Notes Plus User Guide

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About This Guide

This User Guide describes all the functions available in the Notes Plus app. If you're the savvy type who can't wait to explore the app right away, please feel free to do so, although you're invited to read through this guide first to get a general picture of what the app is capable of. It might be more capable than you expected!

All feedback is welcome to improve this guide. Just [email us](#)!

Thank you for choosing Notes Plus for your note-taking needs.

IMPORTANT

• Unless otherwise indicated, all the step-by-step instructions in this guide start from the main screen, that is, the screen you see when first launching the app.
• The icons presented in the instructions follow the default Flat theme. If using one of the other [themes](#), you should still have no difficulty reading this guide.
• If you are a left-handed user, simply switch between "left" and "right" where either word appears in the guide. It's advisable to also [set your writing position](#).

Notes Plus at a Glance

iPad   7:34 PM   Not Charging

Page Navigator

Current Style

Edit Modes

Undo

Stylus / Finger Mode

Quick Tools

Tools

Fullscreen

Library

Splitter Bar

Palm Pad Handle
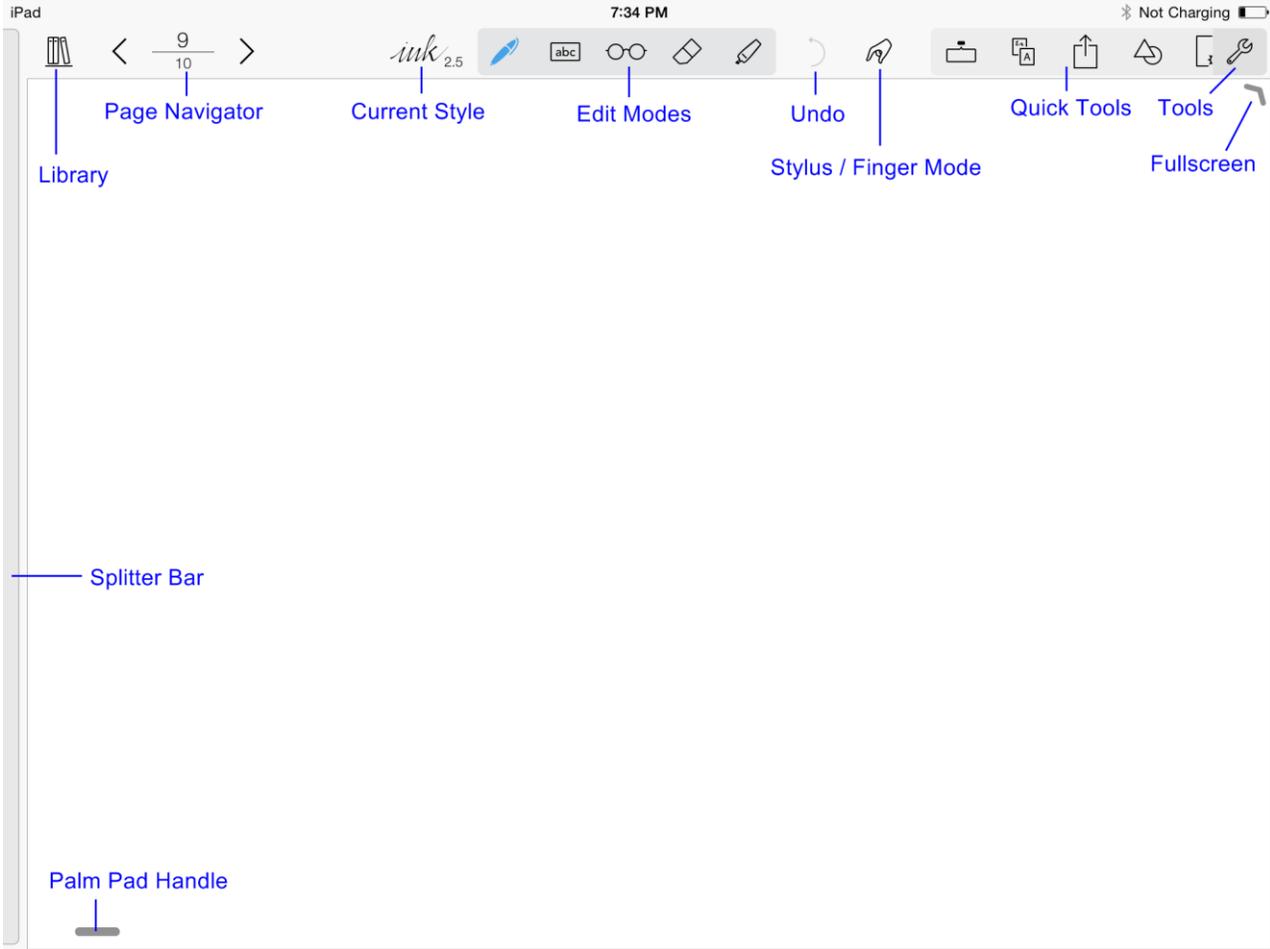
 provides tools for organizing your notebooks.

 lets you navigate through pages.

 allows you to change the current style of the selected edit mode.
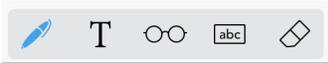
 houses the tools for taking notes.

 undoes an action.

 toggles Palm Rejection.

 keeps your most commonly used tools.

 lists most commands.

 maximizes the work area by hiding all interface controls.
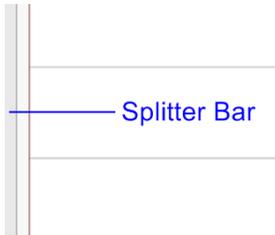
 separates the paper panel and browser panel.

 gives access to the Palm Pad.

The Basics

Taking Notes

The tools for taking notes are located in the Edit Modes section in the header. In portrait mode, there are 4 slots whereas there are 5 in landscape.

Write: Select ✐ mode, then write on the screen as you would on paper.

> **Tips**
>
> • If you see the page jiggle as you write, go to iPad *Settings > General*, and make sure *Multitasking Gestures* is OFF. If that didn't work, check that *Zoom* is also OFF in iPad *Settings > General > Accessibility*.
> • Try close-up writing mode for a more comfortable writing experience, especially if you're writing with a finger instead of a stylus!

Type: Select T mode, then type your notes.

Type at a specific location: Select abc mode, tap the location, then type your notes.

> **Tip**
>
> You can also create a text box at a location by tapping with two fingers there, then choose *Text Box*. For this to work, make sure *Two-finger Tap for 'Text Box' and 'Paste'* is ON in App Settings.

Highlight notes: Select ✐ mode, then swipe over them. The highlighting will be underneath the notes.

> **Tips**
>
> • If you don't see any of the above edit modes, see Customizing the Edit Modes section.
> • For each of the modes above, you can customize its default style (color, size, etc.).

Editing Content

Erase handwriting or highlighting

- *With the Eraser*: Select ◇ mode, then wipe over the text or highlighting.

- *With the Deletion Gesture*: Select ✐ mode, then draw horizontal lines over the text or highlighting in a back-and-forth motion just as you would cross out a word on paper.

- *With the Scrubbing Gesture*: Select ✐ mode, scribble over the text or highlighting in a tight zigzag.

> **Tip**
>
> For these gestures to work, make sure they're enabled in [App Settings](#).

Edit full-page typed text: Select T mode, then edit the text.

Edit a text box: Select [abc] mode, tap the text box, then edit the text.

> **Tip**
>
> You can also edit a text box by tapping it with two fingers, then choosing *Text Box*. For this to work, make sure *Two-finger Tap for 'Text Box' and 'Paste'* is ON in [App Settings](#).

Zooming & Scrolling

Zoom in: Pinch out on the page.

Zoom out: Pinch in on the page.

> **Note**
>
> You can only zoom the page when the selected edit mode is not T .

Zoom to fullscreen: Tap ⌐ near the top-right corner. To exit fullscreen, tap ∟ .

Scroll the page

- Method 1: Drag along the right edge to scroll vertically, or along the bottom edge to scroll horizontally (when zoomed in).

> **Tip**
>
> By default, there are two invisible scrollbars on the right and bottom edges of the screen. They can be turned off or customized in App Settings.

- Method 2: Drag with two fingers on the page.

- Method 3: Select ⟲⟳ mode and drag on the page.

Navigating Through Pages

⟨ $\frac{9}{10}$ ⟩

Go to the previous or next page: Tap ⟨ or ⟩ , or scroll the page down/up. If you're in single-page mode, keep scrolling until you see "Release to turn page" at the top/bottom of the work area.

Jump to a page: Tap the page navigator, tap the "Jump to page" field and enter a page number. Or scroll through the thumbnails and tap one to jump to the corresponding page.

Undoing & Redoing

If you make mistakes in your notes, you can undo up to the last 30 actions of these types:

- Writing

- Highlighting

- Erasing handwriting

- Inserting an object (a text box, shape, or picture)

- Modifying a shape

- Pasting content from the Clipboard

- Resizing / Moving / Rotating / Deleting / Duplicating a selection

- Changing the style of a selection

Undo an action: Tap ⟲ .

> **IMPORTANT**
>
> In single-page mode, if you switch pages, you can no longer undo what was done on the previously viewed page. In continuous mode, however, you can still undo what was previously done on a different page.

Redo an action: Long-press ⟲ and tap ⟳ *Redo*, or tap ⟳ in Quick Tools.

Undo typing

- Method 1: Shake your iPad, then tap *Undo Typing*.

- Method 2: Tap the .?123 key on the keyboard, then tap *undo*.

Redo typing

- Method 1: Shake your iPad, then tap *Redo Typing*.

- Method 2: Tap the .?123 key, then #+= , then *redo*.

Modifying the Current Page or Notebook

Rename the page

1. Scroll the page to the top so that its top-right header is visible.

2. Tap the page header.

3. Type a new name, and tap the *return* key or ✔ .

Clear the page

1. Tap 🔧 then ✕ *Delete,* or tap ✕ in [Quick Tools](#).

2. Tap ▢ *Clear Page.*

Delete the page

1. Tap 🔧 then ✕ *Delete,* or tap ✕ in [Quick Tools](#).

2. Tap ▢ *Delete Page.*

Make the page or notebook read-only / writable

1. Tap 🔧 > ⊗ *Read-only*, or tap ⊗ in [Quick Tools](#).

2. Turn ON / OFF ▢ *Page Read-only*, or ▢ *Notebook Read-only.*

Insert a blank page

1. Tap ⚲ then + *New,* or tap + in <u>Quick Tools</u>.

2. Tap ⊡ *Page Before* or ⊡ *Page After.*

> **Tip**
>
> By default – in <u>continuous mode</u> – pages are automatically added at the end of the current notebook as needed. In single-page mode, you can add a new page simply by going to the next page while on the last.

Create a new notebook

1. Tap ⚲ then + *New,* or tap + in <u>Quick Tools</u>.

2. Tap ⊟ *Notebook.*

3. Tap the default notebook title ("Untitled"), type a new name, then tap the return key or ✔ in the header.

> **Note**
>
> The new notebook will be created in the same <u>folder</u> containing the notebook being viewed.

See also <u>Changing Page Properties</u>.

Saving

Your notes are saved automatically every few minutes or when you switch pages.

Save data manually: Tap ⚲ > 🖫 *Save*, or tap 🖫 in <u>Quick Tools</u>.

> **Tip**
>
> You can change the auto-save interval or disable this feature altogether in <u>App Settings</u>.

Selecting Content

To manipulate existing content or change its style, you need to select it first.

Select handwritten text: Select ✎ mode, draw a loop around the text, then tap ✓.

Select full-page typed text: Select T mode, double-tap a word, then drag the blue handles to resize the selection.

Select an object

An object can be a text box, shape, picture, or [grouped object](#).

- <u>Method 1</u>: Select ✎ mode, tap the object, then tap ✓.

- <u>Method 2</u>: Select ◯◯ mode, then tap the object.

Select a rectangular area of content

1. Select ⬚ mode.

2. Drag from the top-left of the content to its bottom-right, creating a frame around it.

   - ***Reposition the frame***: Drag on it.

   - ***Resize the frame***: Drag its ⬐ handle in any direction.

3. Tap ✓.

Select any part of your notes: Select ✎ mode, draw a loop around the part, then tap ✓.

Changing Content Style

Change the style of handwritten text

1. Select the handwriting, then:

   - Tap the "ink" icon in the header; OR

   - Tap ⬭, then choose *Change Pen Style*.

2. Change the pen style.

Change the style of full-page typed text

1. Select T mode, tap the "text" icon in the header.

2. Change the text style.

Change the text style of a text box

1. Select the text box, then:

   - Tap the "text" icon in the header; OR

   - Tap ⬭, then choose *Change Text Style*.

2. Change the text style.

Change the display style of a text box: Select the text box, tap ⬭, then choose *Change Text Box Options.* The changed display style will apply to future text boxes as well.

See also Customizing an Edit Mode.

Manipulating Content

To manipulate content, <u>select</u> it first, then you can do the following operations on it:

Delete the selection: Tap ✕ , or tap ☰ and tap *Delete*.

Move the selection: Drag it to a desired location.

Scale the selection: Drag its ⌐ handle in any direction.

> **Note**
>
> By default, <u>pictures</u> will be scaled uniformly. Tap ☰ and choose *Unlock Aspect Ratio* to turn off this behavior.

Rotate the selection: Place two fingers on it, then make a rotation gesture.

Copy the selection: See <u>Notes Plus Clipboard</u>.

Duplicate the selection: Tap ☰, tap *Duplicate*, then drag the duplicate to a desired location.

Change the style of the selection: See <u>Changing Content Style</u>.

Make the selection on top of or underneath other content: Tap ☰, then tap *Bring to Front* or *Send to Back*.

Grouping Objects

You can group objects into a single one and conveniently manipulate it. This is useful in cases like moving a picture and its caption together.

Group objects: <u>Select</u> them, tap ☰, then tap *Group*.

Ungroup a grouped object: <u>Select</u> it, tap ☰, then tap *Ungroup*.

Customizing an Edit Mode

When you customize an edit mode, you define its default style for future use.

Customize Pen mode: Select ✏ mode, then tap the "ink" icon in the header.

You can change the following properties of a pen style:

- **Color**: Tap and select a color from the color wheel and/or adjust its opacity. If you've taken a course on color theory, flick left to enter a specific color!

- **Thickness**: Tap $\boxed{-}$ or $\boxed{+}$ to decrease or increase the thickness by 0.5 value, or tap the number itself and change it.

- **Pen**: Choose ◯ *None* or any of the effects of
  △ *Ballpoint*, ⟁ *Fountain*, 🖊 *Calligraphy*, and ⟁ *Wet Brush*.

- **Viscosity** (for △ , ⟁ , and ⟁ only): Tap $\boxed{-}$ or $\boxed{+}$ to decrease or increase the viscosity by 0.05 value, or tap the number itself and change it.

- **Nib Angle** (for 🖊 only): Tap $\boxed{-}$ or $\boxed{+}$ to decrease or increase the nib angle by 0.05 value, or tap the number itself and change it.

- **Fill**: Turn it ON to fill the stroke with a fill color and make Color above the outline color.

- **Fill Color**: Choose a fill color the same way you choose Color above.

Customize Text mode: Select $\top$ or ⊞abc mode, then tap the "text" icon in the header.

You can change the following properties of a text style:

- **Size**: Tap $\boxed{-}$ or $\boxed{+}$ to decrease or increase the font size by 1 point, or tap the number itself and change it.

- **Color**: Tap and select a color from the color wheel and/or adjust its opacity. If you've taken a course on color theory, flick left to enter a specific color!

- **Font**: Tap and choose from the list of system fonts.

Customize Highlighter mode: Select ✐ mode, then tap the "highlighter style" icon in the header.

You can change the following properties of a highlighter style:

- **Color**: Tap and select a color from the color wheel and/or adjust its opacity. If you've taken a course on color theory, flick left to enter a specific color!

- **Thickness**: Tap $\boxed{-}$ or $\boxed{+}$ to decrease or increase the thickness by 0.5 value, or tap the number itself and change it.

Customize Eraser mode: Go to App Settings and change the value of any of *Eraser Size*, *Eraser Horizontal Offset*, and *Eraser Vertical Offset*.

Enriching Notes

Favorite & Recent Styles

If you frequently use different styles to add variety to your notes, Favorite and Recent Styles will come in handy.

Add the current style to Favorite Styles

1. Select the desired edit mode: ✐ , $\top$, ⊞abc , or ✐ mode.

2. Tap the "ink", "text", or "highlighter" style icon in the header.

3. Customize the style, if necessary.

4. Tap ☆⊕ in the header and tap outside the popover.

Use and manage Favorite Styles

1. Select the desired edit mode: ✎ , T , abc , or ✐ mode.

2. Tap the "ink", "text", or "highlighter" style icon in the header.

3. Tap the *Favorite Styles* button at the bottom, then you can:

   - **Use a style**: Tap it, then tap outside the popover to close it.

   - **Manage styles**: Tap *Edit* in the header, tap the styles, then you can:

     o *Reorder them*: Drag the selection to a new position in the list.

     o *Remove them*: Tap the *Remove* button.

   - **Show these styles on the page**: Tap *Float*.

Move the floating Favorite Styles panel: Drag on its three-line handle.

Customize the floating Favorite Styles panel

1. Tap the three-line handle, tap *Customize*, then you can:

   - *Resize the panel*: Drag on its ◩ handle.

   - *Reorder styles*: Tap the styles, then drag the selection to a new position in the list.

   - *Remove styles*: Tap the styles, then tap the *Remove* button.

2. Tap outside the popover to confirm.

Hide the floating Favorite Styles panel: Tap the three-line handle, then tap *Hide*. Or tap the style icon, tap *Favorite Styles*, and then *Dock*.

Use and manage Recent Styles

1. Select the desired edit mode: ✐ , T , [abc] , or ✐ mode.

2. Tap the "ink", "text", or "highlighter" style icon in the header.

3. Tap the *Recent Styles* button at the bottom, then you can:

   - **Use a style**: Tap it, then tap outside the popover to close it.

   - **Manage styles**: Tap *Edit* in the header, tap the styles, then you can:

     o *Reorder them*: Drag the selection to a new position in the list.

     o *Add them to Favorite Styles*: Tap the *Add to Favorite* button.

Shapes

Insert a shape by drawing it

1. Draw a rough line, ellipse, or polygon.

2. Tap ⟨∧⟩, ⟨◯⟩, ⟨▢⟩, or ⟨⬠⟩ to tell the app to correct the indicated shape.

> **Note**
>
> For this to work, make sure *Shape Detection* is ON and *Shape Detection Threshold* relatively low in App Settings.

Insert a shape from the Shapes library

1. Tap ✐ > ⟨△⟩ *Insert Shape*, or tap ⟨△⟩ in Quick Tools.

2. Tap a shape, then drag the inserted shape to a desired location.

Modify a shape

Except for squares and rectangles, you can modify lines and shapes having sharp corners.

1. Select it.

2. Drag one or more of its vertices.

Manipulate a shape: See Manipulating Content.

Pictures

Insert a picture from Photos

1. Tap ⚒ > 🖼 *Insert picture from Photos…*, or tap 🖼 in [Quick Tools](#).

2. Pick a picture in either *Camera Roll* or *Photo Library*.

3. Drag the inserted picture to a desired location.

Insert a picture from Camera

1. Tap ⚒ > 📷 *Insert picture from Camera…*, or tap 📷 in [Quick Tools](#).

2. Take a picture. Tap *Use* to insert it or *Retake* to take a different one.

3. Drag the inserted picture to a desired location.

Insert a picture from a web page: See [In-app Browser](#).

Tip
You can copy an image outside Notes Plus (for example, long-press an image in Safari or Photos, then choose *Copy*), then switch to Notes Plus and [paste the image](#).

Manipulate a picture: See [Manipulating Content](#).

Organizing Notes

The Library

The Library is the main interface for managing your notebooks, among other things.

Open the Library: Tap ⫿⫿ (top-left icon). Then continue to tap the section of interest, as described below:

Section	What's in it
🕐 Recent	Notebooks that have recently been opened
☆ Favorite	Notebooks that have been added to Favorite
⫿⫿ Notebooks	All the notebooks
🎤 Recordings	All the recordings
🗑 Trash	Deleted pages, notebooks, and folders
🔄 Auto Backup	A section that allows backing up notes automatically to Dropbox
☁ Import	A section that allows importing files from a cloud account into Notes Plus to annotate

> **Tip**
>
> Turn your iPad to landscape mode to see the descriptive text next to each icon in the Library.

Sort the right-hand list in view: Where applicable, tap *Name*, *Created Date*, or *Modified Date* below the section header.

Close the Library: Tap ⊗ in the top-left corner.

Grid View & List View

Folders, notebooks, and pages can be listed as either icons (Grid View) or text entries (List View). These two views are available in the following sections: ⏲ *Recent*, ☆ *Favorite*, 📚 *Notebooks*, and 🗑 *Trash*.

Display items in List View: Tap ☰ near the top-right corner.

Display items in Grid View: Tap ⊞ .

Resize items in Grid View

- *Shrink them*: Pinch in within the view.

- *Enlarge them*: Pinch out within the view.

Folders

A folder might contain notebooks or other folders, providing multi-level organization for your notes. The organizational hierarchy is similar to that of folders and files on a computer.

Create a folder

1. Open the 📚 *Notebooks* section.

2. Tap 🗀 *New Folder.*

3. Type a name, then tap the *return* key or ✔ in the header.

Create a subfolder

1. Open the 📚 *Notebooks* section.

2. Open the containing folder.

3. Tap 🗀 *New Folder.*

4. Type a name, then tap the *return* key or ✔ in the header.

Open a folder: Tap it in the Library view.

Go back to the previous folder: Tap ⟨ *previous_folder* in the section header.

See also Operations Common to Folders and Notebooks.

Notebooks

A notebook contains at least one page and can have as many pages as you want.

Create a notebook

1. Open the ⫿⫞ *Notebooks* section.

2. Open the containing folder. Otherwise, the notebook will be created in the root folder.

3. Tap ⯐ *New Notebook*.

4. Type the notebook title. If needed, choose a notebook cover, a paper background, and change other page settings.

5. Tap the return key or ✔ in the header.

> **Tip**
>
> You can also create a notebook quickly from the main screen.

Open a notebook

1. Open the ⫿⫞ *Notebooks* section (or 🕐 *Recent* or ☆ *Favorite*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder. Then:

    - *In List View*: Tap the notebook.

    - *In Grid View*: Tap the notebook and choose *Open*.

List the pages of a notebook

1. Open the ⫼ *Notebooks* section (or ⏱ *Recent,* ☆ *Favorite,* or 🗑 *Trash*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder. Then:

   - *In List View*: Tap ⊙ on the right of the notebook.

   - *In Grid View*: Tap the notebook and choose *List Pages*.

Change the cover of a notebook

1. Open the ⫼ *Notebooks* section (or ⏱ *Recent* or ☆ *Favorite*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder.

3. Switch to Grid View.

4. Tap the notebook, choose *Change Notebook Cover*, then choose a cover.

> **Tip**
>
> You can also change the cover of the current notebook from the main screen. See Changing Page Properties.

Open a notebook in the browser panel

1. Open the ⫼ *Notebooks* section (or ⏱ *Recent* or ☆ *Favorite*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder. Then:

   - *In List View*: Swipe across the notebook and tap ▮▯ .

   - *In Grid View*: Tap the notebook and choose *Open in Web Browser*.

3. You can't edit the notebook in the browser view, but you can do the following:

- **Turn pages**

  o *In [continuous](#) mode*: Drag the page up/down.

  o *In single-page mode*: Drag up at the bottom to go to the next page, or down at the top to go to the previous.

- **Jump to a page**: Long-press the right edge to bring up a small thumbnail image, then keep dragging up/down and release the finger/stylus on the desired page.

Add a notebook to Favorite

1. Open the 📚 *[Notebooks](#)* section (or 🕐 *Recent*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder. Then:

- *In [List View](#)*: Swipe across the notebook and tap ☆⊕ .

- *In Grid View*: Tap the notebook and choose *Add to Favorite*.

Remove a notebook from Favorite

Method 1

1. Open the 📚 *[Notebooks](#)* section (or 🕐 *Recent*, if the notebook is listed there).

2. Make sure the notebook is in view. If it's in another folder, open that folder. Then:

- *In [List View](#)*: Swipe across the notebook and tap ☆x .

- *In Grid View*: Tap the notebook and choose *Remove from Favorite*.

Method 2

1. Open the ☆ *[Favorite](#)* section.

2. Switch to [List View](#).

3. Swipe across the notebook and tap ☆x .

Add many notebooks to Favorite

1. Open the ⫘ *Notebooks* section.

2. Make sure the notebooks are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the notebooks.

5. Tap ☆ *Favorite* in the left sidebar and choose *Add to Favorite.*

Remove many notebooks from Favorite

1. Open the ⫘ *Notebooks* or ☆ *Favorite* section.

2. Make sure the notebooks are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the notebooks.

5. Tap ☆ *Favorite* in the left sidebar and choose *Remove from Favorite.*

Operations Common to Folders and Notebooks

Rename a folder or notebook

1. Open the ⫘ *Notebooks* section.

2. Make sure the item is in view. If it's in another folder, open that folder.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on the item.

5. Tap ▭ *Rename* in the left sidebar, type a new name, then tap the *return* key

   or ✔ in the header.

Copy / Move folders and/or notebooks to a folder

1. Open the 📚 *Notebooks* section.

2. Make sure the items are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ⬭ on each of the items.

5. Tap 📄 *Copy* or 📋 *Move* in the left sidebar.

6. Tap the destination folder where the items are going, then tap *Copy* / *Move* in the header.

Delete folders and/or notebooks

1. Open the 📚 *Notebooks* section.

2. Make sure the items are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ⬭ on each of the items.

5. Tap 🗑 *Delete* in the left sidebar and confirm.

Make folders and/or notebooks read-only / writable

1. Open the 📚 *Notebooks* section.

2. Make sure the items are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ⚪ on each of the items.

5. Tap ⊘ *Read-only* in the left sidebar and choose *Make Read-only / Writable*.

Password-protect / Unprotect folders and/or notebooks: See Protecting Notes.

Export folders and/or notebooks: See Exporting.

Pages

Open a page: Tap it in the Library view.

Rename a page

1. Open the 📚 *Notebooks* section.

2. Find the containing notebook and list its pages.

3. Tap *Edit* in the top-right corner.

4. Tap ⚪ on the page.

5. Tap ▭ *Rename* in the left sidebar.

6. Type a new name, then tap the *return* key or ✔ in the header.

Tip
You can also quickly rename the current page from the main screen.

Delete pages

1. Open the 📚 *Notebooks* section.

2. Find the containing notebook and list its pages.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the pages.

5. Tap 🗑 *Delete* in the left sidebar and confirm.

> **Tip**
>
> You can quickly delete a page in List View by swiping across it and tapping 🗑 . You can also quickly delete the current page while in the main screen.

Reorder a page

1. Open the 📚 *Notebooks* section.

2. Find the notebook and list its pages.

3. Switch to List View.

4. Tap *Edit* in the top-right corner.

5. Long-press the three-line handle on the right of the page, then drag it up/down to the new position.

6. Tap ✔ in the section header when you're done.

> **Tip**
>
> You can also rename, delete, reorder the pages of the current notebook via the Thumb List.

Copy / Move pages of a notebook to another

1. Open the 📚 *Notebooks* section.

2. Find the source notebook and list its pages.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the pages.

5. Tap 🗋 *Copy* or 🗋 *Move* in the left sidebar.

6. Tap the destination notebook where the pages are going, then tap *Copy* / *Move* in the header.

The Recent Section

As you open notebooks, they will be automatically added to this section, with the most recent one at the top.

Show a notebook in the Notebooks section

Open the 🕐 *Recent* section (or ☆ *Favorite*, if the notebook is listed there). Then:

- *In List View*: Swipe across the notebook and tap 🗇 .

- *In Grid View*: Tap the notebook and choose *Show in Notebooks*.

Clear the Recent list: Tap *Clear* in the header and confirm.

In this section, you can also do the following on a notebook:

- Open it

- List its pages

- Add it to Favorite or remove it from there

- Open it in the browser panel

- Rename it (in Grid View only)

- Change its cover

The Favorite Section

This is where you can see your favorite notebooks after adding them to this section. In this section, you can also do the following on a notebook:

- Open it

- List its pages

- Remove it from Favorite

- Show it in the Notebooks section

- Open it in the browser panel

- Rename it (in Grid View only)

- Change its cover

The Trash Section

This is where deleted items (except recordings) are kept until restored or deleted forever.

Open the Trash section: See The Library.

In this section, you can do the following:

Empty the trash: Tap *Empty* in the header and confirm.

List the pages of a deleted notebook: See List the pages of a notebook.

Restore a trash item

1. Make sure the item is in view. If it's in another folder or notebook, open that folder or notebook. Then:

   - *In List View*: Swipe across the item and tap ↺.

   - *In Grid View* (for notebooks and pages only): Tap the item and choose *Restore*.

2. Open the containing folder or notebook and tap *Restore* in the header.

Delete a trash item forever

Make sure the item is in view. If it's in another folder or notebook, open that folder or notebook. Then:

- *In [List View](#)*: Swipe across the item and tap 🗑 .

- *In Grid View* (for notebooks and pages only): Tap the item and choose *Delete Forever*.

Restore many trash items

1. Make sure the items are in view. If they're in another folder or notebook, open it.

2. Tap *Edit* in the top-right corner.

3. Tap ◯ on each of the items.

4. Tap ↺ *Restore* in the left sidebar.

5. Open the containing folder or notebook and tap *Restore* in the header.

Delete many trash items forever

1. Make sure the items are in view. If they're in another folder or notebook, open it.

2. Tap *Edit* in the top-right corner.

3. Tap ◯ on each of the items.

4. Tap 🗑 *Delete Forever* in the left sidebar and confirm.

Finding Notes

You can search for notebook/page/folder names, and typed text (including [converted text](#), even if it's not visible).

Search for notes

1. [Open the section](#) you want to search in, namely, ⏱ *Recent*, ☆ *Favorite*, 📚 *Notebooks*, or 🗑 *Trash*.

2. If necessary, open a folder or [list the pages](#) of a notebook you want to search in.

3. Tap 🔍 near the top-right corner.

4. Type keywords to search for.

5. Tap a found result to open the relevant notebook or page, or tap ⤵ (on the right of the result) to open the containing folder or notebook.

Protecting Notes

Notes Plus allows locking access to a folder or notebook with a single password called the "protection password."

Create the protection password

1. Go to [App Settings](#).

2. Scroll down and tap *Create* next to *Create Protection Password.*

3. Type the password, then tap the *return* key or ✔ in the header. Repeat this step to confirm the password.

> **Tip**
>
> Once you enter the protection password somewhere within the app, it will be remembered until you sleep the iPad – or go to another app – for a certain number of minutes. This time period is called "Password Expiration Time" and can be set in [App Settings](#).

Change the protection password

1. Go to App Settings. Tap *Change* next to *Change Protection Password*.

2. If prompted, type the current password, then tap the *return* key or ✔ .

3. Type the new password, then tap the *return* key or ✔ . Repeat this step to confirm the new password.

Password-protect folders and/or notebooks

1. Open the 📚 *Notebooks* section.

2. Make sure the items are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the items.

5. Tap 🔒 *Lock / Unlock* in the left sidebar and choose *Lock*.

6. If prompted, enter the protection password or create a new one.

Unprotect folders and/or notebooks

1. Open the 📚 *Notebooks* section.

2. Make sure the locked items are in view. If they're in another folder, open it.

3. Tap *Edit* in the top-right corner.

4. Tap ◯ on each of the locked items.

5. Tap 🔒 *Lock / Unlock* in the left sidebar and choose *Unlock*.

6. If prompted, enter the existing protection password.

Recording

Notes Plus allows recording audio that can span many pages and you can hear either entire recordings or just the segments made on a particular page.

Creating Recordings

Start recording: Tap 🎤 in Quick Tools, in either normal mode or close-up writing mode. The icon will flash red 🎤 with a timer next to it, indicating a recording session is in progress.

Stop recording: Tap the flashing icon 🎤 .

Tips

• When prompted, allow access to the iPad microphone when starting your first recording. If you can't record at all or play back a recording, try going to iPad *Settings > Privacy > Microphone* and checking that "Notes Plus" is turned ON.

• If you switch to another app or the iPad Home screen while Notes Plus is recording, recording continues in the background and this is indicated by a flashing status bar. Tap it to go back to Notes Plus.

Accessing Recordings

Play recording(s) made on the current page: Tap ▶ in Quick Tools (the number on the icon shows the number of recordings made on the page). Then:

- *Play the recording*: Tap ▶ .

- *Pause the recording*: Tap ❚❚ .

- *Seek the recording*: Drag the slider.

- *Go to the previous/next recording*: Tap 〈 or 〉 .

- *Close the recording player*: Tap ⊗ .

Play full-length recordings

1. Open the 🎤 *Recordings* section.

2. Tap a recording and tap ▶ to play it, ❚❚ to pause it, or drag the slider to seek it.

Managing Recordings

To manage recordings, list them first by opening the 🎤 *Recordings* section, then you can do the following tasks:

Delete a recording: Swipe across it and tap 🗑 .

Delete many recordings

1. Tap *Edit* in the top-right corner.

2. Tap ◯ on each of the recordings.

3. Tap 🗑 *Delete* in the left sidebar and confirm.

Rename a recording

1. Tap *Edit* in the top-right corner.

2. Tap ◯ on the recording.

3. Tap ⌨ *Rename* in the left sidebar.

4. Type a new name, then tap the *return* key or ✔ in the header.

Save recordings to your computer

1. Tap *Edit* in the top-right corner.

2. Tap ◯ on the left of each of the recordings.

3. Tap 📤 *Export* in the left sidebar and confirm.

4. Hook your iPad to your computer and launch iTunes.

5. Open [Notes Plus Documents](#).

6. Select the **.caf** file(s) from *Notes Plus Documents*, click *Save to…* and choose a location on your computer.

Tip

• You might want to rename the recordings first so they can be recognized easily in step 6.
• Use QuickTime to play the saved .caf files.

Exporting & Importing

File Transfer

Notes Plus supports moving data between your iPad and computer via iTunes File Sharing. All Notes Plus data is stored internally in what is called *Notes Plus Documents*, so accessing it is the first step toward any file transfer operation.

Open *Notes Plus Documents*

1. Connect your iPad to your computer.

2. Launch iTunes and select your iPad under DEVICES in the left sidebar.

Tip

If you don't see the sidebar, click the *View* menu, click *Show Sidebar*, then do step 2 above.

---

3. Click *Apps* at the top, scroll down to the "File Sharing" section, then click "Notes Plus" from the *Apps* list. Notes Plus data is listed under *Notes Plus Documents* in the right-hand panel.
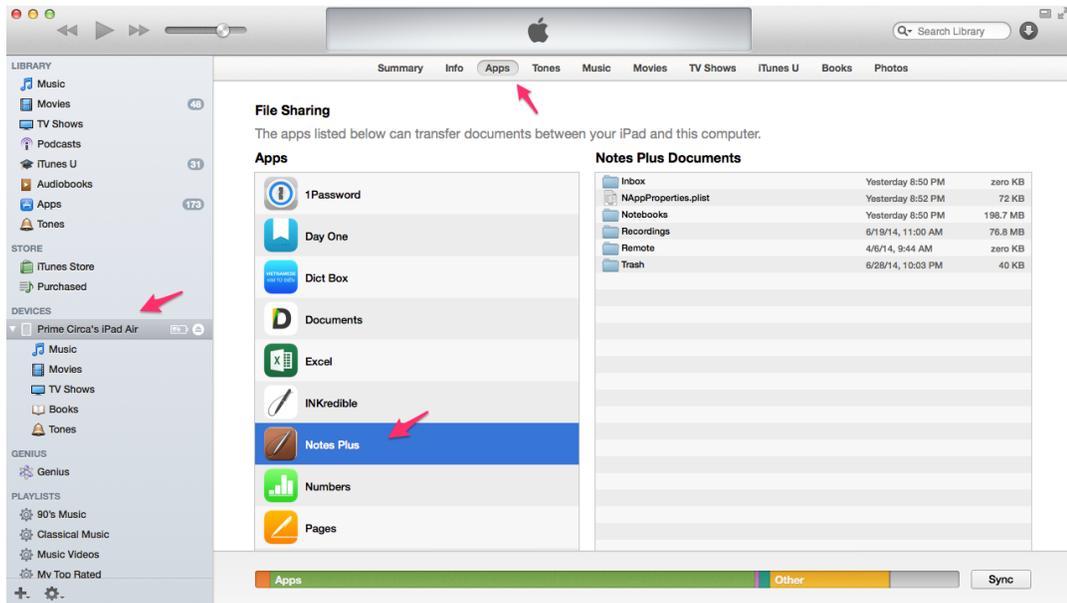
Exporting

Notes Plus can export your notes in the following formats:

- PDF

- PNG (pages only)

- WebArchive (for sharing notebooks with other Notes Plus users)

Notes Plus can export your notes to the following destinations: iTunes; Photos; Mail; *Another app;* A cloud account: Evernote, Google Drive, Dropbox.

> **Notes**
>
> • Not all export options are available in some cases. For example, if you choose to export to Photos, the only allowed format is PNG and you can only export the current page.
> • If exporting to "Another app," you'll be prompted to pick an external app from a list. That app simply won't appear if it doesn't handle the chosen export file format.

Export the current notebook

1. Tap ✎ > ⬆ *Export*, or tap ⬆ in [Quick Tools](#).

2. If necessary, tap each of these export options and change it:

    - *Destination*: Select the destination the notebook will be exported to.

    - *File type*: Select the file format the notebook will be exported in.

    - *Page ranges*: Choose whether to export the whole notebook, the current page, or specific pages. Separate each range/page with a comma.

    - *Output file name*: Change the exported file name.

3. Tap *Export*.

Tips

• If you export a PDF notebook as a WebArchive, the original PDF pages won't be included. This is a technical limitation.
• If exporting to a cloud account, you can open a cloud folder by tapping the "i" icon to its right, or tapping the folder itself to choose it as the export destination.
• If you want to export to a cloud account not already supported in Notes Plus, you can export to "Another app", then choose the relevant cloud app (e.g. OneDrive) from the list.

Export many notebooks and/or folders

1. Open the 📚 *Notebooks* section.

2. Tap *Edit* in the top-right corner.

3. Tap ◯ on each of the items.

4. Tap ⬆ *Export* in the left sidebar.

5. If necessary, tap each of these export options and change it:

   - ***Destination***: Select the destination the notebooks will be exported to.

   - ***File type***: Select the file format the notebooks will be exported in.

6. Tap *Export*.

Tip
To archive rarely opened notebooks, export them (preferably in the WebArchive format), then you can delete them from your Notes Plus library and empty the Trash to save space.

Retrieve files exported to iTunes

1. Hook your iPad to your computer and launch iTunes.

2. Open Notes Plus Documents.

3. Select the files having "Exported" in their names from *Notes Plus Documents*, click *Save to…* and choose a location on your computer.

Print notes to an AirPrint-capable printer

1. Tap 🔧 > 🖨 *Print…*, or tap 🖨 in Quick Tools.

2. Select the printer, change the options, then tap *Print*.

Importing

Notes Plus can import files in the following formats:

- PDF

- DOC / DOCX (but not Google Docs equivalents)

- WebArchive (as an editable notebook from another Notes Plus user)

Note

Imported pages will become "flat" backgrounds, and so their text can't be edited.

Except for the WebArchive format, you can choose to import a file:

- As a new notebook.

- Into the current notebook.

- With all or some of its pages.

Import files from a cloud account

Note

Importing WebArchives via this method isn't supported.

---

1. Open the 📚 *Notebooks* section.

2. Choose the destination for the files:

    - If you want them imported as new notebooks, open the containing folder.

    - If you want them imported into a notebook, open it.

3. Tap the ☁ *Import* section.

4. Tap the desired cloud account if it's already listed. Otherwise, tap ☁ *Add a cloud account…,* choose a cloud service, log in and authorize access to it.

5. Browse for each file you want imported and tap it. Change the Import Options if necessary, then tap *Import*.

Import an email attachment

1. Open the 📚 *Notebooks* section.

2. Choose the destination for the attachment:

   - If you want it imported as a new notebook, open the containing folder.

   - If you want it imported into a notebook, open the notebook.

3. Long-press the attachment in the email, then choose *Open in Notes Plus*.

4. Change the Import Options if necessary, then tap *Import*.

Import a file from another app

1. Open the 📚 *Notebooks* section.

2. Choose the destination for the file:

   - If you want it imported as a new notebook, open the containing folder.

   - If you want it imported into a notebook, open the notebook.

3. Open the file in the other app. Then look for a command there that reads "Open in…" (or words to that effect). Tap it and choose "Notes Plus" from the list of apps.

4. Change the Import Options if necessary, then tap *Import*.

Import a file from the built-in browser

1. Open the *Notebooks* section.

2. Choose the destination for the file:

   - If you want it imported as a new notebook, open the containing folder.

   - If you want it imported into a notebook, open the notebook.

3. Switch to the browser panel and type the link to the file in the address bar.

4. Tap the *Import* button near the top-right corner.

5. Change the Import Options if necessary, then tap *Import*.

Import files from your computer

1. Exit the app from the background if it's already running: From the iPad Home screen, double-press the Home button to reveal the background dock, then swipe up on the Notes Plus screenshot.

2. Open Notes Plus Documents.

3. Click *Add* and select the file(s).

4. Launch Notes Plus and open the *Notebooks* section.

5. If you want the files imported into a notebook, open it. Otherwise, they will be imported as new notebooks in the root folder.

6. Tap each newly imported file in the root folder. Change the Import Options if necessary, then tap *Import*.

Advanced Features

Extended Keyboard

This feature adds handy keys to the standard keyboard.

Enable the extended keyboard: Go to [App Settings](#), then turn ON *Extended Keyboard.*

Use the extended keyboard: Enter T mode or ⌨abc mode to bring up the system keyboard, which now has the following keys added on top:

Key	Function
tab	Insert a tab
•	Insert a bullet (long-press for other characters)
⑦	Insert the current date (long-press for other date formats) *
🕐	Insert the current time (long-press for other time formats) *
◁ ▷	Move the cursor to the previous or next character.
△ ▽	Move the cursor to the previous or next line.
↻	Redo typing
↺	Undo typing
⌦	Delete one character to the right of the cursor

* The default date and time formats used in the app are based on system settings. To change them, go to *iPad Settings > General > Language & Region > Region.*

Quick Tools

This customizable section provides quick access to certain tools. Scroll left or right in this section to reveal more tool slots.

The available tools that can be brought into this section:

- ↺ Redo an action

- 🎤 ▶ Record and play audio on the page

- 💾 Save notes

- + Add a new notebook or page

- ✕ Delete or clear the current page

- ⊘ Make the current page/notebook read-only

- Page Setup

- Clipboard

- ⊡ Insert a picture from Photos

- ⊙ Insert a picture from Camera

- △ Insert a shape

- ⬆ Export the current notebook

- Print the current notebook

- VGA VGA Options

- ⚙ App Settings

- ? Help Information

- Activate close-up mode

> **Note**
>
> In close-up writing mode, there's also a small Quick Tools section on the top border of the view, with fewer slots and available tools.

Customize a tool slot

1. Long-press an existing slot, or tap ☐ (an unused slot), until you see a small popover with the icons described above.

2. Tap an icon to assign it to the selected slot, or tap ☐ to clear it.

Tips

• Tap the 〈 or 〉 icon on the popover to pick the previous or next slot for customization, without closing the popover.
• Flick the Quick Tools section to the left to expand it. Flick it to the right to contract it.

Notes Plus Clipboard

The Notes Plus Clipboard provides an easy way to reuse content across your note pages.

Open the Clipboard: Tap ✐ > ☐ *Clipboard*, or tap ☐ in Quick Tools.

Copy content to the Clipboard

1. Select it.

2. Tap ☰ and choose *Copy*.

Note

The Clipboard holds at most 15 items. If you copy the 16th item, the oldest one will be removed to make room for the new one.

Paste content from the Clipboard

1. Open the Clipboard.

2. Scroll up/down if necessary to look for the desired entry.

3. Tap the entry.

4. Drag the pasted content to a desired location on the page.

> **Tip**
>
> • To paste the newest item from the Clipboard, tap with two fingers on the page and tap *Paste*. For this to work, make sure *Two-finger Tap for 'Text Box' and 'Paste'* are ON in App Settings.
> • If you copy text or an image outside Notes Plus via the standard iOS Copy command, the copied content will also be accessible from Notes Plus Clipboard.

Delete Clipboard items

1. Open the Clipboard.

2. Tap *Edit* in the header.

3. Scroll up/down on the clipboard to look for each of the items, then tap ✕ on it.

4. Tap *Done* in the header when you're done.

Close-up Writing Mode

This popular feature is incredibly useful for writing with a large finger or stylus in a magnified area of a specific location on the page. With the Auto-Advance functionality, you have the additional benefit of writing continuously without scrolling the page.

In this mode, you have three edit modes available: ✐ , ✐ , and ◇ ; a Favorite Styles section (in continuous mode only); and a small Quick Tools section.

> **Note**
>
> The instructions below assume the default left-to-right direction of writing. You can change this in Close-up Mode Settings (see below).

Enter close-up mode

- Method 1: Select ✐ mode, tap the icon next to the ⟲ icon until you see the ✐ icon (that is, you're in Finger Mode). Next, long-press a desired location on the page.

- Method 2: Tap ⬚ in Quick Tools.

> **Tips**
>
> - For Method 1 to work, make sure *Long-press for Close-up Writing Mode* is ON in App Settings.
> - While in this mode, you can switch to the browser panel if necessary.
> - The current style in close-up mode is remembered separately from that in normal mode.

Exit close-up mode: Tap ⊗ on the top border of the view.

Write in close-up view: Write from left to right in the magnified view. As you reach the right edge, go back to the left and continue writing. The gray area below the view lets you rest your wrist while writing.

Reposition the close-up box

- Method 1: Tap a desired location above the close-up view.

- Method 2: Drag the box to a desired location. This method is useful when the spot is off screen.

- Method 3: Tap ← , → , ↑ , or ↓ to shift the box in the indicated direction.

  Tap ↵ once to move the box down to the next line at the previous indent.

  Tap ↵ twice to move the box to the beginning of the next line (set by the left margin, see below). This method is useful if you don't use auto-advance (also see below).

Configure close-up mode

1. Tap ⌗ on the top border of the close-up view.

2. Do one or more of these:

   - *Change the zoom level*: Drag the *Zoom scale* slider left to decrease the zoom level, or right to increase it. Alternatively, tap the text box next to the slider and enter a zoom level.

   > **Tip**
   >
   > You can also change the zoom level by dragging the ⬛ handle on the little close-up box on the page. The smaller the box, the greater the zoom level.

   - *Move the view*: Drag up/down on ┼ .

   - *Resize the view*: Drag up on ⬦ ∧ ⬦ , and/or drag down on ⬦ ∨ ⬦ .

   - *Enable / Disable auto-advance*: Tap ▭ . If this option is turned on (indicated by a blue icon), Notes Plus will automatically shift the close-up box to the right as you reach the right edge of the close-up view. When already near the right close-up margin (see below), the box will move down to the next line at the previous indent.

   - *Enable / Disable right-to-left writing*: Tap ⬦ . If both auto-advance and this option are on, Notes Plus will shift the box from right to left instead, useful for users who write in this direction.

3. Tap ✓ to confirm your changes.

Set the close-up mode margins: Drag the blue dashed lines on both sides to define the horizontal space that the close-up box is allowed to move in.

To see close-up writing mode in action, check out this page:
http://notesplusapp.com/support_web/video-tutorials.

Palm Rejection

Writing notes should never be a painful experience, literally. You want to rest your wrist on the glass surface while writing with a stylus, but care must be taken not to leave stray marks under your wrist. Notes Plus provides three ways to accomplish that.

Use automatic palm rejection

1. [Set your writing position](#).

2. Tap the pictured icon to toggle it to ✐ *Stylus* mode. You can then rest your wrist directly on the glass surface and write.
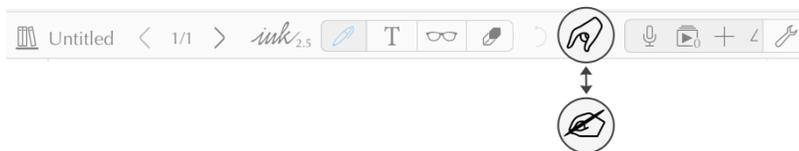
- ✐ *Finger mode*: Automatic palm rejection is off. You can use two-finger gestures (i.e. scrolling and zooming the page, and rotating a selection).

- ✐ *Stylus mode*: Automatic palm rejection is on. You can't use two-finger gestures.

Use manual palm rejection

1. Make sure you're in ✐ Finger mode.

2. Tap the handle at the bottom of the page and continue to drag it up to expand the gray Palm Pad area. Rest your wrist on this area while writing and adjust it as needed by dragging on the handle. To hide the Palm Pad, drag the handle all the way down.

> **Tip**
>
> While the Palm Pad is pulled up, you can drag the left edge with your thumb to scroll.

Use palm rejection in close-up writing mode: See [Close-up Writing Mode](#).

Use stylus-specific palm rejection: See [Set up Adonit Jot Touch™ / Jot Script™ with Notes Plus](#).

Handwriting Recognition

This feature allows converting a block of handwriting to typed text. Notes Plus can recognize handwriting in the following languages:

Arabic	Armenian	Azeri	Basque
Bulgarian	Catalan	Chinese	Chinese (HK)
Chinese (Tai.)	Croatian	Czech	Danish
Dutch	English (Can.)	English (UK)	English (US)
Estonian	Farsi	Finnish	French
Galician	Georgian	German	Greek
Hebrew	Hungarian	Icelandic	Indonesian
Italian	Japanese	Kazakh	Korean
Latvian	Lithuanian	Malay	Norwegian
Polish	Portuguese	Portuguese (Brazil)	Romanian
Russian	Serbian	Slovak	Slovenian
Spanish	Spanish (Mex.)	Swedish	Thai
Turkish	Ukrainian	Urdu	Vietnamese

Get help with handwriting recognition: Tap ⚯ > A⁄ *Using Handwriting Recognition…*

Convert handwriting to text

- *Some handwriting*: Select the handwriting, tap ☰ and choose *Convert to Text*. To edit the converted text, see Edit a textbox.

- *All the handwriting on the page*: Tap ⚯ > ▣ *Convert Page to Text*. If necessary, tap the converted text and edit it. You can also email it, copy it to the system clipboard, or convert other pages.

Change the recognition language

1. Select some handwriting, tap ☰ ; OR tap ⚯ .

2. Tap ⊙ next to *Convert to Text*.

3. Choose the language from the list or tap *More* and download more languages.

> **Tip**
>
> To avoid unintelligible conversions, make sure to pick the intended language.

Show the original handwriting

1. Select the converted text box.

2. Tap ☰ and choose *Show Handwriting*.

3. Edit the handwriting and re-convert it if necessary.

> **Tip**
>
> The converted text is always searchable so you can keep it hidden and show the original handwriting.

In-app Browser

If you'd like to look up some information online for your notes, there's a web browser built right into Notes Plus. You can also use it to cut part of a web page and send the cutout to your notes.

Access the browser: Drag the Splitter Bar (at the left edge of the main screen) to the right. To switch back to the paper panel, drag the Splitter Bar to the left.

Splitter Bar

> **Tip**
>
> To make switching panels easier, turn your iPad to landscape to have more pixels to grab!

Open a web page

1. Tap the address bar.

2. Tap one of the web history entries to access that page, or type a web link and tap the *Go* key.

> **Tip**
>
> You can also type keywords in the address bar to search for them with Google.

Go to the previous or next page: Tap $<$ or $>$.

Refresh the page: Tap $\circlearrowright$ in the address bar.

View the browser in fullscreen: Tap in the bottom-left corner. To exit fullscreen, tap .

Send a web image to the current page

1. Make sure you're not viewing the browser in fullscreen.

2. Long-press the image until it floats, then flick it quickly toward the paper panel.

3. Switch to the paper panel, tap ⬜ on the floating image and choose *Paste*, or *Paste a Copy* (or *Delete* if you've changed your mind).

Cut part of the web page

1. Tap ✂ in the top-right corner.

2. Adjust the frame if necessary:

   - ***Resize it***: Drag on its ⌐ handle.

   - ***Reposition it***: Drag on it.

3. Tap *Capture*. The cutout will be sent to the paper panel.

> **Notes**
>
> • Notes Plus can't capture video stills, like on a YouTube page.
> • Make sure the current page or notebook in the paper panel is writable, or you'll get an error message.

Delete a web history entry: Swipe across it and tap *Delete*.

Clear the web history: Drag down from the top of the list and tap *Clear History*.

Import a file from the browser: See Importing.

Lock access to the browser: Go to App Settings, turn ON *Lock Browser*, type a password and confirm. Access to the browser will be locked until you enter this password to unlock it.

> **Tip**
>
> You can also open a notebook in the browser panel for viewing while editing another notebook in the paper panel.

Thumb List

The Thumb List provides a quick way to navigate through the pages of the current notebook and do quick operations on them.

Show the Thumb List: Long-press the right edge of the main screen.

Hide the Thumb List: Tap outside it, or tap ⊗ (if the icon is visible).

Go to a page: Tap its thumbnail.

> **Tip**
>
> If the notebook has more than 20 pages, there will be a vertical strip with the numbers 1, 10, 20, etc. on it along the list of thumbnails. Tap a number on the strip to jump to the thumbnail at that position.

Rename a page

1. Tap its title field just below its thumbnail.

2. Type a new name and tap *return*.

Reorder a page

1. Tap ✎ in the header.

2. Long-press the three-line handle on the right of the page, then drag it up/down to the new position.

3. Tap ✔ to confirm your changes.

Delete a page: Swipe across the page thumbnail, then tap Delete.

Backup & Restore

Notes Plus provides several ways of backing up your valuable data and restoring it if necessary.

Back up notes automatically to Dropbox

1. Open the ⟳ *Auto Backup* section.

2. Tap *Start*.

3. Log in to your Dropbox account and tap *Allow*.

4. Wait while the data is uploaded to the backup folder.

Configure Auto Backup

While Auto Backup is running, tap *Stop* to access Auto Backup options.

- *Backup folder*: Specify the Dropbox folder that will contain your backed-up notes. If it's in the Dropbox root folder, just type the name; otherwise, type the full path to it, for example, "/path/to/backup/folder". If the folder doesn't already exist, Notes Plus will create it.

- *Wi-Fi only*: Turn it ON to disable syncing while you're on a 3G network.

Restore notes from the Dropbox backup

If there is a backup folder in your Dropbox account, you can instruct Notes Plus to download (restore) data from it to your brand new or restored iPad.

1. Open the ⟳ *Auto Backup* section.

2. Tap *Start*.

3. Log in to your Dropbox account and tap *Allow*.

4. Wait while the data is downloaded to your library.

Back up notes manually to the computer

1. Hook your iPad to your computer and launch iTunes.

2. Open [Notes Plus Documents](#).

3. Select the *Notebooks* and *Recordings* folders from "Notes Plus Documents" and click *Save to*, then select a folder to store the data in.

> **Tip**
>
> By saving the *Notebooks* folder, you can view notes on your computer: (1) Look in the folder for the notebook of interest; (2) Open the index.html file in it. For example, to view the content of, say, "My Notebook," open the "My Notebook" folder within "Notebooks," then open the "index.html" file.

Restore notes manually from the computer

1. Exit Notes Plus from the background if it's already running: from the iPad Home screen, double-press the Home button to reveal the background dock, and swipe up on the Notes Plus screenshot.

2. Compress the *Notebooks* folder that you backed up in ZIP format.

3. Hook your iPad to your computer and launch iTunes.

4. Open [Notes Plus Documents](#).

5. Click *Add* and select the zipped file created in step 2.

6. Launch Notes Plus and wait while the data is unzipped and restored to your library.

Stylus Support

In general, any capacitive stylus should work with Notes Plus. For recommendations for a good stylus of this kind, see http://notesplusapp.com/support_web/what-stylus-should-you-use-with-notes-plus.

Notes Plus also supports a number of Bluetooth styli, some with additional features like shortcut buttons and palm rejection. Detailed below are specific instructions for setting up each of these styli, which require iPad 3 or newer, unless otherwise noted.

Set up ByZero™ / iPen™ stylus (*on iPad 3 or older only*)

1. Plug the receiver dock into your iPad via the charge port. A confirmation message will appear briefly near the top header.

2. Tap the *Calibrate* button and follow the on-screen instructions.

Tip

To disconnect the pen, unplug the receiver dock or put the pen away from the screen.

Set up Adonit Jot Touch™ / Jot Script™ stylus

1. Turn on Bluetooth via iPad Settings or Control Center.

2. In Notes Plus, tap 🔧 and turn ON ⬚ *Adonit Stylus*.

3. Follow the on-screen instructions.

4. If necessary, tap 🔧 > *Adonit Stylus* (the text, not the ON/OFF switch) to configure the shortcut buttons.

Set up Wacom™ stylus

1. Turn on Bluetooth via iPad Settings or Control Center.

2. In Notes Plus, tap 🔧 and turn ON △ *Wacom Stylus.*

3. Follow the on-screen instructions.

4. If necessary, tap 🔧 > *Wacom Stylus* (the text, not the ON/OFF switch) to configure the shortcut button(s).

Set up Pencil by FiftyThree™ stylus

1. Turn on Bluetooth via iPad *Settings* or Control Center.

2. In Notes Plus, tap 🔧 and turn ON ▲ *Pencil by FiftyThree.*

3. Follow the on-screen instructions.

While a Bluetooth stylus is connected, the *Finger* and *Stylus* mode toggle will change to the icons below (depending on whether it's an Adonit, Wacom, or Pencil stylus).

- ✏️ ✏️ ✏️ *Finger mode*: You can use either the finger or stylus, and can also scroll and zoom with two fingers.

- ✏️ ✏️ ✏️ *Stylus mode*: Palm rejection is enabled and finger touches are disabled. Use the stylus to write and tap.

> **Note**
>
> If Bluetooth 4.0 isn't available, the Bluetooth stylus will function as a regular one.

AirPlay Mirroring

AirPlay is an iOS feature that lets you stream the Notes Plus screen to an external screen via Apple TV. This is useful for sharing your screen with an audience.

Project Notes Plus screen onto an external screen

1. Connect both your iPad and Apple TV to the same Wi-Fi network.

2. Launch Notes Plus and swipe up from the bottom of the screen.

3. Tap the AirPlay icon, choose Apple TV, then turn ON *Mirroring*.

4. If necessary, tap [VGA] in Quick Tools to change VGA options:

   - *Full-screen Projection*: Turn it ON to project a specific screen area and hide all interface components. Leave it OFF to project exactly what's on your iPad.

   - *Adjust Projection Area*: Tap it when *Full-screen Projection* is ON to resize the screen area to project.

Configuring Notes Plus

Setting the Interface Language

Notes Plus supports the following languages: Chinese (Simplified), English, French (France/Canada), German, Italian, Japanese, Korean, Portuguese (Portugal/Brazil), Russian, Spanish (Spain/Mexico), and Vietnamese.

Set the interface language

1. Go to *iPad Settings > General > Language & Region > iPad Language*, choose the desired language from the list and tap *Done* in the header.

2. Launch Notes Plus and check that the interface is in the set language.

Setting Your Writing Position

Notes Plus can adapt to the way you're holding a stylus while taking notes. Setting your writing position also ensures palm rejection works properly, with or without a special stylus.

Set your writing position: Tap ⚲ > ✍ *Writing Position*, then choose one. Make sure you stick with this position for the app to work as expected.

Customizing the Edit Modes Section

Change the edit mode in a slot: Long-press the slot, then tap the desired edit mode for it.

Changing Page Properties

> **Note**
>
> Changing the dimensions of a PDF page is not supported.

Access page settings: Tap ⚲ > ⚙ *Page Setup…*, or tap ⚙ in Quick Tools. Then change the settings as follows:

Set whether to change the settings for the page or the notebook: Tap *This page* or *This notebook* at the top.

Change the unit of measurement: Tap *Pixels*, *Inches*, or *Millimeters* at the bottom.

Change the paper background: Tap the paper background icon, then choose a background.

Change the notebook cover: Make sure *This notebook* is selected at the top, tap the notebook cover icon below it, then choose a cover.

> **Tip**
>
> You can also change the cover from the Library.

Change the line height: Tap ⬓, type a number and tap the *return* key to confirm. This setting applies to ruled paper only.

Change the page margins: Tap (⌒) (Left Margin), (⌐) (Right Margin), (◯) (Top Margin), or

(◯) (Bottom Margin), then type a number and tap the *return* key to confirm. These margins

control the flow of [typed text](#) (T mode).

Change the page height / width: Tap the upper circle icon (Page Height) or the lower (Page Width) and type a number. Tap the *return* key to confirm.

Close the popover and apply the settings: Tap ✓ in the top-right corner.

Changing App Settings

Access Notes Plus settings: Tap 🔧 > ⚙ *App Settings*, or tap ⚙ in <u>Quick Tools</u>. Then you can change the following settings:

Setting	Description
Theme	Sets the look and feel of the user interface.
Use Continuous Scrolling (not available on iPad 1)	**ON**: Pages are turned by scrolling (*continuous mode*). **OFF**: Pages are turned manually (*single-page mode*).
Save Automatically	**ON**: Data is saved automatically at fixed intervals. See also the next setting. **OFF**: Data is saved manually via *Save* in *Tools*.
Auto-save Interval	Sets the number of minutes between each auto-save.
Disable Sleep Mode	Keeps the iPad screen on.
Deletion Gesture	Allows crossing handwriting back and forth to delete it. See <u>Editing Content</u>.
Scrubbing Gesture	Allows scrubbing handwriting in a tight zigzag to delete it. See <u>Editing Content</u>.
Shape Detection	Turns hand-drawn lines, ellipses, and polygons into perfect shapes. See also the next setting.
Shape Detection Threshold	Sets the minimum shape size in millimeters to trigger shape detection.
Long-press for Close-up Writing Mode	Allows long-pressing on the page to activate <u>close-up writing mode</u>.
Two-finger Tap for 'Text Box' and 'Paste'	Shows these two commands from a two-finger tap on the page.
Scrollbar Options	Controls the positions of the invisible scrollbars. **Auto**: Your <u>writing position</u> dictates what's best. **Custom**: The preferred positions can be set. **Off**: The scrollbars are unavailable.

Setting	Description
Extended Keyboard	Adds handy keys on top of the standard keyboard.
Eraser Size (in millimeters)	Sets the eraser size. See also the next two settings.
Eraser Horizontal Offset	Sets the horizontal coordinate of the eraser, relative to the center of the erasing circle.
Eraser Vertical Offset	Sets the vertical coordinate of the eraser, relative to the center of the erasing circle.
Print Page Headers on Exported Pages	Prints the page number and page title on each exported page.
Recognize Line Breaks When Converting Text	Sets whether to convert line breaks in your handwriting.
Create/Change Protection Password	Creates or changes the protection password. See also the next setting.
Password Expiration Time	Sets the minutes away from Notes Plus before you're asked to enter the protection password.
Lock Web Browser	Locks access to the browser with a password.
Import Options	**ON**: Import Options are shown upon importing a file. **OFF**: Files are imported entirely as new notebooks.
Reset to Default Settings	Resets the settings to the default values. (Your notes will still be safe.)

Configuring Close-up Writing Mode

See Close-up Writing Mode.

Configuring Auto Backup

See Backup & Restore.

Help & Feedback

Getting Help from Within the App

Check Notes Plus version and other information: Tap ⚒ > ⓘ *About Notes Plus*, or tap ⑦ in Quick Tools, then ⓘ *About Notes Plus.*

Check what's new in the current version: Tap ⚒ > ▤ *What's New in This Version …* (if available).

You will most likely find other information you need by tapping ⚒ > ⑦ *Help*, or ⑦ in Quick Tools, then choosing one of the following:

Read the Quick Start Guide: Tap ⟦?⟧ *Quick Start Guide*.

Read this User Guide: Tap ⟦?⟧ *User Guide*.

Ask a question on our website: Tap 🞕 *Support Forum*, then leave a comment there.

Email Customer Support: Tap ✉ *Email Support*.

Contacting Us Directly

We appreciate all questions and feedback. Our responsive support team is just an email away!

Contact Customer Support: Email support@notesplusapp.com.

Comment on our website: Go to http://notesplusapp.com and leave a comment on any page where comments are allowed.

For tips and updates, let's keep in touch!

Like us: http://www.facebook.com/NotesPlusApp.

Follow us: http://twitter.com/aplusatwork.