

SnippetCenter

Manual



Contents

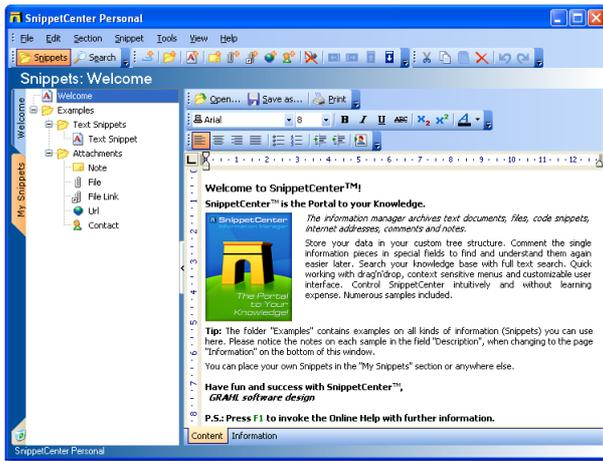
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Welcome!

Welcome to SnippetCenter!



This help contains information, images and step-by-step descriptions for all [Features](#)^[1†], [Commands](#)^[4†] and [Options](#)^[29†] of SnippetCenter

The SnippetCenter Online Help contains a lot of information on SnippetCenter. It contains notes on [Installation](#)^[34†] and [Uninstallation](#)^[34†] of SnippetCenter as well as on [Starting](#)^[2†] SnippetCenter.

What is SnippetCenter?

- SnippetCenter is the Portal to your Knowledge. The information manager archives and governs [text documents](#)^[19†], [files](#)^[2†], code snippets, [internet addresses](#)^[23†], [contacts](#)^[24†] and [notes](#)^[2†]. Store your data in your custom [tree structure](#)^[19†]. [Comment](#)^[18†] the single information pieces in special fields to find and understand them again easier later. [Search](#)^[28†] your knowledge base with full text search.
- Quick working with drag'n'drop, context sensitive [menus](#)^[4†] and customizable user interface. Control SnippetCenter intuitively and without learning expense. Numerous samples included.

Here you will find further information on the SnippetCenter Features:

- [Sections](#)^[14†] and [Snippets](#)^[17†] - What is a "Snippet"?
- [Menu Commands](#)^[4†], [Features](#)^[1†] and [Options](#)^[29†]
- [How to buy / order?](#)^[38†]
- [Product Support](#)^[36†]
- [Information on the WWW](#)^[37†]
- [Contact](#)^[37†]

We have spent a lot of work into authoring this online help, because we want to make the start and daily work with our product comfortable as possible. If you have any suggestion or hints regarding this help application, please do not hesitate to contact us. Currently this online help is not written by native english speakers, so please be patient with our language and let us know if you have any notes on this.

SnippetCenter Features

[Run SnippetCenter](#)^[2†]

[The SnippetCenter Window](#)^[3†]

[Menu Commands](#)^[4†]

[Commands](#)^[1†]

[Sections](#)^[14†]

[Snippets](#)^[17†]

[Options](#)^[28†]

Run SnippetCenter

[Run SnippetCenter](#)^[2]
[Start Parameters](#)^[2]
[Procedures](#)^[3]

Run SnippetCenter

How to run SnippetCenter:

- Execute the link to SnippetCenter that has been generated in your start menu under Programs / SnippetCenter during installation.

Start Parameters

With start parameters it is possible to execute certain actions or features of SnippetCenter directly at program start, without the need of any user interaction. This way it is for example possible to execute commands through links from the desktop which would normally need the use of the [SnippetCenter Menu](#)^[4].

These parameters are available:

- **/DB:"<path>"**

Specify the absolute path to an alternative SnippetCenter database folder to work with this database. Usually, SnippetCenter is using the database from the Data subfolder of the installation directory (i.e. C:\Program Files\SnippetCenter\Data).

- **/OptimizeDB**

Runs an optimization of the SnippetCenter database. There is usually no need to run an optimization. But if you experience performance problems with a large database, it may help to run the optimization from time to time.

Important: Always backup your SnippetCenter database, before you run the optimization.

- **/RepairDB [/full]**

Runs a repair of the SnippetCenter database. There is usually no need to run a repair. If you experience problems with SnippetCenter after i.e. a system crash, abnormal shutdown or manual power off of your computer without having shut down the computer properly before, run a repair. Use the optional parameter /full if the problem persists.

Important: Always backup your SnippetCenter database, before you run the repair.

- **/Minimized**

After starting SnippetCenter the window is minimized.

- **/ReadOnly**

Starts SnippetCenter in a write protected mode so that no changes on the data are possible.

- **/NoSplash**

Starts SnippetCenter without the splash-screen.

How to use start parameters:

- [How to run SnippetCenter with Start Parameters](#)^[3]
- [How to create a desktop shortcut to SnippetCenter with Start Parameters](#)^[3]

Note

- In case that SnippetCenter is not running yet (has not been started), start parameters will be executed immediately.
- In case that SnippetCenter is already running (has been started), it is possible to restart SnippetCenter with start parameters again. The parameters will be transferred to the running program to be executed.

Syntax:

```
SnipCent.exe [/DB:<path>] [/OptimizeDB] [/RepairDB [/full]] [/Minimize] [/ReadOnly]
```

Procedures

[How to run SnippetCenter with Start Parameters](#)^[3]

[How to create a desktop shortcut to SnippetCenter with Start Parameters](#)^[3]

How to run SnippetCenter with Start Parameters

How to run SnippetCenter with Start Parameters:

1. On the Windows taskbar, select **Start, Run...**
2. Enter the complete path to SnippetCenter and append the start parameters after a blank as you wish. Example: C:\Program Files\SnippetCenter\SnipCent.exe /Options
3. Press **OK**.

How to create a desktop shortcut to SnippetCenter with Start Parameters

How to create a desktop shortcut to SnippetCenter with Start Parameters:

1. Reduce all visible program windows to get access to the desktop. Right-click on the Windows taskbar and select **Minimize All Windows** to accomplish that.
2. Right-click on the desktop. From the context menu, select **New, Shortcut**.
3. Enter the complete path to SnippetCenter as the shortcut's target and append the start parameters after a blank as you like. Example: C:\Program Files\SnippetCenter\SnipCent.exe /Options
4. Press **Next**.
5. Enter a name for the new shortcut. Example: SnippetCenter Options
6. Press **Next**. The new shortcut will be created on your desktop. You can run the shortcut by double-clicking.

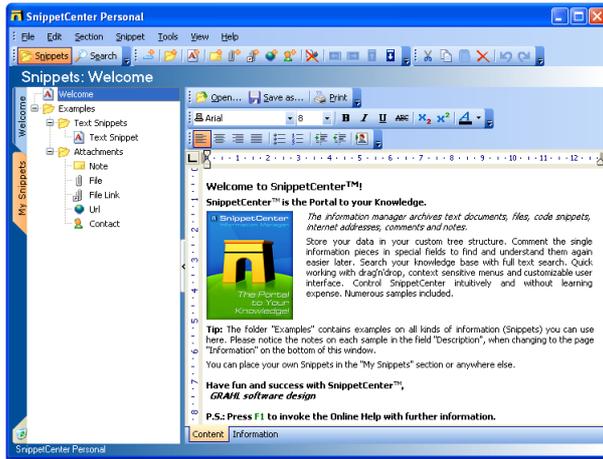
The SnippetCenter Window

[Overview: Window](#)^[3]

Overview: Window

Parts of the SnippetCenter Window:

- On top of the SnippetCenter window, you will find the [SnippetCenter Menu](#)^[4] and the toolbar.
- Below on the left hand side, you see the tree structure of all [Folders and Snippets](#)^[17].
- On the right side, you see the Snippet Window, which will display the content of the current [Snippet](#)^[17], depending on the type of the selected snippet.
- Click on the tab "Information" at the bottom of the Snippet Window to display [Additional Information](#)^[18] on the current Snippet.



Menu Commands

[Overview: Menu Commands](#) ^[4]

[Menu File](#) ^[5]

[Menu Edit](#) ^[5]

[Menu Section](#) ^[6]

[Menu Snippet](#) ^[6]

[Menu Tools](#) ^[7]

[Menu View](#) ^[7]

[Menu Help](#) ^[8]

[Tip: Keyboard Shortcuts](#) ^[8]

[Procedures](#) ^[9]

Overview: Menu Commands

The Parts of the Menus

Most of the SnippetCenter features can be accessed through the menu. Some of these commands can also be executed directly by clicking the appropriate buttons on the toolbar.

- [File](#) ^[5]
- [Edit](#) ^[5]
- [Section](#) ^[6]
- [Snippet](#) ^[6]
- [Tools](#) ^[7]
- [View](#) ^[7]
- [Help](#) ^[8]

Notes

- Some of these commands can also be executed directly by clicking the appropriate buttons on the toolbar.
- Some of these commands can also be executed by context menus right-clicking on the appropriate area.
- Right-click on the menu or the toolbars to customize the menu items or toolbar buttons.

Read more about it in the topic [Customization of Menu and Toolbars](#) ^[9].

Menu File

The File Menu:

This menu offers common functionality for printing as well as for data backup. The content of this menu is depends on the current Snippet type!

Description of the Menu Items:

- **Empty Recycle Bin**
Erases all Snippets from the recycle bin permanently.
Note: This command is only available if the recycle bin is selected in the tree view.
- **Print...**
Prints the current Snippet.
Note: This command is not available for all Snippet types.
- **Printer Setup...**
Opens the Windows dialog for printer setup.
- **Backup** ^[12], **Create Backup...**
Creates a backup copy of all Snippets.
- **Backup** ^[12], **Restore Backup...**
Replaces all current Snippets by a previous backup.
- **Write Protection.**
Switches the [write protection](#) ^[30] for snippets.
- **Exit**
Exits SnippetCenter.

Menu Edit

The Edit Menu:

This menu contains common commands for editing Snippets, sections and text.

Description of the Menu Items:

- **Undo**
Undo the last change.
Note: This command is not available for all Snippet types and all actions.
- **Redo**
Redo a previously undone action.
Note: This command is not available for all Snippet types and all actions.
- **Cut**
Cuts the Snippet, selected text (in Text or Code Snippets) or the selected element (in Diagram Snippets) to the clipboard.
- **Copy**
Copies the Snippet, selected text (in Text or Code Snippets) or the selected element (in Diagram Snippets) to the clipboard.
- **Paste**
Pastes the Snippet, selected text (in Text or Code Snippets) or the selected element (in Diagram Snippets) from the clipboard.
- **Delete**
Deletes the Snippet, selected text (in Text or Code Snippets) or the selected element (in Diagram Snippets).
- **Select All**
Selects the whole content of a Snippet.

Menu Section

The Section Menu:

It contains all commands regarding [sections](#)^[14] and is active only if the view 'Snippets' is selected. You can access its commands also by a context menu on the area of the section name.

Description of commands:

- **New section...**
Creates a new section. It appears on the left side of the Snippets view and is immediately activated.
- **Delete section**
Deletes the current section. Snippets contained in the section are moved to the recycle bin.
- **Rename section...**
Opens an edit dialog for entering the new name of the current section.
- **Change section color**
Assign a new color to the current section. You can use one of the eight predefined colors or define a new one by using a color selection dialog.
- **Define password...**
Assigns a password for the current section. After that, access is only possible after entering this password.
Note: This command is not available if the current section already has a password assigned.
- **Change password...**
Change the password for section.
Note: This command is available only if the current section has a password assigned.
- **Delete password**
Deletes the password for the current section.
Note: This command is available only if the current section has a password assigned.
- **Close section**
Close the current section to avoid access to its Snippets. This changes the current section to the next available if there is one. Otherwise it changes the view to the recycle bin.
Note: This command is available only if the current section has a password assigned.
- **Import**^[12] **section...**
Imports a previously exported section.
- **Export**^[12] **section...**
Exports the current section to a file.
- **Print section**
Prints a list with all Snippets contained in the current section.

Menu Snippet

The Snippet Menu:

Contains all commands regarding [Snippets](#)^[17]. This menu is always active but some commands are deactivated when view 'Search' is selected. Then only commands for export, selection, open and save as are available.

Description of commands:

- **New**
Creates a new [Snippet](#)^[17].
- **Open...**
Shows the dialog for loading a file to the current Snippet. While loading the current content is replaced by the content of the selected file.
Note: This command is not available for all Snippet types.
- **Save as...**
Saves the current Snippet to a file.
Note: This command is not available for all Snippet types.
- **Select...**
For a Snippet of type 'File Attachment' or 'File Link' this command selects the file.
- **Go to / Open...**
Opens the associated file for a Snippet of type 'File Attachment' or 'File Link' or opens the associated web site for Snippets of type 'Internet URL'.
- **Import**^[12] **Snippet...**
Loads a Snippet from a data file.
- **Export**^[12] **Snippet...**
Saves a Snippet (and all of it's childs) to a data file.
- **Left**
Moves a Snippet to it's parent Snippet.
- **Right**
Moves a Snippet as a child to the preceding Snippet.
- **Up**
Moves a Snippet up the line.
- **Down**
Moves a Snippet down the line.

Menu Tools

The Tools Menu:

Description of commands:

- **Options...**
Shows the options dialog.

Menu View

The View Menu:

Description of the Menu Items:

- **Snippets**

Displays the tree view with all Folders and Snippets.

- **Search**

Display the Search input mask.

- **Toolbars**

Show or hide [Toolbars](#)^[4]. Select Customize to customize the appearance and content of the toolbars. Read more about that in the topic [Customization of Menus and Toolbars](#)^[9].

Menu Help

The Help Menu:

Description of commands:

- **Content**

Opens the SnippetCenter Online Help.

- **Buy / Order...**

Opens the registration wizard which can be used to order SnippetCenter.

- **Enter registration key...**

Opens the registration wizard to enter the registration key for SnippetCenter.

- **Check version...**

Opens the update wizard which checks for the latest version of SnippetCenter.

- **Version history...**

Shows a list of changes and improvements of the current version of SnippetCenter.

- **SnippetCenter on the WWW**

Connects with the [SnippetCenter Website](#)^[37].

- **About...**

Displays the window About SnippetCenter, with information on license and current version of the product.

Tip: Keyboard Shortcuts

These shortcuts are valid inside treeview of [Snippets](#)^[17]:

- SHIFT-ALT-BACK [Undo](#)^[5]
- CTRL-C [Copy](#)^[5]
- CTRL-X [Cut](#)^[5]
- DEL [Delete](#)^[5]
- CTRL-V [Insert](#)^[5]
- CTRL-ALT-↑ [Up](#)^[28]
- CTRL-ALT-↓ [Down](#)^[28]
- CTRL-ALT-← [Move to parent](#)^[28]
- CTRL-ALT-→ [Move as child to preceding Snippet](#)^[28]

These shortcuts are valid for all [Snippets](#)^[17] (if supported):

- ALT-BACK [Undo](#)^[5]
- SHIFT-ALT-BACK [Redo](#)^[5]
- CTRL-C [Copy](#)^[5]
- CTRL-X [Cut](#)^[5]

- DEL [Delete](#)^[5]
- CTRL-V [Insert](#)^[5]
- CTRL-A [Select All](#)^[5]

Procedures

[Customization of Menus and Toolbars](#)^[9]

[How to move toolbars](#)^[9]

[How to hide a toolbar](#)^[9]

[How to show a hidden toolbar](#)^[9]

[How to create a new toolbar](#)^[10]

[How to modify toolbar items](#)^[10]

[How to change toolbar options](#)^[10]

Customization of Menus and Toolbars

How to customize menus and toolbars:

- [How to modify toolbar items](#)^[10]
- [How to change toolbar options](#)^[10]
- [How to move toolbars](#)^[9]
- [How to hide a toolbar](#)^[9]
- [How to show a hidden toolbar](#)^[9]
- [How to create a new toolbar](#)^[10]

How to move toolbars

How to move toolbars:

- There is a "Grip" at the left end of each toolbar to move the bar.
- Click on that "Grip", hold the mouse button down and move the toolbar to any place.

How to hide a toolbar

How to hide a toolbar:

1. In the [Menu](#)^[4], press [View, Toolbars](#)^[7].
2. Uncheck the toolbar, you wish to hide.

Note

- You can right-click on a toolbar instead of step 1.

How to show a hidden toolbar

How to show a hidden toolbar:

1. In the [Menu](#)^[4], press [View, Toolbars](#)^[7].
2. Click on the name of the toolbar you wish to show.

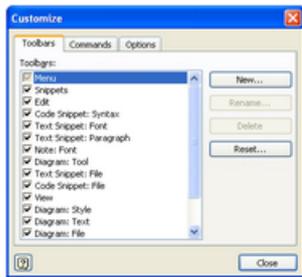
Note

- You can right-click on a toolbar instead of step 1.

How to create a new toolbar

How to create a new toolbar:

1. In the [Menu](#) ^[4], press [View, Toolbars, Customize](#) ^[7].
2. Press New to create a new toolbar.



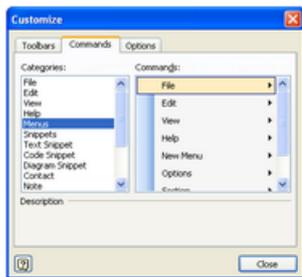
Note

- You can right-click on a toolbar instead of step 1.

How to modify toolbar items

How to modify toolbar items:

1. In the [Menu](#) ^[4], press [View, Toolbars, Customize](#) ^[7].
2. Select the tab Commands.
3. Drag symbols from the Customize dialog onto a toolbar to add them or drag symbols out of a toolbar to remove them.



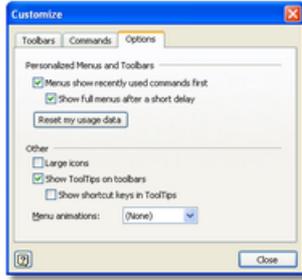
Note

- You can right-click on a toolbar instead of step 1.

How to change toolbar options

How to change toolbar options:

1. In the [Menu](#) ^[4], press [View, Toolbars, Customize](#) ^[7].
2. Select the tab Options and set your preferences.

**Note**

- You can right-click on a toolbar instead of step 1.

Features

[Limitations and Known Problems](#)^[17]

[Data Exchange](#)^[17]

[Backup](#)^[12]

[Update Wizard](#)^[13]

Limitations and Known Problems

We permanently try to improve and to fix known problems. Sometimes, however, this process needs some time, and this is why we'd like to inform you about known problems in this section of the documentation.

General

- As like all database based applications, there is the possibility of data loss, if the computer gets turned off while the application is still running, in the case of power outage, or program crashes. Regularly create data backups, and always shut down the operating system ("Start, Shut Down") before turning off the computer.
- As far as we know about those problems, we will list them in the "Known Problems" section below.
- If you experience problems that are not listed in the "Known Problems" section, please contact our product support. If possible, please send sample documents that demonstrate the problems. We guarantee that we will handle your files confidentially.

Limitations

- Currently no known limitations.

Known Problems

- Currently no known problems.

Planned Features

- Special support for PDF documents
- Server based multi-user version

Note

- We can not guarantee that planned features will be implemented in upcoming releases. Planned features may be removed from the list. Planned features may be part of a major version update at additional cost.

Data Exchange

[Data Exchange](#)^[12]

[Procedures](#)^[12]

Data Exchange

Data exchange:

To exchange data with a second instance of SnippetCenter Snippets and sections can be exported and imported. For Snippets not only the selected Snippet but also all of its childs are exported.

[How to import data](#)^[12]

[How to export data](#)^[12]

Procedures

[How to export data](#)^[12]

[How to import data](#)^[12]

How to export data

Export Snippet/Section:

Calling this command shows a dialog for the name of the export file. After entering a valid name the export is processed.

How to import data

Import Snippet/Section:

To import a data file choose the appropriate menu 'Import ...'. After entering a valid data file name the import is processed.

Note:

Sections: A new section with data from the data file will be created. If a data file is used that doesn't contain a section definition then a new section with data file name as name is used.

Snippets: Snippets will be imported to the highest level of the current section. An existing child structure is preserved while importing. If a data file is used that contains a section definition then this definition is ignored.

Backup

[Backup](#)^[12]

[Procedures](#)^[13]

Backup

Backup:

SnippetCenter implements commands for data backup.

[How to make a backup](#)^[13]

[How to restore a backup](#)^[13]

Procedures

[How to make a backup](#)^[13]
[How to restore a backup](#)^[13]

How to make a backup

Create backup:

Calling this command shows a dialog to enter the name of the backup file. After that the backup is processed and a message is showed when sucessfully completed.

How to restore a backup

Restore backup:

To restore a backup select the related command. Then the current database is replaced by the one from the backup file.

Update Wizard

[The Update Wizard](#)^[13]
[Procedures](#)^[13]

The Update Wizard

Always up-to-date using the Update Wizard:

The Update Wizard connects weekly or monthly (on your demand) with the internet and checks if a more current version is available. If a more current version has been found, the wizard will ask you if you want to download and install the update. In this case, the wizard will completely execute the update installation.

[How to customize the automatic version check](#)^[13]
[How to execute the version check manually](#)^[14]
[How to install an update without using the update wizard](#)^[14]

Notes

- Alternatively to using the update wizard, you can also download product update from our [website](#)^[37].
- It is not necessary to uninstall SnippetCenter for installing a new version of the program
- The new version of SnippetCenter will use the previous settings.

Procedures

[How to customize the automatic version check](#)^[13]
[How to execute the version check manually](#)^[14]
[How to install an update without using the update wizard](#)^[14]

How to customize the automatic version check

How to customize the automatic version check:

1. On the [SnippetCenter Menu](#)^[4], select **Extra, Settings**.
2. Select **MAINTENANCE, Update Wizard**.
3. Under **Version Check**, select the interval for the update wizard to check for a new version, or deactivate the automatic checks.

4. Close the window by pressing **OK**.

How to execute the version check manually

How to execute the version check manually:

1. On the [SnippetCenter Menu](#)^[14] select **Help, Version Check**.
2. Follow the wizard's instructions.

How to install an update without using the update wizard

How to install an update without using the update wizard:

1. Download the current product version from our [website](#)^[37].
2. **Exit** SnippetCenter.
3. Execute the **SnippetCenter.exe** file, containing the current product version, for example by double-clicking the file in Windows Explorer.
4. Install the program in the same directory you have had installed SnippetCenter previously.

Notes

- It is not necessary to uninstall SnippetCenter for installing a new version of the program
- The new version of SnippetCenter will use the previous settings.

Sections

[Overview Sections](#)^[14]
[Procedures](#)^[15]

Overview: Sections

What is a "section"?

- A section is a collection of [Snippets](#)^[17] under a common name. Sections are similar to [Folders](#)^[19] but offer some additional functionality.
- Sections are displayed as vertical colored tabs on the left side of Snippets treeview.

Commands:

All commands are related to the current section except of creating a new section.

- Create, rename or delete sections
- Change the order of sections by drag & drop.
- Protect the access to a section by password.
- Assign a color to a section. The associated tab is displayed with this color.
- Import or export a section to a data file.
- Print a list with all Snippets contained in the current section.

Password protection of a section:

Access to a section can be protected by a password. After entering the password the section is marked as open (symbol: open lock) and the password is not asked anymore. To reactivate the protection the section has to be [closed](#)^[16]. After restarting the

program all sections are closed.

If a section is protected or not is displayed by a symbol on the tab: if there is a open or closed lock the section is protected.

When deleting a section it's content is moved to recycle bin:



[Recycle Bin](#)^[28]

Procedures:

- [How to create a section](#)^[13]
- [How to delete a section](#)^[13]
- [How to rename a section](#)^[16]
- [How to change a sections color](#)^[17]
- [How to move a section](#)^[16]
- [How to proted a section by password](#)^[16]
- [How to change a sections password](#)^[16]
- [How to remove a sections password](#)^[17]
- [How to close a section](#)^[16]

Procedures

[How to create a section](#)^[13]

[How to delete a section](#)^[13]

[How to rename a section](#)^[16]

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[How to close a section](#)^[16]

[How to change a sections password](#)^[16]

[How to remove a sections password](#)^[17]

[How to change a sections color](#)^[17]

How to create a section

How to create a new section:

1. Select [Section / New section](#)^[6] from menu.
2. Enter the name for the new section.
3. Clicking 'Ok' completes the process and a new tab is displayed.

Notes:

- Alternatively, you can use the toolbar buttons or the tab's context menu.
- New sections are immediatly activated.
- A color that can be [changed](#)^[17] is assigned to the new section automatically.

How to delete a section

How to delete a section:

1. Select [Section / Delete section](#)^[6] from menu.
2. Confirm deleting the section.
3. Clicking 'Ok' completes the process: the tab is removed and it's content is moved to recycle bin. Also the next available section is displayed.

Notes:

- Alternatively, you can use the toolbar buttons or the tab's context menu.

How to rename a section

How to rename a section:

1. Select [Section / Rename section](#) from menu.
2. Enter the new name of the section.

Notes:

- Alternatively, you can use the toolbar buttons or the tab's context menu.

How to move a section

How to move a section:

1. Select the tab of the section that will be moved. The name on the tab is then surrounded by a dotted line.
2. Drag the tab with pressed left mouse to it's new place on the area of tabs. Possible places are marked by a small green arrow.

How to protect a section by password

How to protect a section by password:

1. Select [Section / Add password](#) from menu.
2. Enter a password for the section and confirm it by reentering it in the appearing dialog.
3. Complete the process by clicking 'Ok'. Now the tab displays an open lock as symbol. This means that the section is protected and opened.

Notes:

- Alternatively, you can use the tab's context menu.
- This command is only active if the section has no assigned password.

How to close a section

How to close a section:

1. Select [Section / Close section](#) from menu.

Notes:

- Alternatively, you can use the tab's context menu.
- This command is only active if the section has a password and is opened.
- Closing a section activates the next available section.

How to change a sections password

How to change a sections password:

1. Select [Section / Change password](#) from menu.
2. Enter a new password for the section and confirm it by reentering it in the appearing dialog.

Notes:

- Alternatively, you can use the tab's context menu.
- This command is only active if the section has a password assigned.

How to remove a sections password

How to remove a sections password:

1. Select [Section / Delete password](#)^[6] from menu.

Notes:

- Alternatively, you can use the tab's context menu.
- This command is only active if the section has a password assigned.

How to change a sections color

How to change a sections color:

1. Select [Section / Change color](#)^[6] from menu.
2. Select one of the eight predefined colors ore define a new color using a color dialog.

Notes:

- Alternatively, you can use the tab's context menu.

Snippets

[Overview: Snippets](#)^[17]
[Snippet Information](#)^[18]
[Snippet Types](#)^[19]
[Search](#)^[28]
[Procedures](#)^[27]

Overview: Snippets

What is a "Snippet"?

- Any separate information that can be hold in SnippetCenter is called a Snippet. I.e. a Snippet can be some text, image, file, code fragment etc.

These Snippets can be used within SnippetCenter:

 [Text Snippet](#)^[19]

These Snippets can be used alone or as an attachment to other Snippets:

 [Note](#)^[21]
 [File](#)^[21]
 [File Link](#)^[22]
 [Internet URL](#)^[23]
 [Contact](#)^[24]

For structured storage of Snippets, you may use:



When deleted, Snippets get moved to the:



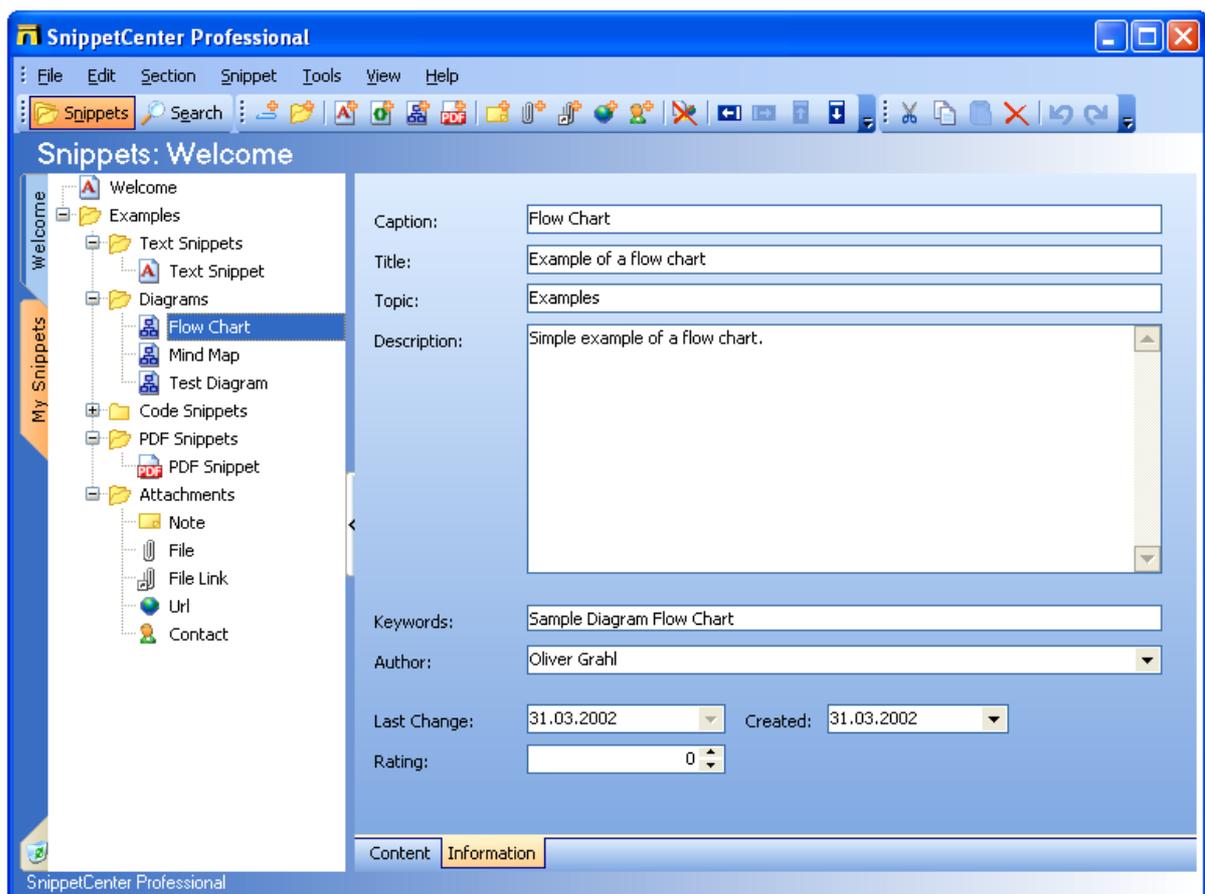
Procedures:

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Move a Snippet](#)^[28]

Snippet Information

Usage of Snippet Information

Click the tab "Information" on the bottom of the SnippetCenter window to show a page with some fields for additional information on the Snippet.



These additional information fields are provided:

- Caption (will also be displayed in the tree view)
- Title

- Topic
- Description
- Keywords
- Author
- Last Change (automatically set by the program)
- Date and Time of Creation
- Rating (Value between 1 and 5, can be set to find important Snippets with higher priority in a search)

Snippet Types

[Folders](#)^[19]

[Text Snippets](#)^[19]

[Notes](#)^[21]

[File Attachments](#)^[21]

[File Links](#)^[22]

[Internet URLs](#)^[23]

[Contacts](#)^[24]

Folders

Using Folders



Folders can be used for structured storage and organization of your Snippets in SnippetCenter. You can create as many Folders as you need, rename and indent them. Every folder can contain an unlimited amount of Snippets and sub folders.

Procedures:

Creating, deleting and moving Folders works like for all other Snippets:

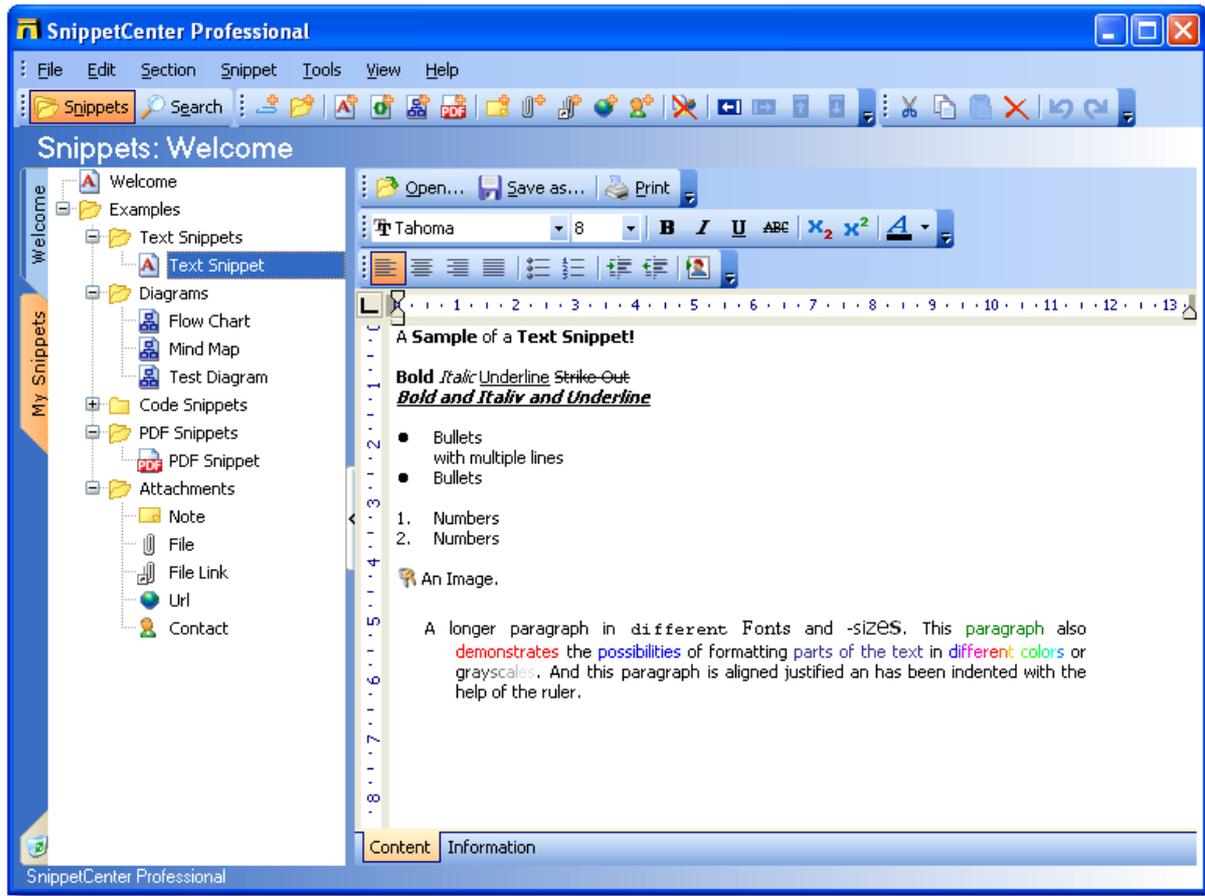
- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

Text Snippets

Using Text Snippets



Text Snippets can contain formatted text an embedded images. Layout and structure of the text can be determined by formatting like in a word processor. With the toolbar for Text Snippets, SnippetCenter offers lots of possibilities to change text format (i.e. font settings). For text editing, SnippetCenter supports i.e. drag'n'drop to move and copy text.



These format options and features are available:

- Font
- Font size
- Font style: Bold, Italic, Underline, Strike out
- Font color
- Superscript, Subscript
- Paragraph alignment: Left, Center, Right, Justified
- Paragraph formats: Bullets, Numbers
- Indent, Outdent
- Insert image
- Import from file
- Export to file
- Print
- Tabs: Left, Center, Right, Decimal through ruler
- Paragraph indentation through ruler

Procedures:

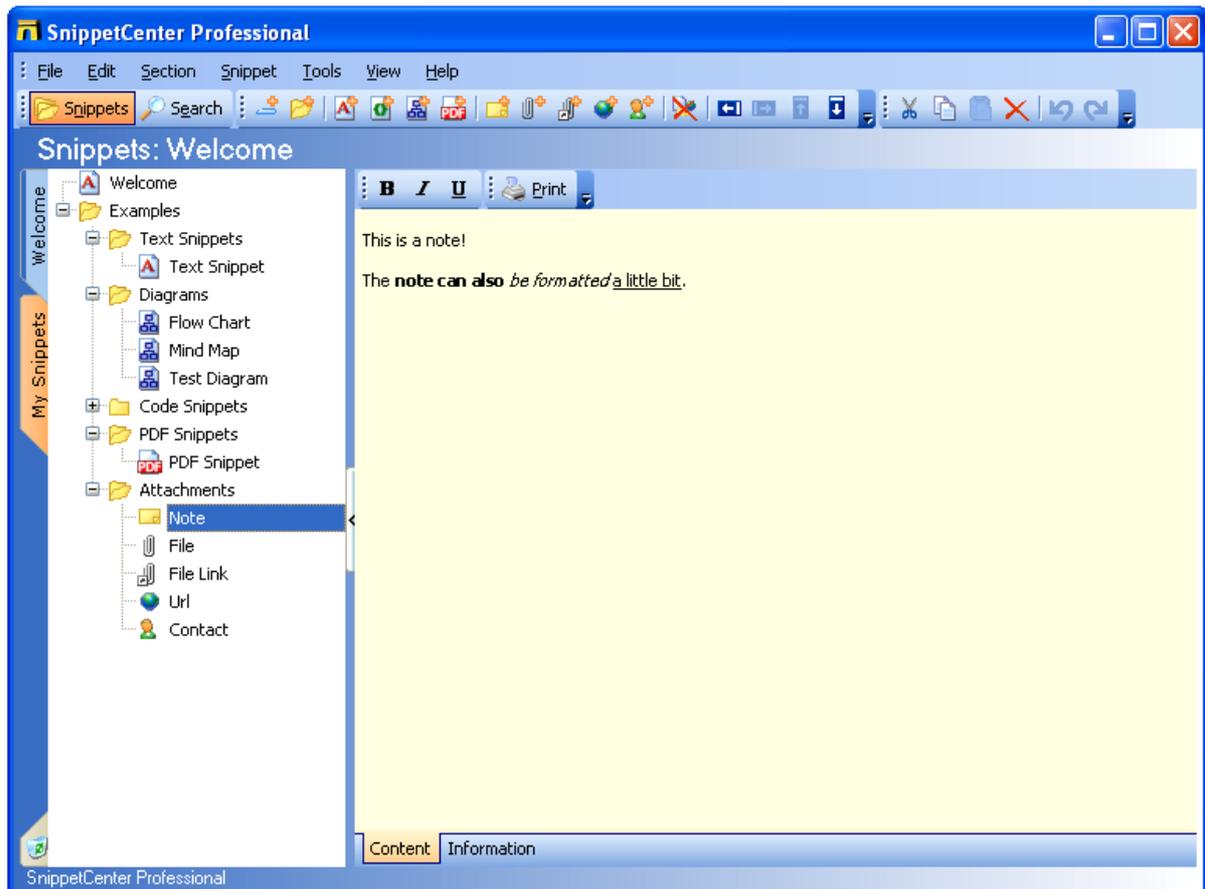
- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

Notes

Using Notes



Notes can contain simple formatted text. With the help of notes, you can attach short annotations to any Snippet. Notes are comparable with Text Snippets, but offer less formatting options.



These format options and features are available:

- Font style: Bold, Italic, Underline

Procedures:

- [How to Create a new Snippet](#) ^[27]
- [How to Delete a Snippet](#) ^[28]
- [How to Mov a Snippet](#) ^[28]

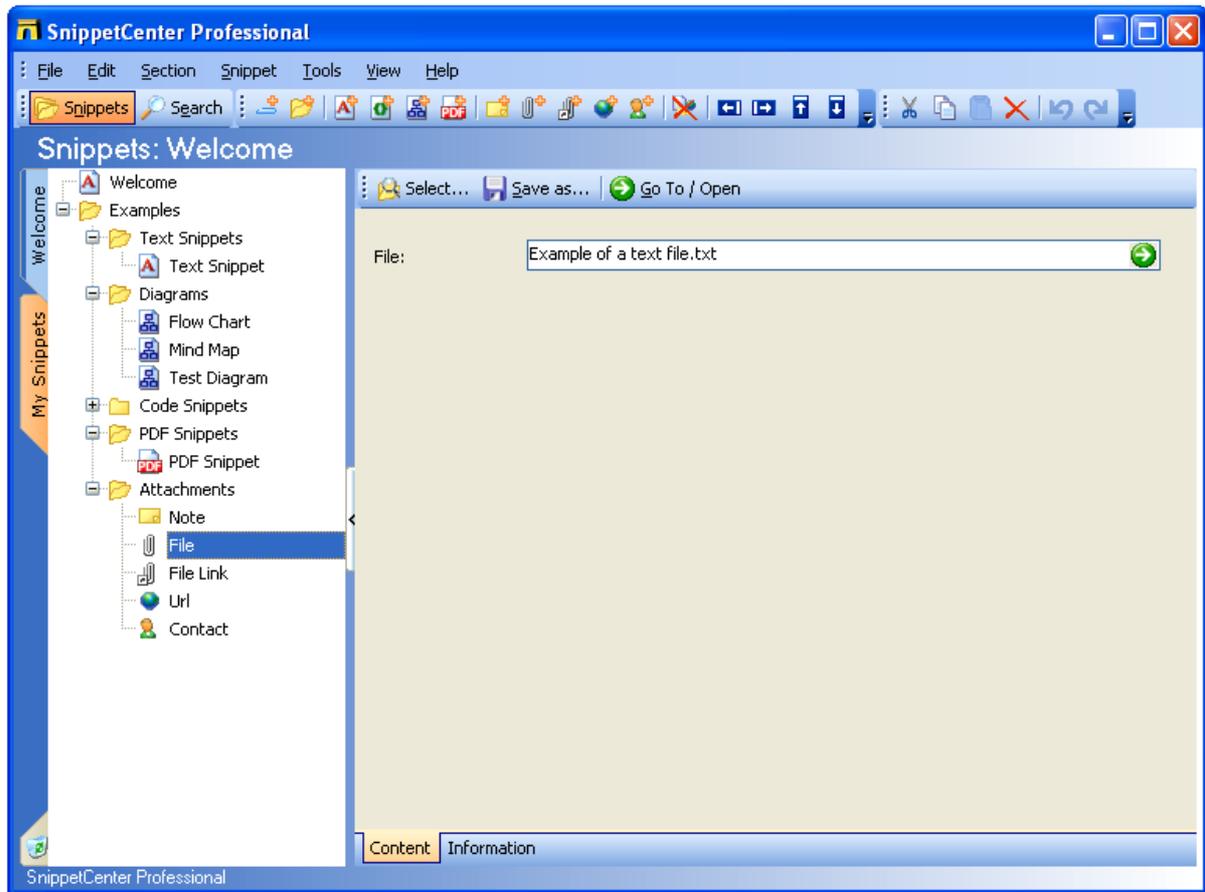
File Attachments

Using File Attachments



File Attachments can contain files of any type.

With the help of a file attachment, you can attach any file to another Snippet. The files get stored inside the SnippetCenter database.



These features are available:

- Import file
- Export file
- Go To / Open (Opens the file with its associated program. I.e. a file with the file extension .txt will be opened with the standard text editor, usually Notepad.)

If you have opened files with the command "Go To / Open" and if you modify and save these files in the associated application, SnippetCenter will automatically save these modifications after closing the file and application.

Procedures:

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

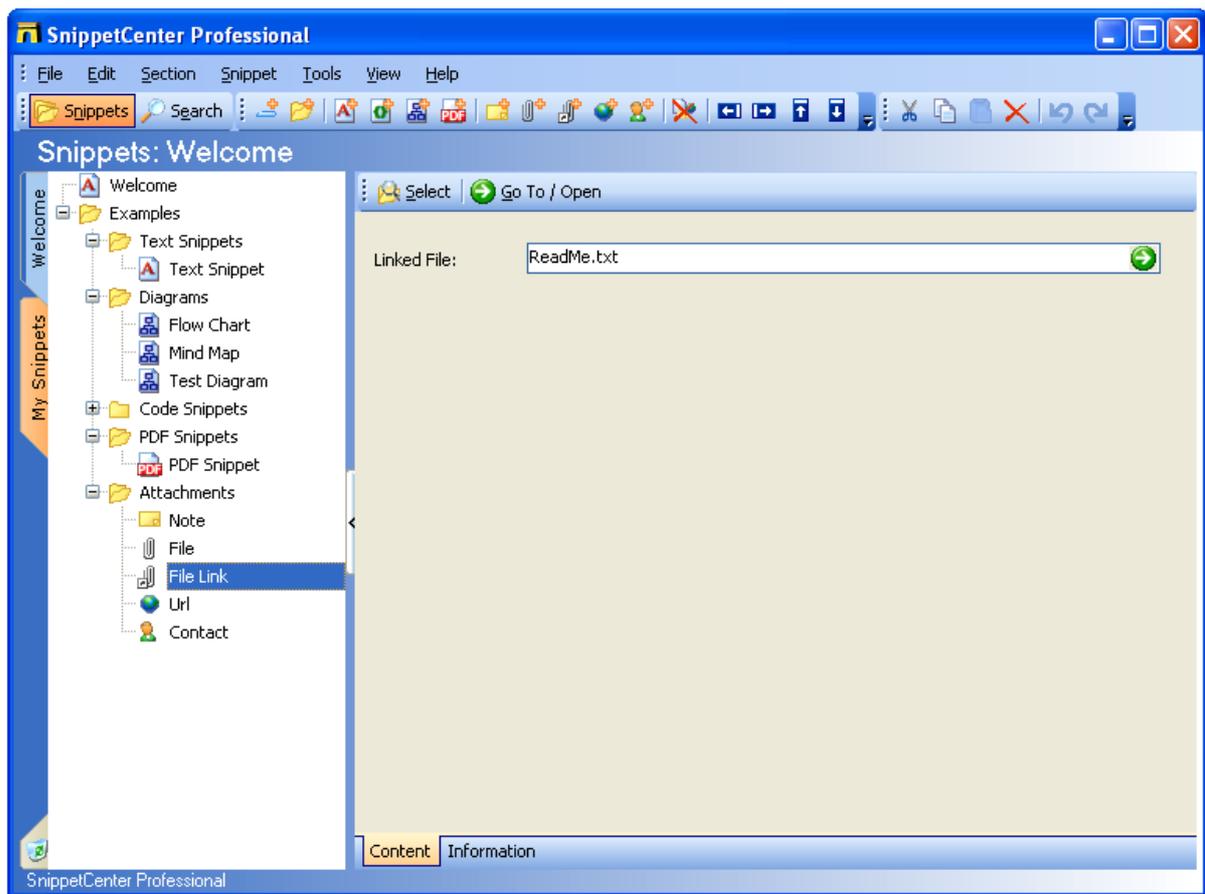
File Links

Using File Links



File Links can contain links to any local file.

With the help of file links, you can attach references to any local file to another Snippet. These files will not be saved inside the SnippetCenter database, only the reference to the real place of the file will be saved.

**These features are available:**

- Select file
- Go To / Open (Opens the file with its associated program. I.e. a file with the file extension .txt will be opened with the standard text editor, usually Notepad.)

Notes

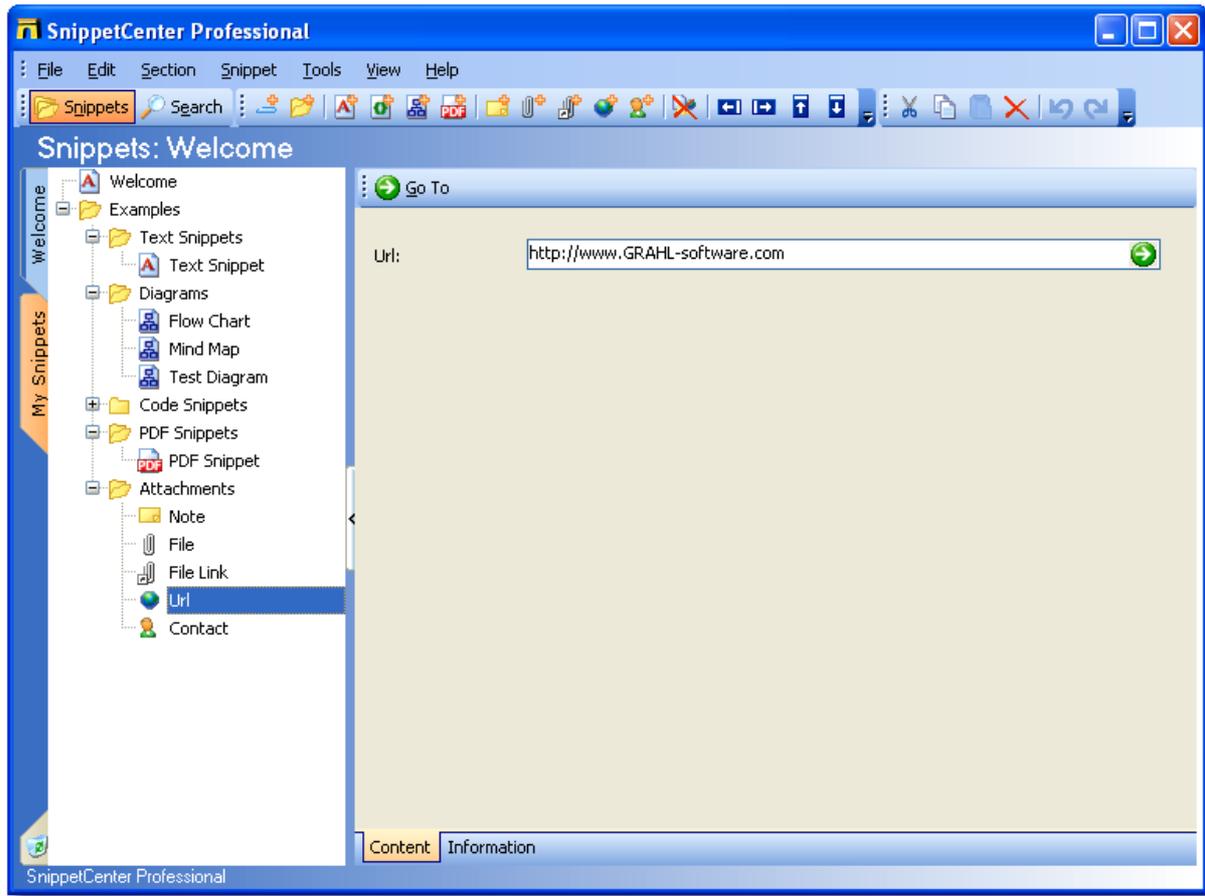
- You can specify absolute paths to local files, as well as relative paths. Relative paths should be understood relative to the SnippetCenter installation directory, i.e. "Files\Text.txt" will reference the file "C:\Program Files\SnippetCenter\Files\Text.txt" (depending on installation directory).

Procedures:

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

Internet URLs**Using Internet URLs**

Internet URLs can contain addresses of websites.
With the help of URLs, you can attach internet addresses to another Snippet.

**These features are available:**

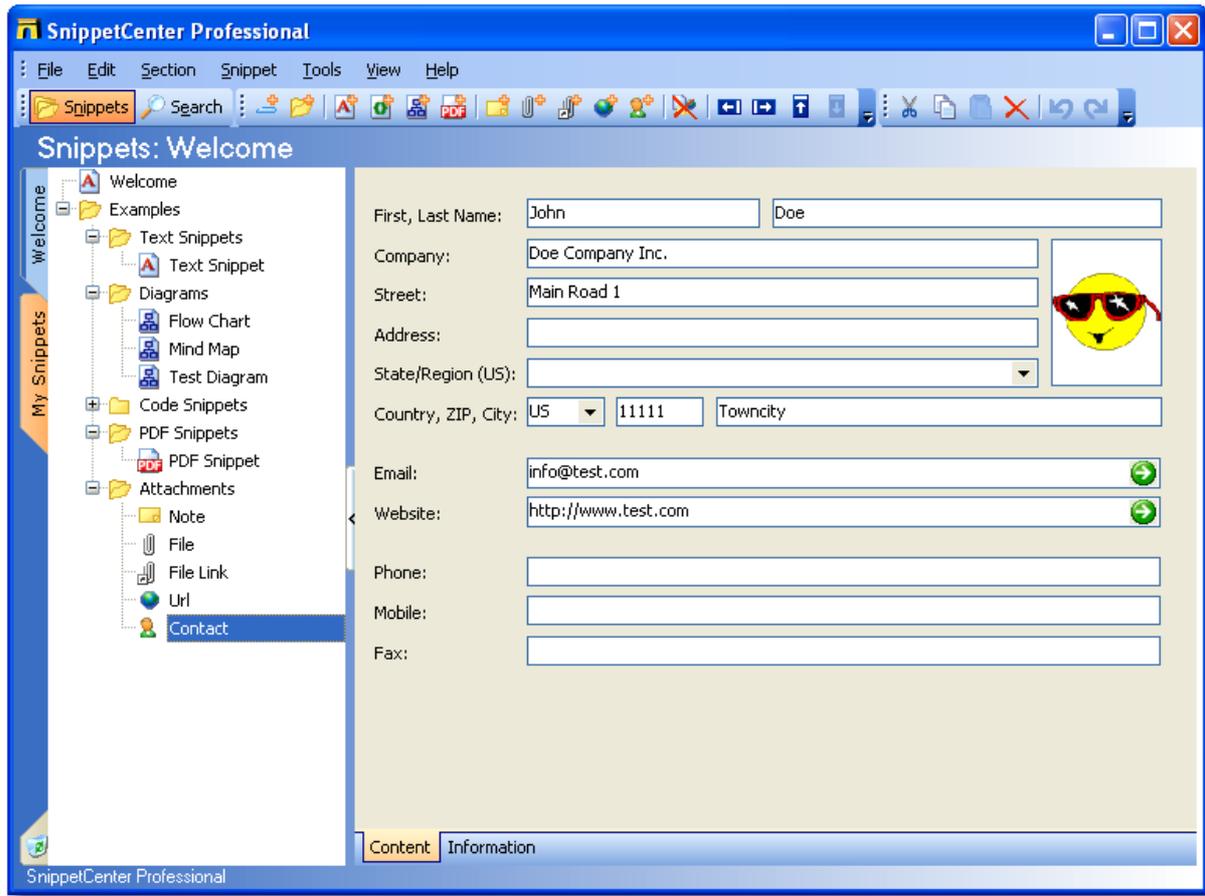
- Go To (Opens the URL in your default internet browser.)

Procedures:

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

Contacts**Using Contacts**

Contacts contain names and address of a person.
With the help of Contacts, you can attach the address of a contact person to another Snippet.



These features are available:

- Create a new email with your default mail application.
- Open the website with your default web browser.

Procedures:

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Mov a Snippet](#)^[28]

Search

[Search Snippets](#)^[28]
[Options](#)^[28]
[Syntax](#)^[27]

Search Snippets

Using the search feature:

General:

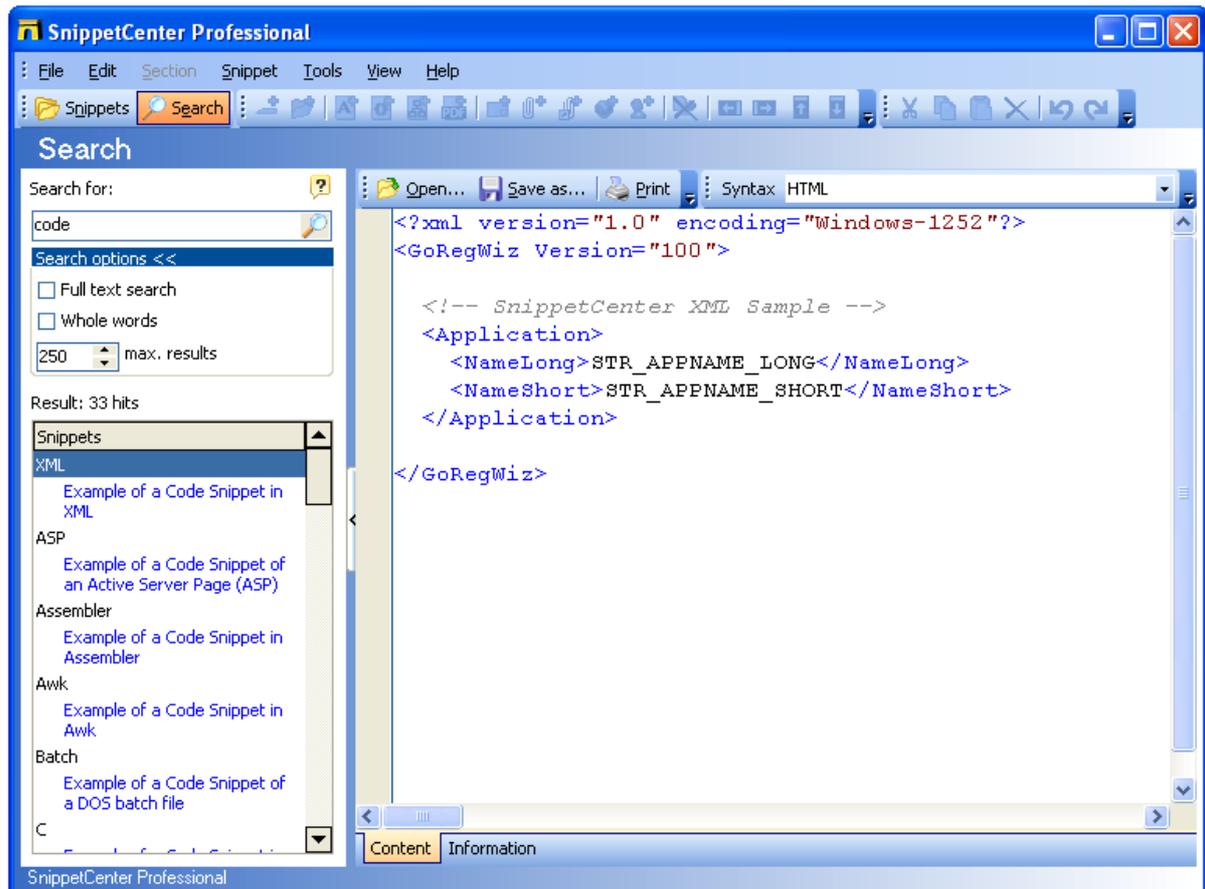
- Using the default settings, all data from [Information](#)^[18] are used for search.
- All sections that have no password protection or that are opened are used for search.

Enter a search phrase:

- On the top left, click the button "Search" to get to the search page.
- Then, enter your search word and press the ENTER key or click the symbol with the glass.

Display search results:

- Select a Snippet from the list of search results to show that Snippet.
- Double click a Snippet from the search results list to return to the tree view or press the button "Snippets" on the top left of the window.

**Options****Search Options:**

There are several options for a finer search. To display this options click on word 'Search Options'. This opens an options dialog below the word.

Full text search:

- If you don't want to search only the [Information Fields](#)^[18] of the Snippets, but also want to search the Snippets' contents, check the Full Text Search option.
- The full text search can only be performed on Snippets that are qualified for searching their contents. These are: [Text Snippets](#)^[19], [Notes](#)^[21], [Internet URLs](#)^[23], [File Links](#)^[22] (path and filename only) and [Contacts](#)^[24].
- Depending on the type of the Snippets, some very common words (i.e. begin in Code Snippets) are excluded from the full text search.
- If the search for the exact search words does not return any result, the search will automatically be repeated, searching for words that only start with the search words.

Exact words:

- To find all Snippets that contains the exact word enable this options. Otherwise all Snippets that contains text that starts with the search word are found.

Max. results:

- Limits the number of found Snippets.

Syntax

Syntax:

An enhanced search can be performed by making use of the operators **AND**, **OR** and **NOT**.

- **Word1 Word2** searches for alls Snippets containing Word1 or Word2.
- **Word1 OR Word2** searches for alls Snippets containing Word1 or Word2.
- **Word1 AND Word2** searches for alls Snippets containing both Word1 and Word2.
- **NOT Word1** searches for all Snippets not containing Word1.
- **Brackets** are allowed: **Word1 AND (Word2 OR Word3)** searches for all Snippets containing Word1 and additional Word2 or Word3.

Examples:

- **(Delphi OR Clipper) AND NOT (file OR "file link")**
- **example file delphi** is handled as **example OR file OR delphi**

Procedures

[How to Create a new Snippet](#)^[27]

[How to Create a new Snippet by dragging data from external programm](#)^[28]

[How to Delete a Snippet](#)^[28]

[How to Move a Snippet](#)^[28]

How to Create a new Snippet

How to Create a new Snippet:

1. Select the folder or Snippet in the tree view, that you want to be the parent of the new Snippet.
2. In the [Menu](#)^[4], select [File, New](#)^[5] and the type of the Snippet you want to create.
3. Now, enter a [Caption](#)^[18] the the new Snippet.

Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.
- You can create new Snippets by [dragging data](#)^[28] from external programs.
- After creation of the Snippet, you can enter additional [Information on the Snippet](#)^[18].

How to Create a new Snippet by dragging data from external programmes

How to create a new Snippet by dragging data from external programmes:

You can create new Snippets by dragging data (files, text, URL) from external programmes on SnippetCenter. Those are always created as Snippets on the highest level of the current section.

1. Select the object (File, Text, URL) and drag it on SnippetCenter.
2. A dialog appears where you can select the Snippet type from a list of applicable types.
3. A new Snippet is created and the object is inserted as needed.

Notes

- After creation of the Snippet, you can enter additional [Information on the Snippet](#)^[18].

How to Delete a Snippet

How to Delete a Snippet:

1. Select the Snippet you want to delete from the tree view.
2. In the [Menu](#)^[4], select [Edit, Delete](#)^[5].

Using the Recycle Bin

- All deleted Snippets will be moved to the recycle bin at first.
- To erase the Snippets permanently, select the recycle bin in the tree view and select [File, Empty Recycle Bin](#)^[5] from the [Menu](#)^[4].
- To delete Snippets without moving them to the recycle bin, keep the SHIFT key down while deleting.

Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.
- You can also just [move](#)^[28] the Snippet to the recycle bin.

How to Move a Snippet

How to Move a Snippet:

1. In the tree view, select the Snippet you want to move.
2. Drag the Snippet to its destination while you hold the mouse button pressed.

Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.

Options

[Overview: Options](#)^[29]

[Display](#)^[29]

[Database](#)^[30]

[Maintenance](#)^[30]

Overview: Options

Options:

Select [Tools, Options](#)^[7] from menu to open the options dialog. There are several options available:

- **Display**
 - [General](#)^[29]
- **Database**
 - [Write Protection](#)^[30]
- **Maintenance**
 - [Program Start](#)^[30]
 - [Update Wizard](#)^[13]

Display

[General](#)^[29]

General

General display options:

Minimize to tray icon:

After selecting this option the program is displayed as tray icon and no longer on task bar when minimized. The icon disappears when the program is restored.

Working with tray icon:

A left click with mouse restores the program and a right click shows a small menu where you can choose to restore or to exit the program.

Close on minimize:

This option is only available when 'Minimize to tray icon' is active. Closing the program using close button on window menu minimizes it to the tray area. It can only be closed by using menu 'File / Close' or 'Close' on tray icons menu.

Snippets

PDF

Open with:

Here you can maintain a list of external applications for viewing / modifying PDF Snippets. This list appears in the same order as a selection list on button 'Open with ...' on the content view of PDF Snippets.

- **Add application:** Press **+** to add a new application. A file selection dialog is shown where you can search and select the application. Doing so prefills the field 'Name' with the name of the application and 'Parameter' with "%1". 'Name' and 'Parameter' can both be changed manually as needed. For 'Parameter' pay attention to include "%1" as a placeholder for the document to be opened.

- **Remove application:** Select the application and press 
- Using the buttons  and  the order of the applications can be changed.

Example:

If PDF Annotator is installed, it can be included on the list by the following entries:

Description	Path	Parameter
PDF Annotator	"C:\Programm Files\PDFAnnotator\PDFAnnotator.exe"	"%1"

Database

[Write Protection](#) ^[30]

Write Protection

Write protection:

Select if changes on SnippetCenter's data are allowed:

Enable write protection: Enables write protection, so that snippets can only be displayed.

Password to remove write protection: To avoid that one can disable the write protection simply by unselecting the former option you can protect changes on this set of options by querying a password. The password is asked when applying changes here on this dialog or when changing write protection using the [menu](#) ^[5].

Password: The password is required to have at least three letters and needs to be entered twice for security.

Maintenance

[Program Start](#) ^[30]

[Update Wizard](#) ^[13]

Program Start

Start SnippetCenter:

Define the way SnippetCenter is started:

Start SnippetCenter automatically with Windows: Enabling this option starts SnippetCenter automatically with Windows.

Start minimized: After starting the program, SnippetCenter is minimized immediately; it is displayed on task bar or as a tray icon.

Update Wizard

Always up-to-date using the Update Wizard:

The Update Wizard connects weekly or monthly (on your demand) with the internet and checks if a more current version is available. If a more current version has been found, the wizard will ask you if you want to download and install the update. In this case, the wizard will completely execute the update installation.

- [How to customize the automatic version check](#)^[13]
- [How to execute the version check manually](#)^[14]
- [How to install an update without using the update wizard](#)^[14]

Notes

- Alternatively to using the update wizard, you can also download product update from our [website](#)^[37].
- It is not necessary to uninstall SnippetCenter for installing a new version of the program
- The new version of SnippetCenter will use the previous settings.

Typical Procedures

- [How to Create a new Snippet](#)^[27]
- [How to Delete a Snippet](#)^[28]
- [How to Move a Snippet](#)^[28]
- [How to modify toolbar items](#)^[10]

How to Create a new Snippet

How to Create a new Snippet:

1. Select the folder or Snippet in the tree view, that you want to be the parent of the new Snippet.
2. In the [Menu](#)^[4], select [File, New](#)^[5] and the type of the Snippet you want to create.
3. Now, enter a [Caption](#)^[18] the the new Snippet.

Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.
- You can create new Snippets by [dragging data](#)^[28] from external programs.
- After creation of the Snippet, you can enter additional [Information on the Snippet](#)^[18].

How to Delete a Snippet

How to Delete a Snippet:

1. Select the Snippet you want to delete from the tree view.
2. In the [Menu](#)^[4], select [Edit, Delete](#)^[5].

Using the Recycle Bin

- All deleted Snippets will be moved to the recycle bin at first.
- To erase the Snippets permanently, select the recycle bin in the tree view and select [File, Empty Recycle Bin](#)^[5] from the [Menu](#)^[4].
- To delete Snippets without moving them to the recycle bin, keep the SHIFT key down while deleting.

Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.
- You can also just [move](#)^[28] the Snippet to the recycle bin.

How to Move a Snippet

How to Move a Snippet:

1. In the tree view, select the Snippet you want to move.
2. Drag the Snippet to its destination while you hold the mouse button pressed.

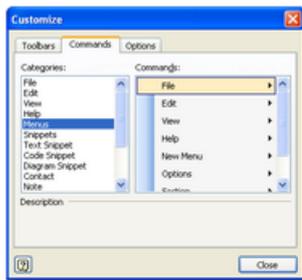
Notes

- Alternatively, you can use the toolbar buttons or the tree view's context menu.

How to modify toolbar items

How to modify toolbar items:

1. In the [Menu](#)^[4], press [View, Toolbars, Customize](#)^[7].
2. Select the tab Commands.
3. Drag symbols from the Customize dialog onto a toolbar to add them or drag symbols out of a toolbar to remove them.



Note

- You can right-click on a toolbar instead of step 1.

Tips and Tricks

[Start Parameters](#)^[2]
[Keyboard Shortcuts](#)^[8]

Start Parameters

With start parameters it is possible to execute certain actions or features of SnippetCenter directly at program start, without the need of any user interaction. This way it is for example possible to execute commands through links from the desktop which would normally need the use of the [SnippetCenter Menu](#)^[4].

These parameters are available:

- **/DB:"<path>"**

Specify the absolute path to an alternative SnippetCenter database folder to work with this database. Usually, SnippetCenter is using the database from the Data subfolder of the installation directory (i.e. C:\Program Files\SnippetCenter\Data).

- **/OptimizeDB**

Runs an optimization of the SnippetCenter database. There is usually no need to run an optimization. But if you experience performance problems with a large database, it may help to run the optimization from time to time.

Important: Always backup your SnippetCenter database, before you run the optimization.

- **/RepairDB [/full]**

Runs a repair of the SnippetCenter database. There is usually no need to run a repair. If you experience problems with SnippetCenter after i.e. a system crash, abnormal shutdown or manual power off of your computer without having shut down the computer properly before, run a repair. Use the optional parameter /full if the problem persists.

Important: Always backup your SnippetCenter database, before you run the repair.

- **/Minimized**

After starting SnippetCenter the window is minimized.

- **/ReadOnly**

Starts SnippetCenter in a write protected mode so that no changes on the data are possible.

- **/NoSplash**

Starts SnippetCenter without the splash-screen.

How to use start parameters:

- [How to run SnippetCenter with Start Parameters](#)^[3]
- [How to create a desktop shortcut to SnippetCenter with Start Parameters](#)^[3]

Note

- In case that SnippetCenter is not running yet (has not been started), start parameters will be executed immediately.
- In case that SnippetCenter is already running (has been started), it is possible to restart SnippetCenter with start parameters again. The parameters will be transferred to the running program to be executed.

Syntax:

SnipCent.exe [/DB:<path>] [/OptimizeDB] [/RepairDB [/full]] [/Minimize] [/ReadOnly]

Keyboard Shortcuts

These shortcuts are valid inside treeview of [Snippets](#)^[17]:

- SHIFT-ALT-BACK [Undo](#)^[5]
- CTRL-C [Copy](#)^[5]
- CTRL-X [Cut](#)^[5]
- DEL [Delete](#)^[5]
- CTRL-V [Insert](#)^[5]
- CTRL-ALT-↑ [Up](#)^[28]
- CTRL-ALT-↓ [Down](#)^[28]
- CTRL-ALT-← [Move to parent](#)^[28]
- CTRL-ALT-→ [Move as child to preceding Snippet](#)^[28]

These shortcuts are valid for all [Snippets](#)^[17] (if supported):

- ALT-BACK [Undo](#)^[5]
- SHIFT-ALT-BACK [Redo](#)^[5]
- CTRL-C [Copy](#)^[5]
- CTRL-X [Cut](#)^[5]
- DEL [Delete](#)^[5]
- CTRL-V [Insert](#)^[5]
- CTRL-A [Select All](#)^[5]

Install, Uninstall, Update

[Install SnippetCenter](#)^[34]
[Uninstall SnippetCenter](#)^[34]
[The Update Wizard](#)^[13]

Install SnippetCenter

How to install SnippetCenter on your computer:

1. SnippetCenter will usually be deployed in one file called **SnipCent.exe** . To install the program execute this file, for example with a double click on the file in Windows Explorer. In case you have obtained the program on a disc, insert the disc, go to **Start, Run** and type in **D:Setup** (Replace **D** with your disk drive letter).
2. The installation program will guide you through the complete installation process. It will provide for copying of the files onto your harddisk and will perform the setup of the program. Whenever you will have doubts on answering the questions you can use simply the default values. All settings can be modified later on.

Note

- System requirements: Windows 98, ME, NT 4, 2000, 2003 or XP

Uninstall SnippetCenter

How to remove SnippetCenter from your computer:

1. Select **File, Exit** to close SnippetCenter.
2. Select **Start, Settings, Control Panel, Add/Remove Programs**.
3. From the list of installed products, select SnippetCenter and press **Change/Remove**. This way, SnippetCenter will be completely removed from your system.

The Update Wizard

Always up-to-date using the Update Wizard:

The Update Wizard connects weekly or monthly (on your demand) with the internet and checks if a more current version is available. If a more current version has been found, the wizard will ask you if you want to download and install the update. In this case, the wizard will completely execute the update installation.

[How to customize the automatic version check](#)^[13]
[How to execute the version check manually](#)^[14]
[How to install an update without using the update wizard](#)^[14]

Notes

- Alternatively to using the update wizard, you can also download product update from our [website](#)^[37].
- It is not necessary to uninstall SnippetCenter for installing a new version of the program
- The new version of SnippetCenter will use the previous settings.

Buy, Order

[How to buy / order?](#)^[35]
[Pricelist](#)^[36]

How to buy / order?

Pricing:

Please refer to the current [Price List](#)^[36].

Possible Kinds of Payment:

- **Credit Card:** Visa, MasterCard/Eurocard, American Express, Diners Club, JCB
- **Debit Cards:** Solo, Switch (UK)
- **Bank/Wire Transfer:** Accounts in Germany, France, United Kingdom, Finland, Japan
- **Online Wire Transfer:** Germany only
- **Check:** Personal, Business, Cashier's Checks
- **Cash**

On instant payment (credit card, online wire transfer), we will usually deliver immediately, at maximum within 48 hours. On other payment methods, we deliver instantly after receiving the payment.

The order process is secured by a secure internet connection, so the data you send can only be viewed by the addressee. Important information, like credit card numbers, addresses, etc. will be encrypted for transport through the internet. Alternatively, you can place your order through fax, phone and postal mail.

Order Now:

- **Either use the Order Wizard integrated into SnippetCenter:**

On the [SnippetCenter Menu](#)^[4], click **Help, Buy/Order!** .

- **Or visit our Online Order Center:**

<http://www.GRAHL-software.de/en/shop.php?Product=snippetcenter>

IMPORTANT: Please do not send any orders directly to the manufacturer. Orders will be processed by our partner shareit!. The shareit! order system is available for processing 7 days a week, 24 hours a day.

Editions

Comparison: Personal vs. Professional Edition

SnippetCenter is available in two different editions:

	Personal	Professional
Snippet Organization		
Sections	•	•
Folders	•	•
Snippet Types		
Text	•	•
Code		•
Diagram		•
PDF		•
Note	•	•
File	•	•
File Link	•	•
URL	•	•
Contact	•	•
Options		
Custom Database Location		•
Database Encryption		•
Write Protection	•	•

Pricelist

Pricelist valid until July, 1 2007:

► [Comparison](#): [Personal](#) vs. [Professional](#) Edition

SnippetCenter Personal ESD Unlock Key via Email, no CD-ROM	29.95 USD (24.95 EUR)
SnippetCenter Personal CD Unlock Key via Email, CD-ROM incl. Worldwide Shipping	39.90 USD (33.90 EUR)
SnippetCenter Professional ESD Unlock Key via Email, no CD-ROM	59.95 USD (49.95 EUR)
SnippetCenter Professional CD Unlock Key via Email, CD-ROM incl. Worldwide Shipping	69.90 USD (58.90 EUR)

Note

You will find the current pricelist at our online order center:

<http://www.GRAHL-software.de/en/shop.php?Product=snippetcenter>

Discounts on multiple licenses (SnippetCenter Professional only):

2 - 5	10%
6 - 10	15%
11 - 15	20%
16 - 20	25%
from 21	30%

Contact, Product Support

[Product Support](#)
[Information on the WWW](#)
[Contact](#)

Product Support

How to obtain product support on SnippetCenter:

- Product support can be provided exclusively by e-mail.
- It is only possible to handle requests which are using the form you can find in the support page on our website. Before transmitting your support request please read our hints. Probably you will be able to find a solution to your problem and you don't need to contact us.
- Only complete forms can be accepted and provided an answer. Very important is that you indicate the correct version of the software.
- We will try to answer your support request within 48 hours. But it is not possible to guarantee that the answer, for your support request, will be returned to you within a determined time. Also it can not be guaranteed that the problem, you are asking support for, can be resolved with help supplied.

You will find the support area for SnippetCenter at:

<http://www.GRAHL-software.de/en/support.php?Product=snippetcenter>

Note

- You will find the SnippetCenter version number with a click in [SnippetCenter Menu](#)^[4] on Help / About SnippetCenter....

Information on the WWW

You can find more information on this and other products of our company on our website:

GRAHL software design

<http://www.GRAHL-software.de>

Contact

Vendor:

GRAHL software design

Seligenthaler Str. 54

84034 Landshut

Germany

<http://www.GRAHL-software.de>

IMPORTANT: Please don't mail to this address any orders or request for support!

▶ For orders please read the hints at [How to buy / order?](#)^[35].

▶ For support you will find hints at [Product Support](#)^[36].

Your comments, ideas and any other inquiry are always very welcome.

Revision: 30.11.2006

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