

Getting Started on GoodNotes

By Ellen S

Intro

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!

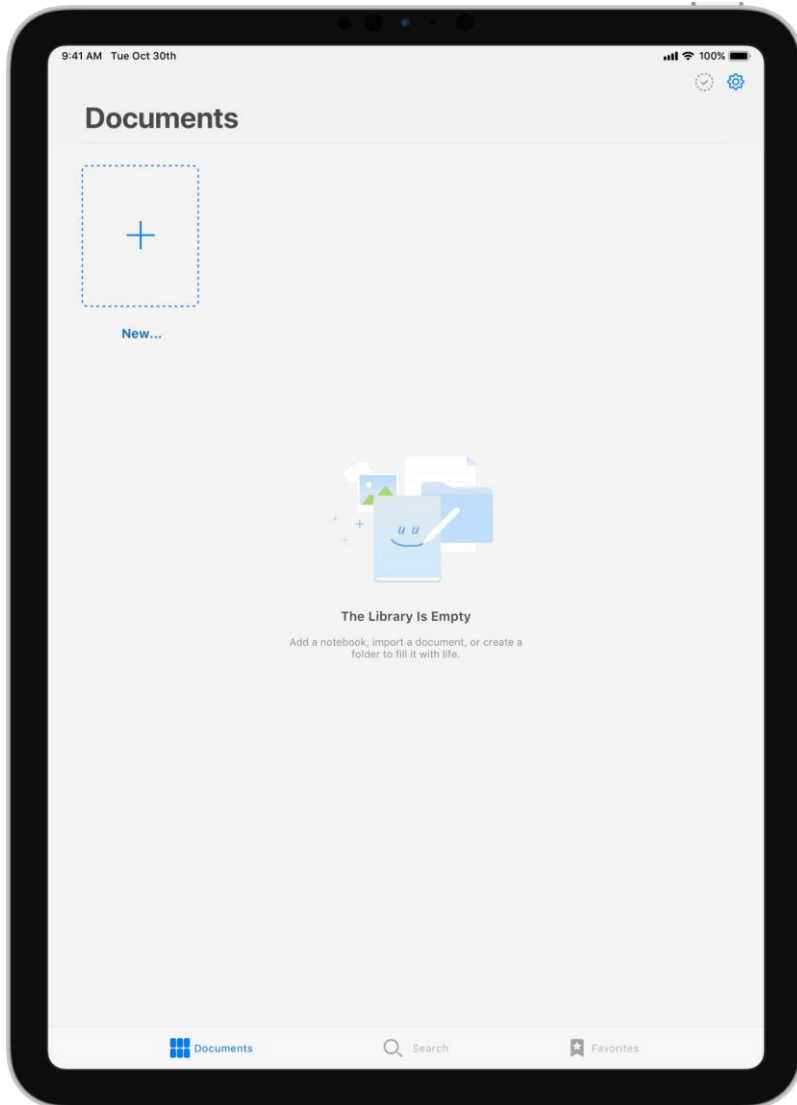
Basic Features & Structure

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

- 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.

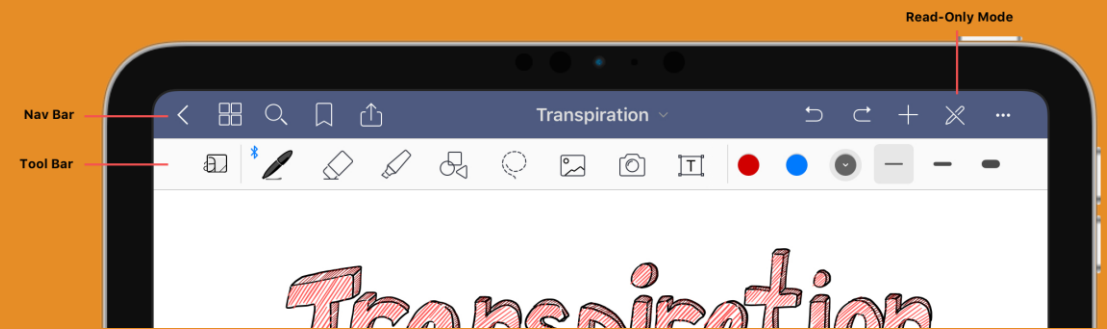
Zoom Window Tool

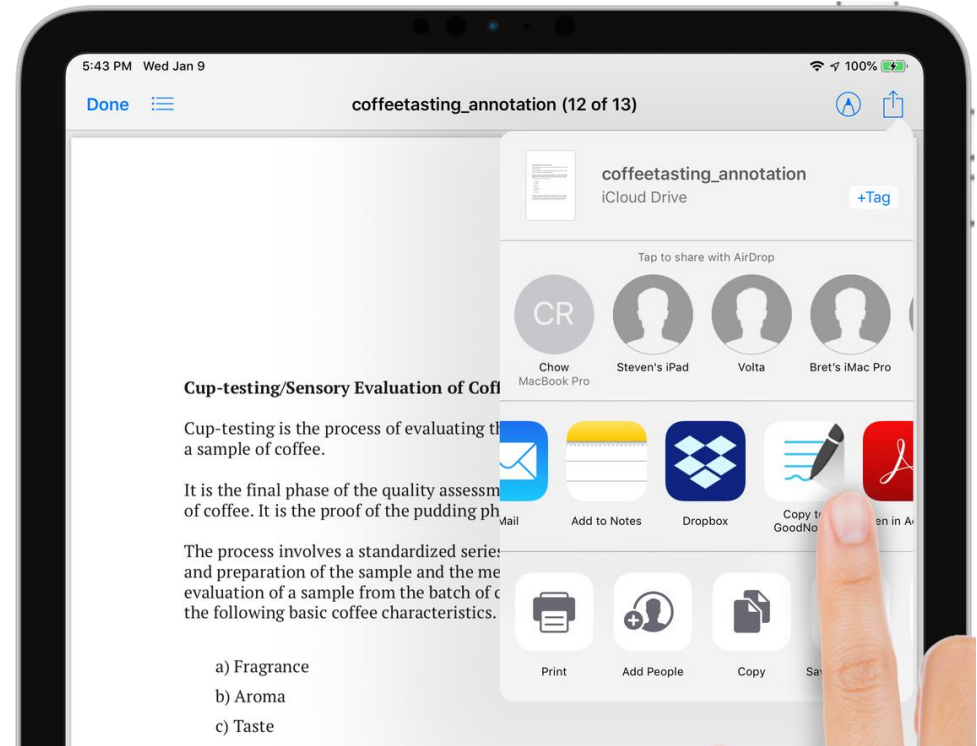
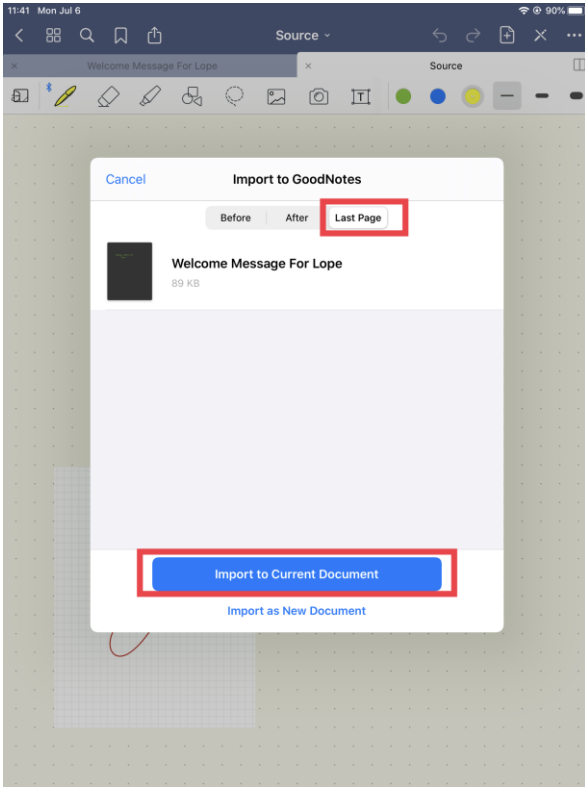
Magnifies a part of the page to write neatly and precisely, especially with large fingers.

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