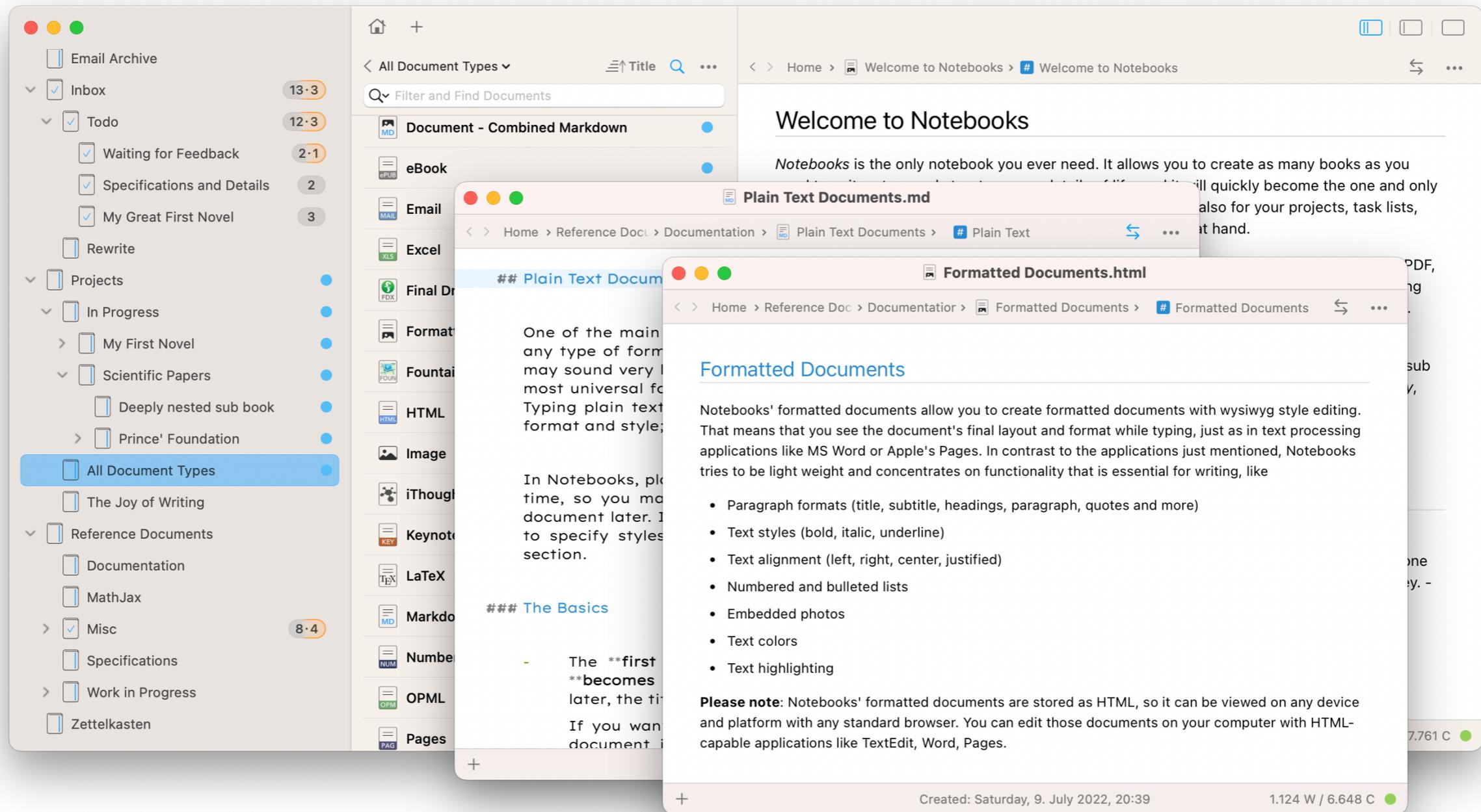


Notebooks for Mac



Books

Smart Books

Outline

Document List

Go to Top Level

Add new items

Current book

Selected sort order

Show search field

Actions for book

Back/Forward

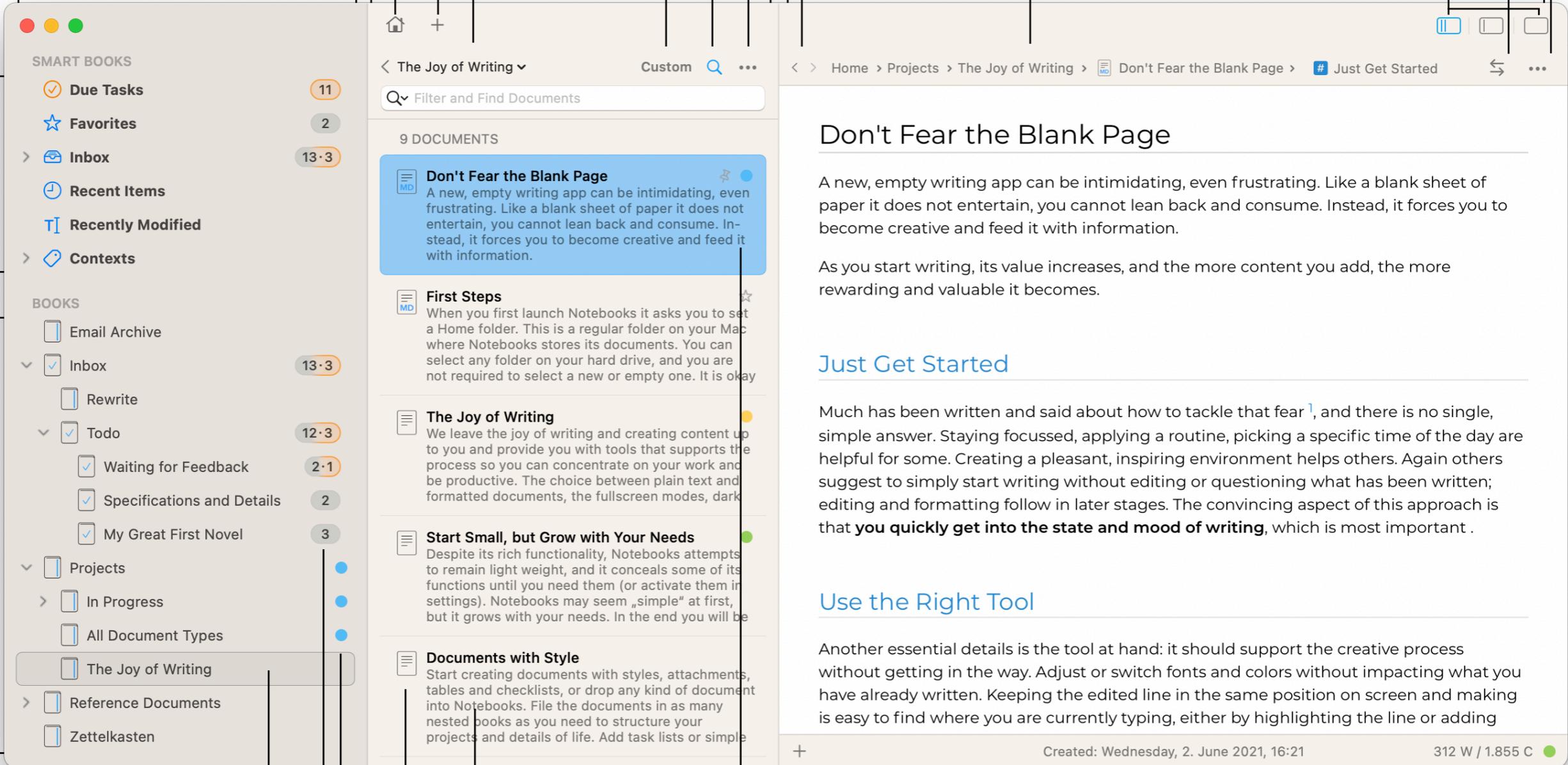
Document Window

Breadcrumb navigation, click to navigate

Actions for document

Switch between text and formatted view

Toggle visible columns



Click to select

Number of open tasks

Color label

Preview lines, adjustable

Document icon, can be hidden

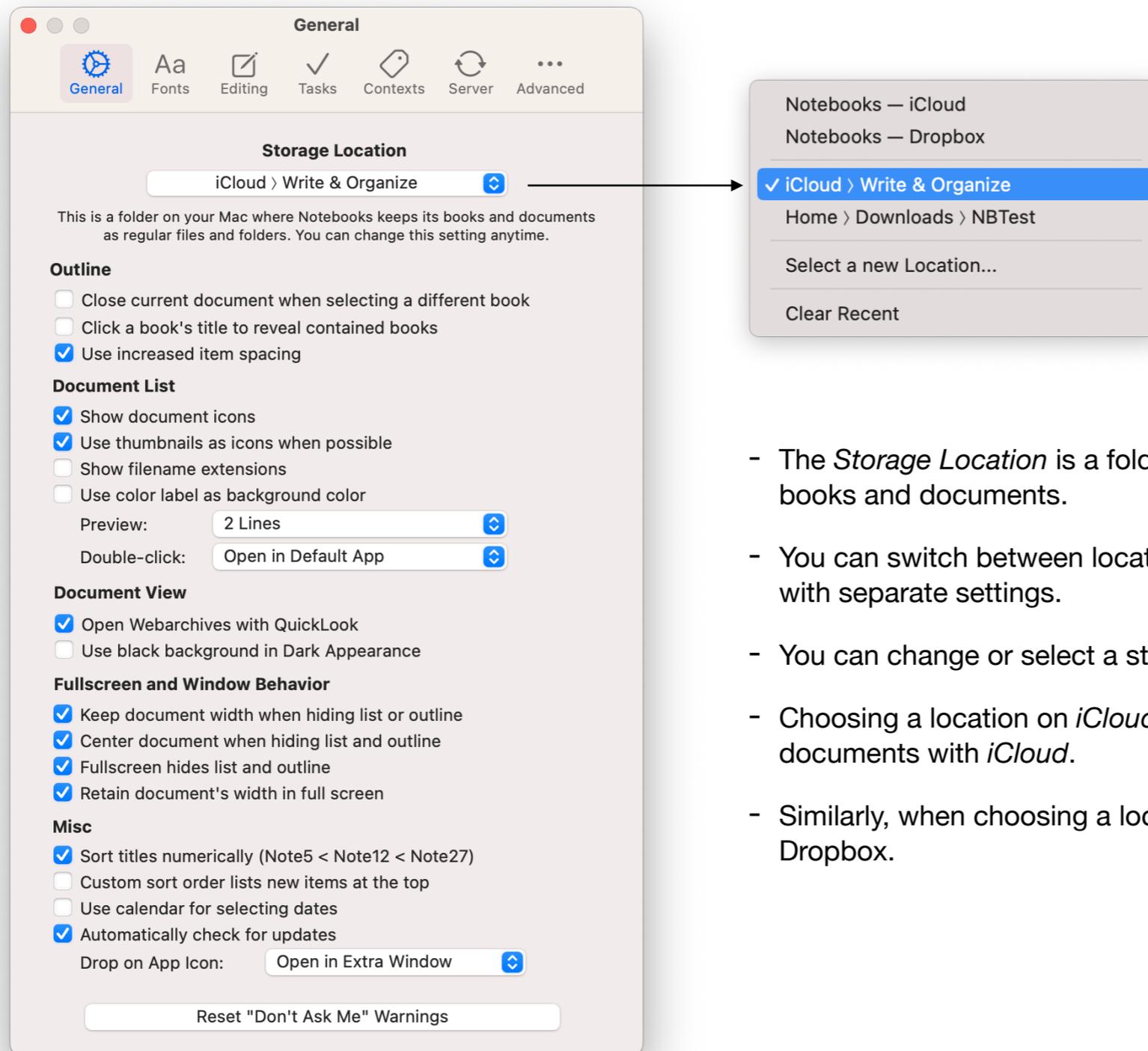
Click to select, right-click for context menu

Add new items

Date created/modified (click to toggle)

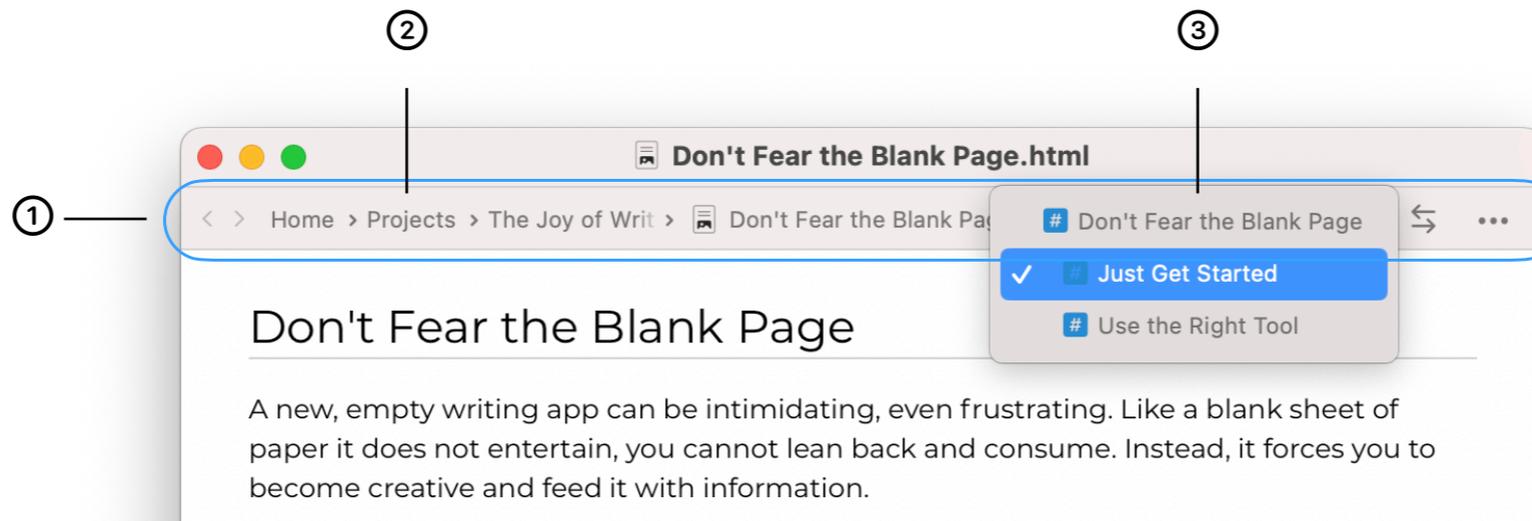
Word/Character count (click to toggle live mode)

Select/Change Storage Location



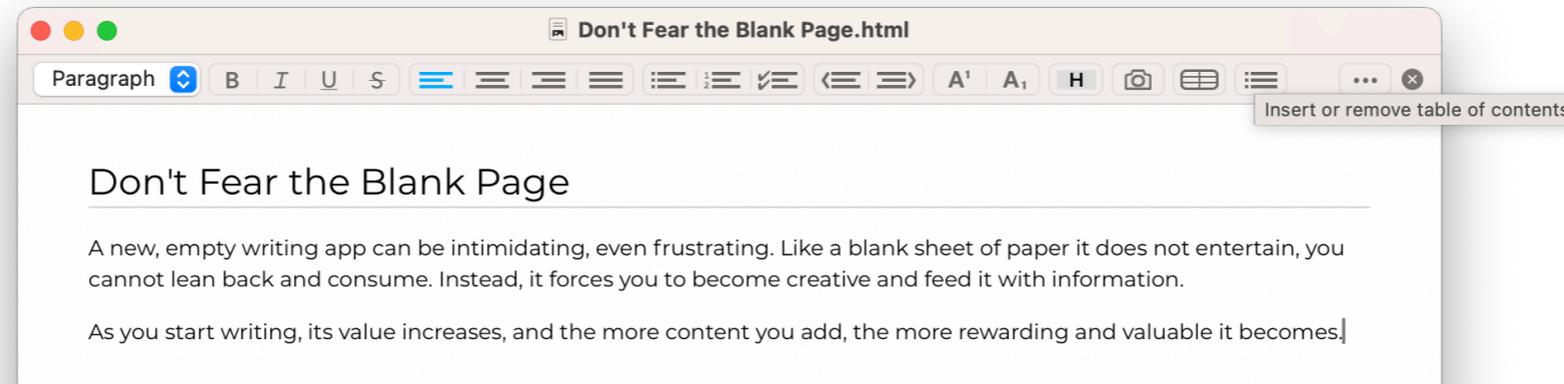
- The *Storage Location* is a folder on your Mac where Notebooks stores its books and documents.
- You can switch between locations to manage separate sets of documents, with separate settings.
- You can change or select a storage location in Notebooks' *Settings*.
- Choosing a location on *iCloud Drive* automatically synchronizes your documents with *iCloud*.
- Similarly, when choosing a location on *Dropbox*, your documents sync to *Dropbox*.

Breadcrumb Navigation



- ① The bar along the top of the document window displays the current document's path, its "breadcrumb", or the sequence of parent books.
- ② You can click on any book in this path to see its contents. This makes it easy to navigate directly to another document. - Hold down the Shift key while selecting a document from this list to open it in a new window.
- ③ If the document contains headings (formatted or Markdown), the last element acts as a table of contents and allows you to jump to the corresponding section in the document.
- The breadcrumb navigation header can be set to always remain visible, or to fade in when the mouse touches its area (View menu).
- There is also an option to hide breadcrumb navigation and just show the current document's title (View menu).

Toolbar in Formatted Documents



- As you start editing a formatted document, the bar along the top of the document window switches to the formatting toolbar.
- If the window is too narrow, extra options move from the toolbar to the **⋮** button's menu.
- Hover the mouse over a button to see a short description of what it does (tool tip).
- To end editing and hide the formatting toolbar, click the (x) button in the right corner, or type **⌘←**.
- While editing, links are not clickable. You make them clickable in Notebooks' settings, or **⌘**-click a link.