

# PENBOOK



Manual v6.1








# Why we built Penbook 6.1

We built Penbook 6.1 over the summer to take advantage of all the new features in iOS 17. You'll love the new brush types and deeper PDF support (see page 11), and we've retooled major parts of the app to provide better stability and performance, too.

Make sure your device is fully updated to get the full benefit of our hard work!

*- Slaven & Ben  
Vancouver, Canada*

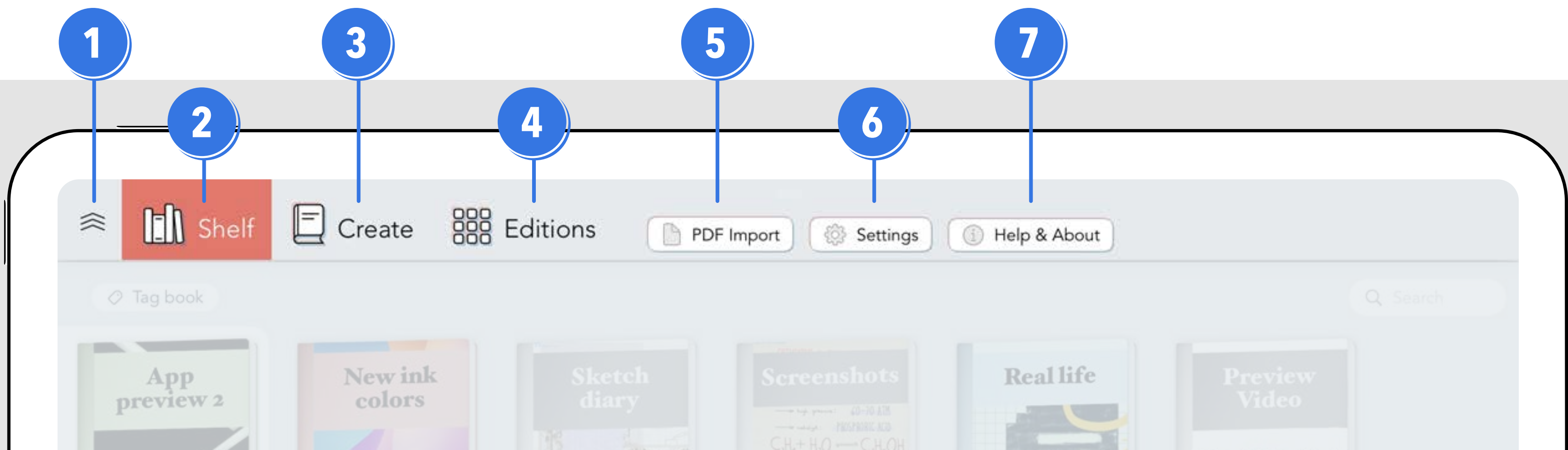
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# Navigation

## *App menu*

The App Menu leads to the writing page, notebook creation options, app customization, and support options.

- 1 Return to the writing page
- 2 Shelf tab - your notebooks live here
- 3 Book Creator tab, for making custom notebooks
- 4 Editions tab, for adding Penbook's special pre-made notebooks
- 5 Import a PDF and use it as a notebook
- 6 Customization and calendar settings
- 7 Miscellany & troubleshooting






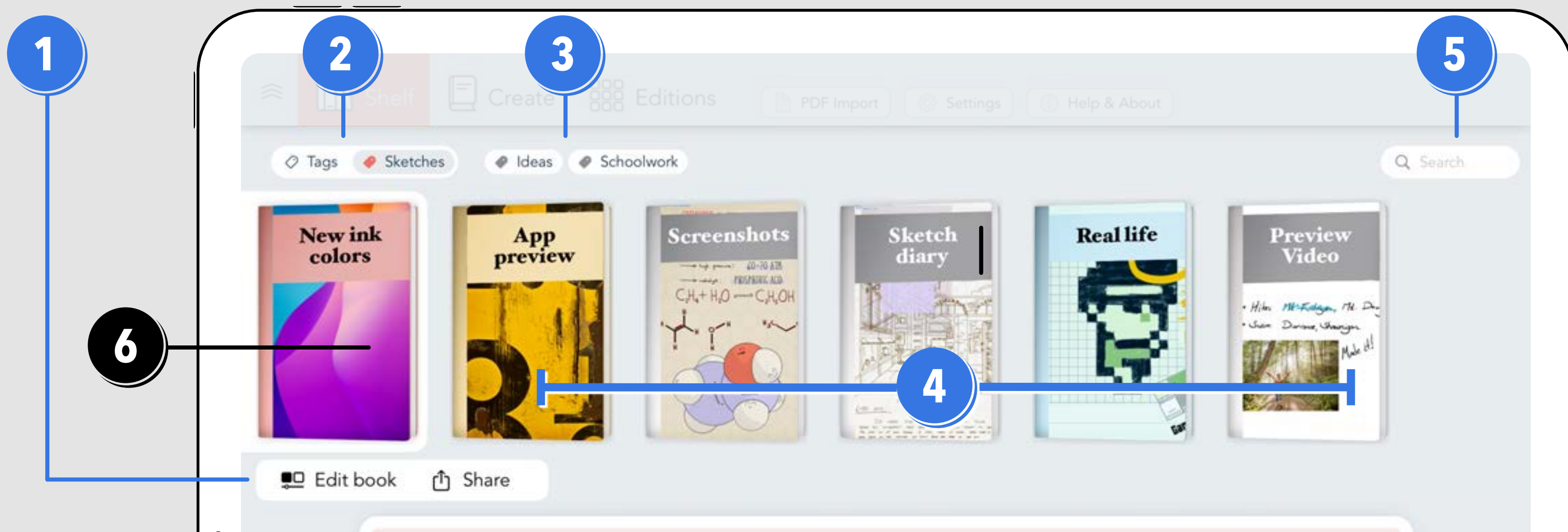


# Shelf

## Overview


This is where the notebooks that you create are kept.

- 1  Change the current notebook's title and cover, or delete it  
 Share the current notebook as a PDF
- 2 Your current notebook's Tags. Tap  **Tags** to create and edit Tags, and to add them to your current notebook.
- 3 Your Shelf's other Tags
- 4 Your other notebooks. Tap to switch to them
- 5 Search your entire Shelf
- 6 Your current notebook

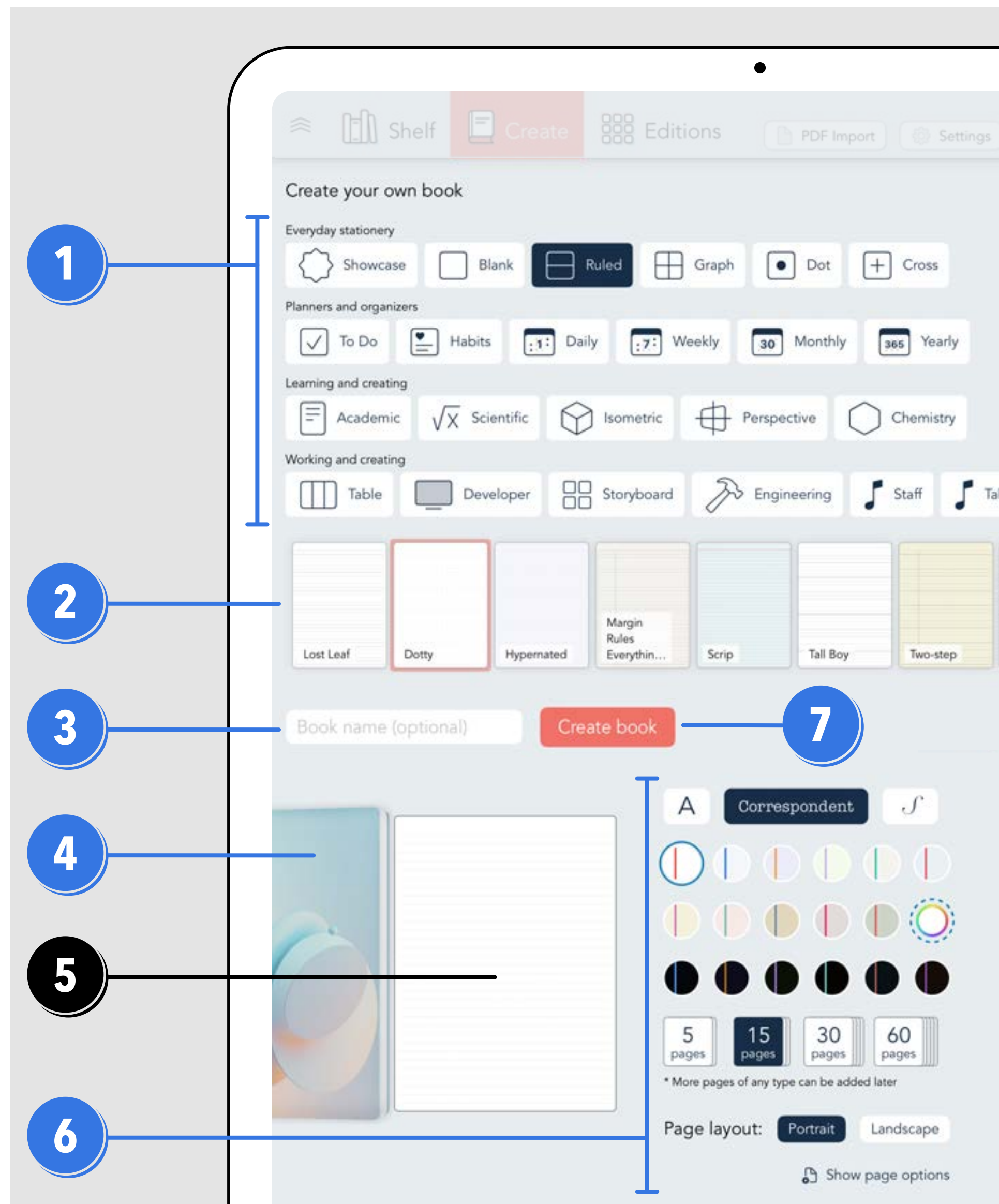


# Shelf

In the Create tab, you can make your own perfect notebook by starting from one of Penbook's 400+ stationeries.

- 1 Penbook's stationery categories
- 2 Stationeries in the selected category
- 3 Optionally, name your notebook
- 4 Tap here to edit your notebook's cover
- 5 This is a preview of your customized stationery.
- 6 Customize your stationery and notebook here.  
You can see more options for each stationery by tapping  **Show page options**

## Creating a custom notebook

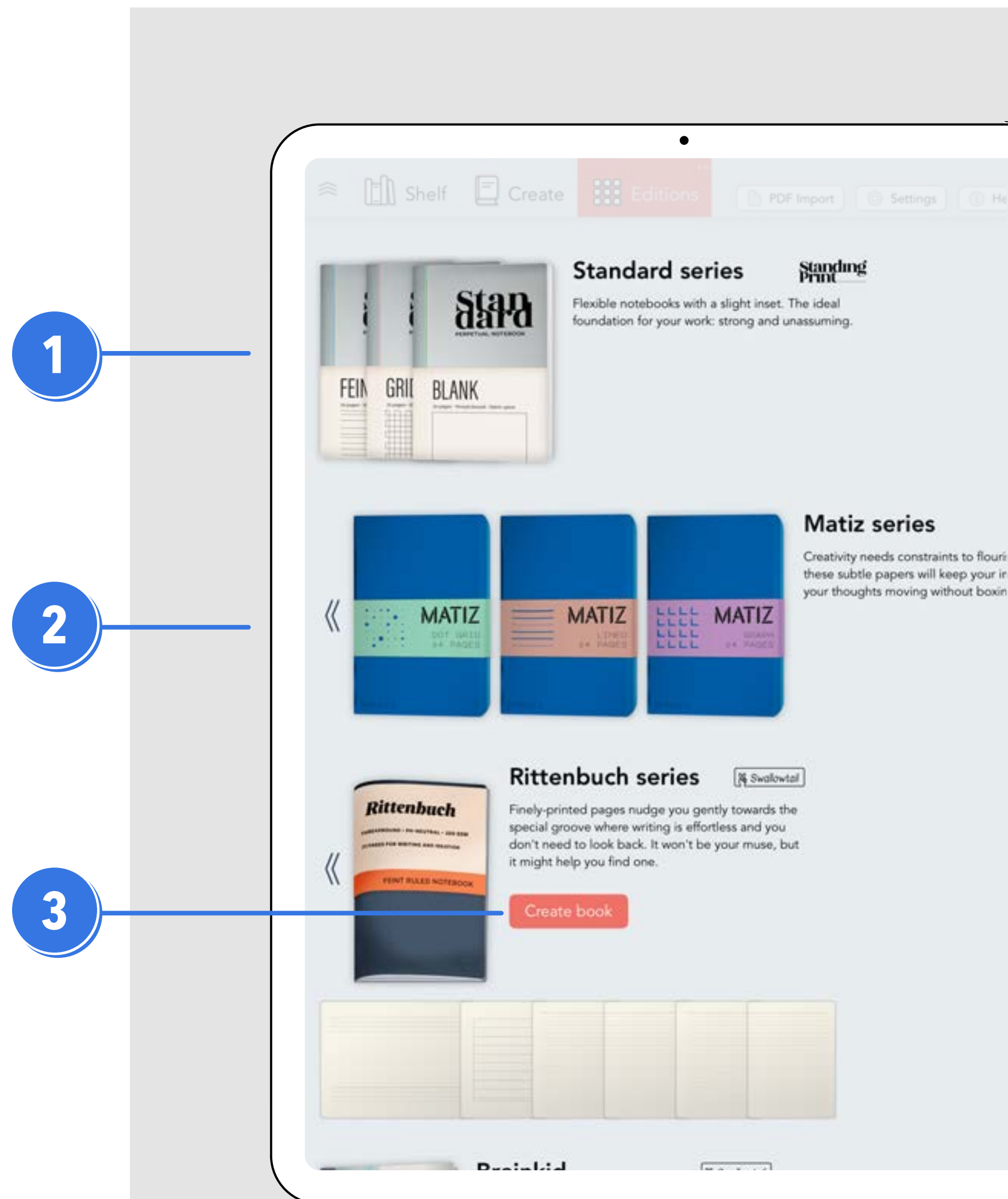


# Shelf

Notebooks in the Editions tab are specially-designed to give you the best of Penbook.

- 1 Each Edition Series can be tapped to expand it and reveal the Series' individual notebooks.
- 2 Tap a specific notebook in an expanded Series to preview its pages.
- 3 When you find an Edition notebook you like, tap **Create book** to add it to your Shelf.

## Adding an Editions notebook



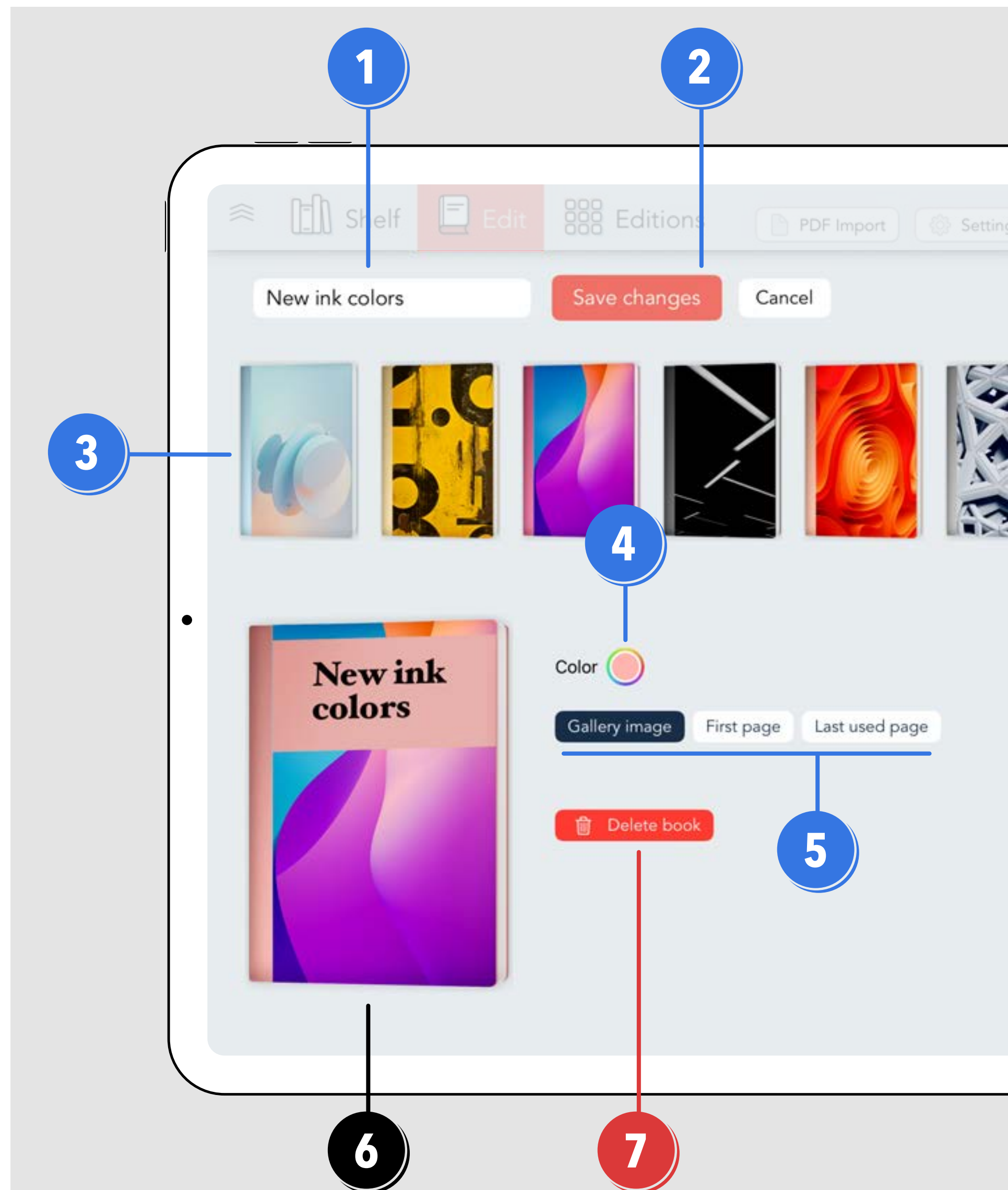


# Shelf

After you create a notebook, you can edit its name, cover, and tint, or delete it.

- 1 Change the notebook's name
- 2 Save or cancel your changes
- 3 Select a gallery image for your cover
- 4 Choose a tint color for your cover
- 5 **Cover type options.**  
 "First page" will use the notebook's first page as the cover.  
 "Last-used page" will use the page most recently viewed as the cover.
- 6 A preview of the notebook's cover
- 7 Permanently delete this notebook


## *Editing a notebook*



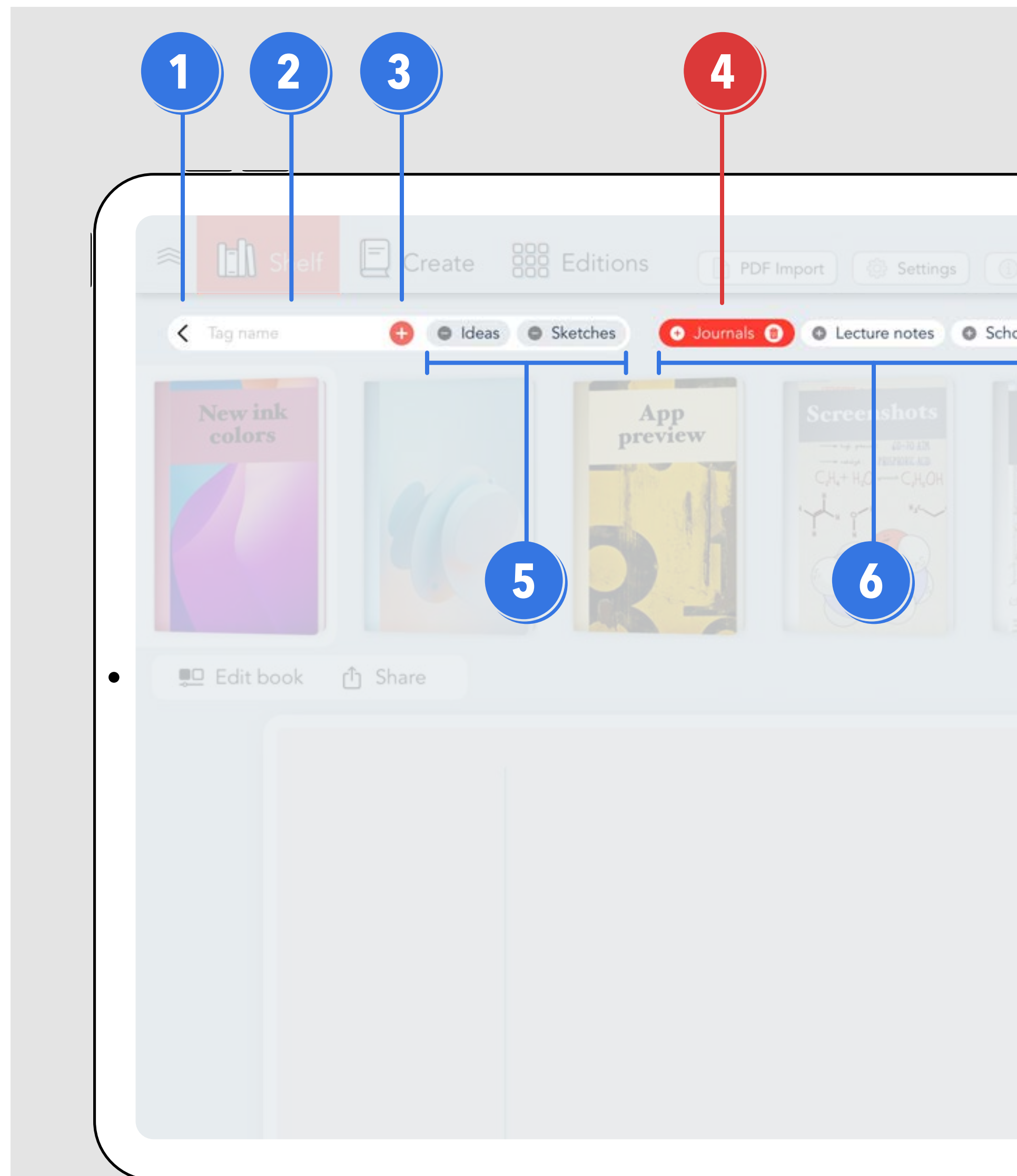


# Shelf

You can create and edit Tags to organize your Shelf.

- 1** Tap here to stop editing Tags.
- 2** Enter a name for a new Tag.
- 3** **+** Create a new Tag with the name you entered.
- 4** Long-press on a Tag to change its name, or  delete it
- 5** **⊖** Remove a Tag from the current notebook.
- 6** **+** Add a Tag to the current notebook.

## Create, edit, and add Tags

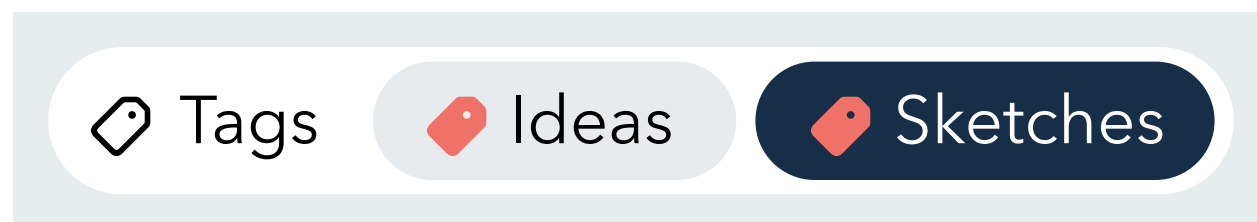


# Shelf

## 🏷️ Using your Tags

Organize your Shelf by adding Tags to your notebooks.

- 1 Tap here to change the current notebook's Tags.
- 2 The current notebook's Tags. Tap one to filter your Shelf by a Tag.

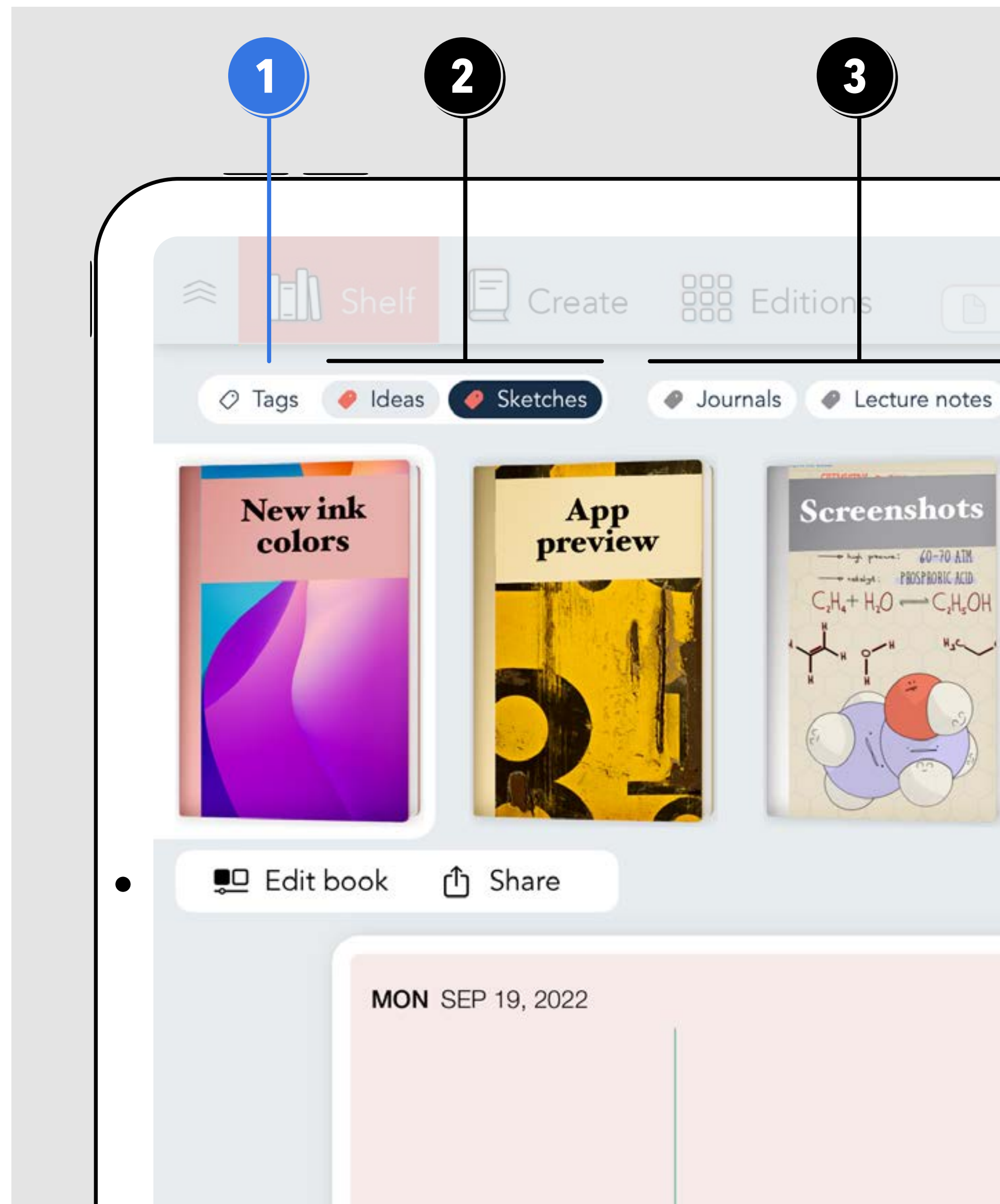


Here, the current notebook is tagged Ideas and Sketches. The shelf is filtered to show only notebooks tagged Sketches.

- 3 Other Tags in your Shelf. Tap one to filter your Shelf by a Tag.




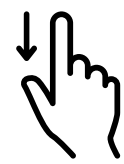




This shelf is currently filtered to show only notebooks with the Lecture notes Tag. The current notebook doesn't have this Tag.






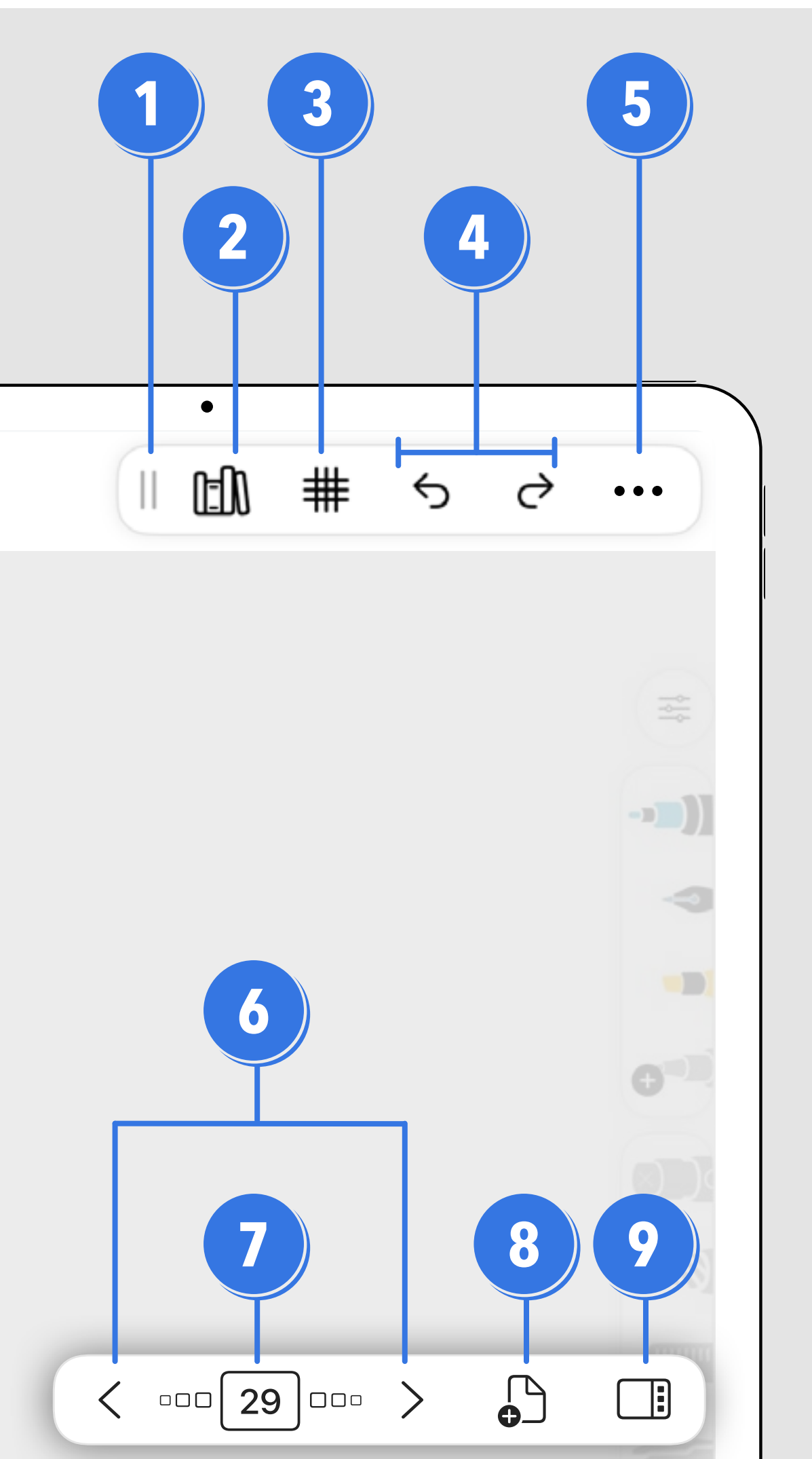
# Writing

## Navigating the Writing Page

The **Writing Page** is the center of Penbook.

- 1 **Drag handle.** Move the menus to the other side of the page, or collapse them off the nearest edge.
- 2 Show the  **Shelf** 
- 3 **# Stationery options**
- 4  **Undo**  and  **Redo** 
- 5 **...** **Share, duplicate, or import** pages.

- 
- 6 **< Previous**  and **> Next**  page
  - 7 **Minimap** showing your notebook's contents 
  - 8 Add a new page
  - 9 Add **Attachments** (*Pictures, Stickers, Washi Tape, Maps, and Text Notes*), and access the **Scratchpad**.





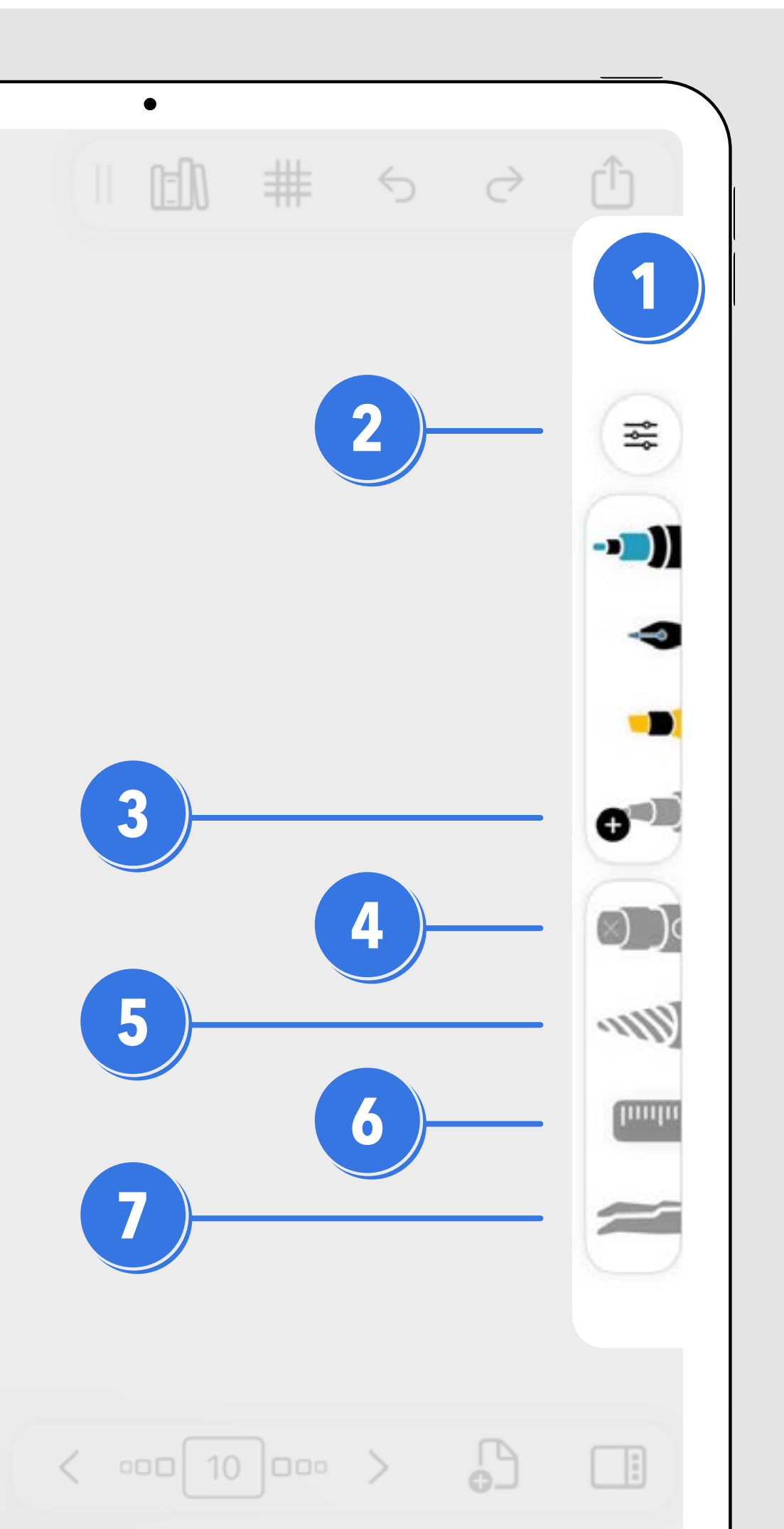


# Writing

## Tool drawer

Penbook gives you 12 customizable pens, two types of erasers, a ruler, and a selection lasso.

- 1 **Writing tools.** Up to 12 instruments, defined by you. Reorder them by long-pressing and dragging.
- 2 Change the current tool's type, color, and thickness. You can also delete the tool from here.
- 3 **Add tool.** Add a new tool to your palette.
- 4 **Eraser.** Use its options to change between erasing your ink bit-by-bit and erasing entire strokes.
- 5 **Selection lasso.** Draw a circle around ink you want to move or copy. Tap this tool to bring up the  **Copy** and  **Paste** buttons.
- 6 **Ruler.** Tap to turn it on or off. Rotate and move the ruler with two fingers.
- 7 **Tweezers.** Shows the **Layout Editor**.



# Writing

## *Useful gestures*

These gestures help keep you in your flow while you're writing.



**Shape recognition:** Change your last stroke into a rectangle, ellipse, curve, or straight line.

*Long-press with three fingers.*



**Undo:** Undoes your last stroke or page customization.

*Tap with two fingers.*



**Redo:** Undoes your last undo.

*Tap with three fingers.*



**Previous page**

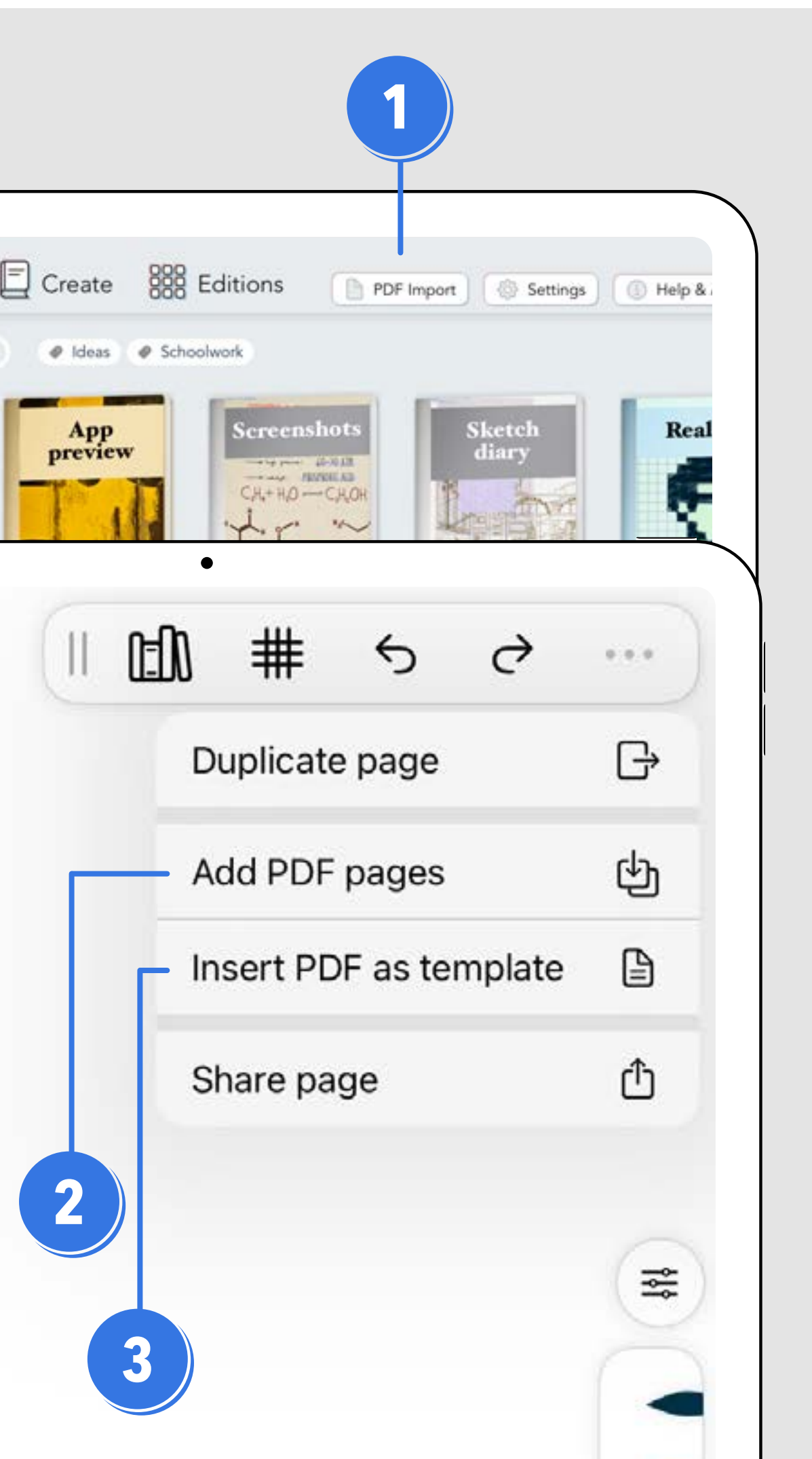


**Next page**






**New page** (when on the last page of a notebook)

# Using PDFs in Penbook



There are three ways to bring PDFs into Penbook.

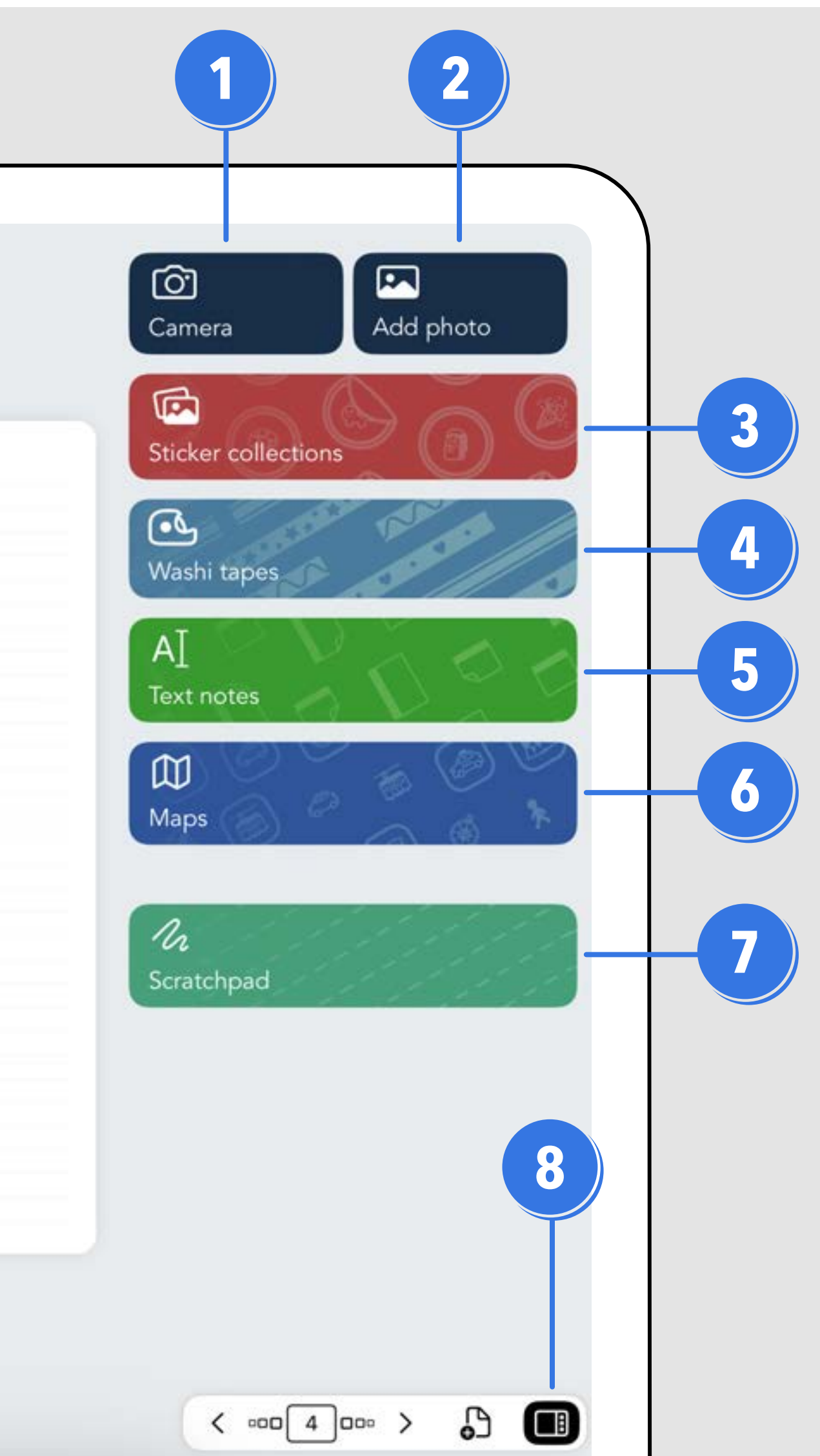
- 1**  **PDF Import.** Create a new notebook from a PDF. Works best when you want a notebook built from a single PDF.
- 2**  **Add PDF pages.** Adds a PDF as an image into your notebook page. If the PDF has multiple pages, Penbook automatically inserts more notebook pages to hold the PDF page images. Works best when you want a Penbook-style notebook with your PDFs in the middle.
- 3**  **Insert PDF as template.** Replaces the current page's stationery with a single-page PDF. New pages created from the current page will use your PDF stationery as well. Works best when you want to bring your own stationery to Penbook.



# Attachments

## Adding Attachments

**Attachments** add flair and utility to your notebook pages.



- 1** Insert a **Picture** from your device's camera
- 2** Add a **Picture** from your device's Photos library
- 3** Add a **Sticker** from Penbook's built-in sticker sheets
- 4** Place **Washi Tape** (cut to size) in your notebook
- 5** Insert a **Text Note** so you can type or Scribble on the current page
- 6** Customize and insert a **Map**
- 7** Access the **Scratchpad**
- 8** Return to the **Writing Page**

# Attachments

## Layout Editor

The **Layout Editor** has tools for changing and deleting **Attachments**.



Enter the **Layout Editor**



Delete the attachment



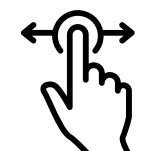
Resize a **Text Note**, **Picture**, **Sticker**, or **Map**



Resize a **Text Note**, **Picture**, **Sticker**, or **Map**



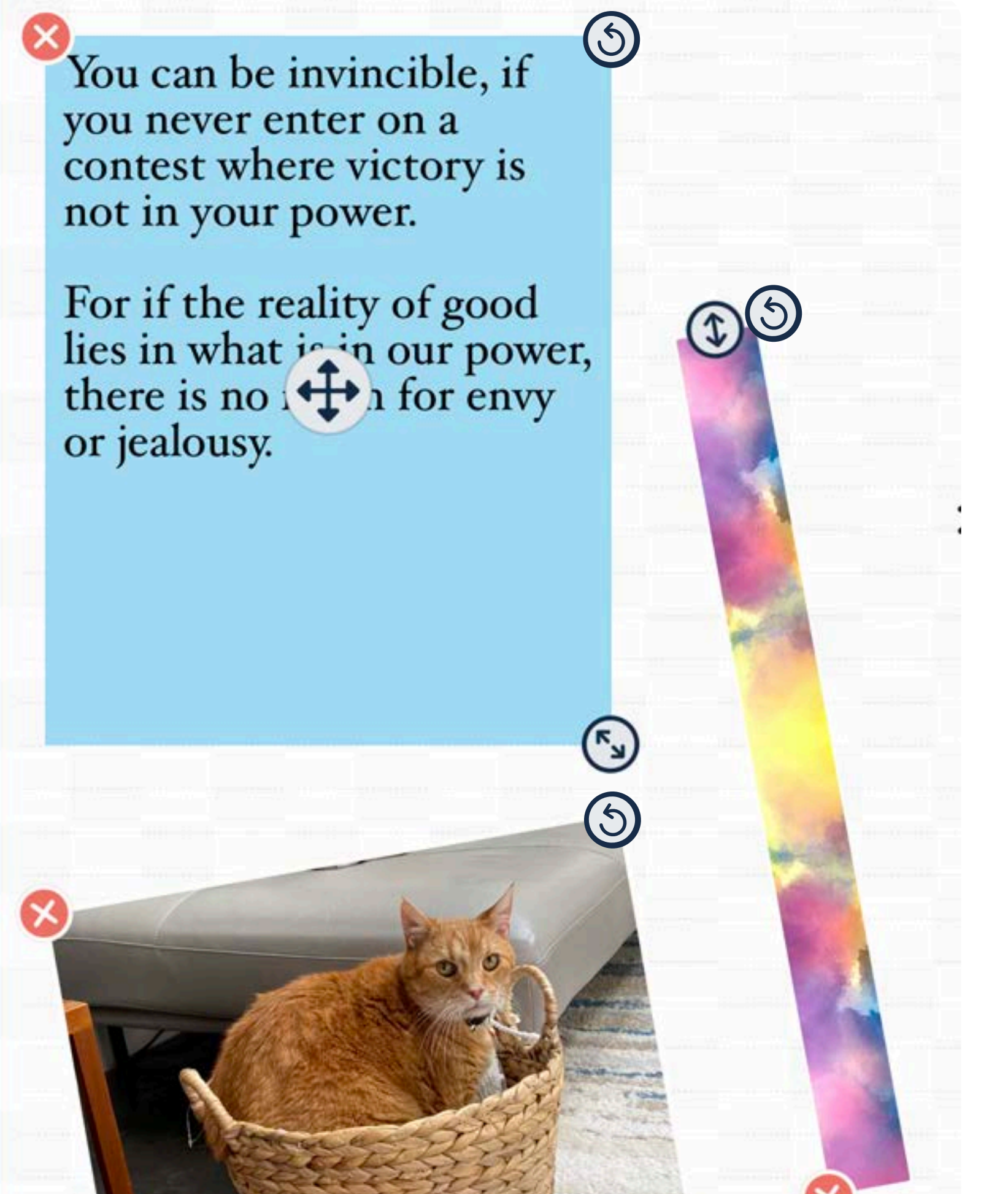
Lengthen or shorten a strip of **Washi Tape**



Move the attachment



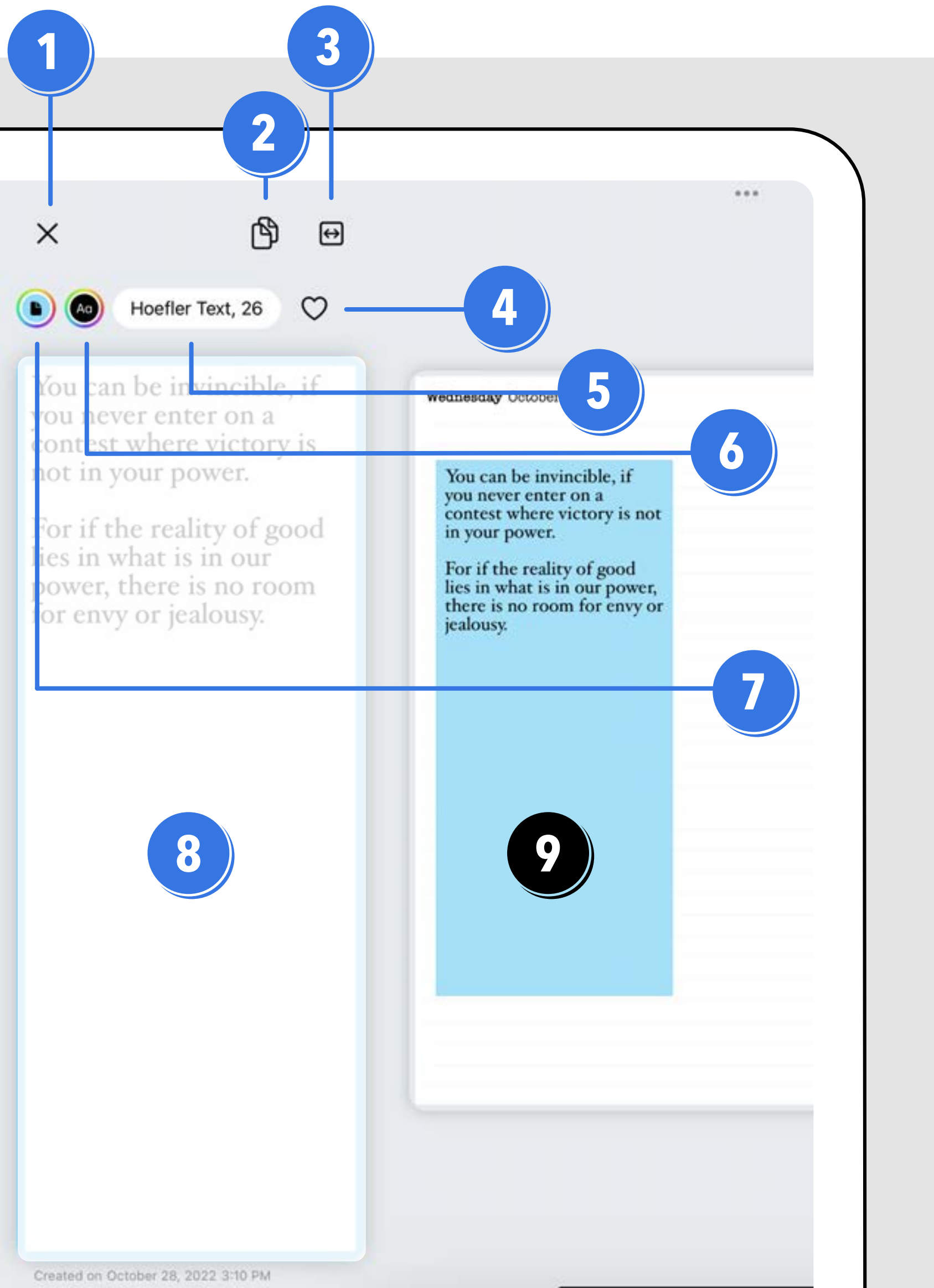
Tap a blank part of the page to return to the **Writing Page**



# Attachments

## *Typing in a Text Note*

Attaching a Text Note takes you to the Typing screen.



- 1 Save changes and dismiss the **Typing** screen
- 2 Move the **Text Note** to another page
- 3 Make the **Typing** screen full-screen
- 4 Add this design to your Faves
- 5 Edit typeface and size
- 6 Edit the text's color
- 7 Edit the background color
- 8 Text input area. Tap here to type with your keyboard, or Scribble here to convert your handwriting to typed text. Supports Markdown.
- 9 Preview of your typed (or Scribbled) text on your notebook page









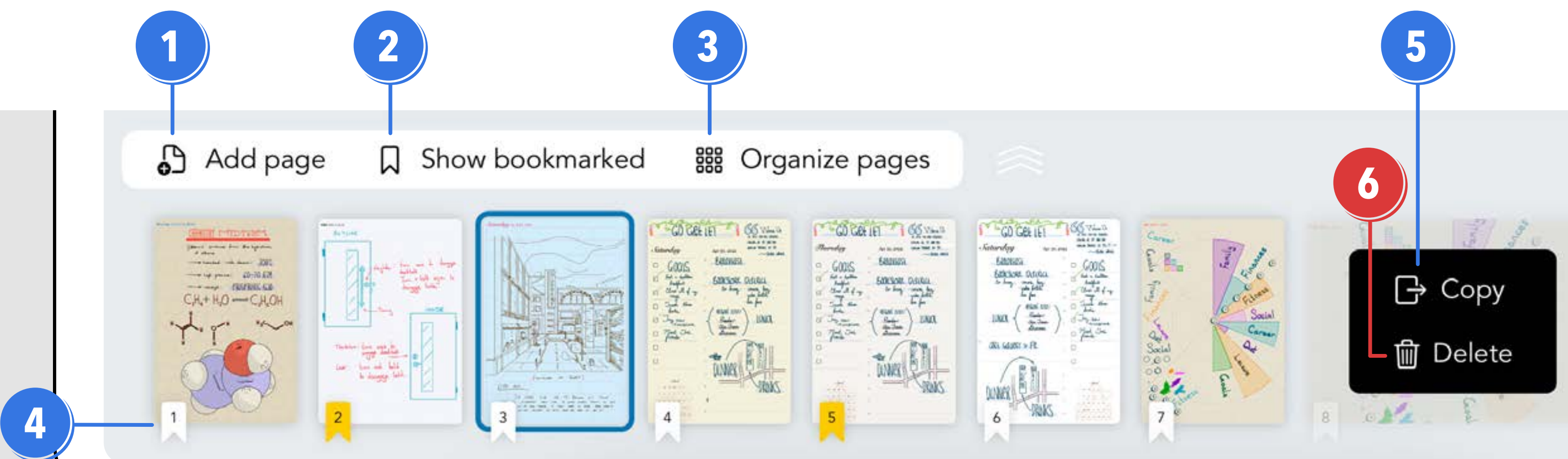
# Page management

## Minimap

The Minimap lets you quickly preview pages and navigate within your notebook.

 Long-press on a page in the Minimap to bring up options.

- 1  Add a new page
- 2  Show only pages with a bookmark
- 3  Show the **Page Organizer**
- 4  Add or remove a bookmark for this page
- 5  Create a copy of this page, either in this notebook or another one
- 6  Permanently delete this page

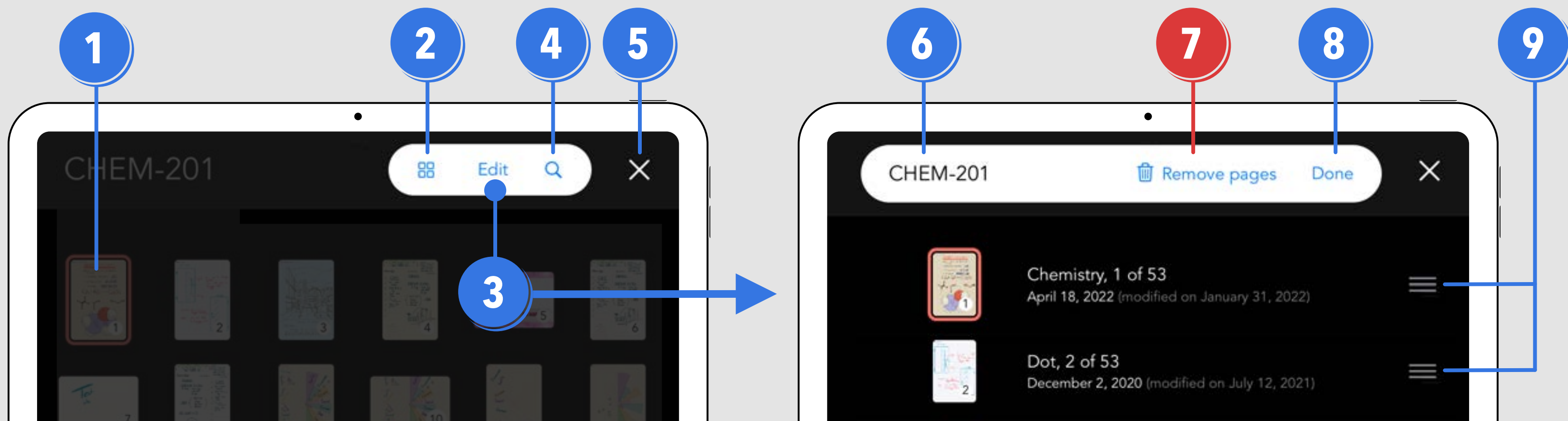


# Page management

## Page Organizer

The full-screen **Page Organizer** lets you see more of your pages at once. From here, you can reorder and delete pages, and search your notebook.

- 1 Current page (outlined)
- 2 Enlarge/shrink thumbnails
- 3 **Edit Pages** mode
- 4 Search this notebook's contents
- 5 Dismiss the **Page Organizer**
- 6 Edit the notebook's name
- 7 Choose pages for deletion
- 8 Dismiss **Edit Pages** mode
- 9 Drag here to reorder pages



# Stationery options

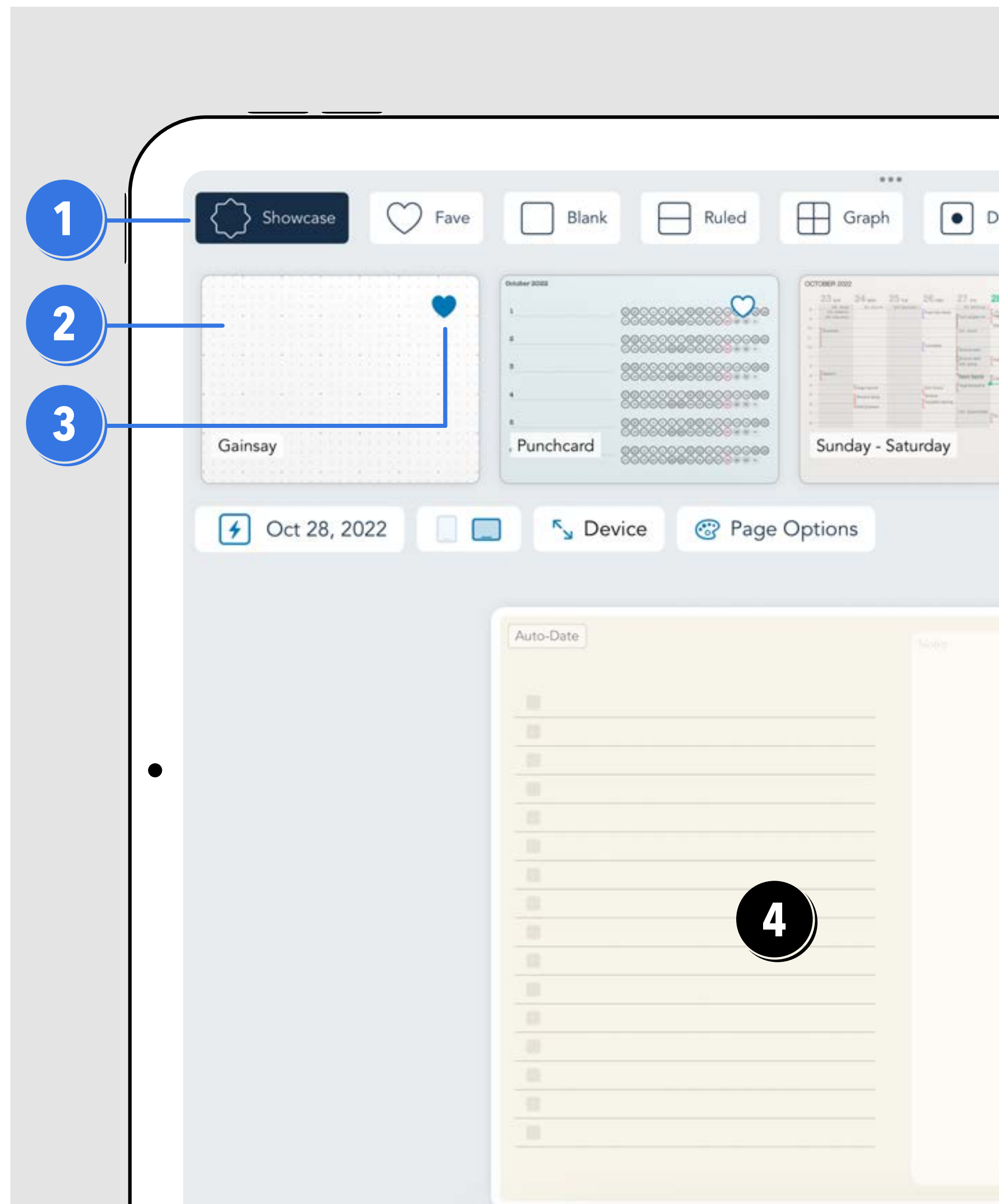
## Choosing stationery

Every page of your notebooks can use different stationery.

- 1 Stationery categories.** Scroll horizontally here to explore the categories of stationery that come with Penbook.
- 2 Stationeries.** Scroll horizontally here to see all the stationeries in a given category. Tap on one to select it.

Make sure to check out “Showcase” for our curated list, or “Fave” (“Favorites” didn’t fit) for the stationeries you’ve favorited (“Faved”) with the heart icon.

- 3 Favorite button.** Add or remove a stationery from your Fave list.
- 4** Stationery preview



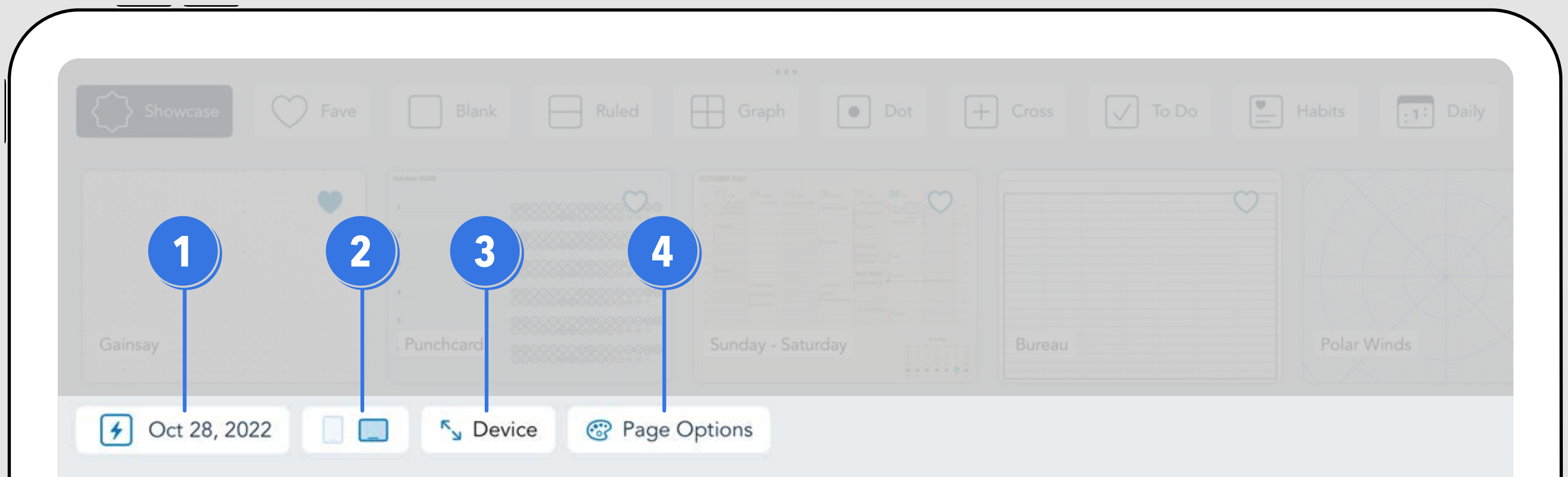


# Stationery options

## Customizing stationery

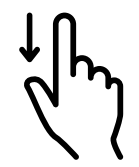
Penbook comes with hundreds of hand-designed stationeries. Each one can be further customized to create thousands of unique papers.

- 1 Page date.** (Tap on the date to override it.)
  - ☐ Don't stamp the date on the page
  - ☒ Stamp the date of the page's creation
  - ☒ Stamp the date the first time you write on the page.
- 2 Page orientation.** Toggle between paper that fits portrait and landscape devices.
- 3 Page size.** "Device" fits your iPad (or iPhone) perfectly, but you can also use A4 or Letter.
- 4 Page options.** Color, density, and other stationery customization is in here.

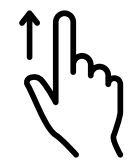


# Appendix A: Gestures

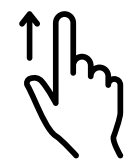
These are all the gestures you can use while writing in Penbook.



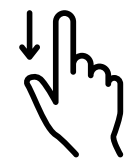
Show your **Shelf** and the main menu



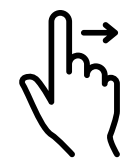
Reveal the **Minimap**



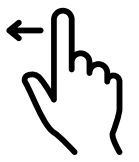
Reveal the **Page Organizers** (when the **Minimap** is shown)



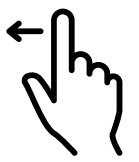
Hide the **Minimap** (when the **Minimap** is shown)



Previous page



Next page



Add a new page (when on the last page of a notebook)



**Quick zoom:** Alternate between zooming in on the document, and showing the entire document on the device.

*Tap twice with one finger.*



**Shape recognition:** Change your last stroke into a rectangle, ellipse, curve, or straight line.

*Long-press with three fingers.*



**Undo:** Undoes your last stroke or page customization.

*Tap with two fingers.*



**Redo:** Undoes your last undo.

*Tap with three fingers.*