

How to Use GoodNotes 5 on your IOS Devices

Anna Tran

Professional & Technical Writing

Instructor: Nupoor Ranade

Carnegie Mellon University

10/25/2024

Audience: My audience will be primarily college students that are looking for an application to take and store their class notes. They will be around the ages of 18-25 (on average), and have a background on how to use new technology and applications. My method of finding my audience and identifying them is based on user feedback and doing research on who typically uses digital note-taking apps.

Style Guide: [Microsoft Writing Style Guide](#)

Table of Contents

What is GoodNotes 5?	2
How to Get Started	3
Downloading the App	3
Optional: Adding payment options to your Apple Store	4
GoodNotes Basics	5
Creating Notebooks	5
Creating Folders	6
Using your Notebook	7
Pens	7
Eraser	8
Highlighter	10
Adding a new page	11

What is GoodNotes 5?

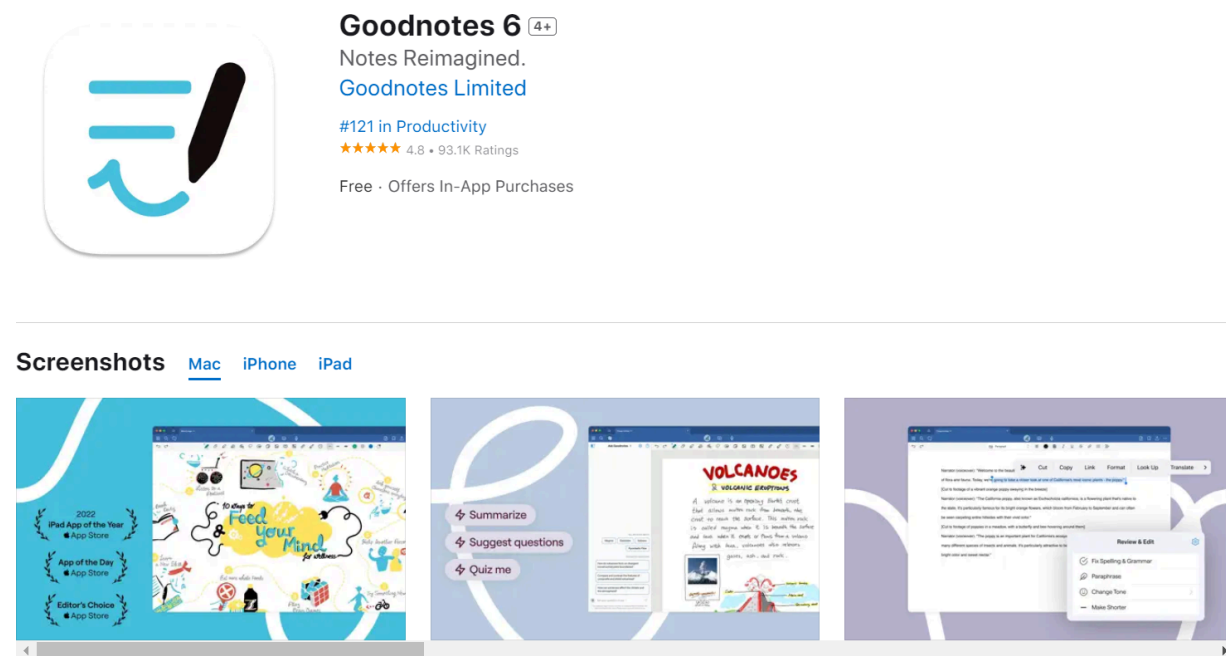
GoodNotes 5 is a digital note-taking app designed for anyone who is looking for a way to store notes and annotate PDFs without losing them. You can add images and even scan documents that you want to add into your notes. All of this is possible at the touch of your fingertips. Notes will never be lost with GoodNotes. The app lets you start off with three free notebooks to see if you like them before you have to pay. Spend some time exploring the app before you make your purchase. GoodNotes makes it easier and less of a hassle to carry around notes—it's all in one app and one device!

How to Get Started

Downloading the App

GoodNotes is only available on IOS devices as of 2024. There is a trial version where users can download the app and create up to three notebooks for free. You can purchase the full version directly in the app or on the app store.

1. Open the App Store on your IOS device and search **“GoodNotes”**

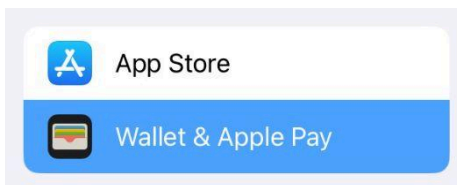


2. Click on **“Get”** and wait for app to finish downloading
3. Open the app on your homescreen

Optional: Adding payment options to your Apple Store

If you decide to purchase the full version of GoodNotes, you will need to set up your credit card in your IOS settings to make a purchase.

1. Click the **Settings** app



2. Scroll down to **Wallet & Apple Pay**
3. Click **Add Card**
4. Choose from three different options: **Previous Cards, Apply for Apple Card,**
or **Debit or Credit Card**
5. IChose **Debit or Credit Card**, then click continue
6. Scan your card or manually enter your details
7. Click **Done** and now you are ready to make a purchase!

Note: GoodNotes is \$9.99 excluding tax in the App Store

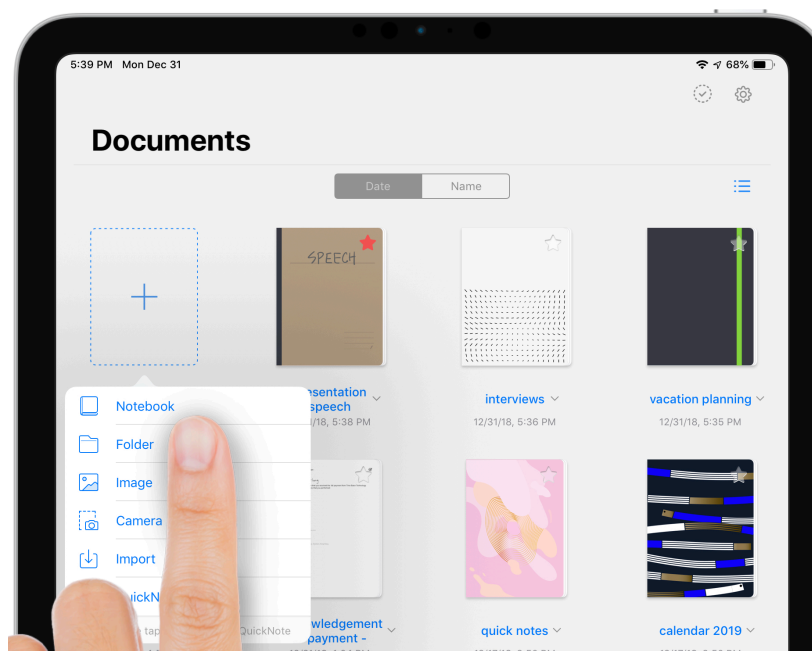
GoodNotes Basics

These tips will guide you for using your first digital notebook. There are many ways to use the GoodNotes App, however these tips will be all you need to get started as a new user.

Creating Notebooks

To begin your digital note-taking journey, you must first create a notebook in the GoodNotes App. It's all completely customizable too.

1. Open the GoodNotes App from your homepage

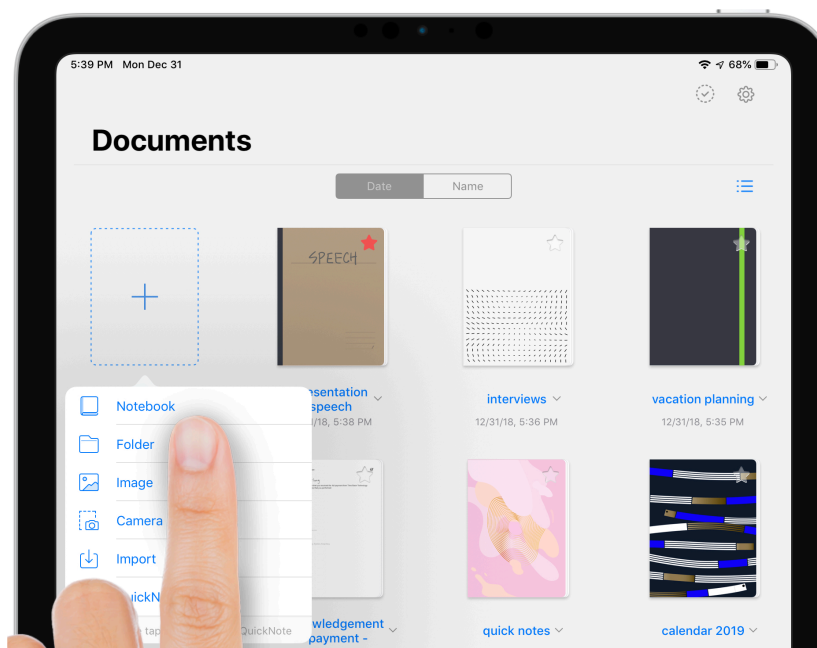


2. Click on the **[+]** outlined in a rectangle on the left hand side
3. Select **Notebook** to begin your GoodNotes journey
 - a. You will be prompted to customize your notebook
4. Click on Name. Give your notebook a title

5. Choose your favorite paper type by scrolling down and selecting which type of paper you want to use
6. You can also choose a new cover by clicking the notebook cover on the left hand side next to the paper. Choose one cover
7. You may also change the color of your paper from yellow, white, or black
8. Click **Create** and you will have your first digital GoodNotes notebook!

Creating Folders

1. Open the GoodNotes App from your homepage
2. Click on the **[+]** outlined in a rectangle on the left hand side.



3. Select **Folder** to continue your GoodNotes journey
4. Give your folder a title

5. Click **Done** in the top right corner
6. Your new folder will now appear on your GoodNotes homepage

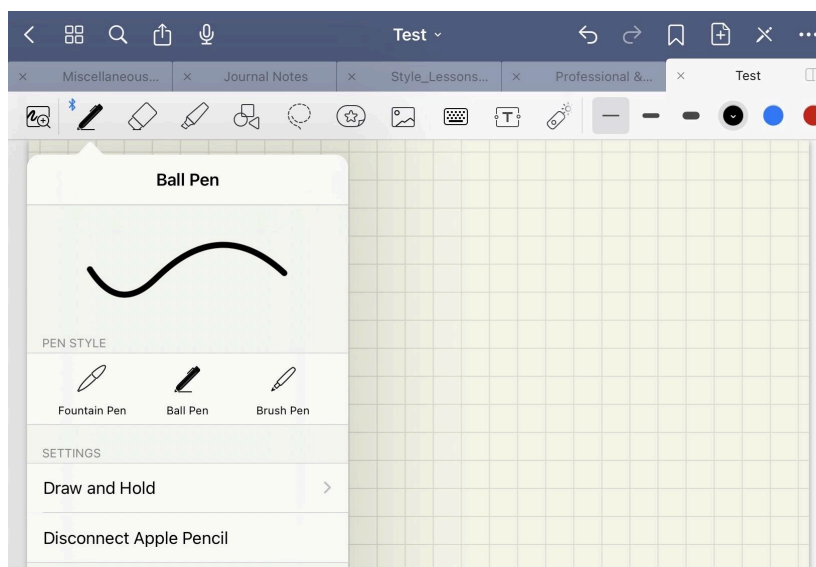
Using your Notebook

There are many different tools within the notebook that you can use to enhance your note-taking activities. From the pens to the lasso tool, this user guide will help you get started.

Pens

Pens are one of the three most fundamental tools of the GoodNotes app. You must pick up your (digital) pen to take notes on the app. This section will go over the basic features and how to use them to enhance your note-taking experiences.

1. Open the app



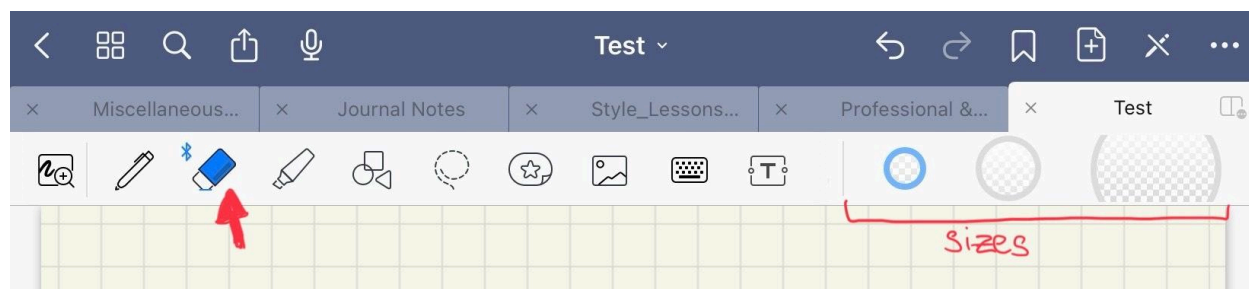
2. Click on one of your notebooks
3. Click on the **Pen** on the left hand side of the toolbar
4. Choose between three different pen types: Fountain pen, ball pen, and brush pen
5. Select a pen and begin writing in your notebook

Eraser

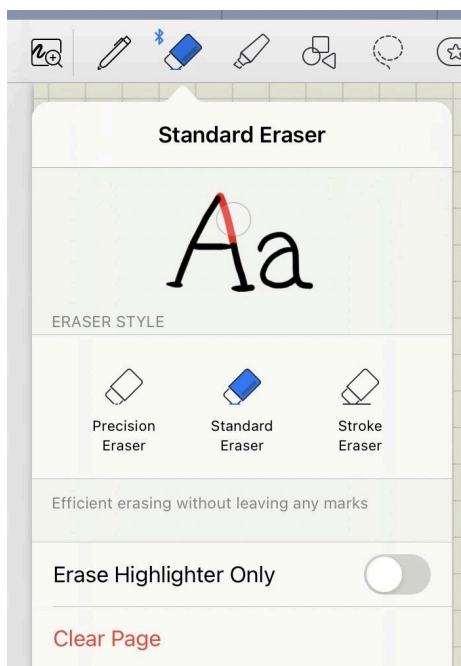
The eraser is the second fundamental tool of the GoodNotes app. The tool has many customizable features that new users may not be aware of at first glance.

This section will go over the basic features and how to use them to enhance your note-taking experiences.

1. Open the app
2. Click on one of your notebooks



3. Click on the **Eraser** on the left hand side of the toolbar
4. Choose the size of your eraser on the right hand side of the toolbar
5. Double click on the **Eraser** again to show a new menu

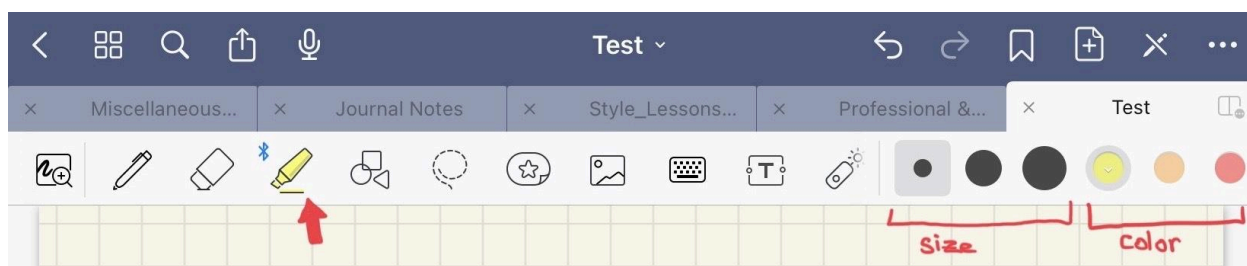


6. You can choose between three different types of erasing: precision eraser (erases small lines), standard eraser (erases regular lines), and stroke eraser (erases full lines)
 - a. Note: you can click the toggle below to only erase highlighters
7. Click on the notebook page again to close the menu
8. Begin to erase any mistakes you may have

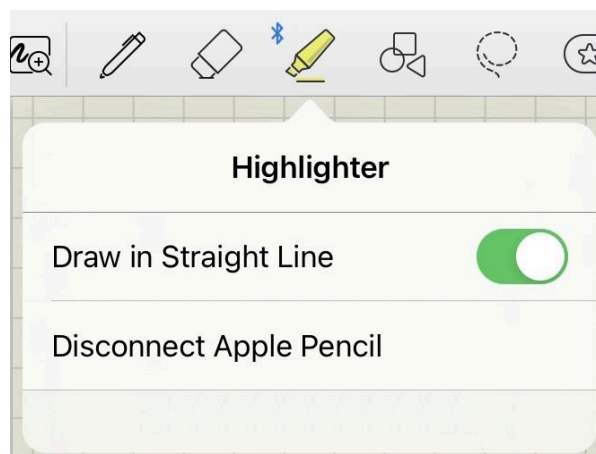
Highlighter

The highlighter is the last fundamental tool of the GoodNotes app that this guide will focus on. This tool is just as customizable as the other tools that have been mentioned earlier. New users will learn how to master this tool and will be able to use all the fundamental tools of GoodNotes.

1. Open the app
2. Click on one of your notebooks



3. Click on the **"Highlighter"** on the left hand side of the toolbar
4. Choose the size of your highlighter on the right hand side of the toolbar



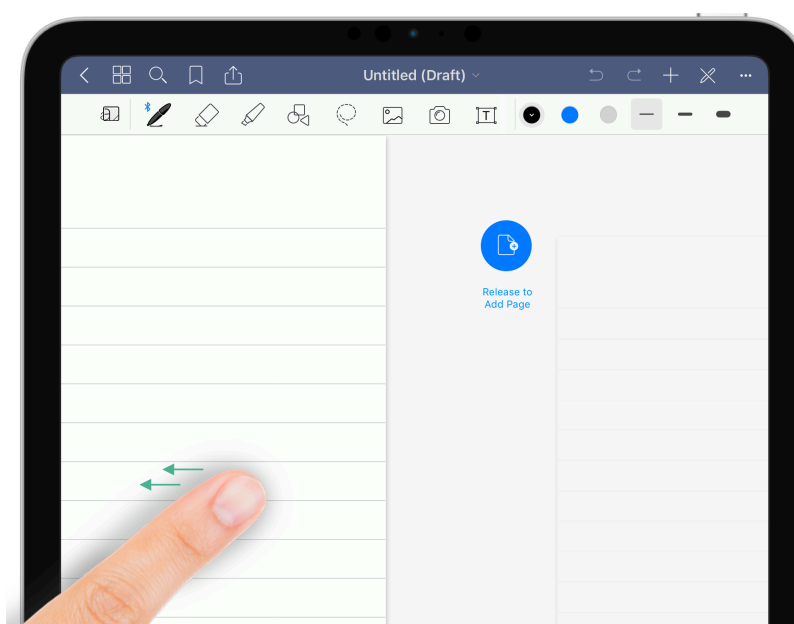
5. Choose the color of your highlighter on the right hand side of the toolbar
6. Double click on the **Highlighter** again to show a new menu

7. Toggle the switch to turn the straight line feature or turn it off to highlight elements that are not straight
8. Click on the notebook again to close the menu
9. Begin to highlight any notes you have

Adding a new page

Now that you have mastered the three fundamental tools of GoodNotes, it is time to flip to the next page of your digital note-taking journey. When you use GoodNotes, you will never have to worry about running out of pages! They will all be saved in the same notebook until you choose to delete them.

1. Open the app
2. Click on one of your notebooks



3. Using one finger, touch the notebook screen and drag your finger across the page from right to left
4. Keep dragging until you see the prompt **"Release to Add Page"** then release your finger
5. Continue to add pages until desired