

## Short Cuts & Tips:

- Hold the Command key and select a Category menu item to move an item to the selected category. Hold down Command and Shift to move the selected item and move to that category.
- Command-Tab shifts the focus (from list to text editing when using Get/Edit Note, from item name to text edit when creating a new note)
- Option-click in list or category menu will not save any changes to the current text item (like selecting Revert before moving to another item.
- Quit is the same as hitting OK button (which saves any text entered or changed for the current item).
- Item names can never be the same, when saving an item, if the selected name already exists, a number will be appended to the name (e.g., Untitled Item, Untitled Item.1, Untitled Item.2, etc.)
- Command double-clicking an item in the list will select all the text, put away the text edit window and auto-paste the text into the running application.
- Command-Up Arrow (or Down Arrow) moves from one note to another (previous or next) even while the focus is in the text edit area and you are editing text.