

LogPad User Guide

Version 1.0 launch guide

LogPad is a fast notes and daily logging app for capturing thoughts, links, attachments, tags, mentions, and context as plain text. It is designed to help you write quickly first, then find and organize notes later with search, dates, tags, and Smart Folders.

Quick Start

Create a note

Open Today, tap the capture field at the bottom, write your note, then tap the arrow button. LogPad saves the note to Today unless you choose a different Logged Date before saving.

Save a note to another date

Tap Adding to Today below the capture field and choose another date, or open a past date view and capture there. LogPad keeps the Logged Date separate from the Created time, so backfilled notes can still show when they were actually made.

Capture from any list

Today, Search, Folders, Tags, Smart Folders, and filtered note lists include capture. Use Capture Today when you want to jump back to today's log.

Find notes later

Use Search for keywords or phrases. Best Match ranks broader results, Exact Words finds precise matches, and date ranges narrow the result set.

Writing Notes

Tags

Add tags directly in the note body:

```
Follow up on pricing idea. #product #pricing
```

Tags stay visible as plain text and also become searchable metadata.

Open Folders > Tags to browse tags. Tap + to create a tag and choose its color, tap a tag to see its notes, or use its menu to change its color. Created tags appear in the tag picker. Creating a tag does

not assign it until you insert it in a note.

Mentions

Use @mentions for people, clients, places, apps, or contexts:

Send draft to @Sarah before Friday.

Mentions are LogPad tokens only. They do not use your Contacts.

Show Again

Use Show Again when a note should resurface on a future date without changing where it was originally logged. Tap the Show Again shortcut or type a caret date token:

```
Review draft. ^tomorrow
Follow up. ^next Monday
Renew license. ^2026-05-18
```

Deleting the token removes the Show Again date the next time the note is saved.

To review upcoming resurfaced notes, open the Today title menu and choose Tomorrow, Next 7 Days, or Next 30 Days. Those future shortcuts include notes scheduled with Show Again while keeping the notes on their original Logged Date.

Markdown

LogPad supports lightweight Markdown rendering in note detail while keeping editing plain text.

```
**bold**
_italic_
# heading
- list item
> quote
```

Links and Attachments

Note links

Use the note link button while writing or editing to insert a link to another LogPad note. In reading mode, tap the link to open the linked note. Note links remain editable Markdown-style text while editing.

Editing notes

Open a note and tap the edit button in the toolbar to change it. The note body stays in reading mode so links, note links, and attachments remain clear tappable elements.

Web links

Web links appear as tappable links in reading mode. In editing mode, you can edit the underlying text.

Attachments

Use the attachment button while writing or editing to add files. LogPad copies attachments into app storage and inserts a Markdown attachment link in the note. Tap an attachment in reading mode to preview it when supported or save it to Files.

Large attachments may take longer to save and sync across devices.

Organization

Search-first organization

LogPad does not require every note to be filed into one permanent folder. A note can be found later through search, tags, mentions, dates, links, attachments, and Smart Folders.

Smart Folders

Smart Folders are saved filters. They automatically collect matching notes without moving notes out of Today or other lists.

Use Smart Folders for recurring views such as:

- Work ideas
- Recent notes
- Meeting notes
- Writing fragments
- Notes with links
- Notes with attachments
- Notes tagged #project

Smart Folders can also have custom colors and icons, making saved views easier to scan in the Folders list.

The free version includes your first 3 Smart Folders. Premium unlocks more.

Exporting and Saving

Export destinations

Quick Save writes immediately to your saved Quick Save folder using the defaults in the export sheet. Save to Files opens the Files picker. Share opens the system share sheet for sending, copying, or saving through another app.

Single-file exports

Single-file export creates one readable file from one note or a list of notes. Supported formats are:

- Plain Text
- Markdown
- PDF, with Premium

Export bundles

Export Bundle creates a Markdown archive as a folder or zip file. Bundles can include attachments and rewrite note links or attachment links to relative file paths where possible. This is useful for daily archives, backups, and portable Markdown collections.

Note details

Exports can include Note Details such as Logged Date, created and updated time, tags, mentions, Show Again dates, links, and attachments. Turn Note Details off when you only want the note text.

Auto-Save and Daily Backup

Draft recovery

LogPad automatically protects unfinished capture text and edits to existing notes. If the app closes before you finish, reopen LogPad to continue the draft. Draft recovery is available in the free version.

Daily Markdown Backup

Open Settings and choose Set Up Daily Markdown Backup, then select a folder in Files or Finder. LogPad writes one readable Markdown file for each Logged Date into a Daily folder. LogPad remains the source of truth; editing backup files does not change notes in LogPad.

The free version catches up every missed or changed day from the date backup was enabled. Premium adds a custom preferred time and future historical or collection automation. The preferred time is approximate. If the app cannot run then, missed days are completed the next time LogPad is active.

Attachments are listed by name in the Markdown, but attachment files are not copied into Daily Backup in this version.

Only one LogPad installation owns a backup folder at a time. If another device already owns the folder, LogPad asks before transferring ownership. Use

different folders when both devices should continue writing backups.

Premium

LogPad Premium is a one-time lifetime unlock. There is no subscription.

Premium adds:

- More than 3 Smart Folders
- PDF export
- Bulk list export
- Export bundles
- One-tap save automation for days, date ranges, search results, and folders
- Custom Daily Markdown Backup timing

Core capture, editing, note links, attachments, local search, Markdown preview, widgets, and iCloud sync remain available without Premium.

Privacy and Sync

LogPad is designed around device storage and Apple platform services in the current version.

If iCloud sync is available and enabled for LogPad, notes can sync through Apple's iCloud infrastructure. Future features may use additional services when a feature requires them, and related privacy information will be updated when applicable.

Search and Best Match ranking run on device where supported. Diagnostics sent to support do not include note text, tags, search queries, attachment names, or exported content.

Daily Backup diagnostics contain only enabled state, destination availability, calendar dates, day counts, durations, and stable error codes. They do not contain the selected folder path or backed-up note content.

Troubleshooting

A note is not saving

Make sure the note is not blank, then tap the arrow button. If the issue persists, close and reopen LogPad and try again.

Search is not finding a note

Try another search mode or widen the date range. Exact Words works best when you remember the phrase. Best Match works better when you remember the meaning or topic.

A Smart Folder is empty

Check the Smart Folder filters. The text query, date range, tag rules, or attachment/link filters may be too restrictive.

iCloud sync is not updating

Make sure you are signed in to iCloud and that iCloud Drive is available for LogPad in system Settings. Sync requires an internet connection. Local capture and browsing continue to work offline.

An attachment is unavailable

If an attachment was added on another device, it may still be syncing or may not be available on this device yet. Try again after iCloud has finished syncing.

Daily Backup is not updating

Open Settings and check the displayed folder and error message. The selected file provider or external volume must be available. Use Back Up Now to retry. If another LogPad installation owns the folder, confirm takeover or choose a separate folder.

Support

Use Settings > Support & Help > Contact Support.

Support email: support@semore-software.com