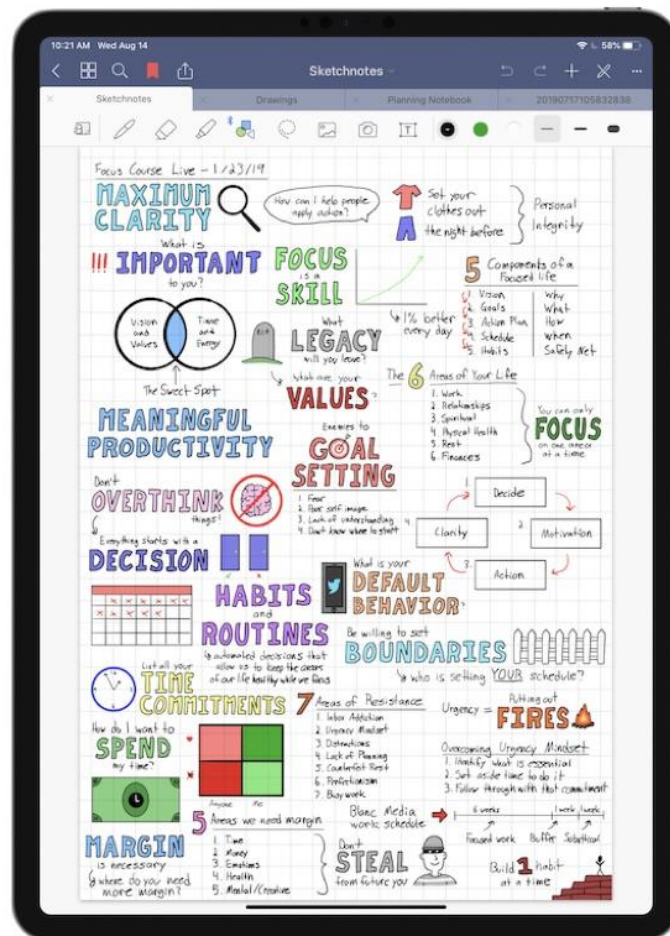


How to Take Notes on iPad with Good Notes



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2023.2.13

1. Introduction

Do you worry about forgetting where to put your notes in your university studies? Do you long to scribble and write on your notes? Are you frustrated because you can't organize your notes quickly? If so, e-Notes will effectively solve these problems. Understanding how to use e-notes will allow you to make better use of the limited time you have to take notes in class and reduce the stress of exam revision. In this tutorial, you will learn how to make e-notes for academic use through the Good Notes application.

2. Equipment & Supplies

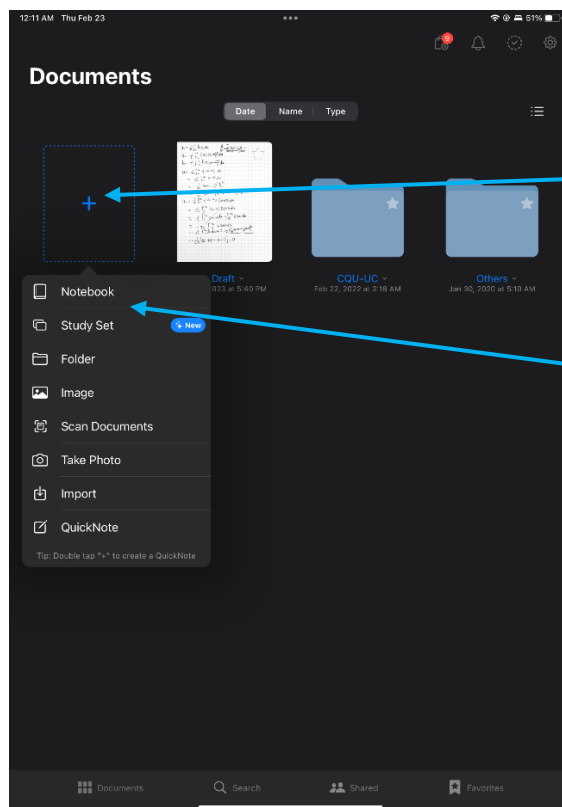
To take notes with Good Notes, you only need three stuffs:

- An iPad
- An Apple Pencil
- An active license of Good Notes

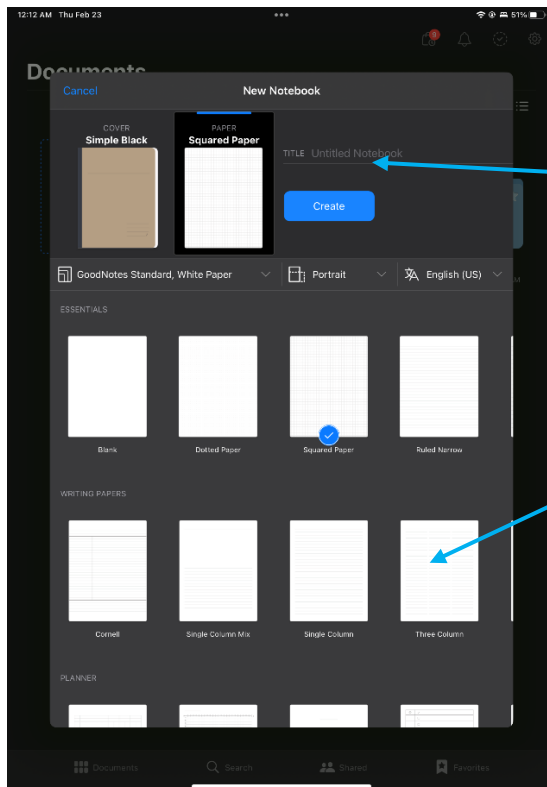
3. Operation Procedure

In this section, you will learn the procedure to use Good Notes.

3.1 Creating your notes

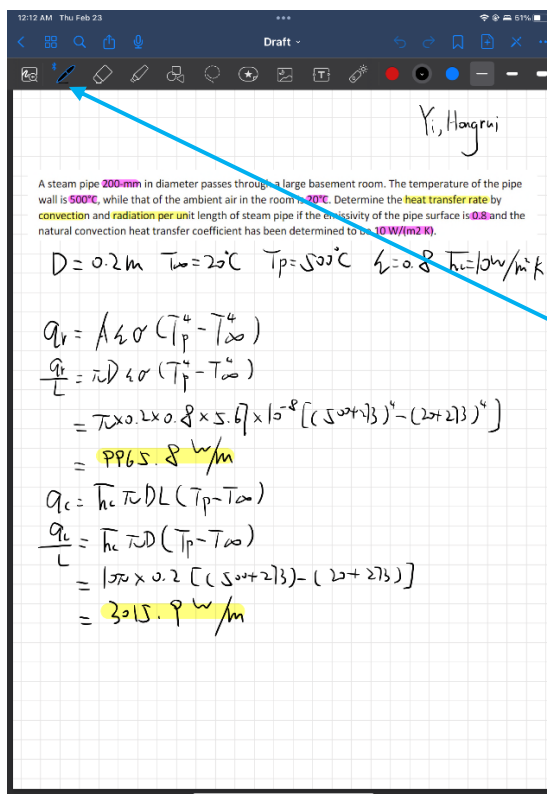


Step1: Click the 'New' button and then click the 'Notebook' option in the selection window.



Step2: Click the 'TITLE' button to insert the title of the notes and select a paper standard for your notes. Then you have your new notebook.

Caution: Do not give different notes the same name, this may cause the original notes to be replaced.

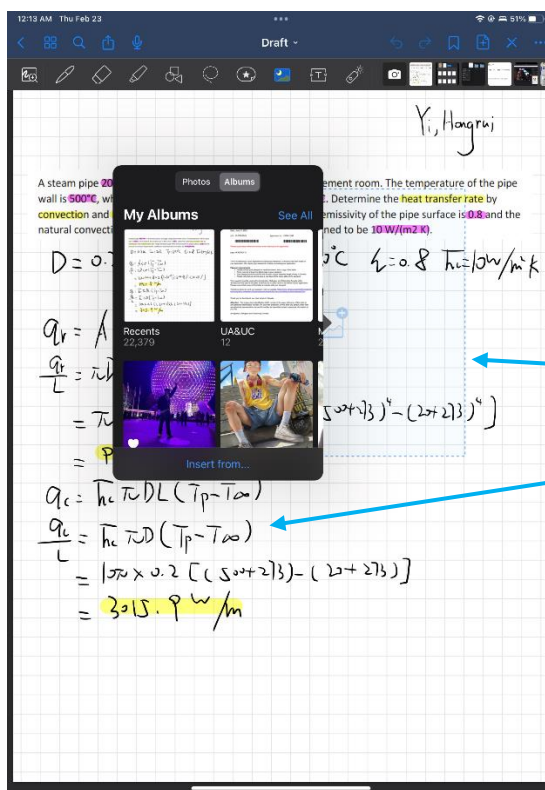
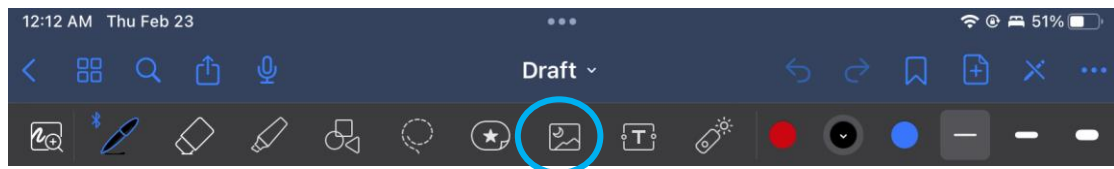


Step3: Click the little pencil plot, then grab your Apple Pencil to write your note. Just like you write on the normal papers!

3.2 Inserting Plots

When you take e-notes, you often need to add some images. This option allows you to place images anywhere and edit them.

Step1: Click the little picture button.



Step2: Choose a photo from your photo library, and then you can move the photo freely with the blue block.

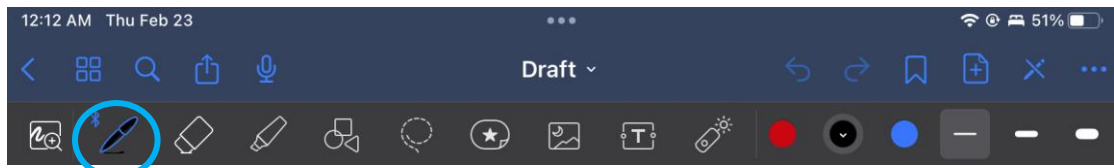
4. Advanced Tips

In this section, you will learn how to use some features to make better use of good software to complete your academic notes.

4.1 Basic Tools

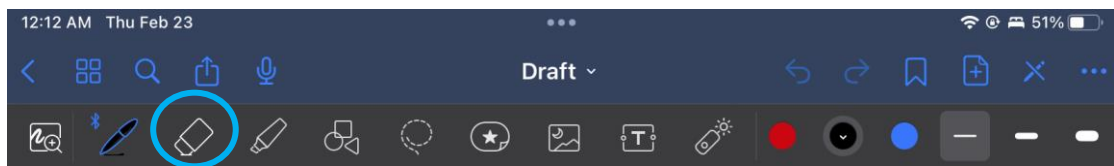
Some most used functions of different buttons will be introduced in this part.

Option 1: Pencil



This option allows you to choose between different types of pens, you just need to click it to change your pencil style between tap pen and ballpoint or brush pen.

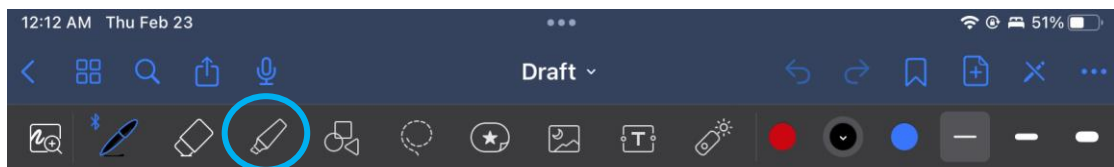
Option 2: Eraser



By clicking this button, you can turn your Apple pencil into an eraser.

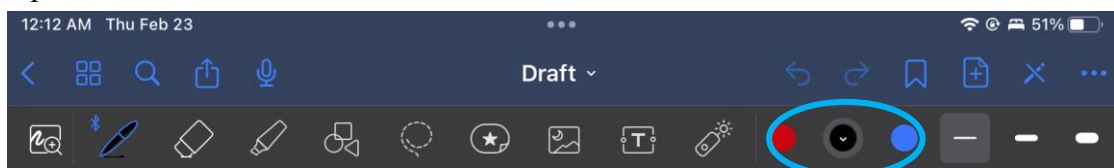
Note: Double click this button to change the size of the eraser

Option 3: Marker



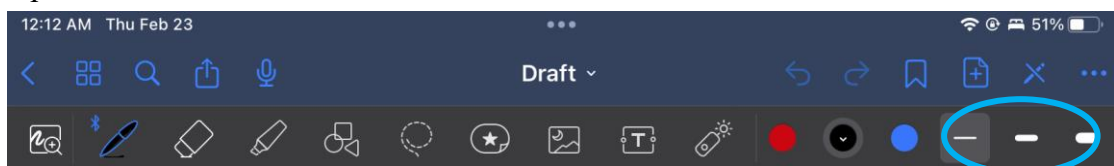
By clicking this button, you can use a marker to highlight notes you previously made with a pencil.

Option 4: Color Selection



This option allows you to freely choose your pen and marker colors, although only the three most commonly used colors are shown here.

Option 5: Color Selection

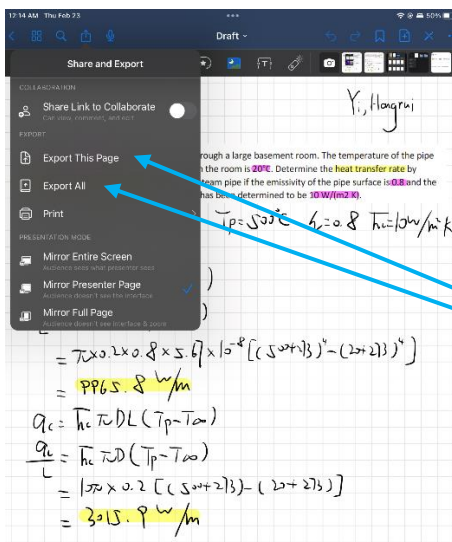
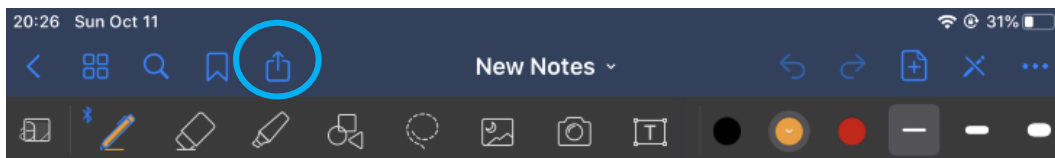


This option allows you to toggle the thickness of pen and marker lines, although only the three most commonly used sizes are shown here.

4.2 Format Conversion

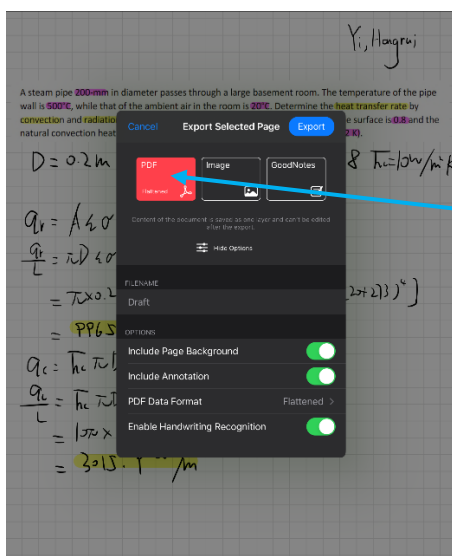
Once you have completed your electronic notes, you may want to send them to your professor or submit them to the course webpage. Therefore, you may need to upload files in different formats. Here is how to upload and change the file format.

Step1: Click on this option to go to pop-up menu bar for uploading.



Step2: Click different options to decide the section you want to upload.

Caution: Do not use print when you do not have a printer connection, it will not give you a pdf version as computer

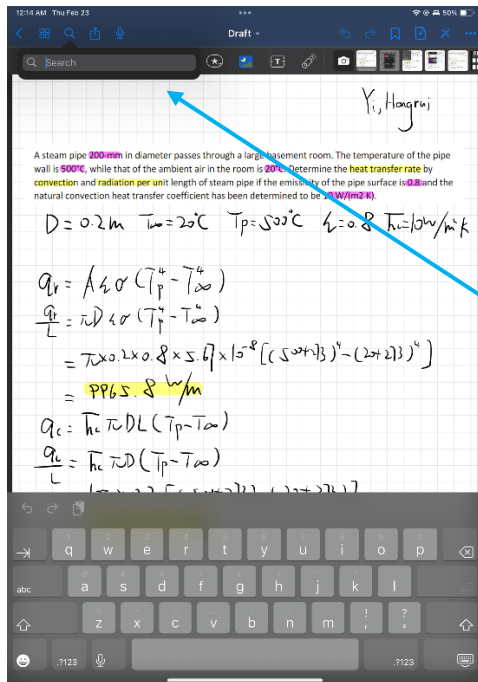
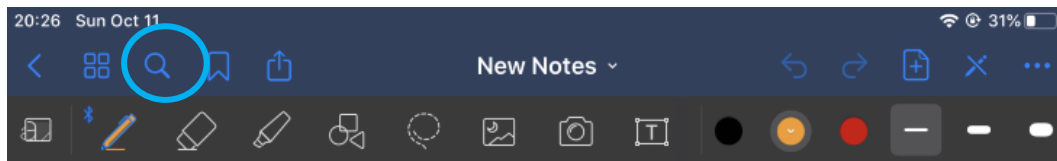


Step3: Click different options to decide the format you want to upload. There is pdf version, Good Notes version and png version.

Notes: Good Notes version can only be opened on those devices which have Good Noes application.

4.3 Quick Searching

Step1: Click the lens icon.



Step2: Insert the item that you want to search in your note in the block below the icon.

Notes: You are not required to be case sensitive for searching.



Step3: Select the paragraph which contains the item you are desired in the selection block.

Warning: Scribbled notes may not be recognized, please do not use fancy characters.