

Apple Pencil with Notes App Module

WHAT IS APPLE PENCIL?

Apple Pencil is a digital stylus pen that works as an input device for certain iPad makes and models. It is sensitive to pressure and can tilt to vary line weight, create subtle shading, and produce a wide range of artistic effects just like a conventional pencil. Most Apps are Apple Pencil compatible.

PAIRING AND CHARGING

1. Go to Settings > Toggle on Bluetooth.
2. To pair Pencil, remove the cap and plug it into the lightning port on your iPad. This will also charge the Pencil.
3. When the Pair button appears, tap it.
4. After pairing the Apple Pencil, it will stay paired until iPad restart, Airplane Mode is turned on, or paired with another iPad.
5. To check the battery status of the paired Apple Pencil, swipe left to the widget screen > scroll down and press *Edit* > press the green + on Batteries. It is now available at the bottom of the widget screen.

USING THE PENCIL WITH APPLE NOTES

- Open a new note and tap  to reveal the pencil toolbar. Choose the pen, marker, pencil, ruler, eraser, or lasso icon.
- Tap the + to reveal more options, such as *Scanning Documents*, *Taking a Photo or Video*, or *Adding a Sketch*
- To mark up Documents: Tap + > choose *Scan Documents* > capture a picture of the document > press *Keep Scan* > press *Save*. Open scanned document > tap the Share icon > press *Markup*. Choose the pen, marker, pencil, ruler, or eraser icon and choose a color to write. Tap the + to add text, a signature, or shapes.
- To add a Sketch: Tap + > choose *Add Sketch* > choose the pen, marker, pencil, ruler, or eraser icon. When sketching, press firmly to darken the lines. The point will draw thin lines and angling the point will create thicker lines. To erase a larger area, angle the point to erase more content.
- To use the ruler, put down two fingers a few inches apart and swivel to change the angle. Then, use the Apple Pencil to sketch a straight line using the ruler.
- The lasso icon allows you to circle content and move it around the screen. Tapping on the selection will give you the options to cut, copy, delete, or duplicate.

ADVANCED RESOURCES

- <https://support.apple.com/en-us/HT205236>