

About Operations and Keyboard Shortcuts

Show or Hide Notes

Note1	⌘ F1
Note2	⌘ F2
Note3	⌘ F3

Change Note Background Opacity

Increase opacity	⌘]
Decrease opacity	⌘ [
Reset opacity to default (80%)	⌘ 0

Clear a Note

Click the small “x” button in the upper-right corner of a note to clear its contents.

*Please note that cleared content cannot be recovered.

Launch the App While Holding the Shift Key

Note 1 opens in text mode, ready for immediate typing.

In PDF mode

Zoom in	⌘ +
Zoom out	⌘ -

In Text Mode

Increase font size	⌘ +
Decrease font size	⌘ -

*Font size changes apply to the entire note.

Pasting Images in Text Mode

Drag a pasted image to resize it while preserving its aspect ratio.
Hold the Command key while dragging to restore its default size.
Double-click an image to open a larger preview.

About Auto Hide

When Auto Hide is enabled and Side Note is not the active app, leave the mouse pointer stationary over a note to gradually fade it out.

This lets you temporarily hide a note when it gets in the way of your work.

Clicking, scrolling, or moving the pointer before the note completely disappears temporarily cancels Auto Hide.
This prevents a note from disappearing while you are reading a PDF or interacting with its contents.

Auto Hide becomes available again after the pointer leaves the note. It will activate the next time the pointer stops over the note.

When a note is completely hidden, its note button turns yellow.
Activating Side Note restores automatically hidden notes, and their buttons turn green again.
You can bring Side Note to the front with ⌘Tab.



About saving

Side Note starts without creating a document, so it is always ready for a quick, disposable note.

Save a document when you want to keep and reuse its contents.

When saved, all text, pasted images, and PDFs in your notes are copied into a single Side Note document package.
The source data is included in the package.

Opening a saved document restores the contents and positions of your notes.

A Side Note document is a package. Right-click it in Finder and choose “Show Package Contents” to view the files stored inside.
Their filenames may have been changed.

Even if Side Note is unavailable or a saved document becomes damaged, its text, PDFs, and images may still be recoverable from the package.

Other

Text-mode notes, including pasted images, can be exported as PDFs from the File menu.

Side Note is primarily designed as a viewer and lightweight note tool, so it does not provide extensive PDF or text editing features. However, because it uses Apple’s standard text and PDF components, additional functions are available from the context menu.

Its text features are similar to TextEdit, and its PDF features are similar to Preview, although PDF annotations are not supported.