

ZoomNotes

Desktop



This is a comprehensive guide to ZoomNotes Desktop. 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

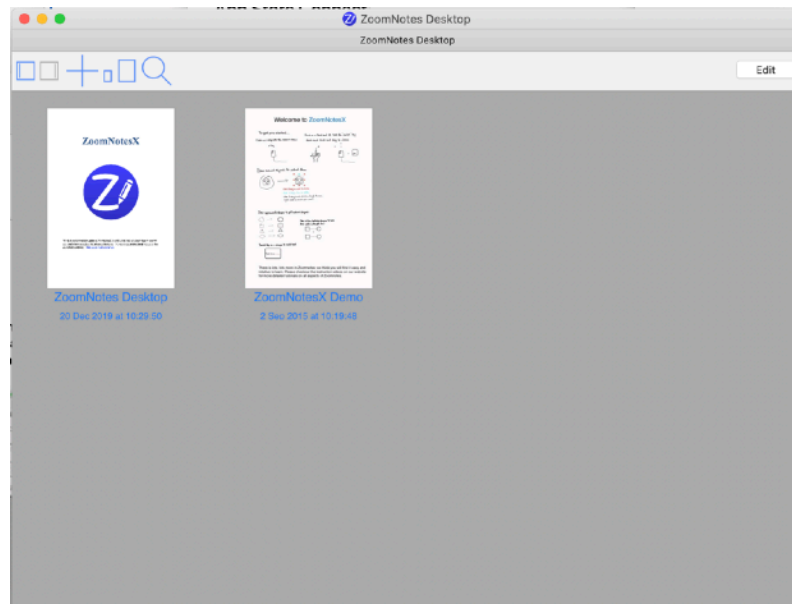
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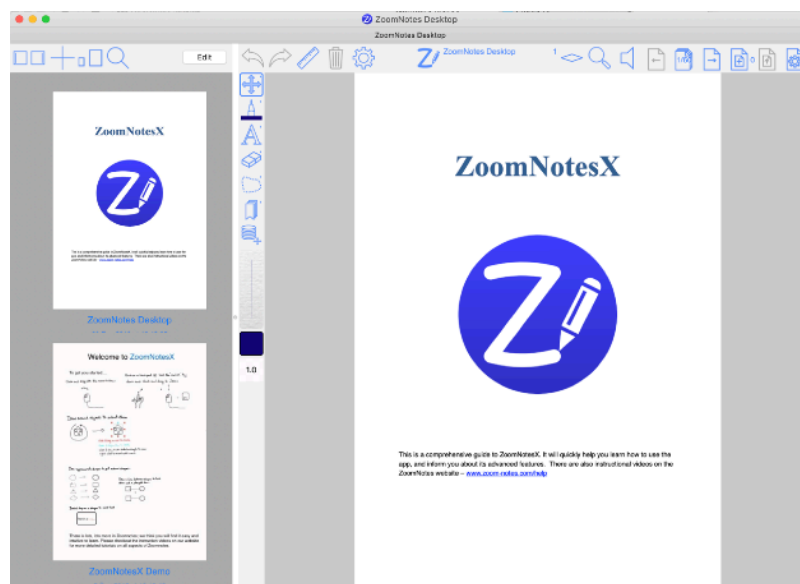
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ZoomNotes Desktop Main Window

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.



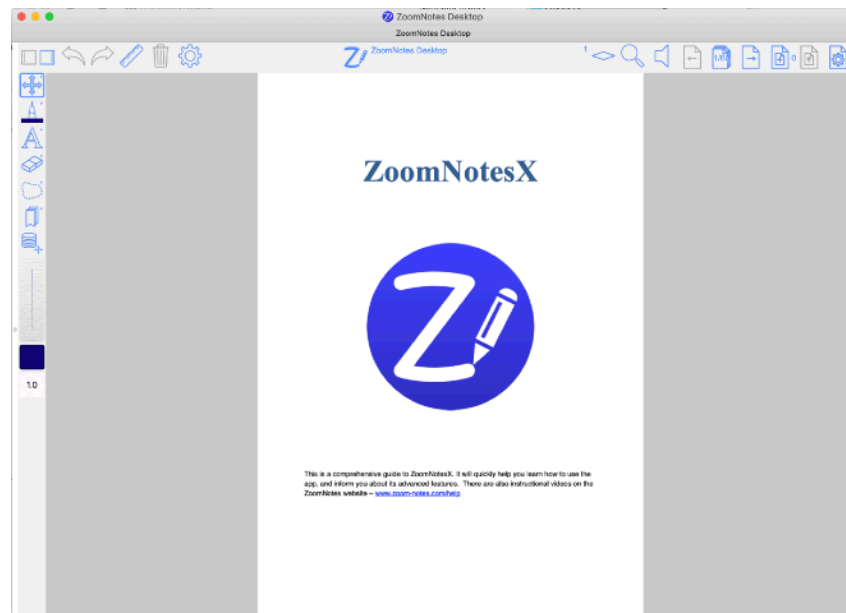
You can open a document for viewing or editing by clicking on its preview. The document will open in to the right hand side of the window:



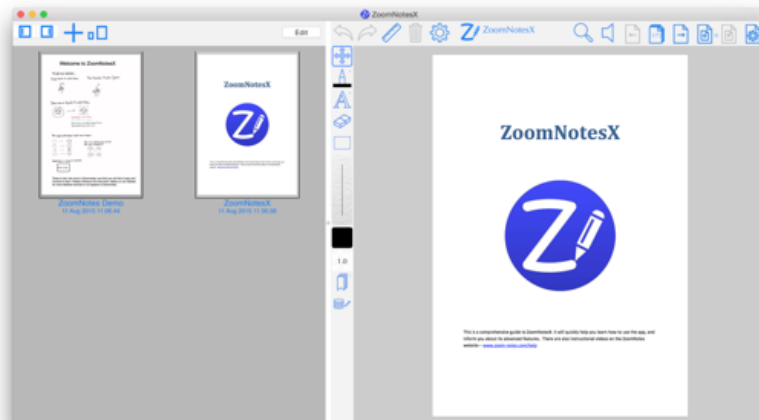
The two buttons in the top left of the window control which panels in the split screen are visible



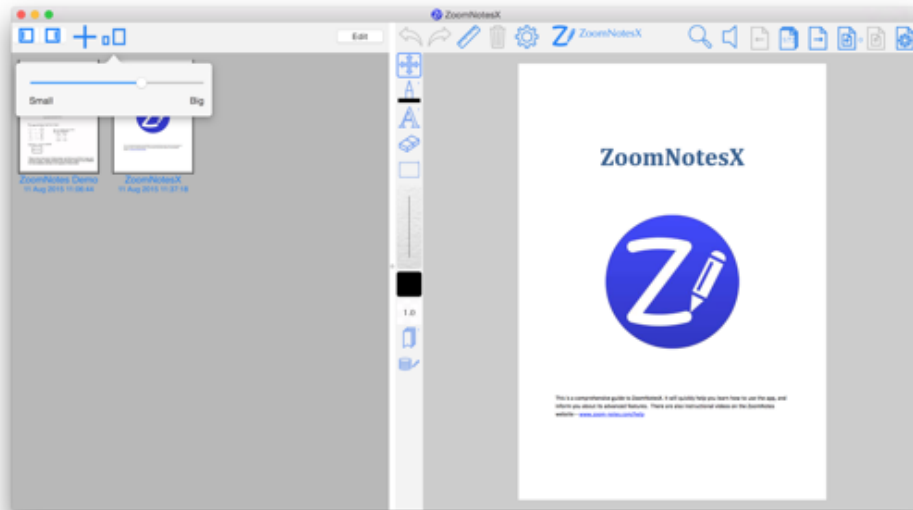
The first will show/hide the document previews view, the second will show/hide the document editor view.



You can also adjust the relative sizes of the two panels by clicking and dragging on the split line between the panels



You can adjust the size of the previews by clicking on the 'Preview size' button and the adjusting the slider bar.



You can use the standard window buttons to close, minimise the windows. The green button will take ZoomNotes into full screen mode.



Creating Folders

When you are in edit mode you can also 'drag', (click and hold on a document, then after a short delay move the mouse whilst still holding down on the mouse button), selected documents on to

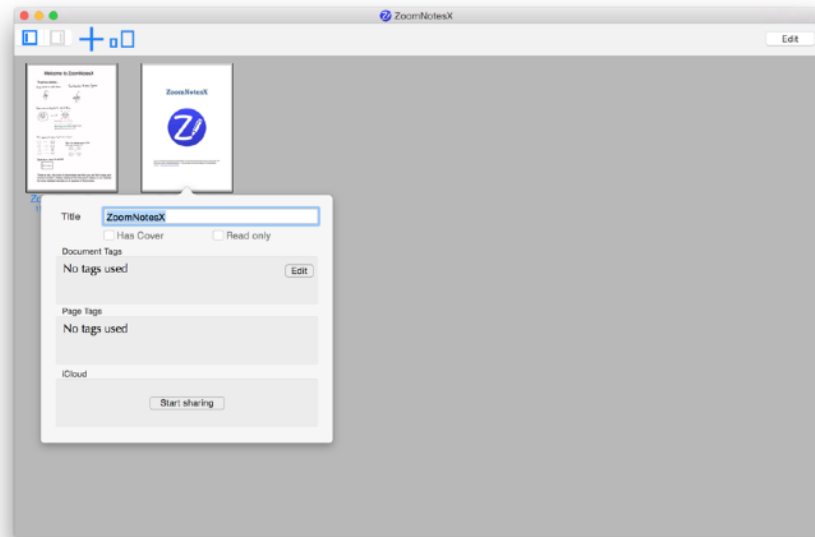
- *An existing folder*; this will either move the selected documents into the folder.
- *Another document*; this will create a new folder containing the selected documents and the document onto which you dragged the documents.

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.

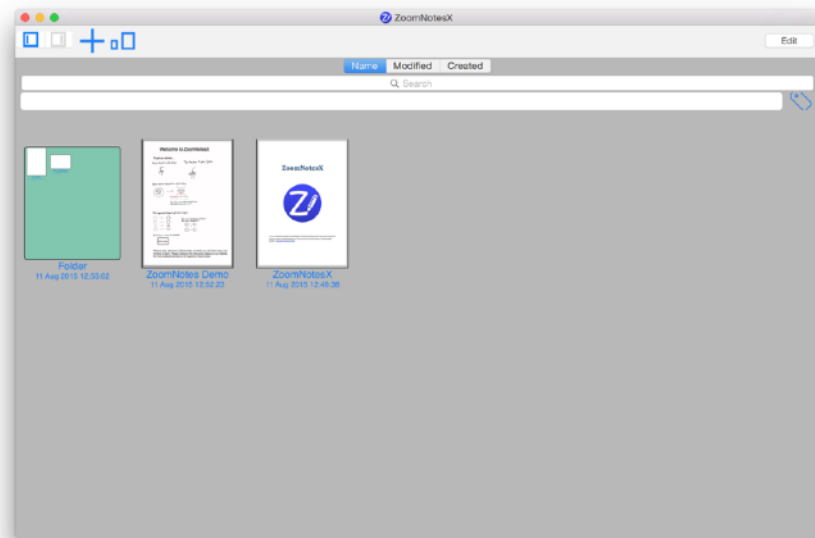
Opening documents and folders

You can open a document by clicking on the preview image.

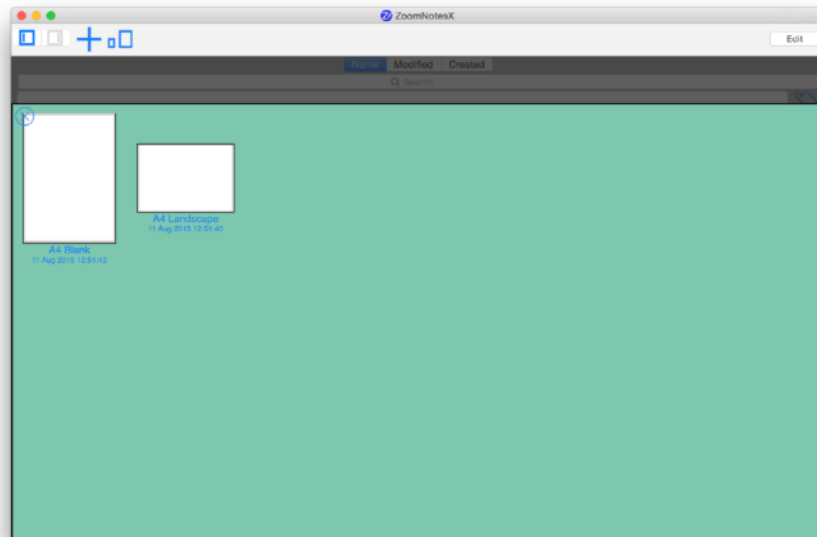
You can rename a document or folder by clicking on the name shown beneath the preview image.



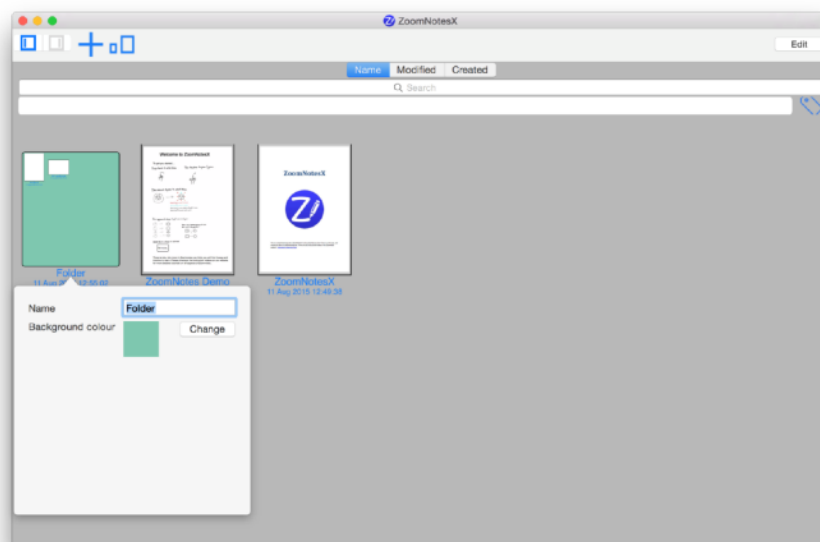
Folders have rounded corners and can be opened by clicking on them. The folder will resize to the full screen and display the contained documents (and sub-folders).



Clicking on the folder will open it:

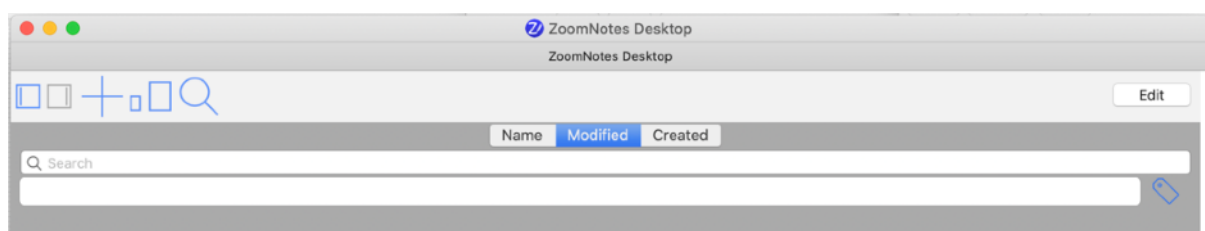


Clicking on the folders name will show the folder properties:



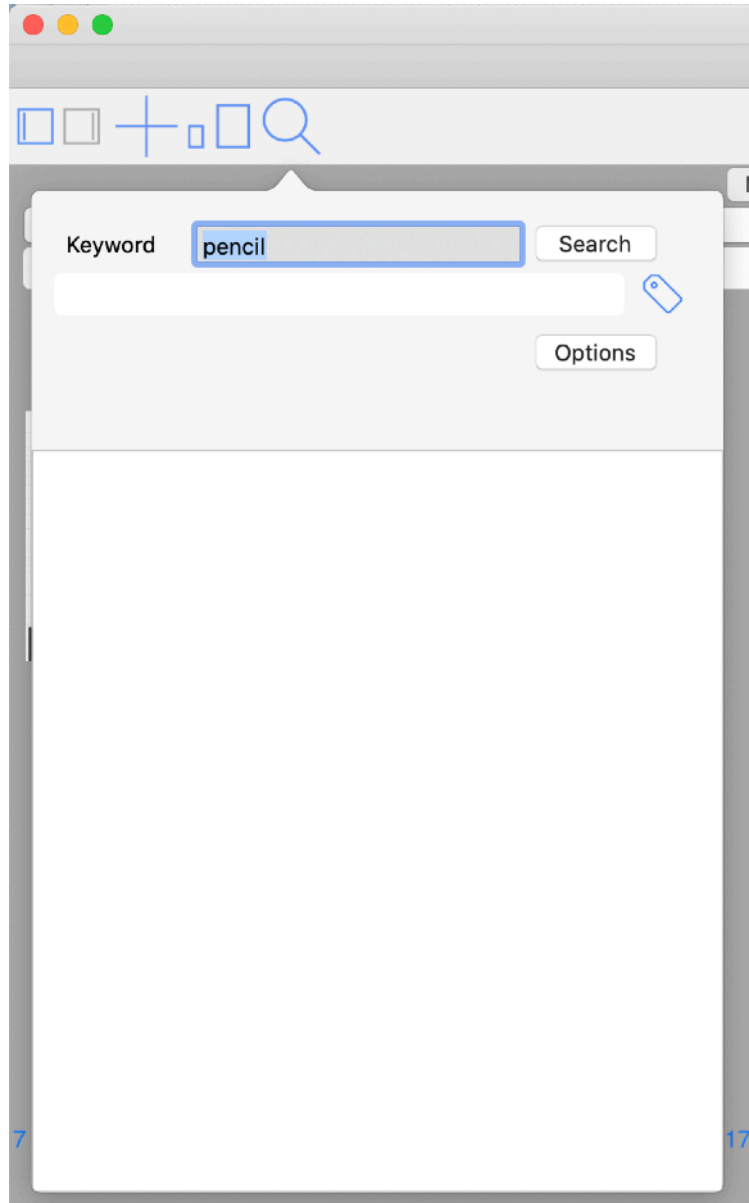
Drag the view down to reveal the buttons which dictate how the documents are ordered – either by 'Name', 'Modified' date or 'Created' date.

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.



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 you 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 based 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.

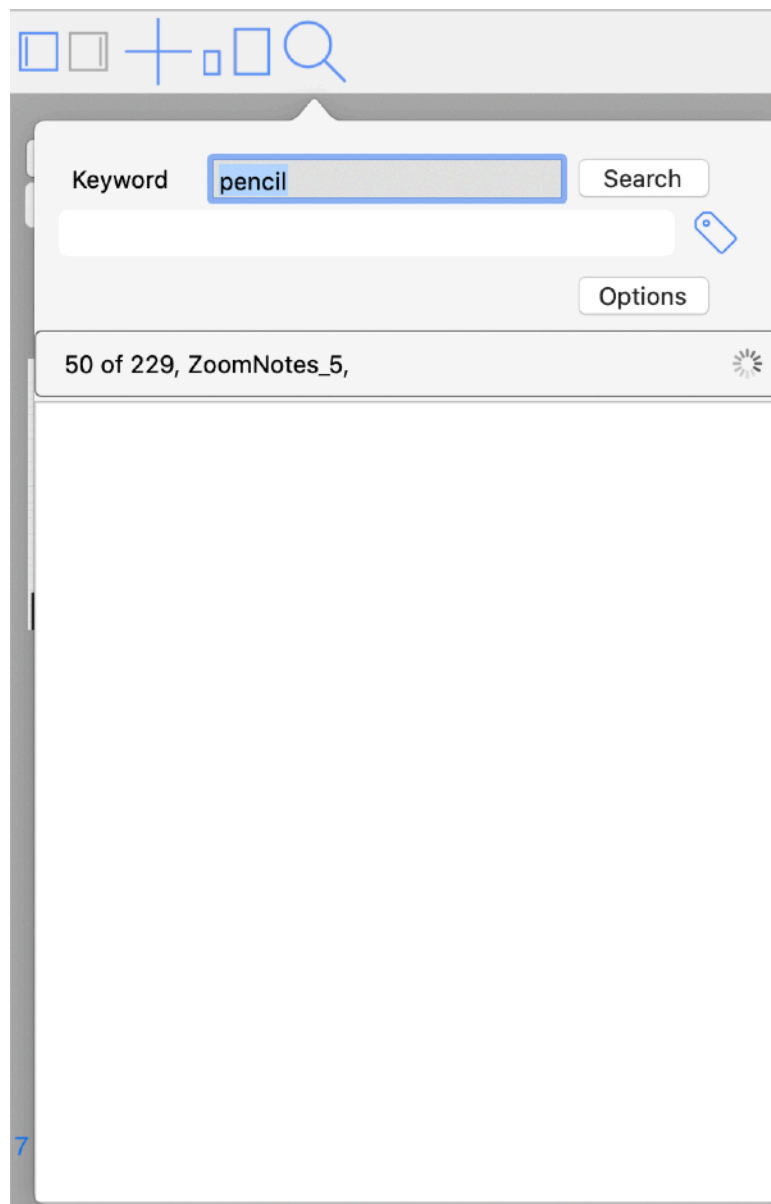
Text: Typed text in the document.

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:

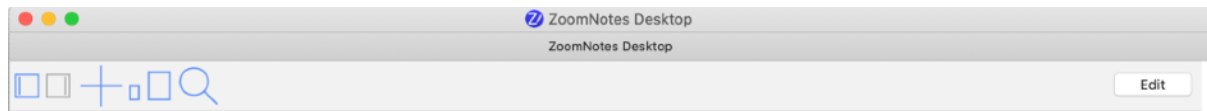


Search results are presented as a thumbnail images of the each match of the search keyword. You can click on a thumbnail and this will open the document and show you the particular instance if the searched word. It will also leave you in 'search mode' within the

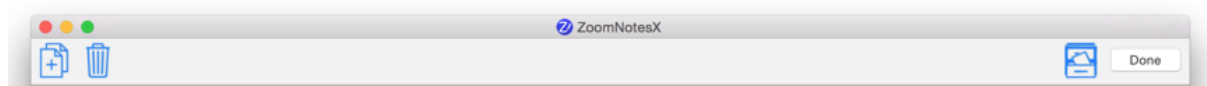
document, and you can step between each match using the search bar. Search results are also grouped with respect to which category (listed in options above) they relate to.

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 click on a document a yellow border will appear around its preview image– this shows you have selected it. You can de-select by clicking again.

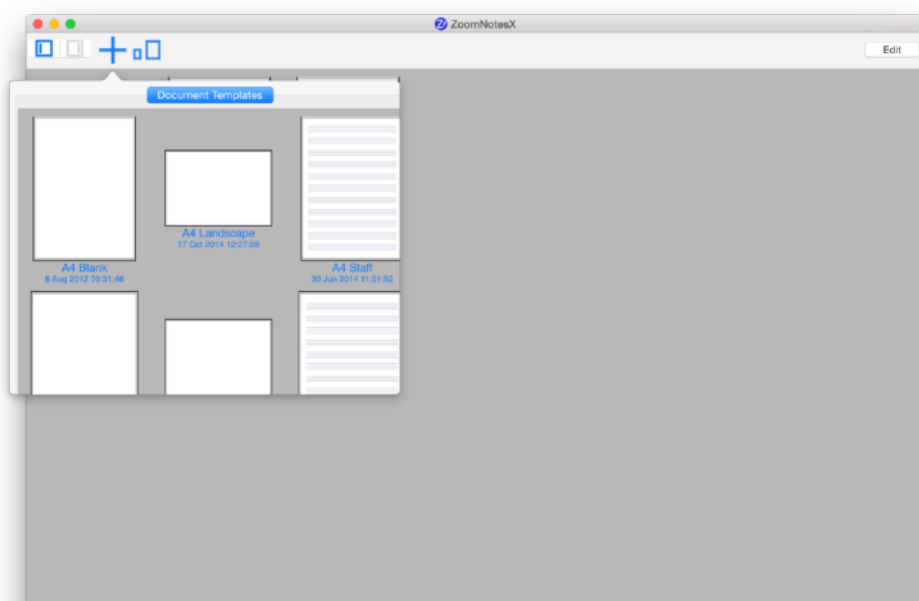
The icons, in order are:

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.

New Documents

When you choose the '+' button you will be presented with a view of all the document templates on which the new document will be based. Simply click on the one you want to use.



You can manage the document templates from the ZoomNotes menu, and Template Manager. To create your own document templates simply configure a document to your needs, then use the 'Duplicate' button (see above), and choose 'As Document Template'.

Import

Files can be imported from the 'File', 'Import' menu. This will show the 'File Open' screen from which you can choose the directory and file(s) you want to import.

Alternatively you can drag and drop files from 'Finder' onto the main ZoomNotesX window. For image files, if you are editing a document, the images will be imported and inserted into the document being edited.

Documents and Pages

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 to a page; drawing objects can be

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

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

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

The size and style (plain/lined/squares etc.) of a page can be configured per page which means you can have many different page styles within a single document.

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 clicking 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 categorizing 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.

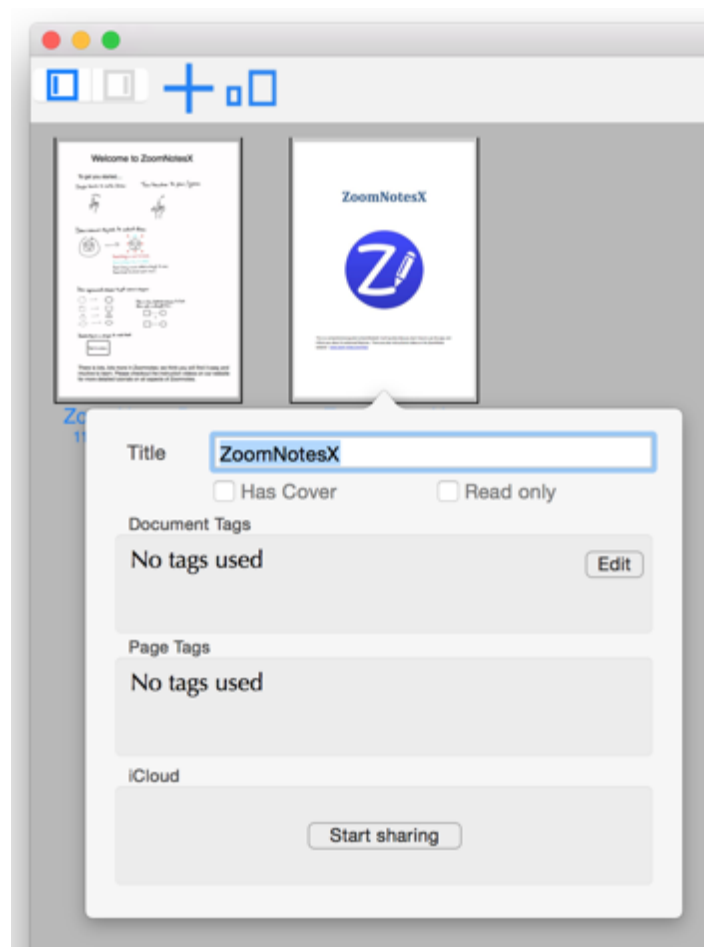
Any documents which have been tagged will show a small coloured square at the bottom of their preview image for each of the tags in the document – this gives a quick visual indicator about tags.

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 then only those documents which are tagged with that tag, or have pages which are tagged with that tag will be shown.

Document Properties

You can click on the document’s name to edit its properties.

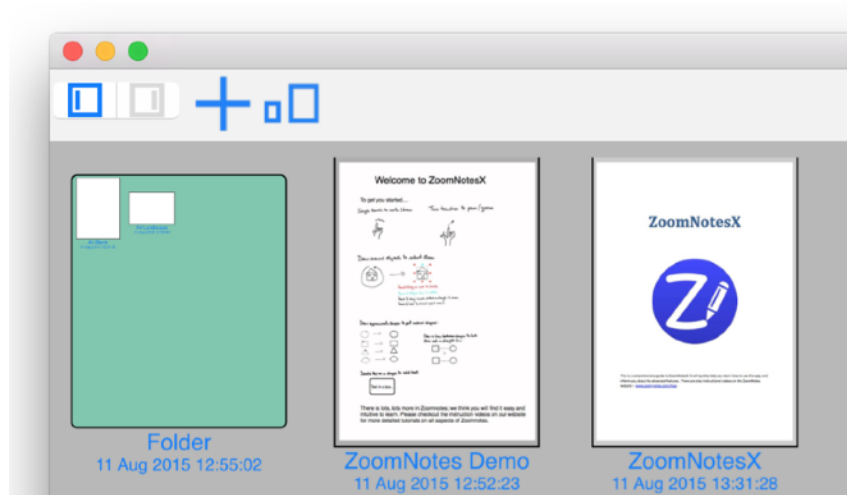


Document Name: the name of the document – you can change this to a name of your choice

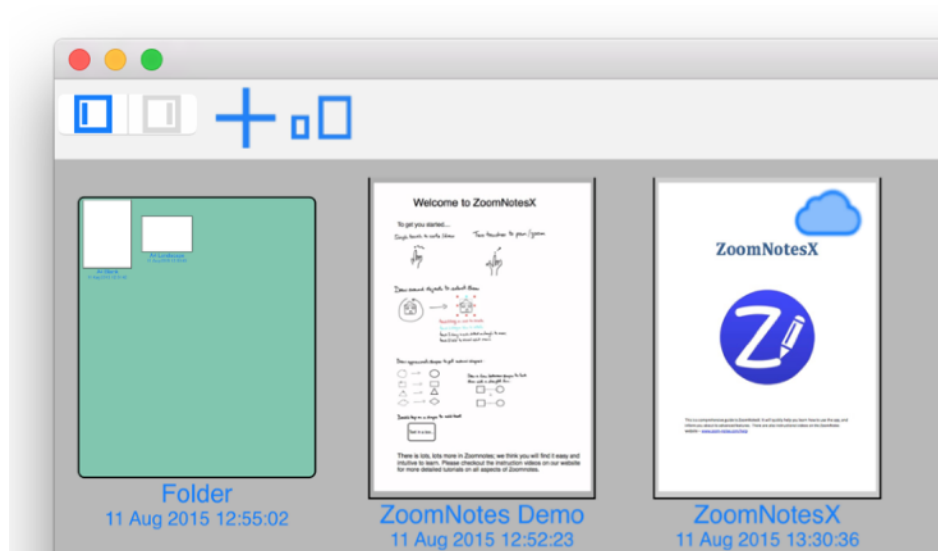
Has Cover: When enabled, the document will show its first page when it is returned to the view of all documents.

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

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

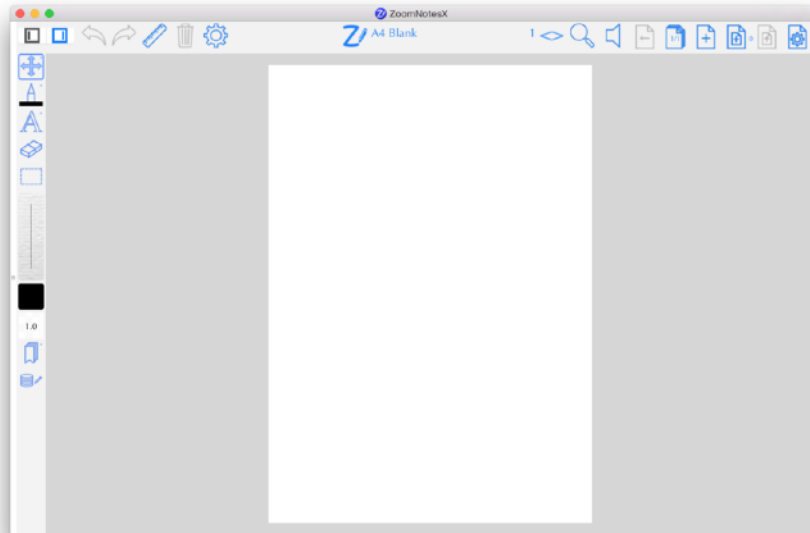


iCloud: This is where you can elect to share a document to iCloud. Click on 'Start sharing' to submit a document to iCloud. This will send the document to iCloud and it will be synchronised between all your iDevices which run ZoomNotes. A shared document will be shown with an iCloud symbol in its top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



Viewing/Editing Documents

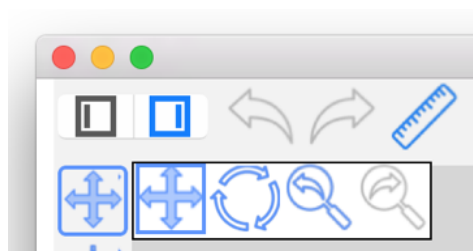
When you click on a document preview (or choose to create a new document) the document will open in the editing window:



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.

Pan and Zoom

Find the Pan and Zoom Button on the toolbar:



Pan: Click and drag in the edit window to 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 clicking on the document 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 a new option to stop zoom-out going beyond the page size. This is useful when working with pdf files especially. It has several beneficial effects:

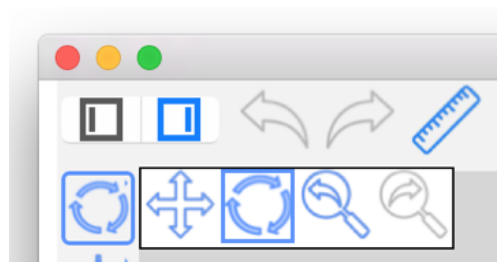
You can quickly zoom back out to the whole page with a pinch gesture without worrying about zooming out too far.

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 bar (see below).

Rotate and Zoom

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



Choose the Rotate View Button and click and drag on the edit window; the view will be rotated about its centre point. If you select a rotated object, then double clicking 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.

View rewind

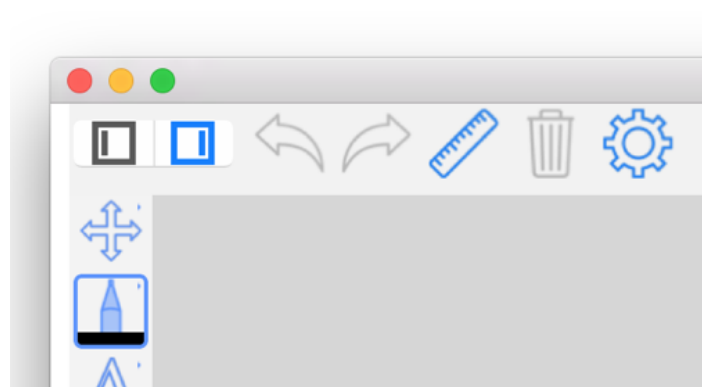
When the view has changed, either by using the zoom tools or by changing pages/sub-pages or by choosing a bookmark, the previous view is 'logged' and can be re-wound using the view rewind button:



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

Line

Find the line tool on the toolbar:



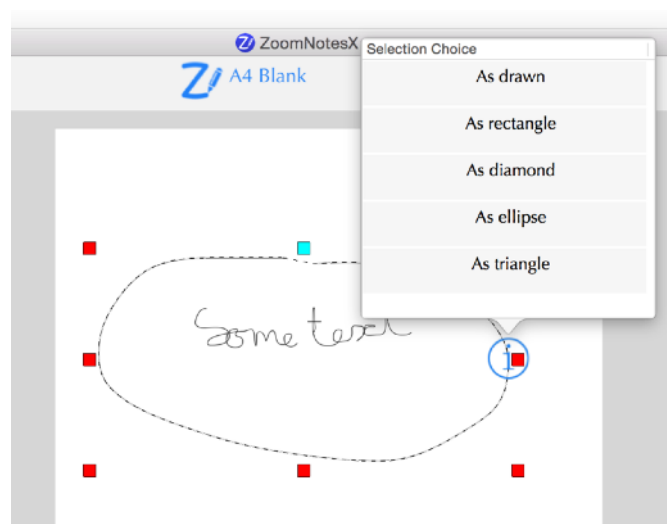
Click and drag in the edit window to draw a line, or write a word.

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).

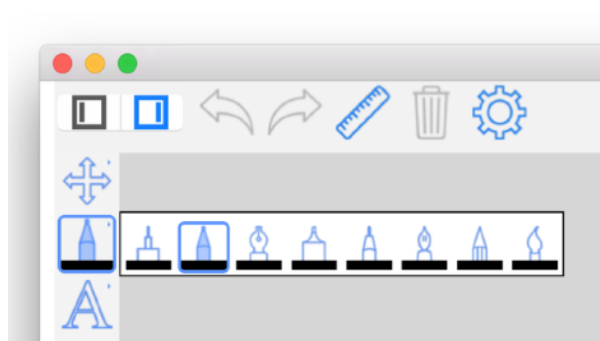
When either of these operations occurs, (loop selection or shape detection), a disclosure button (blue circle with an 'i' inside) will appear which when pressed lets you choose between the selection, the shape, or the lines (stroke) you drew:



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

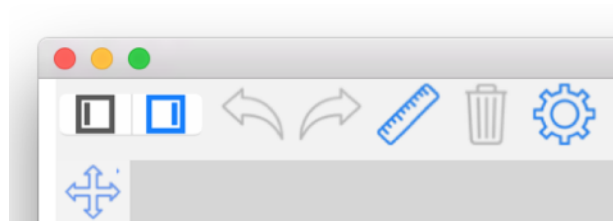
Also if you double-click on a drawing object then the text tool will start and the text will be aligned to the clicked on object.

There are 8 pen types in ZoomNotes:

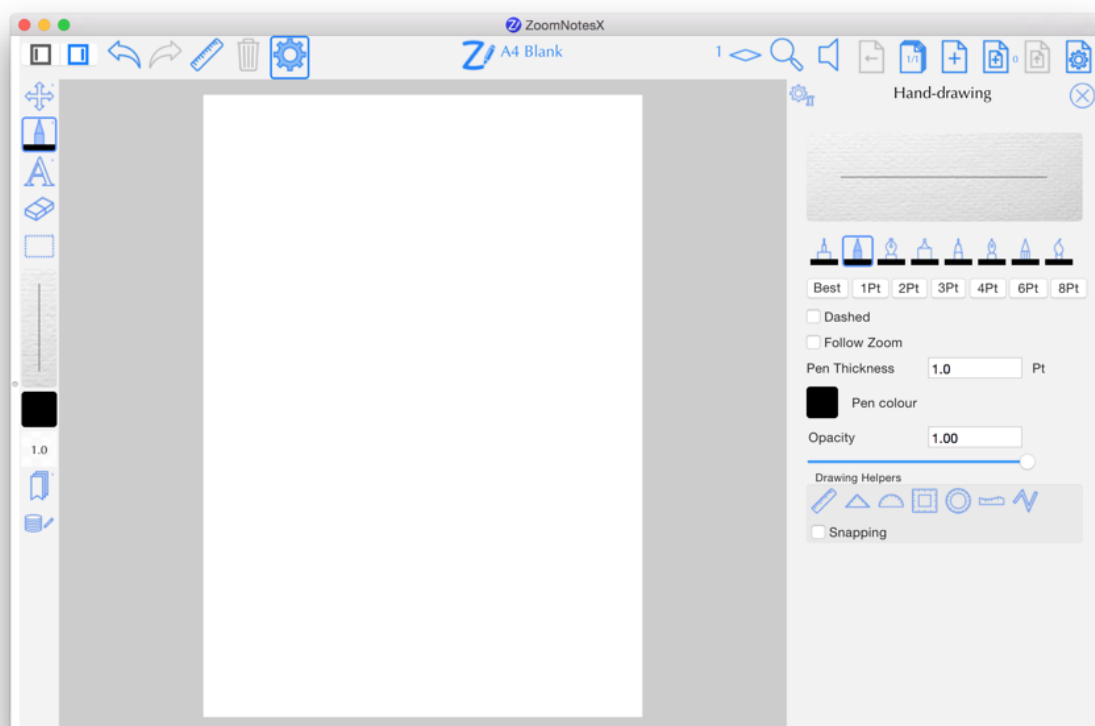


In the order shown they are: 'Draft', 'Felt tip', 'Italic', 'Highlighter', 'Gel', 'Nib', 'Pencil' and 'Watercolour'.

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

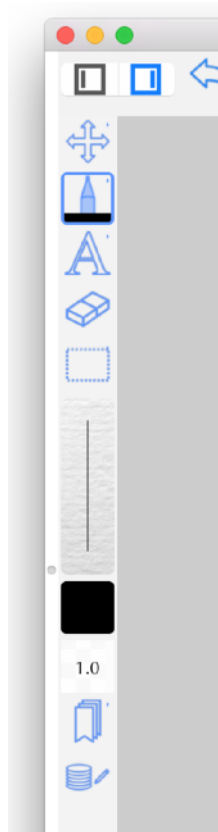


Clicking on the pen icons will change to that pen type, and the preview line will be updated to the new pen's ink style. Any lines you now draw will use this type of pen. A new feature is the ability to drag left and right on the preview to quickly change the line thickness.

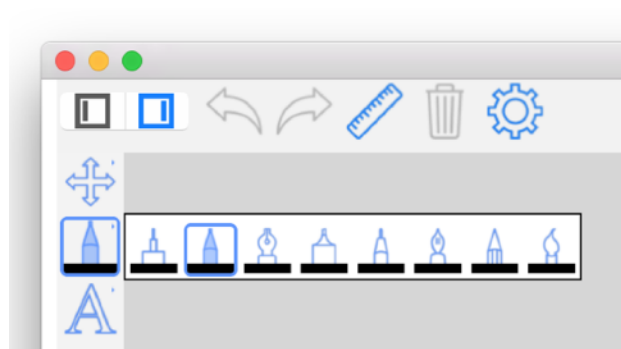


There is now a 'Side Tool Bar' which can be revealed (and hidden) from either the main app settings or from the settings side bar (hand-writing tab).

The Side Tool Bar lets you quickly change drawing tools including pen type, pen colour and pen thickness. The thickness can be adjusted by clicking and dragging up or down on the ink preview.



Pen Chooser



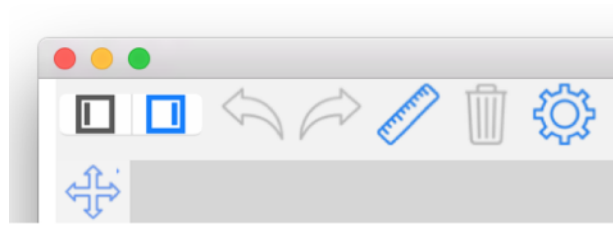
The pen chooser lets you quickly change between the various types of pen. Click and hold on the pen button and the chooser will be displayed. Then click on the pen you require. If you click on the current pen type then the side settings bar will be revealed so that you can adjust that pen's properties.

Quick zoom feature

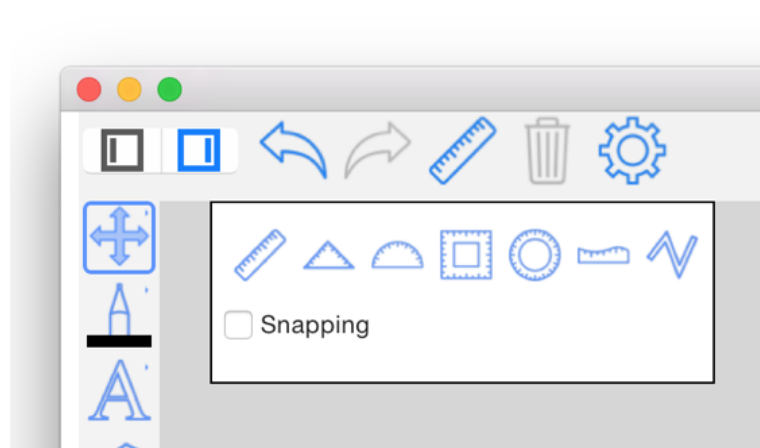
Whilst drawing lines you can quickly zoom by placing two fingers on the screen and pinching in or out. The toolbar highlighted icon will change to the zoom tool temporarily to allow you to zoom. When you finish that zoom operation the toolbar will return to the tool you were using previously.

Drawing Guides

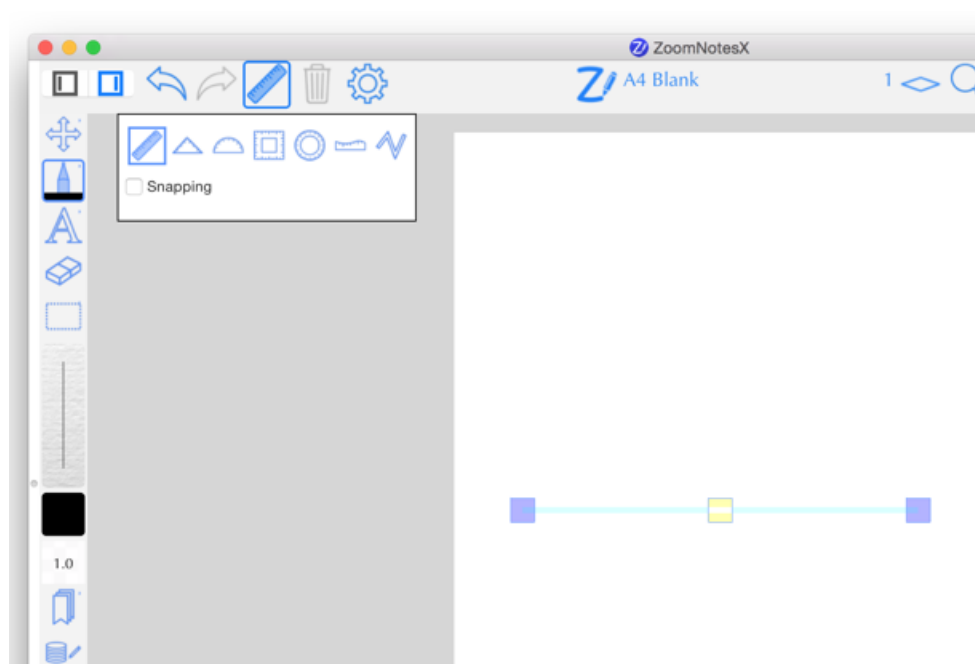
To help with drawing of straight lines, angles between straight lines and arcs you can use one of the 'Drawing Guides'. You can turn the guide on and off by clicking the Drawing Guide button.



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



There are 7 different guides to use; when activated each one shows the guide on the screen with some control points which can be moved about to alter the size and position of the guide. You can also scale and rotate the guide with a pinch gesture.



The blue markers will move solely that point, whereas the central yellow marker will move all the control points. When you have the guide in the required position you can draw a line along the guide by clicking and dragging off to the side of the guide. You will see the line being drawn as you do this.

If you want to change the view (zoom in or out) with the guide showing you need to use one of the Pan and Zoom Tool to do this. Alternatively you can turn off the guide temporarily, and just pinch the screen.

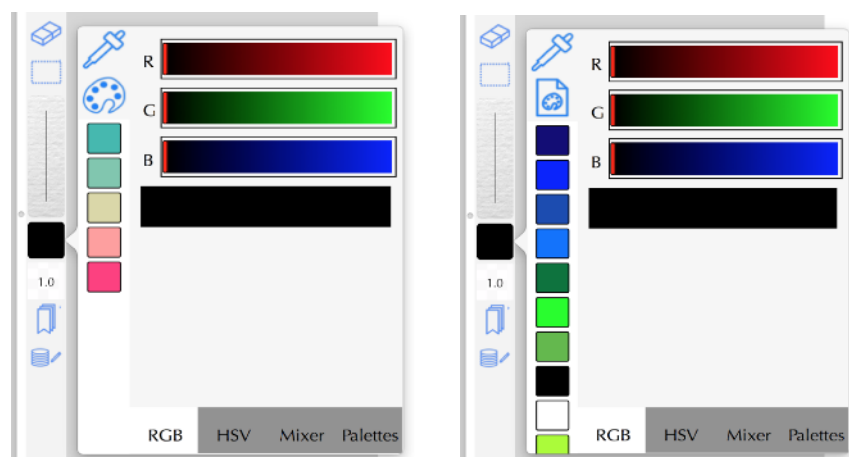
The final guide type is a little different, and is for quickly drawing polylines – it has no on-screen markers or control points. Instead it will interpret the lines you draw and convert them into straight lines and arcs. It will also detect full ellipses and will create a closed shape when the start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

Snapping

When you enable this, the lines you draw with drawing guides will be ‘snapped’ to the guide control points. Also when are positioning the guide, the control 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.

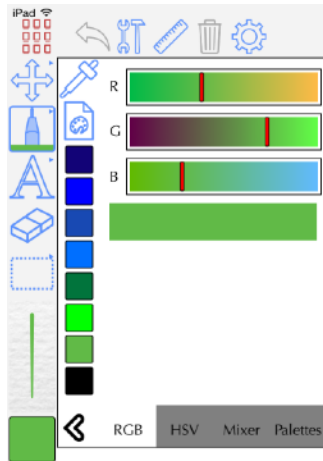


Pressing the bottom arrow will reveal the detail view. If the current palette is showing you can click and hold on a colour to ‘release’ it. It can be dragged to another position in the list to reorder the list; or it can be dragged to the right to remove it from the palette. To add a colour to the current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

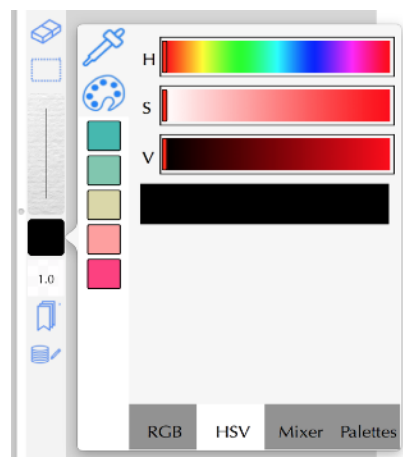
Colour Detail View

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

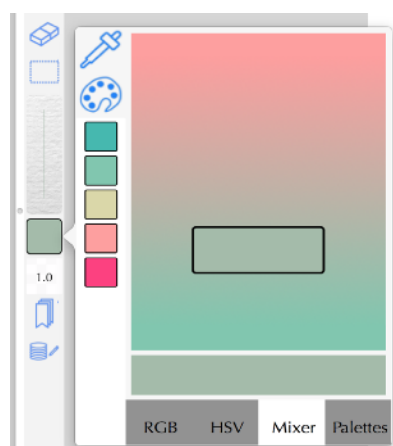
RGB: Edit the colour’s red, green and blue parameters. If the current palette is showing you can drag and drop from the preview panel into the palette list on the left.



HSV: Edit the colour's hue, saturation and value parameters. If the current palette is showing you can drag and drop from the preview panel into the palette list on the left.

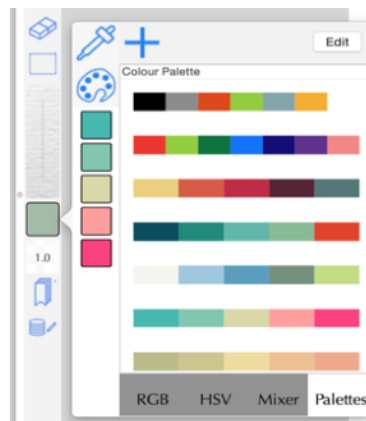


Mixer: This lets you mix between two colours by dragging vertically on the large gradient area. Again you can drag and drop into the palette list.



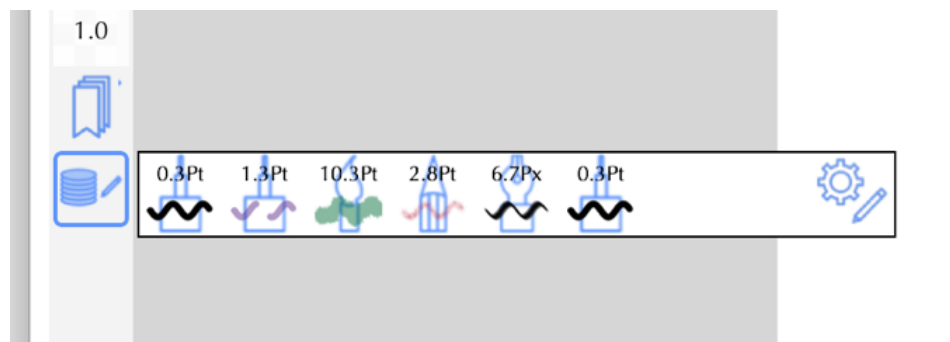
Palettes: This shows you all the available palettes. It lets you choose one as the current palette (click on one). It also lets you configure them by pressing the edit button. The '+' button will take a copy of the current palette, which you can edit through the drag and drop mechanisms. Note that in the

main app settings (Interface section) you can configure the palettes including import new ones from 'colourlovers.com'.

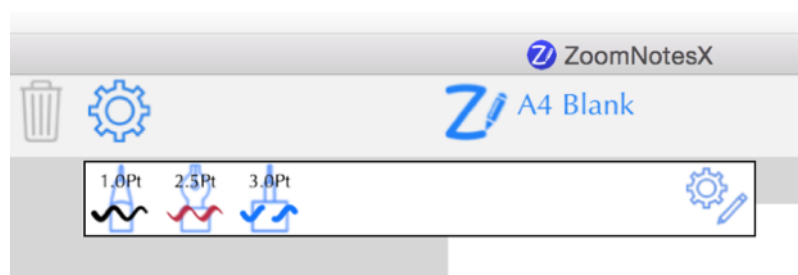


Saved Pens and Text Styles

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

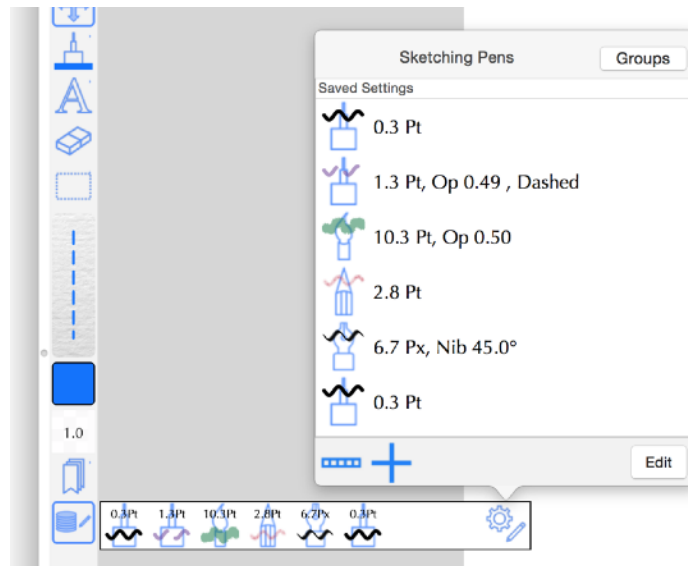


You can move the pop-out view to another position on the screen by clicking and holding on the end button and dragging to another position. This position will be remembered and will be the place where the pop-out appears in the future.



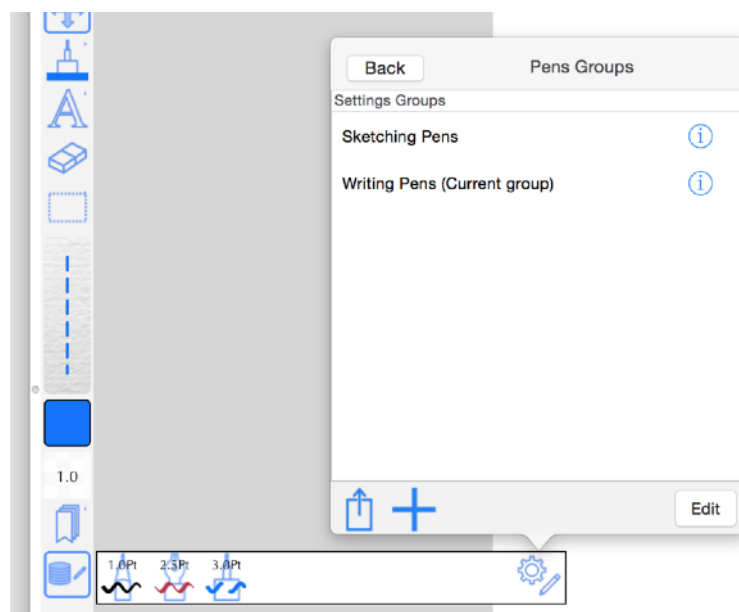
Clicking on one of the saved settings buttons will change the current settings to the saved ones. This is obviously a very quick and easy way to switch between favourite pens.

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 click 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

Rubout

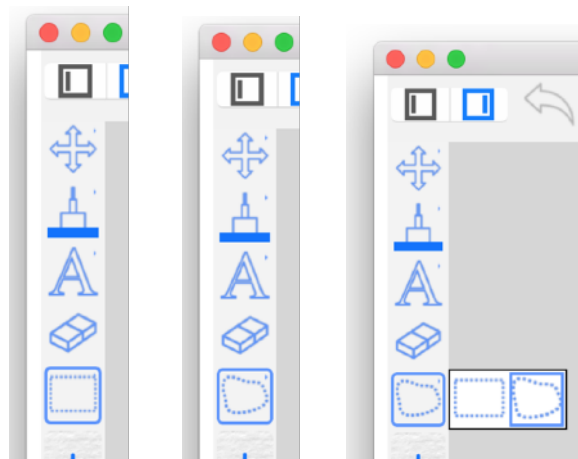
Find the Rubout Button on the toolbar:



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.

Select

Find the Select Button on the toolbar:



This tool allows you to click the main window 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. Clicking and dragging within the control points, but not on them, lets you move the selection.

Select tool options

Both 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. If you enable the

'Mode from direction' option then whether you enclose or overlap will be derived from the direction in which you draw the selection shape: Left to right will infer an the 'overlap' mode.

Edit Menu

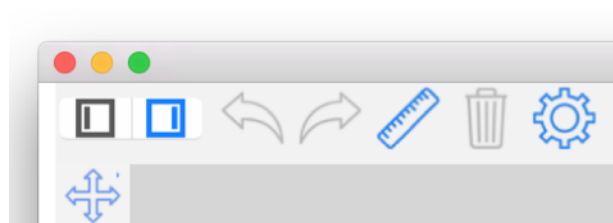
Right clicking within the selection region will display the 'Edit' menu. The primary entries are 'Cut', 'Copy' and 'Paste'; other entries can be added depending on what is selected. Choosing Cut or Copy, will transfer the selection into the clipboard. Now if you right click again, the Edit Menu will pop up again, this time with 'Paste' showing. If you choose paste the selected objects will be placed at the position you clicked 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 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 click 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 click on them or draw a selection rectangle around them. If you click on a single object then choosing the Tool Settings icon will let you change the selected object's parameters.



The Freehand Selection tool works in the same way, but you can drag a freehand shape around the things you want to select.



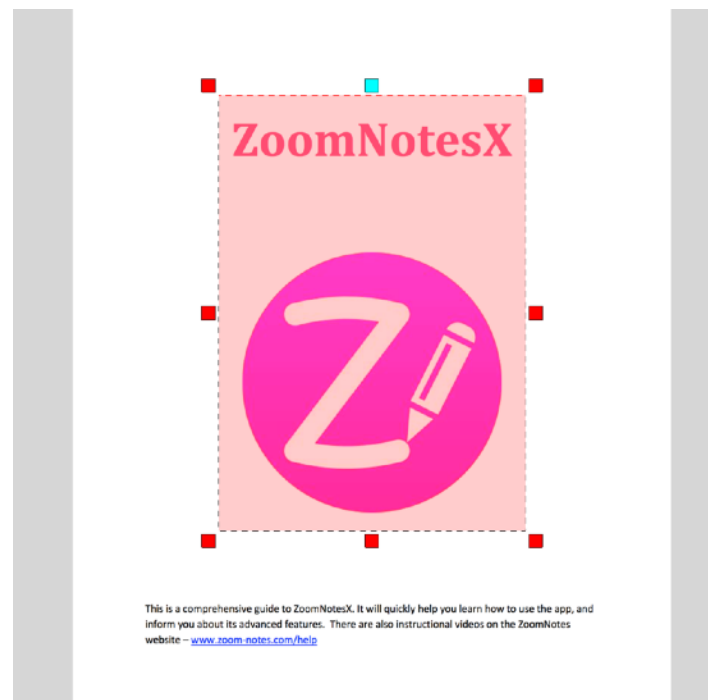
Images and Videos

Whilst editing a document you can drag and drop image and video files onto the main window, and they will be imported and inserted into the document.

Videos 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

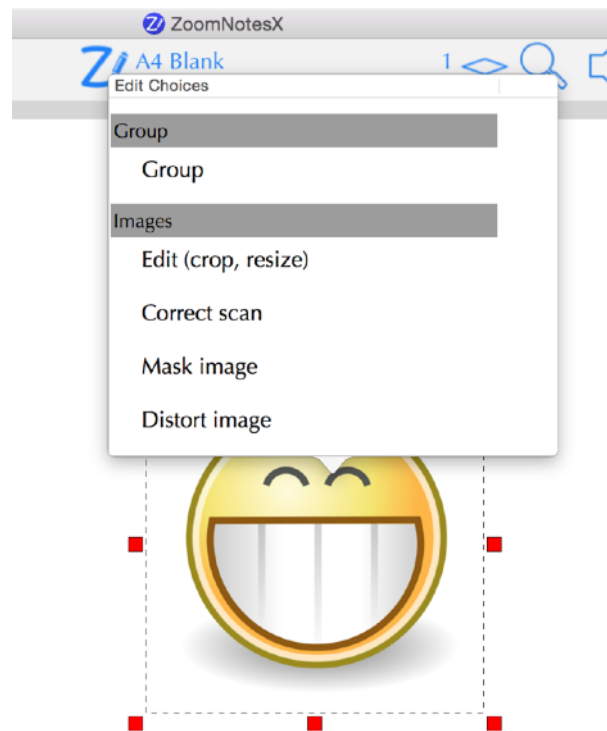
You will be presented with a rectangular area on the screen which covers the area which will be 'grabbed' to an image. You can move and re-size this area using the red and blue markers.



When the area covers the region of interest, click outside of the area and the image will be captured and will be placed in the clipboard.

Image Editing

You can select an image, click and hold on it to get the Edit Menu and choose 'Edit(crop, resize)'.



Crop: You 'crop' the image – two blue squares are drawn on top of the image – click and drag these to change the region the image will be cropped to.

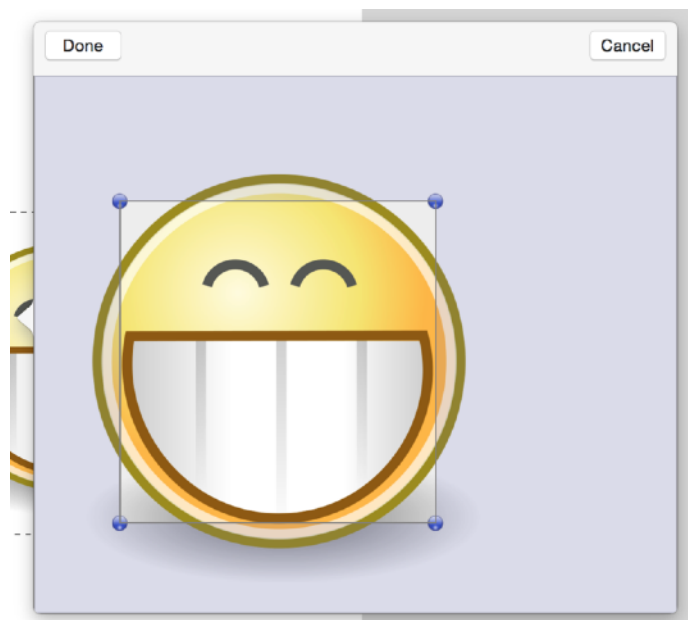
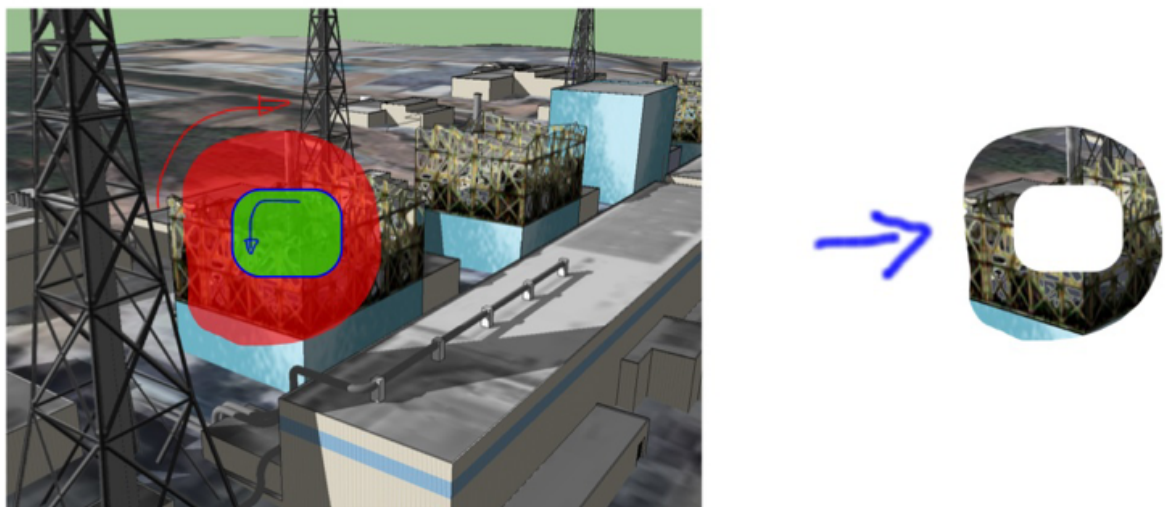
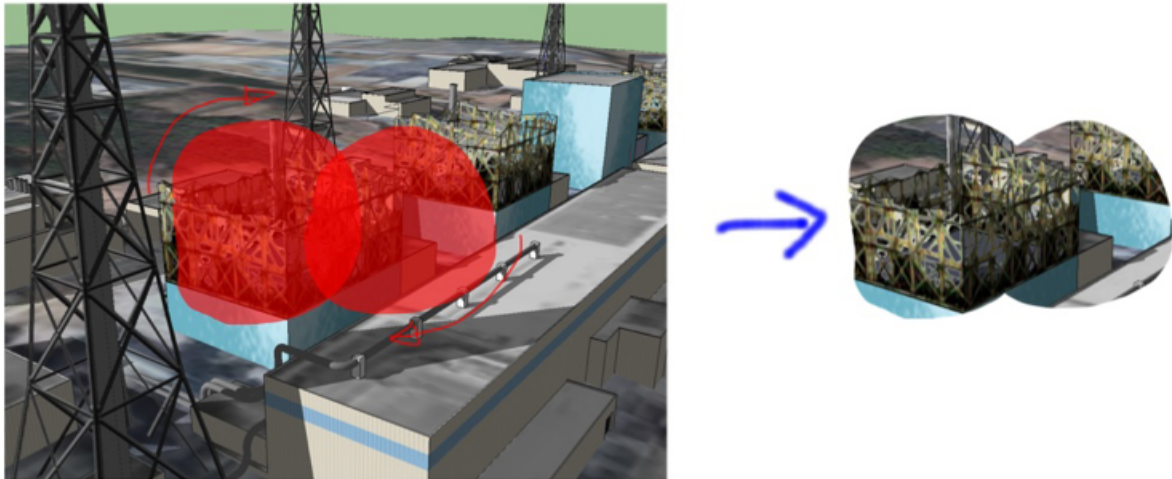


Image Masking

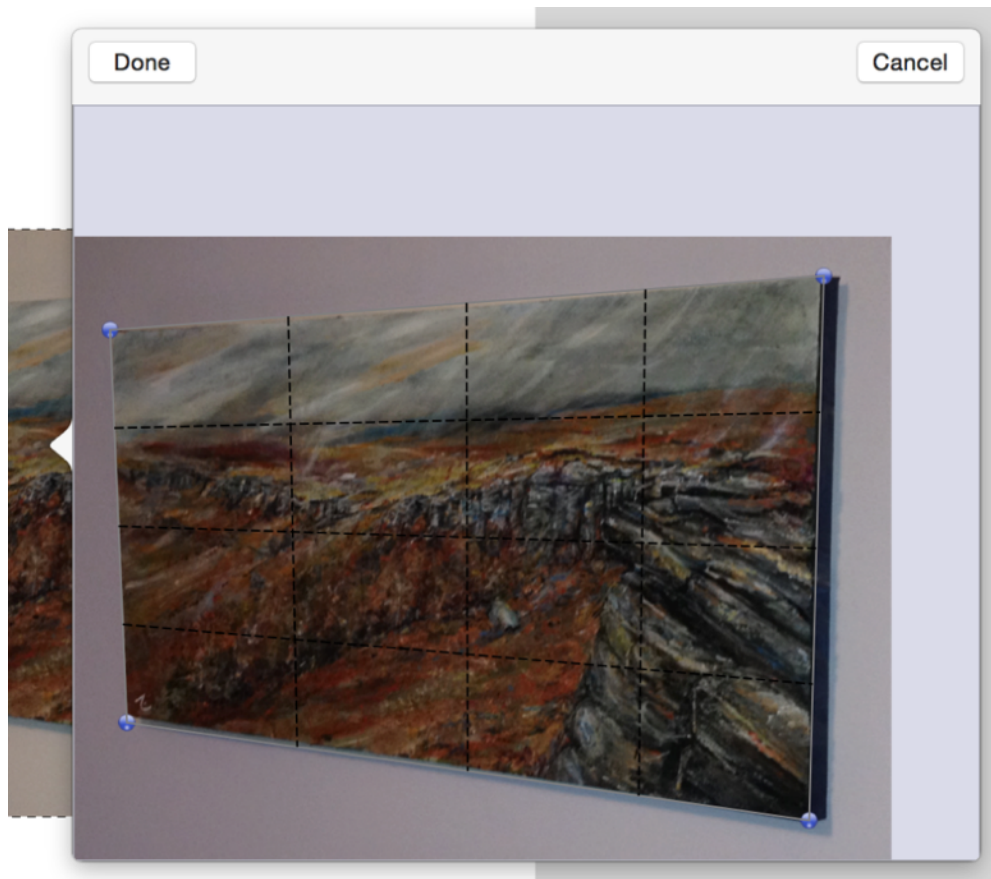
You can mask an image against overlapping shapes – simply select the image you want to mask, right click to reveal the edit menu and choose 'Mask Image'. Zoomnotes will then search for any

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:



Scan Correction

You can correct for perspective distortion in a scanned image - select the image you want to correct, right click 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:

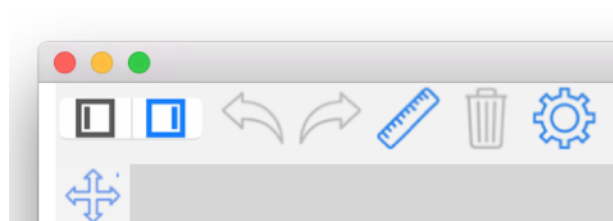


Distort Image

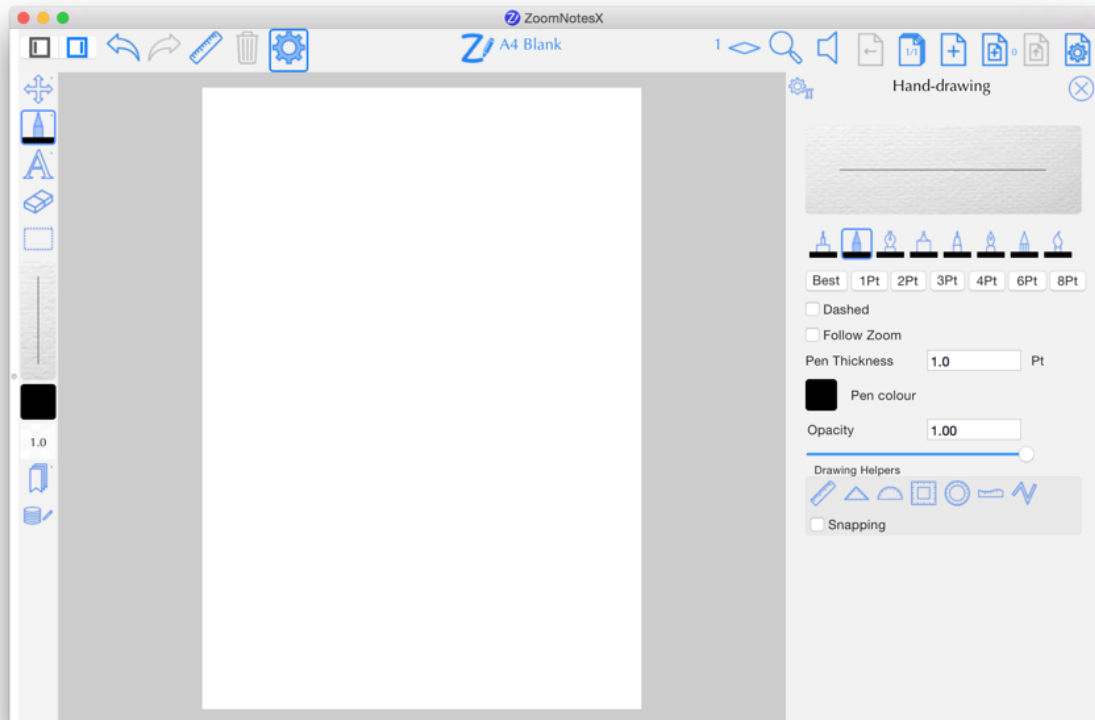
This will let you change the shape of an image from rectangular to a non-uniform quadrilateral. In effect it adds a perspective distortion to the image. The image will be shown with green markers at its corners, simply click and drag these markers to distort the image. If you right click on a distorted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

Settings Side Bar

Firstly start the Line tool by pressing the Pen Button. Next find the Tool Settings button on the toolbar, and press it:



This will show the 'settings sidebar':



All the tool settings have been grouped onto one screen, and depending on which drawing tool you are using, the relevant settings will be shown. The easiest way to adjust the line thickness is by using the slider just above the preview. Try this and see the preview line change thickness. The preview shows what the line will look like in the current view.

You can press the Tool-settings button again to hide this.

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.

With 'Solid ink' turned on the edges of lines are drawn solid, and there is a sharp transition between the ink and the paper.

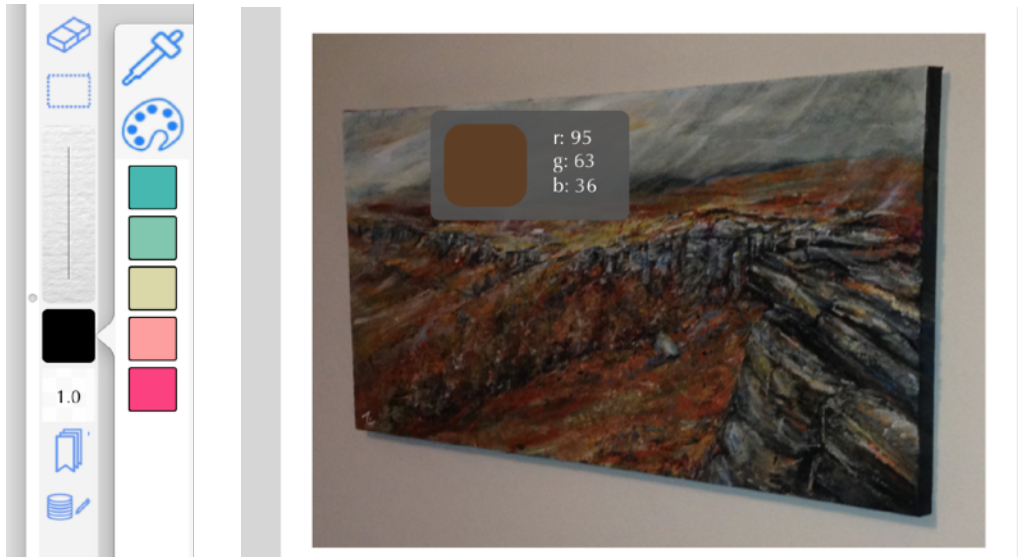
'Ink opacity' lets you adjust how see-through the ink is.

You can now save your favourite pens - Press the 'Save Current Pen' and the pen will be added to the list at the bottom. Note that the pens which appear in this list will appear in every document you edit – they are in effect 'system-wide'.

The 'Best' button is a useful new addition. If you press this the pen thickness will be calculated for you from the current zoom level. This is a good guide for setting up a pen for handwriting.

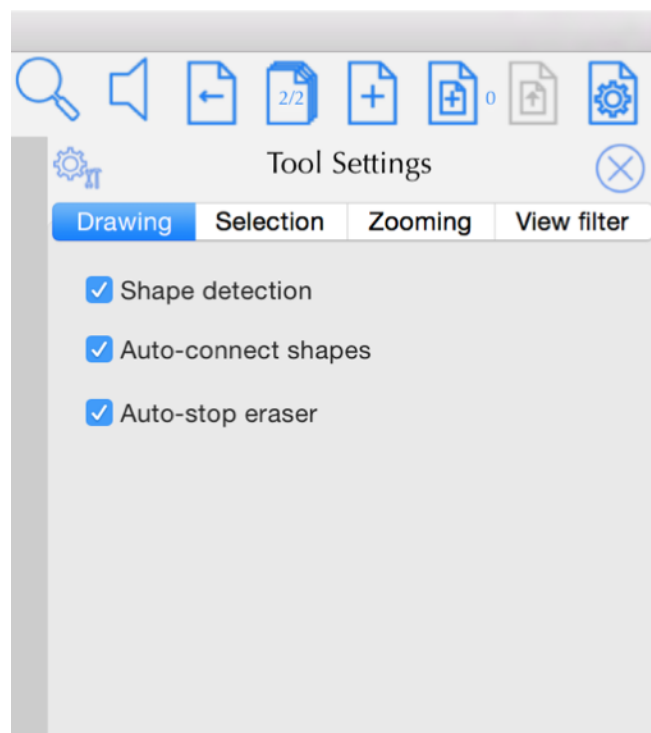
Colour Dropper

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



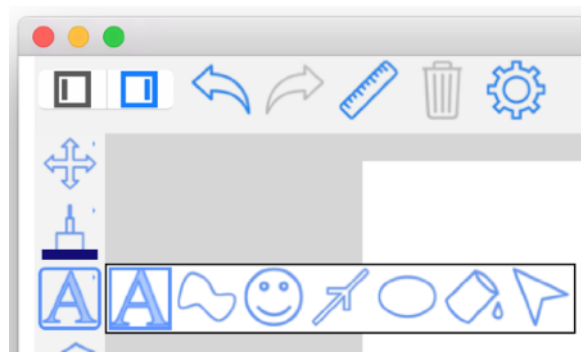
Drawing, Selection and Zooming Settings

Some settings have been grouped and added to the Side Setting Bar. These allow for quickly changing these settings without having to return to the main app settings. You can display these by pressing the 'tool settings' button at the top left of the side settings view.

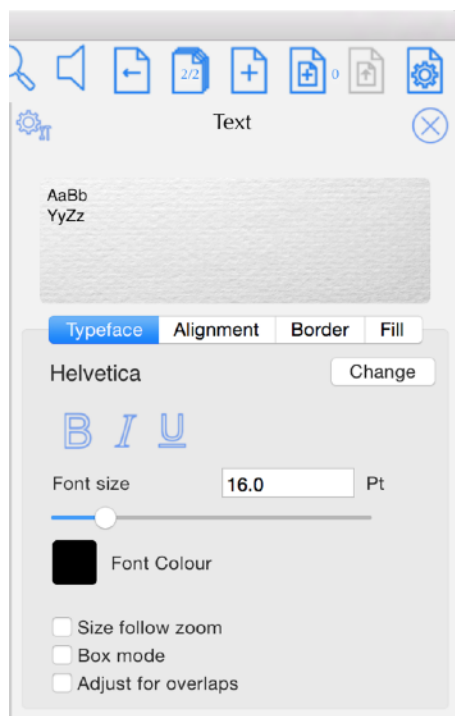


Text

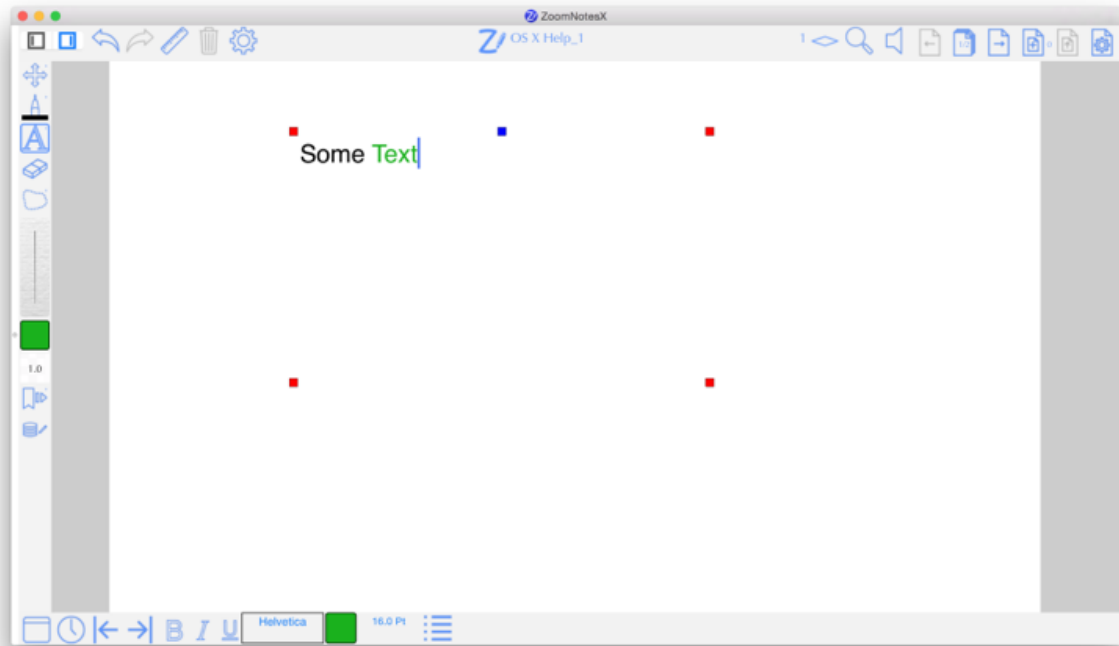
You can insert text objects into your ZoomNotes documents. Choose the Text tool:



Click on the page at the position where you want the text to be positioned, and you will be able to start typing. If you click 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 text.



If you click 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 click 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.

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

Box Mode 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 clicking 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 clicking on the page, (i.e. away from any drawing objects), will create a text object which covers the whole page.

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

Click 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 click and hold for 1 second, then a new text object will be created.

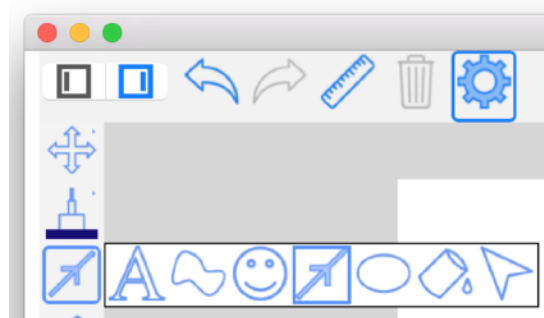
Adjust for Overlaps

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

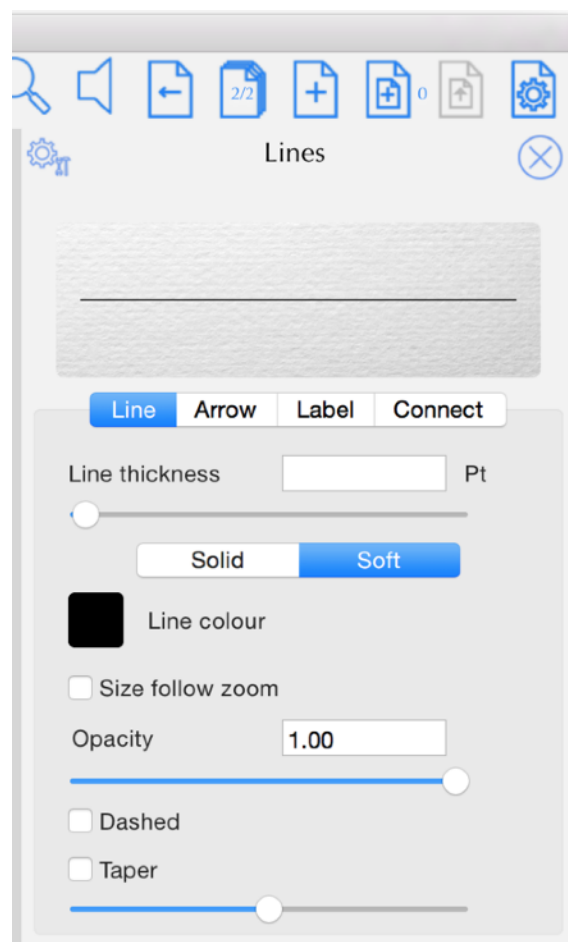
the settings button which will display the text properties, you will be able to enable/disable this property.

Straight lines

Choose the straight line tool from the toolbar:

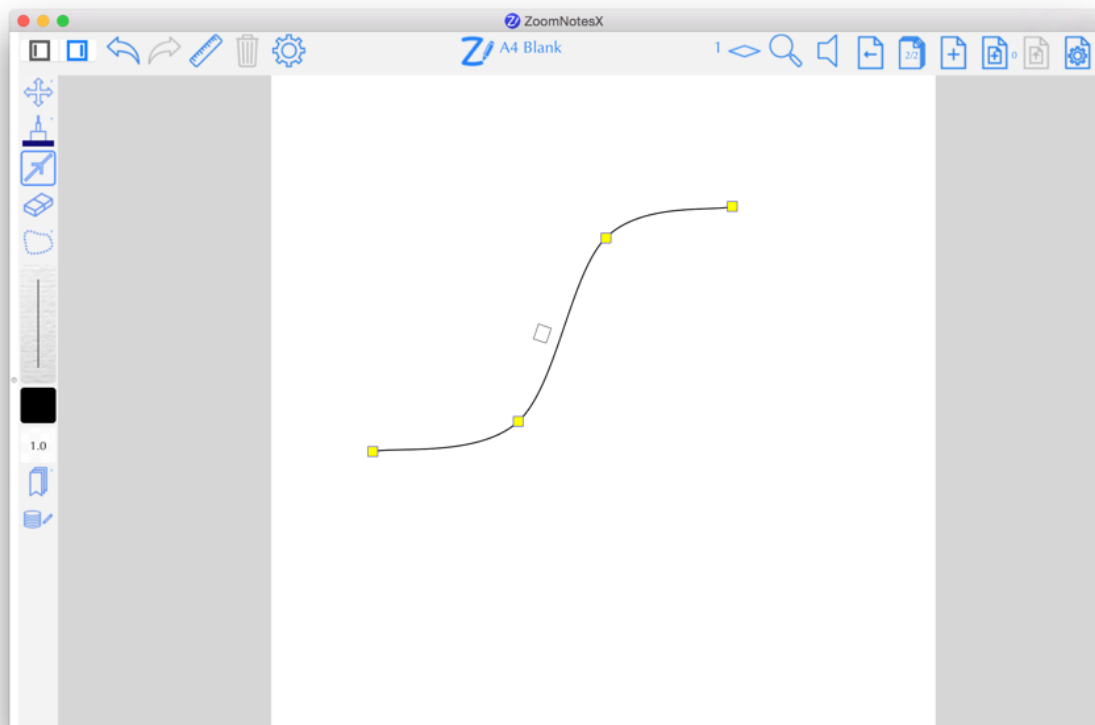


By clicking and dragging in the main window you can add a straight line between 2 points. Choosing the tool setting button lets you change parameters of the line like arrow positions, line thickness, dashes, tapering, and ink style:



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.

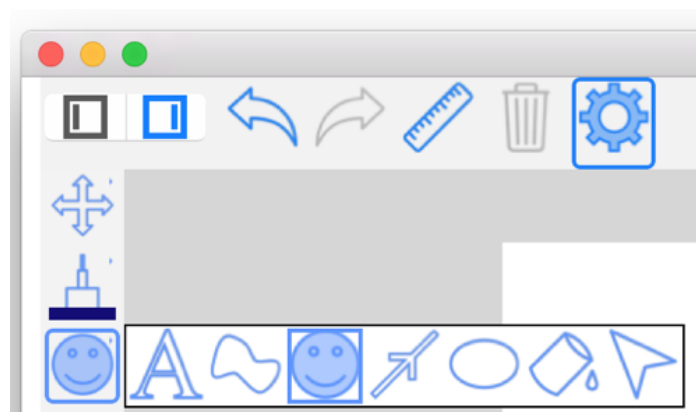
If you click on an existing line, markers (yellow squares with a blue outline), will appear at its end points and you will be able to click and drag on these markers to move them. Also if you click and drag at a point along the line, you will be able to bend the line into a smooth curve and a marker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



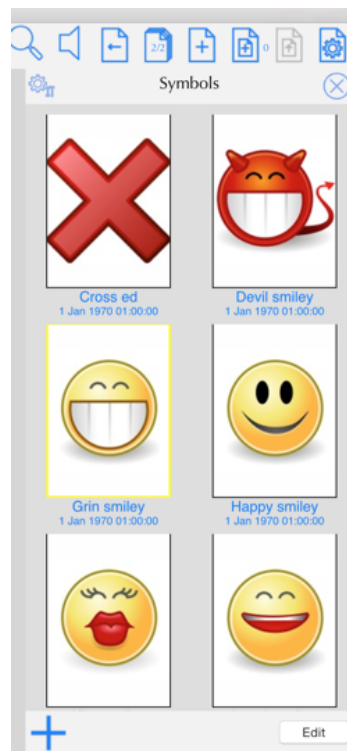
To remove a marker – just move it to be in-line with the markers on either side of it.

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 clicking 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. Clicking on a symbol preview will select that symbol for insertion.

Now by clicking on the document, the symbol will be added at that position and also selected so that it can be resized, rotated or moved as required.

The 'Edit' button will allow the 'Delete', 'Export' and 'Archive' operations.

Adding a new symbol

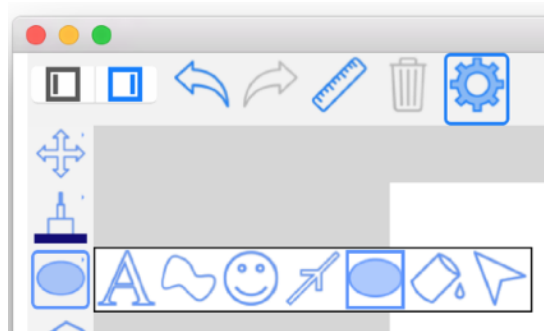
Simply select some things on the document page, then open the symbol settings and then press the '+' button. This will add the selected objects as a new symbol.

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.

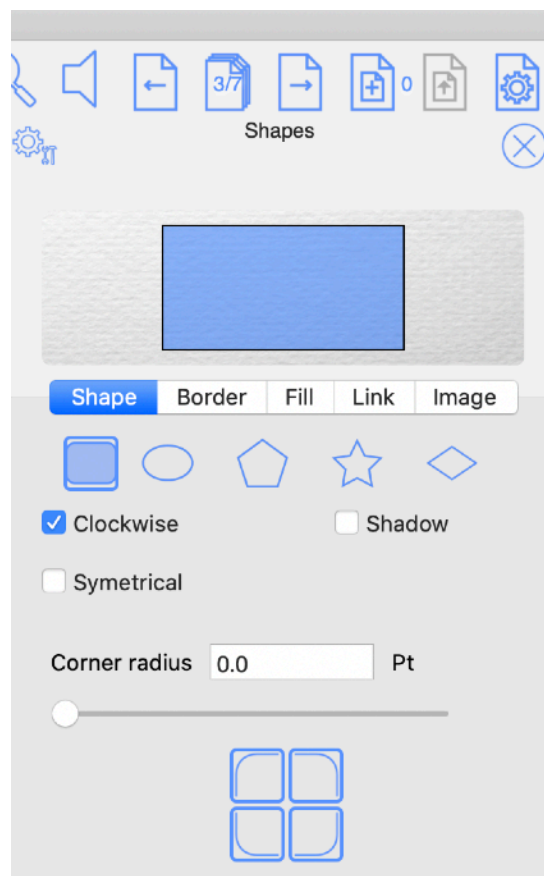
You can select sub-documents and add these as symbols

Polygons

Choose the polygon button on the toolbar:



You can now click 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 parameter 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 right click 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

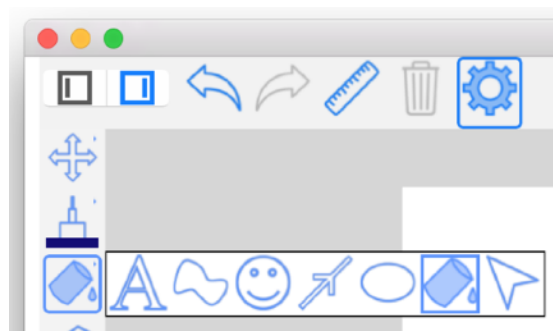
ZoomNotes will automatically detect the shape you have drawn and replace the lines drawn with the geometric shape (using the current settings for colours, filling and line thickness). You can turn this feature on and off in the App Settings screen.

Polygon Links

You can 'link' a polygon to a bookmark. The effect of this is the following – double clicking on the polygon will change the view to the linked bookmark. When in presentation mode then just a single click 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.

Fill Area

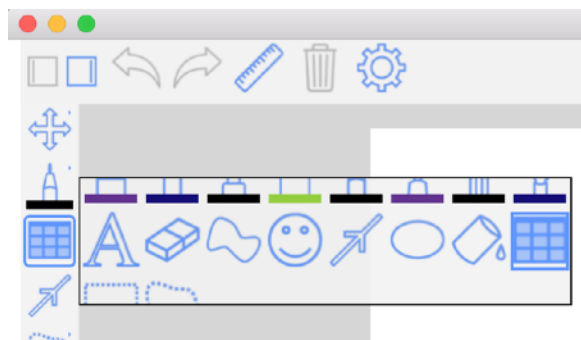
Choose the Fill Area button on the toolbar:



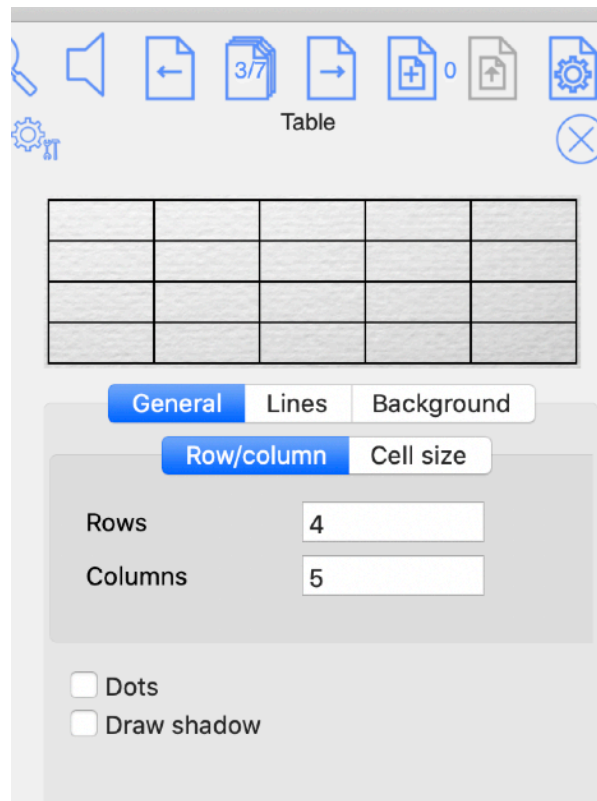
You can choose the fill colour from the side bar and also the fill opacity. Click in the area you want to fill with solid colour and that area will change to the selected colour and opacity.

Tables

Choose the Tables button on the toolbar:



You can now click 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 settings sidebar (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 click on a table cell, the new piece of text will be sized to fit into the cell you clicked on.

Groups

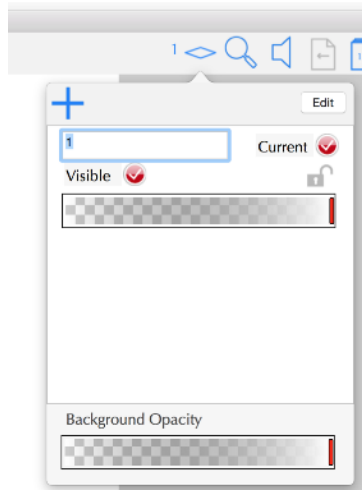
You can group things together now by selecting them and right clicking within the selection area until the Edit Menu appears. Choose the 'Group' item on the menu. Conversely if you select a group you can then choose 'Un-group' from the menu.

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 'App Settings', with the 'Selection guidelines' switch.

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 tool settings sidebar:



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 click on the name and you will be allowed to change that layer's name.

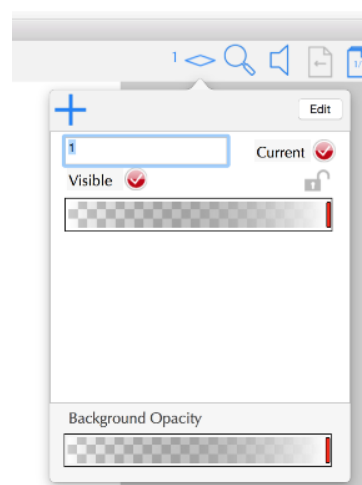
The current layer is the one into which new drawing objects will be added, and will be shown differently in the settings so that you can change its attributes.

If you select some drawing objects then click 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 be 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 fadein/ 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'.

Pages

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



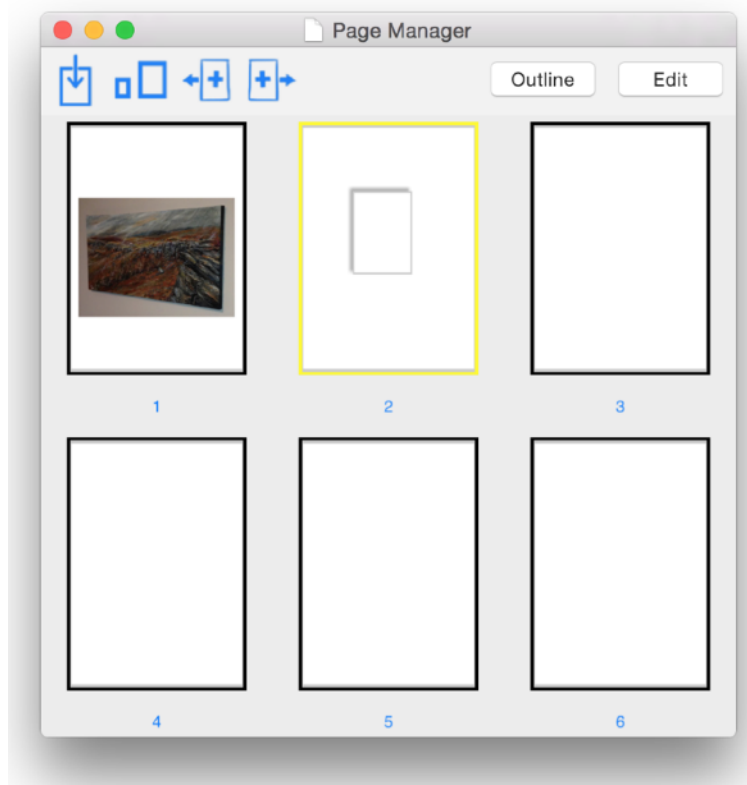
The left and right arrows will move to the previous and next page respectively; the right hand arrow changes to a plus symbol when you are viewing the last page and pressing it will add a new blank page and change to it.



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:

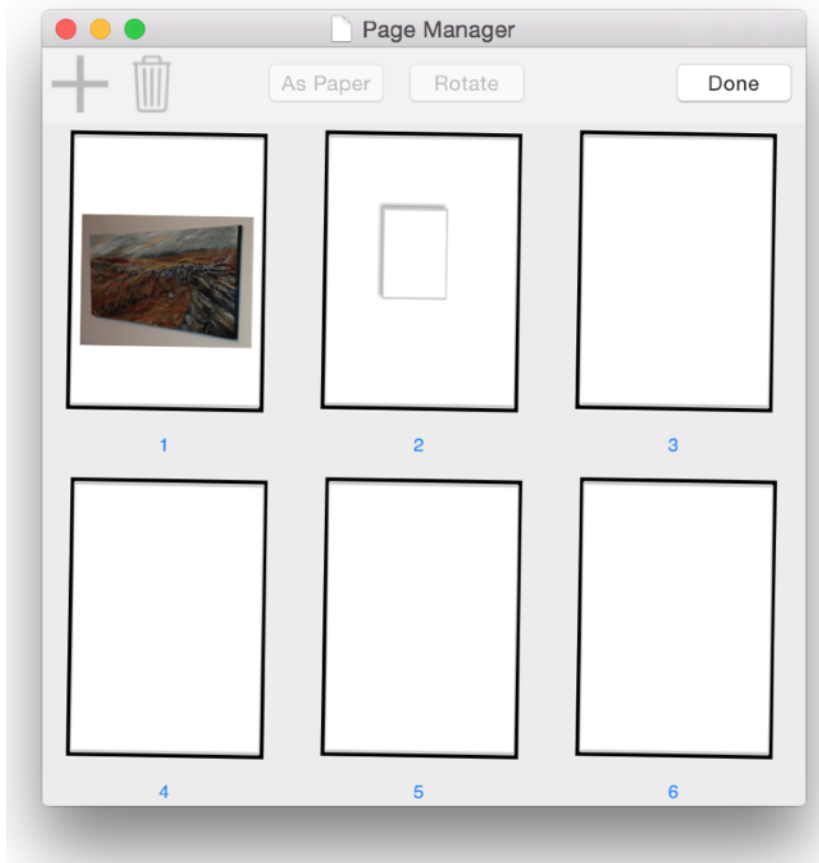


It shows a preview of each page in the document, with the current page highlighted in yellow. Pressing on one of the page previews will close the Page Manager and display that page.

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.

Clicking on the page number will display the page's properties.

If you press the 'Edit' button, the following screen will be displayed:



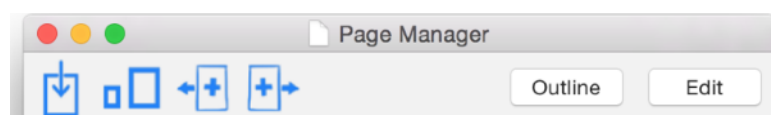
This screen will let you delete pages. You select (or de-select) pages by clicking on the preview image. Selected pages will be highlighted in red. When you have selected the pages you want to delete, click the Delete Button.

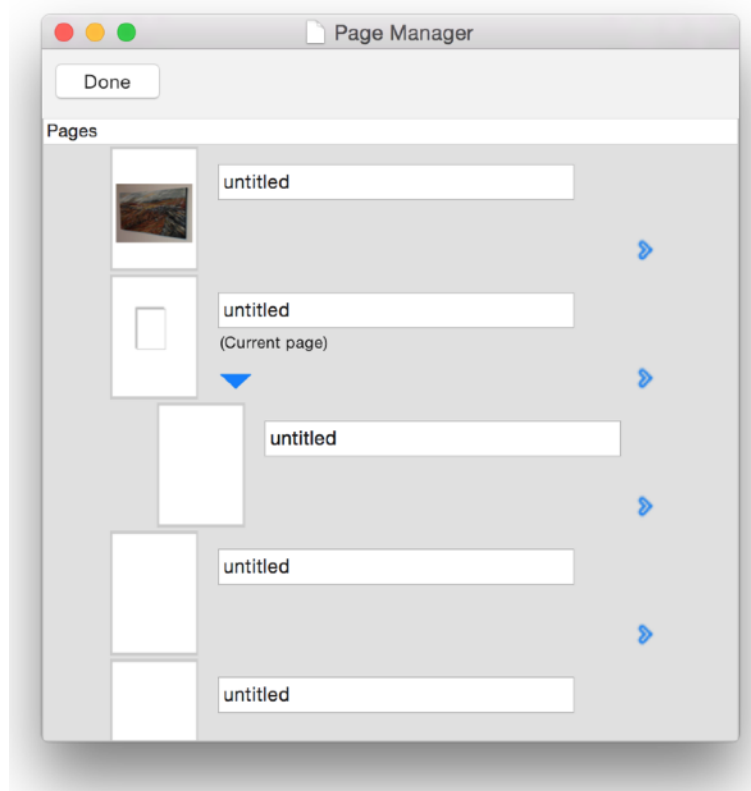
Once you have selected some pages you can duplicate them by pressing the '+' Button. This will make an exact copy of each selected page and insert it next to the original page.

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

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

The Page Outliner (press the 'Outline' 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.





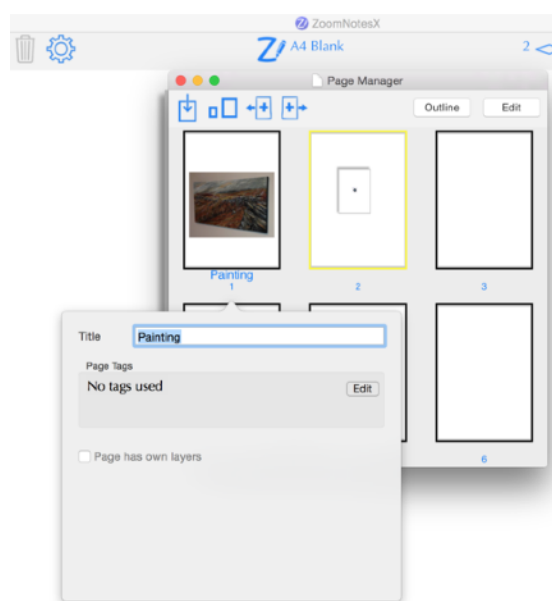
Click the triangle button to reveal/hide pages within a sub-document.

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

Click on a page title to edit it.

Page Properties

You can click on the page name beneath the page preview in the Pages Manager to reveal the page's 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. Clicking 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.

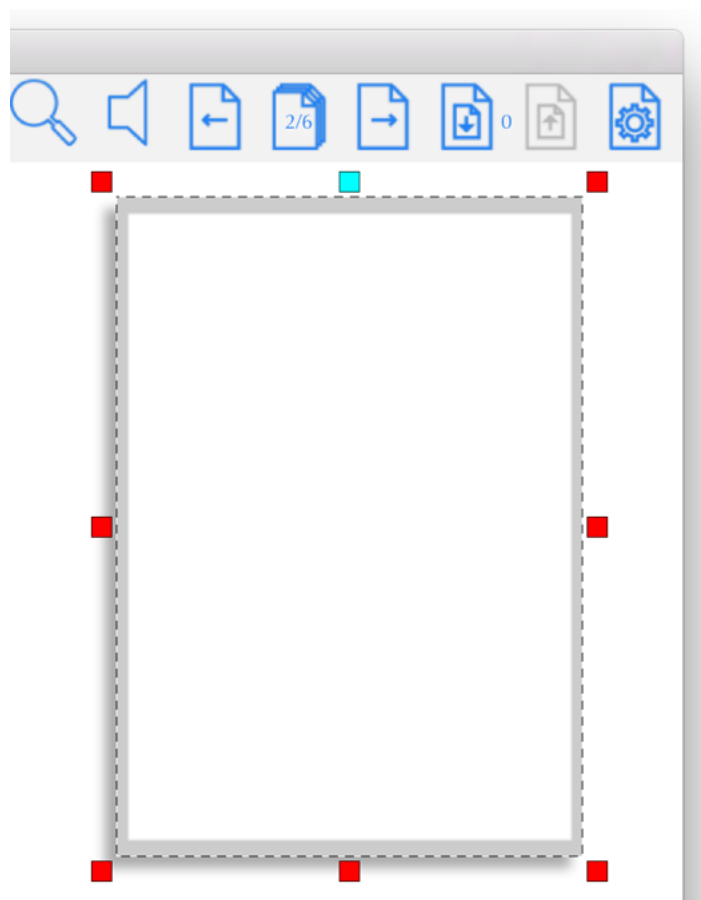
Sub-documents

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:



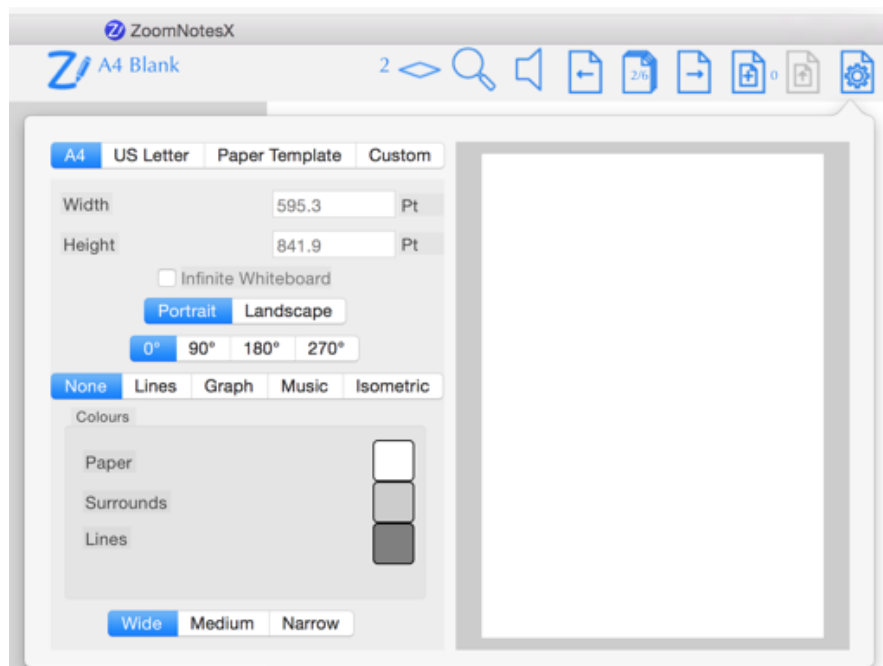
And pressing it will open the sub-document. Once in a sub-document the 'zoom up from sub-document button' will be updated to show the current sub-document level:



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

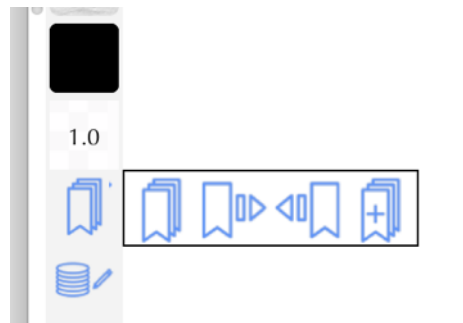
You can change the page settings by choosing the Tool Settings Button, and selecting the Pages button. The settings are the same as when you create a new document:



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:

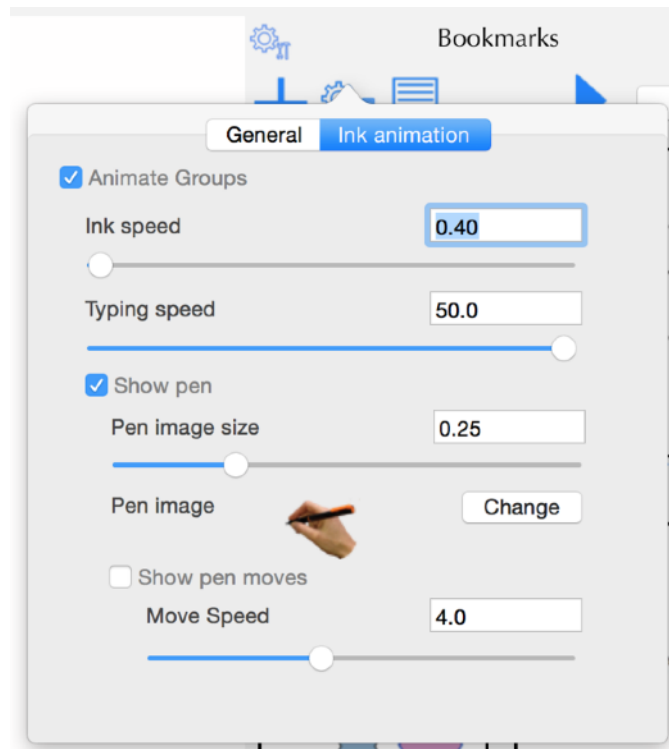


This will show the Bookmarks settings in the sidebar:

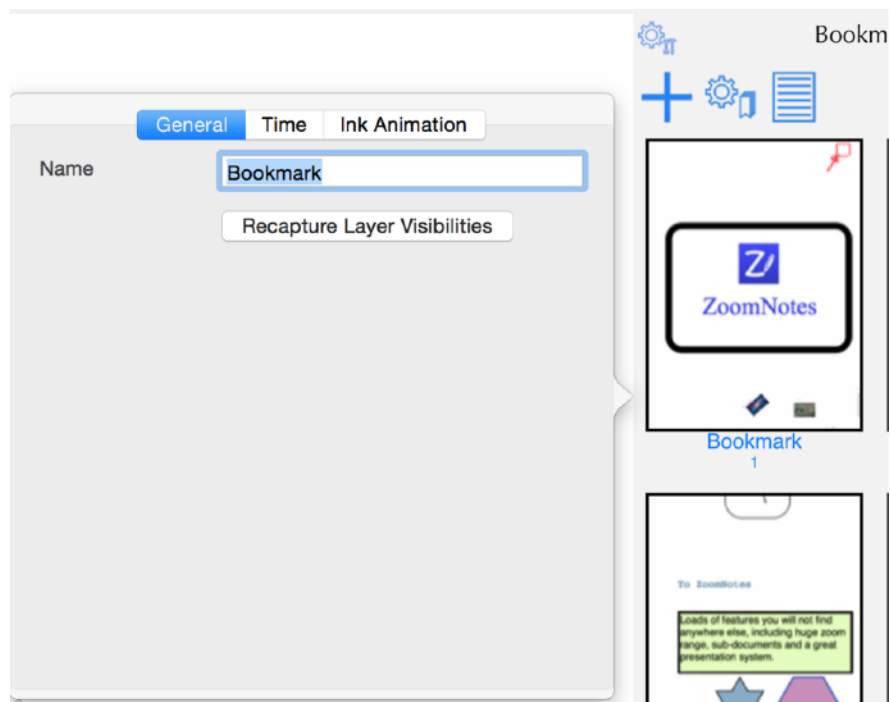


Press the '+' Button to add the current view as a bookmark.

Click the Bookmark settings button to reveal the bookmark settings



You can click on a bookmark's name to override that bookmark's properties. These include:



- 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 'Edit' button will start the edit mode for the book marks. 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 settings sidebar.

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

Transition speed: 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.

Direct, (no animation): The transition to a bookmark will be direct with no animation.

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 clicking 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.

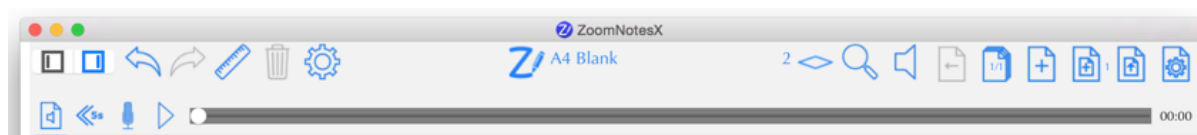
'Show pen moves', when enabled, will show the pen moving between lines. You can adjust the speed it moves between lines with the 'Move speed scale'.

Video generation

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

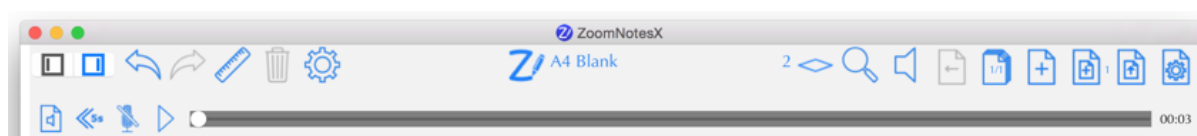
Sound Recording

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

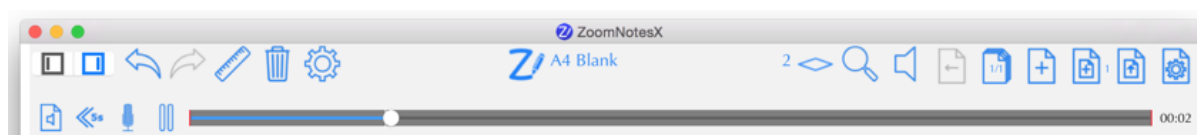


This is used to start and stop recording, playback sounds, and to delete sounds which are no longer required.

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:

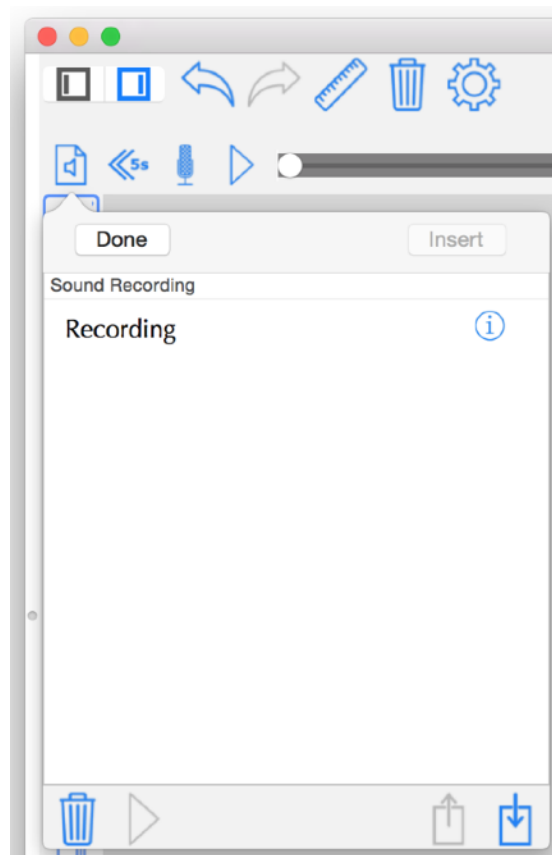


This lets you easily associate the sound with visual elements in your documents. If you delete the insert, it will not delete the actual sound recording. So if you do not want the visual sound insert just remove it in the usual way. There is also a new video mode which works on 'visible' sounds. So that 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 drag 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 click 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.

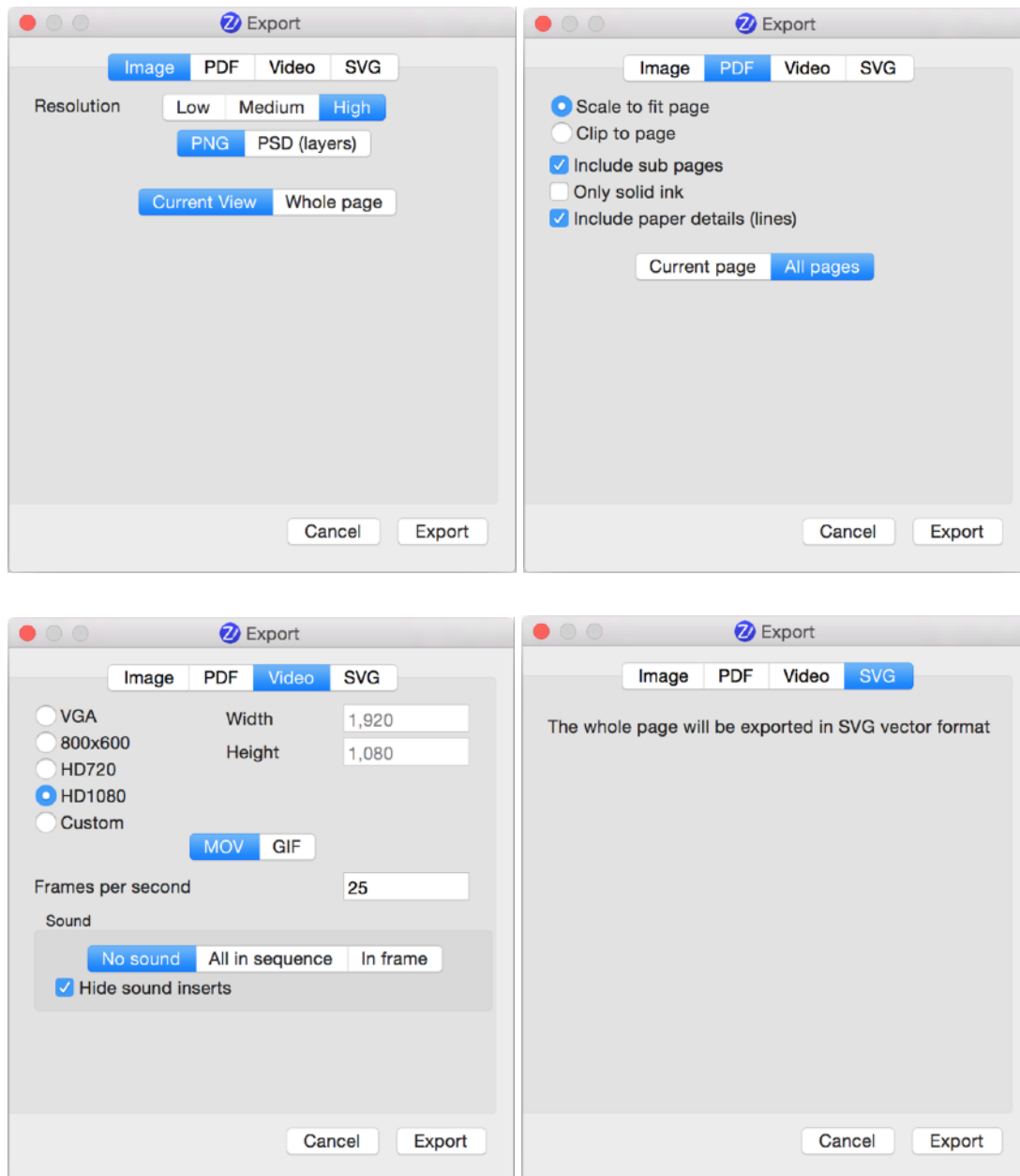
Linked Audio

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, click and hold to bring up the edit menu, choose other, then scroll down to the 'Sounds' section and choose 'Position playback'.

Export

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

Find the File, Export menu and click on it.



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.

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

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.

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 the current document in ZoomNotes' native file format.

Presentation Window

ZoomNotes supports a second screen configuration in which it will display the document you are viewing both on the main and second screen. It is primarily designed to work with a projector so that viewing and editing can be communicated to a class of students for example.

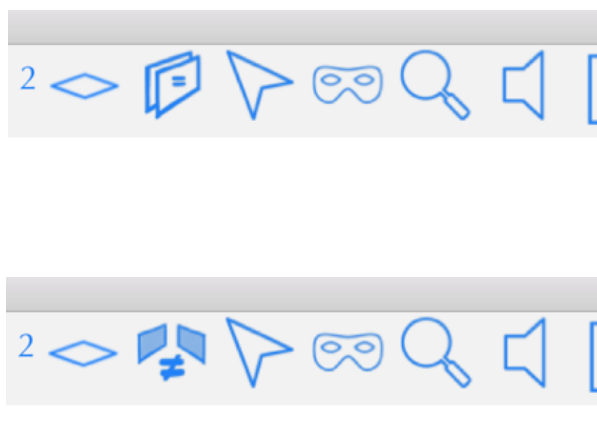
When a second screen is detected the menu entry 'Presentation Window' becomes enabled. If you select this the Presentation window is made visible and you can move it to the correct screen and (probably) change it to full screen mode.

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

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.

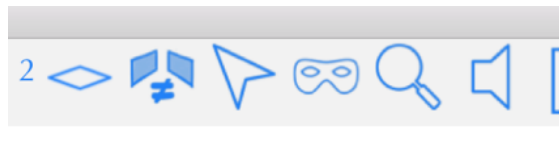
To change to split mode press the 'Split mode' button:



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 be 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.

