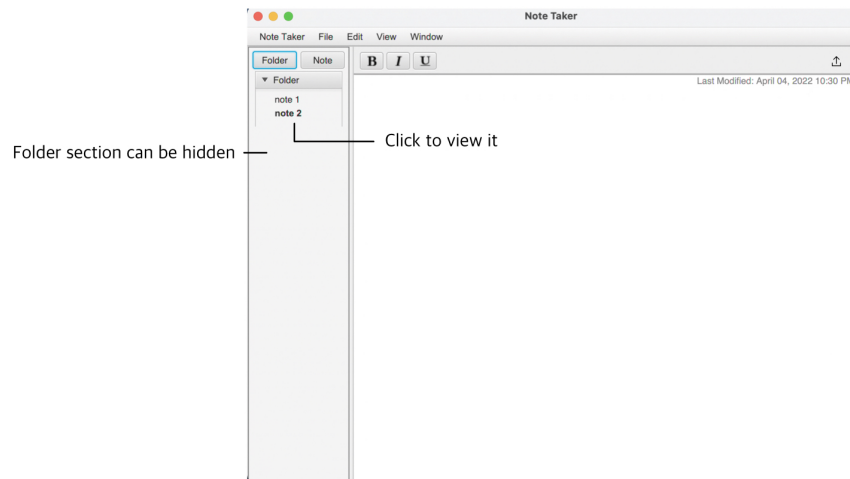


Note Taker User Guide

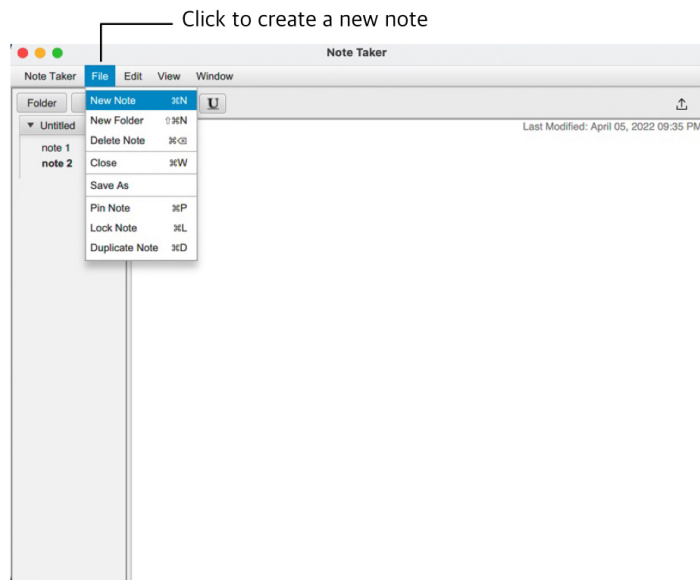
View notes



1. To view your notes, select the folder in the sidebar. It will show you the list of the note under that folder.
You may need to do following action :
 - If the sidebar is not shown, select View > Show Folders.
2. To view the note that you would like to see, simply click on the desired note in the folder.
3. If the note is locked, enter a password. To see more information about lock notes, see Lock notes.

Write notes

User can write notes and change the style in the note such as make text bold, italic, and underline by selecting the button in the text editing toolbar.



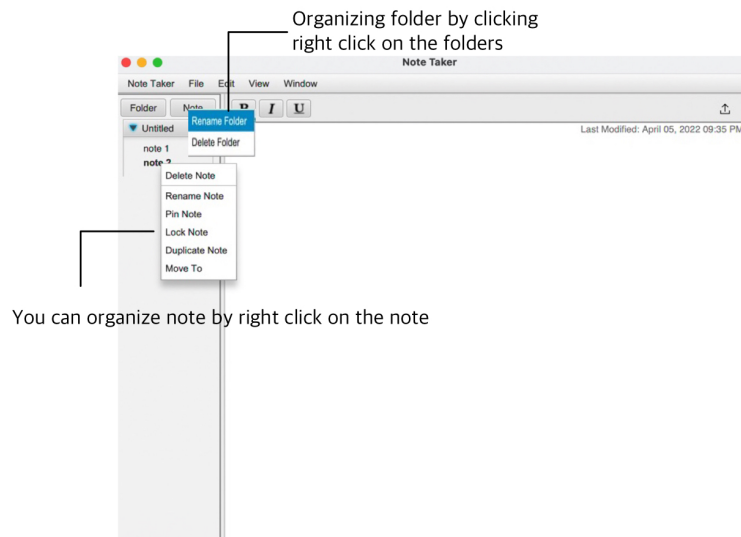
Create a new note

1. If there is no folder in the app, create a folder first.
2. Click Note button in the sidebar, or File > New Note in the toolbar, or Command – N/Control – N.
3. Select desired folder and enter title of note, then click on save.
4. Type your note.

Edit a note

1. Click a note that you want to edit in the list of notes under the folder.
2. Make your change in the desired note.

Organize notes



Create a new folder

1. Click Folder button in the sidebar, or File > New Folder in the toolbar, or Shift – Command – N/ Shift – Control – N.
2. Enter folder title and save.

Delete a folder

1. Right click on the folder in the sidebar.
2. Click the Delete Folder.

Once it is deleted, it cannot be put it back.

Rename a folder

1. Right click on the folder in the sidebar.
2. Click the Rename Folder.

Rename a note

1. Right click on the note in the sidebar, then choose Rename Note.
2. There will be a window for changing the title of the note. Enter a new name and click on save.

Delete a note

1. Right click on the note in the sidebar, then choose Delete Note. Or choose File > Delete Note when the desired note is opened.

Once it is deleted, it cannot be put it back.

Pin a note

Pinned note will always be located at the top of the list in the folder

1. Right click on the note, then choose Pin Note. Or select File > Pin Note when the desired note is opened.

Duplicate a note

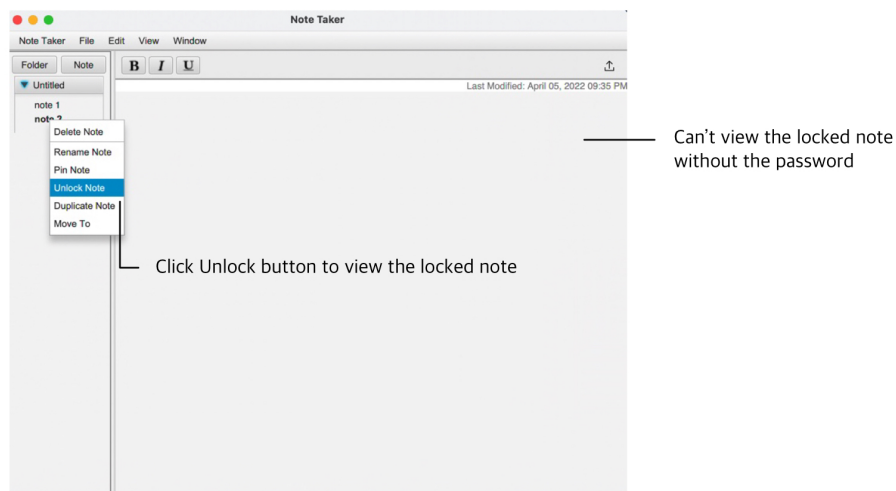
Duplicated note will always be located right below of the selected note.

1. Right click on the note, then choose Duplicate Note. Or select File > Duplicate Note when the desired note is opened.

Lock a note

If you want your note to keep private, you can lock your note so that the note is shown for people who know the password.

You need to set a password before using lock note.



Set a password

1. Choose Note Taker > Preferences, then click on Set Password.
2. Enter a password in the Password field, and enter the same password in the Verify field.
3. Click Set Password to save it.

Change a password

Once the password is set, you can change the password.

1. Choose Note Taker > Preferences, then click on Change Password.
2. Enter an old password in the Old Password field. Enter a new password in the New Password field, and then enter the same password in the Verify field.
3. Click Set Password.

Lock a note

You are able to lock a note after set a password.

1. Right click on the note, then choose Lock note. Or select File > Lock Note when the desired note is opened.


View locked note

You need to unlock a note to view the locked note.

1. Right click on the note, then choose Unlock note. Or select File > Unlock Note when the desired note is opened.
2. Enter the password you set, then the locked note will be shown.

Export notes

You can export notes as PDF or TXT files.

Click  button in the text edit toolbar or choose File > Save As when the desired note is opened.

Keyboard Shortcuts

Action	Mac	Other
Create a new note	Command - N	Control - N
Create a new folder	Shift - Command - N	Shift - Control - N
Delete a note	Command - Backspace	Control - Backspace
Close a window	Command - W	Control - W
Pin a note	Command - P	Control - P
Duplicate a note	Command - D	Control - D
Lock a note	Command - L	Control - L
Undo	Command - Z	Control - Z
Redo	Redo Shift - Command - Z	Control - Y
Copy	Command - C	Control - C
Cut	Command - X	Control - X

Paste	Command - V	Control - V
Select All	Command - A	A Control - A
Search words in a note	Command - F	Control - F
Move to next searched word	Command - G	Control - G
Move to previous searched word	Shift - Command - G	Shift - Control - G
Hide a folder section	Alt - Command - S	S Alt - Control - S
Zoom in a window	Shift - Command - .	Shift - Control - .
Zoom out a window	Shift - Command - ,	Shift - Control - ,
Back to an original size	Shift - Command - O	Shift - Control - O
Iconify window	Command - M	Control - M