CQ Note

Introduction

Start here. Fifteen minutes with this book and you will know your way around the whole app.

On iPad, iPhone, iPhone Duo, Mac and Apple Vision Pro.



20 pages | plain words | real screens

Basics · 1

What is CQ Note?

One sentence first. Then the pictures.

A notebook for your iPad, iPhone, Mac or Apple Vision Pro. You write as you would on paper, and then the page can do things paper never could.



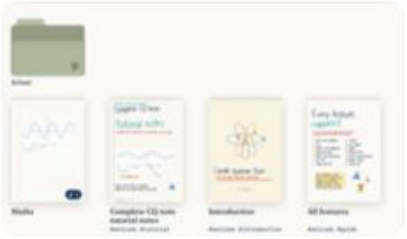
Write

Over sixty pens, pencils and brushes. Your own handwriting, kept as ink you can move and rub out.



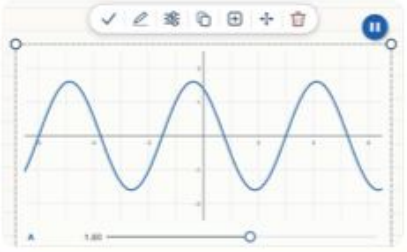
Add

Press Insert and put nearly anything on the page: a graph, a video, a PDF, a clock, a sticker. Many tools, and a whole maths set.



Organise

Shelves, folders, tags and passwords, and a search that can read your handwriting.



Learn

Graphs that move, answers you can hide and quiz yourself on, study plans and two maths games.

Local notes. You choose what to export or share. Sync and backups use your own iCloud.

Basics · 2

One notebook, every device

iPad, iPhone, iPhone Duo, Mac and Apple Vision Pro.



iPad

writes with: Apple Pencil, or a finger

The big page. The Pencil writes; a finger moves the page.



iPhone

writes with: a finger

In your pocket. One pen button holds Pen, Marker and Highlighter.



iPhone Duo

writes with: a finger, on both screens

Closed, a phone. Open, a small iPad, with a side strip for the Pocket.



Mac

writes with: the mouse or the trackpad

A window you can resize. A menu bar, and a key for each tool.



Apple Vision Pro

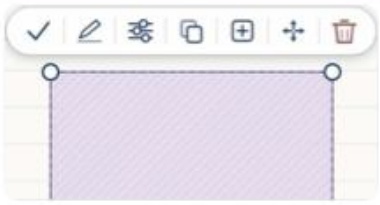
writes with: a pinch (or a stylus)

A window in your room, and a Writing pad for your hand.

All five run the same app. Not every feature is on every device: the Pencil is for the iPad, the Writing pad for Vision Pro. The pictures in this book are from an iPad unless a page says another device. Where it says tap, a Mac clicks and a Vision Pro looks and pinches.

Who it is for

The same notebook, and a different set of tools for each of us.



Students

Recall boxes to quiz yourself. Page links from a question to its answer. Important points that gather into a revision sheet. An exam countdown.



Teachers

A laser pointer that leaves no mark. Ink that draws itself again. A voice memo that lights up what you wrote. A video tied to your notes.



Engineers

Technical, dimension and isometric pens. A real ruler, protractor and compass. Drawing sheets with frames and title blocks.



Researchers

Live graphs from an equation, quantum systems you can watch, and a simulator for things that change, with room beside them to write what you find.



Artists

Brush, crayon, charcoal and pastel pens. Colour that fills a shape. Sixty illustrated stickers to play with.

Every pen and tool works in every notebook. The few with a gold star are Premium, and are open to you during the free months.

Basics · 4

How to read this book

Four small signs. Learn them once and every page is easy.

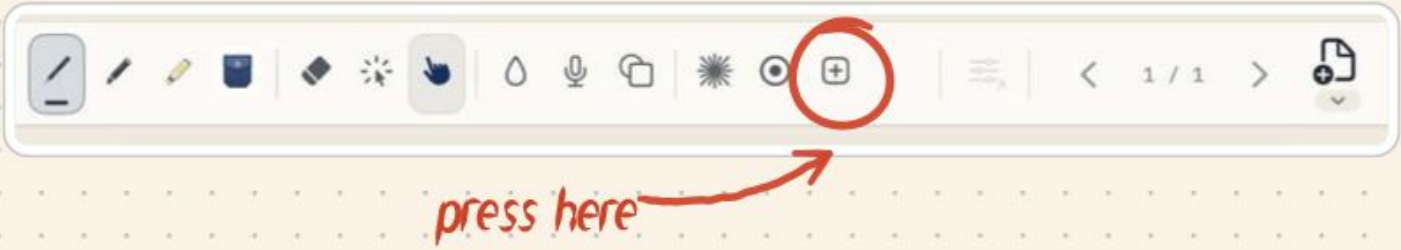
① The Find-it band

Every page starts with one. It is the address of a tool. From where you are, press each box in turn, left to right.

Find it → Insert → Maths set → Ruler

② Arrows and rings

A red arrow says press here. A ring says this is the thing. Here is the toolbar, with the Insert button picked out.



③ Numbers

A number in a ring is a step. Do the steps in order. The same number is written on the picture, so you can see where.

④ The star ribbon

It marks one of the special tools of CQ Note.

☆ *A special tool of CQ Note*

Tip: pinch to zoom into any picture. Where it says tap, a Mac clicks and a Vision Pro looks and pinches.

Seven words

Learn these and every page of this book reads easily.



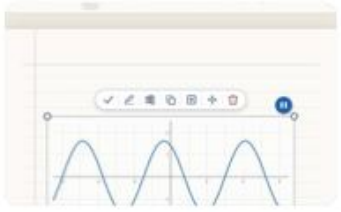
Shelf

Home: where notebooks stand as covers.



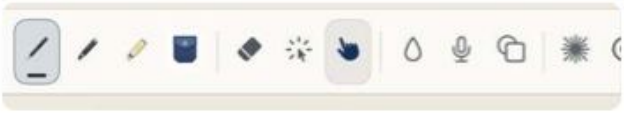
Notebook

A book of pages. Tap its cover to open it.



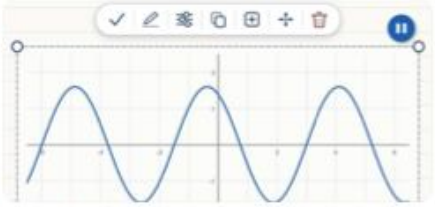
Page

One sheet of a notebook. You write on it.



Tool

What is in your hand: pen, eraser, ruler.



Object

Anything on a page: graph, photo, video.



Inspector

The control panel of the selected object.



Palette

A list of things to pick from, like Insert.

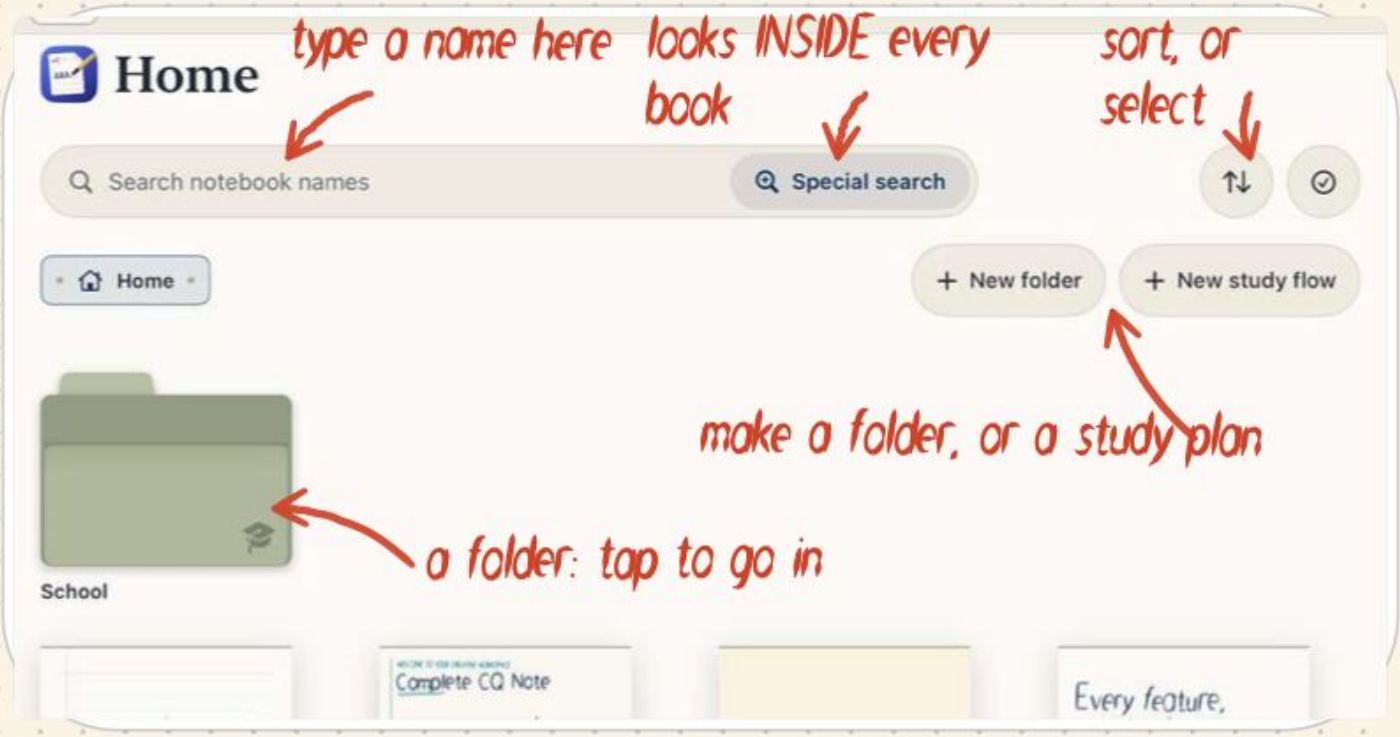
That is all the vocabulary. Everything else is a name on a button.

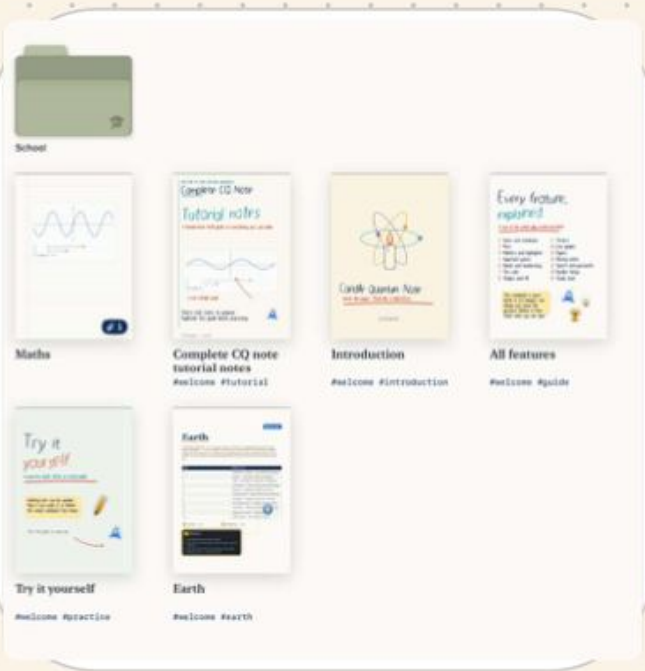
Basics · 6

The shelf

Home is where you land. Every notebook is a cover you can see.

Find it Open CQ Note → Home



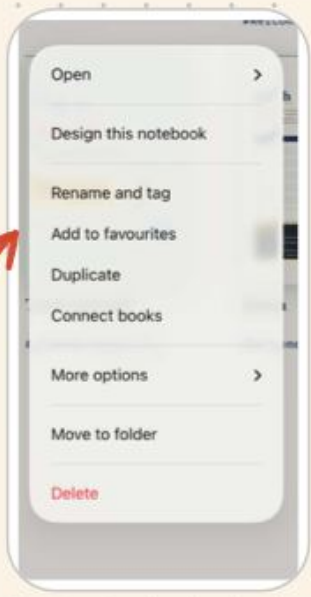


A cover

Tap it to open the notebook. The words under it are its tags.

Press and hold

for its menu: rename, design the cover, duplicate, connect, move to a folder.



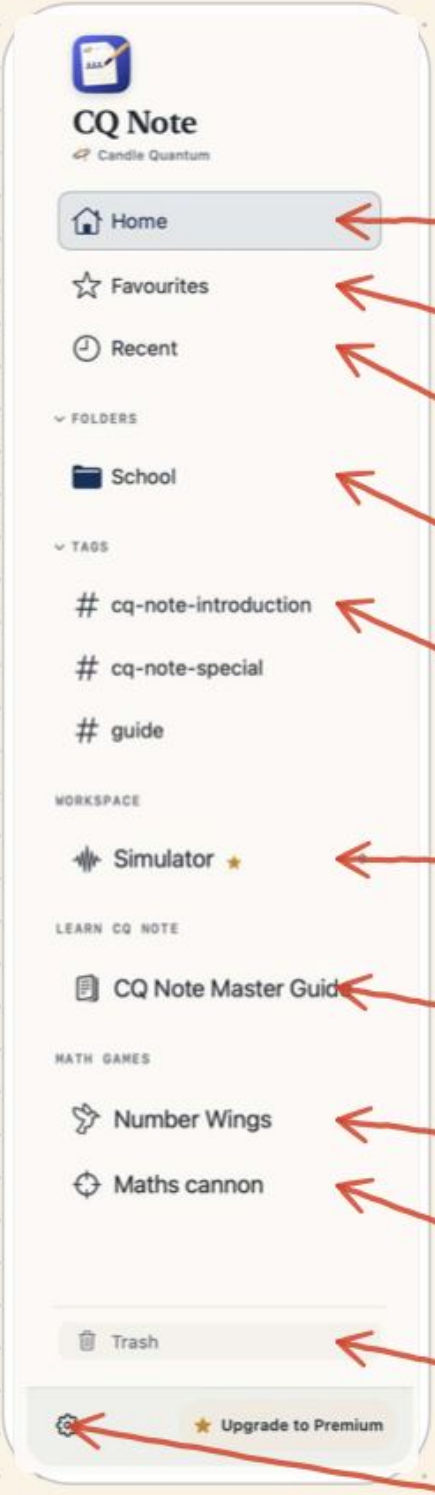
Basics · 7

The side bar

The contents page of the whole app.

Find it → Home → Side bar button, top left

 this one



Home
your shelf

Favourites
books you starred

Recent
what you opened last

Folders
one tap away

Tags
tag a book maths, and it is listed here

Simulator
a lab for things that change: climate, pendulum, predator and prey

Master Guide
a longer guide, inside the app

Number Wings
a maths game

Maths cannon
a second maths game

Trash
deleted books wait here; put one back

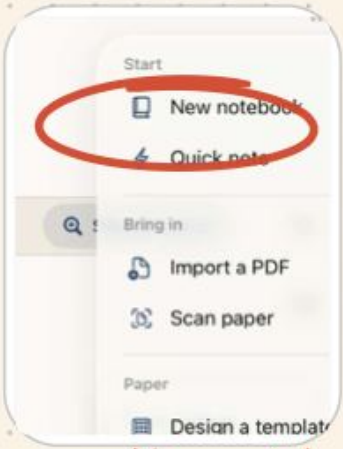
Settings
the gear: how the app looks and writes

Make your first notebook

Two taps, a name, and you are writing.

Find it Home → + button → New notebook





press New notebook

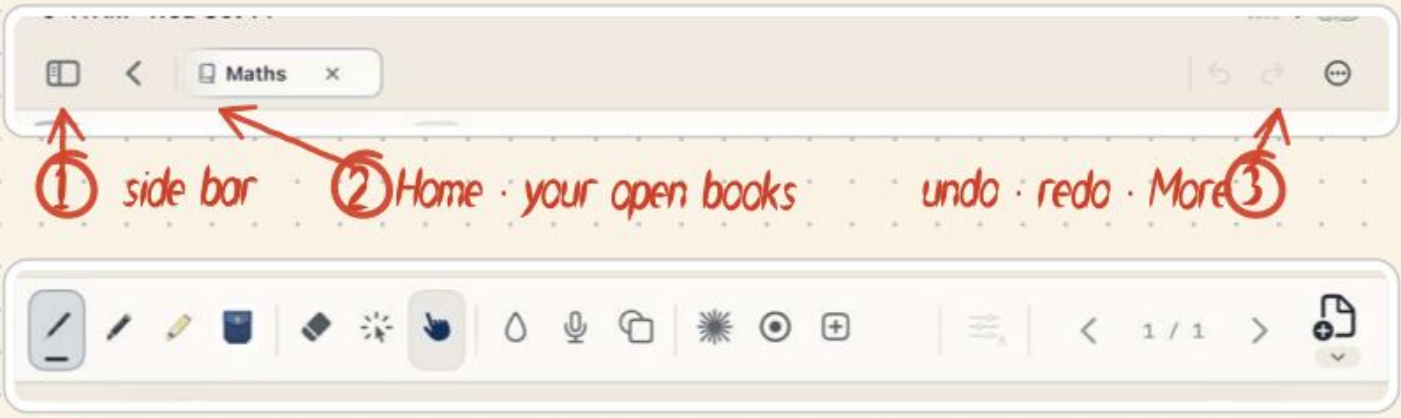
1. Pick a paper: Ruled narrow is a good first choice.
2. Name the book: what it is for. Maths, Diary.
3. Page size: A4 is a normal sheet.
4. Pick a cover, or None to start on the first page.
5. How many pages to start with.
6. Press Create. The book opens, ready to write.

You can change the paper later, page by page.

Inside a notebook

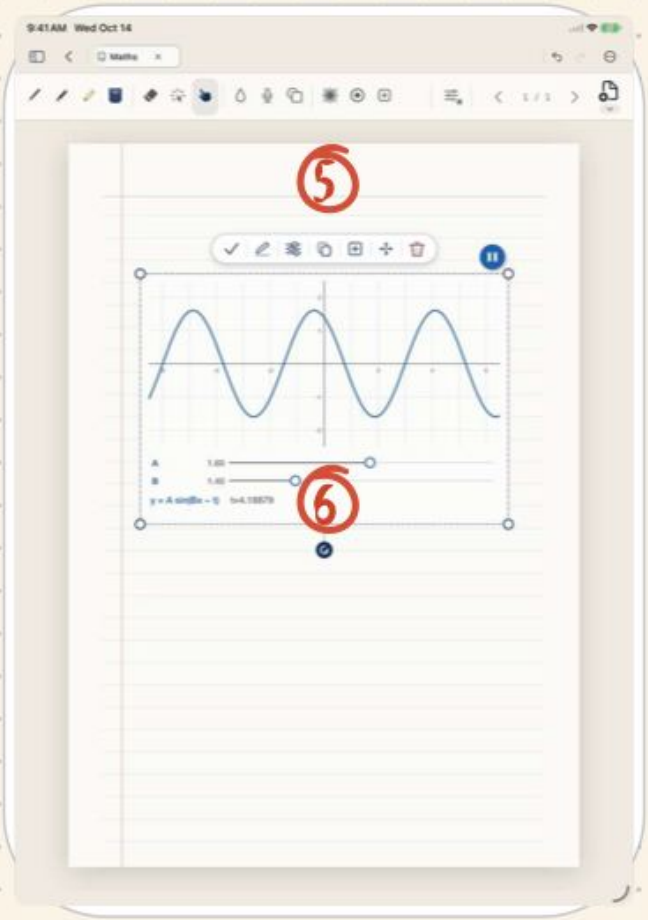
Six parts. That is the whole screen.

Find it Home → tap a cover



① side bar ② Home · your open books undo · redo · More ③

④ the toolbar: every tool in one row (the next pages)



⑤ The small bar appears over anything you select. It holds that object's quick actions.

⑥ The page. Write anywhere on it: Pencil, finger or pointer.

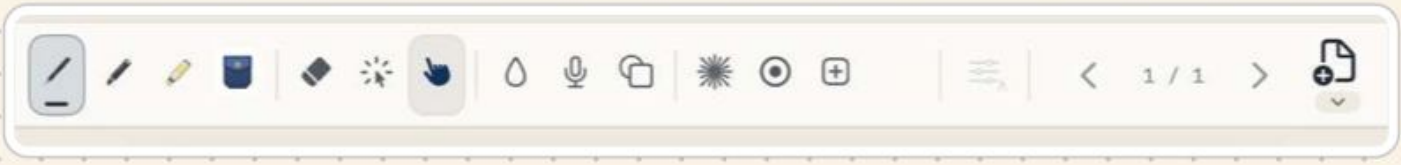
Two fingers move the page

Pinch to zoom in and out. Drag with two fingers to slide the page around.

On an iPad the Pencil writes and a finger moves the page: light up Finger to write with a finger too. On a phone, a Mac or Vision Pro, a finger, the pointer or a pinch writes.

The toolbar, tool by tool

Left to right, in the order they sit on the screen.



Pen
Write and draw. Over sixty nibs.

Marker
Broad, bold strokes.

Highlighter
See-through colour over words.

Pocket
Your favourite pens, one tap away.

Eraser
Rub out a whole line, or a little.

Select
Pick things up to move or change them.

Finger
iPad: lit, a finger writes; off, it moves the page.

Fill
Colour in a shape, up to its lines.

Voice memo
Record your voice while you write.

Shape
Neat circles, boxes and arrows.

Laser
Point at things; it leaves no mark.

Moving mark
Record ink that draws itself.

Insert
Put anything on the page.

Inspector
Change what you have selected.

Page turn
Back and forward through the pages.

Add page
A new page. The arrow lists them.

Tools · 2

Pens, and the Pocket

Tap a tool once to pick it. Tap it again to open its shelf.

Find it Toolbar → Pen → tap again



1. The CQ Note Pen: it can become any pen you like.
2. A list of pens. Tap one to choose it.
3. Try it: the live sample shows how it writes.
4. Ink colour.
5. Size, width and opacity.
6. Add to Pocket keeps this pen for later.

The Pocket



Your favourites, one tap away. Press it, then press a tile.

There are over sixty pens to try. The Special book shows a sample of each family.

Insert: the doorway

Nearly everything you can put on a page starts here.

Find it Toolbar → Insert





How it works

1. Search: type clock, graph or PDF.
2. A heading names the group.
3. Tap a tile: it goes on the page.
4. A tile with more inside, such as Maths set, opens a second list.
5. Photo library adds pictures or videos from this device.

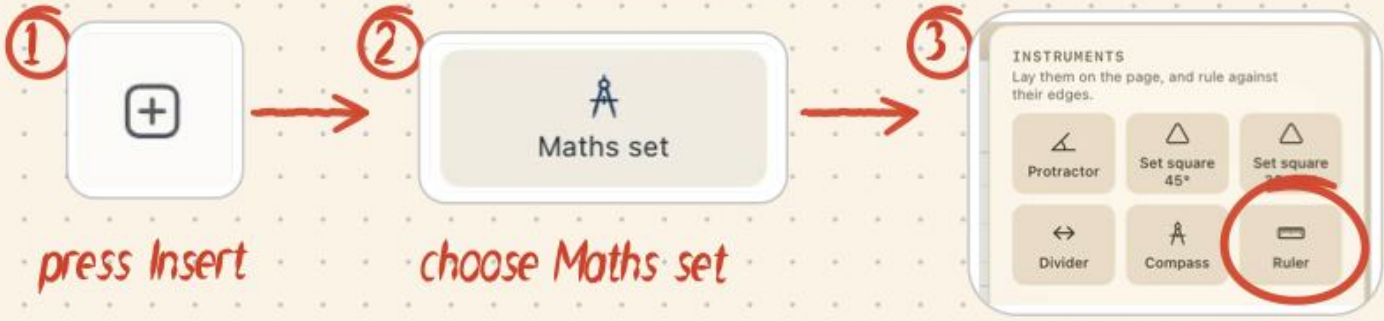
☆ *Tools for writing and study*

Tap Insert or the page to close this palette.

Find anything: the ruler

The same three moves find every tool in the app.

Find it Insert → Maths set → Ruler

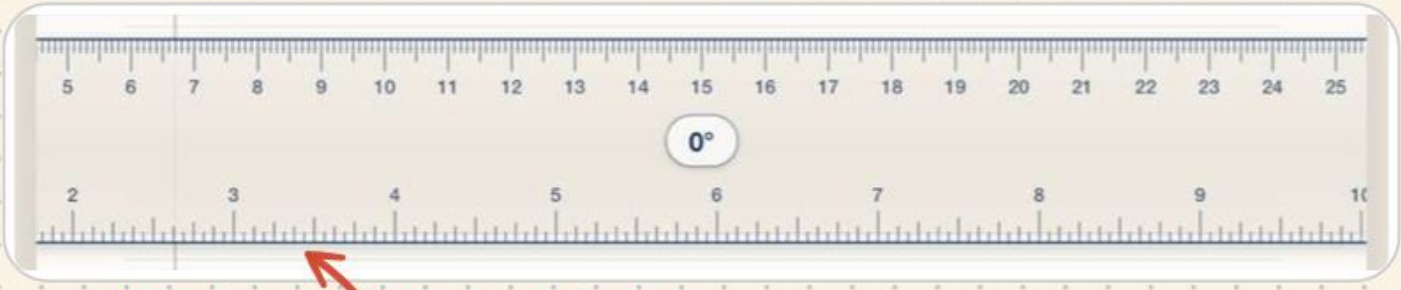


press Insert

choose Maths set

tap Ruler

4 The ruler is on your page



the ruler: move it with a finger

What to do with it

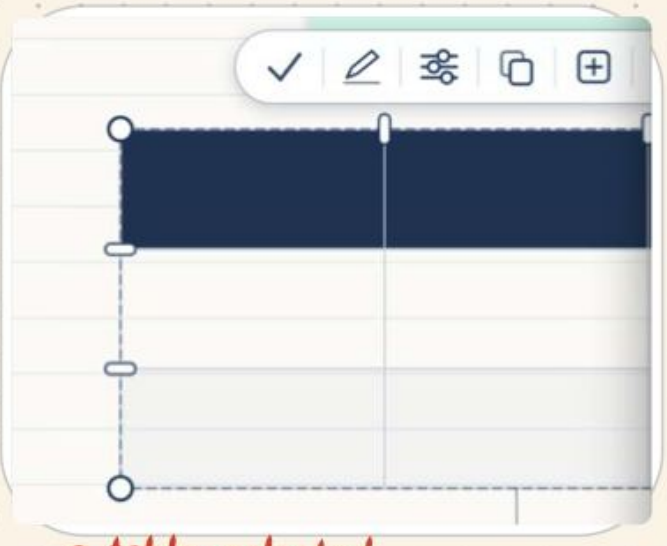
- ✓ Move it with one finger.
- ✓ Turn it with its round handle, or with two fingers. A small badge shows the angle.
- ✓ Draw along its edge with the Pencil or a finger: the line comes out straight.
- ✓ Press Ruler in Maths set again to put it away.

Everything is found this way: Insert, then a group, then the tool.

The Inspector

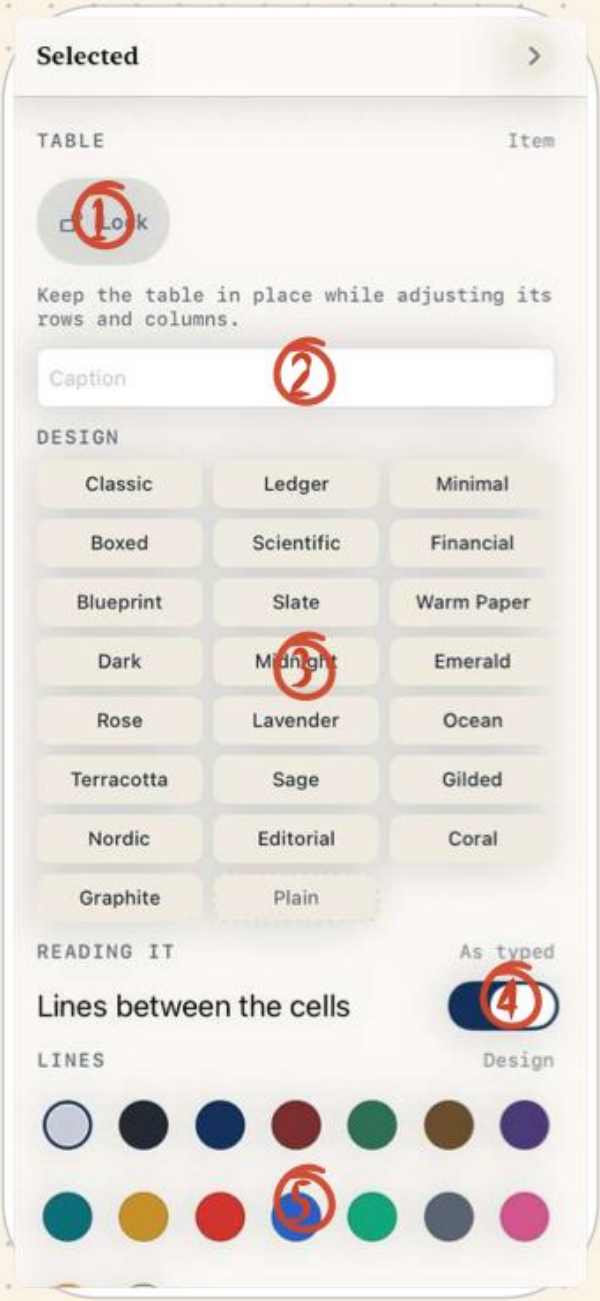
Every object has its own control panel. This is the button.

Find it Tap an object → Inspector (sliders)



a table, selected

1. Lock holds the table in place while you change its rows and columns.
2. A caption: a name that sits with the table.
3. Design: a look for the whole table. Tap one and it changes at once.
4. Lines between the cells: on or off.
5. Line colour, and how thick: fine, regular or bold.

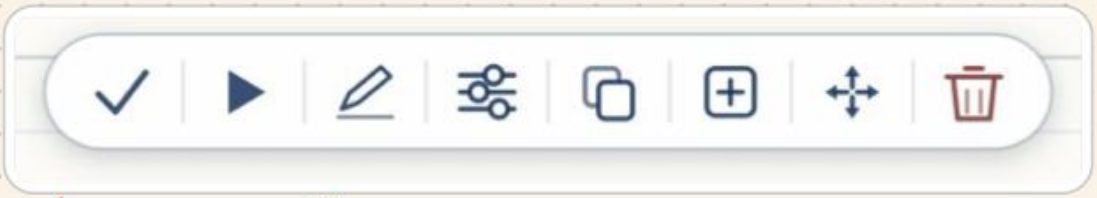


Why it matters: every object shows its own controls. Cannot find a setting? Select the object, press the Inspector.

Select, move, resize

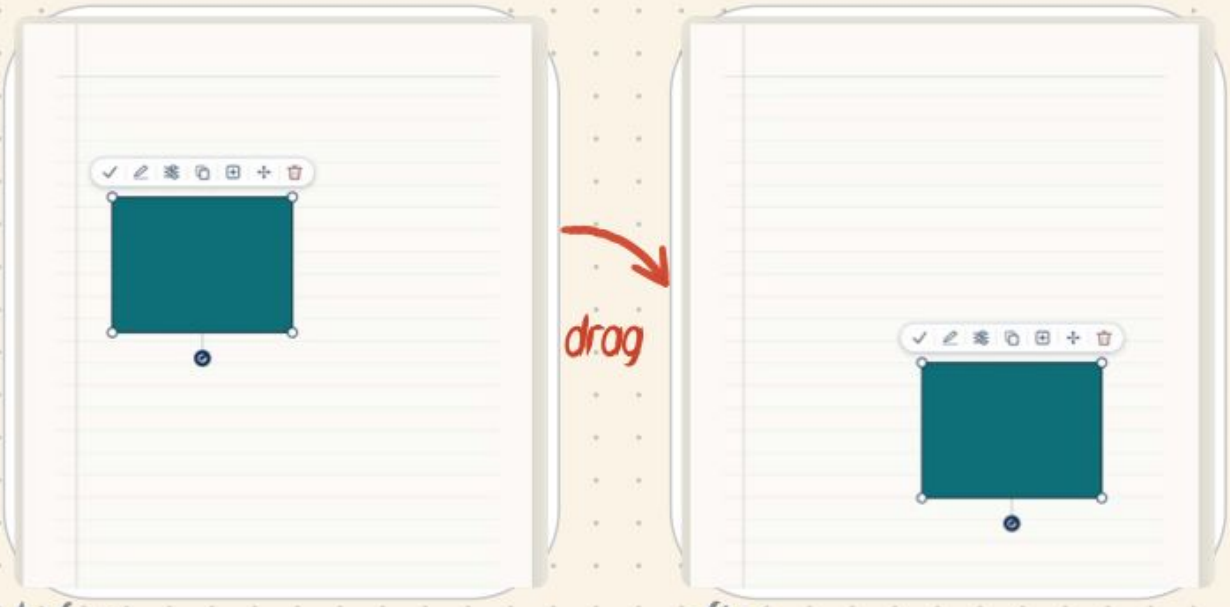
How to move a window: the video player, for example.

Find it Toolbar → Select → tap the object



done · play · write on · inspector · copy · duplicate · move · delete

the small bar that appears over a video you select



before · after

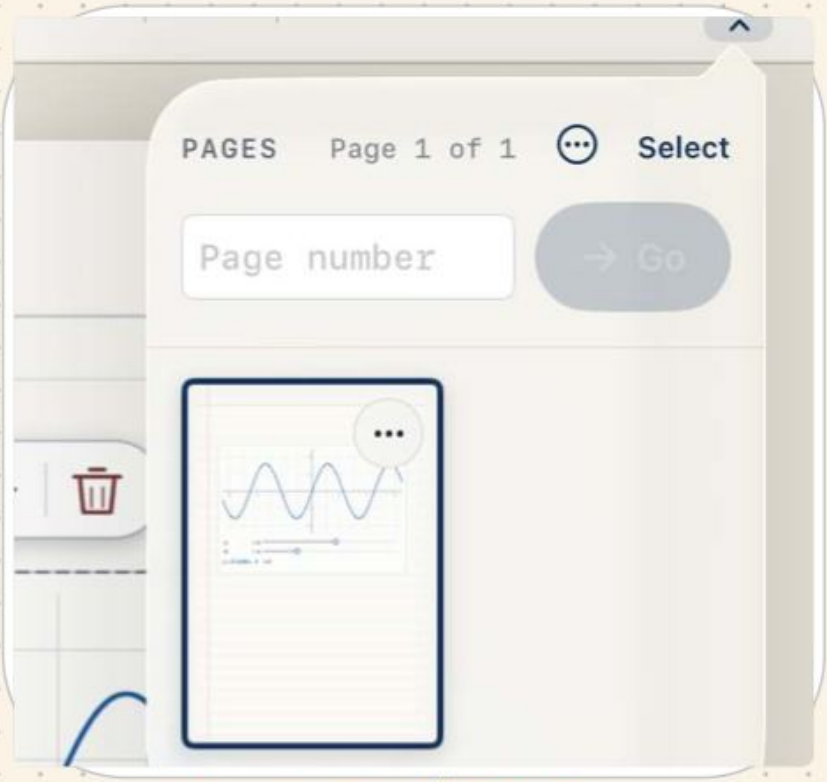
To move a thing

1. Pick Select in the toolbar.
2. Tap the object. Handles appear on its corners.
3. Drag it. The whole object follows your finger.
4. Drag a corner to make it bigger or smaller.
5. Drag the round handle above it to turn it.

Pages

Turn them, add them, see them all.

Find it Toolbar → page counter → Add page 



every page, as a small picture

Back
to the page before

Forward
to the page after

Add page
a new sheet; the arrow lists them all

What to do

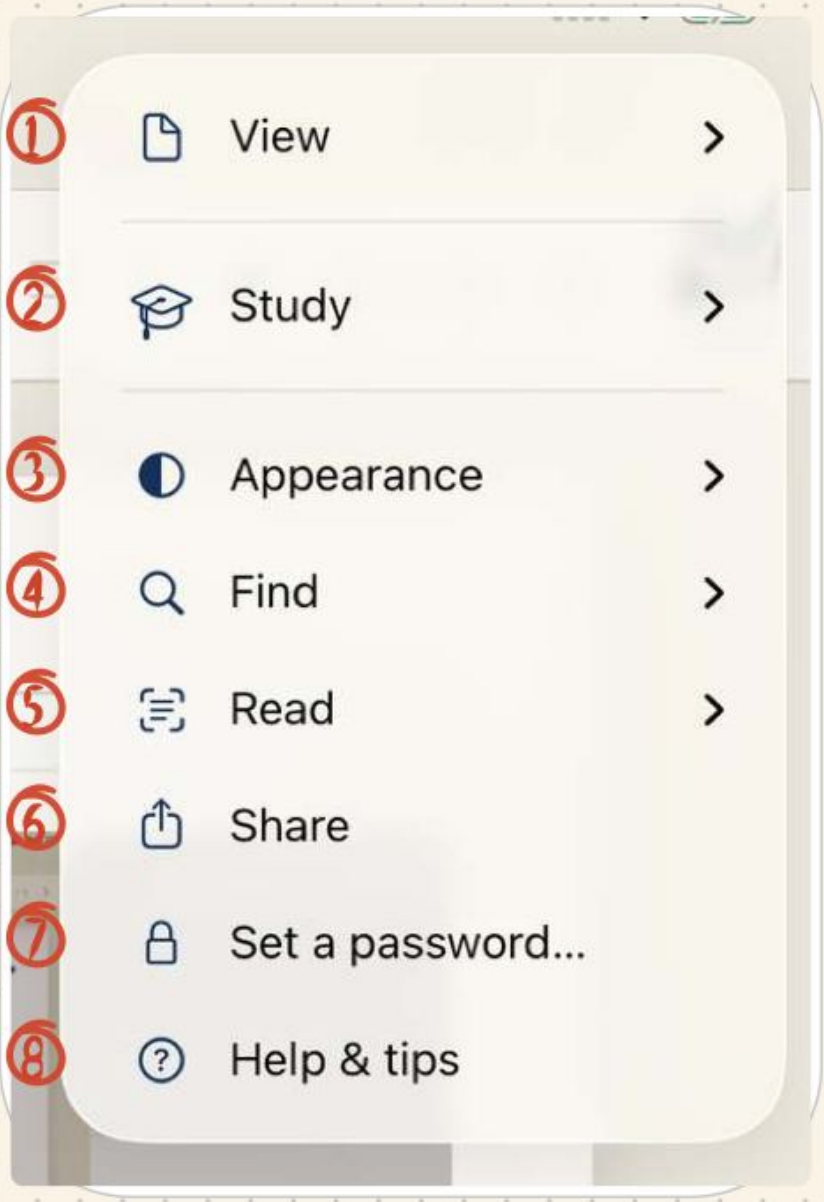
- ✓ Press the arrows beside the counter to turn a page, or swipe the page with a finger.
- ✓ Press Add page for a new sheet. The little arrow under it opens the list of pages.
- ✓ In the list, tap a page to go there. Type a number and press Go to jump.
- ✓ Press and hold a page in the list to name it. A named page is a bookmark.

Tools · 8

The More menu

Look, study, find, read, share, lock.

Find it Header → More (three dots)



1. **View**
   one page, scroll, or read only
2. **Study**
   revision notes, what is due
3. **Appearance**
   Day, Dark, Eye care
4. **Find**
   words, stamps, videos, memos
5. **Read**
   have a page read aloud
6. **Share**
   PDF, pictures or a live note
7. **Set a password**
   lock this notebook
8. **Help and tips**
   a short tour

Start · 1

Your first five minutes

Do these in order. Tick each box.

- [ ] 1 **Make a notebook called Practice.**
  Home, +, New notebook
- [ ] 2 **Write your name with the Pen.**
  Pen
- [ ] 3 **Rub out one letter.**
  Eraser
- [ ] 4 **Change the pen colour.**
  Pen, tap again
- [ ] 5 **Put a ruler on the page and draw a line along it.**
  Insert, Maths set, Ruler
- [ ] 6 **Put a graph on the page.**
  Insert, Graph
- [ ] 7 **Select the graph and open its Inspector.**
  Select, then the sliders
- [ ] 8 **Add a page and go back to the first.**
  Add page, then the arrows



Done? You are ready.

Find it again, and where next

Tap a star to go to a page. That is a real Page link.

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The Inspector → p.15

Select, move, resize → p.16

Pages, and More → p.17

Your first five minutes → p.19

Where next?

I want every special tool, one page each

Open CQ Note Special on the shelf

I want every step, slowly

Open the CQ Note Master Guide, in the side bar under Learn CQ Note

I want to practise, safely

Make a notebook called Practice, or use Read and practise only

Welcome aboard.