

Stereotype

The Electronic Note-Taking Solution

Version 3.3

User Manual

www.stereotypenotetakingsoftware.com

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1. Introducing Stereotype

Stereotype enables an electronic note-taker to enter text directly into a computer in the same way as they would with any normal word processor. However, Stereotype differs, in that it provides additional features that normal word processors do not – it allows a person other than the note-taker (i.e. a receiver), using an additional computer, to read the text in real time. This enables the receiver to become an active participant in situations that would otherwise remain ‘closed’ when traditional note-taking is used.

For Stereotype to work effectively, two (or more) machines must be connected together - one for the note-taker and one (or more) for the receiver(s). A version of ‘Stereotype Sender’ needs to be installed on the note-taker’s machine, and a ‘Stereotype Receiver’ installed on each receiver’s machine.

The minimum system requirements for running Stereotype is a PC Compatible desktop or laptop computer, with Windows 95, 98, NT, 2000, XP (Home or Professional), 64 Mb RAM and 20 Mb free hard disk space. Stereotype Ltd recommend a processor speed of at least 1.5GHz or equivalent for effective operation.

2. About this Manual

This user manual is intended to provide information and guidance on using the Stereotype note-taking software. The objective is to provide instructions about using both Stereotype Sender and Stereotype Receiver.

The remainder of this manual is divided into five major sections. The first introduces and describes the configuration of Stereotype and the networking technology required for it to operate effectively. The second presents instructions on how to install both Sender and Receiver software. The third provides a note-taker with details about using the Stereotype Sender. The fourth section presents a viewer with details about starting and using the Stereotype Receiver. The fifth and final section offers answers to several common questions and provides trouble-shooting advice.

3. Background Technology

To establish communication between two computers, they must be linked together via a suitable network link.

This can be achieved in a wide variety of ways, for example by using a minimal peer-to-peer network (one sender and one receiver) exclusively between two machines, or using an organisation-wide Ethernet-based intranet, or wireless network, or even the global Internet. Stereotype will work with most network configurations, however small or large these might be - as long as the network in question supports the TCP/IP protocol, and the machines involved have a separate and distinguishable 'IP address'.

Although the use, configuration and principles of wide area networking is beyond the scope of this manual, a brief synopsis of using networking to link two laptops will be described. Specifically the use of peer-to-peer networking is described, as this is probably the most popular configuration on which Stereotype will be used.

Firstly, there is a need to consider how to implement networking between laptops. There are two popular approaches – wired (cabled) and wireless (via 'WiFi').

When considering the cabled variety of networking, two network interface cards (one per laptop) are required as well as a suitable cable (usually a UTP cross-over cable). Most modern laptops are supplied with (cable-based) network interface cards installed internally by the manufacturer. However, if your laptops do not come with these as standard, it will be necessary for you to purchase separate interface cards. Such cards are usually based upon PC-Card (PCMCIA Card) technology. These are relatively inexpensive and are widely available from high-street computer stores. The interface cards usually come with suitable driver software, which, when installed, will enable them to work with your machines. Installation often entails inserting the card into a suitable PC-Card slot in your laptop, then following the instructions that appear on screen.

Wireless networks, using WiFi technology (based on the IEEE 802.1x series of standards), have gained much popularity in recent years. There is now a wide variety of suitable and inexpensive equipment that will enable machines to be networked without the use of cables.

Some modern laptops come equipped with wireless networking hardware. If your laptops do not, you will need to purchase suitable wireless network cards – again, based on PC-Card (PCMCIA) technology. If you are purchasing new equipment for more than one laptop, it is advisable to purchase all the equipment from the same manufacturer – although the relevant global standards stipulate that all wireless equipment must inter-operate with each other, it has been found that this is sometimes not the case, with wireless equipment from different manufacturers sometimes being incompatible with wireless equipment from other manufacturers. Such problems are difficult to identify and rectify.

When the cards and associated software have been installed (by following the manufacturer's instructions) and a suitable network has been established, you will need to configure Windows' network capability – this is often covered in the instructions you receive with the network cards. To summarise here, you will need to assign an IP (Internet Protocol) address to each of the machines concerned. IP addresses are unique numbers that identify each machine connected to that particular network.

Assigning IP addresses is achieved by opening the 'Networking' (or 'Network and Dial-up Connections') page from the Windows Control Panel. Depending on the version of Windows you have, find the 'Internet Protocol (TCP/IP)' configuration page (again, the documentation you receive with your network cards will provide this), and enter a suitable IP address. Note, that different addresses must be assigned to each of machines – you should assign the value **"192.168.0.1"** to the Sender, and **"192.168.0.2"** on the Receiver (incrementing the last number to .2, .3, etc for any extra machines you might add). Restart the machines. (Please note – if your laptops are permanently connected to a network, or can easily be connected to a network, for example a network in a large organisation, then you will not have to configure the machine's IP address, as your technical/network management staff will have already done this).

If you are using machines on a Local or Wide Area Network, you will have to establish the IP addresses of the machines involved – ask your network support or technical manager about this.

If the network is configured and functioning correctly, you will now be in a position to install and use Stereotype.

If you experience difficulties with your wireless network and cannot establish a connection between your computers, please refer to the Wireless Networking section in this manual.

4. Installing Stereotype

Whether you have purchased a Sender or a Receiver, installing Stereotype on your machine is quick and straightforward. Before you begin installation, please close any applications that are already open.

Insert the CD into your CD drive. The installation routine should start automatically. If it does not, simply locate and double-click on the ‘Your Computer Icon’ on the desktop. Then double click on your CD icon. This will reveal a window containing the contents of the disk. Double-click on the file marked “Setup”. This will execute the installation program, which will guide you through the installation process.

After installation is complete (and depending on which package you have installed) Stereotype Sender or Receiver can be started by selecting the appropriate icon from “Start Menu.”

5. Using Stereotype Sender

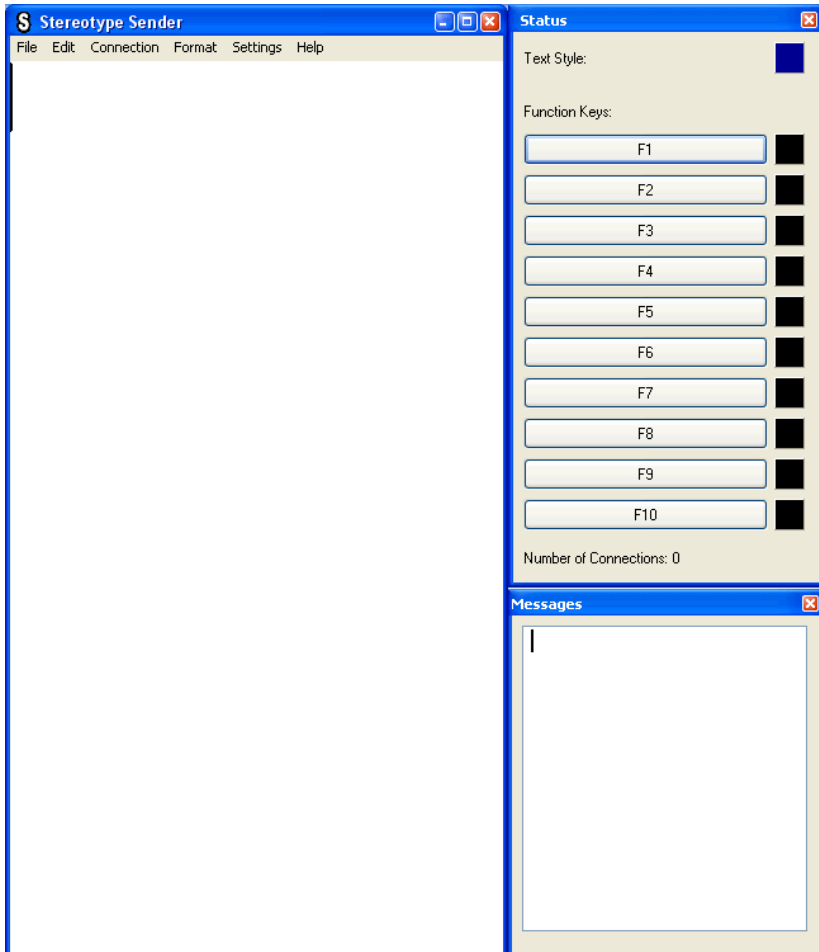
The Stereotype Sender is the application used by a note-taker to enter text. The Sender will then pass on the text to any Receivers that are connected to it. This section describes details of how to use the Stereotype Sender and how to make best use of its facilities. The following subsections provide information about:

- Entering and editing text.
- Saving text.
- Setting up and using abbreviations.
- Changing fonts, text colour and formatting effects.

- Assigning common/often-used phrases to the function keys.
- Defining session information.

General Operating Instructions

When the Stereotype Sender is started, the arrangement of windows shown below will be presented:



The large window on the left-hand side is the Stereotype text editor. The size of this can be changed by dragging the edges to the

required size. The 'Messages' window is used for receiving messages sent from receivers. The 'Status' window is used to display current text colour and formatting and information (such as whether bold, italic or underline is on/off), function key assignments and the number of Receivers currently connected to this Sender – this is the 'Status' window. This window can also be resized, to make it larger or smaller, by dragging on its right edge.

The message window and status window can be closed, to provide more space for the main editing window, by clicking on the small close-box on the top right of their window or by selecting the appropriate menu item in the "**Settings**" menu. These windows can be made visible by again using the appropriate menu items in the "**Settings**" menu.

Closing the message window will control the Receiver's ability to send messages to the note-taker. If the message window is closed, no Receiver will be able to send messages.

A single Stereotype Sender can communicate to many Receivers (given appropriate networking infrastructure) – each Receiver will receive the same text. When the Stereotype Sender is started, it will automatically 'listen' for any Receivers to connect to it, so they can begin accepting text. When any Receivers do connect, the number of Receivers that are connected is shown at the bottom of the Status window.

Editing Text

To enter text into the Stereotype Sender, make sure that the editor window has focus (by using the mouse pointer and clicking anywhere in the window). Text can be typed directly into this editor, where word wrap will be performed automatically, and any abbreviations defined will be expanded in real-time.

If a Receiver(s) is connected to this Sender, the text will be relayed in real-time to it. Any deletions, correction or abbreviations will also be made on the receiver's version of the text. This 'synchronised editing' between two instances of Stereotype ensures that the consistency and integrity of the notes is preserved.

When typing, the formatting of the text can be changed – bold, italic and underline can all be switched on or off. Either use the appropriate menu items (from the “**Format**” menu) or use the standard CTRL-B, CTRL-I or CTRL-U key combinations to do this.

The current colour of the text can be changed by clicking on the black rectangle to the right of the text style indicate on the status panel. The colour of this rectangle will change to reflect the selected colour.

Shortcut Key Combinations

CTRL-B	Toggle bold
CTRL-U	Toggle underline
CTRL-I	Toggle italic
CTRL-P	Insert bullet point
CTRL-HOME	Move cursor to the start of the text
CTRL-END	Move cursor to the end of the text
HOME	Move cursor to the beginning of the current line
END	Move cursor to the end of the current line
CTRL-C	Copy current selection
CTRL-Z	Cut the current selection
CTRL-T	Show session statistics
CTRL-E	Edit session details.

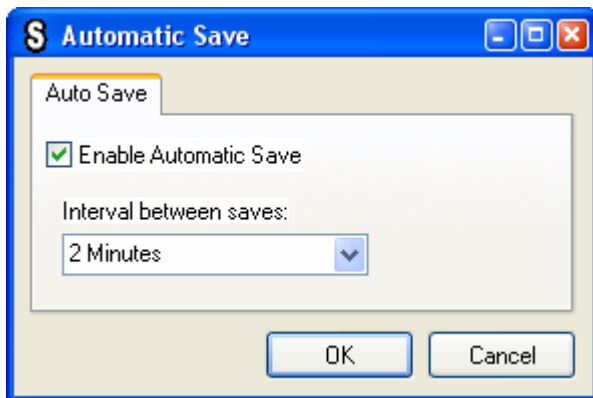
Saving Text

The text in the Sender can be saved to disk by using the “**File | Save...**” menu option. Alternatively, pressing Ctrl-S will save the text. This can be performed at any time during a session. The file type that is supported is the “.rtf” file type, which can be opened directly in all popular word processing applications such as Microsoft Word.

Automatic Save

Text will be saved automatically at regular intervals – this saves the note-taker the time and effort in having to remember and save the text themselves. ***Automatic text saving IS ENABLED by default.*** It can be turned off and on by selecting the “**File | Auto Save**” and ensuring the ‘tick’ is shown (or not shown) in the “**Enable Automatic Save**”. The time duration between saves can also be selected – the options are 2, 4, 6 and 10-minute intervals.

The filename of the file in which the text will be saved will be of the form "Stereotype_time_date", where time and date are current time and date when the file was saved. Text will be saved automatically using this name until a new filename is given using "Save" or "Save As..." By default files are saved in the "My Documents" folder.



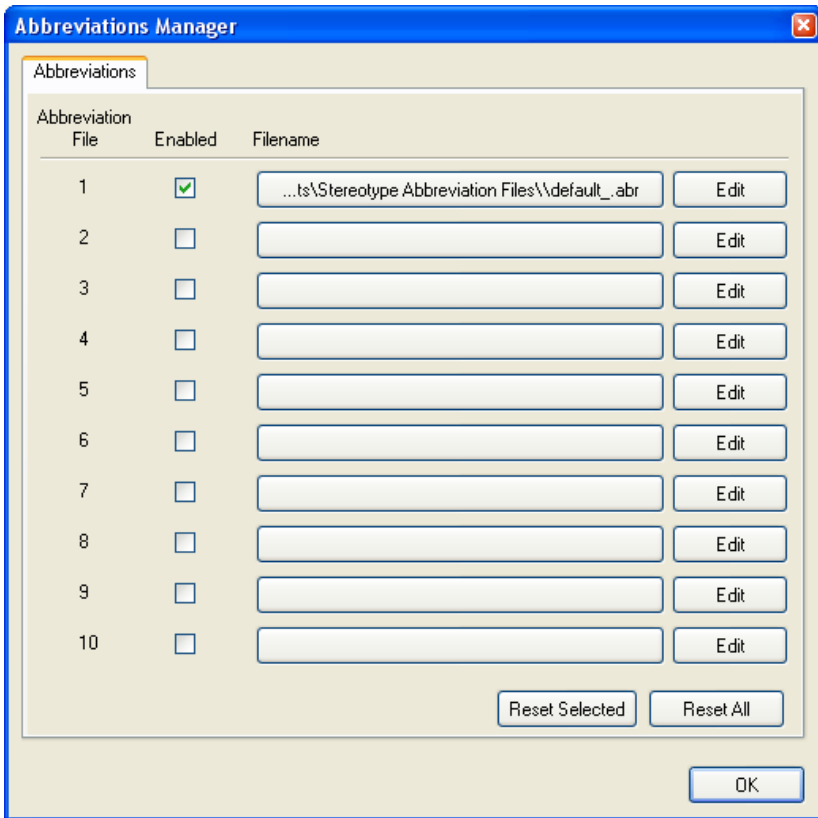
The file containing the text that is saved automatically is not deleted after Stereotype is closed. This is so a record of the note-taking session is kept. For sessions of a confidential nature, these files might have to be deleted manually.

The Abbreviations Manager

In addition to entering text in the usual fashion, the Stereotype Sender can be configured to recognise any abbreviations the note-taker wishes to use, and when the note-taker enters that abbreviation Stereotype will substitute the expanded version in its place. For those familiar with Microsoft Word, Stereotype offers a similar feature to 'Autocorrect', and can be used to automatically correct words that are often typed incorrectly.

The Stereotype Sender allows different 'sets' of abbreviations to be assigned and saved into separate files. This enables a note-taker to build up a variety of different abbreviations that might apply to different situations.

To define abbreviations and their corresponding expansion, select the “**Settings | Abbreviations Manager**” menu option. The following window will then appear:

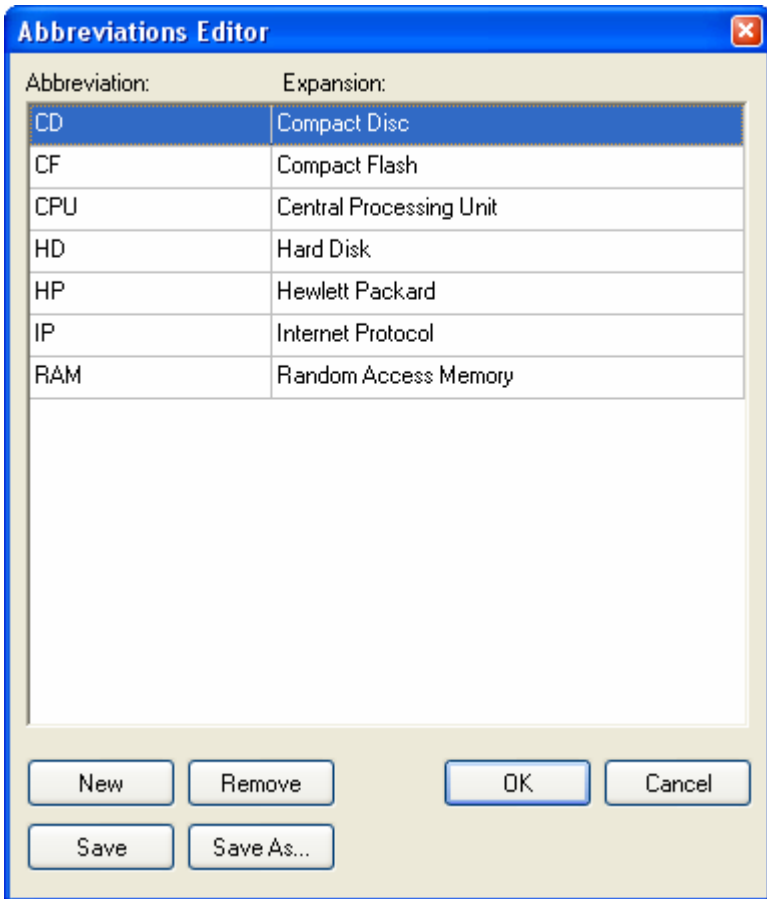


This gives the note-taker an opportunity to select or enable up to 10 ‘sets’ of abbreviations. When Stereotype Sender is first installed, abbreviations are contained in the file “default.abr” which is saved in the note-taker’s “My Documents \ Stereotype Abbreviation Files”.

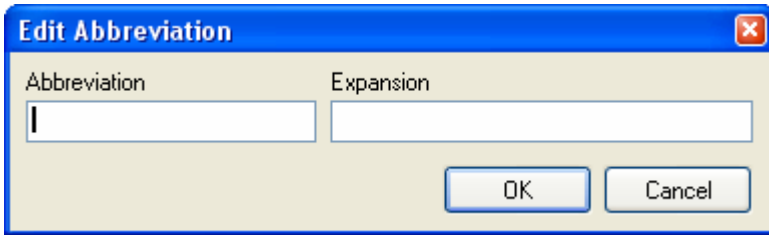
To load a new set of abbreviations into the Abbreviations Manager click on any one of the 10 filename buttons. This will enable an abbreviation file to be selected. The caption on the selected button will change to reflect the filename of the currently selected abbreviations file. Clicking “**Reset All**” will reset all of the currently loaded abbreviations files – the files will not be deleted, but instead

they will simply be made unavailable until they are loaded into the Abbreviations Manager again. The “**Reset Selected**” button resets only the abbreviations that are currently enabled.

To define a new abbreviation in a given set, simply click on the “**Edit**” button. This will present the abbreviations for the file associated with that set, for example:



New abbreviations can be added to this set by clicking on the “**New**” button. This shows the following window, into which abbreviations and corresponding expansions can be entered.

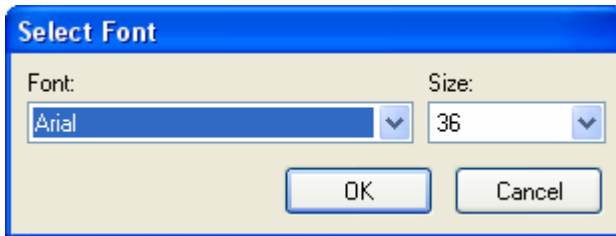


To delete a particular abbreviation from a set, simply click on the abbreviation then click on the “**Remove**” button. The selected abbreviation, and its associated expansion will be removed.

To save the current abbreviations set, click on “**Save**”. To save the set as a different abbreviations file, click on the “**Save As**” button.

Changing Fonts

When typing in text, it is possible to configure the display so that the text is shown in a different font or different size. To do this, click on the “**Settings | Select Editor Font...**” menu option. This will invoke the ‘font selection’ box that can be used to select a different font or size:



Changing the Text Colour

The current colour of the text being entered can be changed by selecting the “**Format | Text Colour...**” menu item. Alternatively, it can be changed by clicking on the topmost coloured rectangle in the Status window.

Changing the Background Colour

The background colours of the editor can be changed by selecting the “**Settings | Select Background Colour...**” menu option. This will present the standard colour selection dialogue box, from which a colour can be selected.

Clearing Text

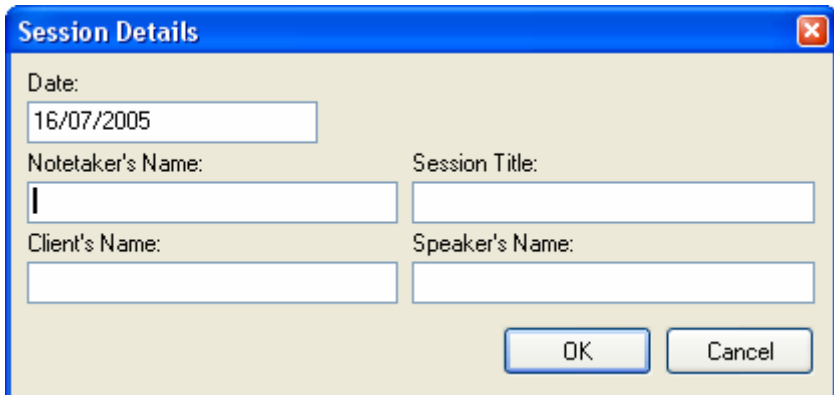
The text in the editor can be cleared in one action by using the “**Edit | Clear**” menu option.

Undo

The “**Edit | Undo**” menu item will undo the last action – for instance, typing or deleting a character, changing format, etc. Alternatively, use the keyboard shortcut of CTRL-Z.

Defining Session Information

To add a title, details about the note-taker, the speaker, and the date of the session to the notes can be achieved by selecting the “**File | Session Information...**” This will present the following window:



The screenshot shows a dialog box titled "Session Details" with a blue border and a close button in the top right corner. The dialog contains four text input fields:

- Date:** A text box containing "16/07/2005".
- Notetaker's Name:** An empty text box.
- Session Title:** An empty text box.
- Speaker's Name:** An empty text box.

At the bottom right of the dialog are two buttons: "OK" and "Cancel".

Enter the appropriate details into the respective boxes, if required. This information will appear in the notes when saved by note-taker. Additionally, this information is passed to all Receivers and will be saved with the notes on the Receiver's machines. The passing of this

information is performed automatically when a Receiver connects to the Sender or if the session details have been changed.

Assigning Text to the Function Keys

The function keys F1 to F10 can be used to store commonly used phrases, names or other text. To assign a phrase to a function key, click on the appropriate F-key button in the Status window. A box will appear into which the phrase can be entered. This phrase will then be reflected on the button. The colour associated with this phrase can be changed by clicking on the rectangle at the right-hand side of the appropriate button.

Then, pressing the corresponding function key will insert the assigned phrase into the text. Also, a colour can be associated with the function key, which will insert the text using the colour assigned to the key.

This facility is useful when taking notes in meetings. For example, the names of speakers can be assigned to each key. Colours can be assigned to these to provide differentiation between these and the normal text.

Viewing Session Statistics

It is possible to view statistics on the current session. These include the number of characters typed, the number of words typed, the elapsed time since the software was started, and the average words per minute since the software was started. The statistics can be viewed by clicking on the “**File | Session Statistics**” menu item. An example of the session statistics is shown below.

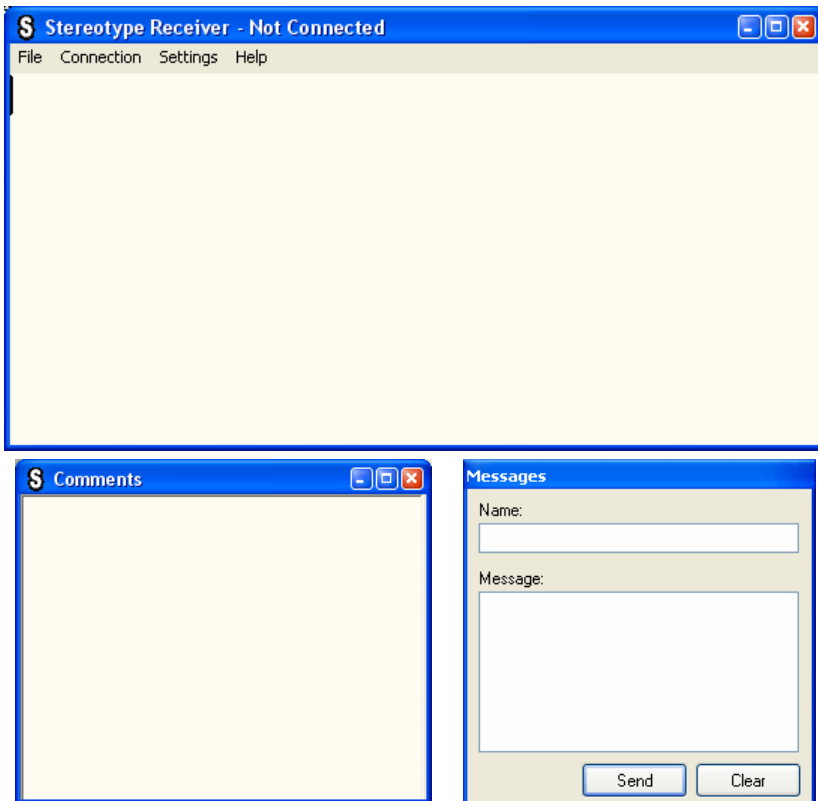
Receiving Messages from a Client

The ‘Messages’ window is used to display messages that have been sent from the client. This facility can be disabled by closing the window. The messages can be saved by right clicking over the window, then selecting the ‘Save Messages’ menu item.

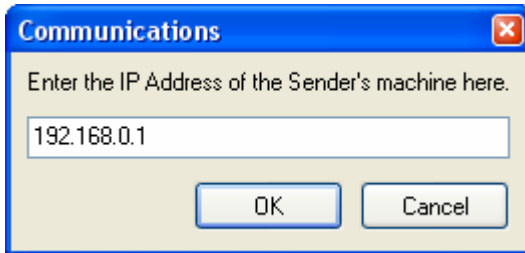
6. Using Stereotype Receiver

The Stereotype Receiver is used to view text entered by a note-taker (using Stereotype Sender) in real time. This allows a person to see the results of a transcription or summary immediately - if a Stereotype Sender and one or more Receivers are suitably connected.

The Receiver windows are shown below. The topmost window is used to display text as it is being received. The lower-left window can be used by the receiver to add comments to the text at the same time as it is being received. The lower-right window can be used to send messages to a note-taker – this window will only be available if the note-taker activates this facility.



To connect to a particular Sender, ensure that the Receiver is aware of the Sender's IP Address. This can be entered by using the **"Settings | Set IP Address..."** menu item. This presents the following form, into which the IP address can be entered.



Connecting to a Stereotype Sender

Make sure the correct IP address of a Stereotype Sender machine has been assigned to the Receiver. Click on the **"Connection | Connect to Sender"** menu item. After a brief pause (perhaps one or two seconds), and if the selected Stereotype Sender can be detected, then the Receiver will connect to the Sender. The title bar of the Receiver will reflect the change in connection status.

Adding Comments Whilst Receiving Text

Often, when notes are being taken of a summary of an event or lecture, the receiver may wish to add a comment or piece of text to the notes being entered by the note-taker, for example to add an annotation or reminder. Stereotype makes this possible by providing a separate window for the receiver's text, known as the 'comments' box, and is the lowermost blank region of the Stereotype window.

To add a comment, press the function key 'F1' whilst the Comment box has focus. A reference number (in the format [n]) will be added to the comment box. The receiver can then type the required text. When the receiver saves the text, the reference numbers will be added at the points where the F1 key was pressed, as well as saving the actual comments at the end of the text – this will provide footnote-style referencing to the comments. The reference number can then be used to navigate through any number of comments added to the received text. When saving text, both received text and comment text are placed in the same file.

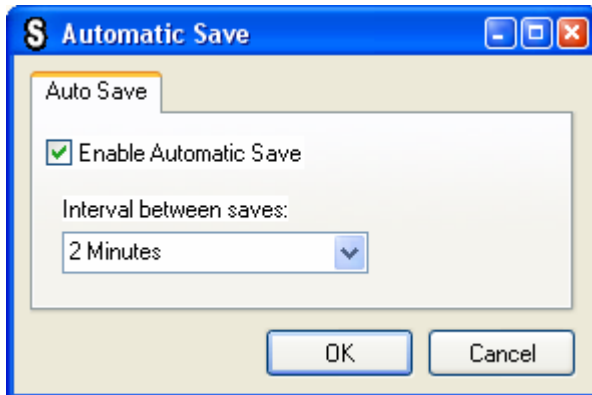
Saving Text

The text in the Sender can be saved to disk by using the “**File | Save...**” menu option. Alternatively, pressing Ctrl-S will save the text. This can be saved at any time during a session. The file type that is supported is the “.rtf” file type, which can be opened directly in all popular word processing applications such as Microsoft Word.

Automatic Save

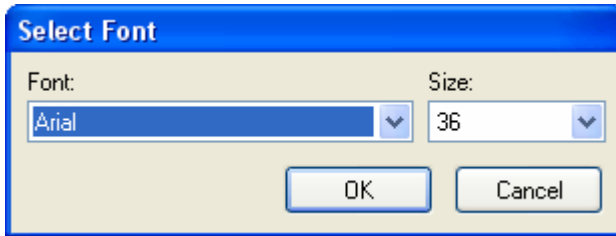
Text will be saved automatically at regular intervals – this saves the note-taker the time and effort in having to remember and save the text themselves. **Automatic text saving IS ENABLED by default.** It can be turned off and on by selecting the “**File | Auto Save**” and ensuring the ‘tick’ is shown (or not shown) in the “**Enable Automatic Save**”. The time duration between saves can also be selected – the options are 2, 4, 6 and 10-minute intervals.

The filename of the file in which the text will be saved will be of the form “Stereotype_time_date”, where time and date are current time and date when the file was saved. Text will be saved automatically using this name until a new filename is given using “**Save**” or “**Save As...**” By default files are saved in the “My Documents” folder.



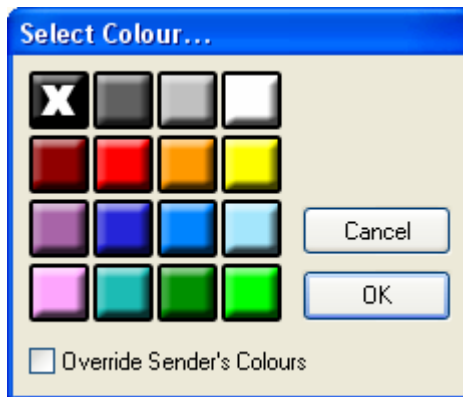
Changing Fonts

It is possible to select appropriate fonts and font sizes. The same selection will be applied to the comments box. To do this, click on the “**Settings | Select Editor Font...**” menu option. This will invoke the ‘font selection’ box that can be used to select a different font or size:



Changing the Font Colour

The colour of the text as received from the Sender can be changed by selecting the “**Settings | Font Colour...**” menu option. This presents the following dialogue box which can be used to select the colour.



The “**Override Sender's Colours**” option, when selected, will inform the Stereotype Receiver to disregard any colour information from the Sender. In which case, the text will be displayed only with the selected colour.

Changing the Background Colour

The background colour can be changed by selecting the “**Settings | Select Background Colour...**” menu option. This will present the standard MS Windows colour selection dialogue box, from which a colour can be selected. The background of the comments box will be the same.

Clearing Text

The received text can be cleared in one action by using the “**Edit | Clear**” menu option.

Using Stereotype with Other Applications

It is possible to allow Stereotype Receiver to operate in parallel with other applications. This is useful when a receiver needs to work on an application (like a spreadsheet or word processor) while receiving text from the sender at the same time. Stereotype will continue to receive and display text, even if it is not the currently active application. In this case, Stereotype can be used in the ‘background’ and its window can be adjusted so the viewer can read text whilst working on other applications.

Sending Messages to The Sender

When the ‘Messages’ window is available, simply type your message into the box. You can also specify your name. Click on the “**Send**” button. The Sender will then receive your message.

7. Wireless Networking Advice

If you intend to use wireless networking to connect your computers, or are experiencing problems with an existing wireless network, you may want to consider the following points.

1. Wireless network hardware. Stereotype Ltd advise customers to **purchase any wireless network equipment from the same manufacturer**, and buy all of the equipment at the same time (wherever possible). Although there are global wireless networking standards, to which all such equipment should

adhere, it has been demonstrated that equipment from different manufacturers can sometimes be incompatible - this can cause inexplicable difficulties and ultimately prevent a wireless network being established. Buying equipment from the same manufacturer will eliminate such problems.

2. Some laptops have simple switches that enable/disable particular pieces of built-in features – such as wireless networking facilities (some Sony or Acer laptops have this facility to save power). If your machine has such a switch to control any built-in wireless networking, ensure it is switched on. The switch may be located on the front or side of the laptop.
3. **For Owners of Dell notebooks/laptops.** Spurious shut-down of wireless networking facilities have been experienced by some Dell owners when using Stereotype. Users of these machines must disable all power-saving to stop the machine closing down the built-in wireless network features. Such machines have been known to automatically close down the networking features to save power, even though the network is very much required!
4. Obtaining the latest wireless networking equipment can solve many problems. At the time of writing, the latest type of wireless networking equipment adheres to the IEEE 802.11g standard. (although various non-standard 11n devices are now available). You should try to make sure that all your equipment use the same standard.
5. **Using built-in wireless network devices in laptops.** The Stereotype Development Team have worked with customers who have experienced inexplicable wireless networking difficulties. We have discovered that when the built-in wireless networking features are used in some laptops, they will not work together – despite the correct MS Windows settings being applied. This is not a Stereotype problem. It can be solved however, by using plug-in wireless network cards (using PCMCIA / PC cards).
6. Some wireless networking equipment offers advanced configuration possibilities. These enable users to alter the power levels for transmitting/receiving data. Increasing the wireless

power enables the quality and reliability of a link to be increased which may solve seemingly inexplicable wireless networking problems. Such settings may be changed by using the software that comes with your networking hardware, or (if available) by using the MS Windows Hardware Manager (from the System item in the Control Panel). In addition, these advanced settings also enable the computer to detect a wider range of wireless networks (if, for example, you are having trouble locating a particular network amongst many that may be available). You may want to experiment with these settings to find an optimum configuration for your equipment and the environment in which you are working.

7. If you are using a peer-to-peer arrangement when there already exists an infrastructure based network in your working environment you may experience problems relating to conflicts. This is caused by the infrastructure based networking swamping your peer-to-peer signal. This may be corrected by reconfiguring your networking settings. Please refer to your networking hardware instruction manual for how to do this.
8. Using a network access point can extend the range and power of a wireless network connection. This can solve many intermittent wireless networking problems.

8. Frequently Asked Questions

“Can I connect more than one receiving machine to a single sender?”

Yes. If you have a network that supports more than two machines, i.e. a local area network, then more than one Receiver can connect to a single Sender, as long as the Receivers use appropriate IP addresses.

“We’re experience difficulties with firewalls and anti-virus software...”

Stereotype uses Port 1498 for communication via TCP/IP networks. It may be the case that some organisation’s firewalls or anti-virus software block this (and other ‘unknown’) port numbers for security purposes, thus rendering Stereotype incapable of communicating. In

most cases, this can be resolved by configuring the firewall or anti-virus software to recognise the port number. See your network technician or technical services manager, or refer to your anti-virus instruction manual or help file.

“The screen goes blank on the Receiver after a while...”

Turn off screensavers. In addition, some laptops are configured to power-down after a short period when not connected to mains power. This can also cut power to devices such as wireless network features, which, when the machine wakes up, may not respond. In this case, restart the machine (and Stereotype) completely. To stop this happening, make sure the power saving features on the laptop are configured or disabled appropriately.

“We’re experiencing difficulties with the network...”

The Stereotype Sender and Receiver software packages are designed to operate across a variety of networks using a variety of network hardware – but this network needs to be operating correctly for Stereotype to work. When Stereotype refuses to connect, the common cause is the underlying network not functioning correctly. Although the Stereotype Development Team will happily assist in solving software-based problems and in solving many simple network difficulties, our team cannot provide a complete network troubleshooting service.

If you are experiencing difficulties with a wireless networking, please refer to the previous section “Wireless Networking Advice.”

Experience with both our own and customer’s networks and configurations have revealed some common causes of problems:

1. Using the laptop to connect to the internet using an dial-up internet service provider (such as AOL, BT, Wannado, etc). Some dial-up software can alter the IP addresses assigned to the machines – afterwards they must be re-assigned.
2. **IMPORTANT! – Power Saving.** Many laptops enable power saving to save battery life. The machine will close down after a period of inactivity, which can result in a Receiver being shut down when no keys have been pressed or no mouse activity

has been detected. When a receiver laptop closes down in this way, it will temporarily close the network connection. This results in the Sender generating an error message and halting as the Receiver is no longer capable of receiving anything. To stop this occurring, disable any power saving options on your machine.

3. Although the installation and operation of network hardware is often straightforward, there are sometimes 'mysterious' problems that are caused by particular configurations of MS Windows settings and hardware drivers. If everything 'seems' as though it should work, and all obvious settings appear correct, it may be necessary to obtain the latest drivers for your hardware from the manufacturers – their websites contain the drivers and they are available free of charge. Also, it is recommended that you install the latest Windows Service Pack for your Windows version. Microsoft's website contains this (again, free of charge). Updating drivers and service packs can have dramatic effect in improving the general stability and performance of your system.

Technical Support - "I've got another problem, what can I do?"

The Stereotype team have endeavoured to release Stereotype as a 'low-maintenance' product. Most problems encountered by customers are due to networking difficulties. If you are experiencing such difficulties you can contact the Stereotype development team at:

info@stereotypenotetakingsoftware.com

(Please note, we cannot provide support for software or hardware unrelated to the Stereotype System).

9. Software Updates

Stereotype Ltd constantly refines the Stereotype software to improve its performance, add features and generally increase its usefulness. Please visit the Stereotype website for details about free updates, their availability and how to obtain them:

<http://www.stereotypenotetakingsoftware.com/>

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