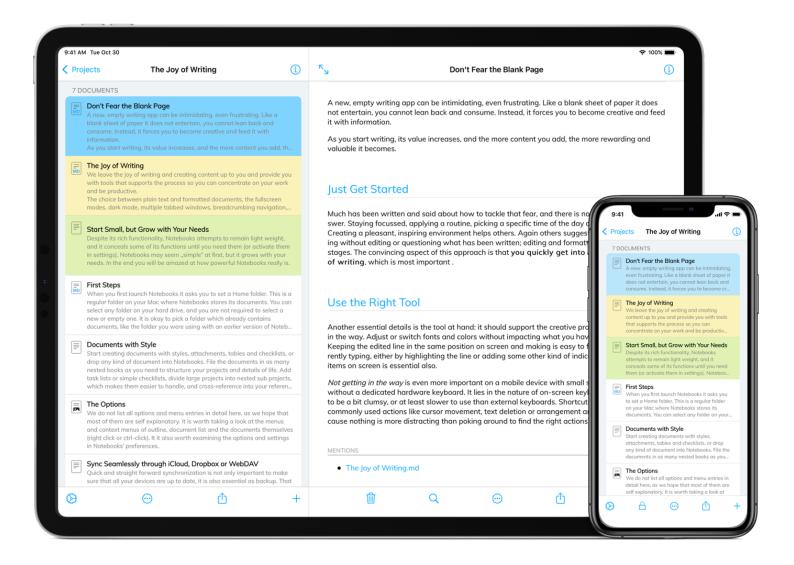
Notebooks for iPhone and iPad

Quickstart Guide



Book View

Scroll to the very top to reveal the search bar and change sort order.

Pull down and release to sync (with any sync option enabled in settings)

매송 🔳 i Notebooks **SMART BOOKS** 10 > **Due Tasks** ☆ Favorites 11 > ♠ Inbox **Recently Modified** > Contexts > Trash 3 BOOKS **Projects** Reference Documents Zettelkasten 29 DOCUMENTS An Overview Welcome to Notebooks Notebooks is the only notebook you eve... Combine Documents and Tasks \$ Task lists can show selected items as regular documents, which provides mor... +

Open Info

Smart Books Section

Their contents is collected dynamically. You can show/hide most of them in settings.

Swipe left or right for actions and options: info, delete, mark as favorite or pin to top.
On an iPad, you can open a document in a second window.

Add new items

(plain text, formatted, Markdown, books, voice memos, sketches, pasteboard ...)

Actions

(Sync, move, open in, print, mail...)

Settings,

Lock and Unlock, **Process** (Convert, create PDF or eBook, Duplicate as,

Task Lists

9:41 매 후 🗉 Set due date and alarm time in < Inbox (i) Todo task's info, or tap & hold task icon 3 BOOKS My Great First Novel 3 > Number of open and due tasks Characters. Plots. Ideas. ... Specifications and Details 2 > All features broken down Waiting for Feedback 2·1 > Todos for others 8 TASKS Get the Job Done With Task Lists Show selected items as regular From taking notes or meeting minutes to collecting tasks and todos it is just a small st... documents instead of tasks. Sun, Jun 19, 2022 These items appear at the top of Update Handbooks and Docs Open, due the list when sorting by task state. - [x] Add details about new functionality - [x] Update info about changes... υ Tue, Feb 14, 2023 Flowers for my Dearest She likes roses, of course, and tulips. And it might be time for a Notebooks discou... Highlight iCloud Storage Location Started Notebooks allows users to freely select where on iCloud or on the device to store their docu... Stronger Focus on File Management Tap icon to toggle task This is quite unique and users appreciate having that in Notebooks, but it is not obviou... Wednesday, June 9, 2021 at 3:25 PM Finalize Keynote Presentation Done When done, send it to Jim for a guick cross Add new tasks check. He said he has a few interesting idea... (tasks are just documents in Notebooks)

Document View

Tap and hold to jump back to the top level

Delete document

Process document

Open in, move, sync, ...

Search text

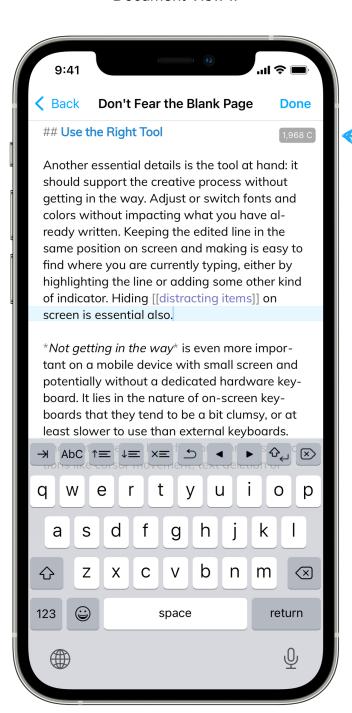
∠ Back Tips, Tricks And Unique Features Notebooks' value grows with the user's skills and knowledge. One may start by creating a simple text note, which can evolve into formatted document, and even on into a PDF document or an eBook, but you don't know that when you start out. A few ideas in a document can become task lists with checkable items (task lists are special books in Notebooks), which, again, may not be planned when starting the document. And to complete the picture: a user may want to keep related documents along with notes and tasks, and these related documents may be photos, PDF documents, email messages or anything else. All this should be stored in one single place, and that is what Notebooks does. Instead of using a couple of apps which may or may not interact with each other, users can do all that just within Notebooks. This combination is something that makes Notebooks unique, but there is more. Just a few thoughts: • What has always been - and still is - unique to Notebooks is the unlimited hierarchy of folders (we call them books), which allows users to structure contents to their liking. Almost all other apps limit the hierarchy. • We try hard to stick with standard document formats which are easy to reuse outside of Notebooks. We don't want to lock our users into Notebooks, we prefer that they stick with Notebooks because they like it ;-) That means, however, that we deliberately do without certain advanced features which would require us to invent proprietary formats.

Tap the title to **jump** to another book or recent document (if enabled)

- Tap to edit text
- Swipe left/right to move to next/ previous note
- Two finger tap to toggle fullscreen mode
- Tap and hold with two fingers to scroll to the bottom of the document
- Pinch & zoom to change text size (enable in settings)
- Change font, color and paper type in info (default are the book's settings)
- Adjust behavior and functionality in Settings > Write & Edit

Add new note or document. Set a default type in settings

Document View II



Live word/character counter,

shows number of words and characters, and optionally the relative position of the cursor.

Tap to switch between various display settings.

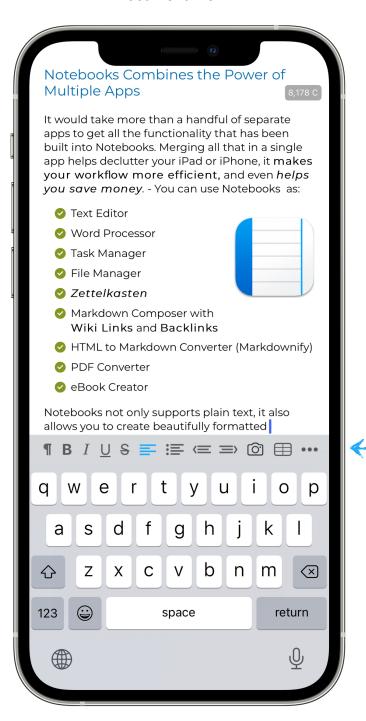
Tap & hold to change its visibility.

- Convert plain text notes to formatted documents anytime
- Use Markdown, if you prefer
- Extra keys can be turned on and off
- Use Tab for layout or indenting lists
- The cursor keys move by character or word (tap / tap&hold)
- Move lines or paragraphs up and down.
- User forward delete options, tap and hold for a menu.
- Adjust extra keys in settings.
- Set up multiple sets of extra keys.
- Swipe left/right to switch between sets.

Option: highlight and center the current line

Document View III

Formatted documents are HTML and can be displayed on each device. To edit them outside of Notebooks, no special software is required.



Use the keys and menus from the formatting bar, swipe left for more options:

- Set paragraph style
- Use the formatting keys for bold, italics, underline
- Text alignment
- Numbered and bulleted lists or even checklists
- Outdent/indent sections
- Insert images or other objects
- Add tables
- If you have multiple sets of extra keys, swipe to reveal the next set
- You can activate the extra keyboard keys
- Text color and highlighting are available from the "cut/copy/paste" menu when then keyboard is hidden