



Noteplicity

Simplicity in Note Taking

Version 2.8.1 – March 2024

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About the Project

For years, I have used my iPad to organize my personal notes, take notes from appointments at work, and study presentations. With the introduction of the Apple Pencil, I intensified this further and have been working without paper in the office ever since. In this process, I downloaded and used numerous apps for writing handwritten notes and to organize my files. Unfortunately, I found that I was missing essential functionalities in every app:

- The file format is sometimes proprietary and difficult to port to other platforms.
- The folder structure often only shows the currently selected folder on the display, making it difficult to switch to a parent directory.
- The top level of the folder structure is often represented by separate notebooks inside a shelf.
- The definition of individual #tags is not supported and the possibility to categorize the files independently from the folder structure is missing.

Therefore, the idea was born to develop my own note-taking app that would meet all my individual requirements.

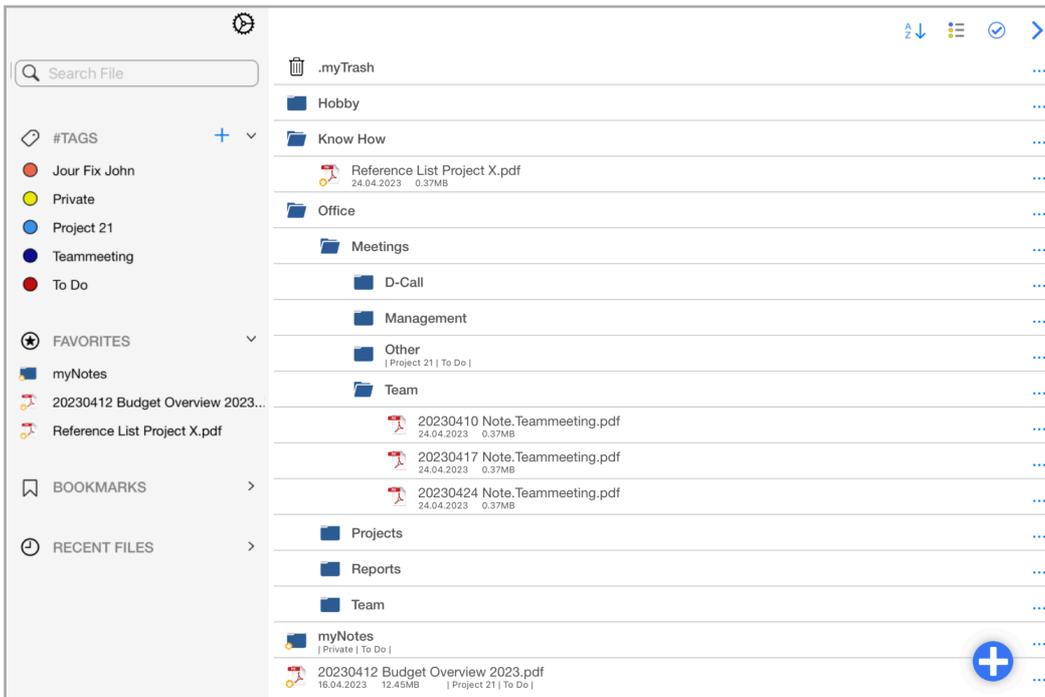
This private part-time project has been going on for more than two years now. After initial purely personal use, I was motivated by friends and colleagues to make the application available to other interested users and to publish it in the App Store. Since then, Noteplicity is constantly being developed further and it is motivating that your own ideas and requirements can also be useful for other users. – Without advertising within the app, without any collection of user data, without any hidden drawbacks, completely free. Driven solely by the joy when your own work can also be useful to others, as well as by the confidence that Noteplicity is comparable to the feature set of the big players.

If you have any comments or ideas for further development, please contact me!

Happy Note Taking! :-)

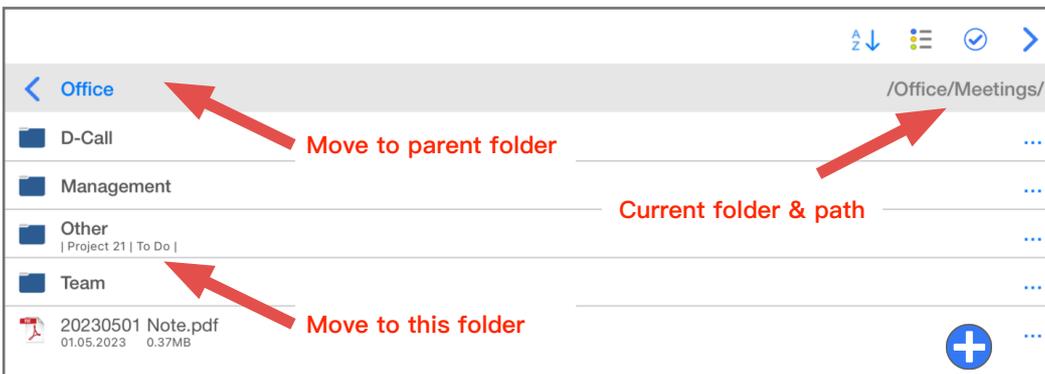
Directory View

Noteplicity's home screen shows all your files and folders and offers convenient actions to manage your data and notes in a flexible tree structure. Directories can be expanded or closed by selecting the corresponding row. When opening a folder by clicking on it, Noteplicity will unfold the selected item by adding its children on the screen – while all currently displayed items will not be hidden. Thus, you may display several folders on your screen simultaneously.



Files and folders can be managed by single menu actions at the end of each row, by action buttons in the upper navigation bar and can be moved by Drag & Drop. In addition, each line includes swipe actions, e.g. to delete a file with a swipe gesture to the left.

Noteplicity is also offering an option to display the directories not as expandable tree, but to show only the content of the select folder on your screen. Navigation through the directory hierarchy is managed by selecting the parent folder on top of the screen or by selecting a subfolder of the current directory which will open this folder accordingly:



Icons

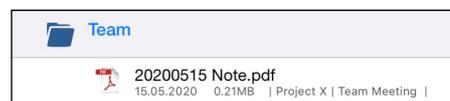
Following icons are used in Directory View:

-  Folder
-  Favorite Folder
-  PDF file
-  Favorite PDF file
-  iCloud Drive

Displaying additional Data

In a line below each file, Noteplicity shows additional Information about the item:

- Last saved date
- File size in MB
- Assigned #tags

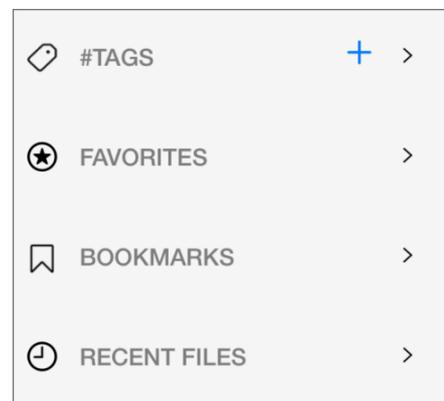


For folders, only assigned #tags are displayed as additional info. Via settings , displaying this additional data can be disabled.

Actions in Left Sidebar

The left sidebar provides the ability to quickly access important items, #tags and bookmarks, and recently opened files. Four sections are always available, each listing the assigned items when expanded. The sorting in each section is by name from A to Z, except the list of recently opened documents. Here, the most recently opened document is displayed at the top of the list.

Since version 2.6.3 the sort order for #Tags, Favorites and Bookmarks can be adjusted according to your own preferences. To change the sort order, drag and drop the corresponding list entry in the left navigation bar to the required position.



#TAGS

Selecting one or more of your personal #tags will filter all files and folders to those that have been assigned to the corresponding #tags and will list them in Directory View. Selected #tags will be highlighted in bold and also marked by a checkmark.

If more than one #tag is selected, an option field



„Files match every #Tag" is displayed below the list of #tags. If this switch button is activated, only files and folders to which all selected #tags have been assigned are displayed.

This section also offers the option to create and delete #tags. To add a new #tag, press the button +. A popup window will appear in which an individual new #tag name can be entered and a corresponding tag color selected. Noteplicity will suggest an unused color as default. By swiping an existing #tag from right to left, the #tag can be modified or deleted from Noteplicity.

Files and folders can be conveniently assigned to a #tag by dragging them from the directory tree to the corresponding #tag in the left navigation bar and dropping them on it.

FAVORITES

All files and folders marked as favorites are listed in this section and can be displayed directly. By swiping to the left, the file path of the item can be displayed in directory view or the item can be removed from the list of favorites.

Items can be added to favorites by dragging and dropping them from the directory tree to the desired sorting position in the favorites area in the left navigation bar.

BOOKMARKS

The list of bookmarks is ordered by bookmark name and includes only those items that are not declared as “available inside document only”. Please compare section “File Reading” for more details about this option. Clicking on a bookmark will load the corresponding document and display the bookmark’s page.

Swiping the line to the left will offer options to rename or delete the bookmark or to open the file path in directory view.

RECENT FILES

This sections shows the recently opened files. By swiping to the left, the file path of the item can be displayed in directory view or the item can be removed from the list of recent files.

Search

The search box at the top of the sidebar is available to search for files or folders and optionally also for text based file content. Please check section “Searching” for more details.

Settings

This button will display the Noteplicity settings menu. Please see the corresponding section for details.

Adding Files and Folders



Add file or folder

This button at the lower right corner opens a popup that will offer several actions to add new items to Noteplicity:



Create File

Using this button a new pdf file will be added into the selected folder and be saved with a default name, e.g. “20201201 Note.pdf”.

After the file has been stored, the name of the file can be modified (see chapter “Popup Actions in Rows”). Via settings  the default naming can be modified.



Create Directory

This button will add a new directory into the selected folder, which will be saved with a default file name “New Directory”. The name of the folder can be modified after creation (see chapter “Popup Actions in Rows”).



Import File

This button will open the iOS file app and enable you to import any PDF file available through this interface into Noteplicity.



Scan File

To scan documents with your camera or to create pages from pictures in your photo library, click this button. Noteplicity will ask you to select camera or photo library as source. If camera is selected, a new screen is displayed that offers the opportunity to take pictures of multiple pages and to automatically detect the shape of the document. Selecting your photo library as source will allow to select one or more pictures to import as PDF page.

Pressing “Save” will import the scanned pages into the selected folder as new PDF file.



Scan Text

Since version 2.3.2, Noteplicity is featuring Optical Character Recognition in order to scan text from photos. Please see section “Scanning Text” for more details.

Actions in Top Menu



Sort folders

Sort the displayed files and folders in ascending and descending order by name, size or date. Clicking this button will toggle the sorting order and the displayed icon accordingly:

-
-  Sort by name A to Z
 -  Sort by name Z to A
 -  Sort by date NEW to OLD
 -  Sort by date OLD to New
 -  Sort by size SMALL to BIG
 -  Sort by size BIG to SMALL



#Tag View

Selecting this button will move from Directory View to a dedicated tree view showing defined #tags only and their assigned files and folders (see chapter “#Tag View” for more details).



Multi selection

Per default, the Directory View allows selecting one item only. Using the icon  will enable a multi-selection and facilitates moving, copying or deleting several items by one single click simultaneously.

By using the icon , the menu bar will change and display the following icons:



Share selected documents or folders via the iOS operating system



Copy selected documents or folders



Cut selected documents or folders



Paste copied or cut documents or folders



Move selected documents or folders to trash folder



Close and return to single selection mode

Clicking on the respective icon of the folder or document in Multi Selection, a folder will be expanded respectively a document will be opened.

To add documents or folders to your selection, just click in the corresponding row of the document or folder. Please make sure to not click on the respective icon of the folder or document as this will expand respectively open it (see above).

Thus, you may navigate through the directory tree while selecting several documents and/or folders for a later action at the same time.



Move to File Reading

If documents are still open in file reading mode and have not been closed, this button will reopen the file reading mode and display the open documents.

Popup Actions in Rows

In Directory View, the button **...** at the end of each row offers additional actions in a popup window. All these actions apply to the respective folder or document only.



Create File

Using this button a new PDF file will be added into the selected folder and be saved with a default name, e.g. “20201201 Note.pdf”.

If the underlying item is not a folder, but a PDF file itself, the new file will be saved in the same folder as the selected item. Via settings

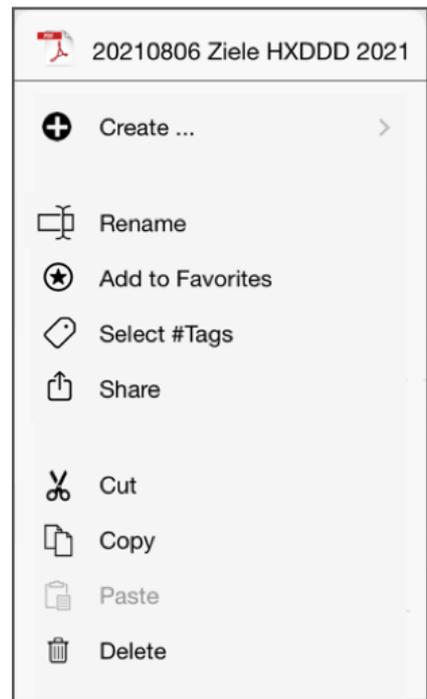
 , the default file naming can be modified.



Create Directory

This button will add a new directory into the selected folder, which will be saved with a default file name “New Directory”.

If the underlying item is not a folder, but a PDF file itself, the new folder will be created in the same folder as the selected item.



Import File

This button will open the iOS file app and enable you to import any PDF file available through this interface into Noteplicity.



Scan File

To scan a document live with your camera or to scan pages from pictures in your photo library, click this button. The selected items will be imported as new PDF file into the selected folder.



Scan Text

This button starts scanning text from photos that are taken live with your camera or from pictures saved in your photo library. The recognized text will be saved as text annotations in a new PDF file that will be saved into the current folder.



Rename

Rename a file or a folder. Special characters (?, /, \ and *) may not be used. They will be removed automatically.



Add to Favorites

The selected file or folder will be added to the list of favorites. The respective icon of the document or folder will change accordingly and display a small .



Remove from Favorites

If the underlying item is already part of your list of favorites, this icon will be displayed instead of “Add to favorites”. This button will remove the selected file or folder from your favorites. The respective icon of the document or folder will change accordingly.



Select #Tags

When clicking on this icon, a popup window will be displayed showing all available #tags. These #tags can be assigned to the underlying file or folder by selecting one or more rows inside the popup window. Consequently, all assigned #tags are highlighted by a checked–icon.

If #tags have already been assigned to a file or folder, the icon displayed in this popup window will change to . Otherwise, the icon will reflect that no #tag has been assigned to this file or folder yet.



Share

This options allows file sharing via the iOS operating system. As of iOS 17.4, you may choose between exporting the file as original document with modifiable annotations or as flattened file. For the later, added annotations and images cannot be modified after the file has been exported. Use this option to protect your notes for modification.

NOTE: If a page is including an annotation, the complete page will be flattened and included text will not be recognized as such after export.



Cut

Cut selected files or folders.



Copy

Copy selected files or folders.



Paste

Paste copied or cut files or folders into the selected folder.



Delete

Move selected files or folders to trash folder.

Other Actions

Noteplicity supports the “drag & drop” functionality as well as swiping actions in Directory View:

Drag & Drop

Files and folders can be moved to a different directory by drag & drop. When Noteplicity is open in multiple windows, you may drag & drop files and folders between these windows. – Compare section “Multiple Windows” for more details.

Rename file/folder

Swiping from right to left on a row will offer the option to rename the corresponding item by selecting the button .

Delete file/folder

Swiping from right to left on a row will offer the option to delete the corresponding item by selecting the red trash icon . After confirming the displayed warning message, the item will be moved into the trash folder. All files or folders in the trash folder will be available until the trash will be cleared by the user.

iCloud Drive

You may integrate iCloud Drive into Noteplicity by enabling the corresponding option via settings . Once iCloud is enabled, Noteplicity will display your iCloud Drive as a separate folder that can be used in the same way as any other folder.

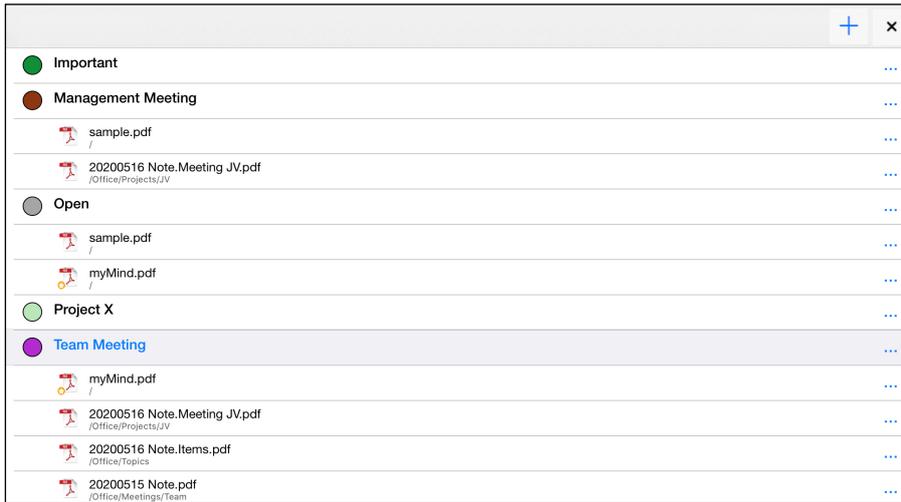
NOTE

In order to support iCloud usage, you also need to enable Noteplicity in your iOS iCloud settings on your device.

#Tag View

Noteplicity uses a unique approach to keep track of even extensive amount of files and data by flexibly assigning individual #tags to any document or folder that can also be used for filtering on those or to display the defined #tags as tree view.

When selecting the button  in Directory View, Noteplicity will change from Directory View to a dedicated tree view: all available individually defined #tags will be displayed as branches on the first level and all assigned files and folders on the second level.



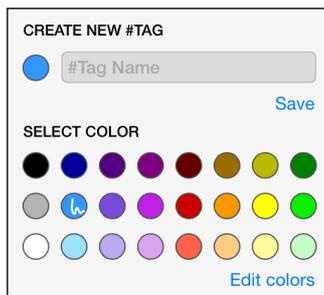
The user navigation in #Tag View and opening files is identical to Directory View. If a file or folder has been assigned to several #tags, it will be displayed in each of the assigned tag folder and may thus be displayed several times.

Menu Actions

When displaying #Tag View, the menu bar will show several icons that offer the following options:

+ New #tag

This button will add a new #tag and an individual name can be assigned in the displayed popup window.



The corresponding color is suggested automatically but can be selected individually before saving.



Search

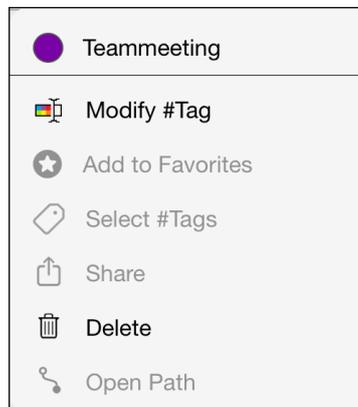
Search for file-, folder- or #tag names. In Tag View, searching will only take files and folders into account that have been applied to a #tag. Please check section “Searching” for more details.

X Close Tag View

Selecting this button will move from #Tag View to Directory View. (see chapter “Directory View” for more details).

Popup Actions in Rows

In #Tag View, the button ... at the end of each row offers additional actions in a popup window. While this popup window is very similar to the popup window in Directory View, a few buttons are disabled in Tag View.



Following buttons are enabled (also see chapter “Directory View” for details):



Rename

Rename a file or folder individually.



Modify #Tag

Rename a #tag and select the displayed color individually. This will open the same menu as when adding a new #tag.



Add to Favorites

The selected file or folder will be added to the list of favorites.



Remove from Favorites

The selected file or folder will be removed from to the list of favorites.



Select #Tags

Use this option to assign or un-assign #tags to the respective file or folder. This is only available on files and folders, not on a #tag itself.



Share

This options allows file sharing via the iOS operating system. This functionality is only available for PDF files, but disabled for folders.



Delete

Delete selected #tag from Noteplicity.

If this button is clicked on files or folders, the corresponding #tag will be removed from this item. The file or folder will not be displayed to this #tag anymore.

NOTE

Removing a #tag will not move the #tag to a trash folder, but directly delete it after having confirmed the displayed warning message.



Open Path

This button is available for files and folders only and enables you to find the exact storing location of the selected file or folder inside the directory tree. Hence, using this button will switch from #Tag View to Directory View, where only the branch of the respective file or folder will be expanded and all other branches closed.

Other Actions

For displayed #tags, Noteplicity supports swiping actions in #Tag View:

Modify #tag

Swiping from right to left on a row will offer the option to modify the corresponding #tag by selecting the button .

Delete file / folder

Swiping from right to left on a #tag will offer the option to delete the respective #tag by selecting the red trash icon .

NOTE

After having confirming the displayed warning message, the #tag will finally be removed from Noteplicity without using any trash folder. This action cannot be undone.

Remove #tag from file / folder

Swiping from right to left on a row that is displaying a file or folder will offer the option  to remove the item from the respective #tag.

File Reading

After selecting a pdf file in Directory– or #Tag View, the file will be opened in a new tab in read–only–mode. You can navigate through your file either by finger scrolling, by using the scroll bar on the right side of the page or by selecting a certain page through Thumb View mode (see chapter Thumb View for more details).

Double tap will zoom into respectively zoom out of the current page. Tapping the screen with one finger in reading mode, the navigation bar (on top of the screen) as well as the page numbers (at the lower right corner of the page) will be hidden or unhidden.

Menu Actions

When displaying a PDF file in read–only–mode, the menu bar will show several icons that offer the following options:



Back

Return to the previously displayed Directory– or #Tag View without closing the current file.



Edit

Clicking on this button will enable editing of the PDF file and allow drawing notes on it. (see chapter “Note Taking” for more details).



Favorite

If this icon is displayed in the menu bar, the current file is tagged as favorite file. Selecting this icon will remove this file from the list of favorites. The displayed icon will change to .



No favorite

If this icon is displayed in the menu bar, the current file is not tagged as favorite file. Selecting this icon will add the file to your list of favorites. The icon will change to .



#Tag

When clicking on this icon, a popup window will be displayed showing all #tags that have been defined. These #tags can be assigned to the current file by selecting one or more rows inside the popup window. Consequently, all assigned #tags are highlighted by a checked–icon.

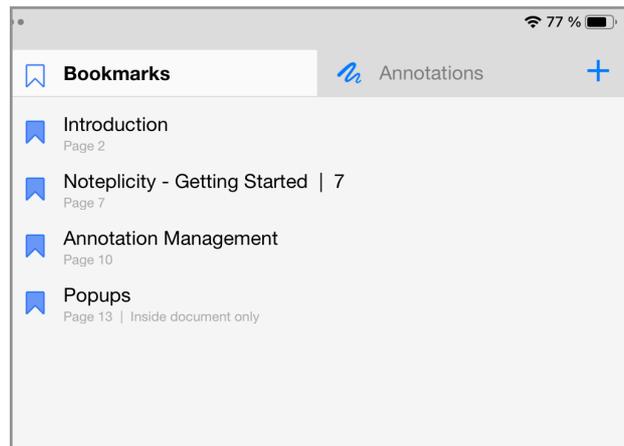
If the current file has already been assigned to individual #tags, the icon will change to . Otherwise, the icon  will reflect that no #tag has been assigned to this file yet.



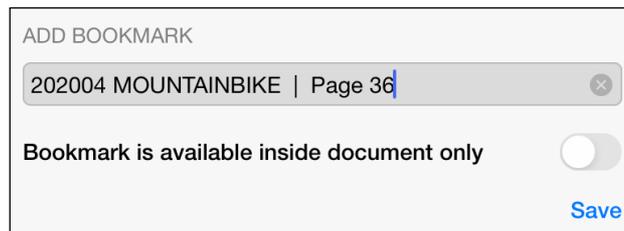
Bookmarks & Annotations

This icon will display an additional window showing two lists of all bookmarks and annotations saved to the current file. If bookmarks are available for the current document, the icon will change to .

Bookmarks. Following window will be loaded and display all bookmarks in the tab “Bookmarks” that have been added to the current file:



The list of bookmarks is ordered ascending by the page number. Inside this window, the button + will create a new bookmark for the currently displayed page. The default name for a new bookmark will be “filename | page number”. While creating a bookmark, a popup will be displayed to enter an individual name for the new bookmark:



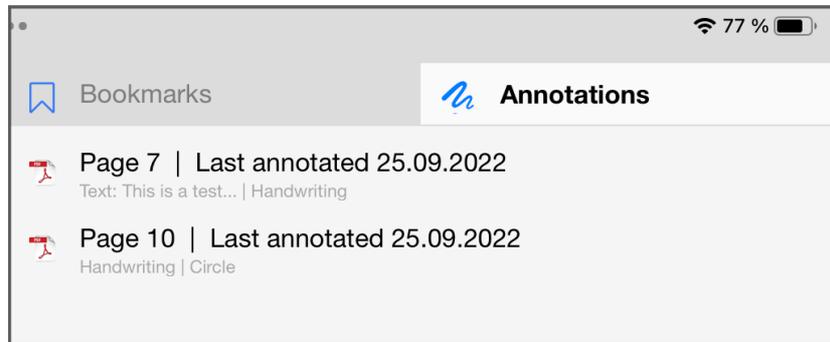
Bookmarks can be defined as “available inside document only”. If this option is applied, the bookmark will only be visible inside the current file and not be displayed in the corresponding list of bookmarks in Directory View. Thus, you may add several specific bookmarks in a big PDF document without losing the overview inside the global list of bookmarks in Directory View. In the list of bookmarks, those that are displayed inside this file only will show an additional info “Inside document only” in the lower line. Swipe actions in this list offer the opportunity to modify or delete existing bookmarks. Per page, multiple bookmarks can be added. If a page is including a bookmark, this page will be highlighted by the icon  in Thumb View.

NOTE

If file that is including bookmarks is moved or deleted by using other apps than Noteplicity (e.g. Apple File App), Noteplicity will not be able to open these bookmarks anymore.

Annotations. The second tab “Annotations” in this window will list those pages inside the current document, that are containing added annotations. Each element in this list is displaying the page number and the date of the most recent modified annotation. In

addition, the type of annotations that are included is listed as additional info in a lower second line. If a page is including text annotations, the first 20 characters of this annotation will be listed. This lower info line and the included data is restricted to the screen width. Selecting a list item will display the corresponding page.



Additional Actions

This button will open a context menu including additional actions for the open file



Rename

Rename the open file. Special characters (?, /, \ and *) may not be used. They will be removed automatically.



Share

This options allows file sharing via the iOS operating system.



Thumb View

This option opens the Thumb View (see chapter Thumb View for more details).



Search

Text based search for matching words in textual sections of the current document. This is also including text annotations. Handwritten notes that have not been converted to text annotations will not be considered.



Scan Text

This button starts scanning text from photos taken live with your camera or from pictures saved to your photo library. This option is only enabled in edit mode while taking notes. Please compare section “Scanning Text” for more details.



Modify Page Background

The currently displayed page’s background may be modified by selecting one of the following items:  Blank,  Quad,  Ruled

NOTE

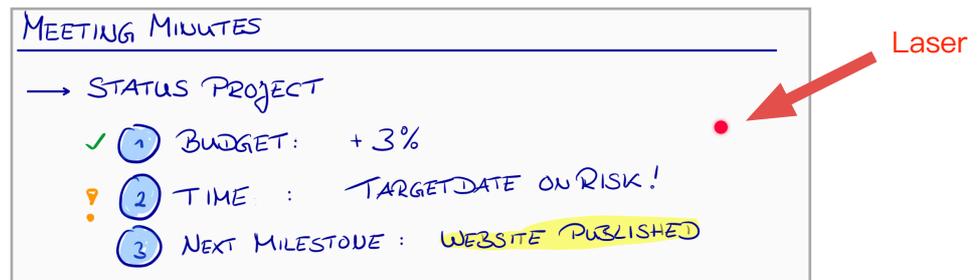
This option is only enabled if the currently displayed page has been created by

Noteplicity. The background cannot be modified for pages that have been imported from external sources.



Enable Laser Pointer

When reading files, you may enable a Laser Pointer in order to highlight regions in your files while presenting to your audience. If this option is enabled, Noteplicity will draw a red circle at the current pencil's position. This circle will follow the pen's movement and will be removed from the page after drawing has ended.



If enabled, the menu button will change to . Please note that this option is not available while editing files.

The Laser Pointer can be disabled by selecting the menu item once again. Jumping into edit mode will disable the Laser Pointer automatically.

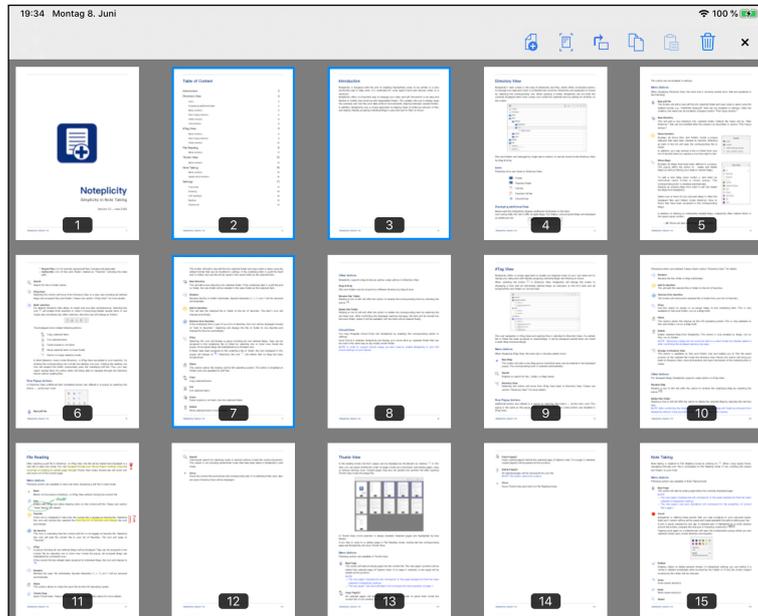
Close file

Displayed files are closed by the close button X available on each tab header next to the file name. Directory View will be displayed if no additional files respectively tabs are open.

Thumb View

In file-reading-mode, the pages of the files can be displayed as thumbnails by clicking . In this view, you can easily add empty pages, copy or remove existing ones or change the order of the pages inside your document.

Copied pages may also be pasted into another file after opening Thumb View inside the target file.



If a page is including a bookmark, this page will be highlighted by the icon  in the upper right corner of the thumb.

In thumb view, multi-selection is enabled by default. Single or any number of selected pages can be moved within the file by drag & drop actions. If multiple Noteplicity windows are open in thumb view, the selected pages can be copied and pasted between the windows and the open files using drag & drop. In this case, the pages are only copied, not removed from the original file.

Multiple pages can be selected conveniently with two-finger gestures: Tap with two fingers on any page and drag over the items you want to select.

To open a certain page in File Reading mode, double-tab on the corresponding page and Noteplicity will close Thumb View.

Menu Actions

Following actions are available in Thumb View:



New Page

This button will add an empty page into the current file.

The new page will be inserted behind the selected page. In case multiple pages have been selected, the new page will be inserted behind the selected page of highest order.

If no page has been selected, the new page will be added at the beginning of the document.

NOTE

- The background of the new page will correspond to the default page background that has been determined in Noteplicity settings.
- The size and orientation of the new page will correspond to the properties of the first page.



Scan Pages

Use your camera to scan pages or to import photos from your photo library as PDF pages. The scanned pages will be added in the document behind the selected page of highest order.



Rotate Page

Rotate selected pages clockwise by 90 degrees.



Copy Page(s)

The selected pages will be copied into clipboard and can be pasted either inside the current file or into another file after it has been opened in Thumb View.



Paste Page(s)

Copied page(s) will be pasted behind the selected page of highest order. If no page has been selected, copied page(s) will be added at the beginning of the document.



Delete Page(s)

The selected pages will be removed from your file.

NOTE This action cannot be undone.

x Close

Close Thumb View and return to File Reading mode.

Note Taking

In file-reading-mode, note taking will be enabled by clicking on . After activation, this button changes to  to signal that note taking mode is activated. Clicking this button will close this mode accordingly.

When using Apple Pencil, navigating is analogue to File Reading mode: You can navigate through your file either by finger scrolling, by using the scroll bar on the right side of the page or by selecting a certain page through Thumb View mode (see chapter Thumb View for more details).

Single objects and strokes can be selected for modification by tapping on them without changing to selection tool.

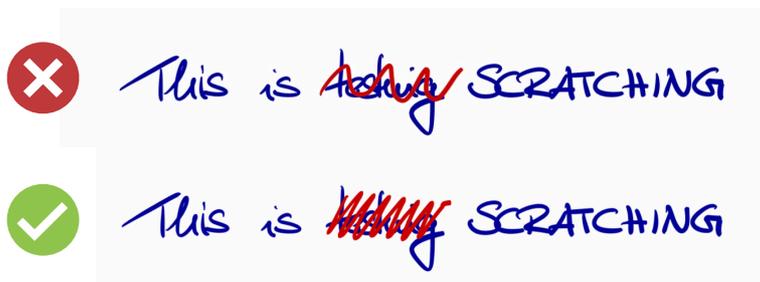
NOTE

If you are not using Apple Pencil, scrolling and long taps will require **two** fingers on your iPad.

Scratching Notes

If the option “Delete Notes by Scratching” has been enabled in settings , drawn objects and strokes can be deleted by scratching those with your pencil. Please consider following requirements to ensure a fluent detection of scratches:

- The scratching need at least five clear and opposing scratch directions in one single stroke
- The frame of the object to be deleted and the scratches need to overlap significantly
- Scratches need to significantly cross the strokes to be deleted
- Scratching is only applied if the current pen's opacity is 80% or higher



Menu Actions

In addition to the menu actions available in File Reading mode (compare section “File Reading”), following actions are available in Note Taking mode:

Text Marker Options

A long tap on displayed text will open a context menu to copy, look up or to mark the selected text:



The selected text can be highlighted, crossed out and underlined by the context menu

A B  . If the currently select tool is a pen (compare “Pencil Selection” below), the added annotation will be colored by the selected pen’s color. If any other tool is selected, the text will be highlighted in yellow, respectively underlined/stroked in red by default.

The color of added annotations can be modified again after selecting those (compare section “Select” below).



Add Images

A long tap on an empty area of the current page will open a context menu to insert images from your Photo Library or to shoot and insert a picture with your device’s camera:



Undo

Undo recent action(s).



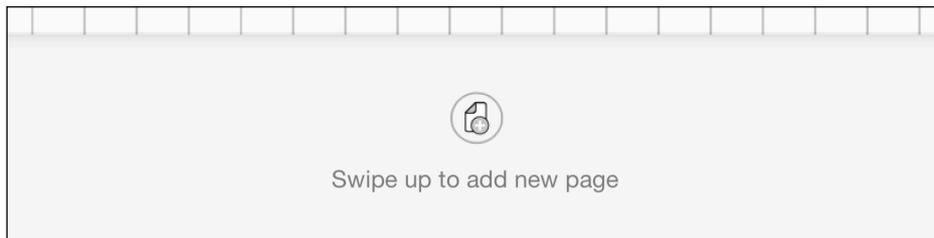
Redo

Redo recent action(s).



New Page

New pages can be added in edit mode at the end of a file by swiping up the last page and holding the finger position for a moment.



NOTE

- The new page’s layout will correspond to the page background that has been selected via [Noteplicity settings](#) .
- The new page’s size and orientation will correspond to the properties of the current file’s page 1.



Pencil Selection / Add Ink Annotations

Noteplicity optionally offers three to eight pens, which can be displayed in the menu bar and configured according to your personal needs.

In the default setting, small pen icons are displayed in the menu bar for pen selection. A pen’s color is displayed in the icon at the top of the pen as well as at the lower tip. The width is illustrated by the step-less fill level of the pen color. – If the entire pen is colored, the highest width has been selected. If only the top is filled with color, the width is very small. In addition, the icon is changed to an illustrative highlighter if the opacity of the pen is below 100%.

Example:

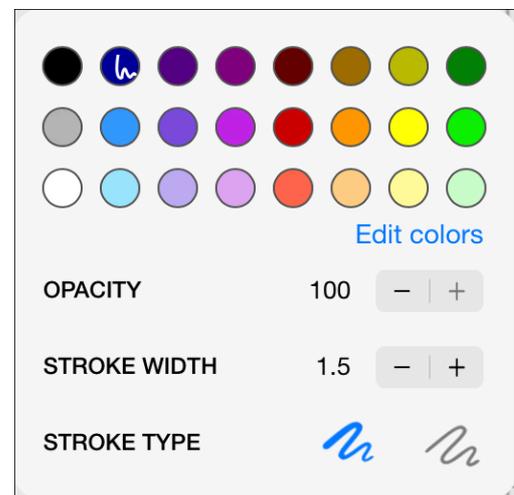
-  Red pen with opacity 100 und low width
-  Purple pen with opacity 100 und medium width
-  Red highlighter with opacity < 100 und medium width

The selected pen is highlighted by a handwritten stroke: 

Alternatively, you can specify in the settings  that instead of the icons described here, circular buttons for the pens are displayed in the menu bar:  These have the advantage that they slim down the menu but only show the color of the pen and neither the width, nor the transparency.

The number of pens displayed can also be defined in the settings. Each pen's recent setting will be saved and made available throughout editing any file.

A pen is easily selected by one tap. The selected pen is increased in size and highlighted by small stroke inside the button. Tapping once again on a selected pen will open the configuration popup where stroke color, stroke thickness, opacity and stroke type can be selected:



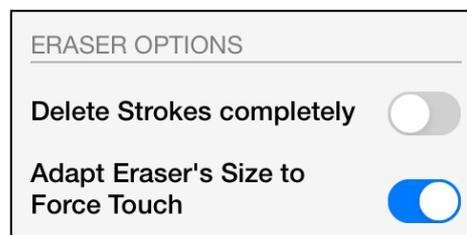
Stroke Types

 Strokes will take Apple Pencil force into account and draw strokes with varying width. This option is only enabled for strokes having width lower or equal to 5.

 Strokes will not reflect force applied on Apple Pencil and will be drawn with constant width.

Eraser

Using the eraser tool, you may delete any of your hand-written notes and ink annotations. If you click on the button again after selecting the eraser tool, a pop-up window with additional options appears:



- **Delete Strokes completely:** If this option is activated, a stroke of a handwritten note is completely removed when it is touched by the eraser. If this is deactivated, only

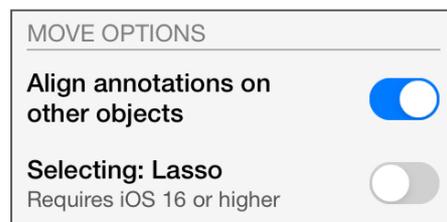
the part of a stroke of a handwritten note that overlaps with the eraser is removed, the rest is retained.

- **Adapt Eraser's Size to Force Touch:** If this setting is activated, the size of the eraser varies with the pressure applied to the pencil. This makes it easy to erase larger areas without having to manually select a different tool or tool size. If this feature is deactivated, the size of the eraser always remains unchanged. This option is only available if the use of the Apple Pencil is activated in the settings.

Select

Using this button you can select multiple drawn notes, annotations and images and modify, copy, delete or move them simultaneously. Dragging over the screen with Apple Pencil will display a corresponding dotted frame. All annotations and images inside this frame are selected for further actions. In addition, you may select a single annotation or image by tapping with your finger once on the item without changing to the selection tool.

If the selection tool is activated, clicking on this button again opens a pop-up window with additional options.

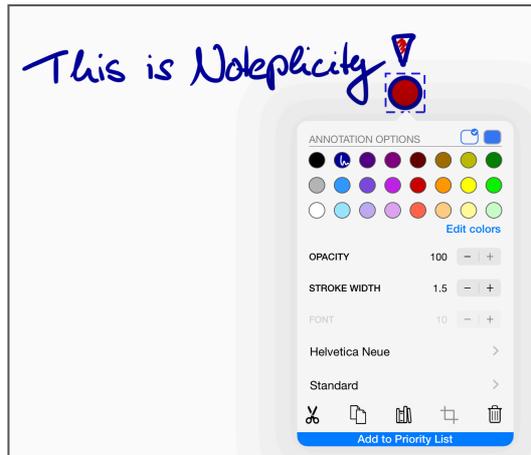


- **Align annotations on other objects:** This option is activated by default and supports exact alignment to other objects by displaying guide lines and snapping to the outlines of other objects. If this option is deactivated, snapping during alignment and the display of guide lines is omitted.
- **Selecting: Lasso:** As of iOS 16, this free-form selection is activated by default, allowing notes to be selected selectively and precisely. Optionally, selection via a rectangular area is possible by deactivating this option. By deactivating this property, selection via a rectangular area is possible and the tool icon in the navigation bar is changed to .

NOTE

- Lasso selection requires iOS 16 or higher.
- If the drawn selection rect is exceeding the size of 20x20 pixels and is overlapping several objects, all corresponding annotations will be selected.
- In contrast, finger taps will always select only one single object. In addition, drawing a small selection rect of size < 20x20 pixels will also select only one object.
- If only one object is selected, the selection algorithm will prefer handwritten notes vs. images and text based annotations.

After selecting one or more objects, an editing window appears near the selected elements to adjust the object properties:



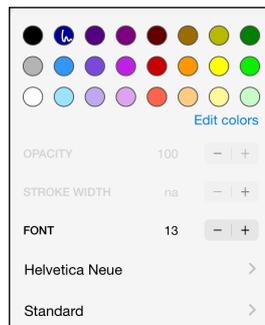
Color, thickness and opacity of the selected notes may be modified.

Via this popup window, it is also possible to move, copy , paste  and delete  the selected notes.

Add Text Annotations

Activating this button will enable the option to place a cursor onto the PDF document by a single tap. Once the cursor has been placed, the iOS keyboard will open to enter free text.

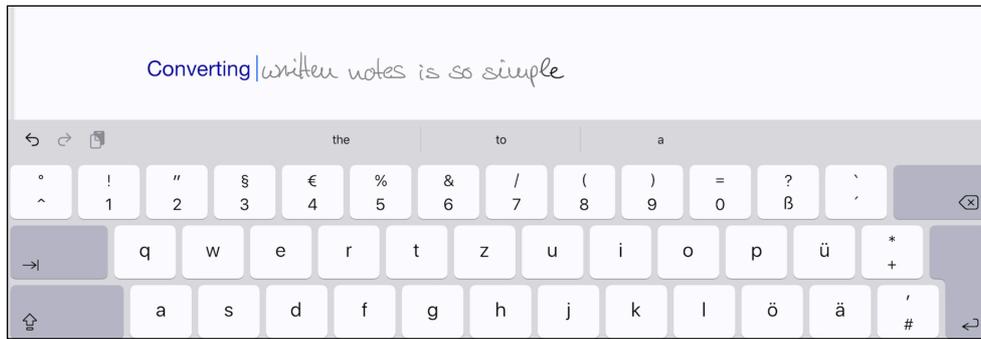
Tapping the icon  once again will open a configuration popup where default font, font size and text color can be selected and saved automatically after selection:



When inserting text-based annotations, the standard properties defined in this way are always used. The font, font size, font color and background color of inserted annotations can be subsequently adjusted. This is done by selecting the annotations using the selection tool.

Support of Apple Scribble iOS 14

While adding text annotations, you may proceed writing with Apple Pencil next to the cursor. Noteplicity will convert your hand written notes to text and append to your text annotation.



abc Scan Text

This button starts scanning text from photos taken live with your camera or from pictures saved in your photo library. The recognized text of each scanned image will be imported into a separate text annotation, each will be saved to the current page on your screen. Please see section “Text Scanning” for more details.



Modify Page Background

The currently displayed page’s background may be modified by selecting one of the following items:  Blank,  Quad,  Ruled

NOTE

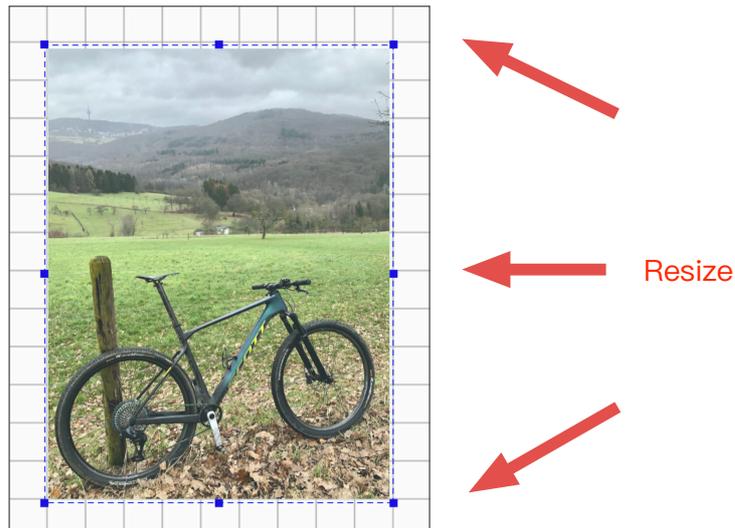
This option is only enabled if the currently displayed page has been created by Noteplicity. The background cannot be modified for pages that have been imported from external sources.

Actions after having selected annotations

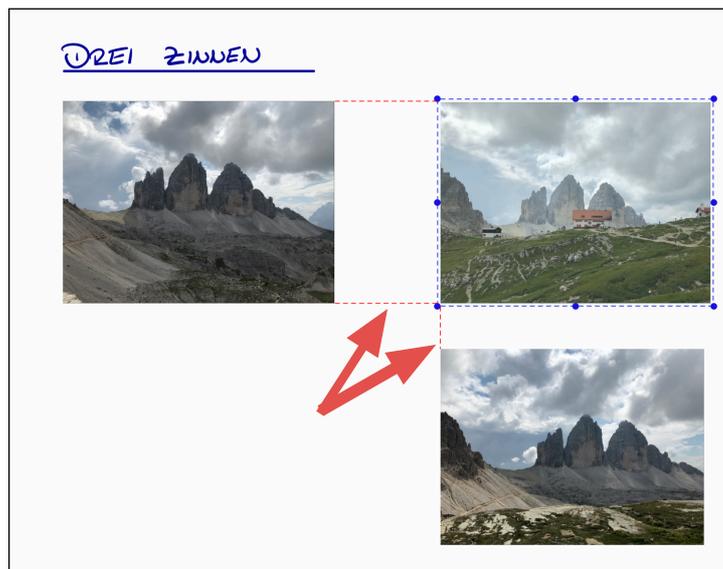
If objects are selected with the selection tool or by tapping with the finger, the selected elements are displayed in a dotted frame. At the same time, a pop-up window appears for editing the selected elements. The commands described below are available in this window.

Selecting, Moving and Resizing

After annotations have been selected and the dotted frame is displayed, the selected elements can be moved simultaneously by moving the frame across the screen. The pop-up window initially displayed is immediately hidden. For images, text and handwritten annotations, the dotted frame also includes small blue squares in each corner and on each edge. By dragging these squares, the size of the selected object can be changed.



Selected items can be moved with Apple Pencil and with your finger. To position your annotations appropriately to other objects, Noteplicity will display additional dashed lines when boundaries match and will snap the moving object to others:



This option can be disabled inside the popup shown when clicking the selection tool twice.

NOTE

- Additional dashed lines are only applied on images, text annotations and geometric shapes, not on hand written notes.
- Text annotations cannot be resized if the page was rotated after the annotation was inserted.



Copy and Paste

When notes have been copied by , the popup window will disappear.

In order to paste the copied notes, a long tap on the screen will display a new popup window „Insert“ at your finger's position. With clicking this button all copied notes will

be pasted: Temporarily, they will be surrounded by a rectangle and can be moved to the preferred position inside the current page.

NOTE

If the orientation of the source page is different from the orientation of the target page, and if an image is copied from a file that already contained the image before the file was opened, the pasted image may be rotated incorrectly on the target page.

Cut and Paste

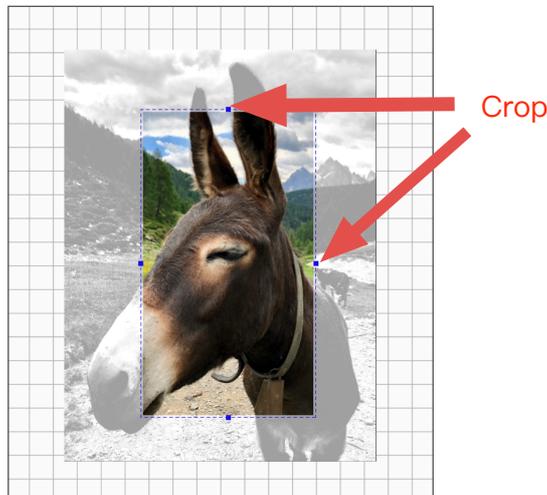
Elements can be cut via  and pasted at another position in the document. The process is analogous to the copying of objects described above. After pasting, the originally selected elements are removed from the document.

Annotation Library

This button saves the selected notes as a reusable template in the library. Compare the section "Annotation Library" for more details.

Crop Image

Inserted images can be cropped since version 2.3.3. By pressing this button, the selected image will be displayed inside a dotted frame that is including small blue squares at each edge. Dragging one of these squares will crop the image while displaying the original image as gray shaded background:



NOTE

- The button will only be enabled, if one single image is selected. The button will be disabled if multiple images or additional annotations are selected.
- An image can only be cropped as long as the file has not been closed. A previously inserted image cannot be cropped after reopening the file.

Delete

The selected objects will be deleted by clicking the button .

Foreground- / Background Color

For circles, rectangles and text annotations a background color may be assigned in addition to the foreground or border color. If one or more of those annotations have been selected, the annotations popup will include the icons in the upper right corner in order to select the corresponding colors independently.

Priority List Add to Priority List

If the Priority List has been enabled in settings , an additional button **Add to Priority List** will be displayed at the bottom of the annotations popup. Clicking will add all selected annotations at the lower end of your priority list, which will be accessible via the favorites menu only. See section Priority List for more details.

Apple Pencil Actions

Noteplicity supports all Apple Pencil actions that you have configured in your iOS settings, e.g. double tap to change to the previous tool or to the eraser.

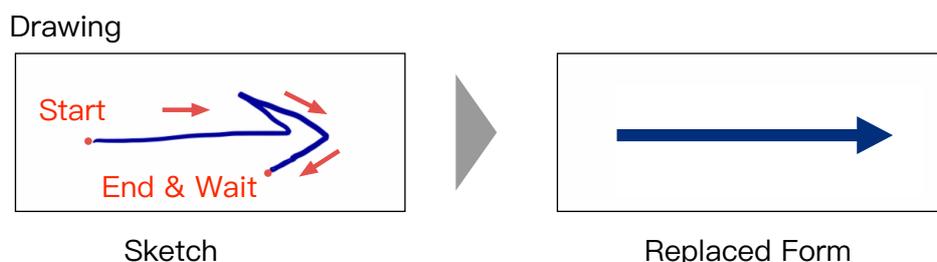
Outline Shape Recognition

On iPad with Apple Pencil, Noteplicity supports recognizing drawn geometric shapes to replaces your sketches by perfectly drawn outlines of forms. In order to activate this option, please switch on the option “Recognize & replace Shapes” in settings .

If activated, proceed as follows to replace your drawings by geometric forms:

- Draw your shape carefully and slowly and in one single stroke. – E.g. , i.e. arrow line and arrowhead need to be drawn in one gesture without interruption in order to be recognized be Noteplicity.
- Shape recognition is initiated by letting Apple Pencil rest in the final position for a while after you have finished drawing your shape. – Avoid moving your Pencil until Noteplicity has replaced your sketch by a fitting form outline.
- Once the shape has been replaced, you may directly modify its size and orientation by dragging with Apple Pencil, again without moving the Pen from the screen before.

For example, use following workflow to draw horizontal arrows:



Following shapes are supported:



Straight line



Straight arrow



Orthogonal line with one corner



Orthogonal arrow with one corner



Circle – **background color** may be assigned



Rectangle – **background color** may be assigned



Triangle

Annotation Library

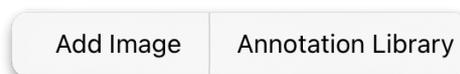
Since version 2.6.2, created annotations can be saved as templates in a library and can be reused on demand. Thus, frequently used notes are easily available and can be pasted at any position in a document similar to copied elements.

Add Annotations to Library

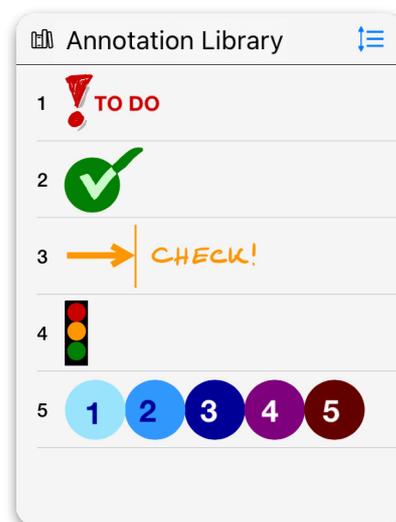
To add annotations to the library, select them with the selection tool  and choose the button  in the pop-up window that appears. After having given your consent in the displayed confirmation message, the notes are saved in the library and are available for reuse from now on.

Use Annotation from Library

To add items stored in the Annotation library into the document that is currently edited, long-tap with your finger in an unwritten area. The following popup appears:



By selecting the button „Annotation Library“, a list of all currently saved library objects is displayed:



After choosing a line in this list, the selected element is inserted in the document, highlighted via a selection frame and is available for further editing within the document.

Edit Annotation Library

Elements can be removed from the library by swiping left on the corresponding line with your finger. A red highlighted trash icon  appears at the end of the line, which deletes the element from the list and the library.

The elements of the library are sorted by save date. Individual sorting is possible by activating the button  at the top right of the popup followed by moving the row elements to the required position.

NOTE

- Initially, the Annotation Library does not contain any saved elements. These must be created and saved individually in the library by the user.
- Items deleted from the library cannot be restored.
- Images are not saved to the Annotation Library. If your selection to be saved in the library includes images, a warning message will be displayed before saving. When continuing, selected images are not considered when saving the new library item. If your selection contains only images, the button for creating a new library item is disabled.

Scanning Text

In Directory View and while taking notes, you may scan text from photos taken with your camera or from pictures available in your photo library. Clicking the button  will at first require to select the source “camera” or “photo library”. After having taken one or more pictures with your camera or having selected pictures from your photo library, noteplicity will scan the images for text and import the recognized characters into text annotations.

The procedure is differentiated by the current Noteplicity mode:

Directory View

- In Directory View, scanning text will create separate PDF pages for each scanned image or selected photo. Each generated page will include the recognized text in one single text annotation.
- A new PDF file will be saved into the current folder that will include all generated PDF pages.

Note Taking

- While taking notes, scanning text will import the text from all scanned images or selected photos into the currently displayed page of the open PDF file.
- For each photo, a separate text annotation will be generated including the text from the base photo. If more than one image is scanned or selected, several text annotations will be created on the current page.
- No new PDF file or page will be created, text is imported into the current page only.
- The generated text annotations may overlap on the current page.

In settings , you may select your preferred languages that will be used for text recognition.

NOTE

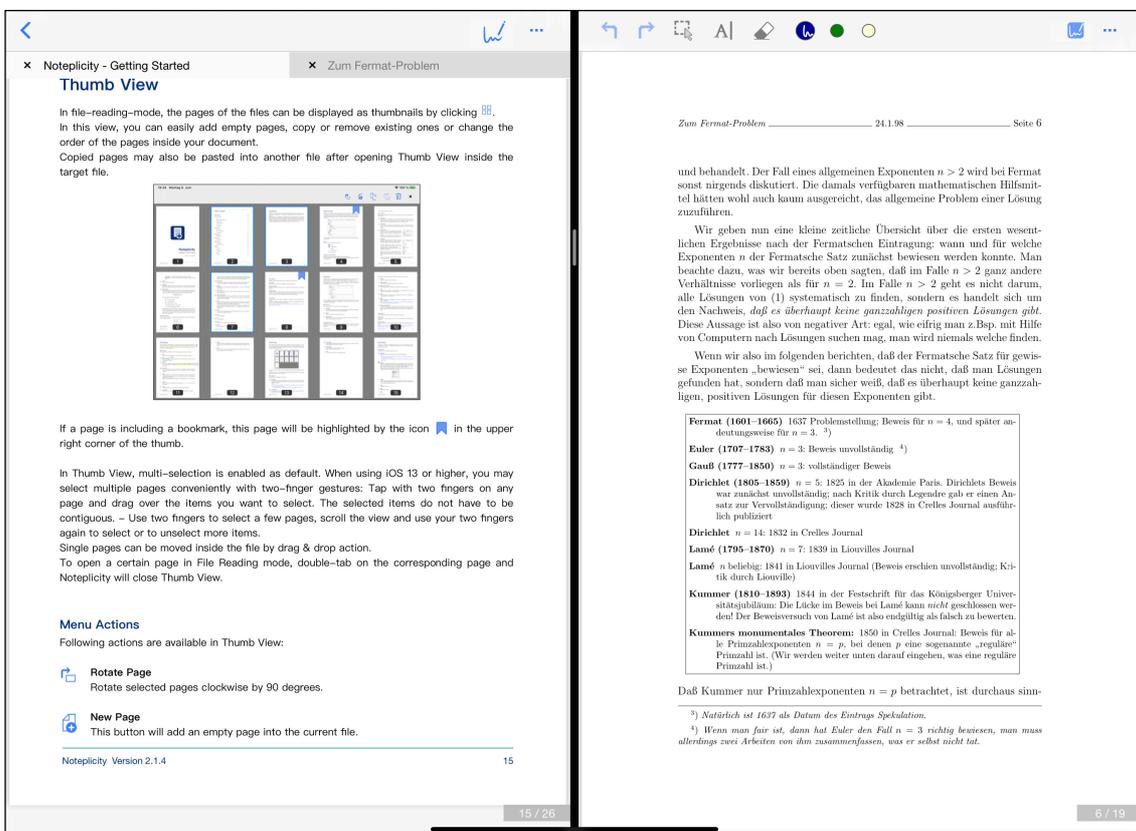
- The purpose is to import text and avoid manual typing, not to repaint the imported page.
- Scanning is optimized for text that is written in horizontal order.
- Vertical spaces between text blocks are not translated exactly. A block of multiple empty lines will be imported as one single empty line only.
- Text is scanned horizontally. Horizontal space is not imported properly, leading spaces are ignored and large spaces are shrunk to single white space characters.
- Separate horizontal text blocks like newspaper articles are imported as a single text block with possibly illogical semantics.
- Text format like size or bold/italic cannot be recognized and imported.
- Tip: Try to scan the text in a way that text lines are parallel to the lower page edge.

Multiple Windows

Apple is offering the ability to open multiple windows in Slide Over and pair it with other apps or with the same app in Split View. This is offering the opportunity to open two apps on the screen in parallel and e.g. to display/edit two documents simultaneously.

Since iOS 16 there is also the option to flexibly vary the size of a window and display more than two windows at the same time by activating the option "Stage Manager" in the iOS settings. Noteplicity supports all of the above iOS multitasking options.

You may open Noteplicity with an other app or with a second instance of Noteplicity itself. To start this view, open Noteplicity and swipe up from the bottom of the screen to open the dock. Tap and hold the app icon you would like to open and drag it to the side of the screen. There it will open in a new window.



When displaying a document in Noteplicity simultaneously in two screens, editing is only possible in one window at the same time. When starting edit mode, the corresponding button will be disabled in the second screen for the same file. After saving the file, the document will be refreshed in the second view and edit buttons will be enabled again. If the editing window is closed or send to the background, the document will be saved automatically and edit mode will close. The same applies if Thumb View is open. – Sending the window to background will initiate an automatic save and the remaining window will be refreshed if the file was displayed simultaneously.

NOTE

If two or more Noteplicity windows are open, even in background, sending the active window to background will end the edit mode automatically. Whereas if only one window and no second Noteplicity window is open, even in background, edit mode will not terminate if the active window is sent to background.

When Noteplicity is open in two instances simultaneously, following interactive actions are supported to share data between two Noteplicity windows (currently, this is not supported as interaction with other apps):

Directory View

- Drag & drop files and folders. – Items will be moved, not copied.
- Cut, copy, paste files and folders

Thumb View

- Drag & drop pages. – Pages will be copied to the second window, not moved.
- Copy and paste pages

Note Taking

- Copy and paste annotations is supported by using the popup dialogue
- Drag & drop is not supported

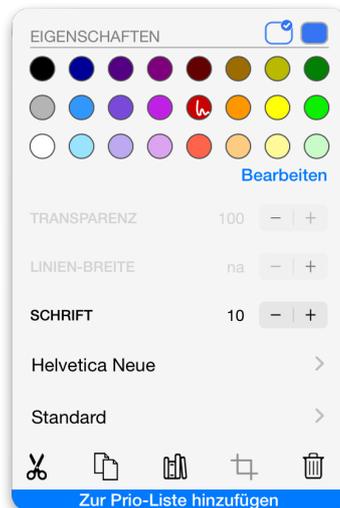
Priority List

Do you still use a sheet of scratch paper during your daily calls and meetings to collect your urgent short notes and important points that you may not forget at the end of your working day? Do you take notes during a meeting and need to remember specific sections that require action? Then Noteplicity offers a good solution by introducing the feature “Priority List” since version 2.4.

This feature provides the possibility to copy selected notes and annotations from the currently edited file directly into the Priority List by one single click. The selected items will be added at the end of the list. Thus, the Priority List can be used as your digital scratch paper including all the hot items you may not forget.

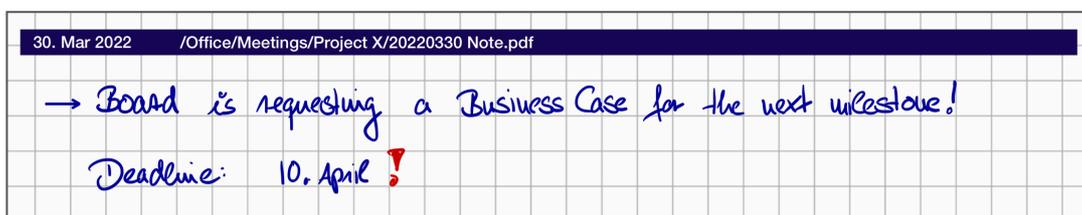
To enable using the Priority List, please enable the corresponding option “Activate Priority List” in settings .

Once this option has been enabled, an additional button [Add to Priority List](#) is available inside the annotations popup that will be displayed when selecting annotations:



Clicking this button will add all selected annotations at the end of the Priority List. If required, additional pages will be added to the list before inserting the selected items.

In addition, Noteplicity will add a blue banner at the top of the inserted section that is including the adding date as well as the local path to the originating file.



The Priority List is not available as file in the directory view. The file is available as the top listed item inside the Favorites tab and can be edited as any other PDF file.

Deactivating the Priority List in settings  will not delete your priority file but remove it from your Favorites and also hide the button [Add to Priority List](#) in annotations popup.

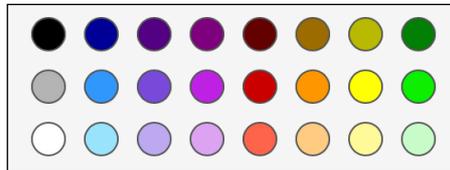
The Prio list can be renamed individually. To do this, swipe left on the list entry under "Favorites" in the left navigation bar and select the rename button that appears. Alternatively, open the file and give it a new name using the "Rename file" command in the top right menu.

NOTE

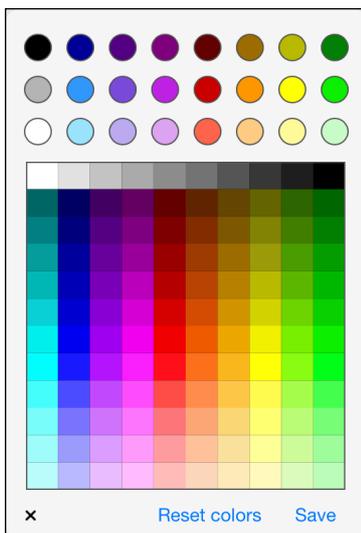
The pages in Priority List are always using portrait orientation and cannot be rotated.

Color Palette

In any popup menu where colors may be selected, you may edit the color palette being displayed for your personal needs. By default, Noteplicity will use following palette:



In each color menu you may adapt the palette by clicking on “[Edit colors](#)”. The menu will be enhanced by a color spectrum menu at the bottom:



Selecting a color inside the upper palette will offer the option to select a color from the spectrum. The palette will change accordingly.

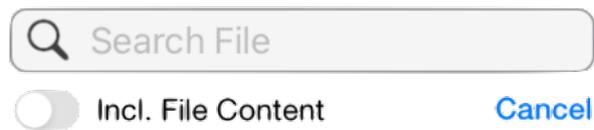
Reset colors This will reset the palette to the Noteplicity default palette, see above.

Save Save your palette as default palette to be displayed in each color selection menu.

X Close color spectrum menu without saving your modifications.

Searching

The text field at the top of the left navigation bar allows to search for files, folders and file contents:



Once characters are entered in the text field, the search is started automatically and the hits are listed in directory view.

By default, the entered text is compared with file and folder names. If the "Incl. File Content" option is additionally activated, the search will be extended to text-based file contents as well. The "Cancel" button ends the search and deactivates the text field for entering the search text.

Searching for file content requires the app internal creation of a search index. Thus, when selecting "Incl. File Content" at the first time, Noteplicity will create this index initially. Depending on the amount and size of files, processing the creation may take a few minutes. The app will ask for your approval to start this process.

For index creation, file content will be split into single words and any word with more than 2 characters will be added to the search index. This will take file text and text annotations into account, but handwritten notes that have not been converted to text are not reflected.

Once this search index has been created you may conveniently search for file content when selecting "Name & Content" inside the search screen. When entering two or more words separated by whitespace, all files that include one of these words in name or content will be listed as search result.

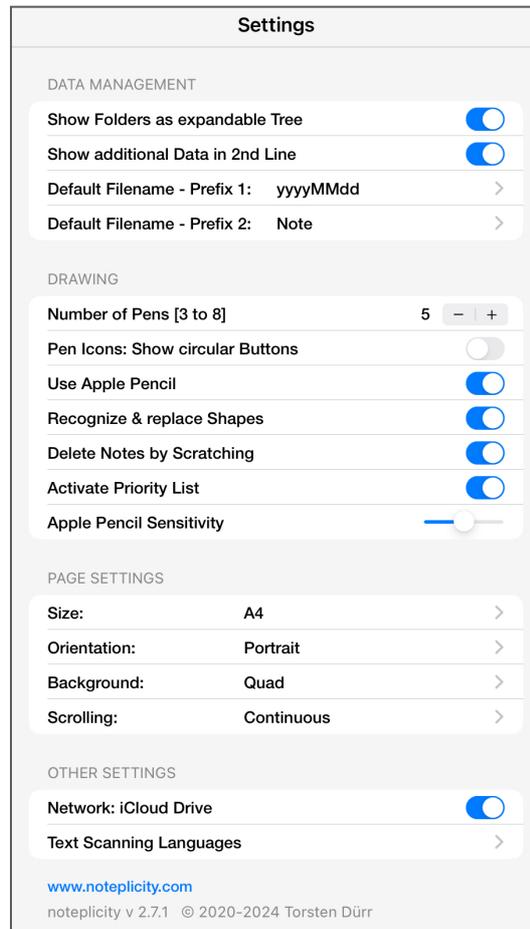
In addition, all file names will be added to **iOS Spotlight Search** while indexing. Thus, you may also search for Noteplicity files by using the iOS search on your iOS home screen. This feature is only taking file names into account, but file content will not be considered.

When adding, modifying, copying or moving files inside Noteplicity, the app will adapt the search index immediately. [When adding or moving files by using other apps like the iOS files app, the index may not be refreshed accordingly.](#)

In order to minimize those negative effects, Noteplicity will regularly suggest to fully refresh the index while searching. If you would like to start index creation manually, please enter ****CREATE_INDEX**** into the search field.

Settings

Via the settings  user interface you can individually adjust Noteplicity to your personal needs:



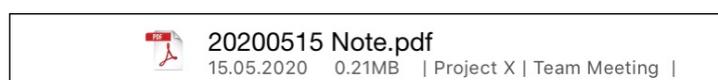
Data Management

Show Folders as expandable Tree

- Enabled: Folders and files will be displayed as expandable tree in Directory View. Selected folders will be expanded and thus, the content of several folders may be displayed simultaneously on your screen.
- Disabled: Only the content of the current selected folder will be displayed on your screen. In order to move through your directory hierarchy, you need to select the parent folder on top of the screen or select a folder inside the current directory.

Show additional Data in 2nd Line

If enabled, Noteplicity will display additional Information (last saved date, file size and assigned #tags) about a document in a line below each file. This applies for Directory– as well as #Tag View.



If disabled, this information line will be suppressed.

Default Filename – Prefix 1 & Prefix 2

When creating a new file, Noteplicity will save the file with a default name, e.g. “20201201 Note.pdf”. You may define this default name individually by choosing between different date formats as well as using free flow text.

Example:

Prefix 1: yyyyMMdd

Prefix2: Note

Creating a new file on December, 31st 2020 will save the file as “20201231 Note.pdf”

If a file with the same name exists in the current folder already, a counting index will be added to the name.

Drawing

Number of Pens [3 to 8]

By default, three pen buttons are displayed in the navigation bar during note taking mode. The number of displayed pens may be increased to up to eight pen buttons.

Pen Icons: Shoe circular Buttons

By default, pen buttons are displayed as small icons that illustratively represent a pen or highlighter in edit mode. To narrow down the menu bar, the pens can alternatively be displayed as circular buttons.

- Enabled: Circular buttons are shown. 
- Disabled: Pen icons are displayed in menu bar. 

Use Apple Pencil (iPad only)

- Enabled: Drawing or note-taking is only possible with Apple Pencil. Navigating through your file is analogue to File Reading mode.
- Disabled: Drawing or note-taking is possible with your fingers or with any other Stylus. Scrolling will require two fingers on your iPad.

Recognize & replace Shapes (iPad only with Apple Pencil)

- Enabled: Strokes are replaced by fitting geometric forms. Compare section “Outline Shape Recognition” for details.
- Disabled: Noteplicity will not replace any strokes by geometric forms.

Delete Notes by Scratching

- Enabled: Handwritten notes can be deleted by scratching on them with your pencil.
- Disabled: No action when scratching on notes.

Activate Priority List

- Enabled: The Priority List will be available as favorite file and a button to add selected annotations to the list will be available in the annotations popup.
- Disabled: The Priority List will not be listed as favorite file and the corresponding button to add annotations will be hidden in the annotations popup.

Apple Pencil Sensitivity

If Apple Pencil is activated, you may determine the sensitivity of your Apple Pencil with this slider.

PDF Settings

Page Size

Page Size determines the size of the pages of a **new** file.

Available values: A4, A5, Letter

When adding new pages into an **existing** file, the size of the new page will correspond to the size of the first page of the document.

Page Orientation

Page Orientation defines the orientation of the pages of a **new** file.

Available values: Portrait, Landscape

When adding new pages into an **existing** file, the orientation of the new page will correspond to the orientation of the first page of the document.

Page Background

Page Background determines the background of the pages and applies to **new** files as well as to new pages which are added to an **existing** file.

Available values: :  Blank,  Quad,  Ruled

Page Scrolling [Read Mode only]

Via Page Scrolling, the way of scrolling through files in read mode can be determined.

Noteplicity offers three options of scrolling through a file:

- Continuous: Continuous vertical scrolling
- Single Vertical: Vertical scrolling page by page
- Single Horizontal: Horizontal scrolling page by page

NOTE

Edit mode is only supporting continuous vertical scrolling. When applying single vertical or single horizontal scrolling in settings, Noteplicity will temporarily move to Continuous scrolling when a file is being edited.

Other Settings

Backup: iCloud Drive

- Enabled: Once iCloud is enabled, Noteplicity will integrate your iCloud Drive as a separate folder within Directory View. This folder may be used in the same way as any other folder.
- Disabled: Once iCloud is disabled, iCloud Drive will not be accessible in Noteplicity.

NOTE

In order to support iCloud usage, you also need to enable Noteplicity in your iOS settings.

Text Scanning Languages

Select the language that will be used for text recognition while scanning text.