



QUIRKLOGIC QUICK REFERENCE GUIDE: USING PAPYR™ IN YOUR FIRST MEETING

This Quick Reference Guide provides users with an overview of how to get started with Papyr for their brainstorming sessions and meetings.

STEP 1: SIGN IN

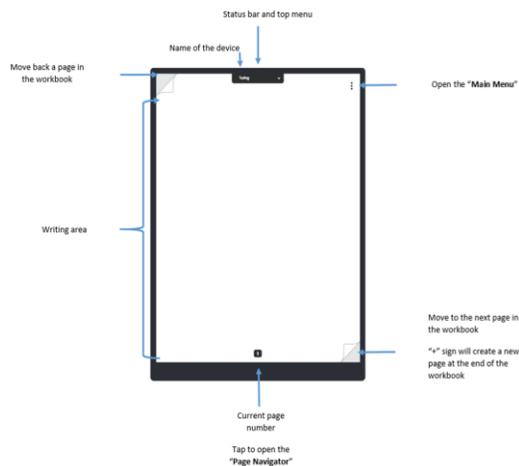
Select the **“Triple Dots Menu”** icon on the top right of the screen and then select **“Sign In”**. Use the [Quilla Connect App](#) to sign in using QR Code Scanner to sign in to your Papyr or select **“Sign In Manually”** and enter the **“Email”** username field to make the onscreen keyboard appear. Enter your email address and password and select **“Sign In”**. The **“Remember Me”** function is available to save your signin credentials. **NOTE:** Your account credentials will be provided by your administrator or you can create a [free account](#) to gain access.

STEP 2: CREATE A WORKBOOK

From the **“Triple Dots Menu”**, select the **“Library”** icon and on the left-hand side of the display, select **“Mine”**. A list of your current folders and workbooks will appear. To create a new workbook select the **“+”** icon in the top right corner of the library or select the **“New”** icon in the **“Main Menu”** and then enter a name for the workbook. Or to open an existing workbook, from the Library, select the desired workbook to open it. An onscreen indicator will appear while the workbook is loading and you’ll be placed on the first page of the workbook when it has loaded.

STEP 3: START WRITING

Papyr is designed with simplicity in mind. Just pick up the pen and start writing! A simple, intuitive user interface and context menus will allow you to uncover the depth of functionality available to you.



STEP 4: INSERT CONTENT

PDF documents and high resolution image files (*PNG, JPEG*) can be inserted as background images into a workbook for review and annotation. For example, you can insert a document containing a schedule or a meeting agenda and sketch out revisions. When inserting large documents, a **“Loading ...”** watermark will be displayed until the background image is displayed. To insert:

1. Use **Quilla Connect** to insert content from any of the recognized content drives available on your phone or tablet such as Email, Box, Dropbox, Google Drive, OneDrive. The PDF or image file will be inserted into the current workbook.
2. Or from **Papyr**, when signed into the **Inkworks Cloud Service**, a PDF and/or images you wish to load into the document is available via other Work Book Projects, Google Drive or Dropbox.

STEP 5: EXPORT CONTENT

At the end of the meeting, simply export the notes to a PDF, JPG, PNG or Email Me functionality. The exported content includes everything you can see in your workbook. For example, if you inserted a blueprint and sketched out revisions, the resulting export will contain both the original blueprint and all the revisions you drew on it. To export:

1. Use **Quilla Connect** to export the current workbook to a PDF. Simply select the **“Triple Dots Menu”** and **“Export as PDF**. You can select the desired destination from the ones available on your device (*such as email, Dropbox, Google Drive, OneDrive*).
2. Or from **Papyr**, select the **“Triple Dots Menu”** and From the **“Main Menu”**, select the **“Export”** icon. Select the output type – PDF, JPG, or PNG. A thumbnail view of each page of the workbook will be displayed. You can then export to either **Google Drive** or **Dropbox**. Alternatively you have the option to Export and **Email to Me** to have the document sent as a PDF to your email inbox to share with your team or colleagues.

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