

# PencilTime User Guide

Version 1.11.0

Welcome to PencilTime - the digital planner that combines the flexibility of paper with the power of technology. This guide mirrors the in-app User Manual so the public documentation stays aligned with what users see in PencilTime.

## What's New in v1.11.0

- Links to What Matters - Add website, email, phone, and message Links directly to planner and Note pages
- Files on the Page - Attach a copied file as a compact Chip or detailed Card and open it in Quick Look
- Precise Shape Markup - Draw and edit lines, arrows, rectangles, rounded rectangles, and ellipses
- Landscape Page Views - Switch between Fit Page and Fit Width, then pinch outward for detail

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## Getting Started

### First Launch

When you first open PencilTime, you'll see a guided onboarding experience that introduces you to the key features:

- Welcome Screen - Overview of PencilTime's capabilities
- Drawing Tools - Learn about natural writing and sketching with Apple Pencil support
- Color Palettes - Choose from 150+ colors across 6 themed palettes
- Stickers, Links & Reminders - Add decorative stickers, page and resource links, file attachments,

and reminder notifications

- Bookmarks & Recent Pages - Save important pages and return to recent work quickly
- Typed Notes - Add typed text on Note pages, Year/Month/Week notes areas, and supported Day page fields
- Note Pages & Smart Folders - Create notes, organize with tags, and filter with smart folders
- Universal App - Use PencilTime on iPad and iPhone
- View Modes - Switch between Day, Week, Month, and Year planning views, with Fit Page and Fit Width in landscape
- Sharing - Export pages as PDF or PNG
- Premium Features - Discover unlimited notes, tags, smart folders, iCloud sync, Apple Calendar integration, and future date access

## Basic Navigation

- Tap any date to create or view a planner page
- Swipe left/right to navigate between dates
- Use the colored tabs on the right side to switch between view modes
- Use Links, Bookmarks, and Recent Pages for quick navigation
- Access settings via the menu button in the top bar

## Stickers, Links & Reminders

The sticker button is organized by what you want to add:

- Stickers - decorative and visual items such as emoji, labels, photos, and images
- Links - tappable items that open a website, email, phone/message action, file, or another PencilTime page
- Reminders - labels that schedule a local notification

**IMPORTANT: How to Edit Items**

Use the selection gesture configured in Settings > Planner Settings on the body of a sticker, Link, or Reminder to open its circular editing menu. Single Tap Selection is the default; choose Long Press Selection if you prefer to reduce accidental selection while drawing. Links may also include a separate control for opening their destination.

Choosing a selection gesture:

- Single Tap Selection opens the editing menu with a quick tap on the item body
- Long Press Selection requires a press and hold for about one second
- A Link's separate open control uses the same configured gesture to open its destination

## Adding Emoji Stickers

1. Tap the sticker button (📎 icon) in the top toolbar
2. Select Stickers > Emoji Sticker from the menu

3. Browse categories or use the search bar to find your emoji
4. Tap an emoji to place it on your page
5. The sticker appears at the center of your screen

## Adding Label Stickers

1. Tap the sticker button (Ø=ÜË icon) in the top toolbar
2. Select Stickers > Label Sticker from the menu
3. Type your text in the editor sheet
4. Customize appearance:
  - Choose from 150+ colors across 6 themed palettes
  - Adjust font size (18pt - 72pt)
  - Select corner style (square or rounded)
  - Add background color for emphasis
  - Add border for definition
5. Tap Save to place the sticker on your page

Ø=Üj Pro Tip: Each of the 5 label sticker slots remembers your last style settings!

## Adding Reminder Notifications

Add a reminder label directly on your planner page and schedule a local notification.

1. Tap the sticker button (Ø=ÜË icon) in the top toolbar
2. Select Reminders > Reminder Notification from the menu
3. Enter the reminder label
4. Choose a future date and time
5. Tap Save to place the reminder and schedule the notification

Important: PencilTime compares the reminder to the current time when you save. If the selected date/time is now or in the past, the sticker is not saved until you choose a future time.

Ø=Üj Tip: Notifications use your local time zone and can appear as banners, sounds, badges, and Notification Center items depending on your iOS notification settings.

iCloud Sync: Premium iCloud sync carries the Reminder Notification label, its reminder date, and whether the reminder is enabled to your other devices. The actual iOS notification is scheduled separately on each device after PencilTime receives the synced reminder, so each device needs PencilTime notifications allowed and the reminder time still needs to be in the future when it syncs.

## Adding Photo Stickers

1. Tap the sticker button (Ø=ÜË icon) in the top toolbar
2. Select Stickers > Photo Sticker from the menu
3. Choose a photo from your photo library
4. The photo appears at the center of your screen
5. Select the photo using your configured selection gesture, then use the circular menu to resize,

rotate, or move it

📌 Perfect for: Vision boards, meal planning, vacation memories, and visual inspiration!

## Adding Image Stickers (Files)

1. Tap the sticker button (📌 icon) in the top toolbar
2. Select Stickers > Image Sticker from the menu
3. Browse Files app (iCloud Drive, Downloads, cloud storage)
4. Select an image file:
  - PNG - Photos, screenshots, graphics, and transparent sticker packs
  - JPEG - Photos and images
  - PDF - Diagrams, documents (first page only)
5. The image appears at the center of your screen
6. Select the image using your configured selection gesture, then use the circular menu to resize, rotate, or move it

📌 Perfect for: GoodNotes-compatible sticker packs, Etsy PNG stickers, design assets, diagrams, charts, screenshots, and professional graphics!

📌 Transparency Tip: PNG images with transparent backgrounds stay transparent when imported from Photos or Files.

## Adding Page Links

Create interactive navigation labels to connect related pages across your planning system!

1. Tap the sticker button (📌 icon) in the top toolbar
2. Select Links > Page Link from the menu
3. Enter your label text (e.g., 'Meeting Notes', 'Project Plan')
4. Choose destination type:
  - Planner Page - Link to specific date (Day, Week, Month, Year view)
  - Note Page - Link to any note page
5. Select the destination using the date picker or note picker
6. Customize appearance (same options as Label Stickers)
7. Tap Save to place the sticker

How to Use Page Links:

- Tap the arrow icon (➡) to navigate to the linked page by default
- To reduce accidental navigation, choose Long Press Selection in Settings > Planner Settings; the arrow then opens the destination with a long press
- Use the configured selection gesture on the label body to open the circular editing menu for moving, resizing, editing, copying, locking, or deleting the Page Link

📌 Perfect for: Cross-referencing tasks, linking project pages, connecting related notes, creating navigation shortcuts!

🔗 Pro Tip: Create a 'Dashboard' note page with Page Links to your most important pages for instant navigation!

Page Links vs Bookmarks:

- Page Links live on a page and connect one note, task, dashboard, or calendar area to another page
- Bookmarks live in the bookmark list and are best for pages you visit often

## Adding Website, Email, Phone, Message, and File Links

Use Links when you want something on the page to open another destination.

1. Tap the sticker button (🔗 icon) in the top toolbar
2. Select Links, then choose Website Link, Email Link, Phone Link, Message Link, or File Link
3. Enter the label and destination or choose a file
4. Choose Chip or Card display
  - Chip shows one compact label
  - Card can show a second detail line such as the URL or filename
5. Customize appearance and tap Save

Website links open in an in-app browser. Email, phone, and message links hand off to a compatible app installed on the device. A File Link imports a copy of the selected file into PencilTime; opening it shows the system Quick Look preview. Because the file is copied, later changes to the original file do not update the attachment automatically.

Using and editing Links:

- Tap the Link's open control to open its destination when Single Tap Selection is configured
- With Long Press Selection, long-press the open control instead
- Use the configured selection gesture on the Link body to show the circular menu for moving, resizing, editing, copying, locking, or deleting it
- Tap an empty area of the page to dismiss the circular menu

## Editing Stickers: The Circular Menu

Step 1: Select the Sticker

Tap the sticker body when Single Tap Selection is configured, or press and hold for about one second when Long Press Selection is configured. The circular editing menu appears around your finger or Apple Pencil.

Step 2: Use the Menu Options

The circular menu provides 5 editing handles:

- 🔒 Lock (Top) - Prevents accidental changes to the sticker
- 📐 Resize/Rotate (Right) - Tap to enable resize/rotate mode. Pinch with two fingers to resize, rotate with two fingers to change angle
- 📄 Copy (Bottom Right) - Copies the item so it can be pasted elsewhere in PencilTime

- 'p Edit (Bottom) - Opens text editor (text stickers) or delete (emoji stickers)
- Ø=ÝÑp Delete (Bottom Left) - Removes the sticker immediately

## Moving Stickers

### Method 1: Direct Drag (Quick)

1. Tap and hold on the sticker
2. Drag to new position
3. Release to drop

### Method 2: Via Circular Menu (Precise)

1. Use your configured selection gesture to bring up the circular menu
2. Tap the sticker again (while menu is showing)
3. Drag to new position
4. Tap outside to finish

Ø=Üj Pro Tip: Method 2 is better for precise positioning, especially on small screens.

## Common Sticker Issues

Issue: "I can't edit my sticker!"

Solution: Check Settings > Planner Settings and use the configured gesture. Tap the item body for Single Tap Selection, or press and hold for Long Press Selection.

Issue: "The circular menu disappeared!"

Solution: If you tap outside the sticker, the menu closes. Select the sticker again using your configured gesture.

Issue: "I can't move/delete a sticker!"

Solution: The sticker may be locked (look for the lock icon). Select it and tap the Lock handle to unlock it.

Issue: "Single tap doesn't open sticker menu!"

Solution: Long Press Selection may be configured. Press and hold the item body, or choose Single Tap Selection in Settings > Planner Settings.

## Pro Tips & Best Practices

1. Choose the selection gesture you prefer - Use Single Tap for speed or Long Press to reduce accidental selection
2. Lock decorative elements - Prevents accidental changes while drawing
3. Use consistent colors - Helps with visual organization
4. Copy recurring elements - Paste weekly/monthly repeated stickers
5. Combine with drawing - Mix stickers with handwritten notes

# Drawing & Writing Tools

Access drawing tools from the top toolbar:

iPhone Users: The pencil/finger draw toggle is now in the top bar for quick access in portrait mode. Swipe the bottom pen toolbar left or right to access less frequent tool options. The settings menu ("i") is pinned to the right edge.

## How to Use Drawing Tools

1. Tap once to select a drawing tool
2. Tap the selected tool again to open the drawing tool configuration editor
3. Pro Tip: Double-tap any option (tool type, color, width, etc.) to instantly save and close

## Available Tools

- Fountain Pen - Smooth, elegant writing
- Ballpoint Pen - Standard writing experience
- Pencil - Natural sketching feel
- Highlighter - Emphasis and marking
- Eraser - Remove unwanted marks (has its own configuration editor)
- Lasso - Select, move, copy, and edit handwritten content
- Shapes - Add editable lines, arrows, rectangles, rounded rectangles, and ellipses

## Shape Markup

Use the Shape tool to add precise, editable markup without converting it into handwriting.

1. Tap the Shape button to activate the last-used shape.
2. Tap the active Shape button again to choose a shape and adjust its style.
3. Drag on the page to create the shape. Lines and arrows snap to useful angles; near-square rectangles and ellipses snap to equal proportions.
4. Drag a selected shape to move it, use its handles to resize or rotate it, or use the action buttons to change style, duplicate, lock, or delete it.
5. Select another drawing tool to leave Shape mode.

Shape colors use the same six palettes as the pen tools. Stroke width can be adjusted in 0.5-point increments, with optional fill and separate stroke/fill opacity. Use Done to close the Shape editor. Shapes remain editable after navigating away or reopening PencilTime and are included when the page is shared or exported; selection handles are not exported.

Choose Single Tap Selection or Long Press Selection in Settings > Planner Settings to control how existing shapes are selected while Shape mode is active. A locked shape cannot be moved or resized until it is unlocked.

Apple Pencil and touch: Shape creation follows your Pencil/finger drawing preference. In Pencil-only mode, use Apple Pencil to create shapes and a finger to pan or zoom. When finger drawing is

enabled, use one finger to create and two fingers to navigate.

## **Lasso Tool: Select, Copy & Paste**

The Lasso tool lets you select handwritten content and drawings to move, copy, or delete them.

How to use the Lasso:

1. Tap the Lasso tool (circle icon in the toolbar)
2. Draw around the content you want to select
3. Tap the selected area to see editing options
4. Choose an action from the popup menu:
  - Cut - Remove and copy to clipboard
  - Copy - Copy to clipboard (keeps original)
  - Delete - Remove immediately
  - Duplicate - Create a copy on the same page

Copying between pages:

1. Select and copy content with the Lasso
2. Navigate to destination page (any calendar or note page)
3. Long-press on the canvas and tap "Paste"

Pro Tips:

- Copy recurring to-dos from one month to the next
- Duplicate repeated elements like headers or layouts
- Move content between note pages and calendar dates
- Works across all page types - Day, Week, Month, Year, and Note Pages

## **Customization Options**

Colors: 150+ colors across 6 themed palettes (Standard, Pastel, Neon, Earth Tones, Ocean, Sunset)

Line Width: 5 different sizes from fine to bold

Opacity: Transparency slider for effects (100% default)

## **Apple Pencil Support**

- Pressure sensitivity for natural line variation
- Tilt support for shading with pencil tools
- Palm rejection for comfortable writing

## **Planner View Modes**

PencilTime offers four distinct view modes, each optimized for different planning needs:

## Day View

Best for: Detailed daily planning and time blocking

- Hourly time slots from 7 AM to 11 PM (customizable)
- Typed text support for todos, priorities, and time slots on supported day templates
- Simple text styling with color, size, bold, underline, bullets, numbering, and indentation
- Integrated calendar events showing your schedule (Premium)
- All-day event section at the top

## Week View

Best for: Weekly overview and planning ahead

- 7-day spread with clear day columns
- Typed notes area for weekly plans, goals, and reminders
- Calendar event integration across all days (Premium)
- Color-coded events by calendar

## Month View

Best for: Long-term planning and month-at-a-glance

- Full month calendar grid
- Event indicators on each date (Premium)
- Typed notes area for monthly plans, goals, or trackers

## Year View

Best for: Annual goal setting and long-term vision

- 12-month overview
- Typed notes area for annual plans, goals, or trackers

## Landscape Page View

When the device is in landscape, the Page View button offers two ways to display the current portrait page:

- Fit Page shows the entire page and keeps it centered. The page does not move vertically unless you zoom in.
- Fit Width fills the available width for a larger writing area. Scroll vertically to reach the rest of the page.

At normal size, the Page View button shows what the next tap will do, rather than the mode you are currently using. Inward arrows switch to Fit Page; outward arrows switch to Fit Width.

Pinch outward with two fingers in either mode to zoom in for detailed writing or markup. While the page is zoomed, the button changes to the inward-arrow Reset Zoom symbol. Tap it once to return to the selected mode's normal size. After the reset, the button returns to showing the mode-switch action; tap it again to switch modes. If the page is already at its normal size, one tap switches modes

immediately.

These are display modes for the current portrait planner templates. Landscape-oriented planner templates are not included in v1.11.0.

## Typed Notes

PencilTime supports typed text in places where typing helps keep plans readable while keeping Apple Pencil drawing available.

### Note Page Text Mode

1. Open a Note page with any paper or structured template
2. Tap the keyboard button in the pen toolbar to switch to text edit mode
3. Type directly on the page
4. Use the Page Template button in the text toolbar to show or hide the selected paper template without deleting the text
5. Use the other text toolbar controls to choose text size, color, bold, underline, bullets, numbering, and indentation
6. Tap the draw button to return to Apple Pencil drawing mode

Text on Note pages stays within the page canvas. It scrolls and zooms with the page, just like handwriting. Hiding the template does not change the Note page's selected template; turn it on again whenever you want the background layout back. Typed text remains a full-page layer and does not automatically align with printed template regions.

### Year, Month, and Week Notes Areas

The basic Year, Month, and Week templates include a notes area that supports typed text over Blank, Lined, Dot Grid, or Grid paper.

1. Tap the keyboard button at the top-right of the notes area
2. Type in the notes area
3. Use the Page Template button in the text toolbar to show or hide its paper background
4. Tap the draw button to leave text edit mode and continue drawing

Use the options button (...) next to the keyboard/draw button:

- Show Template turns the selected paper background on or off without deleting text
- Template chooses Blank, Lined, Dot Grid, or Grid for this notes area
- Clear Text removes typed text but keeps the selected template setting

### Day Page Text Fields

Supported Day planner templates still allow typed todos, priorities, and schedule notes. Tap the active checkbox, priority marker, or schedule label to edit text, color, size, and style.

# Calendar & Date Label Settings

PencilTime can follow your device's regional calendar settings, or you can override them inside the app.

## Device Settings

iOS controls the system defaults from Settings > General > Language & Region.

- First Day of Week controls whether weeks start on Sunday, Monday, or another weekday when PencilTime is set to System Default
- Preferred Languages controls the device language PencilTime uses for month and weekday names when Date Labels is set to Device Language

PencilTime refreshes planner pages and calendar tabs after these settings change.

## PencilTime First Day Setting

Use this when you want PencilTime to follow the device setting or override it just for your planner.

1. Open Settings from the top-right menu
2. Tap First Day
3. Choose System Default to follow iOS Language & Region
4. Or choose a specific weekday, such as Sunday or Monday, to override the device setting

When System Default is selected, the menu also shows the current device weekday, such as System Default (Monday).

## PencilTime Date Labels Setting

Use this to choose the language for month and weekday names shown on planner templates.

1. Open Settings from the top-right menu
2. Tap Date Labels
3. Choose English to keep date labels in English
4. Choose Device Language to use your iOS preferred language, such as Chinese, French, or Spanish

This updates month names on planner pages and the side tabs. Week and Today use calendar icons so they work well in every language.

Important: Date Labels changes the planner's month and weekday names. It does not translate every app button or menu.

## How Overrides Work

- First Day: System Default follows iOS Settings > General > Language & Region > First Day of Week

- First Day: Sunday/Monday/etc. overrides iOS for PencilTime planner pages
- Date Labels: English keeps planner date labels in English
- Date Labels: Device Language follows the first language in iOS Preferred Languages

Changing these settings refreshes the planner so week, month, and year templates use the current calendar and language choices.

## 📝 Note Pages with Tags & Smart Folders

Create dedicated note pages for client lists, meeting notes, project planning, and more. Organize with hashtags and smart folders.

### Creating Note Pages

From Notes Browser:

1. Tap the Notes button (📝 icon) in the top toolbar
2. Tap the + button in the Notes browser
3. Enter a title (e.g., "Client Projects")
4. Tap Page Template, then browse Paper, Study, Work, Productivity, Personal, Home & Money, and Creative categories
5. Choose a preview for layouts such as Lined, Cornell Notes, Meeting Notes, Daily Focus, Habit Tracker, Expense Log, or Sketch Notes
6. Tap Choose, then Create

### Changing a Note Page Template

1. Open an existing Note page
2. Tap the Change Page Template button (overlapping rectangles) in the top toolbar
3. Select a category and preview
4. Tap Apply

Changing the template replaces only the passive page background. Handwriting, typed text, stickers, links, files, shapes, reminders, and tags stay in place.

The toolbar button always uses the same overlapping-rectangles template icon. It does not change with the selected template or category.

### About the Template Library

PencilTime 1.11 includes 26 bundled templates across seven categories. These are ready-made backgrounds for selection; they are not user-editable template files.

- You can choose a bundled template while creating a Note page.
- You can change an existing Note page to another bundled template.

- You cannot create, edit, import, or export template definitions in this version.
- Sharing, printing, or exporting a completed page is separate and includes the selected template background.

From iPad (Quick Access):

- Tap the floating + button (bottom right, blue circle) when viewing a note page
- Choose New Note to start a separate note
- Choose Continue Current Note to create the next page of the note you are already on

## Free vs Premium

- Free Tier: 1 note page per day (perfect for daily notes)
- Premium: Unlimited notes anytime + Tags & Smart Folders

## Using Tags (#hashtags)

Adding Tags to Notes:

1. Open a note page from the Notes browser
2. Add #hashtags to the note title when creating or renaming a note (e.g., #work, #personal)
3. Tags are detected from the title and shown on the note page and in the Notes browser
4. Manage tags manually from the Tags button in the Notes browser

Managing Tags:

- Tap Tags button in Notes browser to see all tags
- View usage count for each tag (e.g., #clients: 5 notes)
- Rename tags to standardize naming (e.g., merge #client and #clients)
- Delete unused tags to keep your system clean

Ø=Üj Pro Tip: Use consistent tag names (e.g., always #client, never #clients) for better organization.

## Smart Folders (Premium Only)

What are Smart Folders?

Smart Folders automatically collect notes matching specific criteria - like iTunes Smart Playlists for your notes!

Creating Smart Folders:

1. Tap Smart Folders button in Notes browser
2. Tap + to create new folder
3. Set filter rules:
  - Match - Any (OR) or All (AND) conditions
  - Tag contains - Notes with specific tags (e.g., #urgent)
  - Title contains - Keywords in note titles (e.g., "Meeting")
  - Date created - Filter by creation date

4. Name your folder (e.g., "Active Projects", "Urgent Items")

5. Tap Save - Folder updates automatically!

Example Smart Folders:

- Work Notes - Any note with #work tag
- Urgent Items - Notes with #urgent tag
- This Week's Notes - Notes created in last 7 days
- Project Alpha - Title contains "Alpha" OR tag contains #alpha

## Sorting & Filtering Notes

Sort Options (tap Sort button):

- Date Created - Newest or oldest first
- Title (A-Z) - Alphabetical order
- Last Modified - Recently edited notes

Filter by Tags:

1. Tap tag name in Notes browser sidebar
2. View all notes with that tag
3. Tap All Notes to clear filter

## Searching Notes

Quick Search:

1. Tap search bar at top of Notes browser
2. Type keywords - Searches note titles and tags
3. Results update instantly as you type

Ø=Ü; Tip: Add useful keywords and #hashtags to note titles so search and smart folders can find them quickly.

## Real-World Workflows

Client Management Example:

1. Create "Client Contact List" note page
2. Add #clients and #contacts tags
3. Create Smart Folder: Tag contains #clients
4. New client inquiry? Add notes to this page
5. All client information centralized and searchable!

Project Management Example:

1. Create note for each project (e.g., "Website Redesign")
2. Tag with #project and #urgent or #ongoing
3. Smart Folder "Urgent Projects": #project AND #urgent

4. Smart Folder "All Projects": Tag contains #project
5. Quick overview of all active work!

## Tips & Best Practices

1. Use descriptive titles - Makes searching easier
2. Choose a purpose-built layout - Start with a bundled template that matches the note
3. Tag consistently - Decide on naming convention (#client vs #clients)
4. Smart Folders for workflows - Automate organization patterns
5. Combine with stickers - Add emoji/text labels to note pages too!
6. Archive completed notes - Use #archive tag + Smart Folder

## '( Premium Features

### Unlimited Note Pages with Tags & Smart Folders

Create as many note pages as you need, anytime

- Unlimited notes - No daily limits (Free: 1 note/day)
- Tags system - Organize notes with #hashtags
- Smart Folders - Auto-collect notes by criteria (Premium only)
- Advanced search - Find notes by title, tags, or date

### Unrestricted Access to All Dates

Premium users have full access to create and edit planner pages for any date - past, present, or future.

### Apple Calendar Integration

Seamlessly blend your digital calendar with your handwritten planner

- See your schedule at a glance - Calendar events appear directly on planner pages
- Toggle on/off easily - Hide events when you want to focus on drawings
- Color-coded events - Each calendar uses its own distinct color

Setup Instructions:

1. Upgrade to Premium - Apple Calendar integration requires a Premium subscription
2. Grant permissions - Allow PencilTime to access your calendar when prompted
3. Select calendars - Choose which calendars to display in Settings
4. Toggle display - Use the calendar button in the top toolbar

### iCloud Sync

Automatic synchronization across all your devices

- Automatic sync - Changes are synchronized through iCloud; timing can vary depending on network and iCloud availability

- Cloud storage - Keep PencilTime data available across devices signed in to the same Apple Account
- Device switching - Start on iPad, continue on iPhone
- Reminder Notifications - Reminder labels sync with Premium, and each device schedules its own local notification after the reminder is received

For an independent archive, periodically export important pages or notes.

## Subscription Options

- Monthly: Flexible subscription, with a free trial when StoreKit confirms eligibility
- Yearly: Best value subscription, with a free trial when StoreKit confirms eligibility
- Lifetime: One-time purchase with no subscription

The Premium screen shows selectable plan cards and a disclosure under Continue with the exact terms for the selected plan.

# Bookmarks & Navigation

## Bookmarking Pages

Save your important pages for quick access later:

- Tap the bookmark icon (🔖) in the top bar to bookmark the current page
- Icon fills when page is bookmarked, empty when not bookmarked
- Works on all page types: Day, Week, Month, Year, and Notes

## Viewing Bookmarks

Access all your bookmarks and recent pages:

- Tap the arrow-right-square icon in the top bar
- Recent Pages: Last 3 pages you visited
- Bookmarks: All your saved pages organized by date
- Tap any item to navigate instantly

## Managing Bookmarks

Keep your bookmarks organized:

- Tap the trash icon on any bookmark to delete
- Confirmation dialog prevents accidental deletion
- Recent pages update automatically as you navigate

## Tips

- Bookmark pages you visit frequently (goals, habit trackers, project plans)

- Use Links when a shortcut should appear directly on a planner or note page
- Use Recent Pages for quick back-navigation
- Bookmarks sync via iCloud with Premium subscription

## 🔧 Troubleshooting

### Calendar Integration Issues (Premium)

Issue: Calendar events not appearing

Solutions:

1. Check Premium subscription status
2. Open Settings > Privacy & Security > Calendars and confirm that PencilTime has permission to access the calendars you want to display
3. Ensure calendars are selected in Settings > Calendar Settings
4. Toggle calendar display button in top toolbar

Issue: Event interactions not responding

Solutions:

1. Use long-press (hold for 0.5+ seconds) instead of quick taps
2. Ensure you're pressing directly on the event, not empty space
3. Try restarting the app if gesture recognition seems unresponsive

### Sync Problems

Issue: Changes not appearing on other devices

Solutions:

1. Check iCloud is enabled in Settings > [Your Name] > iCloud
2. Ensure strong internet connection on all devices
3. Force quit and restart PencilTime
4. Check Premium subscription status

### Reminder Notification Issues

Issue: Reminder notification did not appear

Solutions:

1. Open Settings > Apps > PencilTime > Notifications, turn on Allow Notifications, and choose the alert types you want
2. Make sure Lock Screen, Notification Center, Banners, Sounds, and Badges are enabled as desired
3. Confirm the reminder was saved for a future date/time

4. If the reminder synced from another device, open PencilTime on this device and allow time for iCloud sync to finish

5. Remember that notifications are scheduled in your local time zone and each device schedules its own notification

## **Drawing Issues**

Issue: Apple Pencil not responding properly

Solutions:

1. Check Apple Pencil battery level
2. Re-pair Apple Pencil in iPad Settings
3. Clean Apple Pencil tip and iPad screen
4. Restart iPad

## **Getting Help**

For additional support or feature requests, please contact us through the App Store or visit our website.

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