

Thanks for downloading Easy Notes, we hope that you will find it useful.  
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# Note types

## **1. Project Notes**

A project note is shared across your unity project and can be viewed from anywhere.

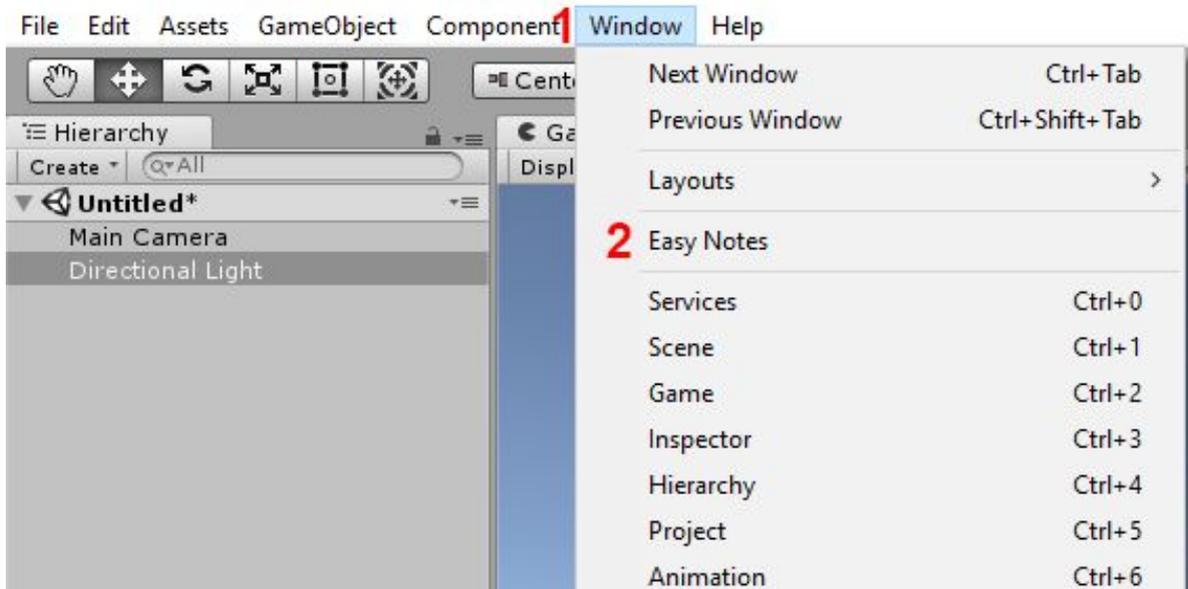
## **2. Scene Notes**

A scene note is a note that is attached to a game object in your scene.

Scene notes can only be viewed while the scene the game object the note is attached to are loaded/active.

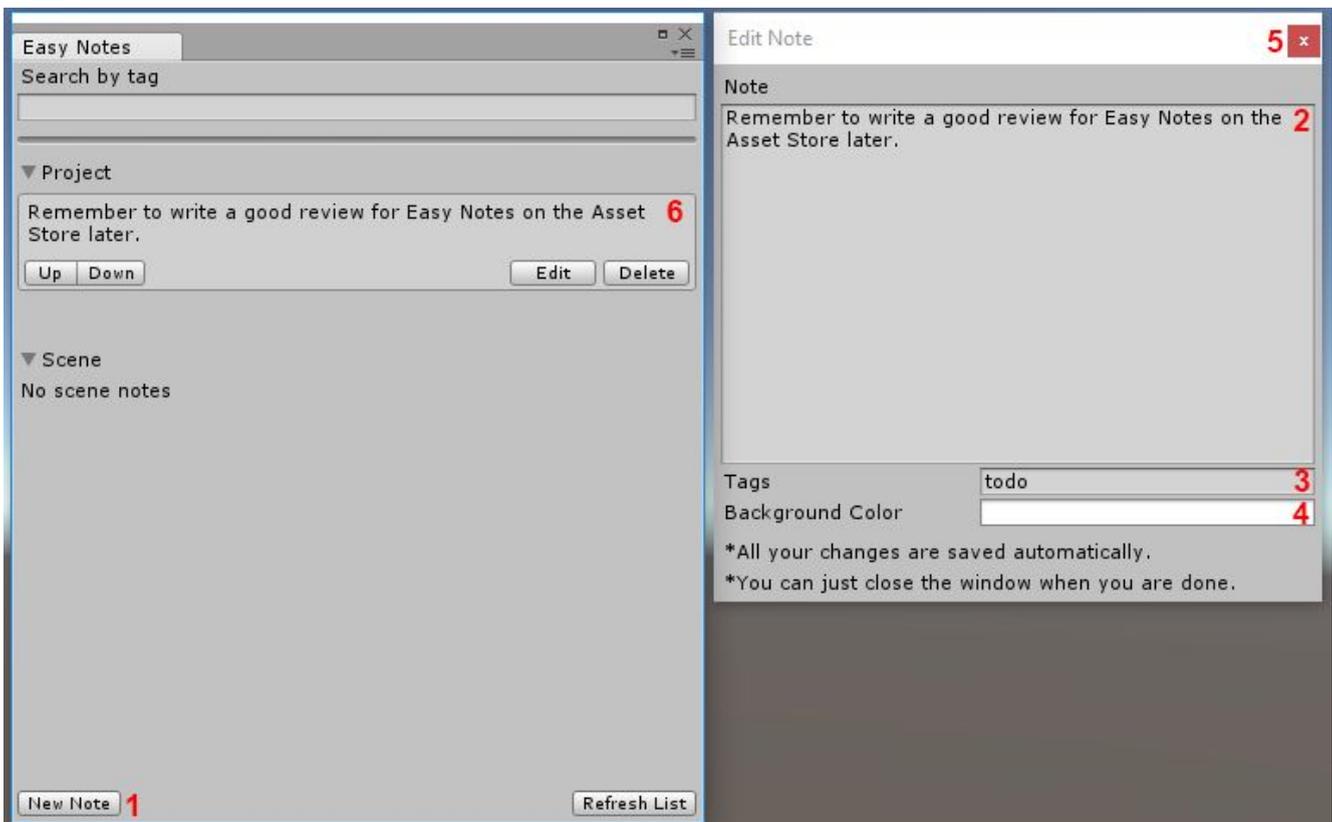
## Open Easy Notes

1. Click on Windows in the top menu in Unity.
2. Click on Easy Notes.
3. A new window will appear with all your notes.



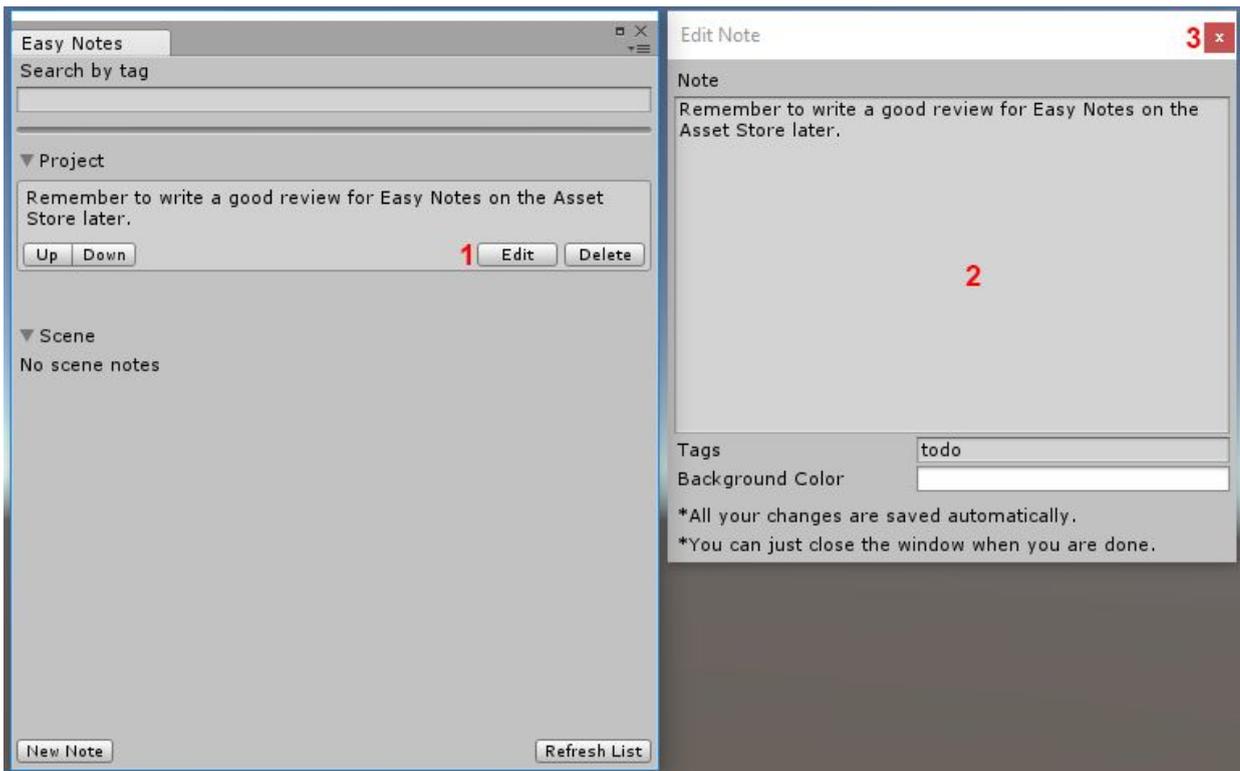
## Add new project note

1. Click on the “New Note” button at the bottom left.
  - a. A new window will open where you can edit your new note.
2. The big text area at the top is where you are going to write down your note.
3. You have the option to add tags to your note. Tags are used to filter through your notes when searching.
4. You can also change the background color of the note.
5. When you are done you can just close the window. All your changes are automatically saved.
6. Your new note should now appear in the Easy Notes window.



## Edit project note

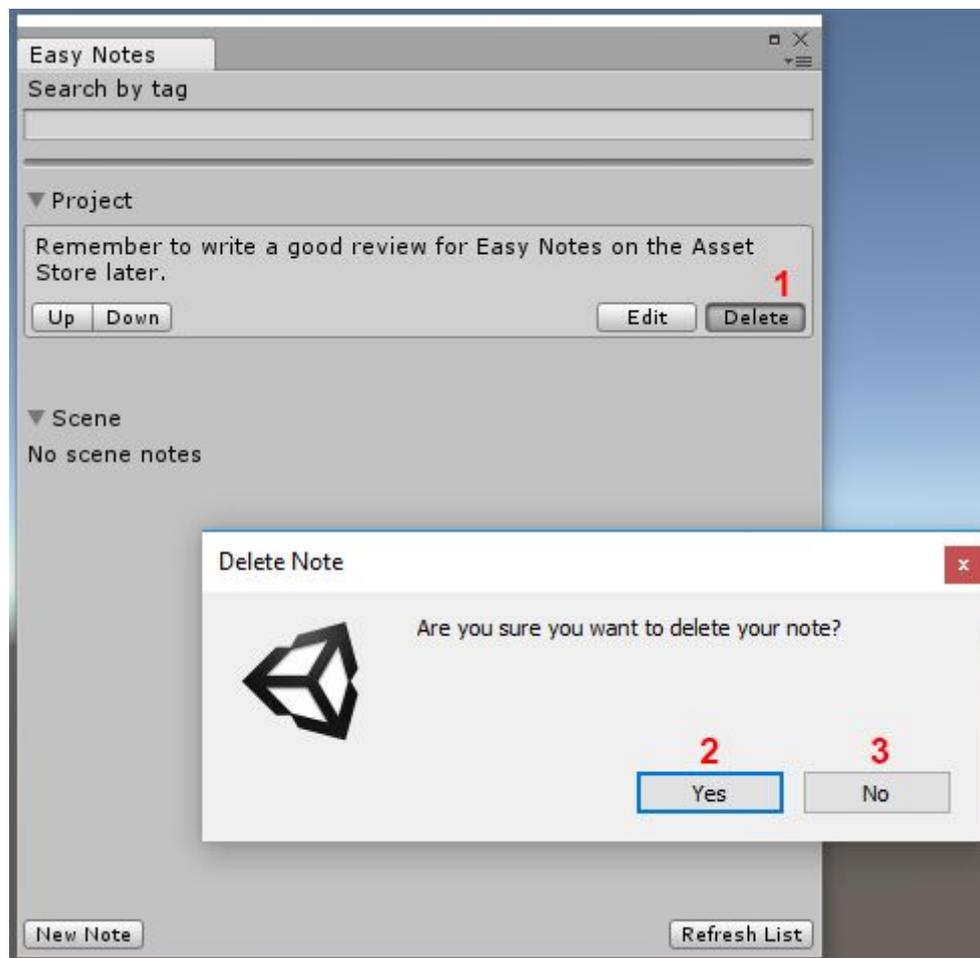
1. Click the Edit button on the note you want to edit.
2. A new window will open where you can edit your note.
3. When you are done you can just close the window. All your changes are automatically saved.



## Delete project note

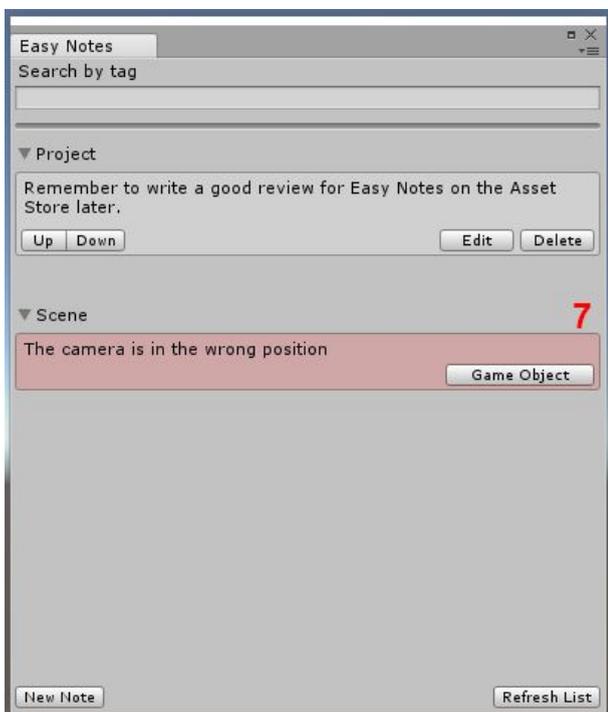
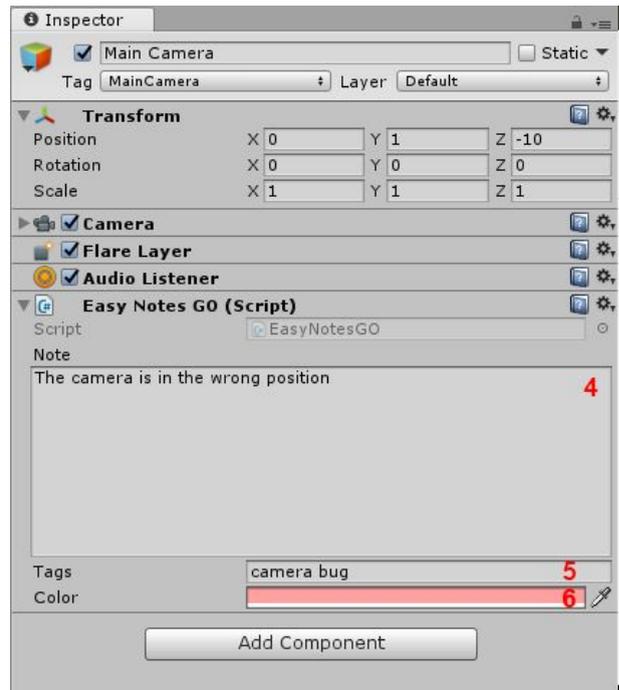
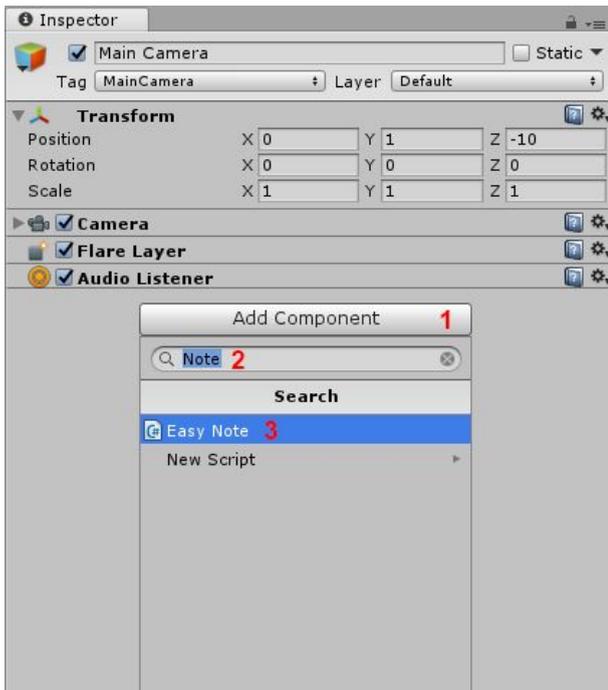
1. Click the Delete button on the note you want to delete.
2. A dialog window will appear where you have to click Yes to confirm that you want to delete your note.
3. You can also click No to cancel the deletion of the note.

(It is not possible to recover a deleted note)



## Add scene note

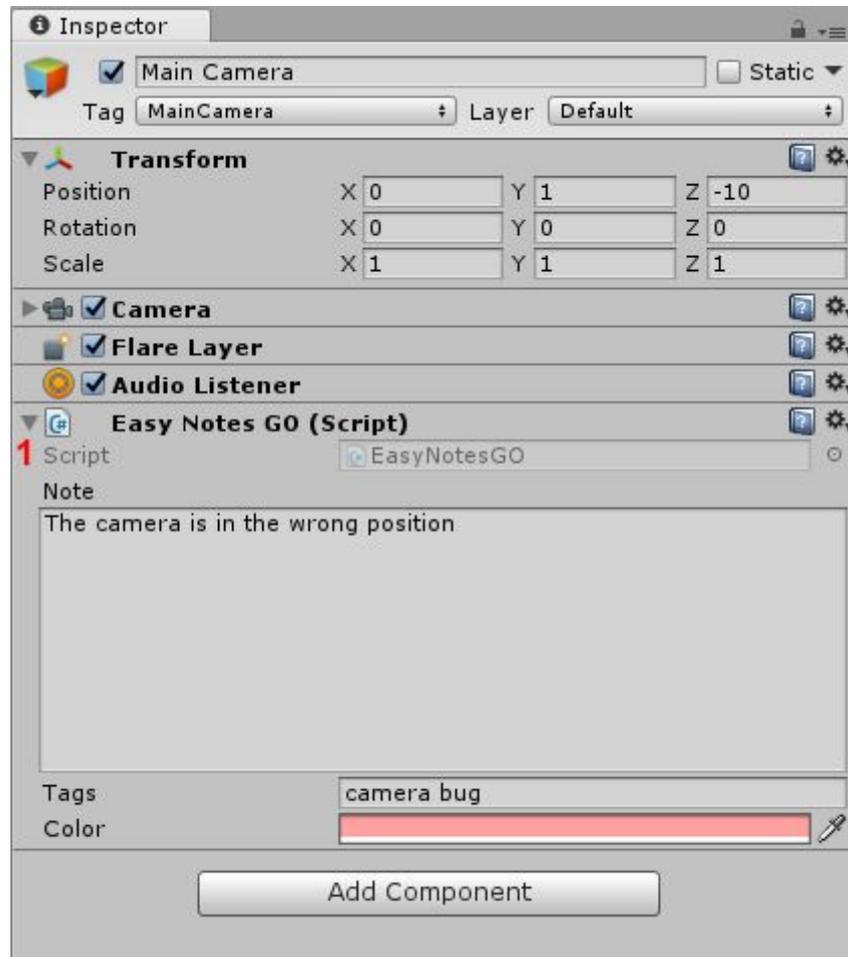
1. Click on Add Component on the game object you want to add a note to.
2. Write "Note" in the search field.
3. Click on Easy Note.
4. The big text area at the top is where you are going to write down your note.
5. You have the option to add tags to your note. Tags are used to filter through your notes when searching.
6. You can also change the background color of the note.
7. Your new note should now appear in the Easy Notes window.



## Edit scene note

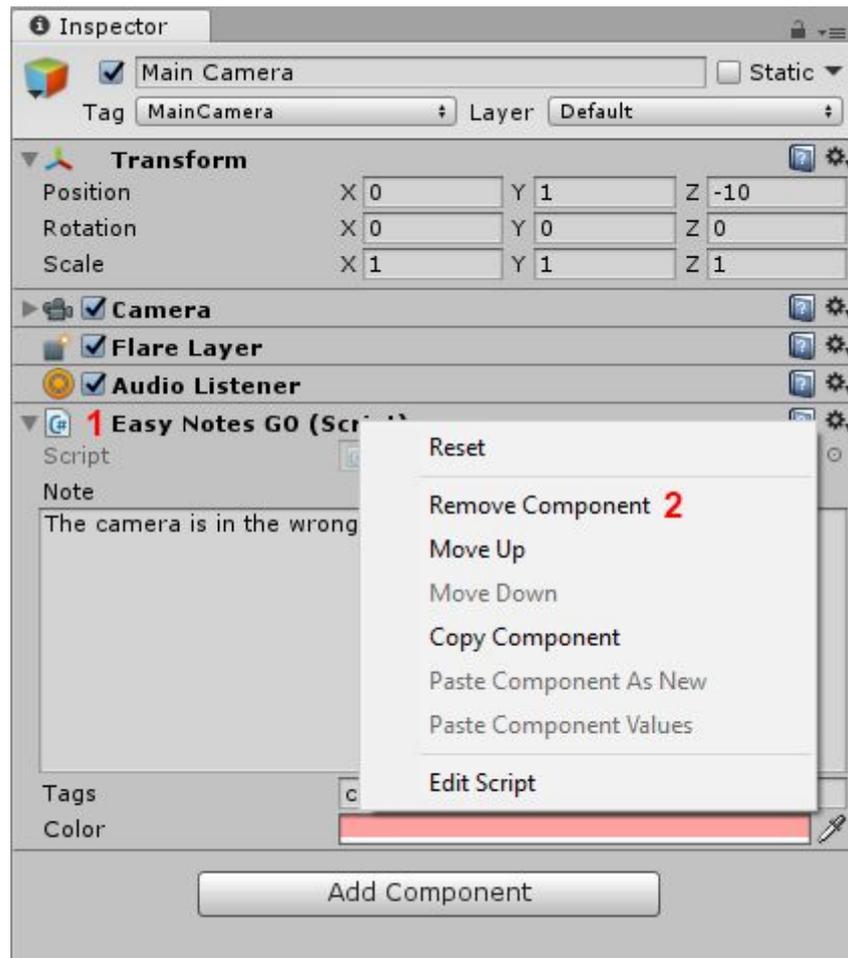
To edit a scene note all you have to do is find the game object the note is attached to and make your changes. Remember to save the scene if you want to keep your changes after you close Unity.

1. If you are not able to see the component, make sure it is not collapsed by clicking the arrow at the top left corner.



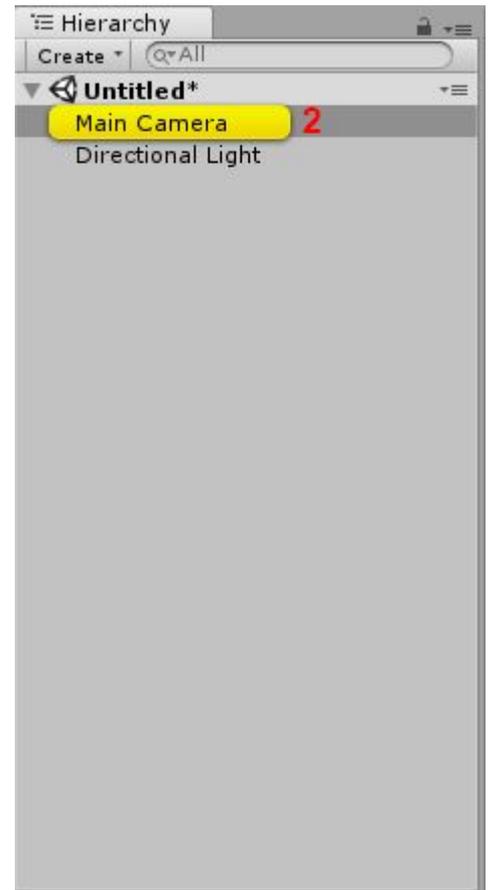
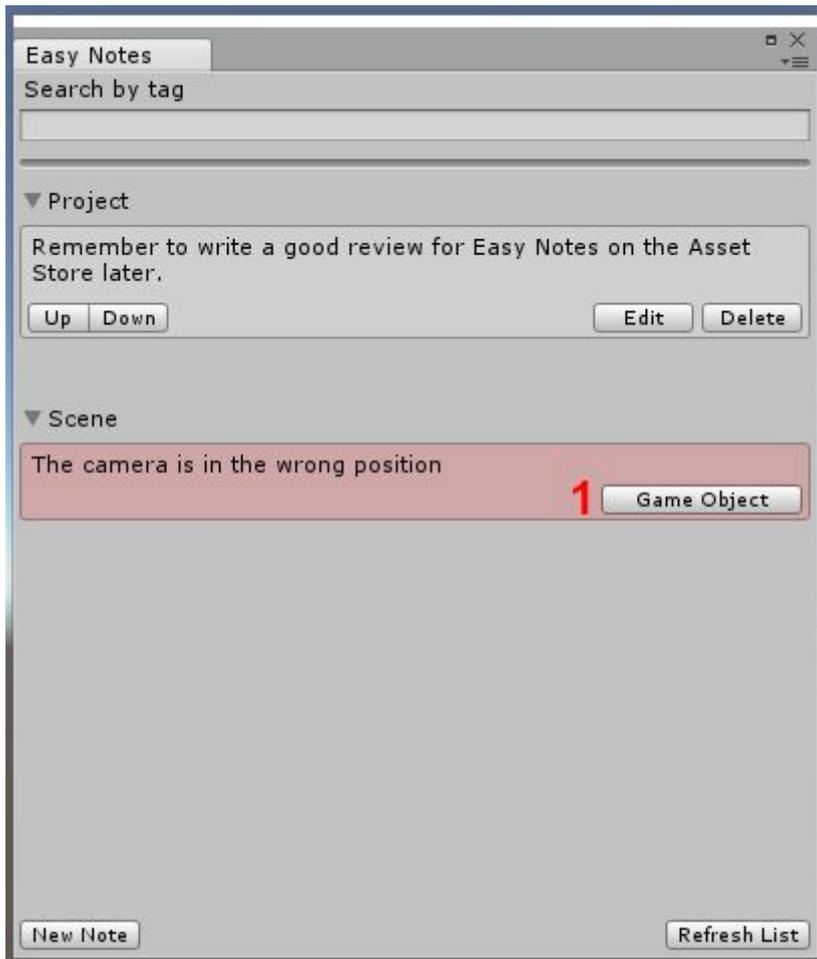
## Delete scene note

1. Right-click on the note component you want to delete.
2. Click Remove Component in the menu that has just appeared.



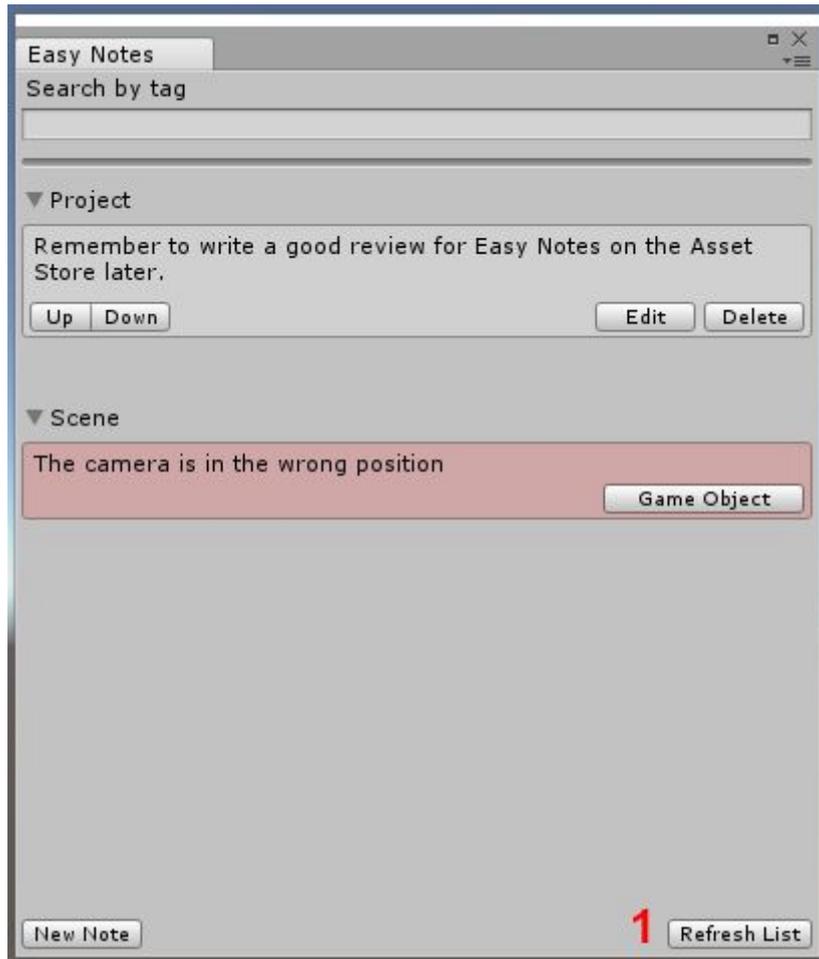
## Find scene note game object

1. Click the Game Object button on the scene note you want to find the game object off.
2. The game object will be highlighted in the hierarchy and selected in the inspector



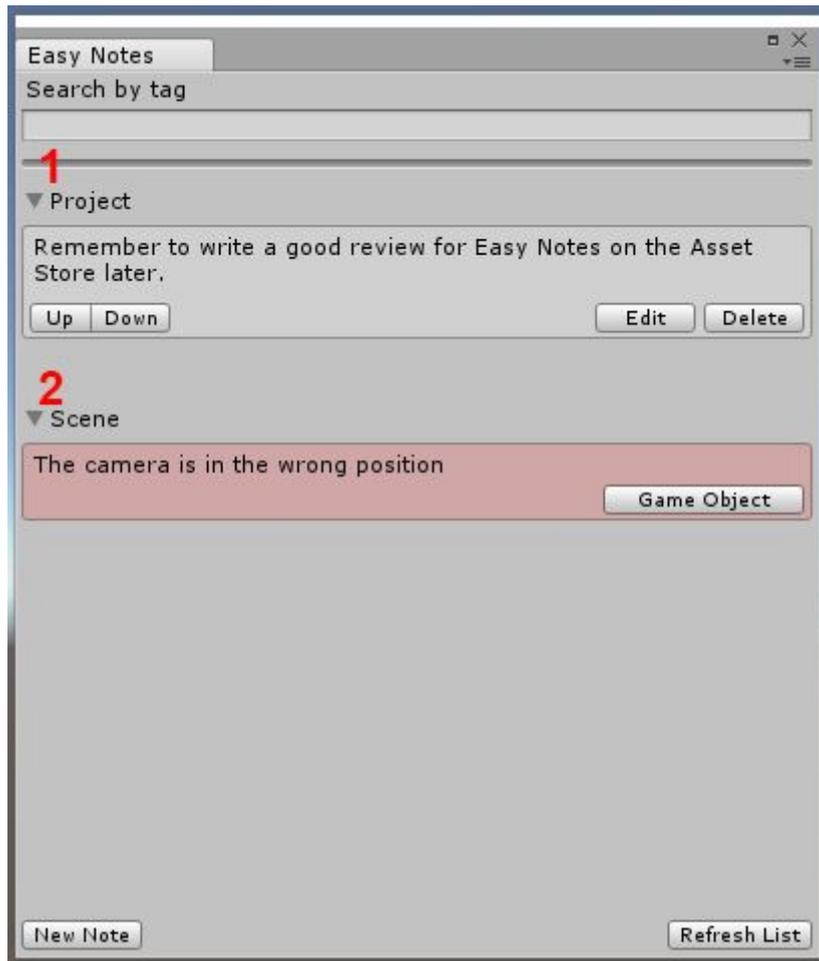
## Refech note list

1. It should not be necessary, but if needed you can force refresh the note list by clicking the Refresh List button at the bottom right corner.



## Show and hide notes

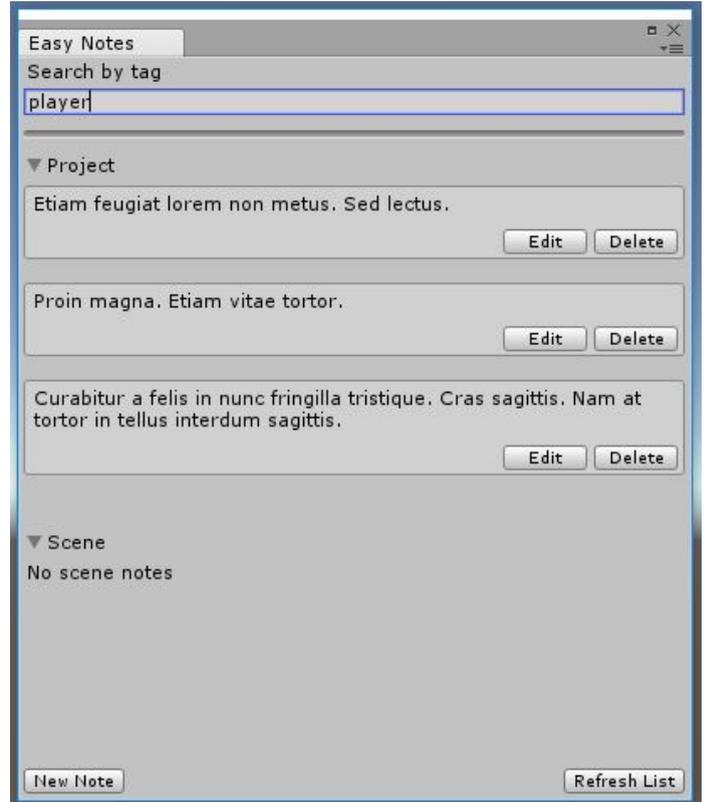
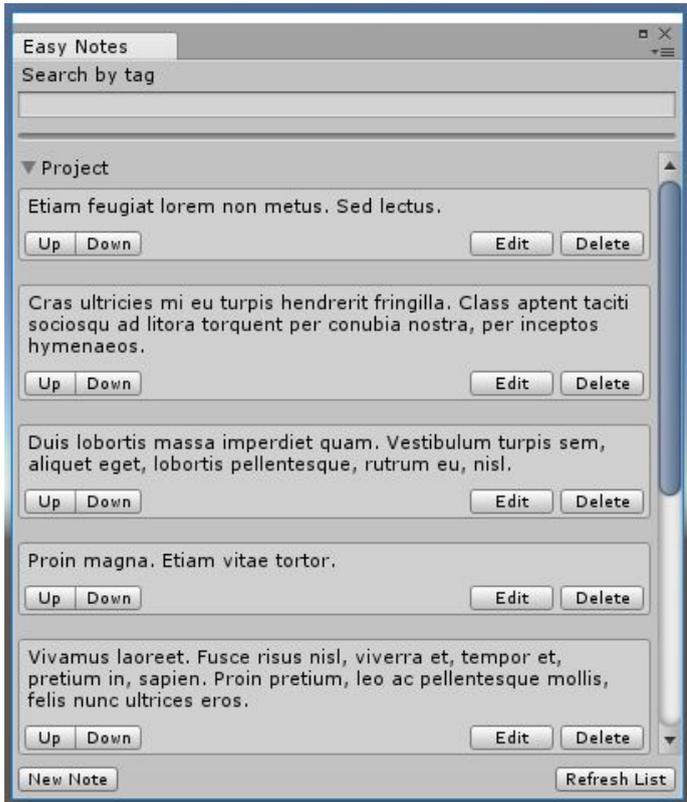
1. You can hide/show the list of project notes by clicking the arrow to the left.
2. You can hide/show the list of scene notes by clicking the arrow to the left.



## Search through notes

You can search through all of your notes by using the search field at the top of the Easy Note window. Easy Notes does not search through the note content itself, only the tags you have added.

(You are not able to move notes while searching)



## Need help

If you need help or have questions regarding any of our packages, do not hesitate to contact us.

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