Notes writer Pro

User Guide

Table of Contents

Chapter 1 Overview

1.1 What can you do with Notes Writer Pro: 5

1.2 Main document manager user interface: 5

1.2.1 Locations of files 6

1.2.2 Edit your file 7

1.2.3 Searching your files 8

1.2.4 Sorting Toolbar 9

1.2.5 File Management 9

1.2.6 Creating new documents 10

Chapter 2 Main Settings

2.1 How to change the color theme? 11

2.2 How to enable or disable the Automatic Backups? 12

2.3 How to enable Wi-Fi ? 13

2.4 How to adjust the text to speech read aloud speed? 14

2.5 How to disable the apple pencil? 15

2.6 How to set up security pass code? 16

2.7 How to install new true type fonts? 17

Chapter 3 Annotating PDF and Pencil Notes

3.1 Annotating and Mark up Toolbar 18

3.2 Additional Markup Tools 19

3.3 How to draw shapes in your document? 20

3.4 How to insert images, stamps, signatures and sketches? 21

3.5 How to insert comments? 22

3.6 How to make audio notes? 24

3.7 Using the scissors tool 25

3.8 Inserting Math equations: 25

3.9 How to use saved annotations? 26

3.10 Using the Undo and Redo 27

Table of Contents

Chapter 4 Editing Text Notes

4.1 Using the keyboard toolbar 28

4.2 How to define text styles? 31

4.3 How to set page margins and line space? 33

4.4 How to insert images and photos? 34

4.5 Using Headers and Footer 35

4.6 How to export and share your documents? 36

Chapter 5 Document Editor Managing PDF and Pencil Notes

5.1 How to add new pages to a document? 37

5.2 How to delete a page? 38

5.3 How to Re-arrange pages? 39

5.4 How to duplicate a page? 40

5.5 How to export selected pages? 40

5.6 How to rotate selected pages? 41

5.7 How to copy and paste pages from other apps? 41

Chapter 6 Filling In Forms and Signing Documents

6.1 Supported form formats: 42

6.2 Filling in Form Fields 42

6.3 Adding your Signature 43

6.4 Add Customized stamps 44

Chapter 7 Exporting and Sharing your Documents

7.1 Supported file formats for exporting Text notes and Pencil Notes 45

7.2 Export documents from the document browser: 45

7.3 Mailing documents and folders: 46

7.4 How to print a document? 48

7.5 How to merge PDF and Pencil Note files? 48

Chapter 8 Sync Documents across Devices

8.1 Using On iCloud Location: 49

8.2 How to sync documents using Dropbox, Box or Google Drive? 49

8.3 How to use the In Files app to send documents to Notes Writer? 50

8.4 How to edit “in-place” documents using the “In Files app” location? 51

Chapter 9 Templates

9.1 What is a template in Notes Writer? 52

9.2 How to use the “Templates” location to create new documents? 52

9.3 How to add my own templates in Notes Writer? 54

9.4 How to re-order the templates in the “template browser” view? 55

Chapter 10 Projects

10.1 What are the tree-like projects in Notes Writer? 56

10.2 How to create new blank projects in the “Projects” location? 56

10.3 How to import Scrivener projects via Dropbox? 57

10.4 How to sync a project via Dropbox? 57

10.5 How to add new documents to a project? 58

10.6 How to create new folders in a project? 58

10.7 How to rearrange files and folders in a project? 59

10.8 How to search words and documents inside projects? 60

10.9 How to Zip a project and email it? 60

Overview

Notes writer is a handy solution to all your documentation needs. A wide range of people from students, teachers, writers and journalists to doctors, lawyers and business professionals can use Notes Writer. It keeps your document safe and accessible from anywhere. It is also a great a way to go green and save our planet by going paperless.

1.1 What can you do with Notes Writer Pro:

You can use Notes writer to type, write, edit, format, annotate, and draw.

You can sign documents and fill in forms in pdf.

You can keep your work organized in files, folders and sub folders.

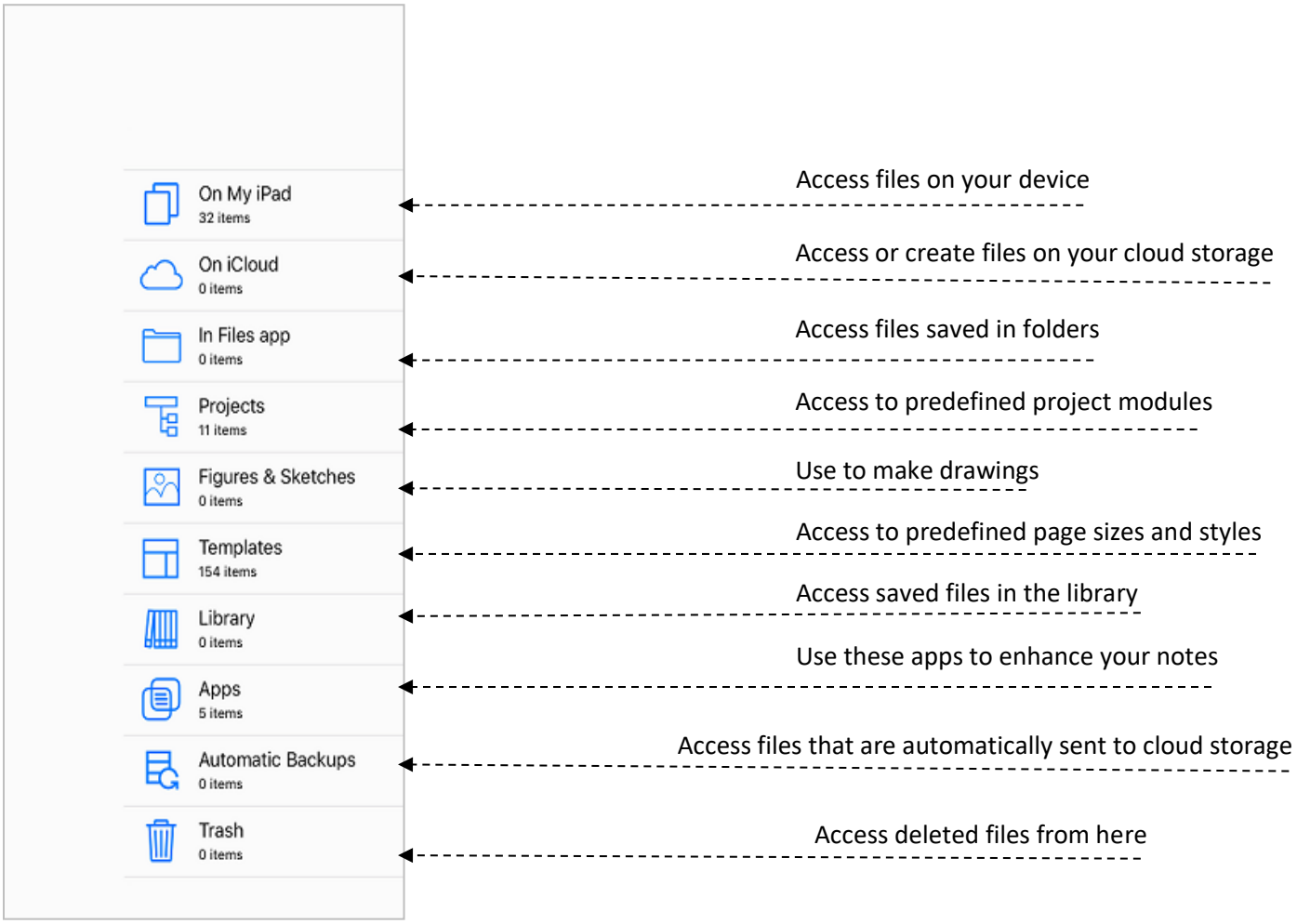
You can sync and share all your work from iCloud, AirDrop, Email Dropbox, Box and Google Drive.

1.2 Main document manager user interface:

Tap on the Notes Writer Pro application to see the home screen.

1.2.1 Locations of files

Easily access your files in different locations on iPad or on various cloud locations.



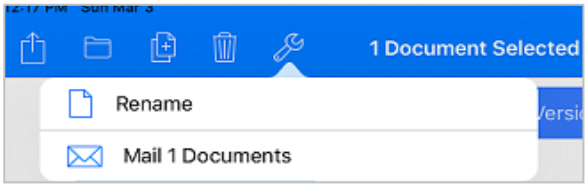
1.2.2 Edit your file

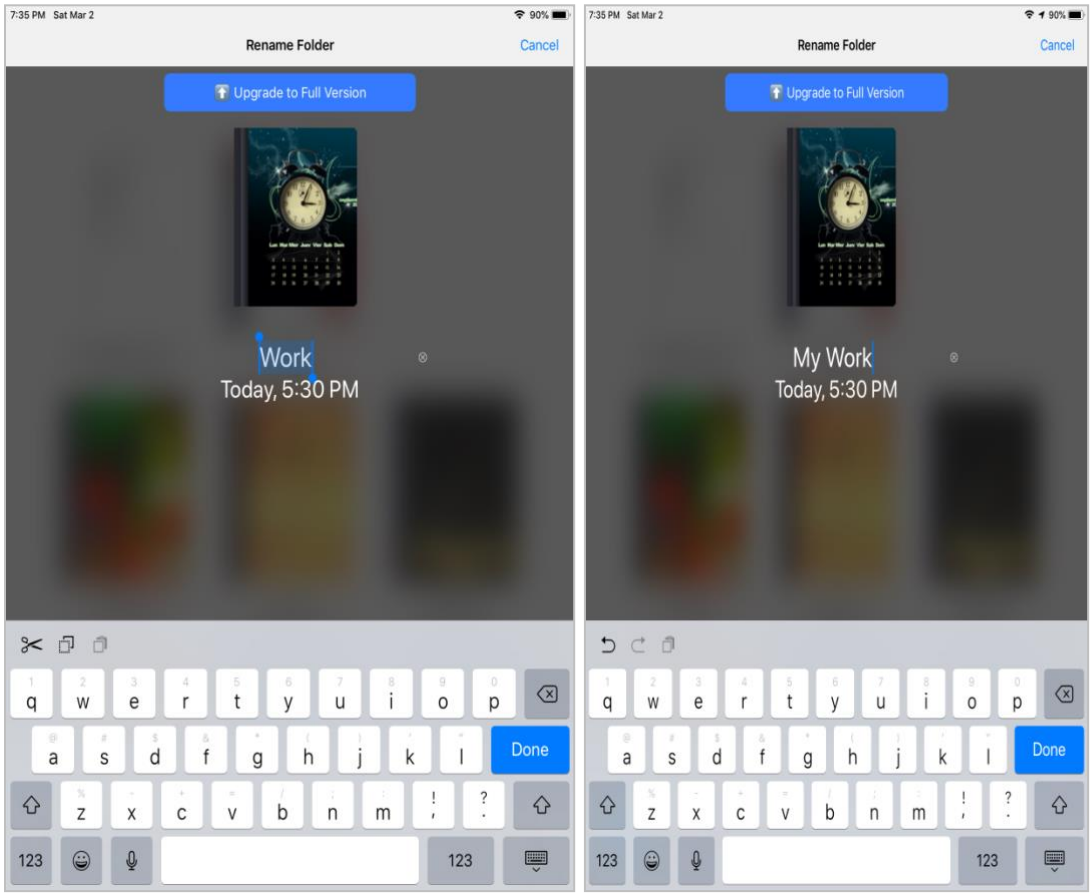
You can edit, modify or rename your document.

How to rename your file

1. Select the location of your file
2. Tap on **On My ipad** to access files on your device.
3. Next screen appears.
4. Click on the **Select** button on top right corner.

1. All your files on the device will show up.
2. Tap on the required file.
3. Blue border appears around the selected folder.
4. Tap on the tool icon in the menu bar.
5. A drop down menu will appear.
6. Select Rename from the menu.
7. Keypad will appear under the file name.
8. Type the new name using the keypad.
9. New name will appear under the picture of the folder.
10. Tap **Done** on the keypad to save the new name.

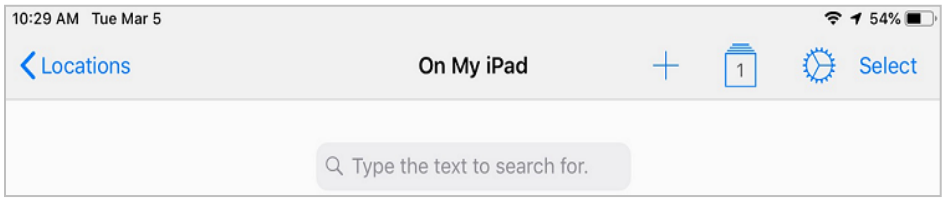




1.2.3 Searching your files

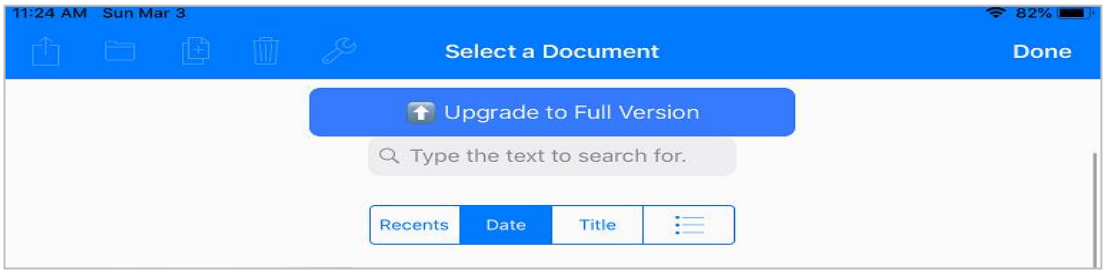
You can search your files from different locations on Notes Writer Pro.

1. To search files
2. Select the location.
3. Pull down the screen to see the search bar.
4. Type in the file name to see your file.



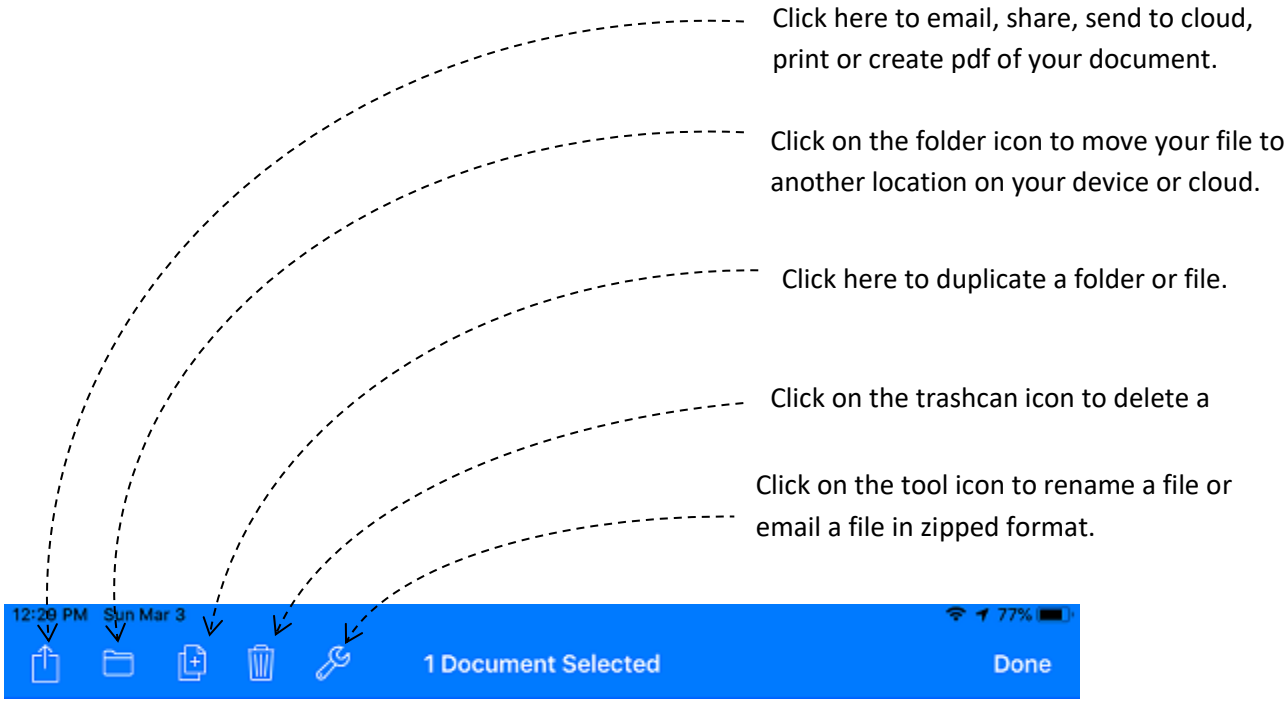
1.2.4 Sorting Toolbar

Pull down from the top of the screen to see the sorting tool bar. Use this toolbar to sort your files according to date and title.



1.2.5 File Management

1. Tap on the **Select** button.
2. Choose your file to send in mail, share, or edit.



1.2.6 Creating new documents

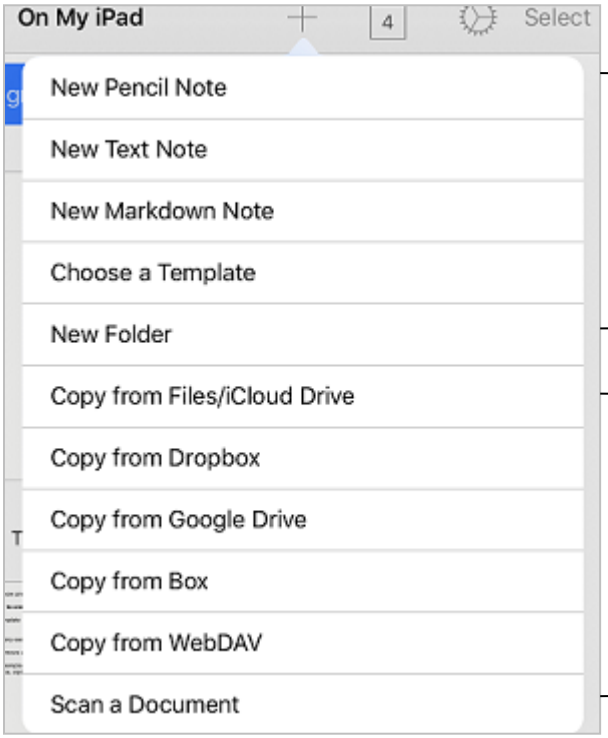
You can create new documents in Notes writer in two ways.

1. Using keypad to type or pencil icon to write your note.

2. Copying your documents from other locations.

To create a note:

1. Open the Notes writer app.
2. Tap on a location on your homepage.
3. Tap on the + icon on top right of your device.
4. Select one of the following options to create a note.



To write your notes choose one of these options.

To get files from other locations choose one of these options as needed to copy your file.

Chapter 2 Main Settings

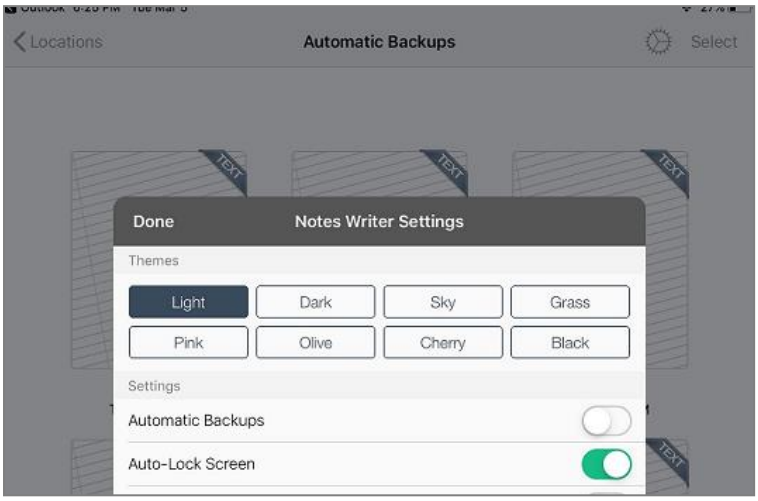
2.1 How to change the color theme?

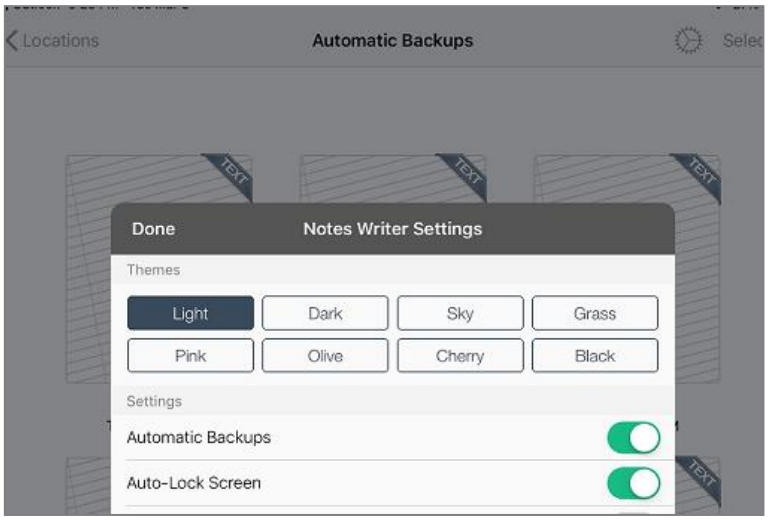
To change the color theme of your notes:

1. Open your Notes Writer pro application.
2. Tap on the top right corner of your device screen.
3. A drop down menu will appear.
4. Tap on **Settings**.
5. A new window will appear.
6. Choose a color theme from the given options.
7. After tapping on the color of your choice, the color of the screen will change.
8. Here Pink is selected as shown in the picture.

2.2 How to enable or disable the Automatic Backups?

1. Open your Notes writer Pro.
2. Tap on the top right of the menu bar.
3. Tap on **Settings** option.
4. A new window will appear.
5. Slide your finger from right to left on green button next to Automatic Backup
6. Automatic backup is now turned off.
7. To turn on automatic backup Slide your finger from left to right on the button.
8. The button will turn green, indicating that Automatic backup is on.
9. Tap on **Done** to save and go back.

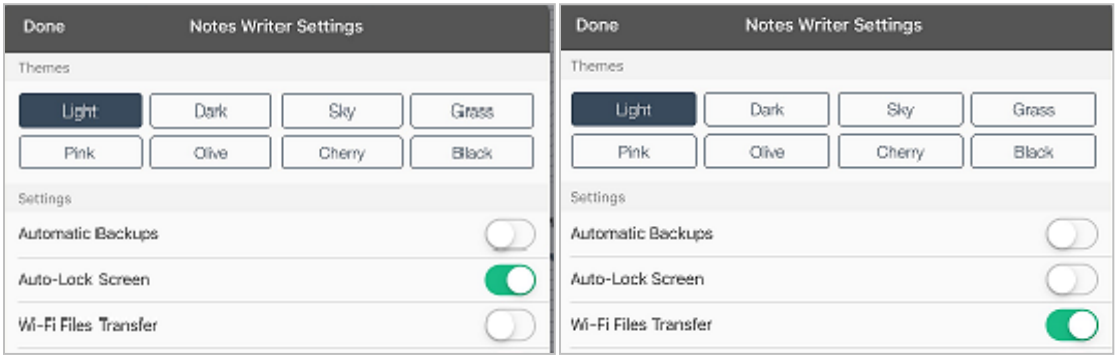




2.3 How to enable Wi-Fi ?

To transfer files using Wi-Fi:

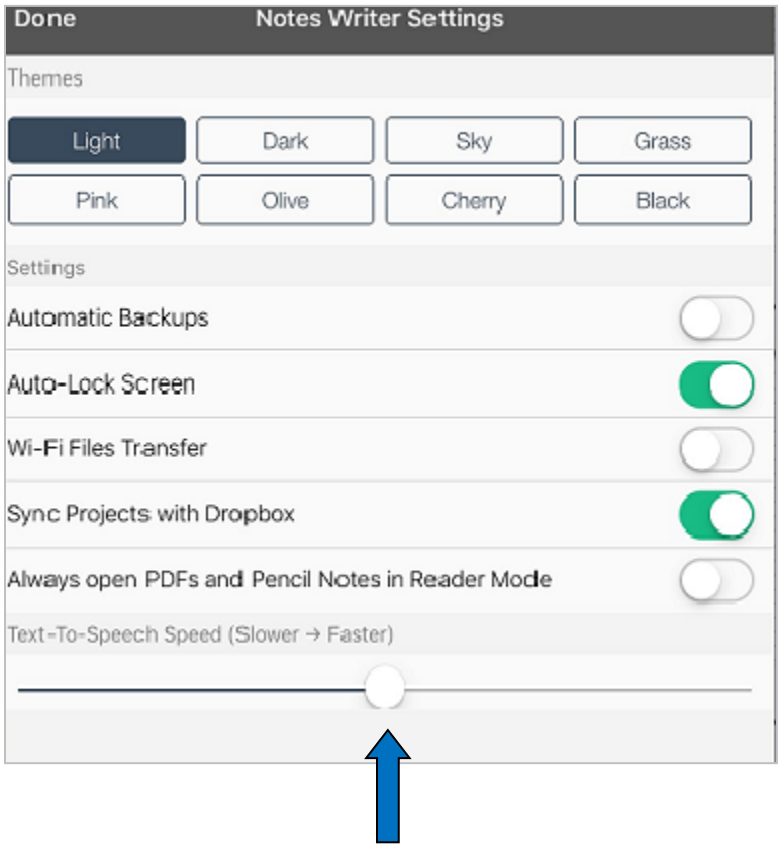
1. Open your Notes Writer Pro application.
2. Tap on on the top right corner of your screen.
3. A drop down menu will show up.
4. Tap on **Settings**.
5. A new window will show up.
6. Slide the button next to Wi-Fi Files Transfer from left to right.
7. The button turns green indicating that now your Wi-Fi files transfer is enabled.
8. Tap on **Done** to go back to the home screen.



2.4 How to adjust the text to speech read aloud speed?

To change the Text- to-Speech Speed:

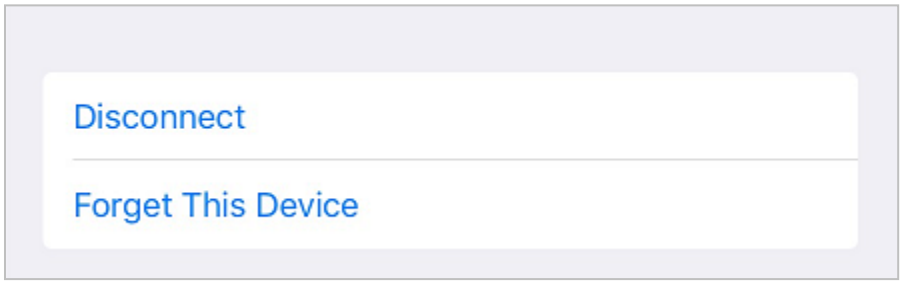
1. Open your Notes Writer Pro application.
2. Tap on on the top right corner of your screen.
3. A drop down menu will show up.
4. Tap on **Settings**.
5. A new window will show up.
6. At the bottom of the window you will see the option to change the **Text-to-Speech Speed**.
7. Move the button with your finger from left to right to increase the speed or right to left to decrease the speed.
8. Tap on **Done** to go back.



2.5 How to disable the apple pencil?

To disable the apple pencil:

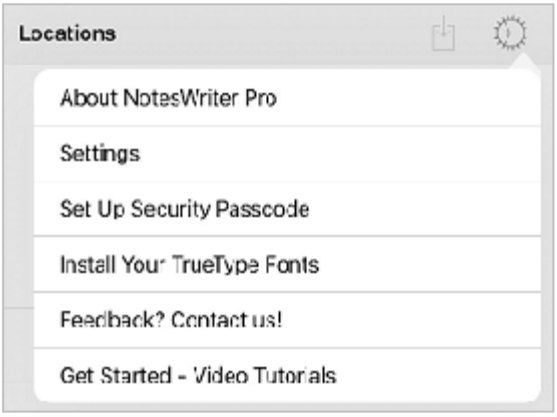
1. On your iPad, tap on .
2. On the settings screen, tap on Bluetooth.
3. A menu will appear on the side.
4. Tap on ⓘ next to Apple pencil.
5. A new window will appear.
6. Tap on **Disconnect**.
7. The apple pencil is now disconnected.
8. To re-pair or reconnect the apple pencil tap on the name of the device again in the Bluetooth menu.

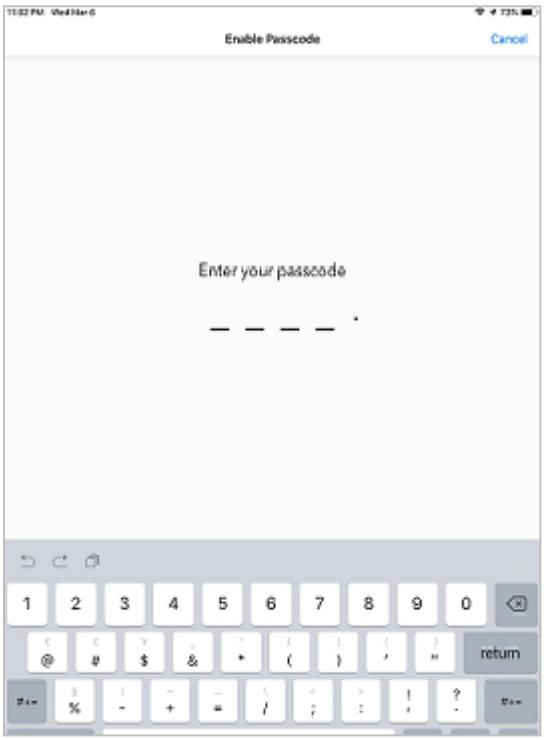


2.6 How to set up security pass code?

To set up security pass code:

1. Open your Notes Writer Pro application.
2. Tap on on the top right corner of your screen.
3. A drop down menu will appear.
4. Tap on **Set Up Security Pass code**.
5. A new window will open up.
6. Type your password.
7. You will be prompted to re-enter your password.
8. Re-enter your password.
9. Your security pass code is now set up.



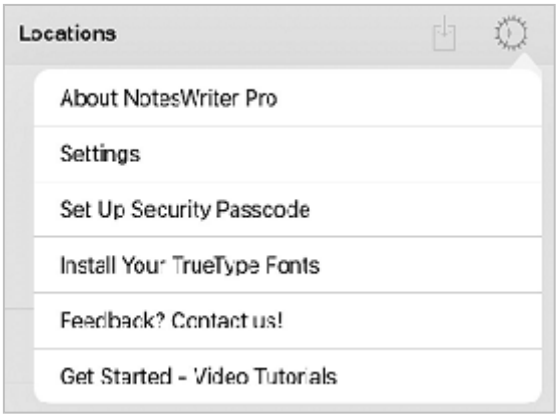


2.7 How to install new true type fonts?

First copy your TrueType Font (the .ttf or .ttc extension file) to your iPad device using the iOS Files app.

To install new TrueType Fonts:

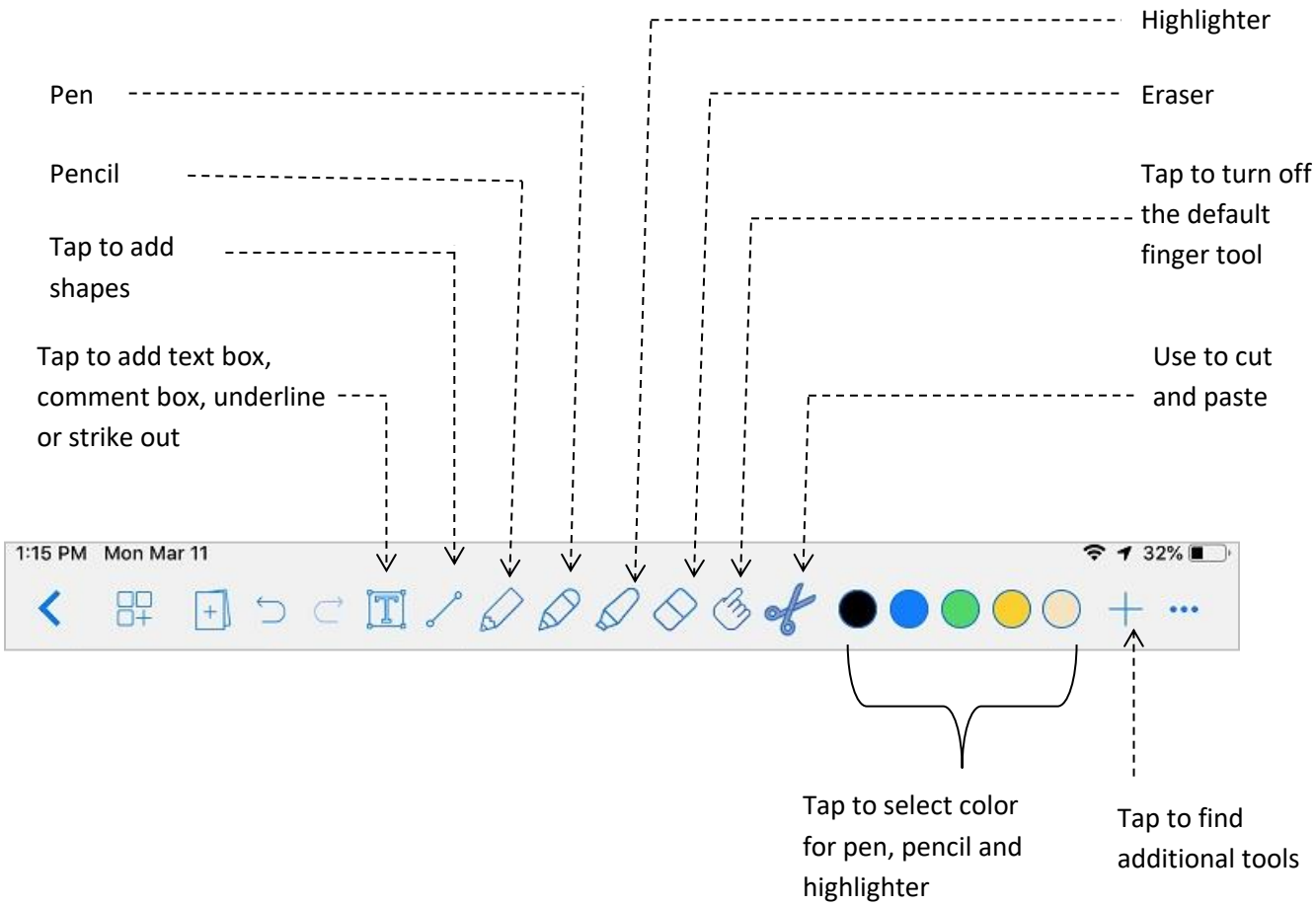
1. Open Notes Writer Pro application on your device.
2. Tap on icon in the top right corner of your home screen.
3. A drop down menu will appear.
4. Tap on **Install your TrueType Fonts**.
5. Once installation is complete you are ready to select from various fonts to use into your Notes Writer Pro.



Chapter 3 Annotating PDF and Pencil Notes

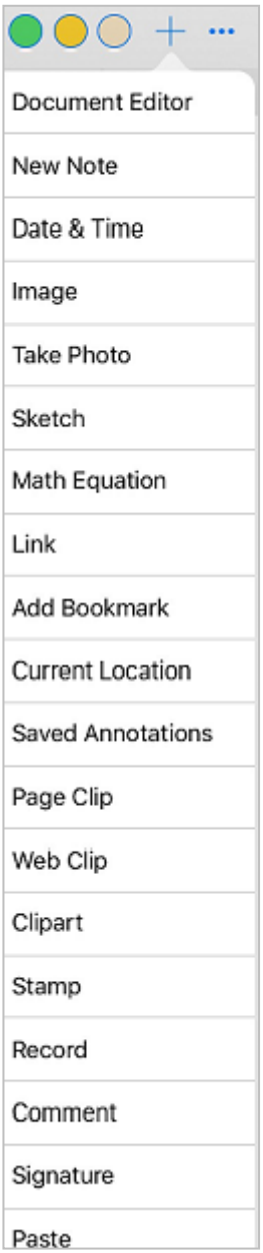
3.1 Annotating and Mark up Toolbar

1. Open Notes Pro application.
2. Select the location **On My iPad .**
3. Tap and open the PDF document or pencil note you want to annotate.
4. Use the tools in the tool bar to annotate.
5. Your annotation is automatically saved.
6. Tap on the back arrow on top left corner to go back.



3.2 Additional Markup Tools

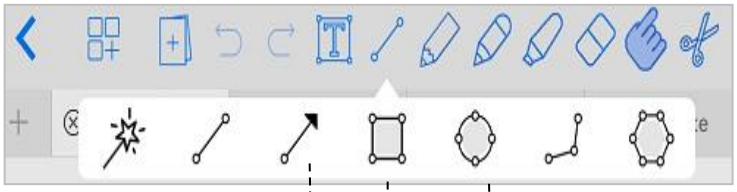
1. Open Notes Pro application.
2. Tap and open the file to you want to annotate.
3. Tap on the + sign on the tool bar.
4. A drop down menu appears with additional tools.
5. Select a tool to annotate or markup your document.

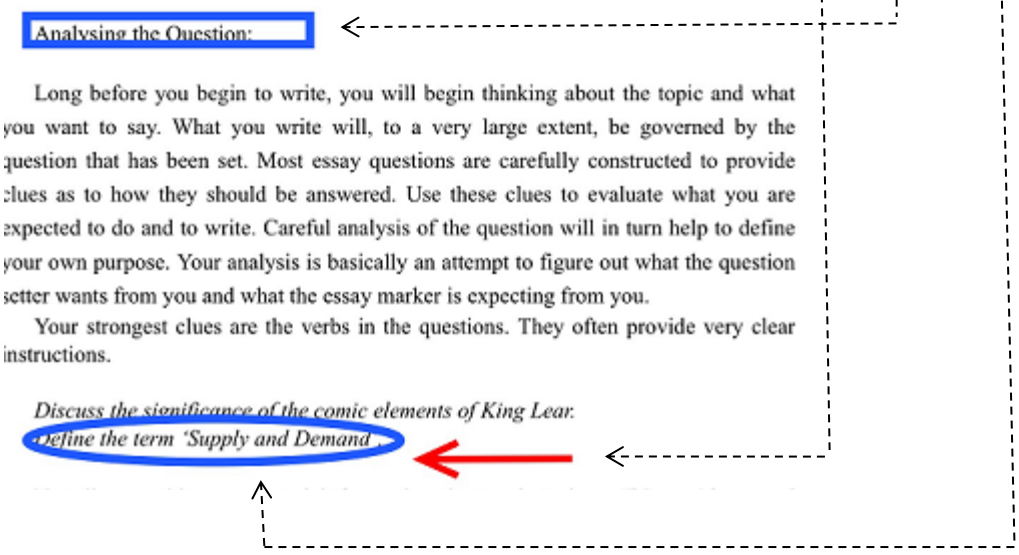


Chapter 3 Annotating PDF and Pencil Notes

3.3 How to draw shapes in your document?

1. Open the PDF document you want to annotate.
2. Tap on icon.
3. A drop down menu of shapes appears.
4. Select a shape to add into your document.
5. Drag your around the text you want to add the shape





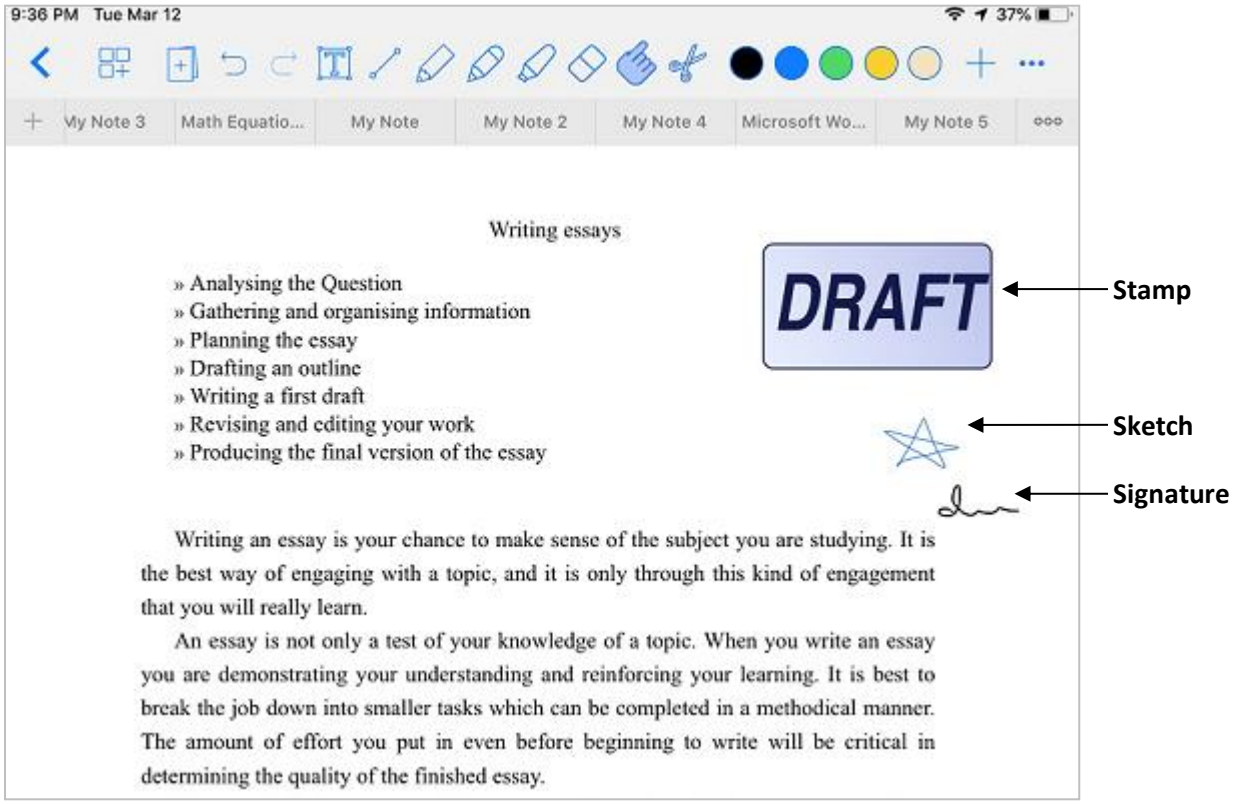
3.4 How to insert images, stamps, signatures and sketches?

1. Open the document you want to annotate.
2. Tap + in the menu bar.
3. A drop down menu will appear.
4. From the drop down menu make a selection to insert in your document.

For example: To insert a stamp

1. Tap **Stamp** in the menu.
2. A new window with various stamp selections appears.
3. Tap on a stamp to insert in your document.

See example in the picture below.

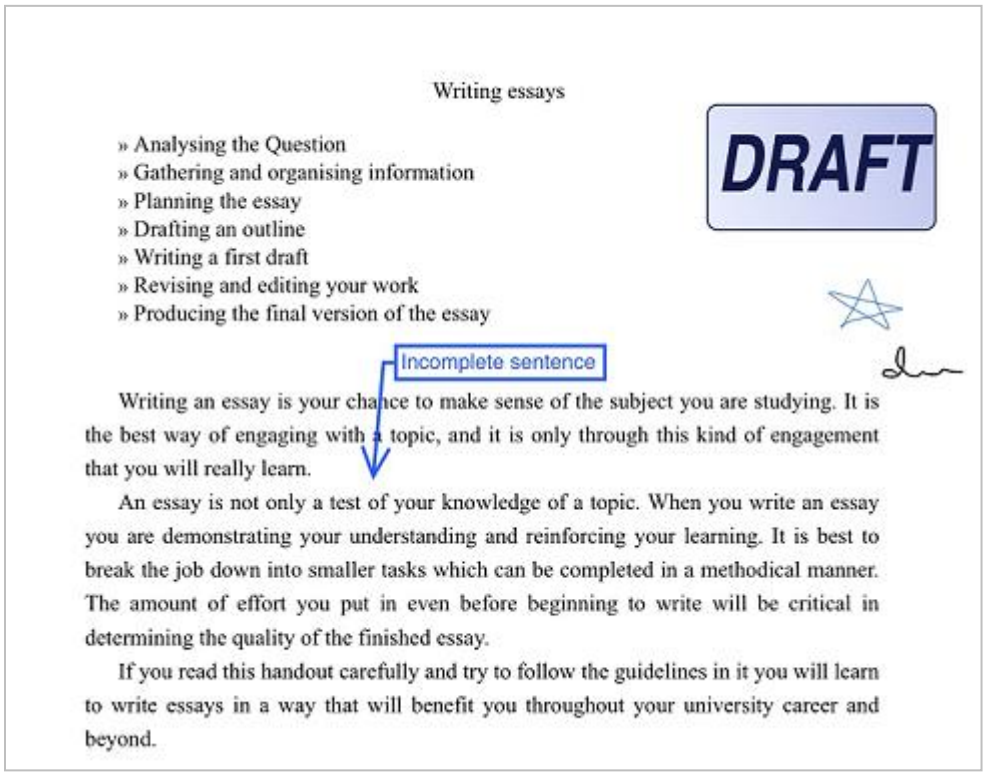


3.5 How to insert comments?

There are two ways to add comments while annotating a document.

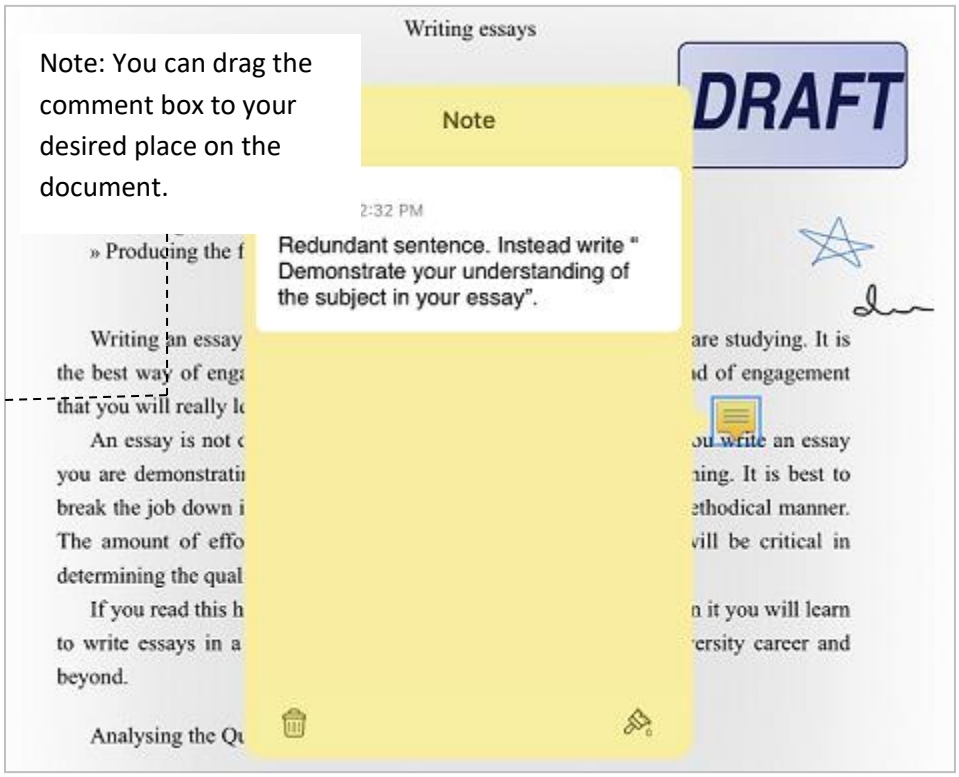
Method 1

1. Open the PDf or Pencil Note you want to annotate.
2. Tap on in the menu bar.
3. A new sub menu appears.
4. Tap on icon and tap again on the place you want to comment.
5. Keyboard appears.
6. Type in your comment.



Method 2

1. Open the document you want to annotate.
2. Tap on + in the menu bar.
3. Drop down menu of additional tools appear.
4. Tap on Comment.
5. A new window titled Note appears.
6. Tap in the white space.
7. Keyboard will appear.
8. Type your comments.
9. Tap on Done to save your comments.



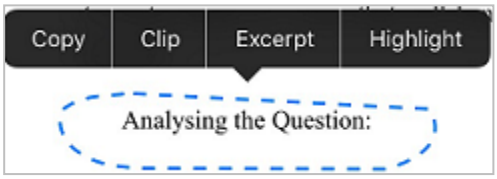
Note: You can drag the comment box to your desired place on the document.

3.6 How to make audio notes?

1. Open the document you want to annotate.
2. Tap on + in the top menu bar.
3. A drop down menu of additional tools appears.
4. Tap on **Record**.
5. Speaker icon appears on the screen.
6. Find the red record button at the bottom left of the screen.
7. Tap on the red round button and start recording audio note.
8. Tap on the blue square button to stop recording.

Chapter 3 Annotating PDF and Pencil Notes

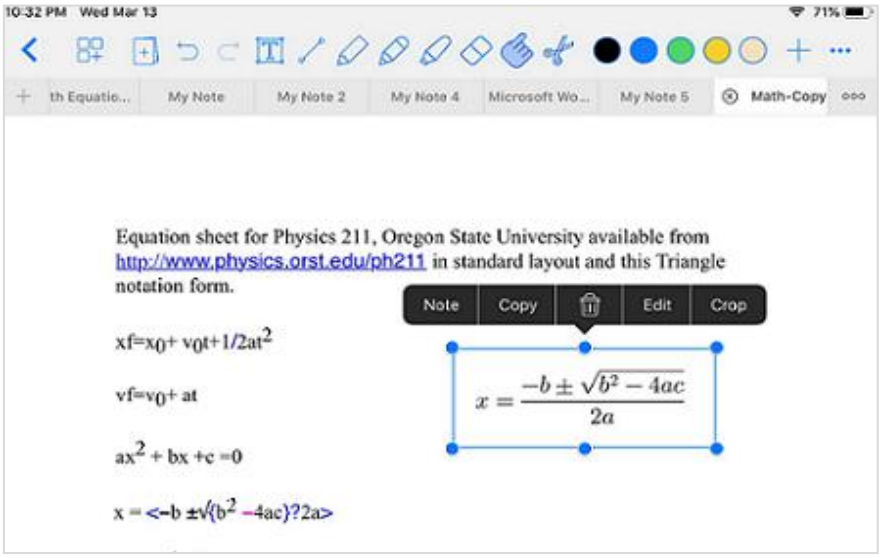
3.7 Using the scissors tool



1. Tap on the scissor in the menu bar.
2. Then slide your finger on the text you want to edit.

3.8 Inserting Math equations:

1. Open the document you want to markup.
2. Tap on the + icon the menu bar.
3. A drop down menu appears.
4. Tap on **Math Equation**.
5. You will reach a new page consisting of math equations.
6. Select your equation.
7. Tap on **Done**.
8. You will see the equation on your document page.

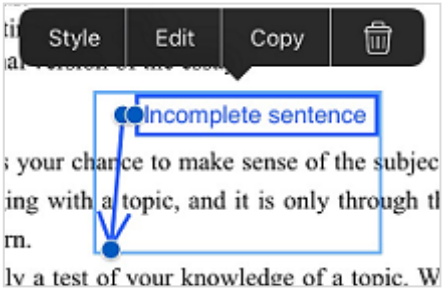


3.9 How to use saved annotations?

First you have to save your annotations to use them again.

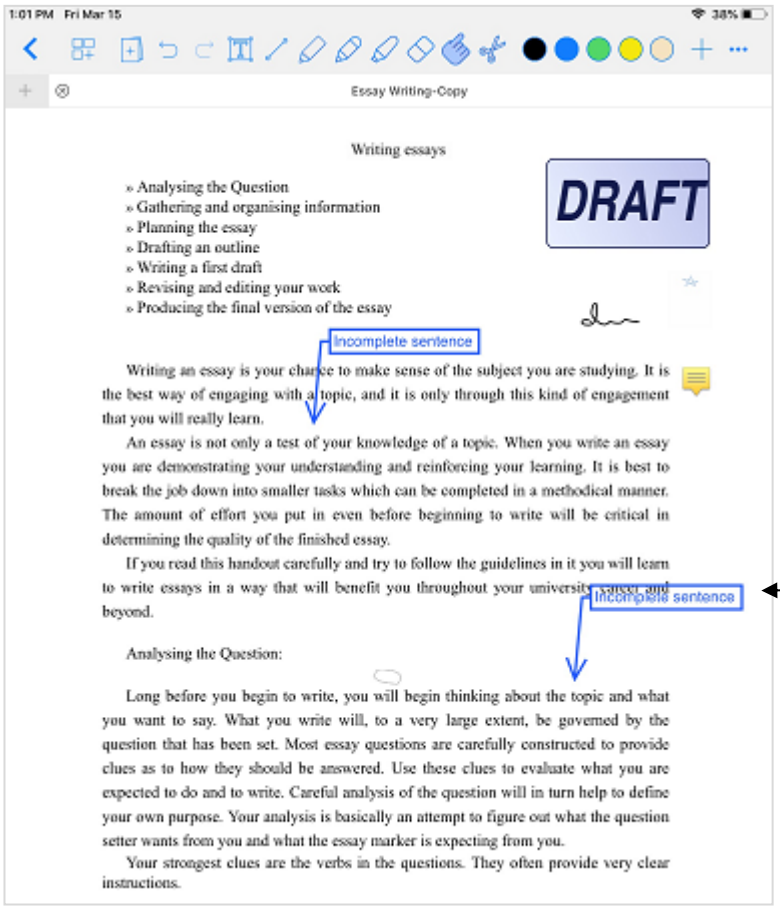
To save your annotations,

1. Tap on the annotation you want to save.
2. A tool bar appears.
3. Tap on **Copy.**
4. Tap on + on the right of the top menu bar.
5. Tap on **Saved Annotations** in the drop down menu.



To use Saved Annotations:

1. Tap on + on the right of top menu bar.
2. Tap on **Saved annotation** in the drop down menu.
3. Tap on the annotation you want to use again.
4. The selected annotation appears on the note.
5. Drag it to place where required.



Saved annotation

3.10 Using the Undo and Redo

Undo and redo are great features in Notes writer Pro. You can use undo to delete or reverse an action.

You can redo if you want back the deleted text or object. Redo reverses undo.

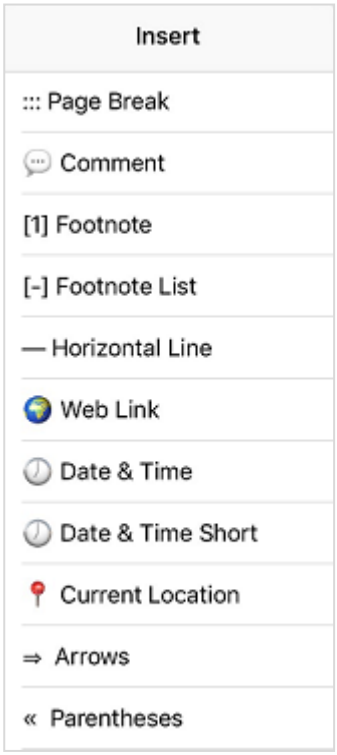
You can find the undo and redo icons on the top menu bar.

4.1 Using the keyboard toolbar

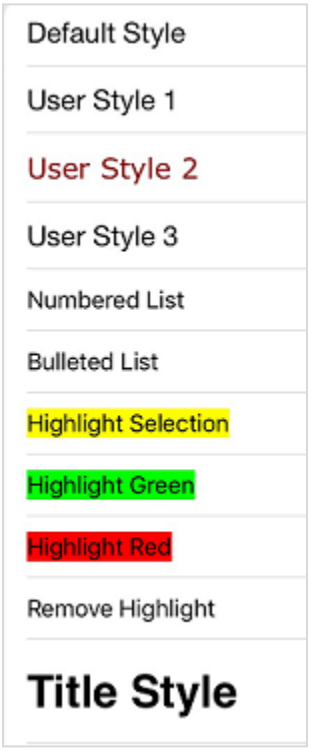
1. Open your application.
2. Tap on **On My iPad**.
3. Tap on an existing text note to open.
4. Tap on the open note to edit.
5. A keyboard appears on the screen.
6. On the top portion of the keyboard is keyboard toolbar which is a shortcut to many styling options.

Note: Click on to see extended tool bar.

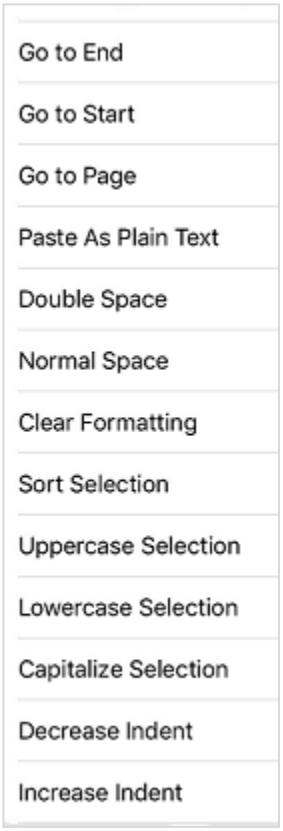
Tap on ∞ to see options to design your page.



- Tap on ¶ to see options to styling your note.



- Tap on ⚙ to use selections to write your notes.



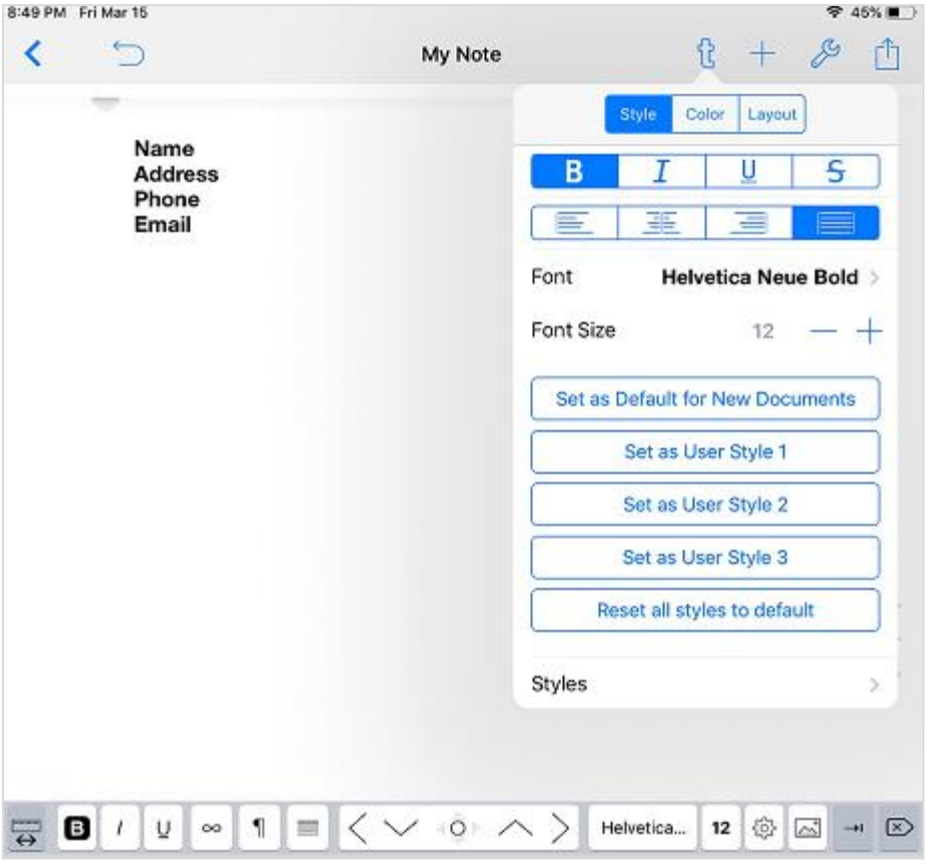
c

4.2 How to define text styles?

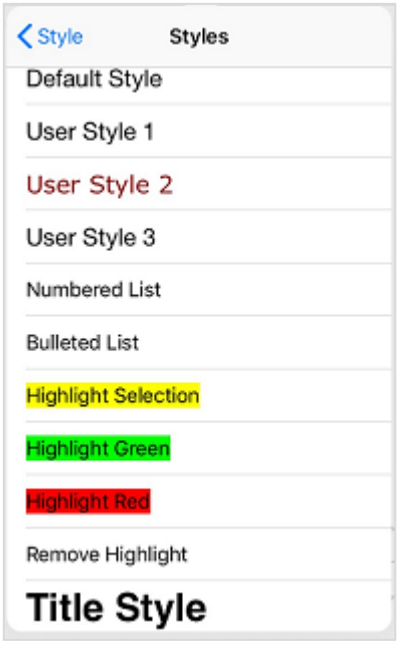
You can design your notes with several text styles available in Notes Writer Pro.

To style your texts:

1. Open a new text note or an existing text note.
2. Double tap to select the text you want to style.
3. Tap on on the top menu bar.
4. A drop down menu of style selections appears.
5. Select from one of the given styles or choose your own font style, size and color.
6. You can also bold, italicize or underline your text.

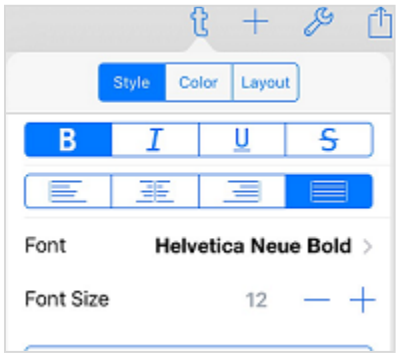


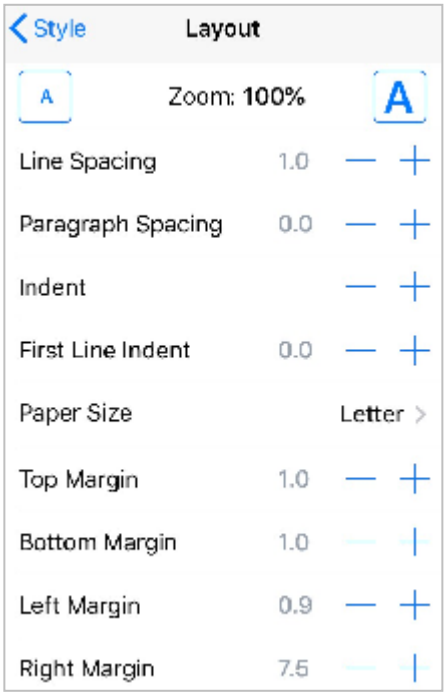
Tap on **Styles** to see more style options.



4.3 How to set page margins and line space?

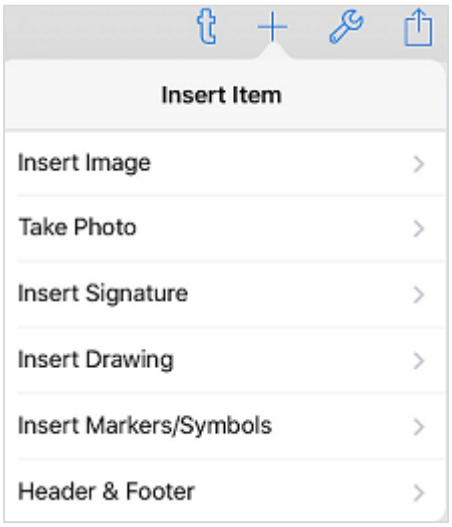
1. Open your text note.
2. Tap on the top of your text note.
3. A drop down menu appears.
4. Tap on **Layout**.
5. A new drop down menu appears.
6. Now you can select page margins and line spacing.
7. 7. Tap on + and − signs to increase or decrease spacing, indent and margins.





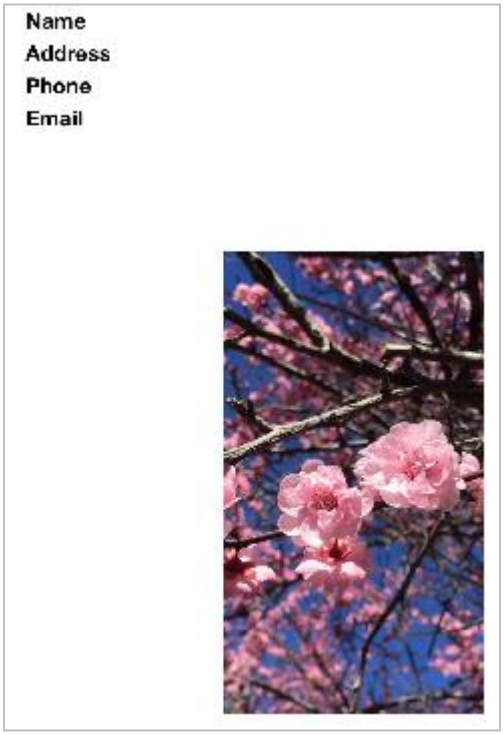
4.4 How to insert images and photos?

To insert an image:



1. Open your text note.
2. Tap and place the cursor on the position you want to insert the picture.
3. Tap on + in the top menu bar.
4. A drop down menu appears.
5. Tap on **Insert Image**.
6. You will now reach the photo gallery on your iPad.
7. Select a picture from the gallery.
8. The selected picture will now be seen on your note.

To insert a photo:



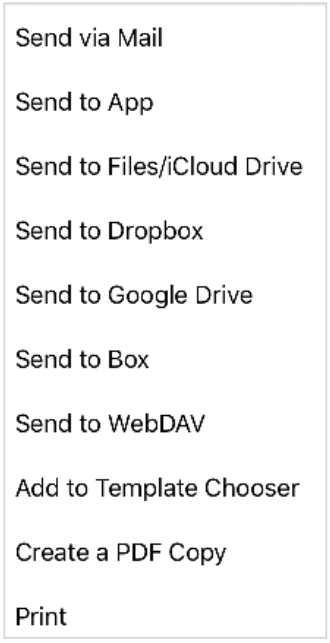
1. Open your text note.
2. Tap and place the cursor on the position you want to insert the photo.
3. Tap on the + on the top menu bar.
4. A drop down menu appears.
5. Tap on **Take Photo**.
6. The camera on your device opens.
7. Tap on button on the screen to take picture.
8. Tap on **Use Photo** on the bottom right of the screen.
9. Photo is now inserted in your note.

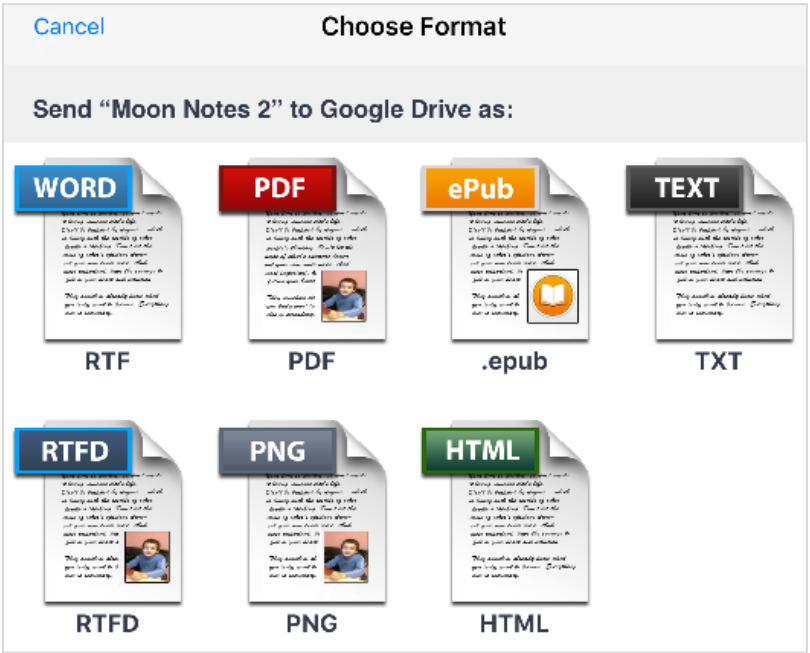
4.5 Using Headers and Footer

1. Open your text note.
2. Double tap on the screen to start editing.
3. Tap on + on the top menu bar.
4. A list of items to be inserted appears.
5. Tap on **Header and Footer**.
6. A new page of header and footer styles appears.
7. Add header text in the grey area.
8. Select font size, color, margin and alignment for header.
9. Tap on Show Header Preview to see the style.
10. Tap on Footer and repeat as above to add footer.

4.6 How to export and share your documents?

1. Open your text note.
2. Tap on on top right of the menu bar.
3. A list of locations appears.
4. Select the location to which you want to send your document.
5. A new window appears asking you to choose the format in (Word, PDF, ePub, Text, RTFD, PNG, HTML) which you want to send the document.
6. Select the format in which you want to send your document.
7. To send files to Dropbox, Google Drive, WebDAV, iCloud, you will be asked to log into your account before sending the document.





Chapter 5 Document Editor

Managing PDF and Pencil Note pages

Notes Writer pro allows you to edit your documents in several ways. You can add, delete, re-arrange and duplicate your document pages. It also allows you to export your document to different locations on your iPad or to cloud.

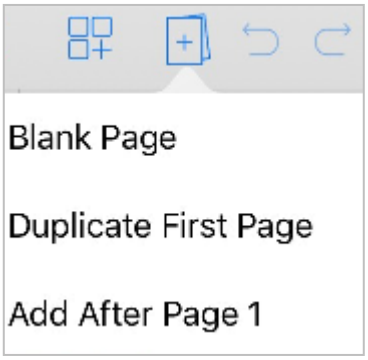
5.1 How to add new pages to a document?

Method 1

1. On your iPad location open the PDF or Pencil note want to edit.
2. Tap on button.
3. A drop down list appears.
4. Select **Blank page**.
5. A blank page is inserted after the last page of the document.

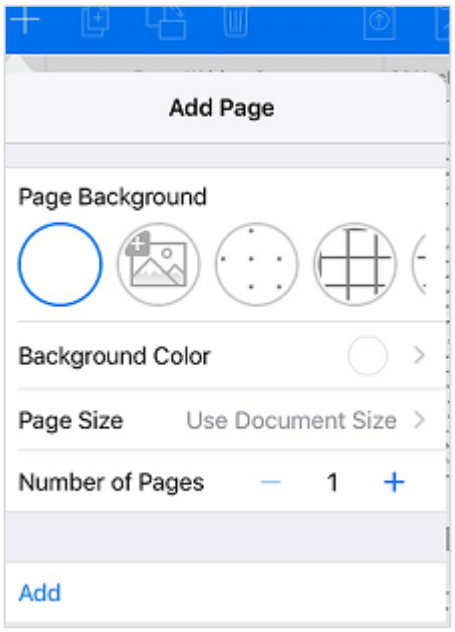
   Note: To add a page in a certain, place scroll the screen up or down. You will see the option **Add After Page** number.

- Tap on the option to add page after the desired page number.



Method 2

1. On your iPad location open the PDF or Pencil note you want to edit.
2. Tap on grid view button.
3. All the pages are now in grid.
4. Tap on + in the top menu bar.
5. A drop down menu appears.
6. Tap on **Add New Page**.
7. A new menu of page style options appears.
8. Select page background, background color, page size and the number of pages to be added.
9. Tap on Add at the bottom of the page.

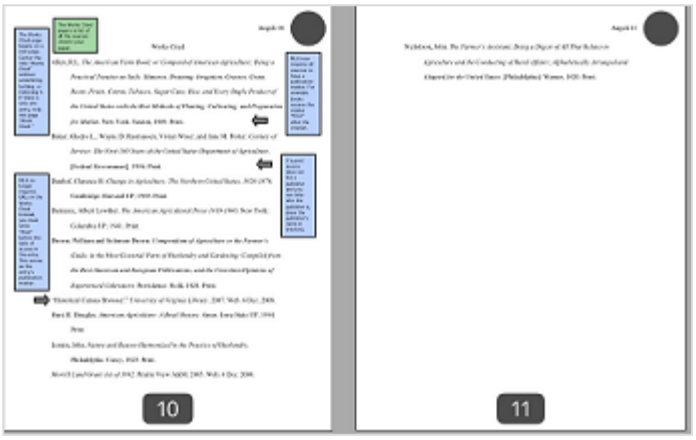


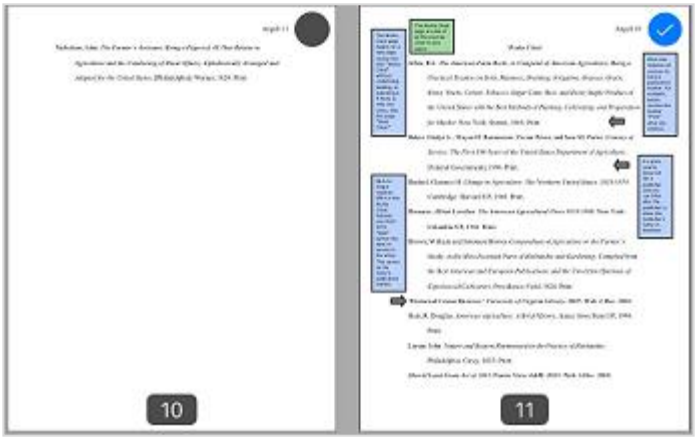
5.2 How to delete a page?

1. Tap on the in the top menu bar of your open PDF or Pencil note.
2. Tap on **Edit** on the top right corner of the screen.
3. Tap on the page you want to delete.
4. Tap on the in the menu bar.
5. The page is now deleted.

5.3 How to Re-arrange pages?

1. Tap on the button in your open PDF document.
2. You will see all the pages in grid layout.
3. Tap on **Edit** on the top right corner of the screen.
4. Hold and drag the page to the desired location on the screen.
5. Tap on **Done** to save the changes.



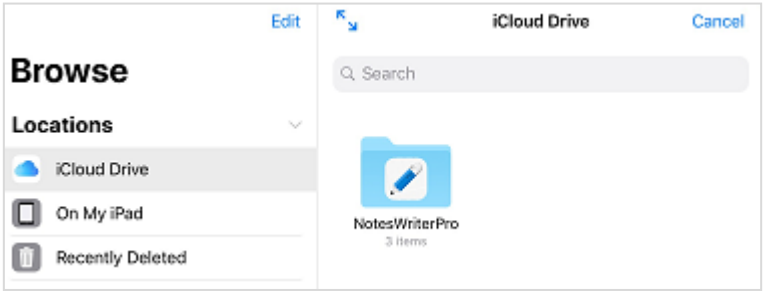


5.4 How to duplicate a page?

1. Tap in the top menu bar of your open PDF or Pencil note.
2. Tap on Edit on the top right corner of the screen.
3. Tap on a page to select or tap on to select all the pages at once.
4. Tap on to duplicate the selected page or pages.

5.5 How to export selected pages?

1. Tap on grid view button in the top menu bar of your open PDF or Pencil note.
2. Tap on Edit on the top right corner of the new screen.
3. Tap on of the top left corner of the menu bar.
4. A drop down menu appears.
5. Tap on **Import Document**.
6. A new window appears.
7. Tap on the location of the document to import.

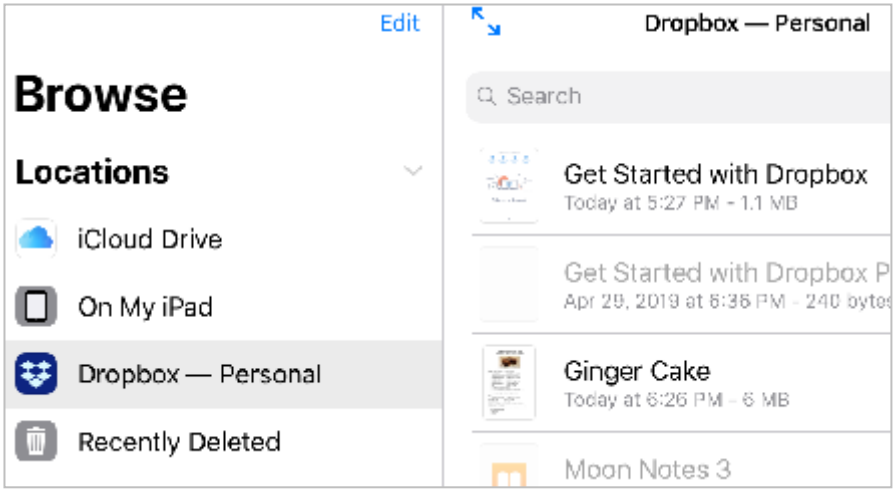


5.6 How to rotate selected pages?

1. Tap in your open PDF document.
2. You will see all the pages in grid layout.
3. Tap on **Edit** on the top right corner of the screen.
4. A new menu appears on the top.
5. Tap on a page to select or tap on select all page at once.
6. Tap on to rotate pages to landscape view.

5.7 How to copy and paste pages from other apps?

1. Open the PDF files on your iPad Location.
2. Tap and select **Copy from Files/iCloud Drive**.
3. You will reach the Files app.
4. Select the location like Dropbox or iCloud Drive,you want to copy the file from.
5. Tap on the file you see on the right side.
6. The file is automatically copied to your PDF files to your iPad location.

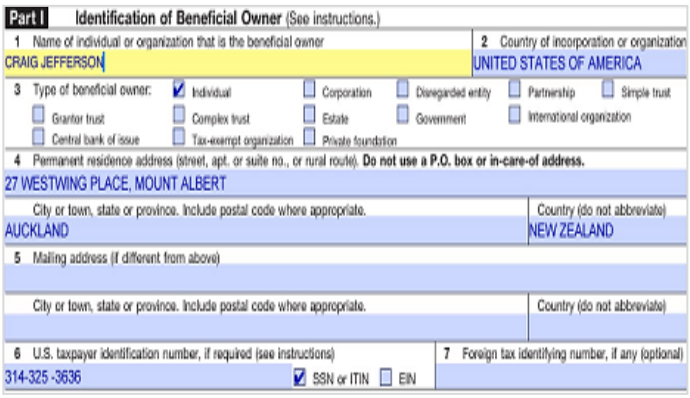


6.1 Supported form formats:

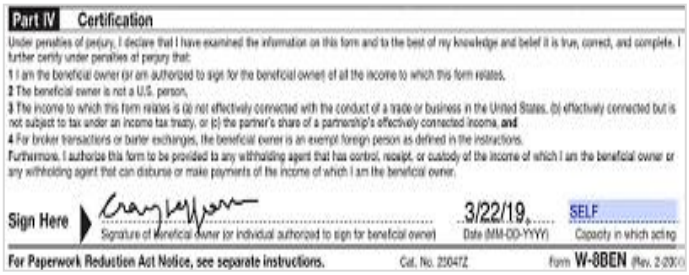
Notes Writer supports PDF Acroforms to fill in and sign forms easily on your iPad. You can use your signature to sign documents, forms and contracts.

6.2 Filling in Form Fields

1. Open the PDF Acroform you want to fill in.
2. Tap on the text field to be filled in.
3. The field gets highlighted.
4. Type your name and address in the highlighted field.
5. Tap on a box to check the box.



Filling in date and time:



1. Tap + on the top right corner of the screen of the open pdf document.
2. Drop down menu appears.
3. Tap **Date &Time** in the menu.
4. Current date and time appears on the top of the page.
5. Drag the date box to the date field in the form.
6. To change or delete the date and time, tap on the field and move the cursor to delete and type in the new date and time

.

6.3 Adding your Signature

1. Tap +on the top right corner of the screen of the open pdf document.
2. Drop down menu appears.
3. Tap on **Signature** in the drop down menu.
4. A pop up window appears.
5. Sign with your finger or apple pencil in the blank space.
6. Tap Done.
7. Signature box will appear on the form.
8. Drag the signature box to the signature field in the form.

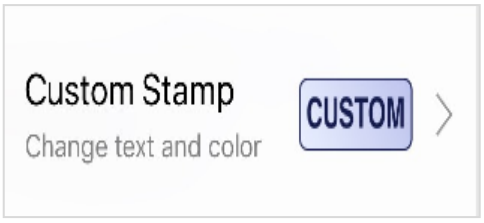
Storing Signature

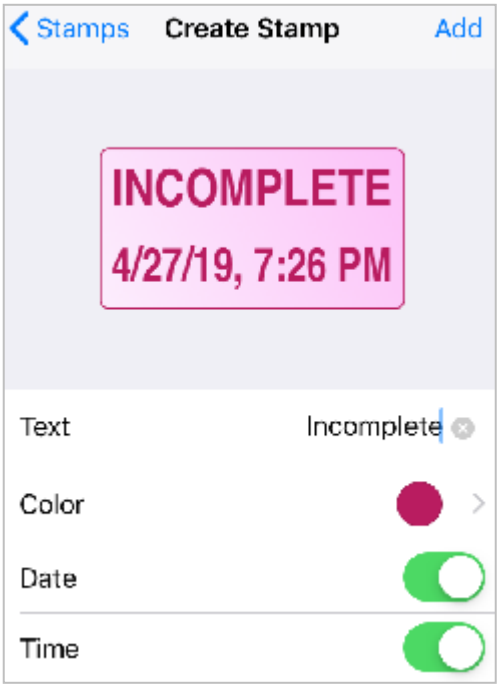
1. Follow the steps 1 to 5 for Adding Signature.
2. Tap **Store Signature**.
3. Your signature is stored for future use.

Note: You can store several signatures by tapping + and following the steps 1 to 3 and choose one to fill in the form by tapping on the desired signature.

6.4 Add Customized stamps

1. Tap on your PDF document to open it.
2. Tap on + icon.
3. A drop down menu appears.
4. Tap on Stamp in the dropdown menu.
5. A new menu of stamps appears.
6. Tap on **Custom Stamp**.
7. Type your on text to make your custom stamp.
8. Tap on **Color** to change color of the stamp.
9. Tap on the color wheel to select your color.
10. Tap on the color bar to select the right shade of your chosen color.
11. Tap on **Create Stamp** to go back to the previous window.
12. Tap on **Add** to add the stamp to your document.
13. Drag the stamp to reposition at the desired location.
14. Tap on **Add** to create your custom stamp.





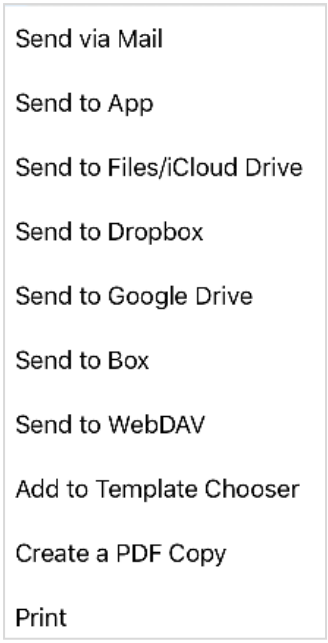
Chapter 7 Exporting and Sharing your Documents

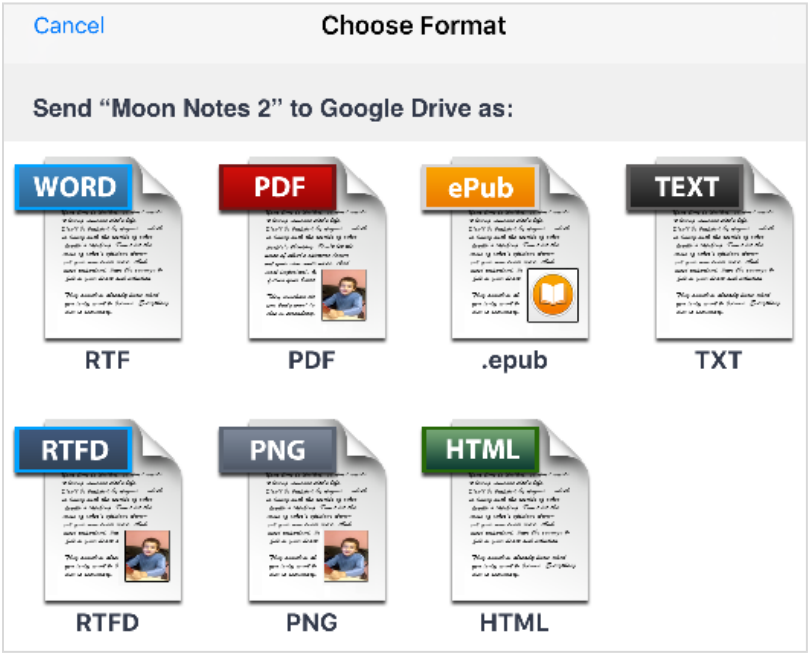
7.1 Supported file formats for exporting Text notes and Pencil Notes

Notes writer Pro acts as a great tool to convert your documents into a format of your choice. Before exporting your documents to other file locations on your iPad or cloud drives or even mailing, you can choose to change the format of your document into PDF, TXT, HTML, RTF and ePub.

7.2 Export documents from the document browser:

1. Open your document location.
2. Tap the Select button on top toolbar.
3. Tap the document you want to select.
4. Tap the button
5. Tap the location you want to send your file to.
6. A menu of formats appears.
7. Tap on the format in which you want to send the document.
8. You will have to log into your Dropbox, Google Drive, Box or WebDav account to send your

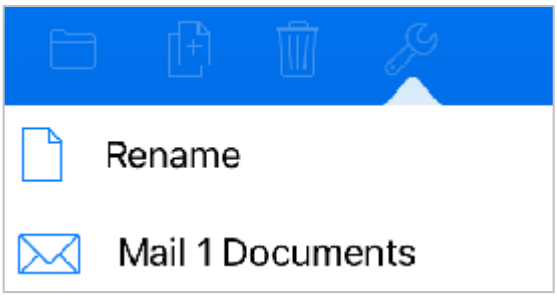


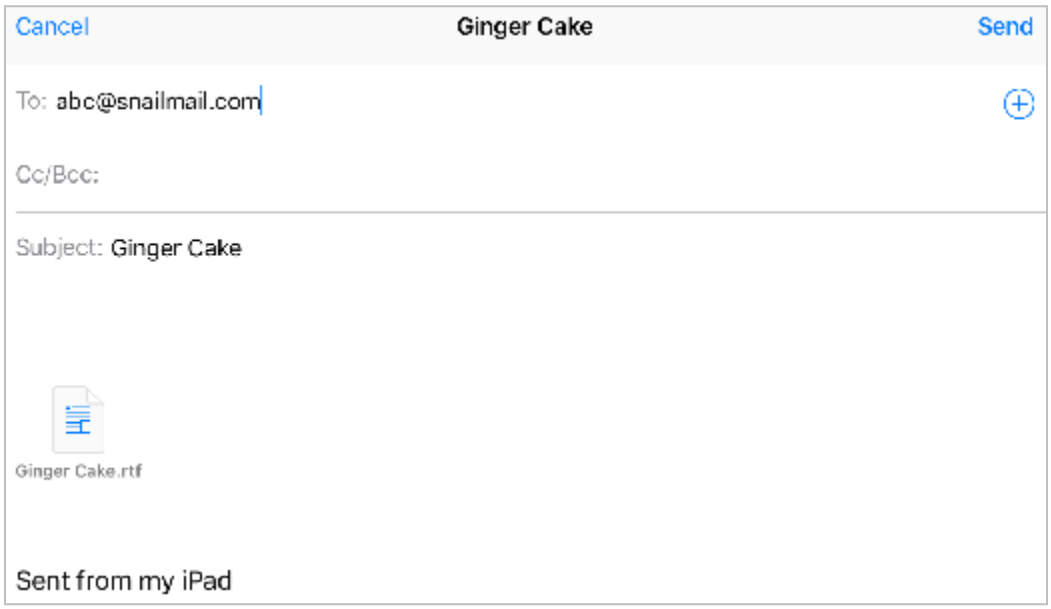


7.3 Mailing documents and folders:

How to mail a document?

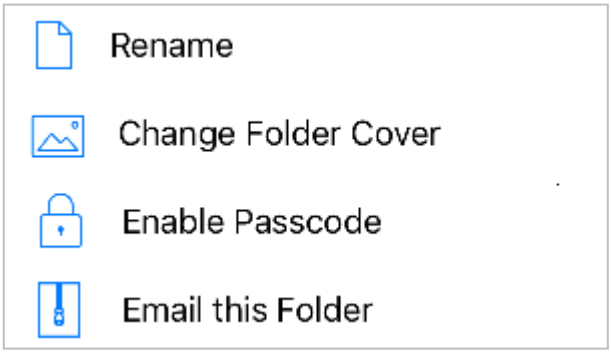
1. Open the document browser.
2. Tap on Select in the top menu bar.
3. Tap on the document you want to send in mail.
4. Tap on button on the top menu bar.
5. Tap on **Mail** document.
6. Type the recipients email address and tap on **Send** to send the attached document.





How to mail a folder as a Zip file:

1. Open your PDF documents browser.
2. Tap Select in the top tool bar.
3. Tap on the folder you want to mail.
4. Tap on button in the top menu bar.
5. Tap on in the drop down menu.
6. Type the recipients email address in the new window.
7. Tap on Send button.
8. The PDF folder is emailed as a zip file.

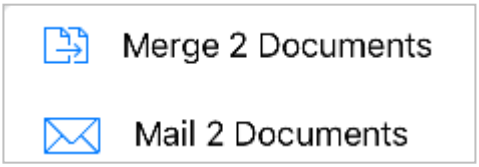


7.4 How to print a document?

1. Tap on Select in your document browser.
2. Tap on the document you want to print.
3. Tap on button.
4. A dropdown menu appears.
5. Tap on Print in the dropdown menu.
6. Choose your printing options, like the number of copies you want to print.
7. Tap on **Print** to print your document.

7.5 How to merge PDF and Pencil Note files?

1. Tap on **Select** in your PDF documents browser.
2. Tap on the documents you want to merge.
3. Tap on button.
4. Tap on in the drop down menu.
5. The selected documents come together in one file.



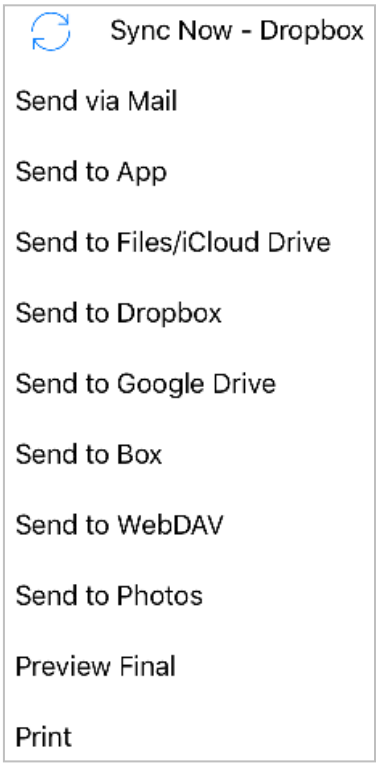
Chapter 8 Sync documents across Devices and Apps

8.1 Using On iCloud Location:

Notes writer allows you to sync iCloud across your iOS devices and computers. When you create or copy a document or folder in iCloud in Notes Writer application, you can access the document or folder from another device too by syncing the two devices. To sync two devices open your same iCloud account on both the devices like your iPhone and iPad. Any edits made in the document on one device will be automatically updated on the other device.

8.2 How to sync documents using Dropbox, Box or Google Drive?

1. Tap On iPad in Locations.
2. Tap on + button.
3. Tap on Copy from Dropbox in the drop down menu.
4. A new window appears.
5. For the first time you are asked to login to Dropbox.
6. Allow Notes Writer to access your files and folders in your Dropbox.
7. Tap the file you want to import.
8. The document is copied.
9. Tap on the document.
10. Tap on button.
11. Tap **Sync Now-Dropbox**.
12. Any edits done in the document will automatically be synced in Dropbox.

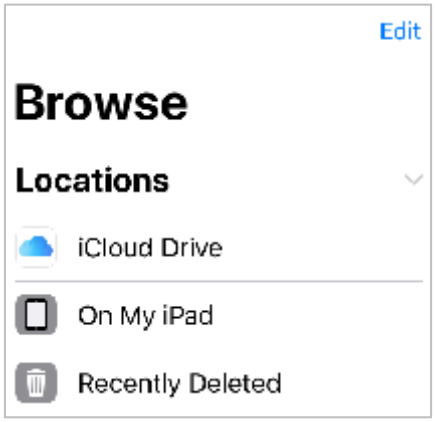


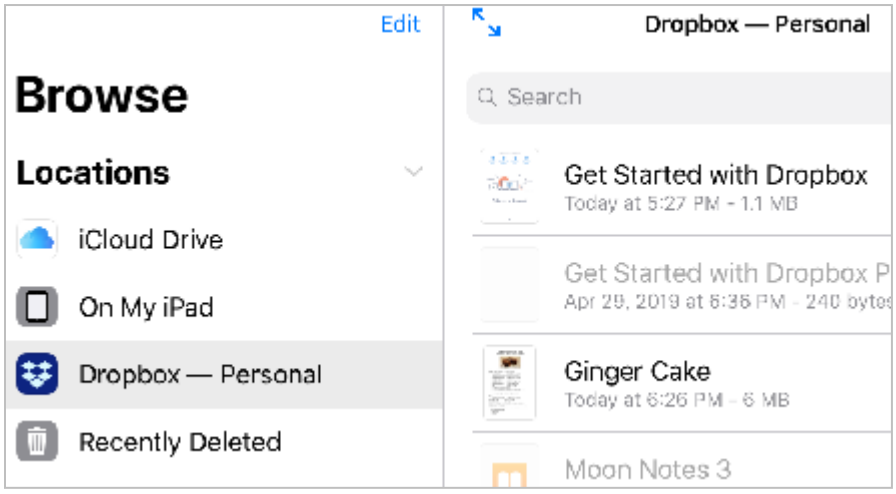
8.3 How to use the In Files app to send documents to Notes Writer?

You can use the Files app to import /export or copy from any file provider installed on your iPad, like Dropbox, Google Drive, Box etc. To install Dropbox, One Drive etc.

For example to import files from Dropbox via In Files App:

1. Install Dropbox.
2. Open Files app.
3. Tap Edit button and add Dropbox option.
4. Open the Notes Writer and select On My iPad location.
5. Tap + and select Copy from Files/iCloud Drive.
6. Tap Dropbox.
7. Tap the file you want to import.
8. The file is copied to On My iPad location.





Note: You can also send documents to other apps. Select your document and tap button. Select Send to App option.

8.4 How to edit “in-place” documents using the “In Files app” location?

Editing documents in-place means that you can use other apps on your device to modify the files within Notes Writer without duplicating them first as long as the other app supports in-place editing as well. You can use in-place mode in In Files app to edit external documents from location like Dropbox, iCloud Drive, etc. If, the other app doesn’t support in-place editing then copy the document.

1. Open In Files app in Locations.
2. Tap on the location you want to use, like iCloud Drive, Dropbox etc.
3. Tap to open the file you want to edit.
4. The open file is now ready to edit in its place.

.

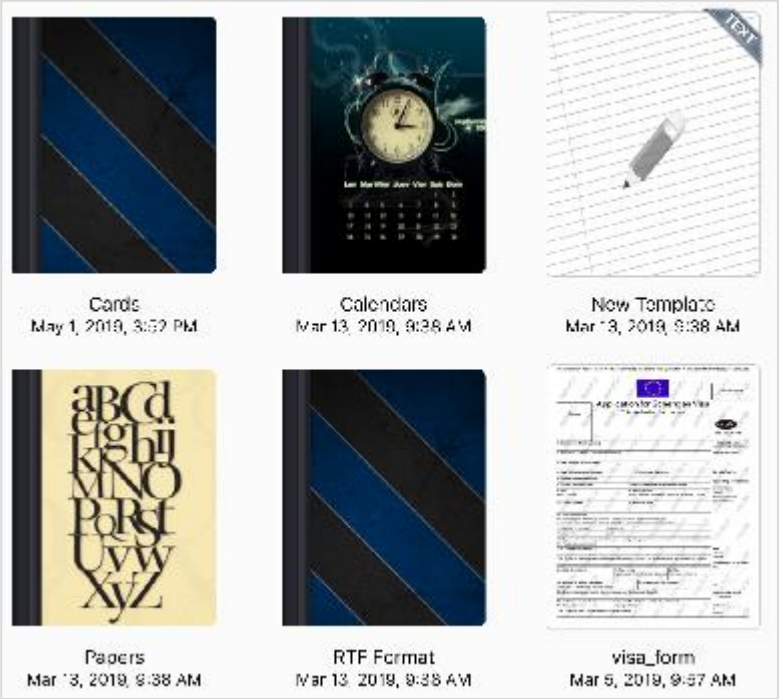
Chapter 9 Templates

9.1 What is a template in Notes Writer?

Notes Writer provides templates that are preset designs with a format that can be used for generic documents like forms or resumes. You can choose from cards, calendars, forms and papers which are ruled, have various background designs and graphs.

9.2 How to use the "Templates" location to create new documents?

1. Tap to open Templates in locations page.
2. In the template browser tap on the category of template you want to use for Cards, Calendars, Forms, etc.
3. In Papers category, you have various page designs options to choose from. You can select from circular, graph, round, square etc.
4. Tap on the page you want to use.
5. The page is automatically copied in to your iPad location as a text document where you can make edits in the page.



Circular & Polar
Mar 13, 2019, 9:38 AM

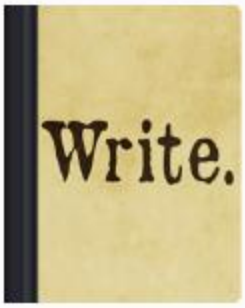
Graphs
Mar 13, 2019, 9:38 AM

Misc
Mar 13, 2019, 9:38 AM

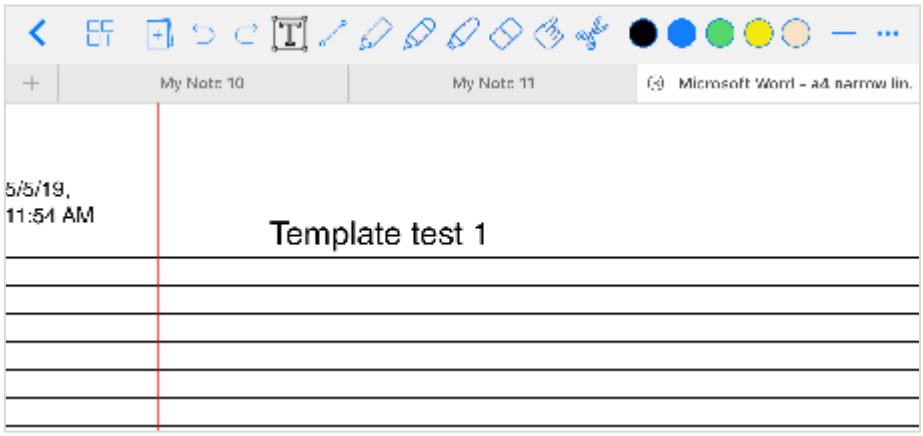
Music
Mar 13, 2019, 9:38 AM

Squares
Mar 13, 2019, 9:38 AM

Triangles & Hexagons
Mar 13, 2019, 9:38 AM

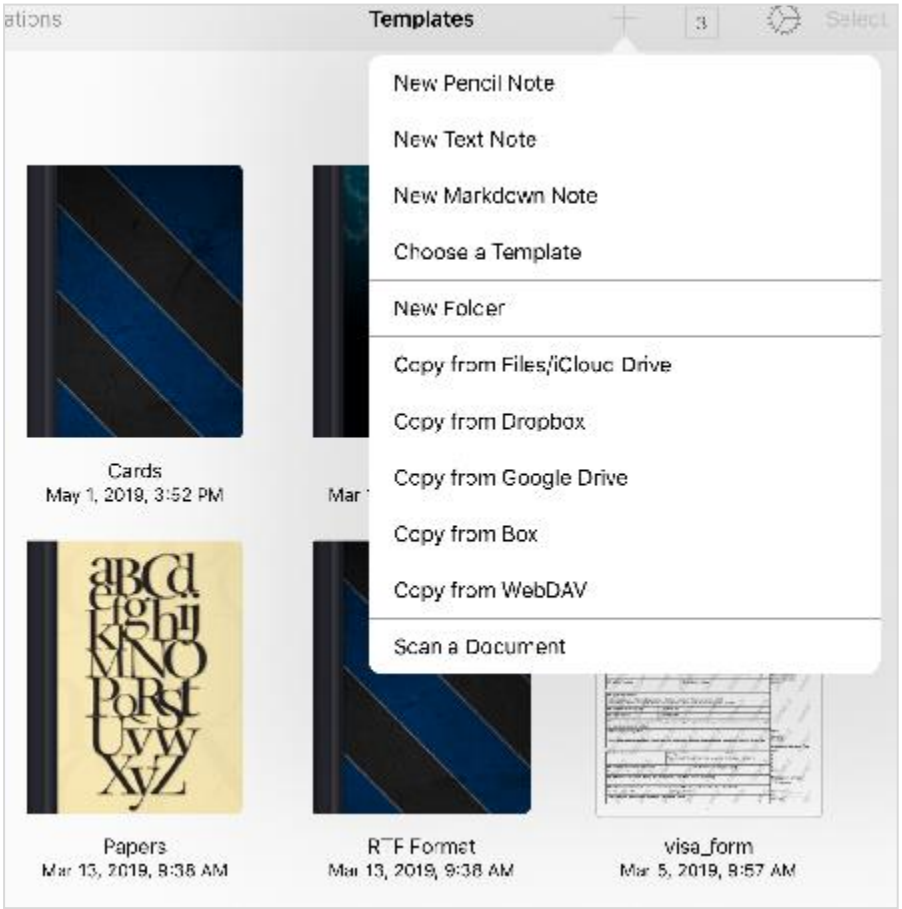


Writing & Note-taking
Mar 13, 2019, 9:38 AM



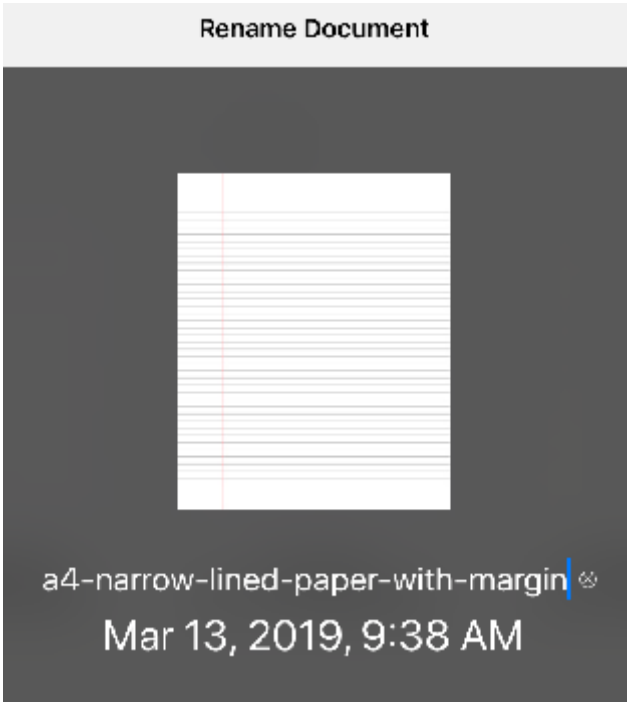
9.3 How to add my own templates in Notes Writer?

To add your own template, you simply copy any RTF, PDF or Markdown file into **Templates** folder. It will automatically become a new template to choose from.



9.4 How to re-order the templates in the “template browser” view?

Templates are alphabetically ordered. To re-order templates in your choice of order, just rename them with a number and a letter as the first two letters on the title.
For example, go to the “Templates” location, open the “Papers” folder then “Writing & Note-taking” subfolder. There you can find the “Note Lined” template, tap the name to rename it then type “1 A Note Lined”. This name will make it the first in the list. See attached screenshot. You can use names like “2 A Lined” or “3 A Doublelined” to move them to the second and the third place.



Chapter 10 Projects

10.1 What are the tree-like projects in Notes Writer?

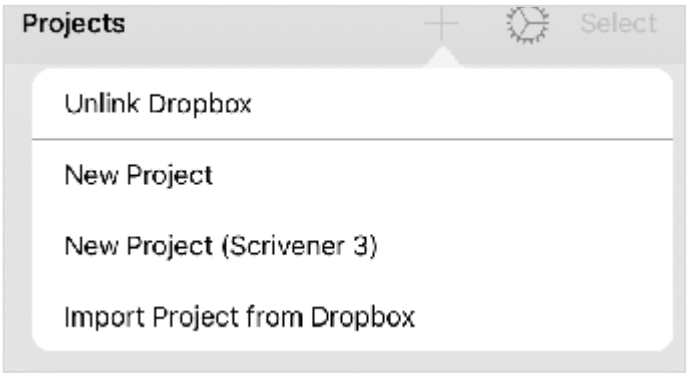
Notes Writer provides a special feature in projects where projects can be developed in a tree-like hierarchy. This feature enables you to develop, design and access any document at any hierarchical level individually in the project. This means you can start to design your project even before you actually begin to write the project.

10.2 How to create new blank projects in the "Projects" location?

Tap **Projects** on Locations page.

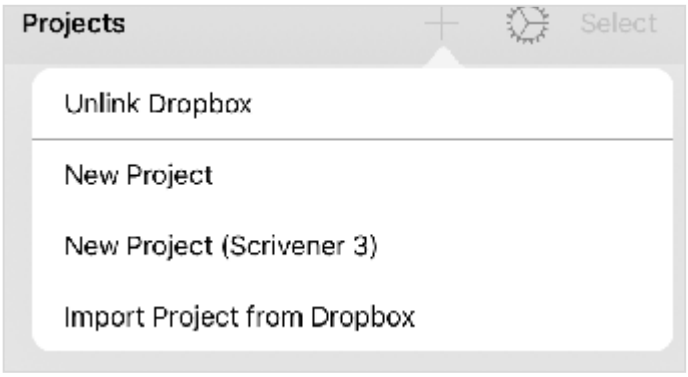
Tap + on the top right corner of the screen.

Select **New Project** in the drop down menu to create a new blank project.



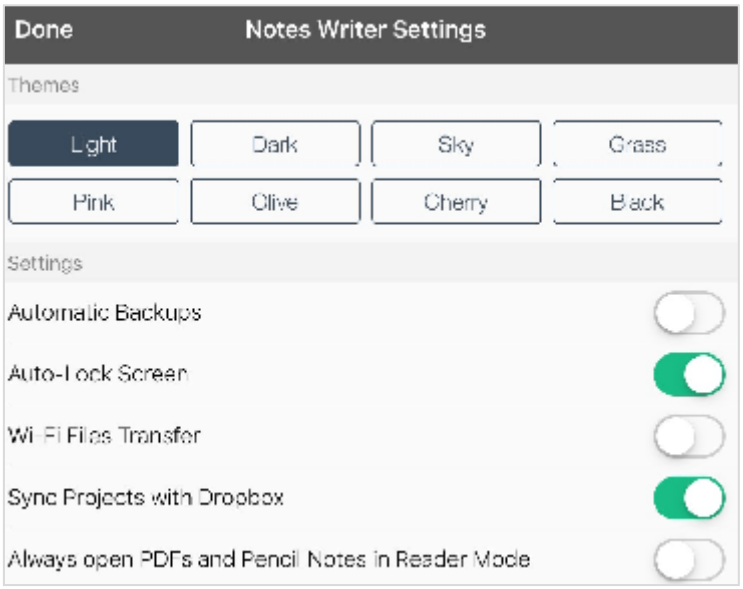
10.3 How to import Scrivener projects via Dropbox?

1. Tap **Projects** on Locations page.
2. Tap + on the top right corner of the screen.
3. Select **Import Project from Dropbox** in the drop down menu to create a new blank



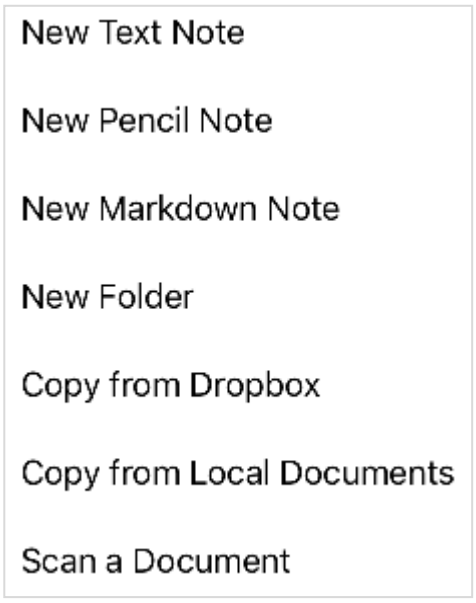
10.4 How to sync a project via Dropbox?

1. To sync Dropbox with Notes writer:
2. Open your iCloud browser.
3. Tap on settings button.
4. Tap on Settings in the drop down menu.
5. A new window appears.
6. Swipe your finger from left to right on the button next to **Sync Projects with Dropbox.**
7. The button turns green indicating that sync is turned on.



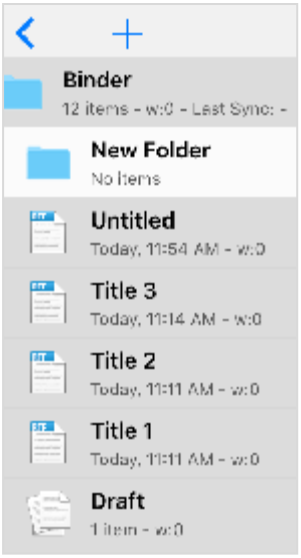
10.5 How to add new documents to a project?

1. Tap the project you want to use.
2. Tap + on the top menu bar.
3. Tap the type of document you want to select from the dropdown menu.
4. A new document is added.
5. Rename the document in the pop-up window.



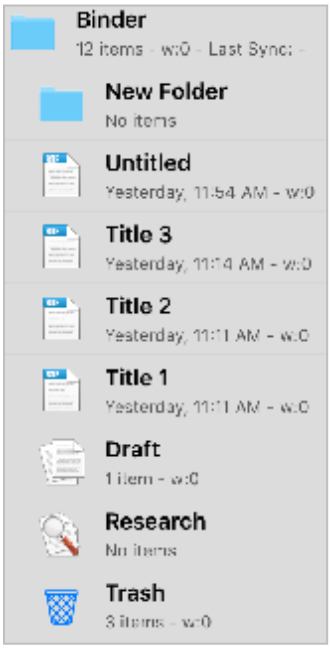
10.6 How to create new folders in a project?

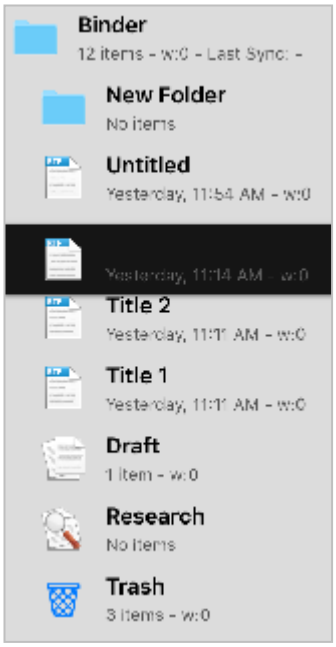
1. Tap to open the project you want to use.
2. Tap + in the top menu bar.
3. Tap **New Folder** in the dropdown menu.
4. A new folder is added.
5. Rename the new folder in the pop-up window.

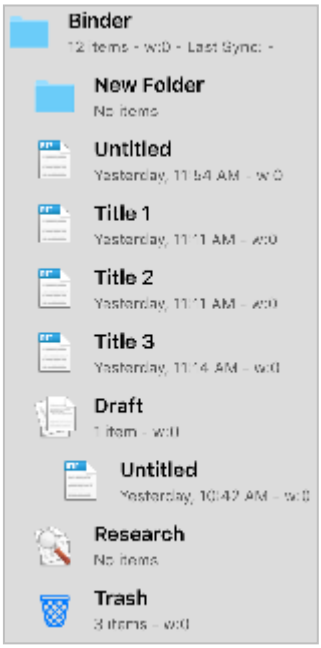


10.7 How to rearrange files and folders in a project?

1. Open the project you want to work on.
2. Tap Edit on the top right corner of the screen.
3. Tap and hold the document you want to rearrange until it turns black.
4. Now drag it to the desired position.



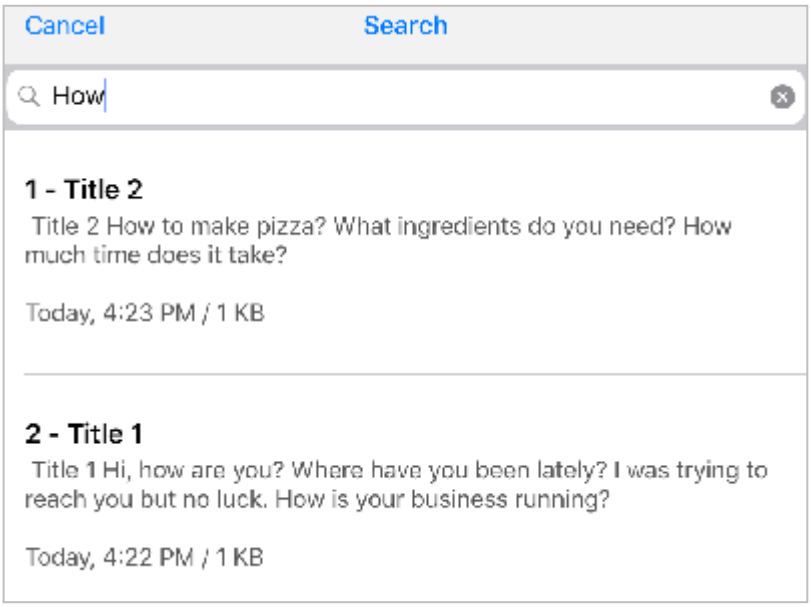


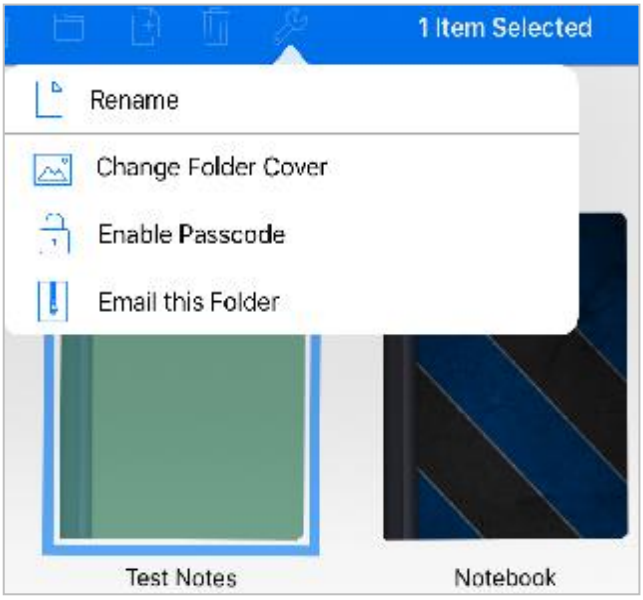


10.8 How to search words and documents inside projects?

1. Open your project you want to work on.
2. Tap the loupe button .
3. In the pop-up window, type the text you want to search for.
4. You will see the results in the window itself.

In this picture, the word how has been searched. The search results are shown across all the documents in the project.



10.9 How to Zip a project and email it?

1. Open project location.
2. Tap **Select**.
3. Now tap on the project you want to mail.
4. Tap on .
5. Tap **Email this Folder** to mail the zipped project.