



# Fann Software SectNotes

## Users' Guide

### Version 1.0

Jul 25, 2018

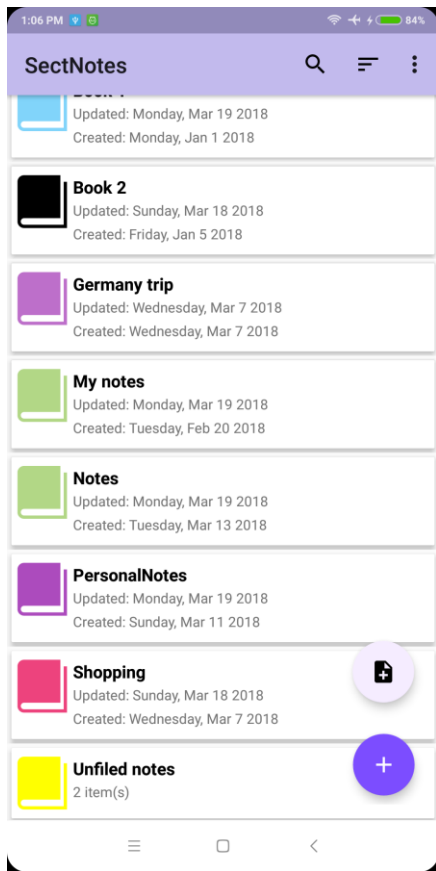
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
# Using SectNotes



SectNotes organises notes with books and sections. Each book must contain at least one section. A default section “Section 1” is automatically created for a new book.


Touch the  button to create quick notes that can be moved to the appropriate section of a book later. These notes are stored in the “Unfiled notes” book for future editing.

Touch the Search action item to search all books.

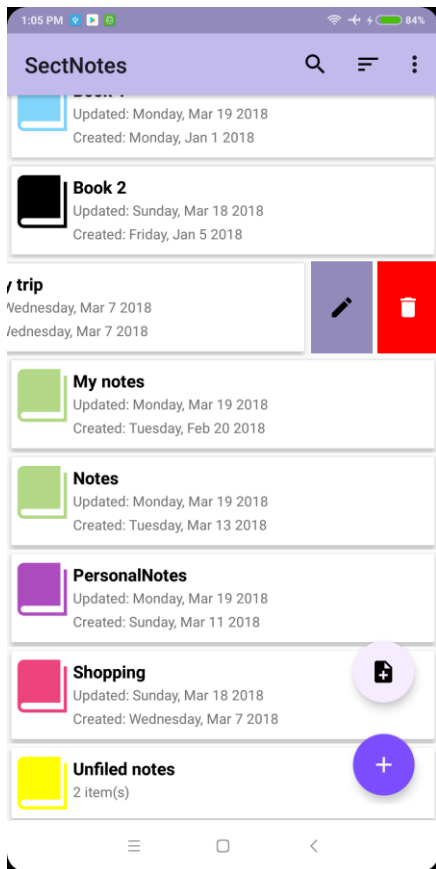
Touch the  action item to change the sort order of the books.


Touch on a book to view notes and sections.

## Create Book

1. On the Books screen, touch the  button.
2. Enter a title for the book.
3. (Optional) Touch the Select button to select a colour.
4. Touch the Save action item.


## Edit Book




1. Swipe to the left to open the book toolbar.
2. Touch the  button.
3. Edit the desired properties.
4. Touch the Save button.

## Delete Book

To delete a book:

1. Swipe to the left to open the book toolbar.
2. Touch the  button.
3. Touch the Delete button to confirm.

To delete multiple books:

1. Touch and hold on a book.
2. Check the desired books to delete.
3. Touch the  action item.
4. Touch the Delete button to confirm.

## Book Archives

Books can be archived to reduce clutter on the Books screen. To view archives, touch the drop down menu button (⋮) and select View archives.

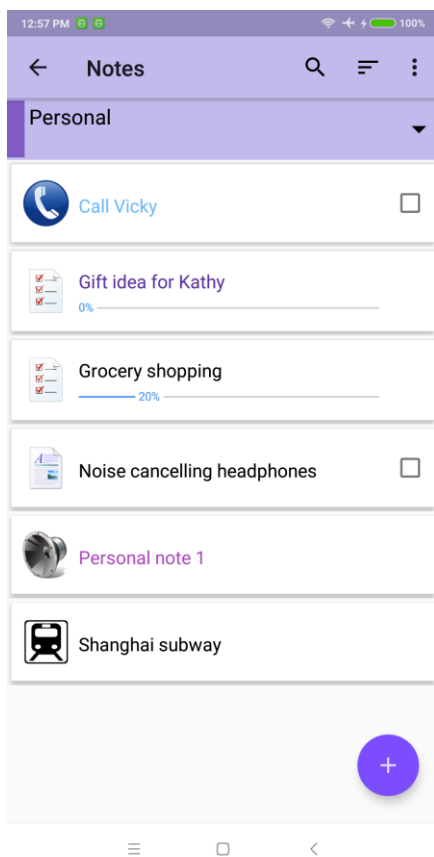
### Archive Books

1. Touch and hold on a book.
2. Check the desired books to archive.
3. Touch the drop down menu button (⋮) and select Archive books.

### Restore Books

1. Touch the drop down menu button (⋮) and select View archives.
2. Touch and hold on a book.
3. Check the desired books to restore.
4. Touch the drop down menu button (⋮) and select Restore books.

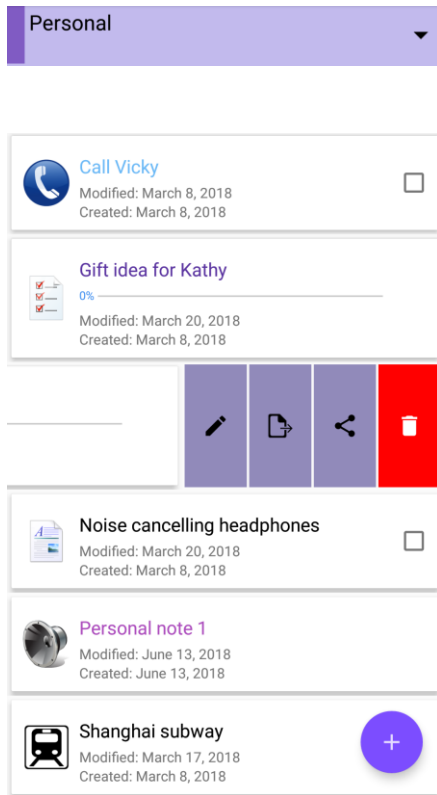
## Notes screen



The note screen displays a list of notes for the selected section.

Touch the Search action item to search notes within the current section.

Touch the ≡ action item to change sort order.







Touch on the section area to switch or edit.

Touch on the note to view/edit.

Touch the checkbox to toggle completion status.

Swipe to the left to open the note toolbar:

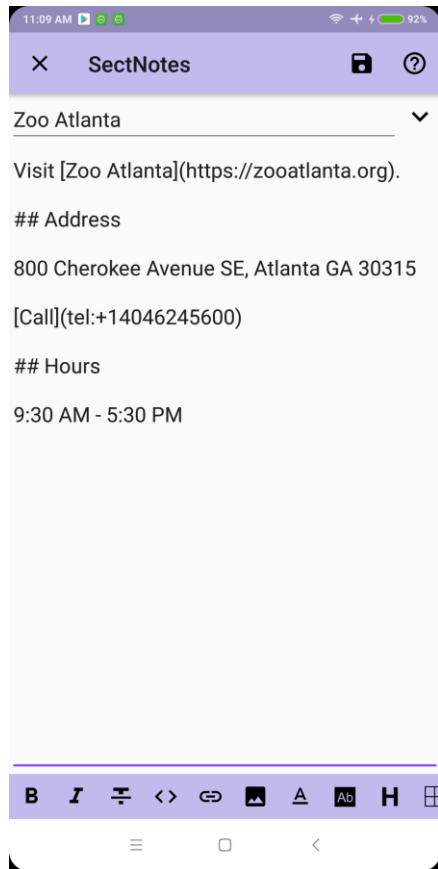
- Touch the  button to edit
- Touch the  button to move to other section
- Touch the  button to share
- Touch the  button to delete



## Create Note

SectNotes supports the following note types:



- Markdown
- Text
- Checklist
- Image
- Audio

## Create Markdown Note





1. On the Notes screen, touch the  button.
2. Select Markdown note.
3. Enter a title for the note.
4. (Optional) Touch the  button on the right of the title field to expand the option panel for editing note properties.
5. Enter the note. Use the toolbar buttons for formatting.
6. Touch the Save action item.

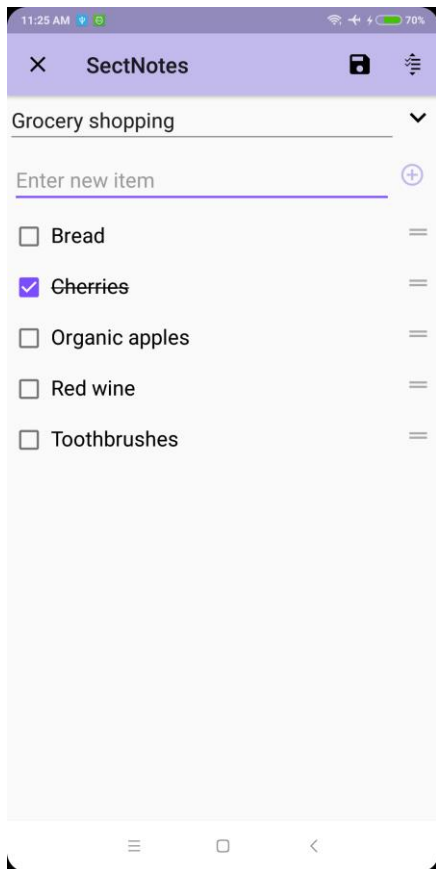
### Note:




- Swipe left to preview the note. Swipe right or press the Back key to return to the edit screen.
- Touch the  action item to learn about using Markdown syntax. Use the  toolbar button for linking to another note.

## Create Text Note

1. On the Notes screen, touch the  button.
2. Select Plain text note.
3. Enter a title for the note.
4. (Optional) Touch the  button on the right of the title field to expand the option panel for editing note properties.
5. Enter the note.
6. Touch the Save action item.


## Create Checklist



1. On the Notes screen, touch the  button.
2. Select Checklist note.
3. Enter a title for the note.
4. (Optional) Touch the  button on the right of the title field to expand the option panel for editing note properties.
5. Enter a name for the item and touch the  button.
6. (Optional) Drag the item off the screen to delete. Drag the handle to move an item up or down.
7. (Optional) Repeat step 5 to 6 if necessary.
8. Touch the Save action item.



## **Create Image Note**

1. On the Notes screen, touch the  button.
2. Select Image note.
3. Select the desired option.


## **Select Image**

1. Select an image from the image selection screen.
2. Enter a title for the note.
3. (Optional) Set the note properties.
4. Touch the Save action item.

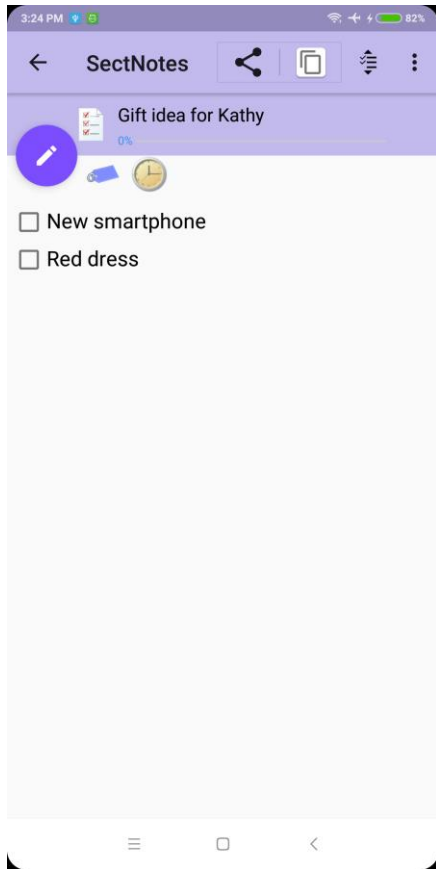
## **Take Image Using Camera**


1. Use the camera app to capture an image.
2. Touch the Save button to continue.
3. Enter a title for the note.
4. (Optional) Set the note properties.
5. Touch the Save action item.


## **Create Audio Note**


1. On the Notes screen, touch the  button.
2. Select Audio note.
3. Touch the Record button to start.
4. Touch the Stop button to complete.
5. Touch the Save button.
6. Enter a title for the note.
7. (Optional) Set the note properties.
8. Touch the Save action item.

## View/Edit Note



Touch the  button to edit the note if available.


Touch the  button to view the tags associated to the note. Touch the tooltip or press the Back key to dismiss it.

Touch the  button to view the timestamps of the note.


**Note:** Image and audio notes are not editable. Only the note properties can be changed.

## Delete Notes

To delete one note:



1. Swipe the note to the left to open a toolbar.
2. Touch the  button.
3. Touch the Delete button to confirm.

To delete multiple notes:

1. Touch and hold on a note.
2. Check the desired notes to delete.
3. Touch the  action item.
4. Touch the Delete button to confirm.


## Set Attributes

To set attributes for multiple notes:

1. Touch and hold on a note.
2. Check the desired notes.
3. Touch the drop down menu button (  ) and select Set attributes.
4. Set the desired options.
5. Touch the  action item.

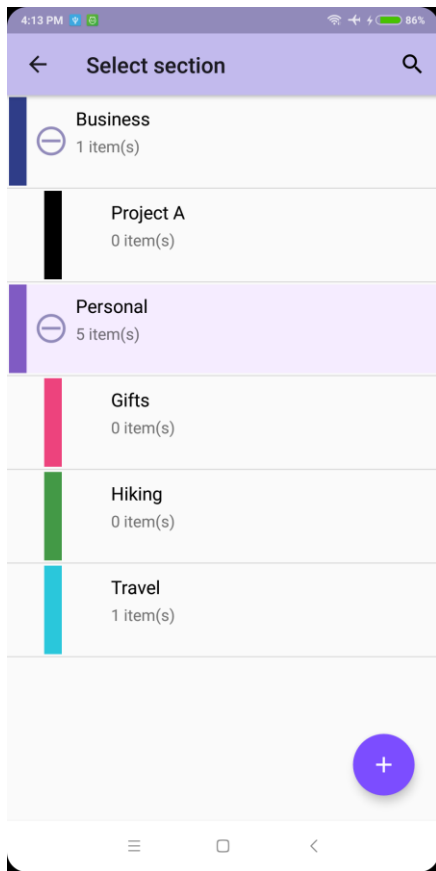
## Convert Note Type

To convert note type of a note or multiple notes:

1. Touch and hold on a note.
2. (Optional) Check the desired notes.
3. Touch the drop down menu button (  ) and select Convert note type.
4. Select the desired note type.





**Note:** Only compatible note types are available.

## Sections Screen




Touch a section to view the notes.

Swipe to the left to open the section toolbar:

- Touch the  button to edit
- Touch the  button to move to other section within the same book
- Touch the  button to delete
- Touch the More button (  ) to open the context menu
  - Move to book – move to other book
  - Convert children – convert empty sub-section(s) into note(s) of the section
  - Create copy

## Create Section

1. On the Sections screen, touch the  button.
2. Enter a title for the section.
3. Select the desired parent section, or select Add as top section.
4. (Optional) Set the section properties.
5. Touch the Save action item.

## Search Section

1. On the Sections screen, touch the Search action item.
2. Enter the text.
3. Touch the Search button.
4. The list of matched note(s) or blank list is displayed.

## Options

To change options, touch the drop down menu button ( ⋮ ) on the Books or Notes screen and select Settings.

## Section

Field	Description
Auto expand to level	Set the number of levels to be expanded
Default to show progress	Set to show progress for new section

## Note

Field	Description
Default to show progress	Set to show progress for new note
Add new item to top of checklist	Set the position for new item
Show dates	Set to show creation and updated/completed dates
Default converting style for checklist to Markdown note	Set the style for conversion

## Backup Data

1. On the Books screen, touch the drop down menu button ( ⋮ ) and select Backup.
2. Select a destination location on the device or the cloud.
3. (Optional) To overwrite an existing file, select it from the list.
4. Enter a filename.
5. Touch the Save button.

**Notes:** Select Update backup will automatically update the last backup file.

## Restore Backup

1. On the Books screen, touch the drop down menu button ( ⋮ ) and select Restore.
2. Select a backup file (with extension .snbk) to restore.
3. Please wait while the data is being restored. **All existing data will be overwritten.**