Create an AFFiNE doc and export it as Markdown

> Filled example of the free SOP step-guide template from https://affine.pro/blog/open-source-ai-scribe-alternatives
> Screenshots were captured during a real run on 2026-10-03 and annotated by hand.

Field	Value
Owner	Support lead
Audience	Anyone writing a weekly handoff note in AFFiNE
Tool and version	AFFiNE web app (app.affine.pro), local workspace, no sign-in
Last tested	2026-10-03 by the AFFiNE editorial team
Review by	2027-01-03
Steps	6

Purpose

Create a short handoff doc with a checklist and one screenshot, then export it as Markdown so it can be stored in a repository, wiki, or another editor.

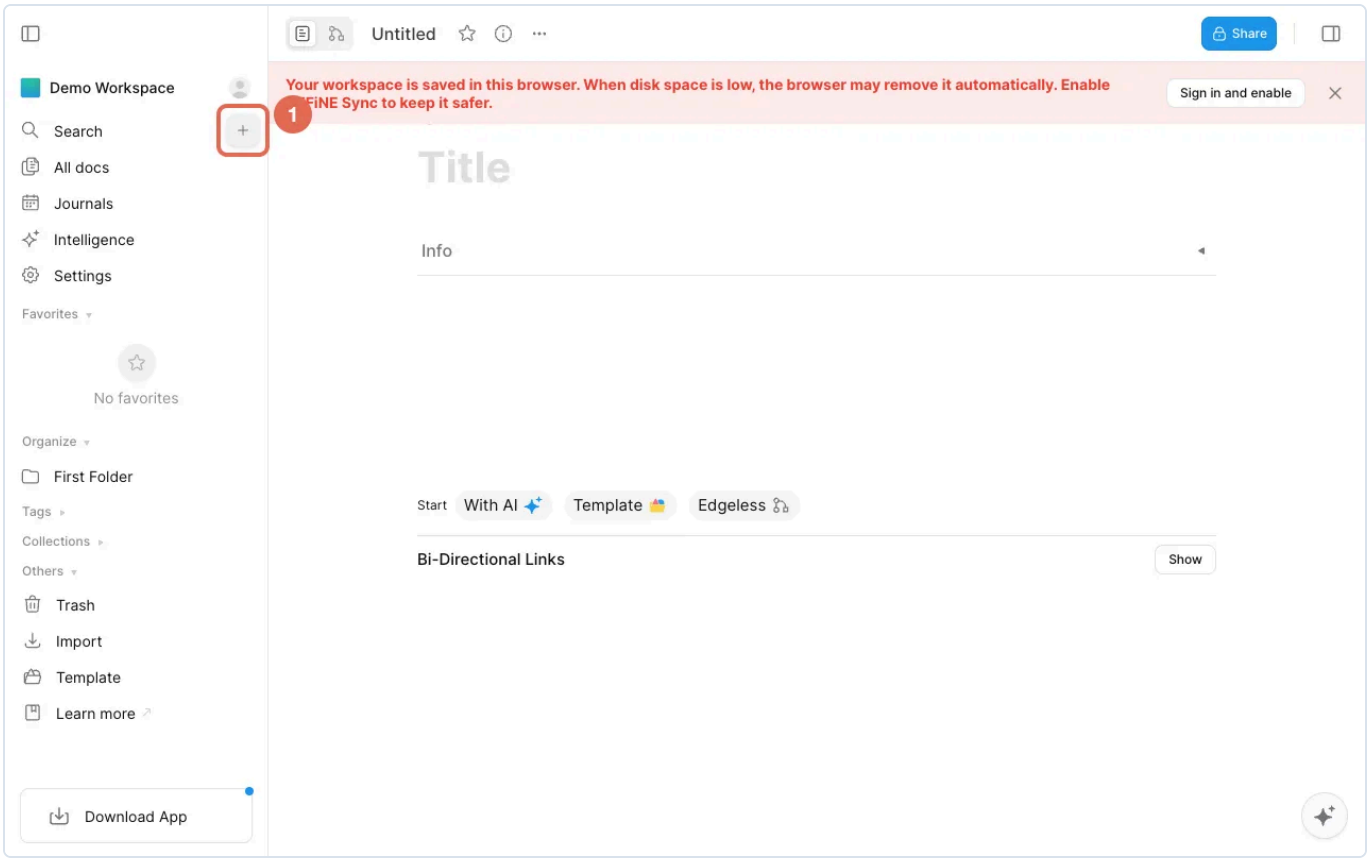
Before you start

- [ ] Open https://app.affine.pro in a desktop browser. A local workspace works without an account.
- [ ] Have the screenshot you want to include saved as an image file.
- [ ] Sensitive data check: the screenshot must not show passwords, tokens, customer data, or personal information.

Steps

1. Click + next to Search to create a new doc

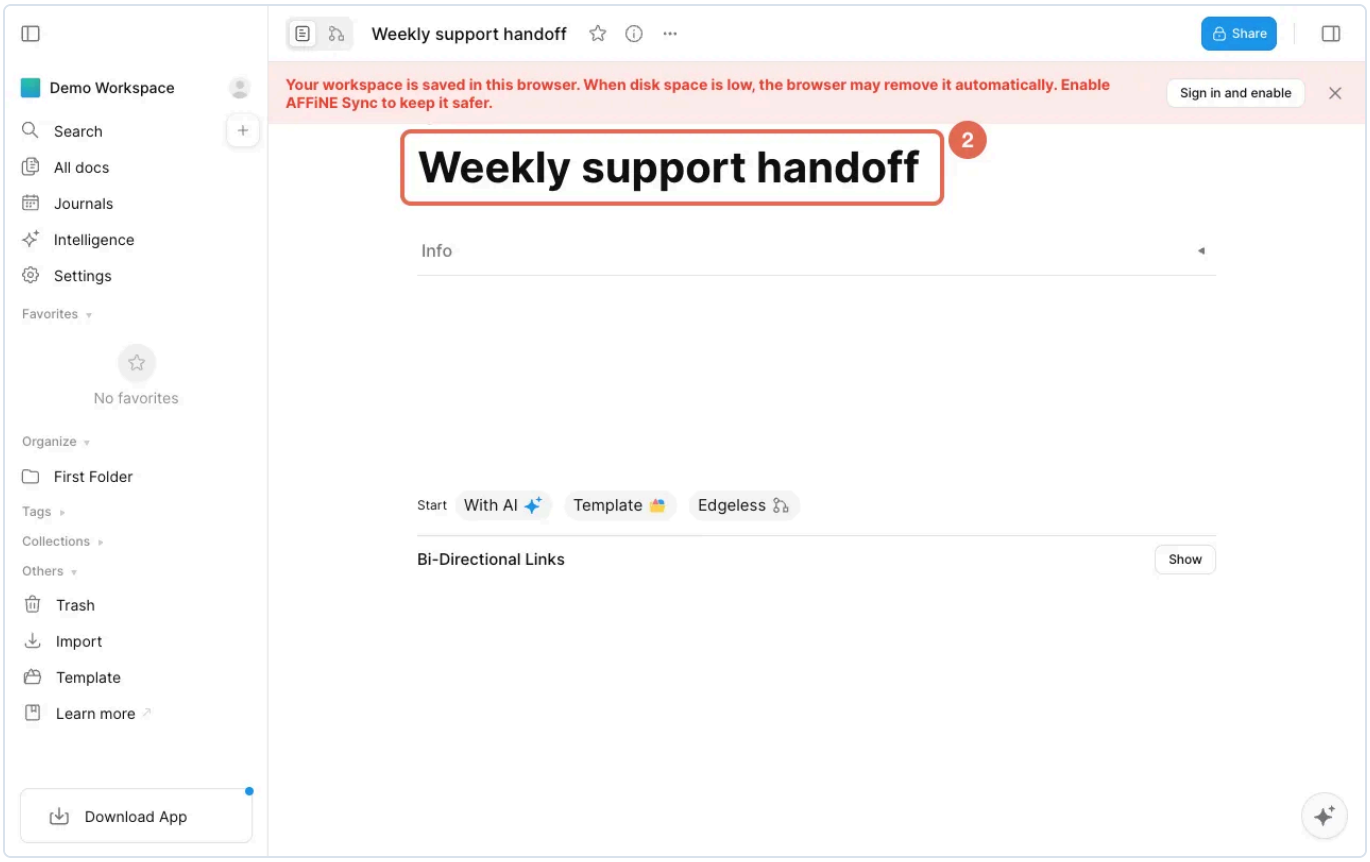
In the left sidebar, click the **+** button to the right of **Search**. A new doc opens with an empty **Title** field.



Expected result: the header shows **Untitled** and the cursor is in the doc.

2. Type the doc title

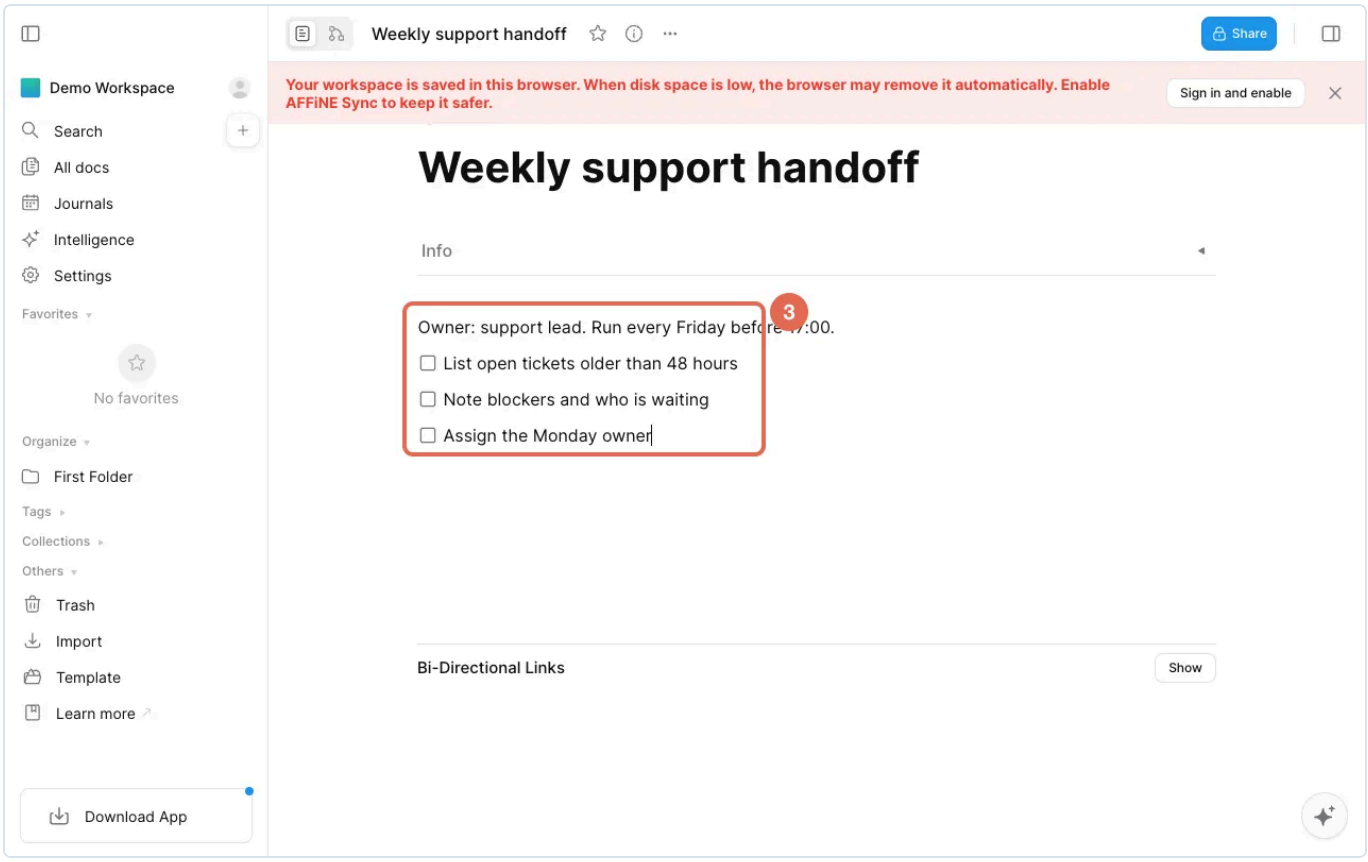
Click **Title** and type `Weekly support handoff`.



Expected result: the header name changes from **Untitled** to the new title.

3. Write the body and checklist

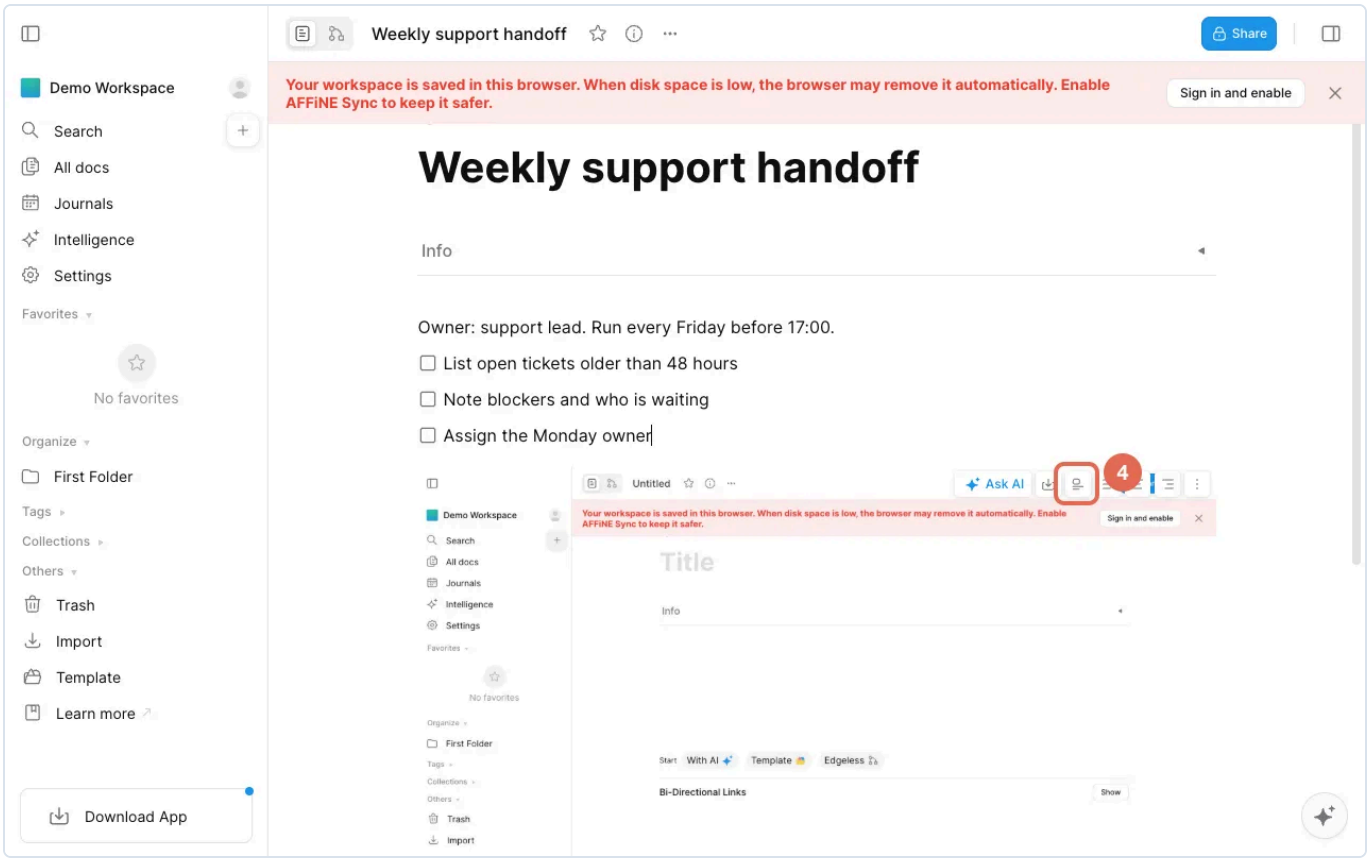
Press **Enter**, type the owner line, press **Enter** again, then type `[]` followed by a space to start a checklist. Add one checklist item per line.



Expected result: each line after `[]` shows an empty checkbox.

4. Insert the screenshot and add a caption

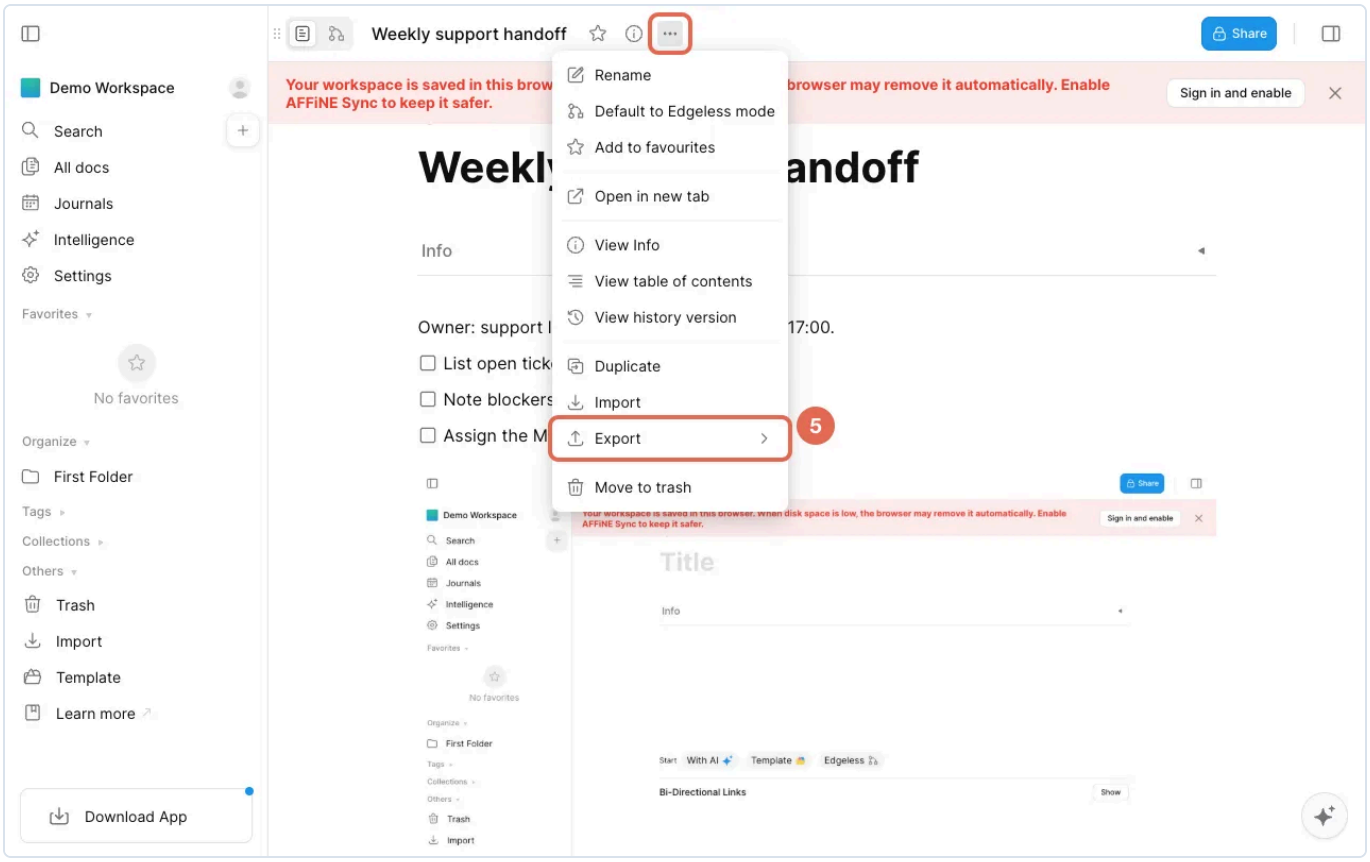
On a new line, type `/image`, press **Enter**, and choose the image file. Select the image and click **Caption** in the image toolbar to add a short caption.



Expected result: the image appears in the doc and the caption shows below it.

5. Open the doc menu and hover Export

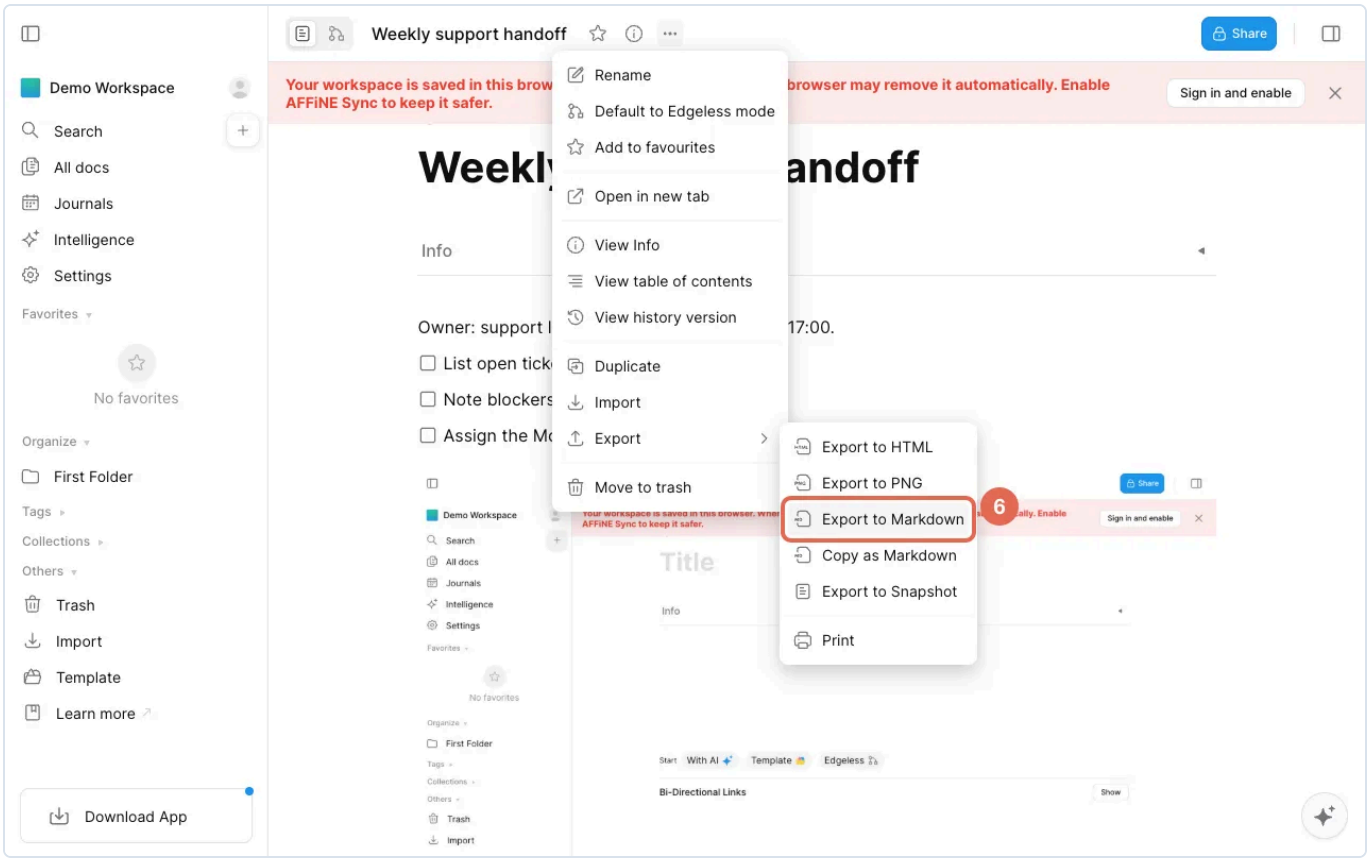
Click the ··· button next to the doc title, then hover **Export**.



Expected result: a submenu lists Export to HTML, Export to PNG, Export to Markdown, Copy as Markdown, Export to Snapshot, and Print.

6. Click Export to Markdown

Click **Export to Markdown**.



Expected result: because the doc contains an image, the browser downloads `Weekly support handoff.zip`.

Result

The zip contains `index.md` and an `assets/` folder with the image. In our run the Markdown looked like this:

```
# Weekly support handoff

Owner: support lead. Run every Friday before 17:00.

* [ ] List open tickets older than 48 hours
* [ ] Note blockers and who is waiting
* [ ] Assign the Monday owner

![](assets/<image-id>.jpeg "Step 1: click + next to Search to create a new doc")
```

Unzip the file before importing it elsewhere so the relative `assets/` path keeps working.

Troubleshooting

Problem	Likely cause	Fix
The image has no alt text in other tools	AFFiNE exports the caption as the Markdown image title, and alt text stays empty	Add alt text by hand inside `![ ]` after export
Images are missing after import	Only `index.md` was imported	Keep `index.md` and `assets/` together, or import the whole zip
A banner warns that the workspace is saved in this browser	Local workspaces live in browser storage	Export important docs, or enable sync or self-hosting before relying on it

Change log

Date	Change	By
2026-10-03	First version, tested end to end	AFFiNE editorial team

Free example from affine.pro/blog/open-source-ai-scribe-alternatives · Tested 2026-10-03