Supernote X

User Manual V 2.23.36

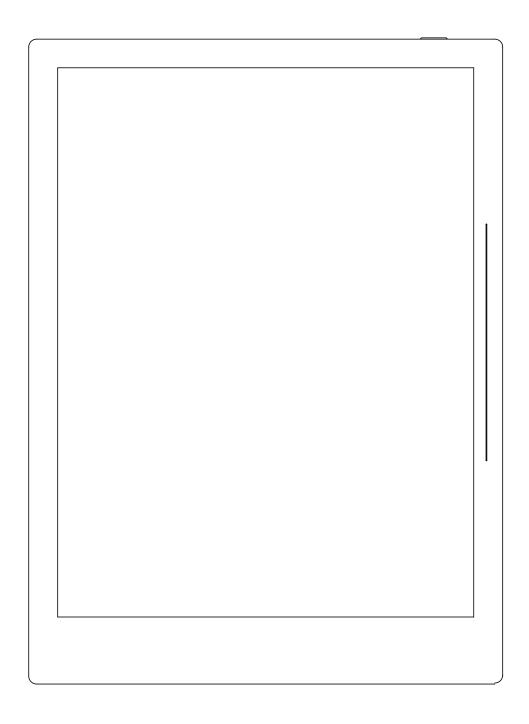


Table of Contents

Table of Contents	2
Applicable Models	9
Chapter 1 Quick start1	0
1.1 Power on and the initial settings1	0
1.2 Connect to Wi-Fi	1
1.3 Sign up and log in	2
Chapter 2 Gestures and toolbar1	5
2.1 Gestures	5
2.2 Eraser/Lasso Gesture1	8
2.3 Top menu bar2	0
2.4 Toolbar	2
2.4.1 Introduce the toolbar	2
2.4.2 Using the toolbar2	5
2.5 Page number bar2	9
Chapter 3 Basic settings3	2
3.1 Language, date & time3	2
3.2 Stylus	5
3.3 Keyboard3	9
3.4 Screensaver4	1
3.5 Low power consumption4	4
3.6 Drive4	5
3.7 Third party application4	9

	3.8 Custom the sidebar menu	.51
	3.9 Bluetooth	. 52
Ch	apter 4 Handwriting and Drawing	.53
	4.1 Create a new notebook	. 53
	4.2 Real-time recognition notebooks	. 54
	4.3 Rename a notebook	. 57
	4.4 Set cover	. 58
	4.5 Change templates	. 60
	4.6 Using layers	.61
	4.7 Using headings	. 63
	4.8 Using keywords	. 65
	4.9 Using links	. 67
	4.10 Using text boxes	. 70
	4.11 Using stickers	. 72
	4.12 Organize handwriting	. 73
	4.12.1 Copy/cut/paste handwriting	73
	4.12.2 Move handwriting	. 75
	4.12.3 Zoom in/zoom out handwriting	.75
	4.12.4 Rotate handwriting	76
	4.13 Organize pages	. 77
	4.13.1 Delete/insert note pages	. 77
	4.13.2 Copy/move note pages	78
	4.13.3 Cut/copy current note page	79

	4.14 Export and share	80
Ch	apter 5 Read	80
	5.1 Import documents	80
	5.2 Change the fonts	82
	5.3 Adjust screen contrast	83
	5.4 PDF gesture zoom	84
	5.5 PDF trimming	86
	5.6 PDF export	87
	5.7 Bookmarks and Table of Contents	88
	5.8 Annotation	90
	5.9 Highlights and comments	91
Ch	apter 6 Digest	93
	6.1 Create new digests	93
	6.2 Organize digests	95
	6.3 Import digests	96
	6.4 Export digests	97
	6.5 Annotations	97
Ch	apter 7 TXT	98
Ch	apter 8 Word	99
	8.1 New Word file	99
	8.2 Browse Mode	100
	8.3 Pinch to zoom	101
	8.4 Repage view	101

8.5 Editing	102
8.6 Proofreader's marks	103
8.6.1 Delete	104
8.6.2 Line break	104
8.6.3 Transpose	105
8.6.4 Insert Handwritten	105
8.6.5 Insert space	107
Chapter 9 To-Do	108
9.1 Create tasks	108
9.2 Organize tasks	109
Chapter 10 Atelier	109
10.1 Create drawings	109
10.2 Brushes, erasers, and colors	110
10.3 Selection tool	111
10.4 Layers	112
10.5 Adjust canvas	112
10.6 Export drawings	113
Chapter 11 InkFlow	113
11.1 Using InkFlow	113
11.2 Configure InkFlow	115
Chapter 12 ServerLink	115
Chapter 13 Convenient Features	117
13.1 Organize files	117

	13.2 Protect files	122
	13.3 Smart Straight Line	122
	13.4 Star tag	124
	13.5 Clipboard	125
	13.6 Browse & Access	126
	13.7 Screen mirroring	127
	13.8 Search	128
	13.9 Quick access	130
	13.10 Recent access	133
Ch	apter 14 Mailbox Function	133
	14.1 Login	133
	14.2 Settings	138
	14.3 Compose	139
	14.4 Inbox	140
	14.5 Delete Local emails	142
	14.6 Read and Unread	142
Ch	apter 15 Calendar function	142
	15.1 Manage account	142
	15.2 Settings	144
	15.3 Switch view	145
	15.4 Select the date	145
	15.5 Using events	146
	15.6 View notes	151

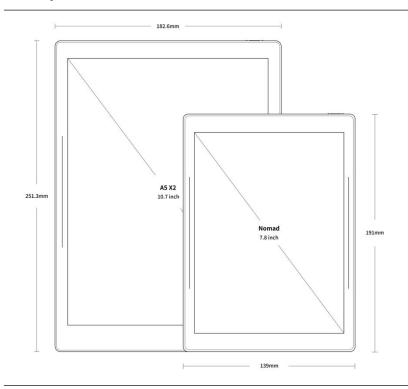
Chapter 16 Basic functions	151
16.1 USB connection	151
16.2 USB OTG	152
16.3 Wake up from sleep mode	153
16.4 Reboot/update	154
16.5 Backup and Restore	155
16.6 Reset	157
16.7 Power off/Shutdown	158
Chapter 17 Privacy and security	159
17.1 Privacy	159
17.1.1 User Experience Project ON/ Off	159
17.2 Security	159
17.2.1 Screen-lock password	160
17.2.2 File password	162
Chapter 18 Cloud	166
18.1 Register and log in	166
18.2 Cloud service	168
Chapter 19 Safety	170
Chapter 20 FAQ and Troubleshooting	172
Q: How to make custom image templates?	172
Q: How to import document customized fonts	174
Q: How to get Supernote Partner APP?	174
Q: What should I do when the device freezes or fails to boot?	175

Q: How to eliminate afterim	ages on note pages or display scr	een?176
Copyright		176

Applicable Models

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

Specifications



Supernote A6 X

Resolution: 1872*1404(300DPI)

Storage: 32GB RAM: 2GB

Battery: 2900mAh

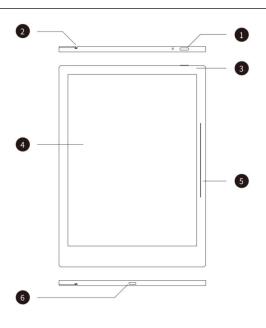
Supernote A5 X

Resolution: 1872*1404(226DPI)

Storage: 32GB RAM: 2GB

Battery: 3800mAh

> Structures



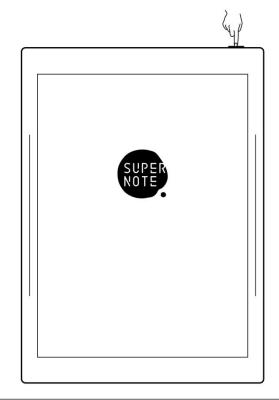
- 1. Power on/off
- 2. Guide Rail
- 3. Battery charge indicator
- 4. E Ink Display
- 5. Sidebar
- 6. USB port (type-C)

Chapter 1 Quick start

1.1 Power on and the initial settings

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

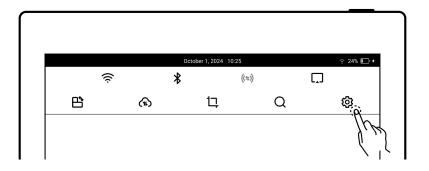
If cannot turned on, the device might need to be charged (Please refer to FAQ: <u>Unable</u> <u>to power on or freezing problem</u> for help).



- 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)
 - Connect to Wi-Fi (Please refer to <u>Connect to Wi-Fi</u>)
 - Set date & time (Please refer to the chapter <u>Language</u>, <u>date& time</u> for more help)
 - User experience project(Please refer to <u>User experience project on/off</u>)
 - Set hand dominance (All Illustrations in this user manual take the right-hand mode as an example.)
 - Create your first notebook (Please refer to <u>Create a new notebook</u>)

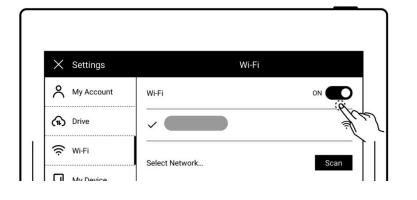
1.2 Connect to Wi-Fi

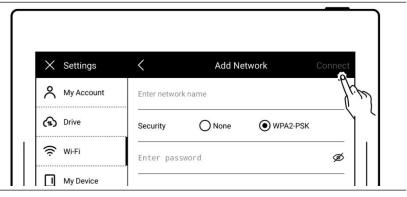
- Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Wi-Fi"



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)

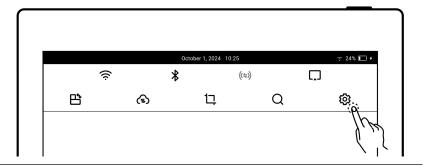




*Note: If the " icon on the top menu bar turns black, it indicates your Supernote device has been successfully connected to a Wi-Fi network. Long press the " Wi-Fi" icon in the top menu bar to access the "Wi-Fi" settings screen.

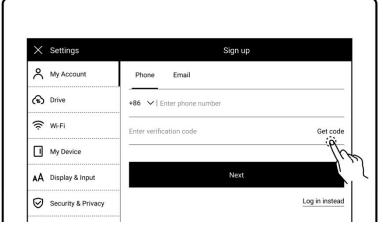
1.3 Sign up and log in

- Sign up
- 1 Open the top menu bar
 - Tap " Settings"
 - Tap" My account"

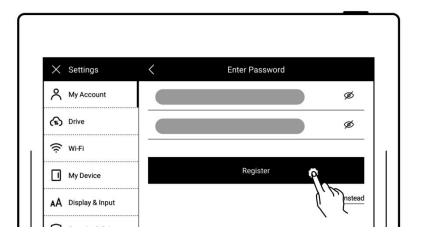


- 2、 Sign up
 - Tap "Sign up" to create an account by phone number or email address
 - Enter phone number or email address and tap"Get code"
 - Enter the verification code
 you received via SMS or
 email
 - Tap "Next"



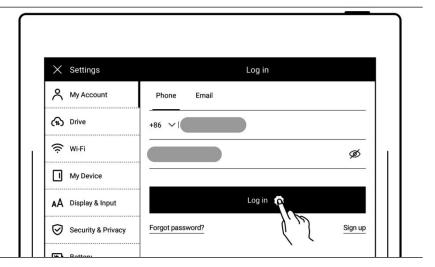


- 3. Set account password
 - Enter the password twice
 - Tap "Register"



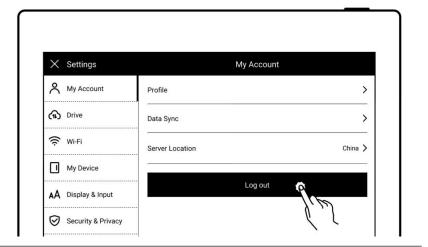
➤ Log in

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



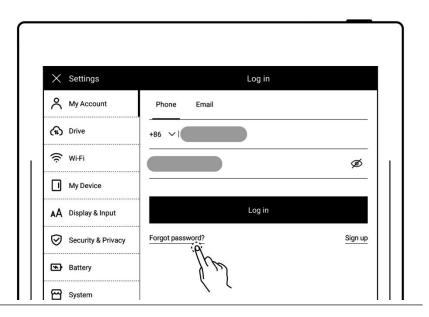
➤ Log out

- Tap" My account"
- Tap "Log out"

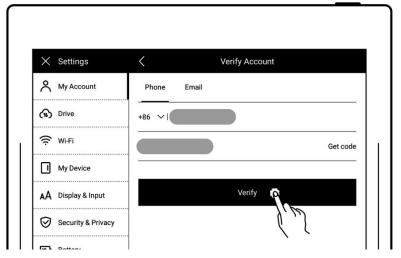


Reset password

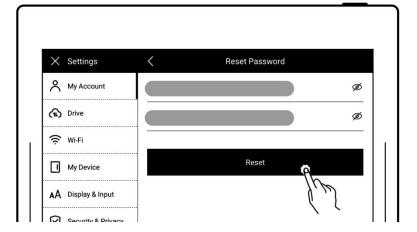
● Tap "Forgot password?"



- Enter your account
- Tap "Verify"



- Enter your new password twice
- Tap "Reset"



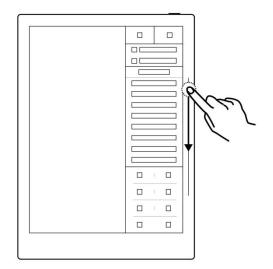
*Note: Log in to bind your Supernote device to your account. (Refer to "Register and log in supernote cloud" or "Quick log in on Mobile APP" to get more registration methods). The device can be only bound to a sole account and you have to reset the device to factory settings if you want to switch to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

factory initialization settings).

Chapter 2 Gestures and toolbar

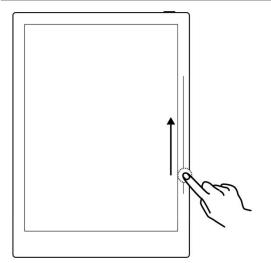
2.1 Gestures

Note: The following are examples of right-hand mode



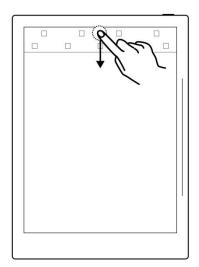
Activate the sidebar menu

One-finger slide down on the sidebar



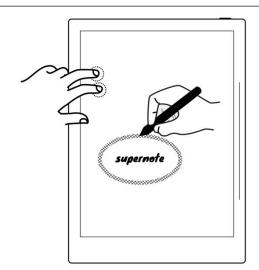
Refresh the screen

One-finger slide up on the sidebar



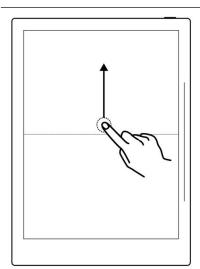
Activate the top menu bar

One-finger swipe down from the top of the screen.



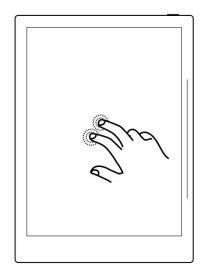
Activate the region eraser

Two-finger press and hold the screen.



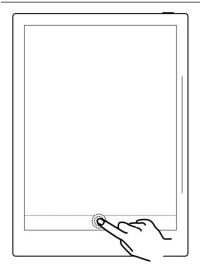
Return to page before jumping

One-finger swipe up from the top half of the screen.



Show and hide the toolbar

Two-finger double-tap the screen.



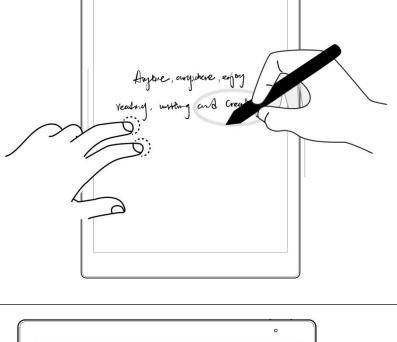
Show and hide the page number bar

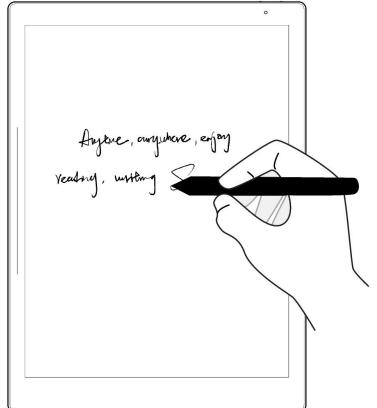
One-finger double-tap the page number bar in blank.

2.2 Eraser/Lasso Gesture

1. Using Gesture

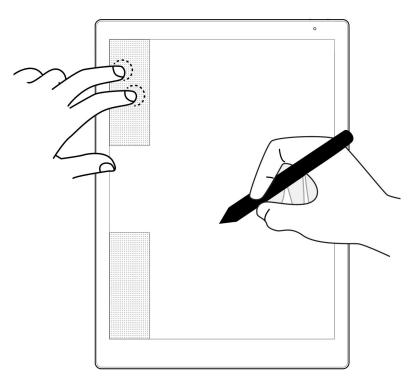
- Press and hold two fingers on the screen to quickly activate the eraser or lasso in the designated area.
- Once activated, use the pen to perform the corresponding operation.
- After completing the operation, release both fingers, and the pen will automatically revert to the previously selected tool.



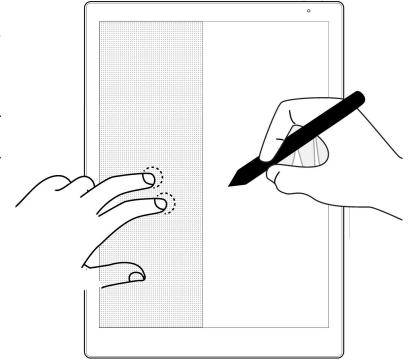


2. Effective area of gestures

When two fingers are placed in the top-left or bottom-left corner (top-right or bottom-right corner in left-hand mode) and the pen tip is not in that corner, the eraser gesture is always effective.

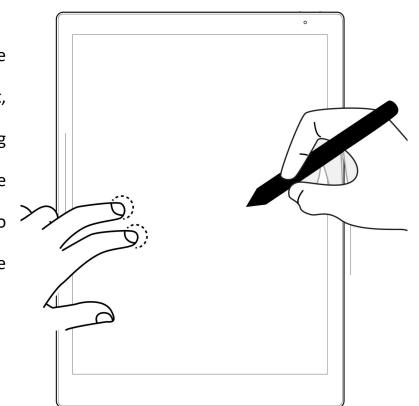


• When two fingers are positioned to the left of the pen tip (to the right in left-hand mode) and are far from the pen tip, the eraser gesture is effective.



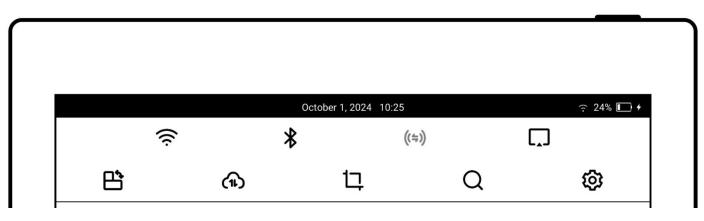
3. Gesture Guidelines

When using gestures, ensure
 that: Place two fingers first,
 then the pen. Avoid keeping
 two fingers too close
 together or too far apart. Do
 not move your fingers while
 the gesture is active.



*Note: The eraser gesture is applicable to Note, Document, Calendar, Atelier, and Digest; the lasso gesture is only applicable to Note, Document, and Atelier.

2.3 Top menu bar

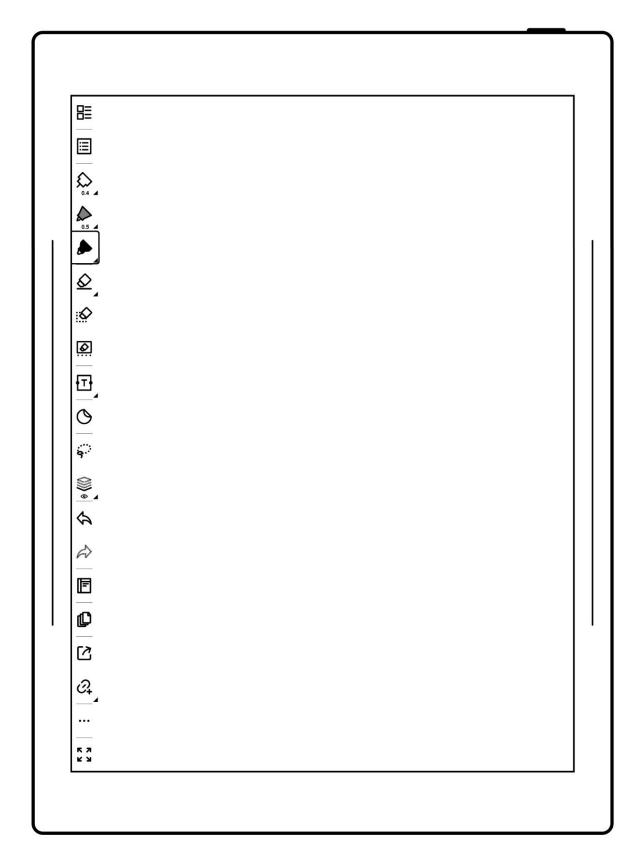


Icon	Name	Description
्र	Wi-Fi-On	Enable or disable Wi-Fi connection
Ŝ	Wi-Fi-Off	

*	Bluetooth-On	Enable or disable Bluetooth
*	Bluetooth-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 connected
	Screen Mirroring-Off	to the same Wi-Fi during mirroring.
	Rotate	Switching between landscape and portrait modes
(11)	Synchronization	Tap to activate cloud synchronization; Currently
		supports Supernote Cloud, Dropbox ,Google Drive
		and OneDrive.
17	Screenshot	Take a screenshot of the current screen and save it
		in the /SCREENSHOT folder in PNG format
Q	Search	Search files by file name, keyword or tag" ""
(Settings	Configure your settings

2.4 Toolbar

2.4.1 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.)

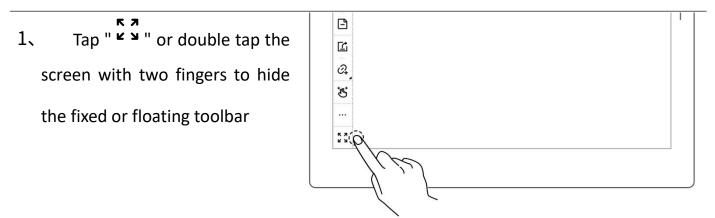
lcon	Name	Description					
=	Back to" Files "	Tap to go back to " Files "					
\blacksquare	Navigation window	The navigation window in notes consist of keywords, headings					
		and stars, which can help you to search related notes quickly.					
		The navigation window in documents include table of					
		contents, keywords, bookmarks, annotations and stars, which					
		can help you to reach your target location within a document					
		quickly.					
	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.					
\Diamond	Regular eraser	Allows you to erase specific details or parts of your					
		handwriting. Thickness is optional.					
Q	Stroke eraser	Allows you to erase lines or strokes. Thickness is optional. (This					
		eraser only applies to real-time recognition notes.)					

Region eraser	Allows you to erase the lines or strokes within a specific area				
Region craser					
	you have circled. (You can also slide the pen tip over the lines				
	or strokes to quickly erase them.)				
Erase all	Allows you to erase all the handwriting on the current layer.				
White	Grayscale colors				
Light grey					
Dark grey					
Black					
Lasso	You can resize, rotate, move, copy (across pages as well), cut				
	and delete handwriting you select with the lasso tool, which				
	you can turn into headings, keywords, calendar events, To-Do				
	tasks or links.				
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				
	heading actions				
Redo	The Redo button restores canceled strokes, layer actions and				
	heading actions				
Share/Export	Share via QR code or export note pages in a notebook as				
	PNG/PDF. It can also be exported as TXT/DOCX.				
	Export PDF documents in order to see the annotations				
	applied to the original PDF documents				

Q	Add	to	Quick	Add current page or current note/document to Quick Access						
	Access			list in th	e sidebar menu	J				
P	One-fi	nger	swipe	Allow one-finger gesture to slide and turn pages						
	page t	urning								
W	Two-fi	nger	swipe	Allow tw	vo-finger gestu	re to slide a	nd turn	pages		
	page t	urning								
\mathfrak{E}	One-fi	nger	tap	Allow	one-finger	gesture	to	tap	and	turn
	page t	page turning pages(Applies to Documents only)								
B	Disable page Disable page-turning gestures									
	Turnin	g gesti	ures							
•••	More Tap to display additional functions in notes or documents									
K N	Full Screen Tan to enter full screen mode									
У К 7 К	Exit	Full	Screen	een Tap to exit full screen mode						
	Mode	de								

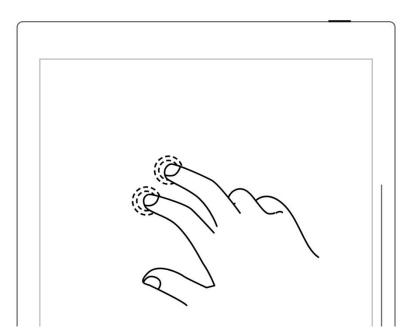
2.4.2 Using the toolbar

➤ Hide and display the toolbar



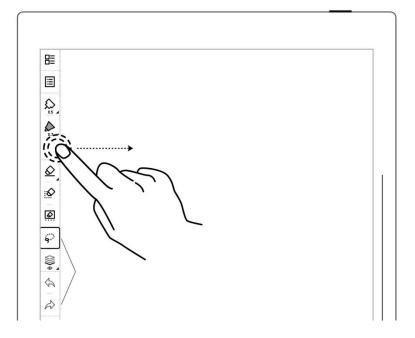
2. Tap " * " or double tap the screen with two fingers again to display the fixed or floating toolbar

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

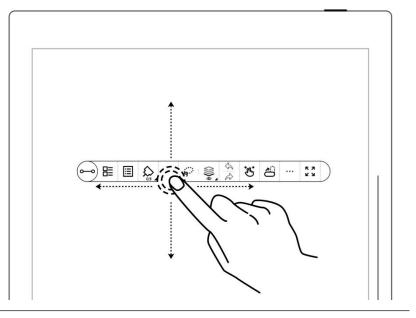


Settings

- 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

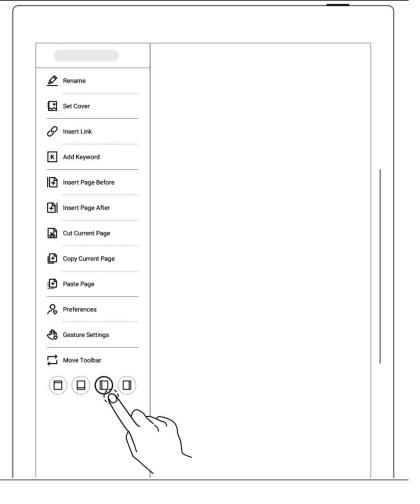


2. Drag the floating toolbar to the top, bottom, left or right edge of the screen to switch to the fixed toolbar



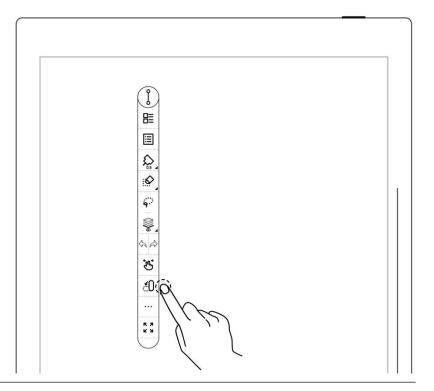
- Change the fixed toolbar position
 - Drag the fixed toolbar to the top, bottom, left and right edge of the screen, or tap

"To change its position



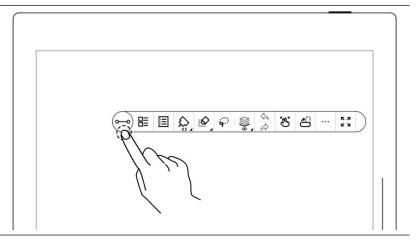
Change the floating toolbar direction

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)

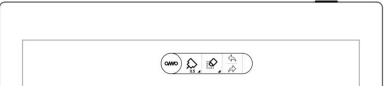


➤ Shorten the floating toolbar

Tap "o—o" to shorten the floating toolbar

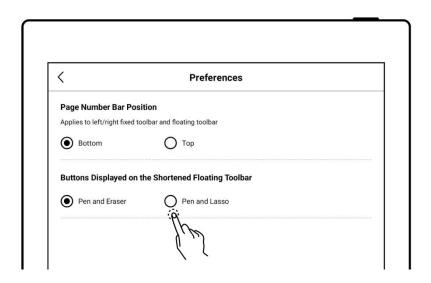


 By default setting, the pen and eraser button are the ones that appear on the shortened floating toolbar



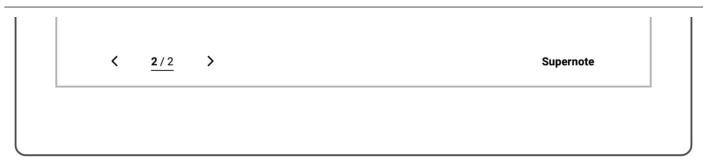
*Note: To switch to the pen and lasso button, go to

Toolbar>More>Preferences



2.5 Page number bar

> Introduction of page number bar



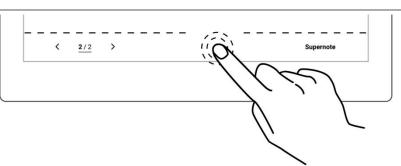
Previous page
Go to previous page

1/1 Page number Click to enter the page number for page quick jump

Next page Go to next page

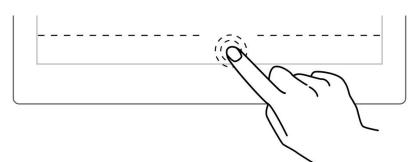
Hide and display the page number bar

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



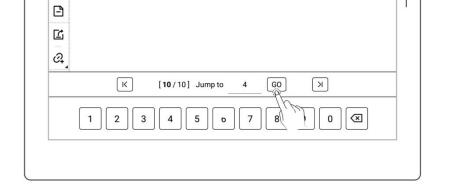
2. Double tap with one finger again at the page number bar area to display it

*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"



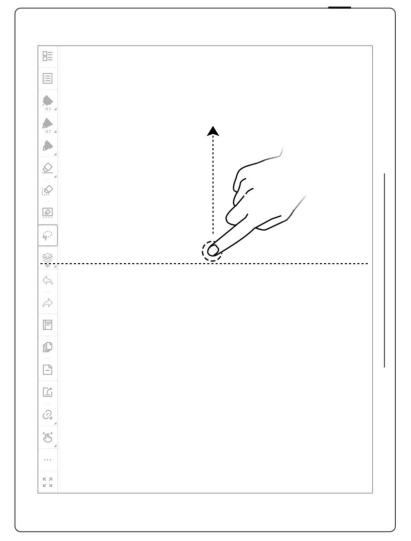
Return to page before jumping

- In a note/document you've opened
- After you use headings, stars, links, pages, 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

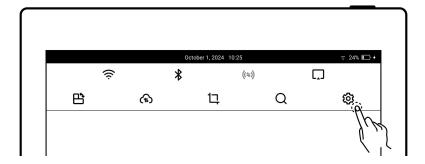




Chapter 3 Basic settings

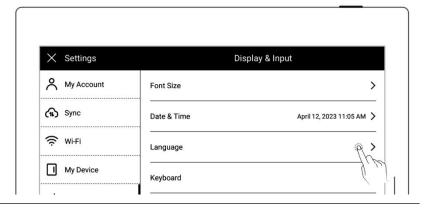
3.1 Language, date & time

- Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Display & input"

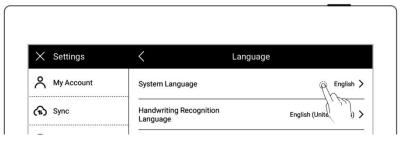


Language

1、Tap "Language"



2. Select system language



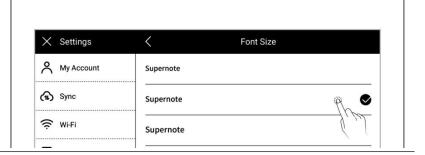


> Font

- 1. Display & input
 - Tap "Font Size"

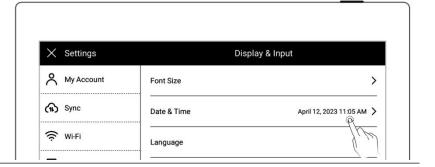


- 2. Font size
 - Tap to choose your favorable font size

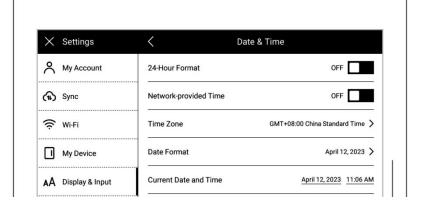


Date & time

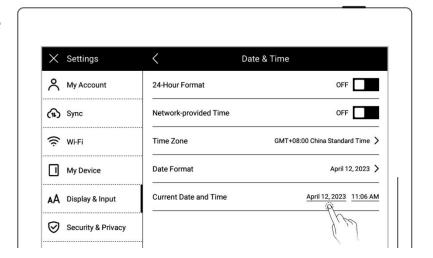
1、Tap "Date & time"

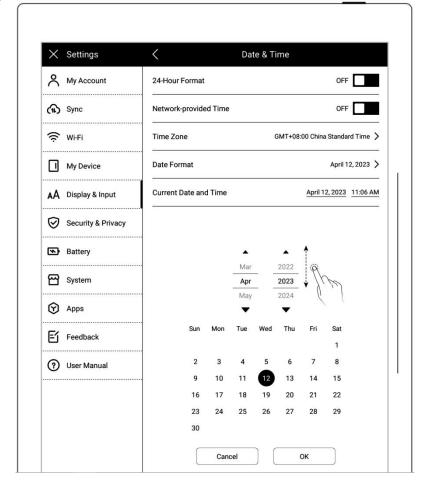


- Network automatic acquisition time On/Off
 - "Network-provided time"(Default On)
 - "24-hour format" (DefaultOn)



- 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"



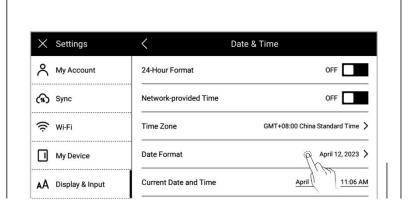


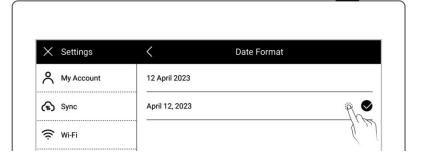
- Tap the time
- Adjust hr/min/sec
- Tap "OK"



4. Date format setting

- Tap "Date format" Select the format
- Tap "<"and return

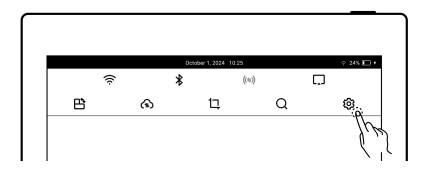




3.2 Stylus

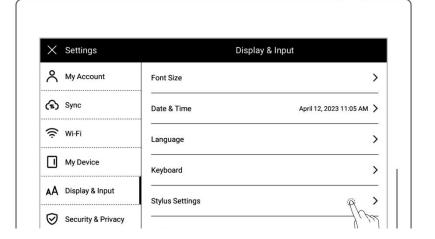
Calibration

- Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Display & input"



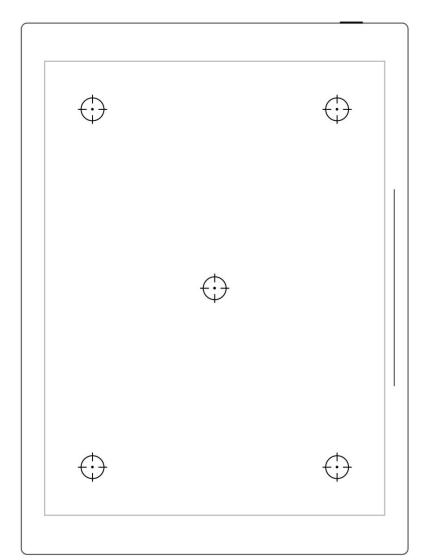
2. Display & input

- Tap "Stylus Settings"
- On the "Stylus Settings" page, tap "StartCalibration"





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



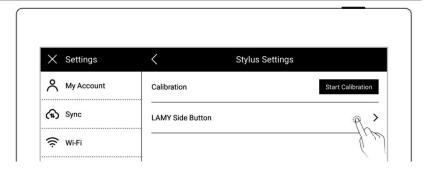
4. Check the calibration results

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

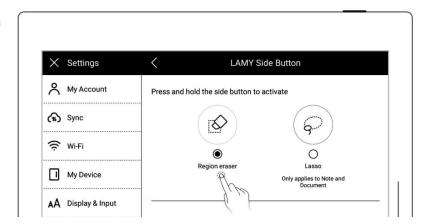


> LAMY Side Button

1、Tap "LAMY Side Button"

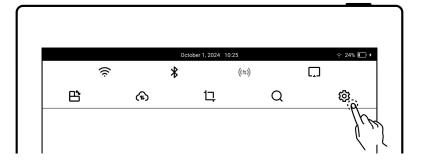


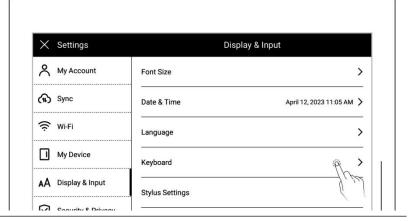
2. Choose to activate the region eraser or lasso by pressing and holding the side button



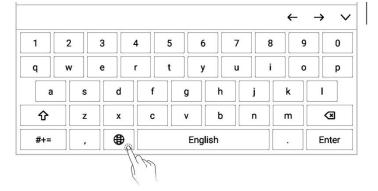
3.3 Keyboard

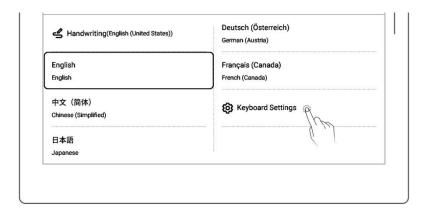
- Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Display & input"
 - Tap "Keyboard"





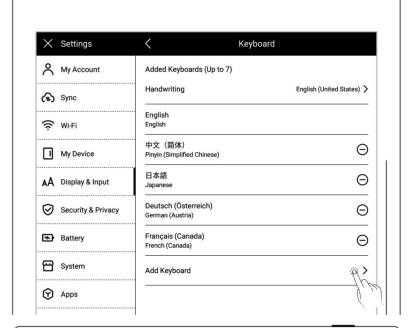
- 2. Or press and hold " on the keyboard to enter
 - Tap "Keyboard Settings"





3. Add a keyboard

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





4. Remove a keyboard

• Tap " Remove"



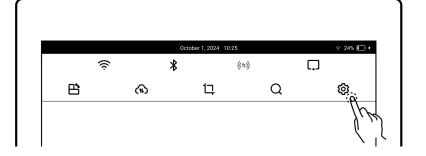
- 5. Using the handwriting keyboard

 - Tap " " on the keyboard or long-press " " to switch to the "Handwriting" keyboard.



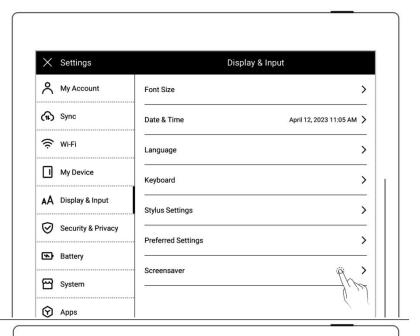
3.4 Screensaver

- 2. Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Display & input"



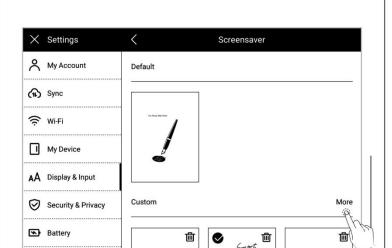
3、Tap "Screen saver"

System: the default screen saver



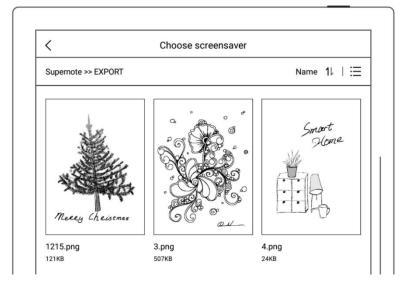
4. Customize a screen saver

Tap "More"



5. Select a picture

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

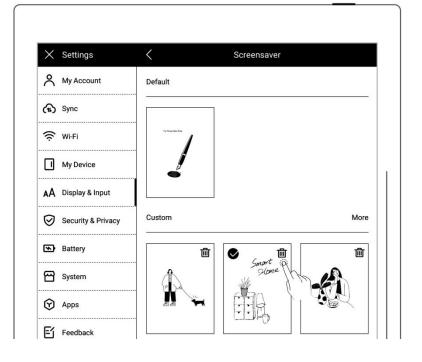


6. Preview a screen saver

- 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)

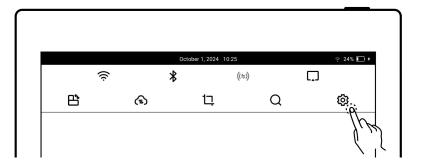
*Note: Only PNG, JPG, WEBP format picture available for customized screen saver.

3.5 Low power consumption

The following settings can save power consumption of the device.

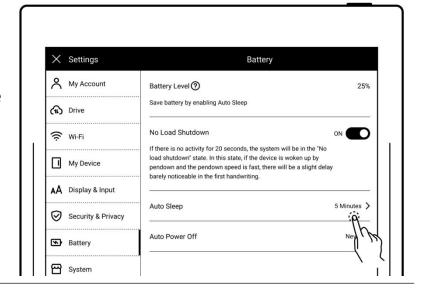
> Set auto sleep time

- 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

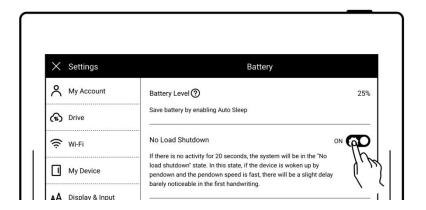


> Set auto power off time

- 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 shutdown"and turn "ON"

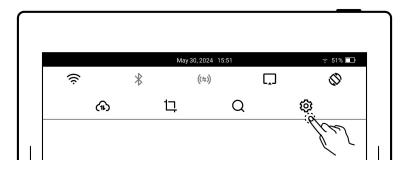


3.6 Drive

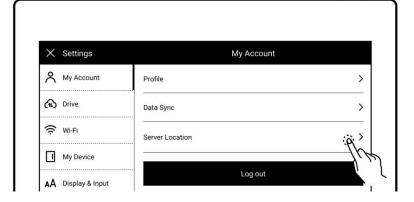
You can choose Supernote Cloud, third-party cloud services, or a private cloud to sync your files on Supernote. Supernote Cloud and private cloud support cross-device, multi-terminal login synchronization, and allow automatic sync.

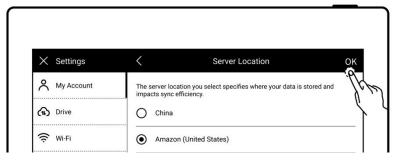
Supernote Cloud

Swipe down from the top to open the top menu bar, then tap "Settings" > "Drive" > "Supernote Cloud" in sequence.

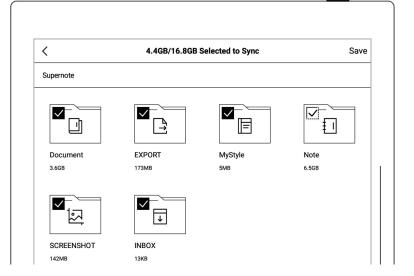


For the first-time use, tap
 "Server Location" and select
 an appropriate server.

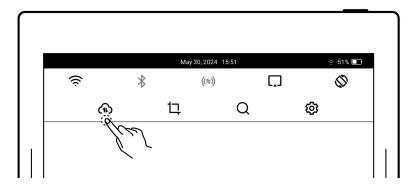




 Select the folders you need to sync and tap "Save".



 Swipe down from the top to open the top menu bar and tap "¹" to sync your files.

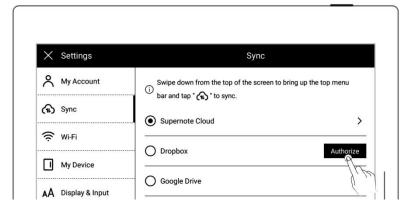


Third-party Cloud Services (Dropbox / Google Drive / OneDrive)

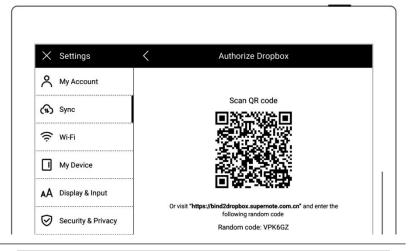
Using Dropbox as an example:

Authorize.

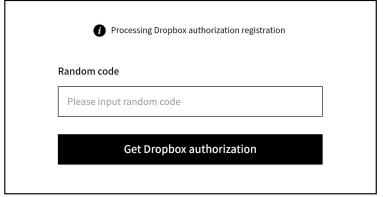
Swipe down from the top to open the top menu bar, then tap "Settings " > "Drive" > "Dropbox" >



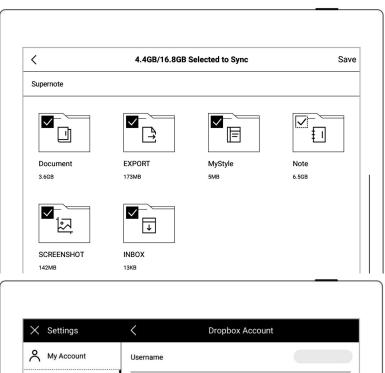
 Use your mobile phone to scan the QR code, or enter the following URL in a browser on your computer: https://bind2dropbox.super
 note.com

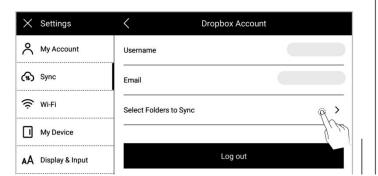


 Enter the random code displayed on the device to obtain authorization.



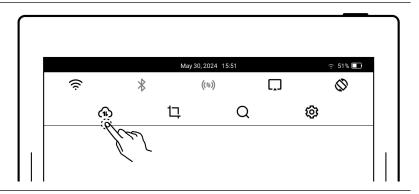
After logging into your Dropbox account to complete the authorization, return to your Supernote device to configure the sync folders. (Note: Due to storage differences between third-part cloud services and your Supernote device, the folder size selection may be restricted.)





*Note: " The icon is created in the Dropbox cloud and represents a folder that has not been synced to the device

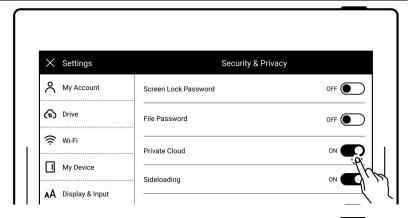
• Swipe down from the top to open the top menu bar and tap "(1)" to sync your files.

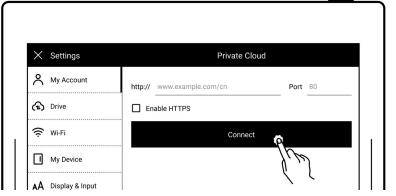


*Note: Once the folder configuration is complete and you initiate synchronization, the system will automatically create a main sync folder named "Supernote" in your cloud. Please do not delete, rename, or move this folder.

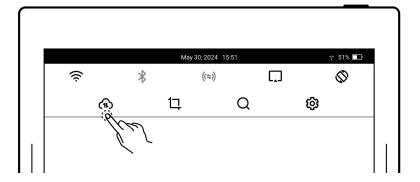
Private Cloud

- Swipe down from the top open the top menu bar, then tap "Settings" > "Security & Privacy" in sequence.
- Tap "Private Cloud" and switch it ON.
- Enter the server address and your login credentials. After a successful login, you can proceed to configure your sync folders.





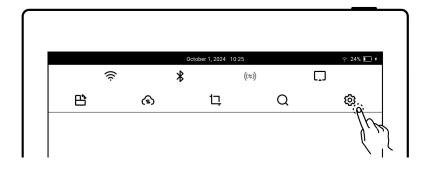
• Swipe down from the top to open the top menu bar and tap "(1)" to sync your files.



3.7 Third party application

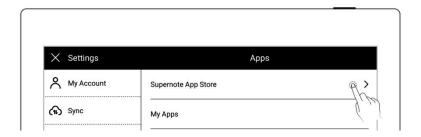
Make sure the Wi-Fi is well connected before access.

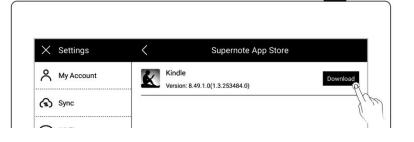
- Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Apps"



2. Third Party Application Store

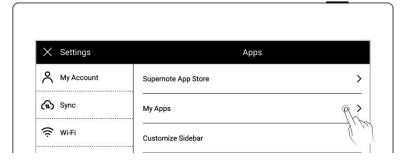
- Tap "Supernote App Store"
- Select the app, tap
 "Download". Then tap
 "Open" to use after
 installation
- Installed apps are displayed in the sidebar menu.





Third Party ApplicationManagement

- Tap "My apps"
- Select the app to uninstall, tap "Uninstall"

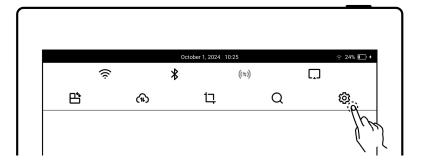




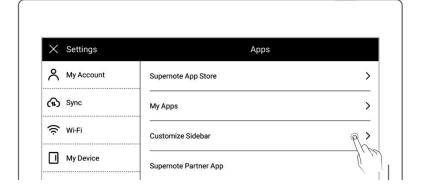


3.8 Custom the sidebar menu

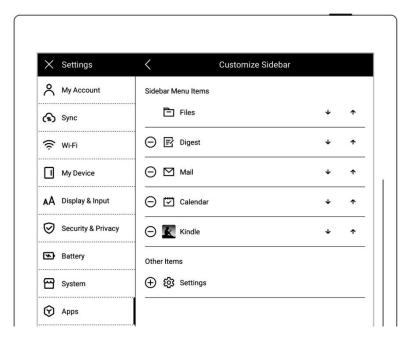
- 1. Swipe down from the top of the screen to open the top menu bar
 - Tap " Settings"
 - Tap "Apps"



2、Tap "Customize slidebar"

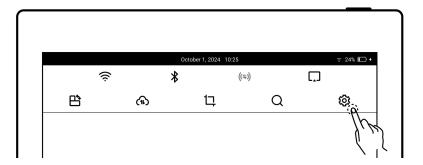


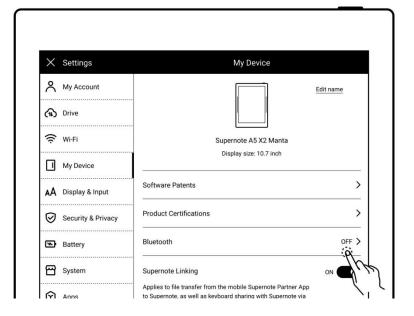
- Select the apps you want to in the sidebar menu and sort them
 - Tap "⊕" to add an app to the sidebar menu
 - Tap "○" to remove an app from the sidebar menu
 - Tap up or down arrows to rearrange the order of the apps



3.9 Bluetooth

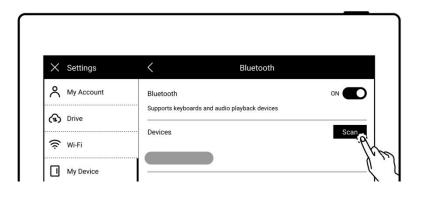
- 1. Open the top menu bar
 - Tap " Settings"
 - Tap"My Device"
 - Tap"Bluetooth"





2、On"Bluetooth" page

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



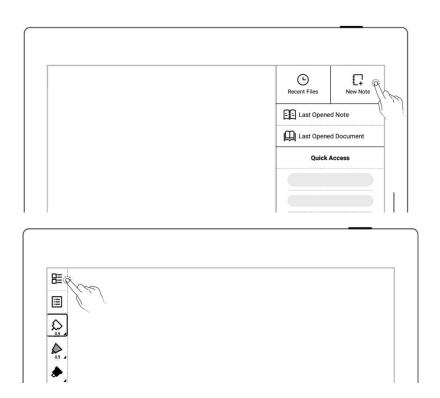
*Note:When reading PDF, EPUB, CBZ, FB2 and XPS documents, you can turn pages using

Bluetooth. Long press the "Bluetooth" icon in the top menu bar to access the "Bluetooth" settings screen.

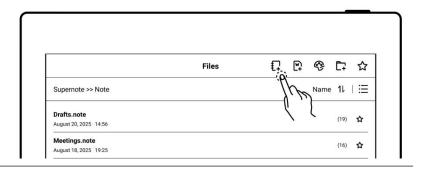
Chapter 4 Handwriting and Drawing

4.1 Create a new notebook

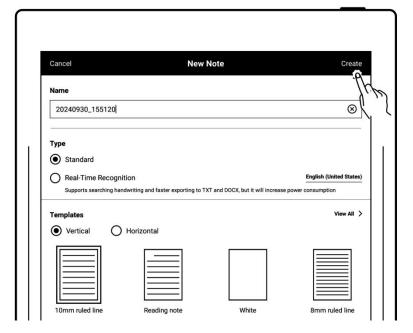
1. Tap " + New Note" in the sidebar menu



Or tap "Files" in the sidebar menu to access the "Files" page, then tap " How Note" in any file.



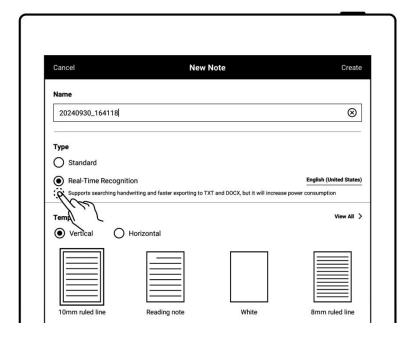
3. Enter a new name for the note or use the default name, Select a note type and tap "Create".



4.2 Real-time recognition notebooks

This type of note is marked with " in "Files" and supports searching for recognized handwritten text, but doesn't support layers.

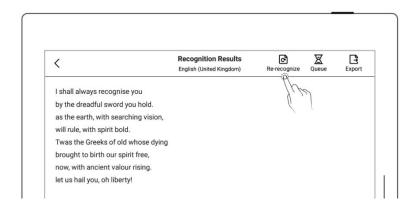
- 1. Create a real-time recognition note
 - When creating a new note, select the note type as "Real-Time Recognition"
 - Select a handwriting recognition language for the note (which cannot be changed once the note is created)



- 2. View recognition results
 - Tap " A " to view the recognition results

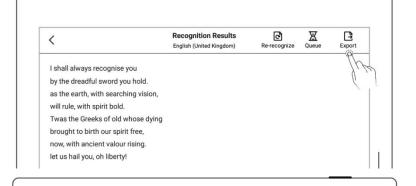


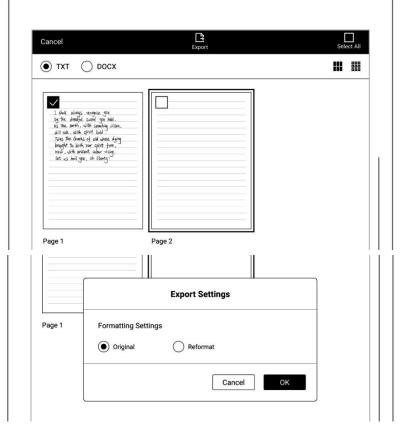
- Tap " " to re-recognize the current page
- Tap " \overline "to view the recognition progress in the backend



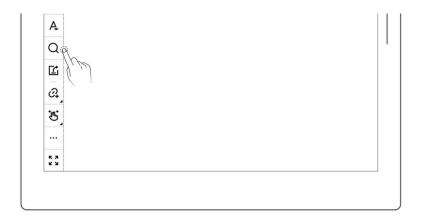
3. Export recognition results

- Tap " " on the "Recognition Results" page, or tap "" on the toolbar to export the recognized text to TXT or DOCX.
- Select formatting





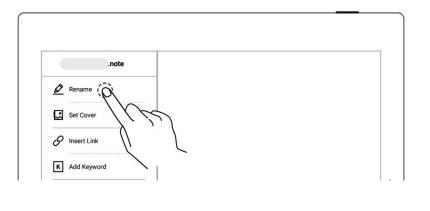
- 4. Search Handwriting
 - Tap "Q "
 - You can search for recognized handwriting on the search page



Note: The following actions can affect handwriting recognition efficiency: copying, pasting, cutting and zooming in/out of handwritten text; copying or moving pages from standard notes to real-time recognition notes.

4.3 Rename a notebook

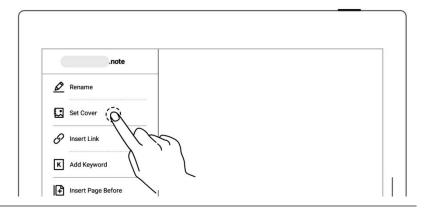
- 1、 Tap " More" on the toolbar
 - Tap " Rename"
 - Enter a new name in the popup window and tap"OK"



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

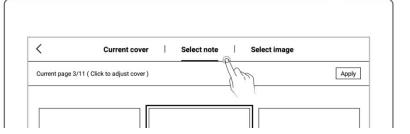
4.4 Set cover

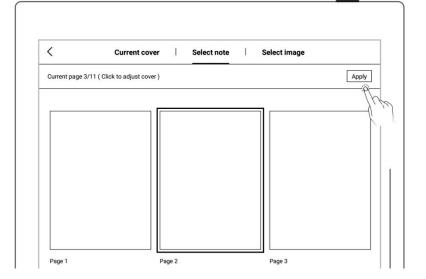
- 1、 Tap " ••• More" on the toolbar
 - Tap " Set Cover"



2. Cover setting

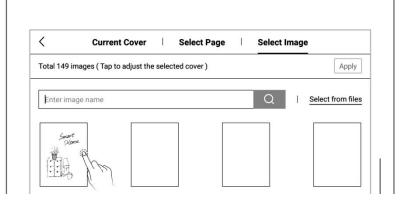
- Tap to switch the "select note" and "select Image" (Images are all Images in My file)
- Tap to select the note page or image
- Tap "Apply"





3. Cover adjustment

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



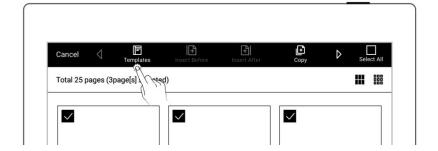


*Note: Deleting the current cover will restore the default last page as the cover; you can select a image from my file as the cover; the cover supports only images in PNG, JPG, JPEG and WEBP formats.

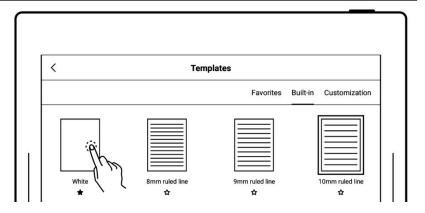
4.5 Change templates

- Tap " Templates"
- Or select one or more pages on the "Pages" screen and tap
 " Templates".

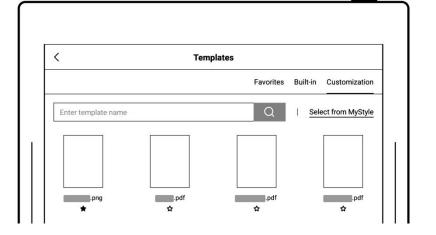


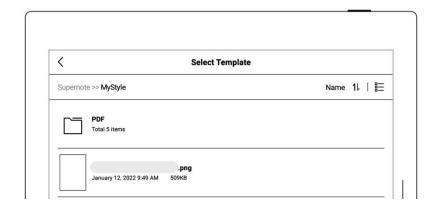


- Built-in templates
 - Tap on the template to apply it



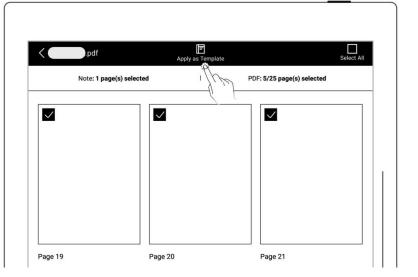
- Image
 - Tap "Customization" or select from MyStyle folder
 - Tap an image to apply it directly as a template.





▶ PDF

- Tap "Customization" or select from MyStyle folder
- Tap a PDF template to select one or more pages on the "Pages" screen
- Tap " Apply as Template "(Note:Supports navigating between pages via the links embedded in the original PDF)



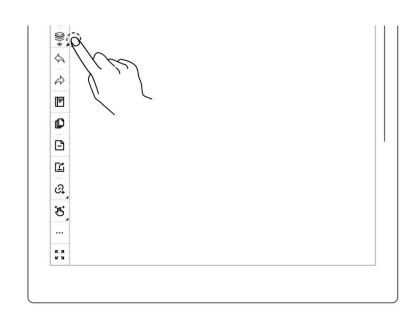
Note: Support importing custom image and PDF templates, please refer to <u>How to make</u>

<u>a custom note template using images?</u>

4.6 Using layers

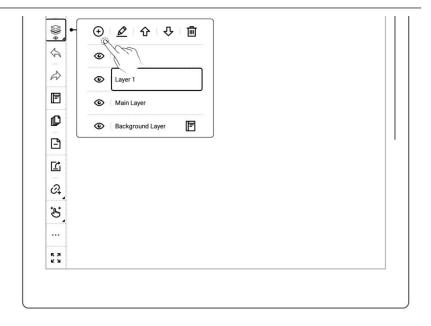
Layer function is usually applicable for drawing. Apart from the Background layer and the main layer, another three layers can be added.

- Tap " Layers"
- The "Main Layer" is The "Main Layer" is mainly handwriting used for words. It's the only layer where you can set headings and keywords for notes, create links and calendar events. (Please refer to "Using headings", "Using Keywords", "Using *links*" and "__Recognize titles for event").

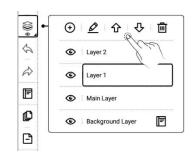


- Add, delete, show/hide
 To add, delete, show/hide layers
 - Tap " " to add a layer
 - Tap " " to delete the selected layer

 - Tap " ^{***} "to display a layer

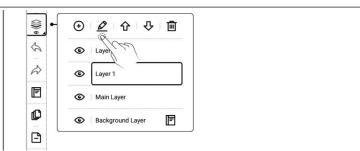


- 2. Adjust the layer sequence
 - Tap " ♥ " or " û " to adjust the order of selected layer



- 3、 Rename layer

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



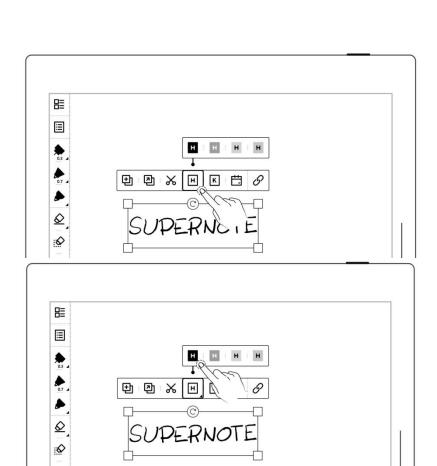
4.7 Using headings

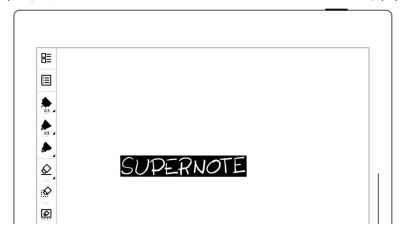
- 1、 Create headings
 - Tap " Lasso", select handwriting content by drawing a circle around it with stylus.



Tap " H "to select a heading pattern

*Note: Handwriting in the lassoed heading area cannot be performed.



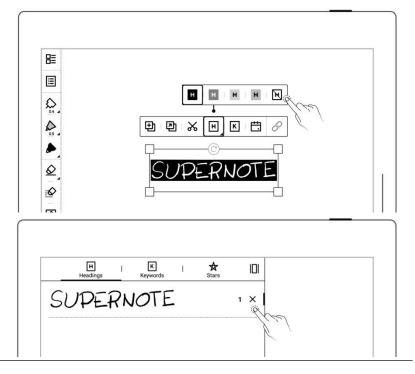


- 2、 Check headings
 - Tap " Navigation
 Window"
 - Select "H Headings"



3. Delete headings

- Circle a heading with the lasso tool and tap " \(\mathbb{H} \)".
- Alternatively, on the
 Headings page, tap "X".



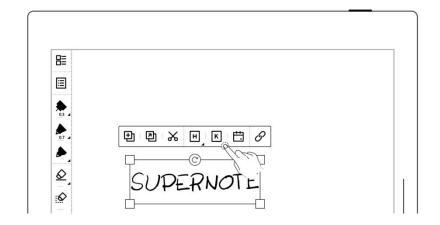
^{*} Note: The heading function is only available on main layer.

4.8 Using keywords

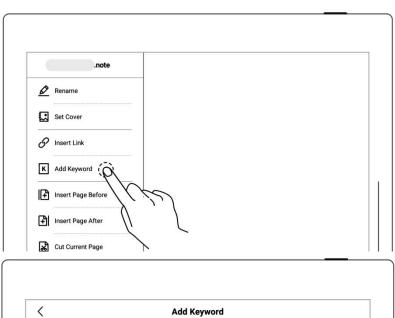
The content written on the note or document page can be identified by circled keywords, so as to quickly search for the file pages related to the keywords. Take below "notes" as an example:

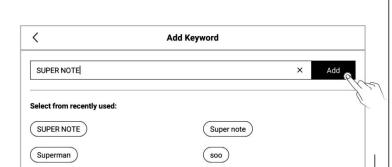
1. Add keywords

- Lasso the handwritten text you want to create a keyword from and tap "K"
- Or tap " More"and " K Add Keyword".

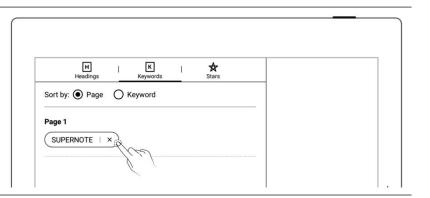


 Enter a keyword using the keyboard and tap"Add";
 or select one from recently used.





- 2. Check keywords
 - Tap " NavigationWindow"
 - Select "Keywords"
- 3、 Delete keywords
 - On the "Keywords" page,tap "X".



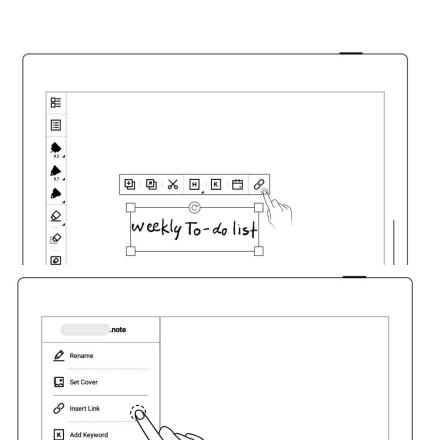
^{*}Note: Keywords only can be recognized in the main layer.

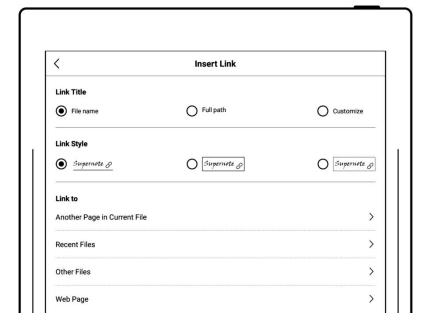
믈

4.9 Using links

1, Insert links

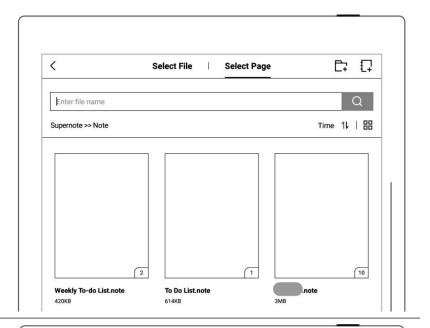
- Lasso the handwriting you need to create a link for or tap " More",
 then tap " Insert
- Select a link style and target type (When creating a link from the More menu, you can choose how the link title to be displayed)
- Select a link target





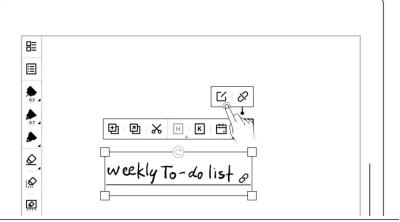
Insert Page Before

Insert Page After



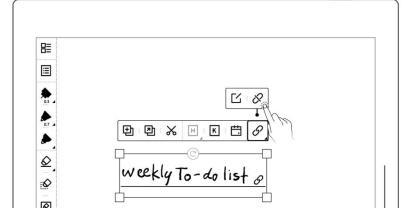
2. Edit links

• Circle a link with the lasso tool and tap " ".



3、 Delete links

• Circle a link with the lasso tool and tap " ".

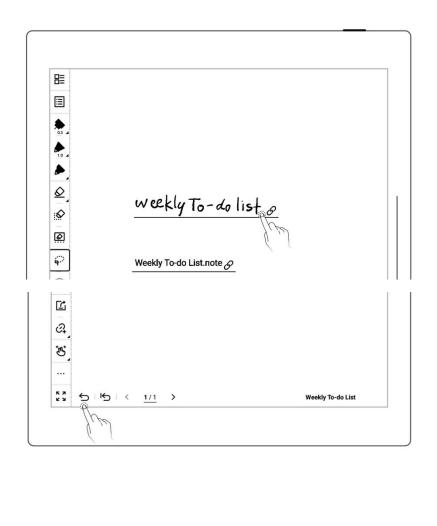


4. Navigate using links

- 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.)

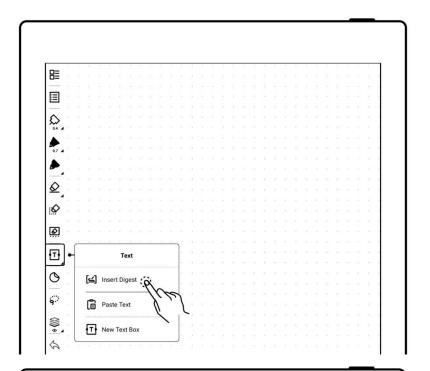
4.10 Using text boxes

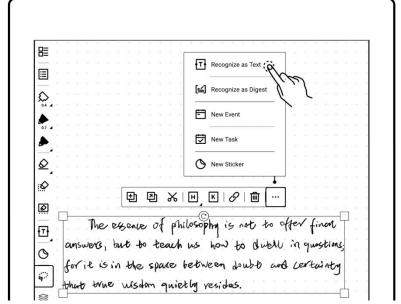
1. Create text boxes

- Tap the "Text" tool to insert digests, paste text, or create a new text box.
- You can also use the

 "Example Lasso" tool to circle
 handwriting and select

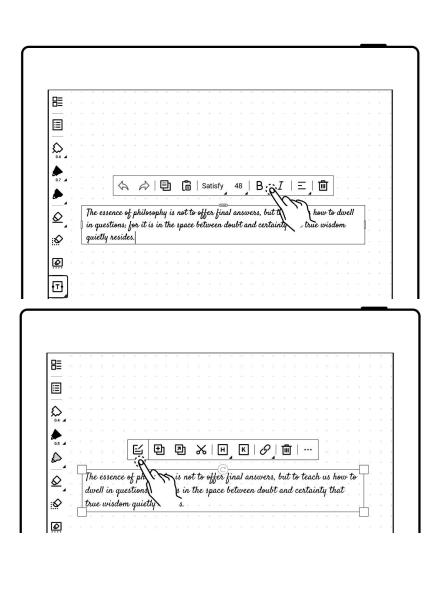
 "Example Recognize as Text"
 to create a text box.





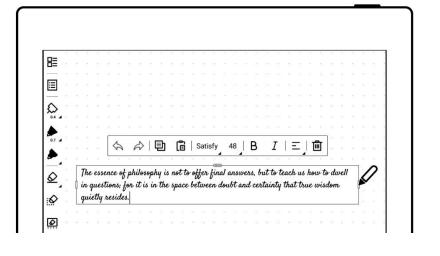
2 Edit text boxes

- Double-tap the text box
 with a finger or long
 press it with the pen to
 enter editing mode.
- Alternatively, select the text box with the "Lasso " tool and tap " Edit Text" to enter editing mode.
- While in editing mode,
 you can modify the font
 and size, or apply bold,
 italic, or delete the text.



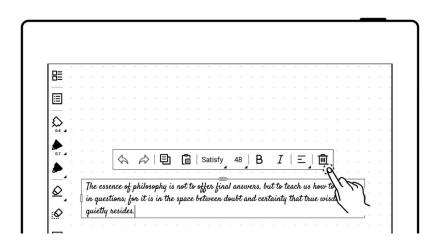
3. Adjust text boxes

- In editing mode, you can use the pen to move the text box or resize it.
- You can also use the
 " Lasso" tool to adjust its position or size.



4. Delete text boxes

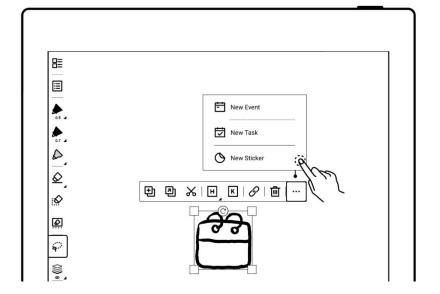
- After selecting a text box, tap" Delete".
- You can also delete it with the " Lasso" tool or Eraser tool.



4.11 Using stickers

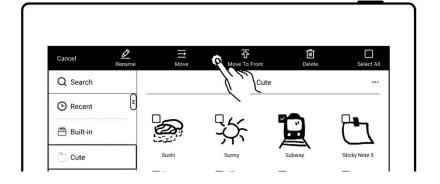
5. Create stickers

- Tap " Lasso" and select handwritten content by drawing a circle around it with stylus.
- Tap " New Sticker", enter a name, and select a collection.
- Tap "Create"



6. Organize stickers

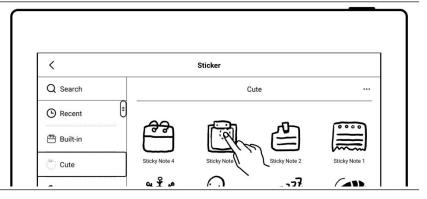
- Stickers can be categorized and managed by collections.
- Long press a sticker to



rename, move, bring to front, or delete it.

7. Insert stickers

• Tap a sticker to insert it.



^{*}Note: Currently, only collections exported from this feature can be imported.

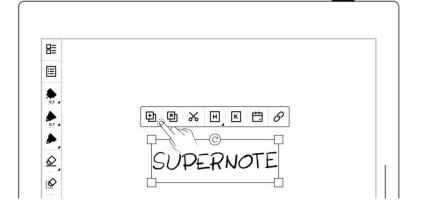
4.12 Organize handwriting

4.12.1 Copy/cut/paste handwriting

1、 Tap " Lasso"

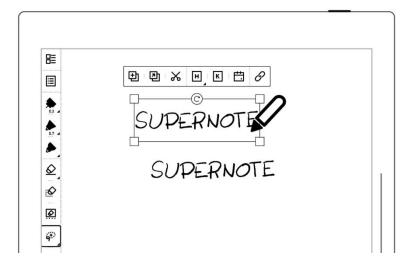
- Select handwriting content by drawing a circle around it with stylus.
- After that, the lasso icon
 will be switched to

 " Paste"



- 2 Paste copied or cut handwriting to the current note

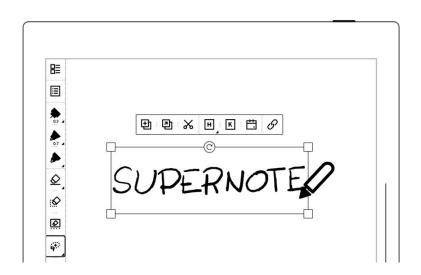
 - Or tap " Copy to" to jump to the "Pages" screen and select a target page.
 - Tap the screen with stylus
 nib to paste the note
- 3. Paste copied or cut handwriting to a different note
 - Open a different note
 - Tap " Paste" (skip this step if the paste icon is already selected)
 - Tap the screen with stylus





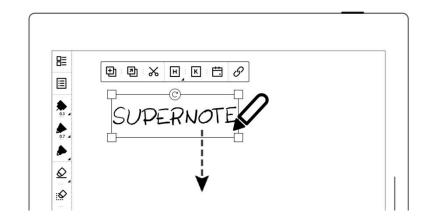
to paste

*Note: Tap " To clear clipboard and the paste icon will also switch back to the lasso icon.



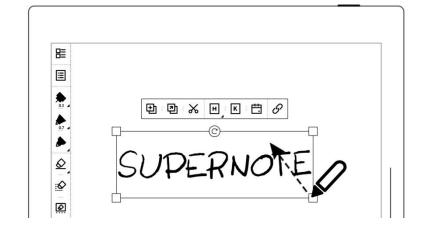
4.12.2 Move handwriting

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



4.12.3 Zoom in/zoom out handwriting

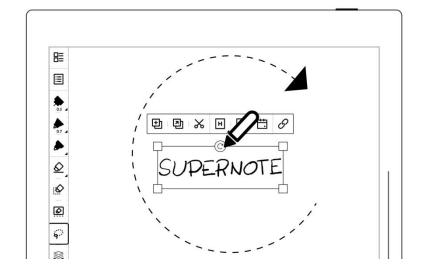
- Tap " Lasso", select handwriting content by drawing a circle around it with stylus.
- In the region selected by lasso with pen tip, select



the four corners of the lasso square, drag it outward/inward to zoom in and zoom out.

4.12.4 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.



4.13 Organize pages

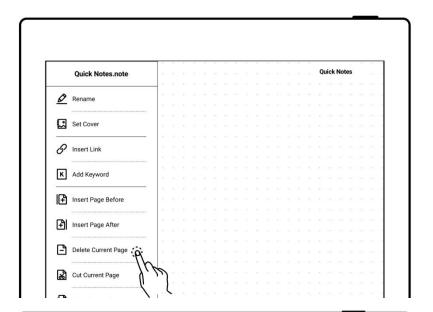
4.13.1 Delete/insert note pages

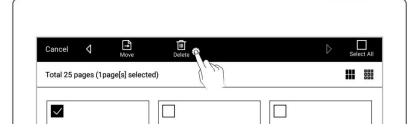
1. Delete a note page

- Tap " More" on the toolbar and tap

 " Delete Current
 Page"
- Or tap " pages"and long press a note page until the function bar appears. Select the note page(s) you want to delete and tap

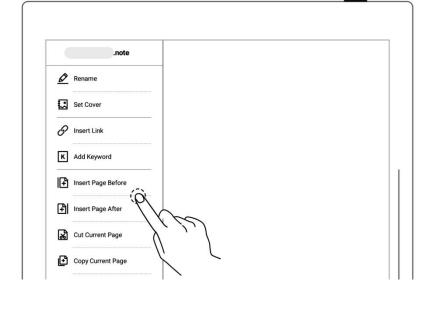
 " Delete"





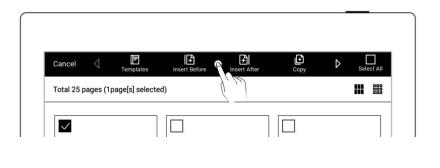
2. Insert a note page

- Tap " More" on the toolbar or navigate from the top function bar on the "Pages" screen.
- 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

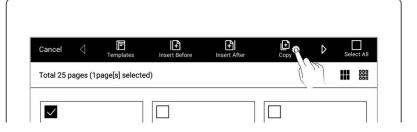


4.13.2 Copy/move note pages

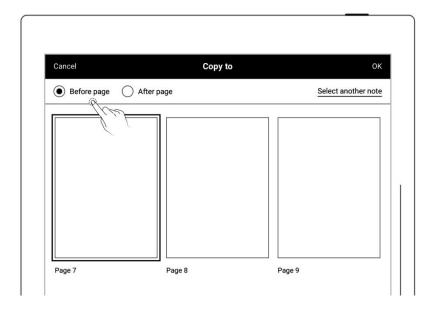
- 1、 Tap "Pages"
 - Long press a note page until the function bar appears at the top of the screen



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

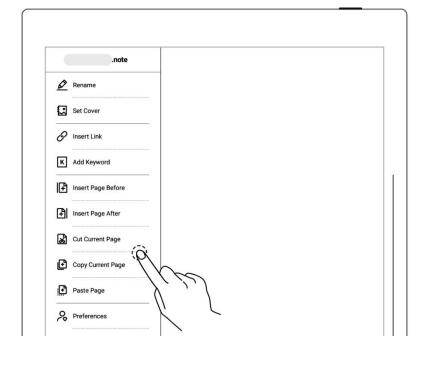


- 2、 "Copy to" / "Move to"page
 - Stay in the current note or select another note
 - Tap to select a page to be moved or copied
 - Select the "Before page"
 or "After page" of the
 target page
 - Tap" **OK**"



4.13.3 Cut/copy current note page

- 1、 Tap " More" on the toolbar
 - Tap " Cut Current Page" Copy Current Page"
 - Select where to paste the cut or copied page in the current note or other notes
 - Tap " Paste Page" to



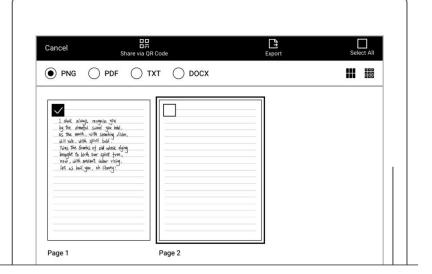
paste the cut or copied page

4.14 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.

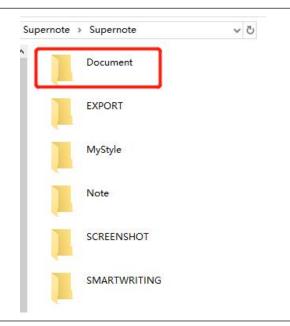
Chapter 5 Read

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

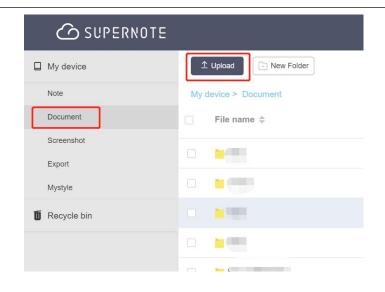
- 1. Connect Supernote device to PC with a USB cable
- Open the /Supernote disk on PC
 - Drag the PDF/EPUB files
 from PC to
 Supernote/Document
 directory



*Note: For iMac, a third party MTP application is required (Please refer to <u>USB</u> connection).

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

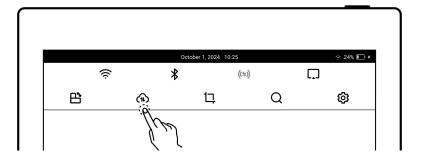
- Use the registered account to log in to Supernote Cloud on the computer's browser:
 https://cloud.supernote.com
- Select "Document" on the left side, click "Upload", and select files to upload, then click "open" button
 - Wait for the completion of upload.(Files can also be uploaded via
 Supernote 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.



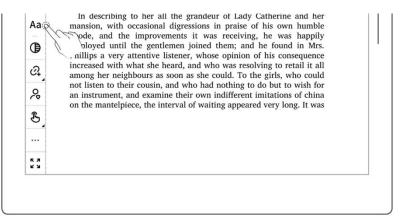
Method 3: "Browse & Access "or "Direct Transfer "feature(Please refer to "Browse &

Access" and "Direct Transfer")

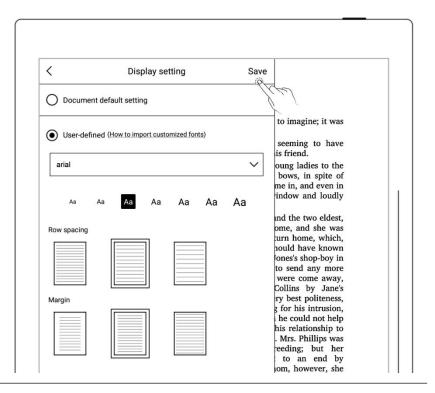
5.2 Change the fonts

This feature only applies to EPUB and FB2 documents.

1、 Open a document, Tap



- Select fonts, size, Row spacing and Margin
 - ●Tap "Save"

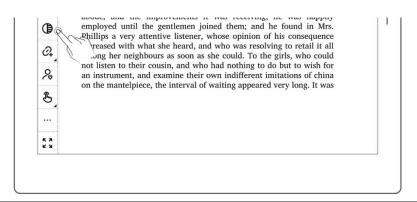


^{*}Note: Support document customized font import (please refer to " <u>How to import</u> <u>document customized fonts</u> ")

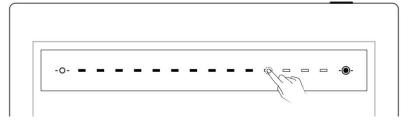
if you have added handwritten annotation(s) on the EPUB files, then the display settings cannot be changed.

5.3 Adjust screen contrast

1、 Open a document, Tap" Contrast"



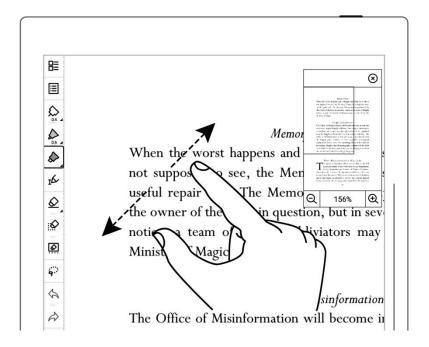
2. Tap the contrast adjustment bar

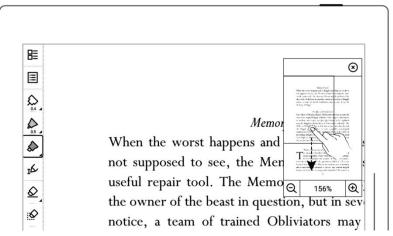


5.4 PDF gesture zoom

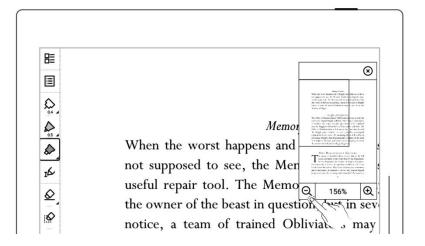
The pinch to zoom feature is only applicable to PDF, CBZ, XPS and DOC documents.

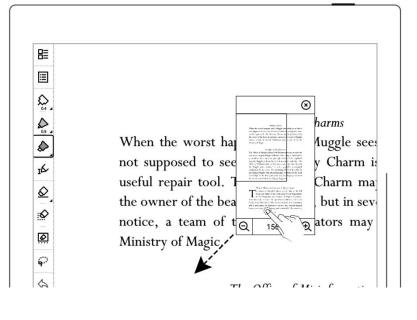
- Open the document,
 pinch on the screen
 with two fingers to
 zoom in and out
- When page size exceeds
 100%, drag two fingers
 on the screen to move
 the page to view the
 content
- After the page is zoomed in, the page thumbnail window appears in the upper right corner. Move the thumbnail window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



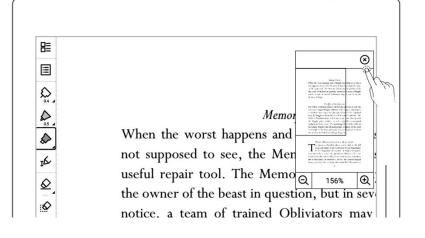


- Drag the thumbnail window with finger to move the position of the thumbnail window within the page
- When page size reduced to 100% size, the thumbnail window disappears



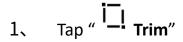


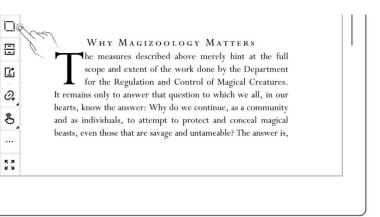
- Tap " \overline{\times}" to close the zoom window.
- Turn pages or start zooming again to make the zoom window reappear.



5.5 PDF trimming

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

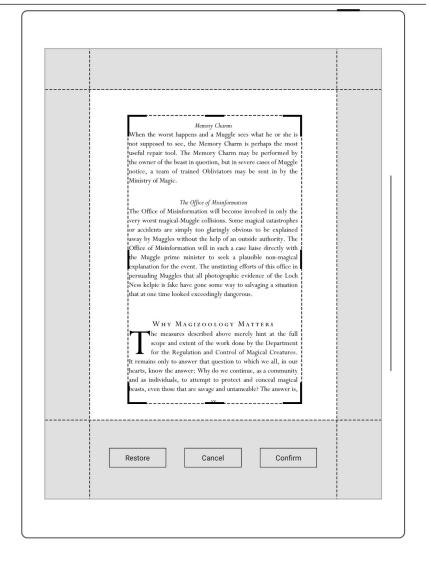




- 2. Auto-trimming effect will be displayed on the page
 - Tap "Restore", the border of the page will be recovered, While
 Actual size will change to Adjust
 - Adjust manually by moving the bold lines
 - Tap "OK"
 - After trimming, the icon

 " " on the top
 toolbar becomes " ",

 Tap " " to undo the

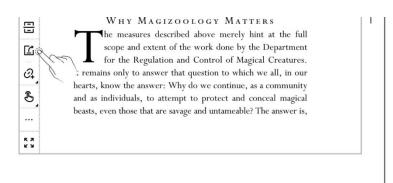


trimming

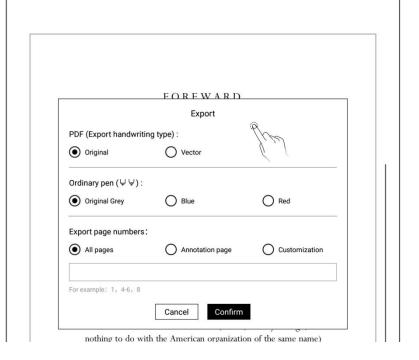
5.6 PDF export

This function only applies to PDF files.

● Tap " Export"



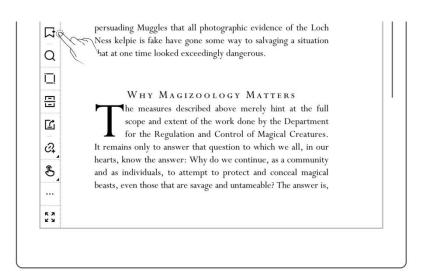
- Select handwriting type when exporting as PDF file.
- Export can choose handwriting style and handwriting color
- Export can be customized to select the page number

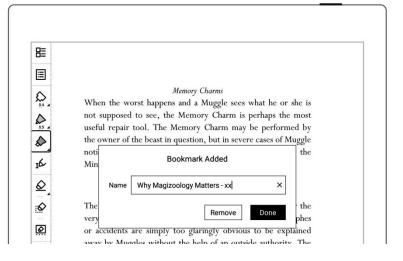


5.7 Bookmarks and Table of Contents

1, Bookmark

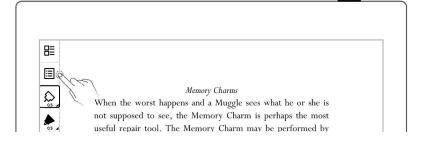
- Tap " Add Bookmark
- In the"Bookmark
 Added"pop-up box, tap
 Done or Remove as
 soon as you set the
 bookmark name.
- After setting as a bookmark, Tap
 " Remove
 Bookmark", to Remove the bookmark of the current page





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

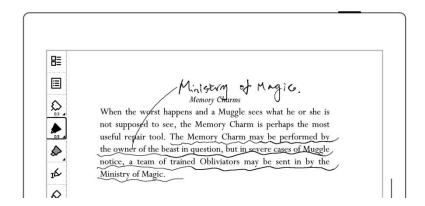
 current bookmark



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

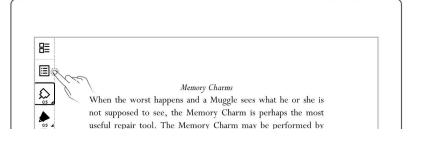
5.8 Annotation

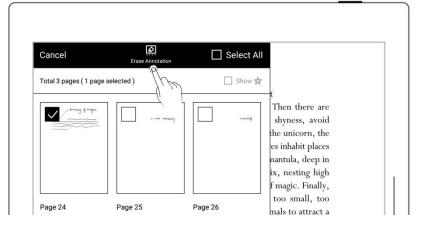
- 1. Write annotations
 - Open a document and you can start to annotate it with notes or marks.



- 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



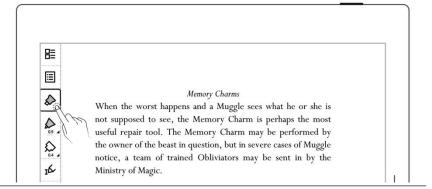


5.9 Highlights and comments

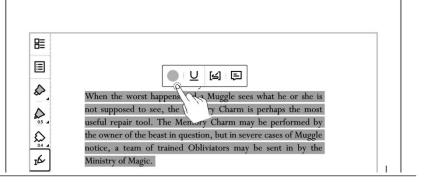
This feature only applies to PDFs.

> Highlights

 Select the highlighter and draw over text you want to highlight with pen.

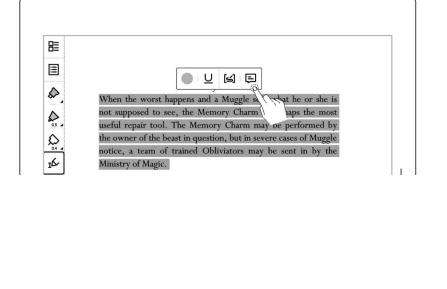


 Or tap " To select text with pen, and then select a highlight color or underline.



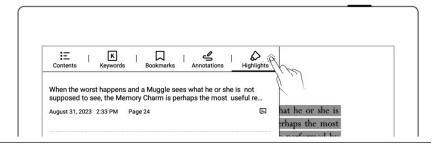
Comments

- Tap " I "to select text or tap a highlight you have created.
- Tap " To open the comment box to enter your understanding or thought about the highlight.



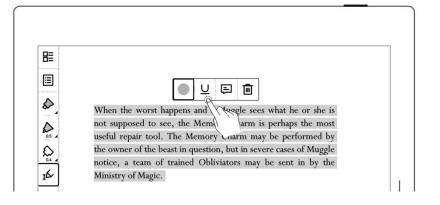
View highlights and comments

- Tap " Navigation Window".
- Select "Highlights".



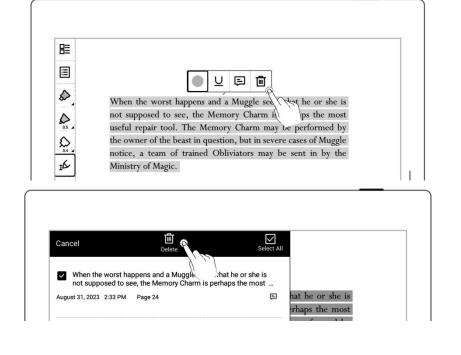
Edit highlights and comments

- Tap a specific highlight you have created.
- Tap" " and " U " to switch between the "Color" option and the "Underline" option.
- Tap " To edit a specific comment you have added.



Delete highlights and comments

- After tapping the highlighted text, tap
 "".
- In the Navigation
 Window, long press a
 highlight to bring up the
 top function bar, select
 the highlight(s) you want
 to delete, and then tap



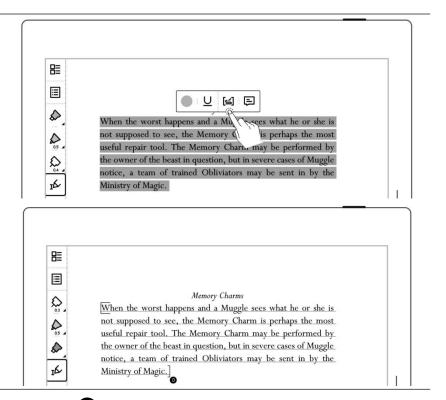
"⑪ Delete".

*Note: The default color for exported highlights is yellow.

Chapter 6 Digest

6.1 Create new digests

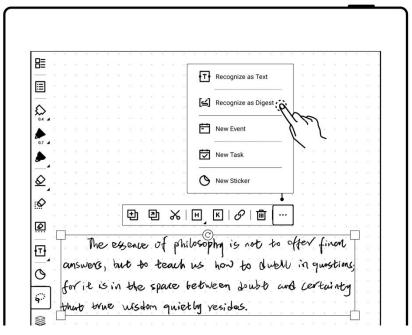
- In Documents
 - Draw the symbols "[" and "]" around text to create a digest.
 - You can also tap "I " to select text, then tap
 "[≦]" to create a digest.

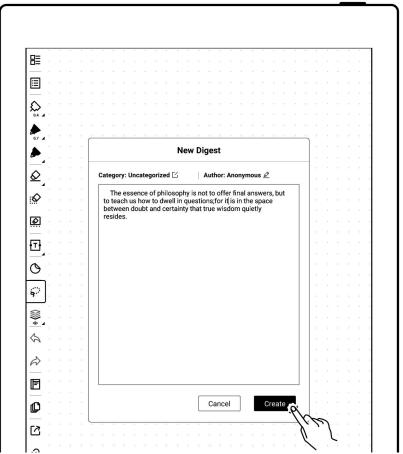


Note: Digest text will be displayed with the "D" symbol. If a digest has annotations, its symbol will change from "D" to "A". You can choose to show or hide these symbols by navigating to the Document Toolbar > More > Preferences.

In Notes

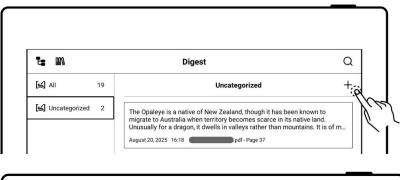
- Tap " Lasso", then circle the content with the pen.
- Tap " [≦] Recognize as Digest".
- Tap "Create".

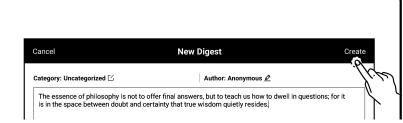




➤ In the Digest app

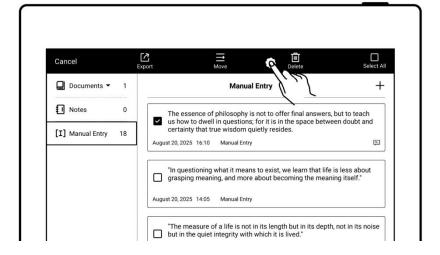
- Select the target category
 and tap " + New
 Digest".
- Enter the digest content, then tap "Create".





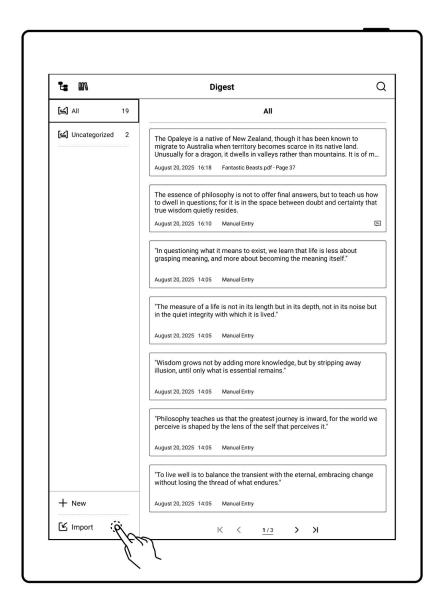
6.2 Organize digests

- Digests can be categorized and managed under
 "Categories".
- Long-press a digest to move or delete it.



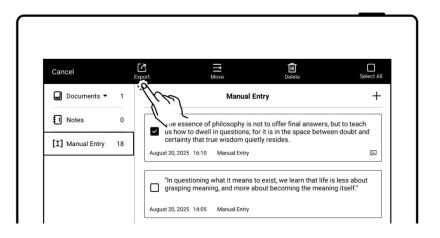
6.3 Import digests

- You can import external
 TXT files. (Each digest must be separated by a blank line.)
- You can also import TXT
 files exported from the
 Digest app (which allows
 you to restore metadata
 such as the source,
 category, and author).



6.4 Export digests

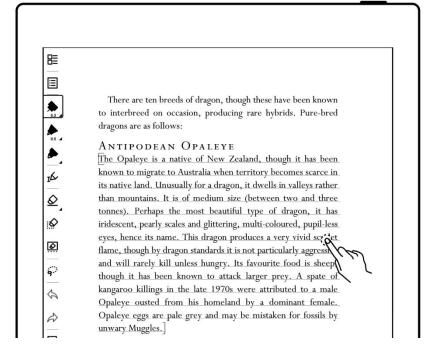
- Long press a digest and select the digests you want to export.
- Choose the export file format: PDF or TXT.
- Tap "Export".

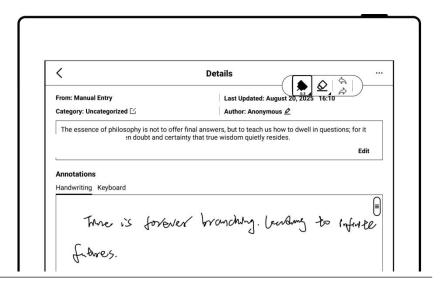


6.5 Annotations

In documents

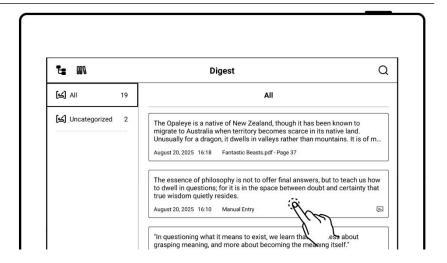
- Tap a digest.
- In the annotation area,
 write or type your
 understanding or
 thoughts about the
 digest.





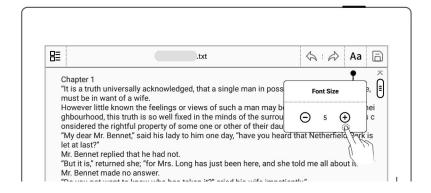
In the Digest app

- Tap a digest.
- Write or type content in the annotation area.
- A digest with annotations will be displayed with the symbol " = ".



Chapter 7 TXT

- Open TXT and edit it as needed
- Tap " Aa " to change the font size

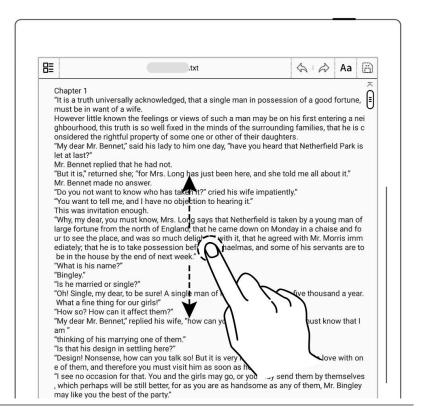


- Scroll up and down to browse through the content
- Tap "

 "and "

 "

 "to
 jump to the bottom and
 top of the TXT file

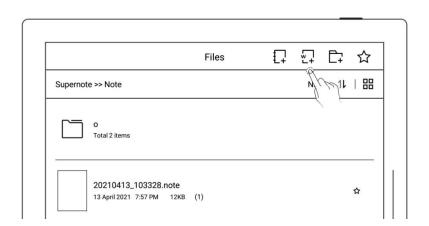


Note: Using small TXT files that contain no more than 100,000 words is recommended.

Chapter 8 Word

8.1 New Word file

Tap " + " to create new
Word file page

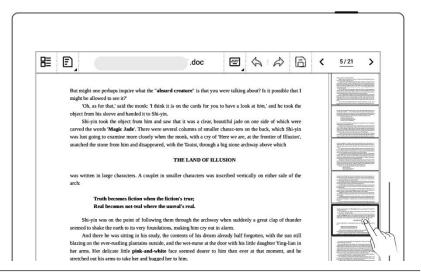


8.2 Browse Mode

Tap the page number area to display or hide the thumbnails

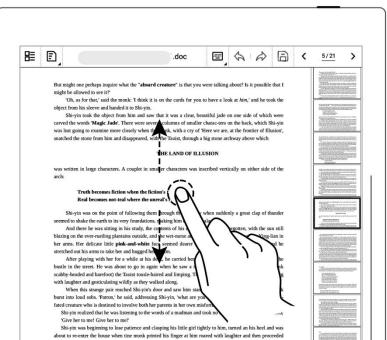


Tap on a thumbnail on the right side to jump to a specific target page



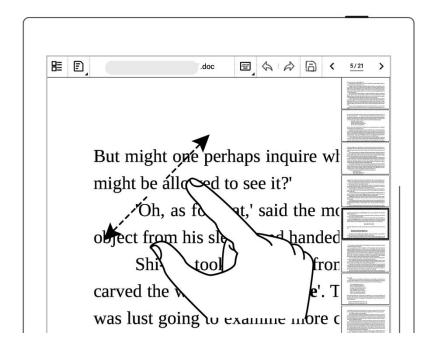
Tap the left/right arrows in the page number area or simply swipe up or down on the screen to turn pages





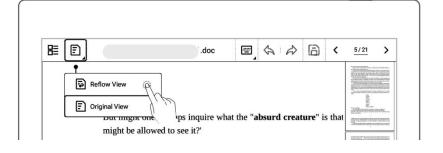
8.3 Pinch to zoom

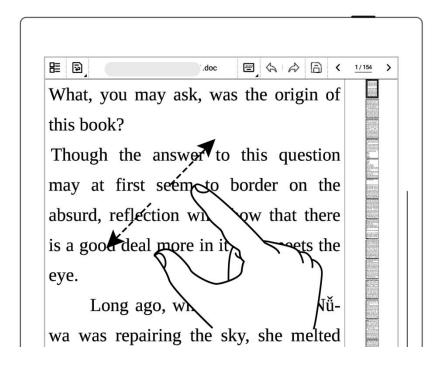
Use two fingers on the screen to zoom in and out



8.4 Repage view

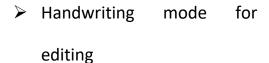
- You can switch to the Reflow View to view or edit Word as needed.
- Tap " " to enter the reflow view and use the pinch to zoom feature to rearrange the text layout

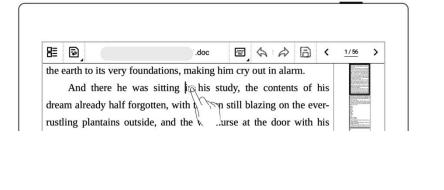




8.5 Editing

- Keyboard mode for editing
 - Tap the area you want to edit to bring up the keyboard
 - Enter text using the keyboard

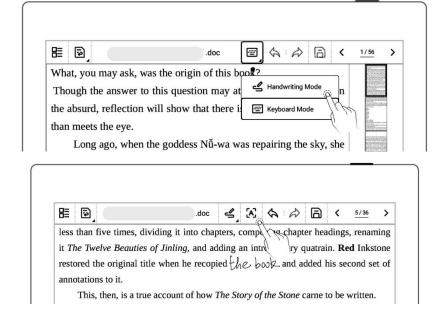




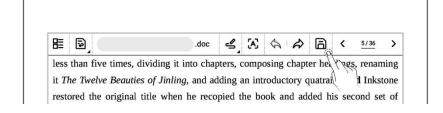
- Tap "

 Handwriting

 Mode"
- After handwriting text,
 tap " (A) " to convert it
 to text.
- Proofread and edit text
 by handwriting
 proofreader's marks



 Tap " a " to save the changes you made to the document.

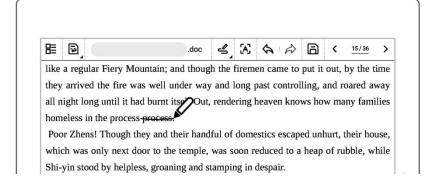


8.6 Proofreader's marks

The following handwritten proofreaders' marks (Delete, Break Line, Transpose and Insert) are only valid in handwriting mode.

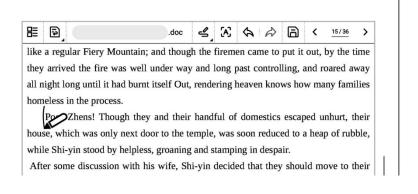
8.6.1 **Delete**

Use stylus to draw
" on the characters or spaces to be deleted, it will be automatically recognized as a delete signal, and the selected content will be deleted.



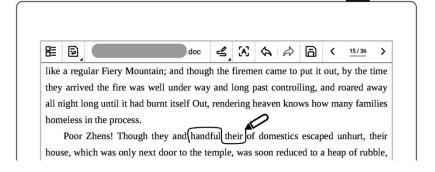
8.6.2 Line break

Use stylus to draw " "
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.



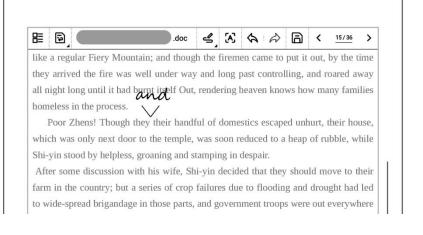
8.6.3 Transpose

Use stylus draw to the characters you want to transpose. lt will automatically recognized as a transpose symbol, and the selected characters will be transposed.



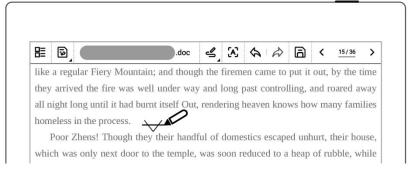
8.6.4 Insert Handwritten

- Insert content between characters
 - Use stylus to draw
 " between
 characters to insert
 content. It will be
 automatically recognized
 as an insert symbol.
 - After handwriting text

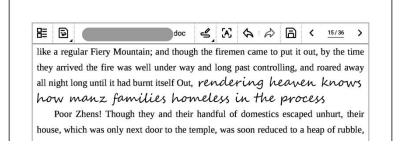


on the screen, tap
" (A) "to convert it to text.

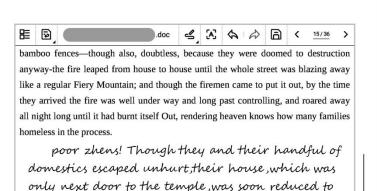
Draw a line across
 the insert mark as
 " to cancel the
 inserted content



- Additional ways to insert content
 - Simply handwrite the content you need to insert at the end of a paragraph
 - Tap " A "to
 automatically convert it
 to text and append it to
 the end of the current
 paragraph.



- Handwrite the content
 you need to insert in a
 new line
- Tap " A "to automatically convert it to text in a new line.

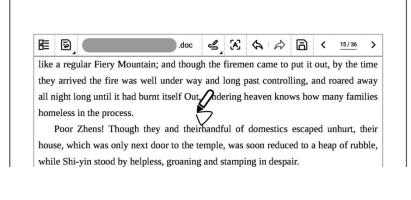


heap of rubble, which shi-yin stood by helpless,

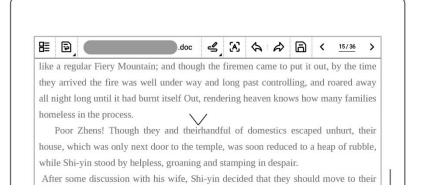
groaning and stamping in despair.

8.6.5 Insert space

- Insert space by space symbol
 - 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
 - To insert a space between letters or words, draw " " " and tap " [A] ".

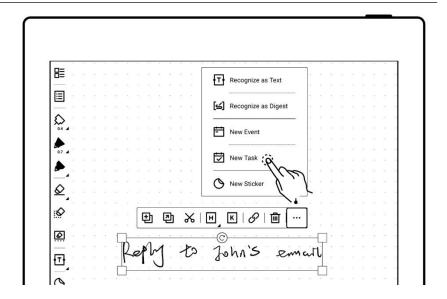


Chapter 9 To-Do

9.1 Create tasks

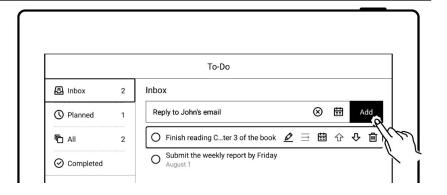
In Notes

- Tap " String Lasso" and circle the handwriting with the pen.
- Tap " New Task"and set a due date.
- Tap"Add".



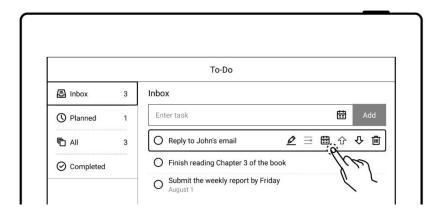


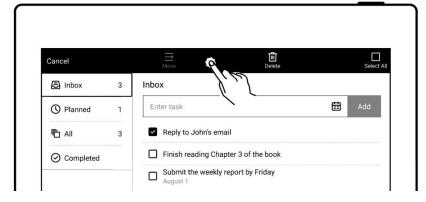
- ➤ In the To-Do App
 - Enter the task content and set a due date.
 - Tap"Add".



9.2 Organize tasks

- Tap a to-do item to rename, move, set a due date, adjust the order, or delete a single task.
- Long press a to-do item to move or delete multiple tasks at once.



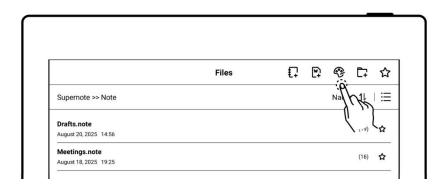


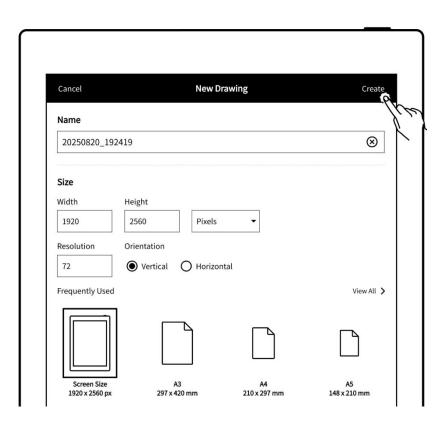
Chapter 10 Atelier

To use the Atelier drawing app, you need to download it from Apps > Supernote App Store first.

10.1 Create drawings

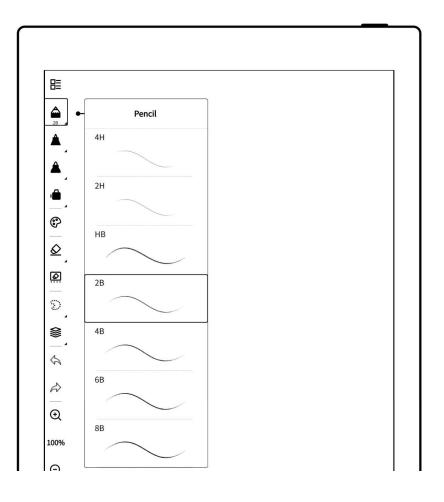
- Tap "New Drawing".
- Enter a file name and set the canvas size.
- Tap "Create".





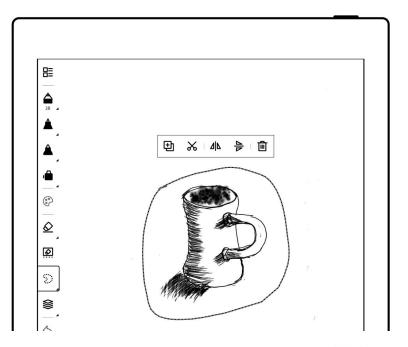
10.2 Brushes, erasers, and colors

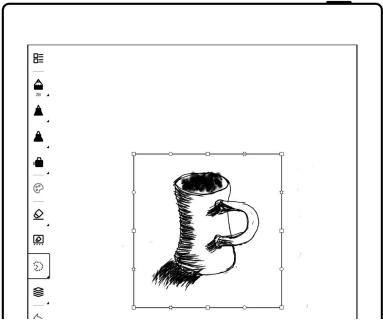
- Choose from Pencil, Ink
 Pen, Marker, and Spray.
- Use various erasers or full-screen erase.
- Adjust the brush grayscale.



10.3 Selection tool

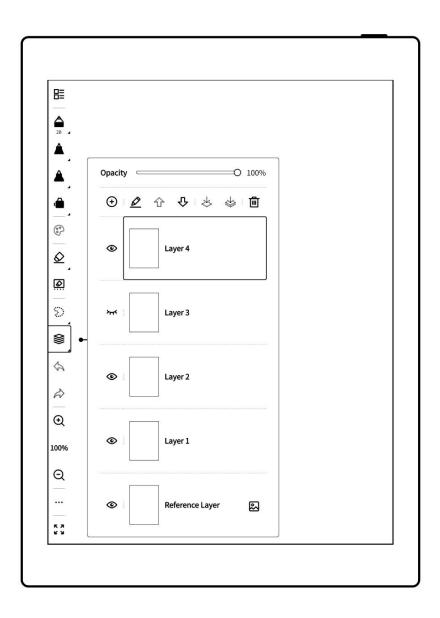
- Select rectangular,
 elliptical, or freeform
 selection.
- Use the selection tool to copy, cut, mirror, move, rotate, scale, skew, and adjust proportions of strokes.





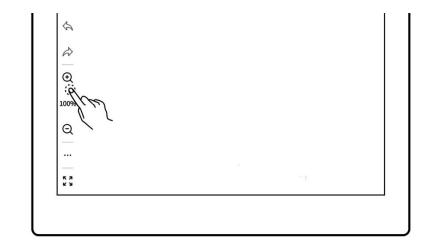
10.4 Layers

- Rename, reorder, or merge layers.
- Adjust layer opacity.
- Use the reference image to assist drawing.



10.5 Adjust canvas

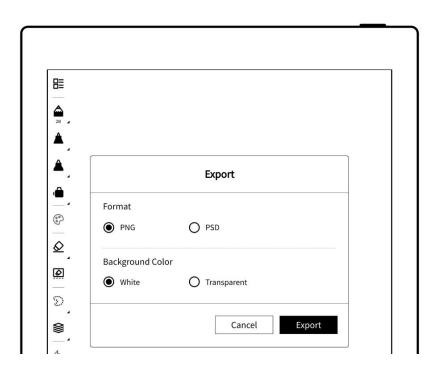
- Tap " ⊕ " or " ⊖ " to zoom the canvas, or use two fingers to pinch.
- Tap the percentage to quickly reset to 100%.



 Use two fingers to drag the canvas to move it up, down, left, or right.

10.6 Export drawings

 Export the drawing as a PSD or PNG file.



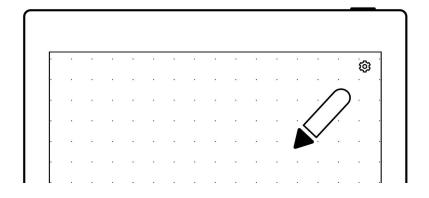
Chapter 11 InkFlow

To use the InkFlow app, you need to download it from Apps > Supernote App Store first.

11.1 Using InkFlow

You can use the device as

 a graphics tablet. After
 connecting to a
 computer, your

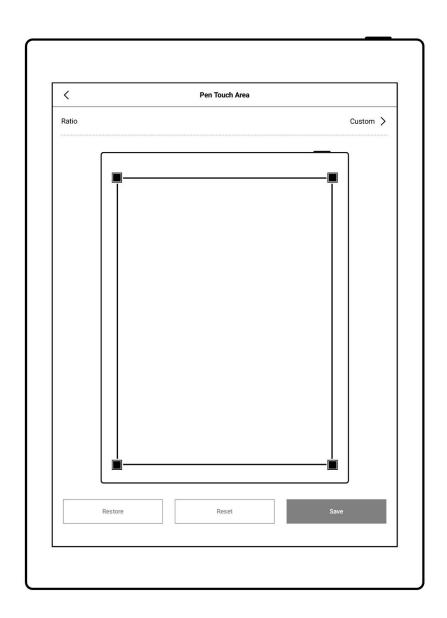


operations will sync in real time with drawing software.



11.2 Configure InkFlow

- Set the pen touch area according to the computer screen ratio.
- Enable the "Assistive Dot Matrix" function.

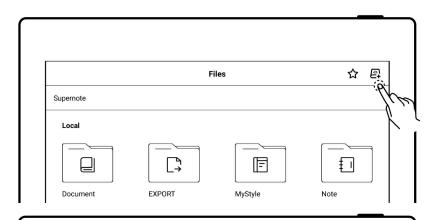


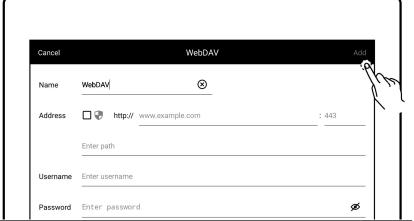
Chapter 12 ServerLink

ServerLink enables file synchronization and multi-device access by connecting your Supernote device to WebDAV servers or NAS devices. (To download the ServerLink app, please go to "Settings" > "Apps" > "Supernote App Store".)

Add your server

- Tap "♣".
- Enter the server address,
 username, and
 password, then tap
 "Add" to establish the
 connection.

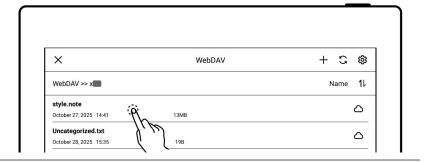




Manage your files

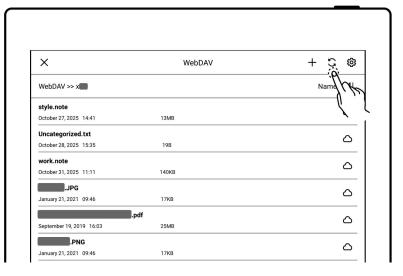
1. Access your files

 You can browse files on the server, then open or edit them locally.



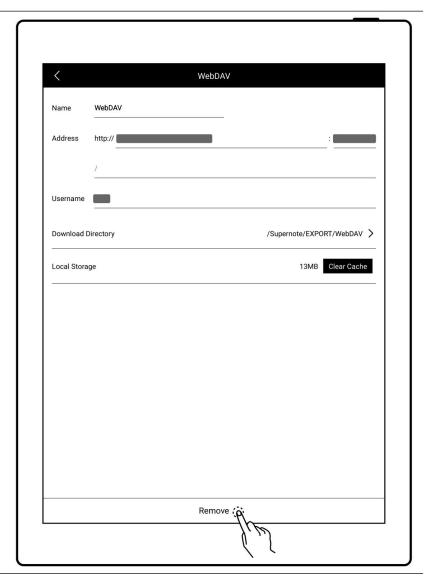
2. Sync your files

- Your Supernote device automatically syncs any local file changes back to the server.
- You can manually upload
 the newest files by



tapping the " Sync" button.

- Remove your server
 - Tap " Settings"
 - Tap "Remove" to remove your server.



*Note: Before clearing the cache or removing a server, please ensure that all files have been fully synchronized.

Chapter 13 Convenient Features

13.1 Organize files

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

> Create a new folder

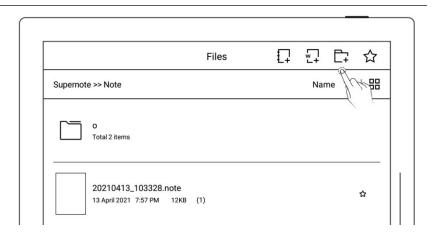
- 3. In the sidebar menu, tap

 "Files" to access any file;

 if you have opened a

 note/document, tap

 "□□ "to go back to "Files"
 - Tap " + " to create a new folder

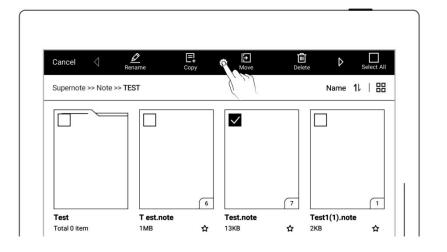


4. Enter the name of new folder, tap "**OK**"



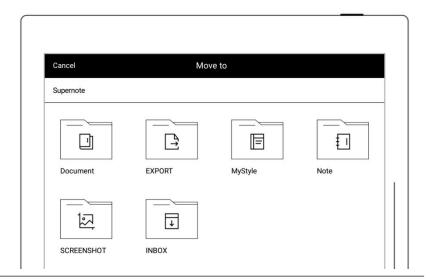
Move a file or folder

- 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"



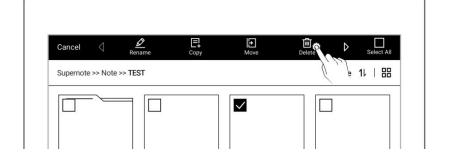
2. On **Move to /Copy to** page

 Select the folder to move to/Copy to , tap "Ok"



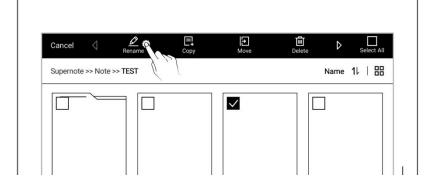
Delete a file or folder

- 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

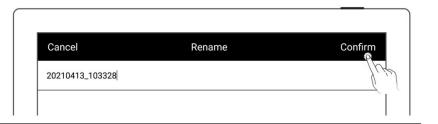
- 1. In file management page
 - Long press the file or folder
 - Select the file or folder
 to be renamed (Only
 single-choice is
 supported)



Tap "Rename"

2、Rename

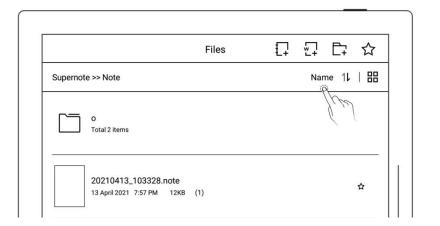
Input the new name of the folder and tap "OK"



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

> Sort files or folders

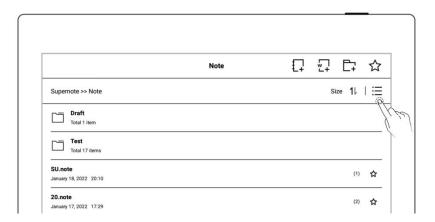
- 1. In file management page
 - Tap size/name/time,
 icon, then files will be
 sorted by their
 size/name/time
 - Tap icon "11", then
 files will be sorted and
 switched between
 ascending and
 descending of
 size/name/ time



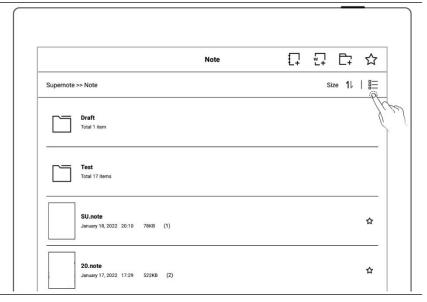
View files or folders

- 2. In file management page

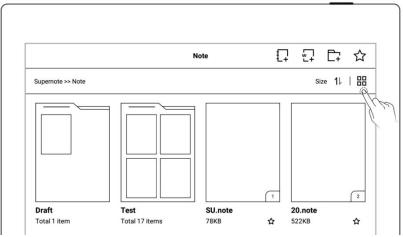
 - " $\stackrel{...}{=}$ " is list mode



• "\=" is thumbnail list mode

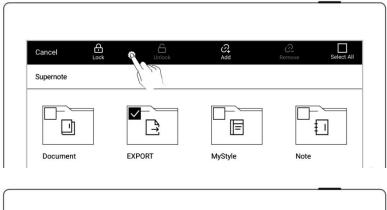


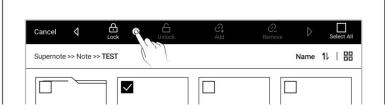
• " " is large thumbnail mode



13.2 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



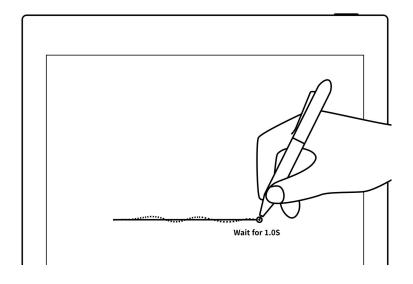


*Note: The file password must be set for the first use of "Lock", and the file password can be turned on and off in "Settings>Security & Privacy".

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

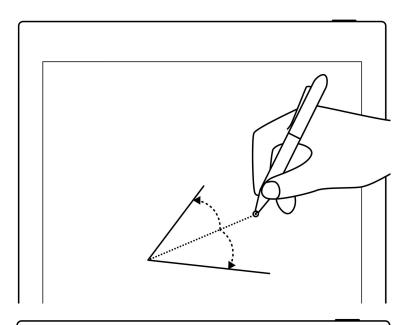
13.3 Smart Straight Line

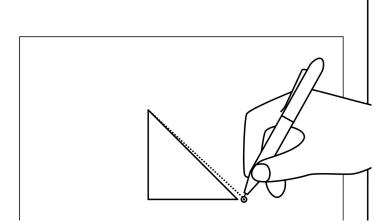
- 8. Draw a straight line
 - Draw a relatively straight stroke and hold the pen still for 1 second to automatically convert it into a standard straight line.



9. Adjust a straight line

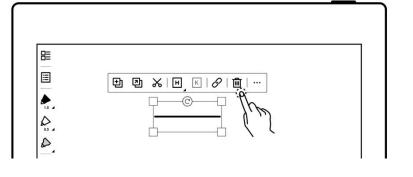
- Drag the end point of the straight line to any position on the current page to adjust its length and angle.
- You may also precisely
 adjust the straight line
 using vertical and
 horizontal snapping,
 template snapping and
 line-to-line snapping.





10、 Delete a straight line

Select the straight line using the lasso tool and tap " Delete"; or use the eraser tool to erase it.



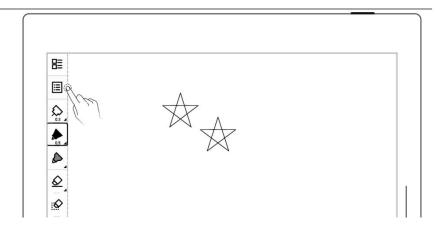
^{*}Note: You can turn on/off "Smart Straight Line" feature in "Pen Preferences."

13.4 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.



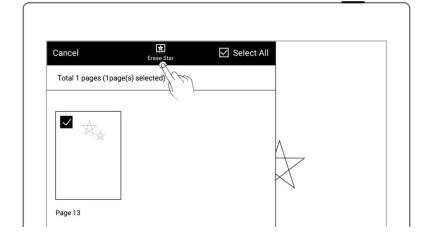
- 2、 View pages with the "☆" tag
 - Tap " NavigationWindow"
 - Tap " Stars" to view pages with this tag



- 3. Erase pages with the " * " tag
 - Select and long press a page

 - Tap " Erase Star"

 *Note: Stars within headings won't erased



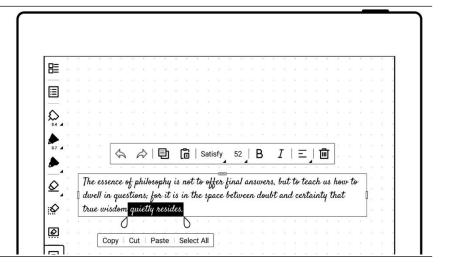
*Note: Stars can only be used on the main layer. You can turn on/off star recognition in "Pen Preferences".

13.5 Clipboard

The clipboard function is applicable in Notes, Documents, Settings, File Manager, Digests, Mail, Calendar, To-Do, and some third-party apps (text content only). Supports cutting, copying and pasting text between Supernote and the desktop Supernote Partner app. (To do this, please enable Keyboard Sharing in the desktop Supernote Partner app.)

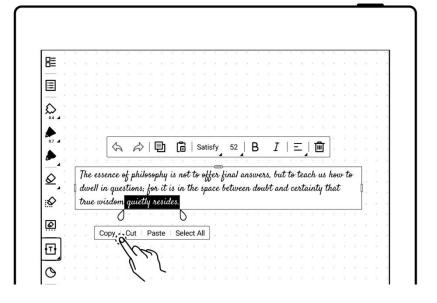
Select text

- Double-tap a word to enter text selection mode.
- Adjust the start and end points to select the desired text.



Copy or cut text

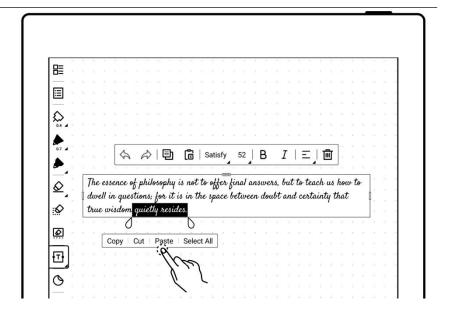
- After the action menu pops up, tap "Copy" to save the text to the clipboard.
- Tap "Cut" to move the text to the clipboard and delete it from the original



location.

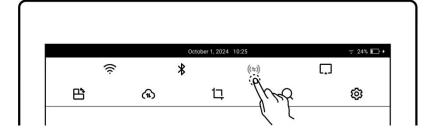
Paste text

- In the target input field or any text-supported app, Double-tap, then tap "Paste" from the menu.
- The copied or cut text will be inserted at the cursor position from the clipboard.



13.6 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

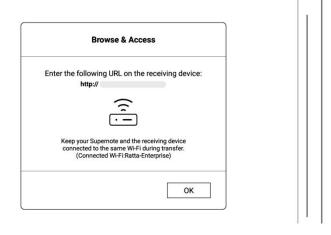
files, single-click a

filename to download

the corresponding file

and click " " to

refresh the webpage.



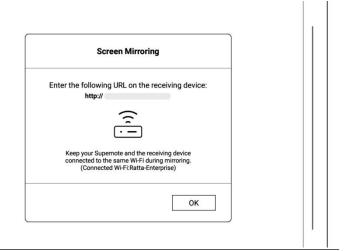
*Note: Keep Supernote and the receiving device connected to the same Wi-Fi during transfer.

13.7 Screen mirroring

- Open the top menu bar,tap "ScreenMirroring"
- Enter the correspondingURL on the receivingdevice
- On the receiving device,



and enter and exit full screen; tap " and " and " and and left.

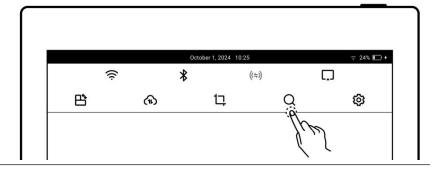


Note: Keep Supernote and the receiving device connected to the same Wi-Fi during mirroring. Hover the pen up to 5mm above the Supernote screen to display a laser pointer circle effect.

13.8 Search

Open the top menu bar, tap

"Search"



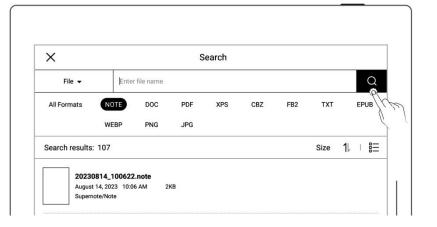
Search for files

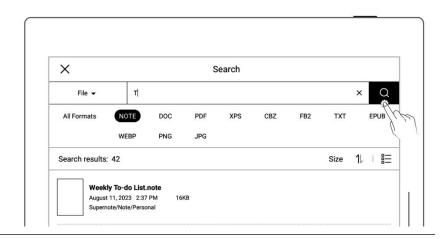
Tap a file format and tap

 $_{u}Q_{u}$

Or enter the file name

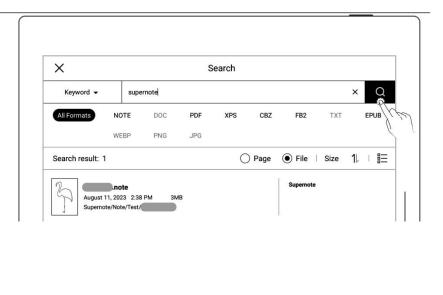
and tap " Q ".





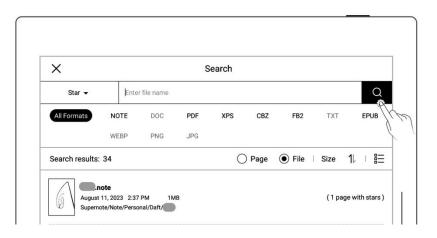
Search for keywords

- Switch the search target to Keyword.
- Tap " Q " directly to see the search results that contain all the keywords you have added.
- Or enter a keyword, and
 tap "Q".
- Search results for related files or pages per input keyword



Search for stars

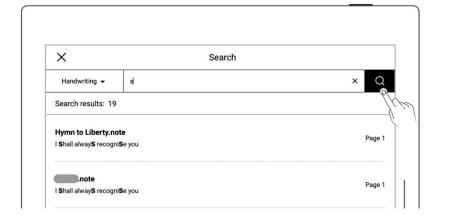
- Switch the search target to Star.
- Tap "O" "directly to see
 the search results that
 contain all the stars you
 have created.
- Or enter a file name, and tap " To search for specific files that contain stars.



Search for handwritten text

- Switch the search target to Handwriting.
- Enter recognized
 handwritten text from
 real-time recognition
 notes.





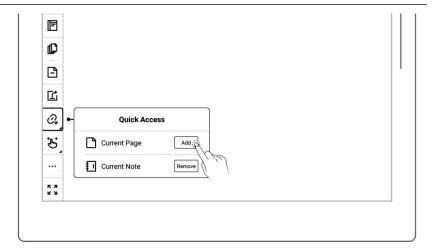
13.9 Quick access

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

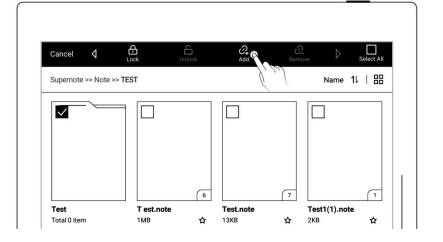
- Specified pages and notes/documents
 - Open a note/document page
 - Tap " and choose to add the current page or note/document by tapping the "Add" button

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

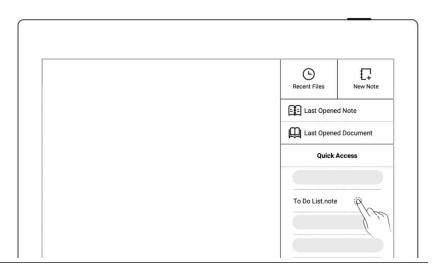


> Folders

- Tap"Files"
- Select a single folder on the file editing page
- Tap " ^② Add"

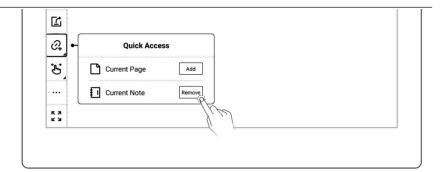


- 2. Open items in Quick Access
 - Tap the Quick Access item on the sidebar menu to open it



3. Remove items from Quick Access

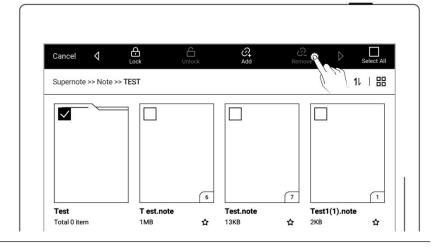
Tap"Remove"in a
 specific page,
 note/document
 or"Files".



• Or long press a Quick

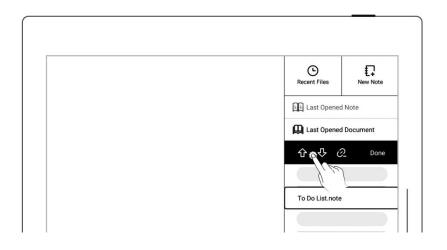
Access item in the sidebar menu, and tap

"2-Remove".



4. Reorder items in Quick Access

- Long press a Quick
 Access item in the
 sidebar menu.
- Tap " ♣ "and " ♠ "to adjust its order in the Quick Access section.



13.10 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.

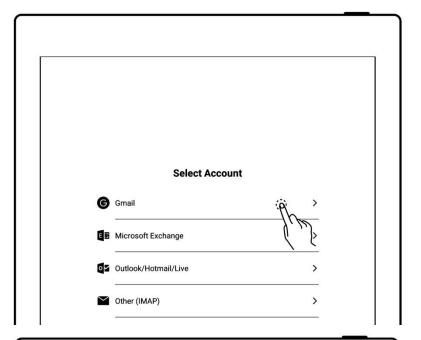
Chapter 14 Mailbox Function

Support IMAP type mailbox.

14.1 Login

➤ Log in to Gmail

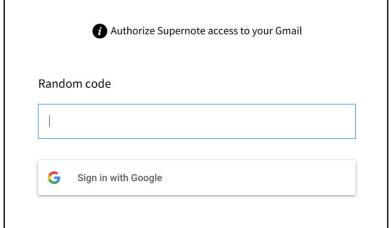
- Tap "Mail" in the sidebar menu
- Select "Gmail" to enter the authorization page.





- Use QR code scan or input website link
- Input Random code
- Tap "Sign in with Google "

*Note: The device only supports the IMAP protocol. Please

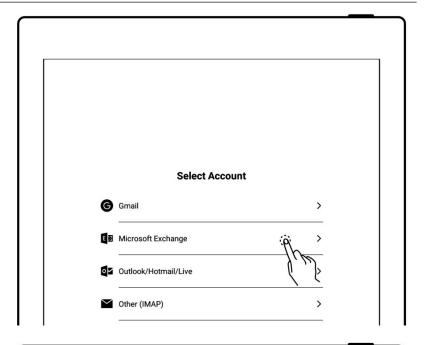


ensure your Gmail account has

IMAP service enabled.

- ➤ Log in to Microsoft Exchange or Outlook/Hotmail/Live
 - Select "Microsoft
 Exchange" or
 "Outlook/Hotmail/Live"
 to enter the login page.

*Note: The device only supports
the IMAP protocol. Please
ensure your Microsoft email
account has IMAP service
enabled.

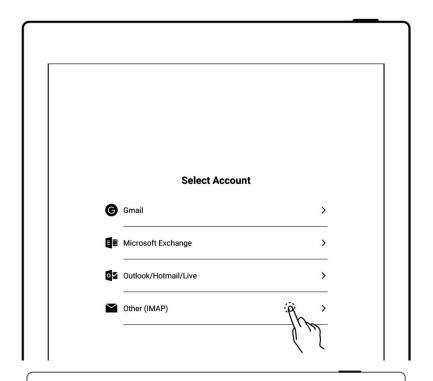


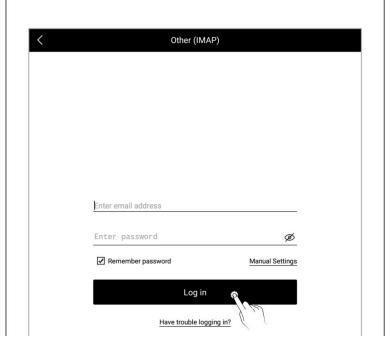


➤ Log in to Other Emails

1 Login

- Select "Other (IMAP)"
- Enter your email address
 and password
- You can choose to remember password, then tap "Log in"
- Please check server setting if login failed



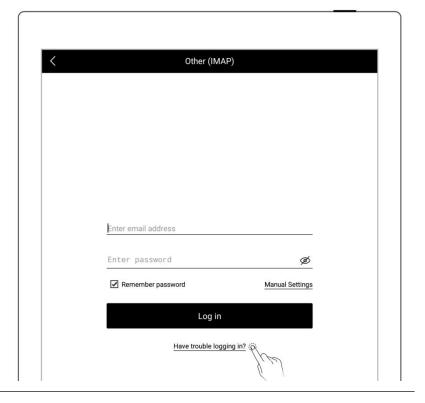


- 2、 Mailbox server set up
 - Tap "Manual Settings"
 - Setting per content (IMAP etc.) request of your mail
 server
 - Tap "Log in"

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



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



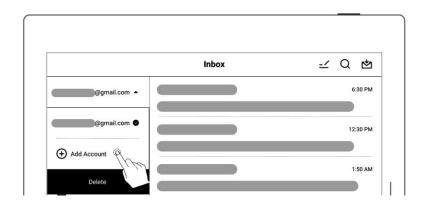
Multi-mail account login

- Tap " Add account"
- On the "Add Account"

 page, select an email

 account to log in to

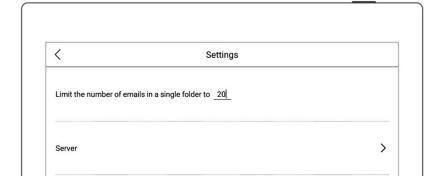
*Note: The mailbox supports max. three mail accounts at the same time



14.2 Settings

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

- Set the number of emails to sync
 - Tap " Settings"
 - Enter the number of emails you want to sync for each folder (Up to 99 emails)

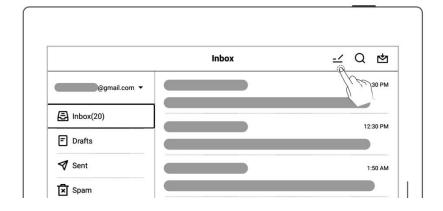


- Customized Signature
 Setting
 - In the signature box,
 enter your email
 signature using
 handwriting input or
 keyboard input.
 - You can choose
 whether or not to
 display your
 "Customized
 signature" when
 sending emails.



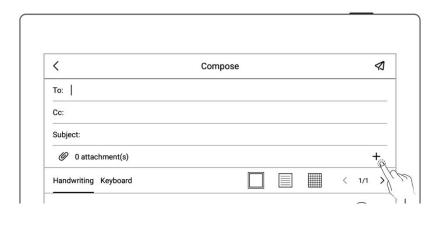
14.3 Compose

- 1、 Tap " Compose "
 - By handwriting
 - By keyboard input

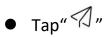


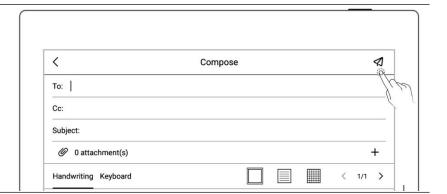
2、 File attachment

- Tap"+"
- Select the file you want to send as an attachment and tap
 "Add".



3. Enter the recipient address or relevant information

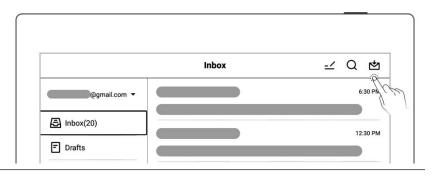




*Note: Email attachments have restrictions on the size. It is not recommended to add multiple or heavy files (total file size <20M).

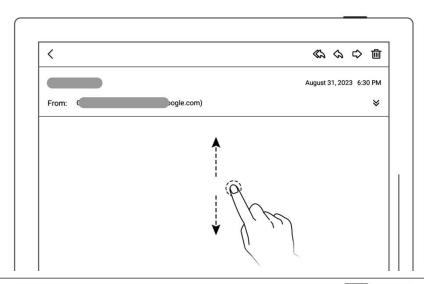
14.4 Inbox

- 1 Sync emails
 - Tap " b" " to manually sync
 emails.

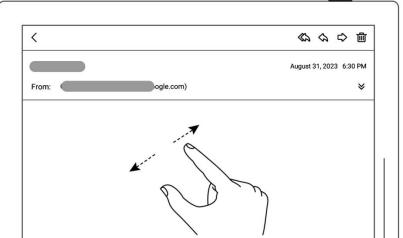


2. Check emails

 Swipe up and down to view email details



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



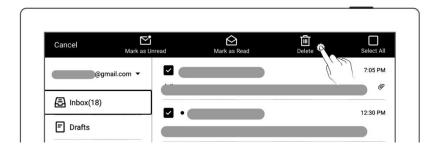
3. Save attachment

- Tap " ➤ "
- Tap "Save" in the attachment list
- As default, the file is saved to the relevant email account under the "INBOX" folder



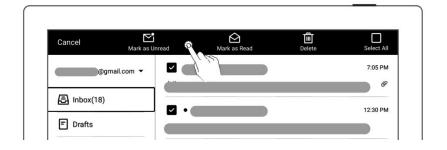
14.5 Delete Local emails

- Long press to select the mail to be deleted
- Tap "値"



14.6 Read and Unread

- Long press to select email(s)
- Tap " Mark as Unread" or " Mark as Read".

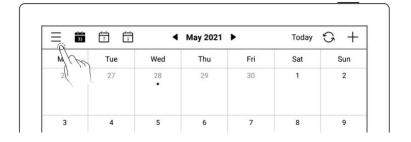


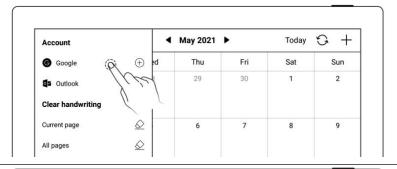
Chapter 15 Calendar function

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

15.1 Manage account

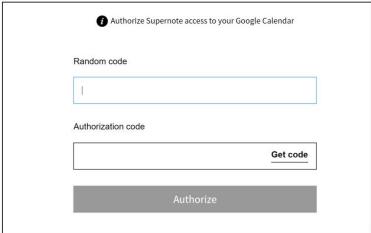
- Tap "="



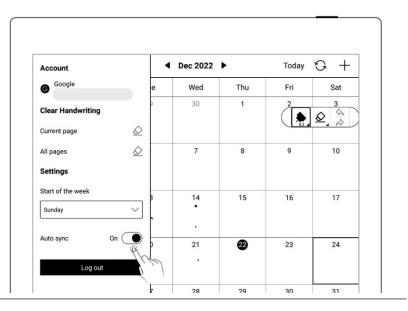


- Use QR code scan or input website link
- Input Random code
- Get and inputAuthorization code
- Tap "Authorize "





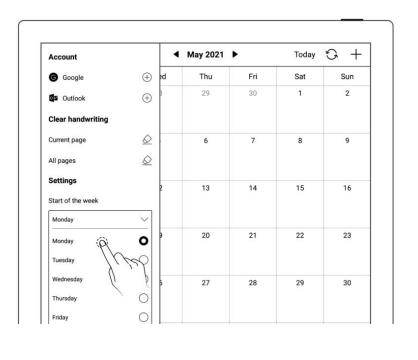
After authorization is completed successfully, you can choose to enable Auto-sync or tap" "to manually sync your calendar.



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

15.2 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.

15.3 Switch view

• Tap " 31 ", " 7 ", and " 1 "to switch different calendar views

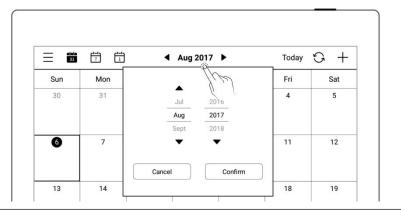
 Handwritings can be added into monthly and weekly calendar views

31		4	■ May 2021 ►			Today 😘 🕂	
Mon	Taly	Wed	Thu	Fri	Sat	Sun	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	
			Mille		(S)		
10	11	12	13	14	15	16	
	629			9			
17	•	19	20	21	22	23	

15.4 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



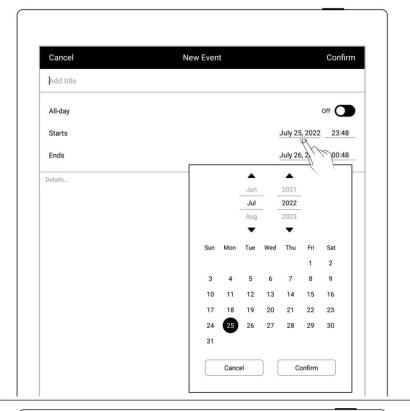


15.5 Using events

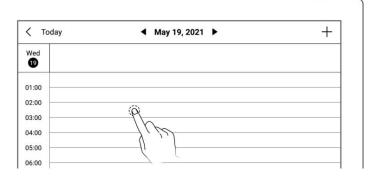
1、 Create

- In monthly or weekly view
- Tap" + "
- Input title and details
- Set up the time
- Tap "OK"





- > In daily calendar view
- Tap the time slot to input
- Create event corresponding the time
 slot
- Tap "OK"

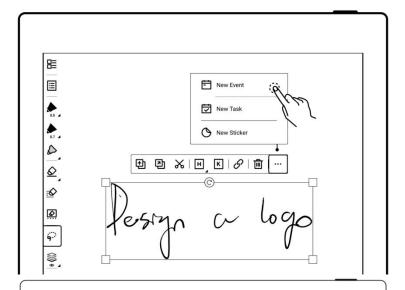




- ➤ In the Note app
- tap " Siring Lasso"
- Draw a circle to selected handwriting and tap



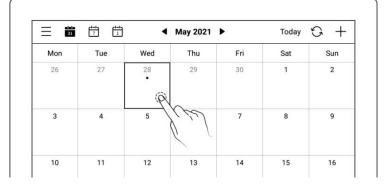
- Input details and set the time
- Tap "OK"

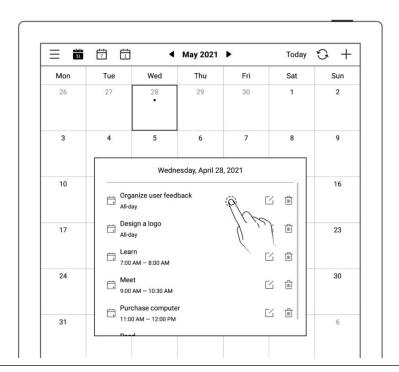




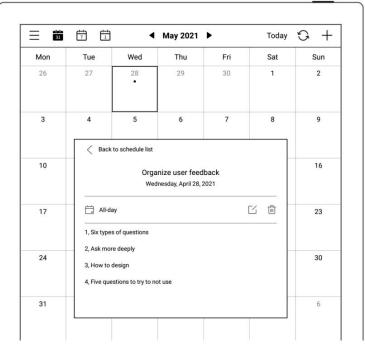
2、 Check

- ➤ In monthly or weekly view
- Select date
- Tap date square or bottom-right corner to check all events of the day

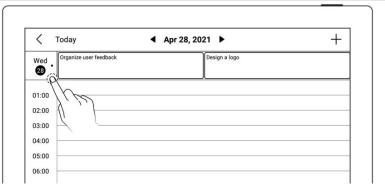




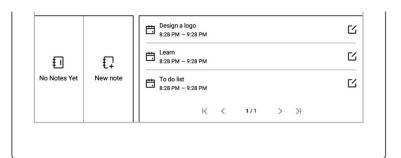
 Click single event to check details

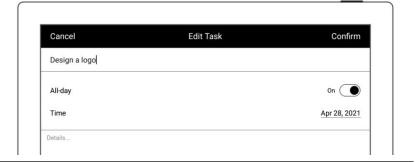


- > In Daily calendar view
- Tap the date to check all events of the day

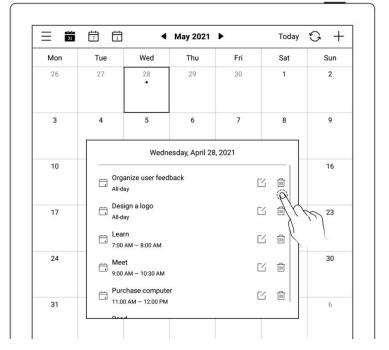


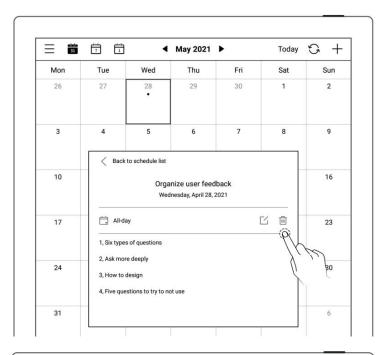
- 3、 Edit, Delete
 - > Edit
 - Tap " ""
 - Open the event page,Re-edit
 - Tap "OK"

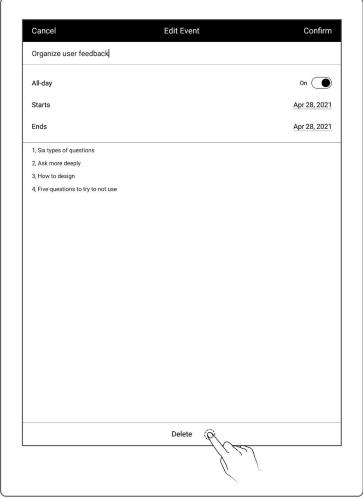




- > Delete
- Tap" " in event list box or Event details
- Tap "Delete" in eventedit page

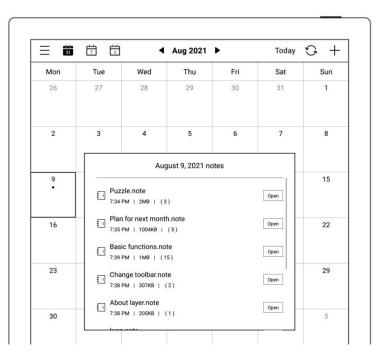






15.6 View notes

- 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



Chapter 16 Basic functions

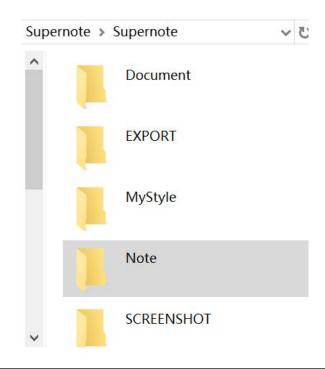
16.1 USB connection

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



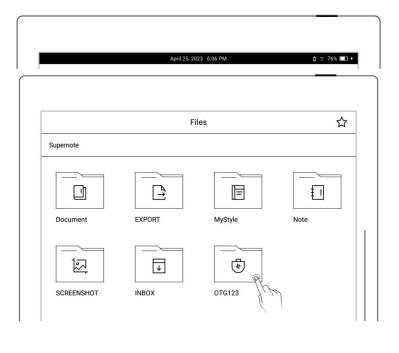
> For MAC

• MTP tools such as Android File Transfer, openMTP, Commander One are required

16.2 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



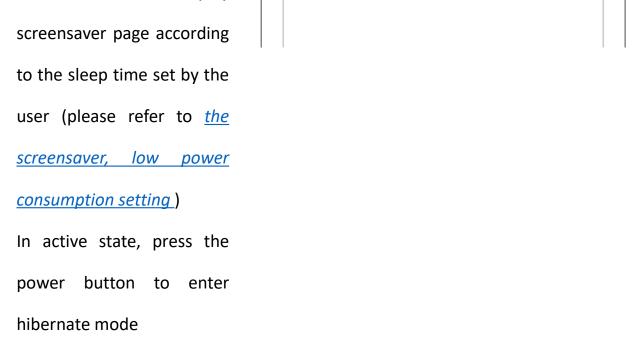
of Supernote, click to enter the U drive, you are able to view and organize files in the U drive

2.Do not remove the OTG USB drive while copying, moving, or searching for files to avoid operation failure.

16.3 Wake up from sleep mode

Enter sleep mode

- In standby state, the device will automatically hibernate mode and display screensaver page according to the sleep time set by the consumption setting
- power button to



Wake up the device

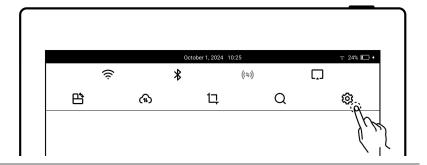
In hibernate mode, press the power button to go back to the page before hibernation (If

^{*}Note: 1.Please exit the file before removing the OTG USB drive to prevent data loss.

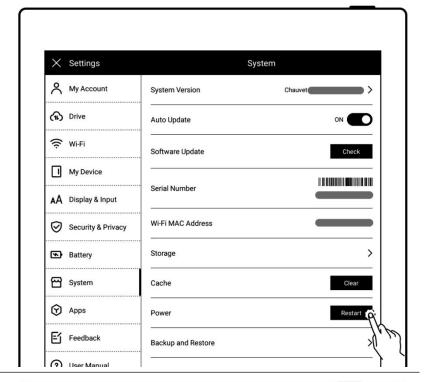
there is a screen lock password, you need to enter password to wake up the device)

16.4 Reboot/update

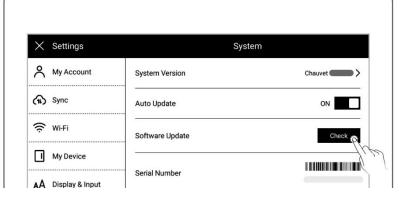
- 1. Open the top menu bar
 - Tap " Settings"
 - Tap "System"



- 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"

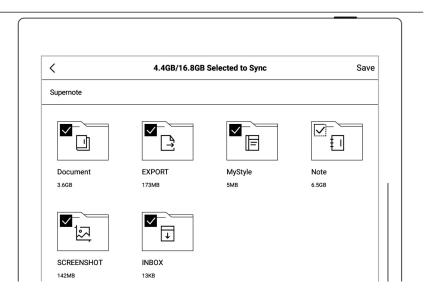


*Note: Please back up your files before updating to avoid losing data by accident.

16.5 Backup and Restore

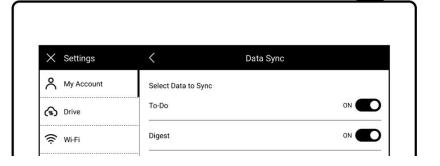
> Files

- Copy your files on your
 Supernote to another
 storage device or
 location for backup
 before restoring them to
 your Supernote as
 needed.
- Sync your files on your
 Supernote to your cloud
 and download them onto
 your computer/phone for
 backup before restoring
 them to your Supernote
 as needed.



Digest and To-Do

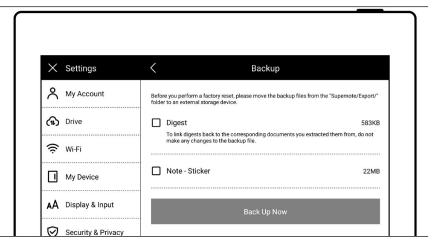
Go to "Settings >
 System > Backup &
 Restore" to back up and restore digests.



 To sync digests and to-dos, go to "My
 Account >Data Sync".

Sticker

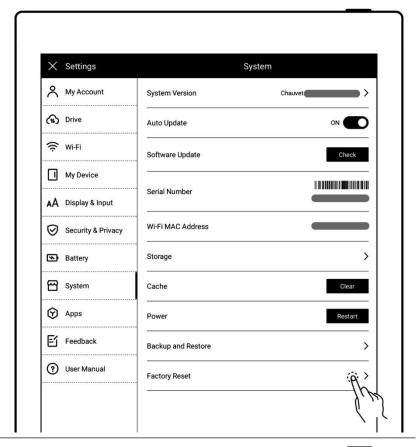
Go to "Settings >
 System > Backup and
 Restore" to back up and
 restore stickers.



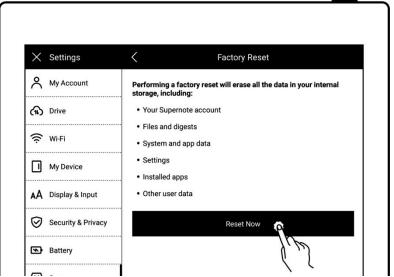
^{*}Note:Currently, backing up and restoring system and application data, personal settings, installed applications, and other application data is not supported.

16.6 Reset

- 2. Open the top menu bar
 - Tap " Settings"
 - Tap "System"
 - Tap"Factory reset"



- 3. Factory initialization
 - Tap "Reset Now"

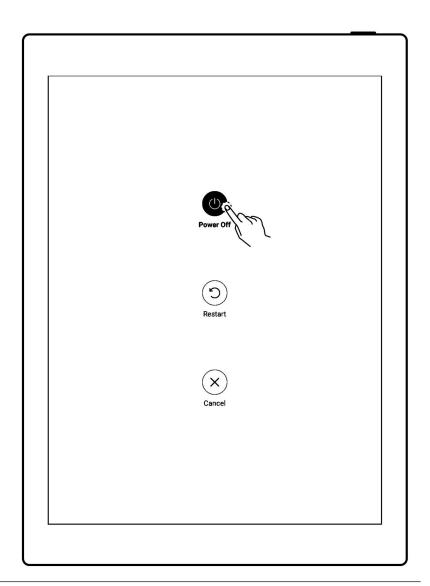


*Note: Please back up your files before reset for Reset will erase all data and account information you have added in the device.

16.7 Power off/Shutdown

1, Graceful shutdown

Long press the powerbutton (>5 seconds), Tap"Power Off"



*Note: The device is powered off after 10 seconds when you tap "Power Off",

2、Forced shutdown

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

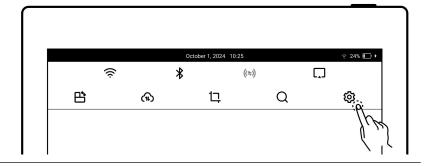
Chapter 17 Privacy and security

17.1 Privacy

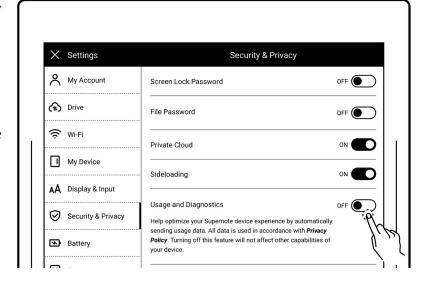
User Experience Project only upload the exception log, which can help to diagnose and improve Supernote device. Your files on the device will not been uploaded.

17.1.1 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



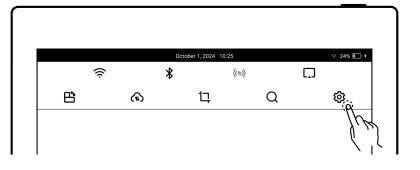
17.2 Security

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

17.2.1 Screen-lock password

- 1. Set the Screen lock password
 - Open the top menu bar, Tap
 - " Settings", Tap

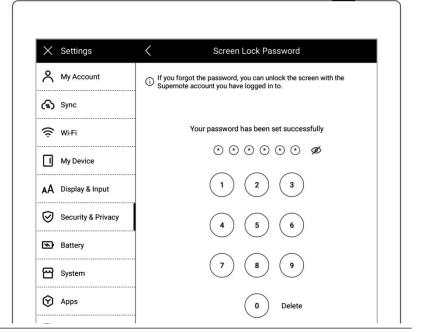
"Security & Privacy"



Tap " Screen lock password"and turn "ON"



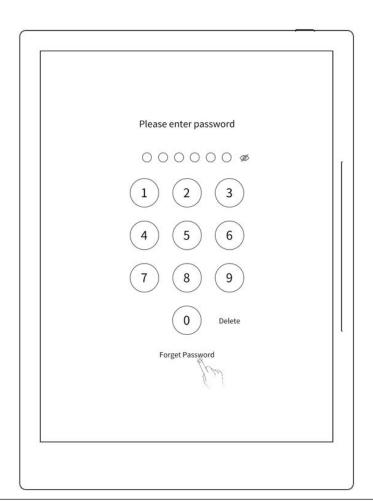
Enter a 6-digit screen lock
 password and confirm it
 twice



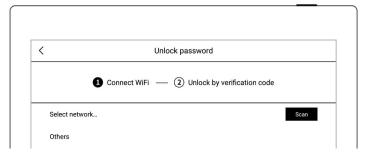
After setting the password, you need to enter it to unlock when wake-up

*Note: You are able to unlock the screen via log in Supernote Account if you forget the password (Please refer to <u>Sign up and log in from device</u>)

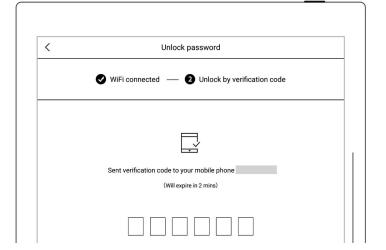
- 2. Retrieve the screen-lock password
 - Tap "Forget Password"



 The device will try to connect to Wi-Fi



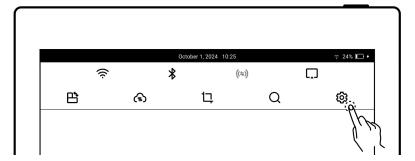
- After successfully connected, the device will send a 6-digit verification code to your registered mobile phone or email address
- Type in the verification code



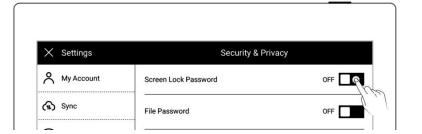
 After successful unlock, it will jump to setting screen-lock password page, where you can reset the password

*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"Settings"



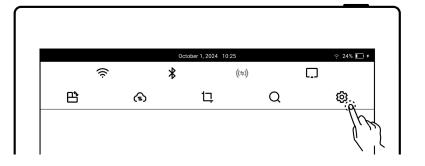
- Tap "Security & Privacy"
- Tap "Screen lock password" and turn "OFF"
- Type correct 6-digit
 password to disable
 screen-lock password



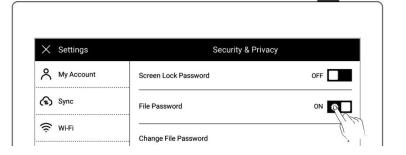
17.2.2 File password

- 1. Set the File password
 - Open the top menu bar, Tap
 - " Settings ", Tap

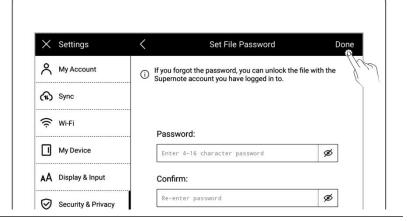
"Security & Privacy"



- If the file password is not set yet, click "Lock" in Files, and tap "Setup now"
- Tap "File Password" and turn "ON"



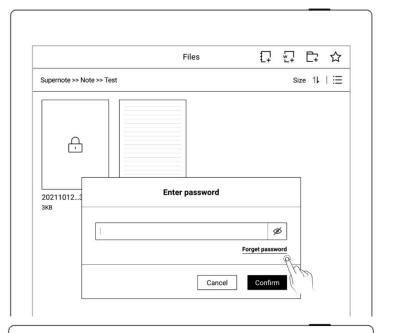
- Enter 4-16 digits password
 and confirm twice
- Tap "Done"

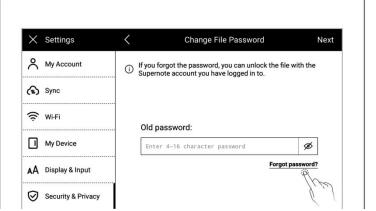


 After the successful setting, you need to enter the file password when opening the locked file and related contents

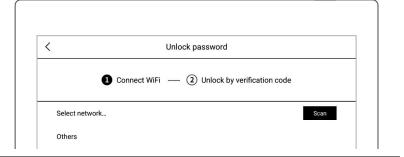
*Note: If the password is forgotten, you can unlock via the registered Supernote ID (Please refer to *Sign up and log in from device*).

- 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"

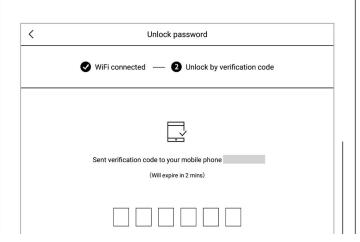




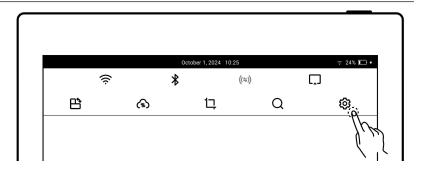
 The device will try to connect to Wi-Fi



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 18 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.

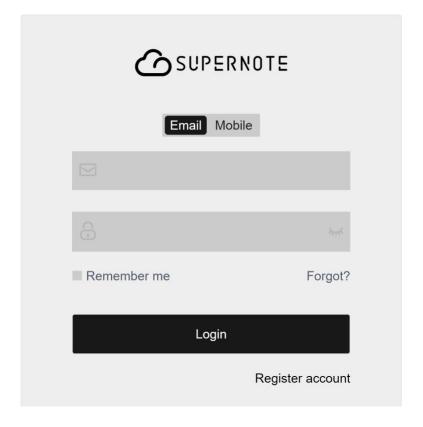
18.1 Register and log in

1. Open the following web page from PC:

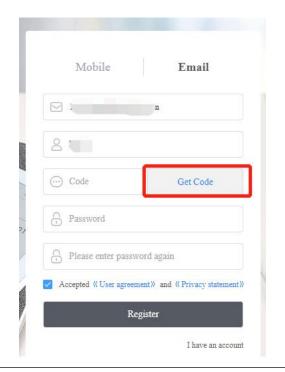
https://cloud.supernote.com

If you have not registered an account, please click

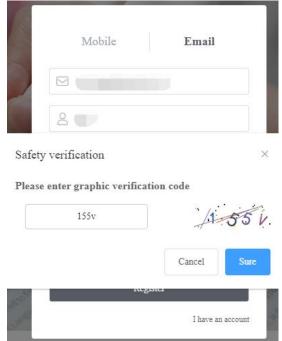
"Register account"



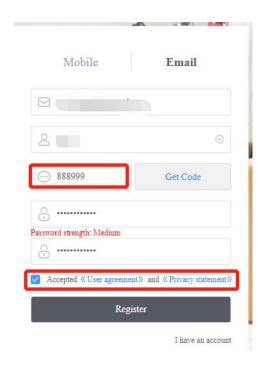
- 2. Email and mobile phone number are available for registration
 - Enter email address or mobile phone number
 - Set a user name
 - Click "Get Code"



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"

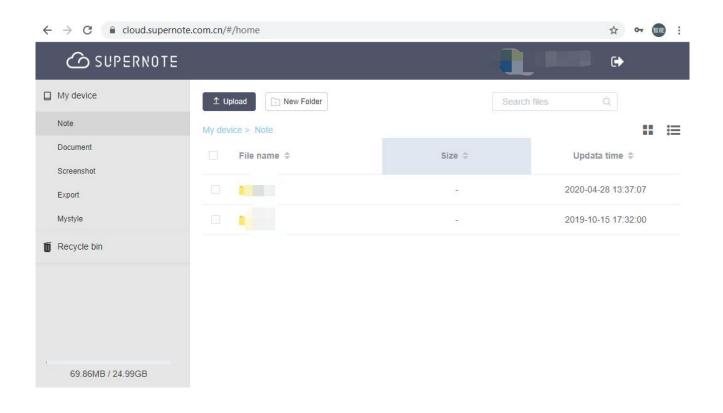


*Note: When registration from PC completes, you have to log in from the Supernote device to activate your cloud service.

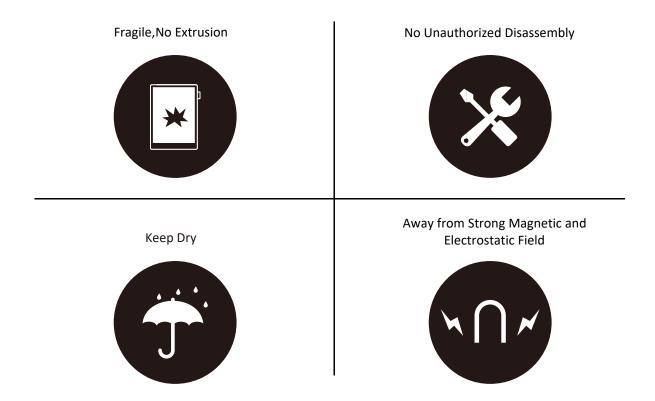
18.2 Cloud service

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



Chapter 19 Safety



- 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
- Do not disassemble this product yourself; otherwise, you will lose your warranty rights.
- 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 20 FAQ and Troubleshooting

Q: How to make custom image templates?

Α:

> Requirements:

1.Dimensions: 1404 px * 1872 px (Recommended)

2.Format: Support PNG, JPG, JPEG and WEBP

3. Image name should not contain special characters (e.g. $\backslash / : *? " <> | .)$

*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. The custom templates are to be found from the templates list of Supernote

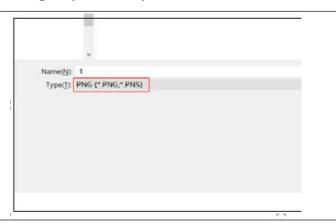
Method:

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



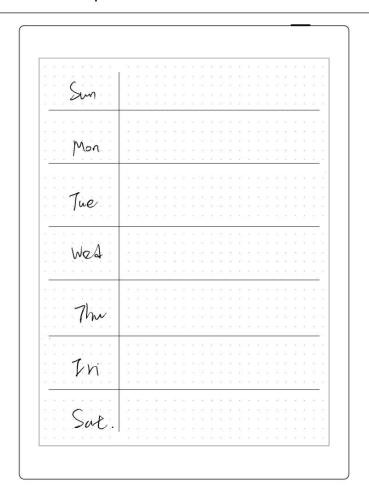
- 2. After setting canvas, draw the template according to personal preferences
- 3. Click"File"->"Save" to save the file in PNG format to relevant folder



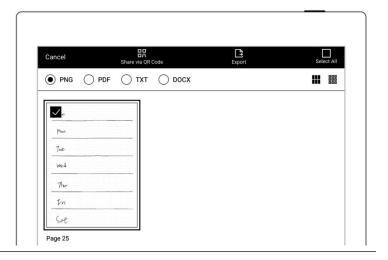
4 Copy and paste the saved image to "MyStyle" directory of U disk. The custom templates are to be found from the templates list of Supernote

Method 2 : You can sketch directly on Superote device.

 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

Α:

- 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



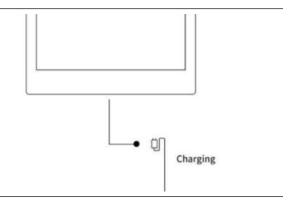


^{*} Stay tuned for the continuous update of the APP.

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 cahrger.

- 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.

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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.