15.4 Notes Settings and Files

Open the Notes navigation and choose **Notes settings**. The General section contains your display, file extension, and Notes folder preferences.

Display

Choose **Rich text**, **Plain text**, or **Preview** to suit how you want to write or read. See Writing and Focus Mode.

File extension

The file extension preference applies to **new notes**. The standard choices are `.md` and `.txt`; a custom extension is also available. Changing this preference does not rename existing notes. Use `.md` when you want other editors to recognize the files as Markdown.

Notes folder

The **Notes folder** setting shows where Notes looks for your files. Open it to choose a folder. If your expected notes disappear after changing this setting, check the selected folder and the location of the original files in Files before creating replacements.

Categories are folders inside that location. Renaming, moving, deleting, or editing those files in Files or another synchronized editor can affect what appears in Notes. Avoid editing the same note in several places at once.

Access from other devices

You can open Notes in a browser on another device. You can also work with the underlying files using your existing file synchronization setup and an editor that supports their format. See Desktop File Synchronization.

Notes files use your LightDrive storage allowance. If saving fails because storage is full, review Storage Usage and Quotas.

Import data from Google Keep

In Notes settings, choose **Import data → Google Keep**. This opens the same importer as **Settings → Import data → Google Keep** in the Vault. You will upload a Google Takeout ZIP and review a preview before any notes are created. See Importing Google Keep Notes.

The importer requires a private Notes destination and enough available storage. Imported notes appear in **Google Keep**, with archived notes in **Google Keep/Archived**. Labels are retained in the note text, and Google sharing permissions are not copied.

Current online article: https://help.lightdrive.one/notes/notes-settings-and-files

Generated September 30, 2026