ZoomNotes



This is a comprehensive guide to ZoomNotes. It will quickly help you learn how to use the app, and inform you about its advanced features. There are also instructional videos on the ZoomNotes website – www.zoom-notes.com/help

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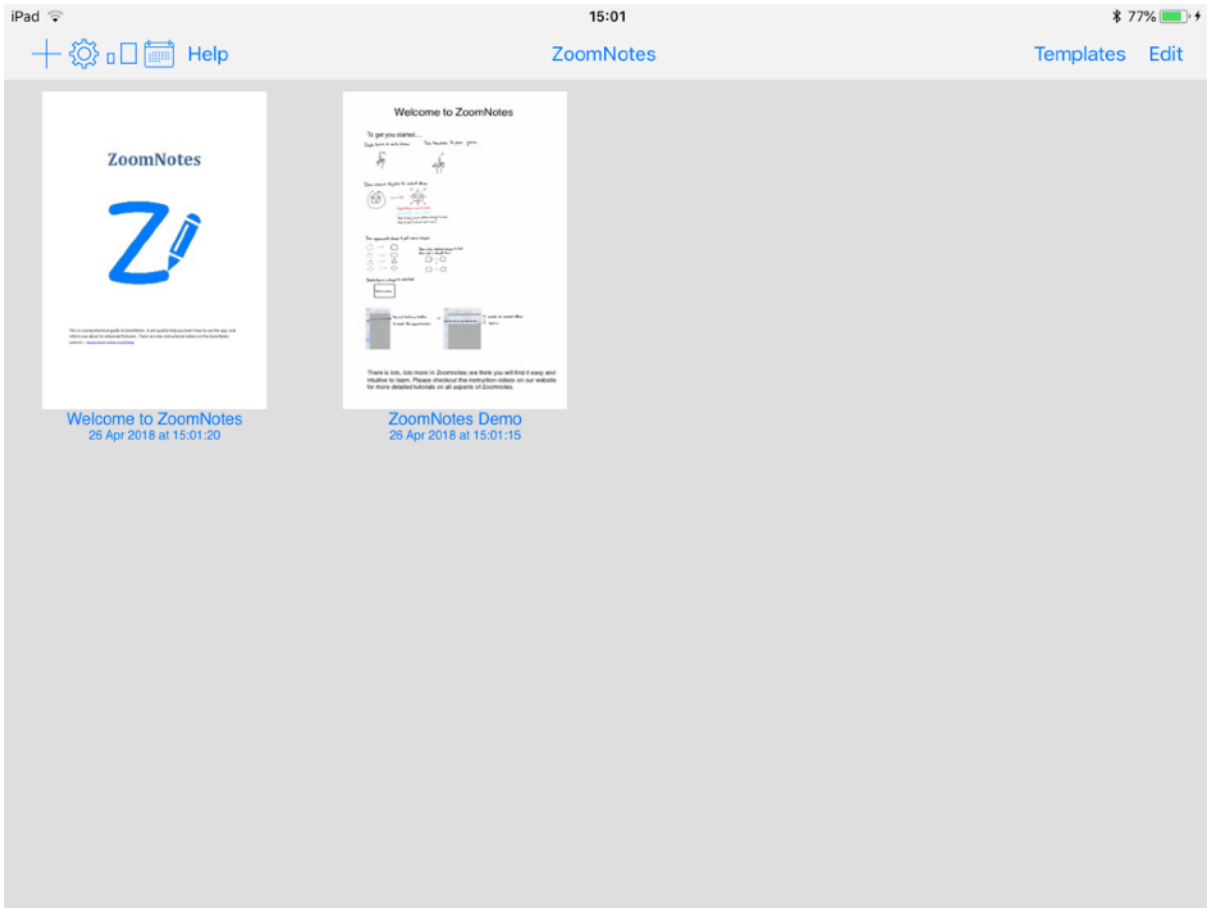
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Introduction

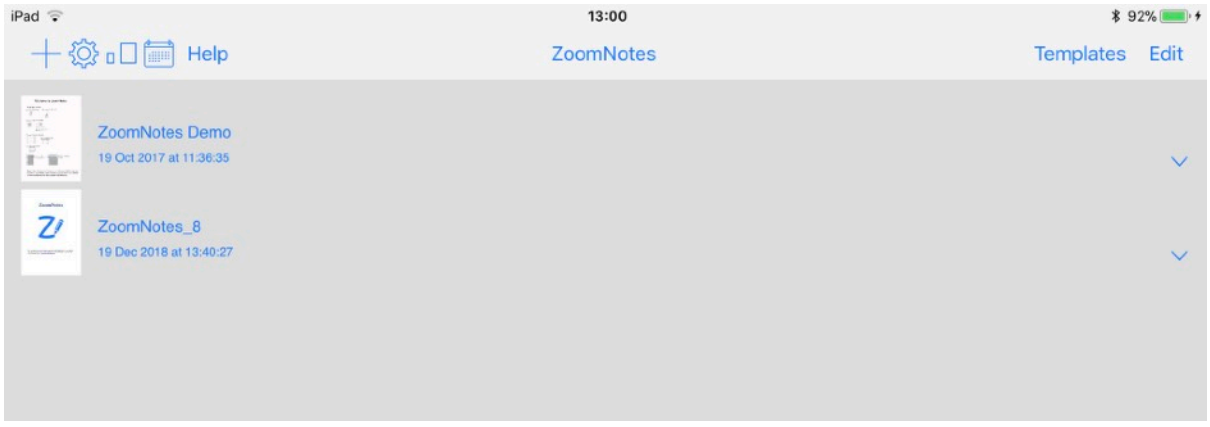
ZoomNotes is a is an advanced note taking app for iOS which has many uses and features. This document will help guide you through its features and should be a good point of

reference when working with ZoomNotes.

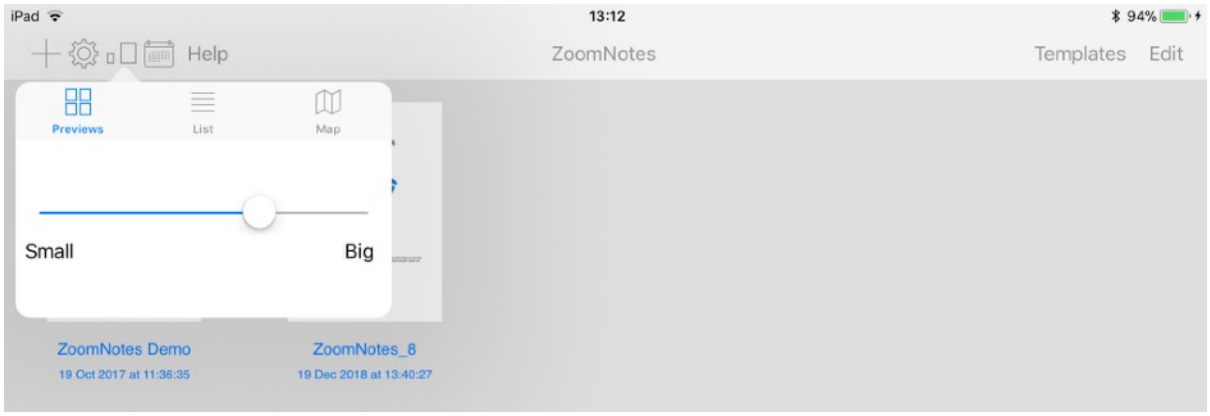


Folders and Documents

The first screen you see after starting ZoomNotes shows all the documents and folders you have saved. Each is represented by a preview image with its name and modification date shown beneath it. You can view all the documents in 3 possible ways. Firstly as a grid of previews image, with the document name shown underneath. Alternatively you can view them as a list format, and finally you can choose a map mode to view (geo-referenced) documents.



You can switch between the different modes by pressing the ‘views’ button:



The lets you switch between ‘Previews’, ‘List’ and ‘Map’. In previews mode you can also adjust the size of the previews. (Note: you can also pinch on the preview screen to adjust the sizes).

In preview mode tapping on the document’s name will display a menu of some useful functions pertaining to the document. In list mode, a small button shown on the right which when pressed accesses the same menu).

Single document functions:

Export: Export the document in either ZND or PDF format.

Delete: Deletes the document to the ‘recycle bin’.

Duplicate: Makes an exact copy of the document

Move: Moves the document to another folder.

Properties: Accesses the document’s properties.



Creating Folders

When you are in edit mode you can also ‘drag’, (tap and hold on a document, then after a short delay move your finger whilst still holding down on the screen), selected documents on to

- *An existing folder*; this will either move the selected documents into the folder.

- *Another document*; this will create a new folder containing the selected documents and the document onto which you dragged the documents.

If the selected documents are in a folder – you can drag them outside of the containing folder, which will close automatically. You can then drop them at the top level or on another folder or document. If you drag all the documents out of a folder, then the folder will be deleted automatically. (You can override this behaviour and keep empty folders by going to the main app setting, 'General' section and turn off 'Remove empty folders').

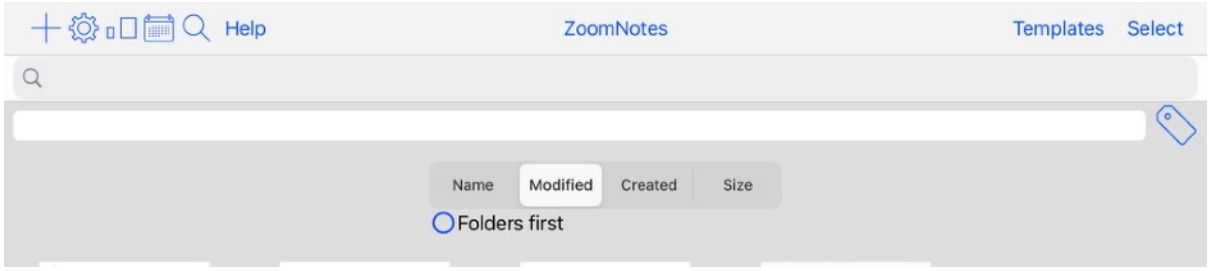
Opening documents and folders

You can open a document by tapping on the preview image (or anywhere in the row when in 'list' mode'). You can rename a document or folder by tapping on the name shown beneath the preview image.

Folders have rounded corners and can be opened by tapping on them. The folder will resize to the full screen and display the contained documents (and sub-folders).

Drag the view down to reveal the buttons which dictate how the documents are ordered – either by 'Name', 'Modified', 'Created' or 'Size'.

This also reveals the search bars. The top one can be used to search for documents with a particular name. The second one, (the Tag Search Bar), allows you to search for particular 'tags'. Tags are described further in their own section.



You can also choose 'Folders first' - when this is enabled folders will be shown before documents.

Advanced Search

In addition to the search bar described above there is an advanced search mode which can be activated by pressing the search button (magnifying glass) on the top bar.



In this mode you can search for a keyword in all your documents, including the text contained within the documents. Tags can be used to narrow the search to just documents which use certain tags. Note also, if your have opened a folder prior to pressing the advanced search button, the search will be limited to the folder.

Options are available to limit where in a document the text is to be found:

Handwriting: handwriting recognition is used to find the keyword.

PDF: text in pdf data (only applies in documents base on a pdf document).

Image: If you have scanned an image and used the OCR function on the image then text will be available for search.

Text: Typed text in the document.

Page title: The keyword will be matched against the page titles in a document.

Bookmark title: The keyword will be matched against the bookmark titles in a document.

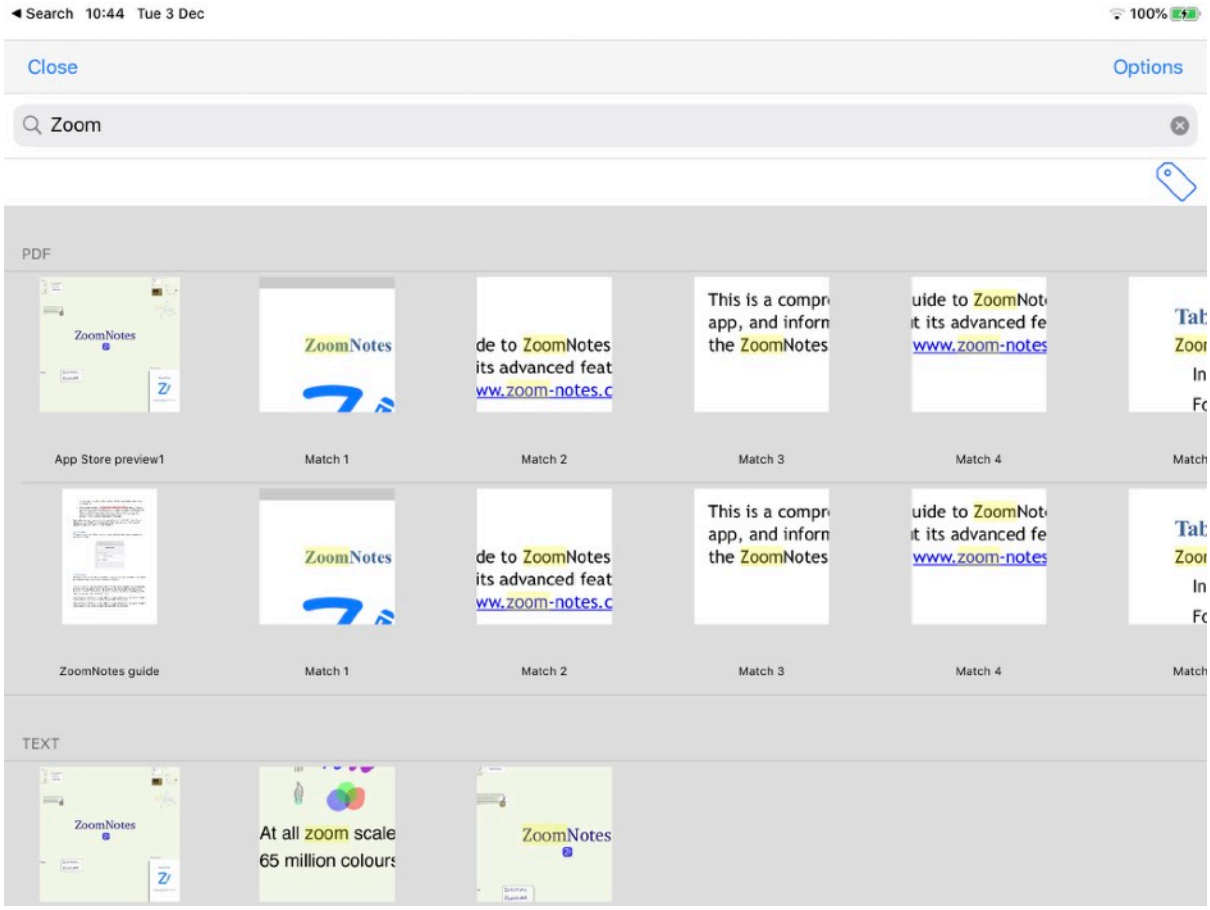
Document name: The keyword will be matched against the document name.

Progress is shown on the top bar:

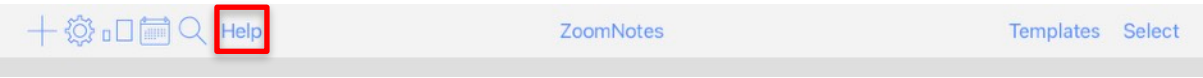


Search results are presented as a thumbnail image of the document and then a thumbnail image of each matched instance of the keyword. You can tap on a thumbnail and this will open the document and show you the particular instance if the searched word. It will also leave you in 'search mode' within the document, and you can step between each match using the search bar. Search results are also grouped with respect to which category (listed in options above) they relate to. So in the example below you see a 'Pdf' category

and a ‘Text’ category.

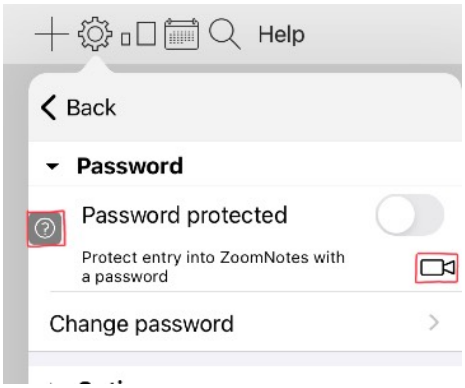


In-app Help



There is a help button on the toolbar which will show you how the documents/folders operate with in the app. It also shows you some help on the main app settings.

In conjunction with this each settings has a ‘?’ button which will reveal a sentence describing what that setting does. If there is a video which shows the setting in more detail, then there will also be a video button which you can press.



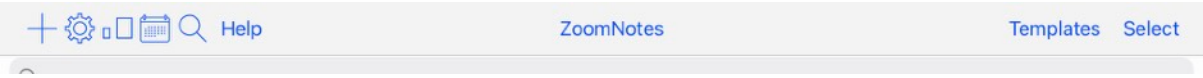
To make the app easier to learn (and less daunting for the beginner), the settings have also been categorised into ‘Basic’ and ‘Advanced’.



The basic settings gives a simpler view of the settings and will just show the most important ones. As you learn and grow in confidence with the app then you can start venturing into the more advanced settings.

Editing Documents Mode

Find the Edit button on the toolbar:



Pressing it will enter the edit mode for documents – notice that the icons on the toolbar change:



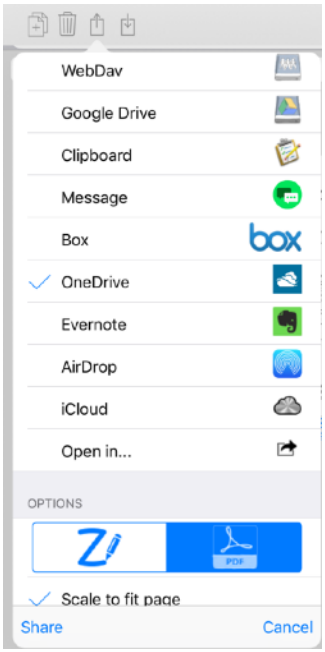
Now when you tap on a document a yellow border will appear around its preview image- this shows you have selected it. You can de-select by tapping again.

The icons, in order, (from the left), are:

Duplicate – all the selected documents are duplicated into the same folder. If you choose ‘As Document Template’ the selected documents will be duplicated as document templates which can then be used when creating a new document.

Delete – all selected documents are deleted. This operation is not undoable, but you are prompted before they are deleted. Deleted documents are placed in a ‘recycle bin’. You can examine the documents in the recycle bin by pressing the delete button when no documents are selected.

Export – The selected documents will be exported by



- *Email* – the ZoomNotes documents will be attached to an email
- *iTunes* – the ZoomNotes documents will be copied to the iTunes directory (and will appear in iTunes when you plug in your iPad/iPhone to iTunes).
- *Dropbox* – the ZoomNotes documents will be uploaded to Dropbox, (you will need to sign up for Dropbox first).
- *WebDav* - ZoomNotes documents will be uploaded to your WebDav server.
- *GoogleDrive* - ZoomNotes documents will be uploaded to Google Drive.
- *Box* - ZoomNotes documents will be uploaded to Box.com.
- *One Drive* – ZoomNotes documents will be uploaded to Microsoft's OneDrive.
- *Evernote* - ZoomNotes documents will be converted to PDF file and uploaded to Evernote. Tags can also be uploaded (there are extra options to control this).
- *AirDrop* - ZoomNotes documents will be shared via AirDrop. If another device is found then you will be propted to accept that device and the documents will be shared to it.
- *iCloud Drive* - a single ZoomNotes document can be uploaded to iCloud Drive.
- *Open in…* - send the selected files to another app of your choosing.

You can choose to export the files as native ZoomNotes documents or as PDF files.

Import – This will let you import files from:

- *iTunes* –finds all ZoomNotes document files in the iTunes directory and import them.
- *Dropbox* – this lets you choose ZoomNotes documents or PDF files to import from one of your Dropbox folders.
- *WebDav* – this lets you choose ZoomNotes documents or PDF files to import from one of your WebDav folders.
- *GoogleDrive* – this lets you choose ZoomNotes documents or PDF files, or Microsoft Office files (Word, Excel or Powerpoint), to import from one of your GoogleDrive folders.
- *Box* – this lets you choose ZoomNotes documents or PDF files to import from one of your Box.com folders.
- *OneDrive*– this lets you choose ZoomNotes documents or PDF files to import from one of your OneDrive folders.
- From Clipboard - this will create a document from the contents of the clipboard.
- *iCloud Drive*– this lets you choose ZoomNotes documents or PDF files to import from one of your iCloud Drive folders.

Move -



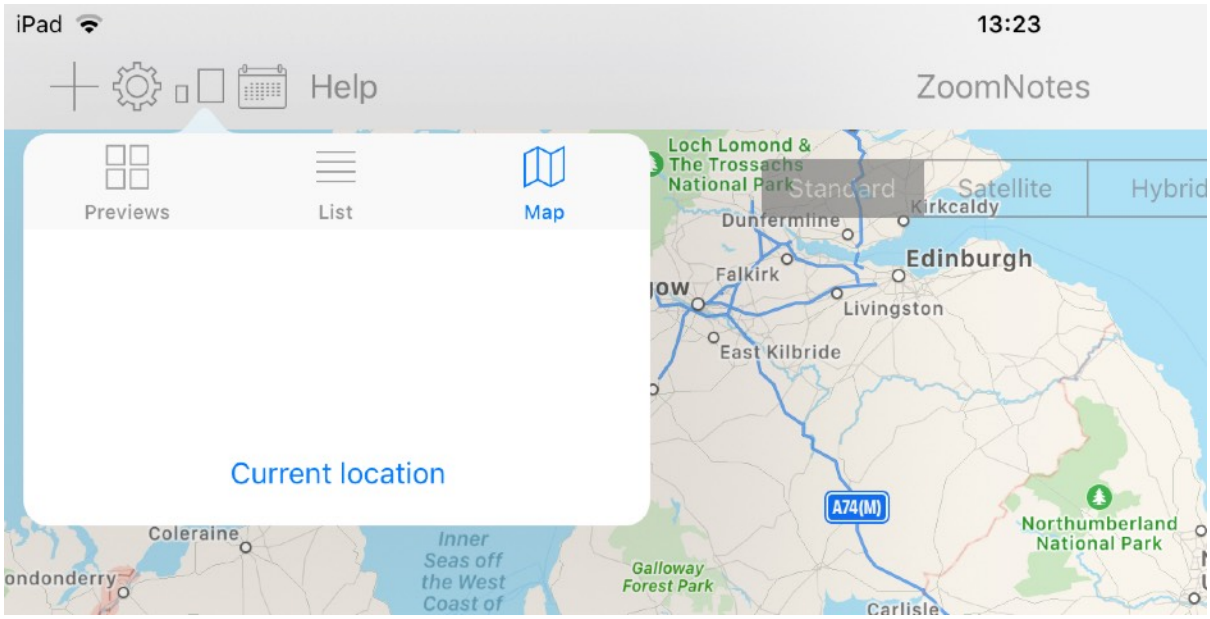
This lets you move the documents you have selected into a different folder.

Archive – This will let you 'zip' document into a single compressed file which is ideal for with backing up documents or for sharing many documents with others. If you do not select any documents before pressing the archive button, then all documents will be compressed into a single zip file. If you select some document then just those documents will be compressed. You can choose whether the documents are zipped as ZND files or as PDF files

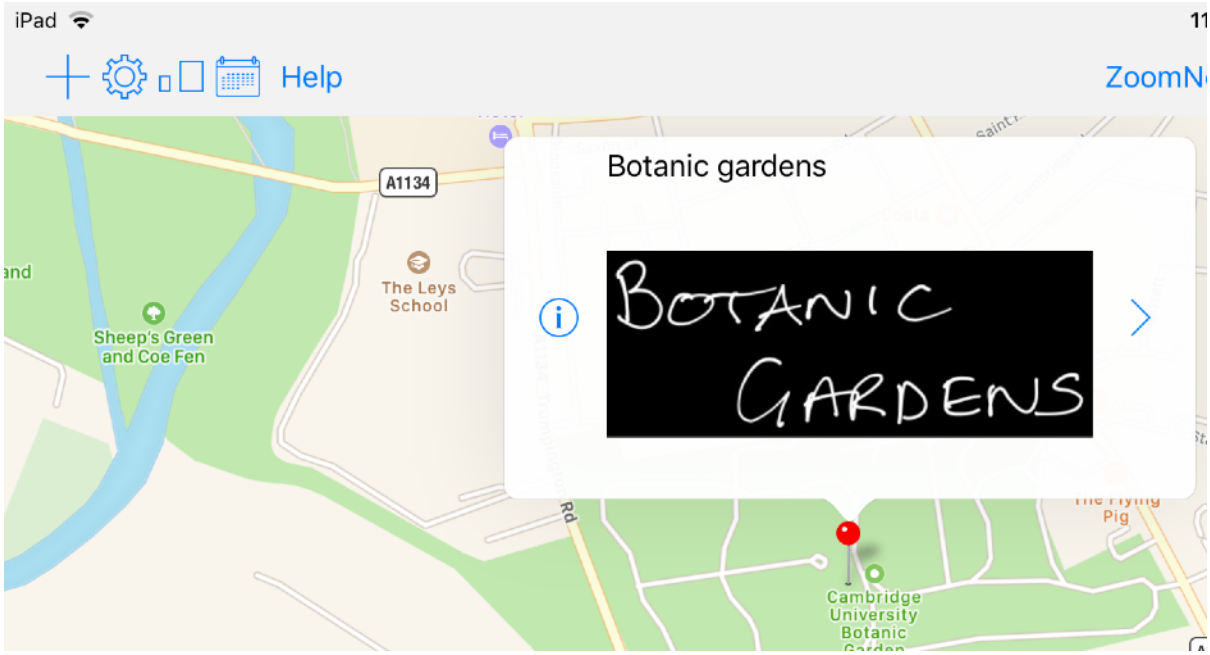
Map View

You can also view your documents arranged on a 'map view'; each document is shown as a pin at its 'geo-location' – only those documents which have been 'geo-located' will be shown. You can geo-locate a document through its properties. If you create a new document when the map view is showing then that document is automatically geo-located at the position shown in the centre of the map view.

To switch from the list view to map view, press the views button and tap on 'Map'. Pressing 'Current location' will move the map to your current location.



If you tap on a pin you will see a preview of the document. Pressing the ‘i’ button will show its properties. Pressing the right button will open the document for editing.

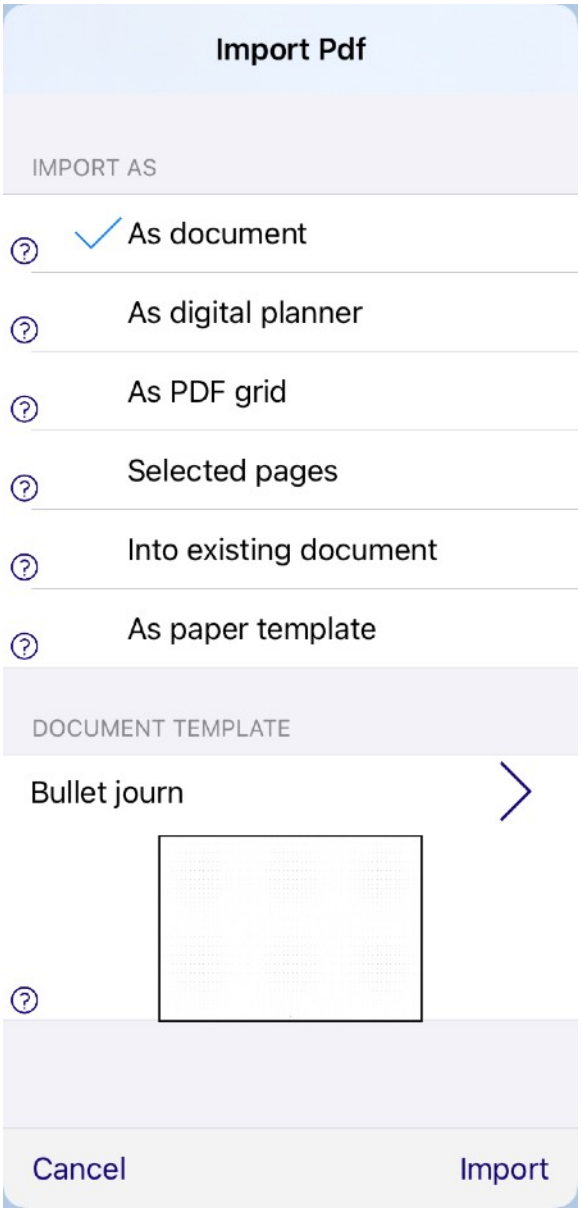


When a pin’s details are showing, then you can also tap and hold on a pin to drag it to a new location.

Note that the document name and tag searches will also restrict which documents are shown in the map view.

PDF Files

ZoomNotes is registered on your device as able to open PDF files. This means that if there is a link on a web page to a PDF file or if there is a PDF file attached to an email, you can choose to open it in ZoomNotes. When you do this, ZoomNotes will ask you how you want to use the PDF file:



As d*ocument:* Each page in the PDF file will become a page in a ZoomNotes document, and you will be able to draw on top of (and outside of) each of these pages. You will be able to add extra blank pages, delete pages and re-order pages too.

A digital planner: Very similar to 'As document' but it will turn on the documents 'pdf page caching'.

As PDF grid: The pdf pages will be laid out in a grid on a single page - you can specify the dimensions of the grid and also the number of rows and columns the grid has.

Selected pages: Very similar to 'As document' but you will choose which pages you want to import.

Into existing document: You will choose which document you want to import the pdf pages into.

As paper template*:* The PDF file will become a Paper Template. These are used when you create a new document so that the first page in the PDF file is the 'paper' on which you

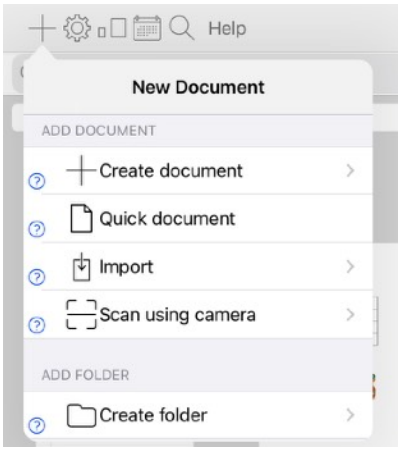
write in the document. A good example is if the PDF file contains a sheet of blank music paper; every time you add a new page to a document, a new blank music sheet will be used.

Note: When opening from an email you may need to touch and ‘hold’ the touch on the attachment. This will then present you with a list of apps which you could open the attachment with. Scroll the list to find ZoomNotes.

Document template: Choose which document template you want to base the new document on. This will set up things like tool settings (pens, text etc) as well as default pages settings.

New Documents

When you choose the ‘+’ button you can choose to either create a new document or to import a document



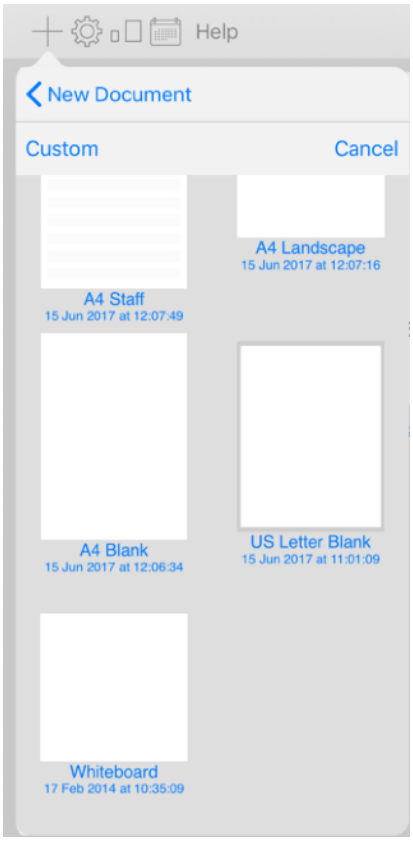
Create Document

When you choose the ‘Create document’ button you will be presented with a screen which lets you choose from a selection of ‘document templates’.

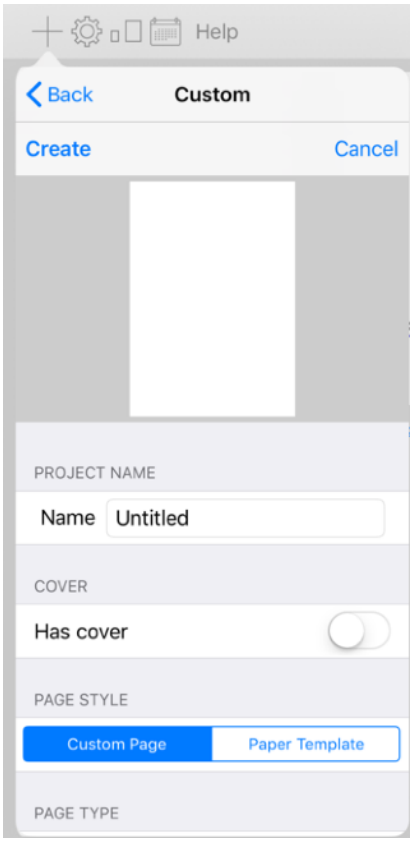
These are typically blank documents each of which has been configured as a good starting point for a new document. You can tap on the one you want and this will create a new document from that template. You can create your own template documents by using the ‘Duplicate’ function when in File Edit mode.

Also on the top toolbar is a ‘Custom’ button. If you press this, you will be presented with a screen which lets you choose the size and type of the new document:

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Standard mode:

Cover

Enable the switch if you want to have a cover page in the document (you can turn this on later if you want to via the document properties). When enabled the first page in the document will be treated as the cover and will be displayed in ZoomNotes' main screen (the view of all documents).

Custom Cover: You can specify the colour of the cover and also the title area. When the document is created the title page will contain a rectangle of the colour specified. The rectangle is selectable and editable so you can further configure it to your needs.

Paper Template: The cover page will be based on the paper template chosen. Import covers from PDF files to suit your needs.

Size

Choose from two standard sizes or create your own sized document.

Note: the sizes are shown in the units chosen in the overall app settings; you can choose between mm, inches and points.

Infinite Whiteboard: When you turn this the page will be near infinite and of a single colour. The page size is only used when printing or converting to a pdf file.

Colour

Choose the colour for the paper, surrounding 'desktop' colour and the lines on lined/ squared paper.

Lines

Choose either to have

- None – no lines
- Lines – horizontal lines
- Squares – horizontal and vertical lines
- Music
- Isometric
- Graph

If you choose to have lines then there are some extra options for the line spacing.

Digital planner: Enable this if you want the new document to be a digital planner. You will be able (using the configure button) which year the planner is to cover and also which which months, and whether you want pages for each month or pages for each week as well. There are lots of options to help you get the look you require - fonts, colours, tabs and tab positions.

Symbols can be used to define the layout of a page in the planner. They are simple constructs of the elements you want to appear on the page, but they have 2 important constraints. Firstly the first element in the symbol must be a rectangle (not rotated) which defines the outer extents of the layout. The other constraint is that it must contain another rectangle polygon which defines the area in which the calendar elements will be placed. This polygon must have the 'Calendar' property enabled. Optionally it can have another rectangle polygon with 'Calendar' enabled as well as the calendar settings 'Reminder' - this will define a 'reminder area' for reminders to be displayed in.

Save as planner template: Choose this if you want to create a document template using the digital planner settings. When you choose to create a new document based on such a planner template you will be presented with a screen which will allow you to adjust planner parameters such as the year and the month you require.

Template mode:

Paper template

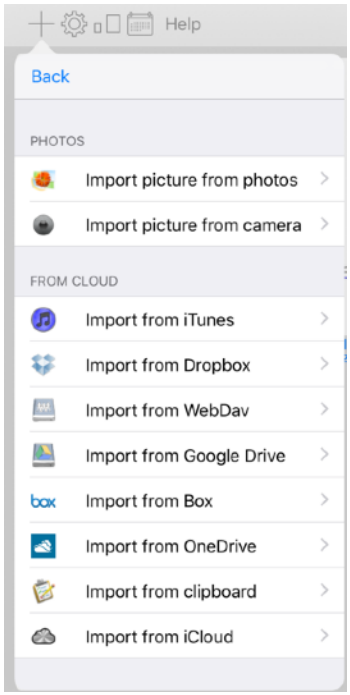
Choose the paper template you wish to use (based on an imported PDF file). The page size is fixed on the page size in the PDF file.

Colour

Choose colour the surrounding 'desktop' colour.

Import

When you choose 'Import ' you are first asked where you want to import from. You can import images from either the Photo Album or directly from the camera. Alternatively you can choose one of the supported cloud services like Dropbox or GoogleDrive.



Quick document

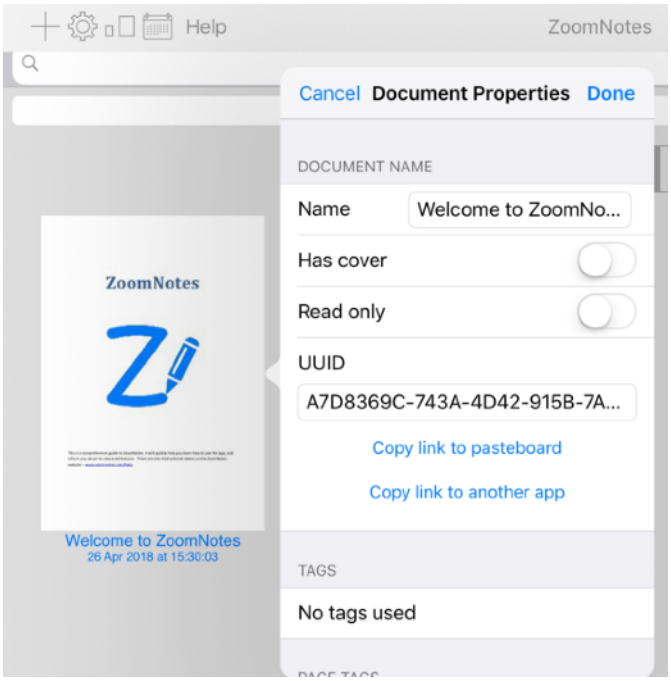
This will create a new document using a document template you have specified previously as the one you wish to quickly create documents with. Use the 'Templates' button to view the available templates and to choose which one should be used for 'Quick document'.

Scan document from camera

When you choose 'Scan document from camera' you will be able to photograph pages on a document, and when you are ready choose 'Save' and a new document containing the scanned images will be created. You will also be asked if you want to 'Recognise text' - this will reach each page image for text which will then be searchable within ZoomNotes.

Document Properties

You can tap on the document's name to edit its properties.



Document Name: the name of the document – you can change this to a name of your choice

Has Cover: When enabled, the document will show its first page when it is returned to the view of all documents.

Read only: When enabled you can open the document but you will not be able to edit it.

UUID: The unique identifier for this document.

Copy link to pasteboard: This will copy a URL link for the document to the pasteboard which can be used to link back to the document from other apps or from other documents within ZoomNotes (see polygon links).

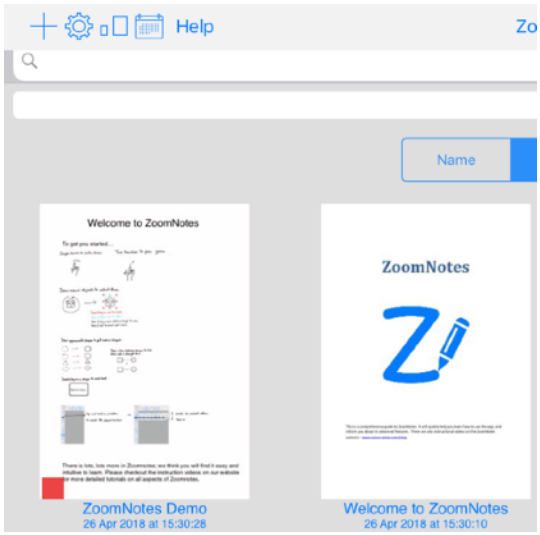
Number pages: When enabled, numbers will be automatically added to the bottom of each page in the document.

Pdf page caching: Some pdf documents use a lot of images on each page and it is more efficient to cache each page in one high resolution image. If you notice a pdf is slow to draw its pages then this option will solve the issue.

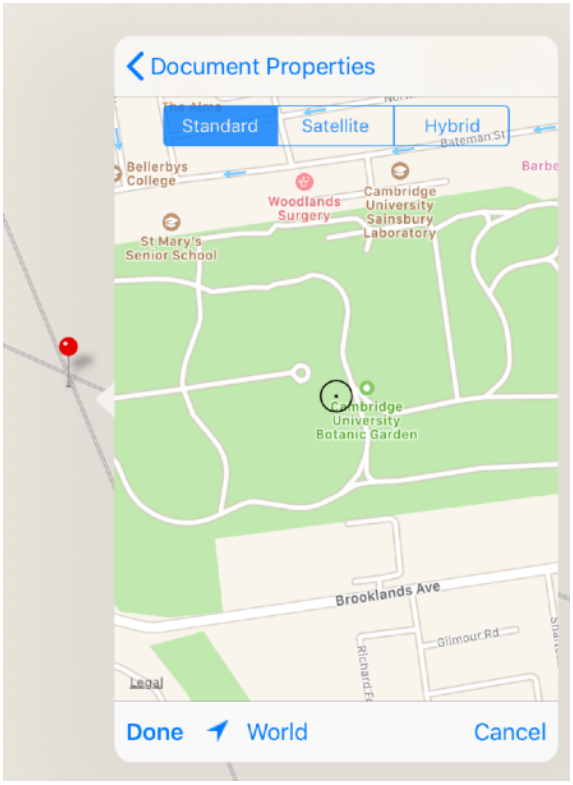
Preferred Colour Scheme: Turn this on if you want to override the system colour scheme for a particular document.

Protect master layers: Turn this on to 'hide' master layers in the user interface. They will still be shown on each page and any links in them will still function but they will not be editable. You will not be able to edit them unless you un-protect them here. You can optionally add a password- it is your responsibility to remember the password as there is no secure way to allow for password recovery.

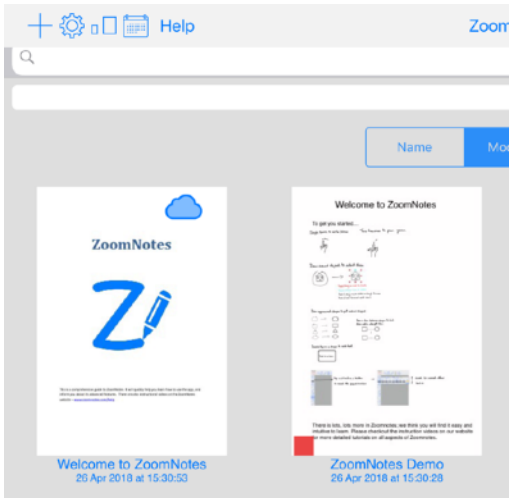
Tags: Tap on this to configure the tags associated with this document. Tags will be shown in the document's preview as a small coloured square.



Set geo-location: Press this if you want to position the document geographically. You will be shown a map view – simply centre this map on the location for the document.



iCloud: This is where you can elect to share a document to iCloud. Tap on 'Start sharing' to submit a document to iCloud. This will send the document to iCloud and it will be synchronised between all your iDevices which run ZoomNotes. A shared document will be shown with an iCloud symbol in its top right corner.



Revisions: You can elect that a document can store its revision history. Each revision is a snapshot of the entire document. You can add a description to each revision as a reminder to the significance of the revision.

Calendar properties

For digital planner documents or bullet journals this section is used to control how events are displayed in the document.

Show events: Use to control whether events are displayed or not. Events will be shown in table elements or polygon elements which have their 'Calendar' setting enabled.

Configure events

General-

Lock calendar: You can lock a document's calendar elements (any tables or polygons with the 'Calendar' setting enabled. This makes such elements un-selectable.

Show date/time: Whether you want dates/times showing with each event/reminder on your calendar pages.

Date format: This defines how the date/time should be shown. If you just want the date without any surrounding text, just use %t. If you want some other text around the date then add that text around the %t. For example if you want the date in brackets you would use (%t).

Highlight today: When enabled this will draw a rectangle around the area associated with the current date (on month and week pages).

Highlight colour: The colour used to highlight the current date.

Events-

Fill area background: When events are shown in full then the region over which they extend is shown as a rectangular region which can either be filled or not. This option controls this.

Events have border: When enabled each event will have a border rectangle drawn around it.

Word wrap list events: When enabled the event title will be displayed over more than one line (rather than truncated). This only occurs when the events are being shown in 'List' mode.

Show calendar markers: This will add a small square marker in the colour of the calendar which contains the event.

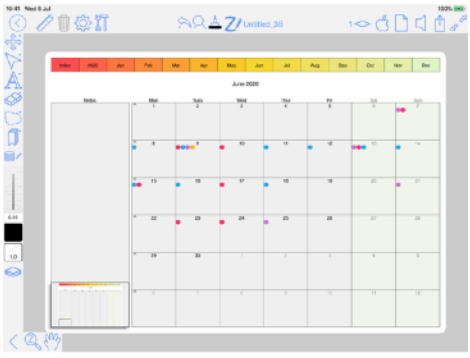
Override event text colour: This lets you choose a particular colour for the text shown for each event. (If it is disabled then the colour used is 'inherited' from the iOS calendar).

Show events from calendars: You can choose between showing all the calendars' events or you can select which ones you want to display.

How to show events: For each calendar page type you can choose how events are to be displayed:

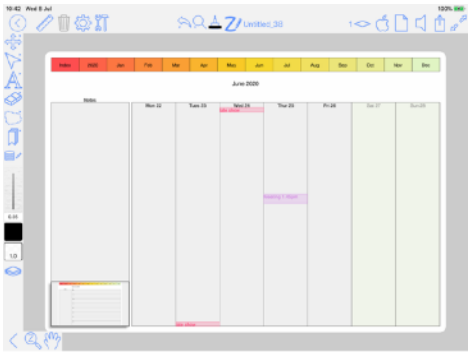
None: No events displayed

Markers: Events are shown as round markers (in the colour defined in the calendar). You can tap on these to reveal the actual events.



List: Events are shown in a sequential list, but no attempt is made to align with a timeline.

Full: Events are shown in full as a rectangular area. The size of the rectangle denotes the duration of the event, and the top of the rectangle aligns with the starting time of the event.



Week/Day events in columns: When showing events from multiple calendars on a page, each set of events (from each calendar) is shown in its own column.

Week/Day all day events above: When enabled, 'all-day' events will be shown just above the rectangle region defined for the date of the event.

Events before layers: When events are being shown they can either be draw to screen before all the layers or after. If they are drawn before then elements in layers may overlay and occlude them which may be an effect you want to achieve.

Reminders-

Show reminders: Turn this on if you want reminders to be shown in the document. Reminders will be shown on the calendar if they have a 'Due date'. Alternatively they will be shown in a 'reminder' area which will show non-dated reminders.

Word wrap reminders: When enabled the reminder title will be displayed over more than one line (rather than truncated).

Show calendar markers: This will add a small square marker in the colour of the calendar which contains the reminder.

Show reminders from calendars: You can choose between showing all the calendars' reminders or you can select which ones you want to display.

Dated reminders on calendar: If this is enabled then dated reminders will be shown in with the calendar events. If it is not then dated reminders will be shown with non-dated ones in the 'reminder area'.

Highlight overdue reminders: When dated reminders become overdue then you can elect that they show in a particular colour to help alert you to the issue.

Document Structure

ZoomNotes' documents are made up of pages which can be 'edited' using a variety of drawing and editing tools. Editing is done by adding/moving/removing drawing objects on a page.

Pages

Pages in ZoomNotes can either be of a finite size (A4, US letter or custom width and height), or (near) infinite whiteboards. They also have their own style- paper colour, plain, lined, graph etc. You can easily mix and match pages of different sizes and styles

within a document. Infinite whiteboards also have their own style, so for example, infinite graph paper can easily be configured.

Blank pages can be added to a document (and deleted), and existing pages can be reordered.

Drawing objects

Drawing objects can be

- Hand writing
- Sketches
- Highlighter lines and shapes
- Typed text
- Geometric shapes
- Groups
- Images
- Videos
- Symbols
- Sub-documents
- Sound inserts
- Bookmark frames

All these drawing objects can be selected and moved, rotated and scaled.

Layers

Each drawing object is assigned to a particular layer. You can add as many layers as you need, and the transparency and visibility of each layer can be controlled. You can also lock layers for editing. You can also configure layers to be ‘per page’ or common to all pages in a document. This is set in page properties.

You can also elect that a document remember visibility of the layers for an external screen - this is useful when presenting as it means you can have certain layers only visible on the iPad and not on the external screen.

Master layers

These are layers which are shown on each page in the document and are ideal for defining page backgrounds. When a master layer is added, a reference to it is added to each page and you can control the visibility of it on each page in the same way as other layers. To add things into a master layer, unlock it and then make it the current layer. Now everything you add will be added to the master layer. When you are ready, make another layer current, and then lock the master layer. It is at this point that your changes become available to all other pages. You can ‘protect’ master layers in the document properties. Do this when you have made your master layer changes and do not want them appearing in the user interface any longer.

Sub-Documents

Sub-documents can be added into any page and are themselves just sequences of pages. Visually you see a preview of the sub-document on the page which you can select, move, resize and rotate in the same way as other drawing objects. Double tapping on a sub-document will 'zoom' down into the sub-document; they are an excellent way of adding detail to your notes. They can be 'bookmarked' in the same way as ordinary (top-level) pages, and transitions between them are animated in an intuitive way.

Tags

Tags are a way of categorising your notes and are an aid to searching your existing documents. A tag has a name and a colour – you set them up in the main app settings- in the General section, or you can add them from the Tag Search Bar.

Any documents which have been tagged will show a small coloured square at the bottom of their preview image for each of the tags in the document – this gives a quick visual indicator about tags.

Pages within documents can also be tagged, and there is a 'Search Tags' function available when viewing a document.

When you search for a particular tag, only those documents which are tagged with that tag, or have pages which are tagged with that tag will be shown.

X-Callbacks

You can create links to documents, pages and bookmarks which use the 'x-callback' mechanism. These links can be used within any app to refer back to ZoomNotes and a document, page or bookmark with it. In essence it is a system request to open the document, optionally at a particular page or view within the document.

What is also interesting is that you can use these links within ZoomNotes to - polygons and shapes can be 'linked' so that when you tap on them the link is followed. Links within the same document are a great way of indexing a document to make it much easier to sectionalise, for instance if creating a 'bullet journal'.

Cloud Services

ZoomNotes supports many of the top cloud service providers so that you can import and export to the cloud. It also supports iCloud.

iCloud

In ZoomNotes you have to elect which files you want to synchronise to iCloud. You do this by opening the document's properties by tapping on the document's name. Here you can choose 'iCloud – Start sharing'. A document which is shared to iCloud will appear on all your devices on which you use ZoomNotes.

Auto-Backup

You can elect to have your documents automatically backed up to a cloud service. The backup will occur when you are connected to the internet and after you have made changes to a document and closed that document.

Enable auto-backup: turns on/off auto-backup. When you turn on the auto-backup ZoomNotes will add all your existing documents to the queue of documents to be backed up – you can manually clear the list if you do not want this behaviour i.e. you just want future changes to be backed up.

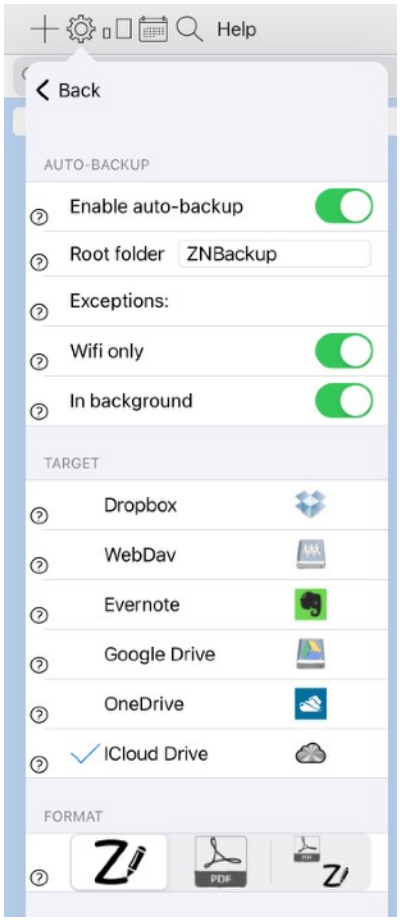
Root folder: The name of the folder you wish the backed-up documents to be placed. Folders in ZoomNotes will be replicated in the cloud as sub-folders of this root folder.

Exceptions: You can add names (or part-names) of documents you wish to be excluded from the backup process. Documents (and whole folders) will be excluded if their names include one of the exception names.

WiFi Only: Turn this on if you only want the backup to occur if there is a wifi connection. If there is no internet connection files will still be backed up but only when the connection returns.

Target: These are the cloud services you can back-up to.

Format: You can choose between ZoomNotes native format (.znd files) or PDF format or both. For Evernote the format can either be PDF or Jpeg (if you choose jpeg then handwriting will be searchable).



Evernote Tags

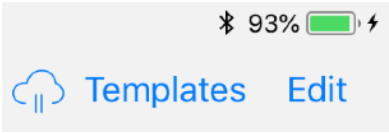
Add Document Tags: Add the tags associated with the document

Add Page Tags: Add the tags associated with the pages in the document

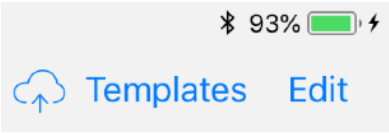
Add document title as tag: Add the document title as a tag.

When Auto-backup is enabled you will see a new button towards the top right of the screen and this will show the backup status:

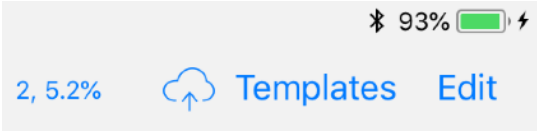
Paused



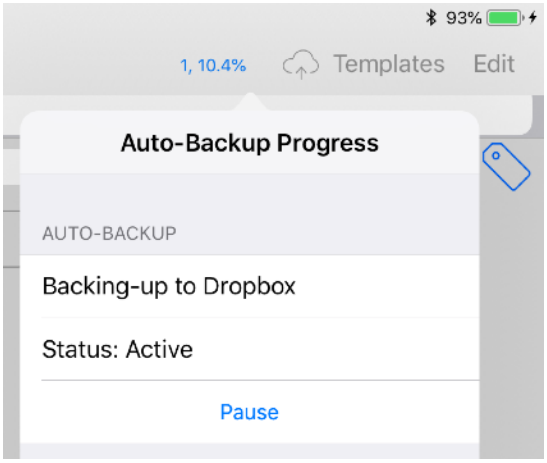
Active but idle



Active and transferring data

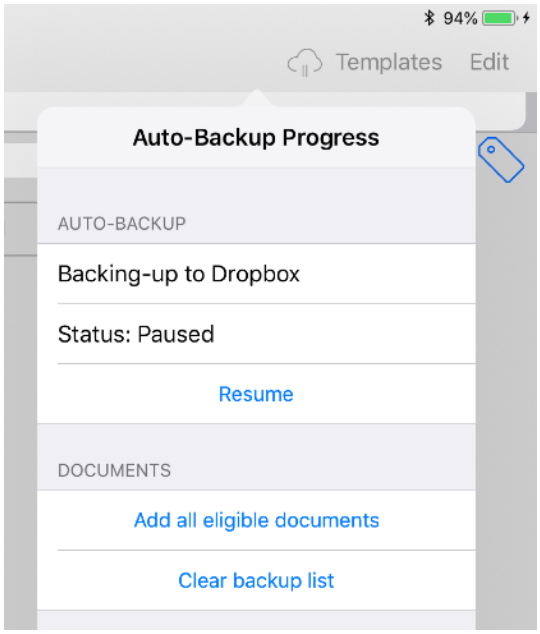


You can tap on the button to reveal more information and also to pause or resume the backup:



This shows the progress when active – to pause the backup – press the pause button.

When paused the window will have following options available:

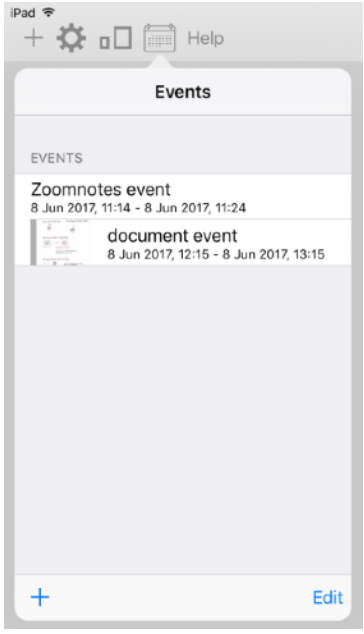


Add all eligible documents: ZoomNotes will scan all your documents and add those which have not been excluded to the pending list of documents for backup. In effect this will restart the whole backup process.

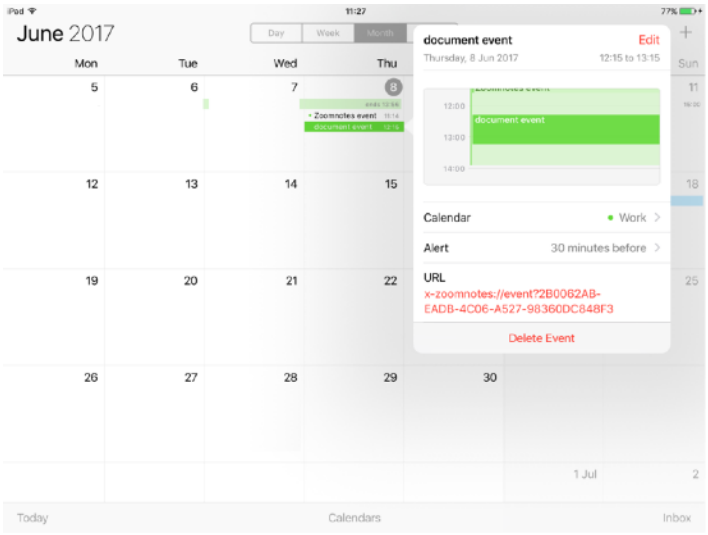
Clear backup list: This will clear the list of pending documents to be backed up. This is useful when you are restarting a backup after perhaps changing the folder you are backing up to and are happy that your existing documents are already backed up.

Calendar Events

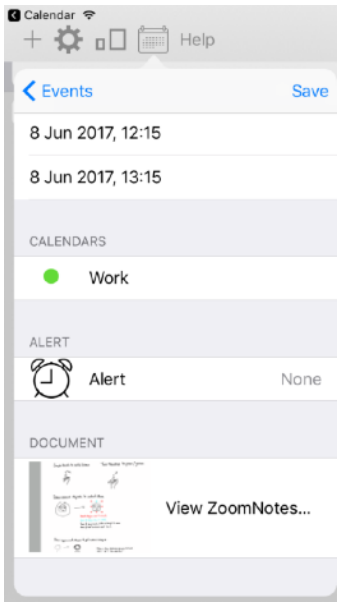
You can add events/reminders to your iPad/iPhone calendars from within ZoomNotes by pressing the Calendar button on the top-bar.



Events added within ZoomNotes will be associated with ZoomNotes through the URL field in the event so that you can quickly return to ZoomNotes from the calendar app by tapping on the URL.



Adding an event from with a document will also associate the document (and the current view with in the document with the event). If you re-open a document event and tap on the 'View' option, then the associated document will be opened and the associated view within the document will be displayed.



You can add events whilst you are editing a document (via the Tools button) and this association will occur automatically. Such events will show a preview of the document to which it is associated.

Events can also be shown on digital planners - you can enable this in the document properties' Calendar section. If the planner has been imported from a PDF file then you will need to set up the Calendar properties of each page so that ZoomNotes knows which date each one represents. You can import a 'planner configuration' to automate this

process - this is something the planner designer/provider can provide or can be obtained through ZoomNotes support.

Drag and Drop (new in iOS 11)

New to iOS 11 you can now drag and drop files into ZoomNotes. You can drag into ZoomNotes from another app either at the documents view or when editing a document.

You can drag a pdf file, and image file or a movie file into the documents view, and ZoomNotes will convert it to a new document. Dragging and dropping when editing a document is covered below.

Viewing/Editing Documents

When you tap on a document preview (or choose to create a new document) the document will open in the editing window:

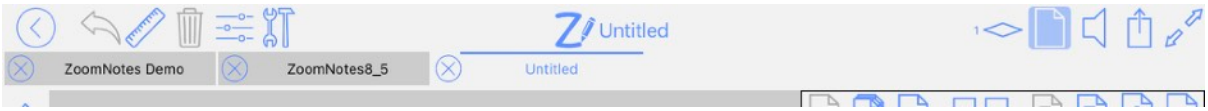
Editor user interface

The window is made up of a central area in which the current page of the document is displayed. Around the side of the screen are buttons which you can press to access the various viewing/editing functions.

In the middle of the top bar, you will see the ZoomNotes' icon and the title of the document. You can tap here to show the document properties where you can change the document name and also set its tags (see the tags section).

Document bar

When you have edited a few documents each will be shown as a tab in the document bar - tapping on a tab will close the current document and open the document associated with the selected tab.

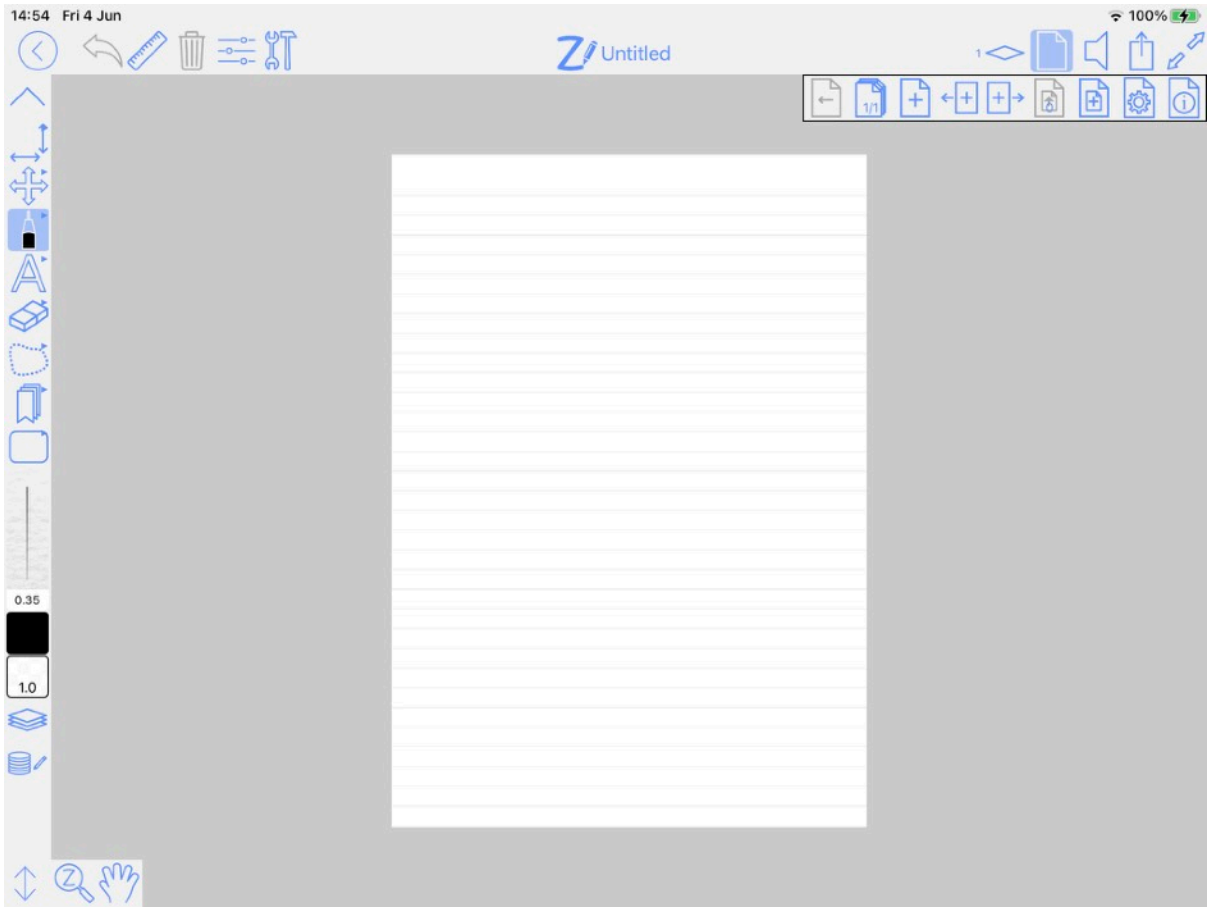


Tapping on the cross button on a tab will remove that document's tab from the document bar. You can also re-order the document tabs by tapping and holding for a moment then dragging the tab to a new position on the document bar.

Auxiliary-bar

The auxiliary bar shows buttons which relate to the tools you can use to edit the document with, things like a pen tool, an eraser and a text tool. Some of the buttons are configurable tool buttons - this means you can choose which tool should be started when you press the button. To do this tap and hold on the button and a grid of all the available tools will be displayed - tap on the one you want.

This bar can be 'shrunk' to a single button when not in use - just tap the 'shrink' button:





You can also drag this bar in order to doc it to the top/bottom/left or right of the screen. Just tap and hold on the shrink bar button until the perimeter is highlighted in yellow then move to another side of the screen.

You can adjust the size of this bar too using the ‘Resize’ button:



If you chosen to ‘dock’ the saved settings bar then this will also be shown in this bar:



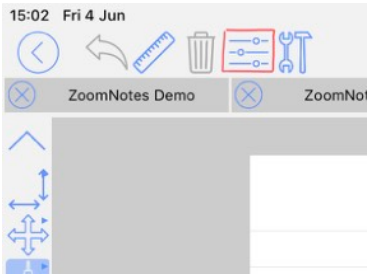
Depending on the size you have chosen for the bar you may need to scroll to the right to show the saved pens.

Top-bar

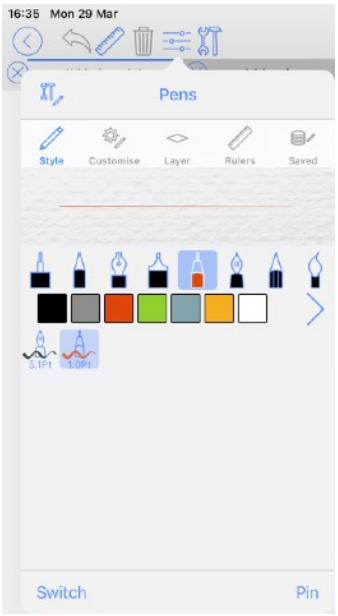
This bar shows a series of buttons which will give access to higher level functions relating to the document being edited such as closing the document, sharing (exporting) the document, or managing pages within the document.

Side settings panel

Shown (or hidden) by pressing the ‘tool settings’ button on the top bar or re-pressing the tool button which relates to the currently running tool. It displays settings which relate to the currently running tool.



This will show the ‘tool settings view’:



Which settings are shown is dependant on which tool you are using, in this case it is the pen tool.

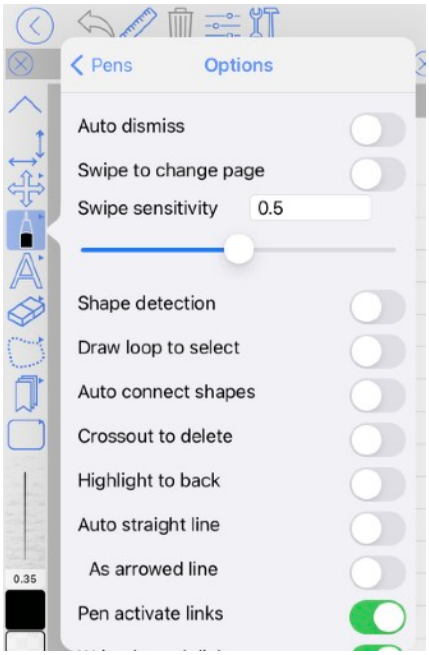
The easiest way to adjust the line thickness is by dragging left and right on the preview. The preview shows what the line will look like in the current view.

With ‘Follow Zoom’ off, lines added will have an absolute thickness. This means that if you zoom-in and add a line, it will appear thicker than if you zoomed out and added a line.

With ‘Follow Zoom’ switched on, adding a line after zooming in will add a line at the thickness you see in the preview window. This means that no matter how much you zoom in and out, new lines will be inserted at the thickness you have chosen.

‘Ink opacity’ lets you adjust how see-though the ink is.

If a tool has settings which control how it operates, then a button at the top corner will be shown and you can quickly access these settings.



‘**Switch**’ will let you choose a different tool to start using.

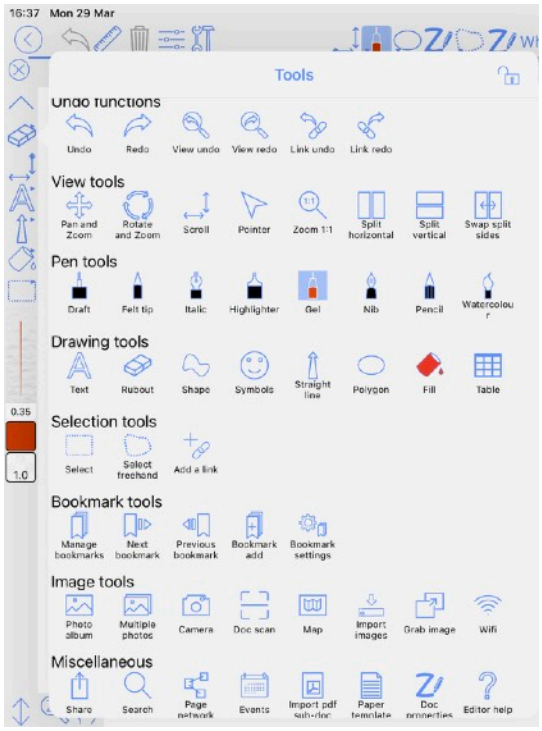
‘**Pin**’ - will ‘pin’ the settings view to the side of the screen where it will remain until it is un-pinned.

Bottom-bar
Shows button to hide/show the palm pad and the magnification window.

Pages bar
This can be shown/hidden by pressing the page button on the top bar. It has buttons which let you move forward/back by one page and also give you access to the current pages properties.

Tools
The tools function will be described next.

Tool buttons
Tool buttons are shown on the side bar and let you choose which ‘tool’ you are going to use. They show an icon which represents which function they perform and also a small triangle which denotes that if you tap and hold (long press) on one, a panel (toolbar) will be shown which lets you choose a different tool; this is the tool selector window.

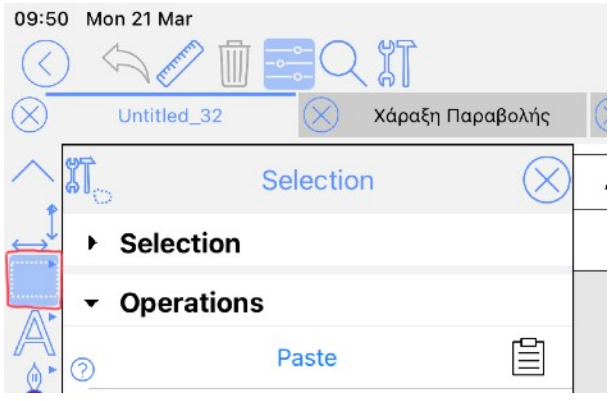


When you choose a tool (by tapping on its icon), the tool button on the side bar will change to reflect this tool change. If/when you are happy with the tools showing on the side/top bar you can tap the padlock icon (top right) to lock the tool buttons. When locked the tool icons shown on the side bar will not change (but you can still choose different tools from tool selection window).

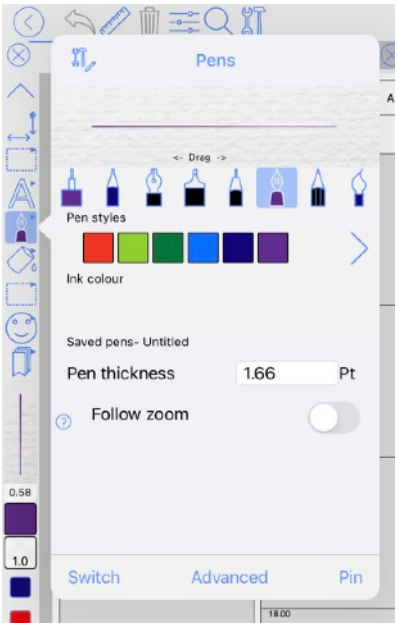
Each tool has its own set of settings and you can access these tool settings either by the tool settings button on the top bar:



Or by pressing the active tool button again:

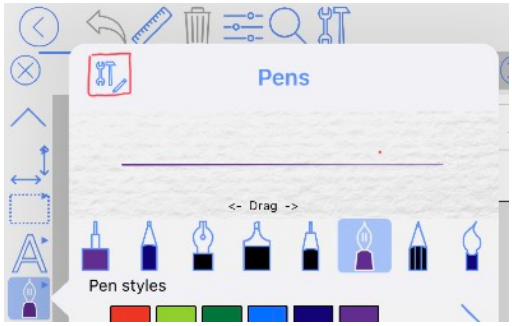


The settings are either shown in a pop-up window:



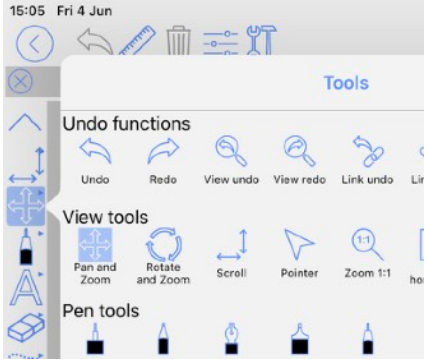
Or if you press the 'Pin' button (bottom right) then they will be shown in a side panel which will remain open as continue to work on a document.

If a particular tool has extra options - then you access these from the 'Options' button on the top of the settings window:



Pan and Zoom Tool

Find the Pan and Zoom Button on the toolbar:



Pan: Touch the screen (one finger) and move or 'pan' the view in all directions – this will pan only (not zoom in and out).

Zoom: Use two fingers to 'pinch' (zoom in). Pinching 'out' will zoom out.

Pressing two fingers on the screen and dragging them in the same direction is another way of 'panning' the view.

Double tapping the screen in this mode will reset the view to the page size, (if you have selected objects, then it will zoom into these objects). In 'infinite whiteboard mode' this will zoom so that all objects are visible on the screen.

Swiping quickly either horizontally or vertically will scroll the view in the direction of the swipe by the width or height of the screen. This is a really quick way of moving the screen when you get to the end of a line. There is a switch in the App Settings to turn this feature on and off.

Restrict zoom-out to page: There is an option to stop zoom-out going beyond the page size. This is useful when working with pdf files especially. It has several beneficial effects:

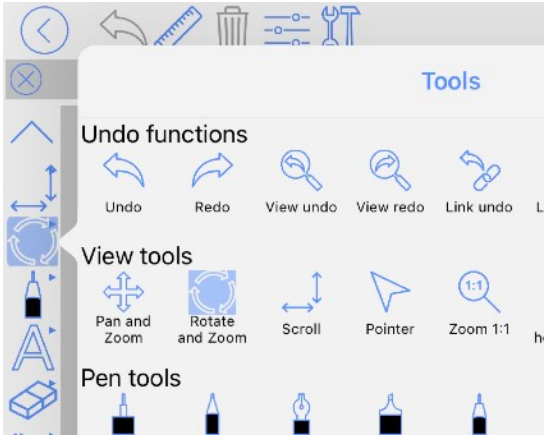
You can quickly zoom back out to the whole page with a pinch gesture without worrying about zooming out too far.

You can turn to the next page by dragging the edge of the current page left or right so that it passes the centre of the screen. The next or previous page will slowly become visible; when it has become totally opaque, this signifies that if you release from the screen then the next page will be shown.

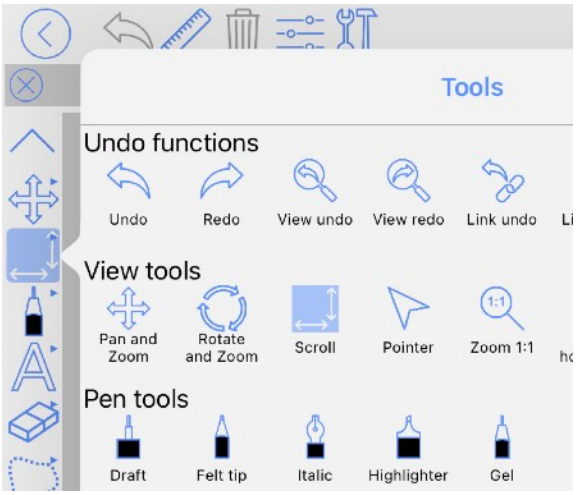
You can turn this feature on and off in the main app settings (Interface section), and also in the tools section in the side settings panel (see below).

Rotate and Zoom

The Rotate View Button allows you to rotate and zoom the view.



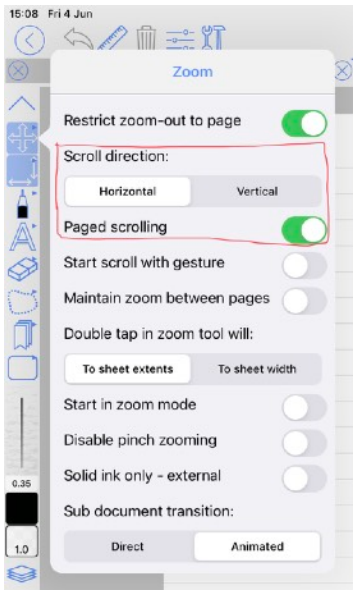
Choose the Rotate View Button and touch and drag on the screen; the view will be rotated about its centre point. If you select a rotated object, then double tapping the screen will rotate the view to align with the rotate object, (this is true for the Pan and Zoom tool too). Pinching will have the same action as the Pan and Zoom tool, but also rotating the pinch will rotate the view too.



Continuous scroll

The continuous scroll button allows you smoothly scroll between pages in your document and is an excellent way to browse through a documents contents. You can also edit pages in this mode - just choose the appropriate editing tool (like the pen tool) and add annotations.

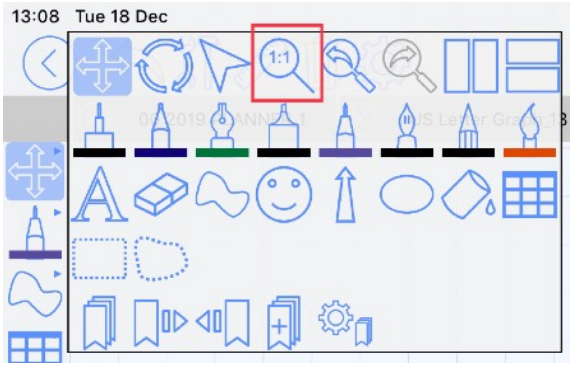
You can adjust the scroll direction in the zoom-tool settings



Paged scrolling will ‘snap’ the page into the centre of the screen so as not to leave the screen split between 2 pages.

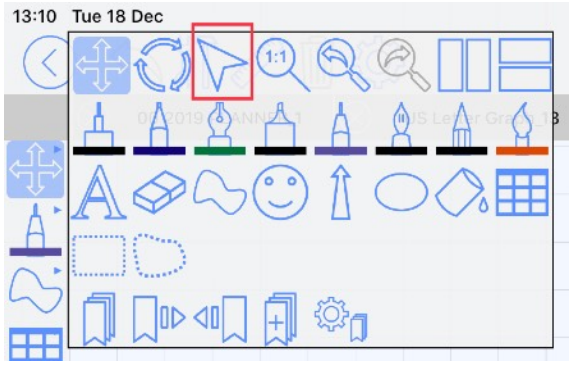
1:1 Zoom mode

This will adjust the zoom scale so that what is shown on the screen is the size it is ‘real-world’ units. For instance, if you are working on a US Letter sized page, then choosing this option will scale the view so that the page is shown 1:1 scale. On the large screen iPad this will show the whole page, whereas on an iPhone only part of the page. However what is shown on the screen is 1:1 compared with a printed copy of that page.



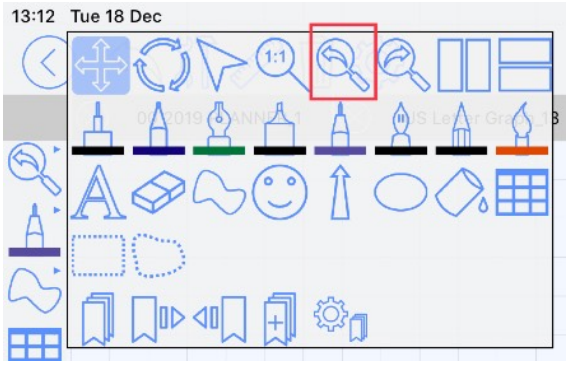
Laser Pointer

In this mode, if you tap and hold on the screen, a small red dot will be shown on the screen which can be used to draw attention to that area of the screen. This is particularly useful when in presentation mode and using an external screen such as a projector or airplay.



View rewind

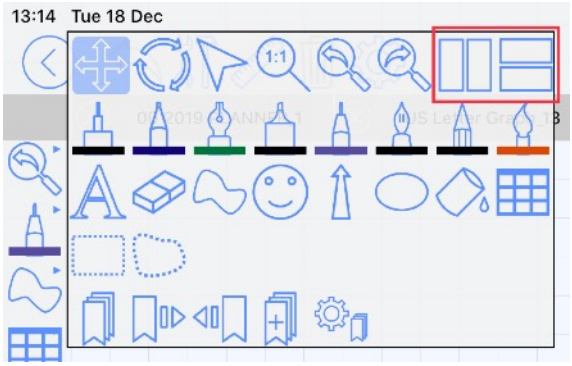
When the view has changed, either by using the zoom tools or by changing pages/sub-pages or by choosing a bookmark, the previous view is 'logged' and can be re-wound using the view rewind button:



If you rewind too far then the view forward button can be used.

Split-screen

Choosing either the vertical split or horizontal split buttons prompts you to choose another document you want to open 'side by side' with the current document.

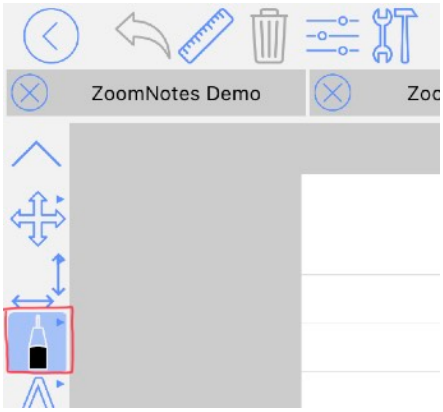


Once you have chosen another document, the screen is split in two and the 2 documents are displayed on either side. Which document is ‘active’ is shown in the toolbar image and is also signified by a red line running along the active side of the splitter bar. You can drag the splitter bar to adjust the screen area apportioned to each document. To make one side ‘active’ then just tap on that side. Tapping on the split-screen button again ends the split screen mode. (Tapping on the other split screen button toggles to that orientation - from a horizontal split to a vertical split for example).

When you are using an external screen the document you were first viewing is the one which is shown on the projector.

Pen

Find the pen tool on the toolbar:



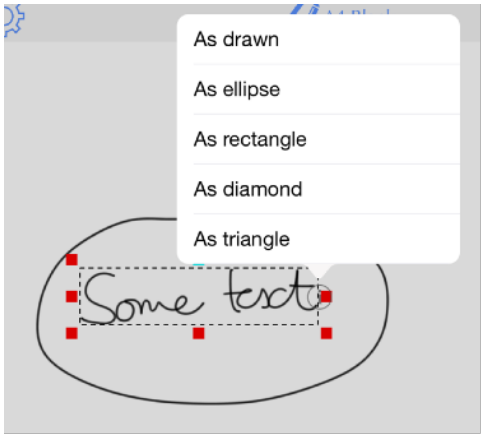
Touch and drag on the screen to draw a line, or write a word.

All tools are ‘undoable’ – there are two buttons always at the top of the screen – ‘undo’ undoes the last mark and ‘redo’ reinserts the last mark.

You can now use the line drawing tool to select with – simply draw a loop around existing lines (or objects), and the existing objects will be selected. You can turn this feature on and off in the App Settings (Drawing section).

You can also draw approximate shapes and ZoomNotes will convert them into the exact shapes (see the section on Polygon drawing).

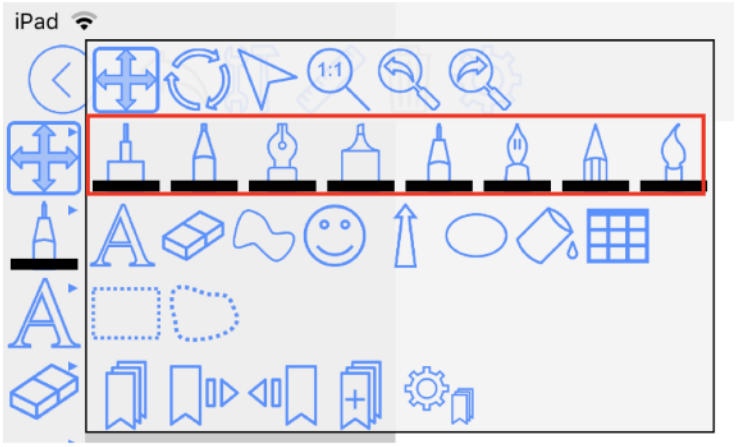
When either of these operations occurs, (loop selection or shape detection), a disclosure button (blue circle with an ‘i’ inside) will appear which when pressed lets you choose between the selection, the shape, or the lines (stroke) you drew:



If you did not want to use the stroke as selection then just continue writing and the selected items will automatically become deselected.

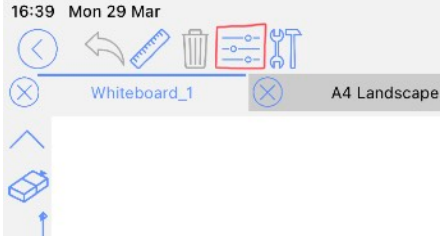
Also if you double-tap on a drawing object then the text tool will start and the text will be aligned to the tapped on object.

There are 8 pen types in ZoomNotes:



In the order shown they are: ‘Draft’, ‘Felt tip’, ‘Italic’, ‘Highlighter’, ‘Gel’, ‘Nib’, ‘Pencil’ and ‘Watercolour’. You can quickly change between pens by tapping and holding on the pen button on the side bar, then choosing the pen style you require.

Pen settings can be adjusted from the tool settings view which can be shown by pressing the setting button on the toolbar:

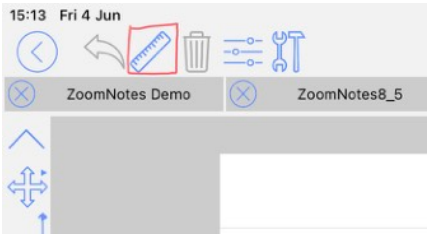


Tapping on the pen icons will change to that pen type, and the preview line will be updated to the new pen's ink style. Any lines you now draw will use this type of pen. Drag left and right on the preview to quickly change the line thickness.

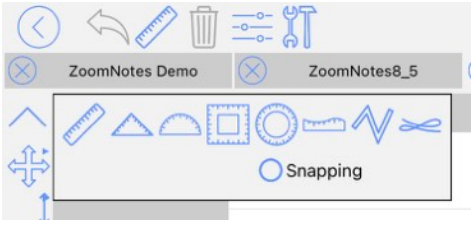


Rulers

To help with drawing of straight lines, angles between straight lines and arcs you can use one of the 'Rulers'. You can turn the ruler on and off by tapping the Ruler button.



You can reveal the Rulers Toolbar by pressing and holding on the Rulers button. Here you can choose which style of ruler you want to use, and whether you want snapping to be enabled.



There are 7 different rulers to use; when activated each one shows the ruler on the screen with units shown along the edges of the ruler. You can also scale and rotate the ruler with a pinch gesture - make sure one of the touches is within the ruler area, (pinching outside of the ruler area will zoom in).



Tap and drag within the ruler will drag the ruler to a new position. If you drag nearer one end (or corner) then the ruler will be extended and rotated; dragging nearer the middle will just move the ruler without rotating it. When you have the ruler in the required position you can draw a line along the ruler by touching and dragging off to the side of the ruler. You will see the line being drawn as you do this.

For the curve ruler, blue markers are shown along its length and dragging one of these will move solely that point; a central yellow marker is also shown which will move all the control points. To move one of these markers - tap and hold for a fraction of a second on the marker (it will turn red) and then drag to a new position. To add a new curve node tap and hold at the mid-point between 2 existing nodes; similarly to remove a node drag it back to the central point between its adjacent nodes.

The ‘Length’ and ‘Angle’ values let you accurately specify these aspects the line; length units can be specified in the main app settings, General section (a choice between millimetres, inches or points).

If you want to change the view (zoom in or out) with the ruler showing you can just pinch the screen in the usual way - just make sure the touch positions of the pinch are outside of the ruler.

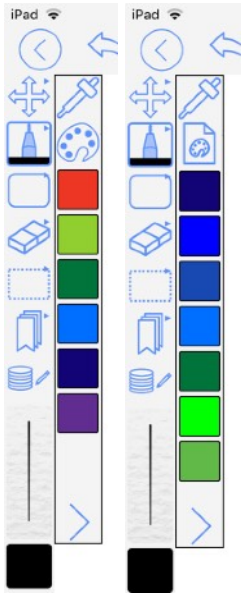
The final ruler type is a little different, and is for quickly drawing polylines – it has no on-screen markers or control points. Instead it will interpret the lines you draw and convert them into straight lines and arcs. It will also detect full ellipses and will create a closed shape when the start and end points of the drawing stroke are close enough together.

Snapping

When you enable this, when are positioning the ruler, the ruler's end points will be 'snapped' to existing lines and also to the lines on graph paper and isometric graph paper.

Colour selector

To show the colour selector press the colours button on the side bar. Here you can select a colour from a vertical list of colours- there are two options, the first will show the current colour palette, and the second will show all the colours in the document. You can change between the two views by pressing the button marked with a palette icon.

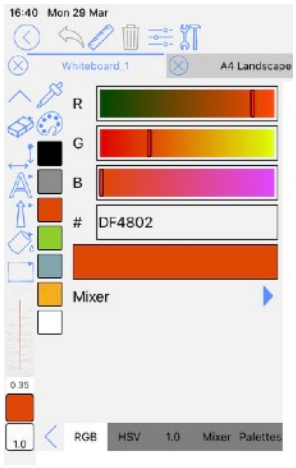


Pressing the bottom arrow will reveal the detail view. If the current palette is showing you can touch and hold on a colour to 'release' it. It can be dragged to another position in the list to reorder the list; or it can be dragged to the right to remove it from the palette. To add a colour to the current palette you can drag and drop from the detail view (see below).

Colour Detail View

This view lets you create new colours via various mechanisms. It also lets you change the current palette.

RGB: Edit the colour's red, green and blue parameters. If the current palette is showing you can drag and drop from the preview panel into the palette list on the left.

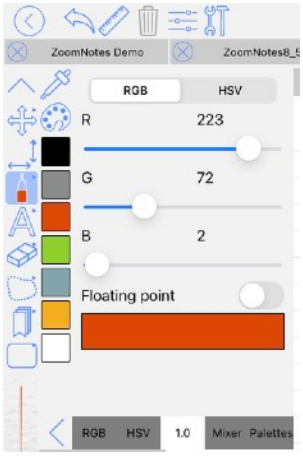


You can also easily enter 6 digit ‘hex-codes’.

HSV: Edit the colour’s hue, saturation and value parameters. The hue is shown in the outer ring, and you can tap and drag on this outer ring to change the hue. The saturation and value are represented in the inner circle and again you can tap and drag in this circle to change these values. If the current palette is showing you can drag and drop from the preview panel into the palette list on the left.

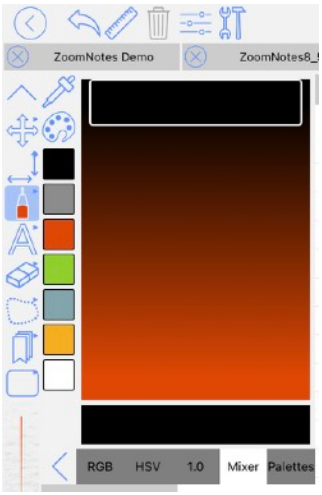


1.0: This lets you type in either RGB or HSV values.

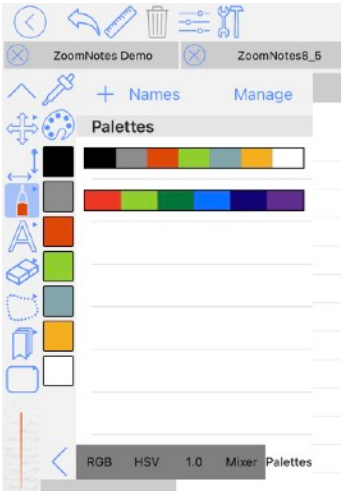


You can also add hex values in any of the RGB text entry fields - it as to be preceded with a # character and be 6 hexadecimal digits long.

Mixer: This lets you mix between two colours by dragging vertically on the large gradient area. Again you can drag and drop into the palette list.



Palettes: This shows you all the available palettes. It lets you choose one as the current palette (tap on one). It also lets you configure them by pressing the edit button. The '+' button will take a copy of the current palette, which you can edit through the drag and drop mechanisms. Note that in the main app settings (Interface section) you can configure the palettes including import new ones from 'colourlovers.com'.



You can 'drag and drop' an image onto this panel in order to create a palette from the image. The most used colours will be extracted from the image and used in the resulting new palette.

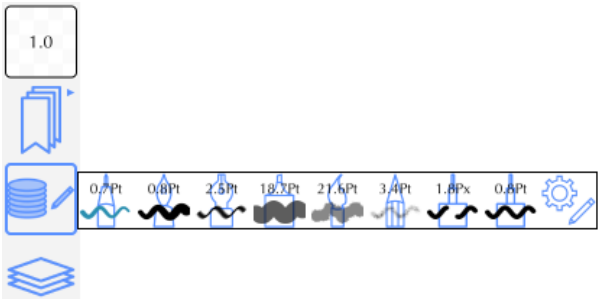
Colour Dropper

By pressing the colour dropper tool you can tap on the main document view to enquire the colour at the tapped position. This colour will become the current colour when you are using the handwriting tool.



Saved Pens and Text Styles

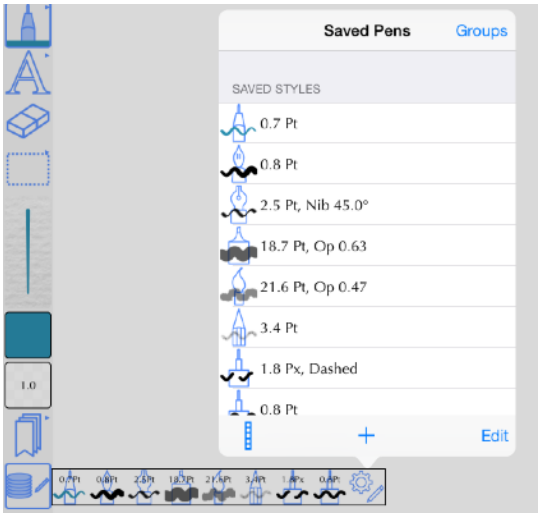
You can save your favourite pen and text styles, and then easily switch to a saved one by pressing the Saved settings button:



You can move the pop-out view to another position on the screen by tapping and holding on the end button and dragging to another position. This position will be remembered and will be the place where the pop-out appears in the future. If you move it close to the centre of one of the screen sides the toolbar will auto-align with that side so as to minimise the screen space it overlaps.

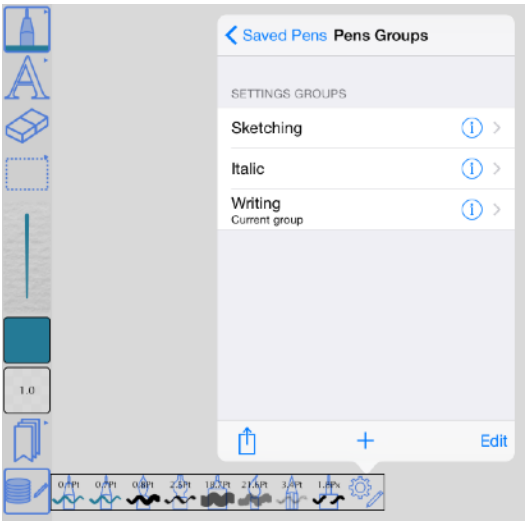
Tapping on one of the saved settings buttons will change the current settings to the saved ones. This is obviously a very quick and easy way to switch between favourite pens.

To configure the saved settings, press the (end) settings button; this will show the details of the current group of settings. You can add the current settings by pressing the '+' button.



The ‘Edit’ button allows you to reorder and delete settings in the current group.

The ‘Groups’ button will change the view to show all the different groups of settings you have set up.



Here you can create a new group by pressing the ‘+’ button. The ‘edit’ button lets you reorder and delete existing groups. You can rename a group by pressing the ‘disclosure’ button (i). To select a group just tap on its name and it will be marked as the ‘Current Group’. The settings in that group will then be shown in the pop-out toolbar.

Which settings are shown will depend on which tool you are using. The following tools have saved settings:

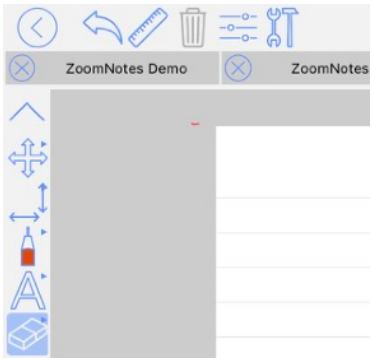
- Pen
- Text
- Arrowed lines
- Polygon and Shape

Quick zoom feature

Whilst drawing lines you can quickly zoom by placing two fingers on the screen and pinching in or out. The toolbar highlighted icon will change to the zoom tool temporarily to allow you to zoom. When you finish that zoom operation the toolbar will return to the tool you were using previously.

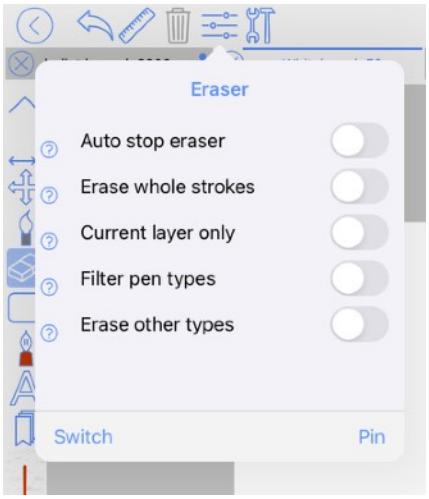
Rubout

Find the Rubout Button on the toolbar:



Now when you drag your finger over the screen any lines under your finger will be rubbed out. Try drawing some lines and then rubbing them out. A circle is drawn on the screen to denote the region which is affected by the eraser. If you want more accuracy, remember you can zoom in as much as you like. The faster you move your finger the larger the eraser area will become.

There are various options for the Rubout tool you can choose to suit your needs-



Auto stop eraser: When enabled, the eraser tool will stop after a short pause of inactivity.

Erase whole strokes: When enabled a pen stroke will be erased in its entirety, (as opposed to only the section of it which covered by the eraser).

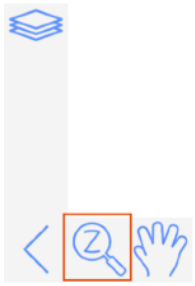
Current layer only: When enabled, only stroke in the current layer will be erased.

Filter pen types: This lets you choose which oen types should be erased.

Erase other types: By default only pen strokes will be erased by this tool. By enabling this option, you can choose which other types of drawing elements can be erased.

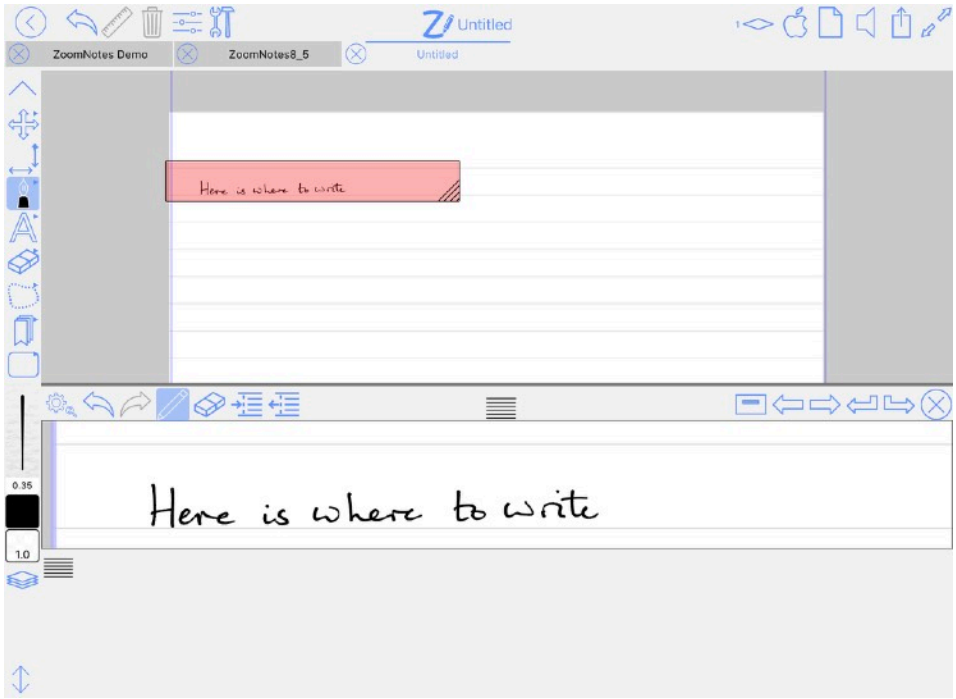
Magnification Window

You can show the Magnification Window by pressing the button shown at the bottom of the screen:



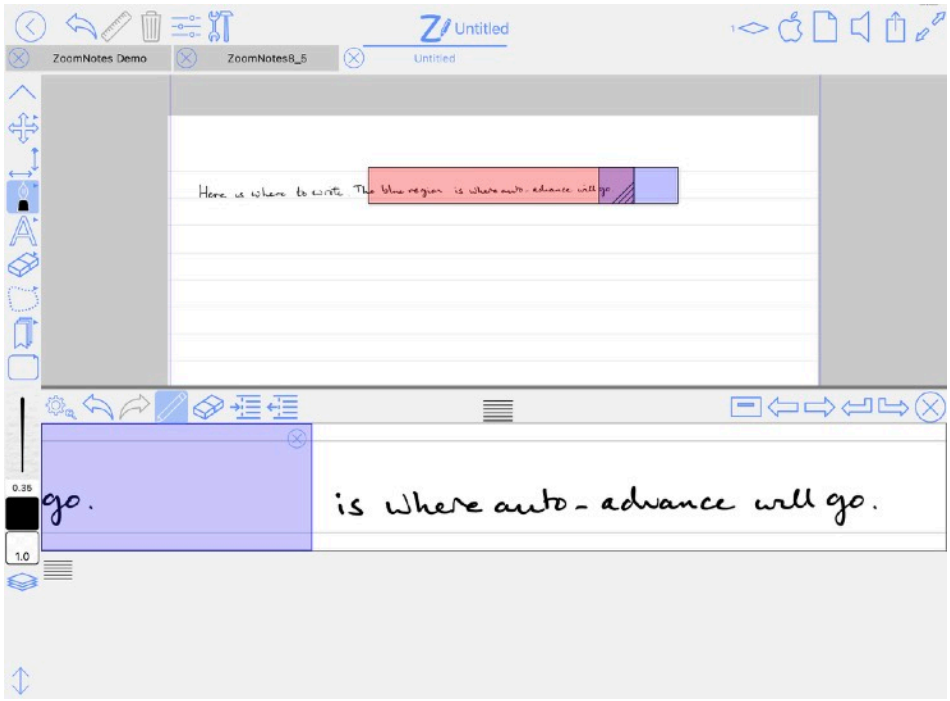
The window will appear a base of the screen; its main element is a rectangular area which shows a magnified region of the current page. This is now the area in which you write and draw (The eraser tool will also work). In the top area of the screen a red box will appear which shows you which area of the page is being magnified. You can drag this red box to reposition it. You can also tap outside of the red box to move it to the tapped position. You can still pinch to zoom in this top part of the screen.

Within the Magnification window you can also 'pinch' to resize and pan the magnified area.



If 'Auto-advance' is enabled then as you write in the Magnification Window a blue box will appear at the left hand side of the window when it is time to move (auto-advance) the

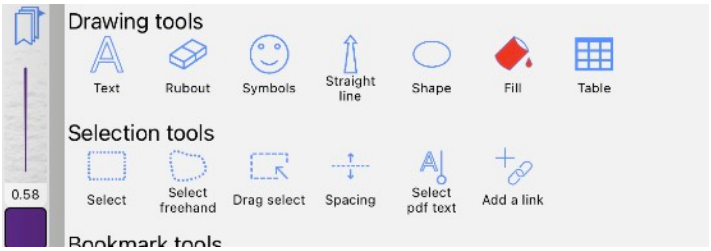
magnified area. When you write in this area the magnified region will be moved automatically along the line or onto the beginning of the next line. If the page has lines showing (see page settings), then the new line will be aligned to these line, otherwise it will advance down the page by the height of the magnified region.



When the Magnification Window is showing then left and right margins will be drawn- these are used to inform the auto-advance operation. You can touch and drag on the margins (in the top part of the screen) to adjust their positions.

Selection

Find the Selection tools on the toolbar:



These tools give you various ways of selecting items you have added to your notes.

Select

This tool allows you to touch the screen and drag a rectangle around a selection of drawing objects, (handwriting, text, images etc.). When selected, control points will be drawn around the selected lines/writing. Red control points allow you to scale the selection; whilst the blue button lets you rotate the selection. Touching and dragging

within the control points, but not on them, lets you move the selection. If you want to select a single item you can tap on that item.

Select freehand

This is similar to ‘Select’ but you draw a freehand shape around the items you wish to select instead of a rectangle.

Drag select

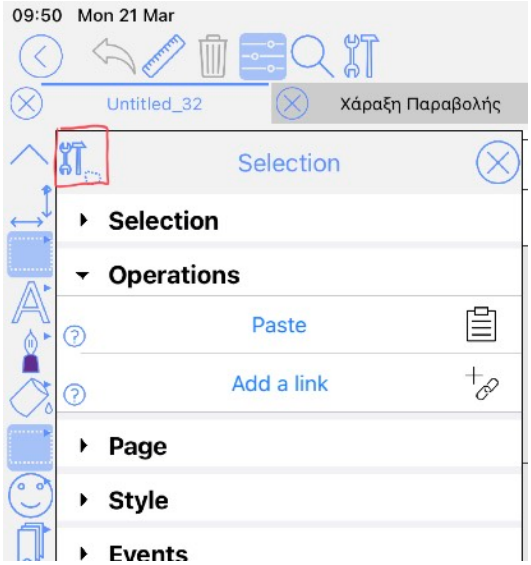
This method of selection is a little different to the other two. You tap and drag over the items you want to select. You will see a circle cursor on the screen as you do this which shows the area which is checked for overlap of items in order for them to be selected. As the selection drag progresses the items are temporarily highlighted to show which ones are being selected. The radius of the circle cursor can vary depending on whether you are using a pressure sensitive stylus (Apple Pencil) or not. For a pressure sensitive stylus the harder you press, the larger the circle radius becomes. For not pressure sensitive styluses the speed at which you drag will affect the radius of the circle.

Pressing the ‘Trash’ button on the top bar will delete the selected objects. You will see the selected objects disappear into the trash button.

New to iOS 11 is the ability to drag and drop selected objects. To do this tap and hold on the centre selection marker – this will start the drag operation. If you drop the selected items back in ZoomNotes then they will be duplicated at the dropped position. If you drop them into another app then an image will be generated of the selected items and this will be transferred to the other app.

Select tool options

You can access these using the button at the top of the selection settings window:



These option control various aspects of how the selection tools operate.

Selection guidelines: When you select some things and move, rotate or scale them, ZoomNotes will help you align the selection with other elements on the page. When it

detects alignment it will draw a blue dotted line to indicate the alignment. You can turn guidelines off in 'Selection tool options', with the 'Selection guidelines' switch.

Scale about centre: When selected, scaling will occur about the centre of the selection. Without this selected then selection occurs relative to the opposite marker point you are dragging on.

Draw loop to select: Switch this on to be able to draw a loop with the pen tool to select items contained in the loop.

Auto-select within shapes: If you select a shape, any items contained within the shape's perimeter will also be selected.

Scale line thickness: When selecting and scaling pen strokes, you can control whether the thickness of the lines should be scaled too.

Scale font size: When selecting and scaling text, you can control whether the text's font size should be scaled too.

Select tool mode: The 'Select' and 'Select freehand' tools require you to draw a shape around the objects you want to select. You can choose in the setting if this shape needs to 'Enclose' or just 'Overlap' the object to be selected.

Copy text style for indices: When creating an index for text, this controls whether the index text will inherit the text style of the origin text or use the current text style of the document.

Drag drop marker: Whether you want the central drag drop marker to the shown when items are selected - the essentially enables/disables drag drop of selected items.

Drag drop scale to shape: When this is enabled and a drag drop lands on a shape (or table cell) the dropped items will be scaled and rotated to fir within the shape.

Pinch to scale: When items are selected, a pinch gesture will be used to scale and rotate the selected items. (As opposed to zooming in and out).

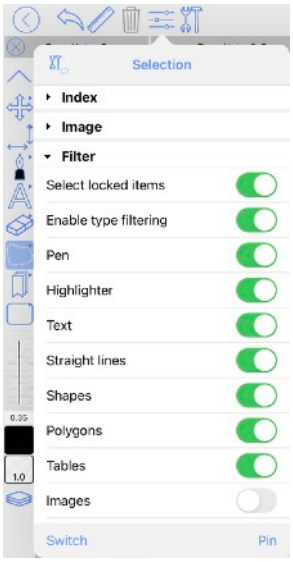
Saved clips: Turn this on if you want to retain 'copy' and 'cut' selections as re-useable items.

Auto-stop filtering : With this enabled the 'Selection type filtering' will stop when the selection tool finishes.

Select locked items: This controls whether locked items can be selected.

Selection type filtering

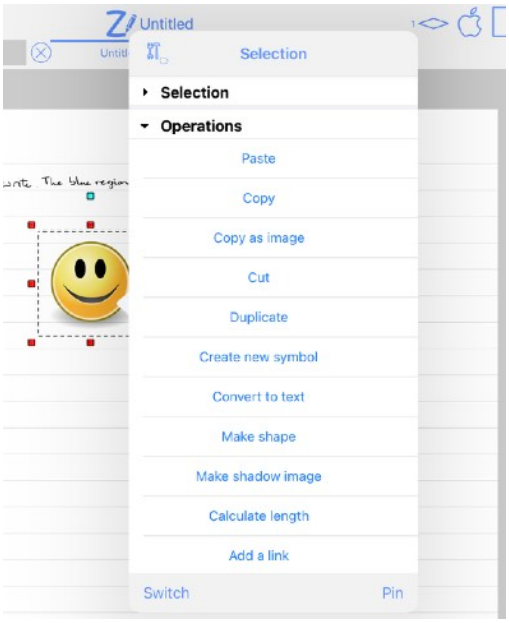
You can filter the types of drawing element which you are able to select by opening the side settings panel before you select anything and then 'Enable type filtering'. You will be shown a list of the drawing element types and you can simply turn each one on or off as necessary. When an element is turned off you will not be able to select any elements of that type.



Edit Menu

Touching and holding within the selection region will display the ‘Edit’ menu. The primary entries are ‘Cut’, ‘Copy’ and ‘Paste’; other entries can be added depending on what is selected. Choosing Cut or Copy, will transfer the selection into the clipboard. Now if you touch and hold again, the Edit Menu will pop up again, this time with ‘Paste’ showing. If you choose paste the selected objects will be placed at the position you touched on, and will be left selected so that they can easily be positioned as necessary. You can paste onto the same page, a different page or even a different document. You can even paste into other apps, assuming that they have been written in the standard way. The selected entities will be converted into a transparent image, and this image will be available to the external app. Similarly, if you cut or copy an image from another app, you will be able to paste it into ZoomNotes in the same way.

If you choose the ‘Other’ entry on the edit menu, you will be presented with a full list of available options for the selected items. They are categorised so that you can quickly scroll down the list to choose the one you require. For instance if you have selected an image, then the list of options will contain an Image category, with the available image functions.

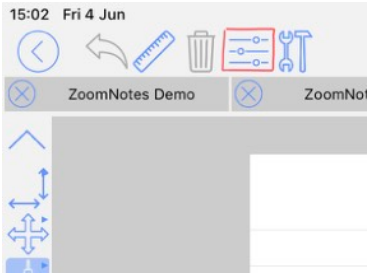


If you copy text from another app, you can paste it into ZoomNotes and a new text object will be created which contains the copied text.

In either of the view tools, if you double tap the screen when you have selected objects the view will zoom into the selected objects. If the selected objects have been rotated, the view will be rotated to align with the objects.

If you select some objects, then choose to 'Share' as an image, the image will just contain the selected objects on a transparent background.

If you have inserted images, text, polygons or straight lines into your document, you can select these too. Either just tap on them or draw a selection rectangle around them. If you tap on a single object then choosing the Tool Settings icon will let you change the selected object's parameters.



Index functions

These functions will create a list of 'links' to pages within the document. The links will be generated using the current text and polygon settings. Which pages are linked to depends on which function you choose:

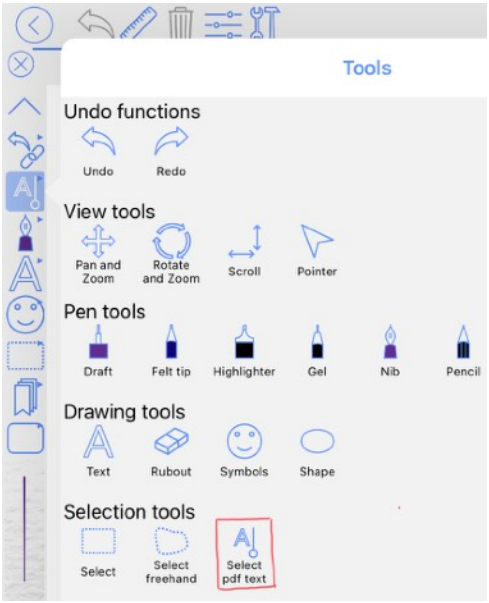
Create page index: this will create a link to each page in the document.

Create text heading index: The document will be searched for text which has the 'Is heading' property enabled, and for each of these a link is created.

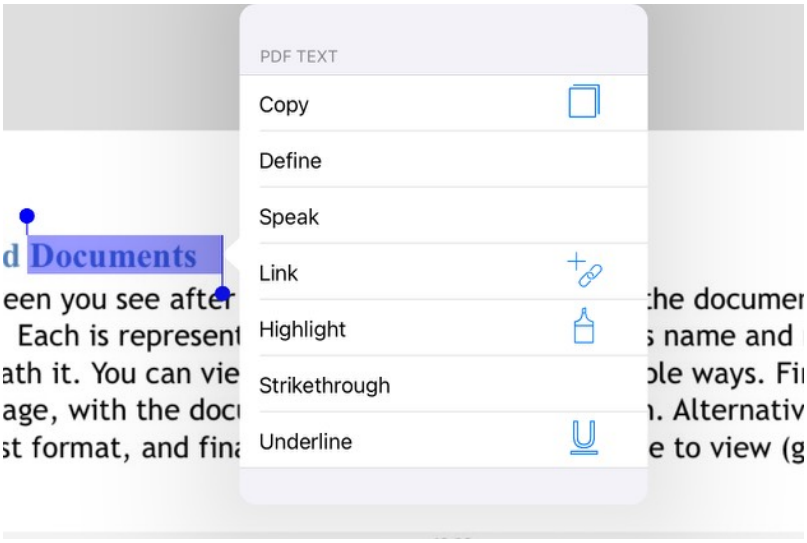
Create bookmark index: a link is created for each bookmark in the document.

Select pdf text

Find the Select Pdf Text Button on the toolbar:



This tool allows you to touch the screen on a word in a pdf based document to select the word. You will then see the word highlighted with markers at either end of the word. You can use the markers to adjust which words are selected by dragging on them. Note that this will also work with PDF grids.



A menu will appear and you can choose from the following options:

Copy: This will copy the selected text into the pasteboard.

Define: This will lookup the selected word/words in the dictionary

Speak: This will read the selected text back to you using a synthetic voice. You can choose the language and other attributes of the voice to suit your own preference.

Link: This will start the ‘Add link’ tool so that you can create a link over the selected word/words.

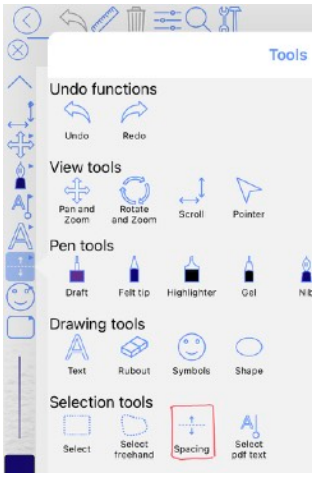
Highlight: This will add a highlighter line over the selected word/words. It uses the current highlighter pen but adjusts the line thickness to cover the words precisely.

Strikethrough: This will add a line which runs through the centre of each word - essentially ‘crossing-out’ the selected word/words.

Underline: This is similar to strikethrough but the line is added just underneath the word/ words.

Spacing tool

Find the Select Spacing Button on the toolbar:

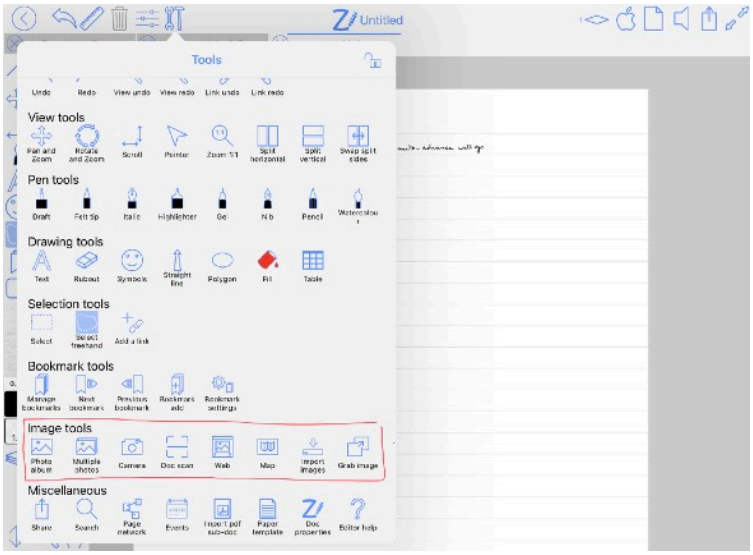


This tool allows you to adjust the spacing between lines in your notes. You simply tap and drag (up or down) at the position you want to add or remove space. If you drag down then everything under the position you tapped on will get moved down, thus generating more space to add note in. If you drag up then everything under the position you tapped gets moved up and effectively removes space and is a perfect way to tidy up your notes.

If the tool detects that you have moved elements off either the top of the page or the bottom of the page it will ask you if you want to allow the operation to affect other pages. What this means is whether to move the drawing elements which are off the edge of the page to the following page and make space for them there. Be warned this could affect many of the following pages as the operation will ‘ripple’ through following pages making space for the moved elements.

Images and Videos

Find the Tools Button on the toolbar; here you can choose whether you want to get an image (or video) from the camera, photo library, from Dropbox, from WebDav, from GoogleDrive, from Box, a Web Image, a Map Image or an image from your desktop computer over WiFi. Choose the one you want and the image will be inserted in the centre of the page you are currently viewing. When inserted, it will be automatically ‘selected’ so that it can be scaled and moved immediately (see the previous section).



Scan document from camera: choose this if you want to use the camera to 'scan' a document into ZoomNotes. The page area will be automatically recognised and perspective distortion rectified. You will also be asked if you want to search for text in the image which will use OCR to find any text within the image.

Web Images: You can now capture an image from a web page. If you choose 'Insert picture from Web', a browser view will open which lets you navigate to the web page you are interested in. Web images remember their URL (web address), so that you can 'update' them at a later date; (select the image, touch and hold to get the Edit Menu, and choose 'Update Web Image').

Map Images: You can now capture an image from a Google Maps. If you choose ''Insert picture from Maps', a Maps view will open which lets you zoom to the area you are interested in. Map images remember the location, so that you can 'update' them at a later date; (select the image, touch and hold to get the Edit Menu, and choose 'Update Map Image').

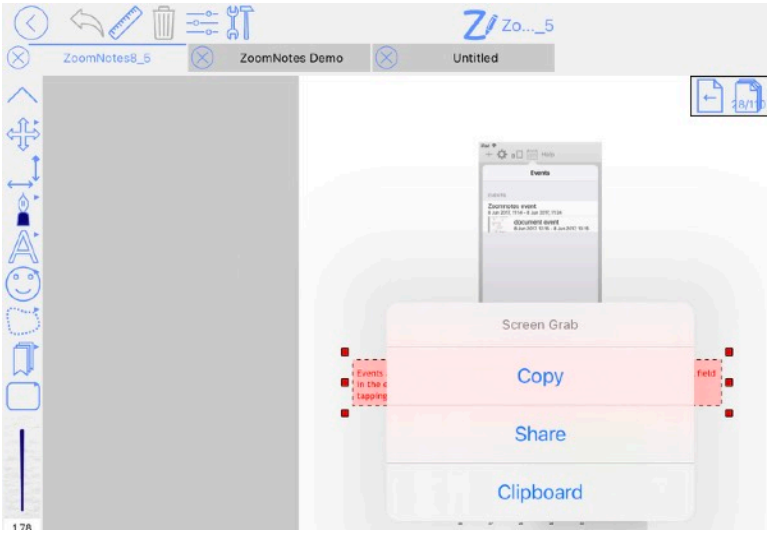
WiFi Images: You can now capture images from your PC or MAC OS desktop. You will need to run the 'ZoomNotes Image Server' app on your PC or MAC. It contains options to either capture the whole desktop or the top-most window. You can configure the port to connect through in the main app settings.

Import pictures. You can now download images from Dropbox, a WebDav server, from GoogleDrive and also from Box.

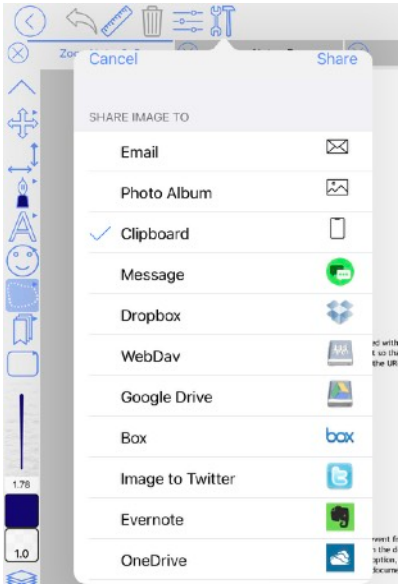
You can insert videos in the same way as you can insert images. They will appear as images, but have a play button at their centre point. Pressing the play button (you need to be either using a Select tool or one of the View tools), will play the video. Remember you can rotate and resize the video in the same way as any other objects.

Screen Grab

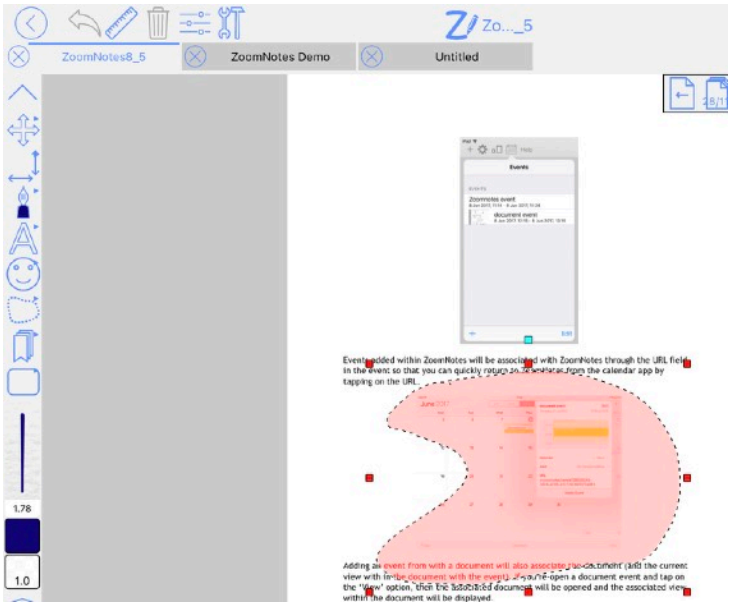
You will be presented with a rectangular area on the screen which covers the area which will be ‘grabbed’ to an image. You can move and re-size this area using the red and blue markers. Double tap in the red region will snap the region to the whole page (or for an infinite page, the entire drawing on the page).



When the area covers the region of interest, tap outside of the area and the image will be captured and you will be asked where to send the image to.



You can also use the freehand select tool to define an irregular shaped area to grab – to do this start the free hand select tool, draw around the area you want to grab, then start the grab tool.



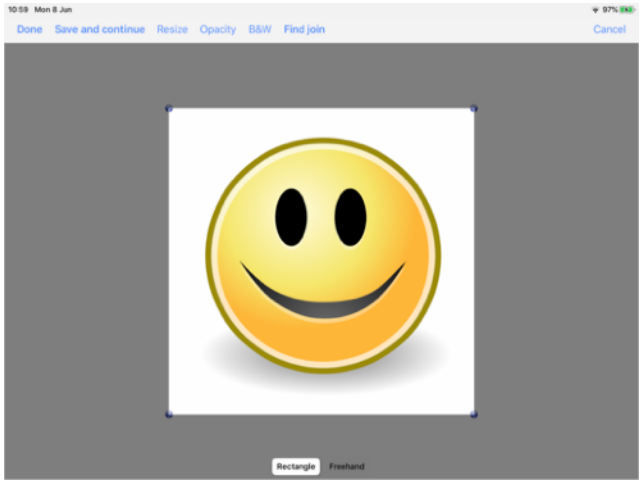
In iOS 11 you can drag and drop by tapping and holding inside the red area, this will generate the grab image and you can either drag and drop it back in ZoomNotes or into another app which accepts images.

Image Editing

You can select an image, touch and hold on it to get the Edit Menu and choose ‘Edit Image’.

Crop: You ‘crop’ the image – two blue squares are drawn on top of the image – touch and drag these to change the region the image will be cropped to. There are 2 ways to do this - ‘Rectangle’ and ‘Freehand’.

In ‘Rectangle’ mode you can drag the corner markers to define the area to be left after the crop:

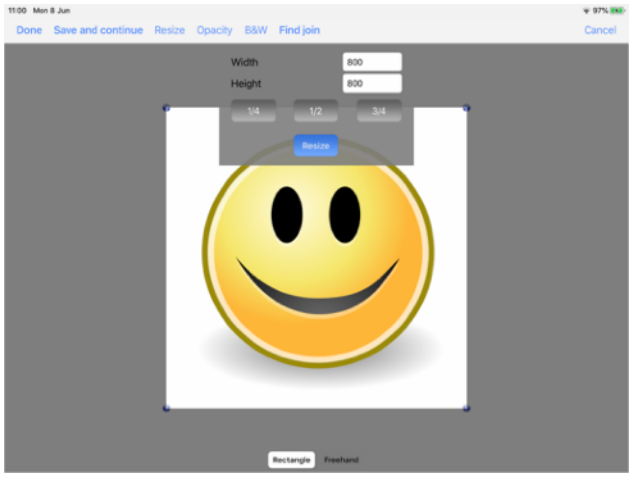


In ‘Freehand’ mode you simply draw around the area you want to crop:



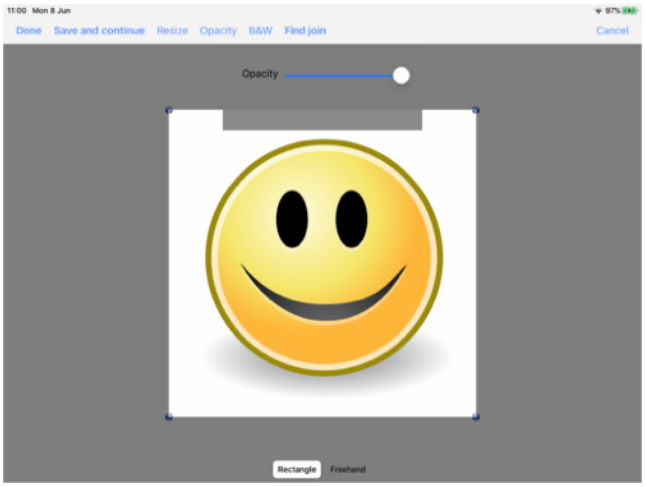
Save and continue: This will save the current crop area as a new image and place it back on the originating page. But instead of closing the edit window it will allow you to continue to crop another area of the image.

Resize: You can also ‘Resize’ an image – this will change the pixel resolution of the image.



The current resolution is displayed; you can enter a new width or height value, and the other value will be calculated to maintain the image proportions.

Opacity: You can adjust the images opacity. This will change how transparent the image is.

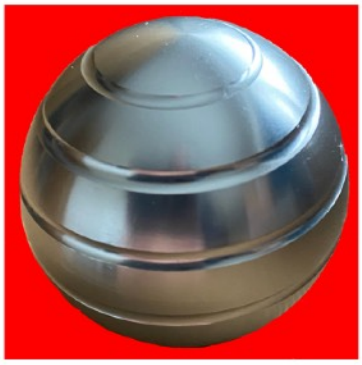


Rotate: This allows you to rotate the image by 90 degrees clockwise or counter-clockwise. It also lets you flip the image horizontally or vertically.

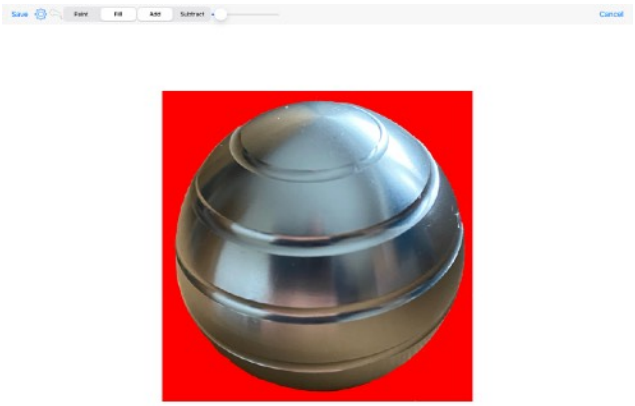
Change colour: This will let you change a specific colour in the image with another colour. You can tap on the image to choose the colour you wish to replace or set the colour explicitly. A 'Tolerance' is used to allow for a range of colours around the selected colour. The 'Apply' button will fix the colour change so that you can choose a different colour in the image to change.

Transparency

This lets you 'paint' out the areas you want to be transparent. The top bar lets you choose whether you are adding or subtracting transparency (shown in the solid colour), and also the pen width.



You can also 'Fill' an area with transparency - just tap on the point you want to fill out from. You can adjust the fill 'tolerance' too, (this is how close the colours should match the colour at the selected point in order for the point to become transparent).



The settings button lets you choose the pen width, and pen mode – whether to add transparency or subtract it. It also lets you choose which colour to use to display the transparency whilst editing.

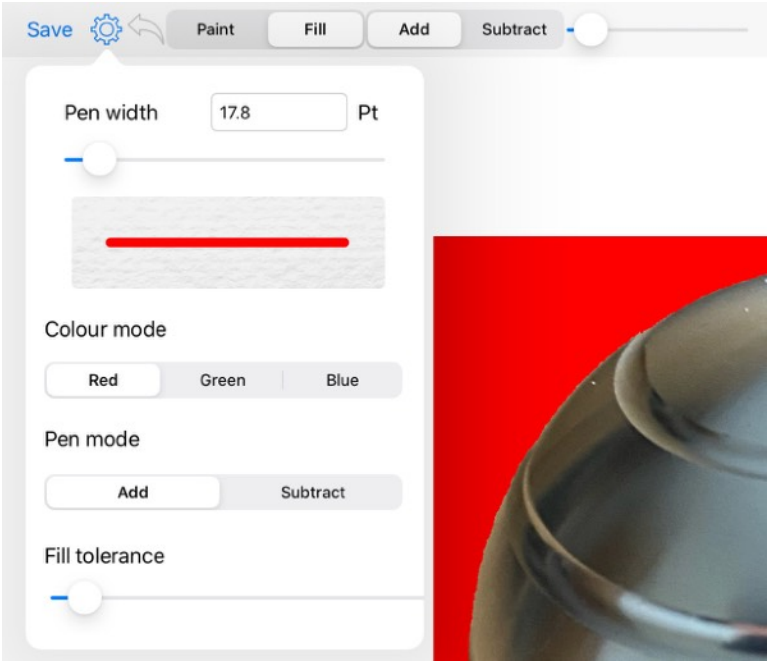
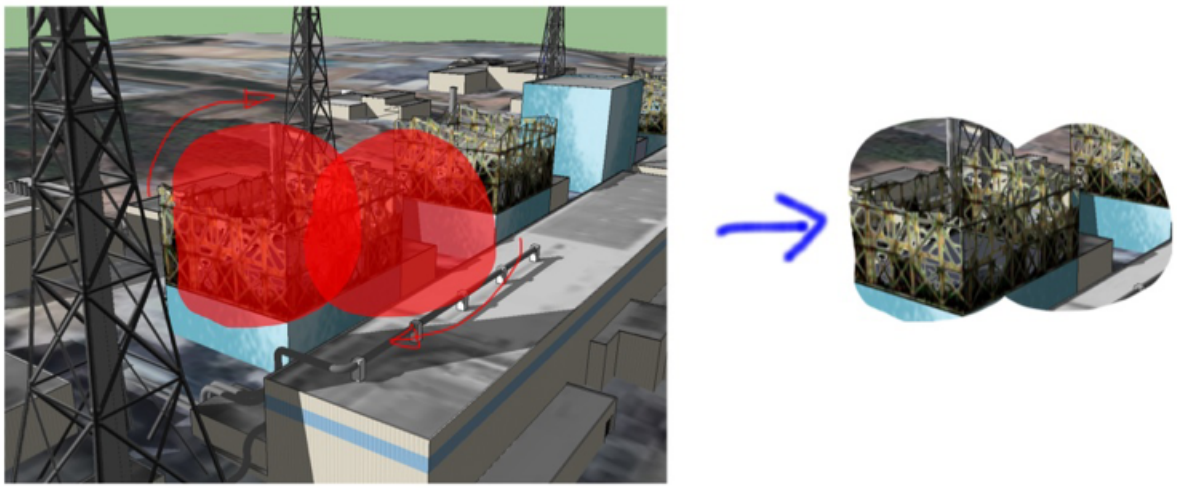
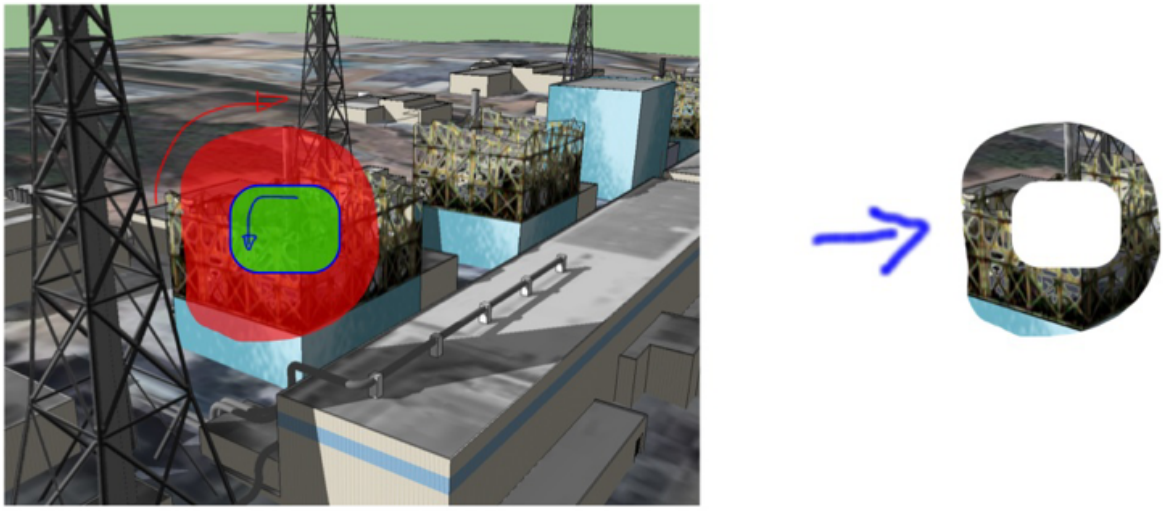


Image Masking

You can mask an image against overlapping shapes – simply select the image you want to mask, touch and hold to reveal the edit menu and choose ‘Mask Image’. Zoomnotes will then search for any overlapping freehand shapes or polygons and will mask against these. It uses a method called ‘winding numbers’ to determine what happens when shapes overlap- the clockwise-ness (or winding) of the shapes to decide what to do when they overlap. If you want overlaps to become holes then the two shapes should be wound differently i.e. one clockwise the other counter-clockwise. If you want them to join together then they should be wound the same. Here are some examples:

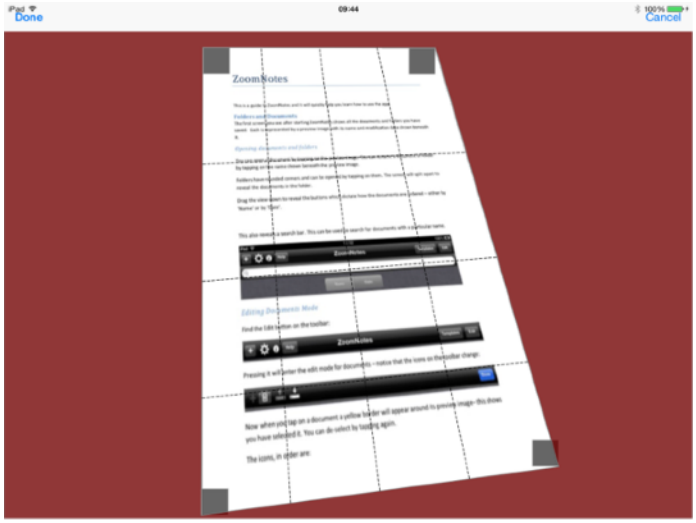




You can also place another (mask) image over an image and use the same function. A mask image contains transparency information and it is this information which is transferred into the image being masked. You cannot mix masking shapes and masking images; if shapes are found to be overlapping the image then these will be used.

Scan Correction

You can correct for perspective distortion in a scanned image - select the image you want to correct, touch and hold to reveal the edit menu and choose ‘Scan Correct’. You will now be able to align the four markers shown with the four corners of the scanned document:



Distort Image

This will let you change the shape of an image from rectangular to a non-uniform quadrilateral. In effect it adds a perspective distortion to the image. The image will be shown with green markers at its corners, simply touch and drag these markers to distort the image. If you touch and hold on a distorted image then the edit menu will allow you to reset distortion too.

Reduce image resolution

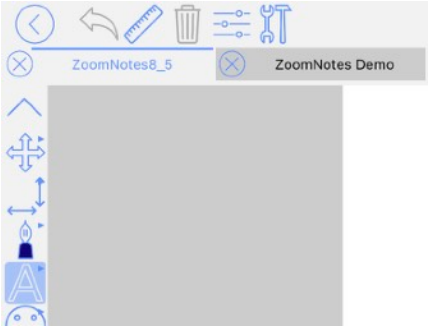
If you select an image and choose this option then the image resolution will be reduced (if necessary) to match the screen resolution when the whole page is visible. If you choose this option with no images selected it will scan the whole page for images.

Create page background image

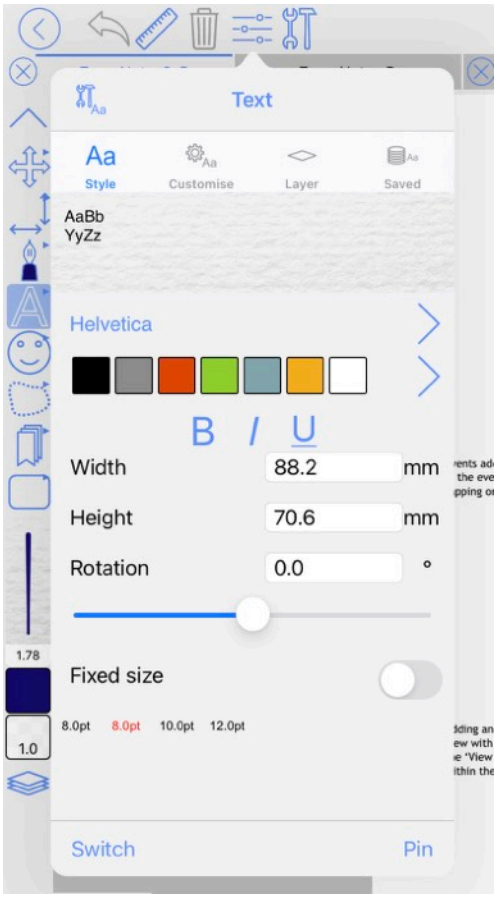
If you have a lot of images on a page, perhaps overlaying a digital planner (pdf) page, you may wish to merge all the images (and the page background) into a single image. This is beneficial in terms of the amount of memory the page uses and also in terms of the time it takes to draw the page to the screen.

Text

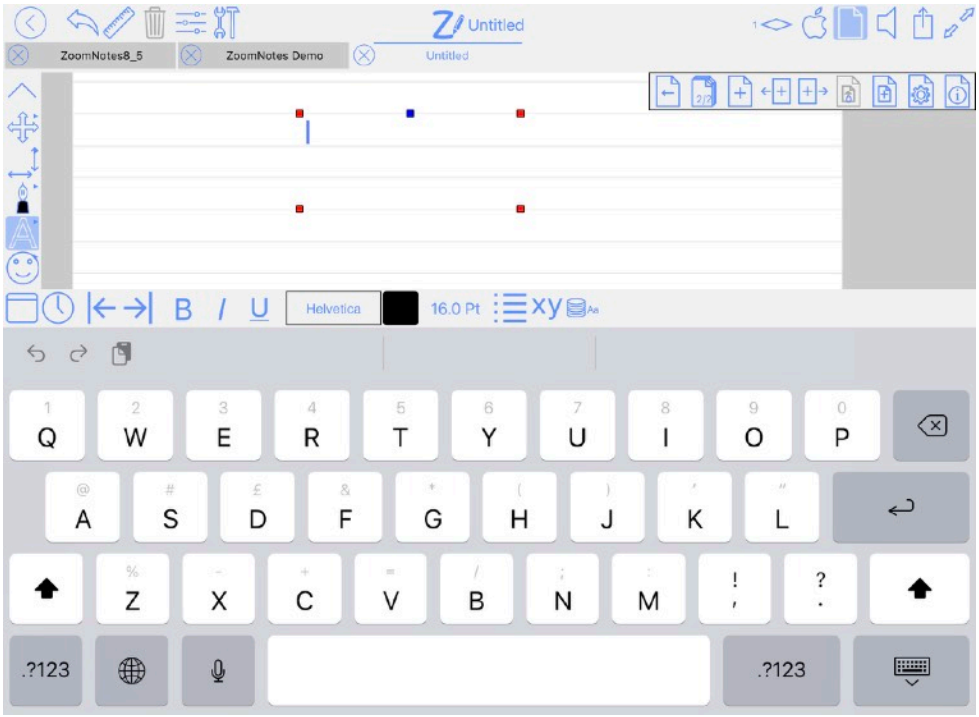
You can insert text objects into your ZoomNotes documents. Choose the Text tool:



Tap on the page at the position where you want the text to be positioned, and you will be able to start typing. If you tap the tool settings button, you will be able to change the font and other properties of the text:



Whilst editing text a toolbar is added to the top of the keyboard to let you quickly change the text properties for the current text cursor position or for a selected section of the text.



If you tap on an existing piece of text then you will be able to edit that piece of text in the same way. Red markers are drawn in the four corners of the text area; you can touch and drag these points to change the shape of the text area.

You can use the select tools to select a piece of text and move, rotate and scale it in the same way as other drawing objects. This is slightly different to changing the text area when editing the text as it will scale all aspects of the text, including the font size.

Is heading: This is used in conjunction with the 'Create text heading index' function.

Outline: When enabled then just the outline of each letter is drawn. (The outline weight adjust the thickness of the outline).

More settings- Off: The text will be drawn on top of the page, without any background filling or border around it, and will be 'left justified'.

More settings- On: This is a more sophisticated mode in which you have a lot more control over the text parameters. You can also add a border around the text, and also fill the text area with an opaque or translucent colour.

Double tapping on an object like an image or a polygon will create a new piece of text which has the same size as the object you clicked on. Double tapping on the page, (i.e. away from any drawing objects), will create a text object which covers the whole page.

Also a double tapping with 2 fingers will also add a new piece of text irrespective of which drawing tool you are using.

Tap on an existing text object to edit it. Sometimes this may not be what you want, for instance when you want to place a new text object on top of an existing one. If you tap and hold for 1 second, then a new text object will be created.

Adjust for Overlaps

For each piece of text you can set whether it should adjust for overlapping objects. This property makes it much easier to arrange images within a big block of text. If you select the text then press the settings button which will display the text properties, you will be able to enable/disable this property.

Fixed size

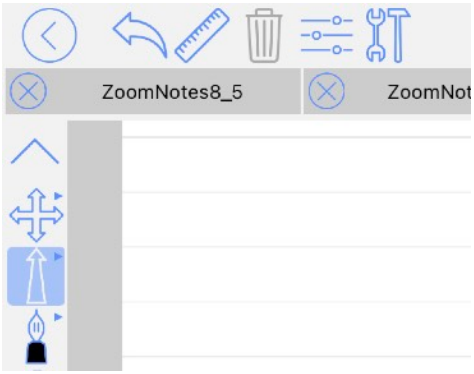
If you want the text box (for new text) to be the same size each time you place a new piece of text, then enable 'Fixed size' and set the width and height values to those you want the new text to have.

Text to layer

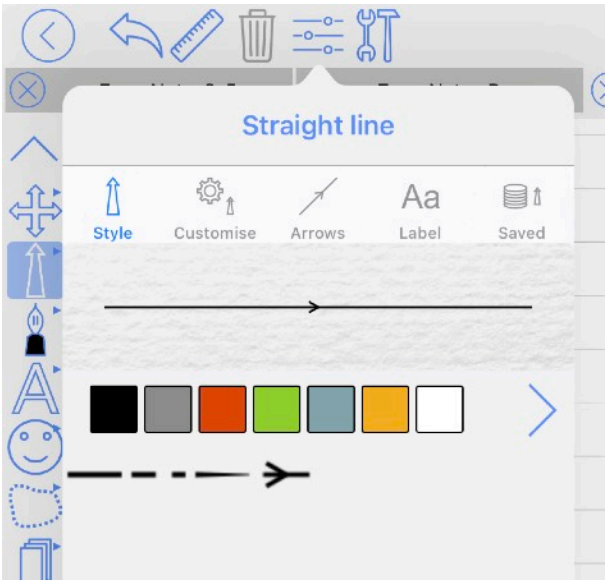
Enable this if you want the text to always be placed in the same layer.

Straight lines

Choose the straight line tool from the toolbar:



By touching and dragging on the screen you can add a straight line between 2 points. Choosing the tool setting button lets you change parameters of the line like arrow positions, line thickness, dashes, tapering, and ink style:



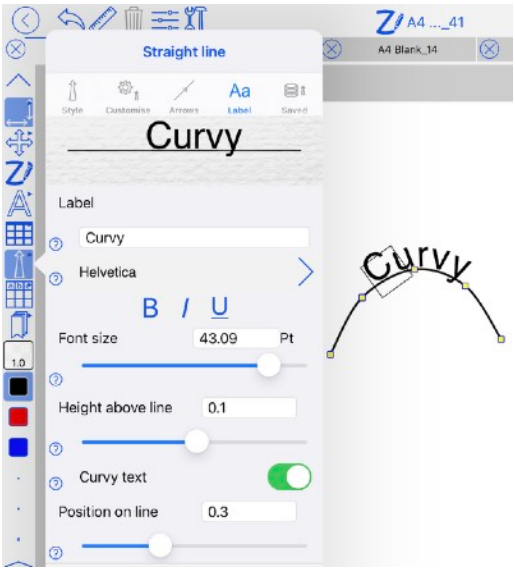
Drawing a line between two shapes (make sure the ends of the line are within the shape boundaries) will ‘connect’ the line to the two shapes. Moving the shapes will automatically update the line between them. You can turn off this option in the settings with the ‘Connect start’ and ‘Connect end’ options.

If you tap on an existing line, markers (yellow squares with a blue outline), will appear at its end points and you will be able to tap and drag on these markers to move them. Also if you tap and drag at a point along the line, you will be able to bend the line into a smooth curve and a marker will be added to the position you dragged:



To remove a marker – just move it to be in-line with the markers on either side of it.

You can add a label to the line too. There are various parameters to control where along the line the text will be shown and also whether the text should be linear or curvy (follow the curve of the line):



Symbols

Choose the symbols button on the toolbar:



If you have not used the symbol tool before ZoomNotes will open the symbol settings window in the sidebar, otherwise it will automatically use the last symbol you used. If you want to change the symbol press the symbol button again.



Choose which symbol you want to insert by tapping on its preview image. This view is organised just like the view of the documents in ZoomNotes so you can group related symbols into folders if required. Tapping on a symbol preview will select that symbol for insertion.

You can drag and drop a symbol from this window and into the position you want the symbol to be positioned in your document. When you drop the symbol it is left 'selected' and you can move/scale/rotate it. Alternatively you can tap on the document and the symbol will be added at that position.

The 'Edit' button will allow the 'Delete', 'Export' and 'Archive' operations. In addition there is a 'Place selected symbols' button which will place all the selected symbols in to the current document. If you first select a table, and then press this button then the selected symbols will be placed in the table's cells.

Adding a new symbol

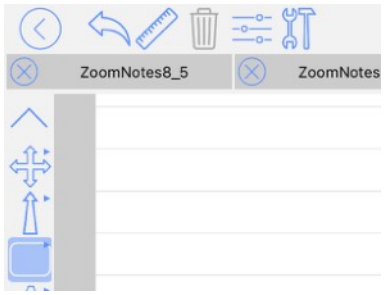
Simply select some things on the document page, then open the symbol settings and then press the '+' button. This will add the selected objects as a new symbol.

Symbols are a great way of saving parts of your drawings for re-use at a later time. When used in conjunction with groups they can be particularly powerful.

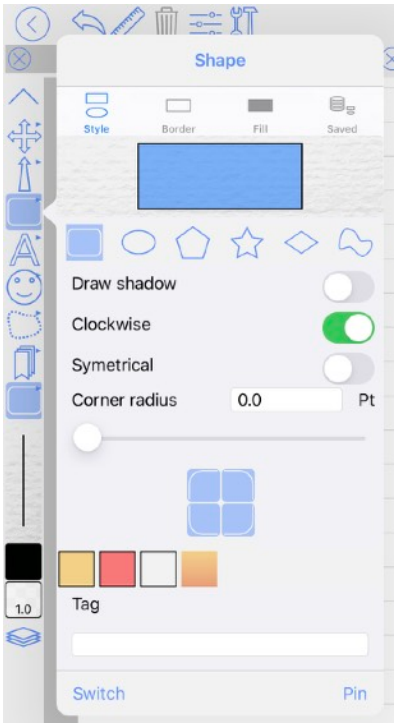
You can select sub-documents and add these as symbols

Polygons

Choose the polygon button on the toolbar:



You can now touch where you want the centre of the polygon to be, and drag to adjust the size. If you press the Tool Settings Button, then you can adjust the parameters associated with the polygon:



Polygons can be ‘exploded’ so that you can erase part of them, for instance to get an arc segment from a circle. Select the polygon, then touch and hold within the selected polygon until the Edit Menu appears. Choose ‘Explode’ from the menu. Now you will be able to use the erase tool to remove the unwanted lines.

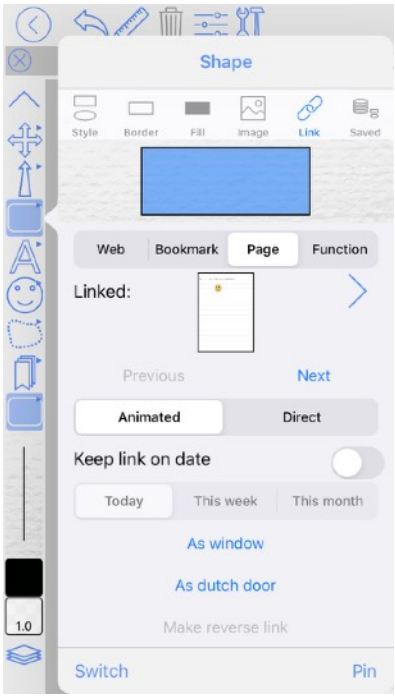
You can now add shapes using the hand-writing tool. Draw the shape you want:

- Ellipse
- Rectangle
- Diamond
- Triangle
- Straight line between shapes

ZoomNotes will automatically detect the shape you have drawn and replace the lines drawn with the geometric shape (using the current settings for colours, filling and line thickness). You can turn this feature on and off in the App Settings screen.

Polygon Links

You can 'link' a polygon to a bookmark or a page. The effect of this is the following – double tapping on the polygon will change the view to the linked bookmark. When in presentation mode then just a single tap will change the view to the linked bookmark. The change can either be animated or direct depending on the settings you choose for the polygon.



Auto update mode : if you want a link to always link to a page which relates to the current date then you can enable this feature. Note- you will need to set the page properties which relate to the calendar date. (see section on Page properties).

Dutch door: This will configure the polygon as the area of the page which is a 'dutch-door' the rest of the page will be cut away to reveal the linked-to page. This makes it much easier to create a dutch door page by just defining the area of the page which is visible theatre than the cut-away portion of the page.

As window: Press this if you want the polygon link to be a 'window' through to the linked to page. This will start to create a 'dutch-door' effect - to complete the effect you should create an 'opposite' link on the linked to page. Windows will let you 'write-through' to the linked to page too.

Make reverse link: This will create a linked shape in the correct place on the linked-to page which will link back to the current page. This will in-effect create a 'hole' in the page - ideal for a 'dutch door' effect.

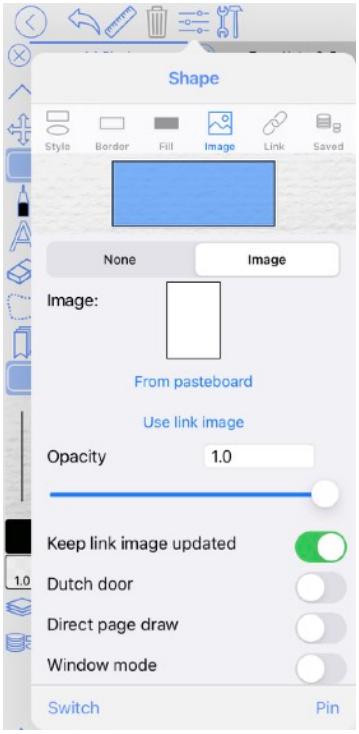
You can also set the link to be a ‘Web’ link which is defined by a URL. When the polygon is tapped on the web-link will be sent to iOS which will find the right app to open the link in. You can use the links generated in the document properties, page properties or bookmark properties here to link to other documents.

X-Callbacks links

URL links can also be x-callback links generated within ZoomNotes. This means you can link to other parts of the same document or to another document (or app). Linking to a page or bookmark in the same document will transition to this associated point in the document when the link is selected. If the link is to another document then the current document is closed and the other document is opened and the view positioned to the required page or bookmark in this new document.

Background image

You can set a polygon to show an image as its fill background.



If the polygon is a link to a page to a book mark then you will also be able to choose ‘Use link image’.

Tiled: This will repeat the image over and over in order to fill the area of the shape. You can choose either horizontal or vertical as the direction in which the repetition occurs.

When you are using a link image, you have two extra options-

Keep link image updated: If the contents of the page being linked to changes, the background image of the polygon will be kept up to date with the changes.

Direct draw page: Instead of the background image being used when drawing the polygon, the actual linked to page will be used and will be drawn directly with the boundary of the polygon - this gives a much higher quality rendering when zoomed in to the polygon.

Window mode: For page links, instead of seeing the whole page image, window mode will only show the portion of the page which lies directly behind the polygon - thus the polygon is acting like a window through to the linked to page. These are ideal for setting up a ‘dutch-door’ effect between pages.

Write through: When this is enabled and you write on top of the link then the writing will be added to the linked to page.

Add a link

This is a quick way of adding a link to the page. You get to choose the type of link and also pick where the link is to.

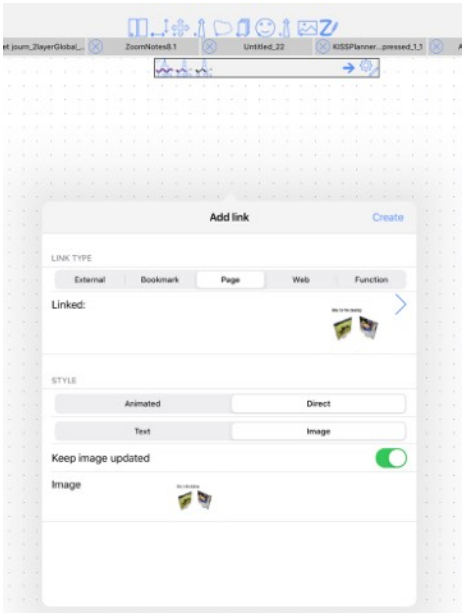
External: This is to a page in another document.

Bookmark: To a bookmark in the current document.

Page: To a page in the current document.

Web: A url to to a web page.

Function: The link will perform a specific function.

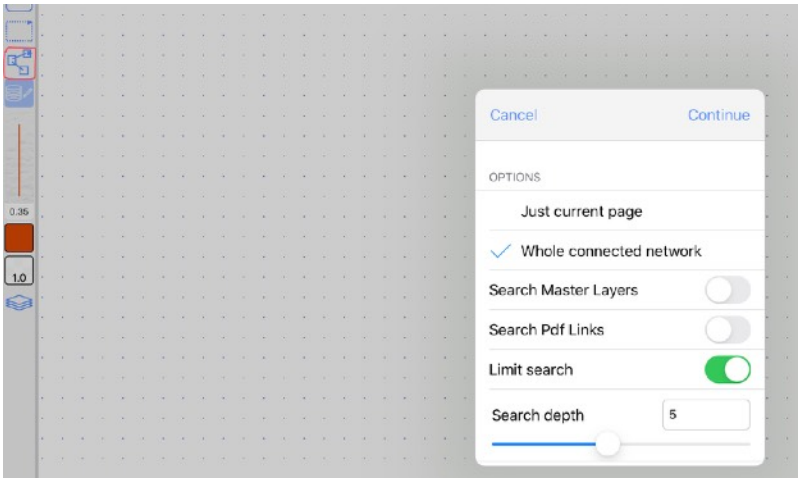


You can control whether the transition to the new page or document is either ‘Animated’ or ‘Direct’. You can also choose whether the link is depicted by an image (a preview of the linked to page or bookmark’ or as a text caption.

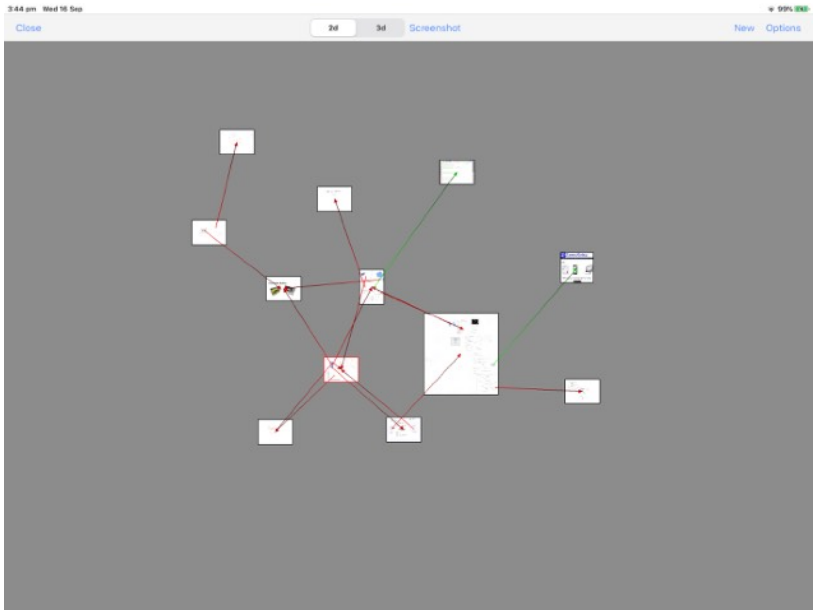
When you are happy with the options you can press the button ‘Create’ button. This will create you a linked polygon and if you have chosen the text option, a piece of text. It leaves these elements selected and you can move/resize them as required. You can use the polygon tool to further configure the linked polygon as described in the ‘Polygon links’ section (above).

Page network

When you add links between pages you are in fact creating a ‘network’ of pages and sometimes it is useful to be able to visualise such a network.



To do this, select the ‘Page network’ button from the tool menu. First you will be presented with some options which control which pages are searched in order to create the network. When you press ‘Continue’ the network is found and displayed. The search starts from the current page in the document and links are found on it and are then followed to other pages (and documents). You can limit the ‘depth’ of this search to just the current page or ‘search depth’ which is the maximum number of links out from the current page.



2d/3d: Switch between 2d and 3d visualisation.

Screenshot: The current view will be captured and placed in the pasteboard.

‘New’ will re-start the network creation.

‘Options’ lets you configure some parameter controlling how the network is displayed.

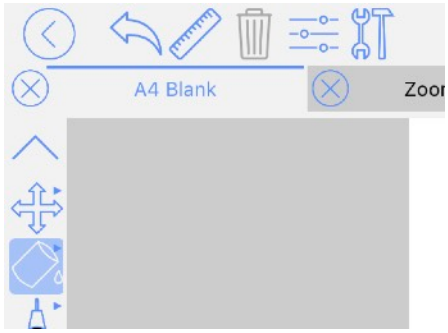
The ‘current’ page is shown with a red outline, the others are shown with a block outline. Links which are between pages in the current document are shown in red, and links to other documents or web pages are shown in green. (You can configure these colours in Options).

You can pinch in order to zoom in and out. You can drag a page to reposition it (note though, the links act like springs pages can move back again). You can tap on a page and this will become the current page and the network visualisation will close.

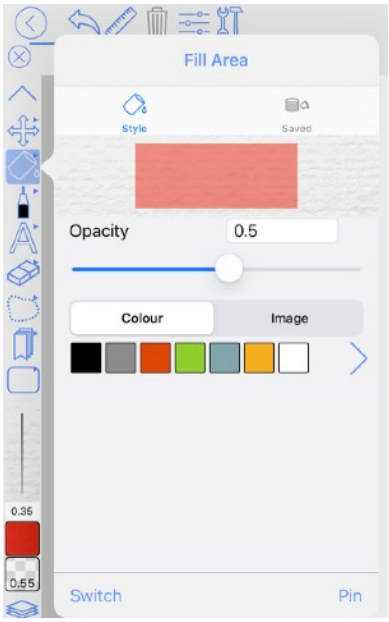
Once you have looked at a page network - you can return to it by pressing the ‘Page network’ tool button. If you want to recalculate the page network then press the ‘New’ button on the top bar;

Fill Area

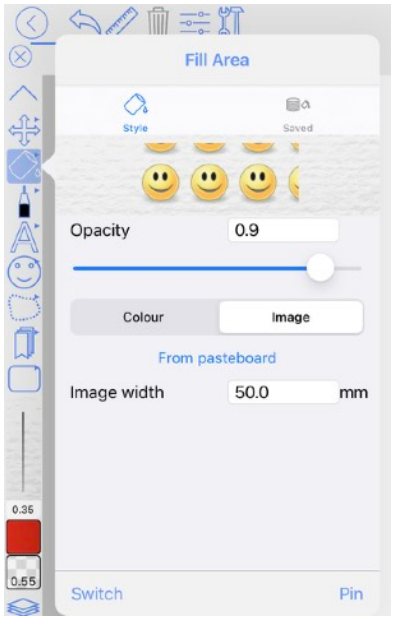
Choose the Fill Area button on the toolbar:



This tool can fill an area of a page with either a solid colour or an image. You can choose the fill colour from the side bar and also the fill opacity. Tap in the area you want to fill with solid colour and that area will change to the selected colour and opacity.



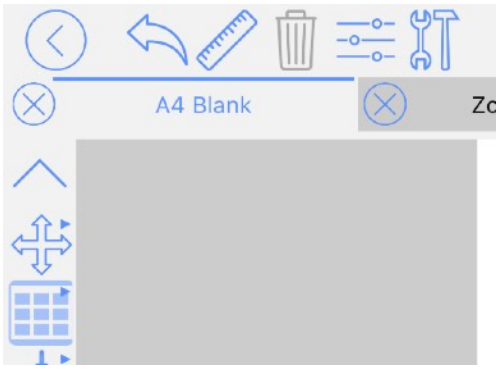
If you want to fill with an image, then select ‘image’ on the segmented control.



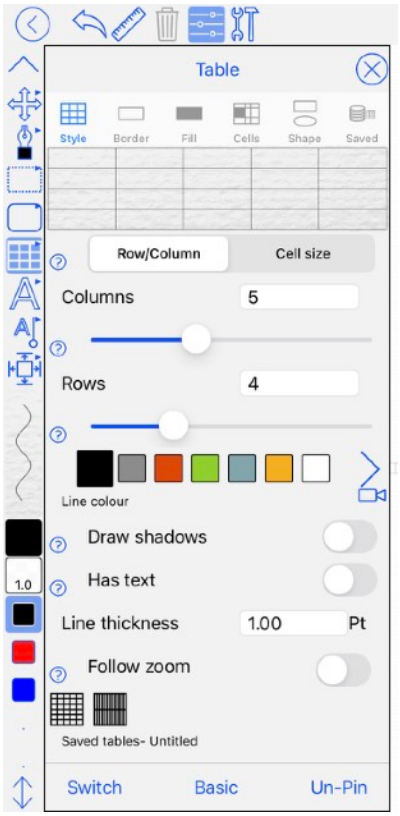
You can ‘copy’ an image to the clipboard either within ZoomNotes or within another app. This will let you press the ‘From clipboard’ button to choose this image as one to fill with. Dragging left and right on the preview will adjust the scale at which the image is used in the fill operation.

Tables

Choose the Tables button on the toolbar:



You can now touch and drag a rectangular shape on the screen – this will be the border of the table. If you press the Tool Settings Button, then you can adjust the parameters associated with the table:



Editing a Table

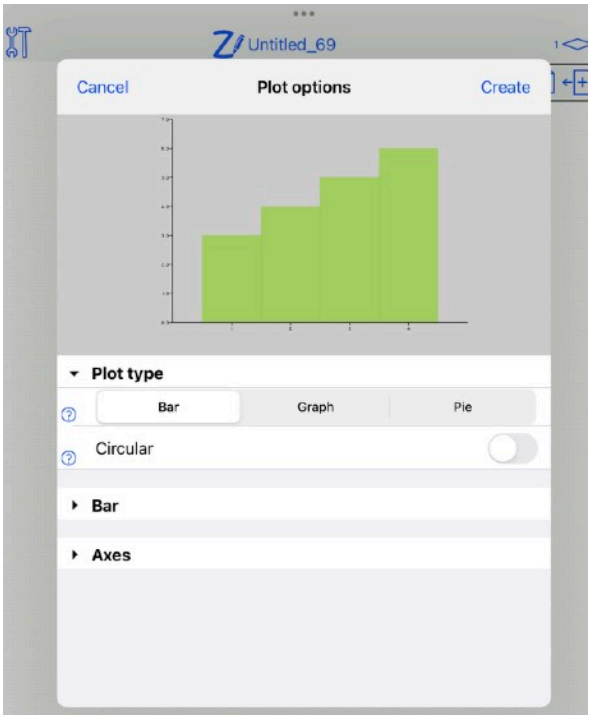
To change the overall shape of a table, you can select it (with the selection tool), then use one of the red selection markers to resize it. To change any of the table's properties you must first select the table, then reveal the side settings panel (by pressing the Tool Settings Button). The table's settings will be displayed and you can adjust them.

Adding Text to a Table Cell

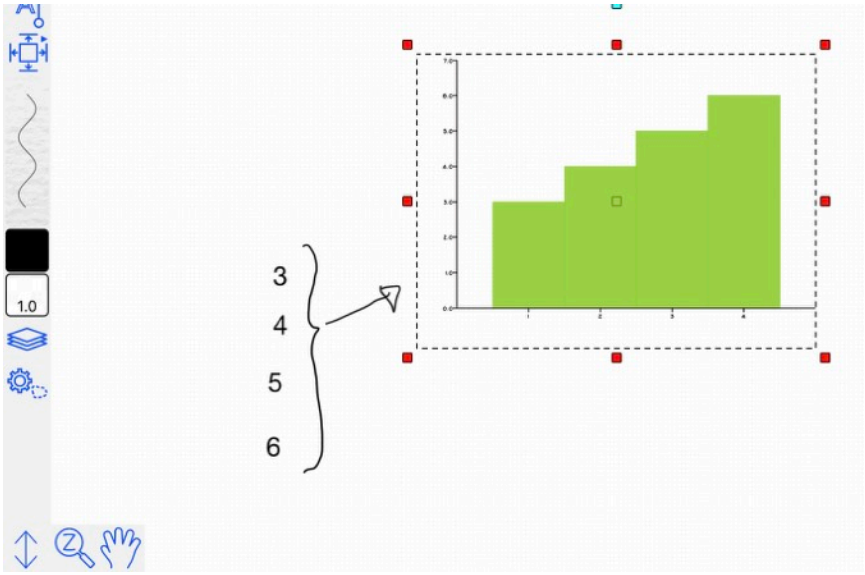
The Text tool is aware of tables and their cell regions. So if you start the text tool, and tap on a table cell, the new piece of text will be sized to fit into the cell you tapped on. In addition to this the table has a 'Has text' property which when enabled will add the text into the table and keep in aligned to the cell it is in. Such text can then be used to create 'plots' or graphs of the data in the cells - refer to the section on 'Plots' for more information about this.

Plots

You can create three types of plots of selected number data: Bar chart, line graph and pie chart. The simplest way of doing this is to select the numbers (text) and choose 'Plot selected numbers' from the table menu in the list of selection functions.



When you press create you will get a ‘plot’ object which you can select and scale in the usual way. You can also select it and choose ‘Plot selected numbers’ again to change its parameters.



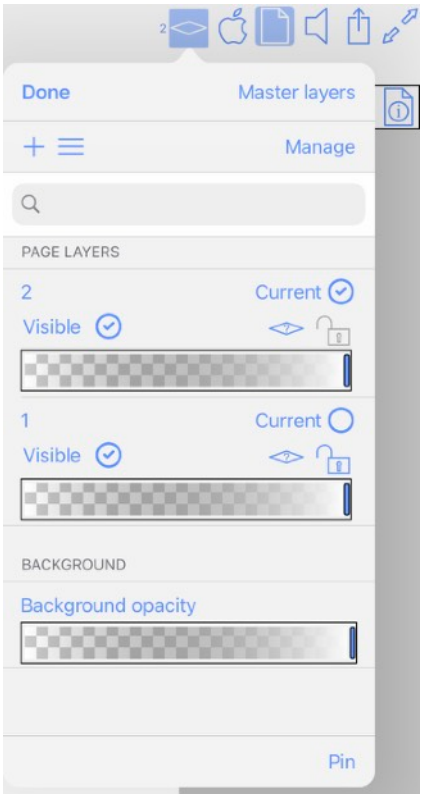
A more advanced feature is to add numbers into a table object. The table object should have its ‘Has text’ property enabled. Then you can select the numbers in a row or column and again choose ‘Plot selected numbers’. The app will detect that the numbers originate from a particular table and will remember this association allowing you to add more numbers and have the plot automatically update.

Groups

You can group things together now by selecting them and touching and holding within the selection area until the Edit Menu appears. Choose the ‘Group’ item on the menu. Conversely if you select a group you can then choose ‘Un-group’ from the menu.

Layers

Layers are a way of controlling visibility of your drawing objects in effect building up layers in the overall structure on a page and in your document. A layer can be visible with a particular opacity or completely invisible. You can have as many layers as you wish but you will be forced to always have at least one. You control the layers from the layers pop-over view:



Layers also control the order in which things are drawn. The first layer in the list is drawn above the next layer down and so forth. Pressing 'Edit' will let you reorder and delete layers.

Layers can be renamed to suit your needs – just tap on the name and you will be allowed to change that layer's name.

The current layer is the one into which new drawing objects will be added, and will be shown differently in the settings so that you can change its attributes.

If you select some drawing objects then tap and hold to reveal the edit menu then you can choose 'Move to layer' to move them all to the current layer. Note – this option will only appear when you have more than one layer.

If you delete a layer then the objects assigned to it will deleted.

If you lock a layer then elements within it will not be selectable (and consequently delete-able or editable. You cannot lock the current layer as this is the layer new elements will be added to.

Background Opacity: This will apply the opacity value to the paper on each page.

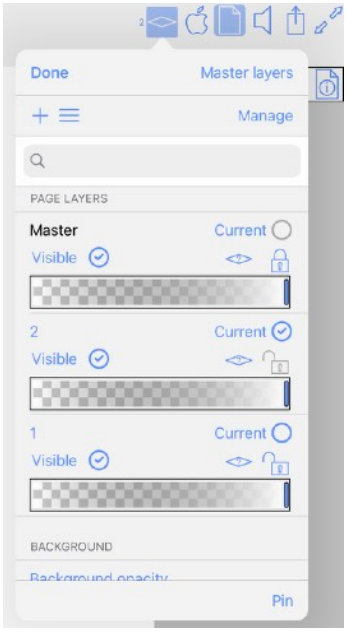
Layers are also used to order the various drawing objects (lines, shapes, text etc.) when drawing them onto a page. You can change the order of layers by pressing the Edit button and then dragging the icon shown on the right of each layer name. In this edit mode you will be able to delete layers.

You can also control the opacity of pdf-data for documents which are based on a pdf file. This opacity will in effect fade-in/ out the background pdf data. It will also have the same effect when sharing the document to a pdf file or to a printer.

Layers can either be for the whole document or you can elect that a page uses its own set of layers. To configure a page to have its own layers – open the pages properties and select 'Page has own layers'.

Master Layers

If you press the master layers button then you can manage the document's master layers. These are layers which will be drawn on all pages. Once you have added a master layer you will see it in the list of ordinary layers - the name is shown in blue to help you to recognise which are master layers.



To draw into a master layer, press the unlock button, then make it current. When you are finished adding drawing elements to it, make another layer current and then press the lock button. Once locked the changes become visible in all pages.

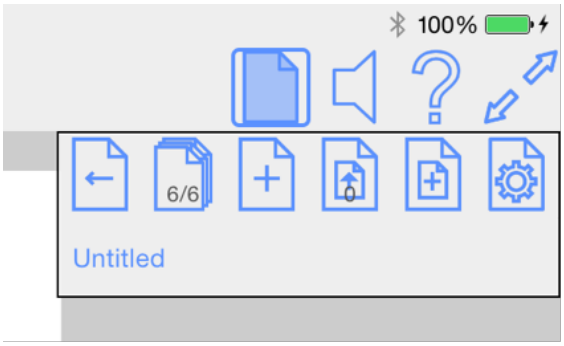
Pages

Find the pages button on the toolbar, pressing this will reveal/hide the pages toolbar.

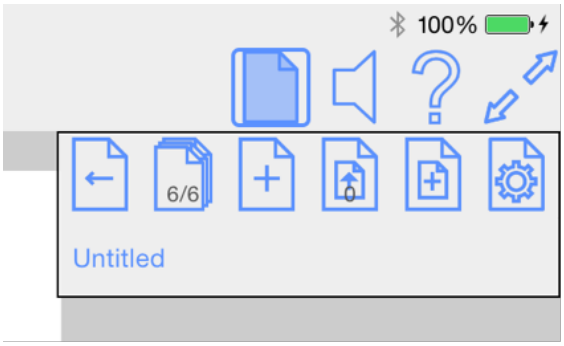


If you tap and hold on the bar you will be able to move it to your preferred position on the screen. If you move it to the centre of one side it will auto-align with that side so as to take up less space on the screen.

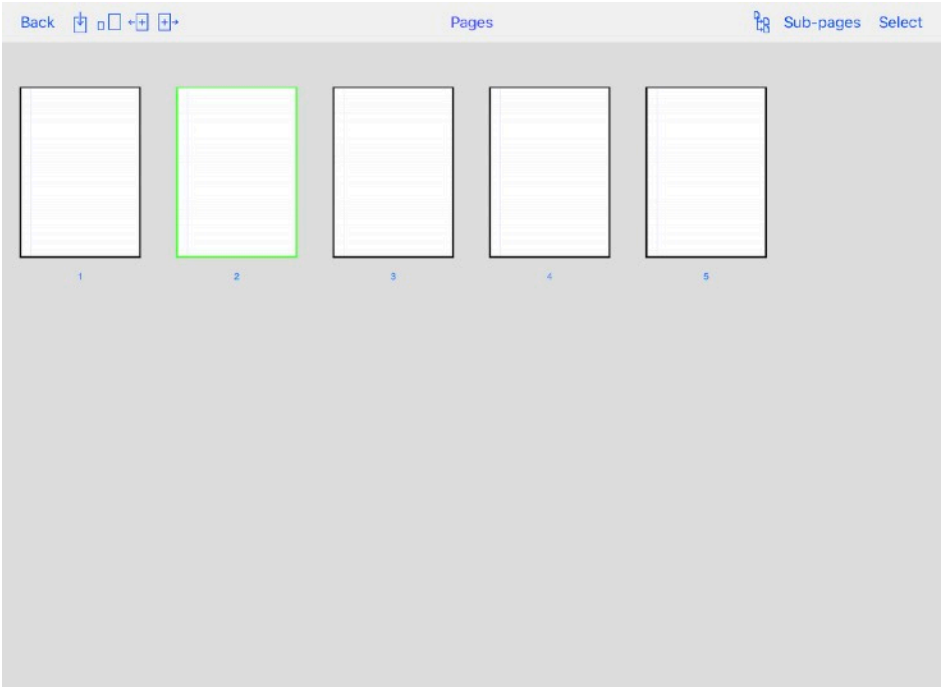
The left and right arrows will move to the previous and next page respectively; the right hand arrow changes to a plus symbol when you are viewing the last page and pressing it will add a new blank page and change to it.



The 2nd button from the left shows the current page number and the total number of pages.



If you press this button the Page Manager screen will be displayed:

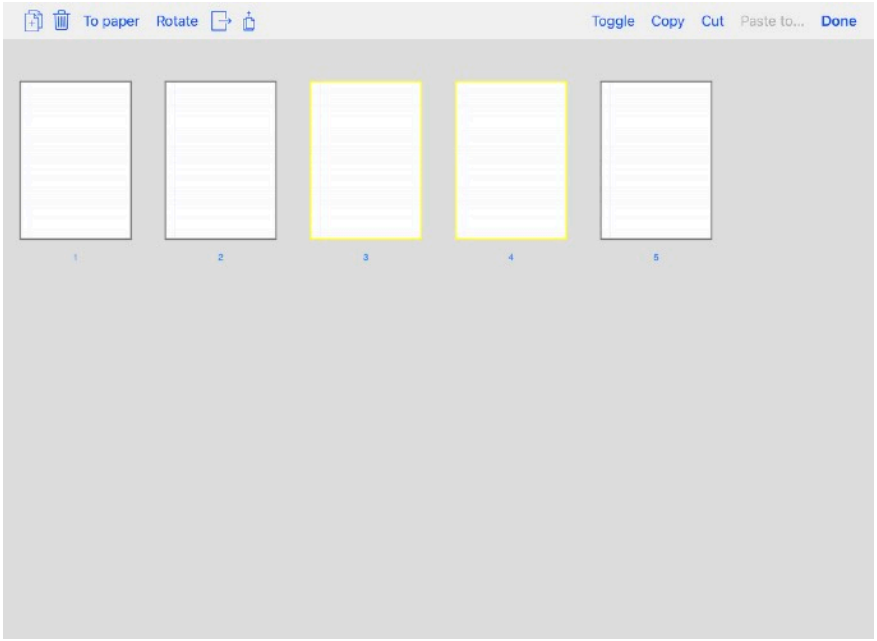


It shows a preview of each page in the document, with the current page highlighted in green. Pressing on one of the page previews will close the Page Manager and display that page.

If you press the ‘Import’ button, then you can select a project to import pages from. Then you will be given the opportunity to select which pages to import too.

Tapping on the page number will display the page’s properties.

If you press the ‘Select’ button, the following screen will be displayed:



This screen will let you delete pages. You select (or de-select) pages by tapping on the preview image. Selected pages will be highlighted in yellow. When you have selected the pages you want to delete, tap the Delete Button.

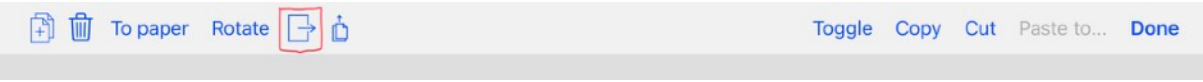
Once you have selected some pages you can duplicate them by pressing the '+' Button. This will make an exact copy of each selected page and insert it next to the original page.

You can re-order pages by dragging a page to its new position in the list of pages.

The 'To Paper' button will export the selected pages as 'Paper Templates' for re-use in other documents.

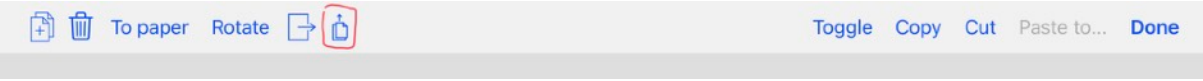
Rotate button will let you set the rotation (0, 90, 180, 270 degrees) to the selected pages.

Move:



This allows you to move selected pages within the sub-document hierarchy within the document.

Export pages:

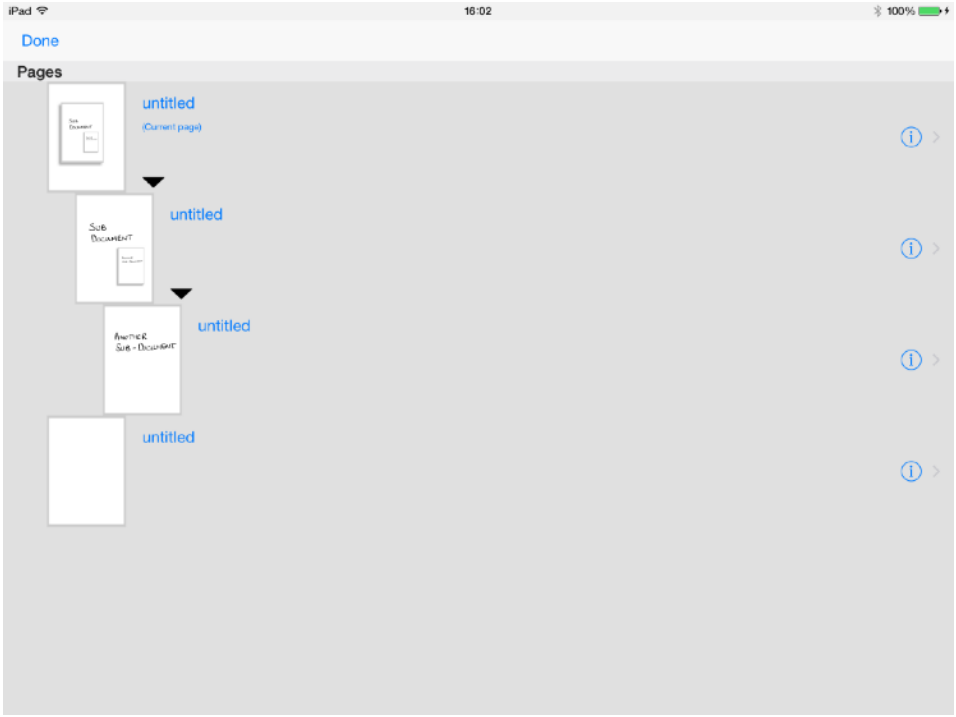


This lets you export the selected pages to another document - after pressing this button you will choose a document to export the page to. The pages will be positioned at the end of the document at its top level of pages.

Copy/Cut: these buttons will copy/cut the pages, and is used in conjunction with the 'Paste to…' button. You can use this to reorder pages in the same document or to copy/ move pages to a different document.

The 'Sub-pages' button helps you to visualise the overall document structure. It shows all the pages and also the sub-document pages contained within each page – effectively showing the entire page hierarchy within the document.





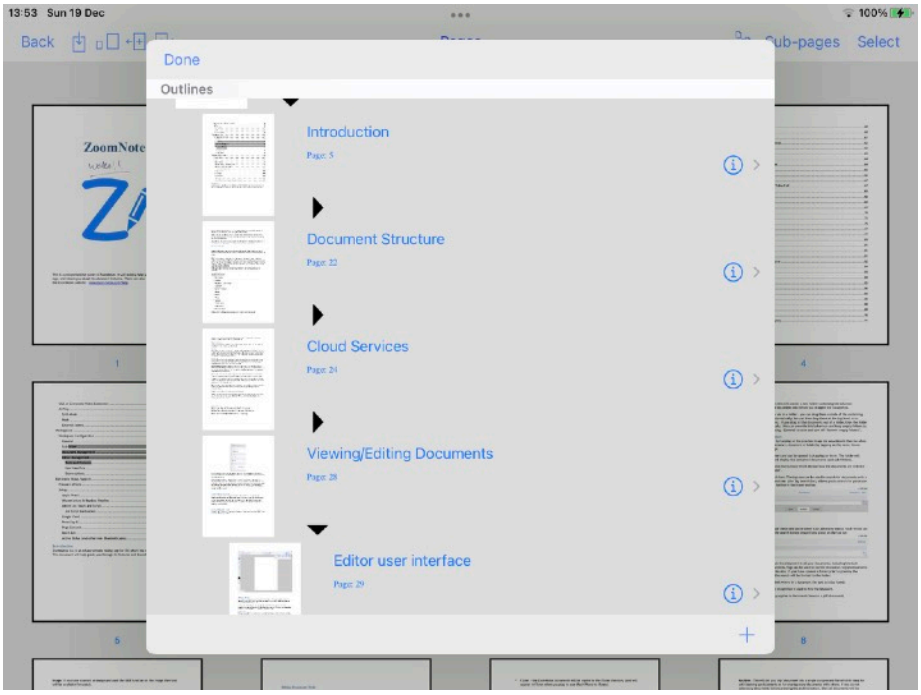
Tap the triangle button to reveal/hide pages within a sub-document.

Press the blue disclosure button to display a sub-page.

Tap on a page title to edit it.



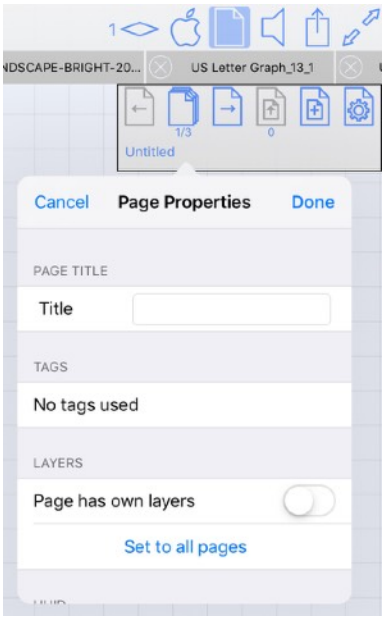
The ‘Outline’ button shows the document outline as imported from a pdf file. Each outline item is a reference to a position in the document. You can drag and drop an item to a new position by tapping and holding on an item and then continuing to drag the item to a new position. If you drag away and then back to the original position this will force the item to be a ‘child’ of its preceding item. In this way you can further organise items in to a hierarchy.



You can also add your own outline items using the '+' button - this will add an outline item which refers to the current page. It will add it to the end of the list of outline items so you may need to subsequently drag it to its desired destination.

Page Properties

You can tap on the page name in the pages toolbar to reveal the pages properties



Here you can set the page review the page's properties.

Title: the title of the page. This can be searched for when searching text in the document.

Tags: You can see which tags have been applied to the page. Tapping on the tags lets you configure the page's tags.

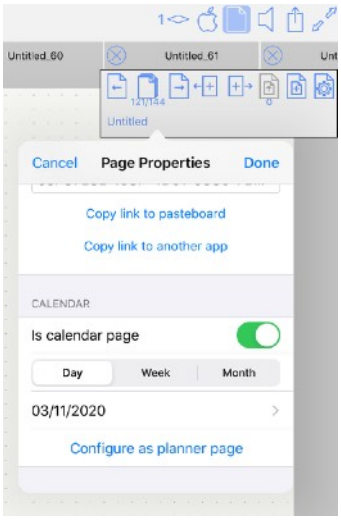
Page has own layers: When selected the page uses its own set of layers rather than the document wide layers.

Set to all pages will ensure all pages have this same layer setting.

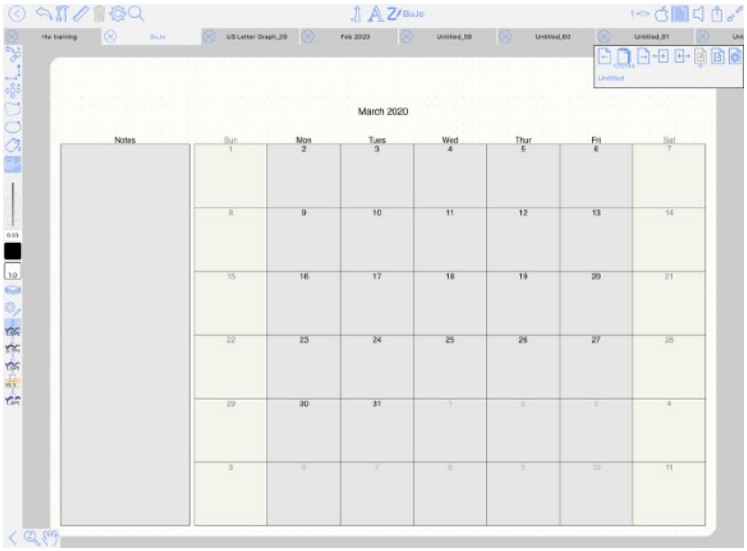
UUID: This section shows you the pages unique identifier, and also lets you generate x-callback link to the page.

Calendar: You can configure a page to be part of a planner/calendar document so that ZoomNotes can tell which page represents which dates or date ranges.

You can choose between 'Day', 'Week', 'Custom' and 'Month', and then set the date appropriately. For a 'Custom' page you will be able to specify the number of days represented on the page. If the page is blank and you have enabled 'Is calendar page', then you will also see a button 'Configure as planner'. If you press this button then the page will be configured as if it was part of a custom digital planner; it uses the settings from the custom digital planner to generate the page with.



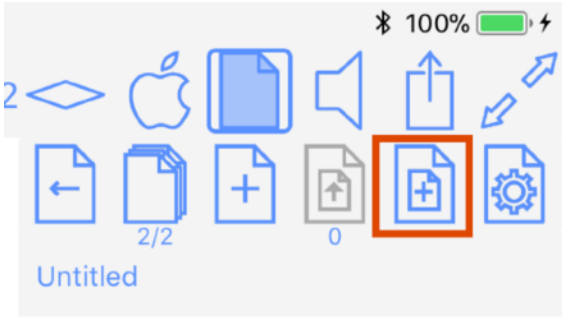
So depending on your settings, a 'Month' page may look like:



Events can also be shown on a page and there are some settings to control how they are arranged on the page. The ‘Start time’ and ‘Day length’ are used to set the vertical position of an event in the calendar area on the page - events at the ‘start time’ (or earlier) will be at the top of the area, and ones at the start time plus duration will be at the bottom - others are in-between in proportion to their start times. The ‘Event area insets’ are used to control where the events are placed with in the calendar area. The insets are used to reduce the size of the event area relative to the calendar area.

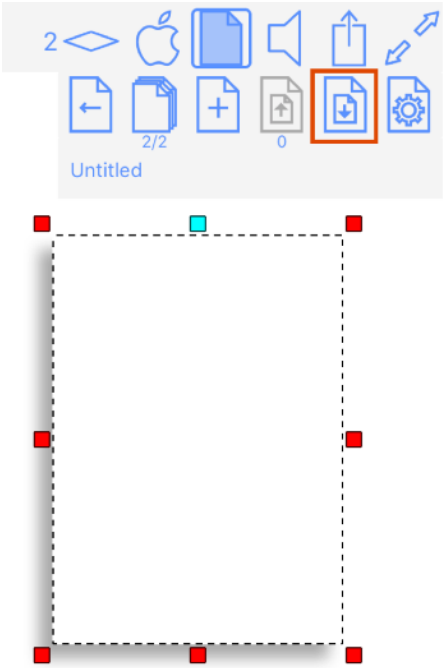
Sub-documents

A new sub-document can be created by pressing the ‘Add sub-document’ button:

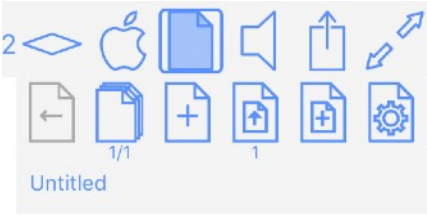


This will add a new sub-document and insert in the middle of the current page, and leave it selected. You can resize, move and rotate it in the usual way.

If a sub-document is selected the add button is changed to the ‘zoom down into sub-document’ button:



And pressing it will open the sub-document. Once in a sub-document the ‘zoom up from sub-document button’ will be updated to show the current sub-document level:

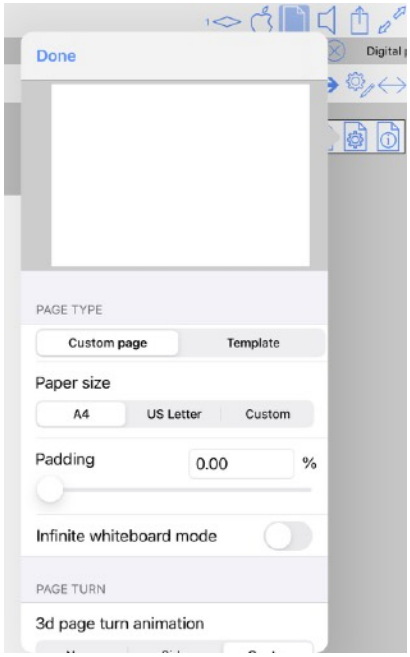


The pages buttons behave in the same way as for the top level documents, but will now move between pages in the sub-document and the Page Manager will manage the pages in the sub-document.

Page Settings

You can change the page settings by choosing the Tool Settings Button, and selecting the Pages button. The settings are the same as when you create a new document:





It allows you to change the size and appearance of the current page.

Page turn: You can set how the pages turns when 3d page turning is enabled.

Side: This will turn the page about its left hand side axis

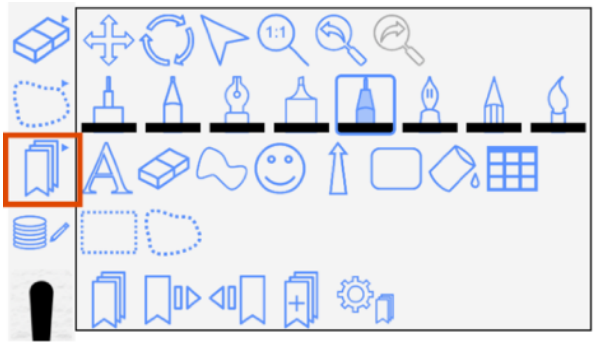
Centre: This will turn the page about its centre vertical axis

Set as page default: This will save the page settings to be used as ‘default’ page settings within the document. If other pages are using the current default settings, then they will start to use these new saved default settings too. Any new pages will use them too.

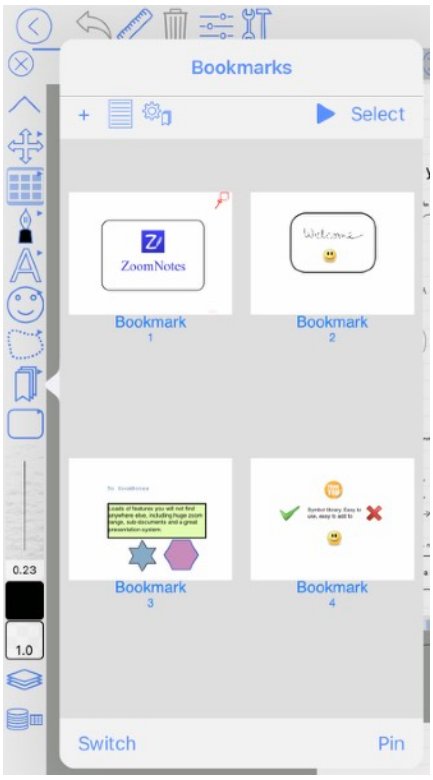
Set as sub-page default: This will save the page settings to be used for any new sub-pages added in the future in the document.

Bookmarks

You can save views in a document with the Bookmarks feature. To create a bookmark, pan, zoom or rotate to the view you wish to save, and then press the Bookmark Button:

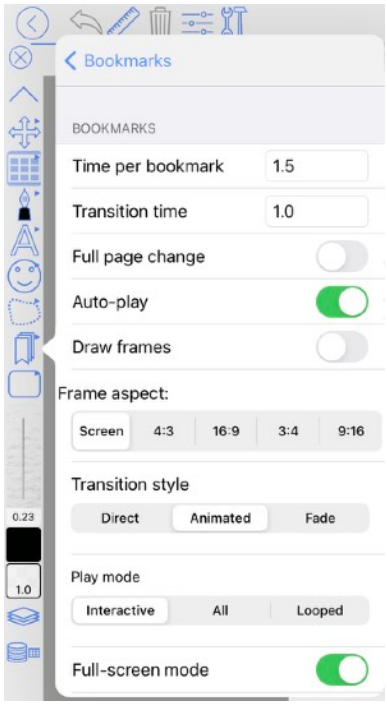


This will show the Bookmarks manager in the sidebar:

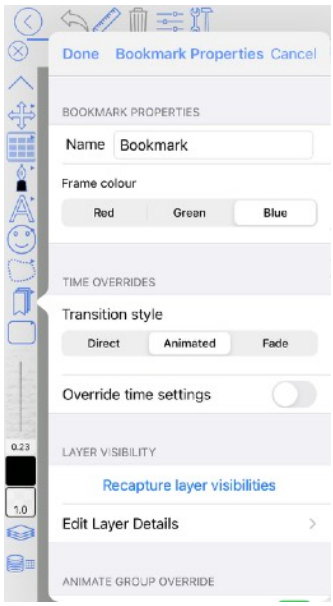


Press the '+' Button to add the current view as a bookmark.

Press the bookmark gear icon to access the bookmarking system setting:



You can touch on a bookmark's name to override that bookmark's settings.

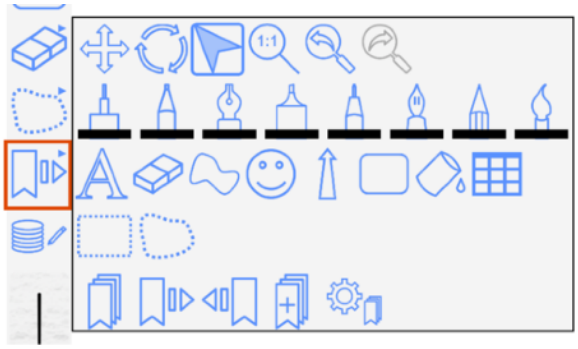


- The bookmark's name
- The bookmark's time overrides ('Transition time' and 'Time at bookmark')
- The bookmark's 'Animate Group' overrides
- The bookmark's Layer visibilities

Overrides will apply only to that particular bookmark.

Pressing the 'Select' button will start the edit mode for the bookmarks. You can select bookmarks in this mode, and delete them by pressing the delete button. You can re-order a bookmark by dragging it to a new position.

Pressing the ‘Play’ button will show the first bookmark. To move to the next bookmark choose the ‘Next Bookmark’ button on the toolbar:



There is also a ‘Previous Bookmark’ button.

To change the time it takes to animate between views, find the bookmarks page on the side settings panel.

Time per bookmark: Time spent viewing each bookmark view(during video generation).

Transition time: How quickly the transition from one bookmark to another will take.

Full page change: This will zoom out to show the full page before changing to a different page, before zooming into the new view on the new page.

Auto-play: This asks you whether you want to play the bookmarks when you open the document.

Draw frames: When turned on, the outline (frame) of each bookmark’s view will be drawn. When visible, they can be selected and moved/scaled/rotated as other drawing objects.

Transition style: Choose between Direct, Animated and Fade.

- ‘Direct’ will change the view immediately to show the new bookmark.
- ‘Animated’ will animate smoothly from the current view to the new bookmark view using the ‘transition time’ for the duration of the animation.
- ‘Fade’ will fade smoothly from the current view to the new bookmark view again using the ‘transition time’.

Ink Animation

You can choose to allow elements in groups to be animated when the bookmark is presented. A group will be animated if it is entirely visible in the bookmark’s frame and was not visible in the previous bookmark/view, (either by virtue of layer visibility or spatially).

You can adjust the drawing speed with the ‘Ink speed’, and ‘Typing speed’ settings.

In addition, you can choose the ‘Show pen’ option to animate an image of a pen along the path of the ink being drawn. A default pen image will be used, but by tapping on the image you can change it to an image of your choice. When changing an image you will need to move the ‘cross-hair’ symbol to the point in the image which represents the pen tip.

‘Show pen moves’, when enabled, will show the pen moving between lines. You can adjust the speed it moves between lines with the ‘Move speed scale’.

Video generation

For generation of videos from bookmarks see the Sharing section below.

Presentation Mode

When you start to play bookmarks the main toolbar changes to a cut-down version with just the ‘Next Bookmark’ and ‘Previous Bookmark’ buttons (and a button to exit the presentation mode).



In this mode you can swipe the screen left and right to move between bookmarks. Pinching will zoom in and out in the usual way. Double tapping on an object (image, video, group, shape, or text) will zoom in to that object, whilst double tapping in space will zoom out to the whole page.

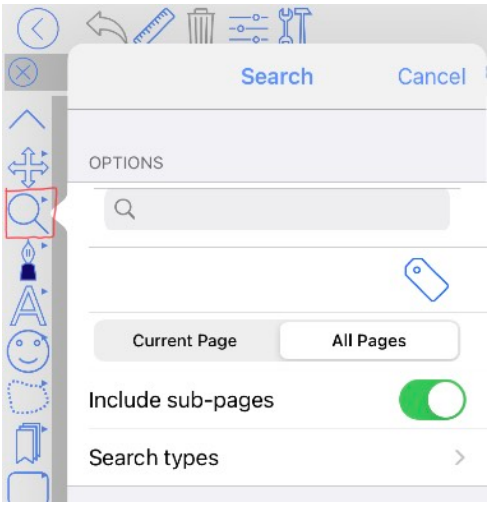
If you want to use a (Satechi) bluetooth controller then enable this feature in the bookmark settings.

Searching

You can search in a document for a keyword by pressing the search button on the top bar (magnifying glass).



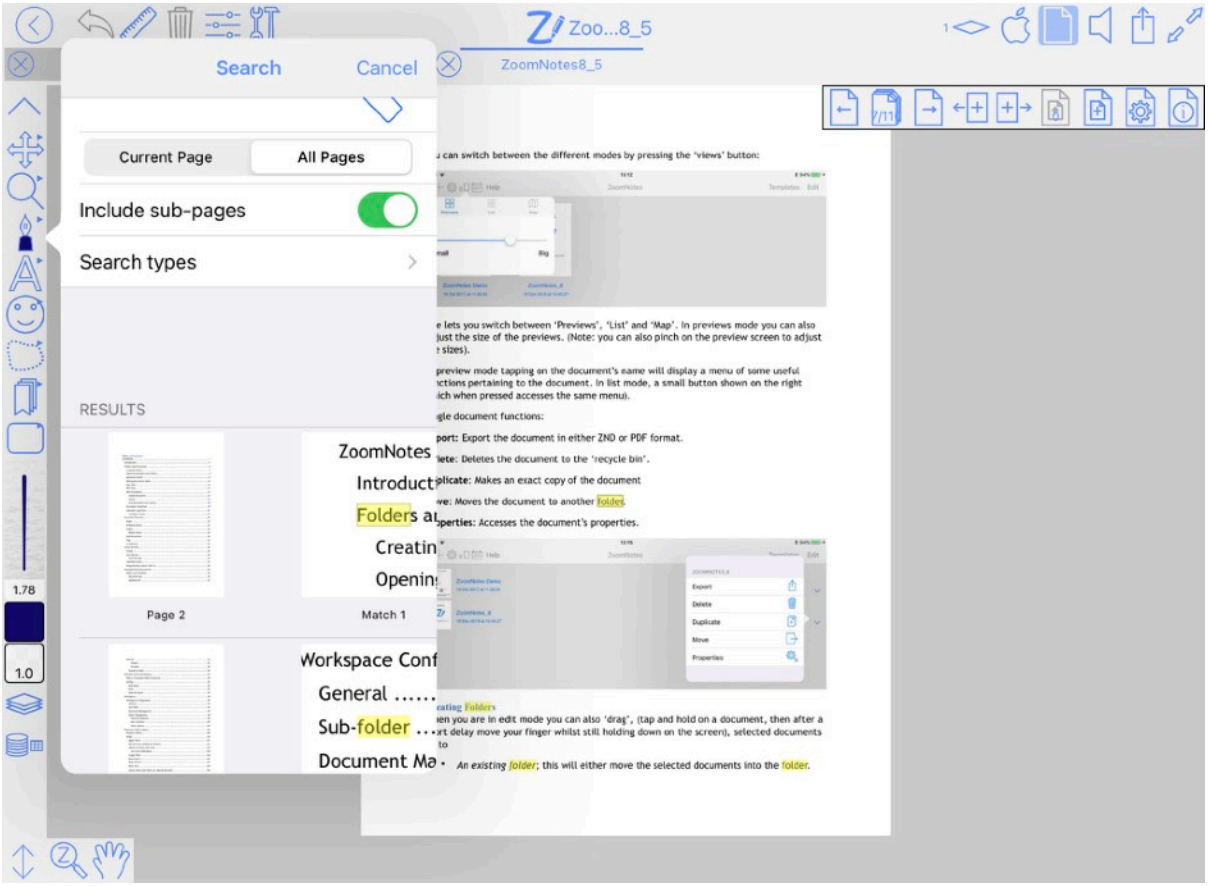
This will show a window with the search options in it-



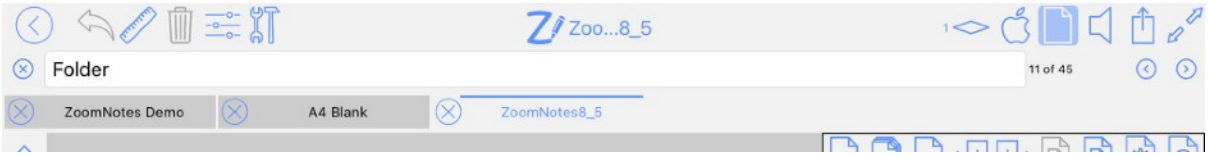
Here you can enter a keyword, or a set of tags, or both. Just a keyword will search the whole document for that keyword; just some tags selected will just locate the pages which use those tags; both a keyword and tags will search for the keyword on tagged pages only.

‘Search types’ lets you choose the types of document elements to consider in the search. These have been listed and described in the section about ‘Advanced search’.

Results are show in the window beneath the search options, as thumbnail images of the page, followed by a thumbnail image of each search match.



Tapping on a thumbnail image will close the search window, take you to that search match in the document, and also display a search bar at the top of the screen, just below the top bar-



You can tap on the search keyword and this will open the search settings window again. You can use the 2 button on the right of the bar to step between the search matches. The cross button on the left of the bar will stop the search and close the search bar.

Hand writing recognition

ZoomNotes has a module which can convert handwritten words into searchable text. You can find the options for this module in the main app settings, under ‘Handwriting recognition’. Here you can choose the language you want the recogniser to use during its recognition process.

Indexing

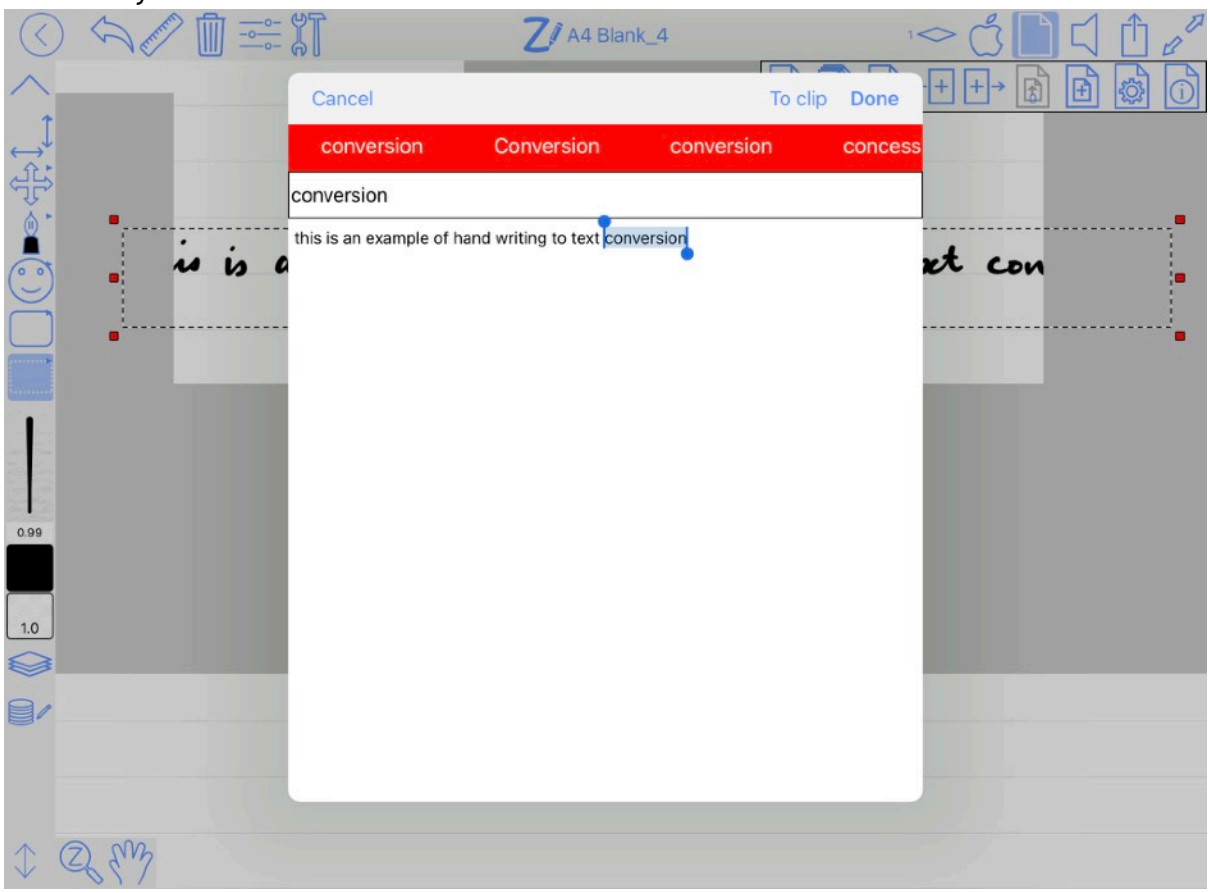
Searching handwriting is a slow process and is best handled ahead of time by ‘indexing’ the document. This will search each page for handwriting and store the results in an index file. When you come to search you documents, the hard work has already been done and the index file can be used to find the keyword.

OCR

In edition to handwriting recognition, optical character recognition (ocr) is available to convert images into searchable text. If you select an image, then press the tool settings button on the top bar, you can choose ‘Recognise text’ in the Images section. Once an image has been processed you can use the search function in ZoomNotes to find words within the image.

Convert to text

In addition to using the handwriting recognition for searching a document, you can also select handwriting and choose ‘Convert to text’. This will convert the handwriting to text and show you the results in a window.

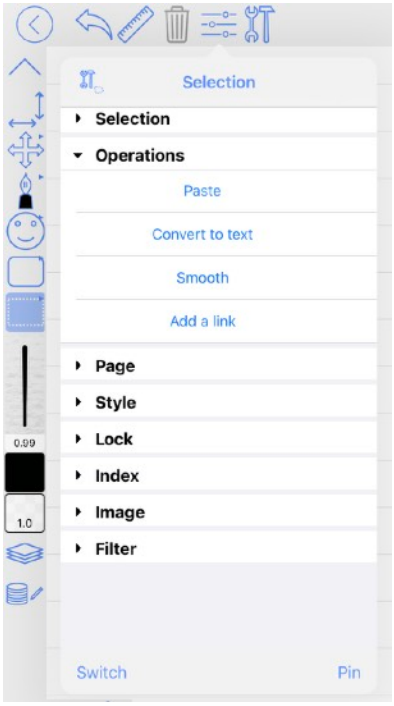


If you tap on a word in the converted text, then the various matches are shown on the red bar. You can scroll these matches left and right and you can tap on the one which is correct. If none are correct you can tap on the line below the red bar and type in the correction here.

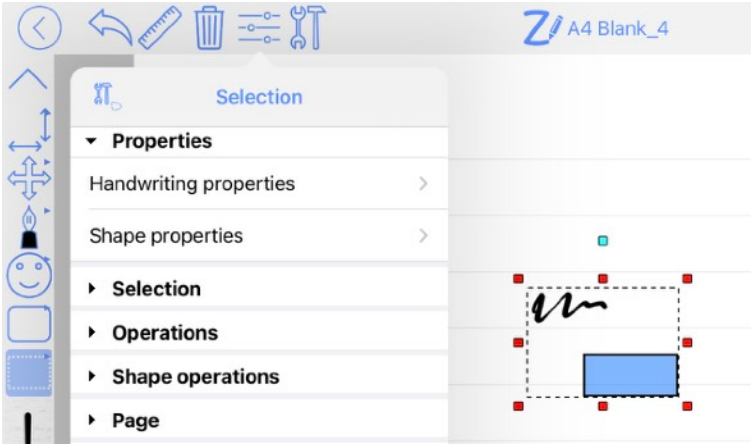
When you press ‘Done’ a text object will be created using the current text settings, and will replace the selected handwriting strokes on the page. Pressing ‘To clip’ will place the text in the clipboard ready to be pasted elsewhere.

Selection functions

There are a set of ‘functions’ within ZoomNotes which work on things you have selected and are available when one of the two selection tools are active. In fact, even when nothing is selected some of the functions are still available, like ‘Clear page’. You can view the list of the functions by starting the selection tool then pressing the tool settings button.



When you have selected some items then the options will change accordingly. In particular you will be able to choose to alter ‘properties’ of the various types selected. For example if you select some handwriting and some shapes then the screen will look like-



Choosing either handwriting properties or shape properties will let you alter the properties of the corresponding type of the selected elements. For instance changing the properties of the handwriting will change all the selected handwriting to have the same properties.

The functions are grouped into sections:

Selection

This shows some details about the number of items selected.

Toggle selection: This will select un-selected items and de-select selected ones. For instance if you have nothing selected and choose this option then everything will become selected.

Operations

Paste: Paste items from the pasteboard. These will either be items you have cut or copied within ZoomNotes, or compatible items from other apps.

Paste in place: Paste items into their original positions - this is an ideal way of moving items from page to page whilst maintaining their positions.

Paste as image: Paste items as a single image. This is a good way of converting copied items into a single transparent image.

Paste as replacement: Paste items and remove (delete) any selected items - in effect the selected items are replaced with the pasted items.

Copy: Copy selected items to the pasteboard.

Copy as image: Copy selected items as a single (transparent) image.

Cut: Cut (delete) selected items to the pasteboard.

Duplicate: Create an exact copy of the selected items.

Create new symbol: Create a new symbol from the selected items.

Convert to text: Convert selected pen strokes to text using handwriting recognition.

Make extrusion image: Create a (3d) extrusion image of a selected item.

Make shadow image: Create a drop shadow image for selected items.

Calculate length: Calculates the length of selected pen strokes.

Migrate selection…: Migrate (copy) the selected items to another page.

Move to new sub-doc: Move the selected items into a new sub-document.

Add a link: Add a link to the current page. A window will be displayed in which you can configure what sort of link you require.

PDF Grid to Sub-Doc: Converts the selected pdf-grid into a sub-document. Annotations are also copied into the sub-document.

Properties

Adjust the properties of selected items. Depending on what you have selected you will see different entries in this section, each corresponding to the types of items you have selected.

Shape operations

Union: Calculate the 'union' of two selected shapes - the result will be another shape.

Intersect: Calculate the 'intersection' of two selected shapes.

Subtract: Calculate the 'subtraction' of two selected shapes. The order of these shapes on the page will define which one is subtracted from the other one. You may need to use the 'order' functions to control this.

Make dutch door: Use the selected shape to define the 'dutch door' area of the page. The area outside of the shape is effectively 'cut away' to reveal the page behind (next or previous page).

Make shape: Converts selected pen strokes into a shape.

Find boundary shape: Convert the selected image into a shape. The shape boundary is around the non-transparent part of the image.

Make write-through shape: Convert the selected image into a shape. The shape boundary is around part of the page not covered by the (opaque) part of the image.

Page

Clear page: Clears the page by deleting all (un-locked) items. Items are 'locked' if they are locked directly or when the layer they are in is locked.

Copy properties to pages: Copy properties from the current page to other pages.

Goto page: Specify the page number you want to change to.

Goto date: When the document is configured as a planner then you can choose the page through its date properties.

Add tabbed pages: Add tabbed pages to the current page - a window is displayed in which you can configure various parameters to control the tabbed pages which will be added.

Reset hidden: This will search the page for hidden items and make them visible again. This can be used in conjunction with the link function ‘Toggle hidden’.

Create page grid: This will let you choose pages in the current document and will then arrange them as page links in a grid on the current page.

Split up infinite page: This will split up an infinite whiteboard page into separate standard pages. This should be used in conjunction with the page settings, ‘Show vertical markers’ and ’Show horizontal markers’ as these help indicate where the standard page boundaries are on the whiteboard page.

Import other pages: This will import items from selected pages to the current (infinite whiteboard) page. The default way in which it will arrange the new pages is vertically. If you adjust the pages vertical markers to repeat then then new pages will be imported horizontally.

Style

Use style of selected: Set the current item type settings (style) from the selected items. A good example is setting the current pen style from some existing pen strokes. Select the pen stroke and choose this function.

Apply style to selected: Apply the current item type settings (style) to the selected items.

Reset pencil ink pressure: Resets all pencil stroke’ pressure values.

Highlight to back: Moves highlighter strokes to the back of all other items on the page.

Order

Move to back: Moves selected items to the back of all other items on the page.

Move to front: Moves selected items to the front of all other items on the page.

Back one: Moves a single selected item one place backwards.

Forwards one: Moves a single selected item one place forwards.

Transform

Flip horizontally: Flip the selected items horizontally about the centre of selection.

Flip vertically: Flip the selected items vertically about the centre of selection.

Flip (H) about page centre: Flip the selected items horizontally about the centre of the page.

Distort selected: Apply a distortion transformation to the selected items. You will be shown corner markers which you can move independently to define the distortion you require.

Text to handwriting

Train text convertor: The selected items are used to train the app how text can be converted to hand-writing. The selection should be a table, pen strokes and text. The number of cells in the table should correspond to the number of characters in the text. Each cell in the table should contain the pen strokes you want to represent the text character which corresponds to the cell in the piece of text.

Reset text convertor training: Reset the current text to handwriting mapping - the current mapping will contain no entries.

Convert to handwriting: Convert the selected text to handwriting - you will be asked choose the mapping you want to use.

Sounds

Position playback: Use the selected item to position the sound playback to the position corresponding to when the item was created.

Events

Add event: Add a new (iCal) event.

Add reminder: Add a new (iCal) reminder.

Layers

Duplicate current layer: Create a new layer which is an exact copy of the current layer.

Move to current layer: Move all selected items to the current layer.

Flatten unlocked layers: Flatten (merge) all unlocked layers into the current layer.

Group

Group: Convert the selected items into a group

Un-group: Un-group the selected group into its constituent items.

Group to image: Group selected items into a single (transparent) image (this can be un-grouped). It has the advantage of making lots of pen strokes much quicker to draw and will improve the app's performance.

Lock

Lock: Lock selected items - this stops them being altered by mistake.

Un-lock: Un-lock selected items.

Un-lock all: Un-lock all items on the current page.

Table

Number table cells: Add numbers or dates to the selected table.

Sum selected numbers: This will add selected numbers and report back the answer. The answer is also placed in the paste buffer so you can paste it back onto the page.

Plot selected numbers: This will let you create a plot from the numbers you have selected; or if you have selected an existing plot then it will let you configure that plot through its various parameters. Refer to the section on 'Plots' for more information.

Extract table text: This will move any text contained within the table back to top level list of page drawing elements.

Insert table text: If you select a table and text/handwriting which overlaps it and you choose this function, it will for text (and handwriting) which aligns with cells of the selected table and moves any which match into the table itself. Select the table and the

items which overlay the cells in the table - this includes handwriting if you want that converted to text to insert into the table.

Explode

Explode: Break up selected items into simpler drawing elements. For instance a shape can be ‘exploded’ into its boundaries pen strokes.

Index

Create page index: Create an index for each page in the document. The index will consist of a link to each page, with the links arranged in a vertical column. The link will have some text displayed within it - either the page number or, if the page has a title, the page’s title.

Create text heading index: Create an index from each text item which has ‘Is heading’ enabled. The index will consist of a link to each page the heading text is on, with the links arranged in a vertical column. The link will have the heading-text displayed within it.

Create bookmark index: Create an index from the bookmarks in the document. The index will consist of a link to each bookmark, and will show the bookmark’s title within each link.

Image

Edit (crop, resize): Edit the selected image: crop, resize, hue, opacity, b&w.

Transparency: Edit the selected image’s transparency.

Correct scan: Remove the perspective distortion from scanned images.

Mask image: Mask the selected image. It will search for overlapping shapes to use as masks. If it does not find any shapes it will search for an overlapping image and use that as a mask.

Add drop shadow: Create a drop shadow effect in the selected image - this is ‘burned in’ to the image.

Distort image: Apply a distortion transformation to the selected image. You will be shown corner markers which you can move independently to define the distortion you require.

Reduce image resolution: Reduce the image resolution based on the page size, device screen resolution and the size of the image on the page.

Merge to image: Converts selected items into a single image.

Create page background image: Flattens all (unlocked) items on the page into a single image - this can reduce the file size and speed up page refreshes.

Clear page background image: This will clear the page background image and the page will be drawn in the usual way using either the pdf page data or the page's settings.

Recognise text: Use OCR on selected image to find the text - this can then be used when searching.

Compress images: Compress the images in the whole document - identical images are found and compressed. You can explode a compressed image back to an image as necessary.

Apply palette to image: Map the colours in the selected image to those in the current colour palette

Update web image: Open the browser to the selected web image's url.

Update map image: Open the map viewer and reposition the area covered in the selected map image.

Filter

Enable type filtering: Restrict the types of items which can be selected.

Size

Width: Set the width of the selected area.

Height: Set the height of the selected area.

Rotation: Set the rotation of the selected area.

Align

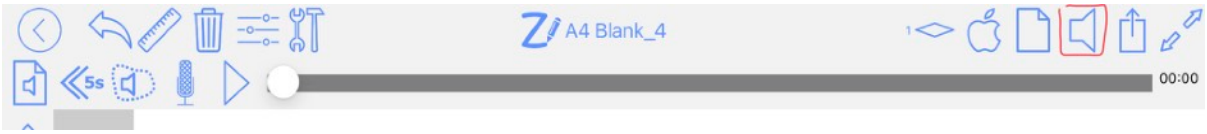
Align vertically: Align selected items along a vertical axis - you can choose between 'Left', 'Centre' and 'Right'.

Align horizontally: Align selected items along a horizontal axis - you can choose between 'Top', 'Centre' and 'Bottom'.

Space evenly: When this is enabled the selected items will be spaced evenly along the axis they are being aligned along. Without it their position along the axis is unchanged.

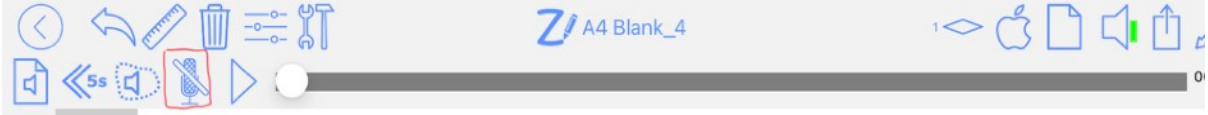
Sound Recording

Find the Sound Button on the top toolbar; pressing it will reveal (or hide) the Sound Bar:



This is used to start and stop recording, playback sounds, and to delete sounds which are no longer required.

Press the Microphone Button to start recording. It will change to show the stop recording picture, and a level indicator will be displayed next to the Sound Button on the top toolbar. Whilst recording, you can hide the Sound Bar by pressing the Sound Button. You can switch apps whilst recording, but pressing the Back Button will stop the recording.



When you have recorded enough, press the ‘Stop recording’ button. To play the sound back you can press the ‘Play’ button:



The new sound recording will be ‘inserted’ in the centre of the current view:



This lets you easily associate the sound with visual elements in your documents. If you delete the insert, it will not delete the actual sound recording. So if you do not want the visual sound insert just remove it in the usual way. There is also a new video mode which works on ‘visible’ sounds. So that sounds are only added to the video when the visible sounds lie within a bookmark’s frame– see the Sharing Section.

The grey bar on the right hand side of the Sound Bar is the ‘time-line’ of all the recorded sounds with the positions where one sound recording ends and another begins shown by a red line. The current play position is shown by the white vertical line. You can touch on the grey time-line bar to re-position the current play position. Pressing the ‘Pause’ button will stop the play back of the sound.

To delete recorded sounds, press the Edit Sounds button:



If you swipe from left to right on a sound name in the list, a delete button will be revealed for that sound. If the sound is inserted in the document somewhere you will be warned that it is in use, and that deleting it will also delete all of its inserts too.

If you press a disclosure button, (the blue circle with a white arrow), you will be able to rename the sound.

If you tap on a sound’s name then it will be highlighted in blue. You will be able to play the sound with the play button at the bottom of the list. Also a button on the top right of the list will become enabled, titled ‘Insert’. If you press this then the sound will be inserted in the centre of the screen.

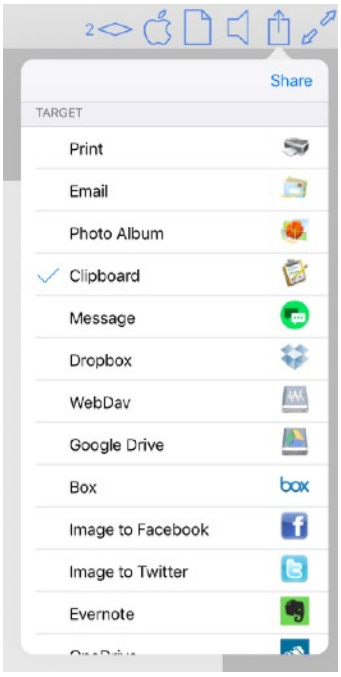
Linked Audio

Whilst recording, any writing you add (or text, shapes, images etc.) will be time linked to the audio recording. This means that you can select some writing and position the playback of the sound to the time when the selected element was added. To do this select the element, tap and hold to bring up the edit menu, choose other, then scroll down to the 'Sounds' section and choose 'Position playback'.

Sharing

Whilst viewing a document you can choose to share the current page (or all the pages) with the outside world. You can share in various formats, namely PDF, images and videos.

Find the Tools Button on the top toolbar, and choose 'Share'.



Targets:

Print: Prints either the current page or the whole document.

Email: Send the media, (in a chosen format), via email.

Photo Album: Send an image or video to a Photo Album

Clipboard: Send an image to the clipboard. You can then paste this into another app.

Message: Send the file via the Messages app.

Dropbox: Sends the file in the selected format to your Dropbox account.

WebDav: Sends the file in the selected format to your WebDav server.

GoogleDrive: Sends the file in the selected format to your GoogleDrive account.

Box: Sends the file in the selected format to your Box account.

Facebook: Creates an image of the current view and then allows you to add a caption to it before posting it on Facebook.

Twitter: Creates an image of the current view and then allows you to add a tweet to it before posting it on Twitter.

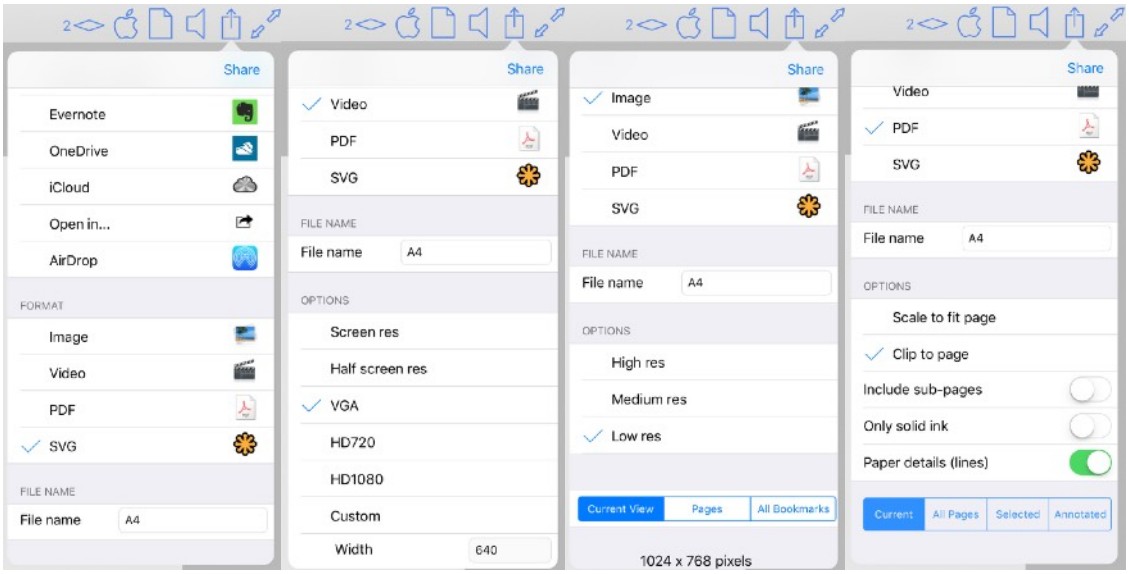
Open in…: This will present a list of other apps which are capable of opening the shared file.

OneDrive: Shares to your OneDrive account.

iCloud Drive: Shares to your iCloud Drive.

AirDrop: Send to another iDevice or Mac OS computer.

Depending on the target you choose, you will be able to choose the format you would like to send to that target along with some parameters/options needed to generate the shared media in that format.



Formats:

PDF

A PDF file of either the current page or the whole document will be generated. Because ZoomNotes lets you write outside of the page area you need to choose what to do with the parts of the drawing which are outside.

Scale to fit page: this will scale everything you have added to a page, so that it fits onto the page size defined for the document. If the document is based on a PDF file, then the original PDF page will be scaled too so that correct alignment is maintained.

Clip to page: This will remove any drawing elements you have added off the side of the page.

Only solid ink: When this is turned on soft edged ink will be converted to solid edged ink within the PDF file. This will typically generate smaller PDF files.

Include sub-pages: This will either include or exclude sub-document pages from the pdf output.

Paper details (lines): Whether you want the paper lines to be included in the pdf output.

Handwriting recognition: Enable this so that handwriting will be searchable in the pdf file.

Calendar events/reminders: If the document has been set up to show events and reminders from iCal use this option so that these events and reminders will be shown in the pdf file. (They will be a 'snap shot' of the actual events as the link between them and iCal is not possible in the pdf file).

PDF Grid pages: For pdf grids found on the pages being exported, the option will output each page in the grid as a separate page in the pdf file with annotation included on these separate pages.

Image

An image of the current view in ZoomNotes will be created. It will be in the same proportion as the current view, so if you want a landscape image make sure you have ZoomNotes in landscape mode before choosing to Share the Image. You can choose from the following options to control the image resolution:

High: 2x the screen resolution.

Medium: 1x the screen resolution.

Low: 0.5x the screen resolution.

Choose which resolution you require; the actual resolution, (in pixels), is shown beneath the options section in the table. Use the iDevice's physical orientation (landscape/ portrait) to control the aspect of the image. Note that Facebook has an upper limit of 720 pixels, which ZoomNotes will automatically respect.

Video

If you have setup some bookmarks, then you can create a video which combines each bookmark's view, and also the animated transition between bookmarks. You set the transition times in the bookmark's section in the Tool Settings. You can choose from the following options to control the video resolution:

Screen res: Match the screen resolution (again if you want a portrait sized video make sure you have ZoomNotes in portrait mode before Sharing).

Half screen res: 1/2x current screen resolution.

VGA: 640x480 pixels

HD720: 1280x720 pixels

HD1080: 1920x1080 pixels

Custom: Enter your own width and height values for the video resolution

MOV | GIF: Choose which file format you wish to use.

Frames per second: Choose a value between 1 and 50. The larger the number the smoother the animations in the video, but the larger the video file.

Sounds in Video

No sound: Sounds will not be including in the video.

All in sequence: All sounds will be played, in the order in which they were recorded. The total length of the video will be extended if necessary to accommodate all the sounds.

In frame: Sounds will be included only when a 'sound insert' is within a bookmark's frame. If more than one sound is within a bookmarks frame then they will be played in top-to-bottom-left-to-right order. If the total length of the sounds within a particular bookmark frame is longer than the 'Time per bookmark' setting, then the time spent on that bookmark will be extended to accommodate the sounds.

Hide sound inserts: When switched on sound inserts will not be visible in the video. This does not affect whether they will be audible in the video.

SVG

This will share the current page in SVG file format.

ZND

This will share either the current page, All pages, or selected pages as a ZND file.

External Screen and Airplay

ZoomNotes supports an external screen configuration in which it will display the document you are viewing both on the iDevice screen and on the external screen. There are currently two ways to connect to an external screen, one is to use a connector cable, and the other is to use AirPlay.

VGA or Composite Video Connector

Plug the connector in before starting ZoomNotes

Start ZoomNotes, and it will detect the external screen and ask you which resolution you want to use for the external screen.

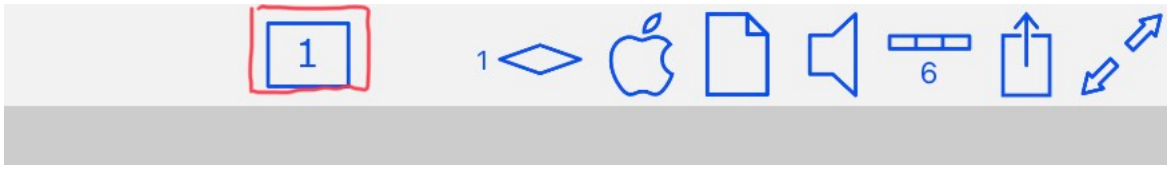
Now when you view a document, the view will be sent to the external screen, and any drawing you do will also be sent to the screen in real-time.

AirPlay

Turn on AirPlay before you start ZoomNotes. Turn on Mirroring.

Start ZoomNotes, and it will detect the external screen and ask you which resolution you want to use for the external screen (for document only mode). You may want to choose 'Mirror iPad screen' here - This will let the iDevice handle the mirroring entirely.

If you choose 'Mirror iPad screen' you will see an extra button on the top toolbar-



The ‘1’ signifies that the screen is being mirrored and the external screen will show everything which is showing on the iPad screen including all the user interface.

You can press the ‘1’ button to toggle to the dedicated external screen mode in which just the document which is currently being edited is shown. In this mode you’ll see some extra buttons and the toggle button will change to ‘2’-



Split-Mode

Whilst viewing a document you can choose to either have the external screen exactly mirror the view on the ipad,(this is the default mode), or for the external screen to be ‘split’ from the ipad screen.

To change to split mode press the ‘Split mode’ button:



In Split-mode the following will occur:

- On changing to this mode – the view on the external screen will be frozen.
- Changes to the iPad view (including page changes) will not affect the view on the external screen.
- If a bookmark is chosen then the animated transition will be shown on the external screen and at the end of the animation the iPad view and the external view will by synchronised.
- Changing back to the default mode will synchronise the iPad and external view to be the same as the external view.

To switch off the split mode press the ‘Split-mode’ button:

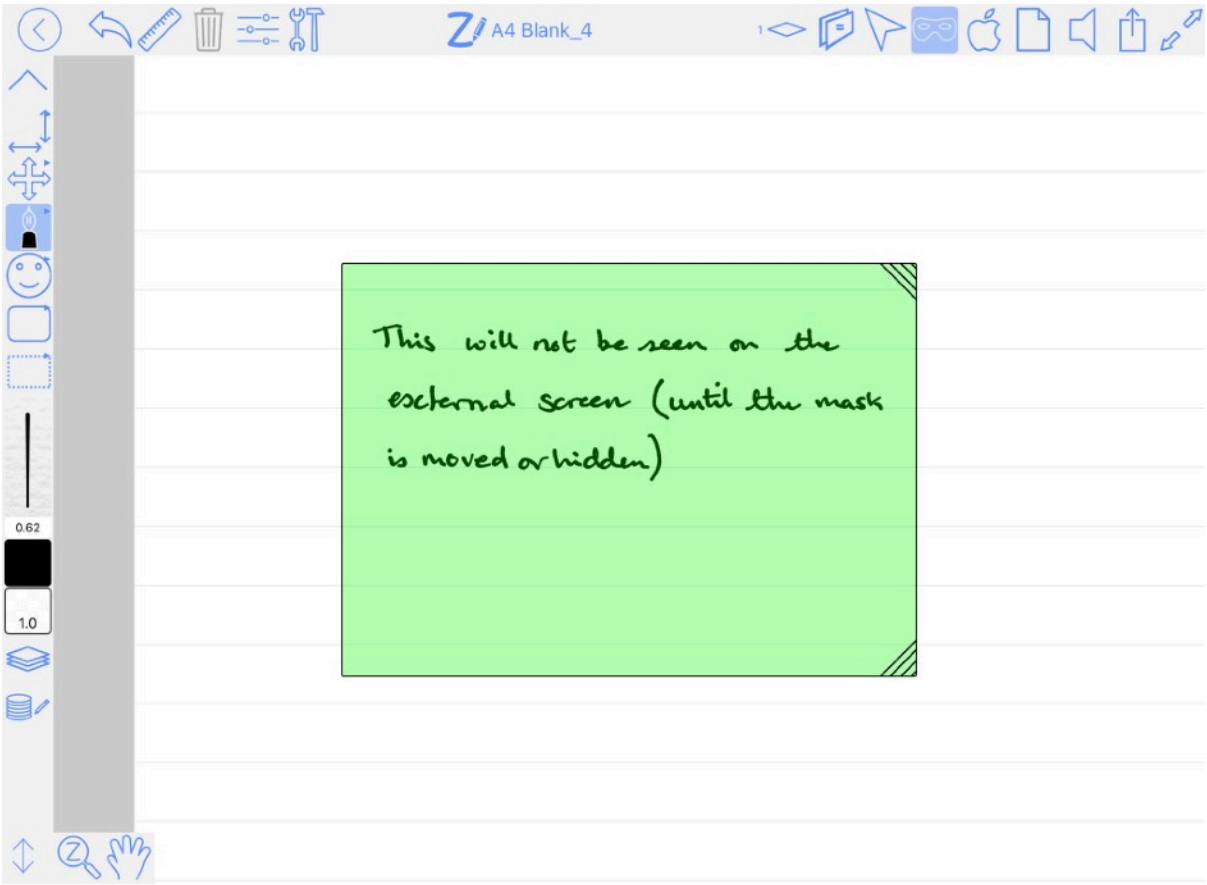


Mask

If you choose the mask option, then a mask will be placed over a configurable region of both the ipad and external screen.

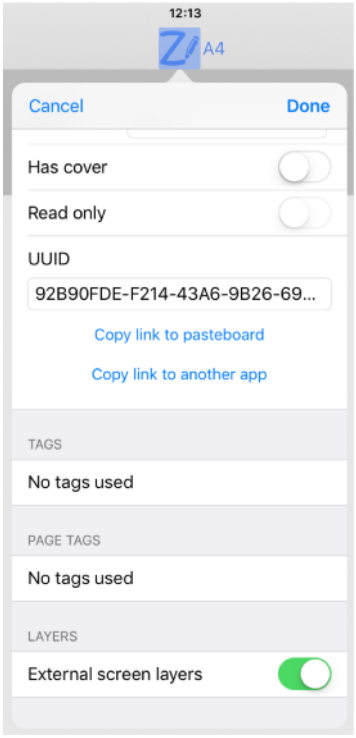


The area is shown as a transparent green area on the ipad screen and an opaque region on the external screen. You can move and resize the mask region only when using the pan and zoom tool, otherwise the region is locked in place and you can write on the screen as normal. Updates in the mask region will not show up on the external screen until either you move the mask region or you turn it off.

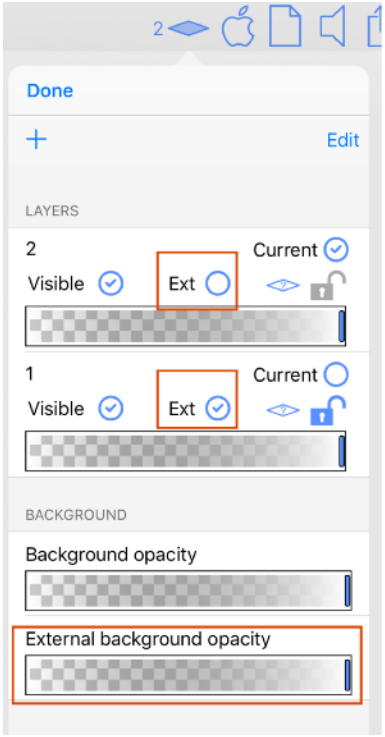


External layers

You choose this options if you want to control the visibility of layers separately on the external screen. This allows you to display extra information on your iPad which will not be displayed on the external screen. In the document properties turn on ‘External screen layers’.



Now then you open the layers popover you will see an extra ‘tick box’ labeled ‘Ext’ - this is whether the layer is visible on an external screen. It is worth noting you can set this up without being connected to an external screen and it is saved within the document.



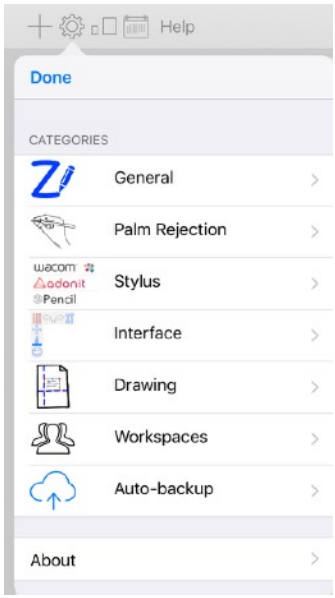
Workspaces

Workspaces allow you to configure ZoomNotes in different ways for different tasks and uses. For example you may want a certain set of pens and tools for note-taking, and

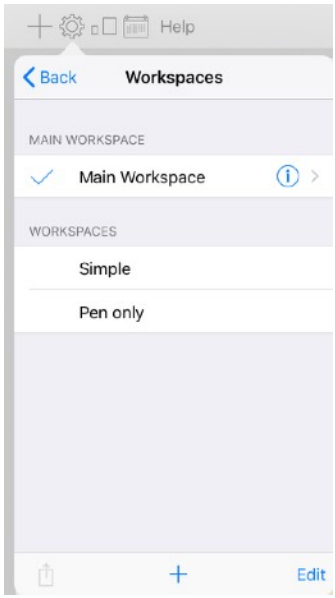
another set for sketching. You can password protect the workspace settings which is useful when using ZoomNotes in a classroom environment (or letting your kids loose on it!).

Workspace Configuration

You access the workspace configuration from the main app settings.



There is always a ‘Main Workspace’ which cannot be deleted, but can be configured like all workspaces. It has the additional parameter of the password to control access to all workspaces.



You can select a workspace by tapping on its name. This will make it the current workspace and apply all its configuration settings. You can configure a workspace by making it current and then tapping on the ‘i’ button on the left of its name.

To delete a workspace, first make sure it is not the current workspace, then swipe left on it to reveal a ‘Delete’ button.

General

Name - the name of the workspace, (you cannot change the name of the Main workspace).

Password protected - whether the access to workspaces requires a password

Change password - tap here to set up the password

Sub-folder

Restrict to folder - You can elect to restrict a workspace to only have access to documents in a sub-folder.

Document Management

This is where you configure which document management features should be available in the workspace. This is most useful when configuring a workspace for the classroom environment.

Editor Management

This is where you configure how the document editor looks and behaves for a particular workspace. It is split into three sections.

Tools and features

You can turn on/off all editing features of ZoomNotes here including-

- Pens
- Drawing Tools
- Layers
- Bookmarks
- Sounds
- Symbols
- Groups
- Saved settings
- Magnification window
- Image tools and import
- Page tools and settings

Own colour palettes - whether the workspace has its own set of colour palettes or whether it uses those of the main workspace

Own saved settings - whether the workspace has its own set of saved settings or whether it used those of the main workspace.

User interface

This is where you can configure the side and top bars in the user interface in terms of which buttons should be shown and also the number of tool button to be shown on each bar.

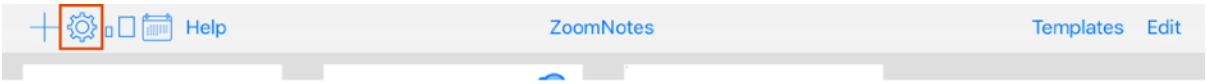
You can also still access the ‘Interface’ settings via the main app settings – the settings controlling button size, text size and colours will take effect on the current workspace.

Share options

You can turn on/off the share targets to be available in the workspace, as well as the share formats which can be used.

Electronic Stylus Support

We currently support several different types of electronic pressure sensitive stylus brands. You configure these styluses from the global app settings:



Pressure effects

The pen pressure is translated into different effects for the different pen types:

Draft: Increased pressure produces a thicker ink.

Felt tip: Increased pressure produces a thicker ink.

Highlighter: No effect.

Gel: No effect.

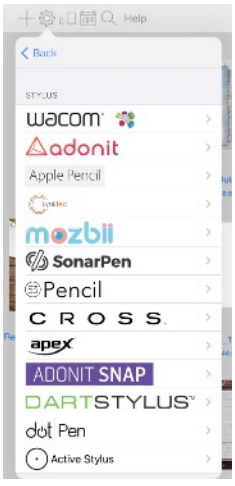
Nib: No effect.

Pencil: Increased pressure produces a stronger ink effect.

Watercolour: Increased pressure produces a thicker ink.

Setup

Choose Stylus in the main app setting:



Then tap on the stylus you want to use.

Apple Pencil

Currently this will only function with the iPad pro and the latest iPad 2018.

Simply enable the pen after tapping 'Apple Pencil' in the list of pens.

Now when you open a document you will see an apple logo button on the top toolbar. You can tap on this to directly access the Apple Pencil settings.

Active - whether or not you want to use the pencil features. It is sometimes useful to turn the pencil off so you can use your fingers too.

Capture pen pressure - whether or not you want the inks to be affected by the pen pressure.

Pressure strength - The degree to which the pen pressure affects the ink.

Single Finger: Turn this option on if you want your finger to be assigned a function. With this turned on your finger will perform:

- Pan – move the screen position horizontally or vertically.
- Rubout – operate the eraser tool.
- Select – operate the freehand select tool.

Wacom Intuos & Bamboo Fineline

Make sure the stylus is turned on and then press the on switch at the top. When ZoomNotes finds the stylus it will show the name of the stylus beneath the on switch. Tap on the name of the stylus to finish connecting the pen.

Once connected the Status section shows some of the stylus's properties and allow you to change them.

Battery – Percentage power left in the battery.

Wacom palm protection – Use the pen's built in palm protection (as opposed to ZoomNotes's palm protection).

Button 1 – lights up when button 1 is pressed. The row beneath this is the function to execute when this button is pressed

No effect: Pressing the button has no effect.

Undo: Pressing the button undoes the last action.

Show/Hide sidebar: Pressing the button either shows or hides the side settings panel.

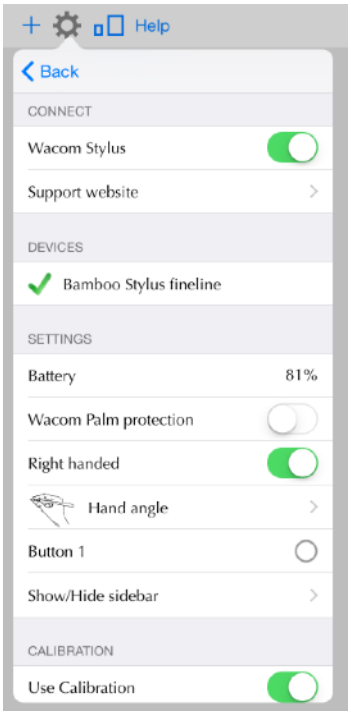
Next Bookmark: Pressing the button move to the next bookmark.

Previous Bookmark: Pressing the button move to the previous bookmark.

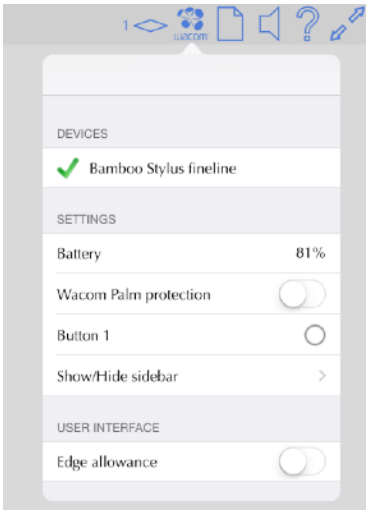
Toggle Zoom Tool: Switch between zoom tool and pen tool

Undo zoom: Rewind to the previous view.

Similar functions can be set for button 2.



If the Wacom pen is enabled then whilst editing a document a ‘Wacom’ button will be added to the top toolbar. If a pen is connected then the button will be enabled. If you tap on the button then you can quickly change some of the pens settings.



Adonit Jot Touch and Script

Make sure the stylus is turned on and then press the on switch at the top. You may need to touch the screen with the tip of the stylus to complete the connection; this can be necessary when there are more than one Adonit pens in range – the touch on the screen tells ZoomNotes which one you want to use.

A message is shown at the top of the screen when a pen is connected.

Once connected the Status section shows some of the stylus's properties and allow you to change them.

Status – whether connected or not

Battery – how much battery power is remaining

Fine tip mode: The touch position will be exactly centred on the stylus tip.

Palm protection: When turned on the only touches to the screen, (when handwriting), which will be recognised as from the Jot Touch.

Right handed: Used to tell the stylus which hand you write with.

Hand angle: Used by the stylus to work out which screen touches are you palm during palm protection.

For pens with configurable button a section will be shown to allow their configuration-

Button 1– lights up when button is pressed. The row beneath this is the function to execute when the button is pressed

No effect: Pressing the button has no effect.

Undo: Pressing the button undoes the last action.

Show/Hide sidebar: Pressing the button either shows or hides the side settings panel.

Next Bookmark: Pressing the button move to the next bookmark.

Previous Bookmark: Pressing the button move to the previous bookmark.

Toggle Zoom Tool: Switch between zoom tool and pen tool

Undo zoom: Rewind to the previous view.

Button 2 – lights up when button 2 is pressed. The row beneath this is the function to execute when this button is pressed:

No effect: Pressing the button has no effect.

Undo: Pressing the button undoes the last action.

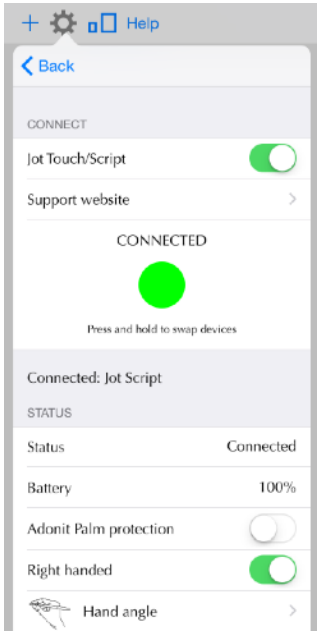
Show/Hide sidebar: Pressing the button either shows or hides the side settings panel.

Next Bookmark: Pressing the button move to the next bookmark.

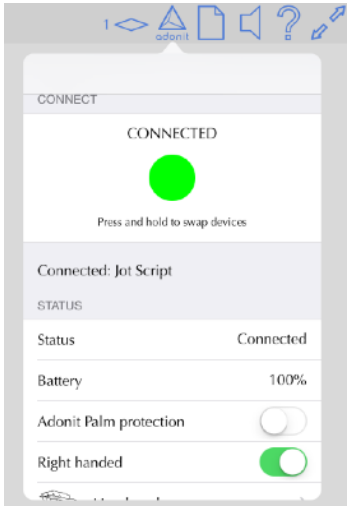
Previous Bookmark: Pressing the button move to the previous bookmark.

Toggle Zoom Tool: Switch between zoom tool and pen tool

Undo zoom: Rewind to the previous view.



If the Adonit pen is enabled then whilst editing a document a ‘Adonit’ button will be added to the top toolbar. If a pen is connected then the button will be enabled. If you tap on the button then you can quickly change some of the pens settings.



Jot Script Calibration

For the Jot Script, the next section will show the calibration controls.

Calibration allows you to accurately calibrate your Jot Script to your device. Whilst Adonit are improving their Pixel-point technology it was clear that a simple calibration would be beneficial.

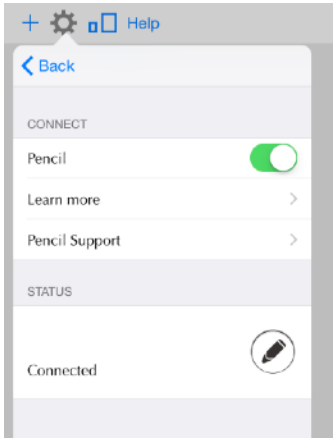
Use calibration- Switch calibration mode on and off here

Calibrate- Press this to start the calibration process. You will be asked to touch the tip of the stylus to the centres of 4 circles at the top, bottom, left and right of the screen. When the tip has been recorded at a centre the centre will be marked with a green spot. When you have successfully calibrated the 4 points you will be asked to rotate the device and do the same again.

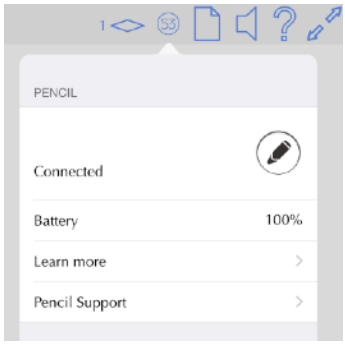
It is important that when touching the tip to the calibration points that you hold the stylus as you do when you are writing, and that you have set the hand-angle, and Right-handed settings prior to calibration.

After the calibration process, the ink will be more accurately aligned to the tip of the stylus.

Pencil by 53



If the Pencil by 53 is enabled then whilst editing a document a ‘53’ button will be added to the top toolbar. If a pen is connected then the button will be enabled. If you tap on the button then you can quickly change some of the pens settings.



Active Stylus (and other non- Bluetooth pens)

There are several ‘active styluses’ becoming available (Cross, Hex3 Nota, Lynktec Apex), which have electronic fine tips, but do not connect to the iPad via Bluetooth, you just turn them on and start writing. For some users, who tend to write with a pen held not perpendicular to the screen then the ink can appear to come from some point slightly away from the tip of the stylus.

You can counteract this effect with the Active stylus calibration.