User Manual
for macOS

Scapple

SCAPPLE FOR MACOS
User Manual

COLOPHON
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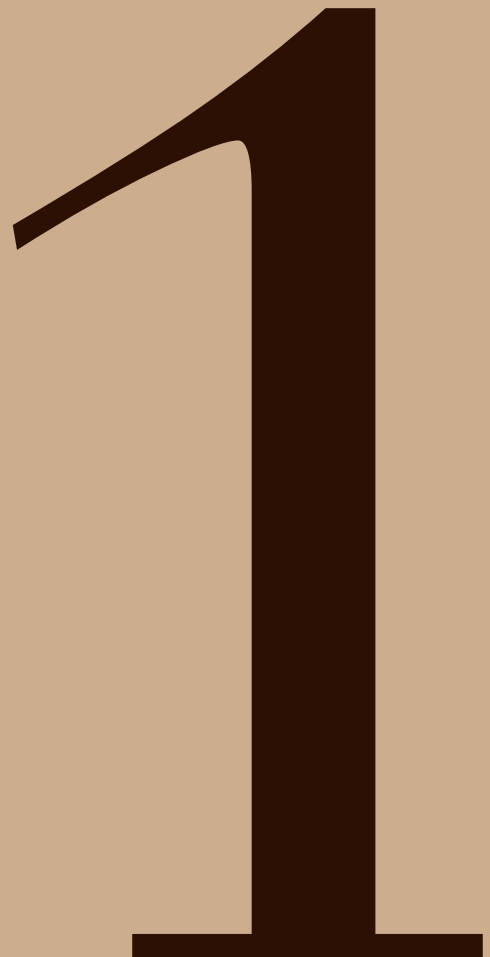Formatted for LaTeX
by MultiMarkdown &
Scrivener

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About This Manual

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Scapple has been designed to be a very simple program to learn and use. We hope that nobody feels the need to read this manual cover to cover to use the software. Of course, we'd be delighted if you are inclined to do so, but most people want to get down to business with a new program, and the best way you'll find for doing that is in the Help ▸ QuickStart Guide menu command. This brief two-page cheat-sheet has everything you need to know to get started and become proficient at using Scapple. For those (hopefully rare occasions) when a more detailed reference is required, this manual should suffice.

The user manual has been written using Scrivener and is available from the Help menu, under "Scapple Manual".

> **Annotating the PDF**
>
> If you wish to make notes and annotate the PDF using software such as Adobe Reader, it is recommended you download a separate copy, or locate the PDF in the Scapple installation and drag a copy out for your own personal use. When Scapple updates, it will very likely overwrite the existing PDF in the installation (often with revisions to the text), which will destroy any of your notes.

1.1 Terms and Conventions

Whenever the documentation refers to an action that you must take, the visible name for that action will be formatted like so. Button labels, menu items, and keyboard shortcuts will all be displayed in this fashion.

> **Difficulty Seeing the Labels?**
>
> We have prepared an alternate version of this project that may increase the visibility of hyperlinks and interface labels in this project, for those with red/green colour blindness.

Menus will be displayed in a hierarchy using the " ▸ " character to separate top-level, submenu, and commands. Example: To apply the "Red Text" note style to a selection of notes, invoke the Format ▸ Note Style ▸ Apply Note Style ▸ Red Text command.

Keyboard shortcuts will use the following symbols:

— ⌘: the Command key, or the Apple key, is the one located directly to the left and right of your spacebar.

— ⌥: the Option key is also labelled the Alt key on some keyboards, depending on which country you purchased your Mac from. Some laptops only have one Option key on the left side.

— ^: Control is usually located to the left and right of the Option keys on their respective side. Some laptops only have one Control key between the Option key and the Fn key on the left side.

— ⇧: the Shift keys are rarely used by themselves in shortcuts but are often used in combination with other modifier keys.

— The arrow keys on your keyboard will often be shortened to the four symbols: ↑ ↓ ← and →.

Using Keyboard Shortcuts When a keyboard shortcut requires a combination of modifier keys, they will be printed together. Example: ⌥⌘I (which matches View ▸ Show Inspector) means you should hold down both of these modifier keys together and then tap the I key on your keyboard. Some shortcuts in Scapple do not require any keyboard modifiers at all. The Z key will enable the Quick Zoom feature while it is depressed. Naturally, these shortcuts cannot be used when editing a note, as the 'Z' key all by itself will type in that letter.

Contextual Menus If you are using a mouse that has more than one button, click with the right mouse button (or the left button, if using a left-handed mouse). Additionally, most of the Apple-branded trackpads and mice have the ability to program surface areas of the device to access the contextual menu. If you do not have a mouse or trackpad that is capable of supporting more than one type of click, then holding down the Control key and clicking will always work.

1.2   Finding Things

In addition to the index in the appendix,[1] PDF reader software feature searching capabilities, and most things can be discovered by searching for the proper names of things as labelled in menus, buttons or dialogue boxes.

The appendices have been written to be used as a sort of topical index. If you have a question about a particular menu command, for instance, you can find it in Menus & Keyboard Shortcuts (Appendix A). Often, if the feature merits it, there will be a cross-reference to a more thorough description of the feature earlier in the text.

Lastly, if you are using a PDF reader with a contents sidebar feature you will find a detailed table of contents provided.

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[1] At this time the index is a work in progress. A more recent copy will likely be available from this location.

What is Scapple?

2

scapple skap'l *vt.* to work or shape... roughly, without smoothing to a finish.
—*The Chambers Dictionary*, 12th Edition

Scapple is an easy-to-use tool for getting ideas down as quickly as possible and making connections between them. It's the software equivalent of taking a large piece of paper and writing your thoughts and ideas all over it, in no particular order, perhaps clustering related notes and drawing lines and arrows between them as connections become apparent.
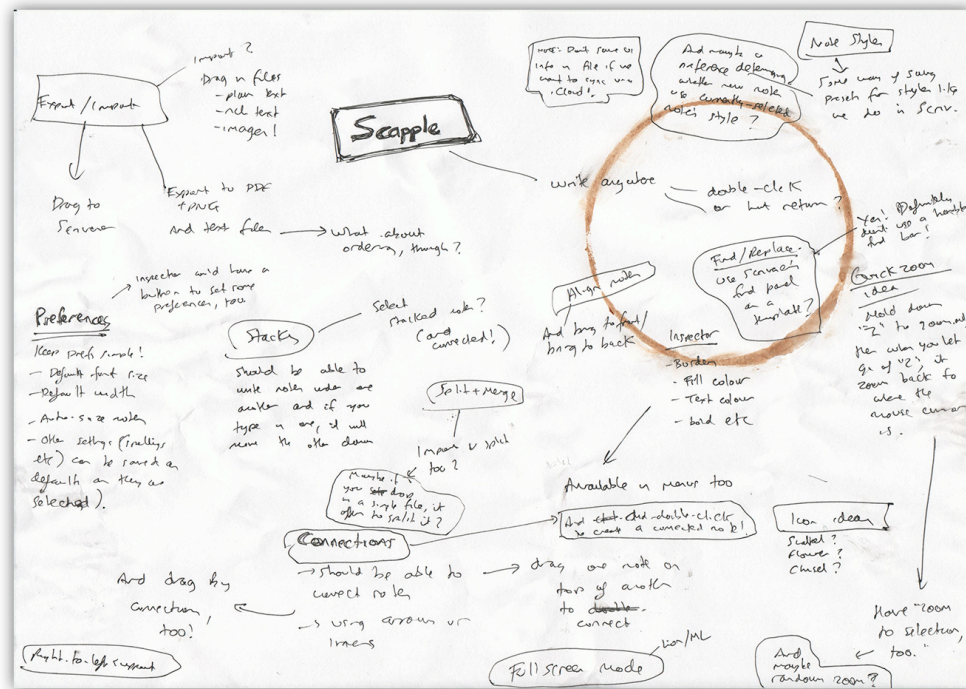
Figure 2.1   Ideas scrawled on paper

We don't claim that there's anything new or original about this process, of course—there are whole books dedicated to similar planning techniques, such as Writing the Natural Way by Gabriele Rico, and if you've ever worked in any sort of office environment, you've probably been forced to endure a "brainstorming" session in front of a whiteboard. But what's oppressive when your boss is manically wielding a marker pen can be liberating and productive when you are thinking about your own projects.

The idea behind Scapple was to take this process and incorporate it into a simple and lightweight application: something no more difficult to use than pen and paper, but which confers certain advantages that only computers can provide; advantages such as the following:

— You never run out of paper, because the Scapple document expands to fit as many notes as you want to create.
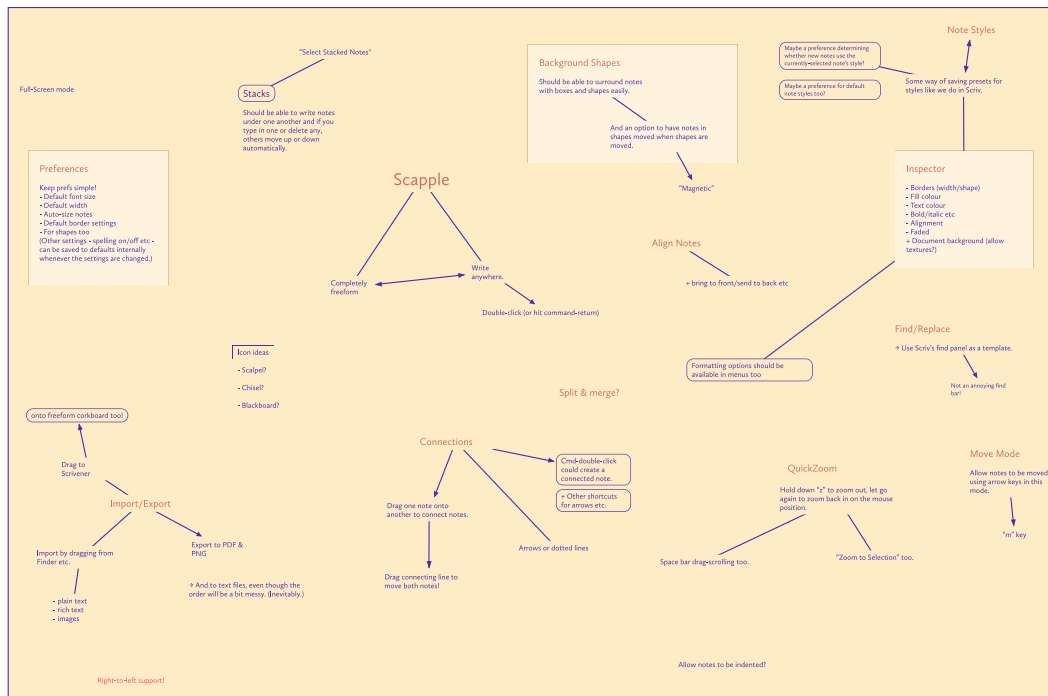
Figure 2.2 Ideas scrawled in Scapple

— You can move notes around and make room for new ideas and connections.

— It's easy to delete, edit and resize notes.

— You don't have to retype everything into another format when you are done.

There is a veritable panoply of mind-mapping software out there, but what's different about Scapple is that it doesn't force you to make connections; nor does it expect you to start with one central idea and branch everything else off that. Instead, you are free to write anywhere on the virtual paper. Individual notes can be as long or short as you like. Its freeform approach gets out of your way so that you can focus on getting all of your ideas down, moving them around, and discovering and making connections as you go along.

It's also so simple to use, we hope, that once you've read the two-page Quick Start Guide (available from the Help menu), you'll know everything you need. And even if you don't read a word of the Quick Start Guide, the two-sentence instructions that appear when you create a new blank document should be more than sufficient to get started: "Double-click anywhere to create a note. Drag notes onto one another to make connections."

Installation & Updates

3

3.1   Installation

⟨Direct-Sale Only⟩ If you purchased Scapple through the Mac App Store (MAS), then this section will not be relevant to you, as it pertains to the registration, installation, and maintenance of the standard retail version. When purchasing software through the MAS, all such tasks are done through the store software itself. If you require assistance installing or updating Scapple through the Store, consult Apple's documentation on the matter.

Whether you have purchased Scapple or are looking to give it a try, the download and installation process will be an identical, as we use the "shareware" model of providing a try-before-you-buy version that can be unlocked with a key. Thus it will be the key that is important to keep safe, more so than the downloadable software. To begin:

1. If you have not already downloaded the trial version from the Literature & Latte web site, do so now.

2. When the installer finishes downloading, locate it in your browser's download folder, and double-click to run it.

3. Drag the Scapple icon to Applications folder, as indicated by the arrow.[1]

4. Eject the installation DMG by using the File ▸ Eject command in Finder on the installation window. Open the Applications folder in Finder and double-click the Scapple icon to launch the software. **If you drag the icon to your Dock, always do so from the Applications folder, not the installation DMG.**

> **Software complains about not being installed correctly**
>
> If you attempt to run Scapple from a place that resembles the installation DMG, you may get a message offering the chance to have it installed for you.[a] If you intend to run Scapple from outside of an Applications folder, then you should check the box that will inhibit this warning from appearing again in the future.
>
> ――――――――
>
> [a]In technical terms, that means a removable volume or a disk that is read–only. If either of those conditions exist the warning message will be triggered.

3.1.1   The Trial Version

You can try out all of the features of Scapple for 30 non-consecutive days without having to pay or register. During that period, Scapple will be *fully functional*.

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[1] If you lack permissions to install software into the main system Applications folder, you can create an "Applications" folder in your home folder and drag Scapple (and other software) there, instead.

After 30 days of use you will no longer be able to access Scapple at all unless you register. If you are getting close to the end of your trial and have decided to not purchase Scapple, please skip forward to the sections on exporting and printing your work (chapter 9).

During the trial period, whenever you launch Scapple, you will be reminded of how many trial days you have left. From the same window you can choose to buy a licence right in the software.

3.2   Purchasing Scapple

Should you choose to purchase the software, registration will be a seamless process of unlocking the copy you've already installed. All of your settings and work will be right where you left them. Use the Help ▸ Purchase Scapple… menu command, and click the "buy" button to launch the built-in store.[2]

When you buy a licence within the software, it will be activated automatically for you at the conclusion of a successful purchase. You will also be emailed your unique serial number, in case automatic activation fails. Make sure that you keep this serial number, along with the email address you used, in a safe place, as you will need both to register Scapple again in the future.

Misplaced serial numbers can be recovered by clicking the Retrieve Lost Serial… button in the registration window. This will take you to our self-service support site, where you can request to have the information sent to your email address again. If for some reason you cannot get that to work, or no longer have access to the email used to purchase the software, please contact us on our support page.

3.3   Registering Scapple

If automatic activation failed, you purchased Scapple through the web store, received your licence as a gift or are simply reinstalling the software—you can register Scapple at any time by clicking on the Enter License… button in the demo window that appears whenever you launch Scapple, or by using the Scapple ▸ Enter Licence… menu command.

1. In the first field, supply your current email address, or the address used to purchase the software originally.

2. Copy and paste the unique serial number in the "Serial Number" box, making sure that the hyphens are included as indicated, and that there are no unwanted spaces or other text at the beginning or end of the serial.

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[2] A secure connection will be established between your computer and our vendor, Paddle. Scapple itself will not gather your purchasing information or personal details, unless you opt–in to signing up for our newsletter when asked. If you would prefer to use the security of your browser to make the transaction, visit our web store page.

3. Click the Register button.

If you receive a message stating that the information is invalid:

— Check and make sure they are in the right order. Your email should be in the top field; the serial number in the second field.

— Ensure the serial number you have looks correct. It should be a long sequence of capital letters and numerals, separated into five groups by hyphens.

After clicking the registration button, Scapple will attempt to authenticate your copy over the Internet. An active Internet connection is necessary to activate the software. If you cannot immediately activate, you can proceed using the software, but will have to go through this procedure until such a time as you can bring the computer online.

Once Scapple has been registered, you can begin using it immediately. There will no longer be a time limit on its use and you will no longer see the nag box at startup.

3.4   Application Updates

The second time Scapple is launched you will be presented with a panel asking whether or not Scapple should automatically check for updates over the Internet. Use of this feature may cause a delay in startup, whenever it is scheduled to check for an update.[3]

— Click the Check Automatically button to have Scapple perform a daily check for updates.

— Click the Don't Check button to opt out. You can always manually have the software check for an update by using the Scapple ▸ Check for Updates… menu command.

You can change the automatic update settings in Scapple ▸ Preferences…, under the General: Startup tab, **Automatically check for updates**. Once enabled, adjust how frequently the software checks in with our server to see if there is a newer version.

When an update is detected, a window will appear with information about the update and some buttons to install or defer the update. It is recommended you brief yourself with the update notes, as sometimes changes in operation or

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[3] No personal information or even anonymous system information will be sent to our server. All it will request is a copy of the update file, which will be checked against your version number locally.

system compatibility can occur. You can view the full list of changes at any time on our web site.

— Install Update: download the newer version of Scapple and have it installed automatically. Note that you can work while it is downloading, but the software will need to restart at some point to implement the upgrade.

— Remind Me Later: dismiss the update panel and return to your work. You will be notified again the next time an update check is performed.

— Skip This Version: dismiss the update panel and return to your work. You will never be notified about this specific version number again, but you will be alerted of future updates beyond the current one.

Automatically download and install updates in the future Leave this checked when clicking the Install Update button, and Scapple will never bother you about updates in the future. Instead it will start downloading them as soon as they are available, and will inform you of when the download is complete so that you can have it install and restart the software.

Software vs Your Work

Unlike some mobile devices, standard operating systems don't mix your work with the software into one "icon" and there is no connection between the two. Computers are considerably more robust and well designed for content creators. Like all programs, Scapple saves your work into files separate from the software. Upgrading versions, registering your trial, or switching to a beta build will have no impact on your data (save that you of course will not be able to open it so long as Scapple is not installed).

3.5   Staying Informed

If you would like to keep up to date on the latest developments and releases of Scapple, you can sign up for our low-volume newsletter using Help ▸ Keep Up to Date…. Once you submit the form, a confirmation email will be sent to the address you provide. You will need to click a link within this email before you will be officially added to the list. If you cannot find the confirmation email after 24 hours, check your spam folders, and consider adding "literatureandlatte.com" to your white-list.

The "Keep Up to Date…" window also has links to our Twitter feed and Facebook page.

Learning the Ropes

There are no special concepts to get your head around in Scapple—the most difficult part of using it should be the ideas on which you are working. You organise those ideas using four main elements: *notes*, *connections*, *background shapes* and *stacks*. We'll look at each of those here.

4.1 Scapple's Main Interface

Scapple's interface has been designed to be as minimal as possible—for the most part, it's just you and your notes. The provided screenshot of the interface (Figure 4.1) has been numbered and explained, below.
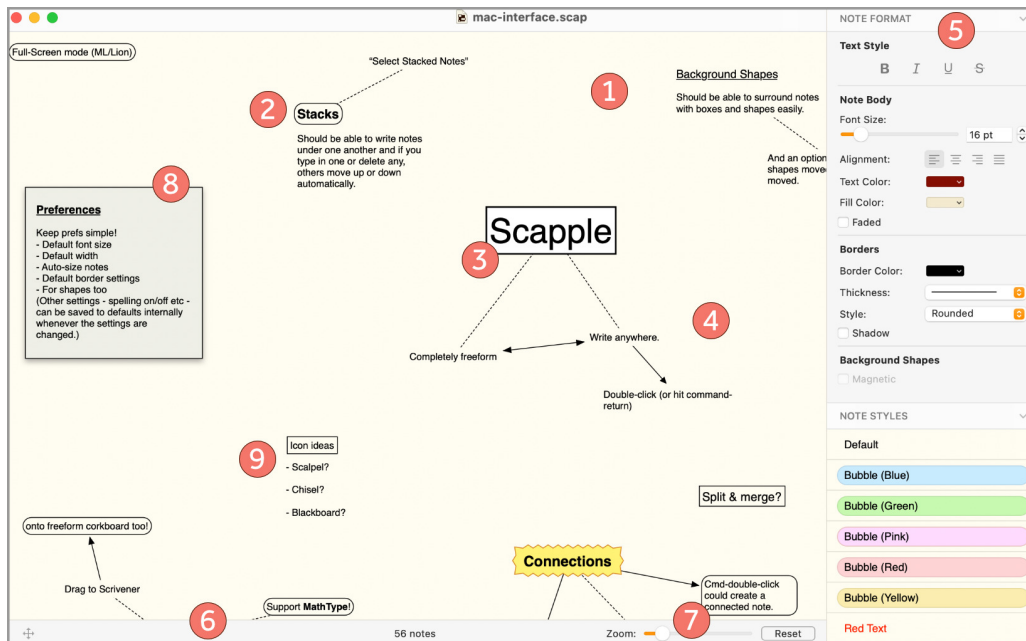
Figure 4.1 The default Scapple window and features

1. The **Scapple board**, or canvas. "Scapple board" is the term used to describe a Scapple document—all of the notes and their connections as laid out on the virtual paper. The "canvas" is the background, or the virtual paper.

2. A **note**. A Scapple board can contain as many individual notes as you want. Notes can be long or short, can wrap across multiple lines, and can be formatted with borders, text colour, fill colour, bold, italics, underline and strikethrough.

3. A **connecting line** between notes. Connecting lines are always dotted lines unless there is an arrow at either end (or at both ends).

4. An **arrowed connecting line** between notes. Since the line has an arrow, it is solid. Arrows can be on either end, and can even be on both ends, as shown to the left of #4 in the figure.

5. The **inspector**. This can be revealed by selecting the View ▸ Show Inspector menu command (or by hitting ⌥⌘I).

6. The **footer bar**. The number of notes is displayed in the centre of the footer bar. If more than one note is selected, the number of selected notes is also displayed. For a cleaner look, you can hide it from the View menu.

7. The **scale slider** and scale "Reset" button. Move the slider to zoom in and out of the Scapple board, and click "Reset" to reset the scale to the default. You can also use the keyboard shortcuts ⌥⌘↑ and ⌥⌘↓ to zoom in and out respectively, or Z by itself to show the entire canvas so long as the key is held down.

8. A **background shape** around two notes. As with notes, shapes can be styled in many ways. This shape has a drop-shadow, fill colour, square shape and a black border.

9. A **stack** of notes. Stacks are vertical groups of notes that can be easily edited and selected together as a list.

4.2 Notes

You can create and move notes anywhere on a Scapple board. Notes can be anything—a single word used as a title or several paragraphs of detailed description. There are no limits to how you arrange them—Scapple boards are entirely freeform.

4.2.1 Creating Notes

To create a new note, do one of the following:

— Double-click anywhere on the background canvas area to create a new note at the mouse point. By default, the new note will have the placeholder text "New Note" selected, ready for you to type over it with your own text.

— If any notes are selected, you can hold down modifier keys while double-clicking to create a new notes that are connected to the selected notes.

  – Holding down the ⌥ key will create a new note that is connected by an arrow pointing to the new note.

  – Holding down the ⌘ key will create a new note that is connected by a dashed line to the selected notes.

  – With both ⌘ and ⌥ held down together the arrow will instead point back to the original note.

— Use Notes ▸ New Note (⌘ Return). If there are no notes selected, this will create a new note in the visible area. If there is a note selected, this will create a new note directly underneath the selected note—in which case the menu item will appear as "New Stacked Note" in the Notes menu (section 4.5).

— You can also use one of the commands in the Notes ▸ New Connected Note submenu to create a new note that is connected to the selected note (these options are only available if one or more notes are selected). These keyboard shortcuts can speed up how quickly you develop connected ideas.

— To add a new note *between* two connected notes, you can double-click on the connecting line (Figure 4.2). See also: Labelling Connection Lines (subsection 4.3.6).

— You can create a new note with any given style by dragging the style out of the Note Styles section of the Inspector into a blank area on the board. This action can be combined with the modifier key drags described above to create linked notes in that style.
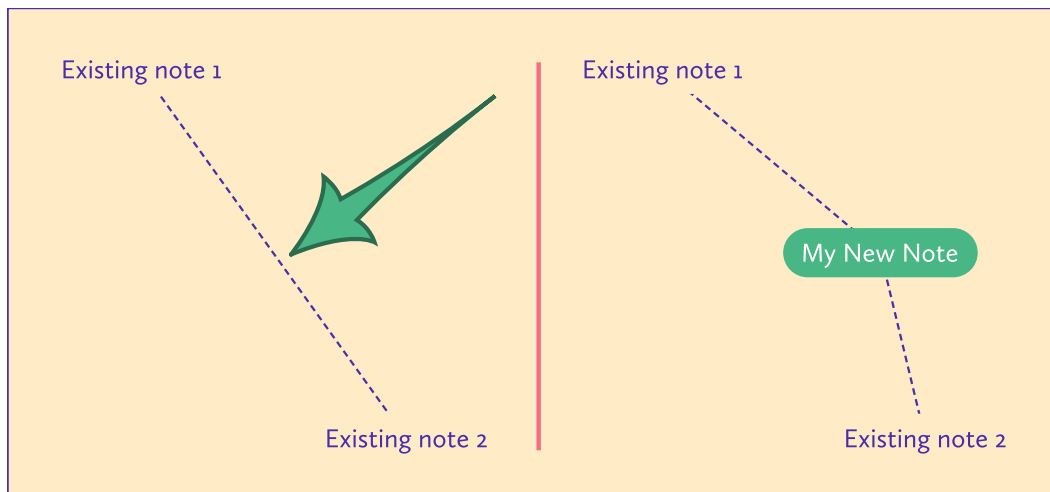
Figure 4.2   Double-click the connection line to create a new note between them

4.2.2   Selecting Notes

To select notes, do one of the following:

— Click on a note to select a single note.

— To select multiple notes, click on each note in turn while holding down the ⇧ or ⌘ key. This also acts like a toggle, and can be used to remove a note from a selection.

- – When Shift is used within a stack of notes (section 4.5), all notes between the clicked notes will be selected as well.

— Use the arrow keys to select or travel to notes around the board. Stacked notes will prefer each other for selection, after that the program will do its best to select the next note in the direction of the arrow key you pressed. Hold down the Shift key to add the other notes to the existing selection, much like when extending a text selection in an text editor.

— Perhaps the easiest way of selecting multiple notes is to use the marquee selection tool (Figure 4.3). To do so, simply click anywhere on the board outside of a note and then drag the mouse with the left button still held down. A rectangle will appear that moves with the mouse, and as you drag to resize the rectangle, anything that is enclosed by or touches the rectangle will be selected. Release the mouse button to finish using the marquee selection tool.

  Holding down the ⌥ key while dragging will *remove* notes from the current selection.

— If you wish to discard a selection, you can click anywhere on the board background with the mouse, or use the Edit/Deselect (⌘D) menu command.

— To flip the selection state for the entire board, use Edit ▸ Invert Selection (⇧⌘I). If for instance a board has three notes, "A", "B" and "C", with only "C" is selected, the result of this command would have "A" and "B" selected.

> **Selecting Offscreen Notes**
>
> If you would like to select a note so that it is scrolled fully into view, you can hold down the Shift key while clicking on it.

4.2.3   Editing Notes

To edit a note, do one of the following:

— Double-click into it.

— Select the note and hit the Esc key. This fully selects the text as well, making it the best option for overwriting the note with new text.

— Return can also be used to start editing, but only if **'Return' creates new notes** is disabled in the General Preference tab (section B.1).

To finish editing a note, do one of the following:
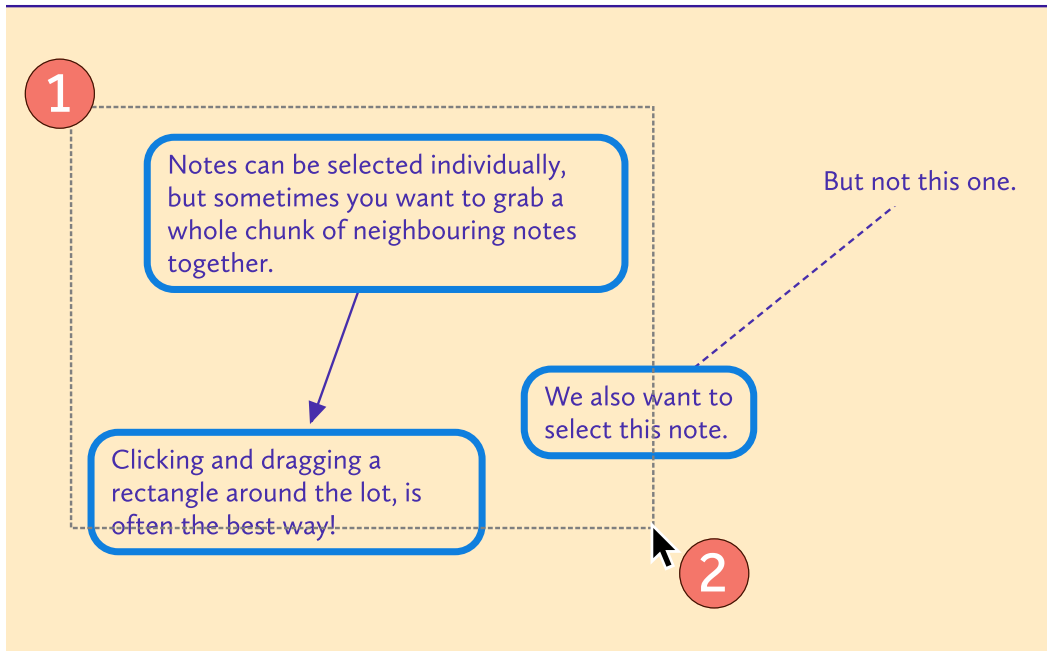
Figure 4.3   Click and hold at (1) then drag and release the mouse button at (2)

— Hit the `Esc` key.

— Select another note or click elsewhere on the Scapple board.

— Hit the Enter[1] key.

— If **'Return' ends editing** is ticked in the General Preference tab, hit the `Return` key.

4.2.4   Moving Notes

With the Mouse

Movement is typically done with the mouse, in a manner that will be familiar to anyone who has dragged and dropped files from one location to another in Finder.

— To move a note, simply click on it, hold down the left mouse button, and drag it to its new location, letting go of the button when you are satisfied with its position.

— To cancel the drag, tap the `Esc` key on your keyboard, and then release the mouse button.

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[1] Not to be confused with the Return key. On a full–sized keyboard, the Enter key will be beside the numberpad, and the Return key beside the letter keys. On most laptop keyboards, Enter is used by combining the Fn key and the Return key.

— To move several notes, first select all the notes that you wish to move (sub-section 4.2.2). Then click on one of the selected notes, keep the mouse button held down, and drag to move all selected notes.

— To move two connected notes together, there is no need to select them both. Just click the connecting line that joins them, hold down the mouse button, and drag.

When moving notes so that they will end up partially or completely outside of the board, the overall size of the board may be increased to fit them. For example if you select five notes, and start the drag from the top-left note, so that this note is the only one visible at the bottom-right corner of the screen, the other notes will "push" the boundary of the canvas down and to the right if necessary to make space for them.

As you drag closer to the edge of the view, Scapple will scroll in that direction for you, while you are dragging, gradually increasing in speed the longer you hold down the mouse button. This lets you position notes off-screen from where they started.

Long Distance Travel

Sometimes you need to move a note from one point of a large canvas to another. You could zoom all the way out, drag it, and then zoom back in. However an easier technique would be to use the Quick Zoom feature (chapter 7). First, select the notes and then hold down the Z key. Now drag them to the proper location, and let go of both the Z key and the mouse button. The selected notes should remain visible as Quick Zoom focusses the view based on where your mouse pointer is (which in this case will be where you dropped the notes). Your selection will remain after doing so, making it easy to fine tune the positioning at full scale.

With the Keyboard
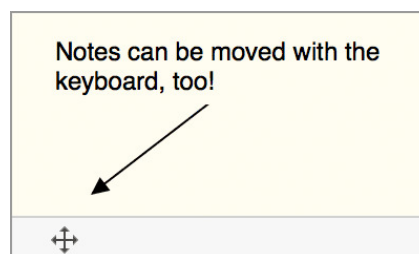
Figure 4.4 Movement mode is indicated by this icon, in the lower left corner of the status bar.

Sometimes small adjustments are easier to make with the arrow keys on the keyboard, especially if you wish to make sure that the note does not stray from

its original horizontal or vertical positioning (or axis). By default the arrow keys will select notes around the currently selected note, but if you tap the M shortcut, Movement Mode will be enabled (Figure 4.4). Now the arrow keys will push the selected notes in the direction of that arrow by a small amount. If you would like to increase how far it moves with each keypress, hold down the Shift key in combination with the arrow keys, and hold down Command-Shift together to increase the speed even further. You can hold down the arrow key instead of tapping to move longer distances.

4.2.5   Copying Notes

To copy notes, select the notes you wish to copy and then do one of the following:

— Drag the notes to location you wish the copies to appear and hold down the ⌥ key while releasing the mouse button. When the ⌥ key is held down, you will notice that the mouse pointer will have a "+" icon beside it, which indicates that the note will be copied rather than moved.

— Select Edit ▸ Copy (⌘ C) then select Edit ▸ Paste (⌘ C). When you select Paste from the Edit menu or use the shortcut, the note will be pasted into the rough centre of the view; when you select the paste command from the contextual menu, the note will be pasted at the point where you right-clicked.

Scapple notes can be copied and pasted (or dragged and dropped) from one board to another, and can even be pasted as text into a text editor like Scrivener or Microsoft Word. Read more about importing and exporting via Copy and Paste (subsection 9.2.3).

4.2.6   Resizing Notes

To resize a note:

1. Move the mouse over the left or right edge of the note, until the cursor changes to the resizing handle icon. Images can be resized from any side[2], as can background shapes (section 4.4).

2. Click and drag the mouse left or right to make the note narrower or wider. Text notes will rewrap, automatically getting taller or shorter, to fit the text to the new note width.

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[2] See Getting Work Into Scapple (section 9.1) for information on how to import images.

> **Resizing Notes from the Middle**
>
> To resize the note from the middle of it rather strictly left or right, you can hold down the Option key while dragging. This also works for Shapes, in the up and down direction.

To resize multiple notes:

1. Select all the notes you want to resize.

2. Move the mouse over the left or right edge of any one of the notes, until the cursor changes to the resizing handle icon.

3. Click and drag the mouse left or right to make all selected notes narrower or wider.

   When multiple notes are selected, you can make them all the same width by using the Notes ▸ Make Same Width menu command. This will not align them (use the Notes ▸ Align ▸ submenu for that), merely resize them in place. Images and background shapes can have their height equalised as well, with Notes ▸ Make Same Height.

4.2.7   Deleting Notes

Deleted notes are removed immediately from the board, but you can always use Edit ▸ Undo if you make a mistake.

1. Select the notes you wish to delete.

2. Use Edit ▸ Delete or hit the Del key on the keyboard.

4.2.8   Splitting and Merging Notes

Sometimes, you may have long notes that you wish to split up into smaller notes, or you may have a bunch of related notes that you wish to merge into one.

— Single notes can be split into two notes:

   1. Double-click into a note to edit it.

   2. Place the blinking insertion caret at the point in the text where you want to split the note (you can ignore whitespace, all extra spaces and carriage returns will be trimmed from both notes after splitting).

   3. Use the Notes ▸ Split menu command (⌥⌘K). The new split note will be stacked underneath the previous note you split from.

— A specific selection of text can be split off into a new note:

1. Double-click into the note containing the text to edit it.

2. Select the text you wish to split into a new note.

Portions of this note will be split from the rest with the remainder left alone.

Portions of this note will be left alone.

 split from the rest with the remainder
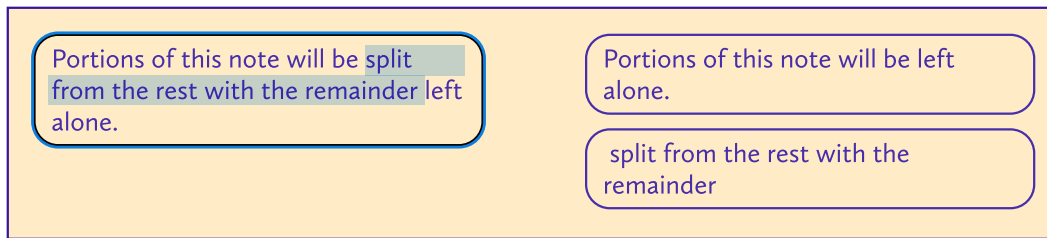
Figure 4.5

3. Choose Notes ▸ Split. A new note will be created containing the selected text, stacked directly underneath the existing note. The selected text will be removed from the original note.

— Merging several notes:

1. Select the notes you wish to merge, ensuring that the first note you select is the one you wish the notes to be merged into. The remaining notes in the selection will be sorted based upon their distance from the first.

2. Choose Notes ▸ Merge.

See Also:

— Stacks (section 4.5)

— Selecting Notes (subsection 4.2.2)

4.2.9   Changing the Appearance of Notes

You can change the appearance of notes or background shapes (section 4.4) in several ways:

— Add a coloured border.

— Change the fill (background) colour of notes.

— Change the text colour.

— Make text bigger or smaller.

— Add bold, italics, underline or strikethrough.

— Change the overall border style of the note.

— You can also change the font and background colour used for the Scapple board.

To change the appearance of notes, select the notes you wish to affect, and then use one of the following methods:

— Use the Note Format section of the inspector, which can be opened by choosing View ▸ Show Inspector (⌥⌘I).

— Use the commands available in the Format menu (section A.6). A selection of common commands can be accessed from the right-click contextual menu.

— Apply a note style using the Note Styles section of the Inspector sidebar (section 10.2).

See Also:

— The Inspector (chapter 10)

— Formatting & Appearance (chapter 6)

— Note Styles (section 6.3)

4.2.10 Aligning Notes

Notes can be aligned along several different edges or axes:

1. Select the notes you wish to align. The first note you select will not be moved—other selected notes will be moved to align with the note that was selected first.

2. Go to the Notes ▸ Align ▸ submenu and then choose from "Left Edges", "Right Edges", "Top Edges" or "Bottom Edges".

3. Aligning by "Horizontal Centers" will cause the notes to end up in a column, aligned by their horizontal width. Aligning by "Vertical Centers" will result in a row, with their vertical middles used to determine the placements.

If you want to arrange notes into a single column, it is often more useful to "stack" them rather than align them (section 4.5).

4.2.11 Arranging Overlapping Notes

There may be occasions where you have a note partially overlapping another and you wish to arrange their front-to-back order, so that the note underneath is brought to the front, or vice versa.

Bring a note partially obscured by other notes to the front:

1. Select the note you wish to bring to the front.

2. Use Notes ▸ Bring to Front (⌥⌘ }).

   Alternatively, right-click on the note and select "Bring to Front" from the contextual menu.

To send a note obscuring another note to the back:

1. Select the note you wish to send to the back.

2. Choose Notes ▸ Send to Back (⌥⌘ {).

   Alternatively, right-click on the note and select "Send to Back" from the contextual menu.

Background shapes, as their name implies, are always located on the bottom layer beneath all notes. They can however be arranged among themselves using these same commands.

4.3 Connections

When you're throwing ideas around on the page, some notes exist in isolation, while others are connected. In Scapple, you are free to connect your ideas however you like. Making connections is as simple as dragging and dropping one note onto another—meaning any note can be connected to any other note. Notes can be connected by simple dotted lines, or by lines with arrows at one or even both ends.

Connections in Scapple are unlike those found in most diagramming and mind-mapping applications in that they do not have any internal meaning[3]. In Scapple, connections are fundamentally a means of connecting your ideas *visually*, just as you might draw lines or arrows between scrawled out words on a piece of paper.

4.3.1 Creating Connections Between Notes

Two or more notes can be connected with a dotted line:

1. Drag one note over the top of another note—notice that when you do so, the cursor changes to a curled arrow and the note beneath the pointer becomes darker, to indicate that a connection will be made when you drop.

2. Release the mouse button to drop the dragged note onto the other. A dotted line will now connect the two notes (the notes will stay in their original positions).

---

[3] They can have some effect on the order in which notes are exported to text formats; see Getting Work Out of Scapple (section 9.2).

Connections can also be formed using menu commands, which will be more efficient if you want to connect several notes at once:

— Alternatively, select all of the notes to connect and use the Notes ▸ Connect (⌘ >) menu command. The note you select first will be the one they connect to. This command is also available from the contextual menu.

— If you would like to connect all of the selected notes together, use Notes ▸ Connect All.

Two or more notes can have arrows drawn between each other:

1. **Arrow to**: hold down the Opt key before you release the mouse button to drop the dragged note onto the other. The arrow will point to the note you drop on.

2. **Arrow from**: in the same fashion, hold down the Option and Command keys together when dropping to create an arrow pointing *from* the note you dropped onto, pointing back to the initial selection.

3. **Double-Arrow**: to a double-ended arrow, hold down the Shift and Command keys when dragging from one note to another.

   Alternatively, select the notes to connect and use the Notes ▸ Connect With Arrow (⌥⌘.) menu command. The arrows will point from the first note selected to subsequently-selected notes (see the Selecting Notes section for more information on selecting notes). This command is also available from the contextual menu.

Notes can also be connected as they are created (subsection 4.2.1).

4.3.2 Removing Connections

Connections are removed in the same fashion they are created:

1. Drag one note over the top of the note to which it is currently connected. Notice that when you do so, the cursor changes to the curled arrow and the note beneath the cursor becomes darker, to indicate that the drop operation will affect the connected status.

2. Release the mouse button to drop the dragged note onto the other. The connection between them be removed.

Alternatively, select all of the notes you wish to disconnect and choose Notes ▸ Disconnect (⌘ <). This command is also available from the contextual menu:

— When selecting individually connected notes, other notes that these selected notes may be connected to will *not* be affected by this command.

— When only a single note is selected, then this command will destroy *all* connections between it and other notes.

4.3.3 Changing Connection Types

To change an existing connection between two notes from a dotted line to an arrow, or vice versa:

1. Drag one note over the top of another note to which it is currently connected—notice that when you do so, the cursor changes to the curled arrow and the note beneath the cursor becomes darker, to indicate that the drop operation will affect the connected status.

2. Hold down the Opt key, and release the mouse button to drop the dragged note onto the other.

   — If the connection between the notes was previously a dotted line, it will now be an arrow in the direction of the drop.

   — If the connection between the notes was formerly an arrow, if there is no arrow at the other end of the line it will now be a dotted line, or if it was previously a line with arrows pointing in both directions, it will now only have an arrow pointing in one direction.

Alternatively, select the notes you wish to affect and choose Notes ‣ Connect With Arrow (⌥⌘.) or Notes ‣ Remove Arrows (⌥⌘,). The "Connect With Arrow" command will only make arrow connections from the first note selected to subsequently-connected arrows; it will not make arrow connections between every single note.

4.3.4 Moving Connected Notes

When two notes are connected, you can move them both together simply by clicking and dragging the connecting line between them. See Moving Notes (subsection 4.2.4) for more information about moving notes around.

4.3.5 Selecting Connected Notes

Notes that have been connected together can be easily selected. While this makes it easy to change how related notes look or move them all together to another spot, selection can also serve as a simple form of temporary highlighting, to help you see what connections exist in more complex boards.

— Edit ‣ Select ‣ Connected Notes (⇧⌘A): selects any notes directly connected to the currently selected note(s). As such, using this command multiple times will incrementally broaden the selection to *those* note's connections, and onward.

— Edit ▸ Select ▸ Connected Clusters (⌥⇧⌘A): if you want to see the whole interconnected chain of thoughts that relate to your current selection, this command will select every single connection of a connection of a connection.

4.3.6 Labelling Connection Lines

At times it can be useful to give your connection lines a label, to help distinguish why two notes are connected together, or explain alternate connections when one note links to several:

Figure 4.6   Labelling connections can bring clarity to your diagrams.

Adding Labels to Connections

1. Select the two notes you wish to have labelled.

2. Use the Notes ▸ Connection Label… menu command (⌥⌘L), or right-click on either of the selected notes and choose the "Connection Label…" contextual menu command.

3. Type in the text of your label and click the OK button. If the notes were not previously connected then this action will also connect the notes together with a dotted line.

Editing Labels

To edit a label at a later time, simply double-click on the label directly—or select the two notes with the labelled connection line and use the same menu command used to create a label.

Removing Labels

To remove a label from a line, edit the label as described above, and delete all of the text from the provided field. When you click OK the label will be removed.

4.4 Background Shapes

Sometimes you want to draw a big proverbial circle around a group of ideas. It's an easy way of associating a group of concepts and treating them—for some purposes—as a single entity. In Scapple, Background Shapes accomplish this form of thinking, without adding a lot of complexity.

If you are familiar with digital diagramming and visual outlining software, you might intuitively consider background shapes to be a form of "containment"; that the notes enclosed within the shape's perimeter *belong* to the shape. While true to a very minimal extent, it is better to think of the notes as being *on* the shape. The shape does not own the notes that overlap it, nor are they "nested" within it (to use jargon from outlining based tools like mind-mapping programs), for indeed a note with a "fuzzy" concept might overlap more than one shape.
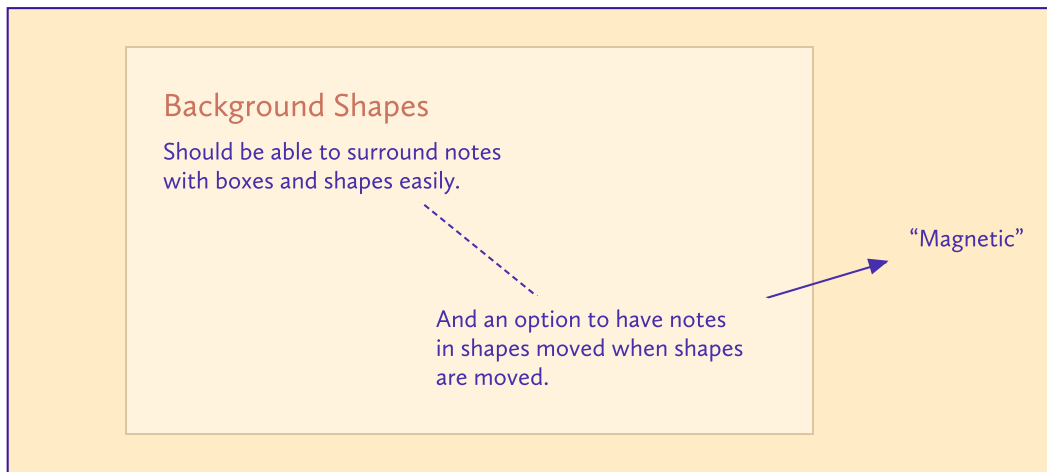
Figure 4.7   The background shape in the middle encloses four notes.

By and large, background shapes act like notes—they can be dragged around and selected in the same way, and can have most of the same formatting applied. There are a few important differences that set shapes apart from notes:

— They cannot ever hold text by themselves. That is what notes are for.

— In addition to dragging their left and right sides, they can be resized by the top and bottom, or in two directions along their four corners.

— Optionally, background shapes can become "magnetic", which means that overlapping notes will stick to them when they are moved (subsection 4.4.4).

— They always occupy the bottom layer, beneath all notes. Background shapes can be brought forward and backward amongst themselves, but they can never *overlap* a note.

A shape considers a note (or even another enclosed shape) to be associated with it to it, if any part of the item overlaps said shape. This chiefly impacts Edit ▸ Select ▸ Overlapping Notes, what gets moved or copied with the shape when it is Magnetic (subsection 4.4.4) and when using export formats that support limited nesting.

4.4.1 Creating Background Shapes

There are two ways to create shapes. You may already have a collection of ideas you wish to "draw a circle around":

1. Select the notes you wish to enclose.

2. Use the Notes ▸ New Background Shape Around Selection menu command. The new shape will be sized to fully enclose all of the selected notes.

Sometimes you need to create a topic that you intend to fill with new ideas:

1. With nothing selected, use the Notes ▸ New Background Shape menu command.

2. A new shape will be created in the middle of the current view, which may be beneath other notes. It can now be moved to a free spot if desired.

4.4.2 Selecting Shapes

Shapes can be selected in the same manner as notes (subsection 4.2.2). You can click anywhere in the middle of a shape to select it. There is no need to click precisely on the edge.

4.4.3 Selecting Contained Notes

If you need to select all of the notes (and potentially shapes) within a shape:

— Simply hold down the Opt key and click anywhere within the shape.

This also selects the shape. If you only want to select the stuff inside of the shape, follow up by ⌘ clicking, which toggles the selection of the thing you click on.

— Use the Edit ▸ Select ▸ Overlapping Notes (^⌘A) menu command.

— Marquee selection can be used within a shape by holding down the ⌘ key to temporarily avoid dragging the shape itself.

4.4.4 Moving Shapes and Notes Together (Magnetic)

While you could continue to use the ability to select overlapping notes to move shapes around together with the notes they enclose, you might want a more automatic solution. Setting a background shape to be "magnetic" accomplishes this.

A shape can be set to magnetic whether or not any notes are currently enclosed within it. The setting is a feature of the background shape, not of the notes within it. This means that dragging a magnetic shape beneath a group of notes and then back out again will "vacuum" all of the notes it came in contact with.
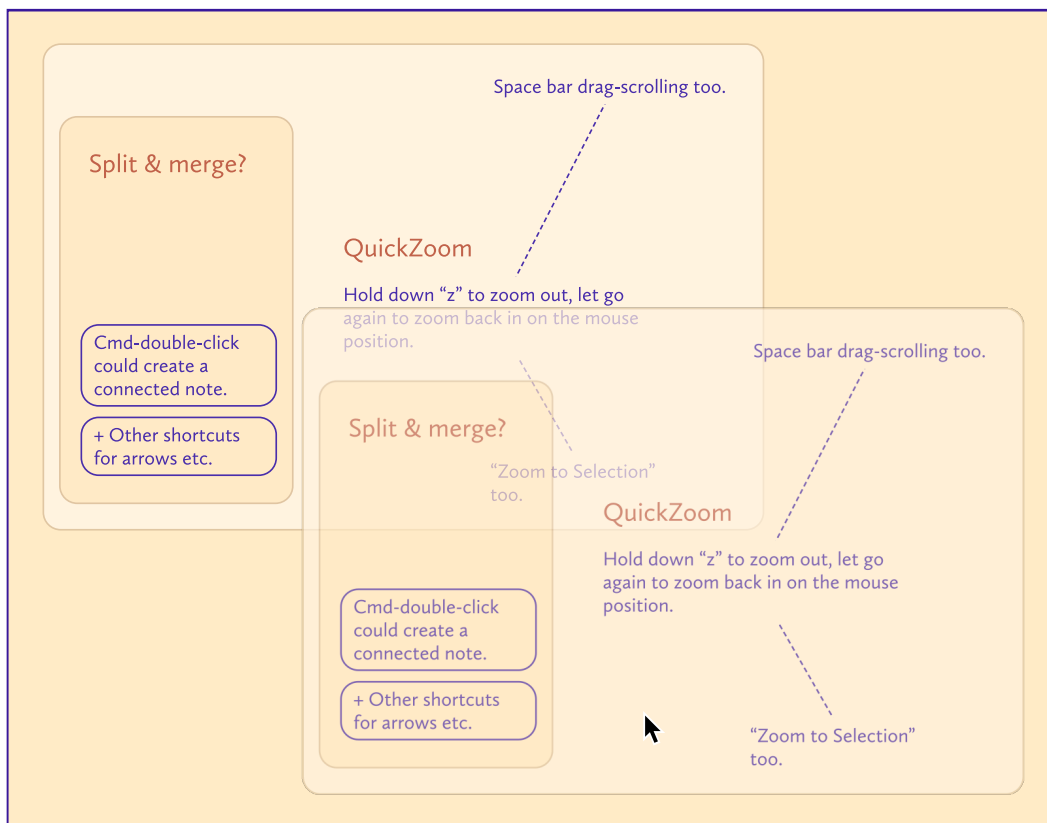
Figure 4.8   When dragging a magnetic shape, the drag "ghost" shows the enclosed notes that will move.

To toggle whether a background shape is magnetic:

1. Select the shape(s) you wish to toggle magnetism on.

2. Use the Notes ▸ Magnetic (⇧⌘M) menu command.

   When toggling multiple shapes, whether the shapes' magnetic states are toggled on or off depends on the condition of the first shape selected.

> **Using Shapes as Handles**
>
> Magnetic background shapes will grab on to any overlapping notes, and as such they do not necessarily need to fully enclose a note to drag it around, and can thus be comparatively small. Shapes on the other hand do need to be fully enclosed on each side to be dragged along with the larger shape.

4.4.5 Copying Shapes

Shapes can be copied and pasted using the exact same techniques you would use to copy notes (subsection 4.2.5). One difference to be aware of is that when dragging a magnetic shape with the ⌥ key held down, this will not only create a duplicate of the shape but and any items overlapping it as well.

4.4.6 Connecting Shapes

Since dragging notes onto shapes is a fundamental task, the ordinary behaviour of dropping one thing onto another to connect them is disabled. However a *shape* can be dropped onto a note (or another shape) to connect the two. Because of this, if you wish to draw an arrow pointing from a note to a shape, then you must start the drag from the shape and hold down the Option and Command keys together, to draw an inverse arrow.

4.4.7 Aligning Notes Within Shapes

If you'd like to tidy up the notes that are inside of a shape, there are a few menu commands for getting things cleaned up. With the Notes ▸ Align ▸ Center Horizontally in Background Shape menu command, you can bring the notes together into a single column along the middle of the shape (Figure 4.9).[4]

On the other axis, you can bring a selection of notes into a single row along the vertical middle of the shape they overlap (Figure 4.10), with the Notes ▸ Align ▸ Center Vertically in Background Shape menu command.

These commands will also work upon shapes themselves, if the shapes are all overlapping one common larger shape. And of course if those shapes are magnetic, they will carry any overlapping notes within them along for the ride.

You cannot align a mix of shapes and notes together, nor can you align selections of notes that overlap two entirely different shapes.

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[4] If the note extends over more than one shape then the shape that is at the top of the layering order will be the one it aligns to.
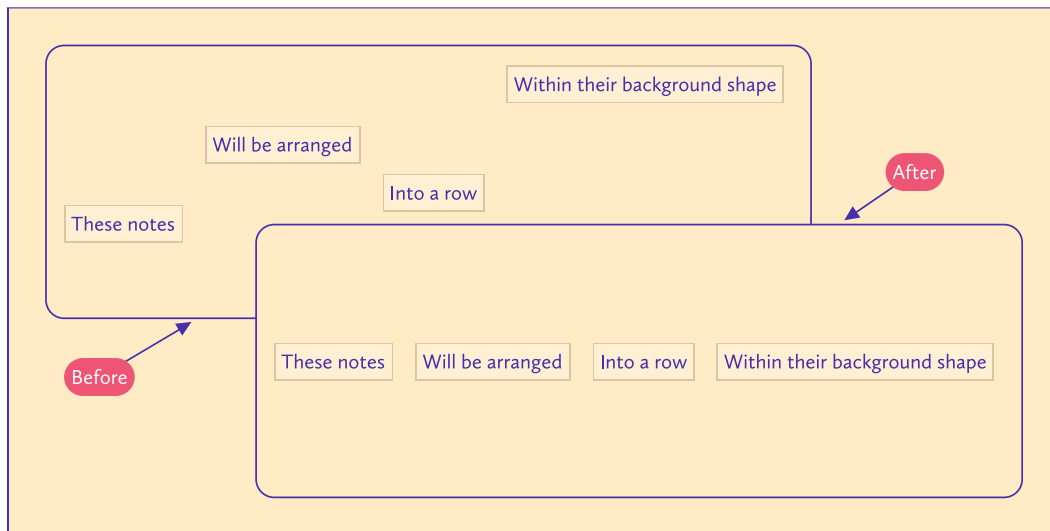
Figure 4.9 Effects of using the "Center Horizontally in Background Shape" command.
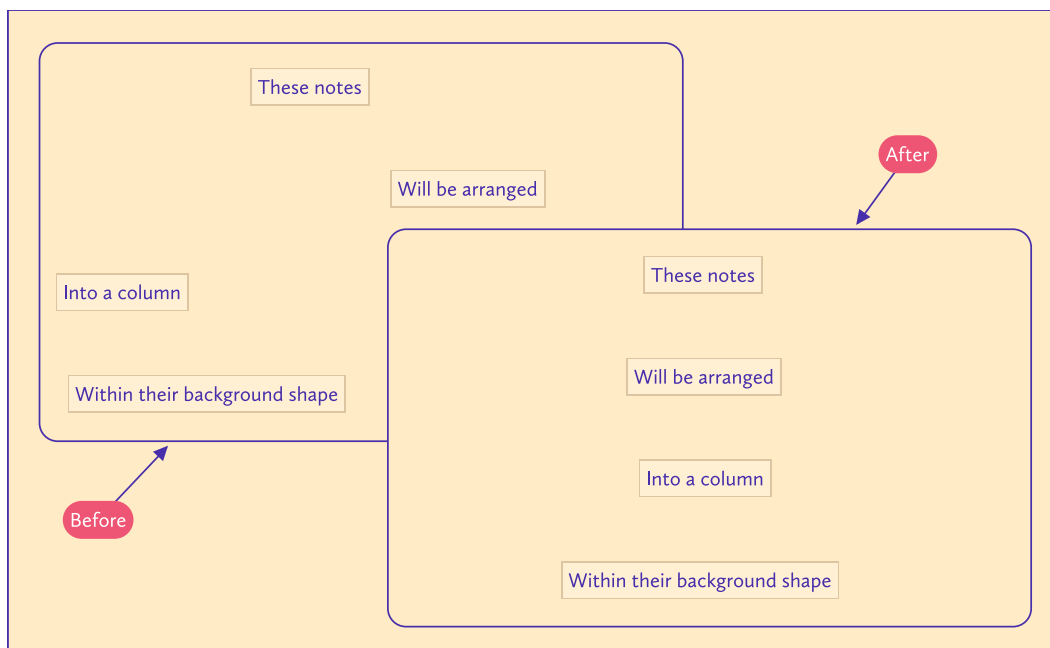
Figure 4.10 Effects of using the "Center Vertically in Background Shape" command.

4.5   Stacks

Notes can be stacked on top of one another to create lists, or columns of text (Figure 4.11). When notes are in a stack, changes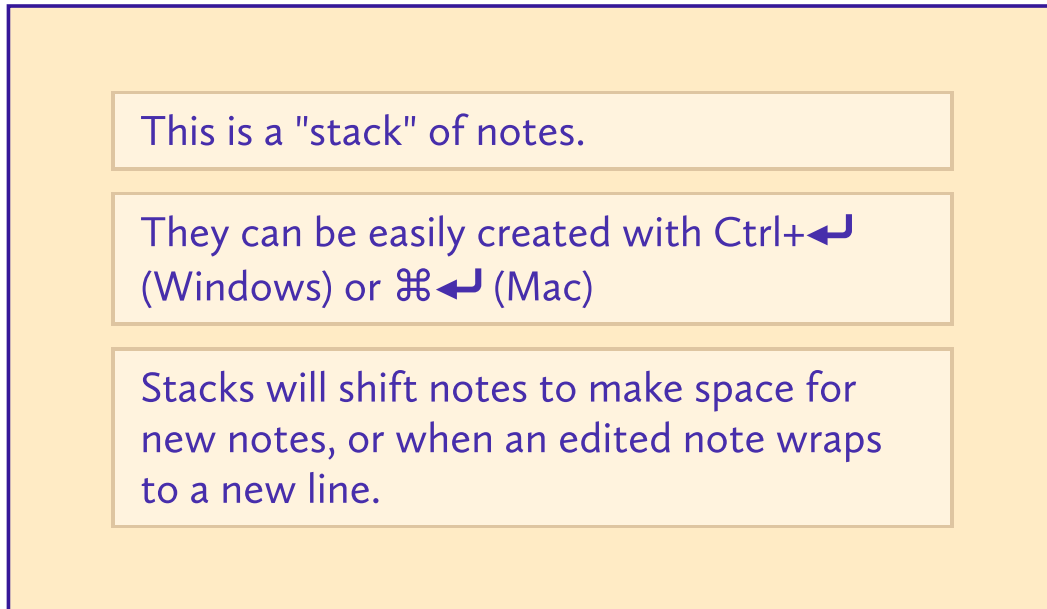 to the height of one of the stacked notes will cause the notes in the stack below it to be moved up or down automatically. E.g. if you have three notes in a stack and edit the second one, as you add text to the second note (resulting in it getting taller) the note below it will move down. Adding notes in the middle of a stack will insert them, keeping their order intact.

This is a "stack" of notes.

They can be easily created with Ctrl+⏎ (Windows) or ⌘⏎ (Mac)

Stacks will shift notes to make space for new notes, or when an edited note wraps to a new line.

Figure 4.11   A "Stack" of notes with a background fill to demonstrate placement.

Stacks are useful for maintaining a list of related ideas that don't belong in a single note. When notes *aren't* stacked, if you make edits to a note so that it becomes longer, it may begin to overlap notes below it, making it necessary to move things around after you have finished editing. By stacking notes, you avoid this problem.

4.5.1   Creating a Stack

To create a stack from existing notes:

1. Select the notes you wish to arrange into a stack. The first note you select will not move, and subsequent notes will be placed under the first note in order of distance from the first selected note.

2. Choose Notes ▸ Stack (⌘'). This command is also available from the contextual menu.

You may optionally at this point wish to use the Notes ▸ Make Same Width command to tidy up the stack.

Alternatively, notes can be copied or cut from any open board and stacked under an existing note by selecting it first.

4.5.2 Creating a New Note in a Stack

To create a new note in a stack (as well as to create a new stack from scratch):

1. Select the note in the stack underneath which you wish to create the new note.

2. Choose Notes ▸ New Stacked Note (⌘ Return). The new note will be created beneath the selected note and any notes that were previously below the selected note in the stack will be moved down so that they are now beneath the new note.

4.5.3 Deleting Notes in a Stack

To delete notes from a stack, you follow the same procedure as usual for deleting notes (subsection 4.2.7):

1. Select the notes you wish to delete.

2. Choose Edit ▸ Delete or hit the Del key on the keyboard. Any notes below the deleted notes in the stack will be moved up so as to maintain the stack.

4.5.4 Selecting and Moving Stacks

While stacks are recognised as a group of notes, this relationship is casual in the sense that dragging any selected notes within that stack will remove them from it. You could select all of the notes in a stack by hand, but the easiest way to select it in its entirety is to:

1. Select the first or topmost note in the stack.

2. Use the Edit ▸ Select ▸ Notes Stacked Below menu command.

   As you may guess from the command name, selecting a note in the middle of the stack will select it from that point down, making it easy to split stacks.

4.5.5 Moving Notes Out of a Stack

To move a note out of a stack, simply drag it to a different location. When moving notes out of the middle of a stack, any notes below them in the stack will automatically be moved up to remove the gap.

4.5.6 Moving Notes Into a Stack and Reordering Them

To move an existing note into a stack, simply select the note in the stack to insert the note beneath, then hold down the Shift key and select the note(s) you wish to add to the stack. Use the Notes ▸ Stack menu command to insert the selected notes.

This trick can also be used to reorder notes within a stack. First, select the note the stacked notes should be moved beneath, and then each note you wish to move. Notes will be placed in order using their distance from the initial note, so multiple notes can be gathered together in this fashion.

4.5.7 Indenting Within a Stack

If you are using a stack to create a list of items, it may at times be useful to indent portions of the stack. If you try and move or resize these notes normally, the stack will be broken. Instead, use the dedicated indenting feature, which will block indent the *text* of the note without changing its width or position:

1. Select the notes you wish to indent or outdent.

2. Press Tab to indent (or demote) notes by 1cm. Use ⇧Tab to outdent (or promote) the selected items. Text cannot be outdented beyond the left-margin of the note.

In some cases you will want to resize notes after indenting them, particularly if they were narrow to begin with. While selected, all notes can be resized together (subsection 4.2.6).

4.6 Creating Hyperlinks to Files

Scapple has the capability of adding hyperlinks to ranges of text within notes, and through that ability the files on your computer are as open to you as targets, as locations on the Web.[5] For many file types, you can simply drag and drop the file you wish to link to into the Scapple board. This will automatically create a new note with text linking to your file.

To manually create a link to a file, follow these instructions:

1. Create a note and type in the title of the link as normal text.

2. Select the text that will become the hyperlink, and use the Edit ▸ Add Link... (⌘K) menu command.

---

[5] Links to the Web use the "https" protocol, and this is why they all start with the prefix "https://". Another protocol exists which lets you address files on your computer, using a full path to that file.

3. In the text field where the URL will be added, type in the file protocol: "file://" with no spaces after it.

4. Drag and drop the file or folder you wish to link to into the text box. The full path will be printed in as part of the URL.

5. Click the OK button.

Now you can click the link to load the item in its native program.

Reference

File Management Essentials

5

This is the part where we risk trying teach your grandmother to suck eggs—
if you know your way around your computer, you can safely skip this section,
as it just covers how to create, open and save Scapple documents (or "Scapple
boards"). If you're familiar with creating, opening, saving and managing files in
other applications such as TextEdit, you already know how to do all of this, as
Scapple works the same.

5.1   Creating a New Scapple Document

Usually you will want to start with a blank Scapple board when embarking on
a new project, and so when launching the software from its icon, you will get a
fresh new board to start with.

5.1.1   Starting a New Blank Document

1. In Scapple, choose File ▸ New (⌘ N).

2. A new window containing a blank canvas will appear. Double-click any-
   where on the canvas to start adding notes.

3. When you're done, choose File ▸ Save… (⌘ S).

5.1.2   Starting a New Document Based on an Existing Document

When working on a board, you might want to take things in a new direction
while leaving the current state of things safe. The best way to do this is to create
a new copy of the file:

1. In Scapple, choose File ▸ Open…, and then select the file you want to use as
   a starting point.

2. Use one of the following commands:

   — Choose File ▸ Duplicate. You will be prompted for a new name which
     you can type directly into the title bar of the new window. You will
     have to manually close the board you started with.

   — Hold down the Option key while in the file menu, and select "Save
     As…", to instead have more control over where the new copy is saved,
     and to automatically close the board you have been working in.

3. Edit the new document that is created.

4. When you're ready, choose File ▸ Save. (If you use the system's auto-save
   feature, this step is optional.)

> **Creating Templates**
>
> If you have a starter board you anticipate using frequently to create new files, you can select the document in Finder, and use the File ▸ Get Info menu command, or ⌘I. In the "General" section of this palette, you'll see an option named, "Stationery pad". When this is enabled, the original document will never be opened directly. Instead a new copy will be created from it automatically.

5.2   Saving a Scapple Document

Scapple automatically saves your documents continuously as you work on them, so you don't explicitly need to save your changes unless you want to name or rename a document. It is still always a good idea to save manually from time to time, though, and you will also need to use Save to specify the location on your hard disk you want to keep new files. Skip to Working with Auto-Save (section 5.4) to read more about it.

5.2.1   Save and Name a New Document

1. In Scapple, choose File ▸ Save….

2. Name the document, select a location, and then click the Save button.

5.2.2   Save and Rename a Copy of a Document

1. In Scapple, choose File ▸ Duplicate.

2. Choose File ▸ Save.

3. Name the document, select a location, then click the Save button.

5.3   Opening Existing Scapple Documents

Scapple can only open files created with Scapple. You can recognise a Scapple file by its extension—Scapple files end with the extension ".scap"—or by its Kind, "Scapple Map". To open an existing document, do one of the following:

— In Scapple, choose File ▸ Open…, find and select the document, and then click the Open button.

— In Scapple, use the File ▸ Open Recent ▸ submenu, and then choose the document.[1]

— In Finder, locate the document, and then double-click it or drag and drop the file to the Scapple application icon.

5.4 Working with Auto-Save

Scapple automatically saves versions of documents as you work on them. At any time, you can browse through document versions and go back to an older version. You can also explicitly save a version.

A version is saved automatically every hour, or more frequently when you're making many changes. A version is also saved when you open, save, duplicate, lock, rename, or revert a document.

Taking Care of Versioned Files

Your Mac will use an advanced feature to save each individual version in such a way that the old copies do not get in your way as visible files. Because this relies upon proprietary Mac technology, versions will be lost forever if the file is transferred to another computer using any method other than Mac-formatted drives. For example, if the file is transferred automatically between computers using Dropbox, the versions will be discarded whenever switching machines. Likewise versions will not survive when emailed, transferred via Windows file sharing networks, or when stored on disks that are not formatted as Mac disks.

It is therefore recommended that you periodically save separate duplicates of files and keep them safe as backups, especially when using synchronisation tool or collaborating with others. This may already be done if you use Time Machine or another periodic backup system.

5.4.1 Browsing, Restoring, Duplicating and Deleting Versions

1. Use the File ▸ Revert To ▸ submenu. From here you could quickly revert to the way the file was when it was opened (with "Last Opened"), or if it has been saved since then, the last time it was saved (with "Last Saved").

2. Otherwise, select the File ▸ Revert To ▸ Browse All Versions… command. The current Scapple board window will be arranged on the left and a stack of windows containing all previous versions will be arranged on the right.

---

[1] The number of recent documents displayed is configurable via the System Preferences: General pane on your Mac.

3. Click the tickmarks along the timeline on the right of the screen to browse versions through time. (Or click on the black title bars behind the Scapple window on the right.) Grey marks represent versions stored on your internal hard drive. Pink marks represent versions stored on your backup disk.

4. Do one of the following:

    — To restore your document to a previous version, display the version, then click Restore.

    — To duplicate a version in a new document, display the version, then press the Option key, and click "Restore a Copy".

    — To delete a version, display the version, hold the pointer to the right of the title, click the arrow, and then choose "Delete This Version".

    — To delete all versions, press the Option key while holding the pointer to the right of a version's title, click the arrow, and then choose "Delete Old Versions".

To leave your document as-is, without changes, click Done.

5.5 Moving Scapple Documents

Scapple documents are saved as regular files to your hard disk. The easiest way of moving them to new locations is to use Finder to copy, cut, paste or drag and drop your files.

You can also move documents using the title bar menu, as follows:

1. Hold the mouse pointer to the right of the document title at the top of the window so that the arrow appears.

2. Click on the arrow to bring up the menu.

3. To move the document elsewhere on your hard drive, select "Move To", choose a location, and then click "Move". (Choose "Other…" from the bottom of the list of locations to open the full Save panel.)

Circumventing File Management

Care should be taken when using the "Rename" and "Move To" commands from within Scapple, if the files are stored within some form of container, like a database or a Scrivener project. In most cases, the position and name of the file is important to the software that is organising them, and changing either of these parameters can cause the containing software to lose track of your files.

5.6 Finding and Locating Scapple Documents

If you aren't sure where a particular Scapple file is located on your hard disk, there are a couple of ways of finding it:
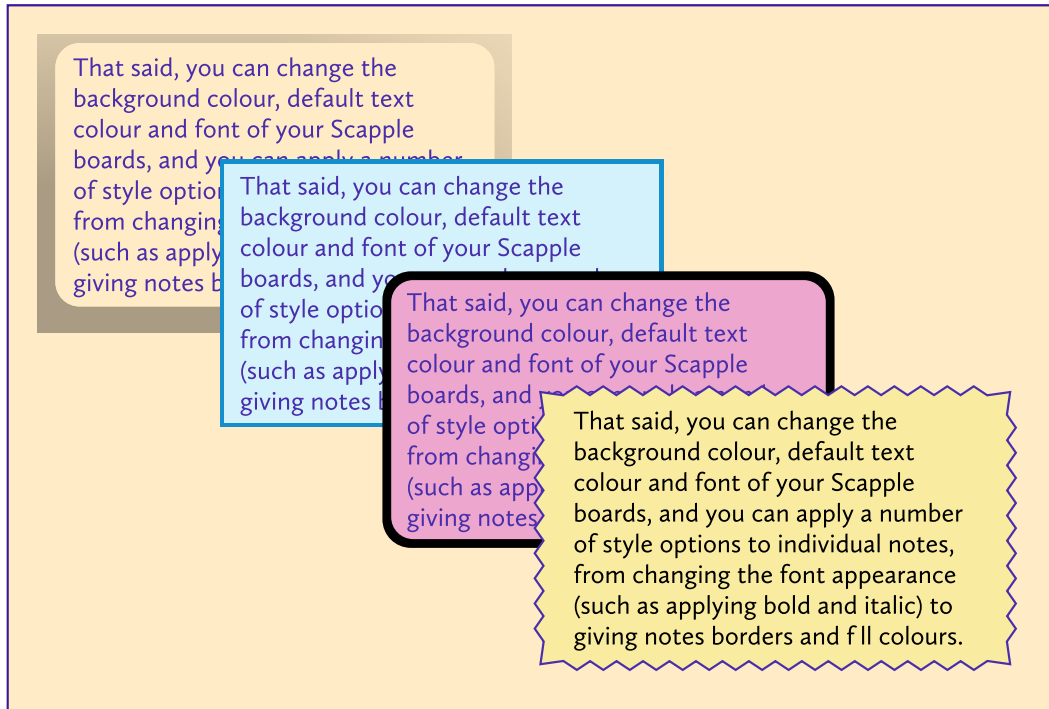
— If you have the file open in Scapple, or can open it via the File ▸ Open Recent ▸ submenu, then you can right-click or Command-click on the document title (or icon) at the top of the window. This will open a menu showing the path to the file on disk in an ascending order of hierarchy, all the way to the volume or disk it is stored on. Choose the second item from the top in the list, which will be a folder, to open the Finder with the file selected.

— If you don't have the file open in Scapple and it is not available in the File ▸ Open Recent ▸ submenu, the easiest way to find your files is to use Spotlight. You can either type the name of the document into Spotlight (including the .scap extension for best results), or a snippet of text that you know occurs in the document.

— Using Spotlight to search for ".scap" all by itself will return a list of all Scapple documents indexed by Spotlight. It is important to know that Spotlight can have blind spots—either intentionally imposed by privacy settings, or with some types of removable media.

Formatting & Appearance

6

Scapple is designed to focus on getting ideas down quickly, so it deliberately avoids providing too many distracting bells and whistles that could turn a planning and thinking session into a making-it-look-pretty session.

That said, you can change the
background colour, default text
colour and font of your Scapple
boards, and you can apply a number
of style options to individual notes,
from changing the font appearance
(such as applying bold and italic) to
giving notes borders and fll colours.

Figure 6.1   Just a few of the possibilities available for styling notes.

That said, you can change the board's font and colour settings, and you can apply a number of appearance settings to individual notes, from changing the font appearance (such as applying bold and italic) to giving notes borders and fill colours.

Finding These Instructions Confusing?

This section of the guide has been written under the assumption that you already know the basics, as covered in Learning the Ropes (chapter 4), such as selecting notes, making new ones, and what the differences are between connected notes, stacks, and background shapes. If you haven't already done so, you should go through that chapter. It is brief, and we'll be here waiting for you when you get back.

6.1   Changing the Appearance of a Scapple Board

By default, new Scapple boards use a beige background with black text and connection lines. Notes will use the Helvetica font and the writing direction runs from left to right.

All of this can be changed via the Inspector (chapter 10). To follow the instructions in this section, you will need to reveal the Document Settings section in the inspector:

1. Open the inspector by choosing View ▸ Show Inspector (⌥⌘I).

2. Scroll down to the Document Settings header in the inspector and click on it to expand, if necessary.

6.1.1 Changing the Background Colour

To change the background colour of a Scapple board:

1. Click on the colour well in the **Background Color** section to change the background colour of the Scapple board. This will call up a popover with a selection of colours from which to choose, or if you want a custom colour, click on "Show Colors…" at the bottom of the popover to bring up the full colour palette.

   Note that this will only affect the current Scapple document—each Scapple board can use a different background colour.

2. To reset the background colour to the default, click on Use Default.

6.1.2 Using a Background Texture

If you have a background texture you would like to use (such as graph paper, or wood panelling), follow these instructions to apply the texture to your board:

1. Click the Use Texture… button, below the colour well in the **Background Color** section.

2. Use the file browser to locate and select a suitable background texture.

A background texture will override any chosen colour for the board (a preview of the texture will be shown in the colour well to signify this). To remove the texture, simply click the Use Default button, or choose a colour with the picker. As with the background colour, this will only change the current Scapple board.

> **Choosing a Good Background Texture**
>
> Not every graphic file will make a good texture. The best files are small, and designed to be "tiled" or "seamless", so that when they are repeated over and over, no visible breaks or seams can be detected (unless that is intentional, such as with a chess board). Larger graphics may be used, but understand that this will both increase the size of the document as well as how much computer memory it must take up to display the board. Large graphics may slow down Scapple and make it difficult to use.

Figure 6.2   A Scapple board using a leather background texture (no digital cows were harmed).

6.1.3   Changing the Foreground Colour

The foreground colour is used by all elements that don't have their own colour assigned to them, as well as elements that can't be changed, such as connection lines or their labels.[1]

To change the foreground colour for a Scapple board:

1. Click on the **Default Color** well in the Text Appearance section. This will call up a popover with a selection of colours from which to choose, or if you want a custom colour, click on "Show Colors…" at the bottom of the popover to bring up the full colour palette.

2. Click on Clear to have the foreground colour be black or white, whichever will contrast best with the current background colour.

6.1.4   Changing the Font Used by Notes

To change the font used by notes in a Scapple board:

1. Choose a font from the **Font** dropdown menu, in the Text Appearance section. This will only affect the current Scapple board.

Click the Set As Defaults button at the bottom of the Document Settings section to make this selection the default for all new boards.

---

[1] You can apply a text colour to individual notes using the Note Format section of the inspector, or as a global default in the New Notes tab in Preferences (section B.2).

> **Choosing a Good Font**
>
> Not all fonts support bold and italics, so if bold or italics aren't available after making this change, try choosing a different font. Likewise, if you choose a new font and find that bold and italics get wiped from your document, hit undo (Edit ▸ Undo or ⌘ Z) and try choosing a different font.

Be aware that different fonts have a variety of dimensions, so if you change the font for a Scapple board that already has lots of notes in it, the notes may seem to move around to accommodate the new font (stacks will in fact adjust their positions as necessary). It's therefore usually better to decide on a font early on in the Scapple board's gestation.

6.1.5 Changing the Writing Direction

If you write in a language that runs from right to left, the writing direction can changed via the Document Settings section of the inspector (or with the Format ▸ Writing Direction menu command) by choosing "Right to Left" under **Writing Direction**.

This setting also adjusts Stacks to align along the right side, and changes which side the text is pinned to when resizing notes.

6.1.6 Changing the Defaults for New Boards

If you would rather new Scapple boards use your own preferred appearance settings rather than the default beige background and black text, you can easily set this up via the inspector as follows:

1. Set up the options for background colour, text colour, font and writing direction as you wish them to be set for all new boards.

2. Click on the Set As Defaults button at the bottom of the Document Settings area of the inspector.

Whenever you create a new Scapple board by choosing File ▸ New…, its appearance will be based on these options, and the various buttons that reset boards to default will now use your own settings.

If you are worried that you might want to restore the defaults at a future time, you can save a board specifically for the purpose of storing those settings, and put it aside.

6.2 Note and Shape Style Options

Individual notes and shapes can have their appearance changed, to help them stand out from the rest, or indicate meaning. All such formatting can be found

the inspector the inspector (section 10.1), but quick changes can also be done from menu commands and keyboard shortcuts. To call up the inspector for changing the note format:

1. Use the View ▸ Show Inspector menu command (⌥⌘I).

2. Open the Note Format section, if necessary.

The following formatting options are available to shapes and notes:

— Bold, italics, underlining or strikethrough can be applied to selected ranges of text, *or* whole notes when editing is toggled off. **All other settings below are applied to whole notes**.

— The text size of selected notes. This setting does not apply to shapes.

— The text colour of each note, overriding the board's foreground colour (subsection 6.1.3). This setting does not apply to shapes.

— A border can be added around the note or shape, using the board's foreground colour, or one of your choosing.

— The style of this border can be changed from a rounded rectangle to square, jagged or cloud.

— The background colour, or fill, can be set.

— You can "fade" notes and shapes, making them semi-transparent and diminished in appearance.

— All visual aspects that impact the whole note can be saved as note styles (section 6.3).

— The defaults for new notes can be modified in the New Notes and New Shapes Preference tabs (Appendix B), respectively.

6.2.1 Applying Bold, Italics, Underline and Strikethrough

Unlike most other note formatting, the four basic font variations and adornments can not only be applied to entire notes, but to selections of text within the note itself.

— To toggle the formatting for whole notes, select the notes to affect and use one of the following menu commands:

  – Format ▸ Font ▸ Bold (⌘B)

  – Format ▸ Font ▸ Italic (⌘I)

- Format ▸ Font ▸ Underline (⌘U)

- Format ▸ Font ▸ Strikethrough (⇧⌘-)

— Select the notes you wish to affect, reveal the inspector (View ▸ Show Inspector or ⌥⌘I), ensure the Note Format section is expanded, and within the **Text Style** area, click the "B", "I", "U" or "S" button, depending on whether you wish to toggle Bold, Italics, Underline or Strikethrough, respectively.

— To apply boldface to specific ranges of text within a note, first double-click the note to edit it, select the text you wish to affect within it, then use either of the above methods.

— These methods work as toggles, and so can be used to remove formatting from selected notes or text, too.

6.2.2   Changing the Text Size

To change the text size of selected notes, do one of the following:

— Select the notes to affect and use one of these menu commands:

- Format ▸ Font ▸ Bigger (⌘+)

- Format ▸ Font ▸ Smaller (⌘-)

— Alternatively, select the notes you wish to affect, call up the inspector if it is not already visible, then use the slider, text field or stepper under **Font Size** in the Note Format section.

The defaults for new notes can be modified in the New Notes Preference tab (Appendix B).

6.2.3   Changing the Text Colour of Individual Notes

How Default Note Colours Work

The following describes how to set the text colour for individual notes. To change the default foreground colour for the board, follow the instructions in changing the foreground colour (subsection 6.1.3).

To apply a distinct text colour to notes, first select the notes you wish to affect, then do one of the following:

— Choose Format ▸ Colors ▸ Change Text Color… This will bring up the colour palette, where you can choose the new text colour.

— Click on the **Text Color** colour picker in the Note Format section of the inspector. This will call up a popover with a selection of colours from which to choose, or if you want a custom colour, click on "Show Colors…" at the bottom of the popover to bring up the full colour palette.

To clear the text colour from notes so that they use the default foreground, do one of the following:

— Choose Format ▸ Colors ▸ Clear Text Color.

— Click on the **Text Color** colour picker in the Note Format section of the inspector and choose the white square with the diagonal red line through it in the popover that appears.

The defaults for new notes can be modified in the New Notes Preference tab (Appendix B).

6.2.4 Applying Borders to Notes & Shapes

Both background shapes and notes can have a variety of border styles applied to them individually, or as defaults. To apply a border to notes or shapes, first select the items you wish to affect (notes and shapes can be selected together, if desired), then do one of the following:

— Use the Format ▸ Border ▸ submenu to choose a border thickness, or "No Border" to remove an existing border. These options are also available in the contextual menu.

— Select from the **Thickness** dropdown menu, in the Note Format section of the Inspector.

In Figure 6.3, all six border thicknesses (including none at all) are displayed within the box on the left side. The inspector is also shown with the **Thickness** dropdown menu enabled and the three pixel border option highlighted.

When adding a border to a note or shape, it will use the default colour set in the New Notes and New Shapes Preference tabs (Appendix B).

> **Why Doesn't the Border Thickness Change Immediately?**
>
> While a note or shape is selected, the thickness of the border will be intentionally obscured behind the selection halo. This is to increase the clarity of what is selected and not, but has the side-effect of making changes to the border width invisible until that selection is removed.
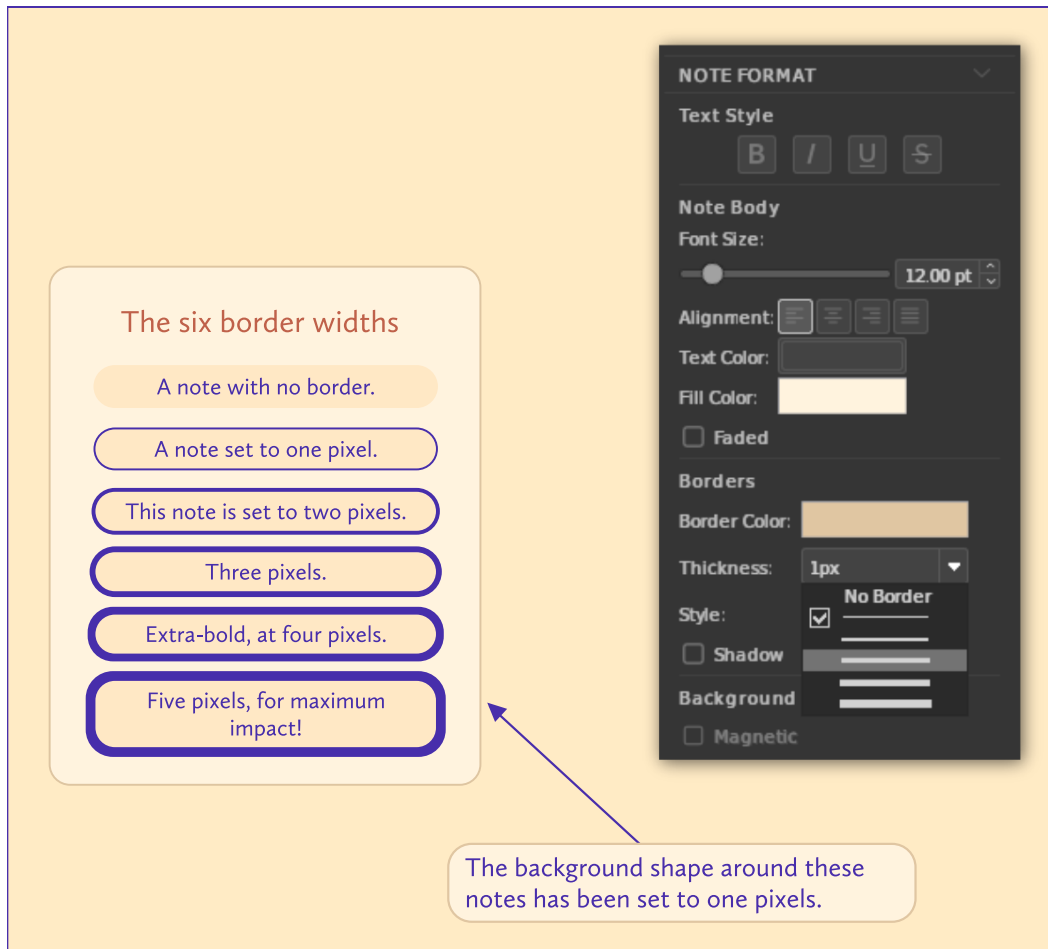
Figure 6.3 A demonstration of the available border thicknesses.

Changing Border Colours

To change the colour of the border, first select the items you wish to affect, then do one of the following:

1. Choose Format ▸ Colors ▸ Change Border Color… and use the colour popover that appears to set the border colour.

   If any selected notes do not already have a border thickness set, a one-pixel border will be assigned to them automatically.

2. Click on the **Border Color** colour picker in the Note Format section of the inspector. This will call up a popover with a selection of colours from which to choose, or if you want a custom colour, click on "Show Colors…" at the bottom of the popover to bring up the full colour palette.

To remove the colour from the border, do one of the following:

1. Choose Format ▸ Colors ▸ Clear Border Color.

2. Click on the **Border Color** colour picker in the Note Format section of the inspector and choose the white square with the diagonal red line through it in the popover that appears.

The defaults for new notes can be modified in the New Notes and New Shapes Preference tabs (Appendix B), respectively.

Changing Border Styles
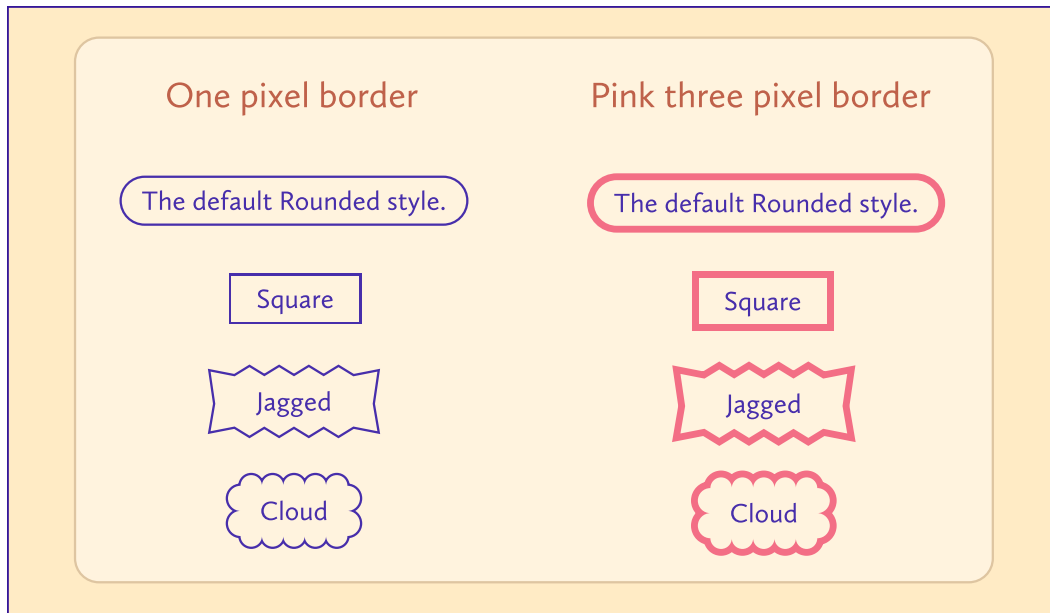
Figure 6.4   The four available border styles.

To change the style of the border, select the items you wish to affect, then do one of the following:

1. Use the Format ▸ Border ▸ submenu (or right-click on the selected notes) to choose from one of the four available options:

   — Rounded (this is the default)

   — Square

   — Jagged

   — Cloud

2. Use the **Style** dropdown menu in the Note Format section of the inspector to select from one of the four options listed above.

The defaults for new notes can be modified in the New Notes and New Shapes Preference tabs (Appendix B), respectively.

6.2.5 Applying Fill Colour to Notes & Shapes

As with text colour (subsection 6.2.3), background fill can be applied to individual notes and shapes.

To apply a background fill, first select the items you wish to affect, then do one of the following:

— Choose Format ▸ Colors ▸ Change Fill Color... (⇧⌘C) This will bring up the colour palette, from which you can choose the new fill colour.

— Click on the **Fill Color** colour well in the Note Format section of the inspector. This will call up a popover with a selection of colours from which to choose, or if you want a custom colour, click on "Show Colors…" at the bottom of the popover to bring up the full colour palette.

To clear the fill colour from notes so that they use the default, do one of the following:

— Choose Format ▸ Colors ▸ Clear Fill Color.

— Click on the **Fill Color** colour picker in the Note Format section of the inspector and choose the white square with the diagonal red line through it in the popover that appears.

Notes and shapes can have a default background fill supplied. To set the application default, use the New Notes or New Shapes Preference tab.

6.2.6 Fading Notes

Individual notes and shapes can be faded to reduce their visual intensity on the board. This is accomplished by blending the text and shape of the note into the background. As shown (Figure 6.5), (a) connections among faded notes will follow suit, while (b) connections that join up with any fully visible note will remain clearly visible.

When background shapes are faded, all overlapping items will appear faded as well, making it easy to block out entire groups. This will only impact items within shapes so long as they remain there. If they are dragged off of the shape they will immediately return to full visibility.

To toggle whether the selected notes or shapes are faded, use Notes ▸ Fade or ⌥⌘F. Alternatively, tick the "Faded" checkbox in the Note Format inspector section.

6.3 Note Styles

Styles provide a simple way to store and reuse appearance settings on notes and shapes. When you create a new document, a few useful defaults will be provided
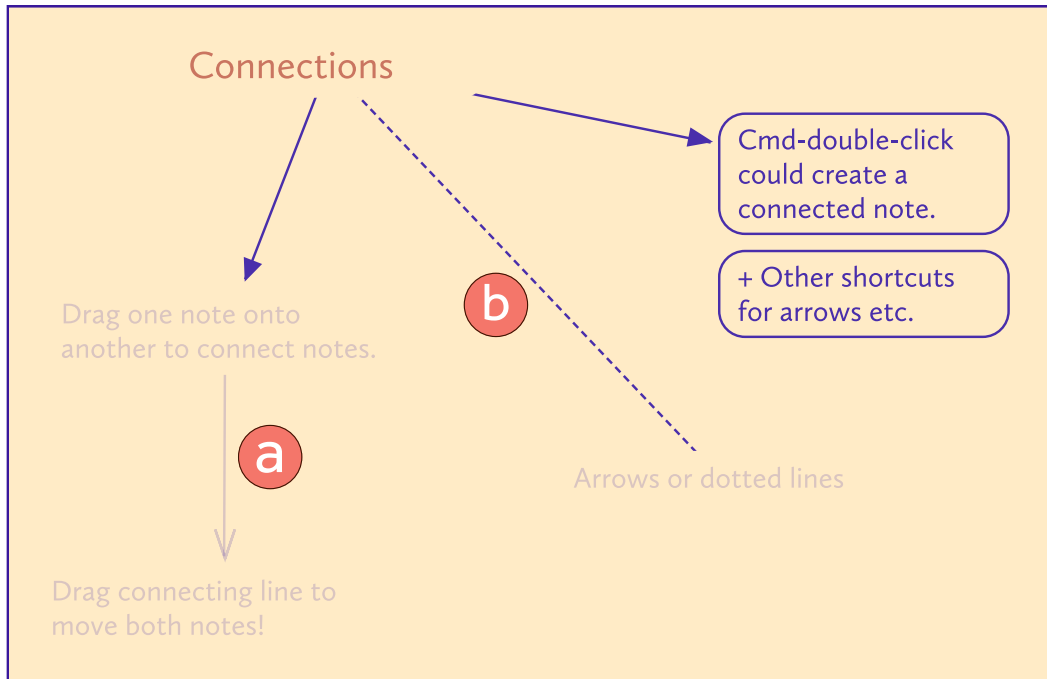
Figure 6.5 The notes in the middle have been faded.

for you. These can be deleted if you wish, or changed to act in a different way. There are a few important things to be aware of:

— Styles can be best thought of as a way of applying a set of appearance characteristics to selected notes or shapes. Once you do so they are no longer connected to one another. This may seem obvious, but to some who are used to stylesheets in word processors—where changing the style itself will automatically change everything in the document assigned to it—it is worth mentioning. Changing a style after it has been used will *never* go through and change the appearance of pre-existing notes.

— Styles are document specific. Each document you create will likely have its own specific formatting needs. You can freely change and delete styles without fear of modifying other documents. If you would like to import styles from another document you've already created, a convenient tool has been provided for doing so: Format ▸ Note Style ▸ Import Note Styles….

— You can also change the default styles for new boards (subsection 6.3.7).

— As you might have already picked up, styles are applicable to both notes and background shapes. If you use a style that contains characteristics specific only to shapes (like the height of a shape), it will simply be ignored by notes. Likewise, shapes will ignore all settings pertaining to text formatting.

6.3.1   Using Styles

To apply styles to notes or shapes:

1. Select the items you wish to apply the style to using whatever method you prefer.

2. Use one of the following methods to apply a style to the notes:

    — Expand the Note Styles section of the inspector and click on the style you wish to apply.

    — Use an assigned keyboard shortcut (subsection 6.3.6) to assign styles directly with no further ado.

    — Right-click on any of the selected notes to bring up the contextual menu with its handy "Apply Style" submenu.

    — Use the Format ▸ Note Style ▸ Apply Note Style ▸ submenu to select the style.

New notes can be created with a style already applied by dragging and dropping a style out of the Note Styles section of the inspector into any blank area of the board.

6.3.2   Deleting Styles

Styles can be deleted by using one of the following methods:

— Right-click on the style in the Notes Styles section of the inspector, and select the "Delete Note Style" command.

— Use the Format ▸ Note Styles ▸ Delete Note Style ▸ submenu to indicate which style to delete.

Removing a style will only remove the style from the document, it won't impact the formatting of any existing notes.

If you make a mistake, you can use the Edit ▸ Undo command (⌘Z).

6.3.3   Creating Styles

Styles are created by selecting the single note or shape you wish to use as a prototype for the appearance, and then using one of the following methods:

— Dragging the style into the Note Styles section of the inspector (avoiding any existing styles when dropping). This will bring up an option panel (Figure 6.6).

— The Format ▸ Note Styles ▸ New Note Style from Selection menu command.

Figure 6.6   The "New Note Style" panel.

Name The name that you provide will be used in all of the menus and in the Note Styles inspector section.

Include font size and style The font size and any characteristics such as bold, underscore or strikethrough will be saved in the style.

Cases where ranges of text within the note have been styled will be ignored. This only applies when the whole note has been set to a format, like italic.

This setting is ignored by shapes.

Include text alignment and indent Text alignment, as set in the Format ▸ Alignment ▸ submenu will be preserved, as well as the indent level of the text. See Indenting Within a Stack (subsection 4.5.7). This setting is ignored by shapes.

Include text color The note's text colour will be saved in the style. This setting is ignored by shapes.

Include background and border style Both the background fill and the border type (including thickness, colour and style) will be saved into the style.

Include size For notes, this will save the width of the note. For shapes, both the width and the height will be saved.

Include faded setting When Format ▸ Fade has been applied to the selection, it will be saved.

Include magnetic setting When Notes ▸ Magnetic has been set for a shape, it will be saved into the style. This setting is ignored by notes.

Keyboard shortcut Select a keyboard shortcut to assign to this particular style. You will be able to apply this style to selected notes by using this shortcut at any time.

Shortcuts already assigned to styles will be marked for your reference, but if you wish to override an existing assignment to the new style you can do so after confirming a dialogue.

6.3.4   Updating and Renaming Styles

All aspects of a style can be changed, from its stored formatting, its name and keyboard shortcut:

1. Select a note that represents what you would like the style to be changed to (making a new temporary note if necessary). If you are only looking to rename the style you can drag out a copy of it from the Note Styles inspector section, and then drag it back on top of the style, to ensure no other formatting changes are made.

2. Use one of the following methods:

   — Drag and drop the example note onto the style you want to update in the Note Styles section in the inspector.

   — The Format ▸ Note Style ▸ Redefine Notes Style from Selection… menu command.

3. The same panel used to create new styles will be presented (Figure 6.6). If all you wish to do is rename the style, type in the new name and click the OK button.

   Keyboard shortcuts can be more easily changed by right-clicking on the style in the Note Styles section of the inspector.

If you make a mistake, you can use the Edit ▸ Undo command (⌘ Z).

6.3.5   Importing Styles

Styles can be imported from existing Scapple documents. By default, doing so will not update or overwrite any of the existing styles in your document, even if they share the same name. If two styles share a name, they will generate duplicate entries in the menu (refer to the prior section for renaming styles).

To import styles from another existing Scapple document:

1. In the document you wish to import the styles *to*, use the Format ▸ Note Style ▸ Import Note Styles… menu command.

2. This will bring up a file chooser. Locate the Scapple document you wish to import the styles *from*, and click the Open button.

   To completely replace the board's styles with those you wish to import, tick the **Overwrite existing note styles with imported styles** setting.[2] You will be asked for confirmation of doing this after clicking the Open button.

Alternatively, if both Scapple documents are open at once and you only want to copy a few styles over:

1. Open the inspector panel in both document windows, with their Styles sections expanded.

2. Drag and drop the styles from one pane into the other to add them to the target document.

If you make a mistake, you can use the Edit ▸ Undo command (⌘ Z).

6.3.6   Adding Keyboard Shortcuts to Styles

For styles that you use frequently, adding keyboard shortcuts to them can make them considerably more efficient to use. This can be easily done by right-clicking on the style in the Note Styles section of the inspector and using the "Change Keyboard Shortcut" submenu.

You will also be able to modify or add a shortcut when updating or creating a style normally (subsection 6.3.4).

The "Default" note style, which reverts all note formatting to how notes look when newly created, will always use the ⌥⌘0 shortcut.

If you make a mistake, you can use the Edit ▸ Undo command (⌘ Z).

6.3.7   Changing the Default Styles

You can change the default styles for new boards in the General Preference tab, by opening a document with the styles you want to use henceforth, and clicking the Set From Current Document button.

---

[2] In macOS 11 and greater, the system will hide this from you until you click the Options button.

Navigation

There are several convenient ways of getting around in a Scapple document, which will become more useful once the board grows to be larger than your screen can comfortably display.

Quick Zoom Quick Zoom acts a bit like View ▸ Zoom to Fit, but only while the "Z" key is held down. When the key is released, the view will snap back to its previous level, with the location you are pointing at with your mouse scrolled into view.

So long as the key is held down you can manipulate existing notes, moving them around and drawing connections between them.

If you are using a keyboard layout that does not have a "Z" key, such as an Arabic or Korean layout, then you can use an alternate key: "=".

Drag-Scrolling If you've ever used an illustration or photo manipulation program, you may be used to holding down the spacebar and holding down the left mouse button to drag the canvas around. You'll be pleased to know that this works in Scapple as well.

If your mouse or pointer device has a middle mouse button, you can also click and hold that button to pan the view around.

Option-Zooming If the Option key is held down, the scroll-wheel on your mouse (or equivalent gesture on the trackpad) will zoom the view in and out.

Arrow Key Selection When movement mode (subsection 4.2.4) (press "M" to toggle) is disabled, the four arrow keys on your keyboard will jump from one note to the next where possible.

Searching It's one of those common-sense things that almost does not require mention, but using the standard Edit ▸ Find ▸ Find… (⌘F) command to search for a key phrase can also be used for navigation. Consider that you can create notes strictly to serve as "anchors", or titles, around larger clusters in the board. In a very large board with several such anchors, if you give them all a common prefix, the "Find Next" shortcut, ⌘G, could come in handy for quickly jumping from one cluster to the next. Read more about Searching in Scapple (chapter 8).

Searching in Scapple

8
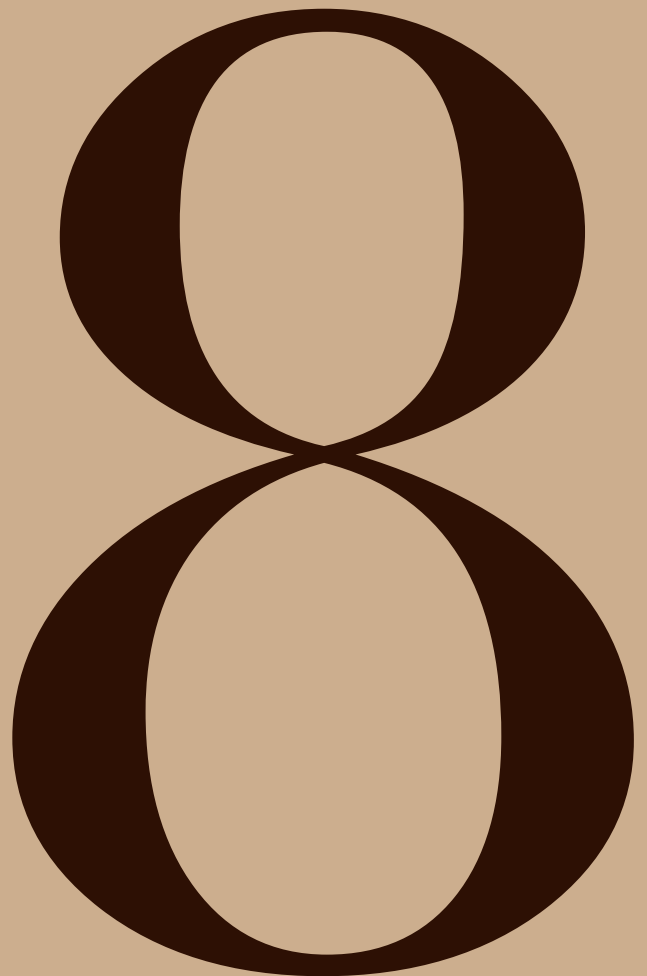
As your Scapple documents grow larger, finding text you have written will become more important, especially if the board is much larger than the screen can legibly show. The facility for finding text will be familiar to anyone who has used a text editor before. You can use the basic Edit ▸ Find ▸ Find... (⌘F) panel (Figure 8.1) to type in the word or phrase you are looking for, step through search results, and make incremental or global replacements.
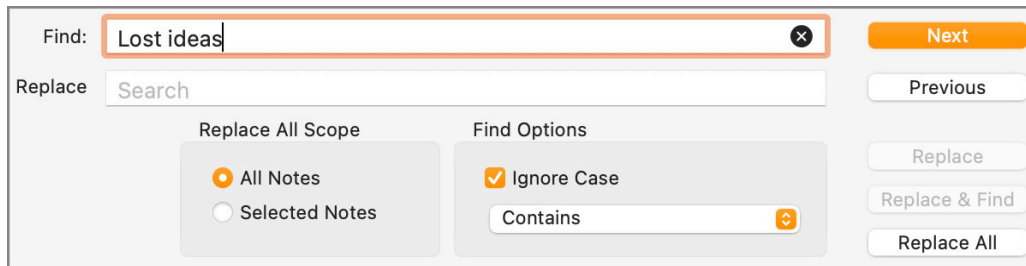
Figure 8.1   The standard text find panel.

When text is located, it will briefly flash yellow to help draw the eye to it, and then it will be highlighted for editing. If you used the Return key to initiate the find, the panel will be dismissed and you will be placed in editing mode with the phrase selected for you. When the text you are searching for is located off-screen, Scapple will automatically scroll the board so that the match is displayed.

It is possible to continue incrementally searching through the document even with the Find panel closed, with Edit ▸ Find ▸ Find Next (⌘G), or in the opposite direction with Edit ▸ Find ▸ Find Previous (⇧⌘G).

> **Finding Other Instances of Selected Text**
>
> If you have a word or phrase you would like to search for already selected, there is no need to copy it, open the Find panel and paste it into the search field. Simply hit ⌘E to load the phrase into the Find panel even while it is closed, and then ⌘G to locate the next instance.

The Find panel contains the following options:

Replace All Scope When using the Replace All button, the available options here will determine the scope used for the replace. **All Notes** is the default. Every match will be changed to what is typed into the **Replace** field. If **Selected Notes** is enabled, then only those notes you have selected will be considered for replacement.

Find Options The dropdown menu below this option contains four options.

— **Contains**: searches will match even partial phrases. So searching for "stal" may return "stalwart" as well as "stall". Only the portion that matches will be selected.

- **Starts With**: the phrase will only match if the word starts with the text typed into the search field.

- **Whole Word**: use this option to avoid cases where the phrase might exist as a component of other words.

- **Ends With**: the phrase will only match if the word ends with the text typed into the search field.

Ignore Case Disable if you require case-sensitive searching.

The action buttons along the left are as follows:

- **Next**: finds the next instance of the text in the search field.

- **Previous**: returns the previous match.

- **Replace**: replaces the currently selected text and then waits for your command.

- **Replace & Find**: replaces the currently selected text and automatically jumps to the next search result.

- **Replace All**: replaces every instance of the search text with the contents of the "Replace" field (even if it is empty), within the indicated **Replace All Scope**.

Import,
Exporting &
Printing

9

Scapple makes it easy to bring in existing notes and to export your work for use in other applications or for sharing with other people.

9.1 Getting Work Into Scapple

Bringing existing notes and files into Scapple is all done using drag and drop—there is no dedicated import command.

9.1.1 Importing Existing Notes

Scapple can read the following text file types:

— Plain-text files (.txt)

— Rich Text Format (.rtf and .rtfd)

— Legacy Microsoft Word (.doc)

— Microsoft Word (.docx)

— OpenDocument text (.odt)

To import text files of these types, simply drag them from the Finder, or your preferred file manager, and drop them onto your Scapple document where you would like the text to be inserted.

— If you drop multiple files, they will be added to the document in a stack.

— If you import a single file, you will be asked if you wish to split it into multiple notes. If you tick the **Split into multiple notes separated by:** option, you can then tell Scapple which characters should be sought as representing the division between notes. For instance, entering two return characters here (which is the default) will cause Scapple to go through the document and split off new notes wherever it encounters an empty line.

> **Just the Text, Ma'am**
>
> Note that only the text (with basic formatting) is imported—images, tables and suchlike will not be retained.

It is also possible to drag in selections of text from most word processors. Simply select some text in Scrivener, Microsoft Word, Pages or TextEdit and drag it directly onto your Scapple document.

9.1.2 Importing Images

Importing images works exactly the same way as importing text files—all you need to do is drag image files from Finder onto your Scapple document. Images, like shapes, can be resized from any angle, and but will always retain their original aspect ratio. Most common image formats are recognised. If you find a format does not work, or drags in as a link, use an image editor to save it as a JPG or PNG.

All images will be imported using the same predetermined size. However the native scale will always be used when pasting an image from the clipboard.

9.2 Getting Work Out of Scapple

There are several ways to get your work out of Scapple and into other programs. The File ▸ Export ▸ submenu is the most obvious, with the most widely-useful export format perhaps being PDF, but there are other methods as well.

9.2.1 The Order of Things

Scapple is at its most fundamental level a freeform application: notes can be written anywhere; connections can be made all over the place, forming loopy circles and Möbius strips, with no implied direction or hierarchy to these connections.

Imagine seven notes connected in a circle, another seven notes forming another circle nearby, with two of the notes from each circle connected to one another. Only a human could take these notes and lay them out in a meaningful linear order, basing the new arrangement on the content of the notes.

There is thus no strict logical order of notes for Scapple to walk through when exporting to linear formats such as text files, but Scapple *can* make educated guesses at how to best order the notes when exporting to linear formats. These are the rules that Scapple follows when exporting to text:

— It goes through the notes from left-to-right, top-to-bottom (or right-to-left if that is the writing direction of the document).

— If a group of notes are stacked, they will be exported in stack order, and always together, regardless of other rules.

— When it comes to a note that is connected to another note, it walks through all of the connections.

— If two or more notes are connected to a note, it starts with the one that is nearest.

— If a note is connected to more than one other note, it is only included the first time it is encountered in this traversal process.

— Once Scapple finds no more connections in the current cluster or stack, it continues scanning across the document.

— In text file formats that support hierarchy, such as OPML, background shapes become enclosing groups; in other text formats, they are ignored. This also applies to dragging shapes with notes into Scrivener (section 9.5).

For simple arrangements of notes, this traversal process can work very well. For more complicated arrangements, however—even moderately complicated ones—you may find that the order of the notes in the exported text file is not at all what you intended—and Scapple sadly has no access to your intentions.

If you have the ability to do so, using OPML to import into an outliner, or even into Scrivener, will often be best as it will be easier to organise your notes in an outliner than cutting and pasting text. There may also be ways for integration with Scrivener (section 9.5) that work better for you.

9.2.2 Export Formats

Scapple can export your work to files, using the formats described in Available Export Formats (Table 9.1).

> **Getting scrambled results?**
>
> As explained in The Order of Things (subsection 9.2.1), Scapple can only make an educated guess at the best way to order the notes when exporting to linear text files. This means that for all formats except PDF and PNG, you may need to rearrange the notes in an external editor to achieve the order you want.

To export to one of these formats, choose the desired option from the File ▸ Export submenu. For most formats, you can choose whether to export all notes or only those that are currently selected.

Further options for each format are detailed below.

Export Format Options

When you select the desired format a Save panel will appear, allowing you to choose where the exported file should be saved. Depending on the format, the Save panel may also contain options for customising the output.

PDF

File ▸ Export ▸ PDF… (⇧⌘E)

Not only will this provide crisp quality at all scales, the PDF file format can be edited in some software that can edit vector graphics. If you'd like to polish up a board and make it look nicer, using graphic design tools Scapple does not have, this is the file type to use.

Table 9.1 Available Export Formats

Format	Uses
PDF	Often the most useful format, since it can be opened almost anywhere, shows the document exactly as it appears in Scapple, remain crisp at any scale and allows you to select and copy the text of notes.
PNG	Useful if you want to produce a simple image file from your Scapple document at screen resolution.
Plain Text (.txt)	Produces a simple plain text file that can be opened in any text editor. You can choose how the notes are separated.
Rich Text (.rtf)	Produces a rich text file that can be opened in most word processors (including Microsoft Word). You can choose how the notes are separated. Note that images are not included when exporting to the RTF format.
Rich Text with Attachments (.rtfd)	Produces a rich text file that includes images. You can choose how the notes are separated. RTFD files can be opened by most Mac text programs, including Pages and TextEdit. (Microsoft Word cannot open RTFD files.)
Plain Text List (.txt)	Produces a simple plain text file with each note separated by a single line break. This format is the best one to choose if you wish to open the file in a spreadsheet such as LibreOffice Calc or Microsoft Excel.
Outline Markup (.opml)	Produces a file in the Outliner Processing Markup Language format, which can be opened by some outlining programs such as OmniOutliner. Background shapes are exported as groups, and may contain the shapes and notes they overlap.

Draw background and use default text color If ticked, the PDF document will look exactly the same as your Scapple document, using the same background settings and text colour.

> When deselected the PDF will convert to black on white, which will be optimal for printing (notes that have had their text colour changed individually will remain in that colour).

Draw faded notes at full opacity If ticked, the "Fade" setting that can be applied to notes is ignored in the PDF file and all notes will appear fully opaque.

PNG

File ▸ Export ▸ PNG…

There are no options available when exporting to the PNG format. The PNG created will be a faithful representation of how your Scapple document looks on-screen, but it will be limited in detail to that resolution. Use PDF if you would like to create a differently sized image without the details becoming "fuzzy" or "pixelated".

Plain Text

File ▸ Export ▸ Plain Text (.txt)…

Export selected notes only If ticked, only the notes that are currently selected in your Scapple document will be included in the generated file; otherwise, all notes are included.

If no extension is provided, use ".txt" If ticked, the ".txt" extension will be appended to the file name, and even if you type a custom file extension, OS X will prompt you to use ".txt" instead. Deselect this if you wish to export using a different file extension (e.g. ".md").

Separator Notes in the exported file will be separated by whatever characters you enter in the "Separator" text field, along with an empty line above and below. If you leave the field blank, notes will be separated by a single empty line.

Rich Text Formats

File ▸ Export ▸ Rich Text (.rtf)… and File ▸ Export ▸ Rich Text (.rtfd)…

Export selected notes only If ticked, only the notes that are currently selected in your Scapple document will be included in the generated file; otherwise, all notes are included.

Separator Notes in the exported file will be separated by whatever characters you enter in the "Separator" text field. If you leave the field blank then notes will print one per line.

Plain Text List

File ▸ Export ▸ Plain Text List (.txt)...

Export selected notes only If ticked, only the notes that are currently selected in your Scapple document will be included in the generated file; otherwise, all notes are included.

Outline Markup

File ▸ Export ▸ Outline Markup (.opml)...

Export selected notes only If ticked, only the notes that are currently selected in your Scapple document will be included in the generated file; otherwise, all notes are included.

Create 'notes' field When this option is selected, the full text of each Scapple note will be saved as an OPML "note". While only the first few characters (fifty, or up to the first line break, whichever is the shortest) will be used for the "heading" of the outline element.

When this option is deselected the entire text of the Scapple note will be saved into the element headline. This produces a more compatible result, as not all OPML readers will detect a note field as well as a headline field. If you are unsure, just leave this option deselected, or experiment with which option works best with whichever outlining application you use.

Exporting Images

If you have dragged images into your Scapple document, you can export them by selecting File ▸ Export ▸ Images... Ticking **Export selected notes only** in the export panel will cause only the images that are selected in your Scapple document to be exported. Otherwise, all images in the document will be exported. (This option is unavailable if the Scapple document does not contain any images.)

9.2.3 Copy and Paste

Along with dragging files into Scapple and using File ▸ Export to get your ideas out, you can also use copy and paste to bring notes in and out.

— Bringing work into Scapple using copy and paste:

1. Select some text in another program and copy it (⌘ C or Edit ▸ Copy in most applications).

2. In Scapple, right-click where you want the text placed and select "Paste" from the contextual menu. (Alternatively, just hit ⌘ V or use Edit ▸ Paste, and the note will appear somewhere in the top-centre of the view.)

3. If you wish to split the imported note into several smaller notes, double-click on it to edit it, place the cursor where you would like to split it, and use the Notes ▸ Split (⌥⌘K) option.

— Getting work out of Scapple using copy and paste:

1. In Scapple, select the notes you wish to take to another program.

2. Hit ⌘C or use the Edit ▸ Copy command (or use "Copy" in the contextual menu).

3. Open the other program and paste at the location you would like the copied notes to appear (in most Mac programs, the "Paste" option appears in the Edit menu and has the keyboard shortcut ⌘V). The text of the notes will be pasted with an empty line between each note. This will work in any program that can read either plain or rich text from the clipboard, including Scrivener, Microsoft Word, Pages, Mail, TextEdit and most other applications that can edit text. (If only a single image note is copied, it can also be pasted into image programs such as Photoshop or GIMP.)

9.3   Printing Scapple Boards

To print your Scapple document, select File ▸ Print…. This will bring up macOS' standard print panel. Here, along with the usual options such as the number of copies that should be printed and which printer to use, you will find several Scapple-specific options that allow you to determine how your document should be printed.

> **Where are all of these settings?**
>
> If you don't see most of options, be sure to click on the "Show Details" button (Figure 9.1). This unhides the settings that Apple feels are too complicated to show by default, including Scapple's settings.

On the top-left, you'll see all the options that you would expect to find in any program—the paper size and orientation, the scale to use, and so on.

Below that, if "Scapple" is selected in the pop-up button that appears just over half-way down the printing panel (it should be selected by default), you will see four extra options. These are described below.

Print Header and Footer If selected, a basic header and footer will be added to printed pages, showing the name of the document, the date and time, and the page number.
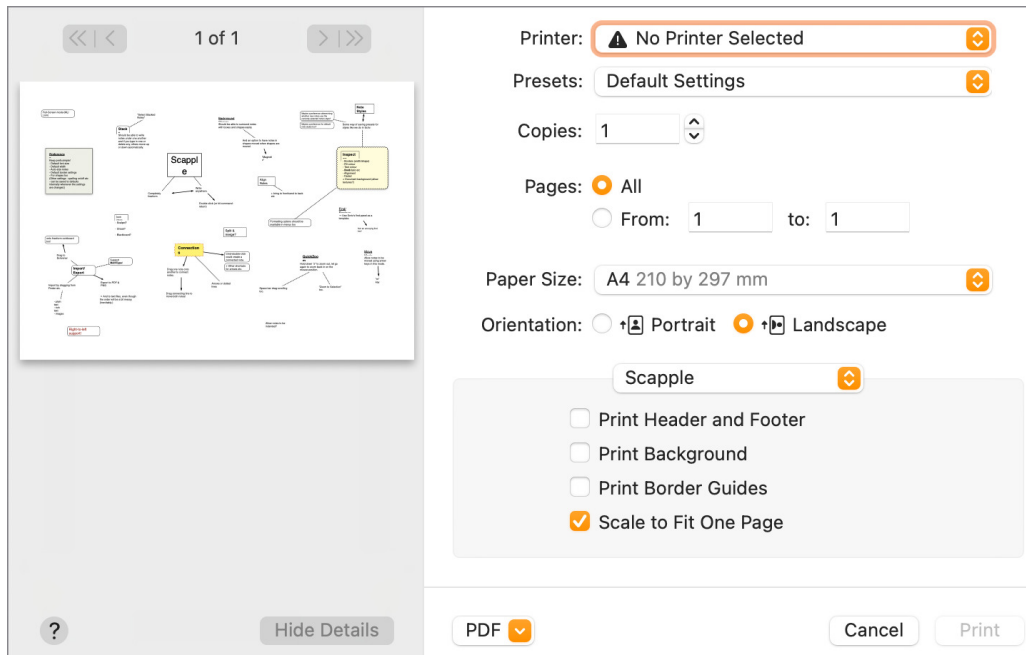
Figure 9.1 Standard macOS print panel, showing Scapple settings in the lower-right.

Print Background If selected, the background of the document is printed. In general, unless you want a full-colour print-out that includes the background colour or texture, it is best to leave this deselected when printing.

Print Page Guides If selected, a dotted line is printed to show where the page borders begin. This is most useful when "Scale to Fit One Page" is turned off so that the document is printed across multiple pages. The dotted lines then serve to show you where to cut if you want to tape together a large print-out of your document.

Scale to Fit One Page If selected, the document will be printed on a single page (the scale percentage is ignored in this case). If deselected, the document will be printed across as many pages as are required to accommodate the current scale percentage (as set in the text field next to the Orientation setting).

9.3.1 Working with Printed Page Guides

When working for print as your output, you may frequently have need for a display which shows you where one sheet of paper will end and another will begin. The View ▸ Page Guides menu command will toggle the visibility of this grid, making it easy to avoid page breaks while working.

The page grid will be drawn in accordance with the document's print settings (established in File ▸ Page Setup…). It should be noted that the grid only depicts the printable area, as determined by your printer, not the entire sheet of paper.

Notes placed along its edges will not fall outside of where your printer cannot physically print.

9.4 Transferring Notes Between Scapple Boards

Transferring notes between different Scapple documents is easy: you can either copy and paste them or drag them across.

> **A Note on Font Sizes**
>
> When transferring notes to another Scapple document that is using a different font family, the transferred notes may not be optimally sized since the new font may not fit right in the note boxes. Stacks can be reset by selecting the entire stack and using Notes ▸ Stack (⌘'), and notes now wrapping that should be one-liners can be fit using Notes ▸ Auto-Fit.

9.4.1 Using Copy and Paste to Transfer Notes Between Scapple Documents

1. Select the notes you wish to transfer to another Scapple document.

2. Select Edit ▸ Copy or hit ⌘C. (Alternatively, if you wish to remove them from the original document, use Edit ▸ Cut or ⌘X.)

3. Open the other Scapple document.

4. Right-click on the location you would like the notes to appear and select "Paste" from the contextual menu. (Alternatively, use Edit ▸ Paste or just hit ⌘V to have the notes pasted somewhere central in the viewed area.)

9.4.2 Dragging Notes Between Scapple Documents

1. Select the notes you wish to transfer to another Scapple document.

2. Ensure the other Scapple document is open alongside the original.

3. Drag the selected notes from the original across to the other document, releasing the mouse button at the location you wish the notes to be placed.

4. To remove the notes from the original document, return to that document and hit the Delete key.

9.5 Integration with Scrivener

As you'd expect, given that Scrivener is our writing software package, it's easy to move information between Scapple and Scrivener. The general assumption is that Scapple is the place you hash out ideas in their very early stages, and when its toolset has helped you work out where you want to go, you would take those ideas into Scrivener for further development. That said, it's easy enough to go the other way, too, and bring notes from Scrivener into Scapple so that you can play with them in a more freeform environment.

9.5.1 Dragging Ideas from Scrivener into Scapple

A separate note will be created in Scapple for each dragged binder item, using their titles and synopses. Items can be dragged from the Binder sidebar, Outliner or Corkboard editor views, and will be placed into a stack in Scapple, in the order that they appear in Scrivener.

Dragging from a Freeform Corkboard

Since the freeform corkboard positions cards on a board, similar to how Scapple works, we can try to retain these relative positions when dragging cards into Scapple:

1. In Scrivener, select the folder containing the notes you want to import in the binder.

2. Switch to corkboard mode, so that you see the documents as cards on the corkboard.

3. Switch the corkboard to freeform mode (using the segmented control in the footer bar).

4. In the freeform corkboard, select the documents you wish to import into Scapple.

5. Drag the documents from Scrivener's freeform corkboard into your Scapple document.

9.5.2 Dragging Notes from Scapple into Scrivener

If notes are dragged into the freeform corkboard, they will maintain the same relative positions they had in Scapple. When dragged into the binder, Scapple will make an educated guess at the best order to use (subsection 9.2.1). As with OPML export, Background Shapes will be used to organise ideas into hierarchies, where possible. Fortunately, it's very easy to rearrange items in Scrivener's binder, so if the notes aren't in the order you would like, you can simply drag them into the correct order once imported.

1. In Scapple, select the notes you wish to import into Scrivener.

2. Drag the notes into Scrivener's binder or the freeform corkboard (notes can only be dragged into the corkboard if it is in freeform mode).

9.5.3 Importing Your Scapple Document into Scrivener as a PDF

If you just want to reference the network of ideas you have created in Scapple while writing in Scrivener, a good approach is to generate a PDF file and bring that into Scrivener as follows:

1. In Scapple, go to File ▸ Export ▸ PDF... (⇧⌘E) and save the PDF file to disk.

2. Locate the PDF file in Finder and drag it into Scrivener's binder (remember that you cannot place PDF files into Scrivener's "Draft" folder, though).

Alternatively:

1. Ensure that Scrivener is open and that the project you wish to import your Scapple notes into is the frontmost project.

2. In Scapple, go to File ▸ Print... (⌘P) to bring up the Print panel.

3. In the lower-left of the Print panel, click on the "PDF" button and select "Save PDF to Scrivener" from the menu that appears.[1]

A PDF version of your Scapple document will be placed as the last item in the "Research" folder of the frontmost Scrivener project.

Once your PDF file is imported into Scrivener, you can split the editor and refer to your Scapple PDF alongside your writing.

9.5.4 Importing Your Scapple Document into Scrivener As-Is

Instead of importing your Scapple document into Scrivener as a static PDF file, you can simply drag the .scap file itself into Scrivener's binder (placing it anywhere except in the Draft folder). The system will generate a preview of the .scap board, much like having a PDF, only it will update when the file changes, without having to re-import the PDF. To edit the board, use the "Open in External Editor" feature of Scrivener. The Scapple document is stored inside your Scrivener project, so this will be the easiest way to modify it.

---

[1] Consult the Scrivener documentation on installation if you do not see this option and have purchased Scrivener from the Mac App Store.

The Inspector

10

The Inspector provides controls to customise the appearance of individual notes and background shapes as well as of the document as a whole. It contains three collapsible sections:

— Note Format (section 10.1): pertaining to the appearance of selected notes, shapes and images on the board.

— Note Styles (section 10.2): collections of settings made in the Note Formatting section can be saved into styles for easy one-click application, or even to create new notes by dragging samples out of this section and into the board.

— Document Settings (section 10.3): settings for the whole board are found here, such as its background colour or texture, note font and default foreground colour.

Each section of the inspector can be collapsed out of the way to clean up the sidebar. Click anywhere within the Note Format, Note Styles or Document Setting section headers to expand or collapse the associated settings.

10.1 Note Format

The Note Format section provides options for editing the appearance of notes and background shapes. Most of these settings can have their defaults altered in Preferences.

Text Style Allows you to apply bold, italic, underline or strike-through formatting to the text of a note. If whole notes are selected, the formatting is applied to the entire text. If a range of text is selected within a note while it is being edited, the formatting is applied only to the selected range. These options are also available in the Format ▸ Font ▸ submenu (and can be applied using standard keyboard shortcuts).

Font Size Determines the font size of selected notes. The font size can also be adjusted using the ⌘ + and ⌘ - keyboard shortcuts or the Format ▸ Font ▸ submenu.

The font family itself can be changed via the Document Settings section of the inspector.

Text Color Determines the text colour of selected notes. The text colour can also be changed via the Format ▸ Colors ▸ submenu.

The default colour can be changed in the Document Settings area of the inspector.

Alignment Determines the text alignment of selected notes (left, centred, right or justified). These options are also available via the Format ▸ Alignment ▸ submenu.
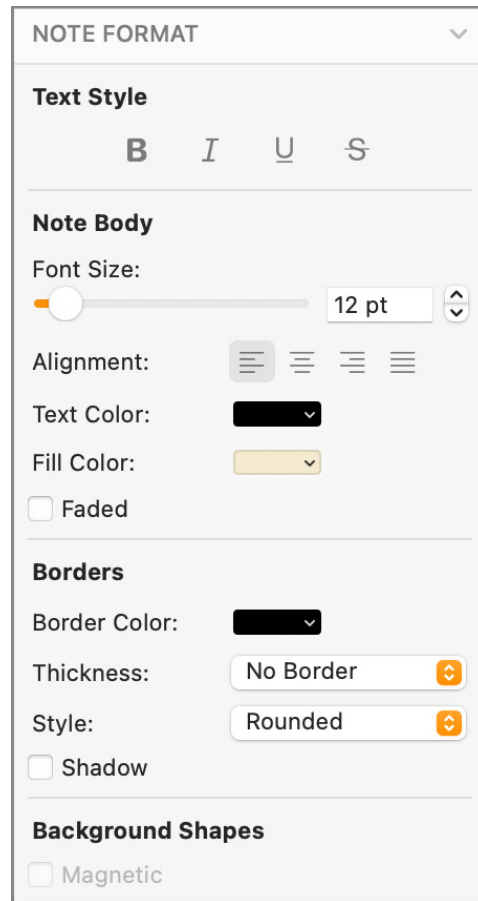
Figure 10.1 The Note Format section of the inspector.

Fill Color Determines the fill colour of selected notes. The fill colour can also be changed via the Format ▸ Colors ▸ submenu.

Faded Sets the selected notes to be semi-transparent. Also available in the Format menu, or quick access with ⌥⌘F.

Border Color Sets the border colour of selected notes. The border colour can also be changed via the Format ▸ Colors ▸ submenu.

(Border) Thickness Change how thick the borders of selected notes are (including removing them entirely). The border thickness can also be changed via the Format ▸ Border ▸ submenu.

(Border) Style Sets the border shape for the selected notes to one of "round", "square", "jagged" or "cloud". The border style can also be set via the Format ▸ Border ▸ submenu.

Shadow Determines whether a shadow should be drawn around selected notes. This can also be set via the Format menu.

Magnetic Available only to background shapes, this determines whether or not selected background shapes are "magnetic" (subsection 4.4.4). Magnetic shapes carry along with them any notes or shapes that overlap them when they are moved. This can also be toggled with the Notes ▸ Magnetic (⇧⌘M) command.

10.2 Note Styles

The Note Styles section displays all of the note styles that have been saved into the current document. It can be used to quickly apply a style to selected notes, create new notes with that style, to create, and update existing, styles.

Each style will be listed in alphabetical order and will demonstrate the appearance that will be applied to notes using that style (Figure 10.2).

Figure 10.2 The Note Styles section of the Inspector.

Using the style pane is simple, and designed to work in a similar fashion to how you use Scapple itself. Here is how you can work with styles and notes with this pane:

To Apply a Style to Selected Notes Select the notes you wish to format and click on the style in the style pane.

To Apply a Style to One Note Drag and drop a style onto a note to apply the style to *just* that note, even if there are several notes selected.

To Create a New Note from a Style Drag and drop a style onto the board in a blank area. This will create a new note where you drop it.

When dragging and dropping, if notes are already selected on the board, then the typical modifier keys used to link to new notes are all applicable (subsection 4.2.1).

To Create a Style from a Note You can create new styles by dragging a note into the style pane between other styles (or onto the "Default" entry at the very top, if you're finding that difficult to do). When dragging, make sure no other style is highlighted and rather the entire style pane acquires a blue rectangular border. Upon drop, you will be presented with a dialogue for setting up the new style, as documented in Creating Styles (subsection 6.3.3).

To Redefine a Style from a Note Drag and drop a single note onto a style directly to have that style adopt the attributes of the dropped note. This will bring up the dialogue for redefining styles, as documented in Updating and Renaming Styles (subsection 6.3.4). Only those types of attributes you select in this panel will be taken from the example note.

There are also a few management features available by right-clicking on styles in the pane:

Redefine Note Style… The selected note on the board will be used to modify the style's stored formatting. As with the drag and drop method, it will bring up the style settings panel.

Change Keyboard Shortcut Quicker access to the keyboard shortcut assignment list.

Delete Note Style Removes the style from the board's style list. This will have no impact on any notes using the formatting it applied. This action, along with most others, can be undone.

10.3   Document Settings

The Document Settings section provides options for determining the general appearance of the board, and for setting the default appearance of new documents.
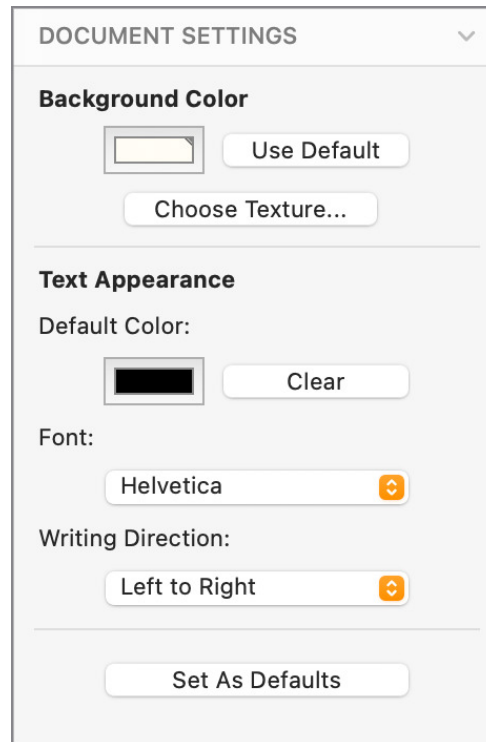
Figure 10.3   The "Document" section of the Inspector.

10.3.1   Background Color

Clicking on the colour well brings up the colour palette, allowing you to set the background colour of the document. The Use Default button resets the background to Scapple's default off-white Alternatively, click on Choose Texture to select an image file to be used as a background texture. Background texture images are tiled (that is, repeated over and over), so this generally works best with images designed to be repeating patterns. Images selected for use should be small to avoid performance issues—we recommend nothing over 512×512 pixels, but a small file size is equally important. There are many great tiling textures available on the internet.

10.3.2   Text Appearance Options

Default Color Clicking on the colour well brings up the colour palette, allowing you to set the default colour of the text and connection lines between them. Individual notes can use their own text colour, which when be cleared (section 10.1) will revert to the default colour set here.

The Clear button will get rid of the default text colour, in which case the default text of notes will be whatever contrasts best with the current document background colour.

Font Determines the font family of notes in the current document. Each Scap-

ple document can only use a single font. It is often best to choose the font when you first create the document, rather than much later when you have a complicated arrangement of notes, because different fonts have slightly different sizes, and changing the font can cause notes to resized and shift around.

Writing Direction Determines whether text in the document is left-to-right or right-to-left. This also determines whether stacks are defined by the left or right edges of notes, and the order in which notes are processed when exporting or copying and pasting to text formats.

Set As Defaults Clicking the Set As Defaults button causes all of the settings made in this section of the inspector to be used as default settings for new documents. Read more about it in Changing the Defaults for New Boards (subsection 6.1.6).

Part III
Appendices

Menus & Keyboard Shortcuts

This appendix will list most of the available menu commands along with their keyboard shortcuts, a short description of what the command does, and a cross-reference to further documentation on the feature if one is available. It is thus useful as a topical index.

A.1   Scapple Menu

The main application menu contains integration tools with other software, application management, information and preferences.

About Scapple   Display the credits and version information.

Preferences ⌘, Application preferences allow you to alter aspects of how the software looks and feels. Read Preferences (Appendix B) for more information on what can be changed.

Registration ⟨Direct-Sale Only⟩ If you are using the demo version of Scapple and decide to purchase it, use this menu command to input the registration serial name and number and activate the software. Read Registering Scapple (section 3.3) for more information.

If the software is already registered, the command will allow for deactivation.

Check for Updates... ⟨Direct-Sale Only⟩ The software can be set to check for updates automatically in the "General" preference tab (section B.1). If you have disabled this or just wish to check before the next scheduled check, this menu command will force an update check. When updates are available, you will be walked through the automatic update process. Read Application Updates (section 3.4) for more information on this topic.

Services   Services are how different programs on your Mac can communicate with one another. For example, if you have Scrivener installed, and are editing the text of a note, you can send a selection of text to Scrivener via this menu.

Quit Scapple ⌘Q Quits the software, closing all windows and saving them, or asks for them to be saved if auto-save is disabled in the General System Preferences pane.

Quit and Keep (Close) Windows ⌘⌥Q When holding down the Option key, this alternate menu command will appear. Whether this displays "Close" or "Keep" windows depends upon your system preferences to reopen projects that were open on quit, thus allowing you to temporarily override the default. This will not change your preference; it only impacts the one time you quit.

A.2 File Menu

Contains commands for managing documents (Scapple boards), as well as moving data in and out of them via import, export and printing.

New ⌘N Immediately creates a new blank Scapple board to work on (section 5.1). Your work will begin autosaving immediately to a temporary file, until it is given a name and location to be saved to. In case of an unexpected interruption, Scapple will attempt to restore your work from these temporary files the next time you launch it.

Open... ⌘O Open an existing Scapple board from the disk (section 5.3). You can also load documents by double-clicking on them in the Finder, or dragging them to the Scapple icon.

Open Recent ▸ Select from the previous Scapple documents you have worked on. This is a rotating list, which means that over time older documents may fall off the list. Additionally the list may at times be wiped with system or software updates. If you are unsure of where a missing document has gone, read Finding and Locating Scapple Documents (section 5.6). The number of items listed in this submenu is governed by a macOS global preference, which can be set in the System Preferences: General pane.

Close ⌘W Immediately closes the current Scapple document, automatically saving when doing so, unless auto-save is disabled. With untitled new documents you will be prompted to save or discard it. When holding down the Option key, this menu command will become "Close All". All open documents will be simultaneously closed, though the software will continue running until you quit it.

Save... ⌘S Saving the board will write the current changes to the disk. If the board hasn't been saved yet, a file dialogue will appear asking you where to save it and by what name. Saving will usually also create a version that can be returned to. Read more about autosave and version features in Working with Auto-Save (section 5.4).

Duplicate /Save As... ⇧⌘S Duplicate creates a copy of the document in a new window which can then be saved to a new file.

Hold down the Option key to switch this command to "Save As...". After choosing a file name and save location, the previous file will be silently closed, and your session will be moved to the new file.

Rename... A convenience feature for renaming the document without locating the original file in Finder and renaming it there.

Move To... A convenience feature for moving an open document to a new location without using Finder.

Revert To ›   When the word "Edited" appears after the name of the document in the title bar, this menu will display the last saved version in a submenu (this skips over any auto-saved versions that may have happened since the last full save).

Alternatively you can select "Browse All Versions…" to bring up the Mac's autosave version interface.

Export ›   This submenu provides a number of different file types that you can use to export your ideas into a format that is more suitable for working in other programs. With the exception of PDF and PNG, which create graphical depictions of the board, on account of Scapple's freeform design, the order in which notes appear must at times be guessed at.

Read more about the available formats, and exporting in general, in Getting Work Out of Scapple (section 9.2).

Prevent Editing   Toggles a lock on the board so that it can no longer be changed. This will be saved into the file, protecting it from changes in Scapple until the lock is removed.

Page Setup… ⇧⌘P   Set up the paper size and page settings for printing to either PDF files or to paper using a printer. For further details on printing options, read about Printing Scapple Boards (section 9.3).

Print… ⌘P   Send the Scapple board to your printer (you can optionally save as a PDF as well, using the standard Print dialogue). Maps that are larger than a single sheet of paper can either be scaled to fit, or automatically sliced into paper sized chunks, so that they can be taped together.

A.3   Edit Menu

The Edit menu concerns itself primarily with the manipulation of text, but also contains commands for passively working with notes and shapes (e.g. selecting notes, or finding them). For active manipulation of these, the Notes menu is a better bet (section A.5).

Undo & Redo ⌘Z & ⇧⌘Z   Undoes or redoes the changes made to the document in the order they were made. Undo will step backward in the change list, and redo will return forward. If changes are made after undoing, the redo history will be erased. Most actions that can be taken in Scapple can be undone.

Editing a note's text enters an isolated state where undo and redo will only act upon the edits made to the text. Once you finish editing, the overall undo and redo history will be returned to seamlessly.

Cut, Copy & Paste ⌘X, ⌘C & ⌘V   Cut, copy and paste act fundamentally as they do in other applications.

— When working with notes in a Scapple document, all of the notes in the selection will be acted upon. You can use these commands within the same board, or from one board to another.

— Pasting notes into another text editor will place the text content of the notes, including any inline formatting if the target editor is compatible with rich text.

— When editing text, the commands work as you would expect them to in any text editing application.

— Read Copy and Paste (subsection 9.2.3) for more information on how notes and text can be copied, cut and pasted.

Delete delete Permanently removes the selected notes or shapes from the board. This action can be undone.

Arrow Keys Move Notes M Flip between movement mode (subsection 4.2.4) and selection mode. Movement mode lets you *nudge* notes with the keyboard arrows, while selection mode will attempt to select notes in the direction of the arrow press. Use the Shift key to increase how much distance a note is moved by, and Shift with Command to increase the speed even further.

Select All ⌘A When editing text, all of the text within the current note will be selected. Otherwise, all of the notes on the entire board will be selected, even if they are not currently visible.

Select ‣ This submenu provides a number of convenience methods for selecting notes. Read more about Selecting Notes (subsection 4.2.2) and Selecting Shapes (subsection 4.4.2).

Notes Stacked Below ⌥⌘A Selects the remainder of the notes in the current stack, starting from the selected note down. If multiple notes within the stack are initially highlighted, the entire stack will be selected.

Notes Overlapping Selected Shapes ^⌘A Applicable only when one or more background shapes are selected. All notes overlapping these shapes will be added to the selection. You may also hold down the Option key and click in the background area of the shape to perform this action. ⇧⌥Click allows multiple shapes *and* their overlapping notes to be incrementally added to the selection.

Connected Notes ⇧⌘A All notes *directly* connected to the currently selected note(s) will be added to the selection.

Connected Clusters ⌥⇧⌘A Fully selects all notes directly and *indirectly* connected to the currently selected note(s). Thus, note "Alpha" con-

nected to note "Beta" which is in turn connected to note "Gamma" will all be selected if this command is used on any of the notes.

Invert Selection ⇧⌘I Flips the selection state for the entire board. All items that were selected will be removed from the selection, and all items not selected will be added.

Deselect ⌘D All notes will be deselected. This can also be done by clicking anywhere on the background, but in cases where a background shape is filling the entire view, this command will more easily deselect everything for you.

Add/Edit Link... ⌘K Applicable only when editing the text of a note. While editing text, the menu command will read "Add Link...". You may then copy and paste the URL into the provided dialogue box to add a hyperlink to the selected text.

When a link is selected (or even if the cursor is currently within the span of the hyperlink), the menu label will read, "Edit Link...". This will bring up the dialogue box so you can edit the target URL of it.

Find ‣ Provides general tools for finding text that has been typed into notes. Read Searching in Scapple (chapter 8) for more on using the search features.

Find... ⌘F Brings up the standard "Find" panel. This will locate text that has been typed into notes, scrolling the view if necessary to locate the note it resides within. Finding text within a note results in pulling open editing mode, so you can start typing or editing the found text immediately.

Find Next ⌘G Finds the next occurrence of the last text you searched for, using the search parameters you have set up in the Find panel. This can be done via the keyboard shortcut, and can be used even while the Find panel is closed.

Find Previous ⇧⌘G As above, only it will seek in the reverse direction through the board, or in the text of notes, instead of forward.

Use Selection for Find ⌘E Use the currently selected text, or the entire contents of the selected note, as your search term. You can at that point immediately use Find Next/Previous, or load the Find panel to adjust settings.

Jump to Selection ⌘J Scrolls the view so that the currently selected text is positioned in the middle of the window (or as close as possible to it). Useful if you want to quickly check another area of the board and then passively return to where you were, without typing or removing the selection.

Spelling and Grammar ‣ Provides access to standard macOS spell check and grammar tools (for supported languages). All spell checking functions operate within the currently edited note. Notes that are not being edited will not be spell checked.

> **Show Spelling and Grammar** Opens an interactive spell checking window.
>
> **Check Document Now** Start checking for misspellings from the current cursor position downward, in the currently edited note. This command is disabled if no notes are currently open for editing.
>
> **Check Spelling While Typing** Toggle whether or not suspected spelling errors will be highlighted in red while you edit notes.
>
> **Check Grammar with Spelling** Toggle whether rudimentary grammar checking should also be scanned for. When combined with spell check while typing, suspected grammar mistakes will be highlighted in green.
>
> **Correct Spelling Automatically** As you type, uses the first available word suggestion when a word has been detected as misspelled.

Substitutions ‣ Access to substitutions such as smart quotes and other symbols. Individual types of substitution can be toggled from this submenu, a choice that will be saved per-board, and also be used as a preference going forward for new boards.

Transformations ‣ Text utilities for converting text case for the selected text within a note.

Speech ‣ Access to the text-to-speech synthesis engine supplied by the OS.

Start Dictation For computers capable of recording audio and making use of the macOS speech-to-text dictation system, this can be used to speak words aloud and have them turned into editable text.

Special Characters... ⌥⌘T Loads the system's character browser. Use this to insert characters that are not found on your keyboard.

A.4   View Menu

The View menu controls how the current Scapple board is displayed, as well as whether the Inspector sidebar is shown.

Show|Hide Inspector ⌥⌘I The Inspector holds useful formatting tools for both selected notes & shapes, as well as for the document itself. This shortcut toggles its visibility on and off. Read more about the inspector (chapter 10).

Show|Hide Footer Bar ⌘/ Toggles the visibility of the footer bar along the bottom of the window. This will be remembered for future boards as well. Existing boards will remember what they have been set to.

Page Guides Toggles the visibility of printed page guides (subsection 9.3.1) on the Scapple board background. Using these guides, you can see where one sheet of paper will end and another will begin, making it easier to avoid situations where notes straddle a page break.

Actual Size ⌘0 Reverts the current zoom level of the view to the default level. This can also be done by clicking the Reset button in the footer bar.

Zoom To Fit ⌘9 Adjusts the magnification of the board by increasing or decreasing it so that every note on the map can be seen at once.

Very large boards may be larger than the software can display all at once.

Zoom In ⌥⌘↑ Incrementally increase the magnification of the board. The slider in the footer bar can also be moved rightward to accomplish the same thing.

Zoom Out ⌥⌘↓ Incrementally decreases the magnification of the board. The slider in the footer bar can be moved leftward to accomplish the same thing.

Zoom To Selection ⌘* Works in a fashion similar to View ▸ Zoom to Fit, save that only those notes that are selected will be fitted into the view.

Zoom To Random ⌘R Zooms the view to a random note anywhere on the board and fills the view with it.

Quick Zoom Z Hold down this key to zoom out fully, until the key is released. When released, the zoom will snap back to its original level, with the location you are pointing at with your mouse scrolled into view.

Use the alternate "=" key on keyboard layouts lacking a natural Z key.

On account of how this feature works, it cannot be listed in a menu as it only works while the keyboard shortcut is depressed.

Enter Full Screen ^⌘F Expands the current window to fill the entire display, pushing aside the menu bar and the system Dock. This places the window on its own "Space" in Apple's Mission Control. Each document must occupy its own Space.

A.5 Notes Menu

Provides commands for creating, manipulating and organising notes and shapes within the active board, or the current selection.

New (Stacked) Note ⌘ **Return** When a note is selected, this command will create a new stacked note beneath the selected one (section 4.5).

When no notes are selected, this will be labelled, "New Note", and it will create a note roughly in the middle of the current view or selected shape. Read Creating Notes (subsection 4.2.1) for more information.

New Background Shape (Around Selection) With nothing is selected a new shape is created roughly in the middle of the view.

If anything is selected (including other shapes), the shape will be pre-sized to fit around the entire selection, and the menu label will read, "New Background Shape Around Selection".

New Connected Note ▸ This submenu provides convenience commands for creating new notes pre-connected to the currently selected notes. These commands are directional, and their keyboard shortcuts can be combined with the arrow keys on your keyboard in a logical fashion. Read more about Connections (section 4.3).

When creating new notes using these commands, they will by default automatically acquire the style of the initially selected note.[1] In the screenshots depicting the results of these actions (Figure A.1 and Figure A.2), this effect is not shown, to clarify which note is the "hub".
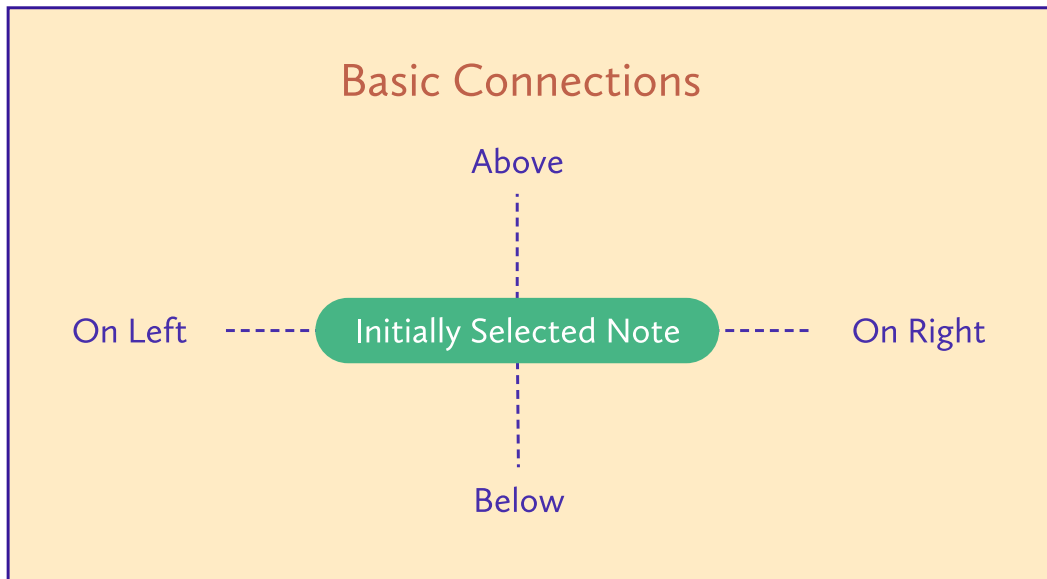
Figure A.1   New connected notes in the four directions.

---

[1] This behaviour can be changed with the **Use Selected note style for new notes setting**, in the General Preferences tab (section B.1).

The first group of commands create simple dashed connections to the new note (Figure A.1):

— On Left ^⌘ ←

— On Right ^⌘ →

— Above ^⌘ ↑

— Below ^⌘ ↓
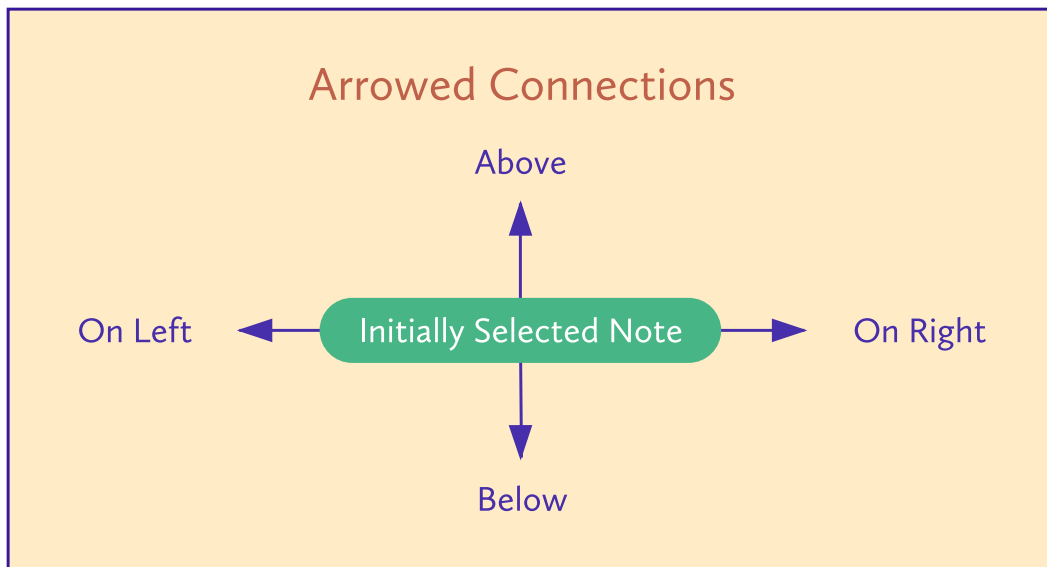
Figure A.2   New arrowed notes in the four directions.

The second group of commands will create an arrowed connection pointing *to* the new note (Figure A.2):

— On Left With Arrow ^⌥⌘ ←

— On Right With Arrow ^⌥⌘ →

— Above With Arrow ^⌥⌘ ↑

— Below With Arrow ^⌥⌘ ↓

Connect ⌘ ▸ Connects two or more selected notes and/or shapes together. The item selected first will form the "hub" for the connecting lines, when more than two notes or shapes are selected. If you are looking for a way to connect every selected note with every other selected note, use Notes ▸ Connect All, below.

Connect All   Connects each note or shape with every other item in the selection.

Connect With Arrow ⌥⌘. Connects two or more selected notes and/or shapes together. The item selected first will be the one which points to the subsequently selected items. If you are looking for a way to connect multiple notes back to a single note, it is best to use the mouse to drag a selection of notes onto the target note, with ⌥⌘ held down.

Remove Arrows ⌥⌘, Remove all arrows from the selected notes, reverting them to basic dashed line connections.

Disconnect ⌘< Completely disconnects all selected notes/shapes among each other, or if only a single item is selected, any lines of connection leading to or from it.

Connection Label… ⌥⌘L The two selected notes will have their connecting line annotated with the text you provide in the subsequent dialogue. The notes will be connected with a dotted line if they were not already connected before adding a label. See more in Labelling Connection Lines (subsection 4.3.6).

Magnetic ⇧⌘M Applicable only to background shapes, this will toggle whether or not the shape will magnetically carry overlapping elements with it, when the shape is moved (subsection 4.4.4).

Stack ⌘' Applicable to selections of two or more notes. Notes will be stacked in order of distance (in any direction) from the initial selection. When the initial note is already in a stack, the other selected notes will be inserted into the stack beneath that note, moving existing stacked notes down to make space for them.

Auto-Fit When used on a note, the width of the note will be resized to fit the amount of text in the note, so that no lines within it are wrapped.

When used on a background shape, the shape will be resized to fit around any overlapping notes and/or shapes.

Align ▸ Provides tools for tidying up the placement of notes amongst the selection. The first group will move all notes to match the indicated edge of the note selected first:

- — Left Edges
- — Right Edges
- — Top Edges
- — Bottom Edges

The second group will align notes by the centre of the first-selected note, respective to the axis chosen:

— Horizontal Centers

Moves notes left or right until they are all aligned by their relative middles, until they form a column.

— Vertical Centers

As above, though by moving notes up and down until they form a line.

Center in Background Shape Applicable only to a single selected note that is overlapping a shape. The note will be centred both vertically and horizontally within the shape. Read more about aligning notes within shapes (subsection 4.4.7).

Center Horizontally in Background Shape Moves selected notes horizontally until they are all aligned in a column within the horizontal centre of the shape they overlap.

Center Vertically in Background Shape Likewise, although by moving notes vertically so that they are all on a line that is in the vertical centre of the shape.

Distribute › Distribute considers the total width or height of the selection, and will move all of the notes in between the two extreme end notes so that the relative space between them is equal. Distribution only works on a single axis. Notes will not be moved vertically, when horizontal distribution is used, and vice versa.

In some cases, if the notes all together have more width than the sum would provide for in the total width of the selection, overlapping can occur.
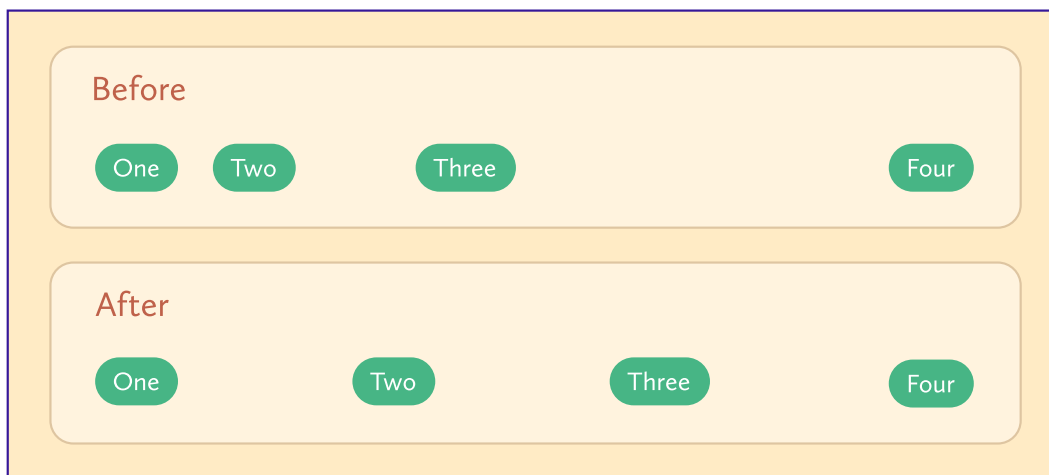
Figure A.3 The results of using horizontal distribution on four notes.

Horizontally Distributes the notes evenly along the horizontal axis. No notes will be move up or down on the board.

> **Vertically** Distributes notes evenly along the vertical axis. No notes will be moved left or right on the board.

Make Same Width Adjusts the width of all notes and/or shapes in the selection so that they all have the same width as the first note selected. This will be done without moving the notes on the board.

Make Same Height Adjusts the height of shapes and images (not notes, which cannot be manually resized to be taller than the amount of text they contain) to match the height of the first object selected.

Split ⌥⌘K Applicable only when editing text within a note. The note will be split at the point of the cursor and stacked beneath the current note. If text is selected, only the selected text will be split into a new note, removing it from the original.

Merge Operates on two or more notes in a selection. They will be merged together in order of distance from the initially selected note (in any direction), so that all of the text is displayed in a single note.

> Stacking the notes you intend to merge is a good way of making sure you'll get things into the right order.

Bring Forward (To Front) ⌥⌘ } When notes or shapes are overlapping one another, this command will bring the selected items to the top. This and the following command will make no impact on connection lines. Connections will *always* be drawn in a predetermined level—no matter where the items they come from are displayed.

Send To Back ⌥⌘ { As above, only the selected items will be pushed to the bottom of the stack.

A.6 Format Menu

The Format menu is used to set the appearance of notes, the text within them, and shapes. All of the format settings that can be applied to notes can be saved into note styles (section 6.3).

Note Style › Note styles provide a way to save select appearance attributes of a note or shape, and quickly recall them later on selected items on the board. Styles are saved into each document separately. A few simple presets will be created into all new documents as practical examples.

> You can set your own defaults styles for new documents in the General preference pane (section B.1).

> **New Note Style From Selection** Applicable when only a single note or shape has been selected. This will bring up the New Style dialogue,

where you can choose what aspects of the selected note will be saved into the style for future use.

Styles can also be created by dragging a note into the Note Styles (section 6.3) inspector section, anywhere other than on an existing style.

Apply Note Style ‣ Operates on all selected notes and shapes, applying the selected style to them. In some cases, this may mean that not all of the style's instructions will apply to the selection. For example if a style has been set to make shapes magnetic, any *notes* in that selection will ignore that setting.

Styles can also be set to the selection by clicking on them in the Note Styles section of the inspector.

This is also available via the right-click contextual menu.

Delete Note Style ‣ Remove a selected style from the current document. This will not impact any notes that have had that style applied to them in the past.

Redefine Note Style From Selection ‣ With a single note or shape is selected, the chosen style will be updated with the selected item's formatting characteristics. As with deleting styles, this will *not* impact notes that have had this style applied to them in the past.

Copy Note Style ⌥⌘C Applicable when only a single note or shape is selected. This command (and its sibling command, below) is useful if you wish to duplicate formatting between notes or shapes, and do not anticipate needing to do so repeatedly (saving a note style might be a better choice, in that case). This command copies *all* applicable formatting attributes.

Paste Note Style ⌥⌘V Pastes the formatting from the clipboard, using the previous menu command, to the selected items.

Import Note Styles… Batch import all of the styles from another Scapple document on the disk. This will not overwrite any existing styles, so you may see duplicates that can be renamed or deleted (section 6.3).

Font ‣ The following commands can be used to style notes, or alternatively, selected ranges of text within a note. They each work in a toggle fashion. Read more about Note and Shape Style Options (section 6.2).

— Bold ⌘B

— Italic ⌘I

— Underline ⌘U

— Strikethrough ⇧⌘-

Bigger ⌘+ Incrementally increases the text size of the entire note. To set the precise point size of the text, use control in the Note Format section of the the inspector (chapter 10).

Smaller ⌘- Incrementally decreases the text size of the entire note.

Alignment › Alignment impacts the position of text *within* the note's total width. These forms of alignment should be familiar from any word processor. If you are looking to align the notes themselves amongst one another, use the Notes › Align › submenu.

If the width of the note is precisely as wide as the text content within it, these commands may not appear to do anything. Experimentally changing the width of the note should prove they have worked.

— Align Left ⌘{

— Center ⌘|

— Justify ⌥⌘|

— Align Right ⌘}

Indents › Indenting adjusts the amount of block padding on the left of the text (or the right, when typing in right-to-left mode) by a fixed amount. Indenting is often useful when forming lists of notes in a stack. The overall width of the note will not be changed by this command, only the formatting of the text within it.

— Increase Indent Level Tab

— Decrease Indent Level ⇧Tab

— Remove Indents: Removes all applied indenting from the selected notes.

Colors › Provides access to the three main characteristics of notes and shapes that can have their colour changed: text (for notes), borders and the background fill.

Change Text Color... Will present the standard system colour palette. Any changes made to the palette will be immediately reflected upon the text of the selected notes. Ranges of text within a note cannot have their colour specifically changed.

Clear Text Color Removes any custom colour settings from the text of the selected notes. They will go back to using the document defaults, as set in the Document Settings section of the inspector (chapter 10).

Change Fill Color... ⇧⌘C Applicable to both notes and shapes, the selected background fill colour will change as colours are set using the system colour palette. Fill is the default colour type that will be changed if the palette is called up with the keyboard shortcut.

Clear Fill Color Removes any custom colour settings for the background fill on selected notes or shapes.

Change Border Color... Applicable to both notes and shapes, the selected items will have their border colours changed as colours are selected from the standard system colour palette.

If items do not already have a border applied, the default one pixel border will be added to the note automatically. This is thus a convenient way to kill two birds with one stone if you wish to apply a custom border colour to a note that does not already have a border.

Clear Border Color Removes any custom colour settings for the border colour on selected notes or shapes.

Borders ▸ Borders can be applied to any note, and shapes by default will have a one pixel black border. Use this submenu to adjust the appearance and width of borders. To remove a border, select "No Border" from the Format ▸ Borders ▸ submenu. Read more about Applying Borders to Notes & Shapes (subsection 6.2.4).

The contents of this submenu can also be accessed from the right-click contextual menu.

Border widths Choose between five different border widths, or remove the border by selecting "No Border", at the top.

Border styles The second half of this submenu provides four different styles of border that you can choose from (rounded is the default).

Writing Direction ▸ Users who write in a language that runs from right to left instead of from left to right can change this for the document here. This will also impact the auto-resize behaviour of notes (favouring the left side for expansion) and stacks (the right edge will be need to be flush, instead of the left).

Shadow Add a simple drop-shadow to the selected notes or shapes.

Fade ⌥⌘F Fading notes and shapes will reduce their visual impact on the board, by causing them to blend into the background colour or texture. Read more about Fading Notes (subsection 6.2.6).

A.7   Window Menu

A window refers to the standard container that holds the Scapple board, with the "traffic lights" along the top-left, document title in the middle, and resize handle on the bottom-right. This menu concerns itself with the management of these windows themselves.

Minimize ⌘M Reduce the active (topmost) window to an icon in the system Dock. Simply click on the icon to restore it, or use its named entry from the lower half of this menu.

Zoom Increases the size of the window to fill all available space, excluding any protected areas like the main application menu bar, and the system Dock. If you wish to utilise the system full screen mode, use View ▸ Enter Full Screen.

Move Window to Left|Right Side of Screen Resizes the window to half of the screen width, and moves it flush with the left or right side, respectively.

Bring All to Front Pushes all Scapple documents to the top of your desktop window stack, obscuring any open windows from other applications behind them.

Open document list Below these stock commands, a list of each open Scapple document will be provided so that you can easily switch between documents, even if they are not currently visible. Documents that have been minimised will have a diamond icon to the left of their names.

A.8   Help Menu

Provides access to your Mac's menu search utility, as well as useful tools and links for learning Scapple, or getting in touch with us.

Scapple Manual A quick link to the PDF that you are likely reading. The version that ships with Scapple will be kept as up to date as possible, but newer revisions might also be available on the web site's support page.

Quick Start Guide A handy reference that can be used to quickly learn the software.

Support A hyperlink to our support page. Here you can download the latest copy of the PDF, the Scrivener project used to create it, the knowledge base and technical support contact.

User Forums Hyperlink to the official Literature & Latte forums where you can meet other people around the world using Scapple, share tips, report bugs, request tech support, or have a cup of latte in our off-topic section.

Literature & Latte Home   A handy hyperlink to our homepage link which provides easy access to everything else we offer on our web site.

Scapple Home   Link to the main Scapple page, where you will find useful download links for updates, tutorials, links to share Scapple on Twitter and Facebook, and more.

Purchase Scapple…   Ready to upgrade from the demo? Use this link to be taken to our online store. We accept most common forms of payment, and you'll be sent an unlock key shortly after payment has been verified electronically. This command will be removed once Scapple is activated.

Preferences

B

Application settings allow global changes to the way the software works. Use the
Scapple ‣ Preferences… menu command to bring up Preferences.

The panel has three tabs:

— The General tab allows you to determine a variety of application-wide behaviours

— The New Notes & New Shapes tabs allow you to set up the default appearance and behaviour of new notes and background shapes.

> **Adjusting Defaults for Documents**
>
> To set the default board colour, text colour, font and writing direction for
> new documents, use the Set As Defaults button in the Document Settings
> section of the inspector. Likewise, a number of options in the menus
> are inherently carried over as defaults for newly-created documents. For
> instance, when you turn spell-checking on or off via the Edit ‣ Spelling and
> Grammar ‣ submenu, the setting you choose will be used as the default
> for new documents.

B.1   General

The settings available in the General tab (Figure B.1) are as follows:

Return ends editing If selected, when editing a note, hitting Return will cause
editing to end and the focus to return to the main Scapple view. If this is
not selected, then Return will add carriage returns to your notes, and you
will need to use the Esc or Enter keys to end editing.

New lines can also be added to notes by pressing ⌥Return, whether or not
this setting is enabled.

Return creates new notes If selected, when the main Scapple view has the focus
(i.e. when you are not editing a note), hitting Return will create a new note
instead of adding a new line to the note you are editing.

Use selected note style for new notes When ticked, if a note is selected when
you create a new note, the new note will acquire its formatting. For instance, if you select a note that has a yellow background and a jagged border, then create a new note, the new note will likewise have a yellow background and a jagged border.

If this option is deselected, new notes always use the default appearance
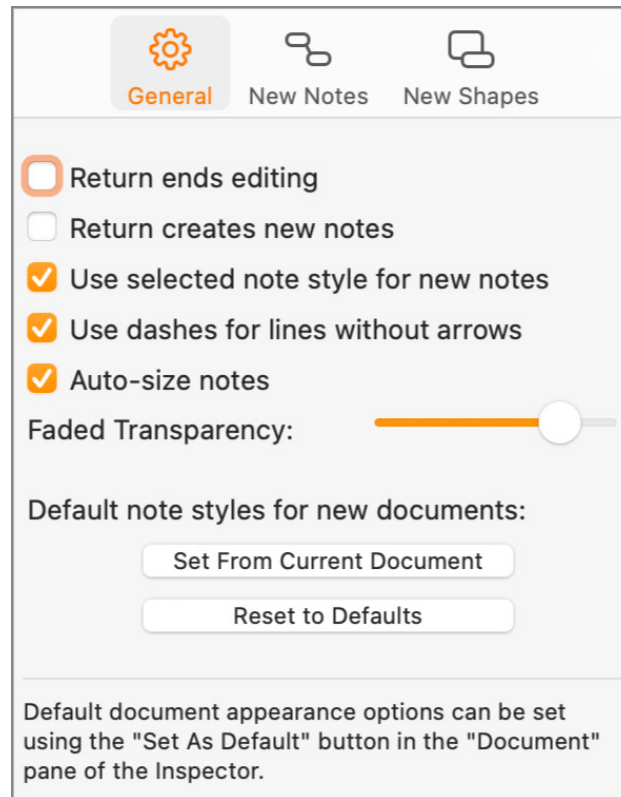options as set in the New Notes Preferences tab.

Figure B.1   The General tab.

Use dashes for lines without arrows By default, connections between notes without arrows will be dashed, to further distinguish them from the solid connectors used for arrows. If you would prefer a more uniform connection look, disable this option.

Auto-size notes If ticked, when you finish editing a note, if the note is composed of one or more lines that are shorter than the default note width (as determined in the New Notes Preferences tab), the note width will be adjusted to snugly fit the text.

Faded Transparency This slider determines the visibility of notes that are set to be faded. If the slider is all the way to the left, the note will be almost entirely opaque; if all the way to the right, the note will be nearly invisible.

Default note styles for new documents Use the following buttons to manage the default styles that will be created into new Scapple documents.

— Set From Current Document: will take the note styles of the frontmost Scapple document and save them for use in new documents.

— Reset to Defaults: will reset the note styles to the factory default.

Automatically check for updates ⟨Direct-Sale Only⟩ If enabled, whenever Scapple is launched it will check our website to see if there is a newer version available and, if so, will ask you if you want to update. Note that if you do not have this checked, you can still check for updates by choosing the Scapple ▸ Check for Updates... menu command.

The dropdown menu beneath this option governs how frequently Scapple will check for new versions.

B.2   New Notes

The New Notes tab (Figure B.2) determines the default appearance of newly-created notes. After notes have been created, their appearance can be edited using the inspector or Format menu.
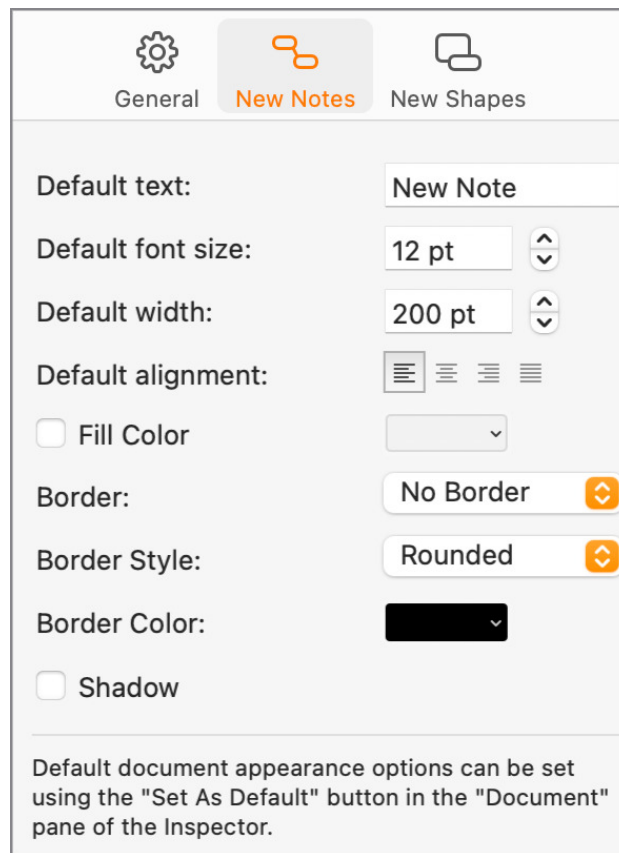
Figure B.2   The New Notes tab.

Default text   Sets the placeholder text that will appear in newly-created notes. This can be left empty if you do not wish new notes to contain placeholder text.

Default font size   Sets the default font size for new notes. The font family itself is set per-board, in the Document Settings section of the Inspector.

Default width Sets the width of new notes. Notes can be resized after they are created, and if **Auto-size notes** is ticked in the General Preference tab, new notes may automatically be shrunk to fit.

Default alignment Sets the default text alignment of new notes.

Fill Color Sets the default fill colour for new notes.

Border Sets the default border thickness for new notes.

Border Style Sets the default border style for new notes. This setting functions even if new notes do not have a border by default, and will impact its selection shape.

Border Color Sets the default border colour for new notes. Select the square in the upper left corner, with a red slash through it, to disable the colour selection for this setting.

Shadow Sets whether new notes have a drop-shadow or not.

B.3   New Shapes

The New Shapes tab (Figure B.3) determines the default appearance of newly-created background shapes. After background shapes have been created, their appearance can be edited using the Inspector or Format menu.

Fill Color Sets the default fill colour for new background shapes.

Border Sets the default border width for new background shapes.

Border Style Sets the default border style for new background shapes. This setting functions even if new notes do not have a border by default, and will impact its selection shape.

Border Color Sets the default border colour for new background shapes. Select the square in the upper left corner, with a red slash through it, to disable the colour selection for this setting.

Shadow Sets whether new background shapes have a drop-shadow or not.

Magnetic Sets whether new background shapes are magnetic or not—that is, whether notes that overlap them are carried along whenever they are moved.
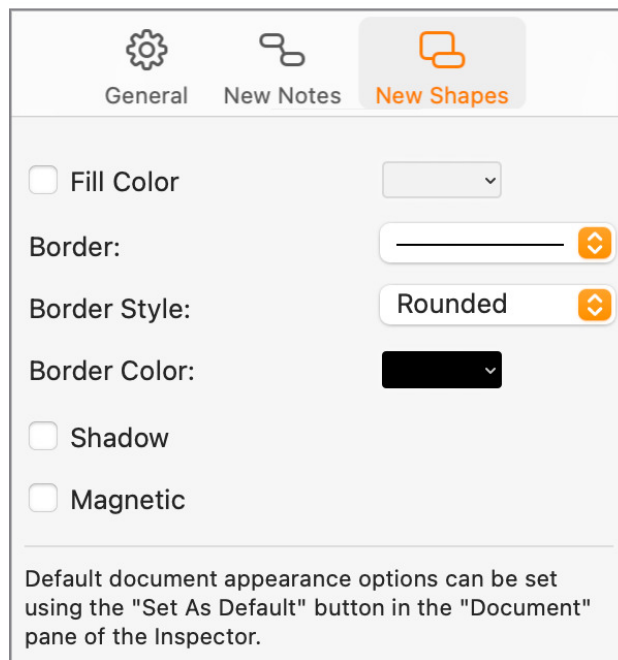
Figure B.3   The New Shapes tab.

Index

What's New

D

Scapple 1.3

— The Inspector is now a docked sidebar in the board itself rather than a floating palette that is shared by all open boards. The individual tabs are now displayed in a collapsible stack.

— Note styles can now be displayed and used from the Inspector sidebar (section 10.2) as well as all of the methods you've become used to in the past.

— Keyboard shortcuts can be assigned to frequently used styles. Redefine the style to add one (subsection 6.3.4).

— Connector lines can now be labeled (subsection 4.3.6). Select the two connected notes and use the Notes ▸ Connection Label… menu command (⌥⌘L) to get started.

— The amount of padding within notes, between the edge of the note and the text within them, has been increased slightly. Older boards will be opened using the old padding amount for backward compatibility, but those notes pasted into new boards may need to have their widths increased slightly, to account for the new amount of padding.

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