LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 15 - Notes

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Chapter 15 - Notes

15.1 Getting Started with Notes

Use Notes for ideas, meeting notes, drafts, and other writing. Your notes are saved as files in LightDrive, so you can also find them in Files.

Open Notes

Sign in to the Vault and choose **Notes** from the apps menu in the header. You can also open Notes directly. On a narrow screen, use **Open navigation** to reveal categories and Notes settings.

Create your first note

1. Choose **New note**. On an empty account, this button appears on the welcome screen.
2. Start writing in the editor. Notes saves changes automatically while you work.
3. Use the note’s menu and choose **Rename** when you want to give it a different title.
4. Before closing the page, let saving finish. If a save error or unsaved-changes warning appears, keep the page open and resolve it first.

The welcome screen also offers **Create a sample note with Markdown**. This creates a real note containing formatting examples; you can edit it or delete it like any other note.

Find your writing again

Select a note in the list to open it. Use categories and favorites to organize your writing, or search for a note. See Organizing and Finding Notes.

Notes and Tasks

A checklist inside a note is part of that note. It does not create entries in Tasks or schedule task reminders. Use the Tasks app when you need due dates and reminder notifications.

Bring your Google Keep notes

Use **Settings → Import data → Google Keep** to upload a Google Takeout ZIP, review it, and import it into Notes. You can also open the importer from Notes settings. Follow Importing Google Keep Notes for the steps, supported data, and retry guidance.

Current online article: https://help.lightdrive.one/notes/getting-started-with-notes

15.2 Organizing and Finding Notes

Use categories to group related notes, such as Work, Recipes, or Travel. Choose **All notes** to return to the full list.

Create and use categories

1. Open the Notes navigation and choose **New category**.
2. Enter a category name and confirm it.
3. To move an existing note, open its menu, select its current category, and choose the destination category.

On a desktop, you can also drag a note onto a category. Choose **Uncategorized** when a note should not belong to a named category. Categories correspond to folders within your Notes folder.

Rename a category

Use the category’s rename control and confirm the new name. This changes the organization of the notes in that category.

Mark favorites

Open a note’s menu and choose **Add to favorites**. A star identifies a favorite. Use **Remove from favorites** to remove the star; the note stays in its category.

Search

Use **Search for notes** to narrow the list. If the note may be in another category, use **Find in all categories**. Clear the search to return to browsing.

Deleting a category also deletes its notes

Read the confirmation before choosing **Delete category**: it includes the notes in that category. Move any notes you want to keep into another category first. For recovery options, see Sharing and Recovering Notes.

Current online article: https://help.lightdrive.one/notes/organizing-and-finding-notes

15.3 Writing and Focus Mode

Notes offers rich text, plain text, and preview modes. Choose your preferred display in **Notes settings → General → Display**.

Rich text

Choose **Rich text** to work with formatted writing without keeping Markdown marks on screen. Use the editor’s available formatting controls for headings, lists, links, and emphasis.

Plain text and Markdown

Choose **Plain text** to edit the Markdown source. For example, `# Heading` creates a heading, `**bold**` marks bold text, and `- Item` creates a list item. Choose **Preview** to read the formatted result. The sample-note button on the welcome screen provides more examples.

Focus mode

With a note open on a desktop-sized screen, choose **Focus mode** in the Notes navigation. It hides the header, categories, and note list to give your writing more room. It does not change the contents of your note.

Press **Ctrl + .** on Windows or Linux, or **Cmd + .** on a Mac, to toggle Focus mode. To leave it, use the **Exit focus mode** control, press the shortcut again, or press **Escape**. Close an open dialog first if the shortcut does not respond. Focus mode is not offered on phone-sized layouts.

Keyboard shortcuts

Open **Notes settings → Shortcuts** for the editor shortcut list. Available editing controls can differ between rich text, plain text, and preview.

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

15.5 Sharing and Recovering Notes

Share a note

Open the note’s menu and choose **Share**. Notes opens the file-sharing sidebar for that note. Create an email share or public share link and review the access permissions before sharing. Internal LightDrive account-to-account file sharing is not available. See 4.10 Sharing Files and Folders.

A read-only note cannot be edited. If the sharing sidebar cannot load, try opening the note’s file in Files and review its sharing there.

Delete and undo

Choose **Delete note** from the note’s menu. Use **Undo Delete** while the confirmation is available if you deleted it accidentally. Deleting a category includes its notes, so move notes you want to keep before confirming category deletion.

If Undo is no longer available, check Deleted files in Files for a recoverable copy. Note files retained there still use Vault storage and follow the Files trash cleanup preference. Automatic cleanup after 30 days is on by default; you can turn it off in **Files → Files settings → General → Automatically remove deleted files after 30 days**. Restore anything you want to keep before it is permanently deleted. To recover earlier content in a note, review File Versions.

Resolve a save conflict

If a note changes in another session, Notes may ask which version to save. Compare both versions before choosing **Use version from server** or **Use current version**. Keep a copy of any text you need from both versions before making the choice.

If changes will not save

Keep the page open, copy important unsaved text somewhere safe, and check your connection, available storage, and edit permission. A save-error control may offer a retry. Do not dismiss an unsaved-changes warning unless you are prepared to lose those changes.

Current online article: https://help.lightdrive.one/notes/sharing-and-recovering-notes

15.6 Importing Google Keep Notes

Bring a Google Keep export into LightDrive Notes. You can review the archive before importing, leave the page while it processes, and return to the results later. Importing does not delete anything from Google Keep and does not set up ongoing synchronization.

Export your notes from Google Keep

1. Open Google Takeout and sign in to the Google account that holds your notes.
2. Choose **Deselect all**, select **Keep**, then choose **Next step**.
3. Choose a one-time export and the **ZIP** file type, then create the export.
4. When Google has prepared the export, download the ZIP to your device. Keep it intact; do not extract, rename its contents, or upload individual HTML files.

Google's Keep export instructions and Takeout download guide explain the Google-side options. If Google supplies several archive parts or your ZIP exceeds LightDrive's limits, contact LightDrive support before importing so the notes and their attachments can be checked together.

Open the importer

Sign in to the LightDrive account where you want the notes to go. Open **Settings → Import data → Google Keep**, or use **Notes → Notes settings → Import data → Google Keep**. Both links open the same importer. On a narrow screen, open Notes navigation to find Notes settings.

Upload, preview, and import

1. Select or drop your Takeout ZIP and choose **Upload and analyze**. Wait for the upload to finish before leaving the page.

2. Wait for **Ready to import**. Analysis uses background processing and may take several minutes to begin.
3. Review the counts for notes, checklists, pinned and archived notes, labels, attachments, previously shared notes, excluded trash, and malformed records. Check any warnings. This preview has not created your notes yet.
4. Choose **Import notes** when you are ready. You can close the page after the import is queued; processing continues in the background.
5. Return to the importer to check progress and the completion report. Choose **Open Notes** to review the imported notes.

Keep the original ZIP until you have checked the results. Let the import finish before editing or moving the new notes, to avoid conflicts with a note still being written.

What appears in LightDrive Notes

- **Text and titles:** note text is imported, including notes that contain only a title. Notes with matching titles are given distinct file names rather than overwriting one another.
- **Checklists:** checked and unchecked items become task lists inside Notes. They do not become entries or reminders in the Tasks app.
- **Categories:** notes go into **Google Keep**; archived notes go into **Google Keep/Archived** . Archived notes are still available to read in Notes.
- **Pinned notes:** these become Favorites.
- **Labels:** label names are preserved at the end of the note. They do not become separate Notes categories or file tags.
- **Attachments:** supported images are embedded in the note, and supported audio or PDF attachments are linked. Supported formats are JPEG, PNG, GIF, WebP, PDF, MP3, Ogg, and WAV, subject to file checks and size limits.
- **Dates:** a valid original last-edited timestamp is preserved during import. Editing a note afterward changes its modification time normally.

Google sharing permissions are not copied: previously shared notes are imported privately. You can share a note in LightDrive afterward. Trashed notes are excluded. Keep colors, reminders, and unsupported properties are not recreated, and formatting may look different in Notes.

Read the results and retry safely

The results distinguish **Notes imported or reused**, **Previously imported records reused**, attachments imported or skipped, warnings, and failed notes. Expand **Warnings and failures**, or choose **Download detailed report** for the complete details.

A warning does not necessarily mean that a note failed. For example, the note may have imported while an unsupported attachment or invalid source date was skipped. Check the affected note and the report before retrying.

If notes failed, resolve the reported problem and upload the **same original ZIP** again. Review the new preview and choose **Import notes**. Successfully completed records are reused without creating another copy or overwriting subsequent edits. A new or altered Google export may be treated as new records, so use the original ZIP for a retry.

If the report says an interrupted note needs review, contact LightDrive support with the import ID and the relevant report details before retrying that record. An import report can contain note titles or source file names; share it only where you intend to share that information.

Limits and common problems

- **Archive too large:** the default limits are a 512 MiB ZIP, 2 GiB of expanded data, 5,000 notes, and 25 MiB per attachment. Follow any limits shown on the importer and contact support if your export exceeds them.
- **No Google Keep data found:** check that you selected Keep in Takeout and uploaded the original ZIP. A ZIP of HTML pages alone is not a supported Takeout import.
- **Not enough storage:** imported notes and attachments use your LightDrive storage allowance. Check Storage Usage and Quotas, then retry the same ZIP after resolving the shortage.
- **Shared Notes folder:** the importer requires a private destination. Review Notes Settings and Files and choose a private Notes folder before importing. Changing that setting also changes which folder Notes displays.

- **Queued or analyzing:** background processing may take several minutes to start. Return to this page for progress; do not submit repeated copies while the current import is active. Contact support if it remains stuck.
- **Service unavailable or compatibility message:** contact support. Keep your ZIP so you can resume after the service issue is resolved.

Cancel an import and understand cleanup

Choose **Cancel import** to stop further processing. The current note may finish first. Notes already imported stay in LightDrive; cancellation does not undo them.

LightDrive processes your upload privately on its own servers. The uploaded archive and temporary processing files are removed after completion, cancellation, failure, or expiry. Unfinished imports normally expire after 24 hours, with cleanup handled by a background run. If cleanup is temporarily delayed, the page reports that it is pending and LightDrive retries automatically.

A private import record is retained to recognize completed records on a retry. Your original download on your device and your Google Keep notes are not removed by LightDrive.

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