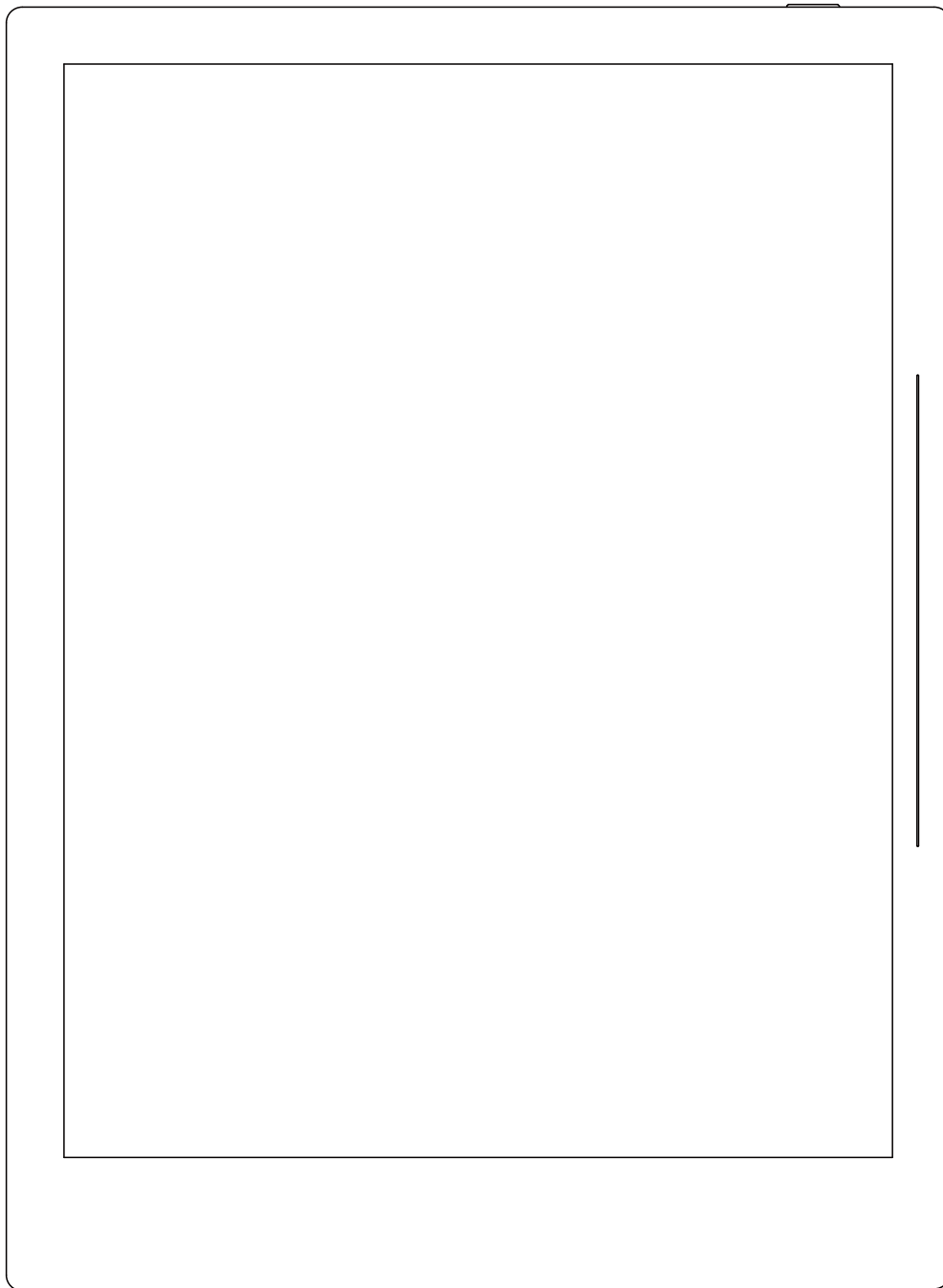


# Supernote X

User Manual V 2.7

---



**Don't panic**

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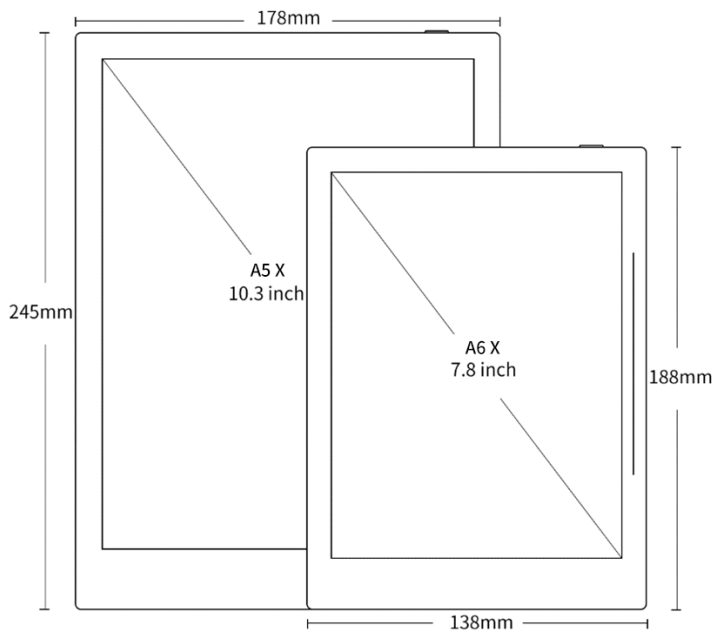
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# Applicable Models

This manual will guide you to use Supernote, and the applicable model is Supernote A5 X and Supernote A6 X

## ➤ Specifications



### ● Supernote A5 X

**Resolution:** 1872\*1404 (226DPI)

**Storage:** 32GB

**RAM:** 2GB

**Battery:** 3800mAh

### ● Supernote A6 X

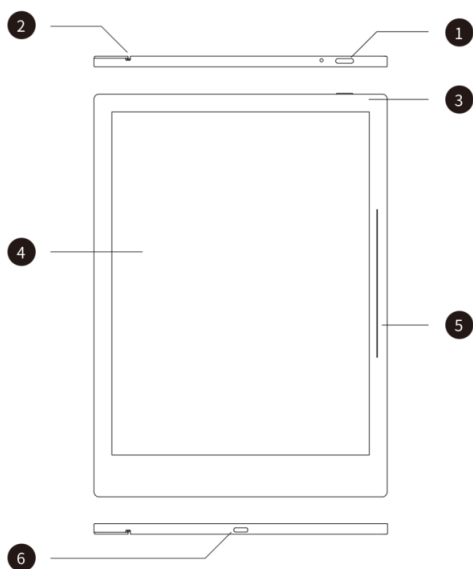
**Resolution:** 1872\*1404 (300DPI)

**Storage:** 32GB

**RAM:** 2GB

**Battery:** 2900mAh

## ➤ Structures



1. Power on/off

2. Guide Rail

3. Battery charge indicator

4. E Ink Display

5. Sidebar

6. USB port (type-C)

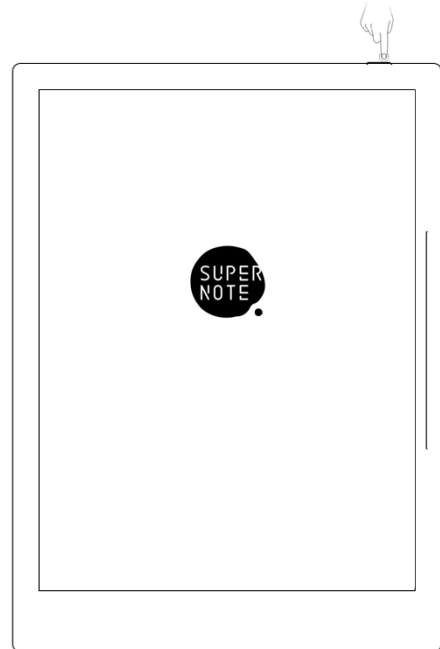


# Chapter 1 Quick start

## 1.1 Power on and the initial settings

- 1、 Hold the power button on the top right corner of device, until the Supernote logo appears

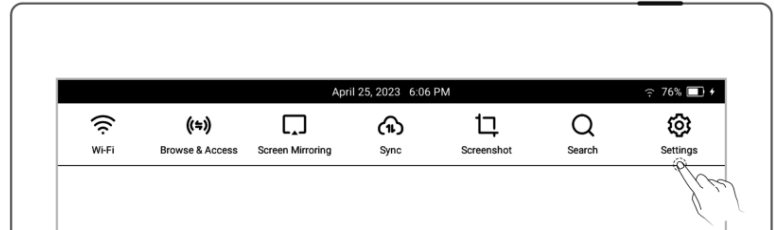
If cannot turned on, the device might need to be charged (Please refer to FAQ: [Unable to power on or freezing problem](#) for help).



- 2、 After first power on, please follow the instructions to complete initial settings:
  - System languages: English, Japanese, Simplified Chinese and Complex Chinese (Please refer to the chapter [Language, date& time](#) for more help)
  - Select DMS (Device Management Server) location
  - Connect to Wi-Fi (Please refer to [Connect to Wi-Fi](#))
  - Set date & time (Please refer to the chapter [Language, date& time](#) for more help)
  - User experience project (Please refer to [User experience project on/off](#))
  - Set hand dominance (Please refer to [Preferred](#) , all Illustrations in this user manual take the right-hand mode as an example.)
  - Create your first notebook (Please refer to [Create a new notebook](#))

## 1.2 Connect to Wi-Fi

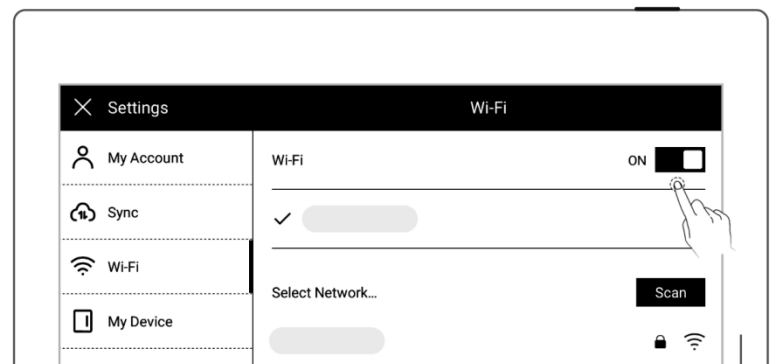
1、Swipe down from the top of the screen to open the top menu bar



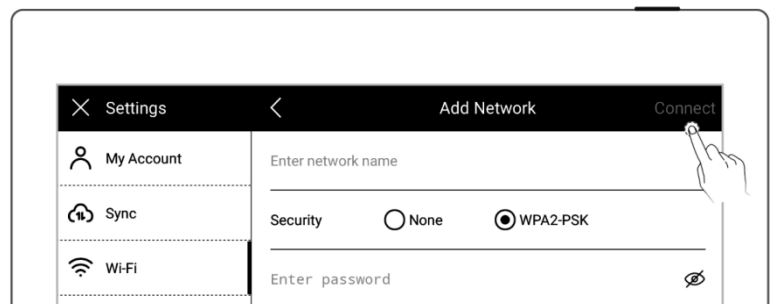
- Tap “ Settings”
- Tap “Wi-Fi”


### 2、Wi-Fi

- Tap “Wi-Fi ” and turn “ON”
- Select a SSID to connect (enter password if needed)



- Tap “Add network” to join a hidden network (enter SSID, security and password)



**\*Note:** If the “ ” icon on the top menu bar turns black, it indicates your Supernote device has been successfully connected to a Wi-Fi network.

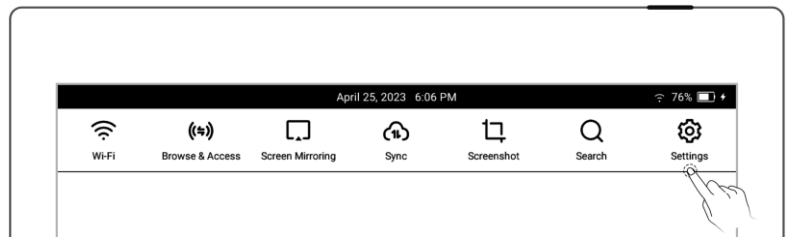
## 1.3 Sign up and log in

- Sign up

1、 Open the top menu bar

- Tap “ Settings”

- Tap “ My account”



2、 Sign up

- Tap “Sign up” to create an account by phone

number or email address

- Enter phone number or email address and tap

“Get code”

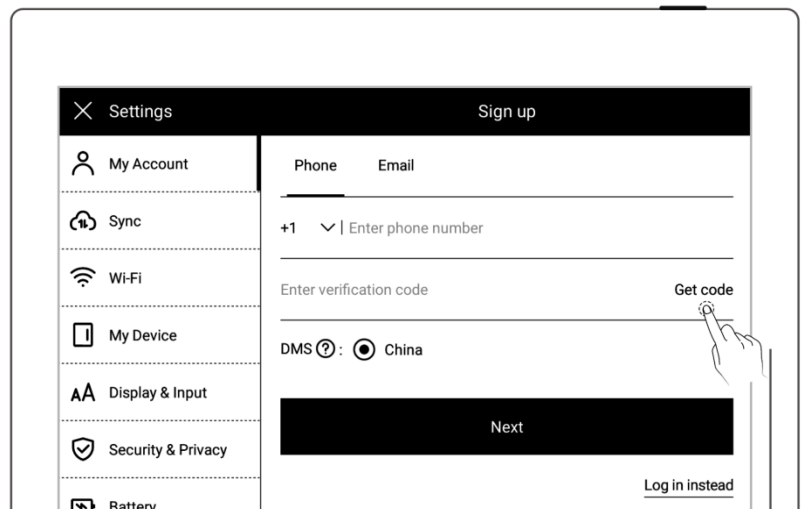
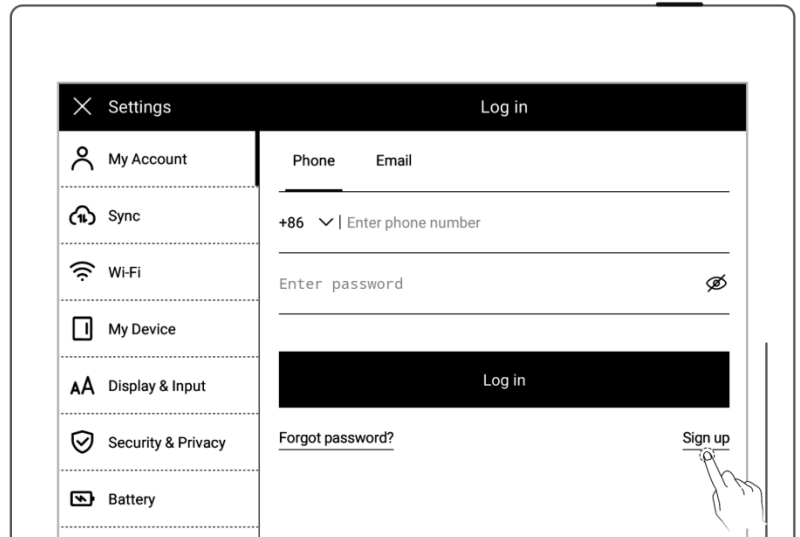
- Enter the verification code you received via

SMS or email

- Select DMS (Device Management Server)

location

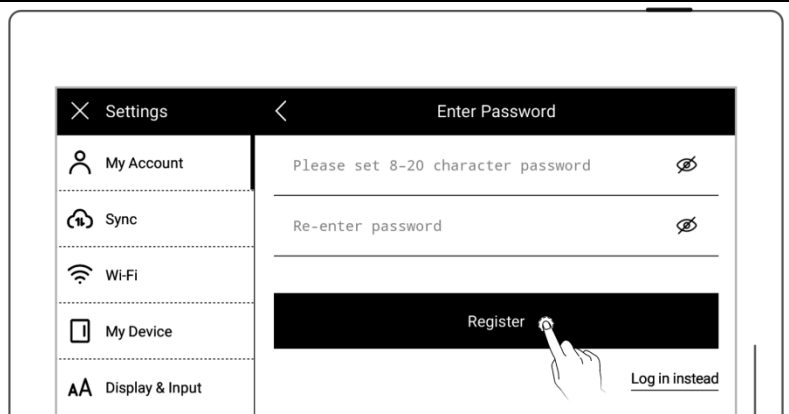
- Tap “Next”



**\*Note: The DMS location you select specifies where your device account data is saved and stored (The DMS location is not to be confused with**

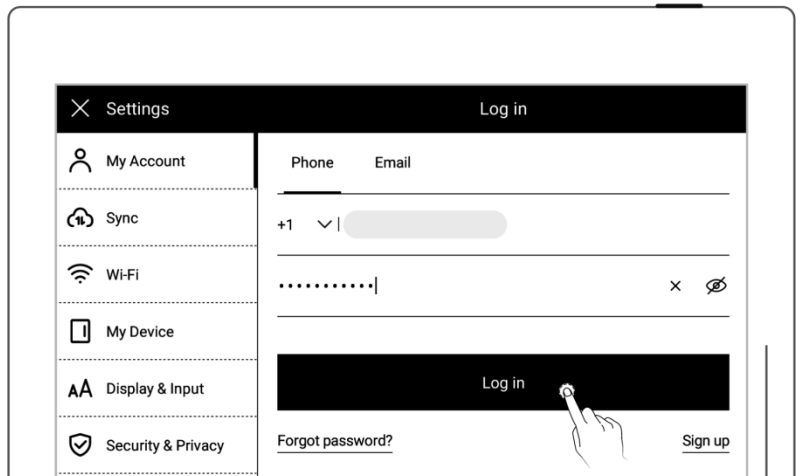
Supernote Cloud server location. You need to select your Supernote Cloud server location before using Supernote Cloud for synchronization)

- 3、 Set account password
- Enter the password twice
  - Tap “**Register**”



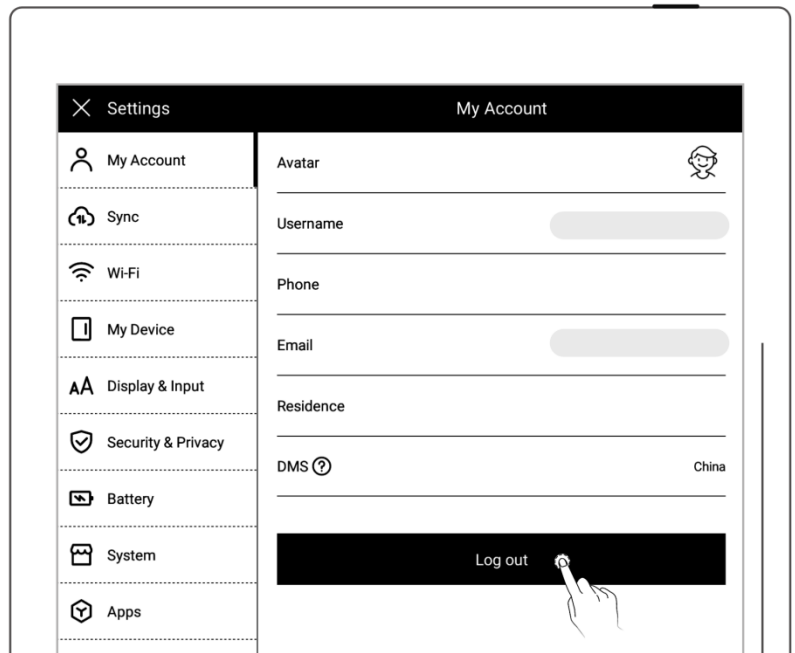
➤ Log in

- Enter the phone number or email address you used to create the account
- Enter password
- Tap “**Log in**”



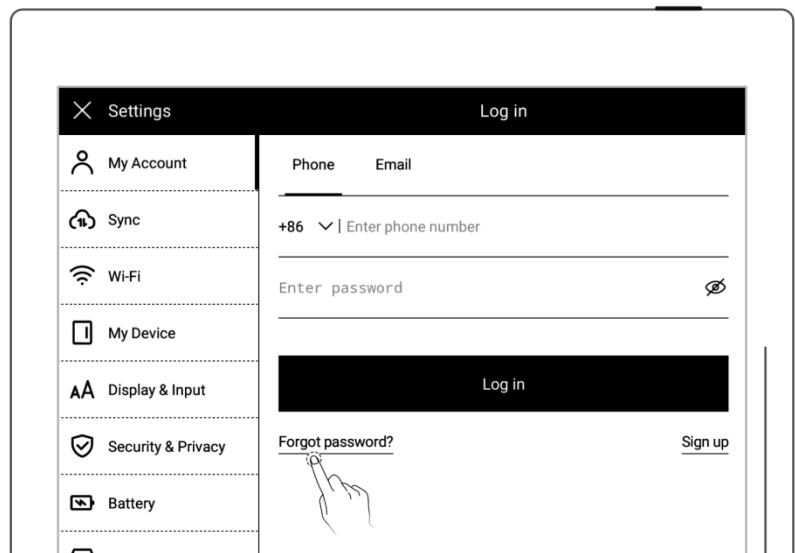
➤ Log out

- Once you are logged in successfully, tap “**Log out**”

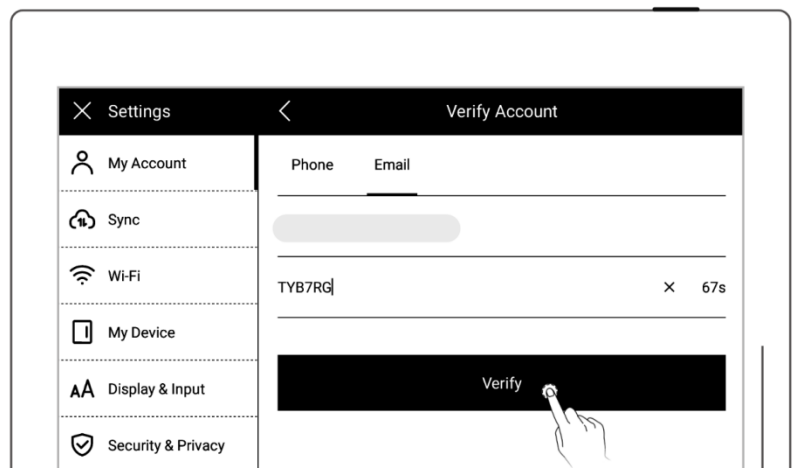


➤ Reset password

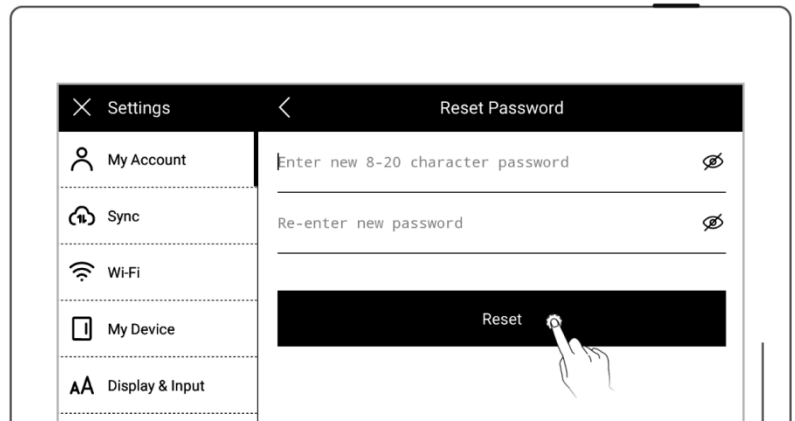
- Tap “**Forgot password?**”



- Enter your account
- Tap “**Verify**”



- Enter your new password twice
- Tap “Reset”



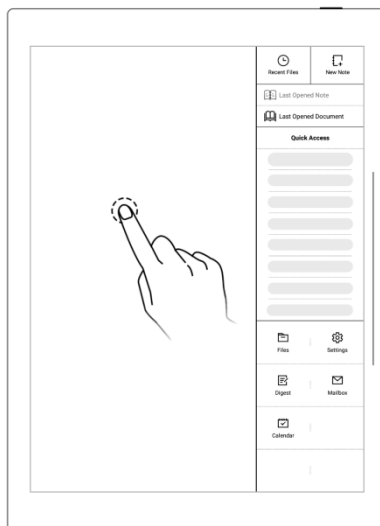
**\*Note :** Log in to bind your Supernote device to your account. (Refer to "[Register and log in supernote cloud](#)" or "[Quick log in on Mobile APP](#)" to get more registration methods).  
 The device can be only bound to a sole account and you have to reset the device to factory settings if you want to switch to another account (Refer to "[Reset](#)" to restore factory initialization settings).

## Chapter 2 Gestures and toolbar

### 2.1 Gestures

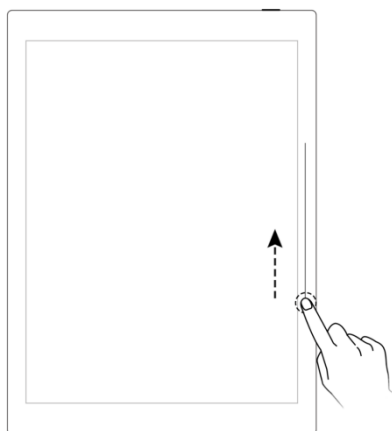
Gesture	Illustration	Description
Swipe down on the right sidebar		Activate the sidebar menu

**Single-click** with  
single finger on  
screen



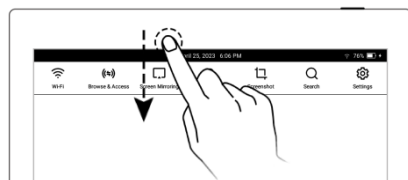
Close the sidebar menu

**Swipe up** on the  
right sidebar



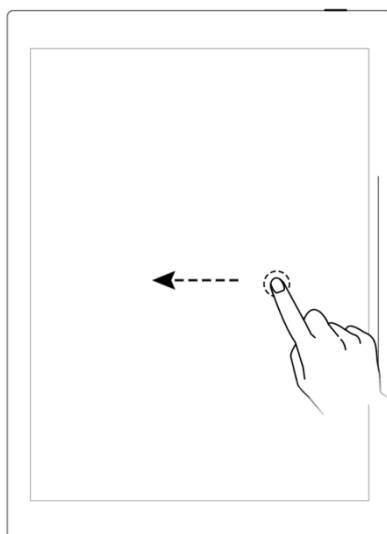
Refresh the screen to  
clear afterimages

**Swipe down**  
from the top of  
the screen



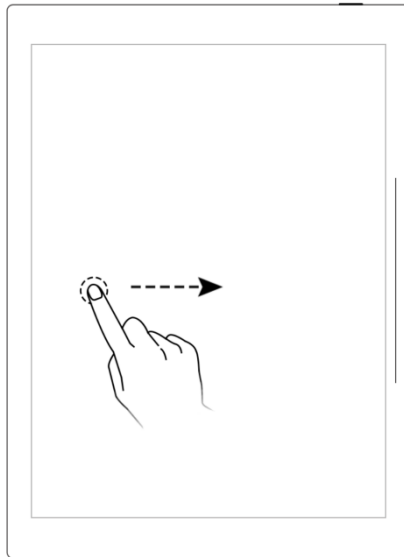
Open the top menu bar

**Swipe left** (on  
the screen)



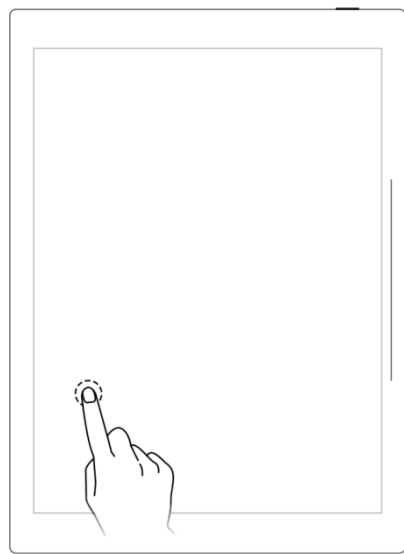
Go to next page

**Swipe right** (on  
the screen)



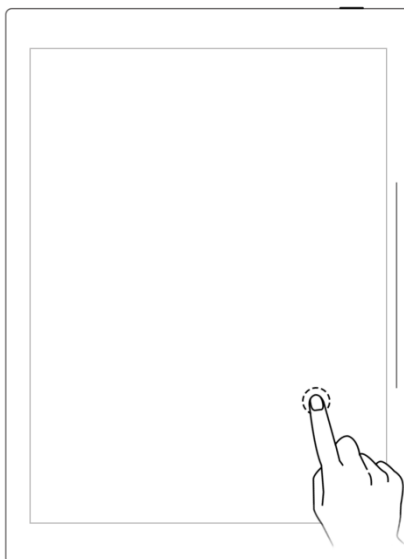
Go to previous page

**Single-click** in  
the left part of  
screen  
( Document  
only)



Go to previous page

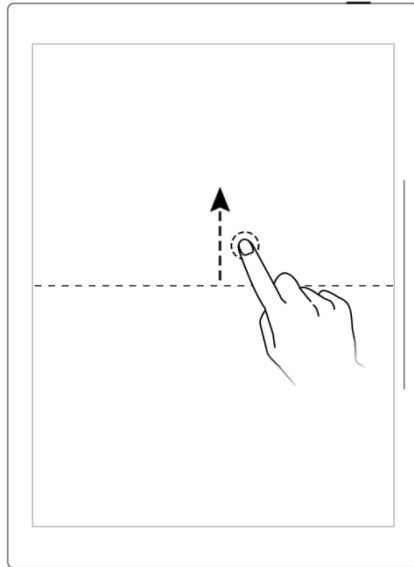
**Single-click** on  
right part of  
screen  
(Document  
only)



Go to next page

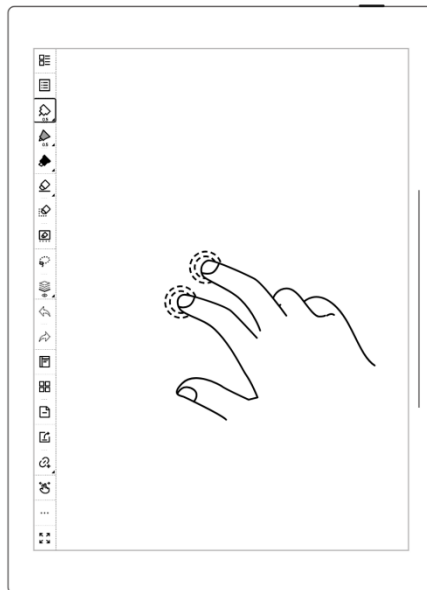


**Swipe up** in the top half of the screen



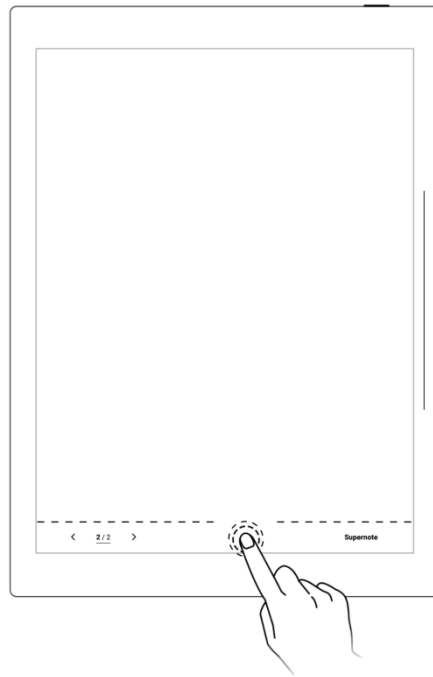
Return to page before jumping (You can use this gesture after jumping to a specific page via titles, stars, links, overview, table of contents, keywords, bookmarks, annotations, page numbers or searches )

**Double-tap** the screen with **two fingers**



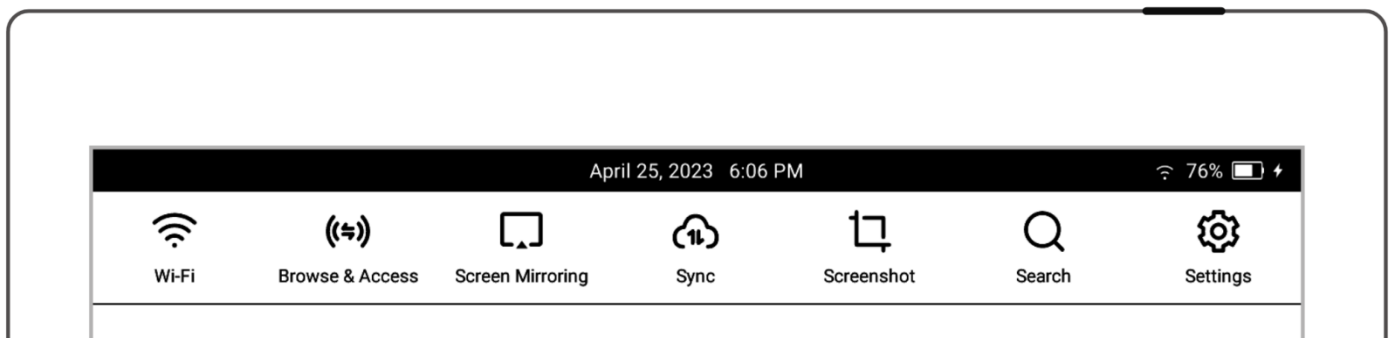
Display or hide the toolbar

**Double-tap** the top or bottom of the screen with **one finger**



Display or hide the page number bar

## 2.2 Top menu bar



Icon	Name	Description
	Wi-Fi-On	Enable or disable Wi-Fi connection
	Wi-Fi-Off	
	Browse & Access-On	Transfer files by the browser;Supernote and the
	Browse & Access-Off	receiving device connected to the same Wi-Fi during transfer.
	Screen Mirroring-On	Keep Supernote and the receiving device
	Screen Mirroring-Off	connected to the same Wi-Fi during mirroring.



Synchronization

Tap to activate cloud synchronization; Currently supports Supernote Cloud, Dropbox and Google Drive.

---



Screenshot

Take a screenshot of the current screen and save it in the /SCREENSHOT folder in PNG format

---



Search

Search files by file name, keyword or tag“★”

---

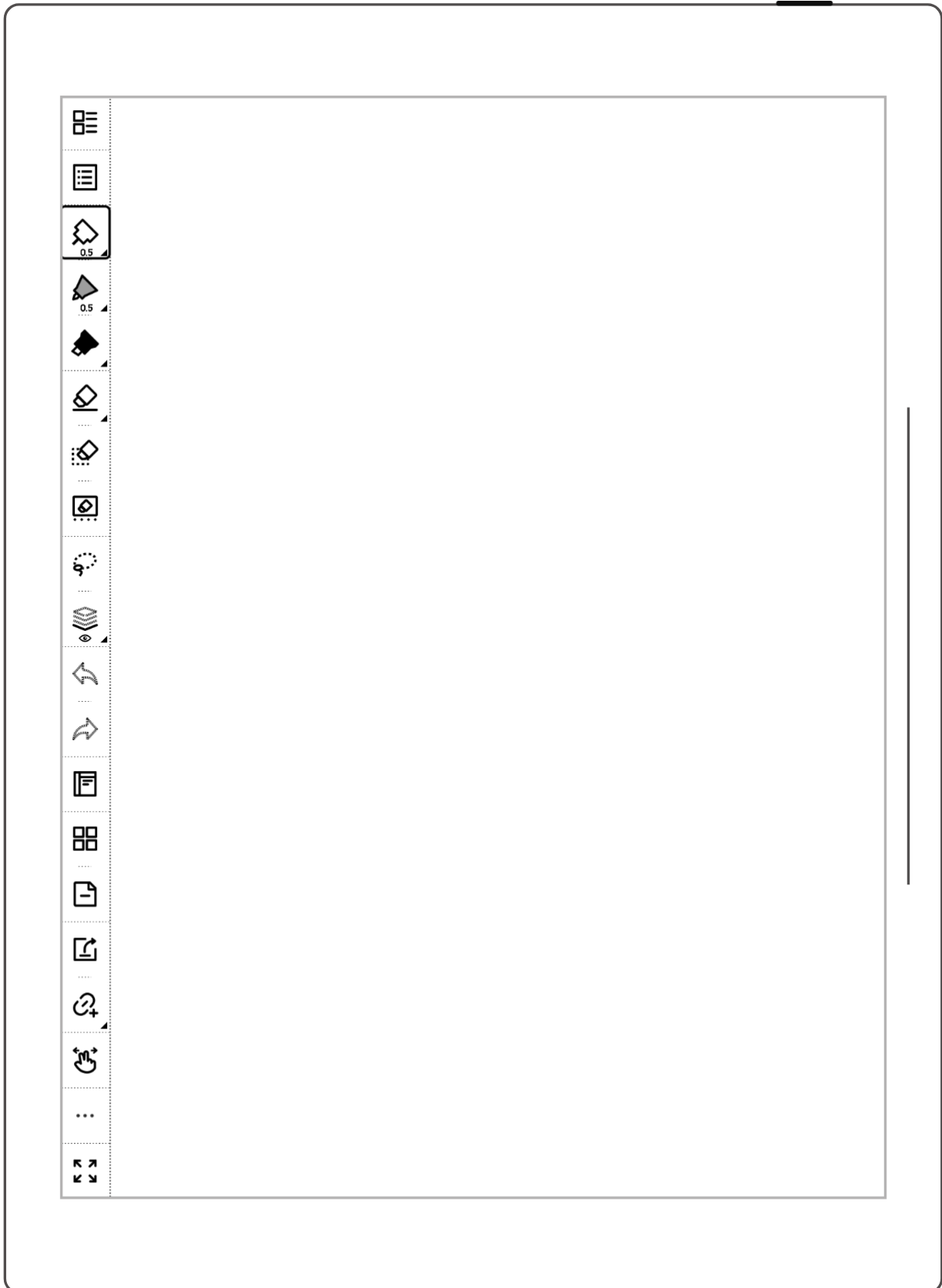


Settings










Configure your settings





## 2.3 Toolbar

### 2.3.1 Introduce the toolbar




The following mainly introduces the basic tools used in standard notes. Other tools will be introduced in the description of the relevant functions. (Note: Illustrations for functions introduced in the user manual mainly use the left toolbar as an example.)


Icon	Name	Description
	Back to “ Files”	Tap to go back to “ Files ”
	Navigation window	<p>The navigation window in notes consist of keywords, titles and stars, which can help you to search related notes quickly.</p> <p>The navigation window in documents include table of contents, keywords, annotations and stars, which can help you to reach your target location within a document quickly.</p>
	Needle-point pen	No special rendering effects. Both the thickness and the grayscale are optional.
	Ink pen	Supports stroke based rendering. Both the thickness and the grayscale are optional.
	Marker	Supports fixed rendering. The thickness is non-optional and the grayscale is optional.
	Regular eraser	Allows you to repetitively rub the handwriting area with pen tip to erase handwriting. Thickness is optional.
	Stroke eraser	Allows you to repetitively rub the handwriting area with pen tip to erase strokes. Thickness is optional.
	Region eraser	Erase the handwritings in the area by the circle you draw
	Erase all	Erase the handwritings on the whole page

	White	Grayscale colors
	Light grey	
	Dark grey	
	Black	


---

	Lasso	You can zoom, rotate, copy, copy to another note page and cut selected handwriting with the lasso tool, which you can turn into titles, keywords, calendar events and links as well.
---	-------	--


---

	Layer	Layer function is only applicable in note pages, Apart from the main layer, three more layers can be added
---	-------	--


---

	Undo	The Undo button can cancel the last 20 handwritten strokes or erased on the current page, as well as the last 20 layer and title actions
---	------	--


---

	Redo	The Redo button restores canceled strokes, layer actions and title actions
---	------	--


---

	Share/Export	Share via QR code or export note pages in a notebook as PNG/PDF  Export PDF documents in order to see the annotations applied to the original PDF documents
---	--------------	---


---

	Add to Quick Access	Add current page or current note/document to Quick Access list in the sidebar menu
---	---------------------	--

---

	One-finger swipe	Allow one-finger gesture to slide and turn pages  page turning
---	------------------	--

---

	Two-finger swipe	Allow two-finger gesture to slide and turn pages
---	------------------	--



page turning

One-finger tap Allow one-finger gesture to tap and turn pages



page turning

Disable page

Turning gestures Disable page-turning gestures



More

Tap to display additional functions in notes or documents



Full Screen

Tap to enter full screen mode




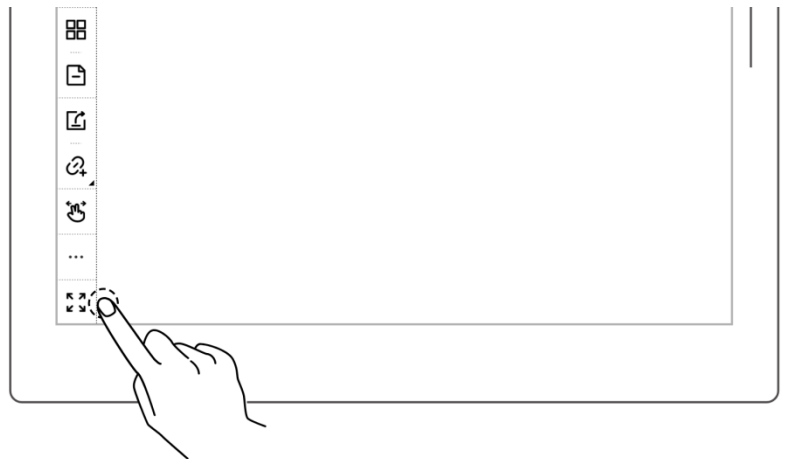
Exit Full Screen Tap to exit full screen mode

Mode

### 2.3.2 Using the toolbar

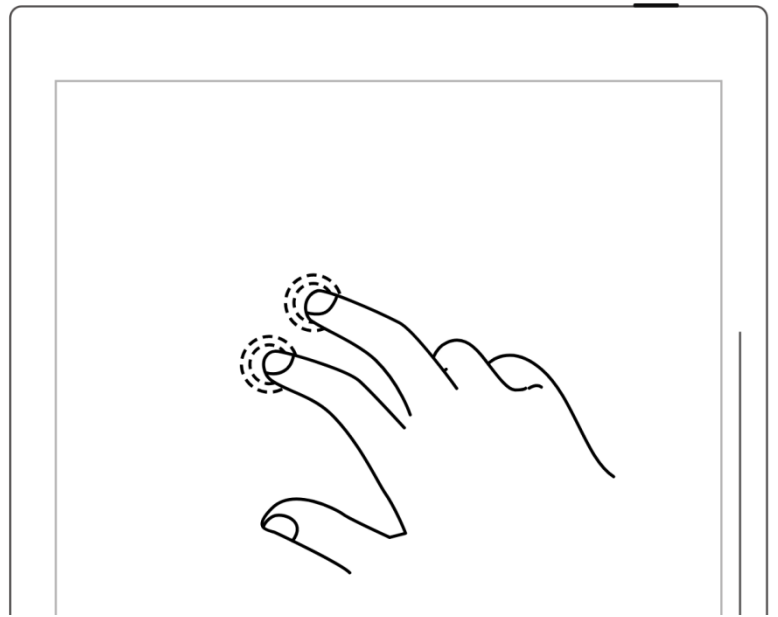
#### ➤ Hide and display the toolbar

- 1、 Tap "" or double tap the screen with two fingers to hide the fixed or floating toolbar



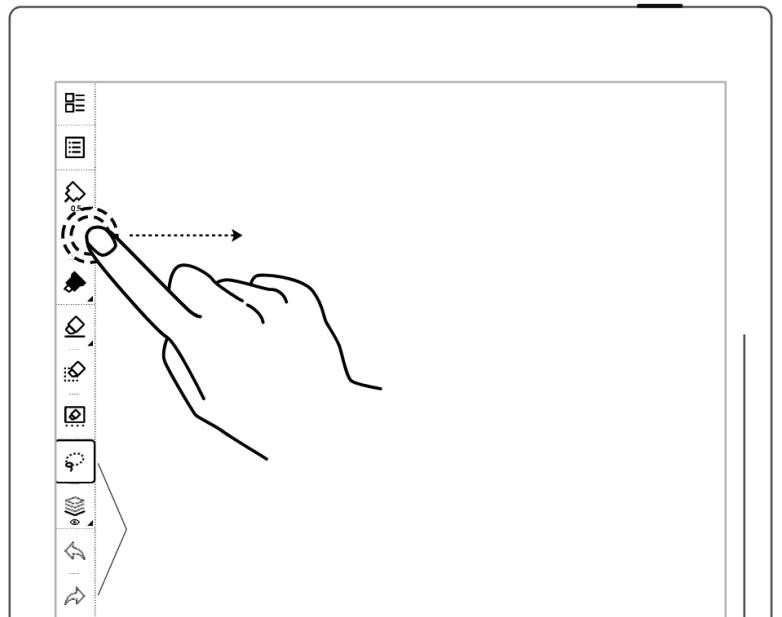
2、 Tap "↖↗" or double tap the screen with two fingers again to display the fixed or floating toolbar

**\*Note: You can choose to toggle on/off the full screen gesture and show/hide the "↖↗" button by going to Toolbar>More>Gesture Settings**



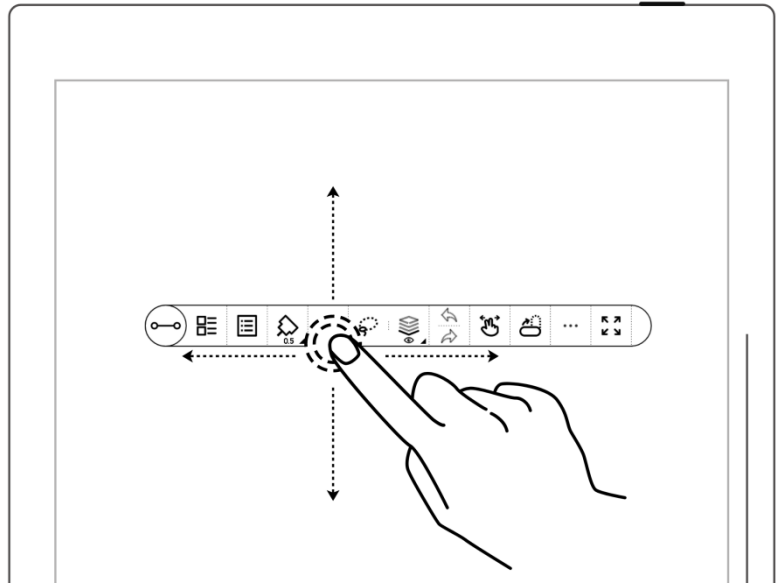
➤ Switch between the fixed and floating toolbar

1、 Press the fixed toolbar for 1-2 seconds before an arrow shape appears, then drag it as the floating toolbar









2、 Drag the floating toolbar to the top, bottom, left or right edge of the screen to switch to the fixed toolbar

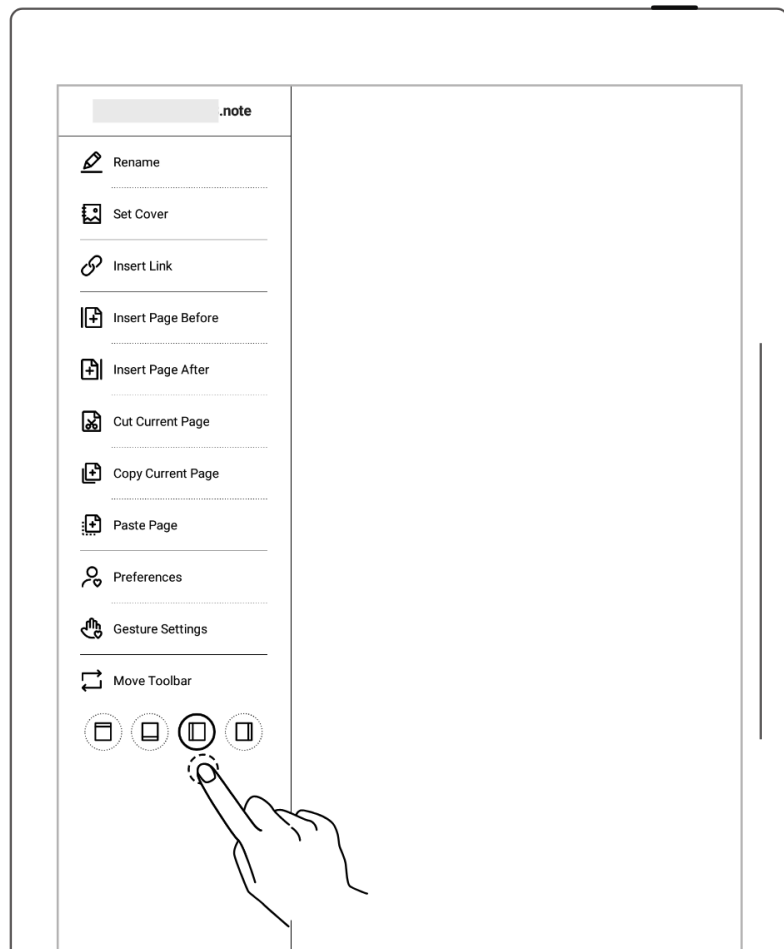


➤ Change the fixed toolbar position

● Drag the fixed toolbar to the top, bottom, left and right edge of the screen, or tap

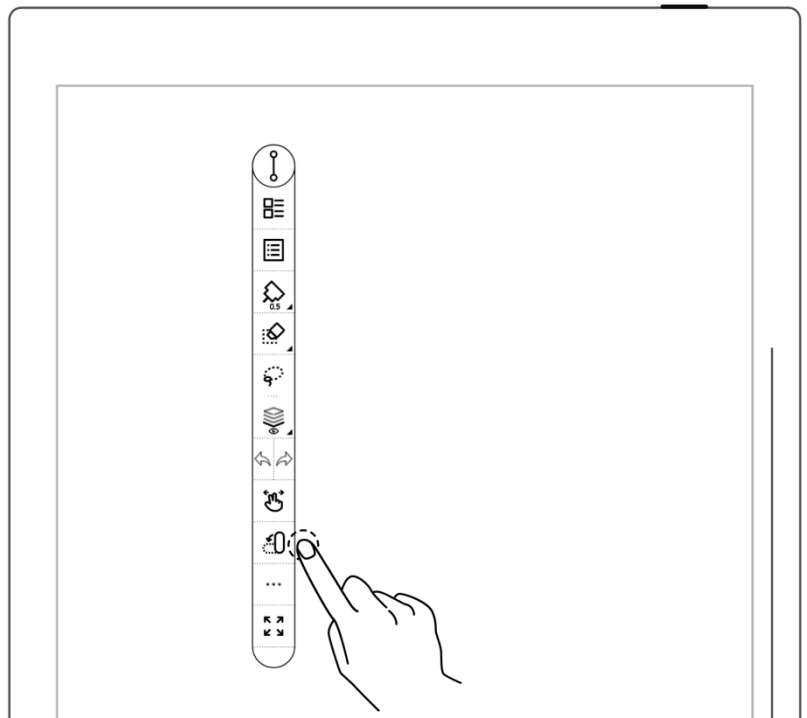
“”, “”, “” and

“” to change its position



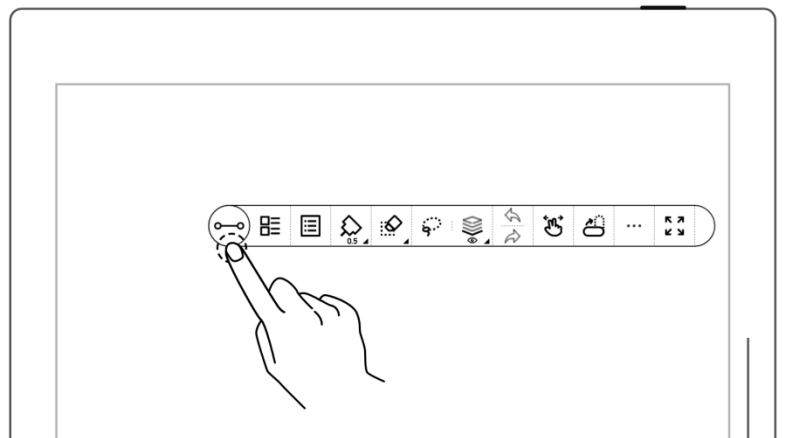
➤ Change the floating toolbar direction

- Tap "🔗" or drag the vertical floating toolbar to the top or bottom edge of the screen until a dashed line indicating the horizontal floating toolbar appears before releasing it to switch (and vice versa)

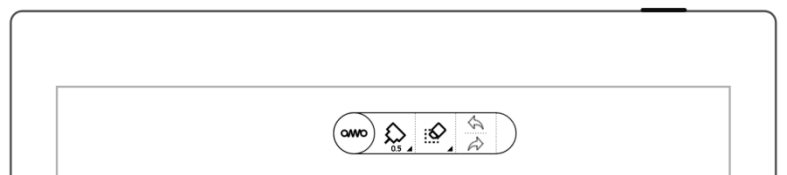


➤ Shorten the floating toolbar

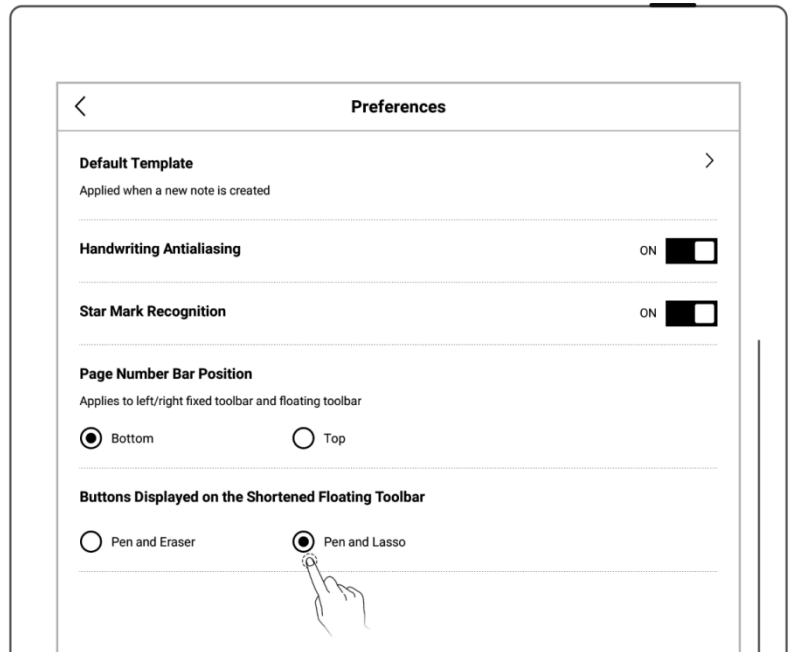
- Tap "🔗" to shorten the floating toolbar



- By default setting, the pen and eraser button are the ones that appear on the shortened floating toolbar



**\*Note: To switch to the pen and lasso button, go to Toolbar>More>Preferences**



## 2.4 Page number bar

### ➤ Introduction of page number bar



< Left turning page

Go to previous page

**1/1** Page number

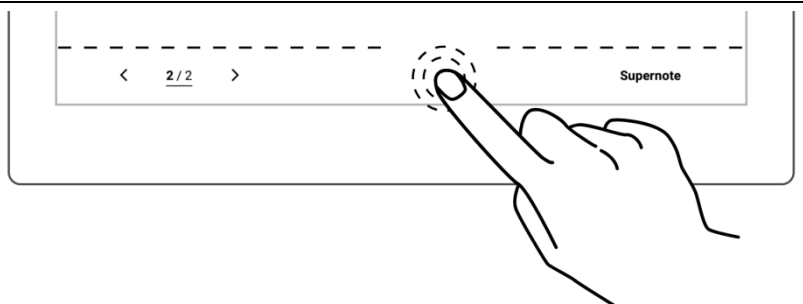
Click to enter the page number for page quick jump

> Right turning page

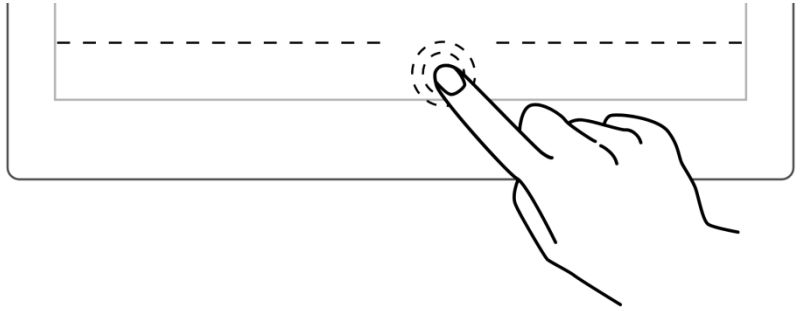
Go to next page

### ➤ Hide and display the page number bar

- 1、 Double tap with one finger at the page number bar blank area to hide it



2、 Double tap with one finger again at the page number bar area to display it



**\*Note: You can move the position of page number bar at the top or bottom of the screen by “Toolbar>More>Preferences”; You can choose to toggle on/off the page number bar gesture by going to “Toolbar>More>Gesture Settings”**

## 2.5 Eraser Gesture

## 1、 The use of gesture eraser

- When the pen is raised, Press and hold the screen with two fingers simultaneously to activate the region eraser
- Use the pen as eraser after activating gesture eraser

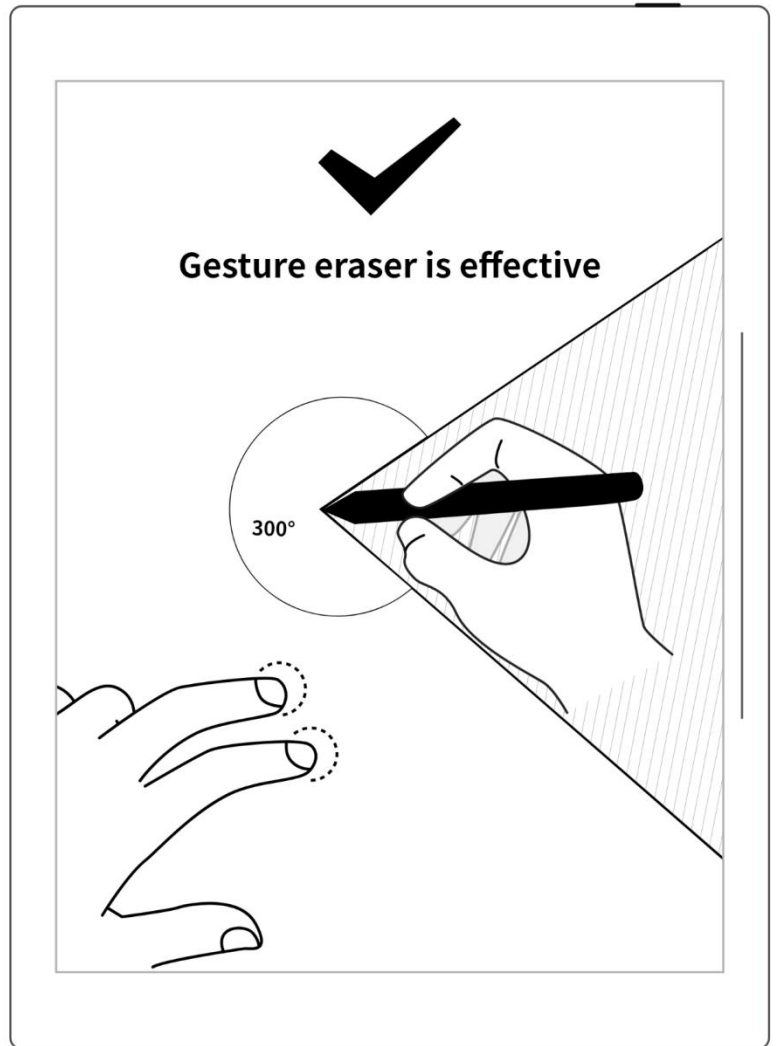


- After erasing, move fingers off the screen , The pen switches back to the original selected feature

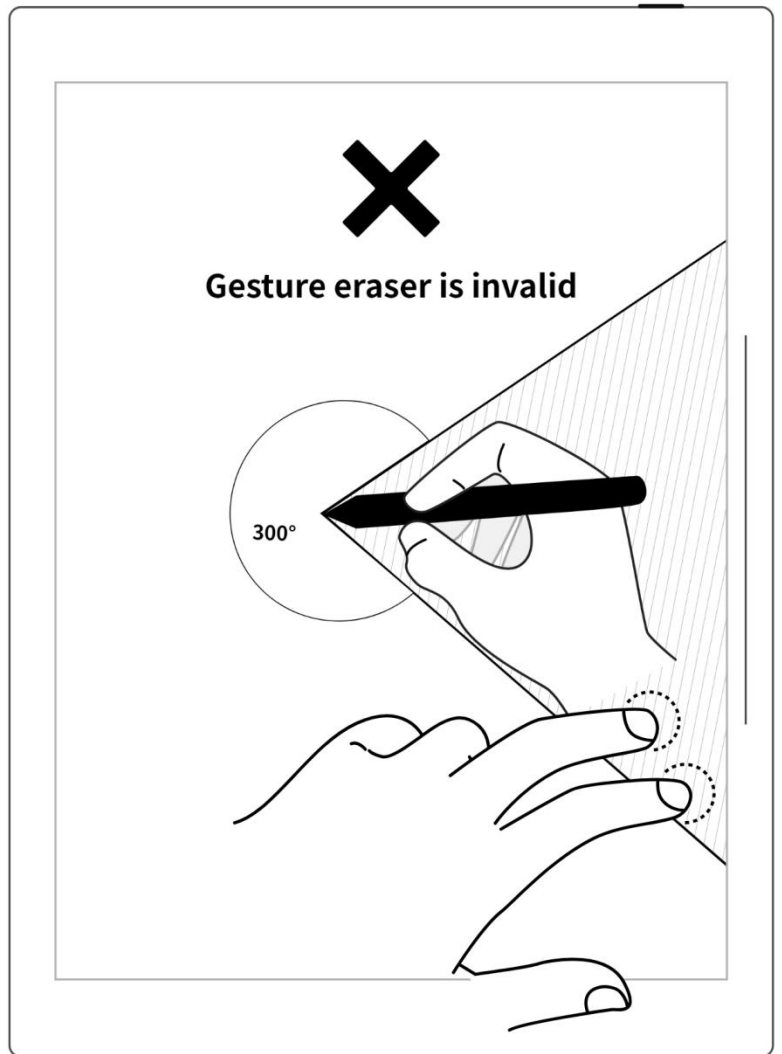


## 2、Effective area of gesture eraser

- Press two fingers at the same time in the screen area 220°-300° outside the shadow area of the image, below the tilt of the pen activates the gesture eraser(see right image).Otherwise, it will be invalid.
- When using eraser gesture, please do not move and put your fingers together or too far apart.



**\*Note: The effective angle range for gesture eraser may vary according to your pen holding posture; placing two fingers on the screen far away from the pen can keep them from being in the invalid area and more easily trigger the eraser.**



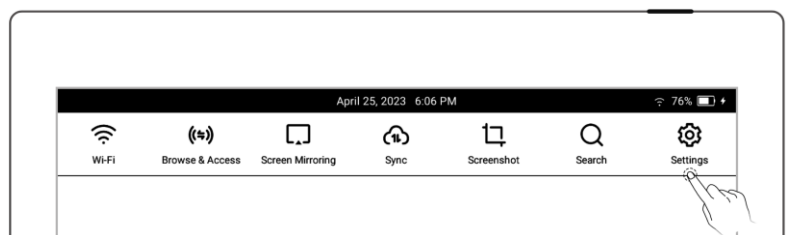
**\*Note:** The gesture eraser is available in Note, Document, Calendar and Digest. To turn on or off this feature, go to “Toolbar>More>Gesture Settings”.

## Chapter 3 Basic settings

### 3.1 Language, date & time

- 1、Swipe down from the top of the screen to open the top menu bar

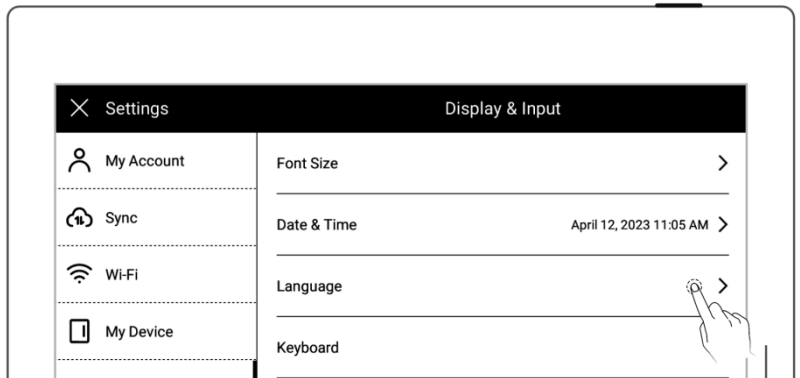
- Tap “ Settings”



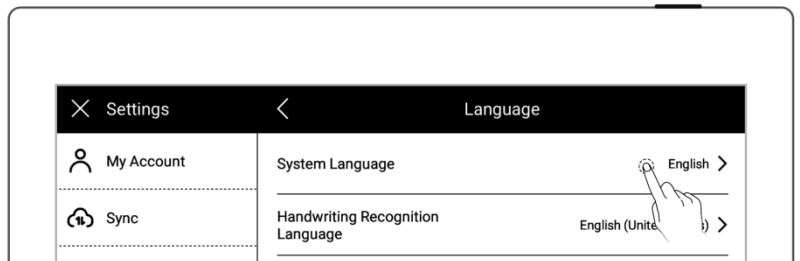
- Tap “Display & input”

## ➤ Language

### 1、Tap “Language”



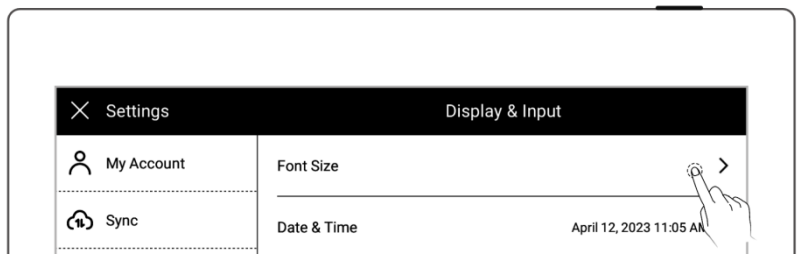
### 2、Select system language



## ➤ Font

### 1、Display & input

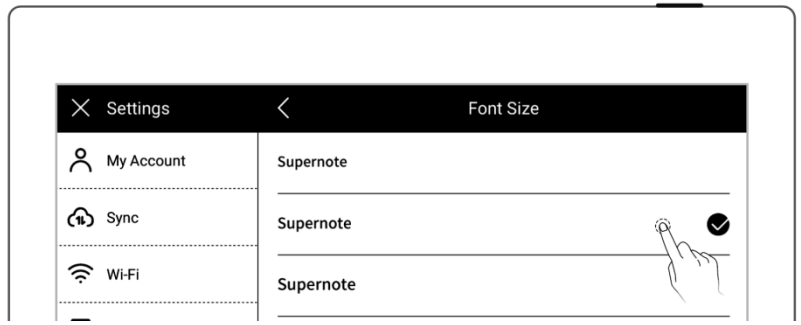
- Tap “Font Size”





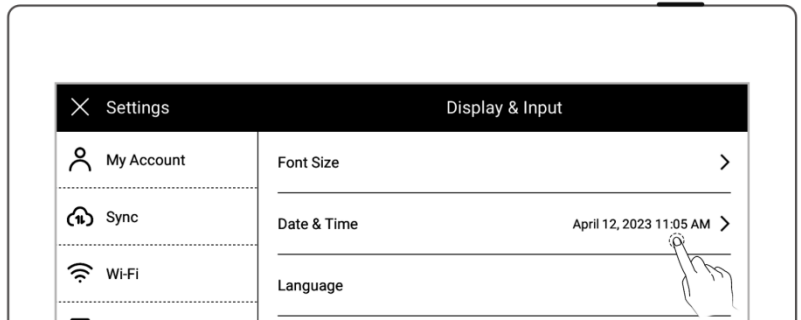
## 2、Font size

- Tap to choose your favorable font size



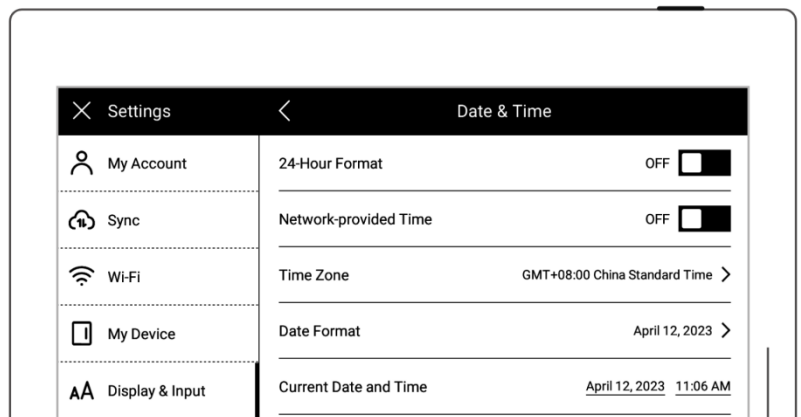
## ➤ Date & time

### 1、Tap “Date & time”



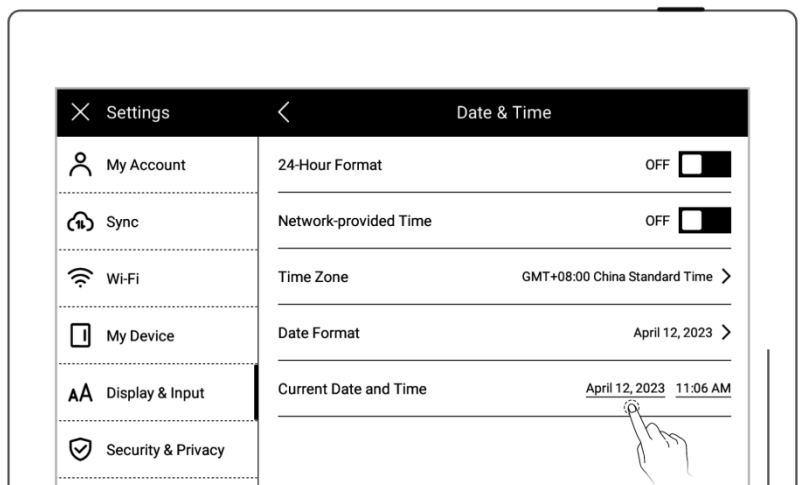
### 2、Network automatic acquisition time On/Off

- “**Network-provided time**” (Default On)
- “**24-hour format**” (Default On)

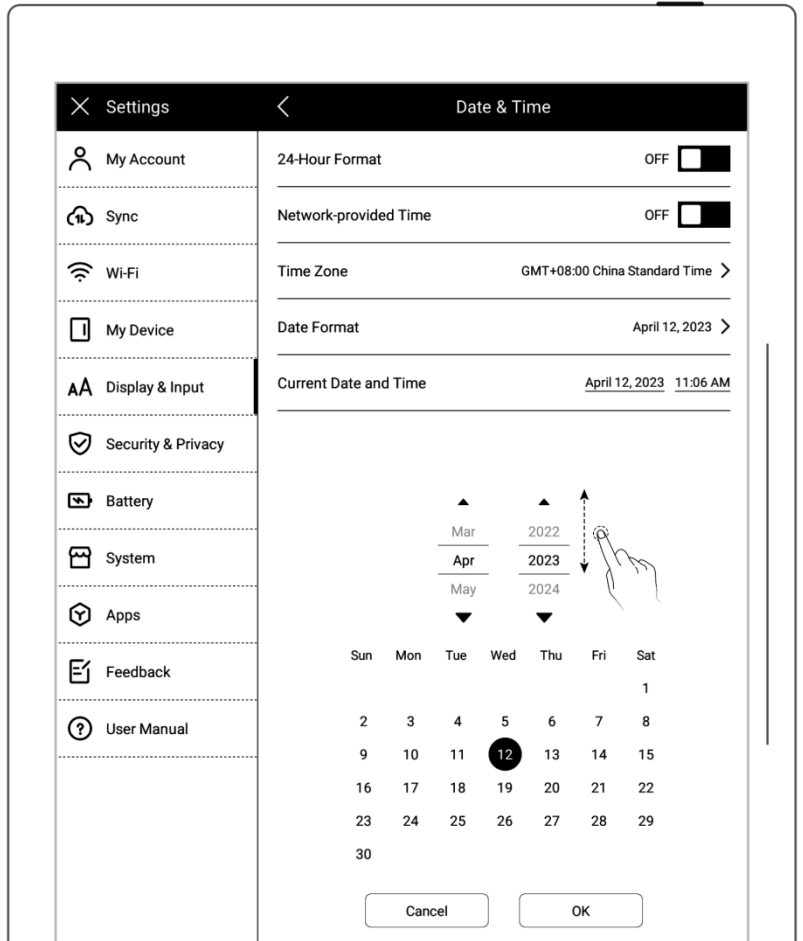


### 3、Set time and time zone manually

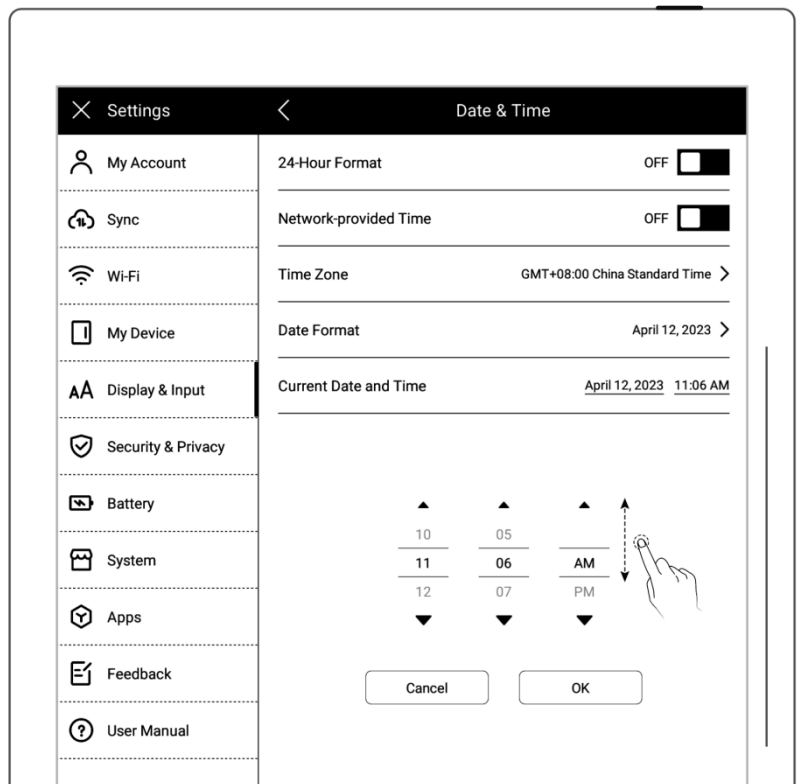
- Tap “**Network-provided time**” and turn “**OFF**”
- Choose your “**Time Zone**”
- Tap the date
- Tap “▲” or “▼” slide the year and month then tap the date



- Tap “OK”

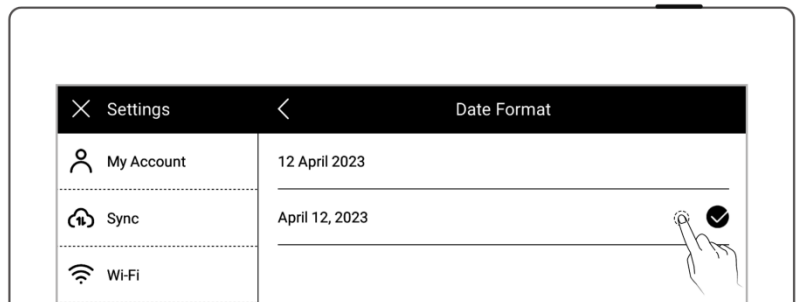
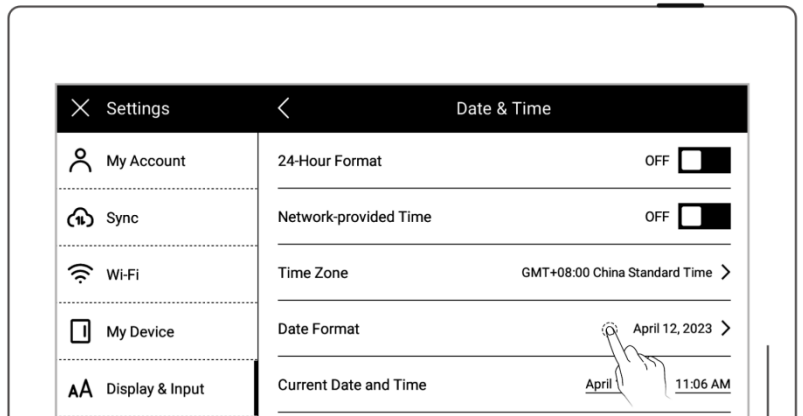


- Tap the time
- Adjust hr/min/sec
- Tap “OK”



#### 4、Date format setting

- Tap “Date format” Select the format
- Tap “<”and return



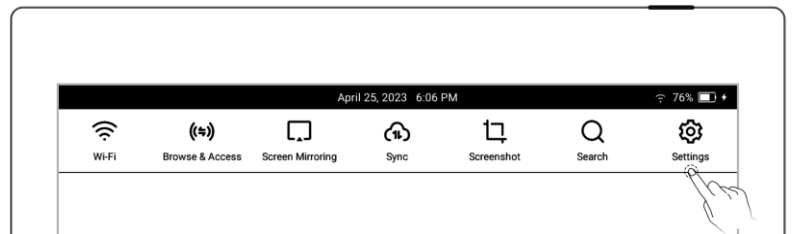
## 3.2 Stylus

### ➤ Calibration

- 1、Swipe down from the top of the screen to open the top menu bar

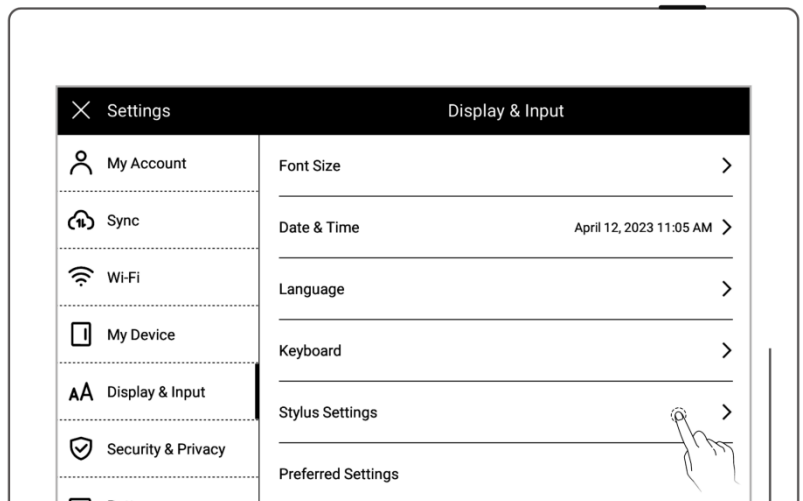
- Tap “ Settings”

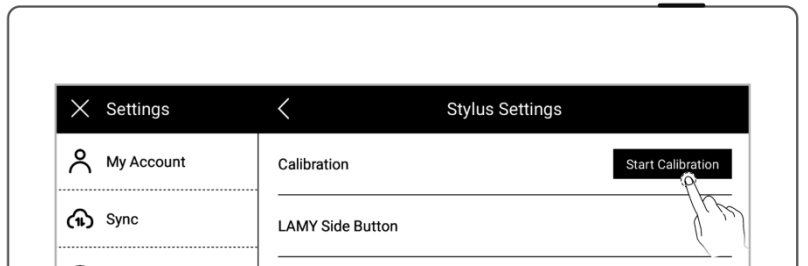
- Tap “Display & input”



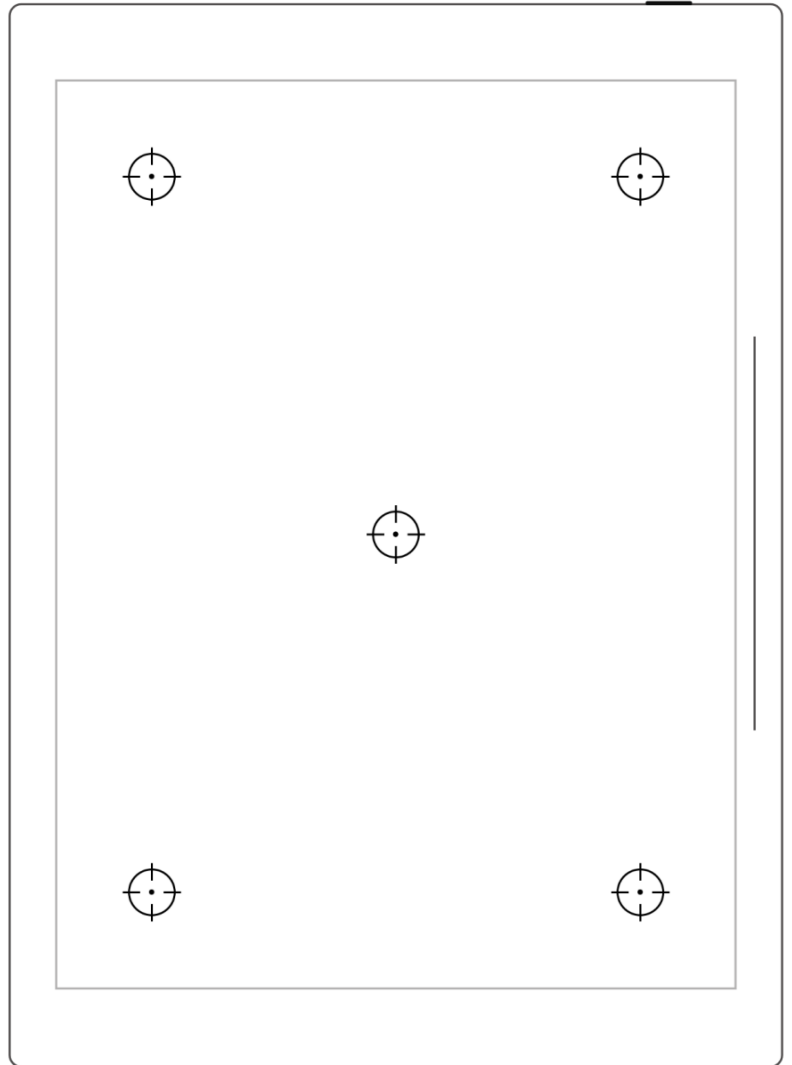
- 2、Display & input

- Tap “Stylus Settings”
- On the “Stylus Settings” page, tap “Start Calibration”



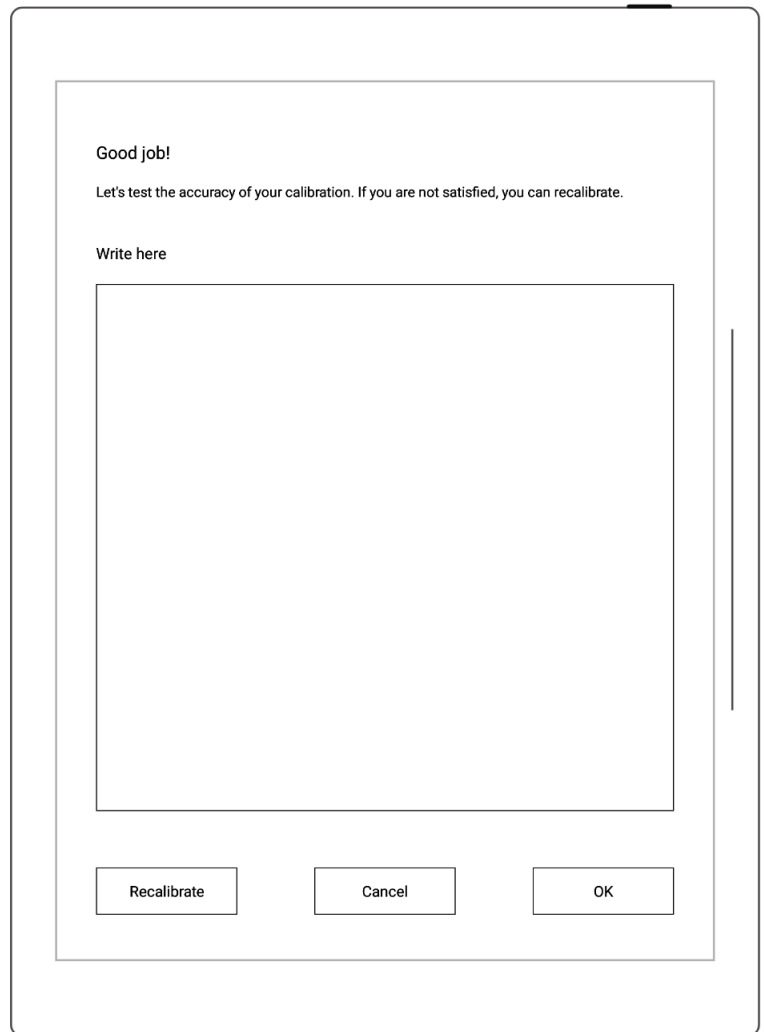


3、 Tap the center of cross marks appear on the screen with your stylus



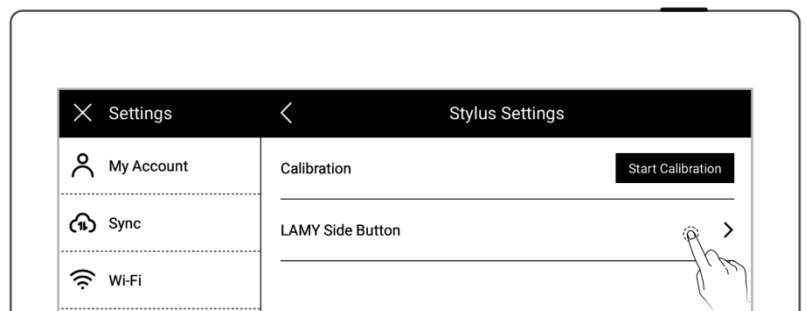
#### 4、Check the calibration results

- Handwriting in the square area
- Tap “OK” if you are satisfied with the accuracy, or tap “Recalibration” to calibrate again

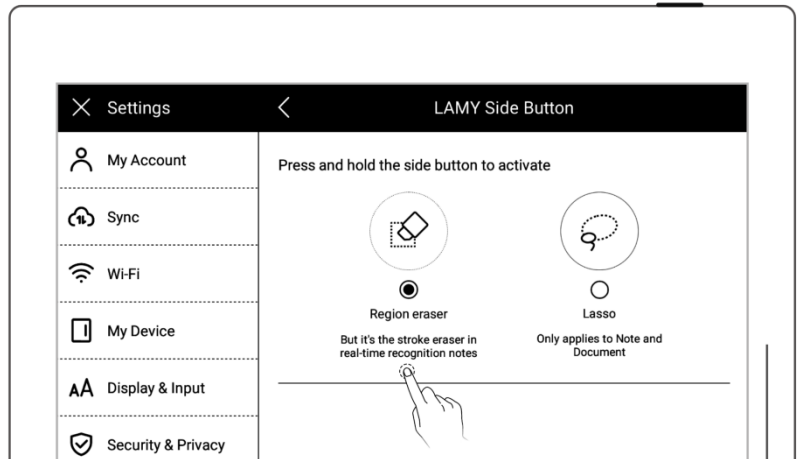


#### ➤ LAMY Side Button

##### 1、Tap “LAMY Side Button”



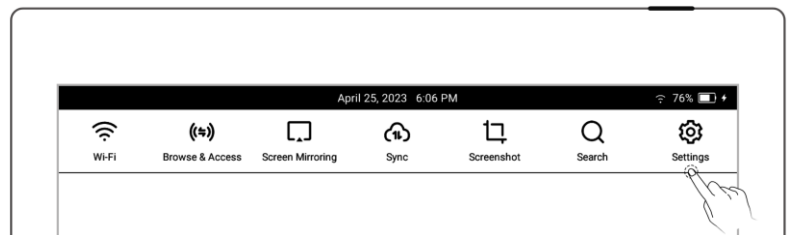
- 2、Choose to activate the region eraser or lasso by pressing and holding the side button



Note: This setting option only applies to the LAMY AI-star EMR pens.

### 3.3 Preferred

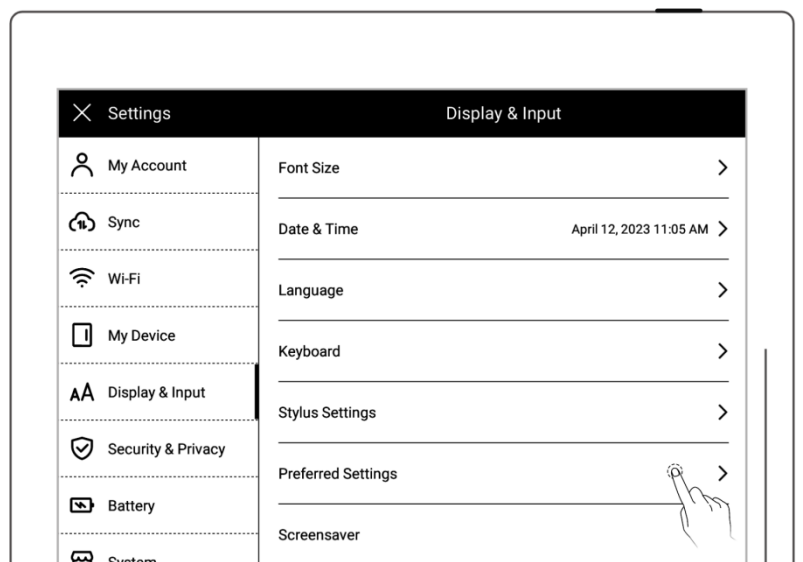
- 1、Swipe down from the top of the screen to open the top menu bar



- Tap “ Settings”
- Tap “Display & input”

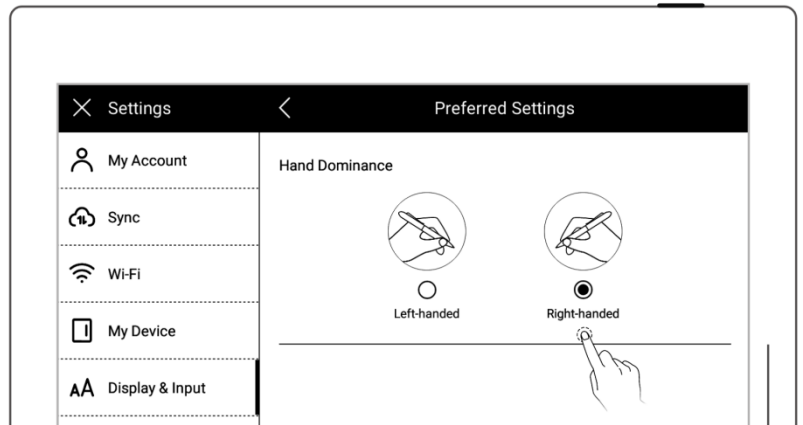
- 2、Display and input

- Tap “Preferred settings”



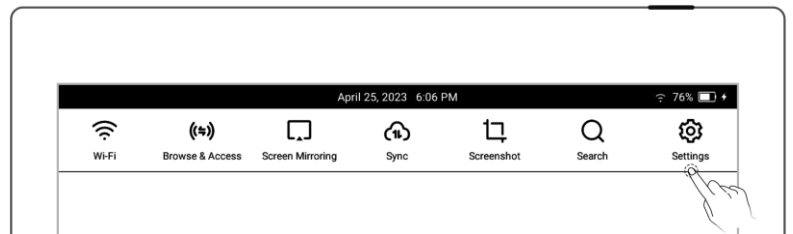
### 3、Hand dominance


- Tap “**Left-handed**” or “**Right-handed**” to change hand dominance

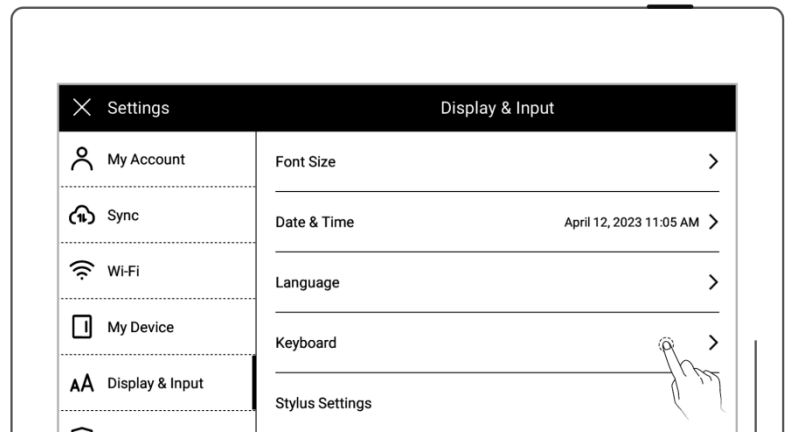



## 3.4 Keyboard

- 1、Swipe down from the top of the screen to open the top menu bar

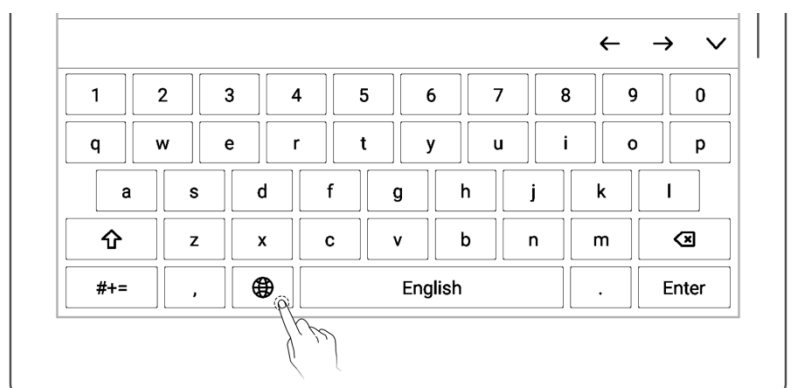


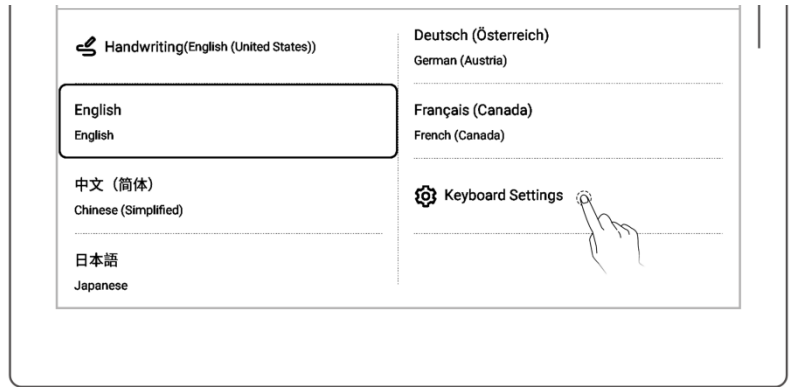
- Tap “ **Settings**”
- Tap “**Display & input**”
- Tap “**Keyboard**”




- 2、Or press and hold “” on the keyboard to enter

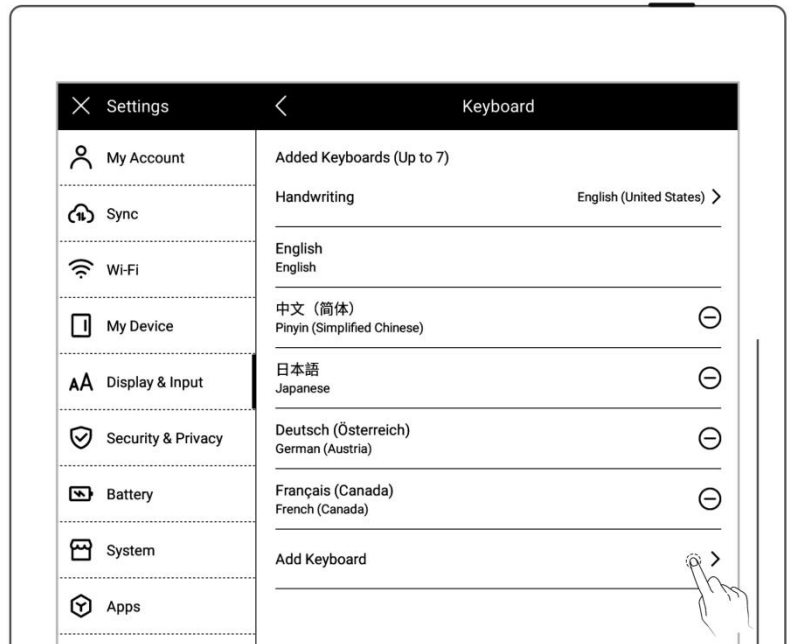
- Tap “**Keyboard Settings**”






### 3、Add a keyboard

- Tap “Add Keyboard”
- Tap “Add” (The keyboard can switch between up to 7 languages)



### 4、Remove a keyboard

- Tap “Remove”





## 5、Using the handwriting keyboard

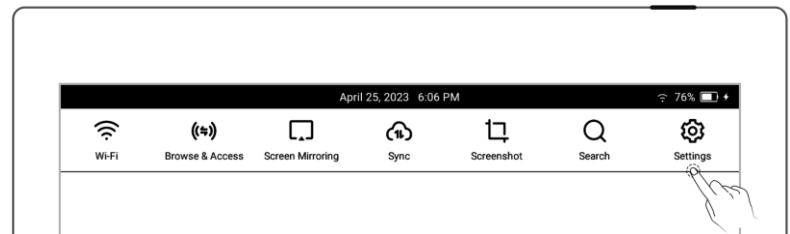
- On the Keyboard page, tap **“Handwriting”**
- Select your frequently used handwriting recognition language



## 3.5 Screensaver

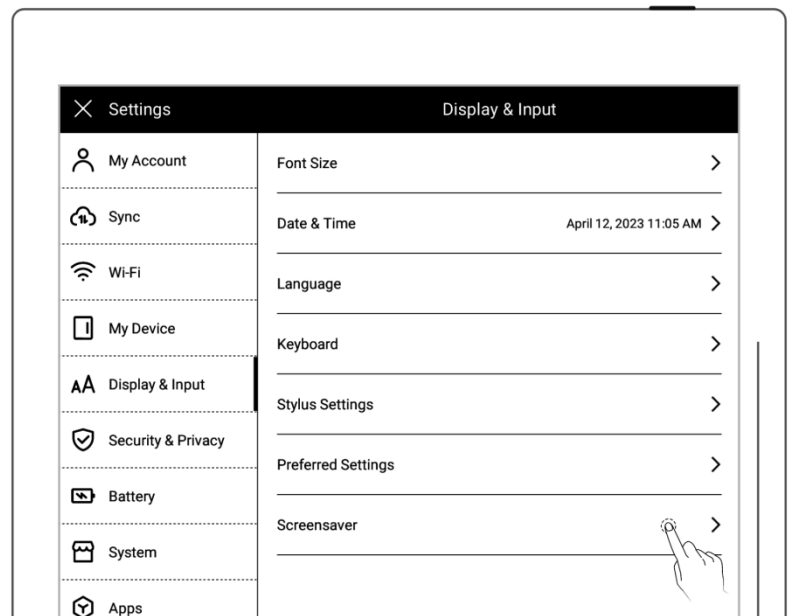
- 2、Swipe down from the top of the screen to open the top menu bar

- Tap **“Settings”**
- Tap **“Display & input”**



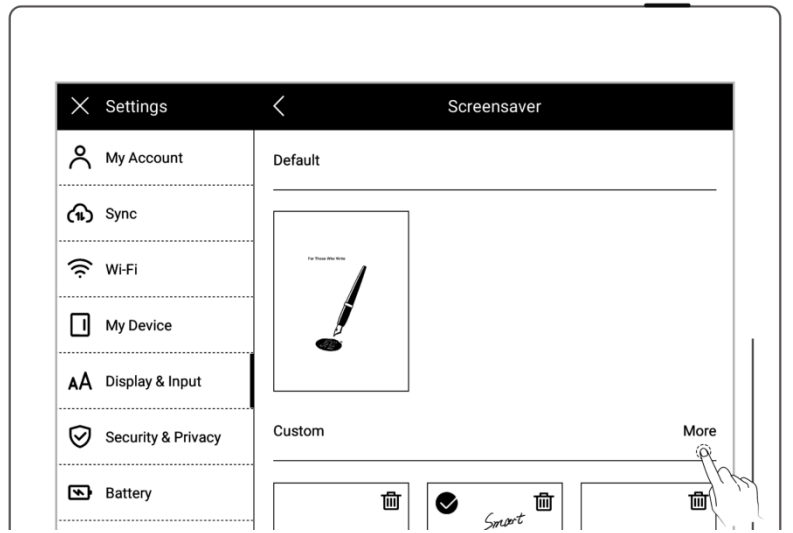
- 3、Tap **“Screen saver”**

- System: the default screen saver



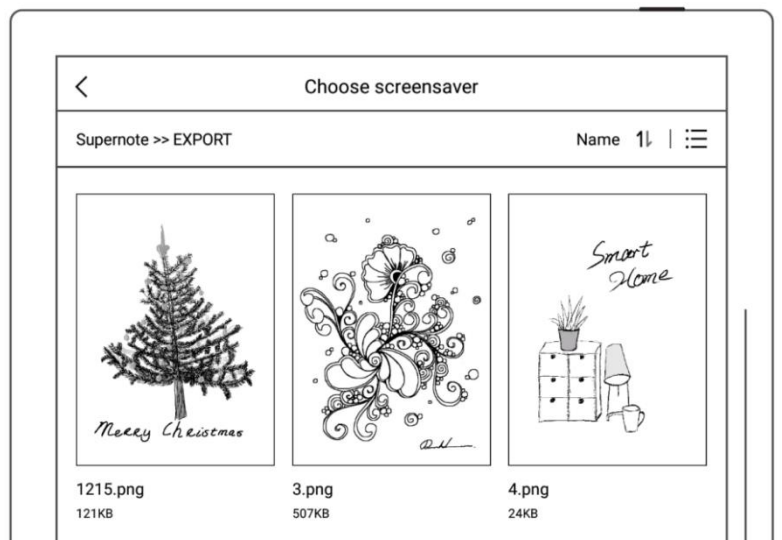
#### 4、Customize a screen saver

- Tap “More”



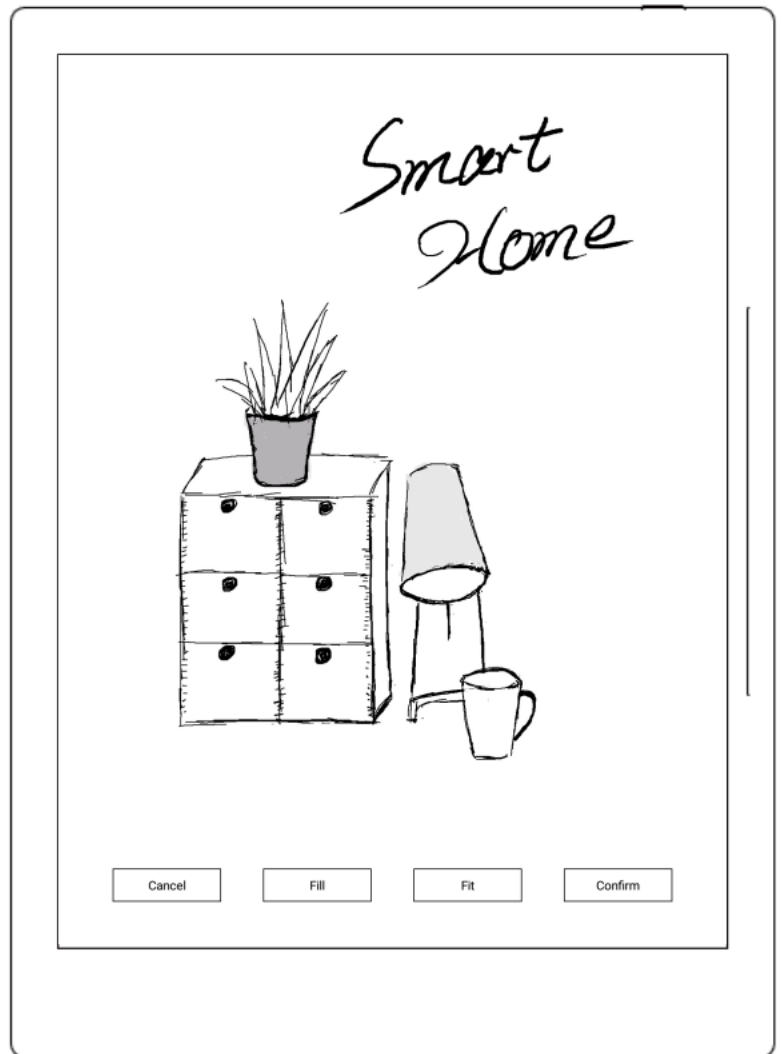
#### 5、Select a picture

- Select the folder where the picture is located
- Choose a picture you like




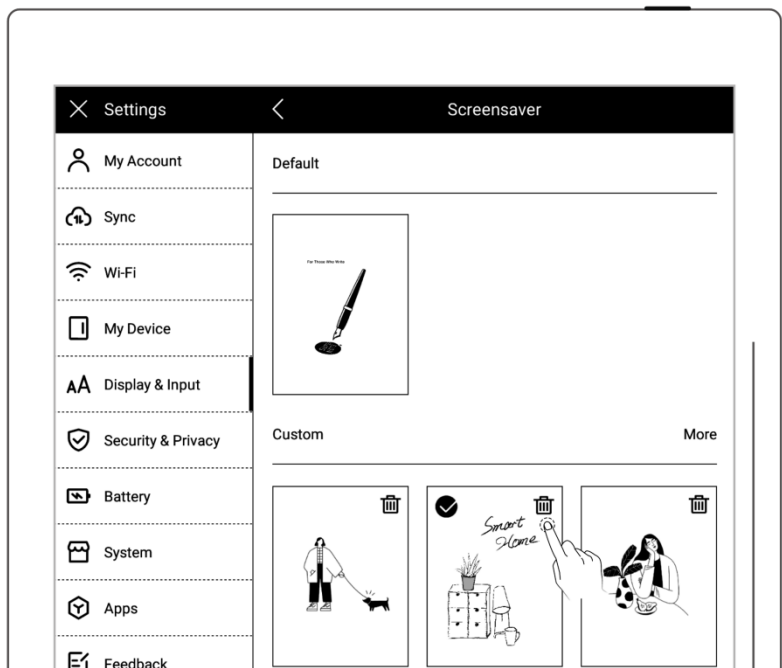
## 6、Preview a screen saver

- The preview image can be zoomed in/out and moved.  
Tap "**Fill**" and "**Fit**" to adjust the image
- Tap "**OK**"



## 7、After setting completes, the page goes to the custom Screen saver

- The latest six screen savers will be displayed
- Tap the customized image to enter preview mode to re-adjust the image
- Tap "" to delete recently set screen saver (the original



screen saver file will not be  
deleted from device drive)

**\*Note: Only PNG、JPG、JPEG format picture available for customized screen saver.**

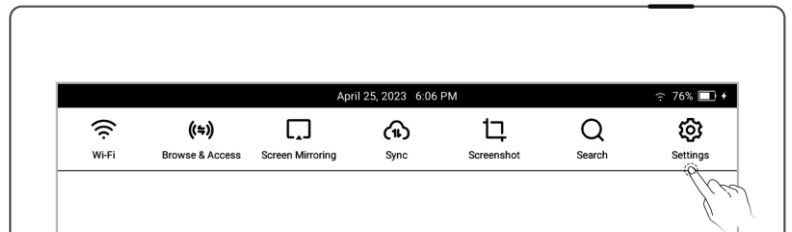
## 3.6 Low power consumption

The following settings can save power consumption of the device.

### ➤ Set auto sleep time

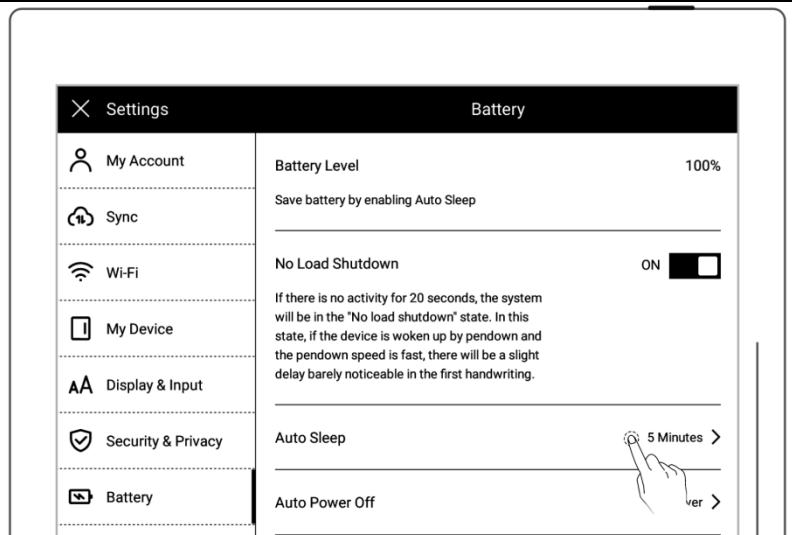
1、Swipe down from the top of the screen to open the top menu bar

- Tap “ Settings”
- Tap “**Battery**”



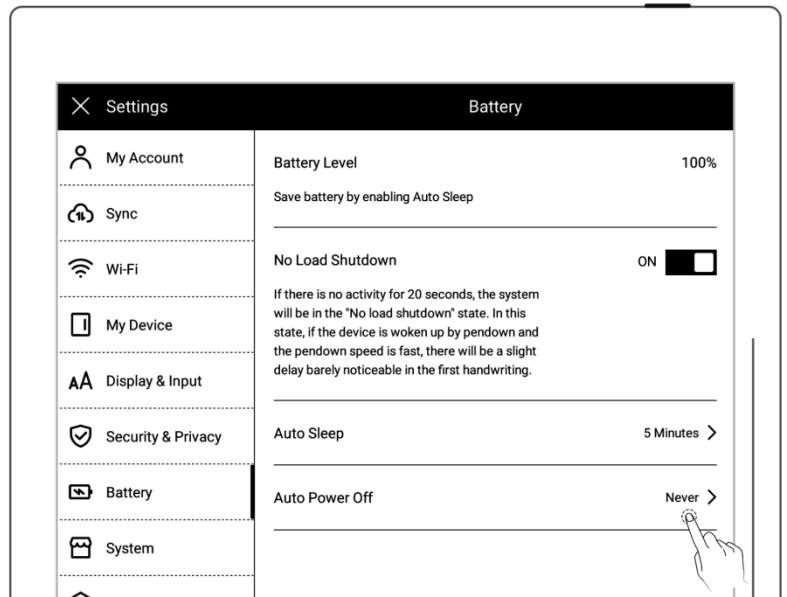
2、Battery

- Tap “**Auto Sleep**”
- Select waiting time before going to sleep when not in use



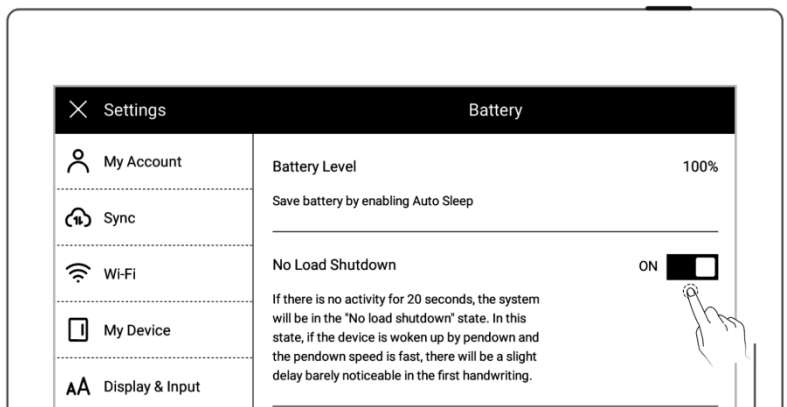
### ➤ Set auto power off time

- Tap “Auto Power Off”
- Select waiting time before powering off automatically when not in use

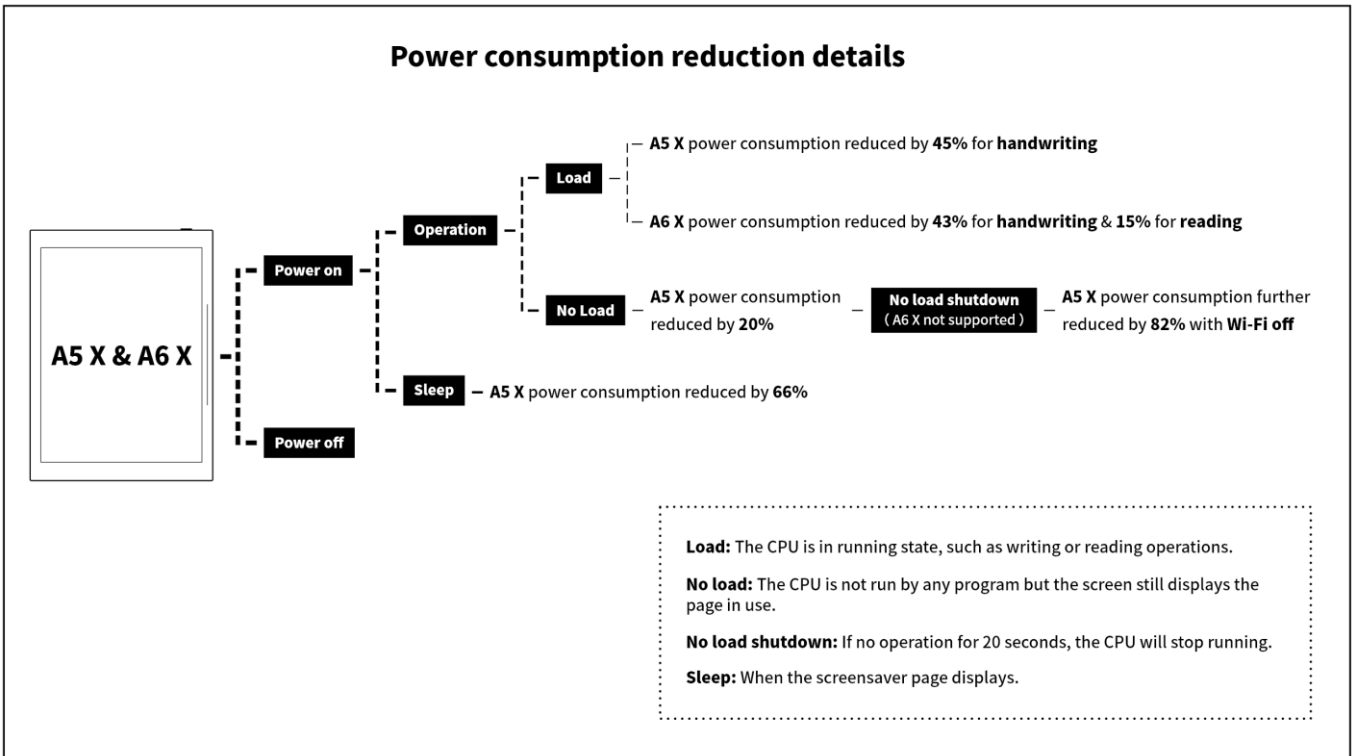


- No load shutdown ON (A6 X not supported)

- Tap “No load shut down” and turn "ON"




- Power consumption reduction details (The figures contained below is based on the improvement of Chauvet 1.0.1 version.)



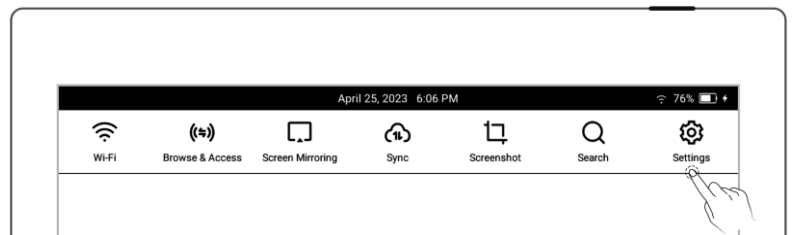
## 3.7 Synchronization

You can choose to use Supernote Cloud/Dropbox/Google Drive to sync files on your Supernote.

- 1、Swipe down from the top of the screen to open the top menu bar

- Tap “ Settings”

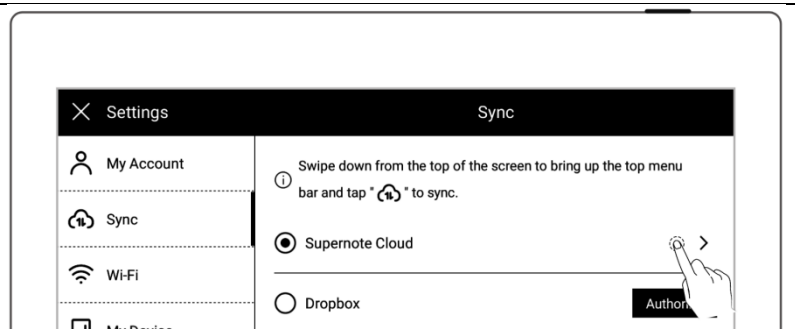
- Tap “Synchronization”





- 2、Choose the cloud service

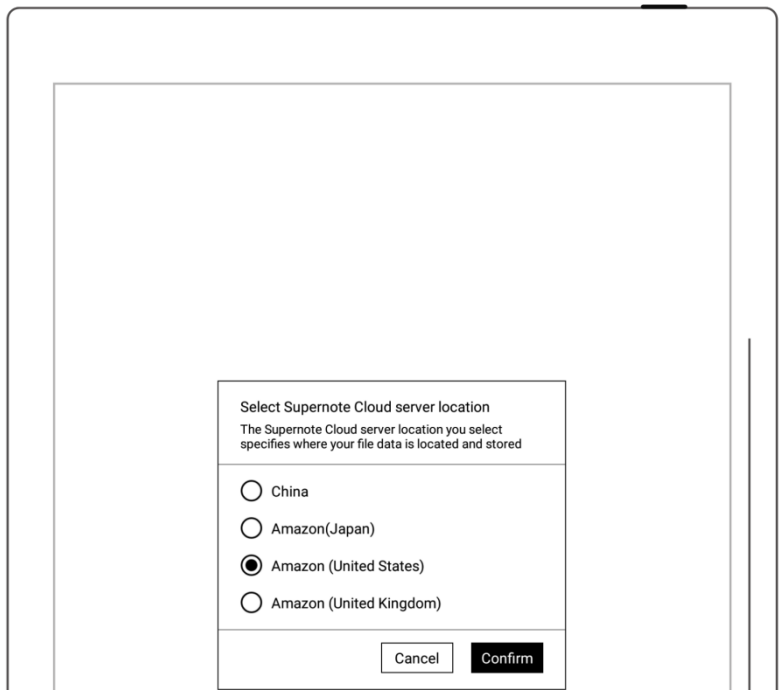
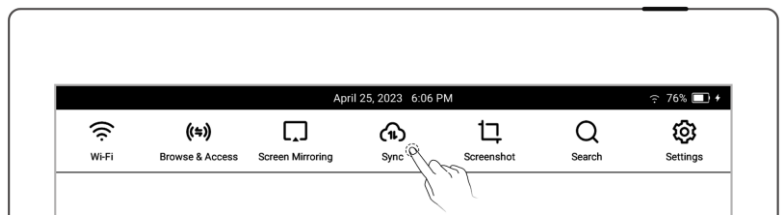
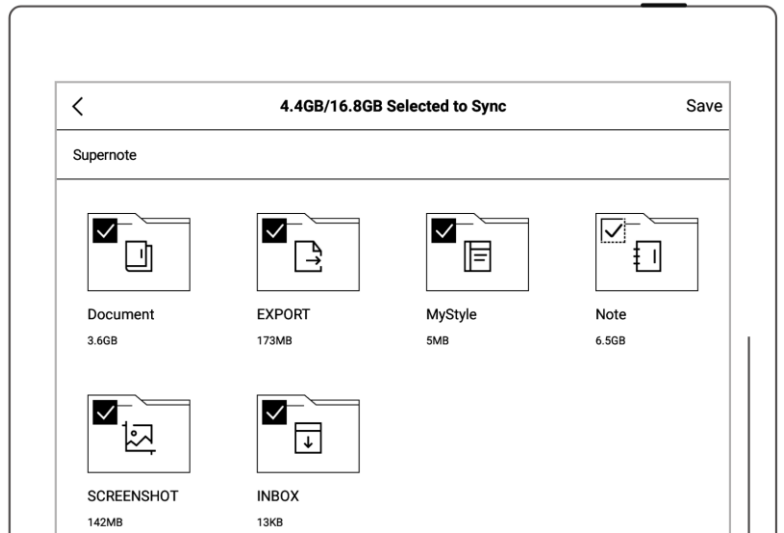
➤ Select **Supernote Cloud**

- If you choose Supernote Cloud, you need to register and log in My Account in advance

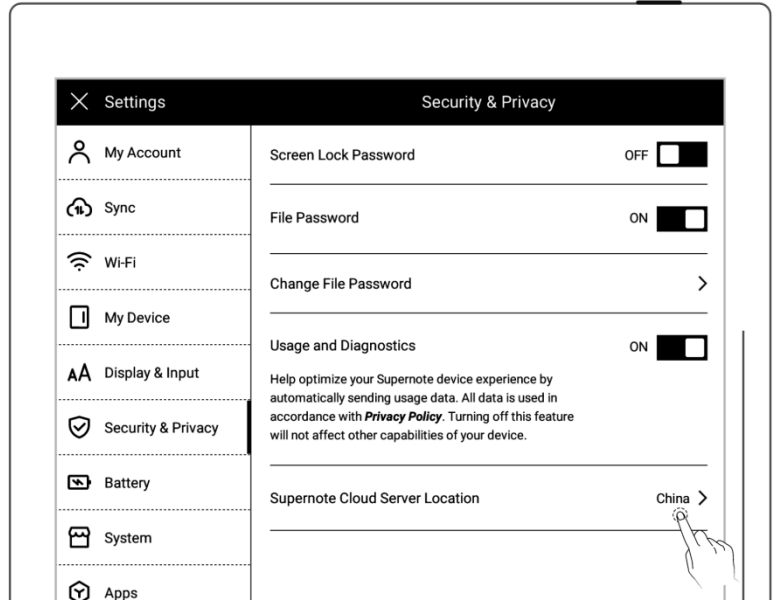


- Tap **“Supernote Cloud”**
- Tap “” in the upper left corner of the folder to select the folder to be synchronized, and click **“Save”**
- Swipe down from the top of the screen to open the top menu bar, tap “” to synchronize

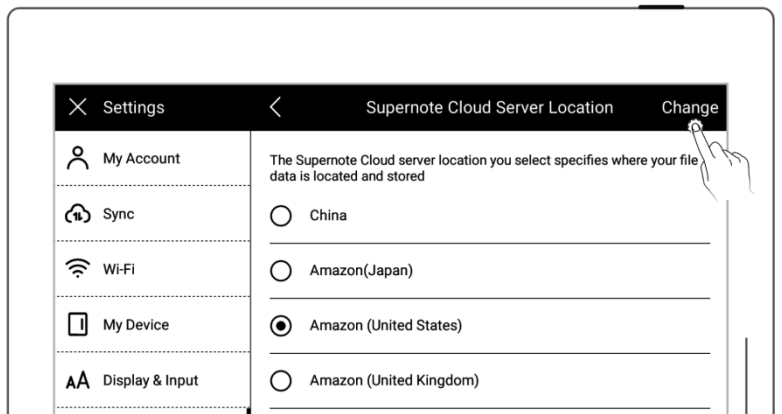
**\*Notes: For first time using Supernote Cloud users, select the server location in advance is necessary.**



- Tap “Security & Privacy”
- Tap “Supernote Cloud Server Location”

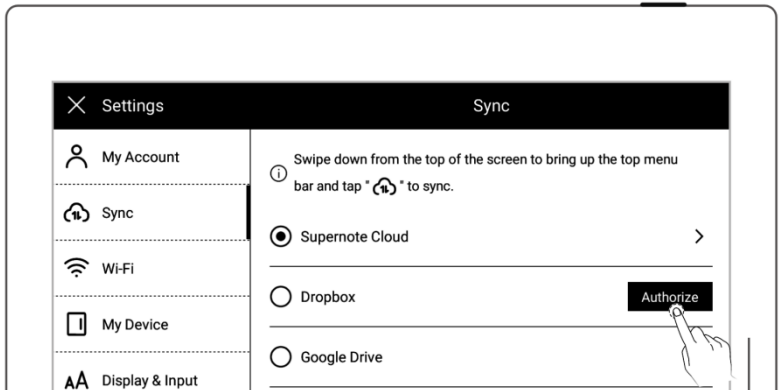


- Select the server location you need to switch to and tap “Change”



- Select **Dropbox** or **Google Drive** (The following uses Dropbox as an example)

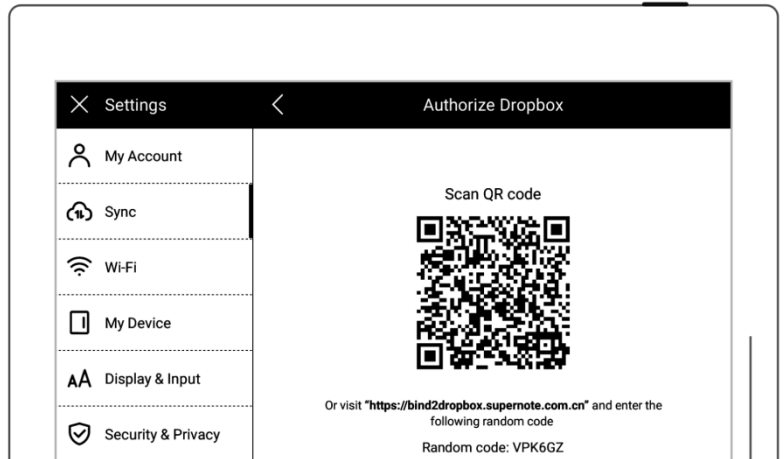
- Tap “Authorize”





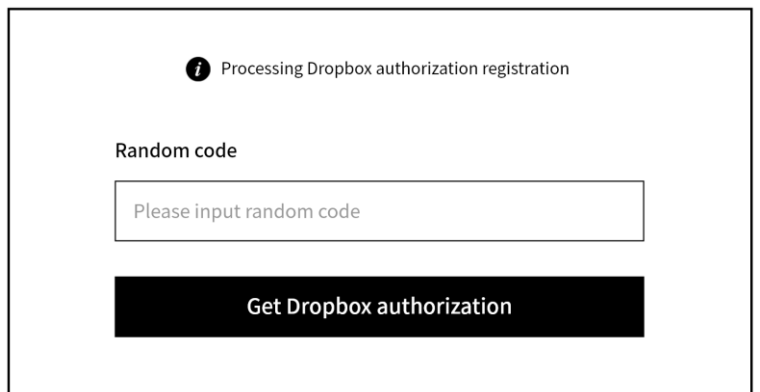
- Open the following web page from PC browser

<https://bind2dropbox.supernote.com>



✧ For PC web browser

- Input the random code appears on device
- Click “get Dropbox authorization”

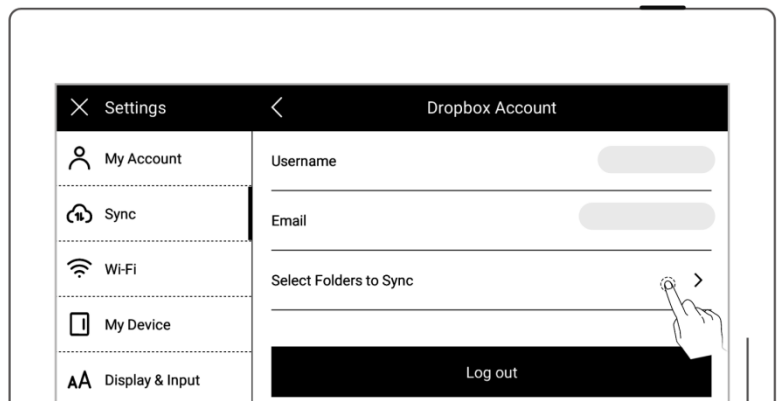


✧ It will jump to the Dropbox website to proceed authorization

- Input the Dropbox account ID and password

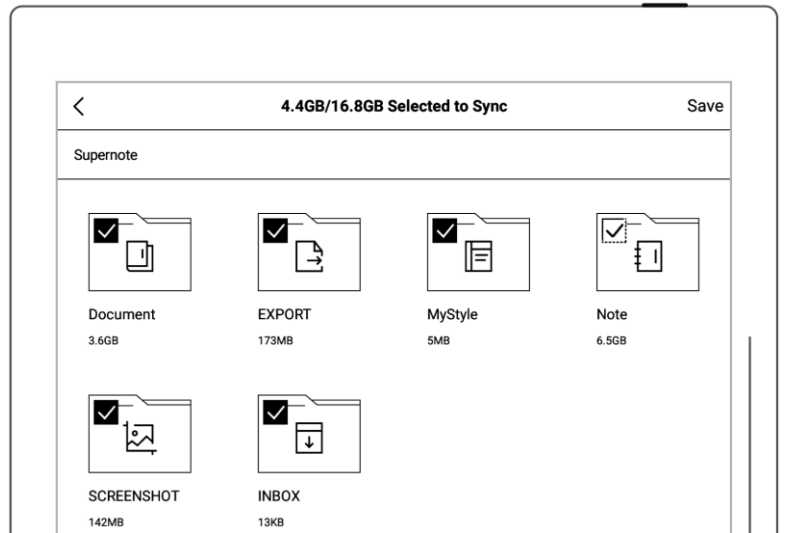
✧ Please check device status after completing of authorization


- If authorization times out, please follow the prompts instruction
- It will jump to the Dropbox account page upon authorization




✧ Configure sync folders

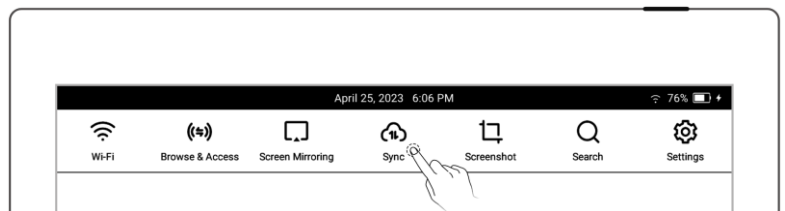
- Tap **“Select Folders to Sync”**
- Tap **“☐”** in the upper left corner of the folder to select the folder to be synchronized, and click **“Save”**



- If you want to select a subfolder, the current chosen folder should be cancelled first
- \*Note:** “” The icon is created in the Dropbox cloud and represents a folder that has not been synced to the device

(Due to the difference between Dropbox cloud storage and Supernote device storage space, this part of the configuration will be limited according to the selected folder size)

- Swipe down from the top of the screen to open the top menu bar, tap **“”** to synchronize (A sync in progress cannot be cancelled at this time.)



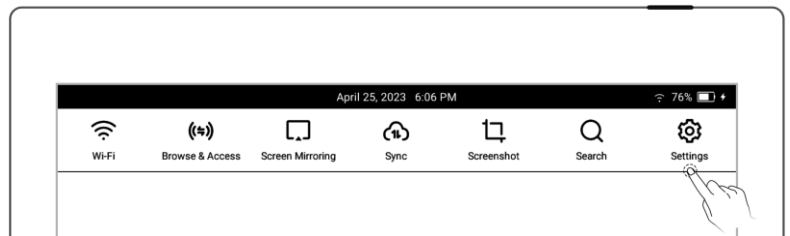
**\*Note: After selecting folders you want to sync to Dropbox or Google Drive and activating the sync function on the device, you will find a folder named “Supernote” automatically created on your Dropbox or Google Drive. This folder is the main synchronization folder for your Supernote device. Please do not delete, rename or move it.**

### 3.8 Third party application

Make sure the Wi-Fi is well connected before access.

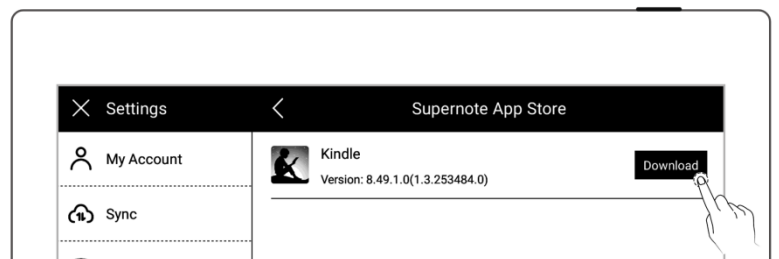
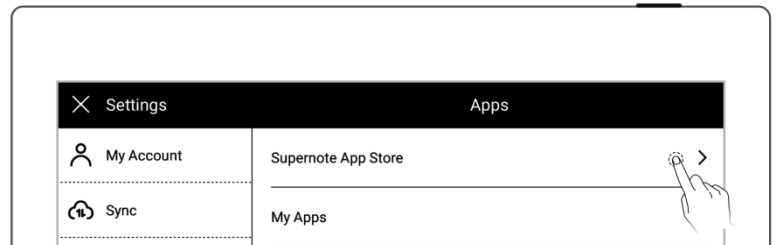
- 1、Swipe down from the top of the screen to open the top menu bar

- Tap “ Settings”
- Tap “Apps”



- 2、Third Party Application Store

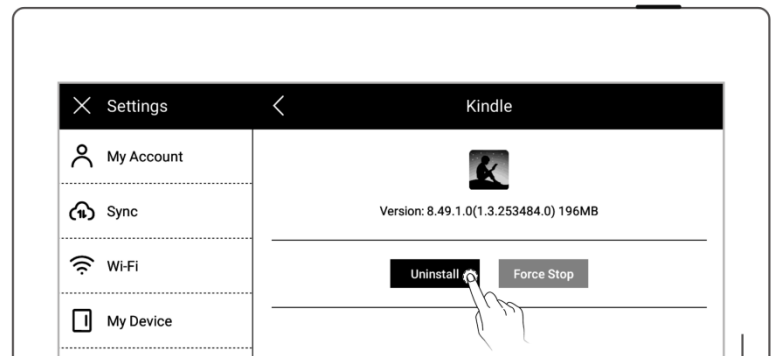
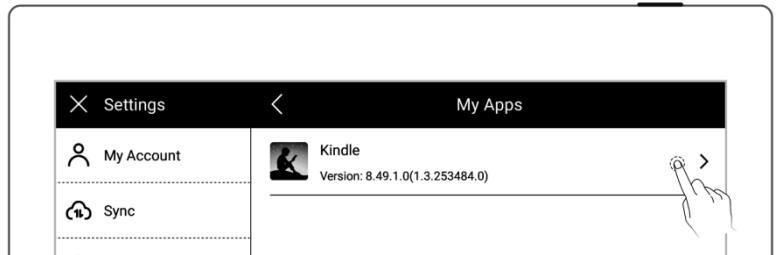
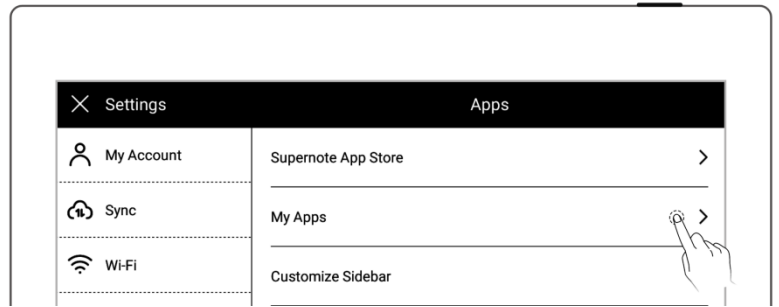
- Tap “Supernote App Store”
- Select the app, tap “Download”. Then tap “Open” to use after installation
- Installed apps are displayed in the sidebar menu.



### 3、Third Party Application

#### Management

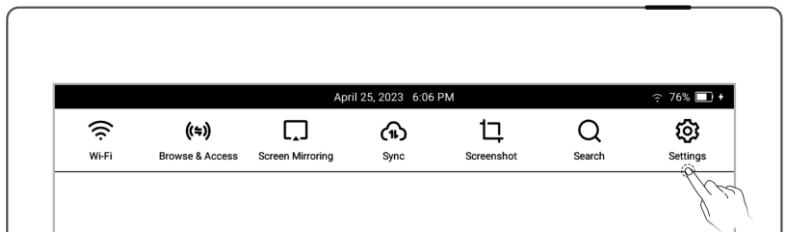
- Tap **“My apps”**
- Select the app to uninstall, tap **“Uninstall”**



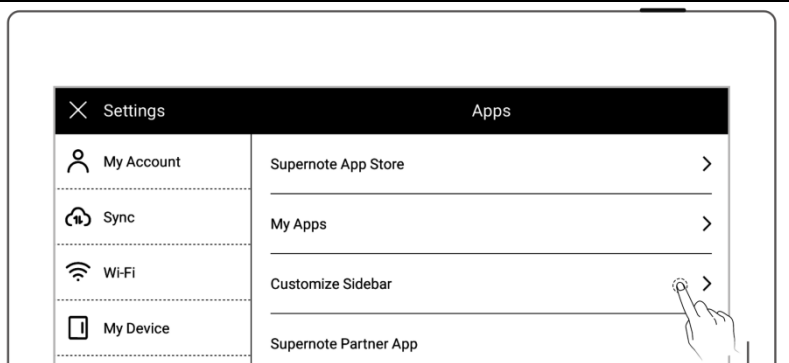
## 3.9 Custom the sidebar menu

- 1、Swipe down from the top of the screen to open the top menu bar

- Tap **“Settings”**
- Tap **“Apps”**

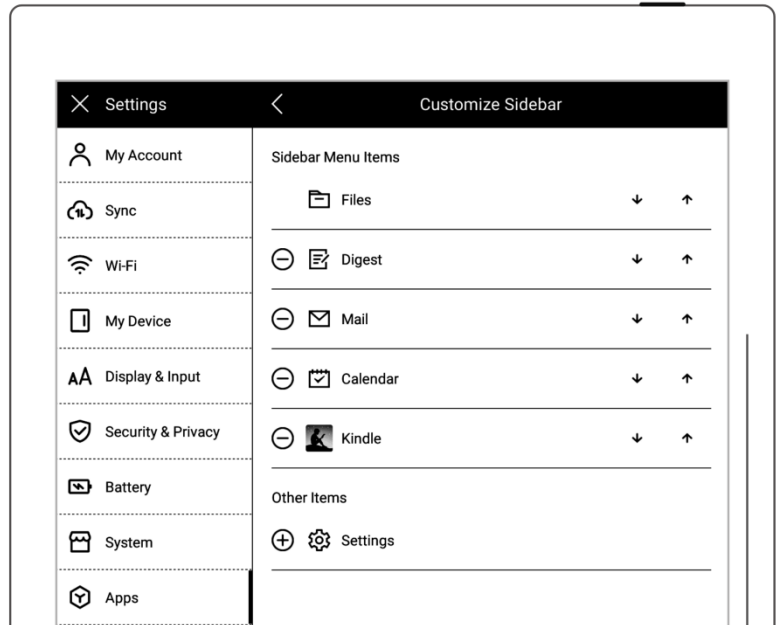


- 2、Tap **“Customize sidebar”**



3、 Select the apps you want to in the sidebar menu and sort them

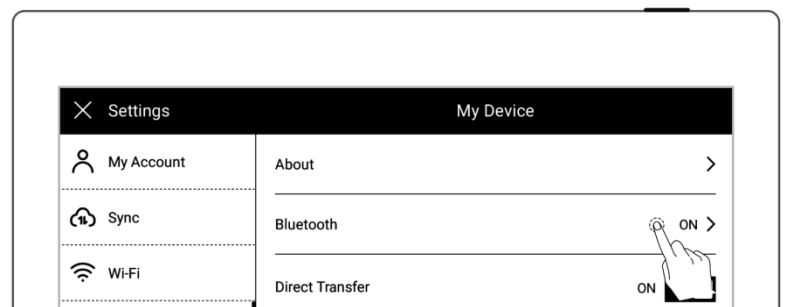
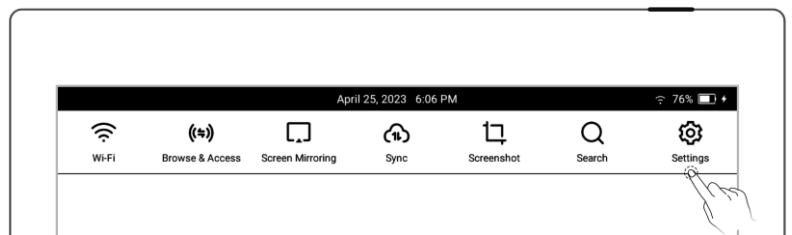
- Tap “⊕” to add an app to the sidebar menu
- Tap “⊖” to remove an app from the sidebar menu
- Tap up or down arrows to rearrange the order of the apps



### 3.10 Bluetooth

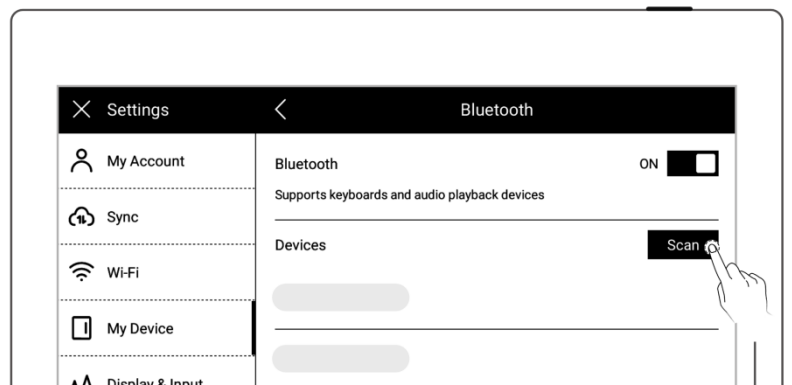
1、 Open the top menu bar

- Tap “⚙️ Settings”
- Tap “My Device”
- Tap “Bluetooth”



2、 On “Bluetooth” page

- Turn Bluetooth ON
- Tap “Scan”
- Select the device to be paired, input pairing code if



required

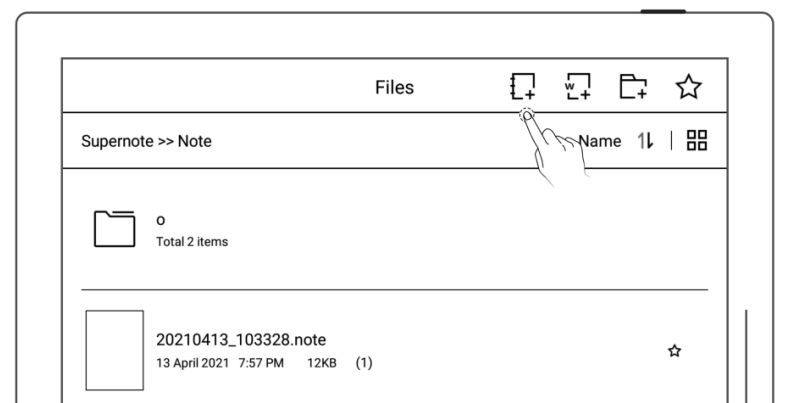
## Chapter 4 Handwriting and Drawing

### 4.1 Create a new notebook

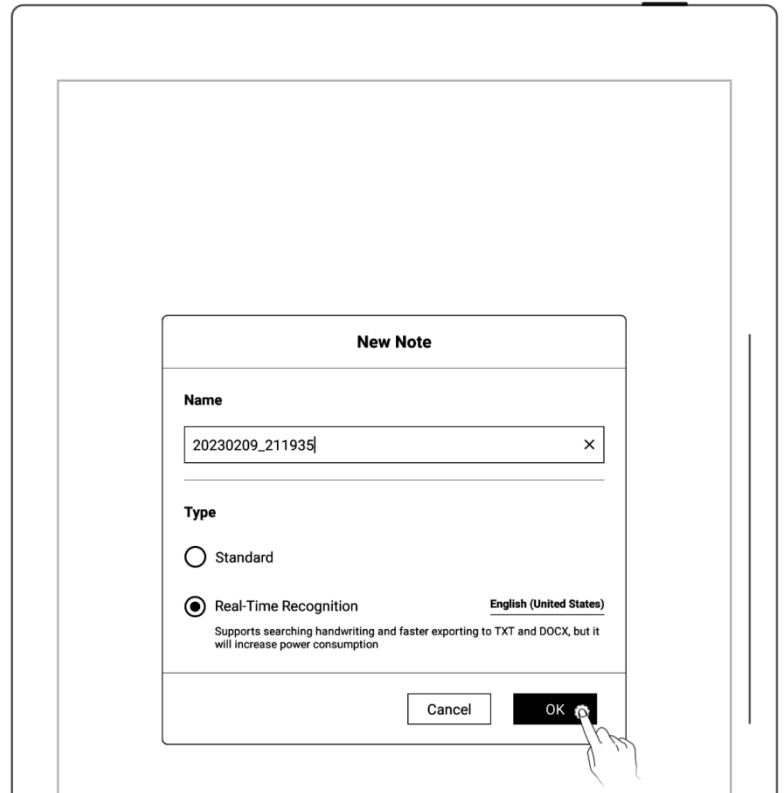
- 1、 Tap "📄+ New Note" in the sidebar menu



- 2、 Or tap "Files" in the sidebar menu to access the "Files" page, then tap "📄+ New Note" in any file.





- 3、 Enter a new name for the note or use the default name , Select a note type and tap “OK”.



**\*Note: The default template for new notes is white. (To change the default note template, go to Toolbar>More>Preferences. PDFs cannot be used as default templates.)**


## 4.2 Rename a notebook

- 1、 Tap “  More” on the toolbar
- Tap “  Rename”
  - Enter a new name in the popup window and tap “OK”



**\* Note: File names cannot start and end with a space, nor can they contain special symbols, such as \ / \* : ? " < > | .**

## 4.3 Set a notebook cover

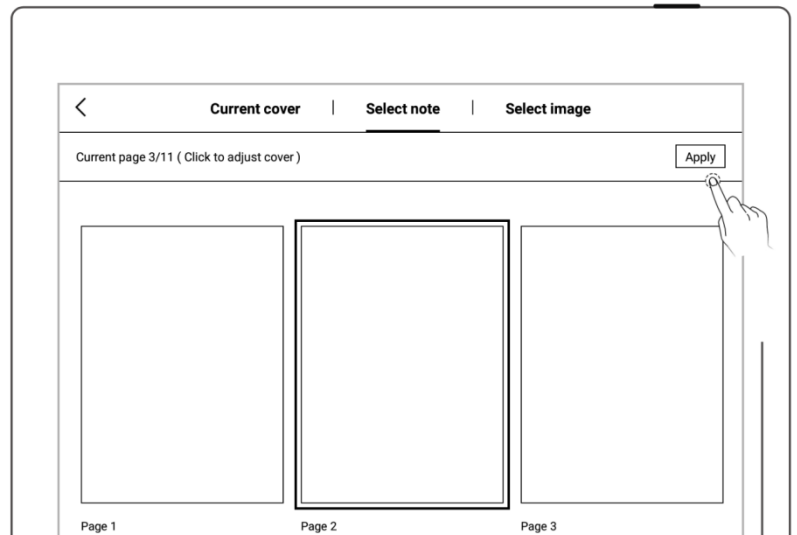
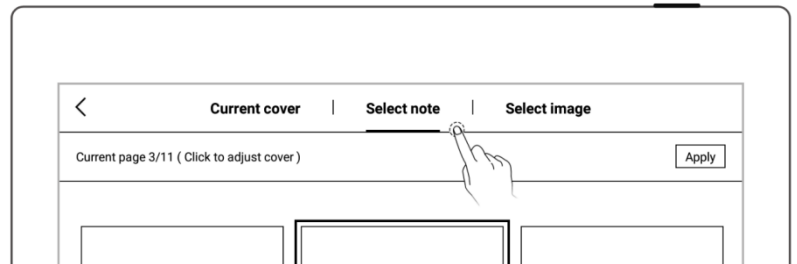
1、 Tap “  More” on the toolbar

- Tap “  Set Cover”



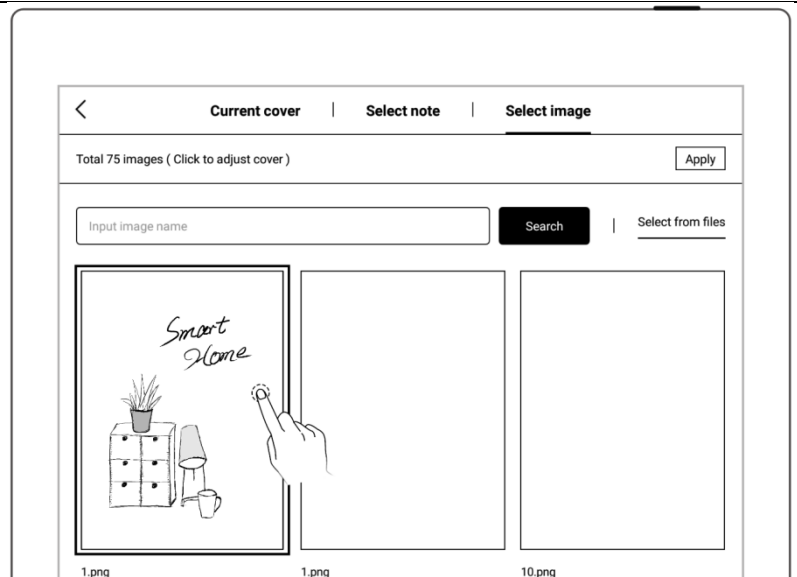
1、 Cover setting

- Tap to switch the "select note" and "select Image" (Images are all Images in My file)
- Tap to select the note page or image
- Tap "Apply"



2、 Cover adjustment

- Tap to select the note page or image
- Tap again to enter the preview





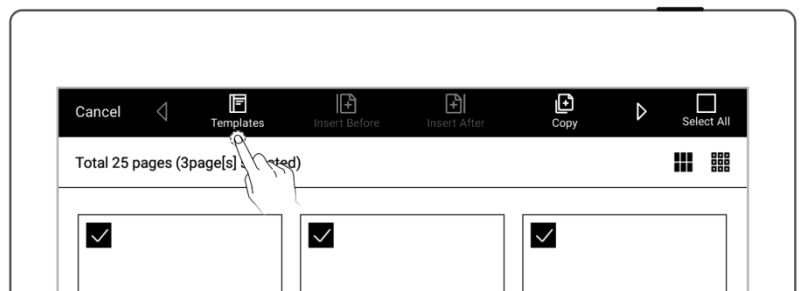




**\*Note: Deleting the current cover will restore the default last page as the cover; you can select a image from my file as the cover; the cover supports only images in PNG, JPG, and JPEG formats.**

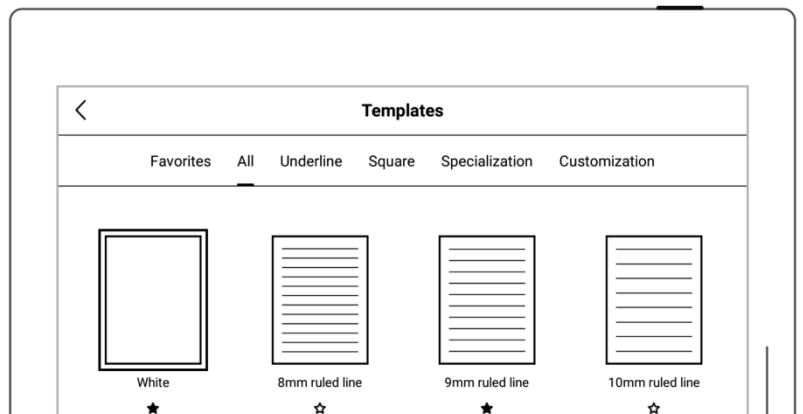
## 4.4 Change templates

- Tap “ Templates”
- Or select the page(s) in overview and tap “ Templates”



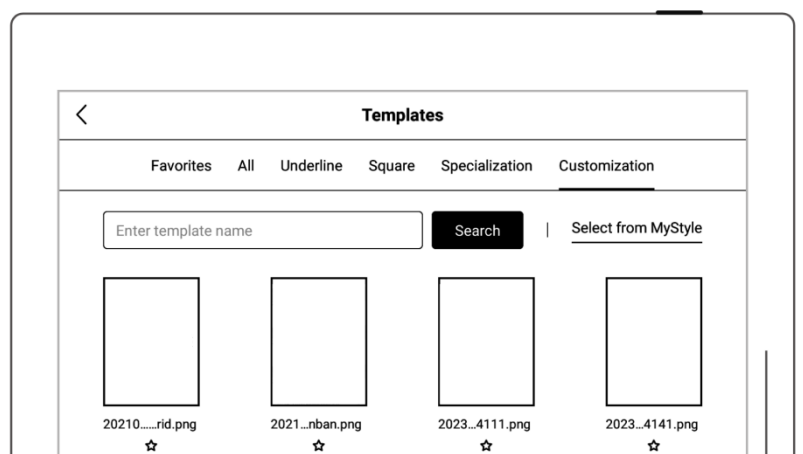
### ➤ Built-in templates

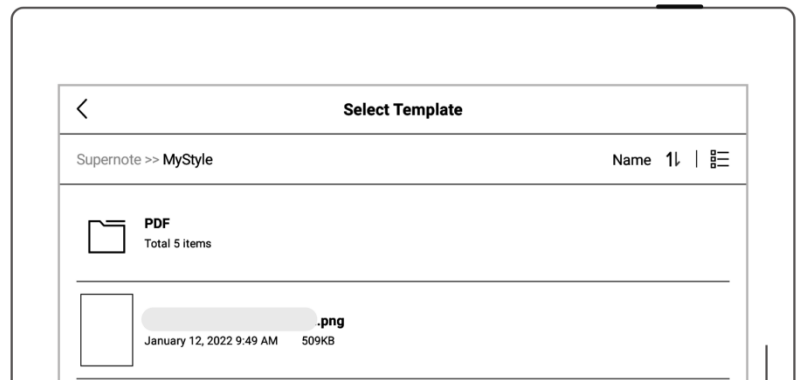
- Tap on the template to apply it




### ➤ PNG

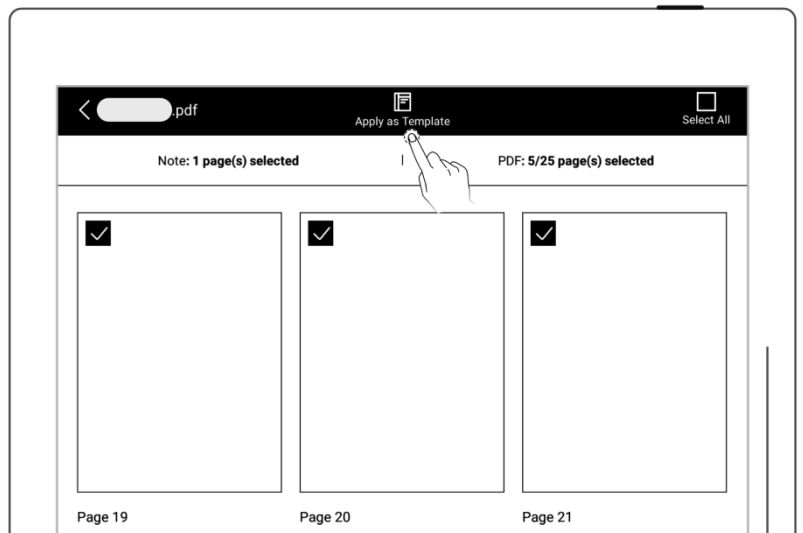
- Tap "Customization" or select from MyStyle folder
- Tap on the PNG to apply it





## ➤ PDF


- Tap "Customization" or select from MyStyle folder
- Tap on the PDF to select pages from Overview
- Tap “  **Apply as Template** ”(Note:Supports navigating between pages via the links embedded in the original PDF)



\*Note: Support importing custom PNG and PDF templates, please refer to [How to make a custom PNG template](#)

## 4.5 Using layers





Layer function is usually applicable for drawing. Apart from the Background layer and the main layer, another three layers can be added.

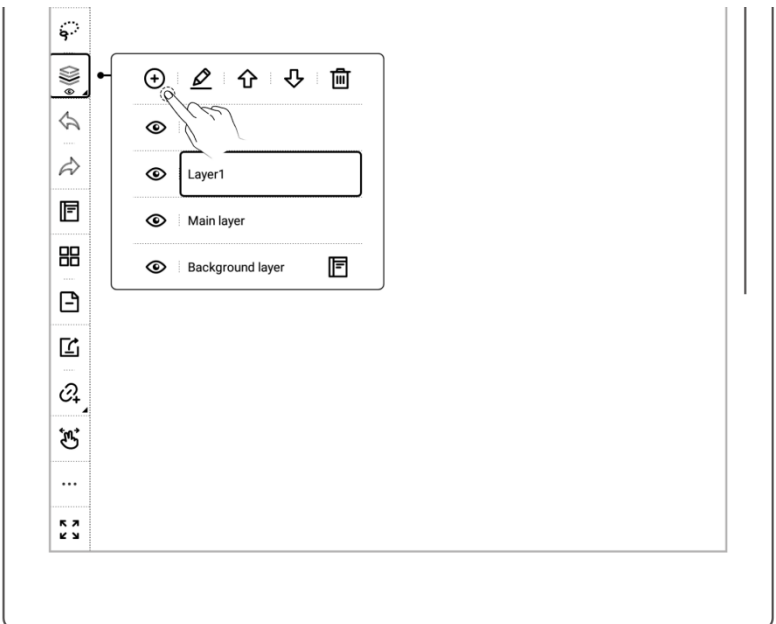
- Tap “ Layers”
- The “Main Layer” is The “Main Layer” is mainly used for handwriting words. It’s the only layer where you can set titles and keywords for notes, create links and calendar events. (Please refer to [“Setting titles”](#), [“Setting Keywords”](#), [“Using links”](#) and [“Recognize titles for event”](#)).





## 1、 Add, delete, show/hide

To add, delete, show/hide layers

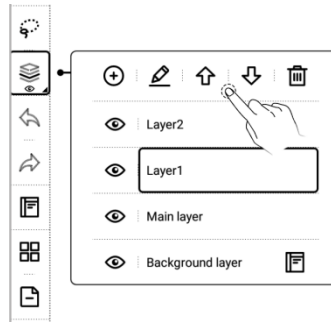
- Tap “” to add a layer
- Tap “” to delete the selected layer
- Tap “” to hide a layer
- Tap “” to display a layer




## 2、 Adjust the layer sequence

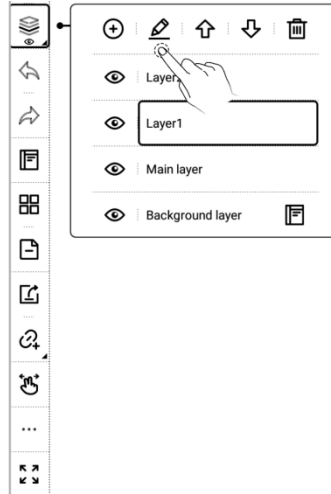
- Tap “” or “” to

adjust the order of selected layer




### 3、 Rename layer

- Tap "  "
- Enter a new name in the popup window and tap "OK" to rename the selected layer




## 4.6 Setting titles

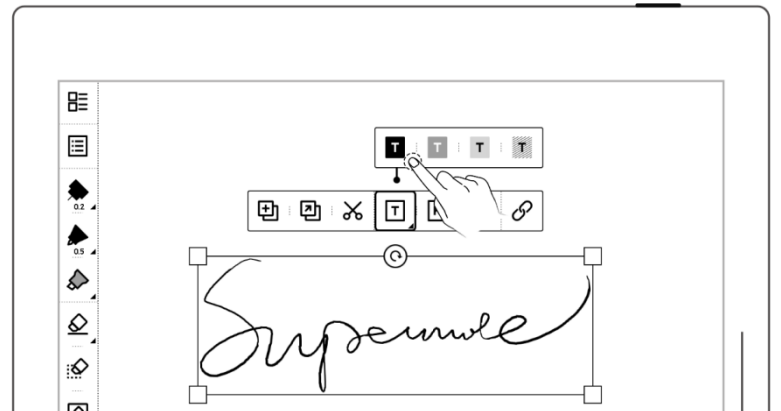
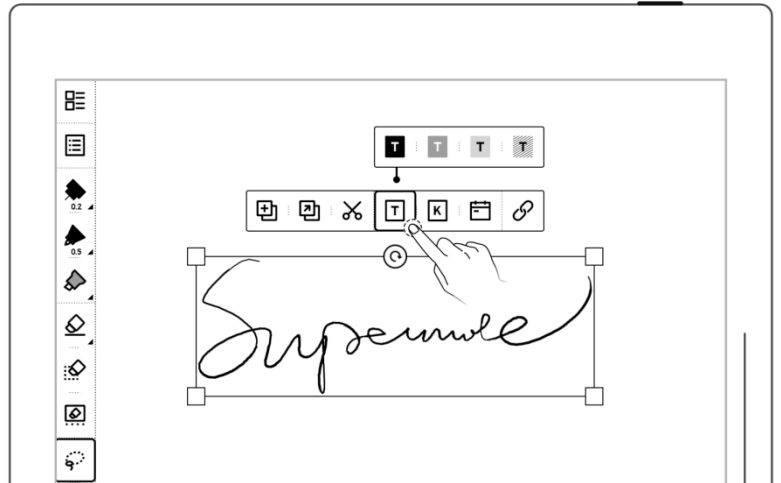
### 1、 Title settings

- Tap "  Lasso", select handwriting content by drawing a circle around it with stylus.





- Tap “” to select a title pattern

**\*Note: Handwriting in the lassoed title area cannot be performed; if the title is lassoed again, a prompt will appear to ask if you want to delete the title.**



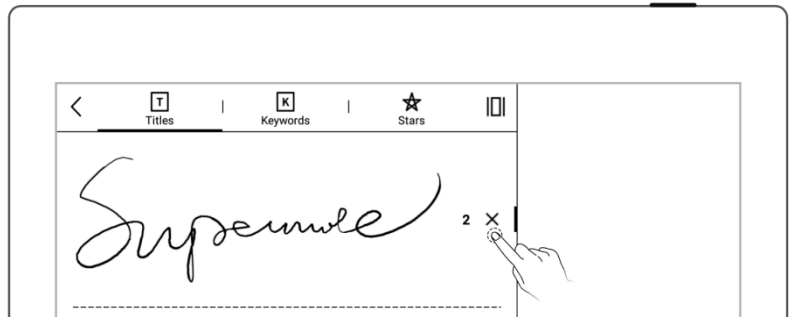
## 2、 Check titles

- Tap “ Navigation Window”
- Select “ Title”



### 3、 Delete titles

- On the title page, tap “X” to delete a title, which also instantly cancels the title pattern applied to the titled text in the original note.





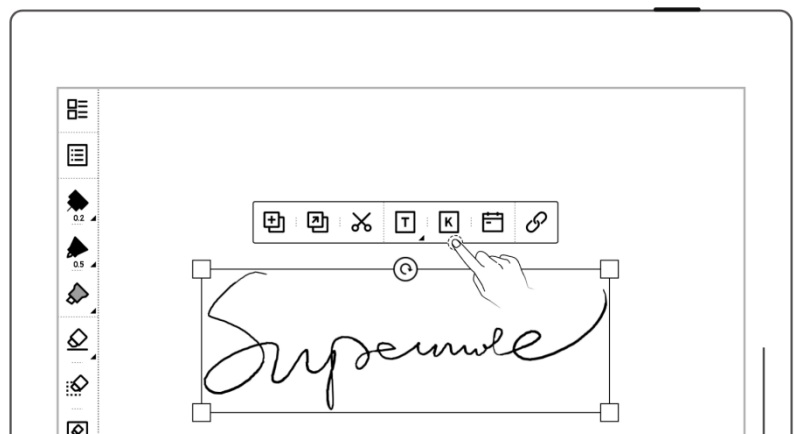
\* **Note: The title function is only available on main layer.**

## 4.7 Setting keywords

The content written on the note or document page can be identified by circled keywords, so as to quickly search for the file pages related to the keywords. Take below "notes" as an example:




### 1、 On a note page

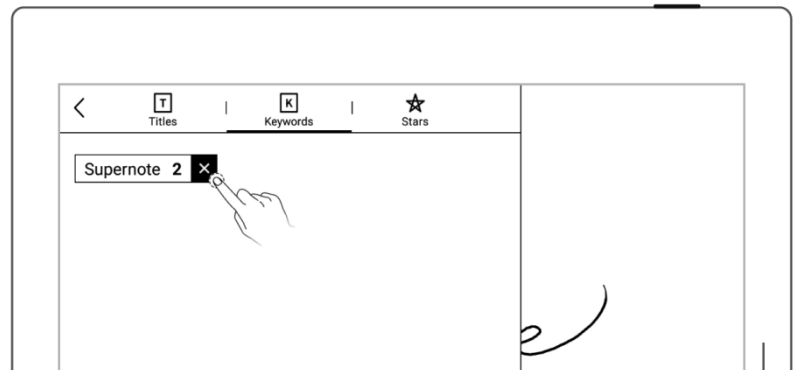
- Tap “ Lasso”, select handwriting content by drawing a circle around it with stylus.
- Tap “”



- 2、 Confirm recognized keywords again, if not accurate, you can adjust it again through the keyboard






- 3、 Check the keywords
  - Tap “  **Navigation Window**”
  - Select “  **Keywords**”
  - Tap “  ”on the keyword page to delete a keyword

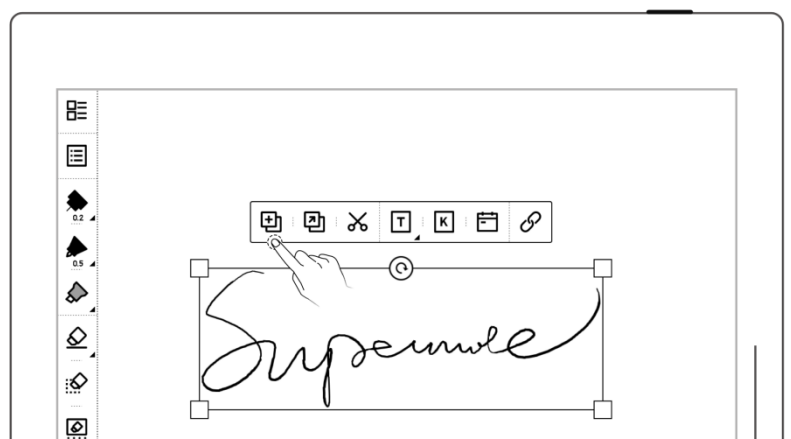


**\*Note : Keywords only can be recognized in the main layer.**


## 4.8 Organize handwriting

### 4.8.1 Copy/cut/paste handwriting



- 1、 Tap “  **Lasso**”
  - Select handwriting content by drawing a circle around it with stylus.
  - Tap “  **Copy**”, or “  **Cut**”






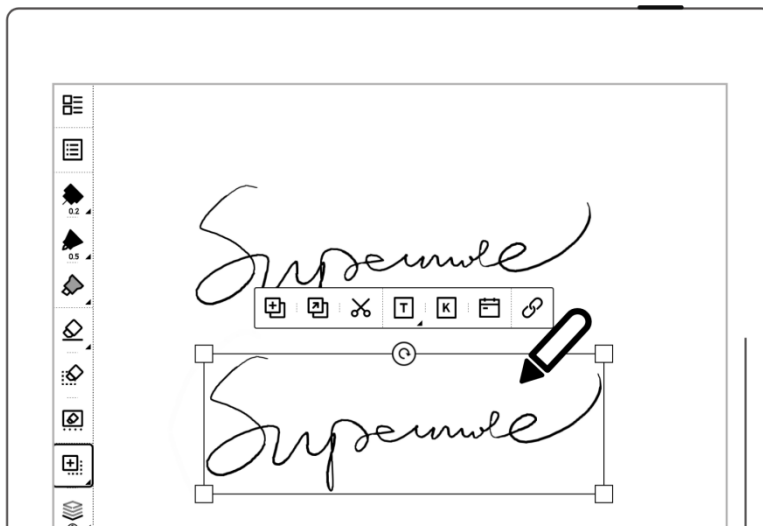
- After that, the lasso icon will be switched to “ Paste”

2、 Paste copied or cut handwriting to the current note


- After tapping “ Copy”, or “ Cut”, stay on the current page or jump to a specific page via Overview


- Or tap “ Copy to” to jump directly to Overview to select a target page

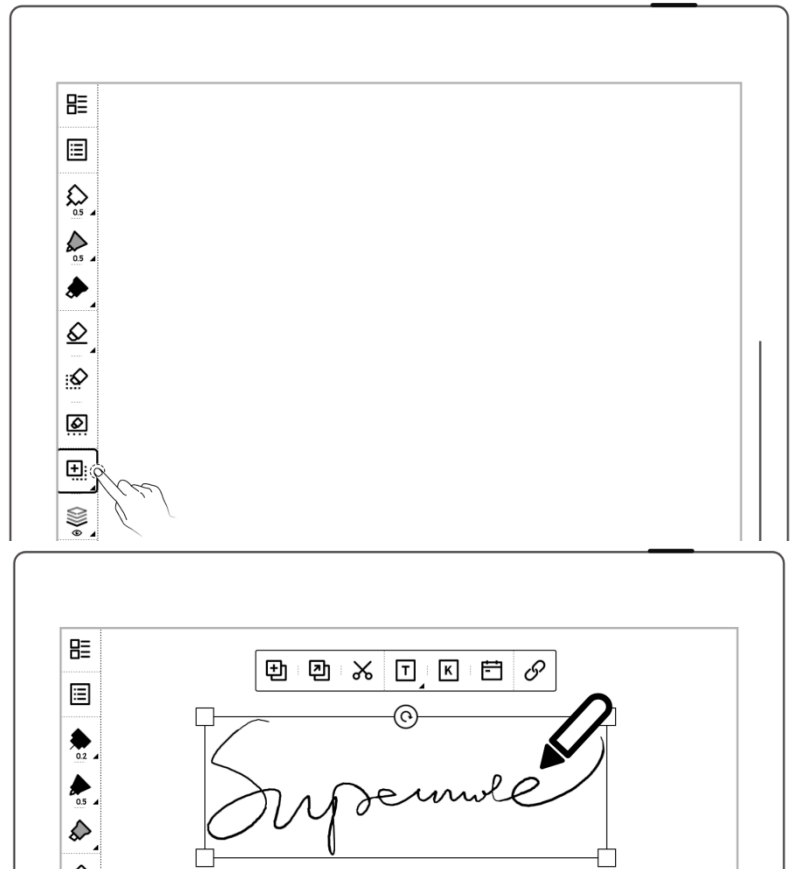
- Tap the screen with stylus nib to paste the note




3、 Paste copied or cut handwriting to a different note

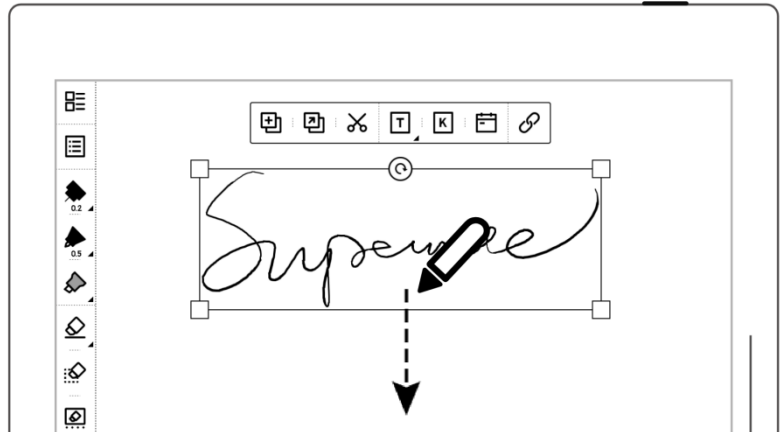
- Open a different note
- Tap “ Paste”(skip this step if the paste icon is already selected)
- Tap the screen with stylus to paste

**\*Note: Draw a circle around handwriting content again and the paste icon will switch back to the lasso icon; tap “”to clear clipboard and the paste icon will also switch back to the lasso icon.**




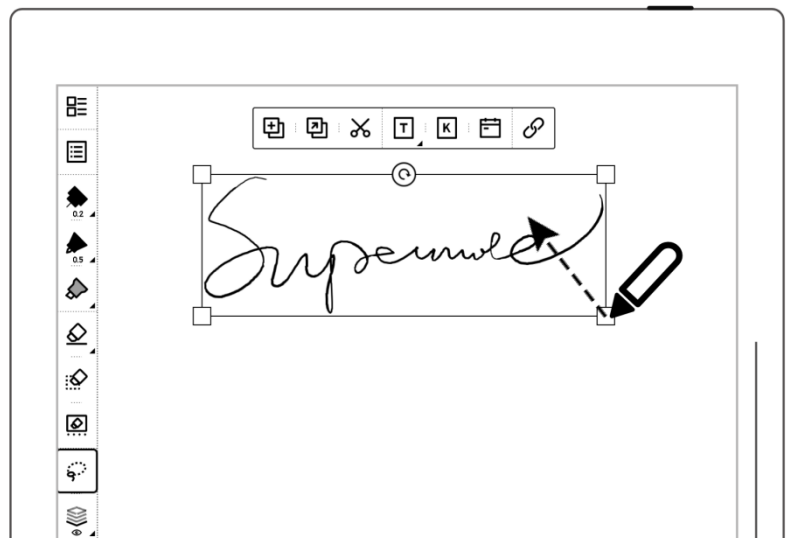
## 4.8.2 Move handwriting

- Tap “ Lasso”, select handwriting content by drawing a circle around it with stylus.
- Drag in lasso selected square region with pen nib





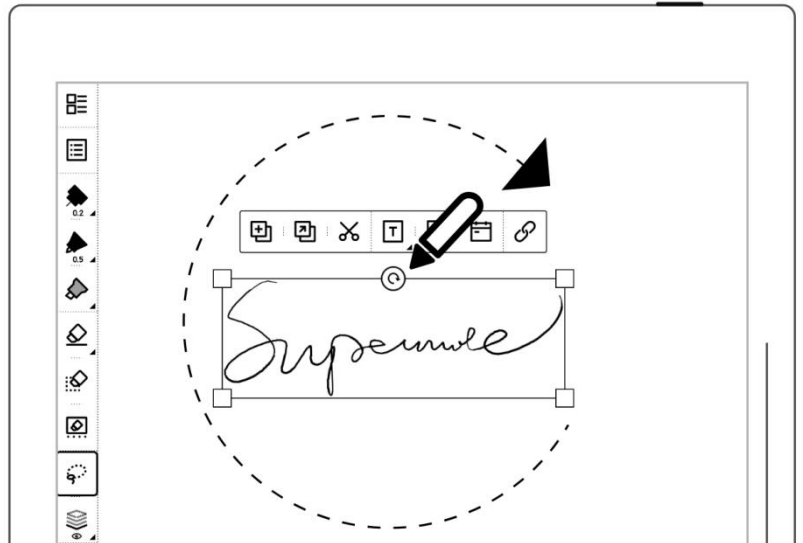
## 4.8.3 Zoom in/zoom out handwriting

- Tap “ Lasso”, select handwriting content by drawing a circle around it with stylus.
- In the region selected by lasso with pen tip, select the four corners of the lasso square, drag it outward/inward to zoom in and zoom out.



## 4.8.4 Rotate handwriting




- Tap “ Lasso”, select handwriting content by drawing a circle around it with stylus.
- Use pen tip on “” icon of lasso selected region to rotate the square angle.

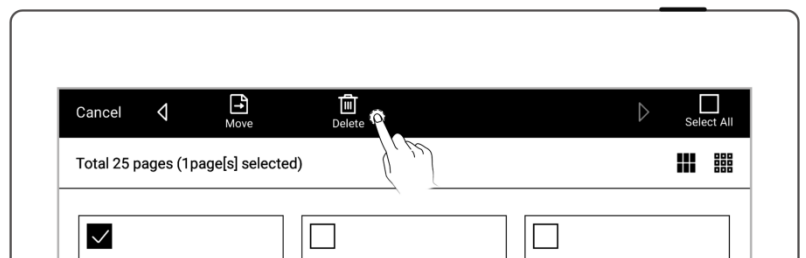
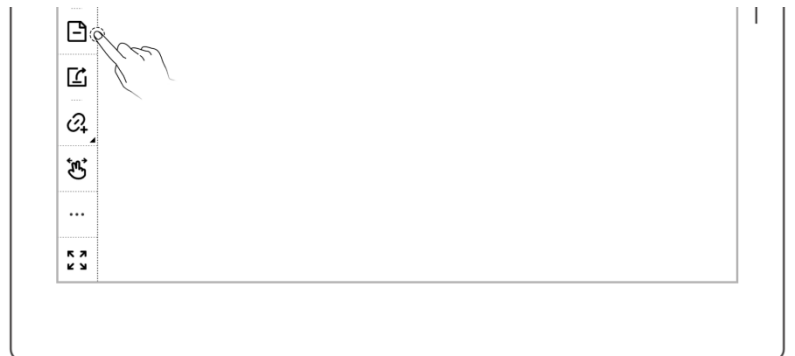


## 4.9 Organize pages




### 4.9.1 Delete/insert note pages

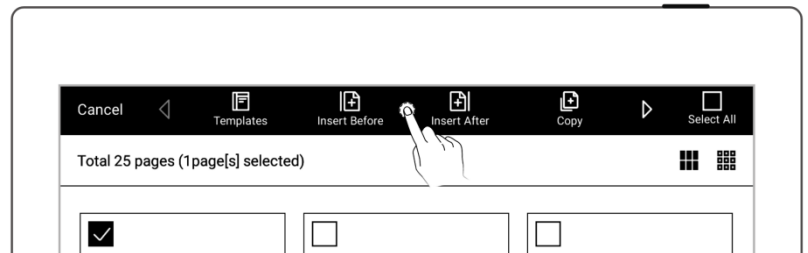
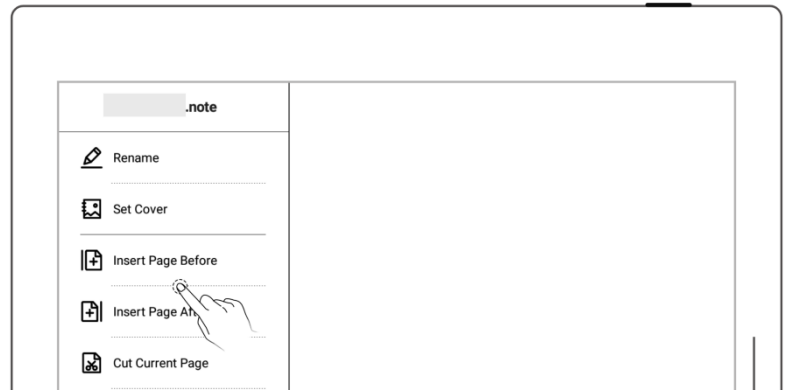
1、 Delete a note page

- Tap “” to delete current page
- Or tap “ **Overview**” and long press a note page until the function bar appears. Select the note page(s) you want to delete and tap “ **Delete**”




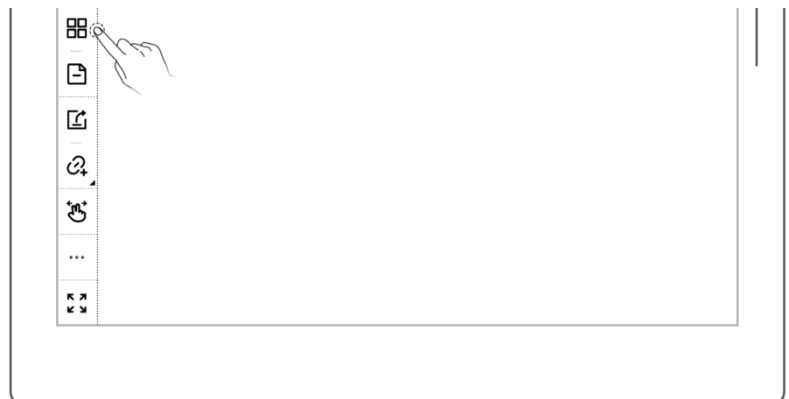
## 2、 Insert a note page

- Tap “ **More**” on the toolbar or the function bar in Overview
- Tap “ **Insert Page Before**” to insert a note page before the current page
- Tap “ **Insert Page After**” to insert a note page after the current page



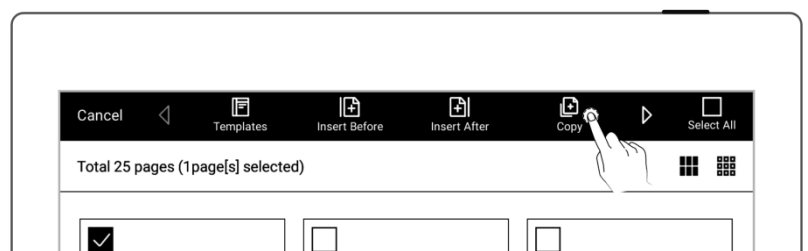
## 4.9.2 Copy/move note pages

- 1、 Tap “ **Overview**”
  - Long press a note page until the function bar appears at the top of the screen



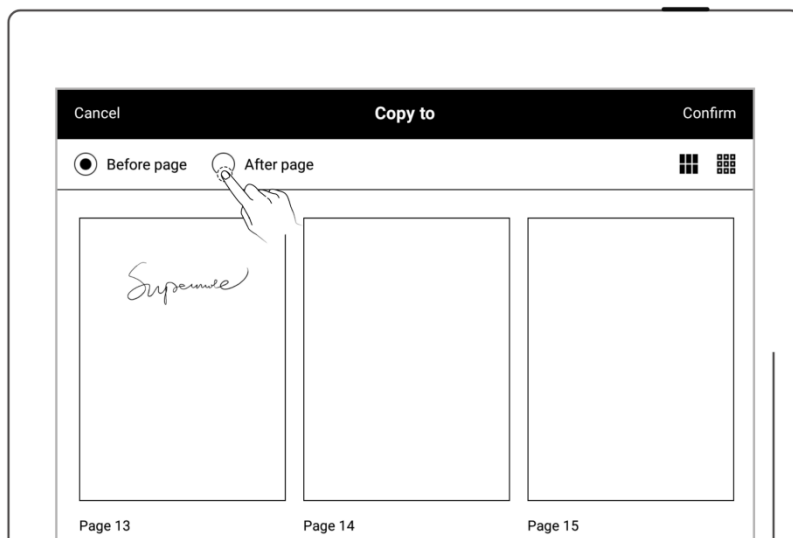
- 2、 Select note page(s) to copy or move

- Tap “ **Copy**” or “ **Move**”






## 2、 “Copy to” / “Move to”page

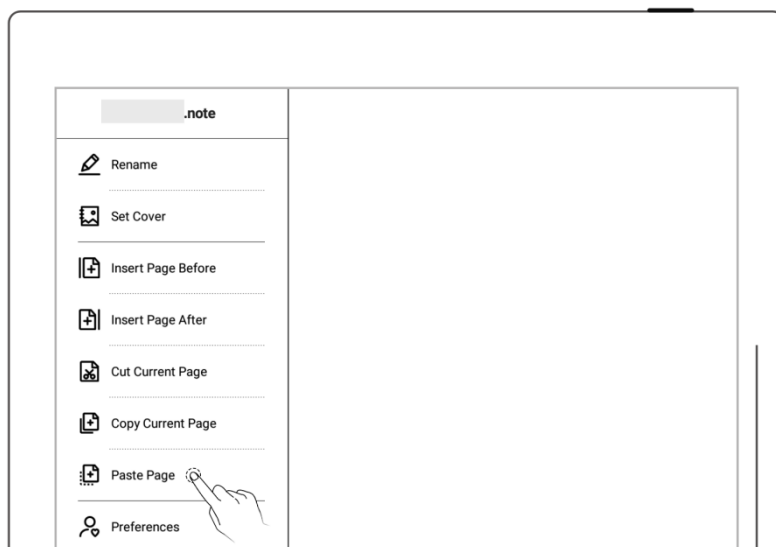
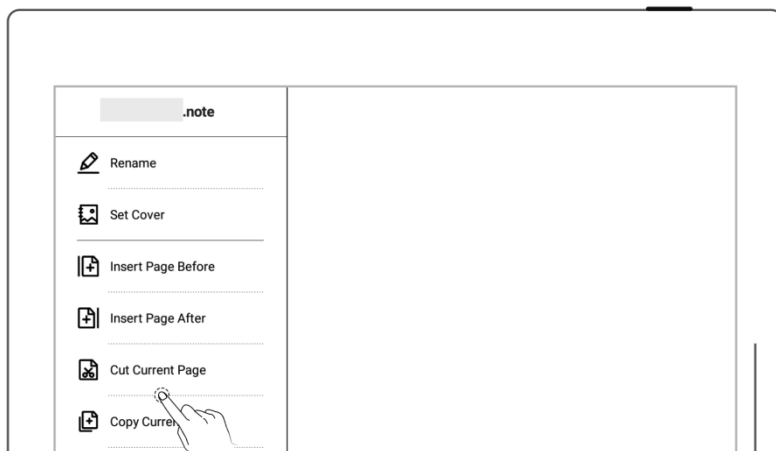
- Tap to select a page to be moved or copied
- Select the "Before page" or "After page" of the target page
- Tap“ OK”



### 4.9.3 Cut/copy current note page



#### 1、 Tap “ ⋮ More” on the toolbar

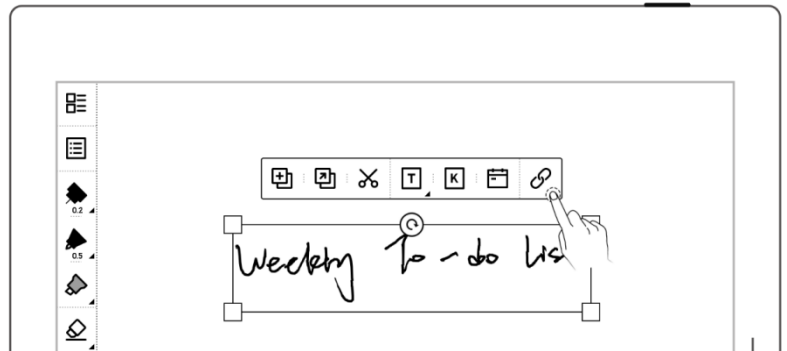
- Tap “  Cut Current Page” or “  Copy Current Page”
- Select where to paste the cut or copied page in the current note or other notes
- Tap “  Paste Page” to paste the cut or copied page

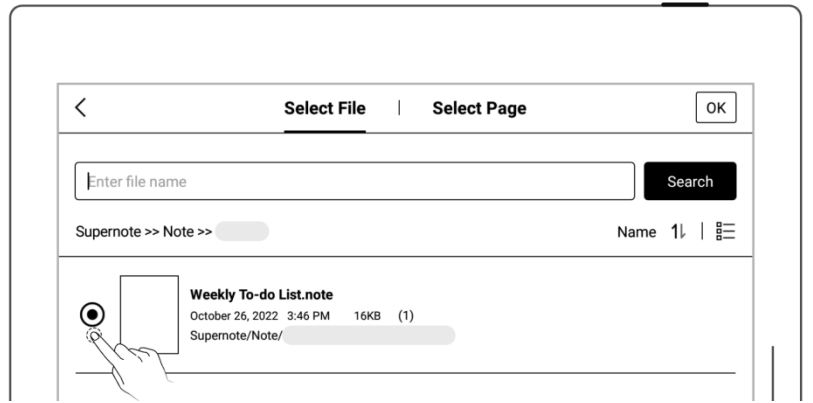


## 4.10 Using links

### 1、 Insert links

- Lasso the handwriting you need to create a link for or tap “ More”, then tap “ Insert Link”
- Select a link style and target type (When creating a link from the More menu, you can choose how the link title to be displayed)
- Select a link target
- Tap “OK”





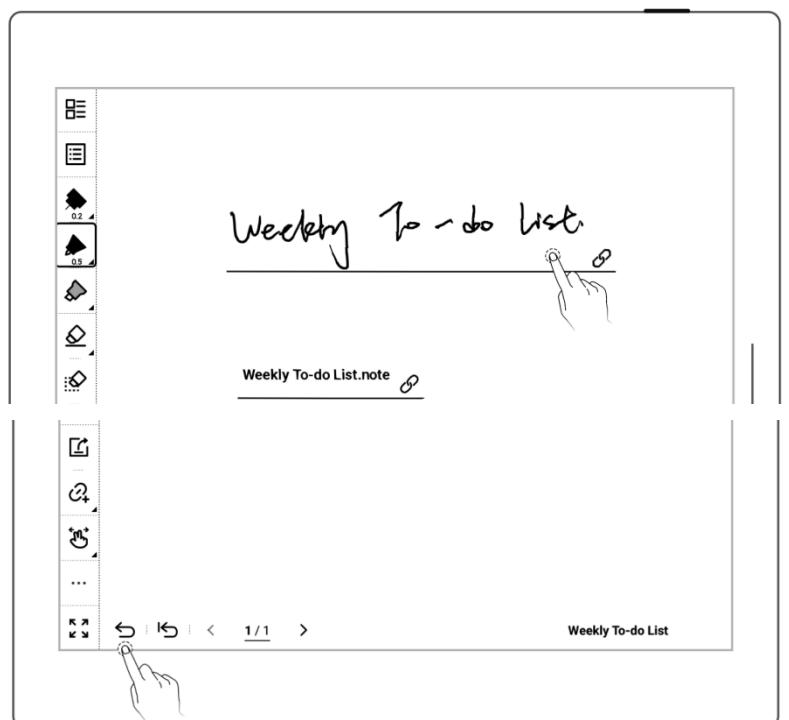
## 2、 Delete links

- Use the eraser to delete links directly



## 3、 Navigate using links

- Tap the link to jump to the target location
- Tap “↶” or swipe up with one finger in the top half of the screen to return to the page(s) before jumping step by step; tap “↶” to return to the original page before jumping at once



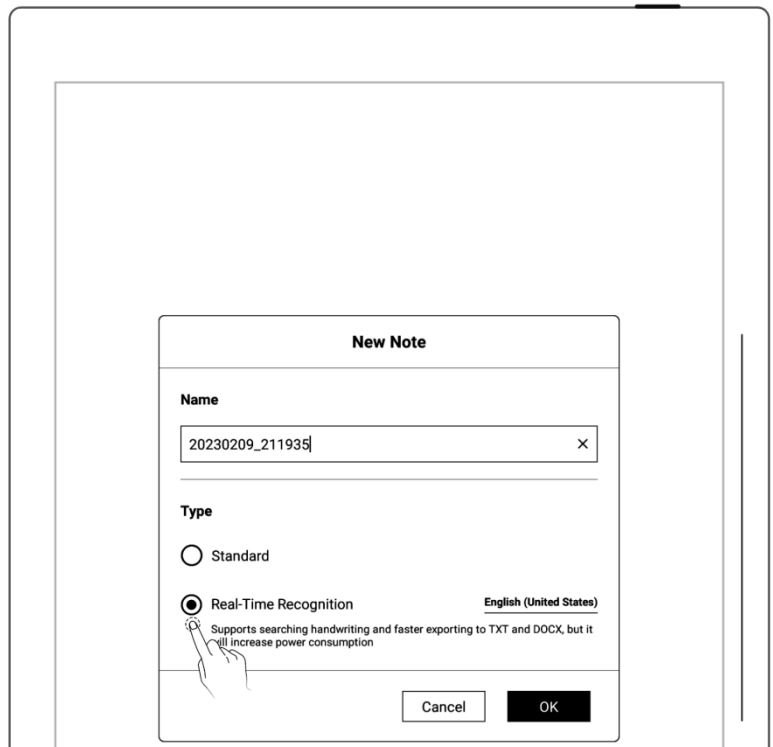


**\*Note: Links can only be created and tapped on the visible main layer. (You can only create links in notes for now.)**


## 4.11 Using real-time recognition notes

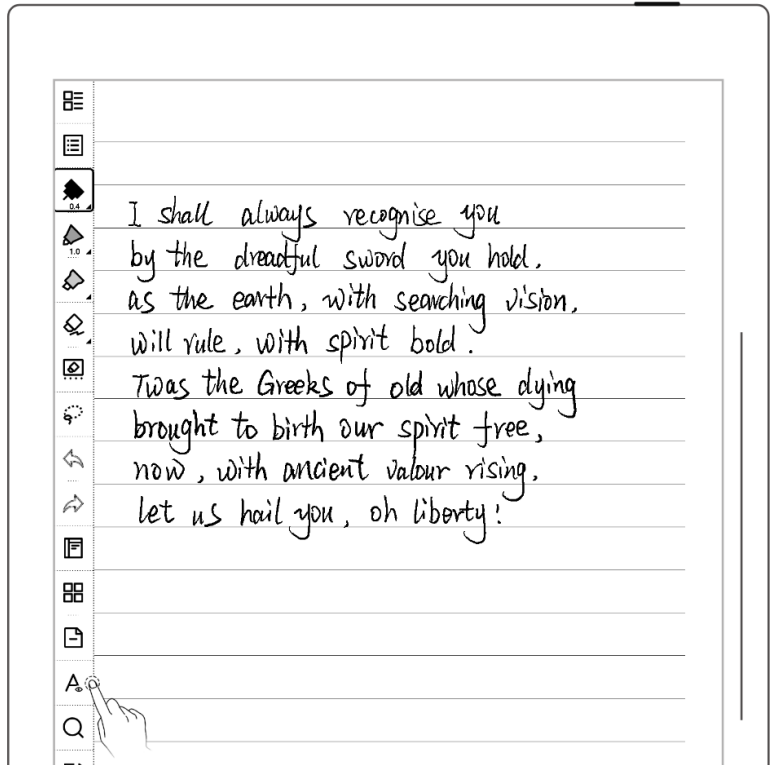
This type of note is marked with "A" in "Files", and supports searching handwriting, but does not support layer and region eraser (In real-time recognition notes, using the "Eraser Gesture" will activate the stroke eraser)


- 1、 Create a real-time recognition note
  - When creating a new note, select the note type as "Real-Time Recognition"
  - Select a handwriting recognition language for the note (which cannot be changed once the note is created)




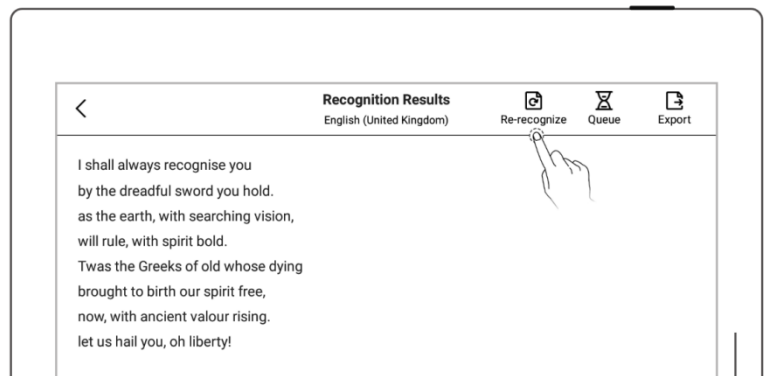
## 2、 View recognition results

- Tap “  ” to view the recognition results




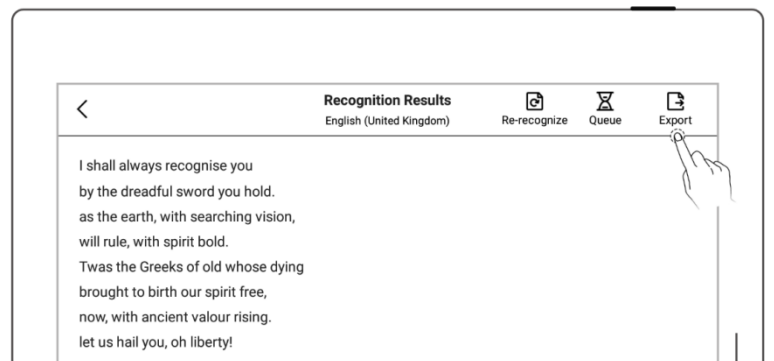
- Tap “  ” to re-recognize the current page

- Tap “  ” to view the recognition progress in the backend



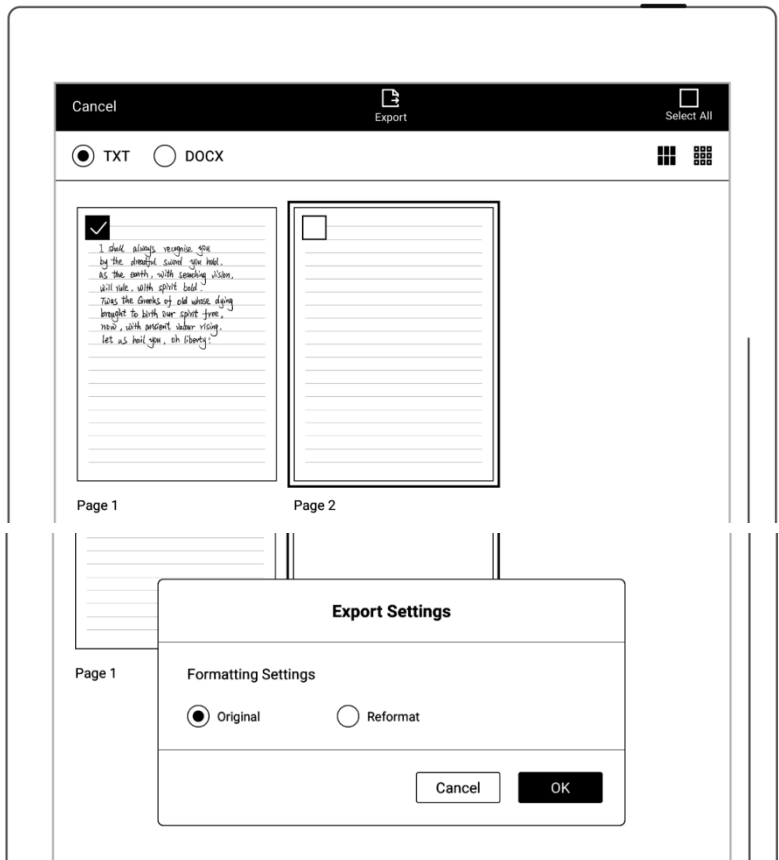
## 3、 Export recognition results

- Tap “  ” on the “Recognition Results” page, or tap “ ” on the toolbar to export the recognized text to TXT or



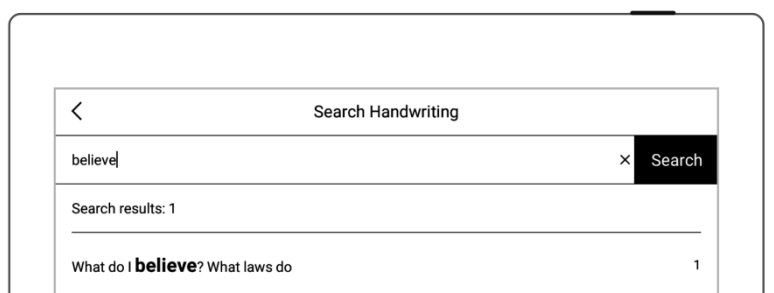
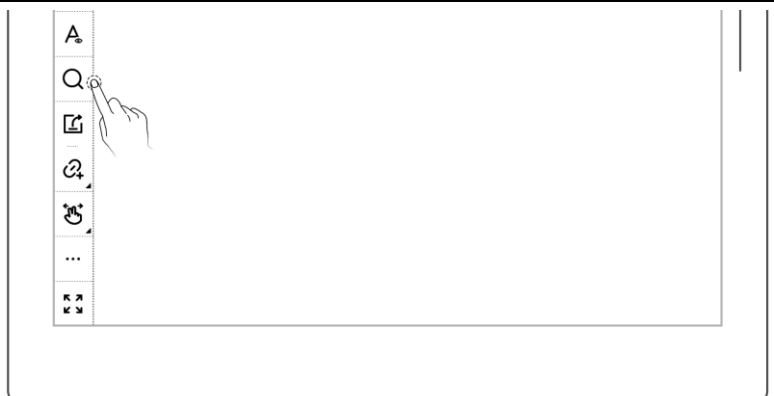
DOCX.

- Select formatting



#### 4、 Search Handwriting

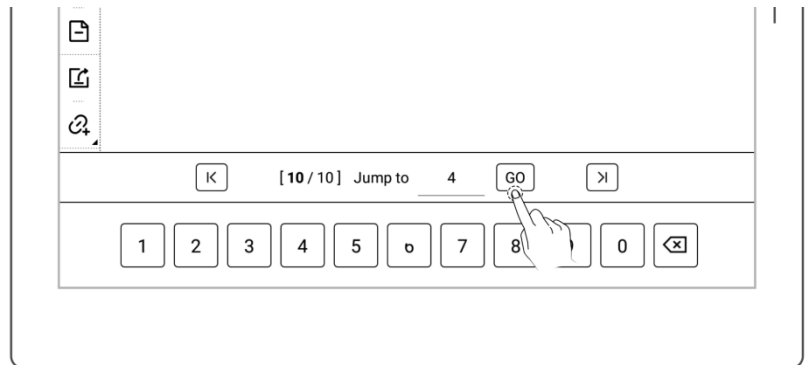
- Tap “Q”
- You can search for recognized handwriting on the search page (**Only handwriting in real-time recognition notes can be searched at this time**)



**Note: Copying, pasting, cutting, moving, zooming lassoed handwriting in the current note and pasting handwriting from another note page into it will affect recognition efficiency. Real-Time Recognition notes doesn't support layers and the region eraser.**

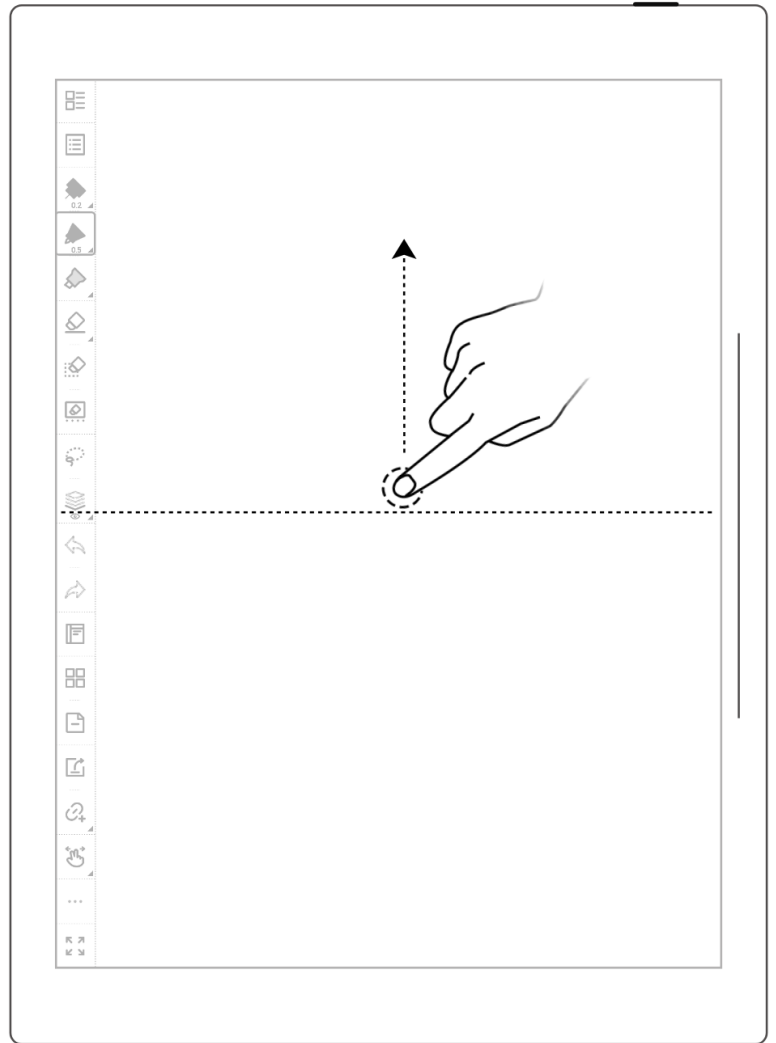
## 4.12 Return to page before jumping

- In a note/document you've opened
- After you use titles, stars, links, overview, table of contents, keywords, bookmarks, annotations, page numbers or searches to jump between pages/files



- Tap “ ↶ ” or swipe up from the top half of the screen to return to the page before jumping
- Tap “ ↶ ” to return to the original page before jumping at once

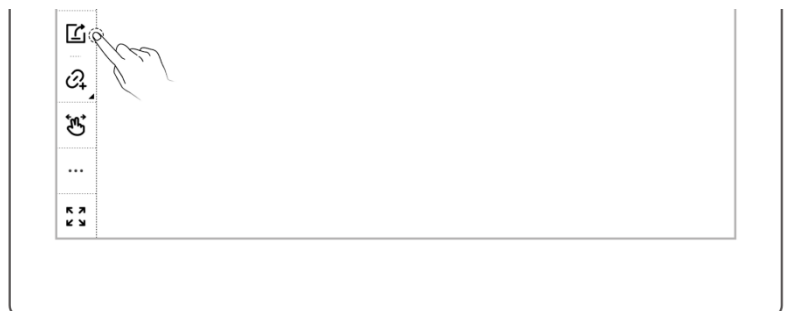




**\*Note: The gesture for returning to page before jumping can turn on/off in  
“Toolbar>More>Gesture Settings.”**

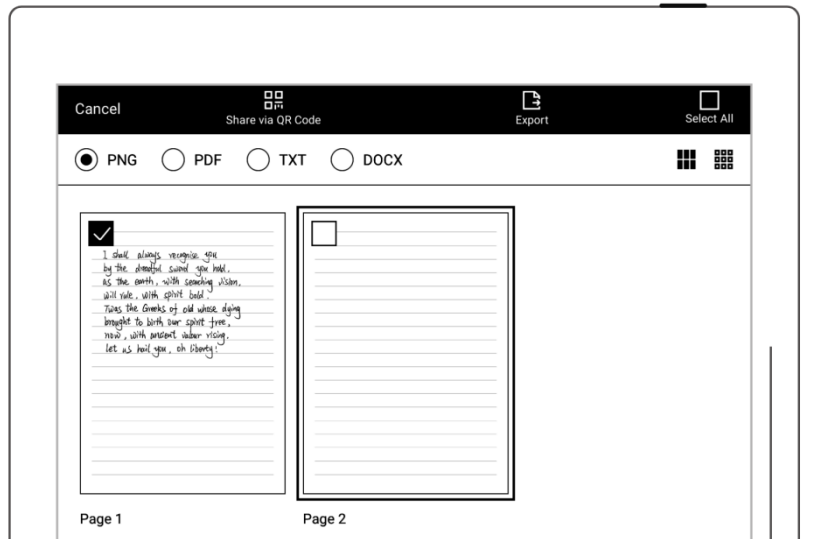
## **4.13 Export and share**

1、 Tap “ Share/Export”



2、 Select the page to be exported

- Select a file format: PNG, PDF, TXT or DOCX
- Tap the “QR code sharing” or “Export”



**\*Note: PNG export can choose different image sizes, Different handwriting types can be exported as PDF files.**

## Chapter 5 Read, Digest & Annotation

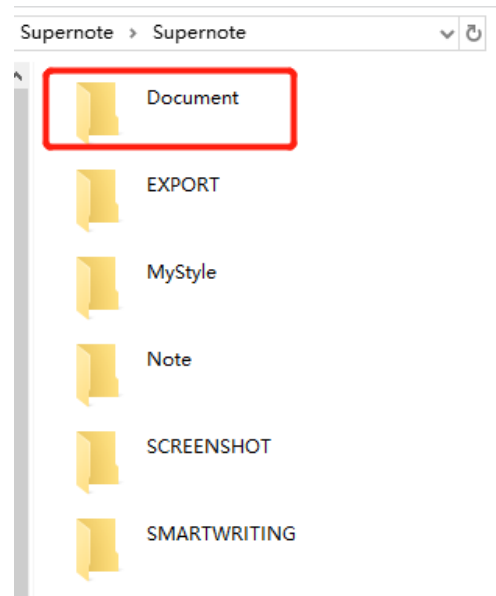
### 5.1 Import documents

You can use USB , Supernote Partner App or Cloud to import PDF and EPUB files to your Supernote device.

#### Method 1: USB

- 1、 Connect Supernote device to PC with a USB cable

- 2、 Open the /Supernote disk on PC
  - Drag the PDF/EPUB files from PC to Supernote/Document directory

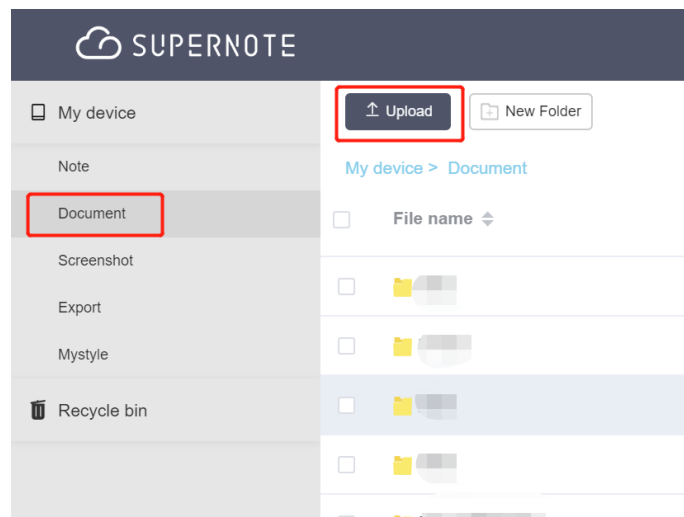


**\*Note :** For iMac, a third party MTP application is required (Please refer to [USB connection](#)).

## Method 2: Cloud (The following illustration uses Supernote Cloud as an example)

- 1、 Use the registered account to log in to Supernote Cloud on the computer's browser:  
<https://cloud.supernote.com>

- 2、 Select “**Document**” on the left side, click “**Upload**”, and select files to upload, then click “**open**” button
  - Wait for the completion of upload.(Files can also be uploaded via Supernote partner App)

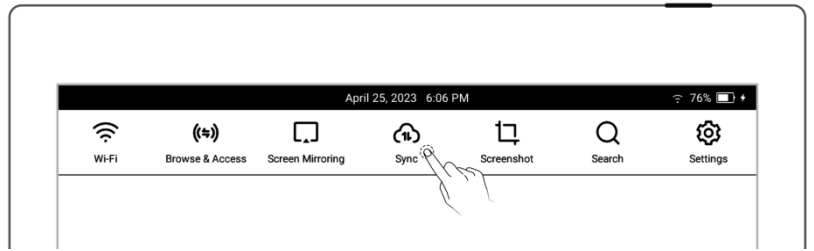


3、 Connect your Supernote device to Wi-Fi and log in with your Cloud Account

- Swipe down from the top of the screen to open the top menu bar, then tap



- Wait for the completion of upload.

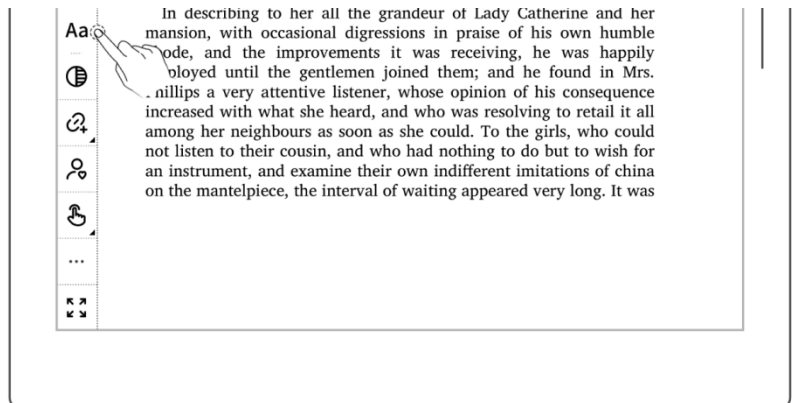


Method 3: “Browse & Access ”or “Direct Transfer ”feature(Please refer to“[Browse & Access](#)” and “[Direct Transfer](#)”)

## 5.2 Change the fonts

This feature only applies to EPUB and FB2 documents.

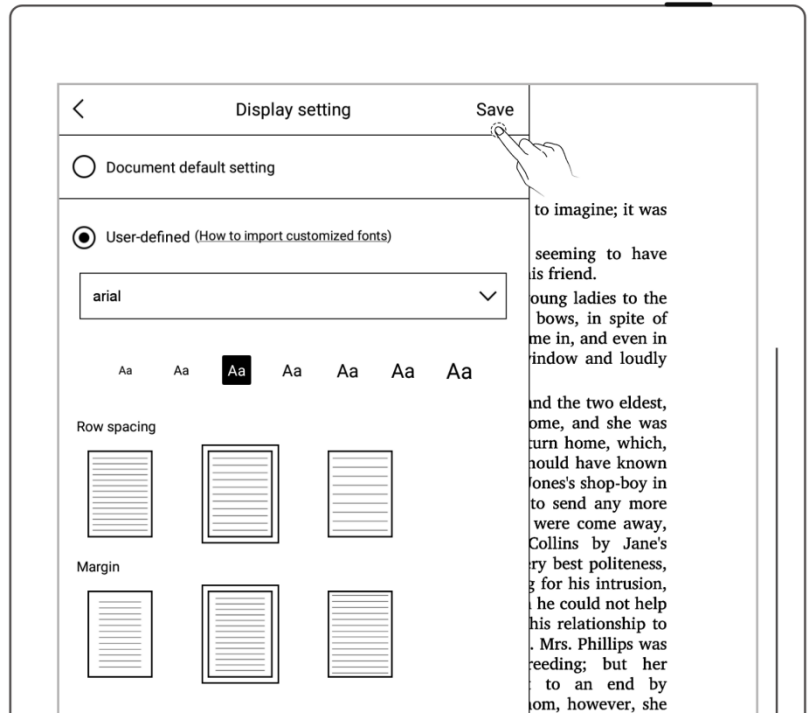
1、 Open a document, Tap “Aa”





2、 Select fonts, size, Row spacing and Margin


- Tap “Save”

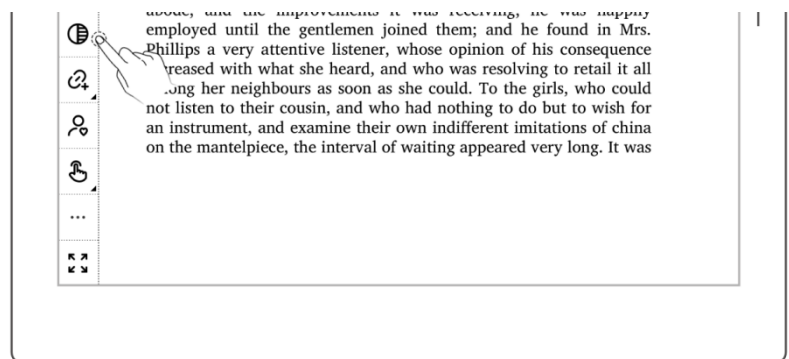


**\*Note: Support document customized font import (please refer to "[How to import document customized fonts](#)")**

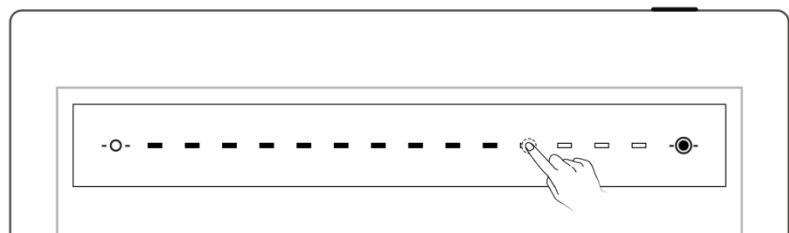
**if you have added handwritten annotation(s) on the EPUB files, then the display settings cannot be changed.**

### 5.3 Adjust screen contrast

- 1、 Open a document,  
Tap “ Contrast”



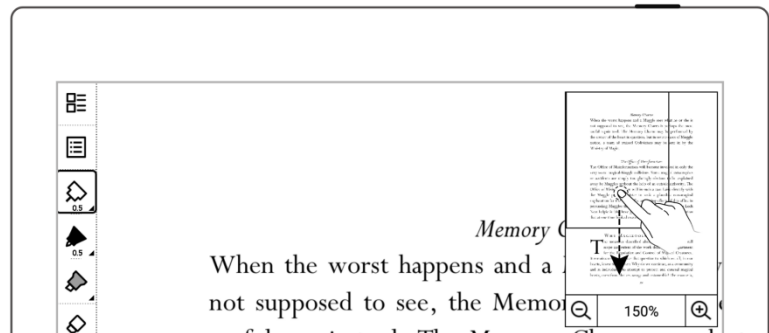
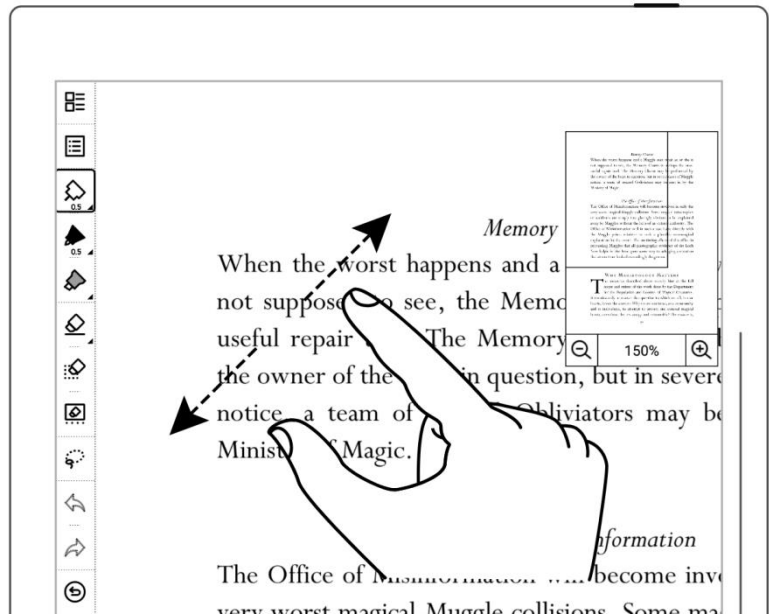
- 2、 Tap the contrast adjustment bar





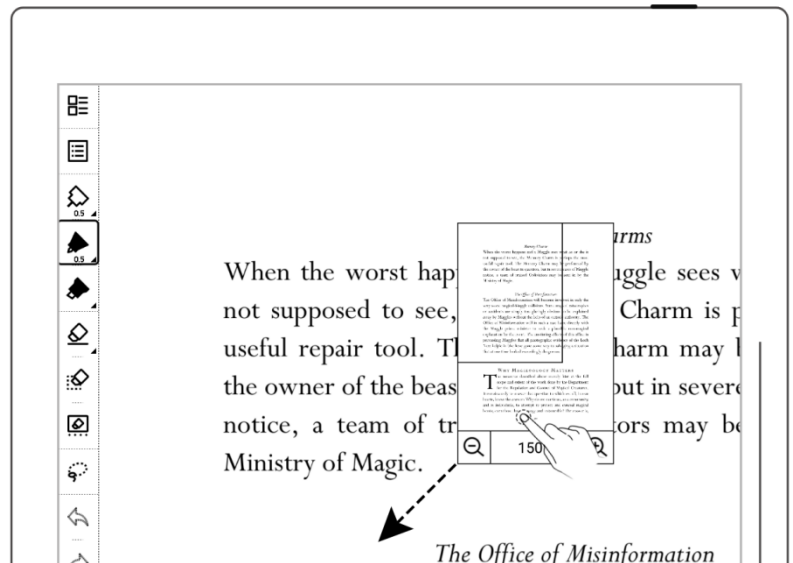
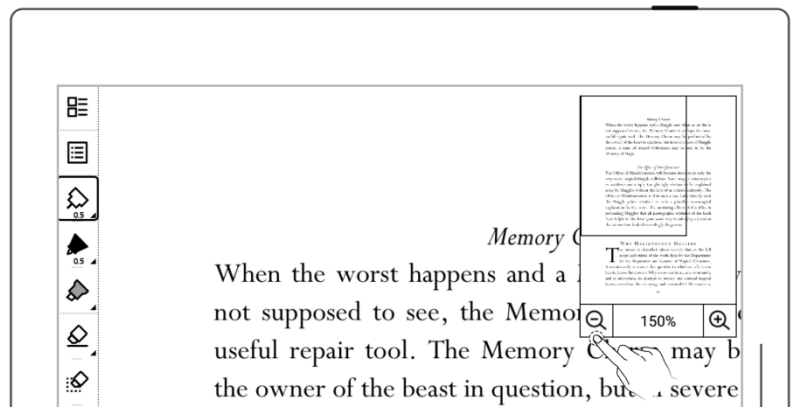
## 5.4 PDF gesture zoom

The pinch to zoom feature is only applicable to PDF, CBZ, XPS and DOC documents.

- Open the document, pinch on the screen with two fingers to zoom in and out
- When page size exceeds 100%, drag two fingers on the screen to move the page to view the content
- After the page is zoomed in, the page thumbnail window appears in the upper right corner. Move the thumbnail window with finger, the page will move accordingly



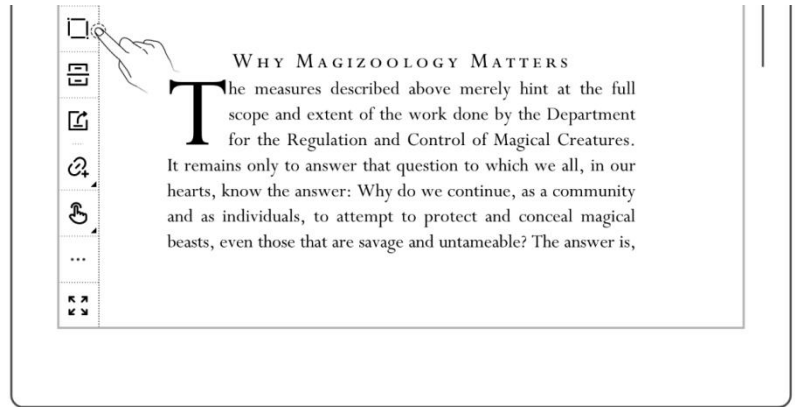
- Click on the screen to zoom in "  " and zoom out "  " to zoom in and out of the page
- Drag the thumbnail window with finger to move the position of the thumbnail window within the page
- When page size reduced to 100% size, the thumbnail window disappears



## 5.5 PDF trimming

The trimming feature only applies to PDF,CBZ and XPS documents.

## 1、 Tap “ Trim”





## 2、 Auto-trimming effect will be displayed on the page


- Tap “**Restore**”, the border of the page will be recovered, While **Actual size** will change to **Adjust**

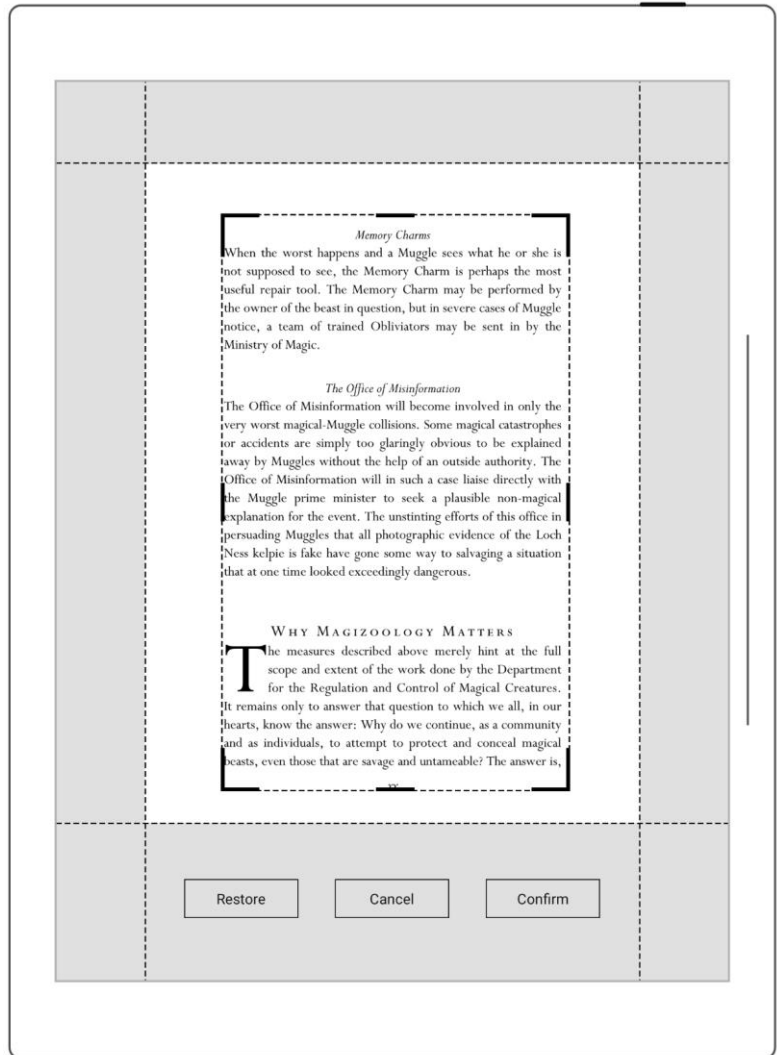
- Adjust manually by moving the bold lines

- Tap “**OK**”

- After trimming, the icon

“” on the top toolbar becomes “”,”

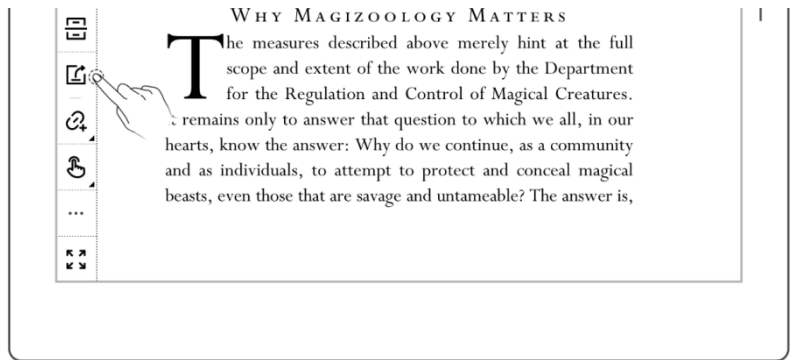
Tap “” to undo the trimming



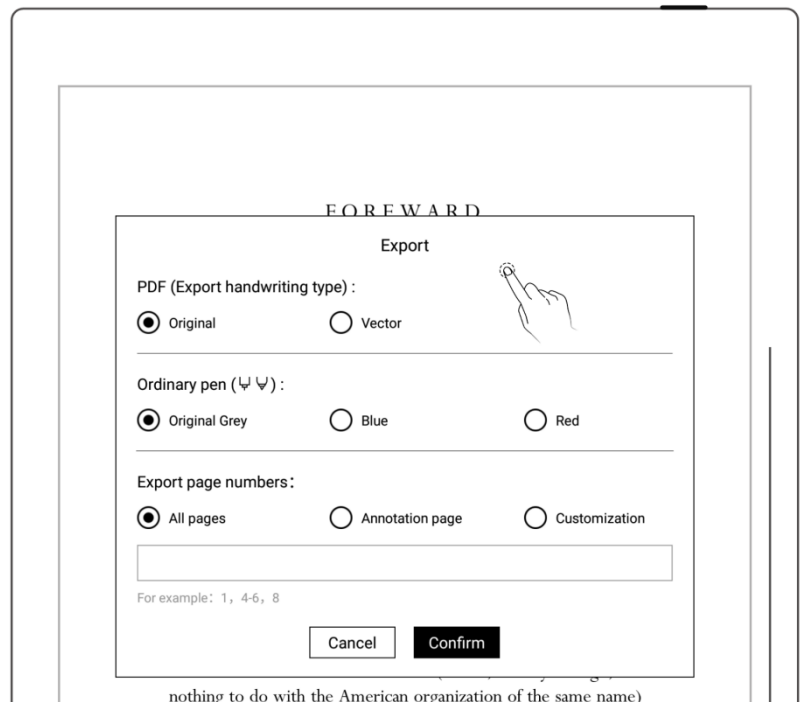
## 5.6 PDF export

This function only applies to PDF files.

- Tap "  Export"



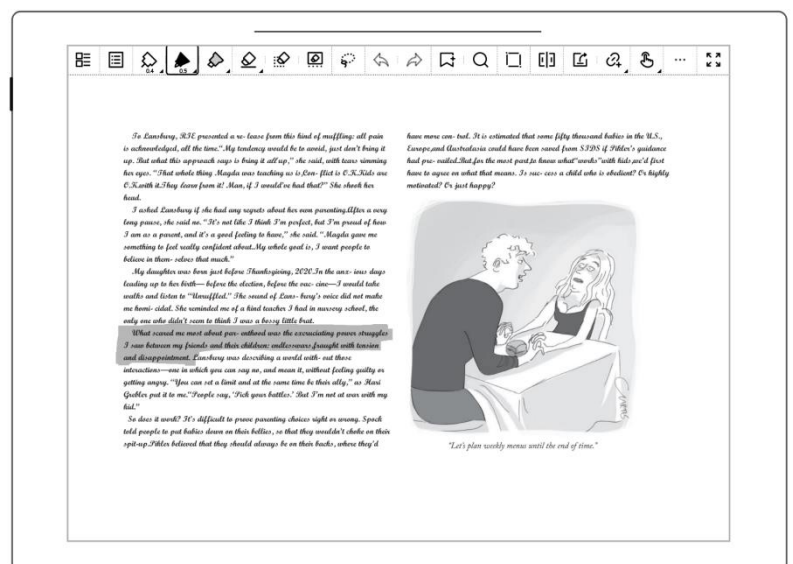
- Select handwriting type when exporting as PDF file.
- Export can choose handwriting style and handwriting color
- Export can be customized to select the page number



**\*Note: Pages with annotations will be resized to 1404\*1872 px after being exported.**




## 5.7 PDF landscape mode

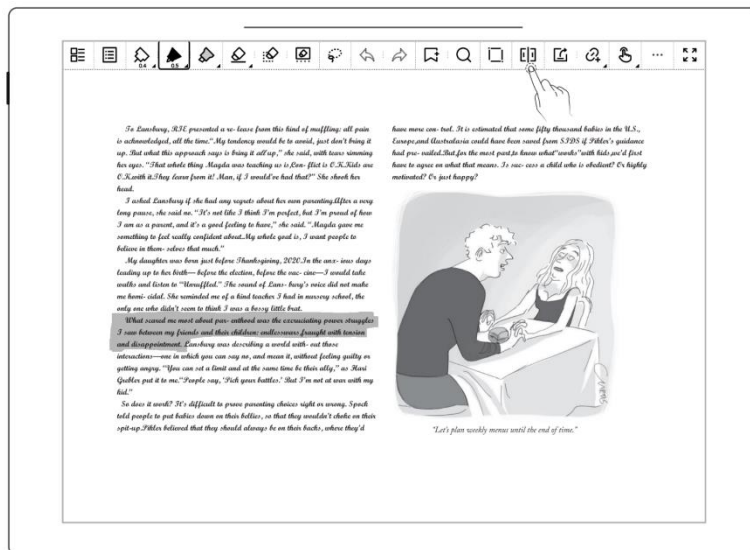
- PDF is automatically displayed horizontally per text layout direction





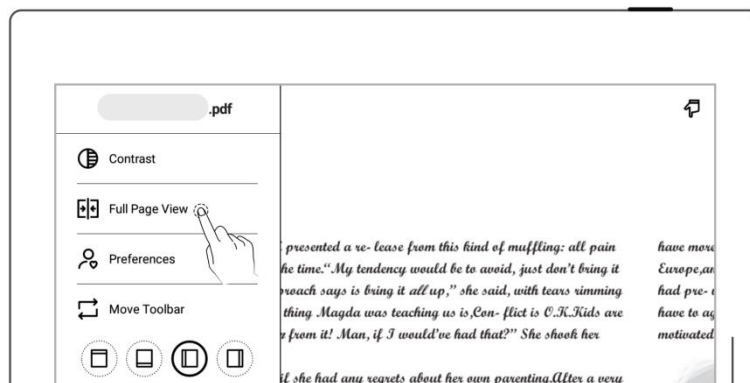
## 5.8 PDF half page view









This function is better fit for PDF landscape view with double-column layout

- Open a PDF document and tap “ More” on the toolbar
- Tap “ Half Page View” or “ Half Page View” to divide the page into upper/lower or left/right pages per horizontal or vertical layout of the PDF



- Under half page view, the icon will change to “” or “”, click again to switch to full page view





- "  " and "  " identify the upper and lower half pages
- "  " and "  " identify the left and right half pages
- "  ", "  " and "  ", "  " mark the end of the top or left half of the page

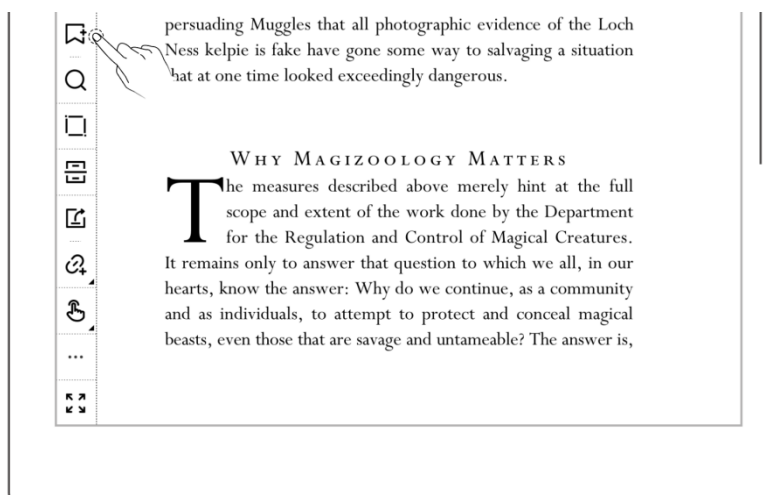


**\*Note : Zooming feature is not available in half-page view.**

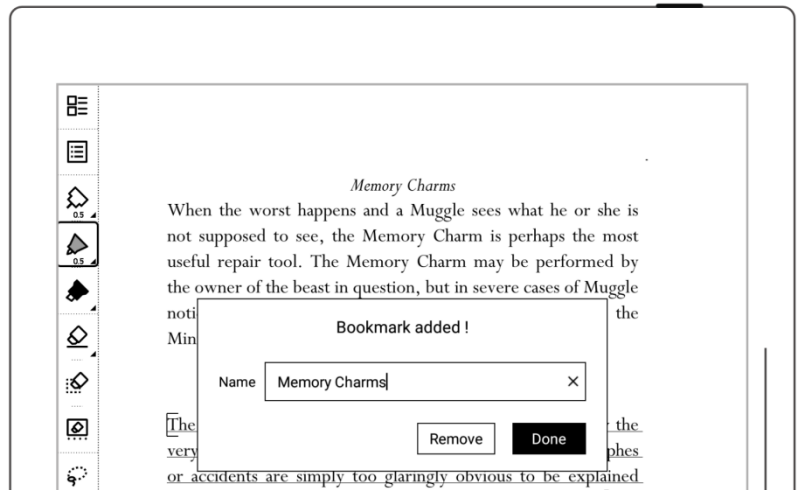
## 5.9 Bookmarks and Table of Contents

### 1、 Bookmark


- Tap "  **Add Bookmark** "
- In the " **Bookmark Added** " pop-up box, tap Done or Remove as soon as you set the bookmark name.
- After setting as a bookmark, Tap "  "

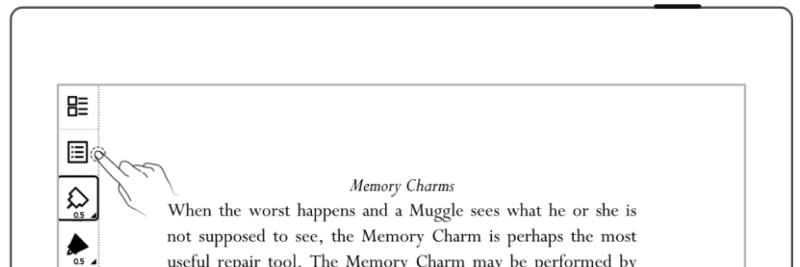


Remove Bookmark", to  
Remove the bookmark  
of the current page








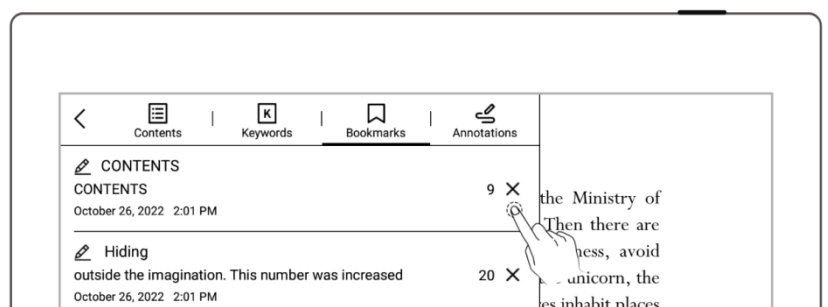
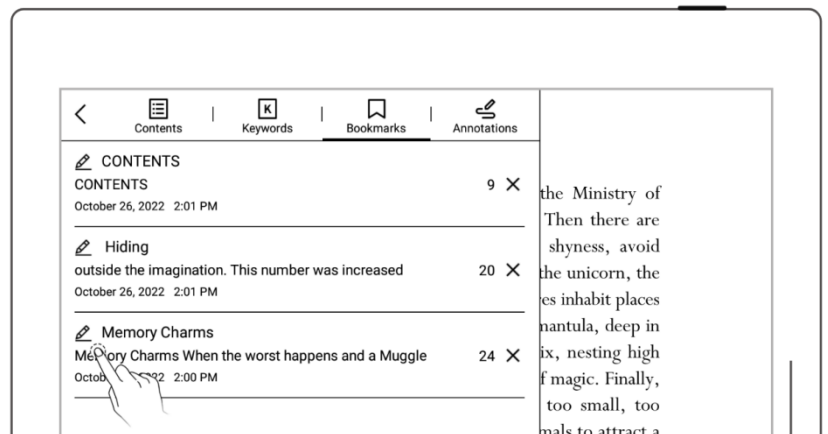
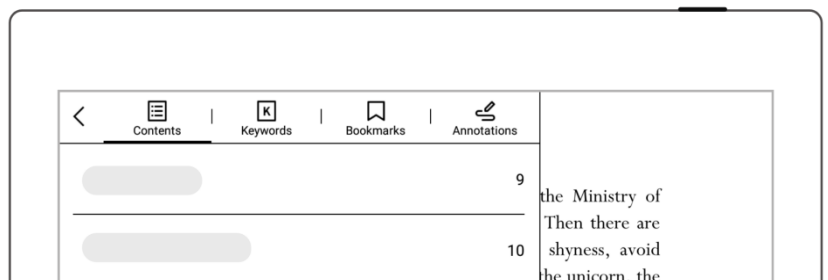
## 2、 Contents

- Tap “  Navigation Window”
- Tap “Contents”



## 3、 Bookmark change name and delete

- Tap “  Contents”, “  Bookmarks” or “  Annotations” to switch views
- Tap “  Bookmarks” to view the bookmarks you have added
- Select the bookmark, tap “  ”, enter a new bookmark name, then tap “Done” to change





the bookmark name

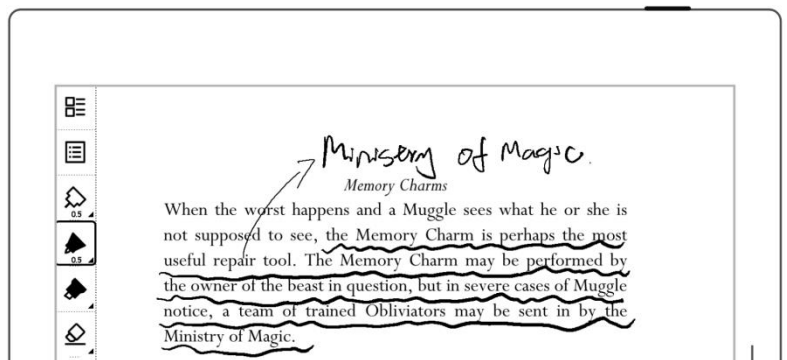
- Tap "✕" to delete current bookmark

**\*Note: If the Contents cannot be obtained for some PDF files, the Contents page will be blank.**

## 5.10 Annotation

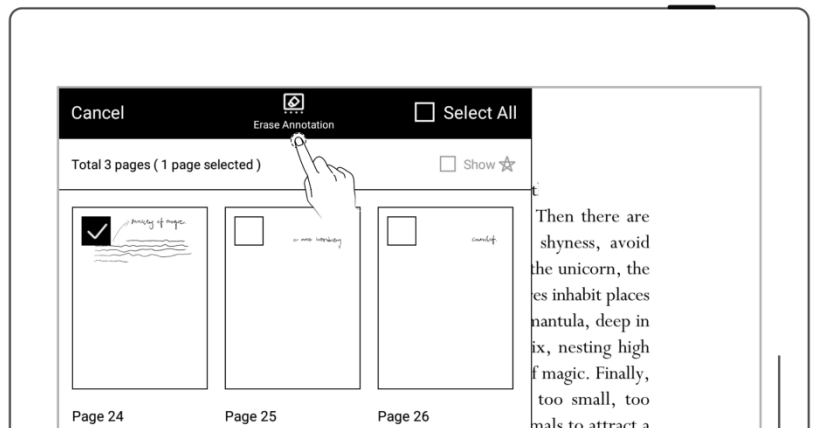
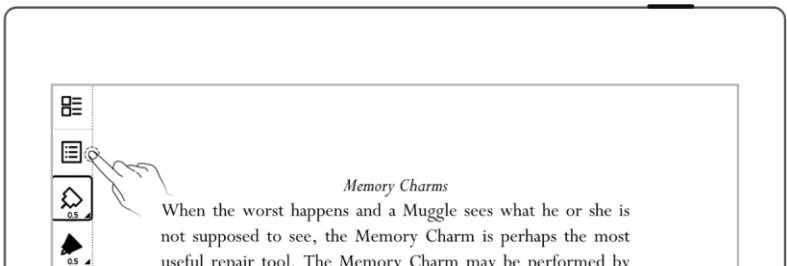
### 1、 Write annotations

- Open a document and you can start to annotate it with notes or marks.



### 2、 Delete annotations on the document pages

- Tap "Navigation Window"
- Tap "Annotation" to view all the pages with annotations
- Long press a thumbnail page, select the pages with annotations you need to erase, and then tap "Erase"



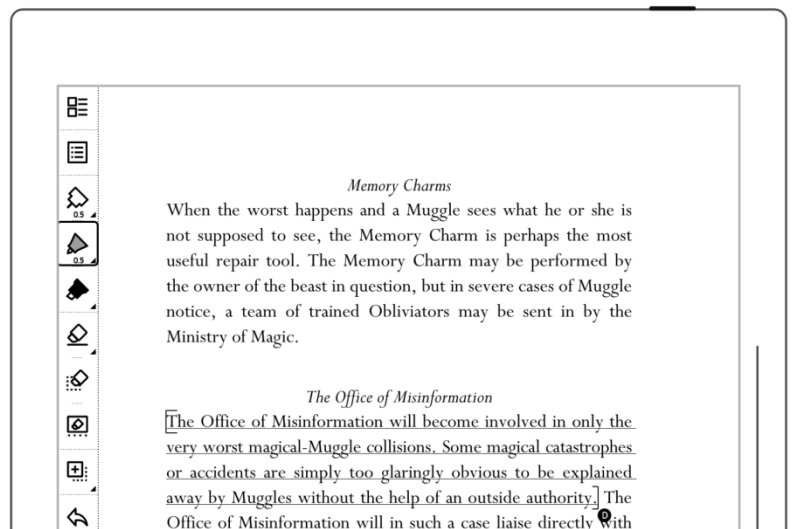
Annotation”

- Tap “Erase” in the pop-up box

## 5.11 Digest and annotation

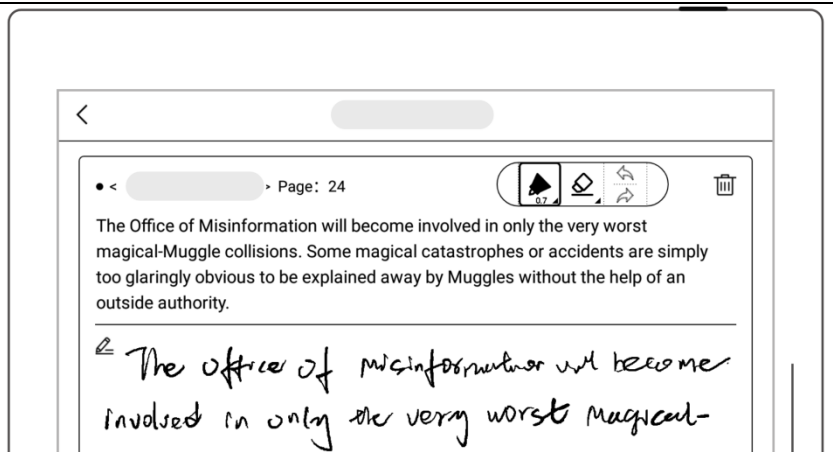
### ➤ Digest

- 1、 Open a document, mark your favorite sentences with square brackets “[ ]”
  - Draw "[" and "]" both in one stroke
  - The application will recognize the text in the brackets “[ ]” as a digest, represented by the symbol “**D**”



### ➤ Annotation

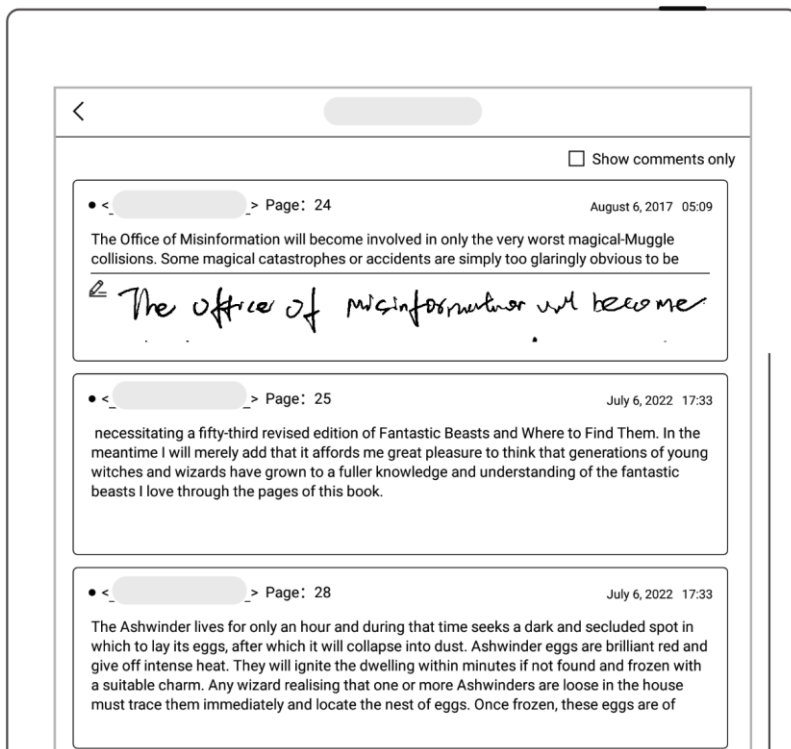
- 2、 Tap the digest sentence within the square brackets to enter annotation page
  - Here you can write thoughts or comments of the marked sentences



- Once a digested is annotated, the symbol “**D**” will switch to “**A**”

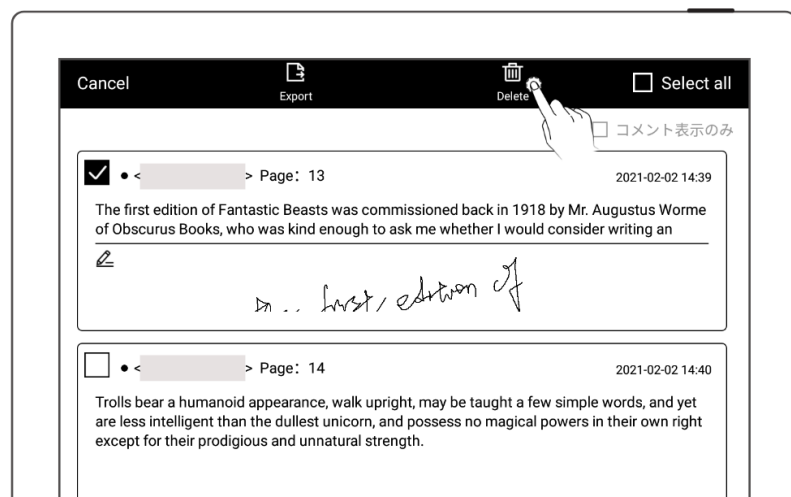
### ➤ View digests and annotations


- In the sidebar menu, tap “**Digest**” to open the digest list
- Tap the document name to view all the digests and annotations associated with the document
- Tap “**Show comments only**” to filter the annotated digests.
- (Digests and annotations are sorted by file names)




### ➤ Delete digests and annotations

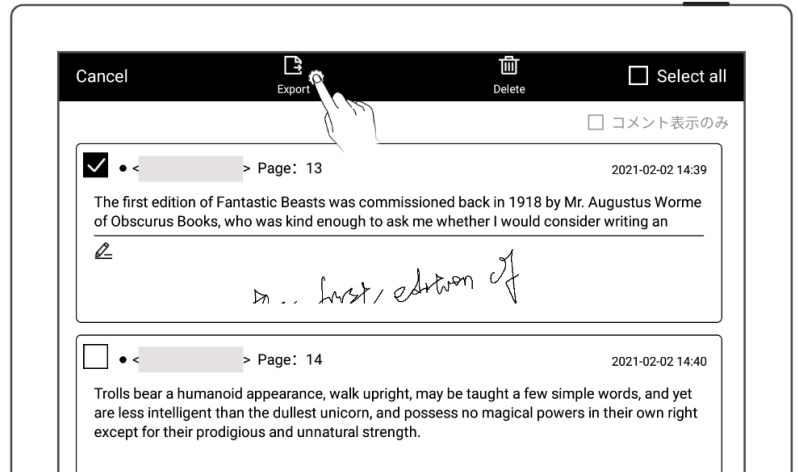
- On the digest list page, long press a digest to bring up the top function bar
- Select the digests you need to delete and tap





“  delete” on the top function bar

## ➤ Export digests and annotations

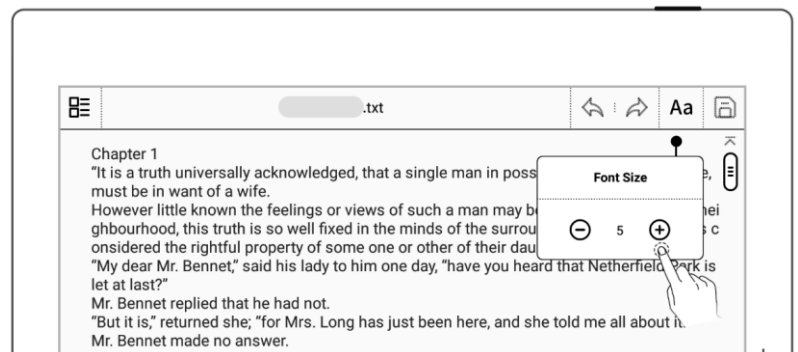
- Select the digests you need to export and tap “  Export” on the top function bar





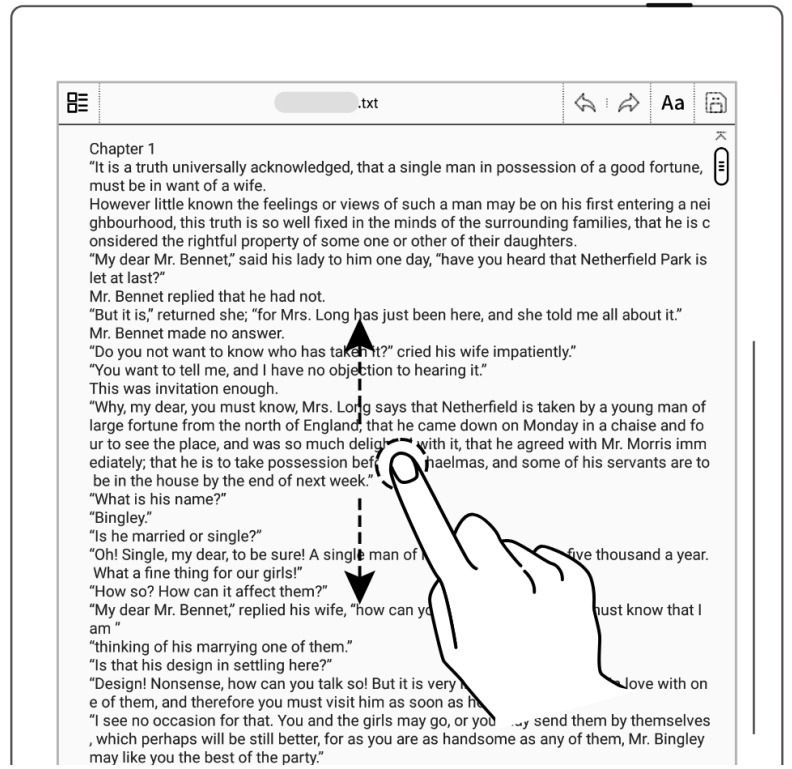
**\*Note : Digests and annotations are only available for EPUB files and PDF texts. The digest symbols “” “” for annotations can be displayed or hidden in “Document toolbar > Preferred settings”.**

## Chapter 6 TXT

- Open TXT and edit it as needed
- Tap “**Aa**” to change the font size




- Scroll up and down to browse through the content
- Tap “” and “” to jump to the bottom and top of the TXT file

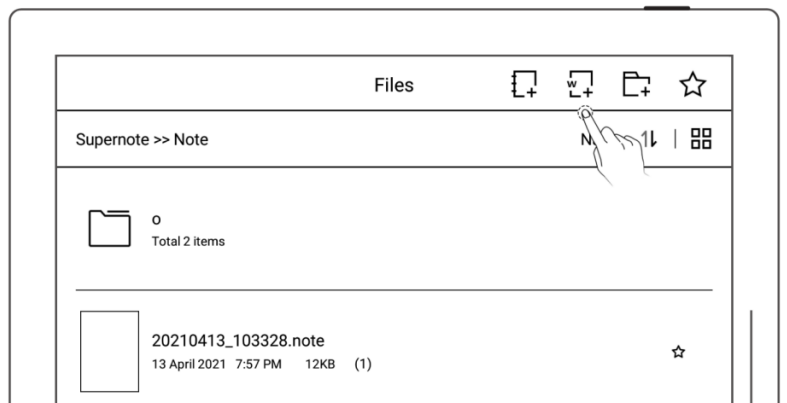


Note: Using small TXT files that contain no more than 100,000 words is recommended.

## Chapter 7 Word

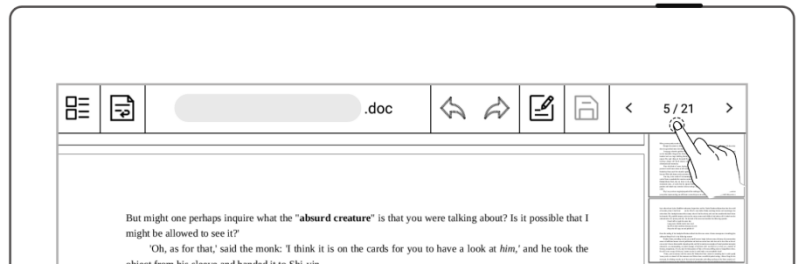
### 7.1 New Word file

Tap “” to create new Word file page

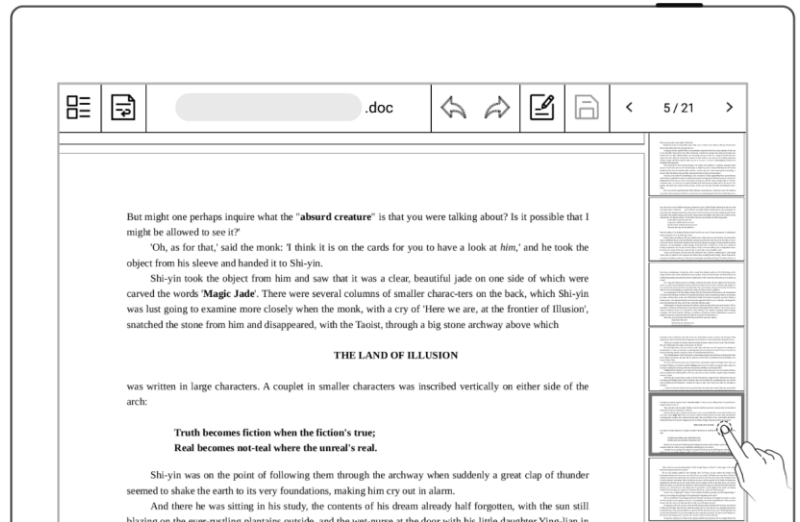


## 7.2 Browse Mode

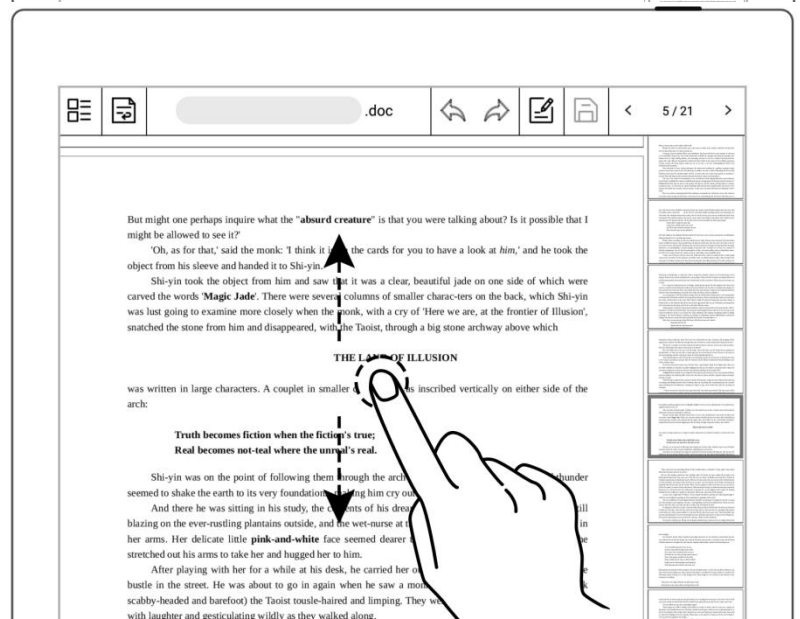
- Tap the page number area to display or hide the thumbnails



- Tap on a thumbnail on the right side to jump to a specific target page

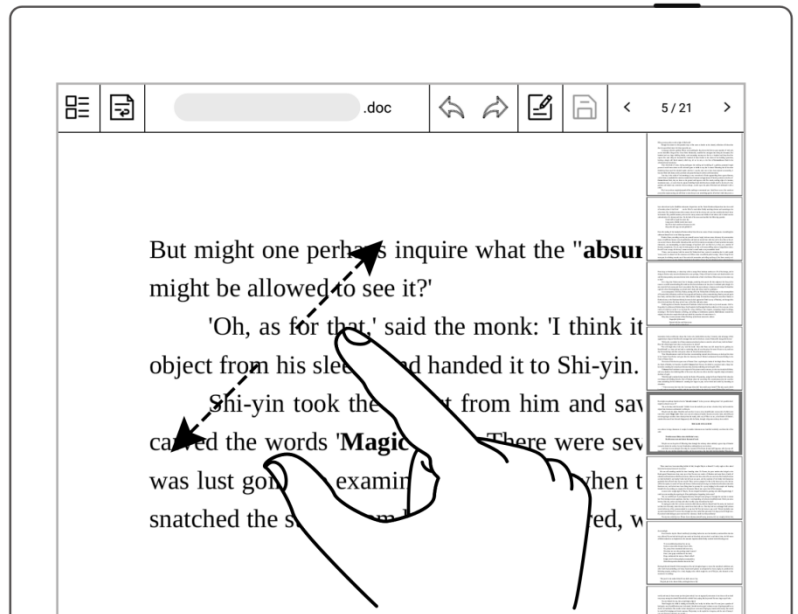


- Tap the left/right arrows in the page number area or simply swipe up or down on the screen to turn pages




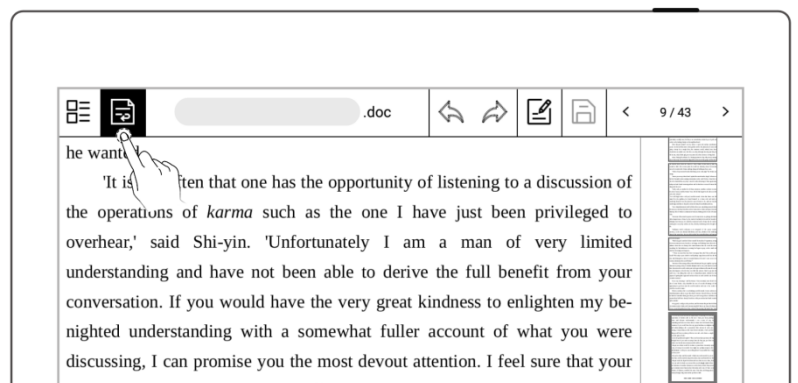
## 7.3 Pinch to zoom

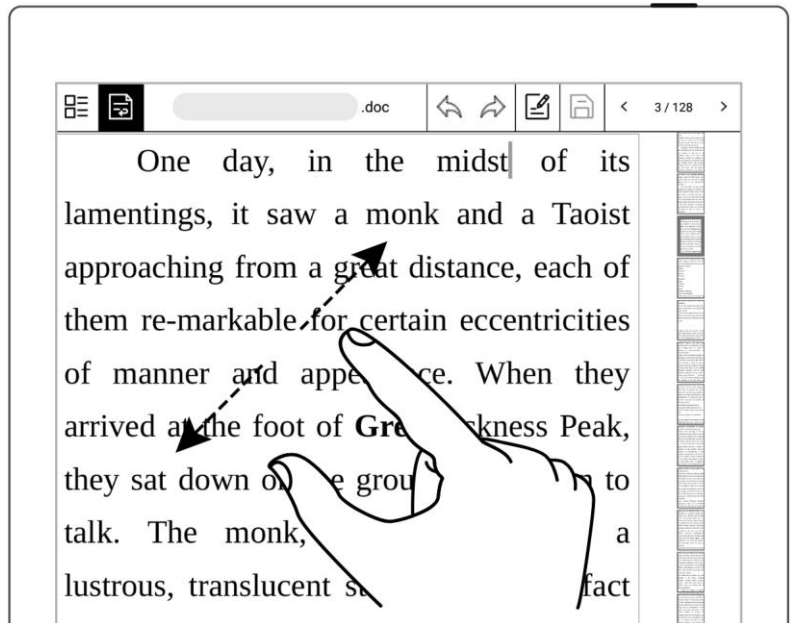
- Use two fingers on the screen to zoom in and out



## 7.4 Repage view

- Enter the reflow view to view or edit a Word document as needed
- Tap “” to enter the reflow view and use the pinch to zoom feature to rearrange the text layout

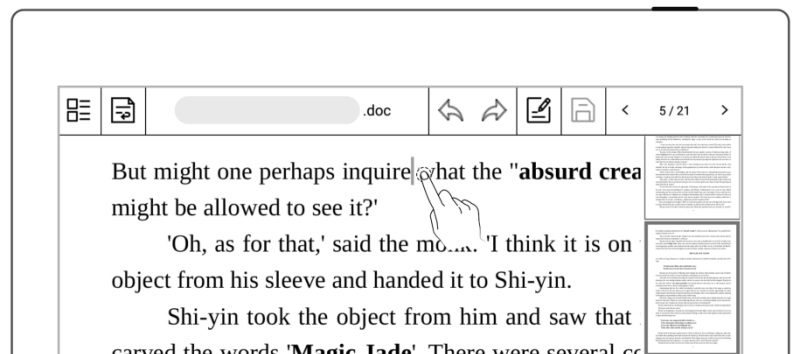




## 7.5 Editing


### ➤ Keyboard mode for editing

- Tap the area you want to edit to bring up the keyboard
- Enter text using the keyboard



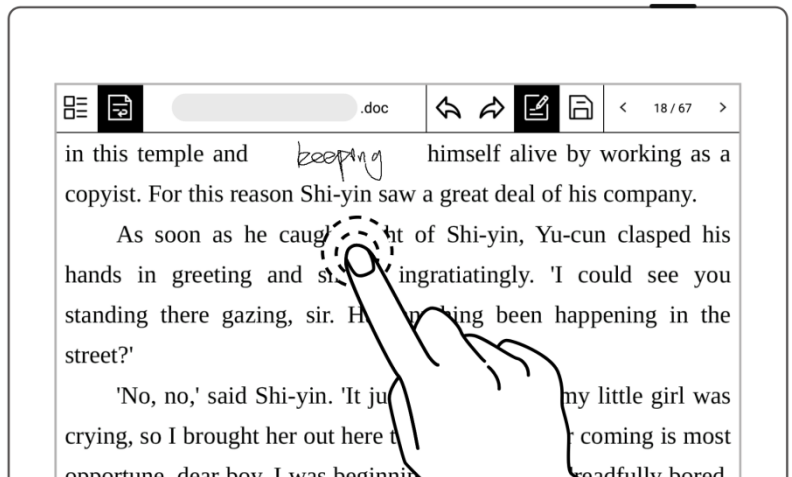
### ➤ Pen mode for editing





- Tap “

 A screenshot of a document editor interface. At the top, there is a toolbar with icons for list, document, undo, redo, pen, and save, along with a page number indicator '< 18 / 67 >'. The main text area shows the sentence 'in this temple and keeping himself alive by working as a copyist. For this reason Shi-yin saw a great deal of his company.' The word 'keeping' is written in a cursive, handwritten style. Below it, the text 'As soon as he caught sight of Shi-yin, Yu-cun clasped his' is visible.

- Proofread and edit text by handwriting proofreader's marks



**\*Note: Pen mode and keyboard mode cannot be used simultaneously. If you need to use the keyboard mode to edit text again when using the pen mode, tap “


- Tap “

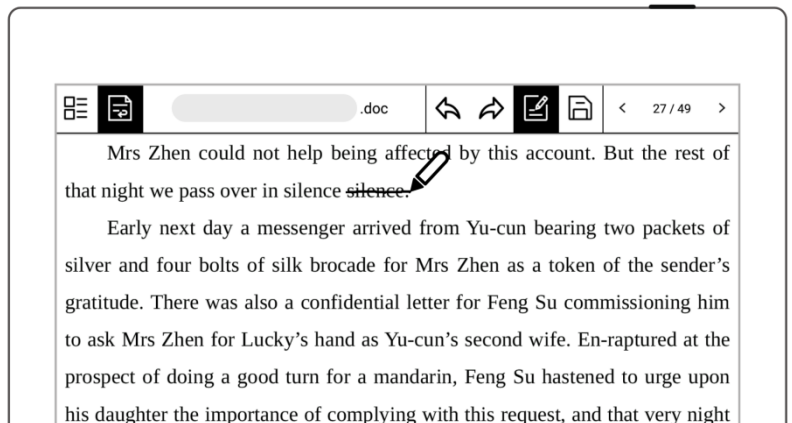
 A screenshot of the document editor interface. The toolbar at the top shows the save icon (a floppy disk) highlighted with a hand cursor. The text area shows 'in this temple and keeping himself alive by working as a copyist. For this reason Shi-yin saw a great deal of his company'.**

## 7.6 Proofreader's marks


Support Proofreader's marks including delete, line break, backspace connect, Transpose.

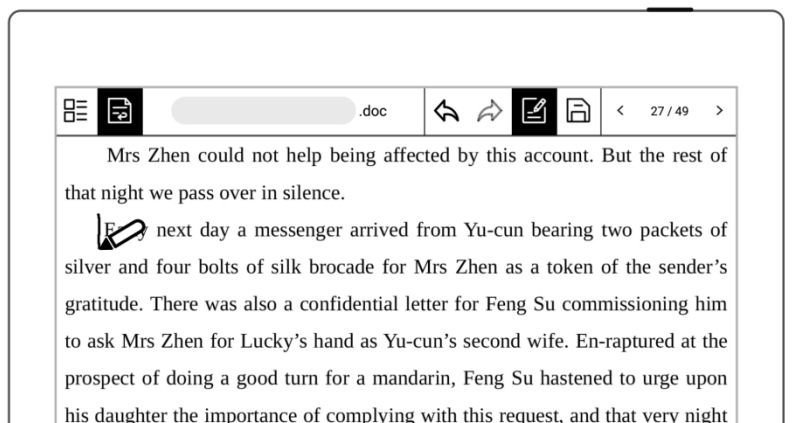
## 7.6.1 Delete

- Tap “” on the characters or spaces to be deleted, it will be automatically recognized as a delete signal, and the selected content will be deleted.


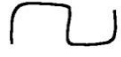


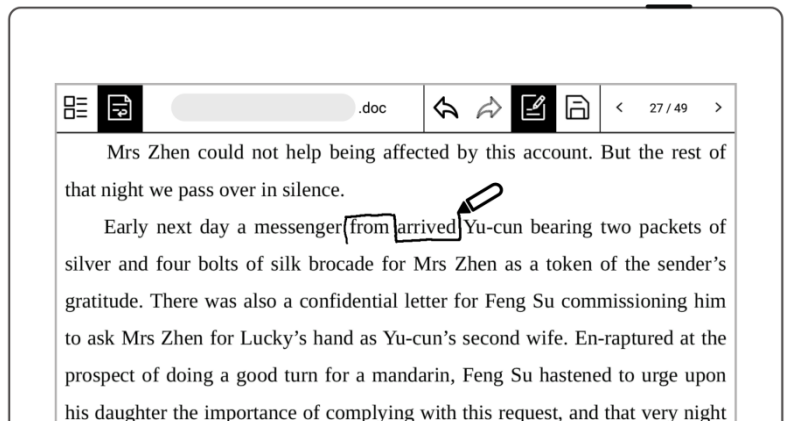
## 7.6.2 Line break

- Tap “” from top-down between characters or spaces to start a new line, it will be automatically recognized as a line break signal, and the selected content will go to the new line.





### 7.6.3 Transpose

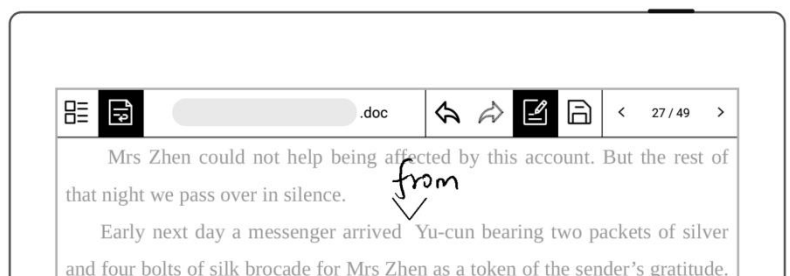
- Tap “”
- Use stylus to draw “” on the characters you want to transpose. It will be automatically recognized as a transpose symbol, and the selected characters will be transposed.


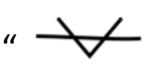


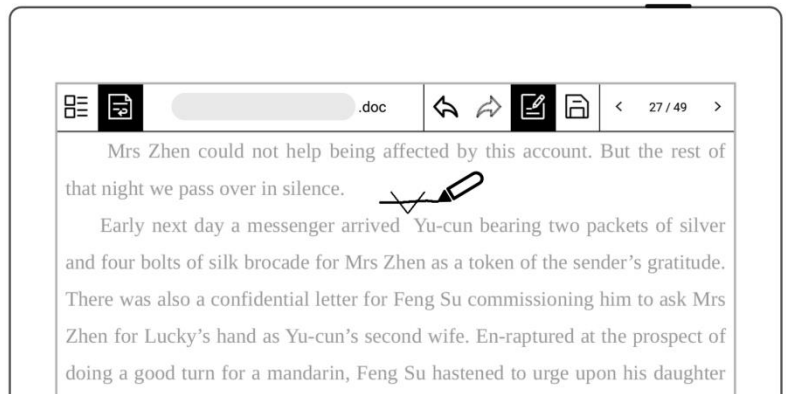
### 7.6.4 Handwritten Insert

- Insert content between characters

- Tap “”
- Use stylus to draw “” between characters to insert content. It will be automatically recognized as an insert symbol.

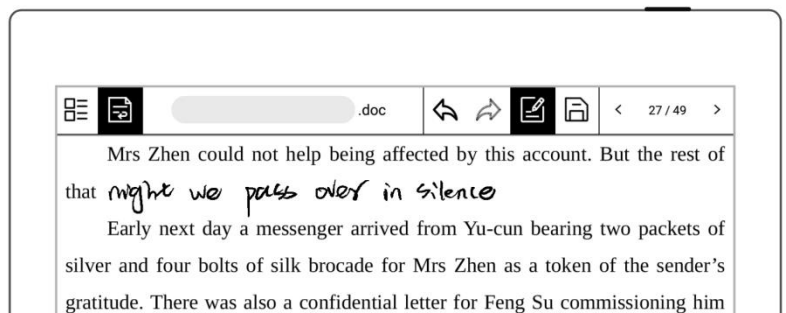


- Write anywhere on the screen the content you want to insert and click “” or double-tap the screen with one finger to confirm the insertion.
- Draw a line across the insert mark as “” to cancel the inserted content

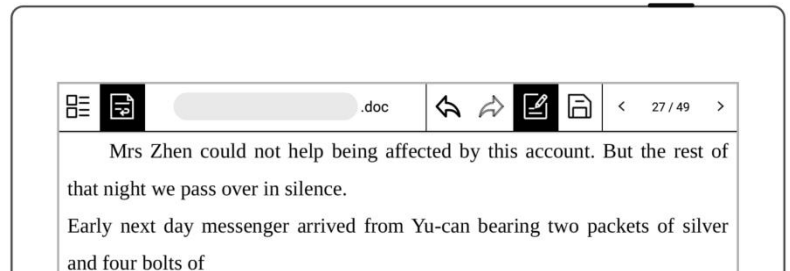
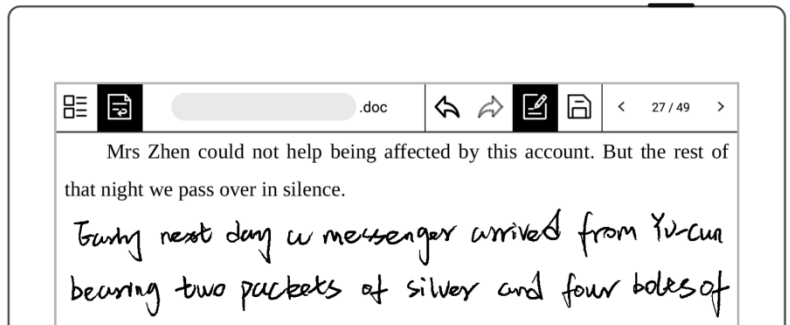


➤ Additional ways to insert content

- Simply handwrite the content you need to insert at the end of a paragraph
- Double-tap the screen with one finger to have it recognized and inserted to the end of the paragraph





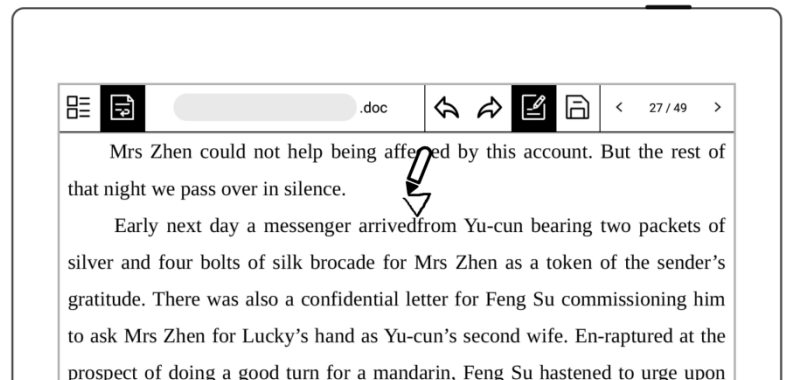
- Handwrite the content you need to insert in a new line
- Double-tap the screen with one finger to have it recognized and inserted the new line





## 7.6.5 Insert space

### ➤ Insert space by space symbol

- Tap “  ”
- Draw “  ” mark with stylus between words that need to be inserted into space to be recognized as insert space symbol.



### ➤ Insert space by insert symbol

- Draw with stylus a “” between two characters. It will be automatically recognized as an insert symbol.
- Tap “” or double-tap the screen with one finger to have it recognized and inserted as a space





## Chapter 8 Convenient Features

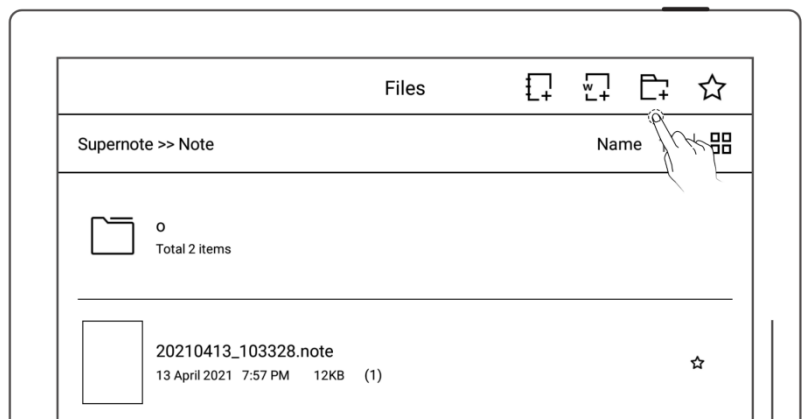
### 8.1 Organize files

You can organize (Rename/copy/move/delete/lock) all your files.

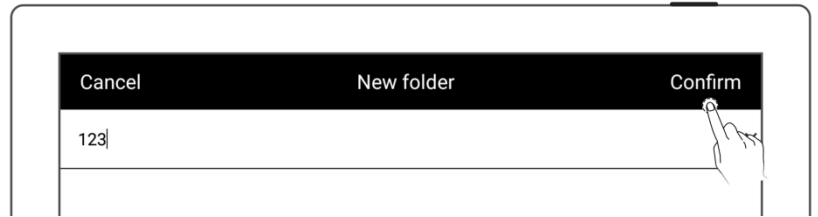
#### ➤ Create a new folder

- 1、 In the sidebar menu, tap “**Files**” to access any file; if you have opened a note/document, tap  to go back to “**Files**”

- Tap “” to create a new folder

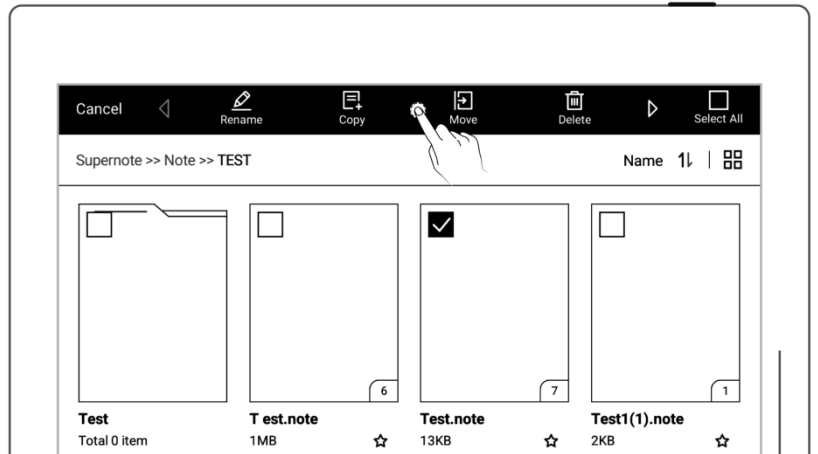


- 2、 Enter the name of new folder, tap “OK”

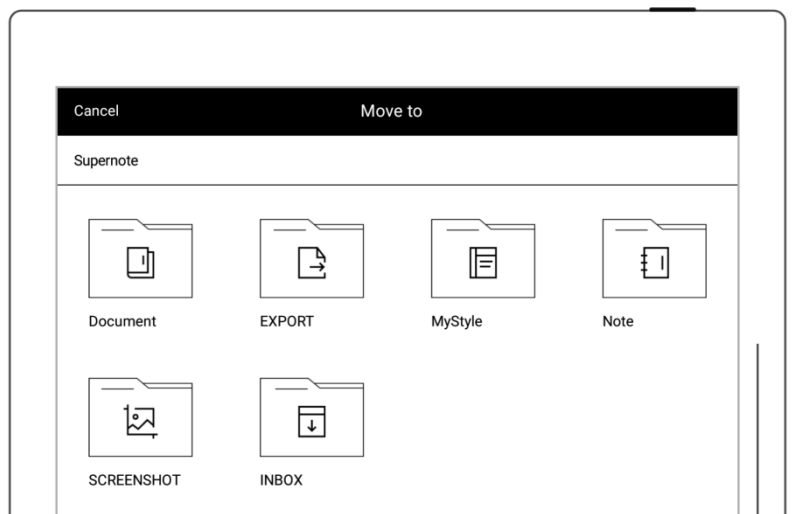


➤ Move a file or folder

- 1、 In file management page
  - Long press the file
  - Select the files or folders to be moved or copied (Multiple -Choice is supported)
  - Tap “Move” or “Copy”

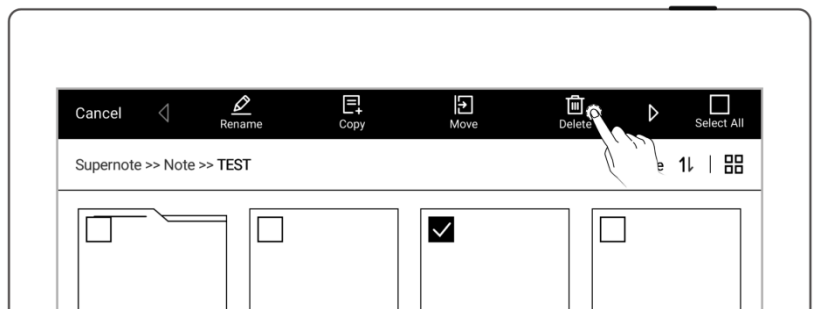


- 2、 On **Move to /Copy to** page
  - Select the folder to move to/Copy to , tap “Ok”



➤ Delete a file or folder

- 1、 In file management page
  - Long press the file or folder
  - Select the files or folders to be deleted (Multiple -

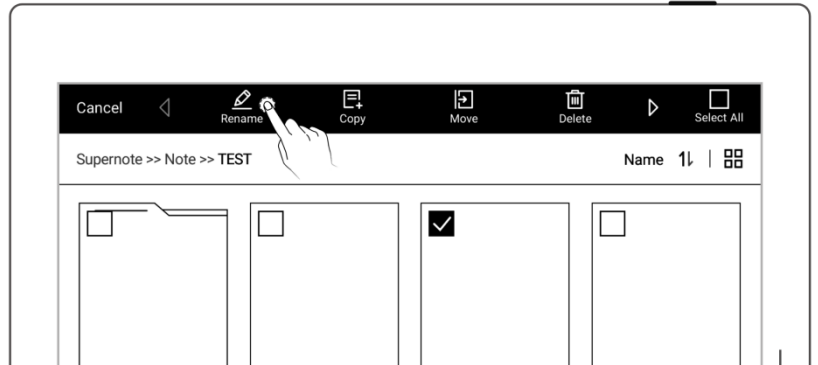


Choice is supported)

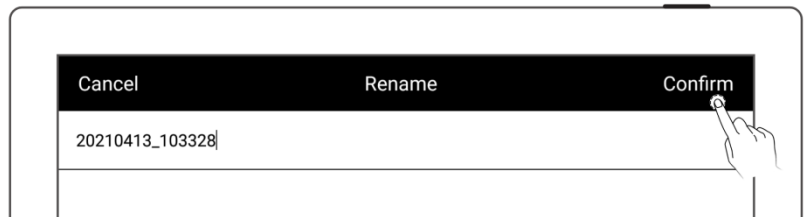
- Tap “ Delete”

## ➤ Rename a file or a folder

- 1、 In file management page
  - Long press the file or folder
  - Select the file or folder to be renamed (Only single-choice is supported)
  - Tap “**Rename**”



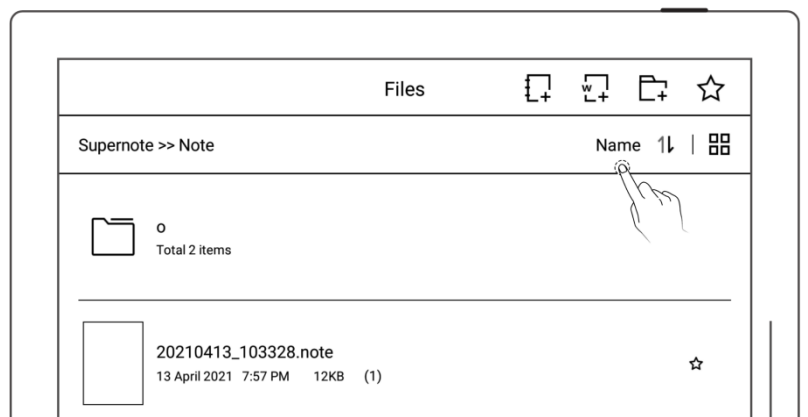
- 2、 Rename
  - Input the new name of the folder and tap “**OK**”



**\* Note: File names cannot start and end with a space, nor can they contain special symbols, such as  $\backslash$  \* : ? " < > | .**

## ➤ Sort files or folders

- 1、 In file management page
  - Tap size/name/time, icon, then files will be sorted by their size/name/time
  - Tap icon “**1↓**”, then files will be sorted and







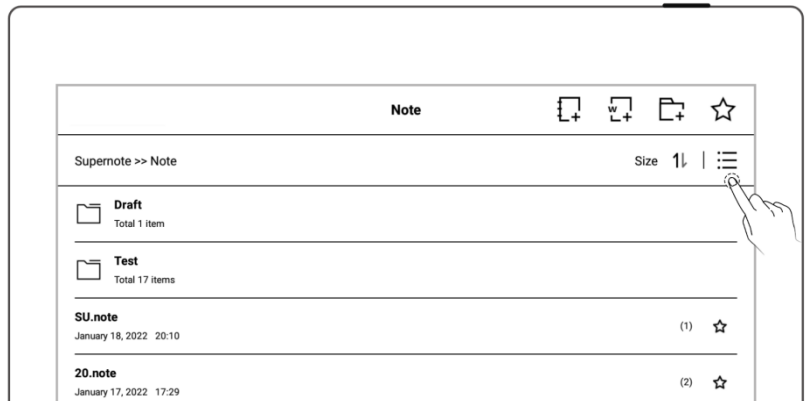



switched between  
ascending and  
descending of  
size/name/ time

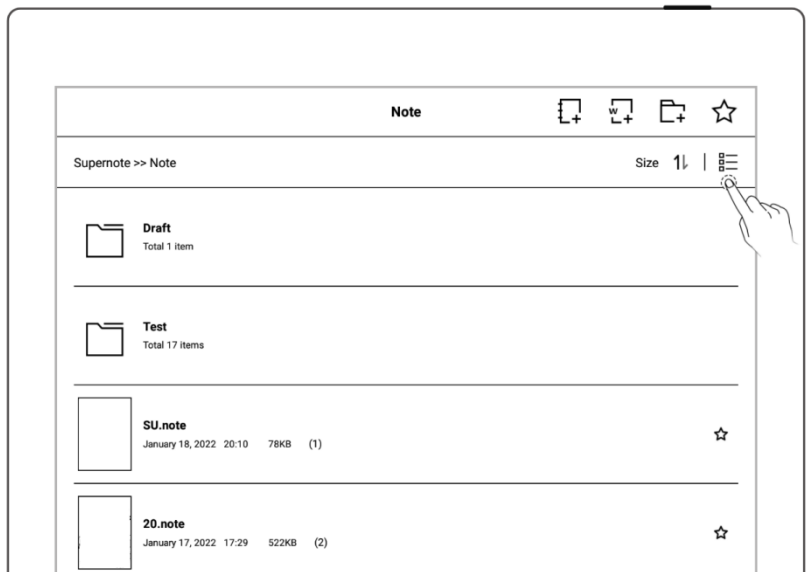
➤ View files or folders


1、 In file management page

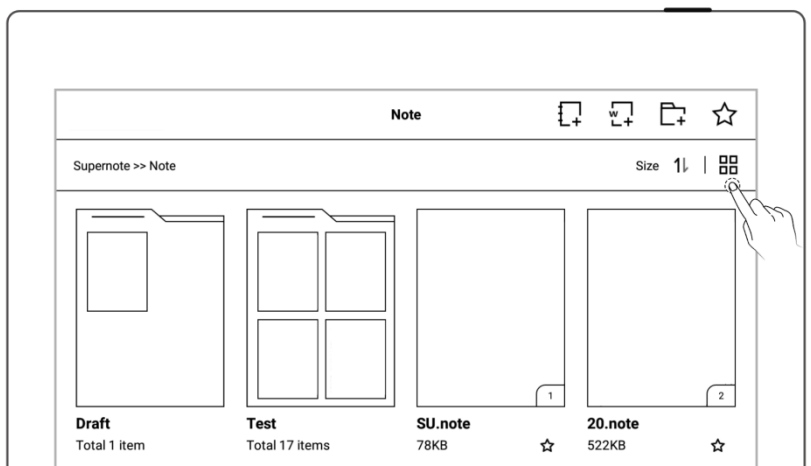
- Tap “  , “  ” or “  ” to switch file display mode
- “  ” is list mode





- “  ” is thumbnail list mode

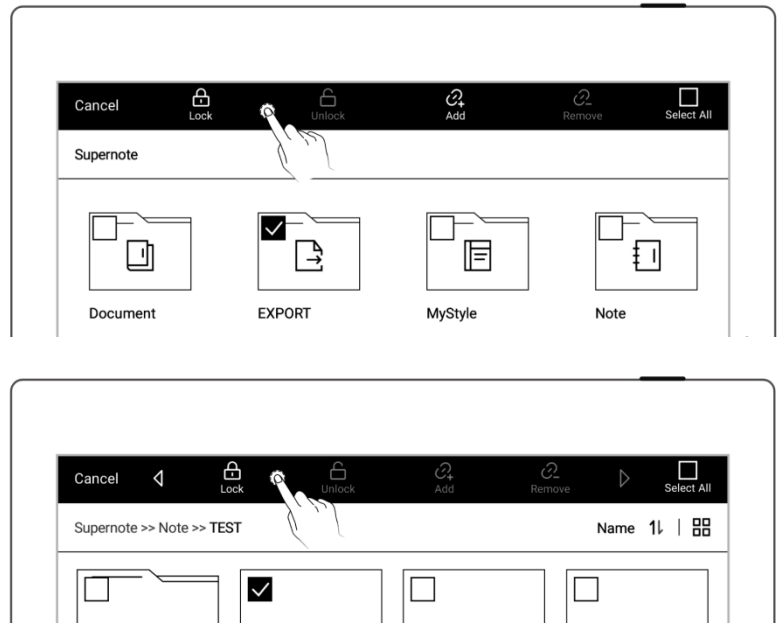


- “  ” is large thumbnail mode



## 8.2 Protect files


- Long press on a folders or files
- Select single or multiple folders and files that need to be protected on the edit page
- Tap "  Lock" or "  Unlock"



**\*Note: The file password must be set for the first use of "Lock", and the file password can be turned on and off in "Settings>Security & Privacy".**



**File protection is only valid for files on the Supernote device in use, and it is invalid on other Supernote devices and external devices.**

## 8.3 Star tag

- 1、 Draw "  " in one stroke on a note/document page to create a star, which allows you to search for the specific page quickly.



2、 View pages with the "★" tag

- Tap "  **Navigation Window**"
- Tap "  **Stars**" to view pages with this tag

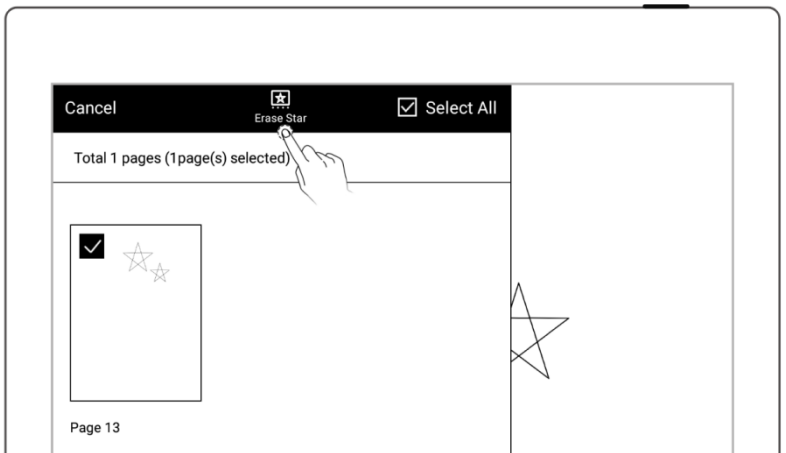


3、 Erase pages with the "★" tag

- Select and long press a page
- Select the pages with the "★" tag you want to erase

- Tap "  **Erase Star**"

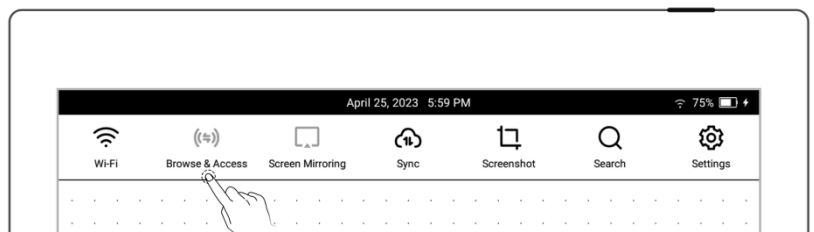
**\*Note: Stars within titles won't erased**



**\*Note: Stars can only be used on the main layer. You can turn on/off star recognition in "Settings>More>Preferences."**



## 8.4 Browse & Access

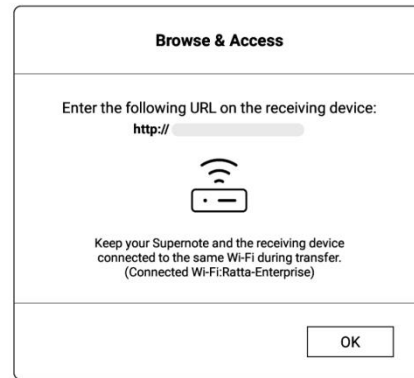
- Swipe down from the top of the screen to open the top menu bar and tap



## “ Browse & Access”

- Enter the corresponding URL on the receiving device
- On the receiving device,


click “” to upload files, single-click a filename to download the corresponding file and click “” to refresh the webpage.

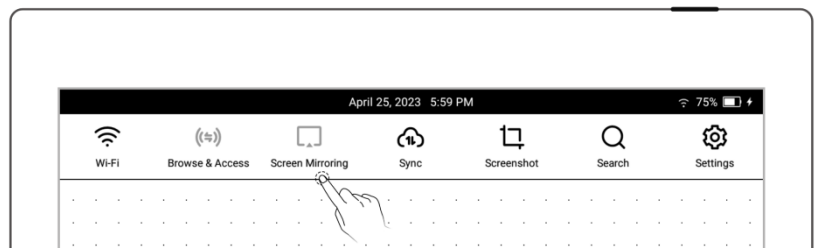


---

**\*Note: Keep Supernote and the receiving device connected to the same Wi-Fi during transfer.**



## 8.5 Screen mirroring

- Open the top menu bar, tap “ Screen Mirroring”
- Enter the corresponding URL on the receiving





device

- On the receiving device,

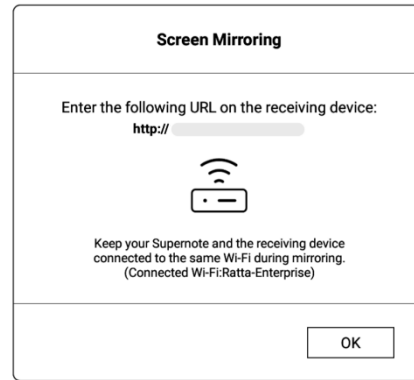
tap “” and “”

and enter and exit full

screen; tap “” and

“” to rotate right

and left.

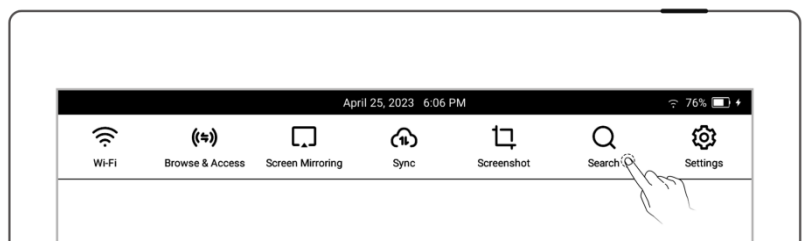


**Note :** Keep Supernote and the receiving device connected to the same Wi-Fi during mirroring. Hover the pen up to 5mm above the Supernote screen to display a laser pointer circle effect.

## 8.6 Search

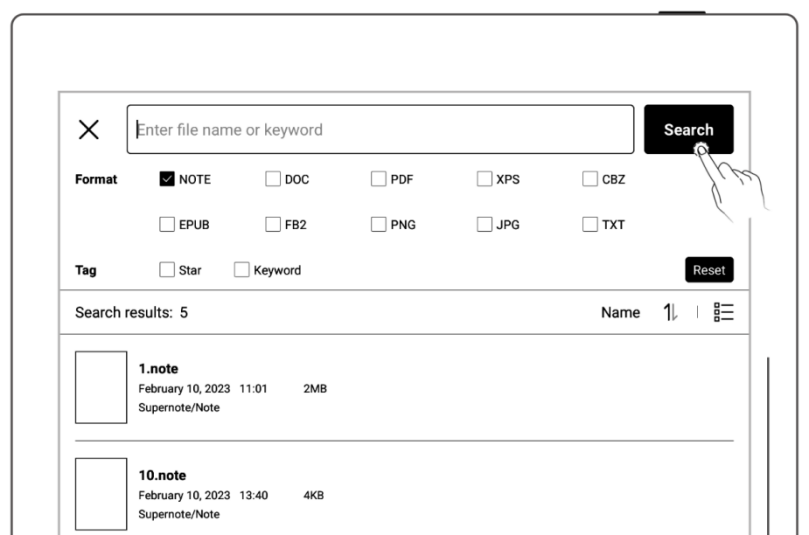
Open the top menu bar, tap

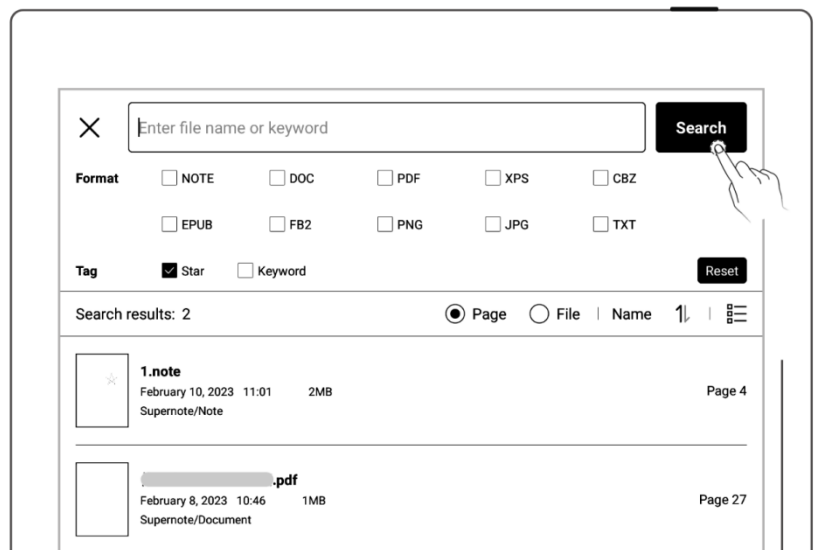
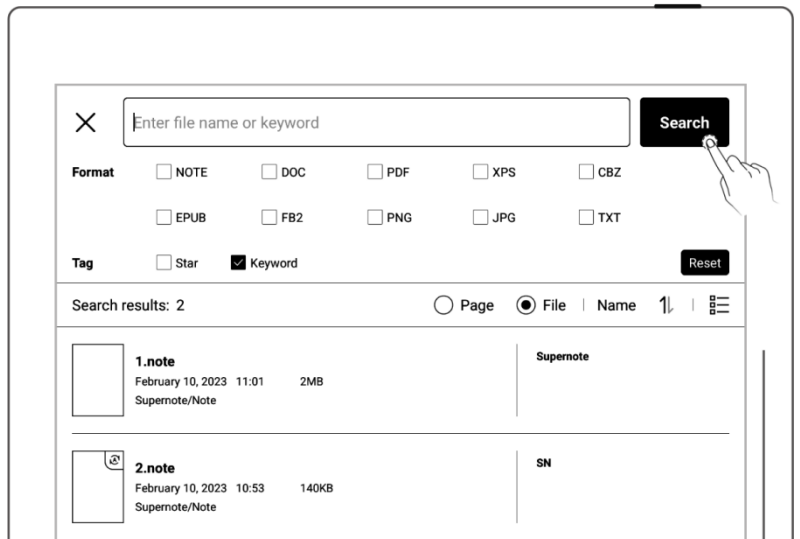
“ Search”



➤ Conditional filter search

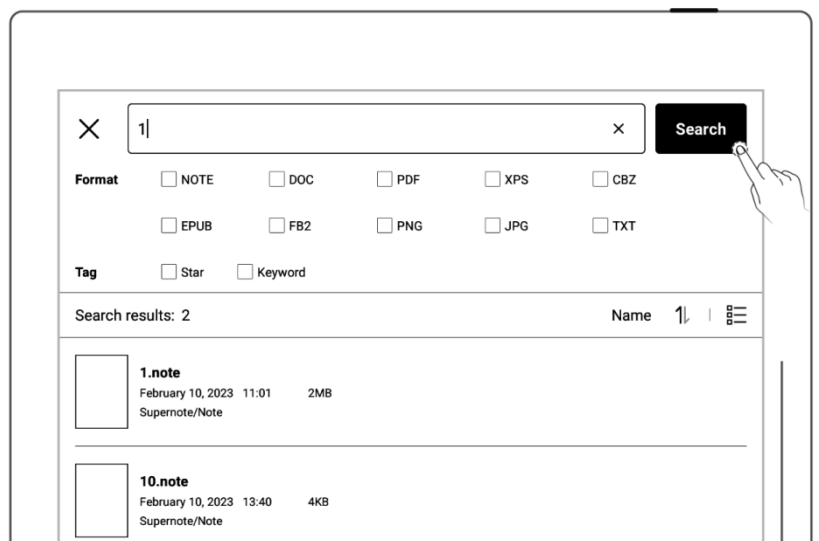
- Select Format or Tag
- Tap “**Search**”





➤ Search by file name

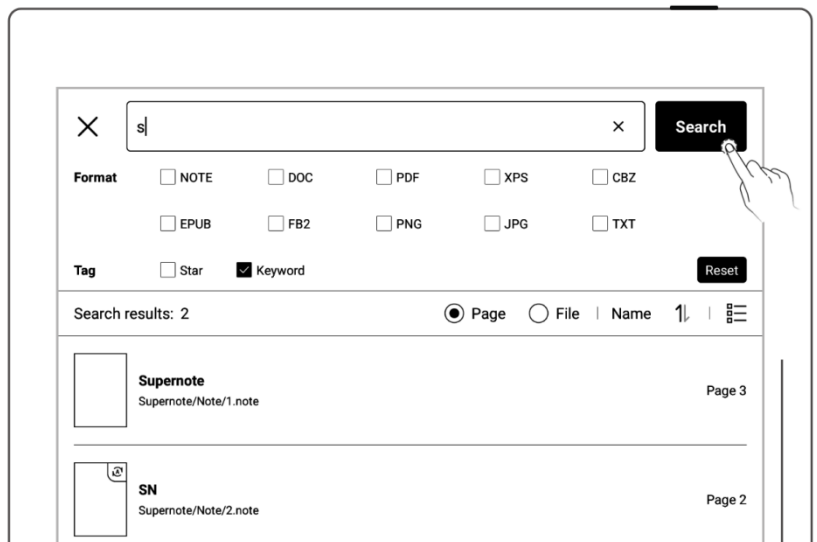
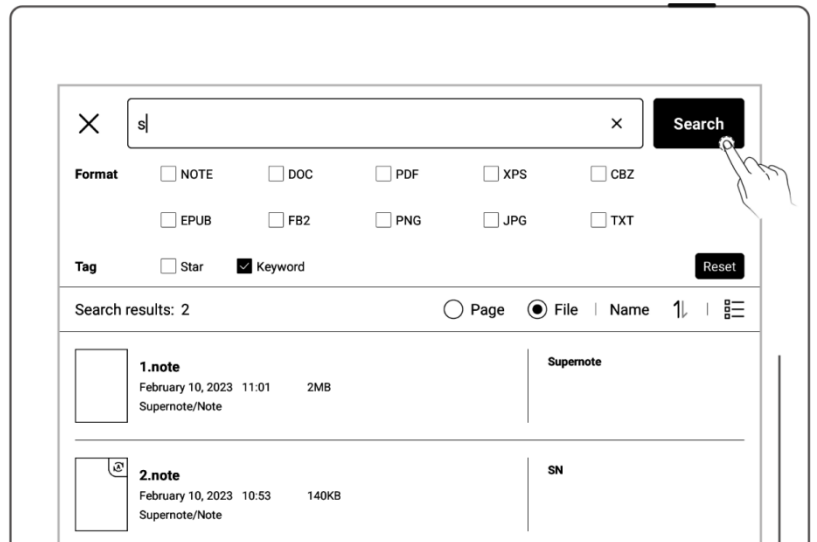
- Enter the file name
- Tap "Search"



➤ Keyword search

- Select the "Keyword" tag

- Enter search keyword
- Tap "Search"
- Search results for related files or pages per input keyword



**\*Note: The search for file names or keywords supports fuzzy input of text, and supports precise search for selected Formats or Tags.**


## 8.7 Quick access

You can add 8 specified pages, notes/documents, or folders that need to be opened quickly to the quick access list in the sidebar menu

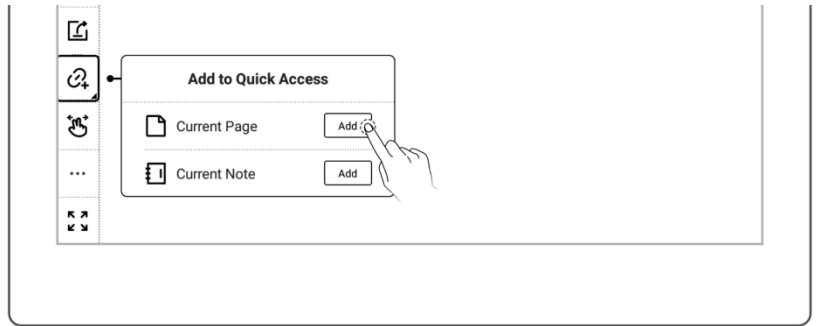
- 1、 Add items to Quick Access

➤ Specified pages and notes/documents

- Open a note/document page

- Tap “


**\*Note: When open “Current Note/Document” via Quick Access, it will open to the last viewed page by default.**

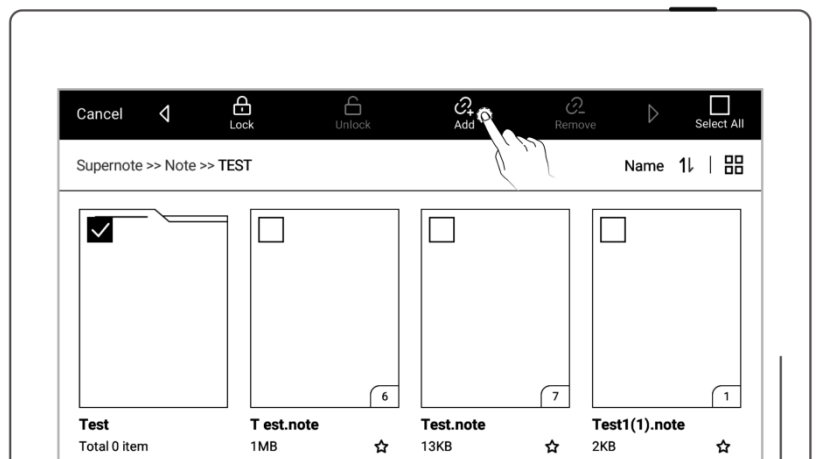


➤ Folders

- Tap “Files”

- Select a single folder on the file editing page

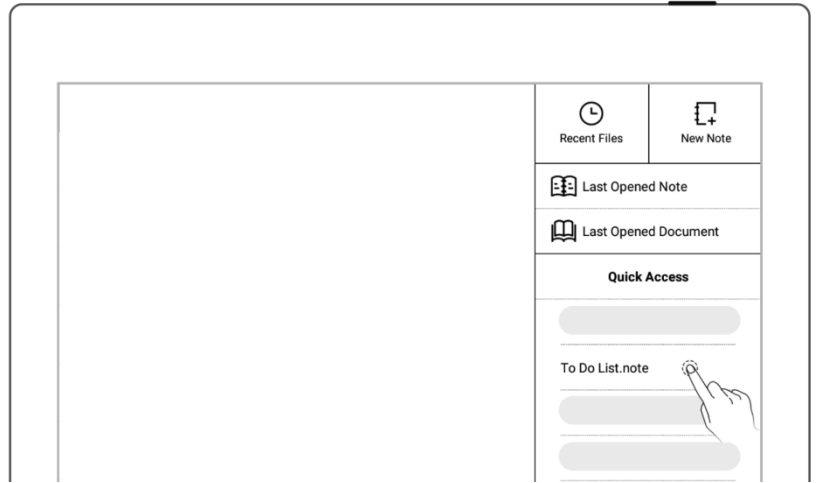
- Tap “ Add”






## 2、 Open items in Quick Access

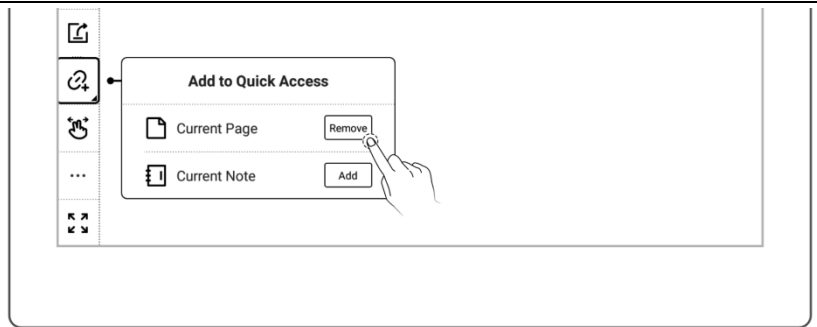
- Tap the Quick Access item on the sidebar menu to open it



## 3、 Remove items from Quick Access

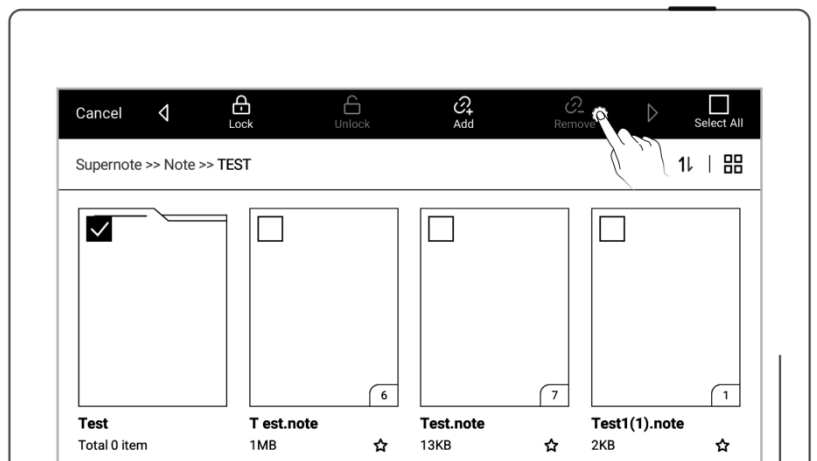
- Specified pages and notes/documents

- Tap “”
- Tap “**Remove**”



- Folders

- Tap “**Remove**” on the file editing page



## 8.8 Recent access

In the sidebar menu, tap the “**Recent**” tag. This feature enables you to quickly find recent visited files. Tap file names on the Recent screen to open files.

# Chapter 9 Mailbox Function

Support IMAP type mailbox.

## 9.1 Log in

➤ Authorize access to log in

- Tap “**Mail**” in the sidebar menu
- Select “**Gmail**” or “**Microsoft Exchange**” to enter the corresponding authorization page



- Use QR code scan or input website link
- Input Random code
- Tap "**Authorize**"



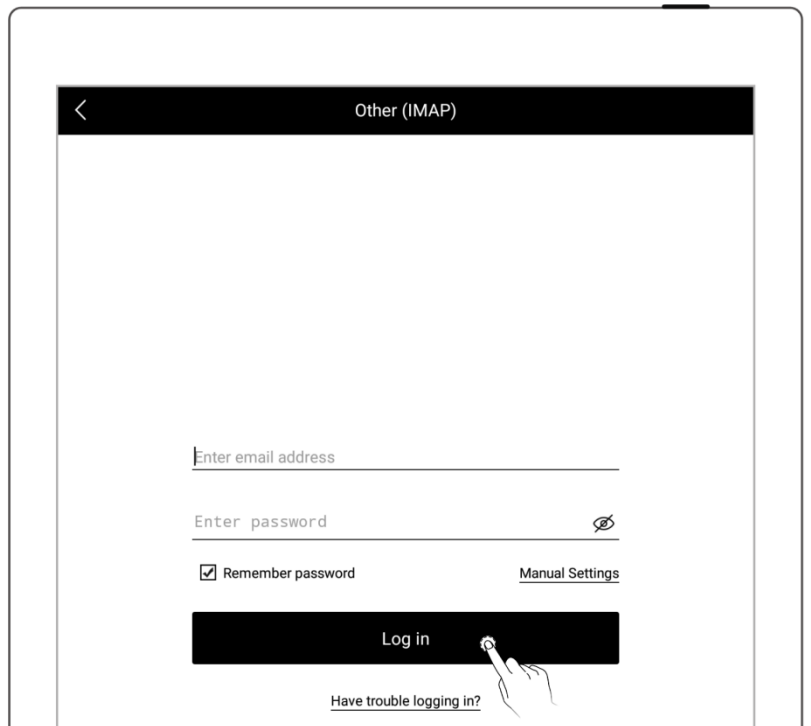


➤ Log in with password

1、 Log in

- Select “Outlook/Hotmail” or “Other (IMAP)”
- Enter your email address and password
- You can choose to remember password, then tap “Log in”
- Please check server setting if log in failed

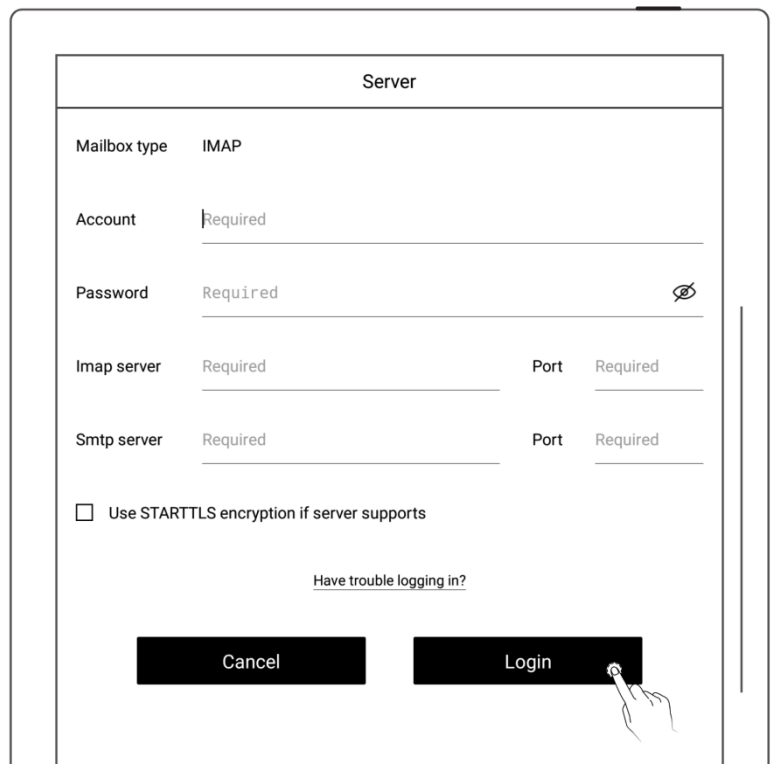




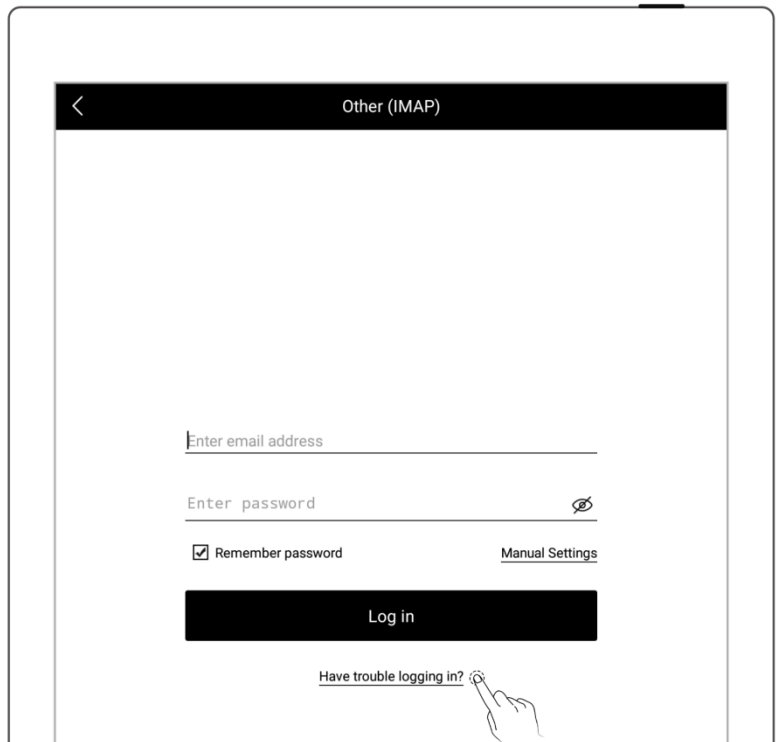
## 2、 Mailbox server set up

- Tap “**Manual Settings**”
- Setting per content (IMAP etc.) request of your mail server
- Tap “**Log in**”

(Please set up this part according to your mailbox server requirements)



**\*Note:** Click "Have trouble logging in?" to check how to obtain authorization code



➤ Multi-mail account log in

- Tap "Add account"
- On the "Add Account" page, select an email account to log in to

**\*Note:** The mailbox supports max. three mail accounts at the same time

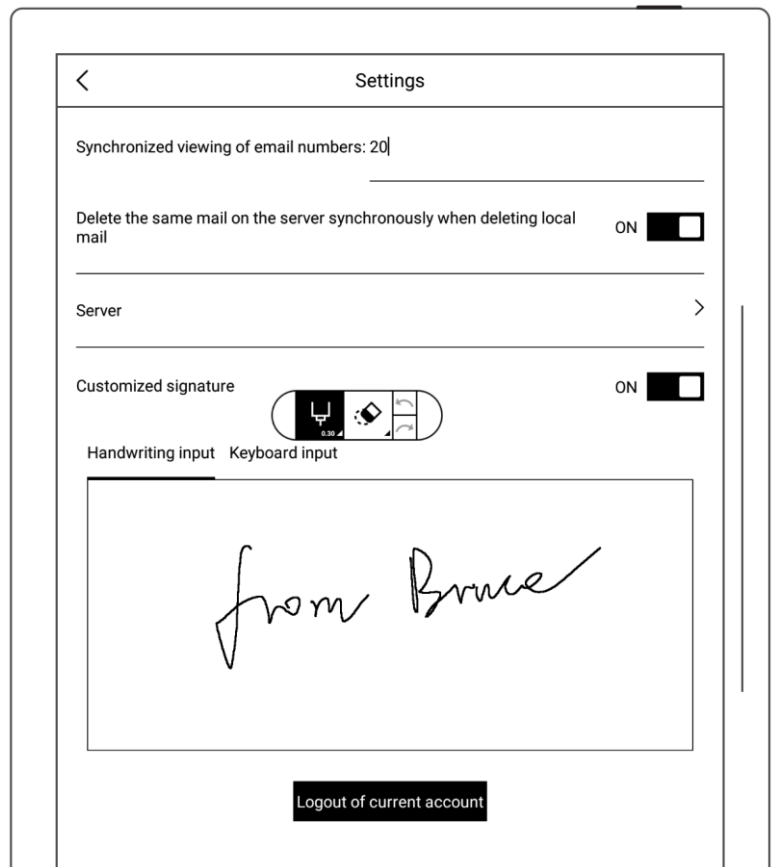


## 9.2 Settings

After the mailbox is successfully logged in, you can proceed some basic mailbox settings first.

➤ Set the number of synced emails

- Enter the mailbox, tap "Settings" on the left
- Enter the number of emails to be synced (up to 99 emails can be synced)
- Here you can choose "Delete the same mail on the server synchronously when deleting local mail?", if need you can turn it on
- Tap "<" to go to the mailbox inbox list page

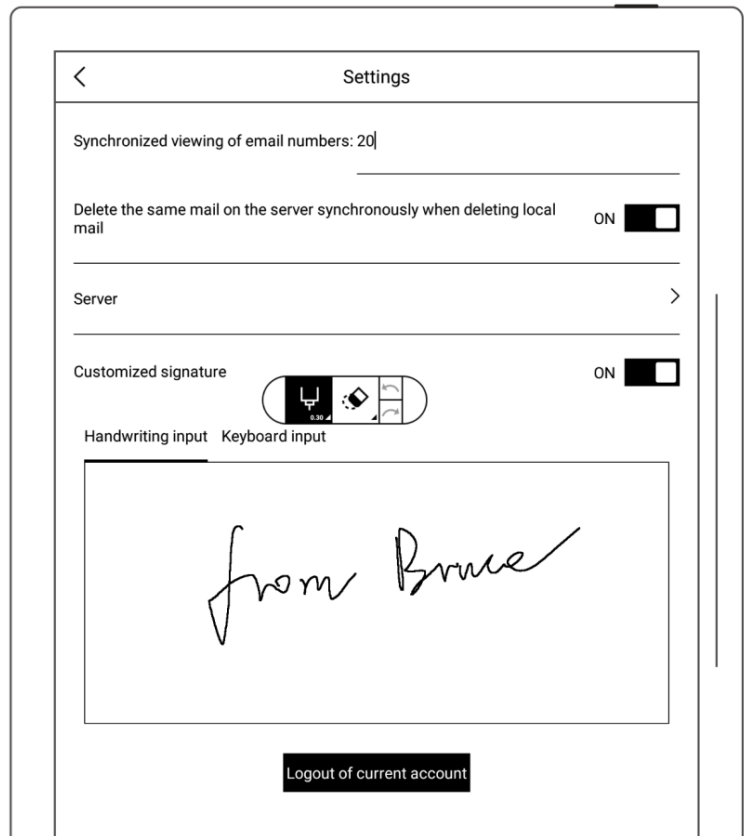


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**\*Note: After the setting is completed, the local mailbox will be synced according to the number of synced emails you set.**

➤ Customized Signature Setting

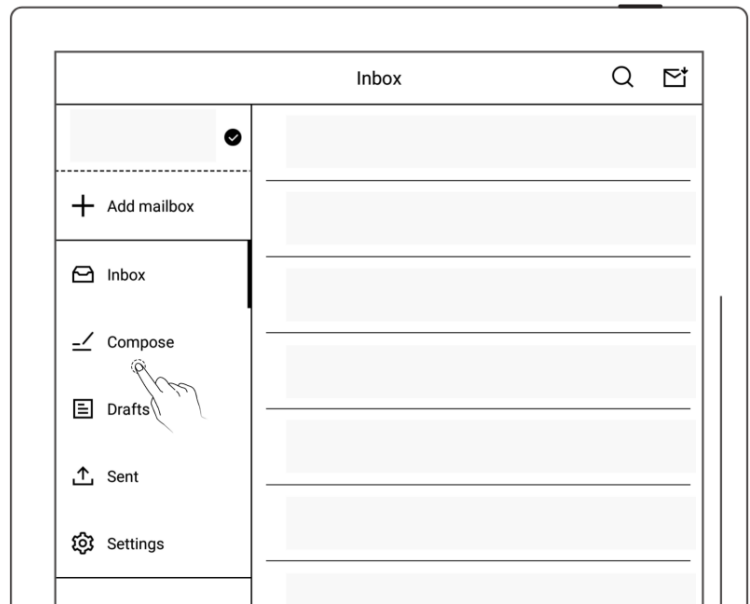
- Access email function and tap “**Settings**”
- Handwriting (or use keyboard) on squared signature setting area to set up email signature.
- When Customized Signature is ON, the signature will be automatically added in every email sent. If the status is OFF, Customized signature will be hidden.



## 9.3 Compose

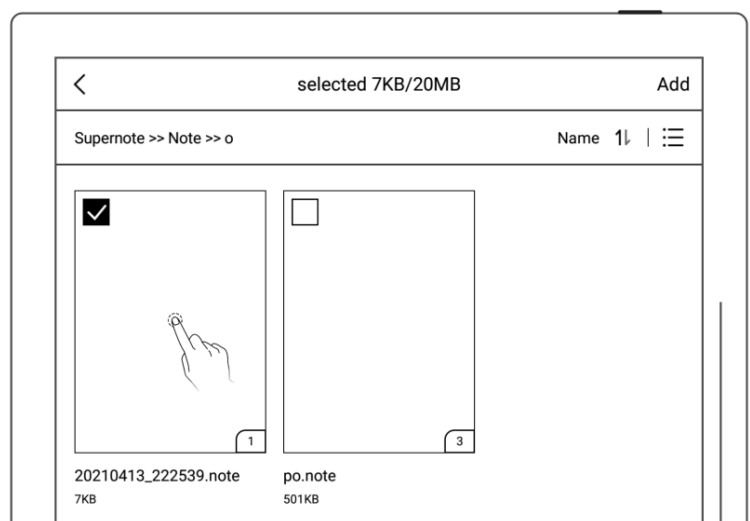
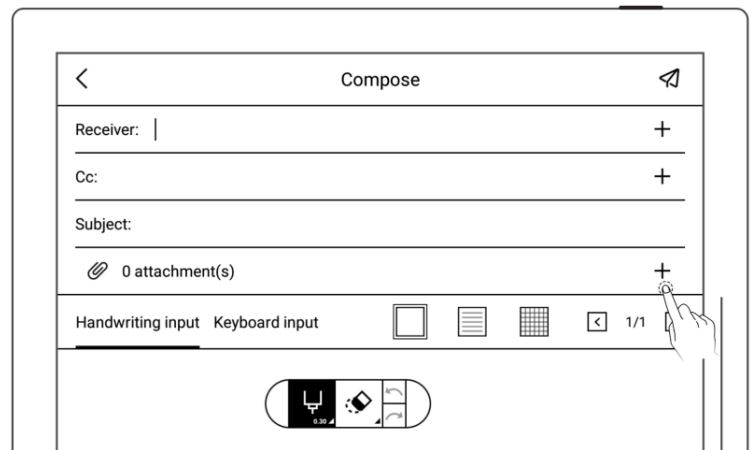
1、 Enter mailbox, tap "Compose ", you can choose two ways to write the email:

- By handwriting
- By keyboard input



2、 File attachment

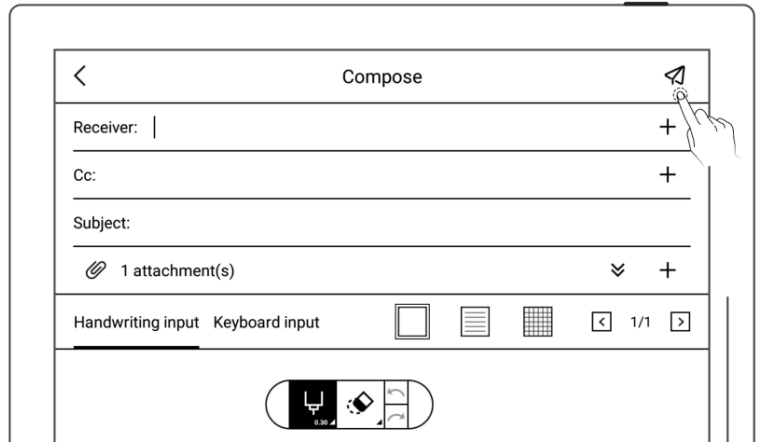
- Tap " + " at the far right of the attachment column
- Select the file to be sent on the file selection page and add it to the attachment





3、 Enter the recipient address or relevant information

- Tap “✉”

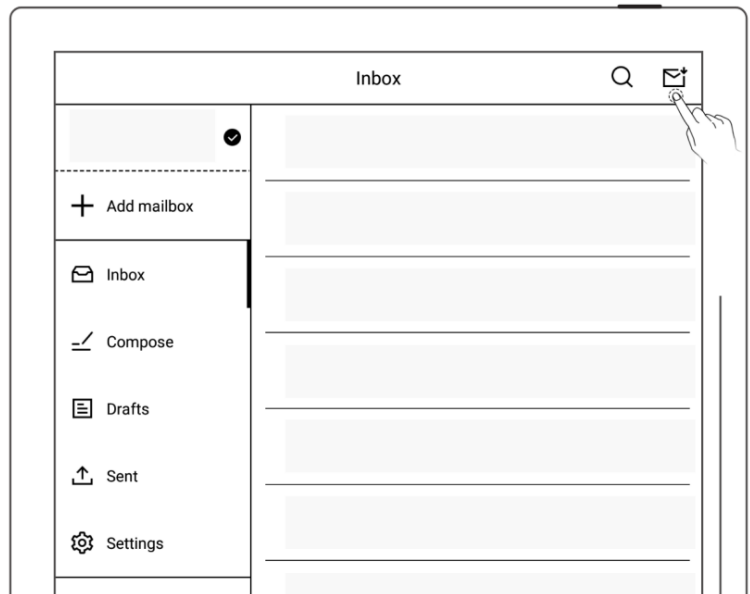


**\*Note: Email attachments have restrictions on the size. It is not recommended to add multiple or heavy files (total file size <20M).**

## 9.4 Inbox

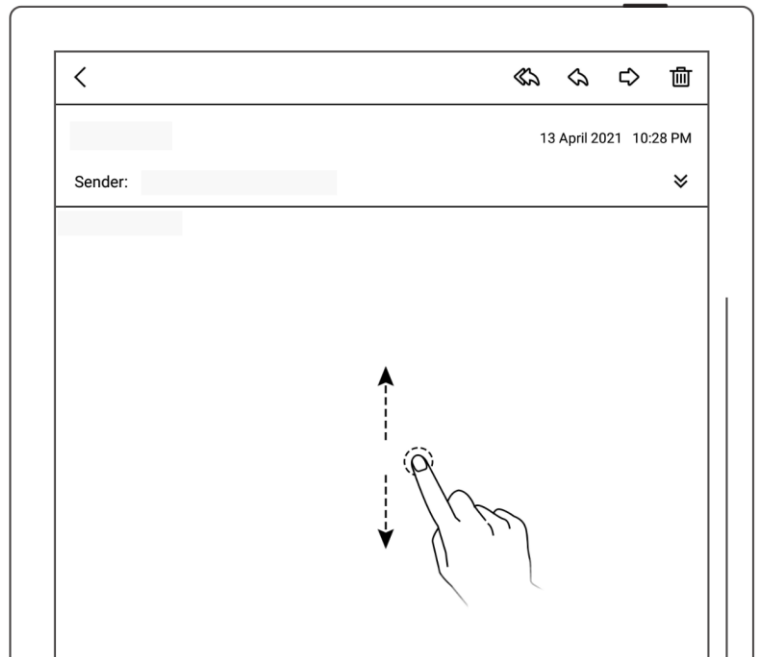
1、 Enter mailbox, the default page is the "Inbox" list

- Tap “✉” to conduct email sync manually

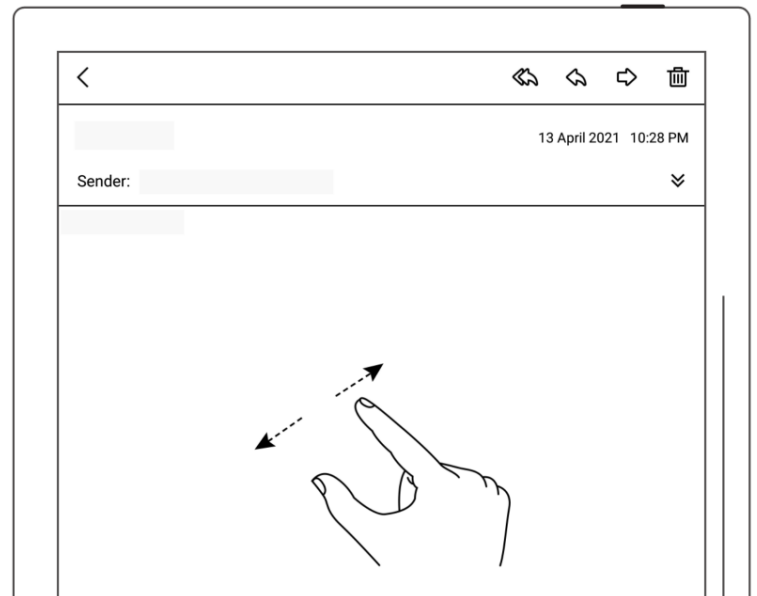


2、 Tap the mailing list to check emails

- Swipe up and down to view email details

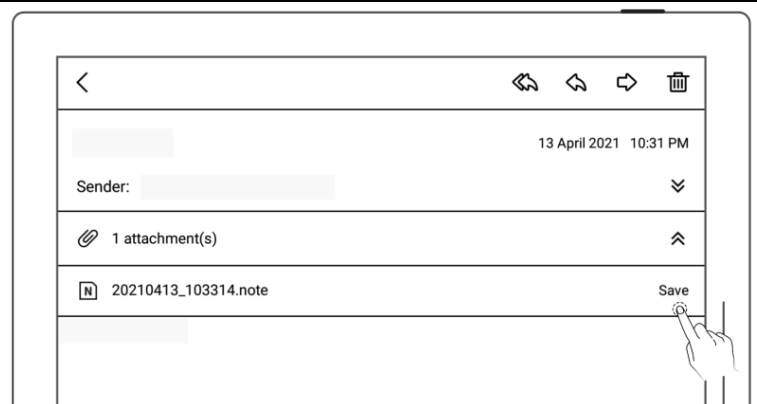


- Support zoom in/out for checking email details by two fingers.



3、 Save attachment

- Tap "⌵" at the far right of the column
- Tap "Save" in the attachment list
- As default, the file is saved to the relevant



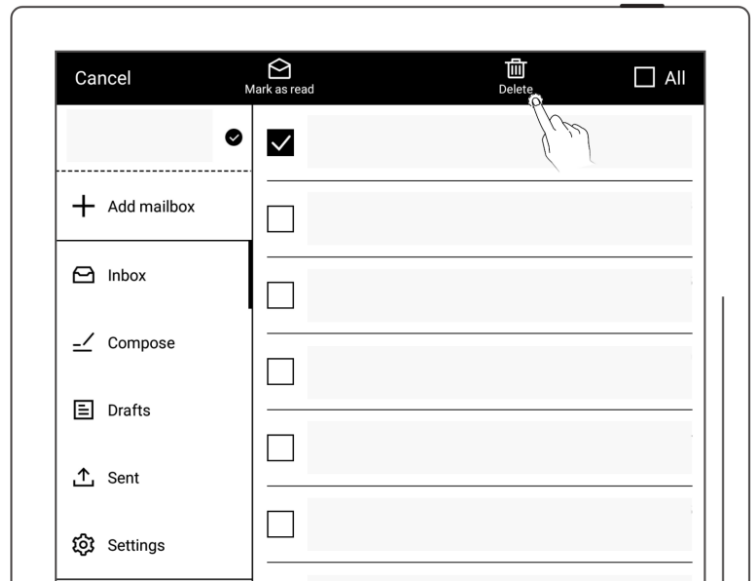
email account under  
the "INBOX" folder

---

## 9.5 Delete Local emails

Enter mailbox, the default page  
is the "Inbox" list

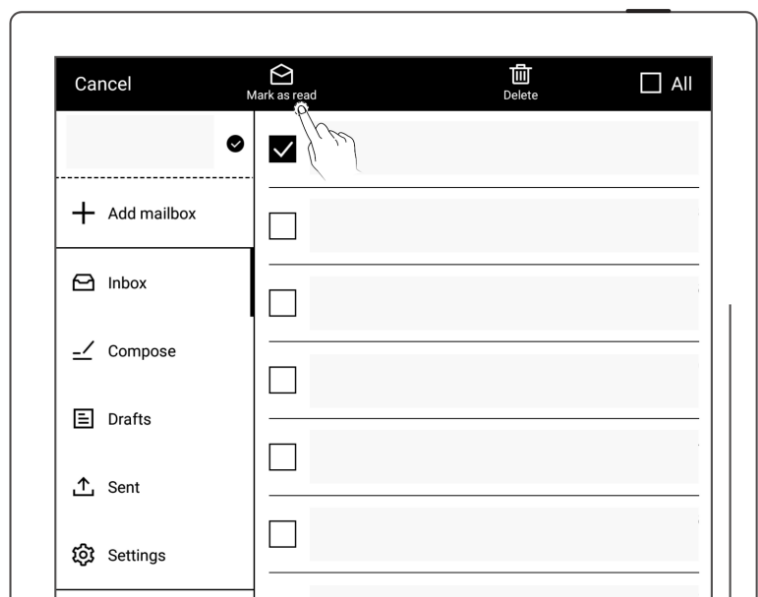
- Long press to select the mail to be deleted
- Tap "🗑️" , Tap "OK" in the pop-up box message



## 9.6 Mark as read

Enter mailbox, the default page  
is the "Inbox" list

- Long press to select unread emails
- Click the "📧" icon to mark unread emails as read

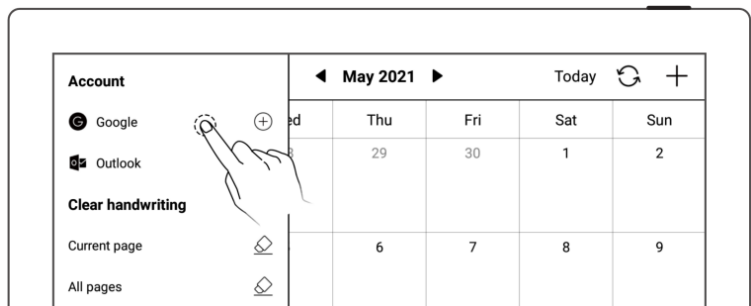
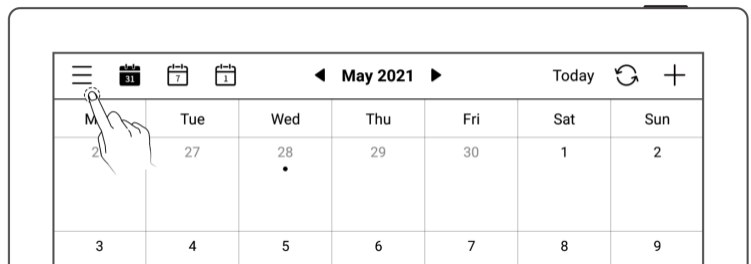


# Chapter 10 Calendar function

In the sidebar menu, tap "Calendar". If it is the first time opening the Calendar, the default view will be the "Monthly View".

## 10.1 Manage account

- Tap "☰"
- Tap "⊕" to enter authorization page



- Use QR code scan or input website link
- Input Random code
- Get and input Authorization code
- Tap "Authorize"




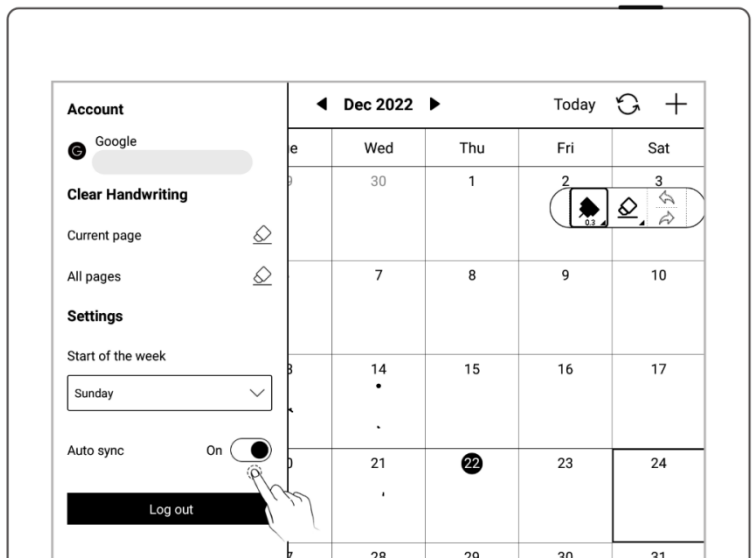
**i** Authorize Supernote access to your Google Calendar

Random code

Authorization code

Authorize

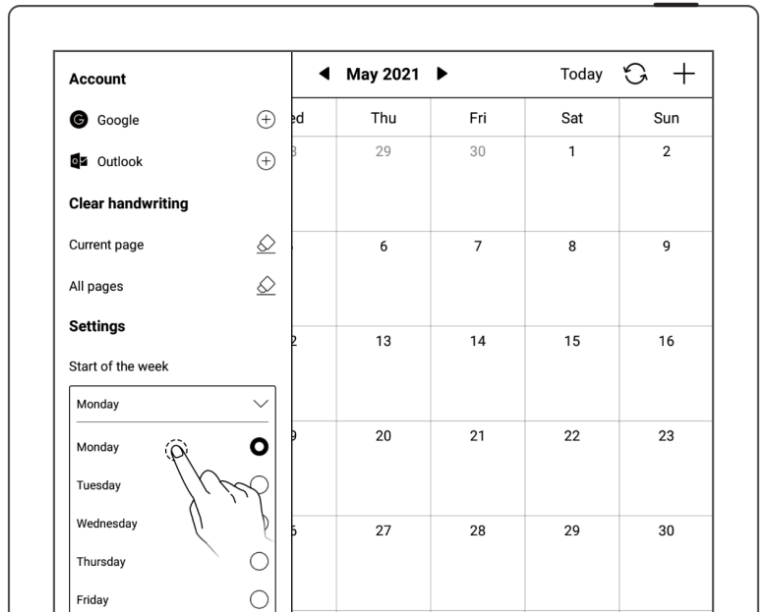
- After authorization is completed successfully, you can choose to enable Auto-sync or tap“  ”to manually sync your calendar.



\* Note: If Auto-sync is enabled, the calendar will be synced automatically every time a calendar event is created, revised or deleted.

## 10.2 Settings

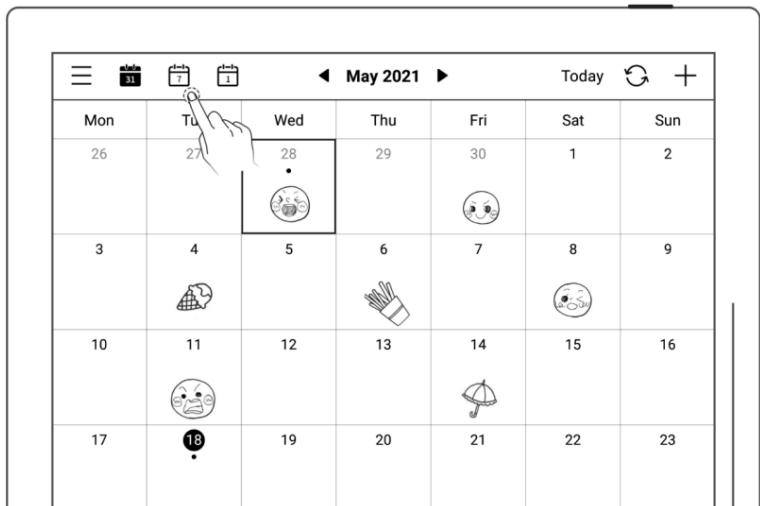
- Tap "☰"
- Tap the date square or "▼"
- Select the start day of the week
- Close side column by tapping screen once after completion of settings



**\*Note:** Please delete ALL handwritings before set up the date.

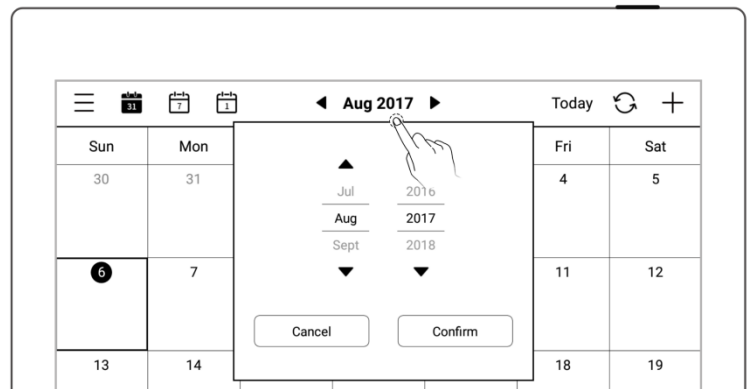
## 10.3 Switch view

- Tap "📅 31", "📅 7", and "📅 1" to switch different calendar views
- Handwritings can be added into monthly and weekly calendar views

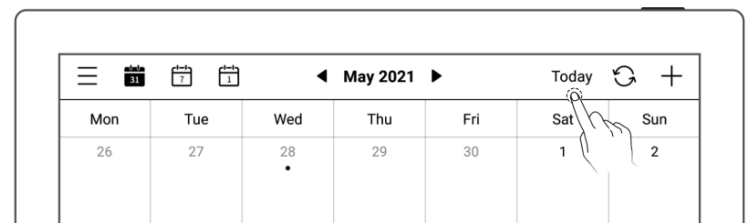
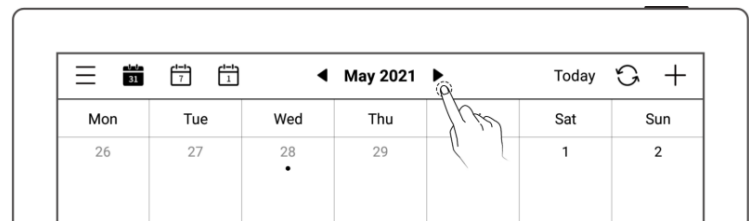


## 10.4 Select the date

- Tap Year/Month on top of display
- Select "Year" and "Month"



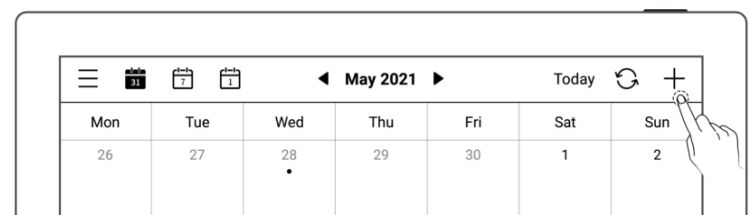
- Tap "◀ ▶" or slide the calendar to switch different month
- Tap "Today" to return

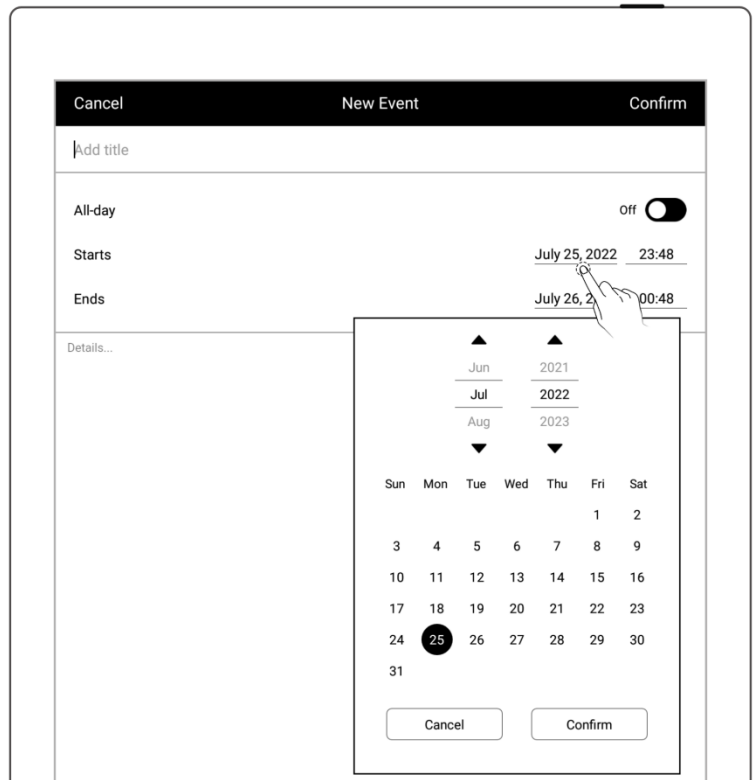


## 10.5 Using events

### 1、 Create

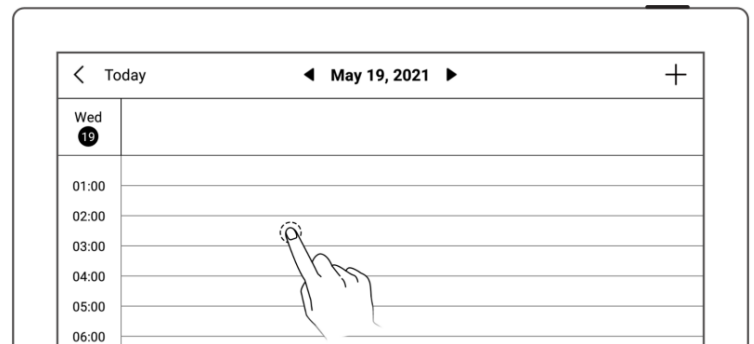
- Tap " + "
- Input title and details
- Set up the time
- Tap "OK"



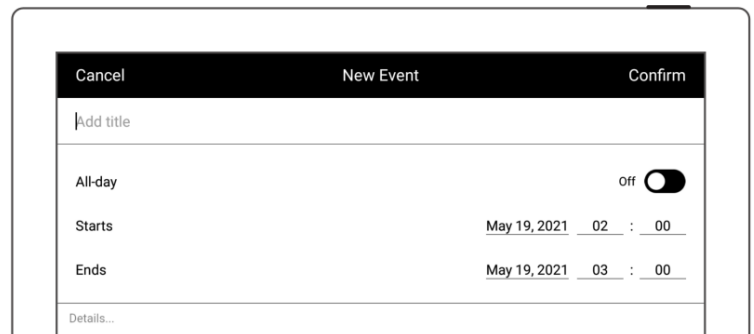


➤ Daily calendar view

- Tap the time slot to input
- Create event corresponding the time slot

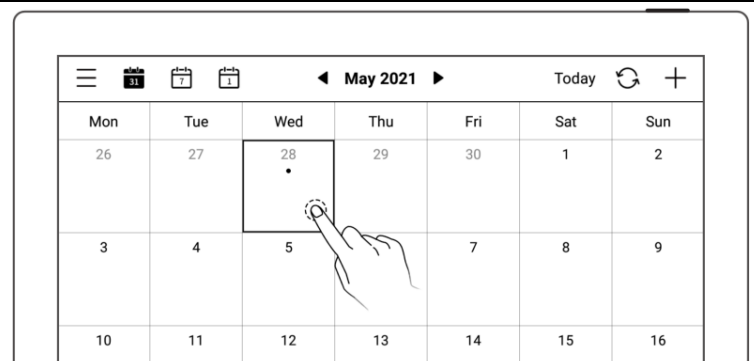


- Tap "OK"



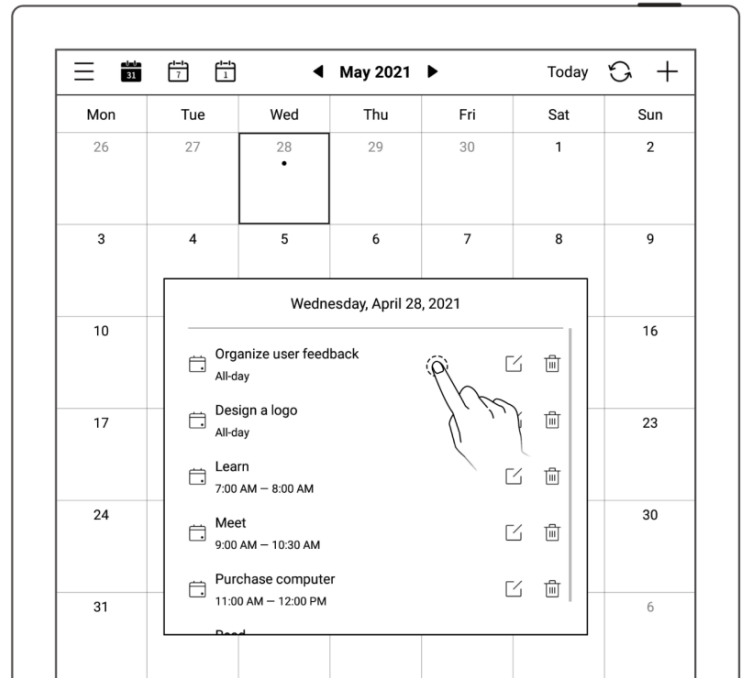
2、 Check

- In monthly or weekly view
- Select date
- Tap date square or

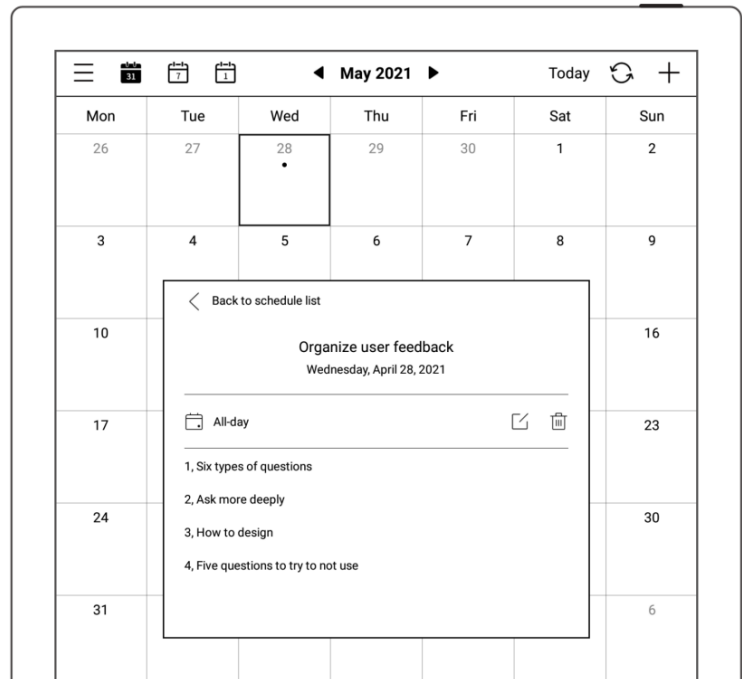




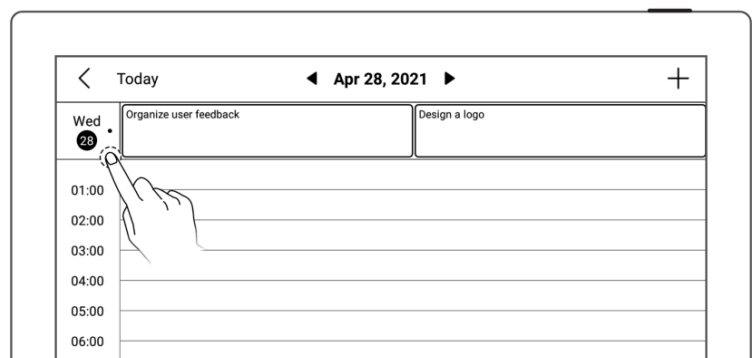
bottom-right corner to  
check all events of the  
day



- Click single event to  
check details



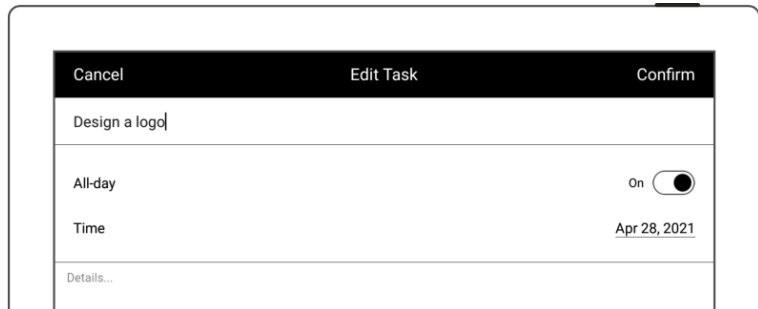
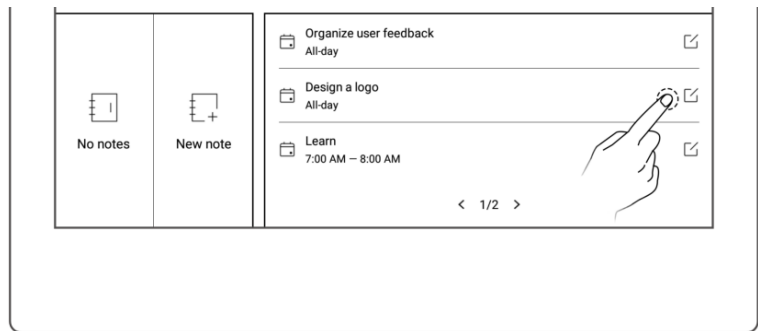
- In Daily calendar view
- Tap the date to check all  
events of the day



### 3、 Edit, Delete

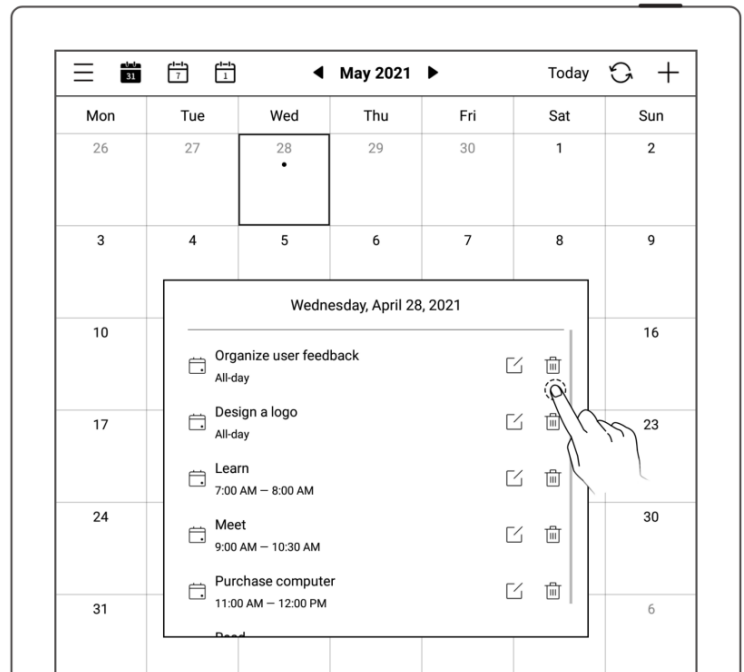
#### ➤ Edit

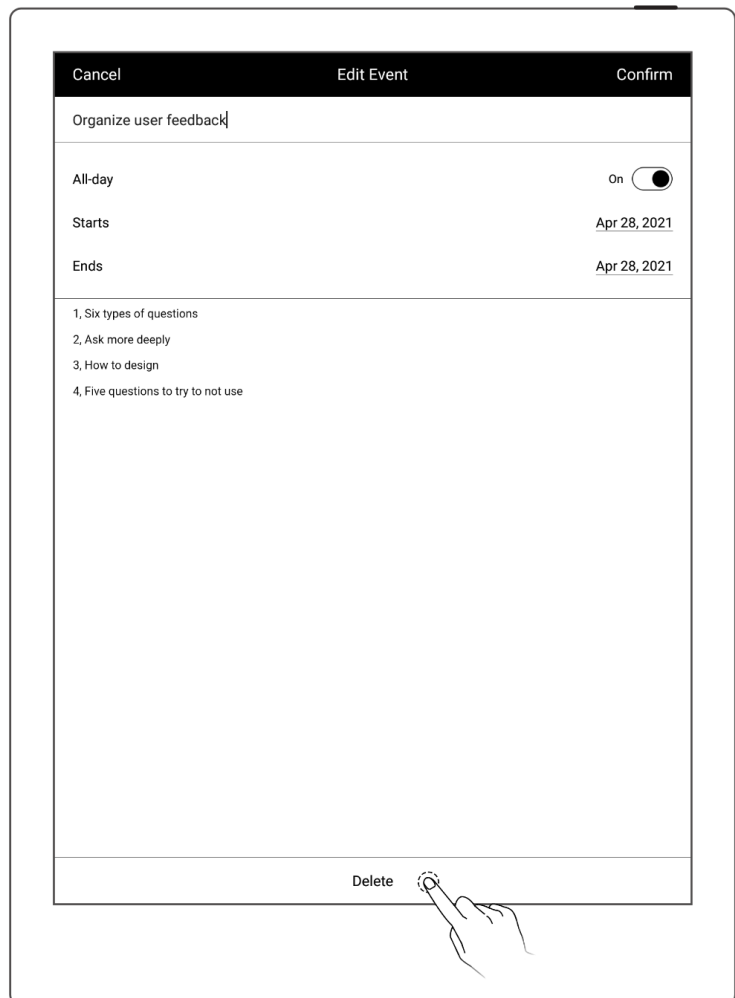
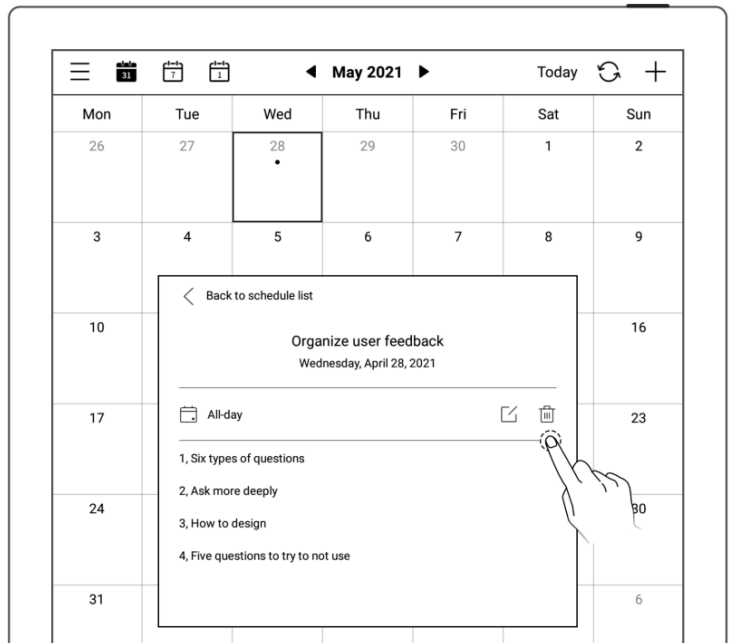
- Tap "📅"
- Open the event page, Re-edit
- Tap "OK"



#### ➤ Delete

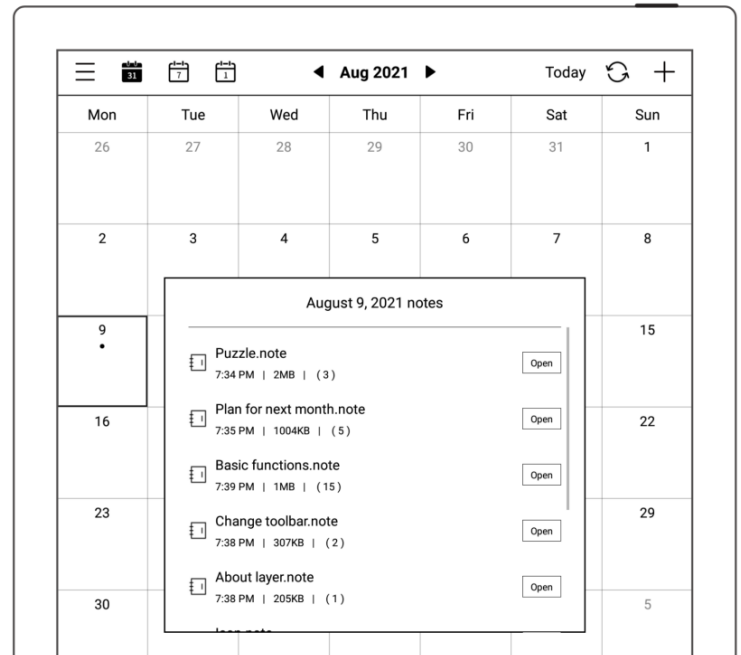
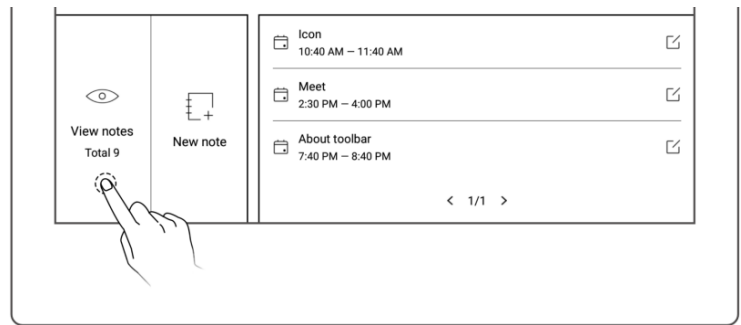
- Tap "🗑️" in event list box or Event details
- Tap "Delete" in event edit page







## 10.6 View notes

- In weekly or monthly view
- Tap "View Notes" in the lower left block to open the note list and browse all notes of the day

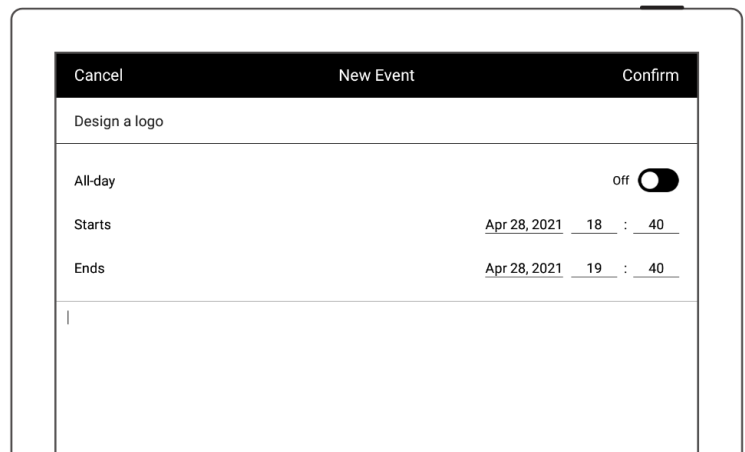


## 10.7 Recognize titles for event

- On a note page, tap  "Lasso"
- Draw a circle to selected handwriting and tap  " to have it recognized as a calendar event title and jump to



the New Event page of  
Calendar



**\* Note: Event title recognition is only valid on the “Main Layer”.**

## Chapter 11 Basic functions

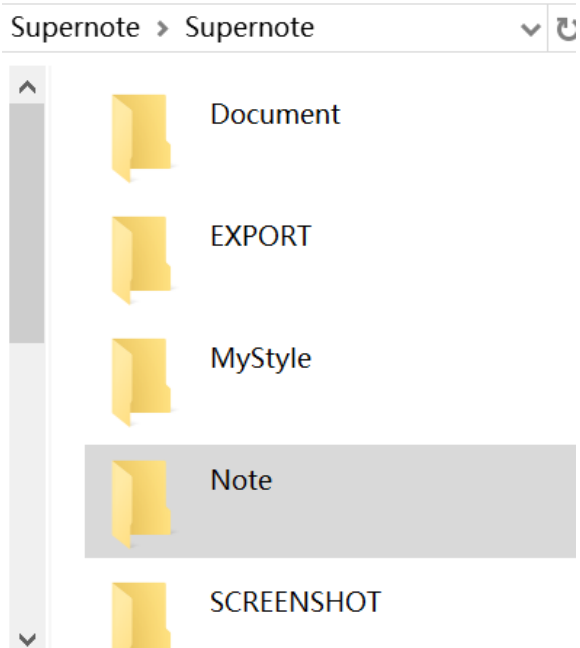
### 11.1 USB connection

You can use USB cable to connect your Supernote device and PC to charge device, organize and transfer files.

Use USB cable to connect your Supernote device to PC.

#### ➤ For Windows

- Find the /Supernote directory
- Click /Supernote, then you can manipulate all the files in the device



➤ For MAC

- MTP tools such as Android File Transfer、openMTP、Commander One are required

## 11.2 USB OTG

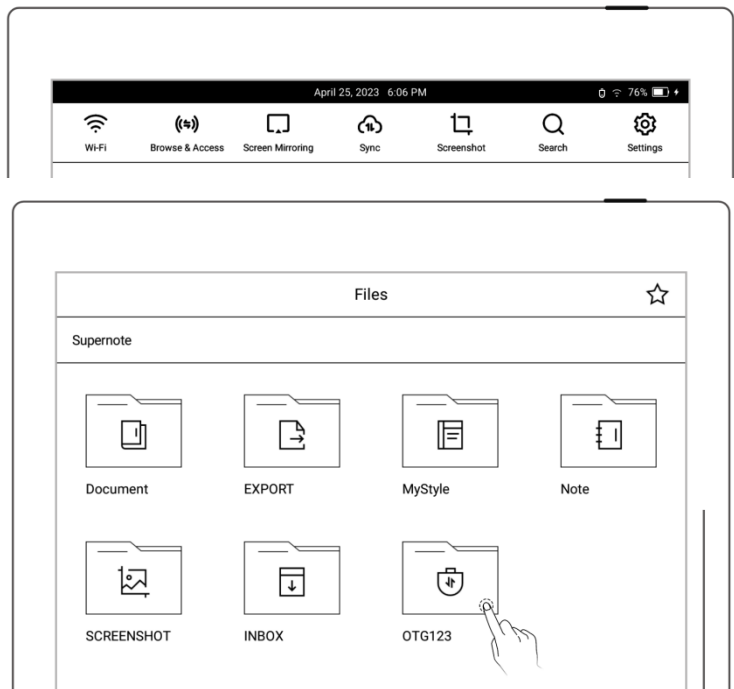
USB OTG (On-The-Go) for USB drive and keyboard connection

➤ OTG USB drive

- Insert the OTG U drive into the device

- An icon "📁" appears on the top of the device, which is OTG U drive

- Find the folder representing the OTG U drive in the root directory of Supernote, click to enter the U drive, you are able to view and organize files in the U drive



**\*Note: 1. When opening the OTG U drive file, please click "☰" to exit and then pull out OTG U drive to prevent data loss.**

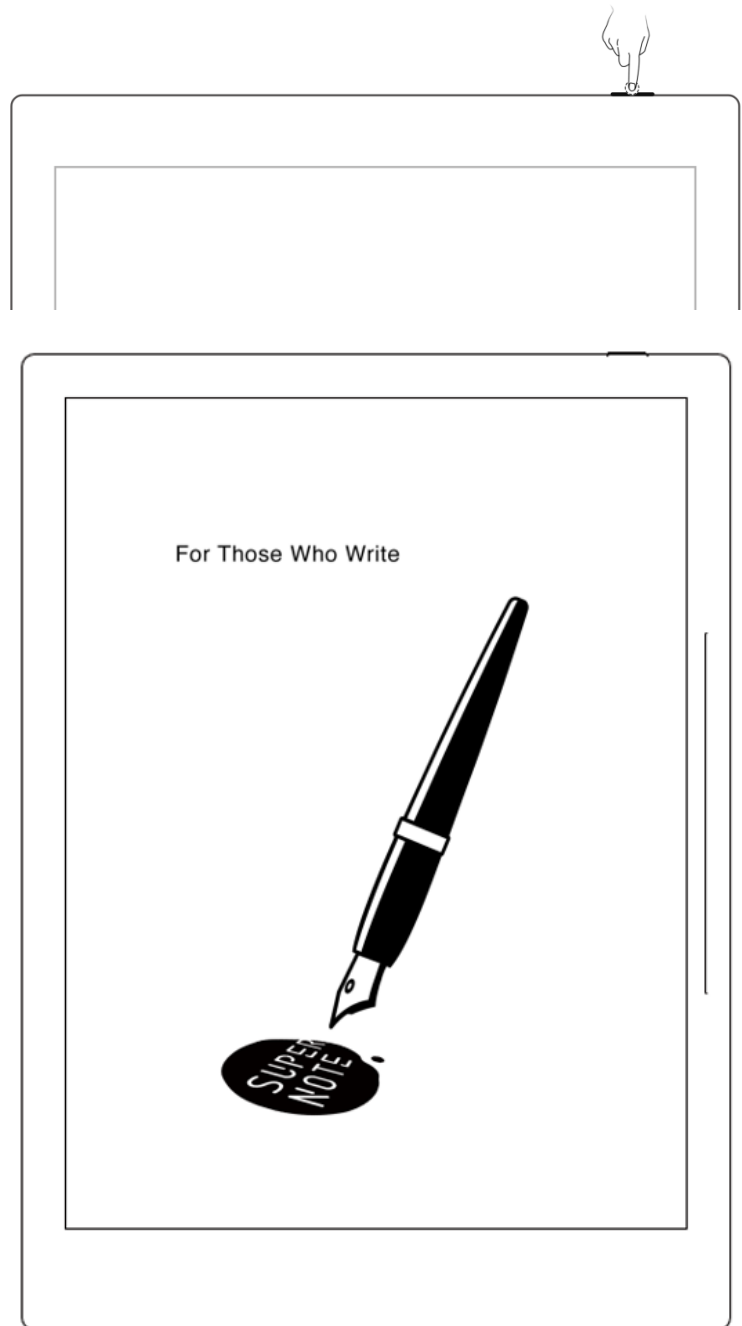
**2. Do not pull out the OTG U drive during copying, moving, and searching to prevent operation failure.**

## 11.3 Wake up from sleep mode

### ➤ Enter sleep mode

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- In standby state, the device will automatically enter hibernate mode and display screensaver page according to the sleep time set by the user (please refer to [the screensaver, low power consumption setting](#))
- In active state, press the power button to enter hibernate mode




### ➤ Wake up the device

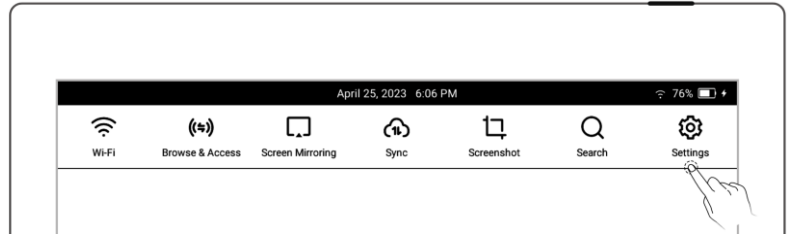
---

In hibernate mode, press the power button to go back to the page before hibernation (If there is a screen lock password, you need to enter password to wake up the device)

## 11.4 Reboot/update

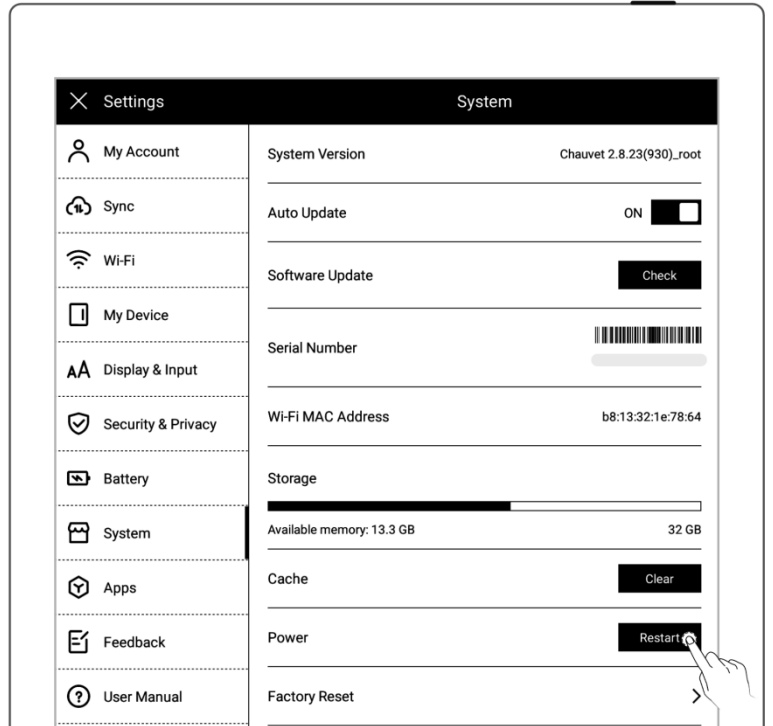
1、 Open the top menu bar

- Tap “ Settings”
- Tap “System”



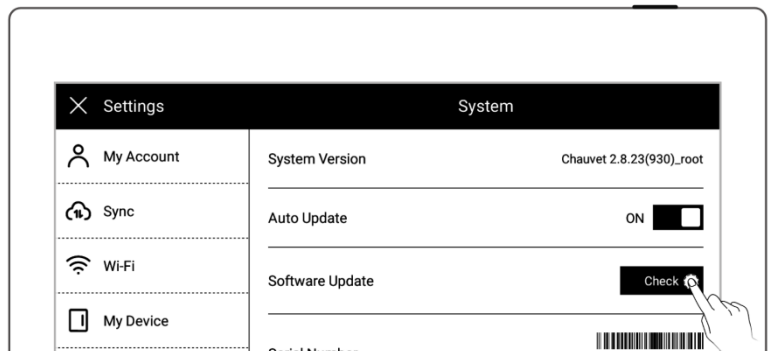
➤ Reboot

2、 Tap “Restart” from the system reboot



➤ Update

- Tap “Check”
- It will start to download firmware if there is a new release
- After downloading, tap “Update Now”




**\*Note: Please back up your files before updating to avoid losing data by accident.**



## 11.5 Reset

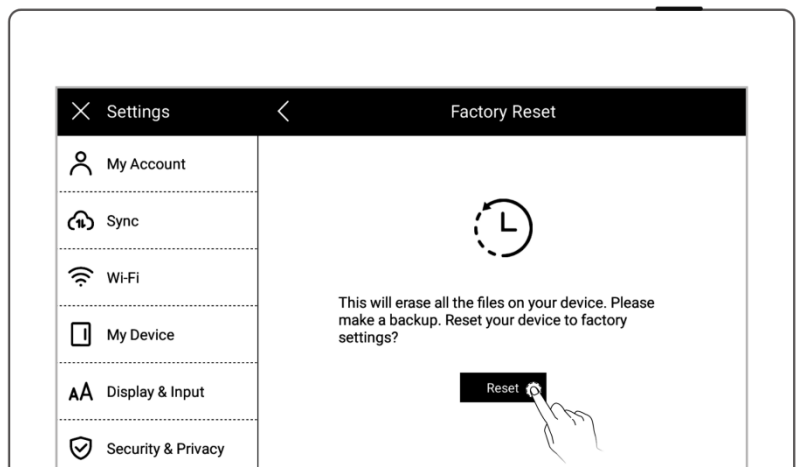
2、Open the top menu bar

- Tap “ Settings”
- Tap “System”
- Tap “Factory reset”



3、Factory initialization

- Tap “Reset”

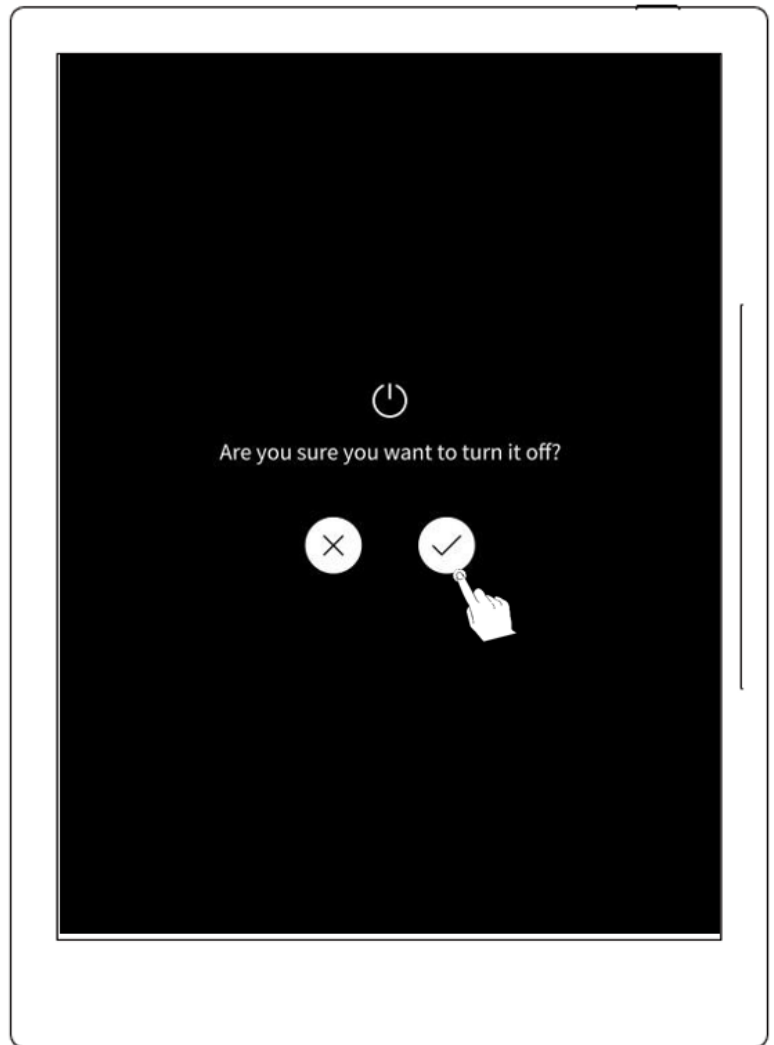


**\*Note: Please back up your files before reset for Reset will erase all data and account information you have added in the device.**

## 11.6 Power off/Shutdown

### 1、 Graceful shutdown

- Long press power button till shutdown page appear, then tap “✓”)



---

**\*Note : The device is powered off after 10 seconds when you tap “✓”**

---

### 2、 Forced shutdown

- Long press the power button (>5 seconds), then the device shut down immediately

# Chapter 12 Privacy and security

## 12.1 Privacy

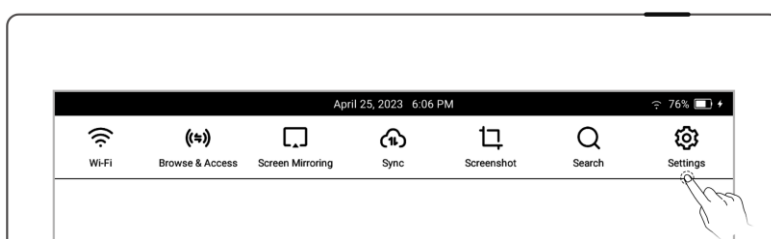
User Experience Project only upload the exception log, which can help to diagnose and improve Supernote device. Your files on the device will not be uploaded.

### 12.1.1 User Experience Project ON/ Off

1、Open the top menu bar

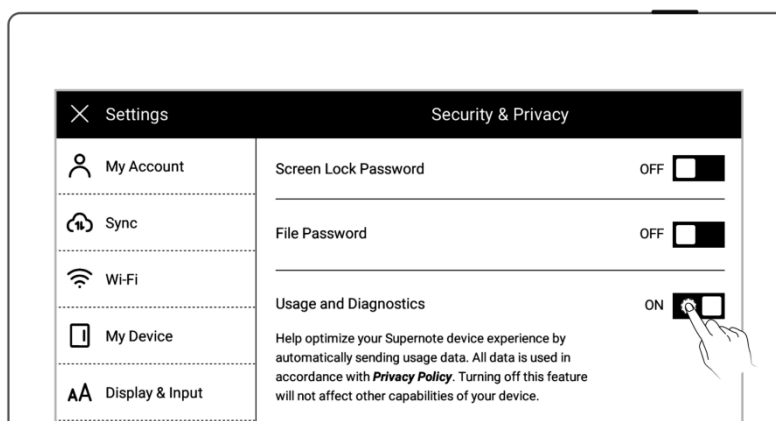
- Tap “ Settings”

- Tap “Security & Privacy”



2、You can view《Supernote Privacy Policy》on “Security & Privacy” page

- Tap the “User Experience Project” to turn it ON/OFF




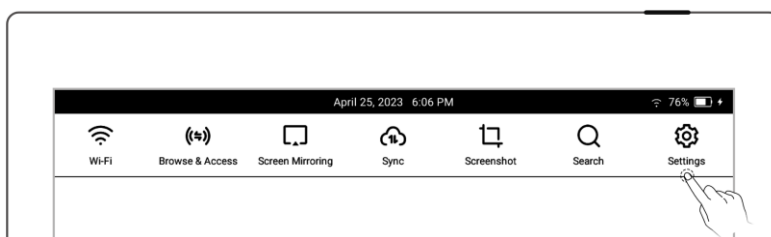
## 12.2 Security

For security concern, we strongly recommend you to set password to protect your data.

### 12.2.1 Screen-lock password

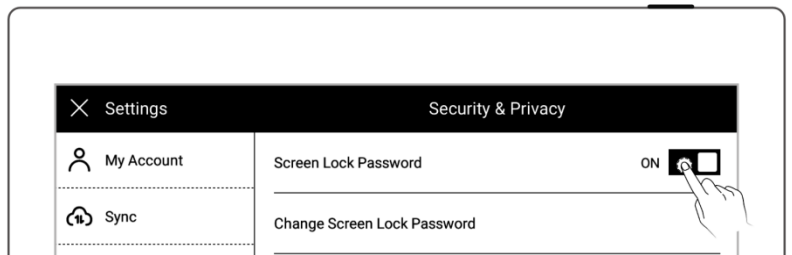
1、Set the Screen lock password

- Open the top menu bar, Tap “ Settings” , Tap

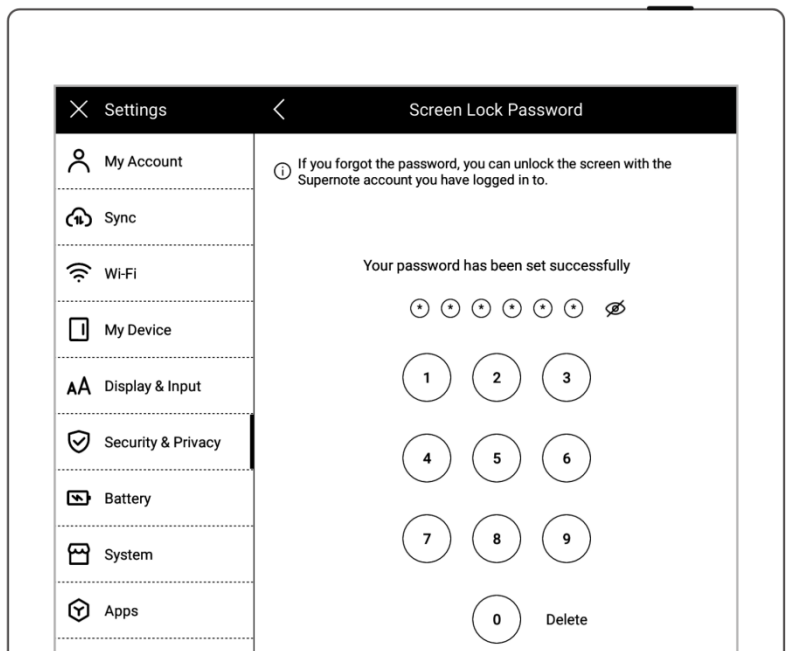


## “Security & Privacy”

- Tap "Screen lock password" and turn "ON"



- Enter a 6-digit screen lock password and confirm it twice

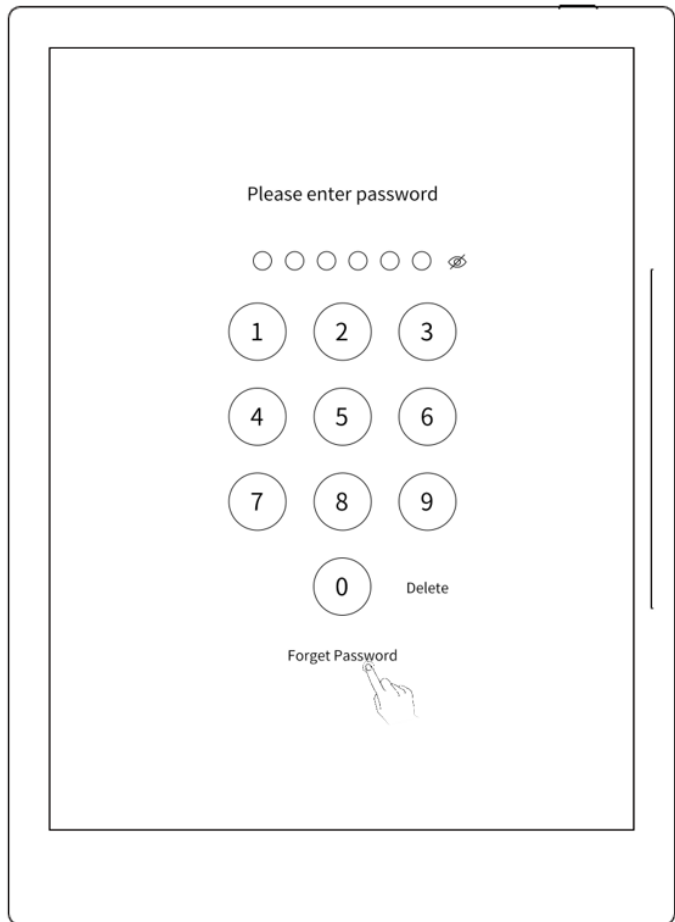


- After setting the password, you need to enter it to unlock when wake-up

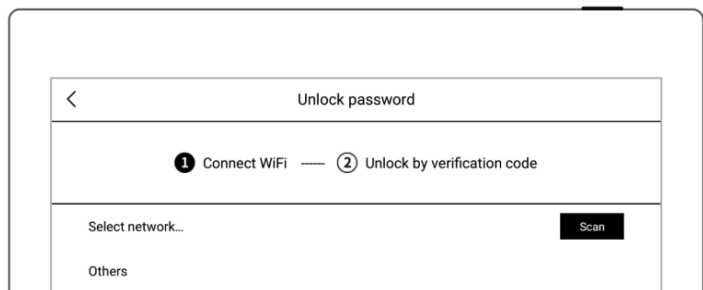
**\*Note :** You are able to unlock the screen via log in Supernote Account if you forget the password (Please refer to [Sign up and log in from device](#))

2、 Retrieve the screen-lock password

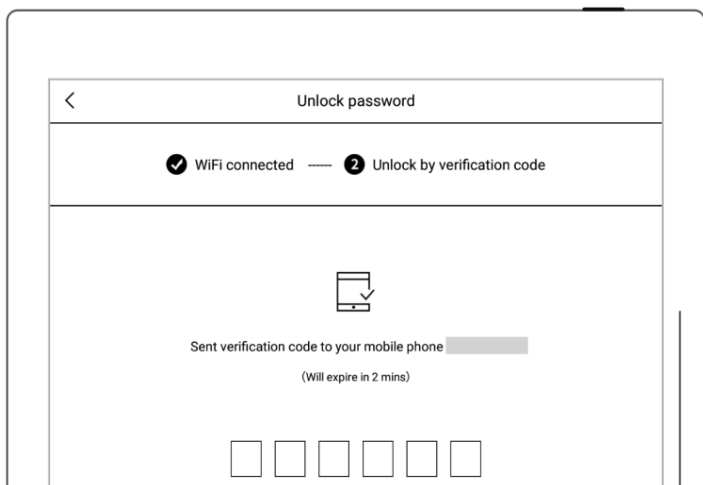
- Tap “Forget Password”



- The device will try to connect to Wi-Fi



- After successfully connected, the device will send a 6-digit verification code to your registered mobile phone or email address



- Type in the verification code you just received

- After successful unlock, it will jump to setting screen-lock password page, where you can reset the password

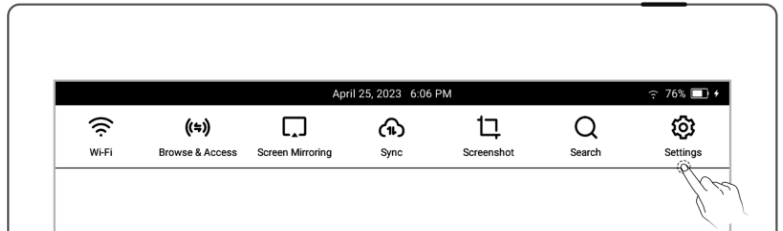
**\*Note: If you have not registered an Supernote account, please recall your password and try different combinations first; if you still cannot input correct password, please contact Supernote Customer Service.**

### 3、 Disable screen-lock password

- Open the top menu bar, Tap



- Tap “Security & Privacy”



- Tap "Screen lock password" and turn "OFF"

- Type correct 6-digit password to disable screen-lock password



## 12.2.2 File password

### 1、 Set the File password

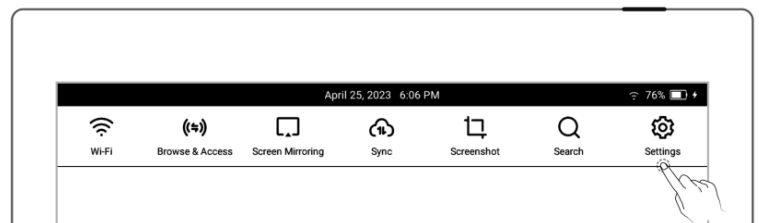
- Open the top menu bar, Tap



“Security & Privacy”

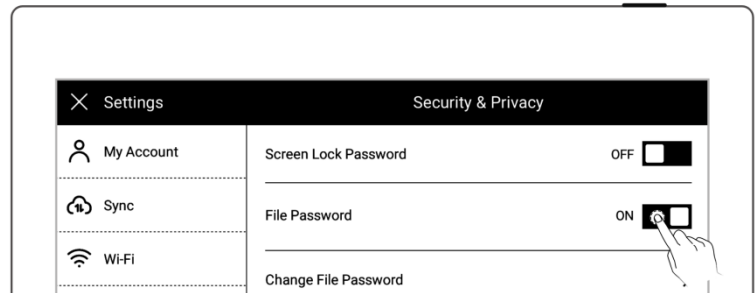
- If the file password is not

set yet, click "  Lock" in

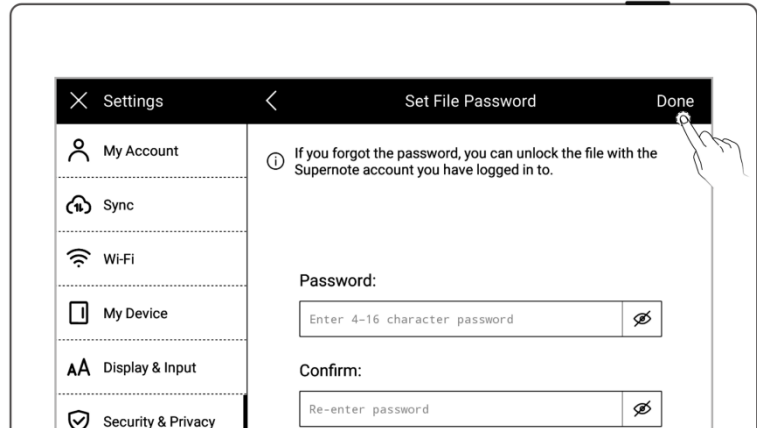


Files, and tap **"Setup now"**

- Tap **"File Password"** and turn **"ON"**



- Enter 4-16 digits password and confirm twice
- Tap **"Done"**



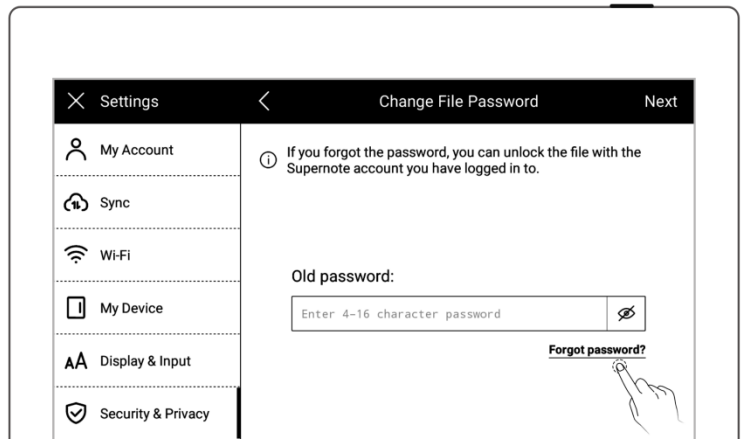
- After the successful setting, you need to enter the file password when opening the locked file and related contents

**\*Note:** If the password is forgotten, you can unlock via the registered Supernote ID (Please refer to [Sign up and log in from device](#)).

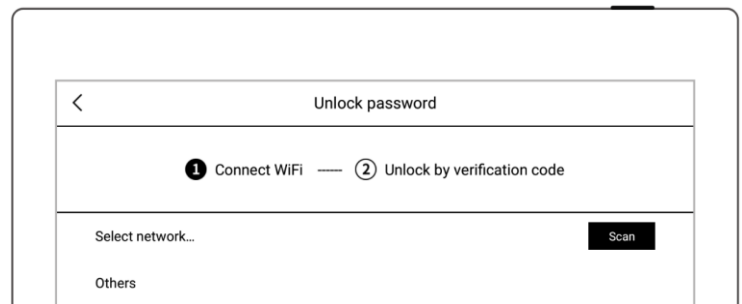
2、 Retrieve the lock file password

- Open the locked file password input box in **"Files"**
- Or go to the **"Disable file password"** and **"Change File Password"** column
- Tap **"Forget Password"**

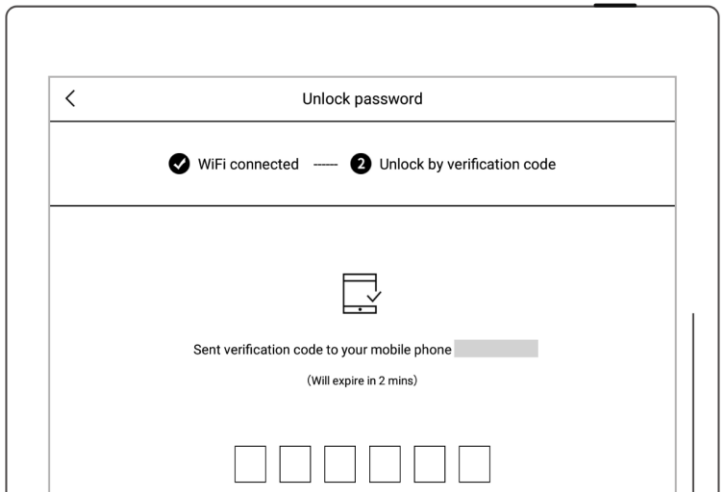




- The device will try to connect to Wi-Fi




- After successfully connected, the device will send a 6-digit verification code to your registered mobile phone or email address

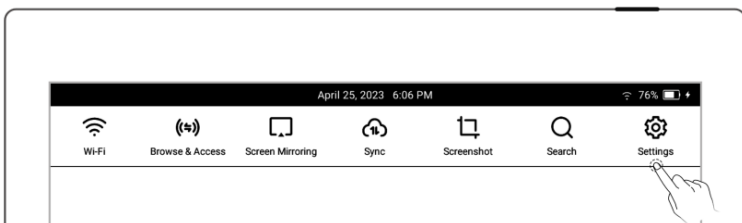


- Type in the verification code you just received

- After unlocking successfully, the page enters the setting file password page, which can be reset

## 2、 Disable file password

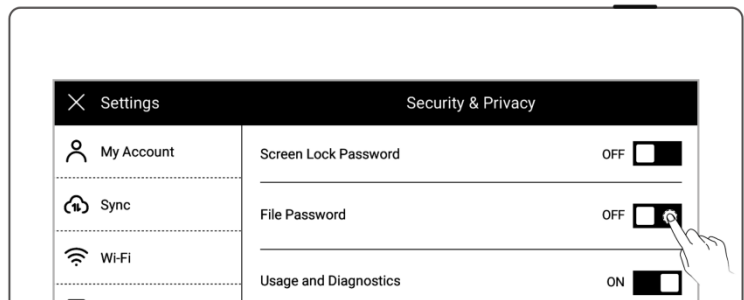
- Open the top menu bar, Tap “  Settings ”, Tap



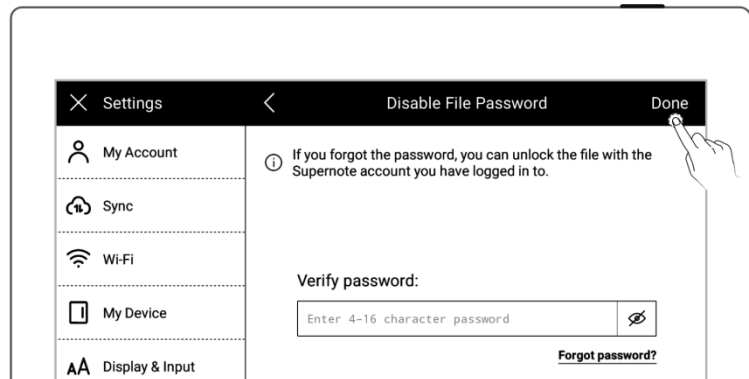


## "Security & Privacy"

- Tap "File Password" and turn "OFF"



- Enter the correct password
- Tap "Done" to turn the file password off



# Chapter 13 Cloud & Partner APP

## 13.1 Supernote Cloud

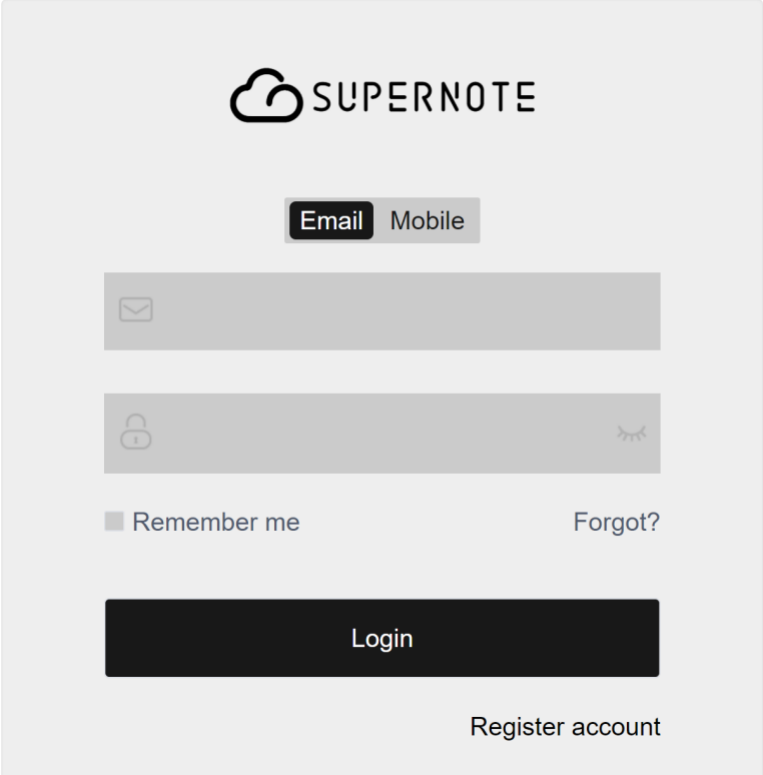
Supernote cloud is bound to your Supernote device with sole account. If you have registered the cloud service but not log in on Supernote device, your cloud service is still not activated.

### 13.1.1 Register and log in

- 1、 Open the following web page from PC:

<https://cloud.supernote.com>

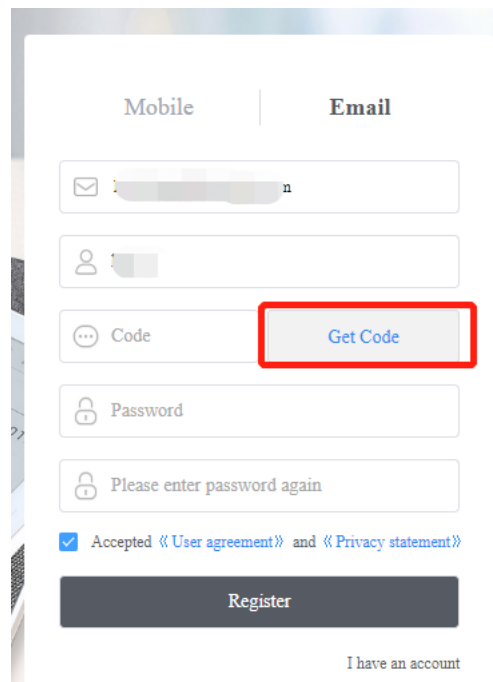
- If you have not registered an account, please click **“Register account”**



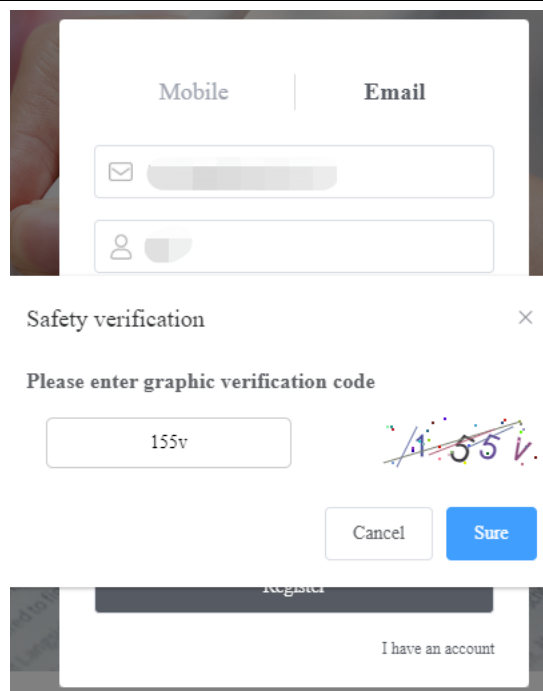
The image shows the Supernote login and registration interface. At the top, there is the Supernote logo (a cloud icon) and the text "SUPERNOTE". Below the logo, there are two tabs: "Email" (selected) and "Mobile". There are two input fields: the first is for the email address, indicated by an envelope icon, and the second is for the password, indicated by a lock icon and a "Show/Hide" eye icon. Below the input fields, there is a "Remember me" checkbox and a "Forgot?" link. A large black "Login" button is positioned below the input fields. At the bottom right, there is a "Register account" link.

2、 Email and mobile phone number are available for registration

- Enter email address or mobile phone number
- Set a user name
- Click **“Get Code”**

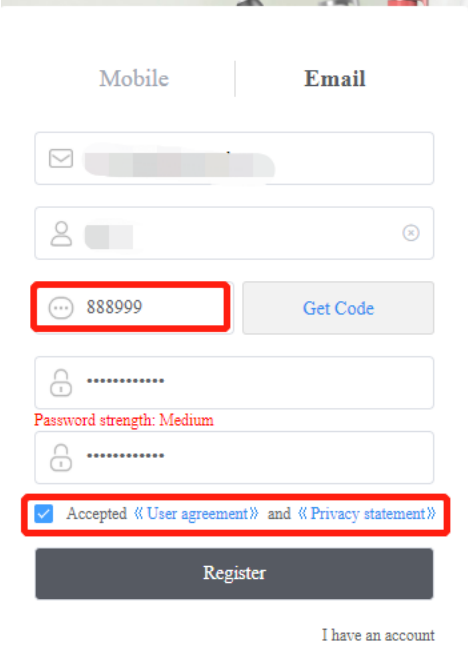


3、 Enter the graphic verification code and click **“Sure”**



4、 To continue on the registration page :

- Enter the verification code you just received from your mobile phone or email
- Enter the password twice
- Tick User agreement
- Click “Register”



The screenshot shows a registration form with two tabs: "Mobile" and "Email". The "Mobile" tab is selected. The form contains the following fields and elements:

- A verification code input field containing "888999", highlighted with a red box.
- A "Get Code" button.
- Two password input fields, both containing ".....".
- A "Password strength: Medium" indicator.
- A checkbox labeled "Accepted « User agreement » and « Privacy statement »", which is checked and highlighted with a red box.
- A "Register" button.
- A link "I have an account" at the bottom right.

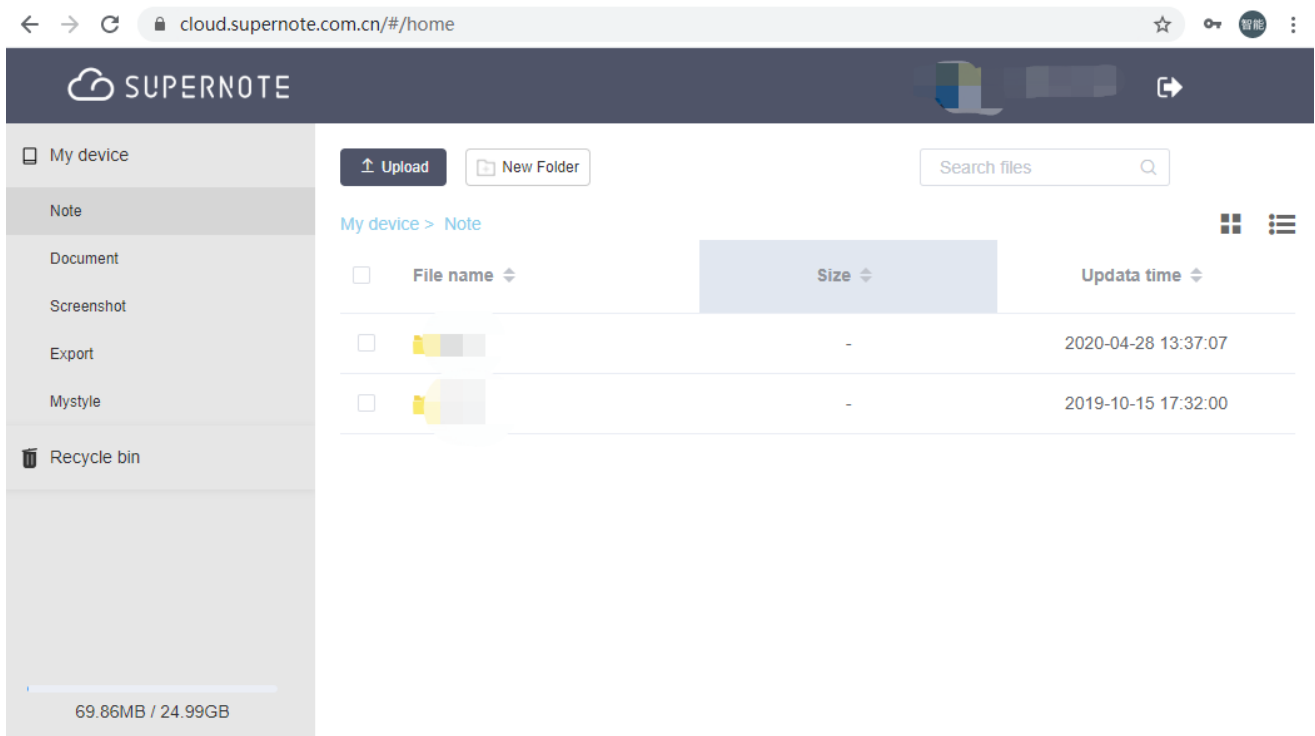
---

**\*Note : When registration from PC completes, you have to log in from the Supernote device to activate your cloud service.**

### 13.1.2 Cloud service

Cloud provides the following main services.

- Organize files : create, rename, move, copy and delete files and folders
- Upload files : Files uploaded from PC to cloud can be synced to the device
- View files : The files and notes on device can be viewed and downloaded from cloud after synchronization



## 13.2 Supernote Partner App

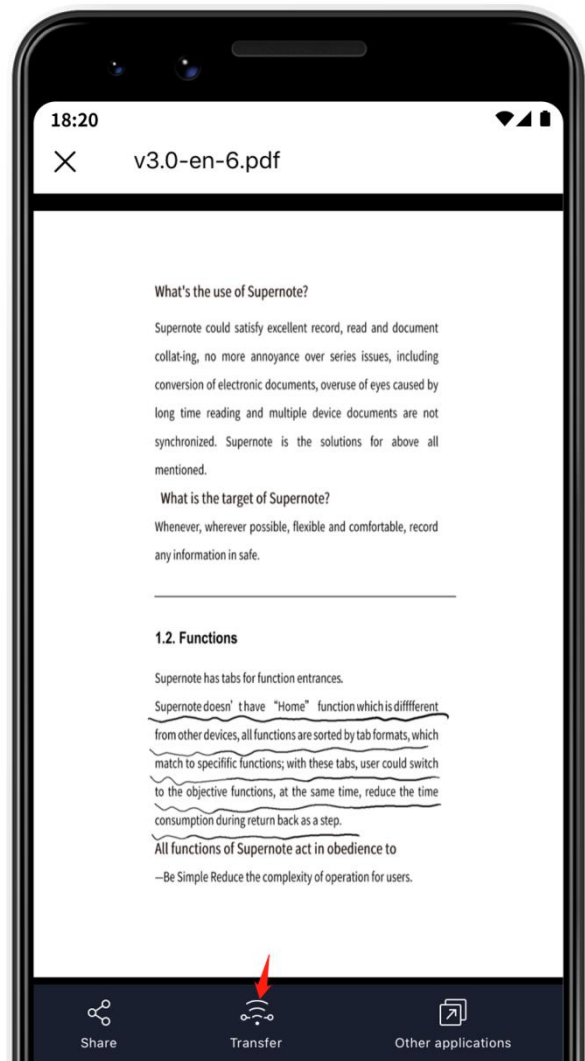
Supernote Partner is a partner application for Supernote devices. You can view the notes you write on your device, organize your documents, share and export your notes.

### 13.2.1 Direct Transfer

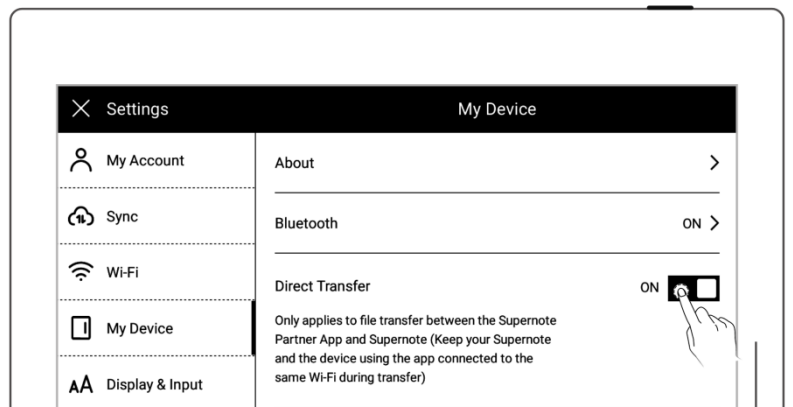
**With the Direct Transfer feature, you can transfer files in other apps to Supernote without registration and login.**

- 1、 When you receive a file in PDF/DOCX/DOC format in other APP, select "**Open with other APP**", and then select "**Supernote Partner**" in the APP list to open it.

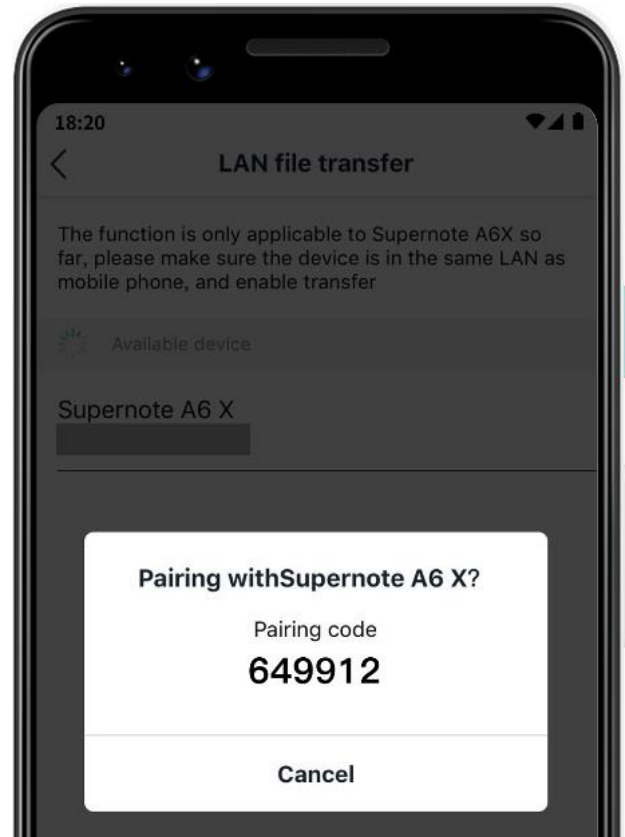
- 2、 Tap “**Transfer**” at the bottom of the screen.



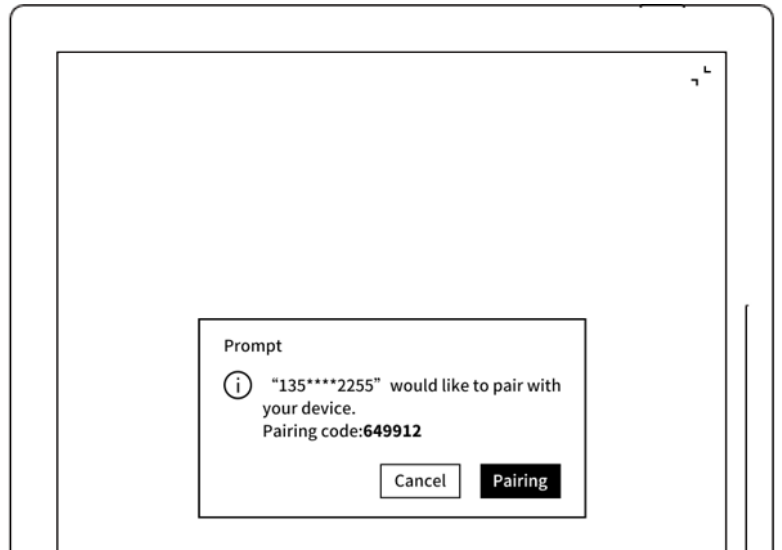
- 3、 Using the "**Direct Transfer**" function for the first time will direct you to the device search page (Please make sure you've enabled Direct Transfer on Supernote; keep your Supernote and the device using the "**Supernote Partner**" app are connected to the same Wi-Fi)



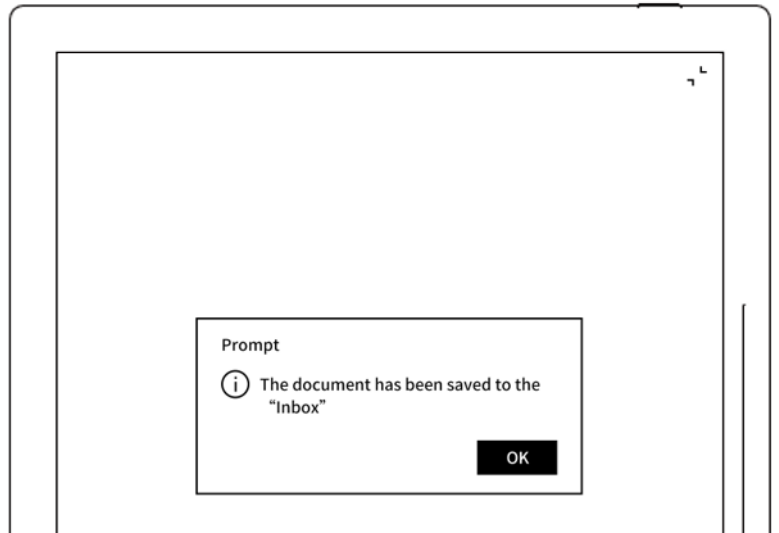
- 
- 4、 Tap the name of your Supernote device in the list of searched devices and then a prompt will appear to provide a pairing code.




- 5、 Please check the pairing code showed in your Supernote device and tap “Pairing” if it is identical to that displayed in Supernote Partner App.
- As soon as your Supernote Partner App and Supernote device are successfully paired, the App will start to transfer.

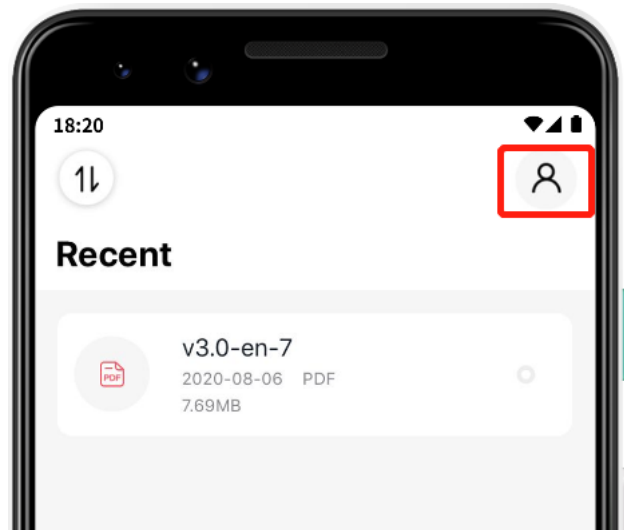


- 6、 After the transfer is finished, you can find the document in the “**Inbox**” of Supernote device.



### 13.2.2 Quick log in on Mobile APP

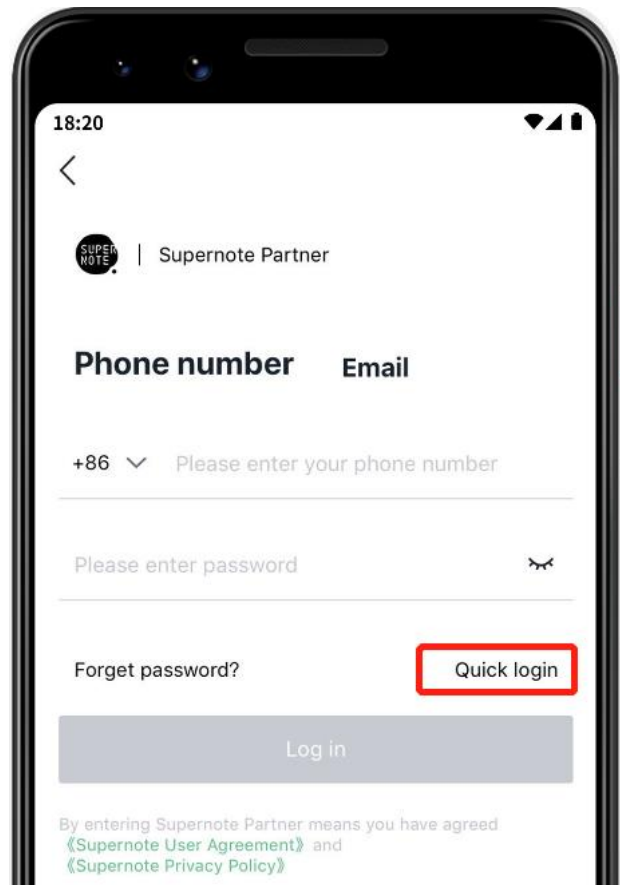
- 1、 Open Supernote Partner APP on your mobile device. The default page is “**Recent**” page, tap the icon “” on the top right corner.





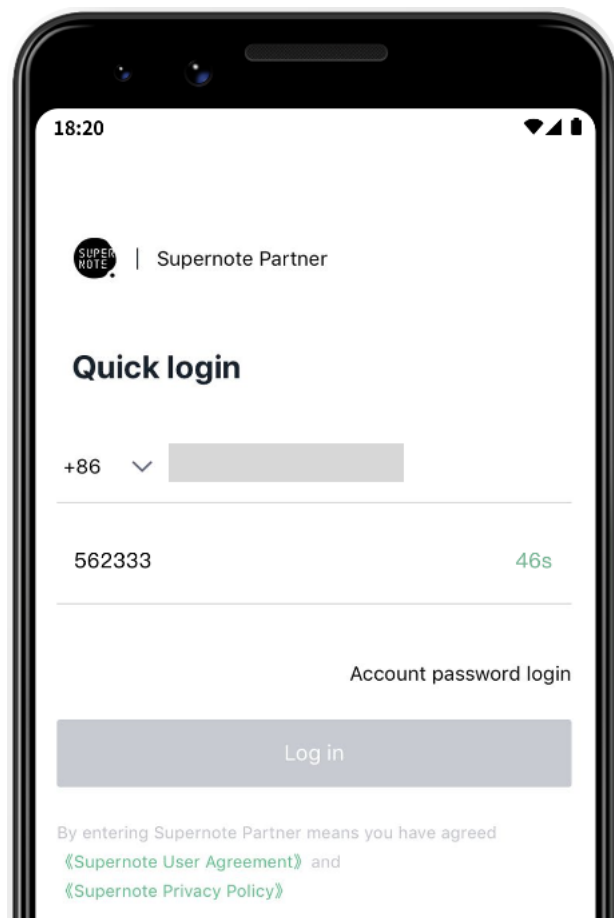
2、 Tap the avatar to enter the log in page

- Tap **“Quick log in”**



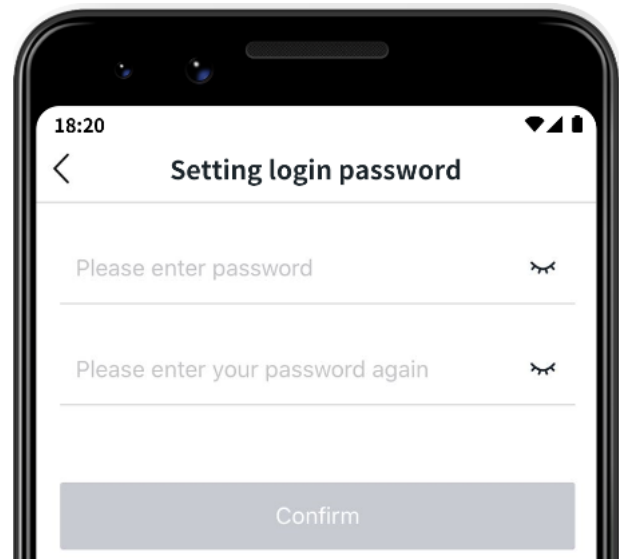
3、 Enter your mobile phone number

- Tap **“Get code”**
- Enter verification code you have just received
- Tap **“Log in”**



4、 Set up password ( if the account has registered already, this step will be skipped and log in directly)

- Enter the password twice



5、 Please use the registered account to log in on Supernote device

- Tap “**Device registration completed**”
- It will jump to the log in page (Use your account and password to log in)




**\*Note : After registered from APP, you have to log in from the Supernote device, and then the cloud service will be activated.**

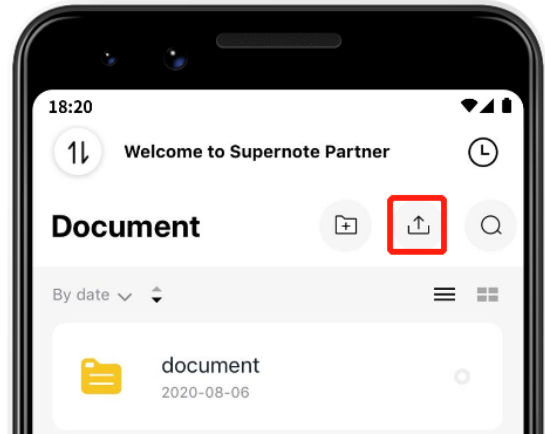
### 13.2.3 APP main functions

Open the Supernote Partner APP and log in.

#### ➤ Upload file

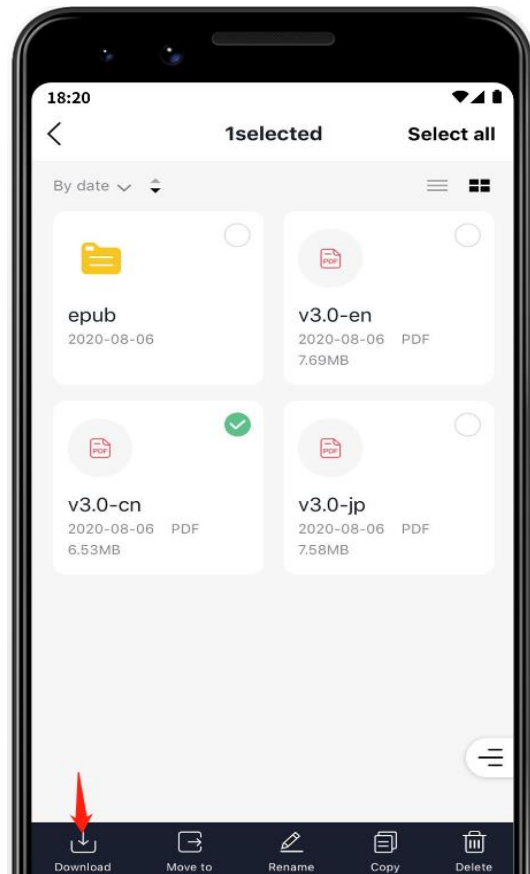
Documents in the mobile phone can be upload to Supernote Cloud and then synchronized to Supernote device.

- Tap “” and choose the file in mobile phone to be uploaded.






#### ➤ Download file

Files listed in the APP can be selected and download to the mobile phone and saved locally; you can organize these files by using APP as well.

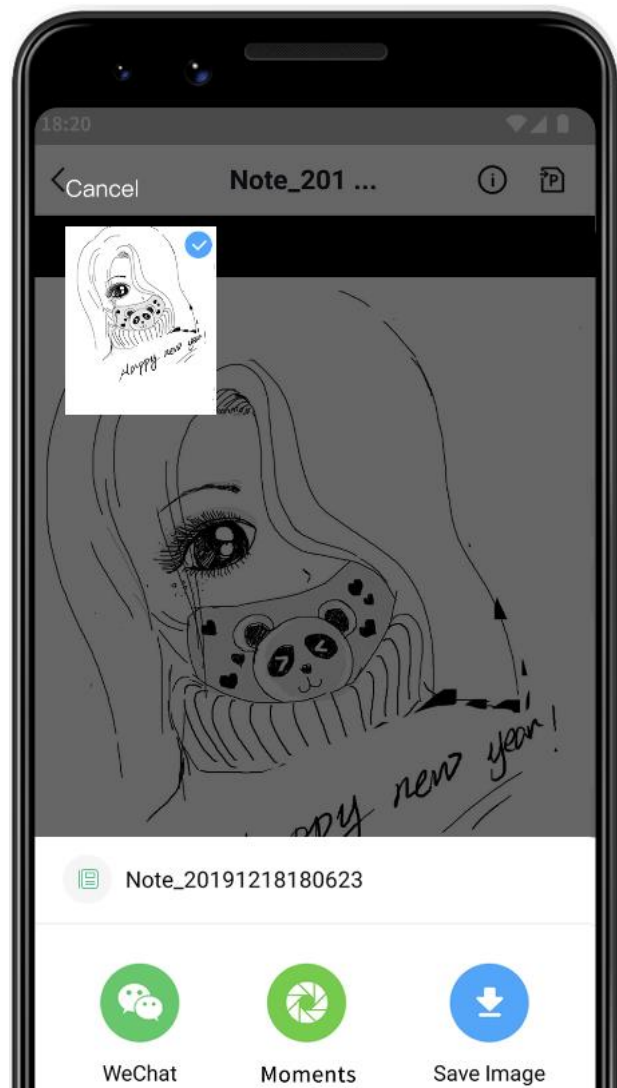


➤ View and share note

Tap a note file in the Note directory to open it. Currently, only notes in the format of PDF and PNG can be exported and shared; tap “ / ” in the upper right corner to switch the format of notes to be exported and shared.

- Tap “” under the file to share the currently viewed note format

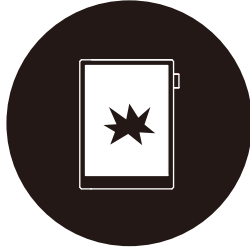
(Currently, notes can only be shared via Wechat and more apps will be supported in future versions of software)



**\*Note: Currently, only notes can be shared when viewing. This function is not applicable to Documents and files in other directory.**

# Chapter 14 Safety

Fragile, No Extrusion



No Unauthorized Disassembly



Keep Dry



Away from Strong Magnetic and Electrostatic Field



- Supernote Pen is only used for Supernote device with FeelWrite film  
Please do not use on other devices to avoid scratch or damage
- Screen is fragile, keep away from extrusion, bump, drop sharps
- Keep away from strong magnetic and electrostatic fields to avoid any potential damage
- Please do not disassemble the device, warranty only provided by professionals
- Please keep away from severe environments, such like high/low temperatures, dry, humidify, smoke and dust
- Do not disassemble, crash, and squeeze Lithium-Ion battery keep away from fire and heat
- The device is not waterproof, please avoid water and other liquids
- The Company shall not be liable for damage or deletion of in-flight data due to personal abnormal operation or other unexpected circumstances, neither any indirect loss

## Chapter 15 FAQ and Troubleshooting

### Q: How to make a custom PNG template?

A:

➤ Requirements:

---

1. Paper size : 1404px\*1872px
2. Image format : PNG only
3. Image name should not contain special characters (e.g. \ / : \* ? " < > | .)

**\*Note: In order to show better effect, we suggest not to apply large grey area in this image, no optionally change of image or rename of file.**

4. Copy and paste the saved image to /MyStyle directory of Supernote disk. The custom templates are to be found from the templates list of Supernote
- 

➤ Method:

Method 1 : You can use the drawing software to create on your PC (e.g. Photoshop, PS version is CC2017).

- 1、Click “File”->”New”, to set width, height, resolution ratio, color mode and background



- 2、After setting canvas, draw the template according to personal preferences

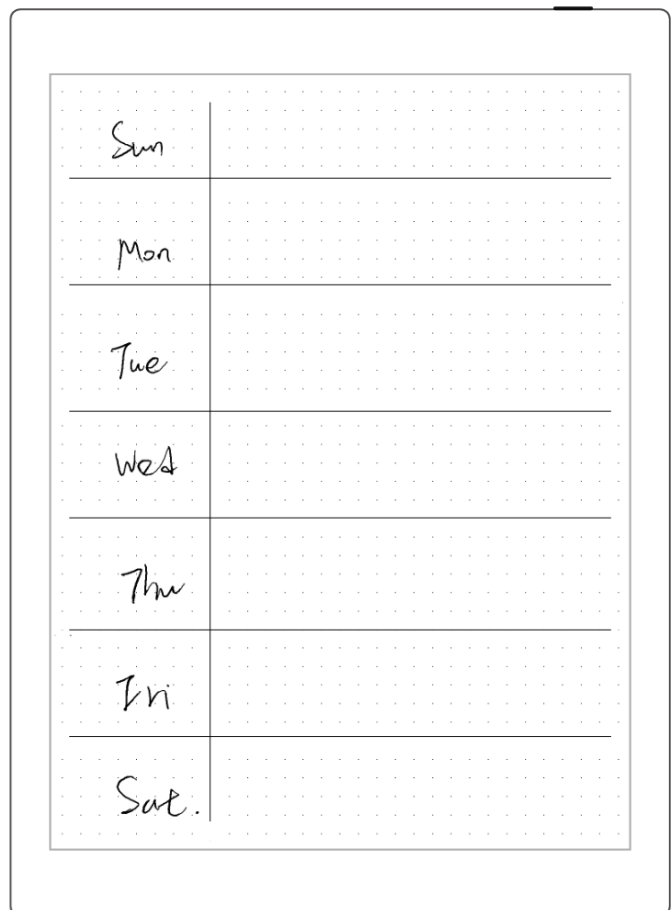
3、Click“**File**”->“**Save**” to save the file in PNG format to relevant folder



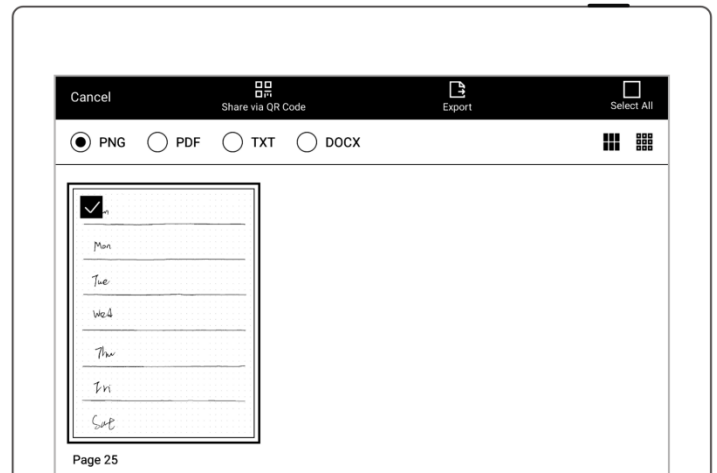
4、Copy and paste the saved image to “**MyStyle**” directory of U disk. The custom templates are to be found from the templates list of Supernote

Method 2 : You can sketch directly on Superote device.

- 1、 Create a new Note file, and draw a template



## 2、 Export it with PNG format



3、 Find the exported file in the “**Export\**” directory and copy/move it to the “**Mystyle\**” directory.

## Q: How to import document customized fonts

A:

1. Connect Supernote device and PC via USB, create a folder named "**fonts**" under Document directory, then put the fonts to be imported under this folder.
2. Tap "Aa", click the pull-down box to view and select the imported font(s).

**\*Note: You can also create a "fonts" folder under Document on Supernote cloud or Supernote Partner APP, and import fonts to Supernote device by synchronization.**

## Q: How to get Supernote Partner APP?

A: You can search Supernote Partner Google Play and App Store, or download it directly from

<https://supernote.com>

➤ Android phone

➤ iphone





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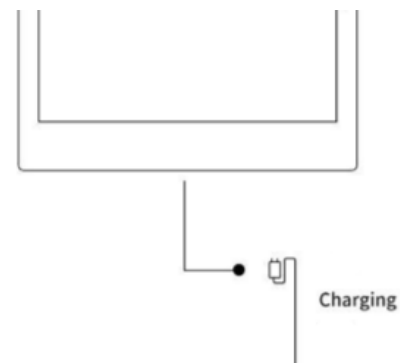
\* Stay tuned for the continuous update of the APP.

---

## Q: What should I do when the device freezes or fails to boot?

If the display freezes or not respond to touch or stuck when the device is on, please try following methods:

- If the device cannot be turned on or gets stuck when you are trying
- 
- Connect the device to USB charger to charge



- 
- Waiting for few minutes, you should be able to see Supernote logo on screen or boot progress bar of startup, and you can see the LED flash on the top menu bar
- 

**\*Note: If you do not see the boot screen within half an hour, please carefully check the socket of device, the USB cable and the power adapter. Make sure that all equipment is firmly connected, free of debris and not damaged. You may try other USB Type-C cables or different power charger.**

---

- If the screen freezes or does not respond to touch
-

- Please try forced reboot. Long-press the power button over 8 seconds, then release, then press 8 seconds again until the SUPERNOTE logo appears
- 

**\*Note: Forced rebooting the device will not erase the data you saved.**

If above methods cannot help to solve your problem, please contact Supernote Customer Service.

## **Q: How to eliminate afterimages on note pages or display screen?**

**A:** Since afterimage on E-Paper Display is a normal phenomenon, please use refresh function by sliding sidebar from bottom-up to clean afterimages of screen anytime you like.

## **Copyright**

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“**Supernote**” is a registered trademark of Japan and Hong Kong.

“**超级笔记**”、“**超级笔记 Supernote**” is a registered trademark of People’s Republic of China.

We have made every effort to ensure the accuracy of the information in this manual.

Availability of the functions and features described here may change in the future.