




# Part 1: Introduction


## Toolbar


 **Projects:** Create, open, and organize your projects


 **Organizer:** Hide or show the Organizer


 **Add:** Add a new item to the Organizer


 **Drawing Tools:** Select, Text, Lines, Shapes, Pens & Brushes, Eraser

 **Insert:** Insert a new figure to the current idea space

 **Share:** Share the current section, or the selected idea space, or the selected figures

 **Zoom:** Zoom in or out of your project, or use pinch gestures, or Option-ScrollWheel

 **Status:** Shows the status of your projects and your tasks

 **Search:** Search your project for text, tags, dates, etc

 **Library:** View your local project library, your global Scrapbook library, or your Evernote cloud library