

WizNote Manual for Windows

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Chapter 1

About WizNote

Welcome to WizNote for Windows!

WizNote is a note-taking workspace that allows you to organize:

- Notes
- Pictures
- Webpages
- And so on

All data is synchronized and available to connected devices. With WizNote you can:

- Create
- Edit
- Share
- Find

Anything you can imagine.

Chapter 2

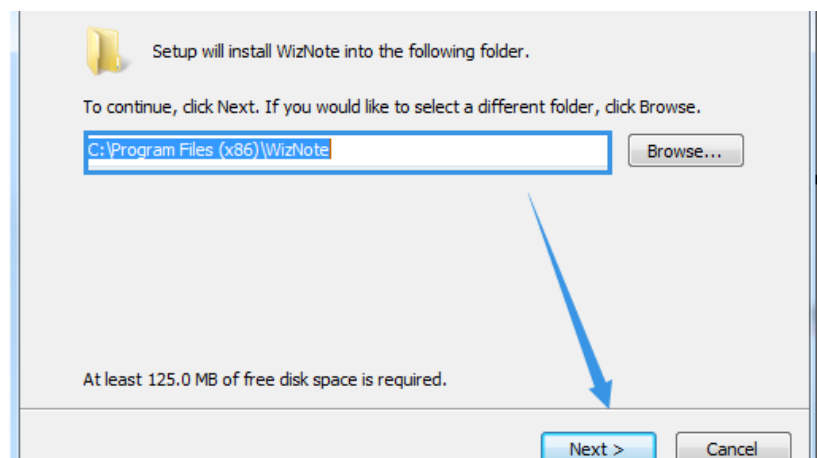
Get Started

Create a Wiznote account

1. Download WizNote from <http://www.wiz.cn/download.html>.
2. Run WizNote and choose a language.



3. Select the folder where you would like to install WizNote, and click "Next".



4. Keep selecting "Next" until the finish page shows up, and click "Finish" to exit Setup.

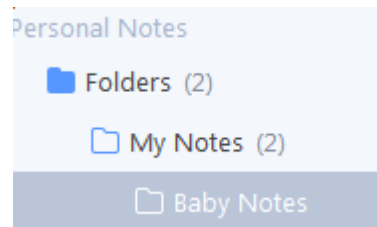


5. You can click the [click to sign up](#) button, and sign up for an account.

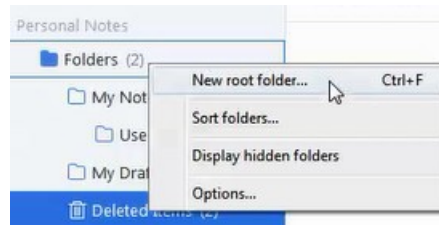
Chapter 3

Create a Note Folder

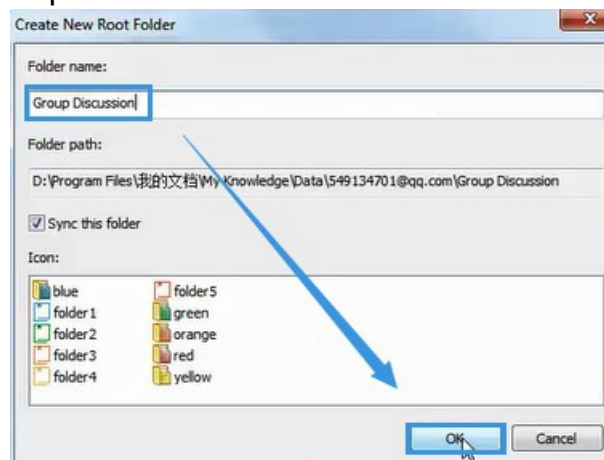
WizNote offers multi-layered folders to help you organize notes.



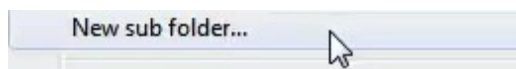
1. Right-click "Folders" on the leftmost bar, and select "New Root Folder".



2. Input a name and click "Ok".



3. Right-click the folder to get its subfolder.



Chapter 4

Create a Note

Topics:

- [Empty Note](#)
- [Markdown Note](#)

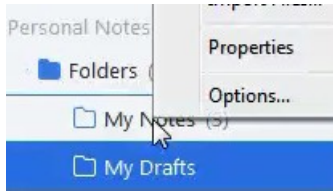
We introduce two of WizNote's many kinds of note:

- Empty note.
- Markdown note.

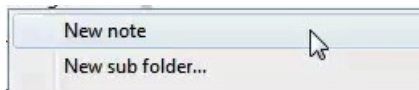
Empty Note

Two ways to create an empty note:

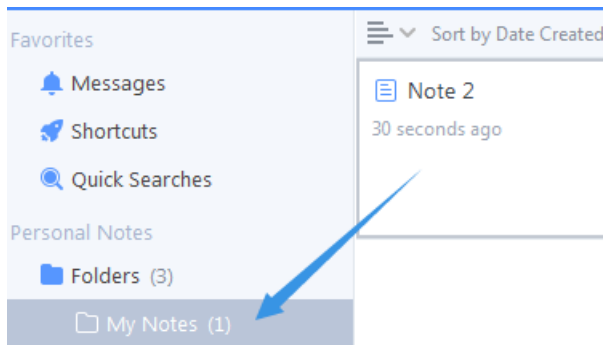
- Right-click one of your folders.



Click "New Note" on the top bar.

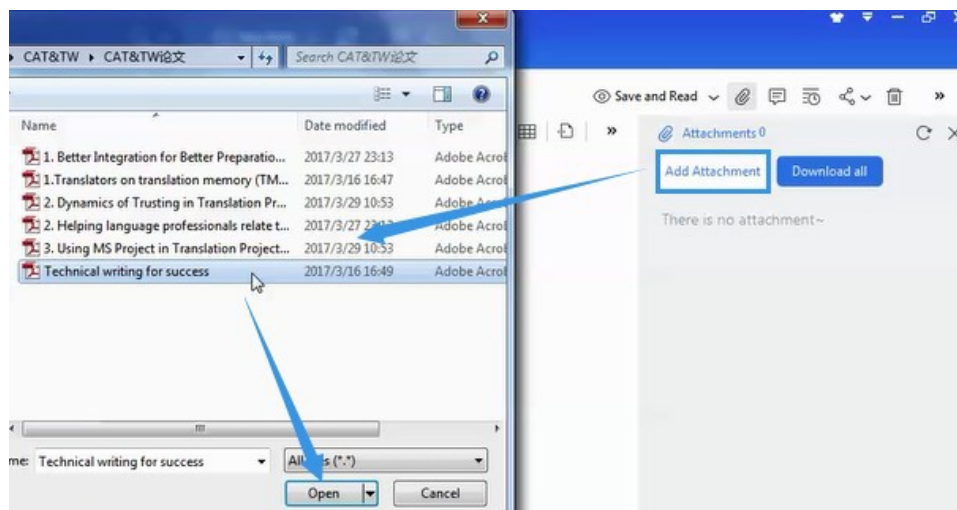


- Click the  New Note  button, and drag the note under any folder you want.



* Tips on editing notes:

- You can add a Word or PDF file to your note.



- One-click clipping from Internet Explorer using WizNote's Web Clipper.

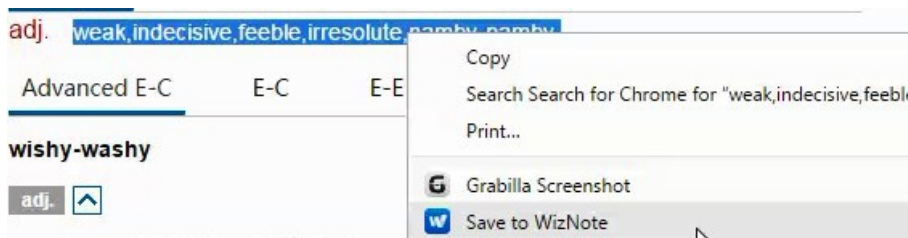


This clipper is a button in the toolbar of Microsoft Internet Explorer, Google Chrome and 360 browser. You can add a webpage to a new note and edit.

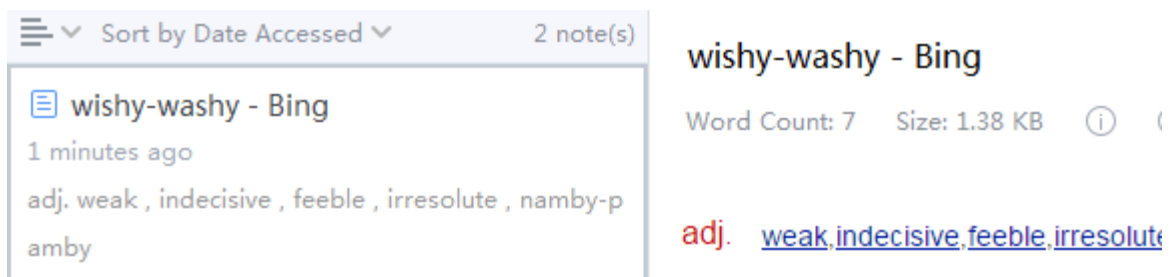
1. Download the clipper from <http://www.wiz.cn/download.html>, and add it to the toolbar.



2. Open a web page, and save the content you want to copy.



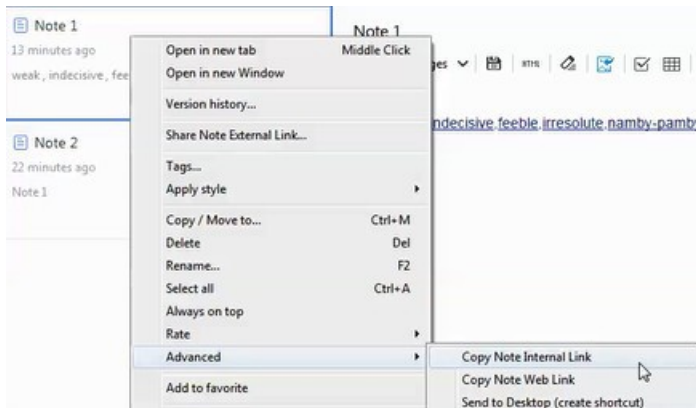
3. Edit what you've just clipped.



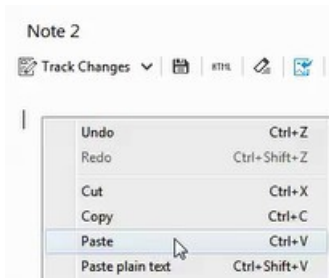
- Add an internal link.

An internal link connects multiple notes. You can add as many internal links as you want to make other notes searchable in just one note.

1. Right-click Note 1 on the center bar, and click "advanced" to "Copy Note Internal Link".



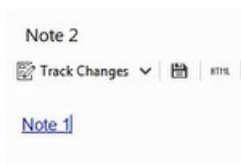
2. Paste it onto Note 2.



3. Click "Save and Read" at the top-right corner.

Note 2 Save and Read

4. Now Note 1 is linked to Note 2.



Markdown Note

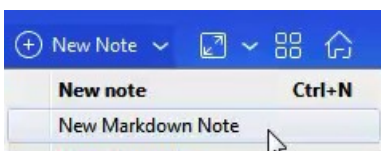
Markdown allows you to write structured content, and convert it to HTML.

Two ways to create a Markdown note:

- Create an empty note, and rename it as "xx.md".

note.md

- Create a Markdown note by clicking "New Markdown Note".



*** Know the following Markdown skills before editing (save to see the effect):**

- Ordered list: start every line with "No. " (a space after ".").

before	after
<pre>1. one 2. two 4. three 6. four</pre>	<pre>1. one 2. two 3. three 4. four</pre>

- Unordered list: start every line with "- " or "* " (a space after "-" or "*").

before	after
<pre>- apple - banana - orange</pre>	<pre>• apple • banana • orange</pre>

- Bold, italic, strikethrough: add "**", "*" or "~" before and after words.


before	after
<pre>**bold** *italic* ~~strikethrough~~</pre>	<pre>bold <i>italic</i> strikethrough</pre>


- Citation: add ">" before words (space or no space).

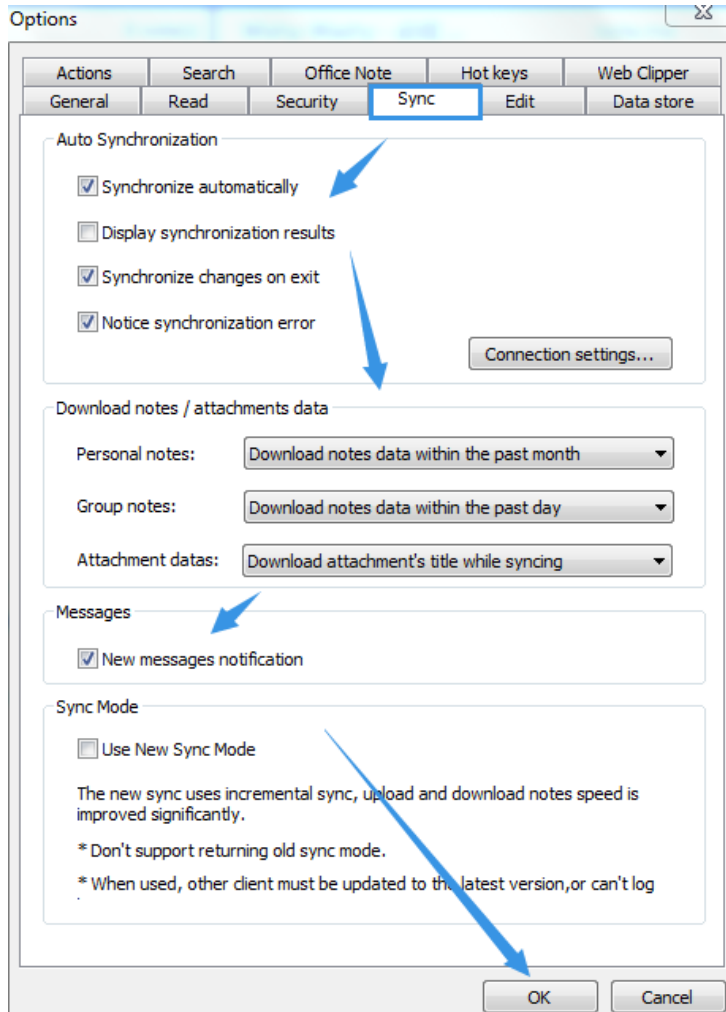
before	after
<pre>>Every smile helps. -- xx</pre>	<pre>Every smile helps. – xx</pre>

- Footnote: add [^1] after words and [^1]: before footnote (a space in the latter).

before	after
<pre>hello[^1] [^1]: hi</pre>	<pre>hello¹ 1. hi ↩</pre>

 **Note:** *Don't forget to synchronize your notes after editing.*

Go to  Menu (Alt, F10), and click on "Options" to set how you would like to synchronize your notes:



Chapter 5

Share Notes

Topics:

- [Share by Email](#)
- [Share to Group](#)

Two ways to share notes:

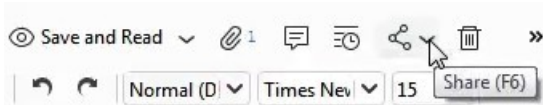
- Share by email.
- Share to group.

Share by Email

Steps to share notes by email.

 **Note:** Only VIP can share by link.

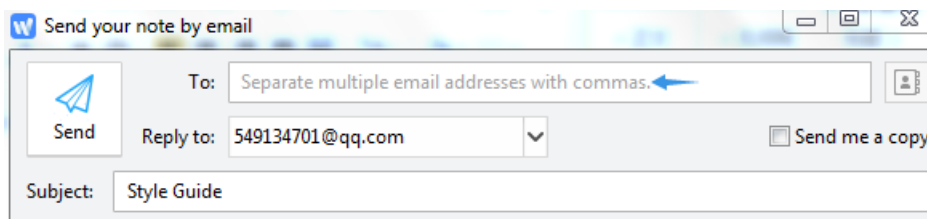
1. Click share icon.



2. Choose "Send Email".



3. Enter the email address and send.



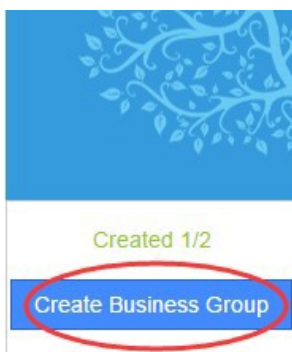
Share to Group

Create a group before sharing.

1. Click "+" on the leftmost bar.



2. Create by clicking "Create Business Group".



- * Shared with Team
- * Comment on Notes
- * Work without Email

3. Input a name and click "create".

Create New Group

Group Name

My Study Group

Creating group through template can setup preset catalogs [▼](#)

Description

Offline Read



It can not be switched after creating [?](#)

Set as Encrypted Group



Can not switch after setting up [?](#)

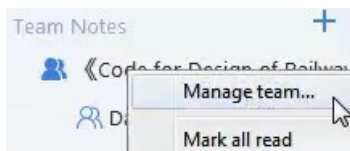
Create

Group Basics

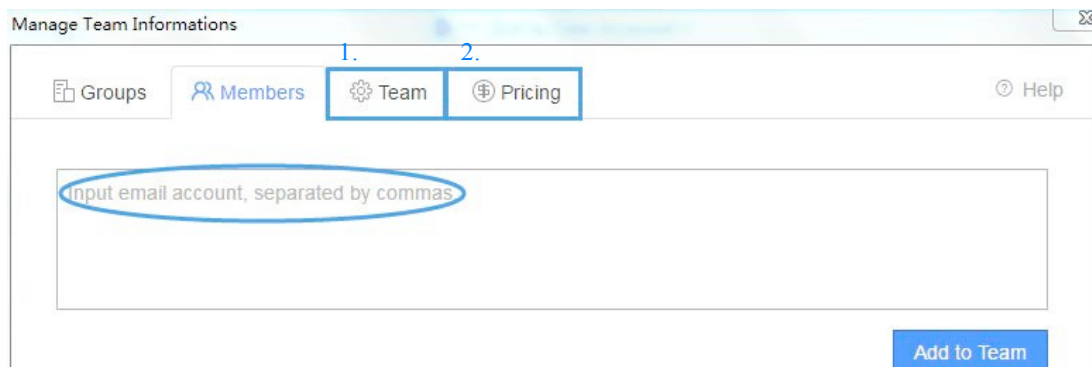
See basic functions for managing group.

Add members

1. Right-click group name.



2. Input email addresses and click "Add to Team" (see tips in the following page for 1 and 2).

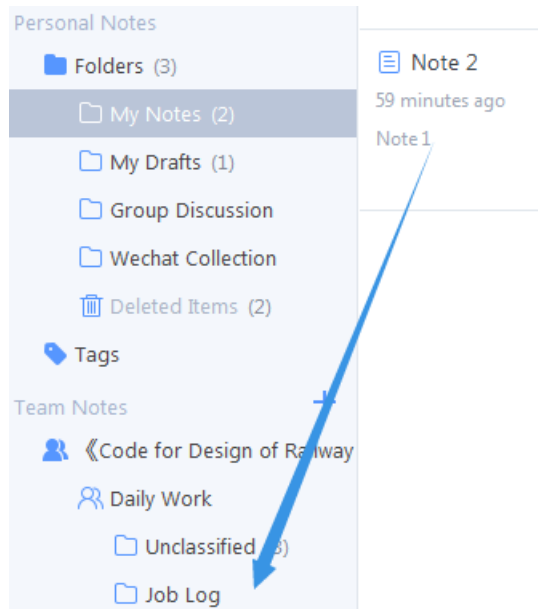


*** Tips:**

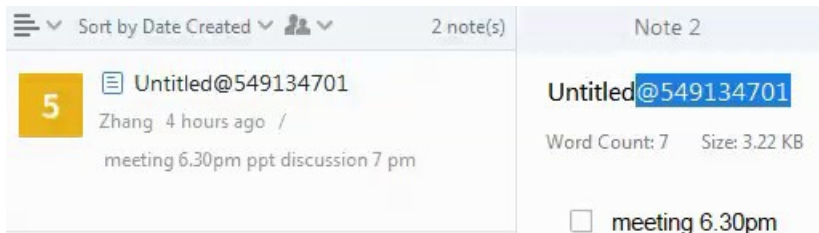
- Click "Team" to fill in team information.
- Click "Pricing" to buy advanced versions.

Now you can:

1. Drag personal notes into the group folder and share with members.



2. @ members in the header and share your note with them.



3. Co-edit one group note with them.



Chapter 6

Add Tags

Topics:

- [Tags on the Interface](#)
- [Tags When Editing](#)

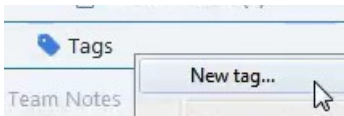
Two ways to add tags:

- Add tags by right-clicking "Tags" on the leftmost bar.
- Add tags by clicking tag icon when editing.

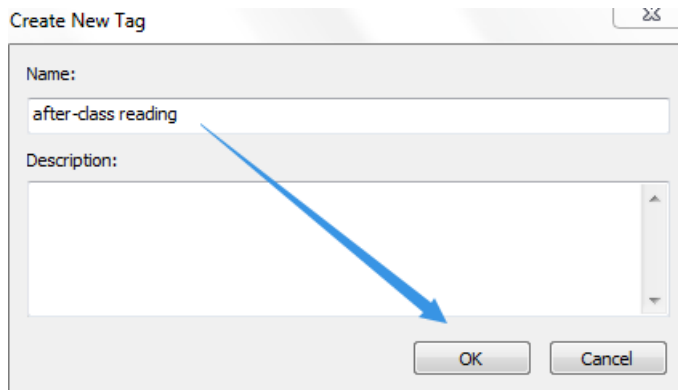
Tags on the Interface

Add tags on the interface.

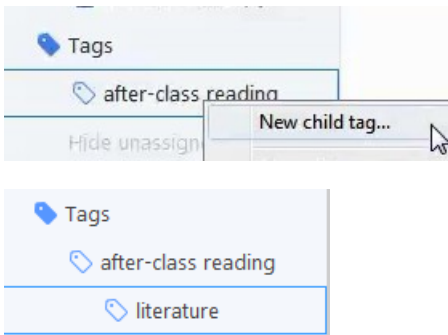
1. Right-click "Tags" on the leftmost bar.



2. Input a tag name and click "OK" to finish.



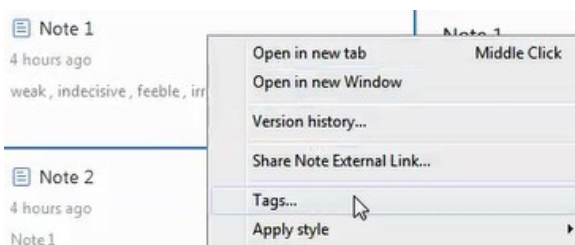
3. Right-click "after-class reading" and get its subtag.



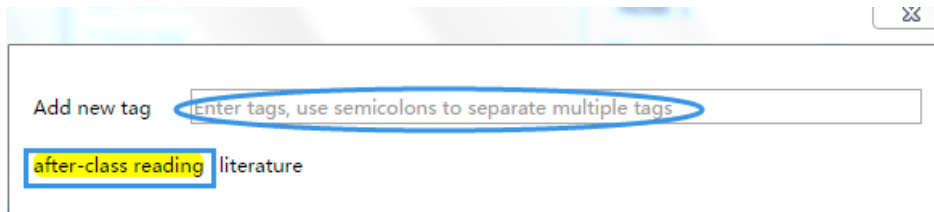
Tags When Editing

Add tags when editing.

1. Right-click Note 1 on the center bar and select "Tags".



2. Select any existing tag or input a new tag.

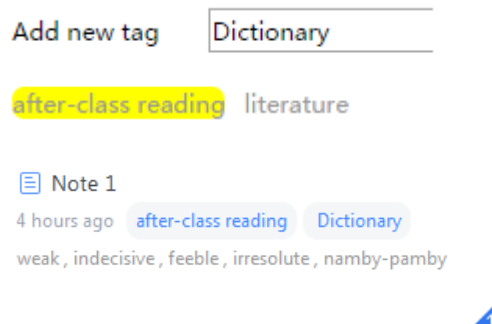


Close

Add new tag

after-class reading literature

3. Click "OK" to finish.



Add new tag

after-class reading literature

Note 1
4 hours ago after-class reading Dictionary
weak, indecisive, feeble, irresolute, namby-pamby

Chapter 7

Search Note Content

Topics:

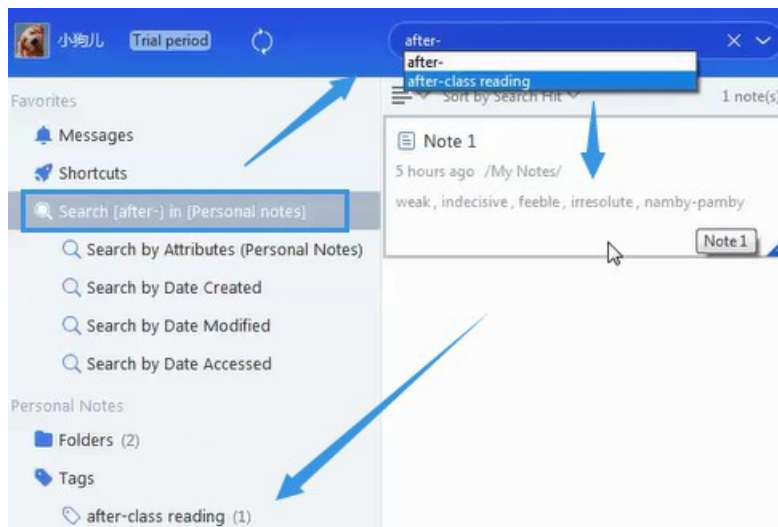
- [Quick Search](#)
- [Advanced Search](#)

Two ways to search note content:

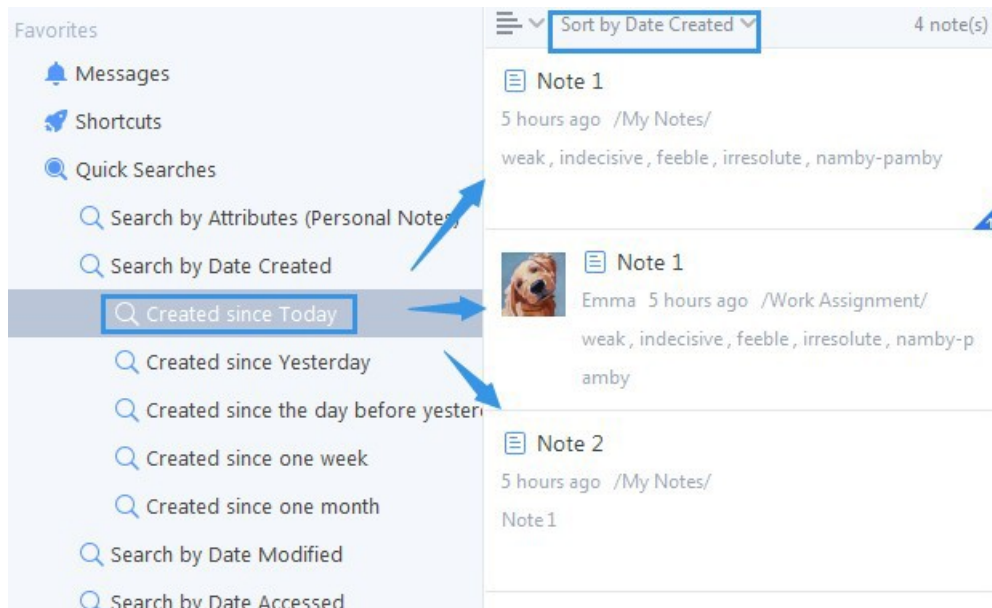
- Quick Search.
- Advanced Search.

Quick Search


- Search on the top bar by attributes.



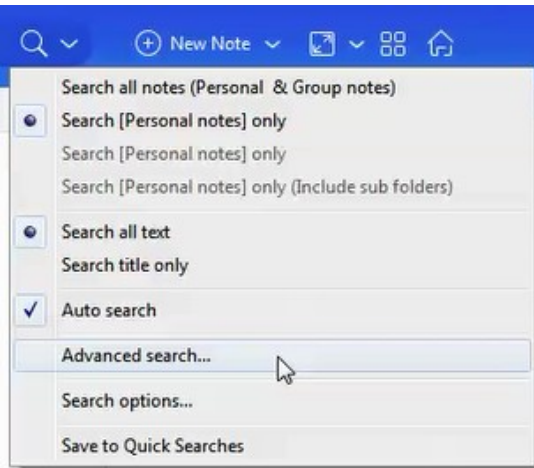
- Search on the leftmost bar by date accessed, created or modified.



Advanced Search

Go to the search bar and click .

Select "Advanced search" to customize search content parameters (see the picture on the following page).



Search Documents

☒ All folders
☐ Current folder (include sub-folders)
☐ Current folder

☒ Full Text Search
☐ Title
☐ URL
☐ Keywords
☐ Author
☐ Exact Search (Slow)

☒ All documents
☐ Notes only
☐ Journal only

☐ Contains attachment(s)

Quick Search

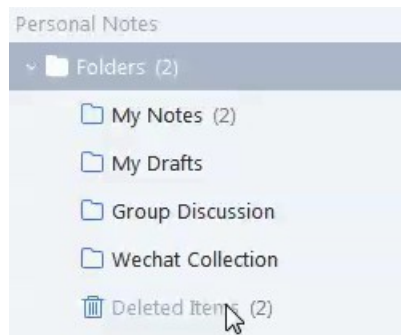
Chapter

8

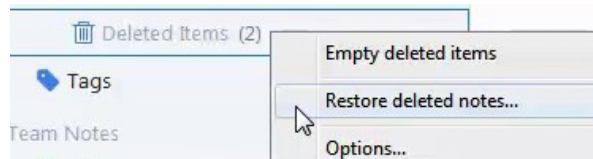
Recover Deleted Notes

You can recover deleted notes.

1. Open "Folders" on the leftmost bar, and right-click "Deleted Items".



2. Right-click "Restore deleted notes" and recover.



Chapter 9

For More Information

For more information about WizNote, you can contact us by:

400-650-4330 (24/7 hotline).

help@wiz.cn (email).