

THE COMPLETE HANDBOOK

Everything Juttr, explained simply.

Your private, local-first productivity workspace — from the Dashboard all the way to Settings. Read it cover to cover, or jump to any chapter.

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● HOW TO USE THIS HANDBOOK

This manual walks through every part of Juttr in plain language: what each feature is, and exactly how to use it - from the Dashboard all the way to Settings. You can read it start to finish, or jump to a section using the Table of Contents below.

Throughout this guide:

- "Click the icon" means a left mouse click.
- Steps are numbered 1, 2, 3...
- Tips and notes are marked with "NOTE:".

WELCOME TO JUTTR

Juttr is a local-first productivity workspace that lives right inside your browser. It brings your tasks, notes, boards, calendar, focus timer, files, bookmarks and accounts together in one calm, private place.

What makes Juttr different:

- **LOCAL-FIRST & PRIVATE** - Everything you create stays on your own device. There is no account to create and no cloud server storing your data.
- **WORKS OFFLINE** - Because your workspace lives on your machine, Juttr keeps working with or without an internet connection.
- **TWO WAYS TO USE IT:**
 - The **SIDE PANEL** gives you a lightweight "Quick Capture" tool that is always one click away while you browse.
 - The **FULL WORKSPACE** opens in its own browser tab when you want room to plan, organize and get things done.
- **OPTIONAL NEW-TAB MODE** - If you like, you can make Juttr open on every new tab. This is turned OFF by default, so new tabs stay native unless you choose otherwise (see Section 14, Settings).

Who it's for: anyone who wants a fast, private, all-in-one place to capture ideas and manage their day without sending their data to the cloud.

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GETTING STARTED

• 2.1 OPENING JUTTR

- 1 Click the Juttr icon in your browser's toolbar.
- 2 The Juttr SIDE PANEL opens on the right side of your browser window. This is the Quick Capture panel (covered in 2.3).
- 3 To open the FULL workspace, click the "Open Workspace" button in the side panel. Juttr opens in its own tab with the complete app.

NOTE: If a Juttr workspace tab is already open, "Open Workspace" jumps to it instead of opening a duplicate.

• 2.2 FIRST-RUN SETUP (ONBOARDING)

The very first time you open the full workspace, Juttr asks you to choose a local folder where it will keep your data. This happens only once.

- 1 You'll see a welcome screen: "Welcome to Juttr" with the note "Privacy First - Local Data - Zero Cloud".
- 2 Click "Initialize Workspace" (or "Choose Workspace Folder").
- 3 Your operating system's folder picker opens. Pick (or create) a folder where Juttr should store your notes, boards and tasks.
- 4 Grant permission when your browser asks.
- 5 Juttr loads and you're ready to go.

RESUMING LATER For your security, browsers ask you to re-confirm access to that folder each time you start a new session. When you return you'll see "Resume Workspace" with your folder's name.

- Just click "Resume" once to re-grant access. Your data is untouched.

NOTE: You can switch to a different workspace folder later from Settings.

• 2.3 THE QUICK CAPTURE SIDE PANEL

The side panel is a fast way to save the page you're looking at without leaving what you're doing. It shows the current tab's title and icon at the top.

TO CAPTURE THE CURRENT PAGE:

- 1 Browse to any normal web page.

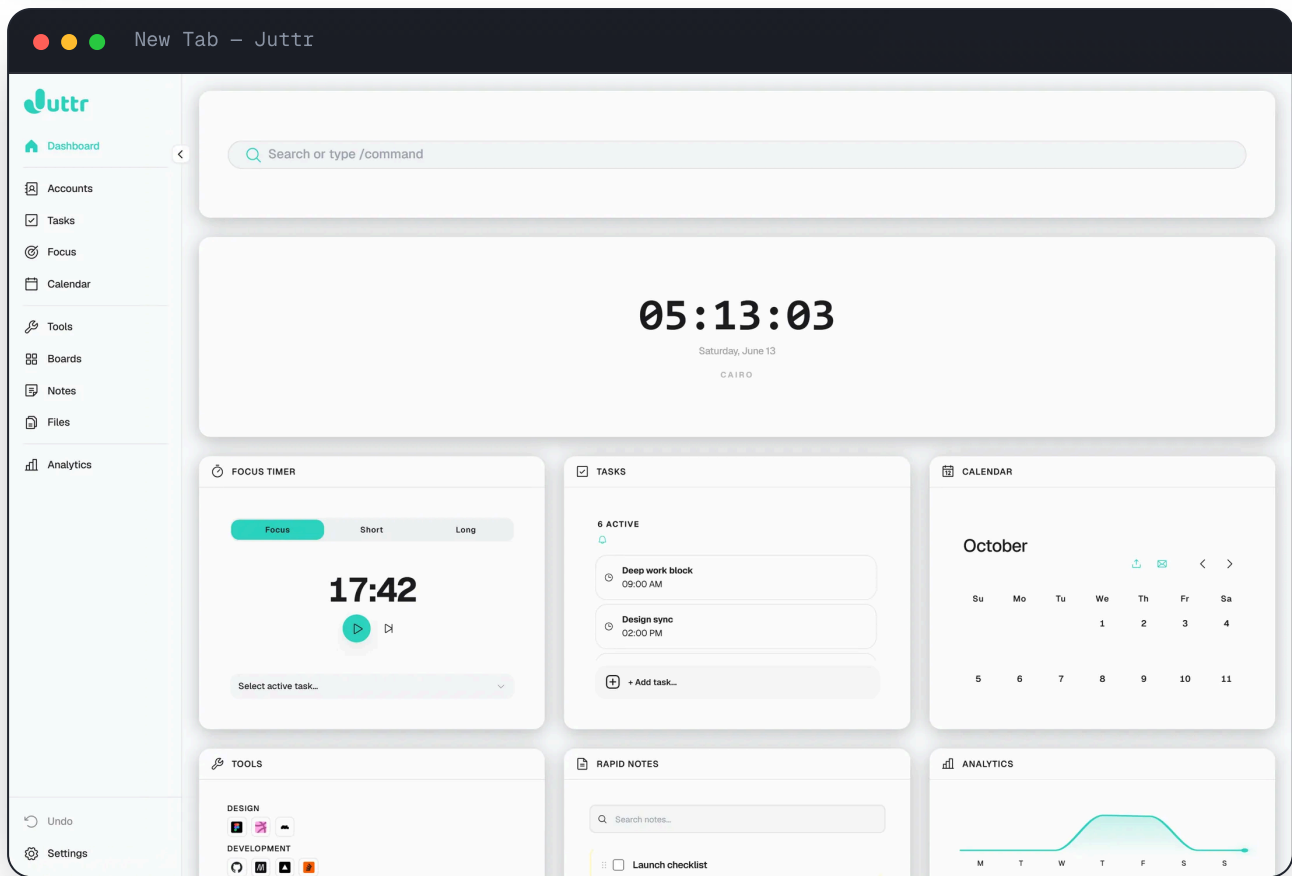
- 2 Open the Juttr side panel (toolbar icon).
- 3 The active page's title and favicon appear at the top.
- 4 Click the "Capture" button. A checkmark briefly confirms the save.
- 5 The saved link appears in the list below, grouped by date (Today, Yesterday, and older dates).

NOTE: Browser system pages (addresses starting with chrome://, about://, moz-extension:// or chrome-extension://) cannot be captured, so the Capture button stays disabled on those pages.

WORKING WITH CAPTURED LINKS:

- SEARCH - Type in the search box at the top to filter captures by title or address.
- COPY - Hover over a captured item and click the copy icon to copy its URL.
- DELETE - Hover over an item and click the delete (X) icon to remove it.
- DRAG - Drag a captured link into the full workspace to turn it into a card.
- CLEAR ALL - Removes every captured item at once.
- OPEN WORKSPACE - Switches to the full Juttr app.

EMPTY STATE: Before you've saved anything you'll see "Nothing captured yet - Hit Capture on any page to save it here."



The full Juttr workspace — sidebar navigation on the left, your widgets on the right.

The full workspace has a slim navigation SIDEBAR on the left and your active module filling the rest of the screen.

3.1 THE SIDEBAR

The sidebar holds one button for each main area of Juttr, in this order:

Dashboard | Accounts | Calendar | Boards | Tasks | Notes | Files | Focus | Tools | Analytics

- Click any item to open that area. The current one is highlighted.
- COLLAPSE - Click the small caret (arrow) button on the sidebar's edge to collapse it to icons only, giving you more room. Click again to expand.
- Juttr remembers which area you were last in and returns you there.

At the bottom of the sidebar you'll find the UNDO button and the SETTINGS gear.

3.2 UNDO

Juttr keeps a history of your actions so mistakes are easy to reverse.

- Click the UNDO button at the bottom of the sidebar. It even names the action it will reverse (for example, "Undo: Move Card").
- Or press Ctrl+Z (Cmd+Z on Mac).
- When there's nothing to undo, the button is greyed out.

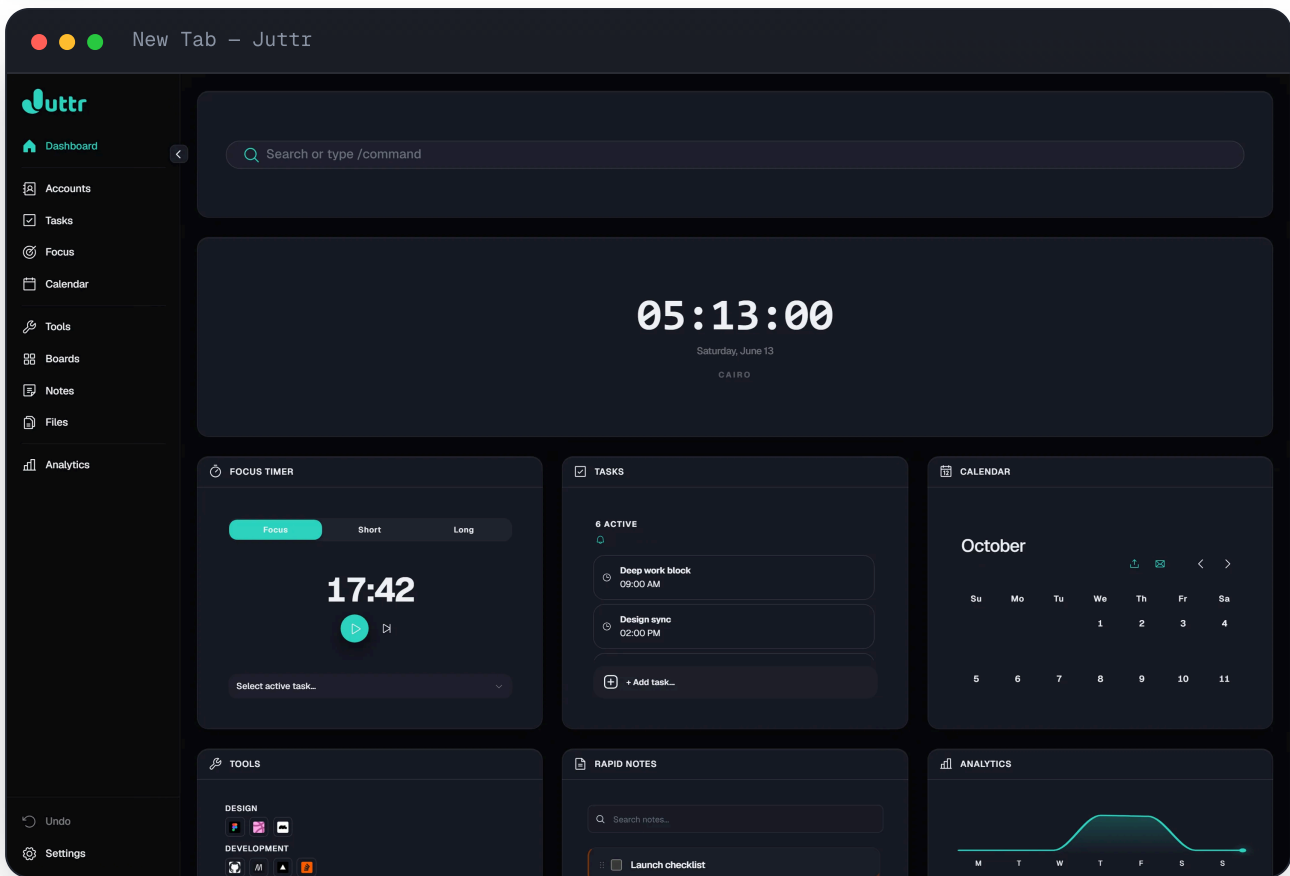
■ 3.3 COMMAND PALETTE (QUICK SEARCH)

The command palette lets you jump anywhere instantly.

- 1 Press Ctrl+K (Cmd+K on Mac).
- 2 Start typing. It searches across navigation areas, boards, tasks, notes, cards and tools.
- 3 Press Enter (or click a result) to jump straight to it.
- 4 Press Escape to close it.

■ 3.4 DRAG FILES IN FROM YOUR COMPUTER

Drag one or more files from your desktop and drop them anywhere in the Juttr workspace. Juttr creates a new card with those files attached so nothing gets lost. Images are automatically compressed to keep things fast.



The Dashboard: a customizable grid of widgets — your whole day at a glance.

WHAT IT IS The Dashboard is your customizable home screen - a flexible grid of "widgets" that give you an at-a-glance view of your day. A search bar and clock sit pinned at the top, with the rest of the widgets arranged in a grid below.

AVAILABLE WIDGETS

- Clock * Focus Timer
- Search * Analytics
- Tasks * Pinned Boards
- Notes (Rapid Notes) * Tools / Favorites
- Calendar * Context Hub

CUSTOMIZING YOUR DASHBOARD

1 Right-click anywhere on the dashboard background.

2 Choose an option from the menu:

- "Customize Dashboard" turns on edit mode.
- "Add Widget" lets you pick a new widget to place.
- "Reset to Defaults" restores the original layout.

REARRANGE WIDGETS (in edit mode)

- 1 Hover over a widget to reveal its drag handle (a small grip in the corner).
- 2 Drag the widget over another one to swap their positions. The target highlights to show where it will land.
- 3 Release to drop it.

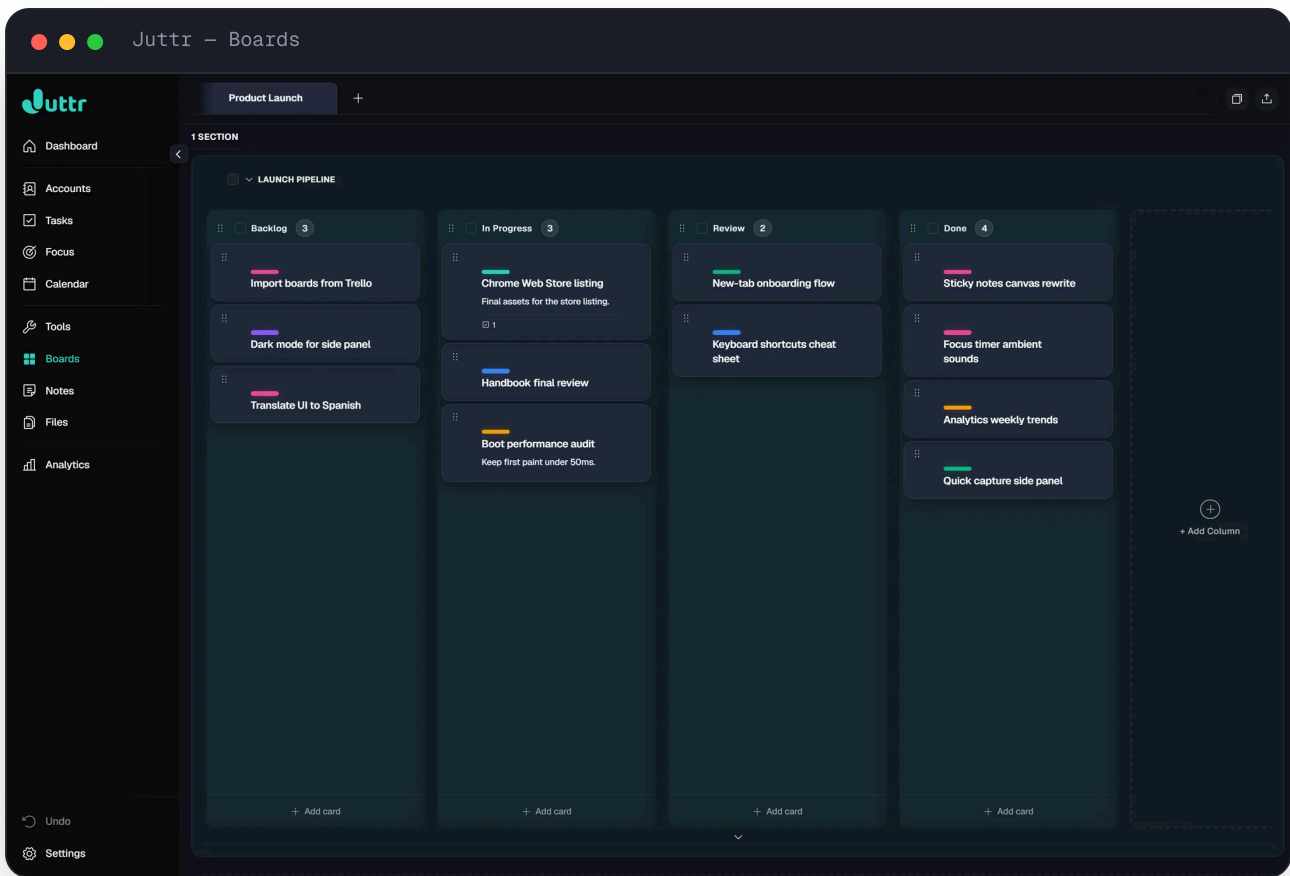
ADD A WIDGET

- 1 Right-click and choose "Add Widget".
- 2 Pick a widget type from the list. It appears on the grid at a default size.

REMOVE A WIDGET

- 1 Hover over the widget.
- 2 Click the close (X) button in its corner. You can always add it back later.

NOTE: Your layout saves automatically and is restored the next time you open Juttr.



Boards: drag-and-drop Kanban with columns, labels and checklists.

WHAT IT IS Boards are visual project spaces. Organize work into columns (Kanban), rows (List), tiles (Grid) or by date (Calendar), and move cards around as work progresses. A special, pinned "Inbox" board is where quick-captured items land.

THE LAYOUT

- BOARD TABS run along the top - one per board, plus a "+" to add a new one.
- Inside a board are SECTIONS (horizontal groups), each holding one or more COLUMNS (vertical lists), which hold CARDS (your individual items).

CREATE A BOARD

- 1 Click the "+" button in the board tabs row.
- 2 Type a board name.
- 3 Choose a layout: Kanban, List, Grid or Calendar.
- 4 Confirm. The new board opens with starter columns.

ADD A SECTION OR COLUMN

- Click "Add Section" at the right edge of the board, type a name, press Enter.

- Hover a section and click "Add Column", type a name, press Enter.

CREATE A CARD

- 1 Click "Add Card" at the bottom of any column.
- 2 Type the card's title.
- 3 Press Enter.

EDIT A CARD (the card drawer)

- 1 Click a card to open its detail panel on the right.
- 2 From here you can add or change:
 - Description (rich text)
 - Labels (colored tags)
 - Checklists with sub-items
 - Attachments (files, images, or links - Juttr fetches link previews)
 - Comments
 - Priority (Low / Medium / High)
 - A cover image

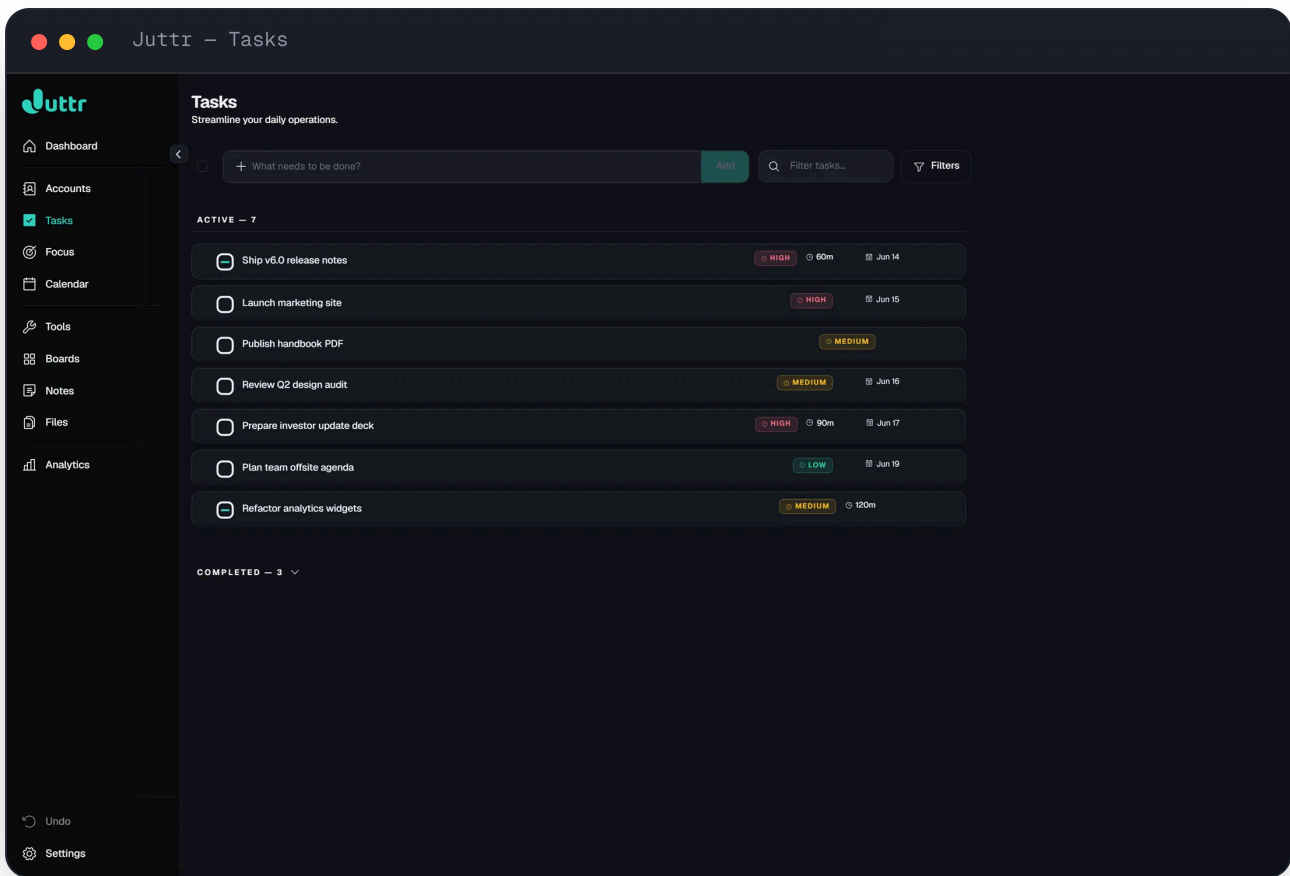
MOVE CARDS (drag and drop)

- WITHIN A COLUMN - drag a card up or down to reorder.
- BETWEEN COLUMNS - drag a card to another column.
- BETWEEN SECTIONS / BOARDS - drag a card and briefly hover over a section or another board's tab to switch to it, then drop.
- MULTIPLE CARDS - select several cards (their checkboxes), then drag one of them to move the whole group.

DELETE CARDS

- Open a card and use its Delete option, OR
- Select one or more cards and use the bulk actions bar at the bottom of the screen to delete (or export) them.

SWITCH VIEWS Use the layout control in the board header to switch between Kanban, List, Grid and Calendar at any time.



Tasks: priorities, due dates, sub-tasks and time tracking.

WHAT IT IS Tasks is your personal to-do manager: capture actions, set priorities and due dates, break work into sub-tasks, track time, and filter to focus on what matters now.

CREATE A TASK

- 1 Click the input field labeled "What needs to be done?".
- 2 Type your task.
- 3 Press Enter. It appears at the top of the Active list as a "To Do" item with Medium priority and no due date.

MARK PROGRESS / COMPLETE

- Click the square status box on the left of a task to cycle its status: To Do → In Progress → Done.
- Completed tasks move into the "Completed" list (collapsed by default - click its header to expand). You can clear completed tasks in bulk.

EDIT A TASK (detail pane)

- 1 Click a task row to open its detail pane on the right.

2 Adjust any of the following:

- TITLE - edit the text.
- PRIORITY - choose Low, Medium or High.
- DUE DATE - pick a date (or leave blank for none).
- NOTES & SUB-TASKS - type in the notes area. Lines that begin with a bullet ("*" or "-") become checkable sub-tasks, with a progress count.
- TIME TRACKING - start/stop a timer to log time spent on the task.

REORDER In the Active list, hover a task to reveal its drag handle and drag it up or down to reorder manually.

FILTER & SORT

1 Click the "Filters" button to open the filter panel.

2 Filter by:

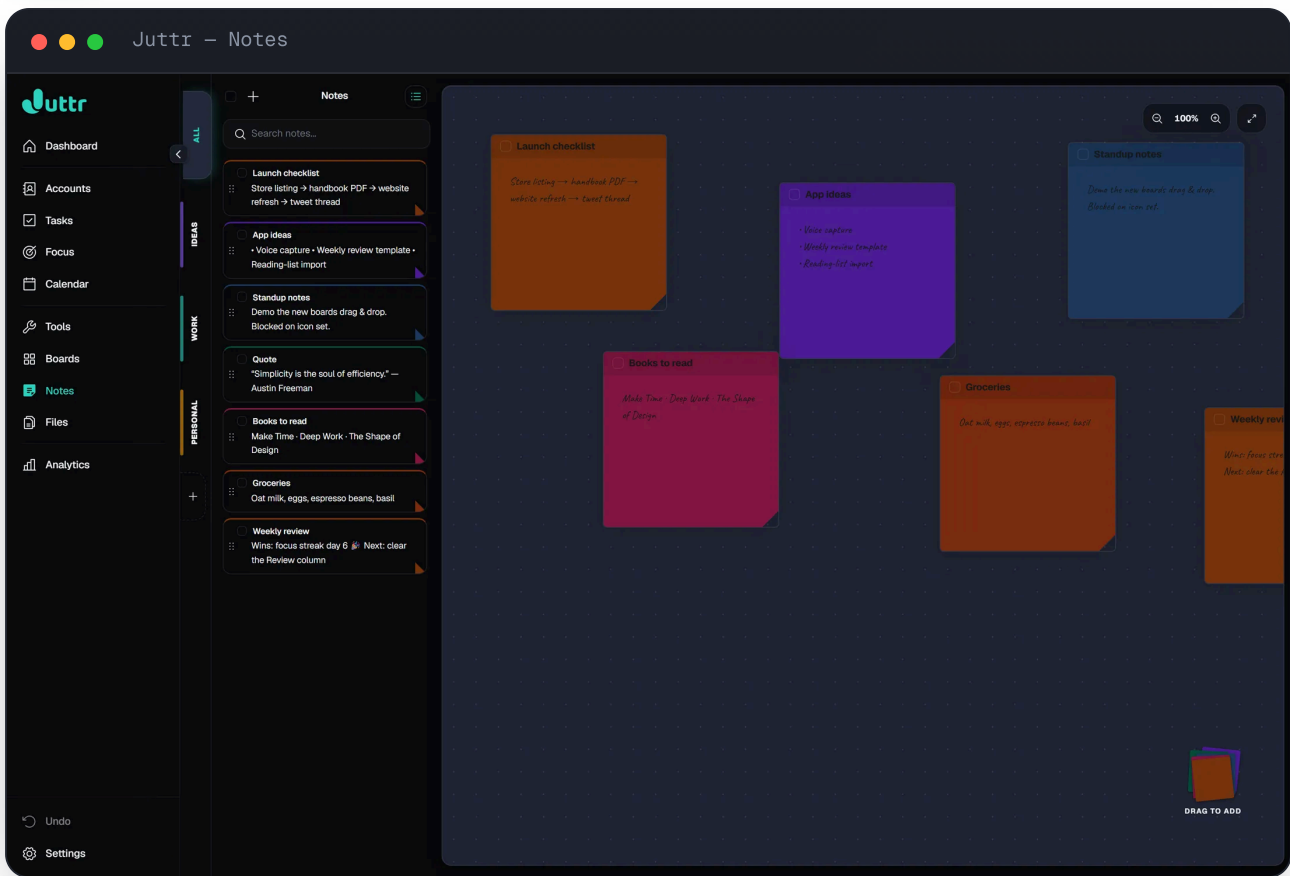
- Priority (Any / High / Medium / Low)
- Status (To Do / In Progress / Done / Archived)
- Due Date (Overdue / Today / This Week / No Date)
- Blocked (show only tasks waiting on a dependency)

3 Sort by Default, Priority, Due Date, Created, or A-Z, and toggle the direction.

4 Use "Reset" to clear all filters.

DELETE / EXPORT

- Open a task and delete it, OR select multiple tasks (checkboxes) and use the bulk actions bar to Delete or Export them as a CSV file.



Notes: a free-form sticky canvas, or a full rich-text editor.

WHAT IT IS Notes captures your thoughts in two styles:

- LIST MODE - an organized list with a full rich-text editor.
- STICKY CANVAS MODE - colorful sticky notes you can freely arrange on a canvas.

Notes are grouped into CATEGORIES shown along the left edge.

SWITCH MODES Click the view-mode toggle in the notes panel header to switch between List mode and Sticky Canvas mode.

CREATE A NOTE

- 1 Click "Add Note".
- 2 A new note appears and opens for editing.
- 3 Type a title and content.

EDIT A NOTE

- LIST MODE - click a note, then write in the rich-text editor. You can make text bold or italic, add lists, headings and code, and even paste or drag in images (they're compressed automatically). Changes auto-save shortly after you stop typing.

- **STICKY MODE** - double-click a sticky to edit it inline; drag it anywhere to reposition (its position is saved); use the corner to resize.

COLOR A STICKY NOTE Hover a sticky and click the color dot to choose from the available colors.

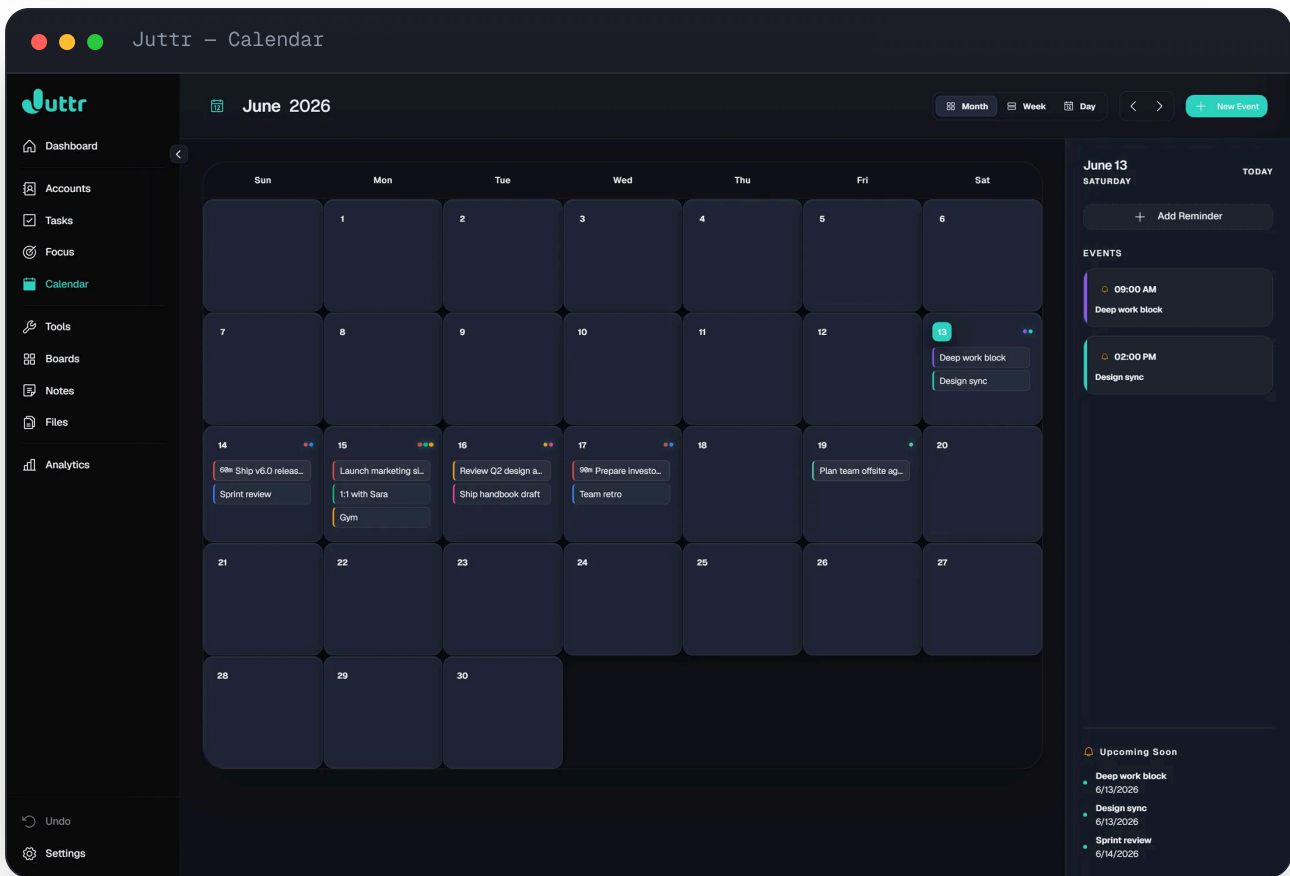
ORGANIZE WITH CATEGORIES

- **ALL NOTES** - the top tab shows every note across all categories.
- **CREATE** - click "+ Category", type a name.
- **RENAME** - double-click a category's name.
- **DELETE** - hover a category and click its X (notes inside aren't deleted; they remain visible under "All Notes").
- **REORDER** - drag category tabs up or down.

MOVE OR COPY NOTES BETWEEN CATEGORIES

- 1** Select one or more notes (checkboxes).
- 2** In the bulk actions bar, choose "Move to Category" or "Copy to Category".
- 3** Pick the destination. (You can also drag a single note onto a category tab to move it.)

DELETE / EXPORT Right-click or hover a note to delete it, or select several and use the bulk bar to Delete or Export them as a CSV file.



Calendar: reminders and task due dates together, in month / week / day views.

WHAT IT IS Calendar shows your reminders and your task due dates together, in Month, Week or Day views.

NAVIGATE

- Switch between Month, Week and Day views.
- Use the arrow buttons to move forward/back, and "Today" to jump back to the current date.
- Click any date to select it; its events appear in the right-hand sidebar.

ADD A REMINDER

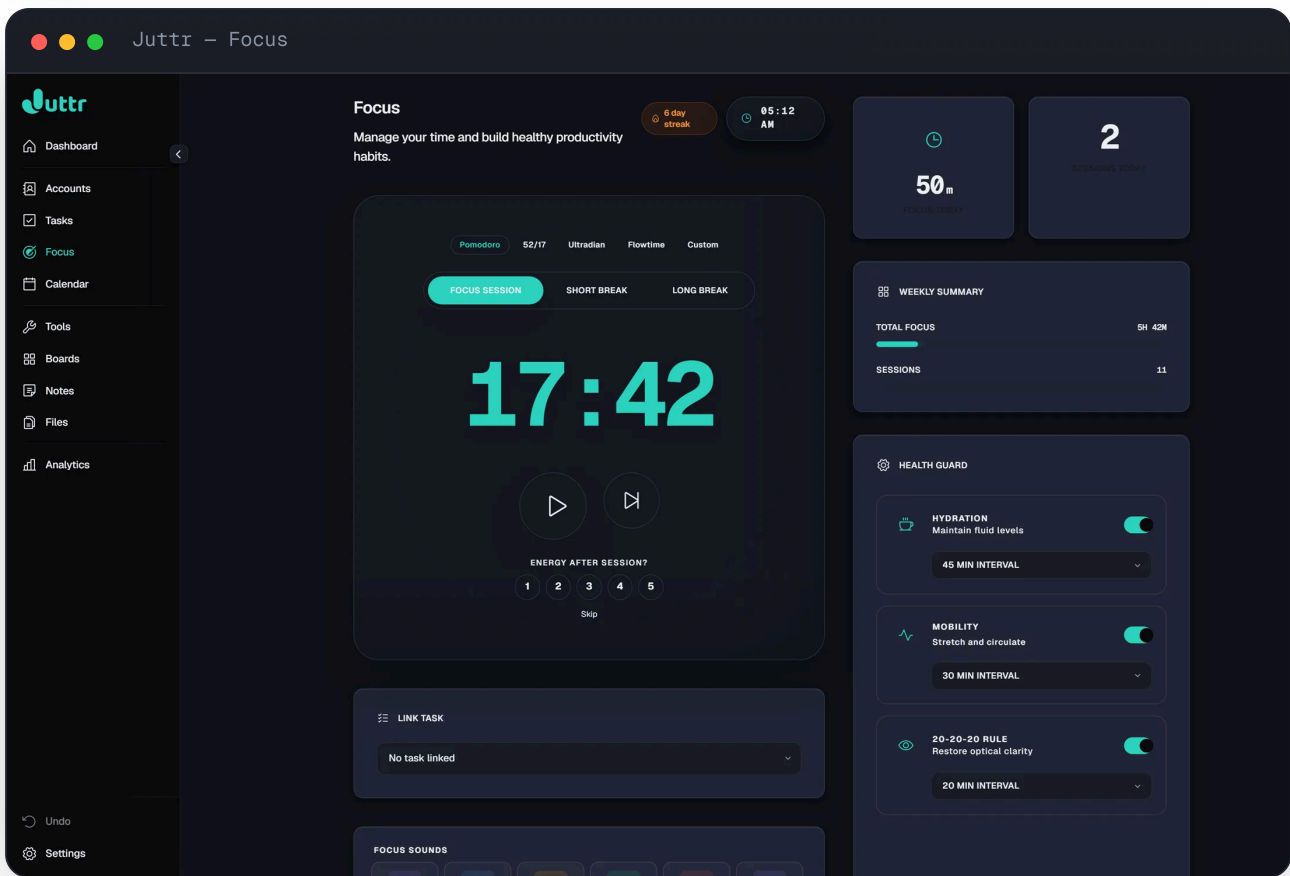
- 1 Select a date.
- 2 In the sidebar, click "Add Reminder".
- 3 Enter a title, choose a time, and pick a color.
- 4 Click "Save" (or press Enter; press Escape to cancel).

EDIT OR DELETE A REMINDER

- Click a reminder in the sidebar to edit it.
- Hover a reminder and click its X to delete it.

ABOUT TASKS ON THE CALENDAR Tasks that have due dates appear on the calendar automatically, color-coded by priority (High/Medium/Low) and marked with a check when complete. These are shown for reference only - to change a task, edit it in the Tasks area (Section 6).

UPCOMING The bottom of the sidebar shows your next few upcoming events.



Focus: Pomodoro and deep-work timers with streaks and energy logs.

WHAT IT IS Focus is a productivity timer that helps you work in intervals, take healthy breaks, log your energy, and stay well with gentle reminders.

CHOOSE A METHOD Pick a timer method at the top of the screen:

- Pomodoro - Classic 25/5 cycle (25 min work, 5 min break)
- 52/17 - DeskTime optimal ratio
- Ultradian - 90-minute deep work blocks (90/20)
- Flowtime - No fixed timer; tracks your total time
- Custom - Set your own work/break intervals

RUN A SESSION

- 1 Choose a mode: Focus Session, Short Break, or Long Break.
- 2 Click the large play button to start the countdown.
- 3 Click again to pause/resume.
- 4 Click the skip button to end the current session early.

LOG YOUR ENERGY You may be prompted "Energy before session?" and, afterward, "Energy after session?" - choose a level from 1 to 5. Over time this reveals how sessions affect your energy (see Analytics, Section 13).

LINK A TASK Use the "Link Task" dropdown below the timer to connect the session to a specific task. You'll see the task's name, estimated time, and time logged.

AMBIENT SOUNDS Play background audio while you work. Built-in choices include Lo-Fi Beats, Rain Sounds, Classical Focus, Forest Ambience, Cafe Background, Binaural Focus, White Noise and Jazz Piano. You can also add your own.

STATS & STREAK Cards show your focus time and sessions today, plus a weekly summary. A flame badge shows your current day-streak.

HEALTH GUARD (WELLBEING REMINDERS) On the Focus screen you can switch on three reminders and set how often each fires:

- Hydration - reminds you to drink water.
- Mobility - reminds you to stand, stretch and move.
- 20-20-20 Rule - every 20 minutes, look ~20 feet away for ~20 seconds to rest your eyes.

These appear as browser notifications (see Section 15).

WHAT IT IS Files gives you two things in one place: a gathered view of every file you've attached to cards, and a browser for folders on your own computer.

WORKSPACE TAB (your attachments)

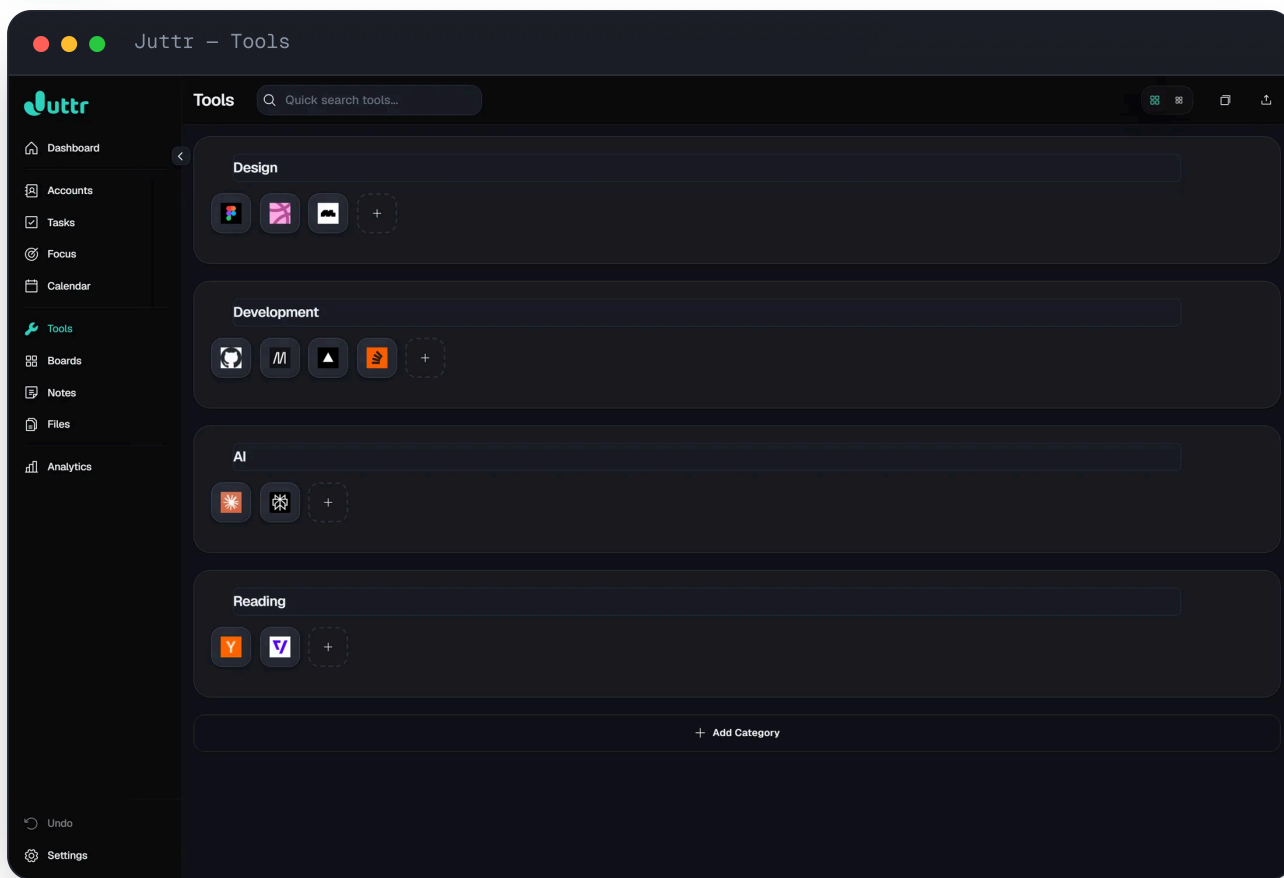
- Shows all files attached anywhere in your workspace as a grid of thumbnails, each labeled with its source card.
- **FILTER** by type (All, Images, PDF, Documents, Video, Audio).
- **SEARCH** by file name.
- Hover a file to **PREVIEW** (eye icon) or **OPEN** it (external-link icon).
- Select files (checkboxes) to **DELETE** or **EXPORT** them via the bulk bar.

BROWSE TAB (your computer's folders)

- 1 Click "Open Folder".
- 2 Grant your browser permission to access the folder you choose.
- 3 **Navigate:**
 - Click a folder to open it.
 - Use the breadcrumb trail (or the Back arrow) to go up.
 - Click the refresh icon to reload the current folder.
 - Click a file to open it (when your browser supports it).

The footer shows how many folders and files are in the current location.

ADD ATTACHMENTS Attach files by dragging them onto a card in Boards (Section 5). They then show up automatically in the Files Workspace tab.



Tools: a bookmark launcher for the sites and apps you use most.

WHAT IT IS Tools is a bookmark manager for quick-launching the websites and web apps you use most. Bookmarks are grouped into sections (categories) within a tool board.

ADD A BOOKMARK

- 1 Click "+" (grid view) or "Add tool..." (list view) in a section.
- 2 Paste a web address (for example, github.com).
- 3 Press Enter. Juttr fetches the site's icon automatically and names the tool after its domain.

EDIT / DELETE A BOOKMARK

- Double-click a tool to rename it; use its edit option to change the title, URL or icon.
- Hover a tool and use its delete (trash) option to remove it (confirm when asked).

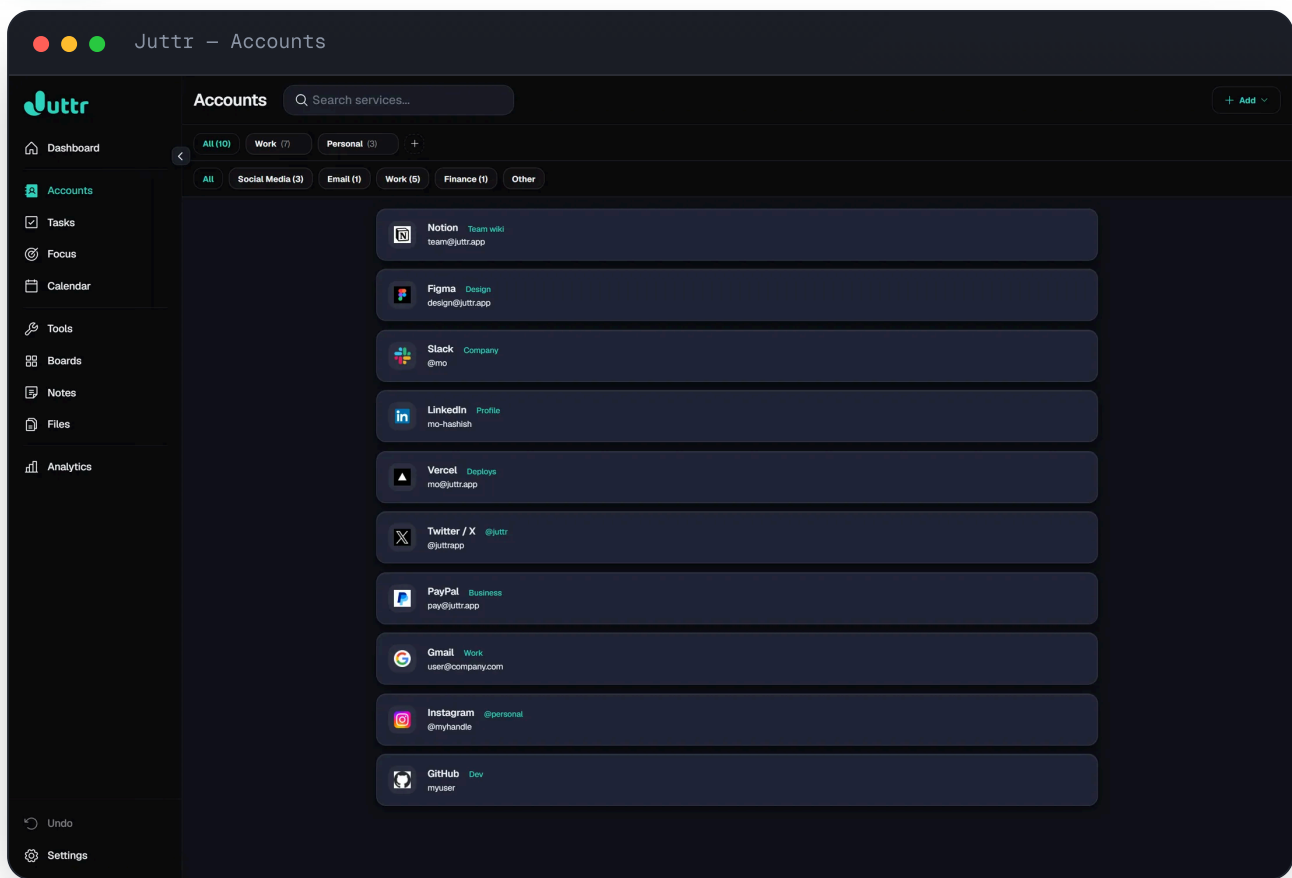
SECTIONS (CATEGORIES)

- ADD - click "Add Category", type a name, press Enter.
- RENAME - double-click the section title.
- DELETE - hover the section title and click its X.
- REORDER - grab the handle on a section header to drag it.

ORGANIZE & LAUNCH

- Drag tools to reorder them within a section or move them between sections.
- Toggle between GRID and LIST display from the header.
- Click any tool to open it in a new tab.
- SEARCH filters tools across the whole board by title or address.

IMPORT / EXPORT Use the import option to bring in tools from a JSON or CSV file.



Accounts: every login organized by identity and category, one click to open.

WHAT IT IS Accounts is a directory of your online services - their addresses, usernames and labels - organized by IDENTITY (such as Work or Personal) and by CATEGORY (Email, Social Media, Work, Finance, Other). Click any account to open its login page.

ADD AN ACCOUNT (SERVICE)

- 1 Click "+ Add" and choose "Add Service".
- 2 Either click a preset (Gmail, Outlook, Instagram, GitHub, etc.) to auto-fill the platform and URL, or enter them manually.
- 3 Add a Label (e.g., "@work"), the Username, and choose a Category.
- 4 Click "Add Service". It appears at the top of the list.

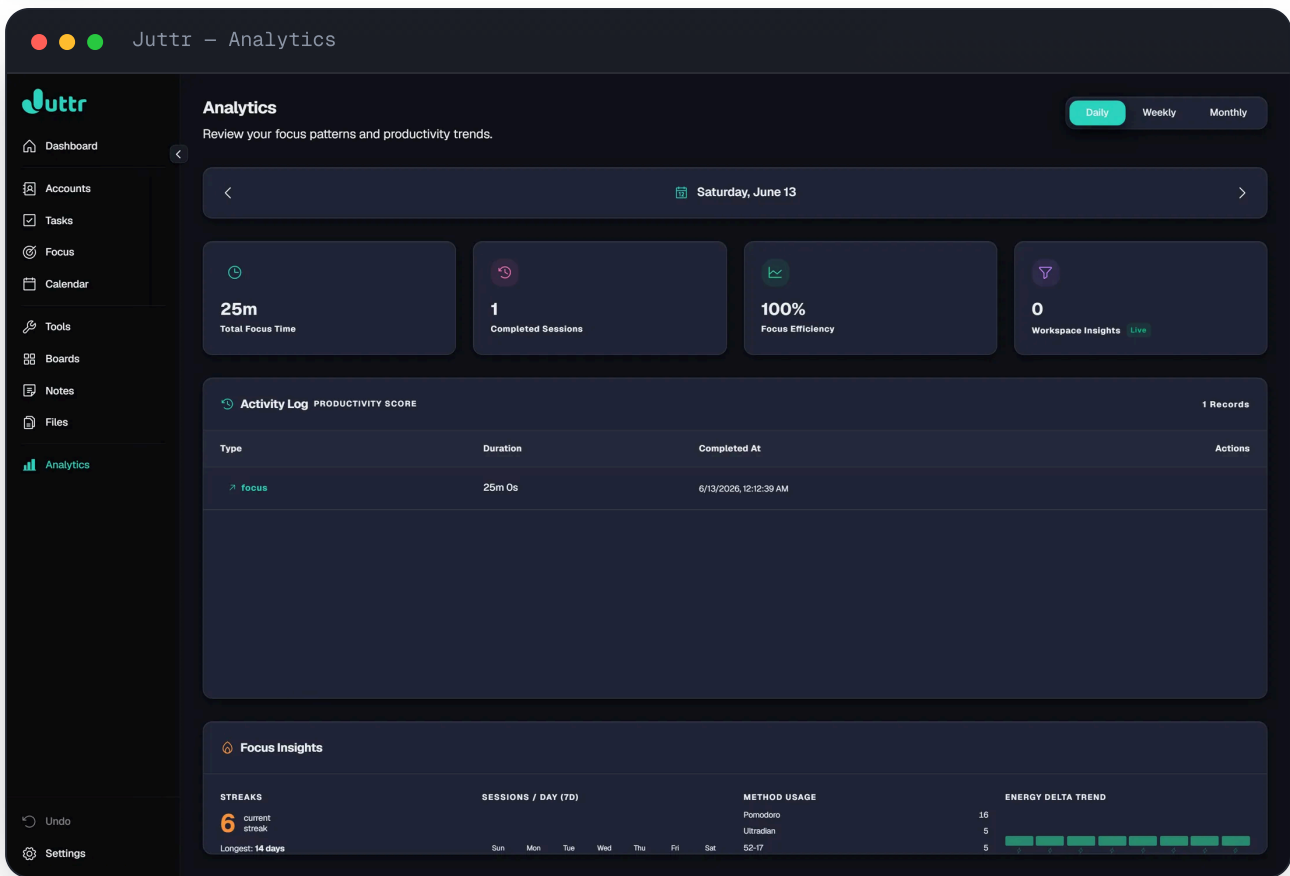
EDIT / DELETE / OPEN

- Hover an account and click the pencil to edit it, then "Save Changes".
- Hover and click the trash icon to delete it.
- Click the card (or its external-link icon) to open the service in a new tab.

IDENTITIES Identities let you separate accounts by context.

- ADD - click "+ Add" then "Add Identity"; give it a name and type, and "Create Identity".
- SWITCH - click an identity tab to show only its accounts; click "All" to show everything.
- RENAME - double-click an identity tab.
- DELETE - hover an identity tab and click its X (the accounts remain, but lose the link to that identity).

FILTER & SEARCH Use the category pills to narrow by type, and the search box to find an account by platform, username, label or address.



Analytics: focus trends, session counts and streaks — tracked privately.

WHAT IT IS Analytics turns your focus sessions into insights so you can see your patterns and trends over time.

CHOOSE A TIME RANGE

- Switch between Daily, Weekly and Monthly.
- Use the left/right arrows in the date navigator to move through periods.

OVERVIEW CARDS At a glance, see for the selected period:

- Total Focus Time (minutes)
- Completed Sessions (count)
- Focus Efficiency (focus time vs. break time, as a percentage)
- Workspace Insights (a live count gathered by scanning your workspace)

ACTIVITY LOG A table lists each session with its Type (focus or break), Duration and the time it was Completed.

- Hover a row and click its delete (X) to remove a single session (confirm when asked).
- Select multiple rows and use the bulk bar to delete several at once.

FOCUS INSIGHTS Below the log you'll find:

- Streaks - your current and longest day-streaks.
- Sessions per Day - a small bar chart of the last 7 days.
- Method Usage - which timer methods you use most.
- Energy Delta Trend - whether sessions tend to raise (green) or lower (red) your energy.

OPENING SETTINGS Click the gear icon at the bottom of the sidebar. Settings opens with three areas listed on the left: Personalization, Import / Export, and Vault. Click the X (or press Escape) to close.

14.1 PERSONALIZATION

Everything about how Juttr looks.

CANVAS GALLERY (WALLPAPER)

- "Upload Canvas" - add a background image (or drag images in). Click a thumbnail to apply it; "Clear Background" removes it.
- Once a wallpaper is active, four sliders fine-tune the look:
 - Background Blur - how soft the wallpaper looks behind content.
 - Background Visibility - how visible the wallpaper is.
 - Color Influence - how strongly Juttr blends colors from your wallpaper into its accent colors.
 - Glass Opacity - how see-through panels and cards appear.

WIDGET TRANSPARENCY

- A single slider sets the background opacity of all Dashboard widgets at once.

VISUAL MATRIX (COLORS)

- Customize every interface color (Surfaces, Text, Brand, Borders, Status colors). Click a swatch to pick a new color; changes apply instantly.
- "Reset All Customizations" restores the defaults for your current theme.

FOUNDRY (TYPOGRAPHY)

- Font Family - choose from several built-in fonts (each option previews in its own font).
- Base Font Size - Small, Default, Normal or Large.

APPEARANCE MODE

- Choose System (follow your operating system), Light, or Dark.

GEOMETRY

- Board tabs - choose whether many board tabs SCROLL sideways or WRAP onto multiple rows.

MASS DENSITY

- Choose Compact, Comfortable or Spacious to control overall spacing. A live preview shows the effect.

NEW TAB BEHAVIOR

- "Every New Tab Mode" toggle - when ON, opening a new browser tab (Ctrl+T) shows the Juttr dashboard. When OFF (the default), new tabs stay native.

■ 14.2 IMPORT / EXPORT

Move data in and out of Juttr, and generate an AI-ready summary of your workspace.

UNIVERSAL EXCHANGE

- "Copy Prompt" - copies a summary of your workspace context to the clipboard so you can paste it into an AI assistant (e.g., to draft a board from your tasks).
- "Open Exchange Center" - opens the import/export tools.

EXCHANGE CENTER

- PASTE CSV DATA - paste CSV text and click "Run Sync" to update your workspace.
 - "Full Sync" checkbox: when checked, anything not present in the CSV is removed. Use with care - this is destructive.
- FILE IMPORT - drag in a .zip archive (a full backup) or a .csv file.
- After a successful import, the app reloads to apply changes.

MATRIX TEMPLATES

- Copy ready-made CSV templates for Boards and Tools to get the format right.

■ 14.3 VAULT (LICENSING)

Manage your license.

- License Key and Device ID are shown for reference.
- "Initialize Portal" opens the licensing portal to set up or renew.
- "Deactivate License" removes the license from this device (you confirm first, and can re-activate later).

WELLBEING & NOTIFICATIONS

Juttr can look after you while you work with three optional reminders:

- HYDRATION - drink water.
- MOBILITY (STANDING) - stand up, stretch and move.
- 20-20-20 (EYE REST) - rest your eyes every 20 minutes.

HOW TO TURN THEM ON

- 1 Go to Focus (Section 9).
- 2 In the Health Guard panel, switch each reminder on or off.
- 3 For each one, choose how often it should fire (for example, every 30, 45 or 60 minutes).

These reminders appear as standard browser notifications, so you'll see them even when you're working in another tab. You can turn any of them off at any time.

Juttr is built to keep your information yours.

WHERE YOUR DATA LIVES

- Your content (tasks, notes, boards, calendar, bookmarks, accounts, analytics) is stored locally in your browser and in the workspace folder you chose during setup.
- Your preferences are stored in the browser's extension storage.
- Files you open in the Browse tab are read directly from your own disk.

WHAT LEAVES YOUR DEVICE Juttr does not upload your workspace content anywhere. The only outbound requests are small, functional lookups:

- Website **ICONS** for your bookmarks and saved links.
- Link **PREVIEW** details (title/description/image) when you save a link.
- **LICENSE** verification when you activate a license.

BACKUP & RESTORE Use Settings > Import / Export to export a full backup (.zip) and to import it again later, or onto another device.

KEYBOARD SHORTCUTS (QUICK REFERENCE)

Ctrl+K / Cmd+K Open the Command Palette (quick search)

Ctrl+Z / Cmd+Z Undo the last action

Enter Confirm / create (in input fields & composers)

Escape Cancel / close the current panel or palette

Ctrl+T Open a new tab (shows Juttr if Every New Tab Mode is ON)

NOTE: Within a note's rich-text editor, press Enter to save and exit the editor, or Shift+Enter to add a new line inside the note.



Your data stays with you.

Capture freely, focus deeply, stay well.