

# Getting Started on GoodNotes

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# Intro

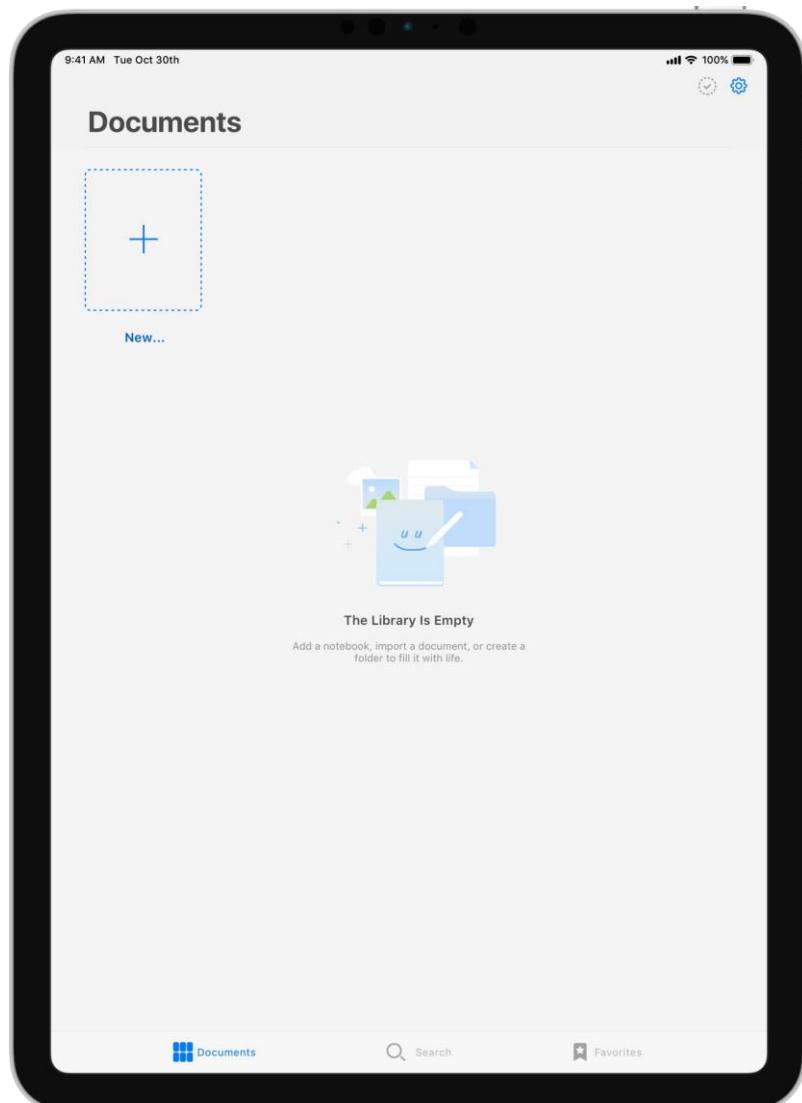
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This guide will teach you everything you need to get started with GoodNotes 5. It includes basic information, step-by-step instructions, as well as some advanced tips and tricks.

After finishing this guide, you will be able to answer the following questions:

- How is the app structured and how do I navigate?
- What are notebooks and how do I create them?
- How do I use the editing tools?
- How do I import documents/files into GoodNotes?

**Let's get started!**



# Basic Features & Structure

After opening GoodNotes 5, you'll see your library.

- This is where all documents, folders, and notebooks are saved
- At the bottom of the screen, three different tabs are visible: Documents, Search, and Favorites
- Search  
All your documents are indexed by GoodNotes, meaning you can **search everything**
- Just tap the Search tab, type a keyword into the search bar at the top to search for any of the following
- handwritten notes
- PDF text
- typed text
- PDF outlines and custom outlines
- Document titles
- Folder titles

## Favorites

The more documents you save in your library, the harder it will be to quickly find what you need. This section provides a shortcut to your most important documents or the ones that you need to access frequently. Tap the Star icon in the upper right of a document or a folder thumbnail to add it to Favorites or remove it from there. Bookmarked individual pages from your documents & notebooks will also appear in the Favorites tab.

# Creating your Notebooks

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- In the Documents tab,
  - tap the large + button (the "New..." button) > Notebook
- You can select a paper template from our large template library and change the notebook cover
- To switch between paper and cover selection,
  - just tap on the default preview in the upper left and make your choice by tapping on one of the options presented below.
- The cover is the first page by design and will help you to distinguish a notebook from others in the library.
- Add a title to your new notebook by typing in the designated title field and tap "Create" in the upper right

## Scrolling

Navigate through your notebook by swiping left and right (or up and down, if you set vertical scrolling) with **two fingers**. If using an **Apple Pencil**, you can swipe with **one finger**.

## Adding new pages

To add a new page to the end of the notebook

- just continue swiping as if you would try to navigate to the next page.

### Pen Tool

Lets you write on the page with your finger or stylus. Other pen styles can be selected in the pen options.

- Fountain pen: pressure-sensitive pen style
- Ball pen: NOT pressure sensitive
- Brush pen: highly pressure-sensitive pen style for artistic ink and notes (works best with a thick stroke)

### Eraser Tool

Erases ink strokes or highlighting.

### Highlighter

Highlights your notes for emphasis.

### Shapes Tool

Helps you draw perfect geometric shapes or straight lines.

### Lasso Tool

Selects objects on the page to reorder, resize, or edit them further.

### Image Tool

Inserts images from your Photos library.

### Camera Tool

Takes photos with your camera to add them to the page.

### Text Tool

Creates a text box. Just tap anywhere on the page and start typing with the keyboard.

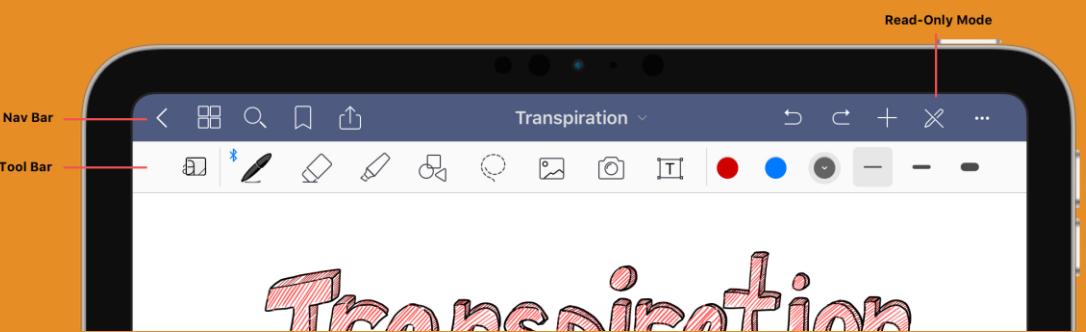
### Zoom Window Tool

Magnifies a part of the page to write neatly and precisely, especially with large fingers.

# Using the Note-Taking & Editing tools

- The upper one in dark color is the **nav bar**, which, as indicated by its name, lets you perform navigation actions or those that affect the document, like exporting or renaming it
  - You also notice Read-Only Mode is located on the nav bar
- The lower one is the **toolbar**. You can select a tool or color by tapping on it once. The selected tool will be represented in color, whereas inactive tools are colorless
  - Tapping the selected tool a second time will reveal additional settings of that tool

Here is the overview of the tools



# Importing Files into GoodNotes

- Import the file as a completely new document
- Add the file before/after the page being viewed in GoodNotes
- Append the file to the document being viewed in GoodNotes
  - Choose the "Last Page" option as pictured below

