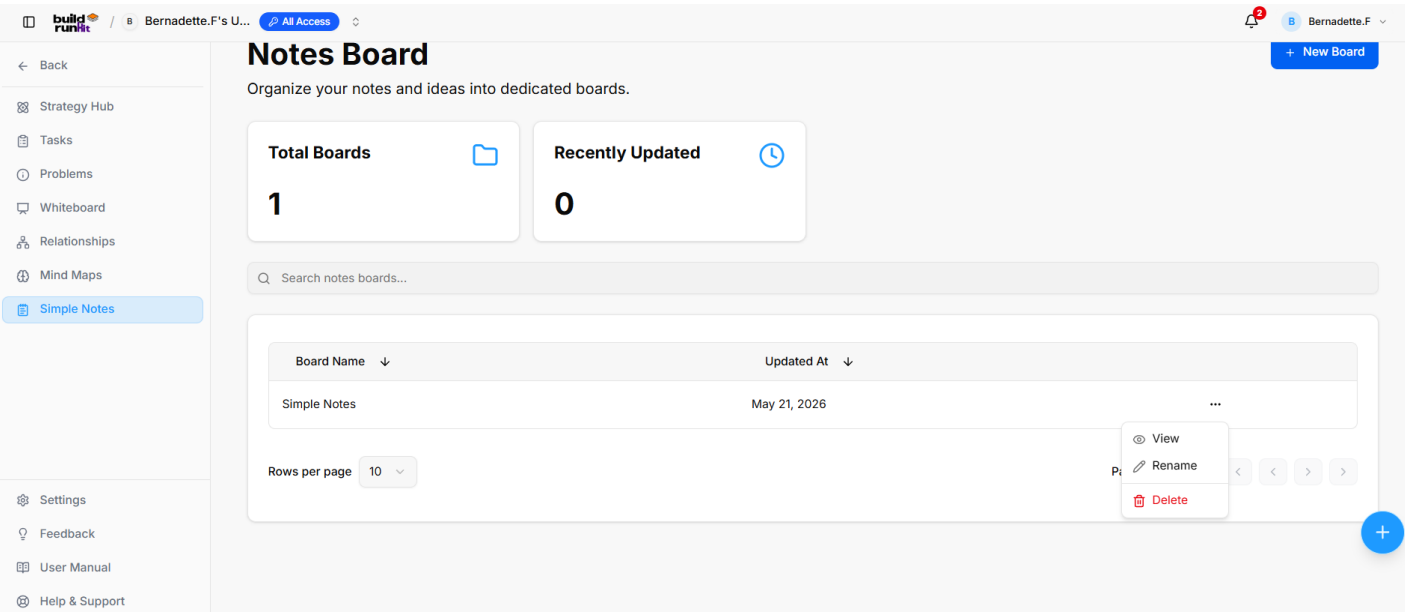


Strategy Simple Notes Sub-Section

Strategy Simple Notes Sub-Section



The **Strategy Simple Notes** sub-section provides a directory and workspace for creating, organizing, and managing dedicated note boards to capture strategic ideas and documentation.

Create New Notes Board

Create New Notes Board

×

Enter a name for your new notes board. This will help you organize your work and collaborate with others.

Board Name *

Enter notes board name

Cancel

Create Board

- **Open Modal:** Click the blue + **New Board** button at the top right of the screen.
- **Enter Board Name:** Type the title in the required **Board Name *** field (*Enter notes board name*).
- **Confirm Creation:** Click **Create Board** to build the new collection, or select **Cancel** to discard.

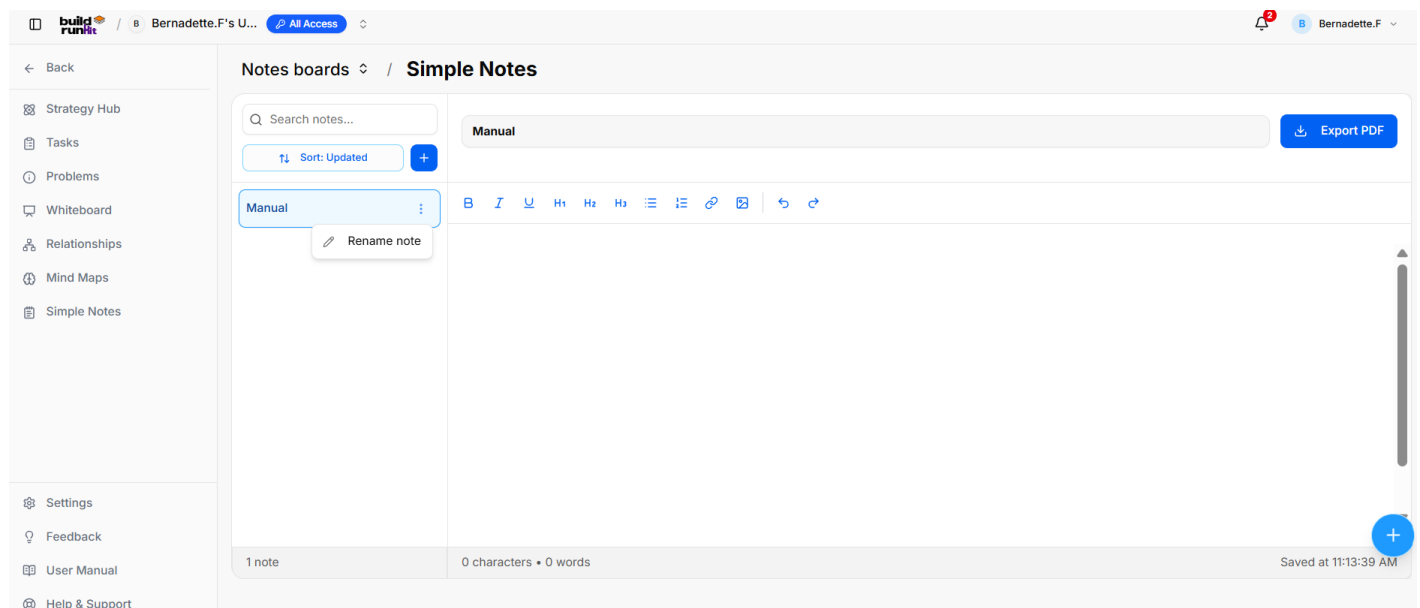
Overview Metrics & Search Controls

- **Total Boards:** Displays the total number of notes boards in the directory.
- **Recently Updated:** Displays the number of notes boards updated recently.
- **Search Bar:** Input field (*Search notes boards...*) to filter boards by title.

Directory Table & Board Management

- **Table Columns:** Displays existing collections under **Board Name** and **Updated At** headers (with sorting arrows).
- **Row Quick Menu (...):** Accesses additional board actions:
 - **View:** Opens the selected notes board canvas.
 - **Rename:** Updates the board's display name.
 - **Delete:** Permanently removes the board.
- **Pagination:** Use the **Rows per page** dropdown or navigation arrows to step through board entries.

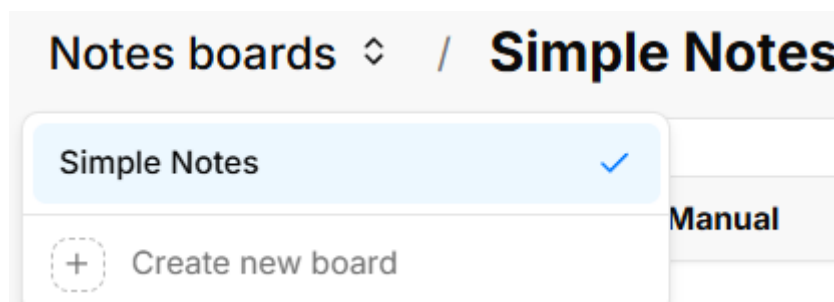
Strategy Simple Notes



The **Notes Board Canvas** provides a dedicated text editor environment to write, format, and organize notes within a selected board.

Board Header Controls

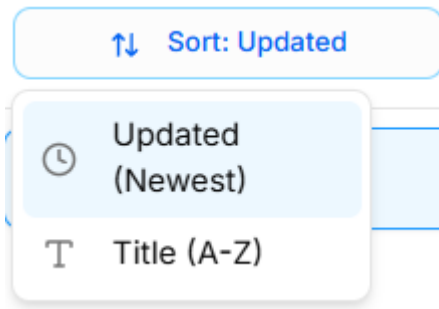
- **Notes Boards Selector:** Dropdown menu showing the active board (*Simple Notes*), allowing you to switch boards or select **+ Create new board**.



- **Export PDF:** Button located at the top right to export the open note content as a PDF document.

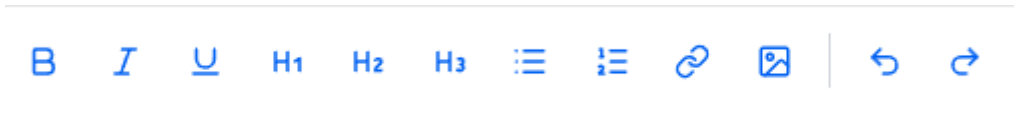
Left Sidebar & Note Management

- **Search Notes:** Input field (*Search notes...*) to filter notes in the active board by title.
- **Sort Dropdown:** Sort notes list by **Updated (Newest)** or **Title (A-Z)**.



- **+ Button:** Blue action button to create a new note entry.
- **Note Item:** Lists individual notes (*Manual*). Click the three-dot menu on a note item to **Rename note**.
- **Note Counter:** Displays total note count (*1 note*) at the bottom of the list.

Formatting Toolbar & Editor Workspace



- **B (Bold):** Applies bold styling (`Ctrl + B`).
- **I (Italic):** Applies italic styling (`Ctrl + I`).
- **U (Underline):** Applies underline styling (`Ctrl + U`).
- **H1 / H2 / H3:** Formats text as Heading 1, Heading 2, or Heading 3.
- **Bullet List:** Inserts a bulleted list.
- **Numbered List:** Inserts a numbered list.
- **Insert Link (Chain Link Icon):** Inserts a hyperlink.
- **Insert Image (Image Icon):** Embeds an image into the document.
- **Undo / Redo (Arrows):** Undo (`Ctrl + Z`) or Redo (`Ctrl + Y`) recent edits.

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