

# Guardrail Tutorials

for

iPaddlers



## Using the Notes app - Part 3



*Using Notes - adding markup*

Basic Functionality

*iOS 12*

June 2019



**GUARDRAIL**  
Tutorials

# Notes - User Interface



< Notes

back to library  
(from full-screen mode)



collaborate



trash



share



new note

*Note: This is full-screen mode*

- Scan Documents
- take Photo or video
- Photo Library
- **Add Sketch**

add drawing/annotation

add external content

add bullet points/checks

undo

redo



# The iPad Notes App

## Adding Markup/Drawings

Create a new note using the new note icon:

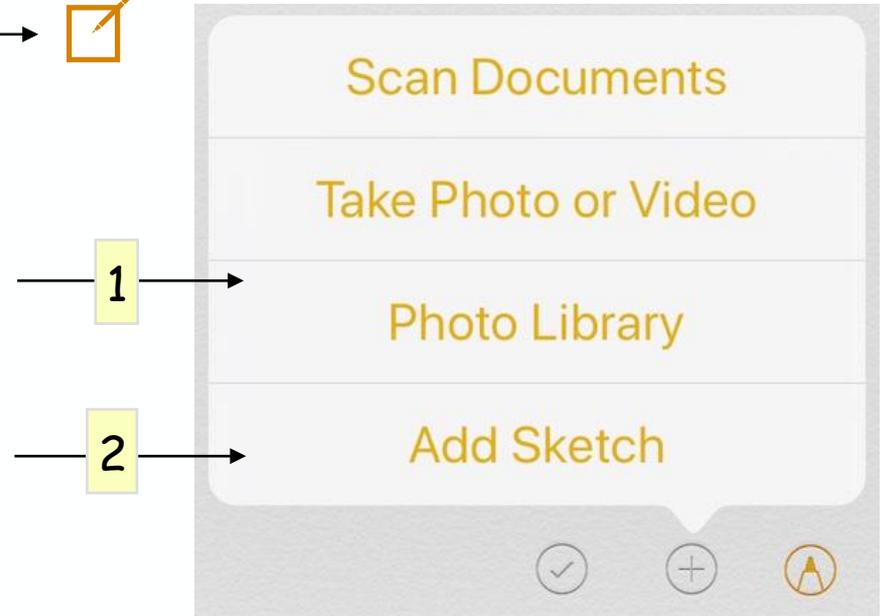


There are at least three ways to use the markup tools for writing and drawing within Notes

1. To annotate an image or photo, tap  and choose **Photo Library**. Select the photo you wish to import into Notes and tap **Done**. To add markup to the photo you will need to tap it to select it before the markup tools become available.

2. For drawing: tap  and choose **Add Sketch**. Notes will create an image object that can be moved around (vertically) by pressing and dragging the object to where you would like to re-position it.

3. You can use the markup tools to do handwriting or sketches within the normal text area of a note, however, you will have a little less control.



In case you are wondering, this icon is for bullet points.

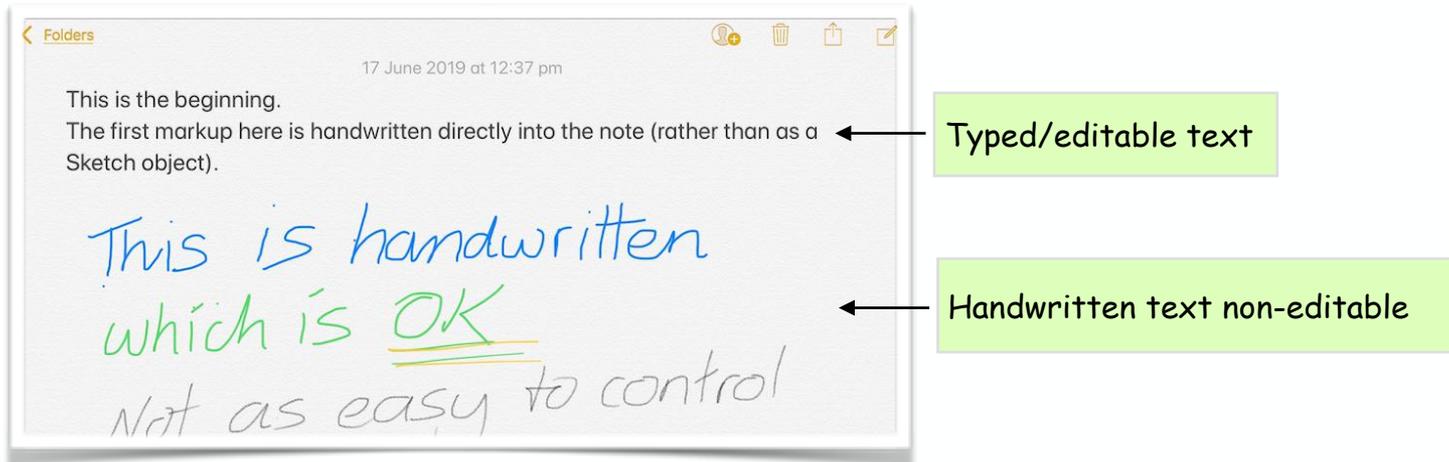


# iPad Notes

## The Markup Tools

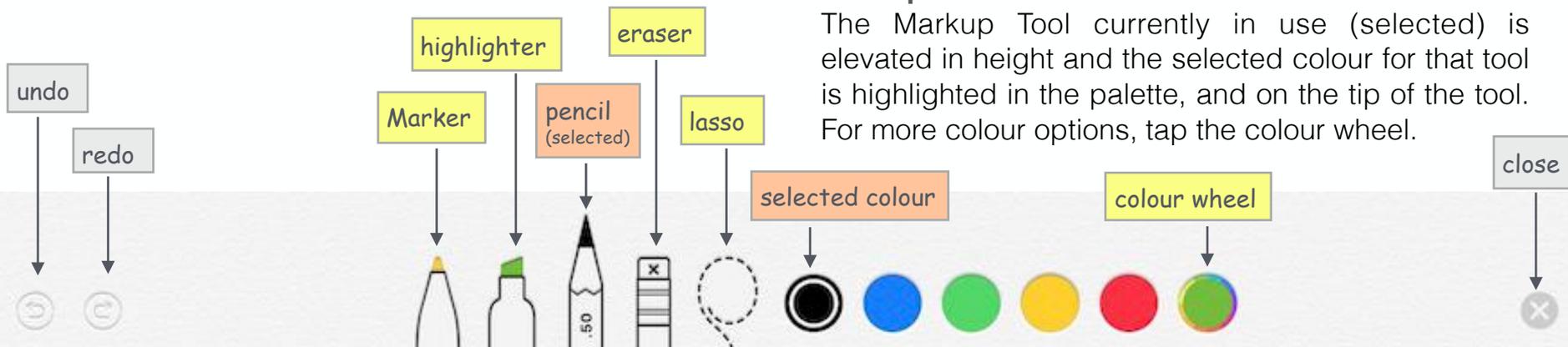
Note: The following screen shot examples were created in **Notes**, and imported into **Keynote** for better presentation.

Handwritten text in a note, behaves differently to handwriting or drawing using the **Add Sketch** option as pointed out in the previous slide. It may be useful in certain situations. Handwritten text can normally only be altered by erasing and re-writing.



### Markup Tools and Palette

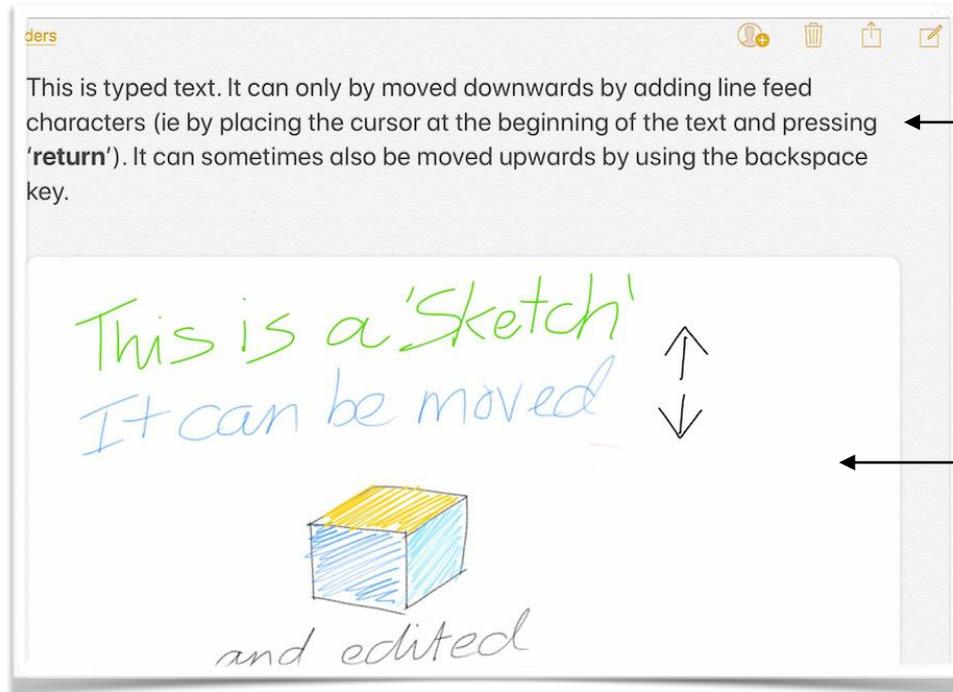
The Markup Tool currently in use (selected) is elevated in height and the selected colour for that tool is highlighted in the palette, and on the tip of the tool. For more colour options, tap the colour wheel.



# Notes

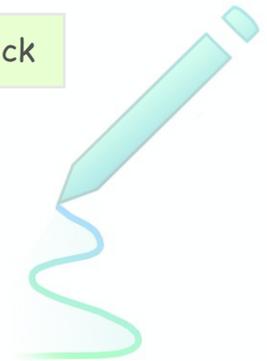
## Creating a Sketch

When you use  **Add Sketch**, Notes will create a sketch block.



Typed text

Sketch block



You will be able to use the usual markup tools, except for the lasso tool.

*In **Notes**, it seems that both typed text and handwritten text, can only be added outside of a sketch block. Text can only be applied to an image (as an overlay) if the image is selected first, before you tap the markup icon.*

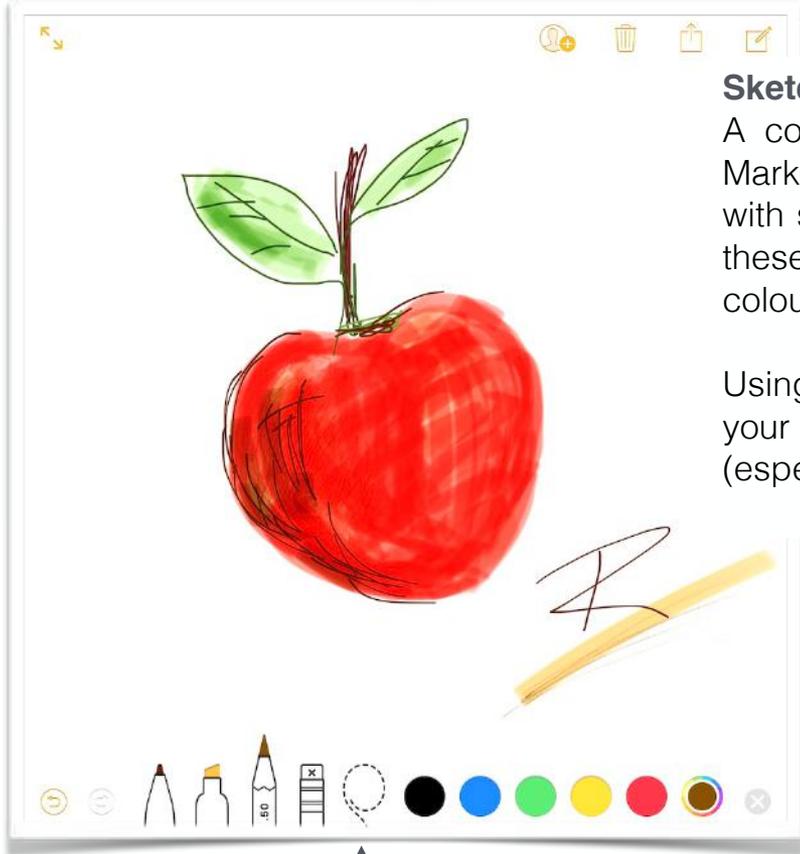
# Notes

## Simple, yet effective markup tools

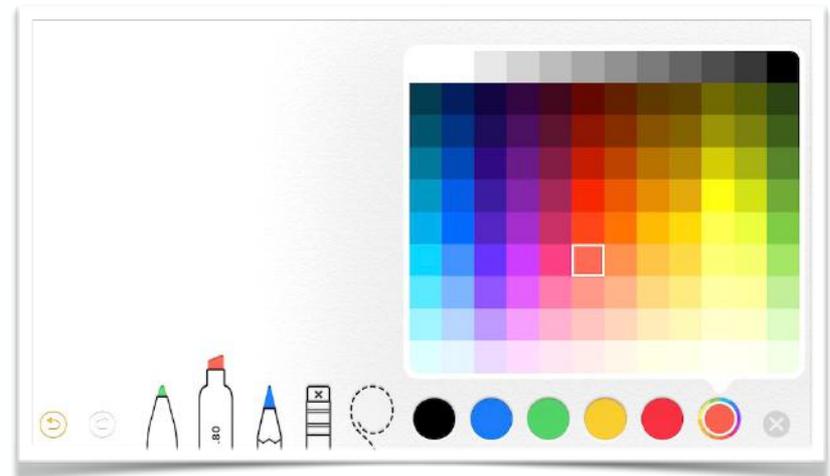
### Sketching with Tools and Colour Palette

A combination of the marker, highlighter, pencil and eraser Markup Tools can be used to create a rough sketch. Eventually with some practise, you may become more proficient at using these tools to express your artistic ability. Use the colour wheel colour picker for a greater range of colours.

Using the Apple Pencil will give you a lot better control over your work, otherwise a fairly fine-tipped stylus would be alright (especially one with a micro fibre tip).



**Note:** This sketch is added directly into a note without using the Add Sketch function. Notice the availability of the lasso tool, which we will cover in the next slide.

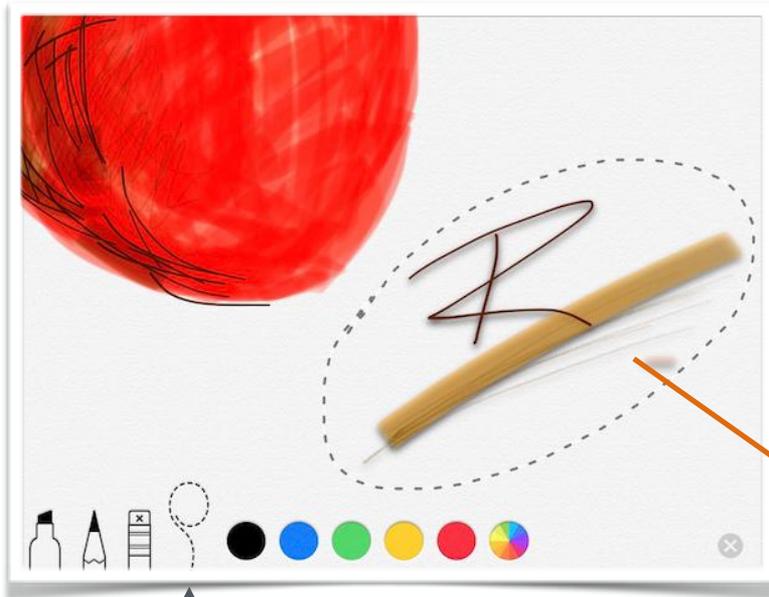


# Notes - Markup

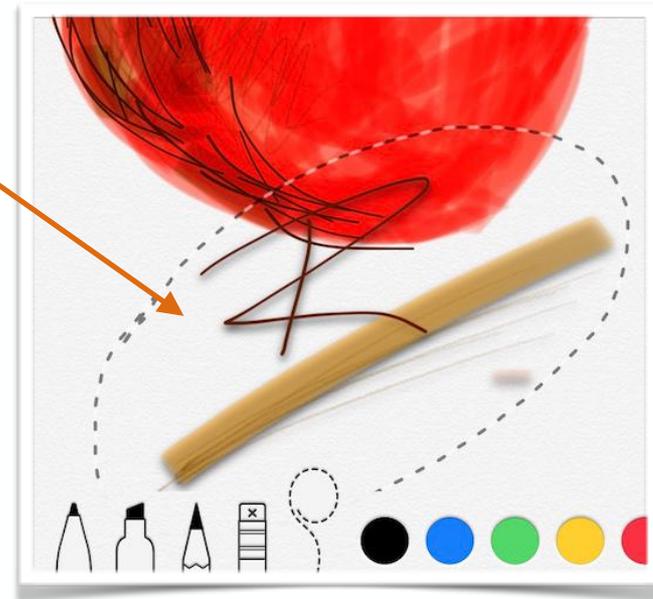
## Using the Lasso Tool

### The Lasso Tool

You can use the lasso tool to cut out an area of pixels to move to another position. Whatever is selected within the bounds of the lasso will be moved to a new position when you press and drag the selection.



Notice the Lasso Tool is elevated to show it is selected and currently in use.



# Summary

## The Notes App - using markup

- **Notes** shares the same markup tools provided by iOS for a variety of apps
- The markup tools allow rich content to be added to a note
- It allows handwriting, sketching and annotation
- A wide variety of new colours have been made available with the colour wheel
- A note with rich content can be exported to PDF