



Handbound

THOUGHTS, KEPT.

USER GUIDE

For Handbound 1.0

September 2026

Introduction

Handbound is a notebook app for the iPad. You write and sketch by hand on pages, using Apple Pencil or your finger, and your pages are kept together in notebooks.

Most people learn Handbound by using it, and it is meant to work that way. This guide is for the times you want to look something up, such as what a button does, how to rearrange pages, or how to save a notebook to send to someone.

The guide follows the toolbar from top to bottom. It starts with the main screen where you write, moves through adding and viewing pages, then covers the Library where your notebooks are kept, and ends with printing. Each section is about one screen or one feature, so you can read it on its own. If you are new, start with **Main View: Toolbar and Page**.

Each section has a figure with numbered keys. The bold numbers in parentheses in the text, like (5), match the numbers on that section's figure, so you can follow the text and the picture together. When one section refers to another, it uses the other section's name.

Some features will change in later versions of Handbound. This guide describes version 1.0.

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Main View: Toolbar and Page

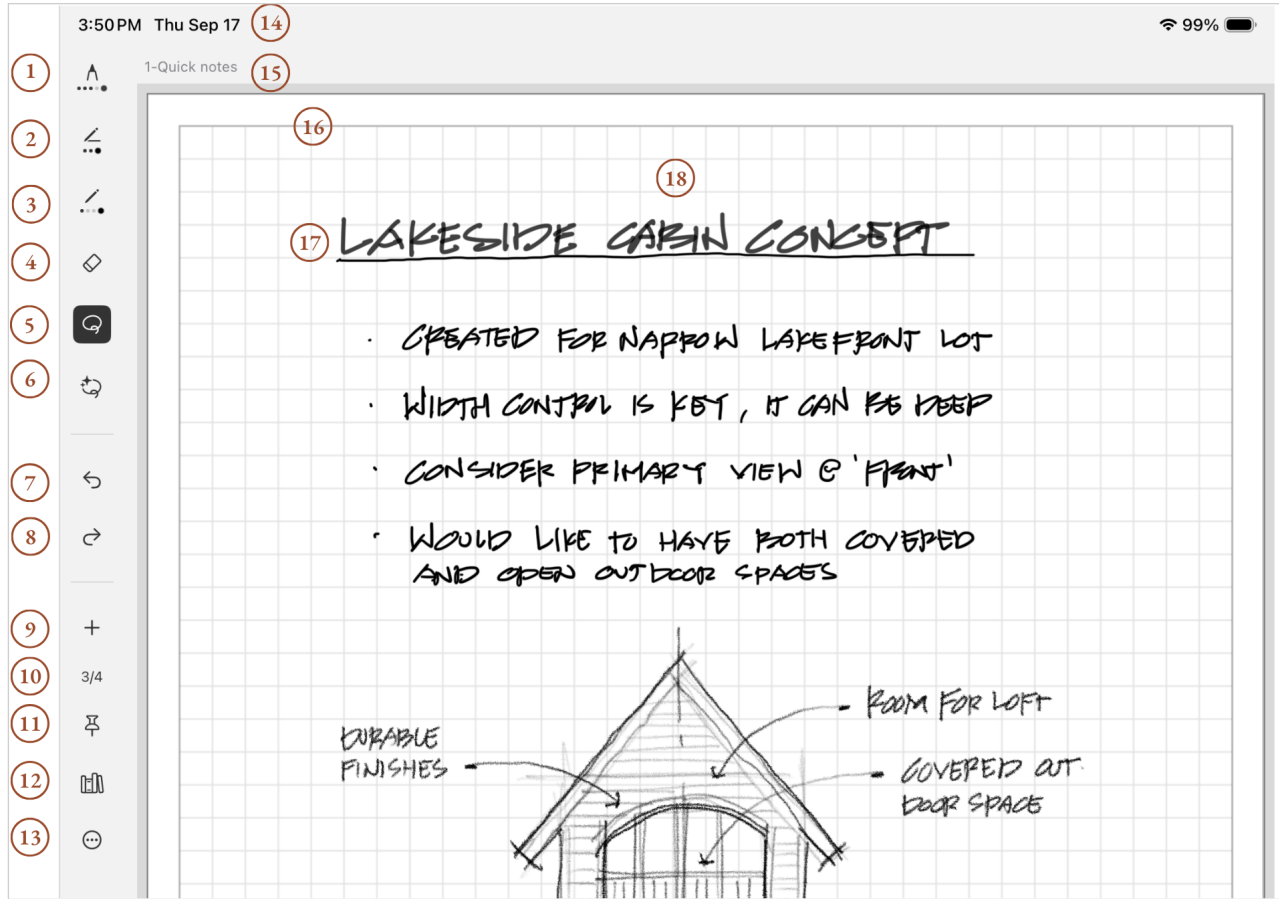


Figure 1. Main View: toolbar and page

Toolbar

The toolbar runs down the left edge of the screen and holds four groups of controls. The active tool has a dark background (5). Tapping a button with a roll-out menu opens that menu. Otherwise, tapping a tool button activates the tool, and tapping it a second time opens its roll-out menu.

Drawing Tools. The first three buttons (1, 2, 3) are tool holsters, your three favorite drawing tools kept at the ready. Tap a holster once to make it the active tool. Tap it again to open a roll-out menu where you choose the tool it holds. The icon shows the tool type, the three dots beneath it show the approximate line width, and the last dot shows the ink color. The app keeps each holster's tool until you change it. The Eraser (4) works the same way. Tap it once to activate it and again to open a roll-out where you choose a mode, Precision or Stroke. In Precision mode you also choose a size: small, medium, or large. On Apple Pencil models that support it, double-tap the barrel to switch to the Eraser. Double-tap again to return to the last tool.

Selection Tools. The Lasso (5) selects handwriting inside a loop you draw around it. The loop becomes the selected content. Tap inside the selected area to open a menu with these options: Cut, Copy, Delete, Duplicate, and Insert Space Above. Insert Space Above adds a line of space above the selection. Everything from the top edge of the selection down moves down with it. This is true even if you lasso a single word, because the top edge of the lasso is the point the app uses.

After you choose Cut or Copy, the content stays on the clipboard, even if you draw something else or move to a different page. When you are ready to paste, make the Lasso the active tool again, then tap the page you want to paste onto. It can be the current page, another page in the same notebook, or a page in a different notebook. A small menu appears with Paste, Select All, and Insert Space.

Select All and Insert Space. How you reach this menu when you are not pasting depends on Drawing Input (see [Print / Export](#)). With Apple Pencil Only, tap the page with one finger. With Apple Pencil & Touch, a finger tap draws instead, so make the Lasso the active tool and tap the page. Either way, a small menu opens with Select All and Insert Space. To hide the menu, tap anywhere outside it, or start writing with the pencil. Select All turns everything on the page blue. Drag it around the page with your finger or the Apple Pencil. Insert Space moves all the content below the point you tapped down, adding a line of space. If you tap within a sketch, the sketch is pulled apart at that point, depending on whether most of each stroke lies above or below it.

Note: Insert Space is most useful for notes. It is less useful for sketches.

Quick Erase (6) is a smart lasso that erases what it selects. Start drawing a shape or line around the writing, and the app completes the selection for you, previewing it in light gray. Lift the pencil to erase the selection. If you erase something by mistake, tap Undo (7) to bring it back.

Action Tools. Undo (7) reverses your last action. Redo (8) restores it.

Document Tools. Add Page (9) opens the New Page roll-out, where you choose a template and orientation for a new page (see [New Page](#)). The page indicator (10) shows your position in the notebook, here page 3 of 4, and opens the page thumbnails (see [Page Overview](#)). Pin Page (11) holds the page orientation when you rotate the iPad, so the page stays put while the toolbar and status bar rotate. Library (12) opens your notebooks (see [Library](#)). More (13) opens a roll-out with Clear Page and Print / Export (see [Print / Export](#)).

Screen and page

The System Status Bar (14) is the iPad's own display of time and date. The Notebook Title (15) shows the name of the open notebook. The Notebook Page (18) is the writing area as a whole. It carries two layers: the Page Template (16), which is the grid printed on the page, and the Page Contents (17), which is your handwriting and sketches.

New Page

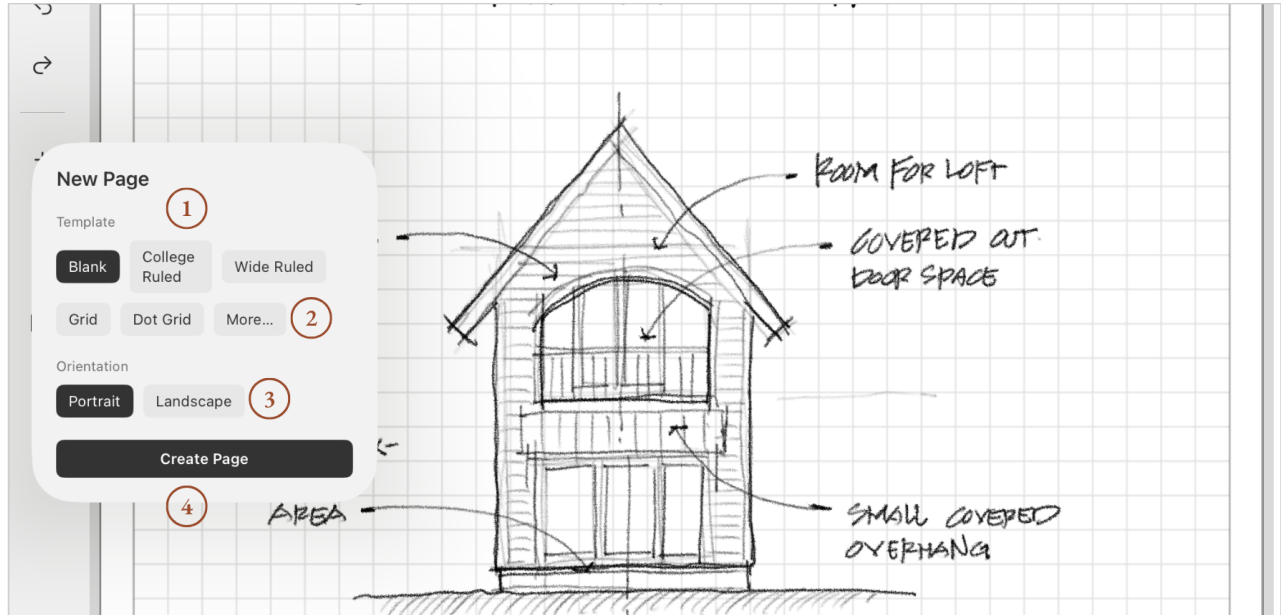


Figure 2. New Page

Tap Add Page in the toolbar to open the New Page roll-out. Choose a template and an orientation, then tap Create Page to add the page. Each time it opens, New Page starts with Blank and Portrait selected.

Five templates appear under Template (1): Blank, College Ruled, Wide Ruled, Grid, and Dot Grid. The selected template has a dark background. To see every available template, tap More... (2). See Figure 3.

Under Orientation (3), choose Portrait or Landscape. The selected orientation has a dark background. If you have chosen a custom template, the Orientation buttons are grayed out, because the template sets the page orientation. A portrait template makes a portrait page, and a landscape template makes a landscape page.

Tap Create Page (4) to add the new page to the notebook after the current page. The new page opens.

Choose a Template

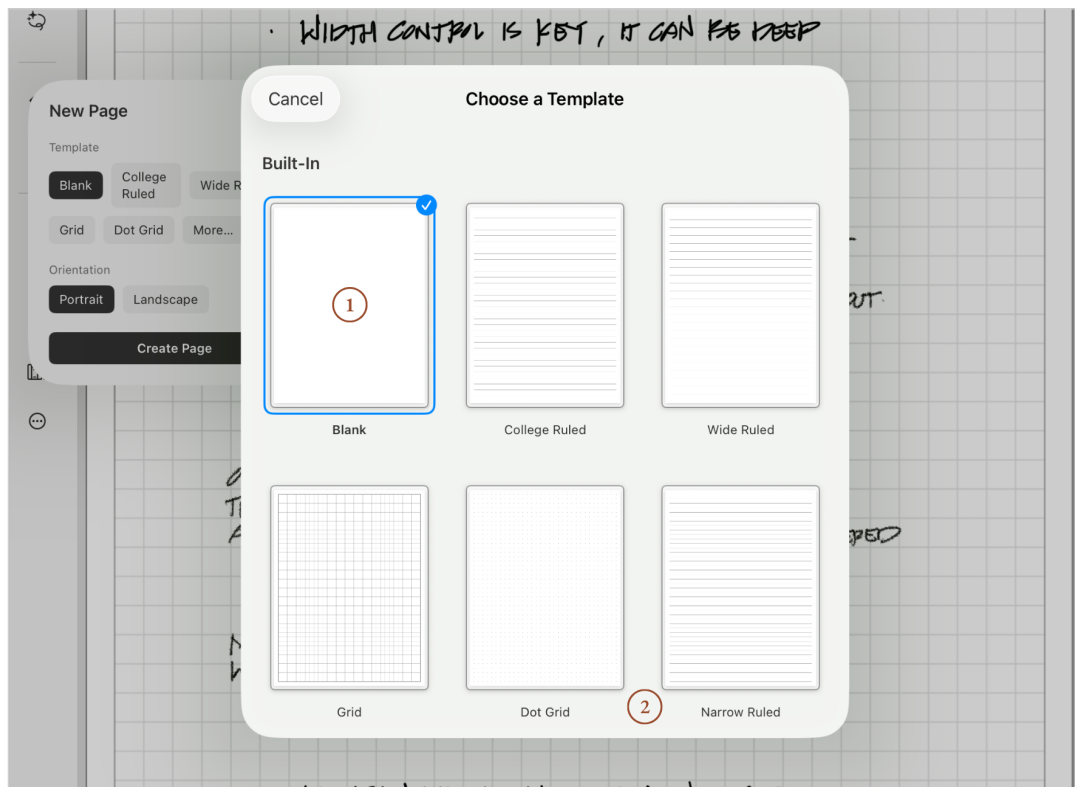


Figure 3. Choose a Template

Choose a Template shows every page template available. The Built-In section lists six templates as thumbnails: Blank, College Ruled, Wide Ruled, Grid, Dot Grid, and Narrow Ruled. The current selection has a blue outline and a check mark (1). Tap a thumbnail to select that template and return to New Page. Scroll down (2) to see more. Custom templates you have added appear after the built-in templates (see [Templates](#)). Tap Cancel to close without changing your selection.

Page Overview

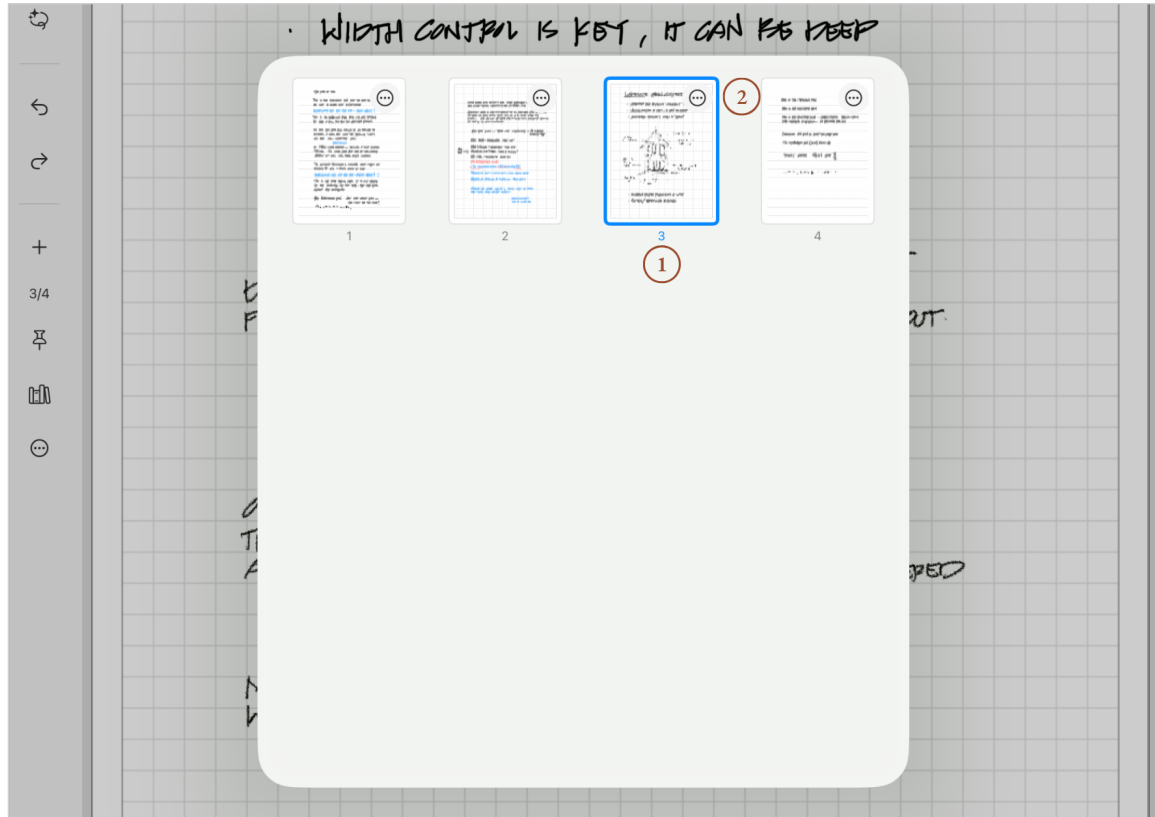


Figure 4. Page Overview

Tap the page indicator in the toolbar to open Page Overview. It shows a thumbnail of every page in the notebook, in order, with the page number beneath each. The current page has a blue outline and a blue page number (1). Tap any thumbnail to go to that page and close Page Overview. To close it and stay on the current page, tap the current page's thumbnail or tap outside the box. There is no close button.

Each thumbnail has an ellipsis button (2). Tap it to choose Set as Notebook Cover, which makes that page the image shown in the Library, or Delete Page. Before deleting, the app asks you to confirm: “Delete this page? The page and its handwritten content will be permanently removed. This cannot be undone.” Tap Cancel to keep the page, or the red Delete Page button to remove it.

Caution: Deleting a page cannot be undone.

Rearranging pages. Press and hold a thumbnail until it lifts, then slide it toward a new position without lifting your finger. When a green dot with a plus sign appears, the page is in a position where it can be dropped, so release. The page moves there and the page numbers update. If the green dot does not appear when you release, the page returns to its original position.

Library

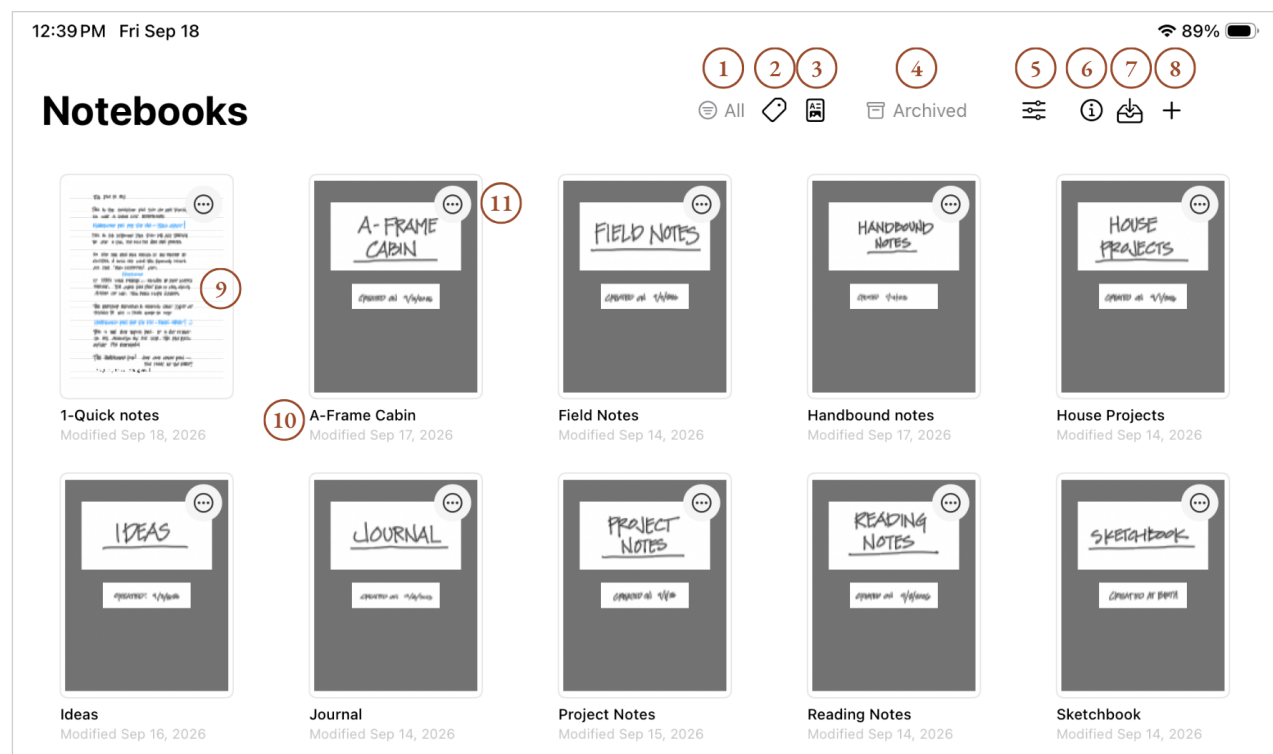


Figure 5. Library

Tap Library in the toolbar to open the Library, where all of your notebooks are kept. Each notebook appears as a cover with its name, any applied tags, and modified date beneath it. Tap a notebook to open it.

Top bar, left group. Filter by Tag (1) limits the Library to notebooks with the tag or tags you choose. If you choose more than one tag, the Library shows only the notebooks that have all of them. Manage Tags (2) opens a screen where you add, rename, and delete tags (see [Manage Tags](#), below). My Templates (3) opens your custom page templates (see [Templates](#)). Archived (4) shows your archived notebooks. Tap it again to return to Notebooks.

Top bar, right group. View Options (5) sets the Library's view style, notebook size, and sort order (see [View Options](#)). About Handbound (6) shows Privacy Policy, Support, and the installed version (see [About Handbound](#), below). Import (7) brings in a saved file (see [Import Notebook](#)). New Notebook (8) creates a new notebook (see [New Notebook](#)).

Notebooks. The notebook cover (9) is either a generic cover or a page from the notebook. Beneath it, the notebook name, any applied tags, and the date it was last modified (10) identify it. Tap the ellipsis (11) to open the notebook menu:

- Edit Notebook: change the name and tags (see [Edit Notebook](#))
- Cover: choose First Page or Generic Cover. With First Page, the cover shows the page you chose with Set as Notebook Cover (see [Page Overview](#)). If you haven't chosen one, it shows the notebook's first page.
- Archive Notebook: removes the notebook from the main Library right away

- Delete Notebook
- Export Notebook: save a copy of the notebook as a file (see [Export Notebook](#))

Caution: Delete Notebook permanently removes the notebook and cannot be undone. The app asks you to confirm first: “Delete [Notebook Title]? All pages and notebook contents will be permanently removed. This cannot be undone.” Tap Cancel to keep the notebook, or the red Delete Notebook button to remove it.

Archived notebooks. Archiving is a holding area for notebooks you want to keep but don’t need in the main Library. An archived notebook isn’t deleted. It just stops crowding the notebooks you use every day, which makes it suited to long-term storage or reference. To see your archived notebooks, tap Archived (4). Tap a notebook there to open it. Its ellipsis menu offers Edit Notebook, Cover, Restore Notebook, Delete Notebook, and Export Notebook. Restore Notebook returns the notebook to the main Library right away.

Manage Tags

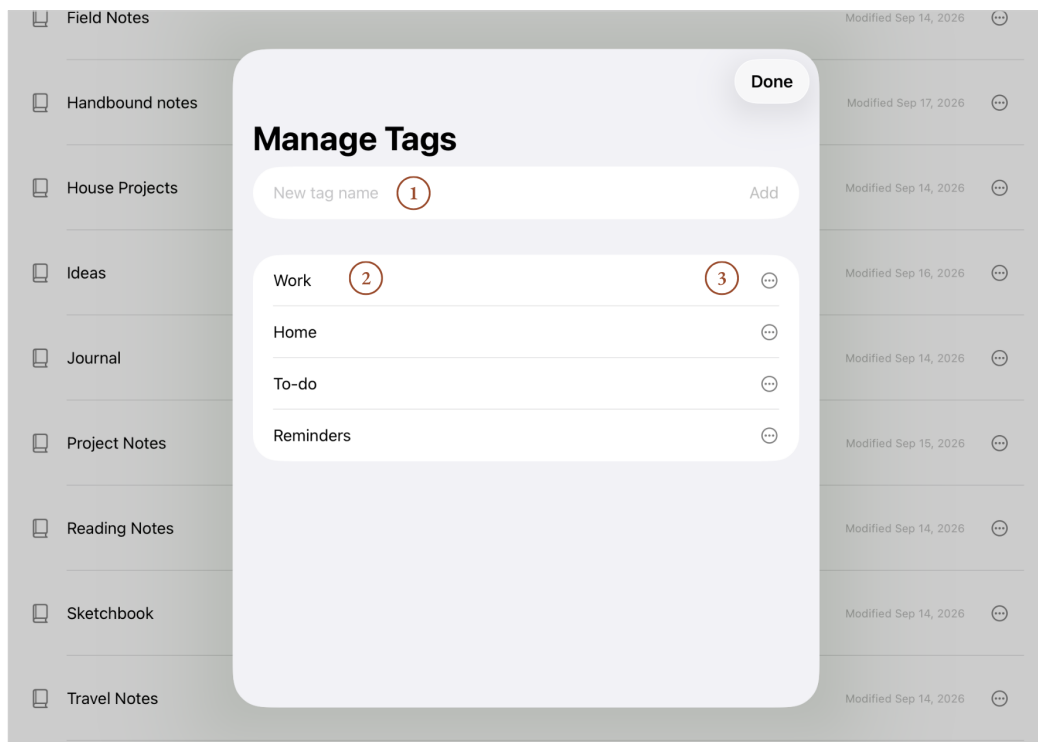


Figure 6. Manage Tags

Tap Manage Tags (2 in Figure 5) to open Manage Tags. Tags are labels you assign to notebooks, and they let you filter the Library with Filter by Tag (1 in Figure 5). To assign a tag to a notebook, see [Edit Notebook](#) or [New Notebook](#).

To create a tag, type a name in the New tag name field (1) and tap Add, or press Return. The new tag joins the list (2) of your existing tags.

To change a tag, tap the ellipsis (3) beside it and choose Rename or Delete.

- **Rename:** a dialog opens where you type the new name. Every notebook using that tag is updated to the new name.
- **Delete:** the app asks you to confirm: “Delete this Tag? [Tag Name] will be removed from any notebooks using it. Notebooks themselves are not affected. This cannot be undone.” Tap Cancel to keep the tag, or Delete Tag to remove it.

Tap Done to close Manage Tags.

Note: Deleting a tag cannot be undone, but your notebooks are not affected. Only the tag is removed from them.

About Handbound

Tap About Handbound (6 in Figure 5) to open a short menu with three lines:

- Privacy Policy opens the privacy page on the Handbound website (handboundapp.com) in your browser.
- Support opens the support page on the same site in your browser.
- Handbound 1.0 shows the version of the app installed on your iPad. It is for information only.

Have this version number ready if you contact support.

Templates

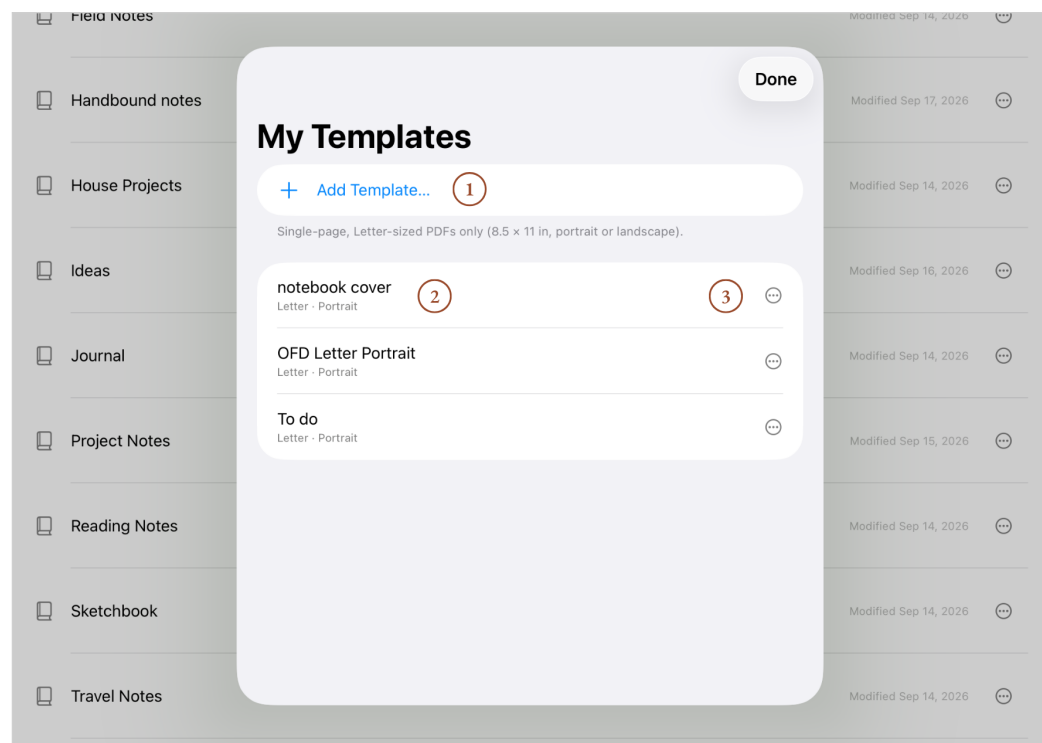


Figure 7. My Templates

Tap My Templates in the Library's top bar (see [Library](#)) to manage your own page templates. Templates you add here appear in [Choose a Template](#), after the built-in templates (see [New Page](#)).

Tap Add Template... (1) to open the iPad's file browser and choose a PDF. The PDF's file name becomes the template's name, and the template is added to the list right away. You can change the name later with [Rename](#). Custom templates must be Letter-sized (8.5 × 11 in), single-page, and unrotated. The shape of the PDF sets the page orientation. A PDF that is 8.5 wide by 11 tall makes a portrait page, and one that is 11 wide by 8.5 tall makes a landscape page.

If the PDF is a different size or has more than one page, the app shows this message: "Add Template. Custom templates must be Letter-sized (8.5 x 11 in.), portrait or landscape." If the PDF has a page rotation set, the app shows this one: "Add Template. This PDF has a page rotation set. Custom templates must be unrotated." Tap OK to dismiss either message. If you see the rotation message, the page is stored sideways inside the file and turned for display. Save or export the PDF again at its true size, without rotation.

The list (2) shows your templates. Each entry shows the template's name, its paper size, and its orientation. To change a template, tap the ellipsis (3) beside it and choose [Rename](#) or [Delete](#).

- [Rename](#): a dialog opens where you type the new name. A template's name appears only in [Choose a Template](#), so the new name shows there the next time you open it.
- [Delete](#): the app asks you to confirm: "Delete this template? This removes it from My Templates. It won't affect any notebook already using it. This cannot be undone." Tap [Cancel](#) to keep the template, or the red [Delete Template](#) button to remove it.

Tap [Done](#) to close My Templates.

Note: Deleting a template cannot be undone, but notebooks that already use it are not affected.

View Options

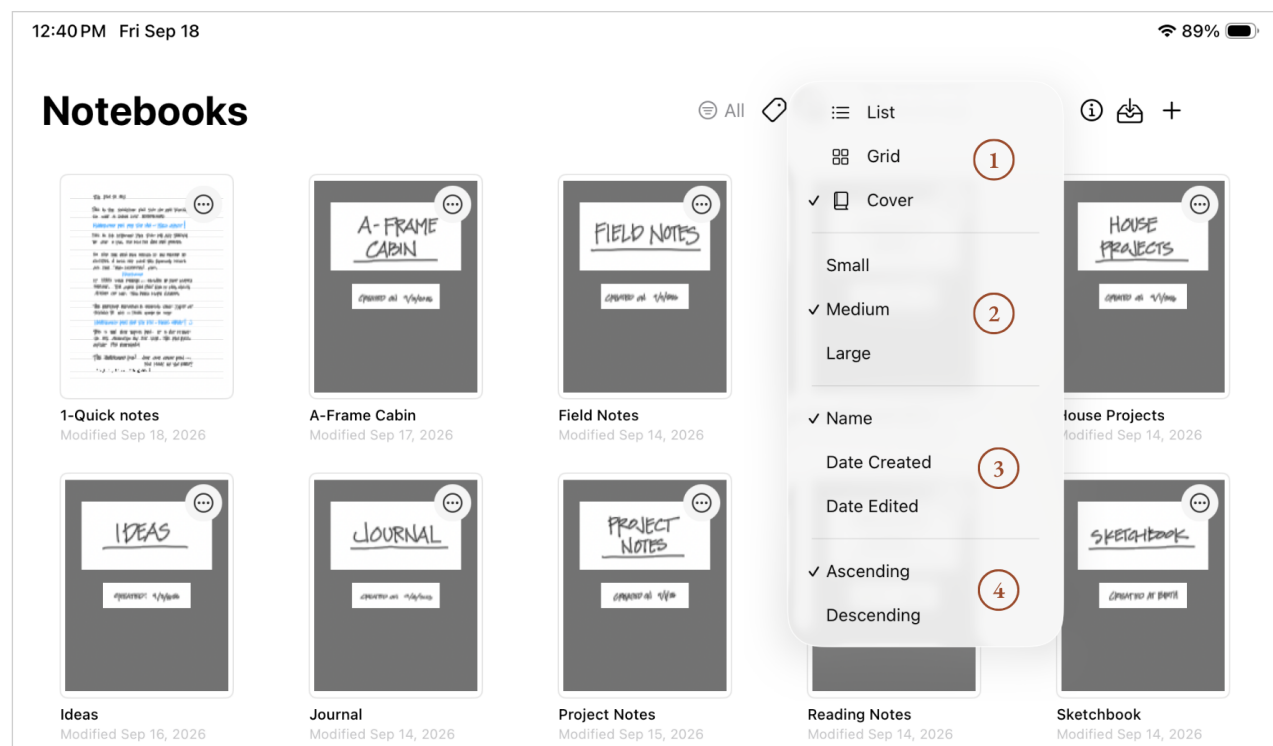


Figure 8. View Options

Tap View Options in the Library's top bar to open a menu that sets how the Library looks and how your notebooks are ordered. A check mark shows the current choice in each of its four sections. Tapping a choice applies it right away and closes the menu.

View style (1). Choose List, Grid, or Cover.

- Cover shows each notebook as a cover, with its name, any applied tags, and modified date beneath it (as in the Library).
- Grid shows each notebook as a small notebook icon with its name and modified date beneath it. Any tags assigned to the notebook appear between the name and the date. The ellipsis sits at the upper right of each icon.
- List shows one notebook per row, with a small notebook icon and the name on the left, and the modified date and ellipsis on the right. Any tags assigned to the notebook appear directly below its name.

Size (2). Choose Small, Medium, or Large. In Cover and Grid, this changes the size of the notebooks on screen. In List, it changes the spacing between rows.

Sort by (3). Choose Name, Date Created, or Date Edited to set what the Library sorts on.

Order (4). Choose Ascending or Descending. With Name, Ascending runs A to Z. With the date options, Ascending lists the oldest first, and Descending lists the most recent first.

Import Notebook

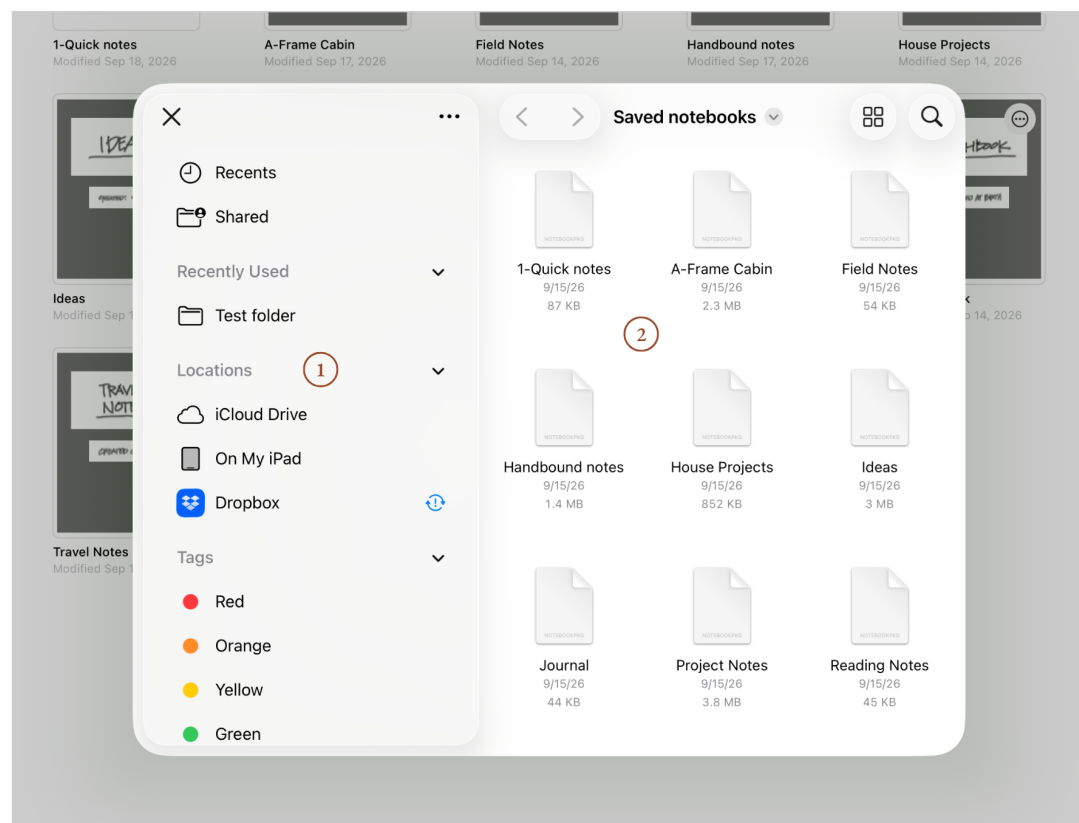


Figure 9. Import

Tap Import in the Library's top bar to open the iPad's file browser. Use it to bring a saved file into the Library. Saved files are created with Export Notebook (see [Export Notebook](#), below).

Use the sidebar to find the file (1). Under Locations, you can browse iCloud Drive, On My iPad, and any cloud storage service installed on your iPad, such as Dropbox. Recents and Shared are also available. The main area (2) lists the files in the current folder. Each saved file shows the notebook name, the date, and the file size. Tap a file to import it. The notebook is imported right away and appears in the Library. If the Library already has a notebook with the same name, the imported notebook is named with (2) after it, for example "Field Notes (2)".

Tap the X at the upper left to close the browser without importing.

If the file can't be imported, the app shows this message: "Couldn't import that notebook package. Please try again." A damaged file produces this message. So does a file saved by a newer version of Handbound than the one on your iPad. If the file came from someone else, update Handbound on your iPad and try again.

Note: Handbound keeps your notebooks inside the app. They aren't stored in a folder you can browse in Files. To keep a copy outside the app, use Export Notebook and save the file where you want it. An exported file is what Import reads.

Export Notebook

Choose Export Notebook from a notebook's menu in the Library (see [Library](#)) to save a copy of the notebook as a file. The iPad's save browser opens. Use the sidebar to pick where the file goes, such as iCloud Drive, On My iPad, or a cloud storage service installed on your iPad, like Dropbox. To make a new folder, tap the folder button at the top of the browser. The file name starts out as the notebook's title. Tap the name beside Save as to change it, then tap Save. Tap the X at the upper left to close without saving.

If a file with the same name is already in that folder, the iPad asks: "Replace Existing Items? The file "[notebook name].notebookpkg" already exists in this location. Do you want to replace it with the one you're copying?" Choose Replace to overwrite the existing file, Keep Both to save the new file alongside it, or Stop to cancel. With Keep Both, a number in parentheses is added to the file name. The number depends on how many versions are already in the folder.

The saved file holds the whole notebook, with all of its pages. To bring the file back into your Library later, use Import (described above). You can also send the file to another Handbound user.

Note: The Tags button in the save browser adds an iPad file tag to the saved file. These are separate from the tags you manage in Handbound (see [Manage Tags](#)).

New Notebook

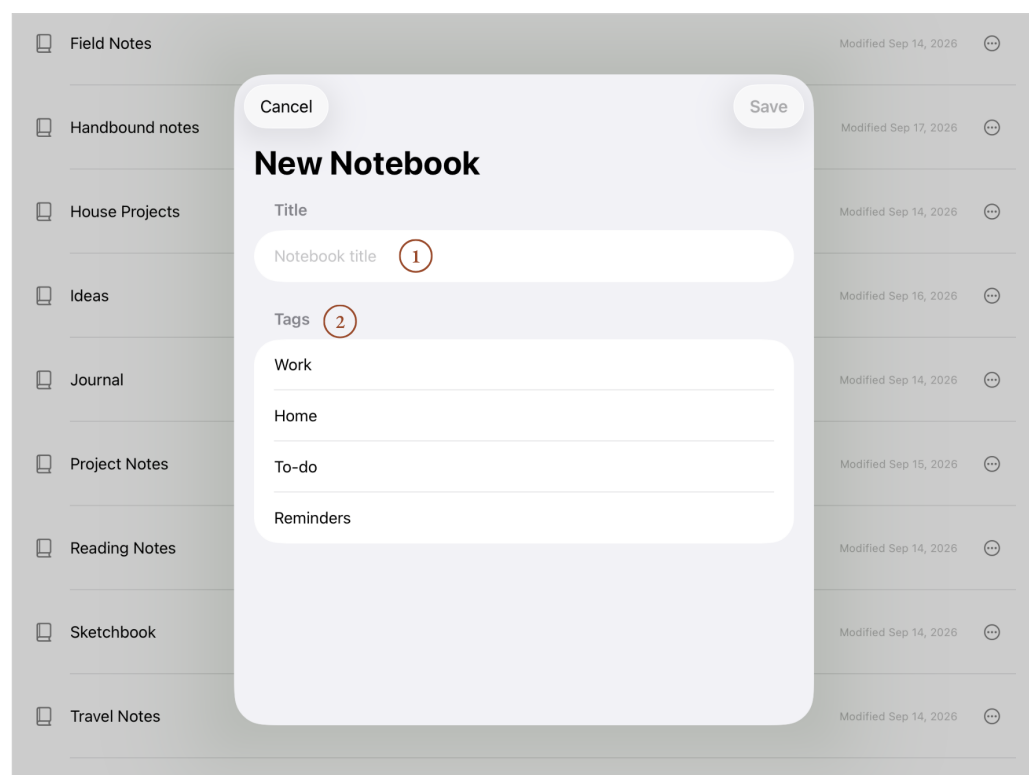


Figure 10. New Notebook

Tap New Notebook in the Library's top bar to create a notebook. Give it a title, choose any tags, and tap Save.

Type the notebook's name in the Title field (1). A title is required, and Save stays gray until you enter one. Under Tags (2), the list shows every tag you have created. Tap a tag to assign it to the new notebook, and tap it again to remove it. A check mark shows an assigned tag. A notebook can carry more than one tag. To create, rename, or delete tags, use [Manage Tags](#).

Tap Save to create the notebook. It opens right away with one blank page and a generic cover. To use a page as the cover, see [Page Overview](#). Tap Cancel to close without creating anything.

If a notebook with the same name already exists, the app shows this message: "Duplicate Notebook Name. A notebook named '[Notebook Title]' already exists." Tap Cancel to return to New Notebook with your title still typed, or tap Create Anyway to create a second notebook with the same name.

Edit Notebook

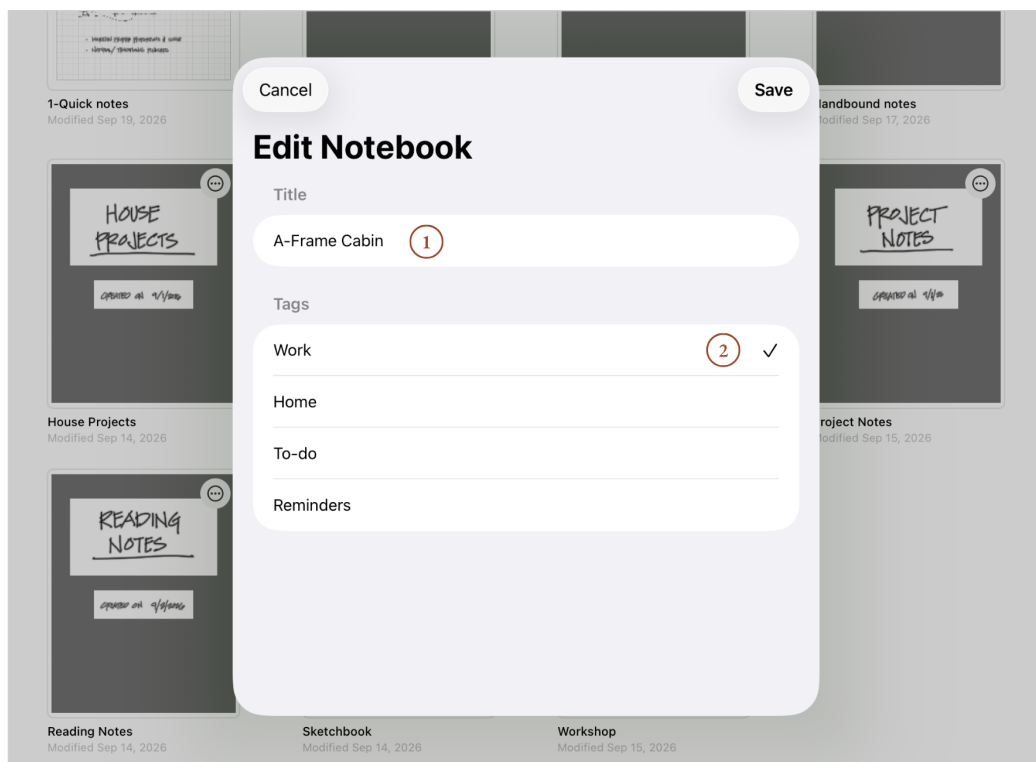


Figure 11. Edit Notebook

To open Edit Notebook, tap the ellipsis on a notebook in the Library (see [Library](#)) and choose Edit Notebook. Use it to rename the notebook and to assign tags.

The Title field (1) shows the notebook's current name. Tap the field to change it. If you rename a notebook to a name that is already in use, the app shows the same Duplicate Notebook Name message described in [New Notebook](#).

Under Tags (2), the list shows every tag you have created. A check mark beside a tag means it is assigned to this notebook. Tap a tag to add or remove its check mark. A notebook can carry more than one tag. To create, rename, or delete tags, use [Manage Tags](#).

Tap Save to keep your changes. Tap Cancel to close without changing the notebook.

Print / Export

Tap More in the toolbar (see [Main View: Toolbar and Page](#)) to open a roll-out with these choices: Clear Page, Apple Pencil Only, Apple Pencil & Touch, and Print / Export.

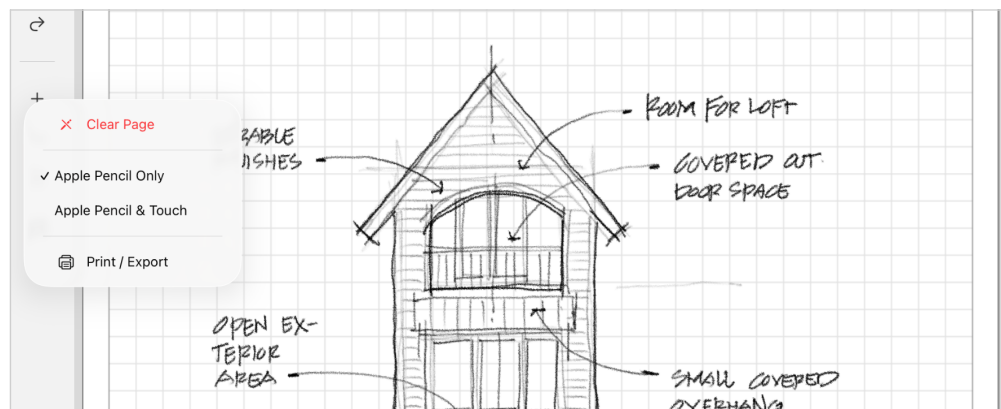


Figure 12. The More roll-out

Clear Page

Choose Clear Page from the More roll-out to remove everything you've written or drawn on the current page. The page template stays. The app asks you to confirm: "Clear this page? All handwritten content on this page will be permanently removed. This cannot be undone." Tap Cancel to keep your writing, or the red Clear Page button to remove it.

Caution: Clearing a page cannot be undone. Undo in the toolbar will not bring the content back.

Drawing Input

Apple Pencil Only and Apple Pencil & Touch, in the More roll-out, set whether Handbound draws with Apple Pencil and touch, or Apple Pencil only, and change how you turn pages to match. A check mark shows the current choice. Tap the other option to switch to it right away.

- Apple Pencil & Touch (default): either the Apple Pencil or your finger draws on the page. Swipe with two fingers to turn the page.
- Apple Pencil Only: only the Apple Pencil draws. Swipe with one finger to turn the page.

This choice also changes how you reach Select All and Insert Space. See [Main View: Toolbar and Page](#).

Print / Export

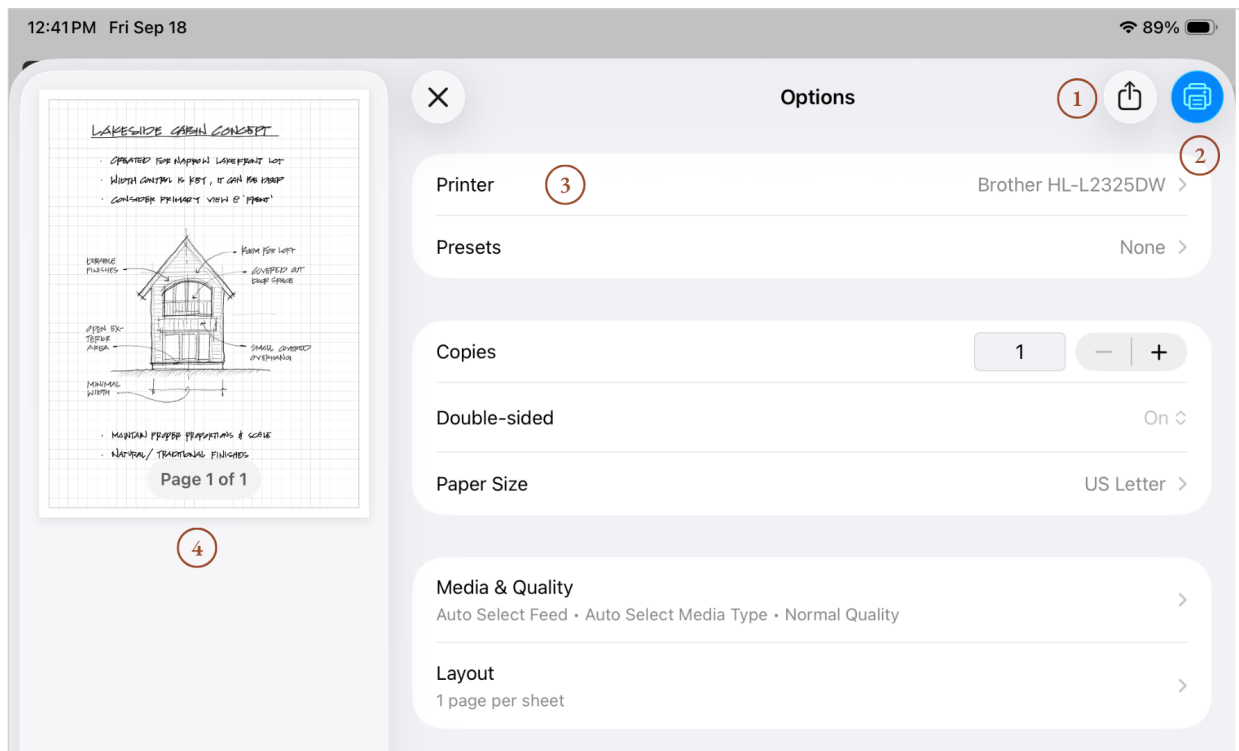


Figure 13. Print / Export

Choose Print / Export from the More roll-out to open the print options for the current page. This is the iPad's standard print screen, so it should look familiar from other apps.

Two buttons at the upper right finish the job. Share (1) opens the iPad's share menu with the page as a PDF document named "Notebook Page." From there you can send it with AirDrop, Messages, or Mail, copy it, or save it with Save to Files or to a cloud service installed on your iPad, such as Dropbox. Print (2) prints the page. To choose a printer, tap Printer (3). Set copies, double-sided printing, paper size, and the other options the way you would in any iPad app. The preview (4) shows the page as it will print. Tap the X at the upper left to close without printing or sharing.

Note: Print / Export works on one page at a time, the current page. To save or share a whole notebook, use Export Notebook in the Library (see [Export Notebook](#)).