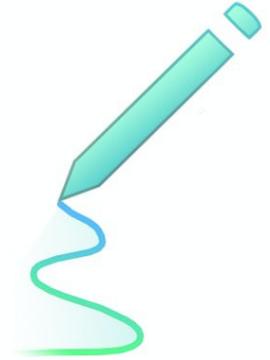# Guardrail Tutorials

for

## iPaddlers

Using the **Notes** app - Part 2

*Using Notes – adding content*

Basic Functionality
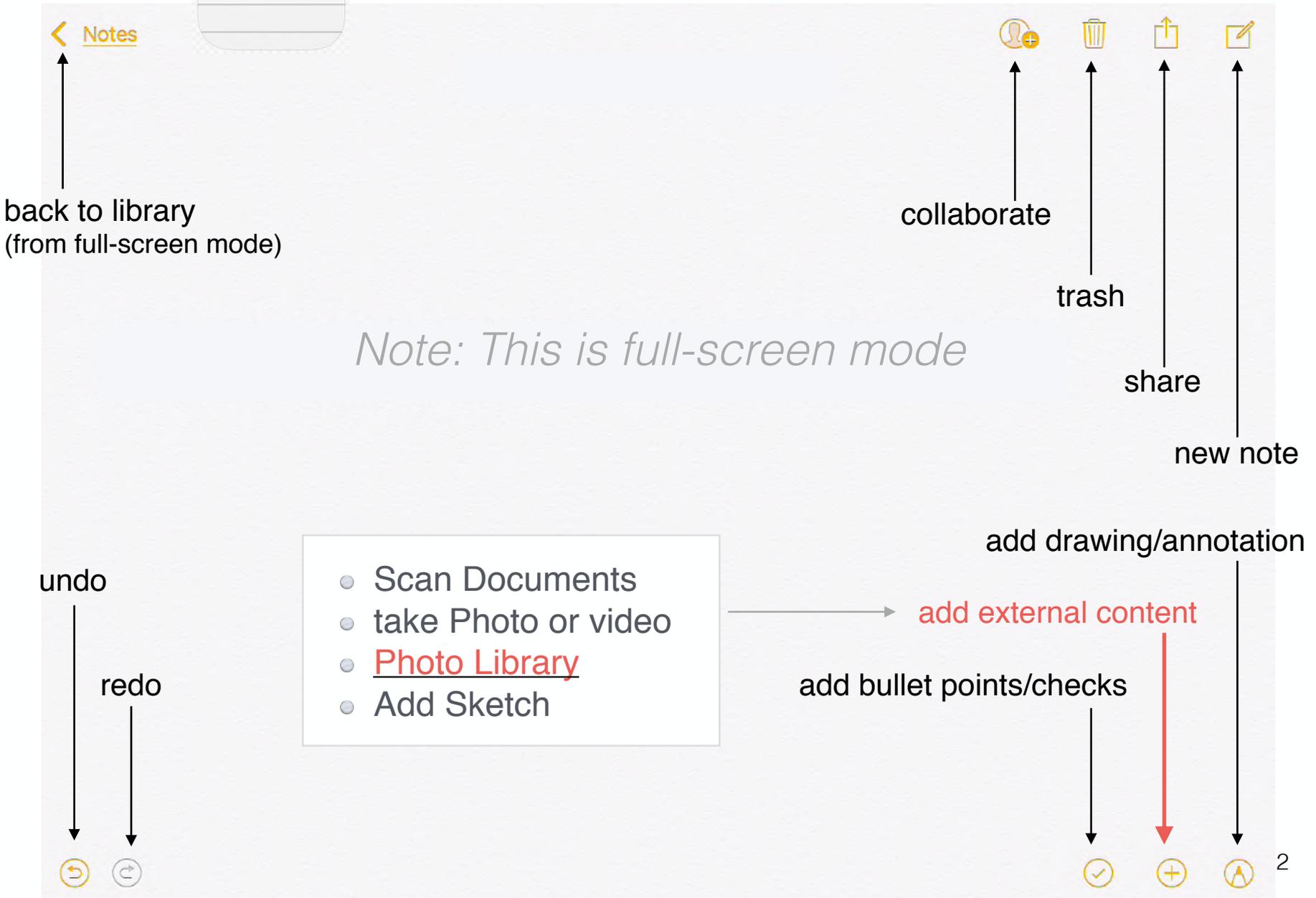
*iOS 12*

GUARDRAIL Tutorials
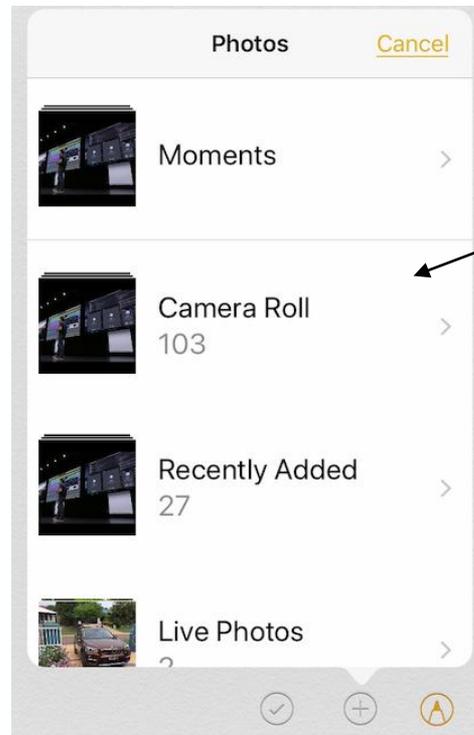
# Notes - User Interface

back to library
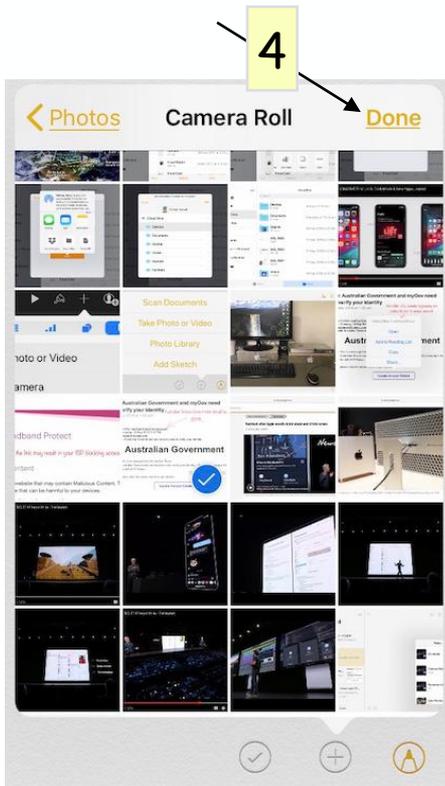(from full-screen mode)

collaborate

trash

share

*Note: This is full-screen mode*

new note

add drawing/annotation

undo

Scan Documents
take Photo or video
Photo Library
Add Sketch

add external content

redo

add bullet points/checks
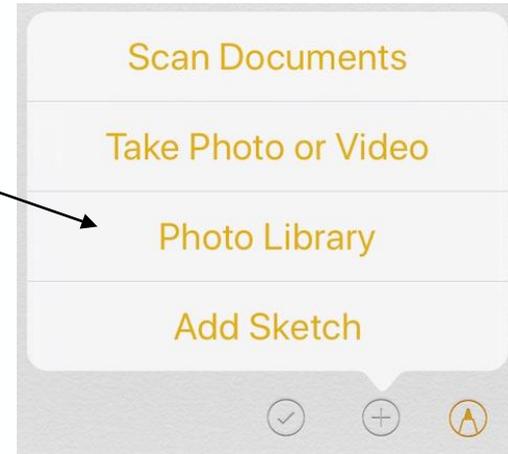
# iPad Notes App
## Adding Images

1. Create a new note using the new note icon: → **1** → 🖊️

2. Add a photo: tap ⊕ and choose **Photo Library**

**2**

Select from '**Camera Roll**' ('All Photos') or
any listed location within your **Photo Library**

**Scan Documents**

**Take Photo or Video**

**Photo Library**

**Add Sketch**

✓  ⊕  Ⓐ

**4**

〈 Photos    Camera Roll    Done

Photos                        Cancel

Moments                        〉

**3**

Camera Roll
103                            〉

Recently Added
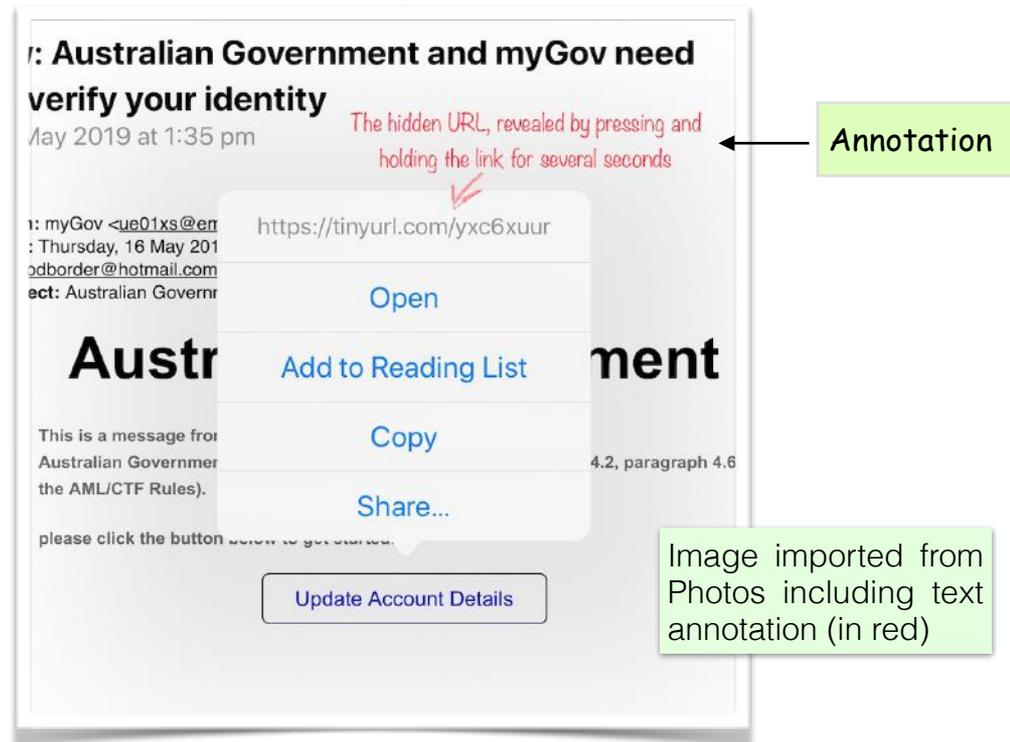27                             〉

Live Photos                    〉

✓  ⊕  Ⓐ

Select from 'Camera Roll' ('All
Photos' if you have iCloud on) or
any listed location within your
Photo Library. Once selected (3),
the next dropdown box will show
a thumbnail list of available
photos. Select the photo you
wish to use and click (4) '**Done**'

✓  ⊕  Ⓐ

# iPad Notes
## Text and Images

Many **spam** emails contain malicious links. The scammers behind such exploits often attempt to lure you into clicking a link which may direct you to some sort of **phishing** website designed to steal login details to personal accounts. The example in this case pretends to be from the **my.gov.au** online service.



Never click on any links in spam emails. They are not usually what they pretend to be.

# Notes

Using annotated images from Photos

If you can see the hidden URL, you will clearly see that it is a scam.
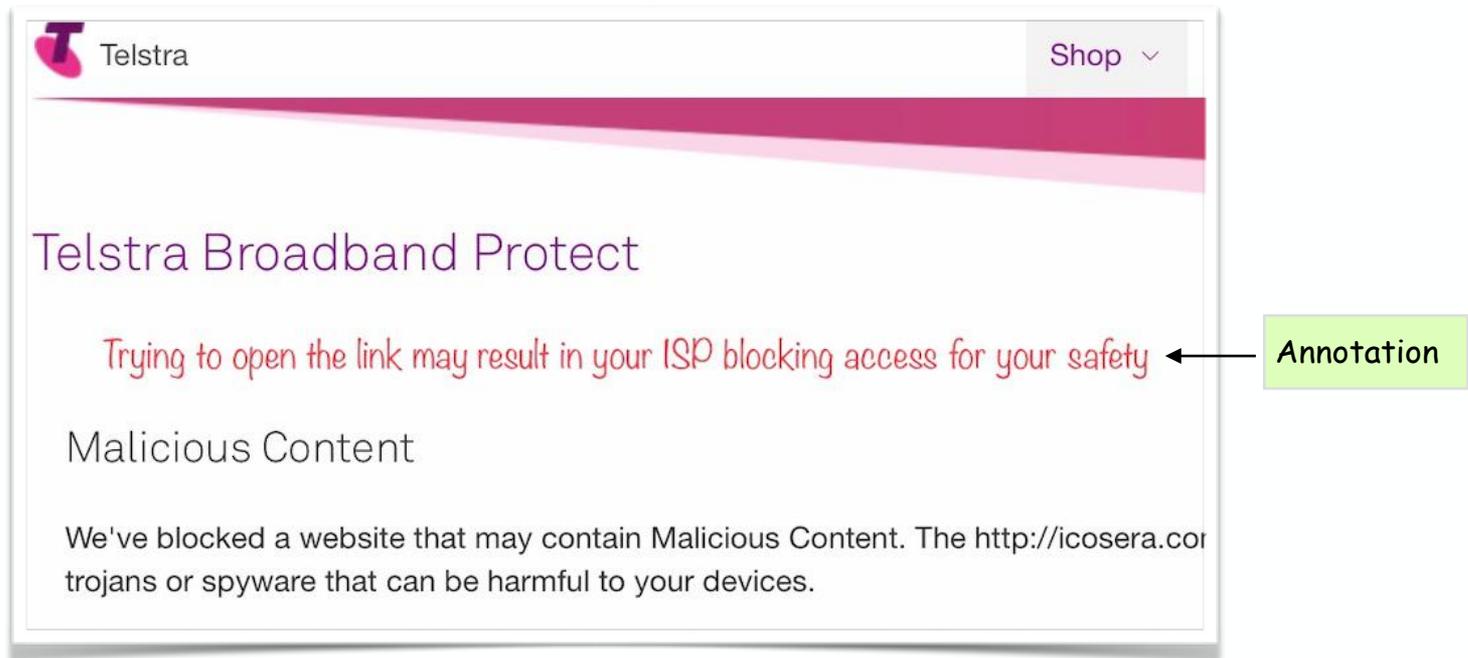


*In **Notes**, it seems that both typed text and handwritten text, can only be added outside of an image block. Text cannot be applied as an image overlay (ie in layers). Hence this annotation was done in **Photos**.*

# Notes

## Text added before image

These days many Internet Service Providers, and web browsers, will provide a warning if you attempt to follow such a link. However, be aware that scammers and hackers are always developing more sophisticated techniques to trick the unwary.



Remember, '**Trust no one**'

# Notes

## Using the keyboard

In Part 1, we had a look at some of the basics of keyboard usage such as text input, Cut, Copy, Paste, Bold, Italic and Underline etc. Also, we had a brief look at the text formatting options accessible from the '**Aa**' button. As you will have noticed, there are other options, some of which are duplicated from the bottom toolbar, due to the toolbar being covered by the keyboard. These are Undo, Redo, Bullets. Add Content and Markup.
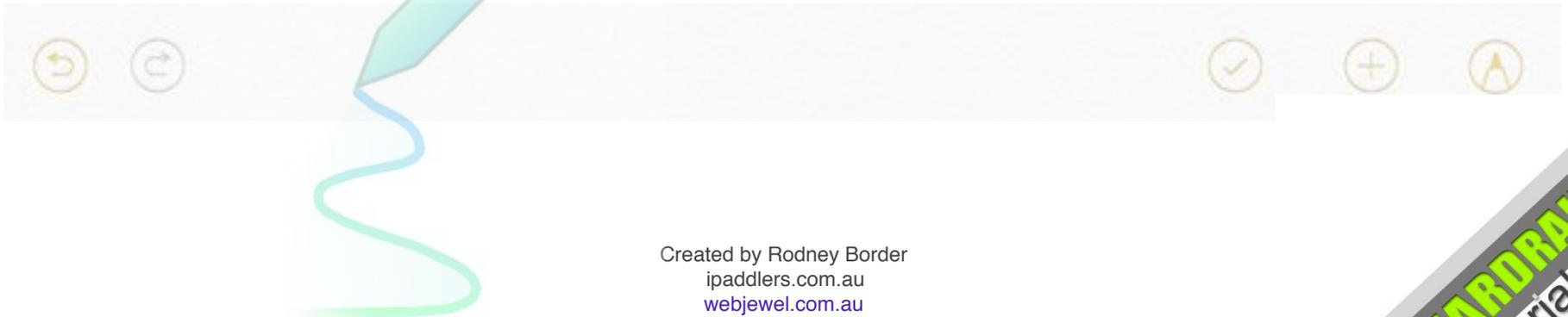


Undo   Redo

Bullets   Add Content   Markup

Undo, Redo

Add Table

Bullets,
Add Content,
Markup

Toggle keyboards,
emojis & symbols

Microphone/Voice Input

*Note: For more instructions on using the touch screen iPad keyboard, please refer to the **iPad User Guide** at: https://support.apple.com/en-au/guide/ipad/welcome/ios or the offline version which can be downloaded within the **iBooks** app.*

# Summary

## The Notes App - some brief points

🔵 **Notes** is an pre-installed iOS app for note taking

🔵 It allows notes to be written in typed font, or hand writing

🔵 Also, it allows importing photos into a note

🔵 Other content can be added also, such as website hyperlinks and even video

🔵 Markup can be added to a note using the drawing tools