

# **WizNote Manual for Mac**

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# Chapter 1

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## About WizNote

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Welcome to WizNote for Mac!

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.

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# Chapter 2

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## Get Started

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Create a WizNote account.




1. Download WizNote from <http://www.wiz.cn/download.html>.
2. Drag WizNote to the Applications folder to install.



3. Click "click to sign up".

[click to sign up](#)

4. Create an account.

	Please input email as your acc...
	Please enter your password
	Please repeat your password
<div>Create Account</div>	

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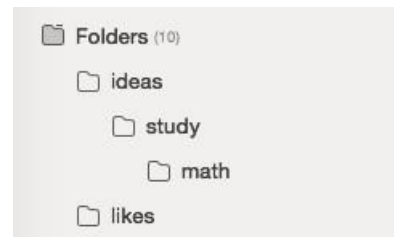
# Chapter 3

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## Create a Note Folder

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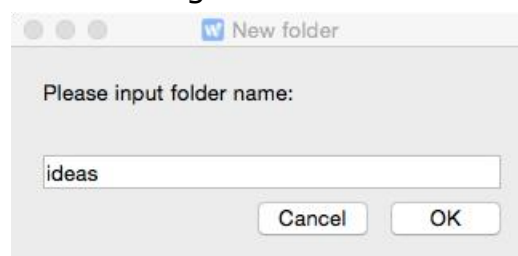
WizNote offers multi-layered folders to help you organize your notes.



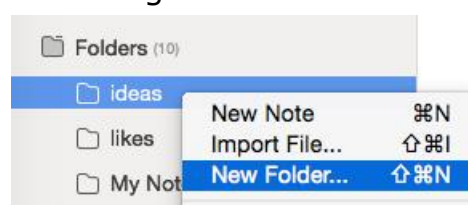
1. Right-click "Folders" on the leftmost bar.



2. Input a name, for instance, "ideas", and click "OK" to get a new folder.



3. Right-click "ideas", and select "New Folder" to get its subfolder.



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# Chapter 4

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## Create a Note

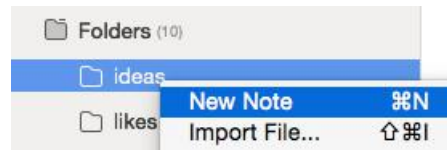
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<b>Topics:</b> <ul style="list-style-type: none"><li>• <a href="#">Empty note</a></li><li>• <a href="#">Markdown note</a></li></ul>	<p>We introduce two of WizNote's many kinds of note:</p> <ul style="list-style-type: none"><li>• Empty note.</li><li>• Markdown note.</li></ul>
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## Empty Note

Two ways to create an empty note:

- Right-click one of your folders.

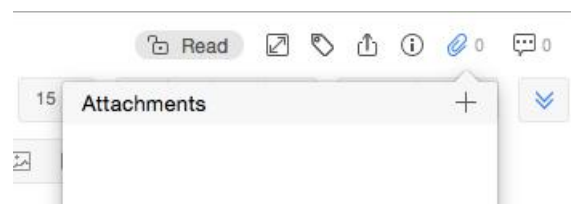


- Click "New Note" on the top bar.



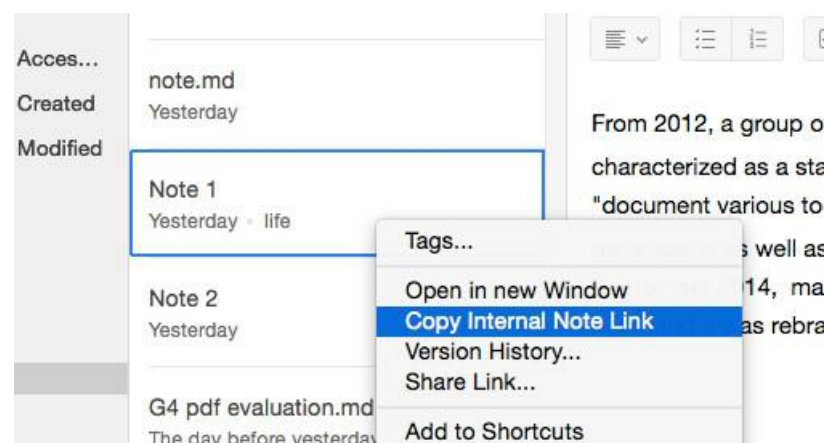
### \* Tips on editing notes:

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

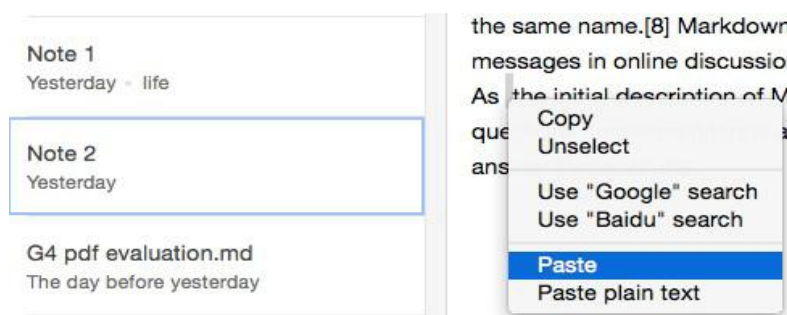


- Add an internal link.

1. Right-click Note 1 on the center bar, and copy its internal link by selecting "Copy Internal Note Link".



2. Paste it onto Note 2.



3. Note 1 is linked to Note 2.



## Markdown Note

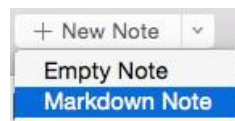
Markdown allows you to write structured content, and convert it to HTML.

Two ways to create a Markdown note:

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



2. Create a Markdown note by selecting "Markdown Note".



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

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

Before	After
1. one 2. two 4. three 6. four	1. one 2. two 3. three 4. four

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

Before	After
- apple - banana - orange	• apple • banana • orange

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

Before	After
<b>**bold**</b> <i>*italic*</i> ~~strikethrough~~	<b>bold</b> <i>italic</i> <del>strikethrough</del>

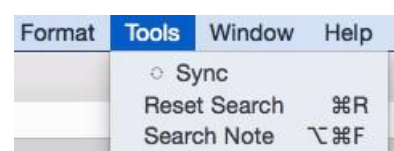
- Citation: add ">" before words (space or no space).

Before	After
>Every smile helps. -- xx	Every smile helps. -- xx

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

Before	After
hello[^1] [^1]: hi	hello <sup>1</sup> ..... 1. hi ↩

\* Tips: Click "Tools" on the topmost bar and synchronize your notes.





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# Chapter 5

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## Share Notes

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**Topics:**

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

Two ways to share note:

- Share by Email.
- Share to Group.

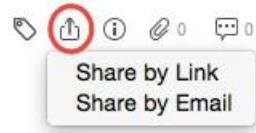
## Share by Email

Steps to share notes by email.



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

1. Click share icon and select "Share by Email".

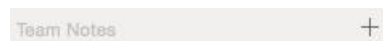


2. Share and send.

## Share to Group

Create a group before sharing.

1. Click "+" on the leftmost bar.



2. Create a group by clicking "Create Business Group".



3. Input a group name and click "Create".

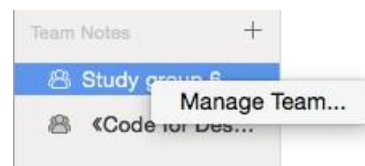
### Create New Group

## Group Basics

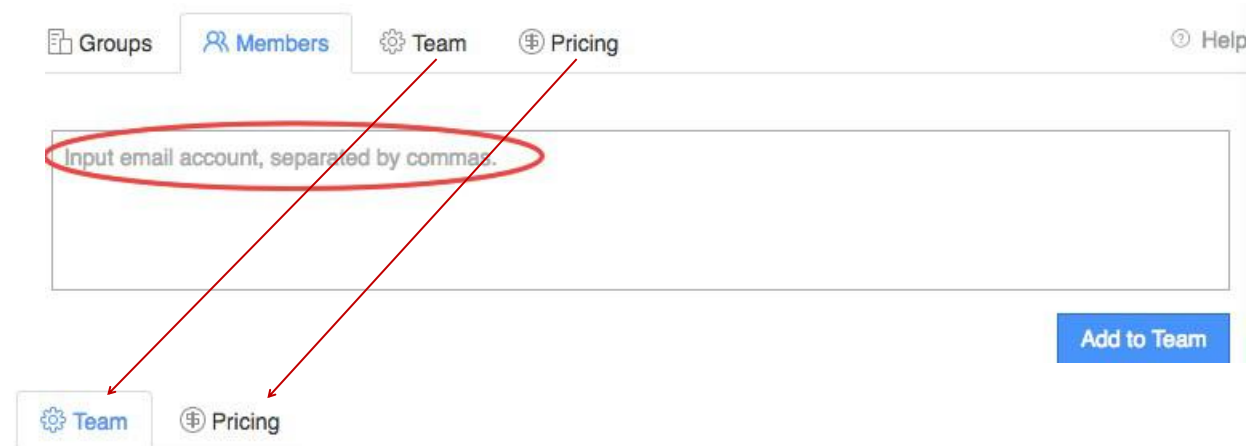
See basic functions for managing group.

*Add members:*

1. Right-click a group name and select "Manage Team..."



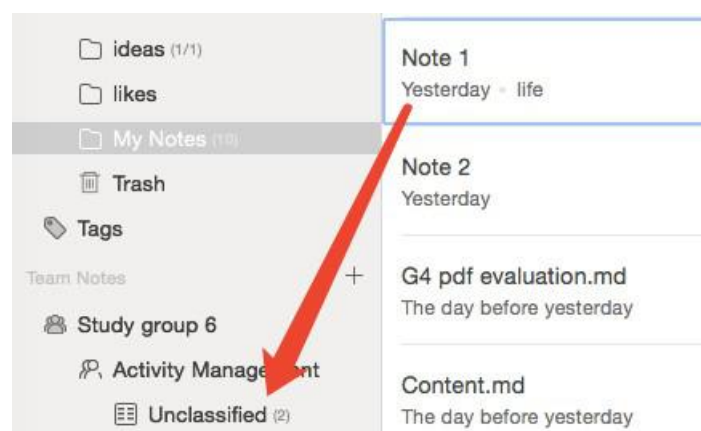
2. Add members by email.



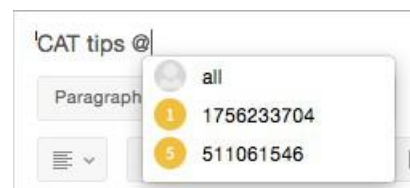
- Click "Team" to fill in team information.
- Click "Pricing" to buy advanced versions.

### Now you can:

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



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



3. Co-edit one group note with them.



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# Chapter

# 6

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## Add Tags

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**Topics:**

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

Two ways to add tags:

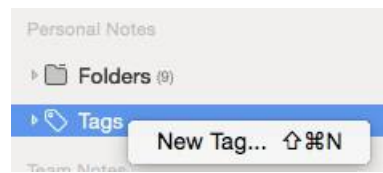
- Add tags by right-clicking "Tags" on the leftmost bar.
- Add tags by clicking tag icon when editing.

## Tags on the Interface

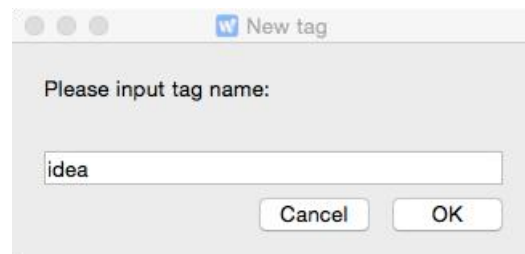
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*Add tags on the interface.*

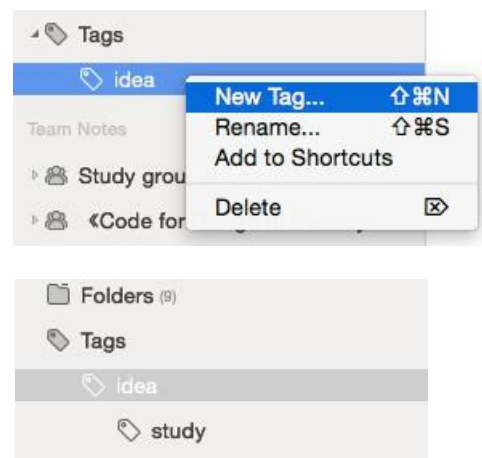
1. Right-click "Tags" on the leftmost bar and select "New Tag...".



2. Input a tag name, for instance, "idea", and click "OK".



3. Right-click "idea" tag and get its subtag by selecting "New Tag...".



## Tags When Editing

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*Add tags when editing.*

1. Click the tag icon.



2. Input a tag name where suggested, for instance, "life".



3. Press "Enter" on the keyboard and finish.



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# Chapter 7

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## Search Note Content


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<b>Topics:</b>	Two ways to search note content:
<ul style="list-style-type: none"><li>• <a href="#">Quick Search</a></li><li>• <a href="#">Advanced Search</a></li></ul>	<ul style="list-style-type: none"><li>• Quick search.</li><li>• Advanced search.</li></ul>

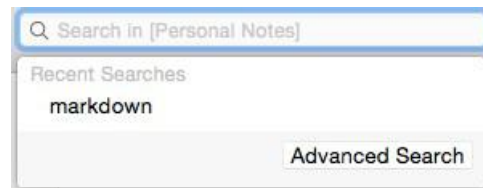
## Quick Search

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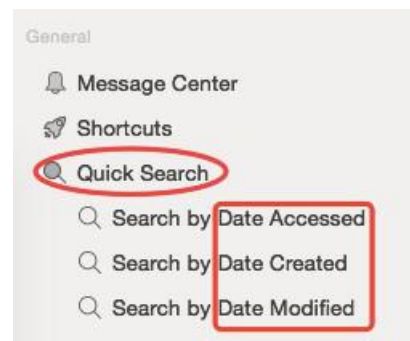
Two ways to search content.

 **Note:** Advanced search is available.

1. You can search (in Personal Notes) on the top bar.



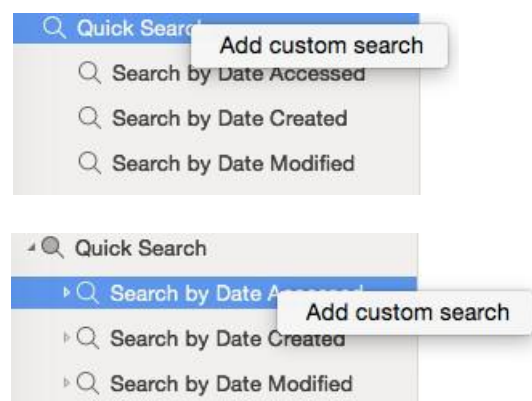
2. Search on the leftmost bar by date accessed, created or modified.



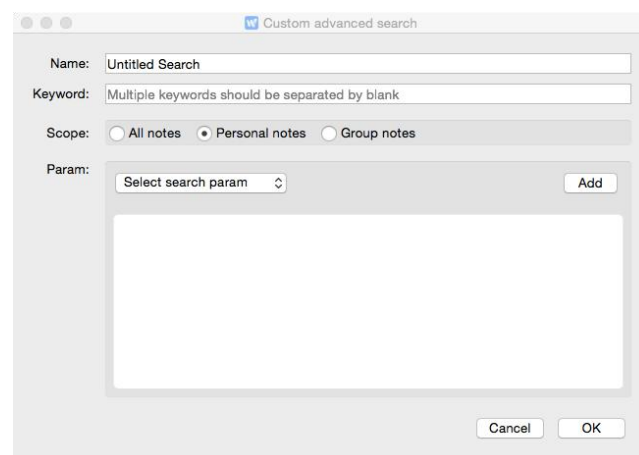
## Advanced Search

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1. Right-click "Quick Search" or its sub items on the leftmost bar.



2. Customize your search parameters.



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# Chapter

# 8

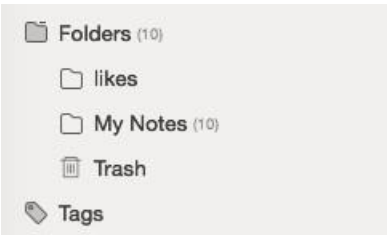
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## Recover Deleted Notes

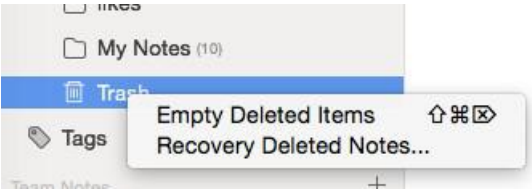
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You can recover deleted notes.

- 1. Open "Folders" on the leftmost bar.



- 2. Right-click "Trash" and recover.





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## Chapter 9

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### For More Information

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

- 400-6504330 (24/7 hotline).
- help@wiz.cn (email).