Smart Note
Instruction Manual

Getting Started

1. Account Creation

1. Go to the Smart Note website (the link you received).
2. Click "Continue with Google" or "Continue with Microsoft".
3. After signing in, you will automatically receive 20 free credits (enough for ~20 pages).

2. Joining Organization

When someone invites you into an organization (shared credits pool):

1. Click your profile → Settings → Invitations tab
2. You will see pending invitations
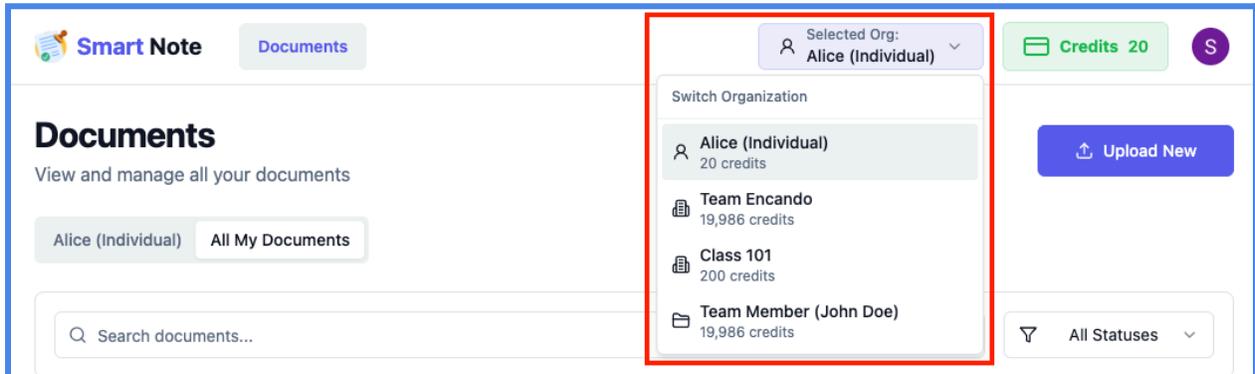3. Accept and you will now see shared team credits (often thousands!).

3. Switching Organization

Check the top-right corner - it shows which org you are currently using. Make sure you have selected the correct org.
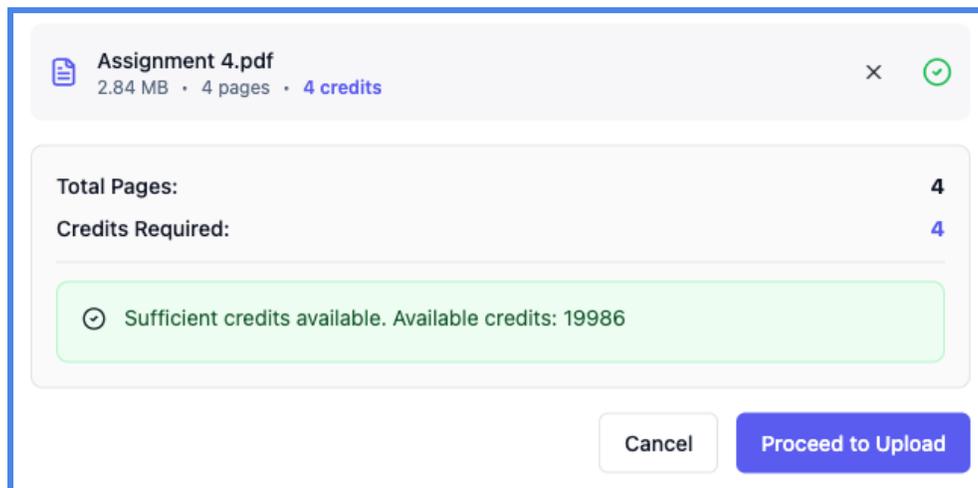
- Alice (Individual) → uses your personal credits
- Team Encando → uses shared organization credits (usually much higher)

Managing Documents

1. Uploading & Converting PDFs

1. Click the Upload New button (top right)
2. Drag & drop your PDF files or click Browse Files
3. Click Proceed to Upload. Wait a few minutes for the files to be processed

2. Editing Your Document

1. Go to Documents → click the document name
2. You now have a full WYSIWYG editor (just like Microsoft Word or Google Docs)

Useful editing tips:

- Change headings, Insert images, tables, links etc.
- To edit or add math/chemical equations → double-click any equation → and use the MathType editor

3. Checking Accessibility

Before downloading the final PDF, we recommend running the accessibility checker:

1. Click Check Accessibility (top toolbar)
2. It will show Passed / Violations / Inapplicable
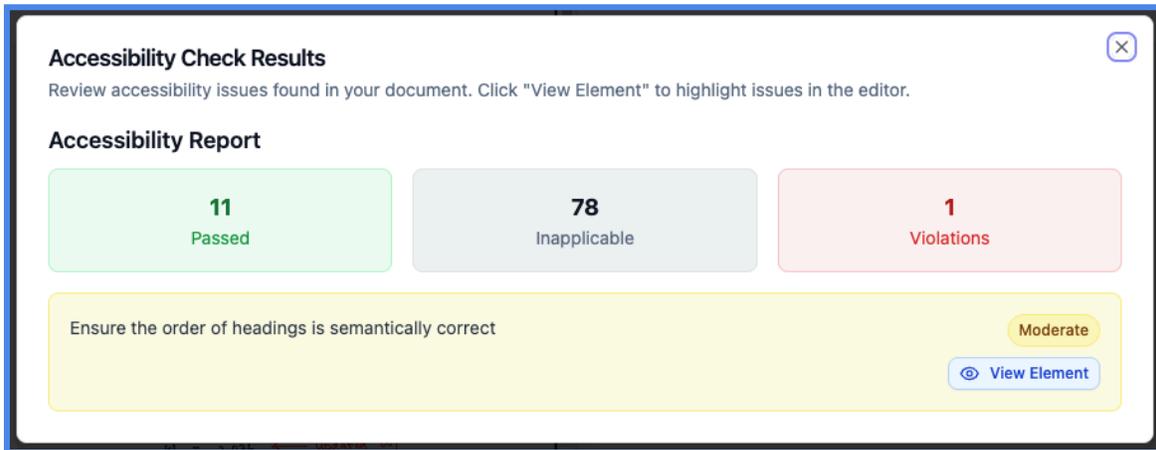
3. Click View Element on any issue → it highlights the exact spot
4. Fix the issues based on the error description

4. Downloading the Final Accessible PDF

Once everything looks perfect and accessibility check shows 0 violations:

1. Click the Download as PDF button (top right)
2. Your PDF is now accessible (screen-reader friendly) and ADA/WCAG compliant.

Adding Team Members

You can give other people access to upload and edit your documents.

From your main account:

1. Settings → Team members tab
2. Type their email → click Invite member

The team member will:

- Register on Smart Note
- Go to Settings → Helper Invitations → Accept your invitation
- They can now upload & edit documents using your credits.

Individual Usage

Smart Note uses a pay-as-you-go system:

1 credit = 1 page converted

To buy more credits:

1. Click your profile picture (top-right) → Settings
2. Go to the Individual Billing tab

Settings
Manage your account preferences and billing

Profile   Invitations   **Individual Billing**   My Helpers

Individual Credit Balance
Manage your personal credits

Current Balance
363

✓ **Pay as you go** - Only pay for what you use, no subscriptions

✓ **$0.15 per credit** - Buy any amount, credits never expire

✓ **1 credit = 1 page conversion** - Predictable, flat rate pricing

Buy More Credits

Receipt History
Your past credit purchases

Date	Processed By	Amount	Credits	Status	Receipt
20 Nov 2025 17:46:36	You	$22.50	150	Paid	⬇ View Receipt

3. Click Buy More Credits, Enter required credits and Complete the payment.
4. Credits are added instantly and never expire.