplicate the problem).

We'll try to help you as fast as possible, usually in one or two business days.

## Feedback

We welcome your opinion about our software. Your feedback is important to us in order to get an idea of how to make our software a better product for you. So if you have a grand idea for a new feature, or a better way of doing something, please drop us a note. Please visit the Maple home page to download the latest version and find out more about our software.