1.Introduction

1.1. Working with plain text files

One way to organize notes (e.g. code snippets) is by working with plain text files in a specific working folder.   In order to improve organization you can also tag those files.   To access tagged text files there are some nice applications like the freeware nvALT.
With of without a software like nvALT you can sync your notes (e.g. Dropbox) so you can access your files in more than one device.

1.2. Workflow goals

• Create new text files in a custom working folder

• Text file content from the clipboard, text selection or by typing it in Alfred

• Add tags

• Save the URL to the file

• Manage a Journal

• Search notes

• Integration with nvALT

• Optionally create a text file in current Finder folder

2. Setup

2.1. "Setup" item

When you run the workflow for the first time just click **Setup** item in Alfred to configure the workflow **working**

folder (where the new text files will be saved), preferred file extension (.txt or .md) and **journal name** (a default text file to add new text without creating a new file).

If you are willing to sync your notes, select or create a folder in e.g. Dropbox.

2.2. Reset settings

To reset the workflow settings: open Alfred window, type the workflow keyword **newf**, hold the **option** key then hit **return** key. Click **Yes** and the settings will be reset.

2.3. openmeta

All the tagging is done by openmeta included in the workflow.

3. Actions

3.1. New Text File from Clipboard

The text file content is from clipboard.

If you select this item without typing anything, a new text file will be created in your working folder, with the current clipboard as its content and, finally, tagged with the top most application name. The text file name will be generated automatically considering the first line of the text file content.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. `home,shell,the_url`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell,the_url-`

- **Define the filename**: after the tags type "#" then type the filename (without extension) e.g. `home,shell,the_url#My File`. You can also type the extension.

- **Add text to journal**: hold the Fn key to add the text from the clipboard to your default journal

- **Create in Finder**: hold control key to create the file in the current Finder window/folder

3.2. New Text File from Text Selection

The text file content is from a text selection in OS X e.g. from AppleScript Editor.

If you select this item without typing anything, a new text file will be created in your working folder with the current text selection as its content and, finally, tagged with the top most application name. The text file name will be generated automatically considering the first line of the text file content.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. `home,shell,the_url`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell,the_url-`

- **Define the filename**: after the tags type "#" then type the filename (without extension) e.g.

`home,shell,the_url#My File`. You can also type the extension.

- **Add text to journal**: hold the Fn key to add the selected text to your default journal

- **Create in Finder**: hold control key to create the file in the current Finder window/folder

3.3. New Blank Text File: New File.txt

Select this item to create a new and blank text file in your working folder. After the file is created it will be opened in TextEdit.

If you select this item without typing anything, a new text file will be created in your working folder with no content and, finally, tagged with the top most application name. The text filename will be "New File.txt" by default.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. `home,shell,the_url`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell,the_url-`

- **Define the filename**: after the tags type "#" then type the filename (without extension) e.g. `home,shell,the_url#My File`. You can also type the extension.

- **Create in Finder**: hold control key to create the file in the current Finder window/folder

3.4. Copy Text File

If there is a text file outside of your working folder you can easily copy it and tag it in one step. Just select a text file in Finder first.

If you select this item without typing anything, the current text file selected in Finder will be copied to your working folder and tagged with the top most application name.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. `home,shell,the_url`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell,the_url-`

3.5. Tag Text File

Tag the current text file selected in Finder. You can tag text files in or outside your working folder.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. `home,shell,the_url`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell,the_url-`

3.6. Type the Text

If you have a short note in mind you can use this item to store it in your working folder in one step.

Start this workflow, type the note in Alfred window and select this item. Done. In addition to the note, the topmost application name will be the file tag.

Things you can do:

- **Type tags**: you can add your own tags by typing them in Alfred window e.g. home,shell then type "#" to start typing your note e.g. `home,shell#My note here`

- **Remove the default tag** (topmost application name): type "-" at the end of the tags to remove it e.g. `home,shell-` then type "#" to start typing your note e.g. `home,shell-#My note here`

- **Add text to journal**: hold the Fn key to add the text you typed in Alfred to your default journal

- **Create in Finder**: hold control key to create the file in the current Finder window/folder

4. Hotkeys

- New from text selection: use this hotkey to create a new text file with the text selection. The tag will be the front most application name. The URL will be added if any.

- Add text to journal: use this hotkey to add text to journal from text selection.

- Searching: use this hotkey to search your notes (see details below)

5. Searching

By using the keyword **news** or setting a hotkey you can search your notes within Alfred.

Searching features:

- the default search includes text content, filename and tags

- start with **c:** to search content only

- start with **n:** to search file names only

- start with **t:** to search tags only

- hit the shift key to preview an item

- hit return key to open an item

- the first item in Alfred is always "Show in nvALT" - click it to view the results in nvALT

Finally, you can also use the workflow Fallback Search: you have to manually add it in Alfred 2. Go to **Preferences>Features>Default Results** then click **Setup fallback results** button.

6. Direct Paste

Paste a note directly to the topmost application.

How to use the feature:

1. search a note using the keyword **news** or the hotkey

2. highlight an entry, hold fn key and hit return key

3. the text content will be pasted to the topmost application

7. URL to file

If you are dealing with text from **Safari**, **Google Chrome** or **Firefox** the current URL will be added at the end of

the text file created by this workflow so you can easily keep track from where you got that text or snippet.

8. Journal

Add text to your default journal instead of creating a new file (see items 3.1, 3.2 and 3.6).

The entry will include the full date and time, URL (if any), personal comments (type by starting with **@** in Alfred e.g. **@My personal note here** and the text itself (e.g. from text selection).