

# Using Nottingham

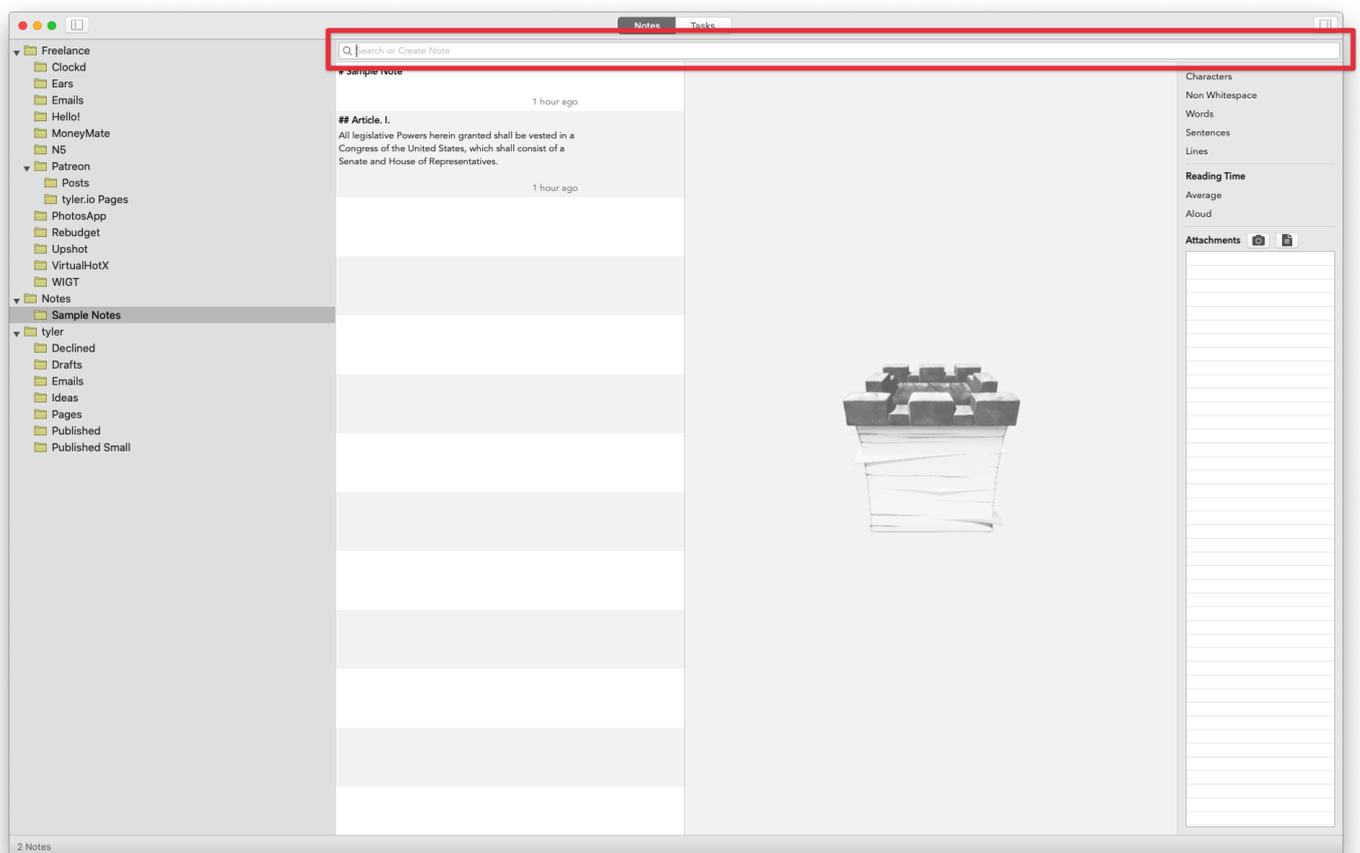
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# Creating and Searching for Notes

Like Nottingham's inspiration [Notational Velocity](#), the primary method of creating notes and finding existing ones is using the search field.

To create a new note, just type your new note's title and press return (↵).

As you're typing your note's title, Nottingham will search for notes that match what you've typed thus far.



If you ever need to make a new note right away and don't want to worry about thinking of a title first, you can press `^⌘N` to instantly create a blank, untitled note.

# Notes and Tasks

The philosophy behind this new version of Nottingham is that I've been keeping track of tasks for me and my coworkers as well as meeting notes in my, well, notes. I do this using my own special syntax for note taking. And I decided to rebuild Nottingham from a pure note taking app into a hybrid notes and task management app that lets you move between the two modes of work:

- Looking at your notes
- Working on the tasks contained in those notes

When you select a folder in the Library, you can switch to Tasks mode using the picker at the top of the window.

Nottingham will parse all of the notes in that folder for tasks and then let you sort, filter, and work with them in a dedicated task view.

While the task viewer is (for now) primarily meant for viewing your tasks and the note interface for editing them, you can do some basic edits on your tasks. For example, marking a task as complete or incomplete will update the underlying note on disk for you. In future releases, I plan on allowing editing of a task's due date, defer date, tags, etc.

Here's a quick video demonstrating how tasks can be filtered by status, by date, and the person they're assigned to.

For now, tasks are parsed using my own, odd shorthand for taking notes. Nottingham will eventually support more mainstream plain-text task syntaxes like [Taskpaper](#) and/or [todo.txt](#).

But, for now, you can play with tasks using my own syntax.

Every task in your note lives on a separate line of text and must be assigned to someone (including yourself). Otherwise, that line in your note is ignored. To assign a task to someone, just write `@name`. For example:

```
This is a task that @tyler is assigned to
```

You can mark a task complete by beginning the line with an `x` or by including `xxx` anywhere on the line.

```
x This task for @liz has been completed
Another task for @harper is finished xxx
@tyler is lazy and still hasn't finished this one
```

A task can include tags using `#tag` `#names`.

```
Buy milk #errand
@tyler to call Mike #vacation
```

You can signify that a task is dropped or no longer being worked on by inserting `---` anywhere on the line.

```
@tyler --- Write the great American novel
```

(Think of that syntax as striking-thru a line of text on paper.)

If a task includes a date formatted like `YYYY-MM-DD`, that will be used as a due date.

If a task includes a date formatted like `+YYYY-MM-DD` (with a `+` in front of the date), that will be used as a defer date.

Priority can be assigned to tasks with a `!` character followed by a single letter or number such as `!1` or `!a`. Currently, Nottingham places no emphasis or meaning on the letters or numbers you use. That's up to you to decide.

A task can be flagged with `!#`. (That's an exclamation mark followed by a single hash character.)

I have other syntax options available for doing advanced things like recording time spent on a task and the estimated time to complete. Even assigned locations / geofences. But these features are in-flux and on-hold while I decide on how to support them alongside TaskPaper and/or todo.txt syntax.

# Keyboard Navigation

Nottingham is meant to be primarily used with a *keyboard*. I've gone to great lengths to make (almost) every aspect of the app accessible quickly - without needing to reach for a mouse or trackpad.

You can navigate between the folders in your Library, your note list, and around the note editor with just a few keystrokes. You can also jump to folders, search for notes, and insert links to other notes easily, too.

Here's a demo video with my keystrokes highlighted. A summary of keyboard shortcuts will follow.

What might not be obvious in the video is that in addition to using "normal" keyboard shortcuts like ⌘J or ⌘K to move up and down, you can *also* use your keyboard's standard arrow keys to navigate around the UI. For example, → and ← can be used to move between the Library and Note list. And when at the top of the note list, ↑ will move to the search field.

And here's how to insert an in-app link to another note.

## File

- **⌘N** Create new note without needing to give a title right away
- **⌘V** Create a new note using the text contents of the clipboard
- **⌘N** Clear the search field and focus it
- **⌘T** Create new tab (not working)
- **⇧⌘T** Create new window
- **⌘O** Open a new folder and add it to the Library
- **⌘W** Remove the selected folder from the Library (leaves files on disk)
- **⌘E** Focus the note editor
- **⇧⌘E** Focus the note editor and move the text cursor to the end of the note
- **⇧⌘⌫** Delete the selected note from disk
- **⌘R** Reveal the selected note in Finder
- **⌘S** Preview the selected note in [Marked.app](#)

## Edit

- **⌘C** Copy the full path and filename of the selected note to the clipboard
- **⇧⌘L** Insert an in-app wiki link to another note
- **⇧⌘R** Enter / Exit rearrange text mode

Shortcuts for editing tasks will be available soon.

## View

- **⌘1** Show your notes
- **⌘2** Show your tasks
- **⌘1** Show / Hide the Library
- **⌘2** Show / Hide the Info Panel
- **⌘L** Focus the search field, but do not clear its contents
- **⇧⌘O** Quickly open another folder
- **⌘J** Select the next folder in the library
- **⌘K** Select the previous folder in the library
- **⌘J** Select the next note in the current folder
- **⌘K** Select the previous note in the current folder