



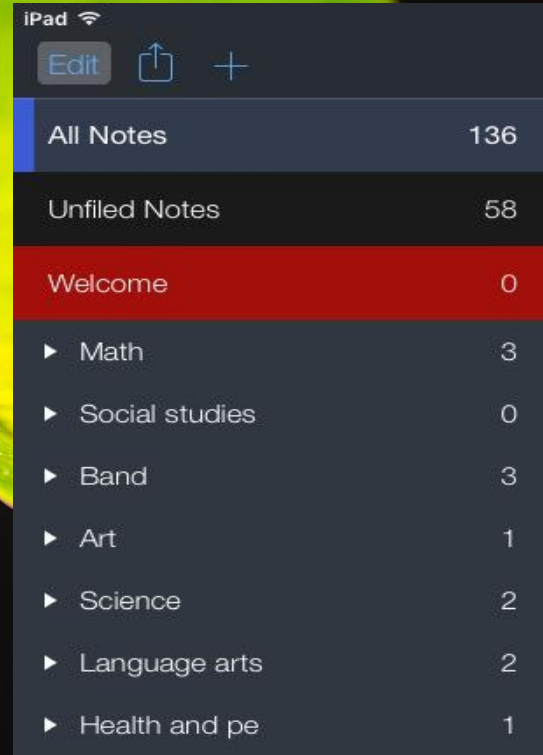
Notability Backup

by Paige Vanhorn

Step one

Make sure all your notability notes are organized in separate folders to make the process easier.

To make a folder you have to click the plus sign in the top left side. Click divider, name it, and press done. Make sure the arrow is pointing down and then press the plus again. This time press subject. It has to have a different name than your divider then press done. To move a document hold down the picture then drag it to the subject it belongs.

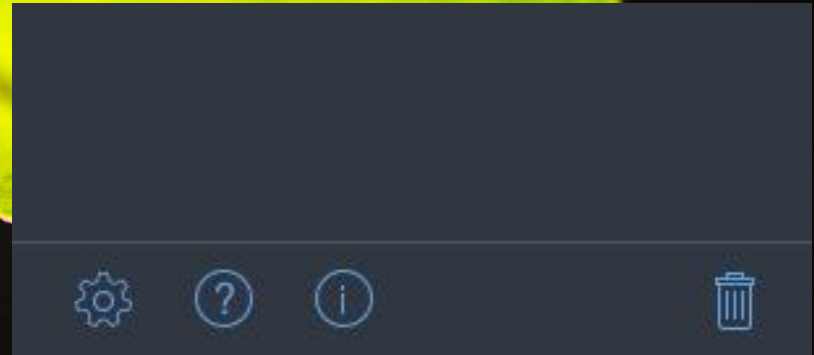


The screenshot shows the iPad Notability app interface. At the top, there is a status bar with 'iPad' and a Wi-Fi icon. Below that, there are three buttons: 'Edit', a share icon, and a plus sign. The main content is a list of folders with their respective note counts. The 'Welcome' folder is highlighted in red.

Folder Name	Note Count
All Notes	136
Unfiled Notes	58
Welcome	0
▶ Math	3
▶ Social studies	0
▶ Band	3
▶ Art	1
▶ Science	2
▶ Language arts	2
▶ Health and pe	1

Step two

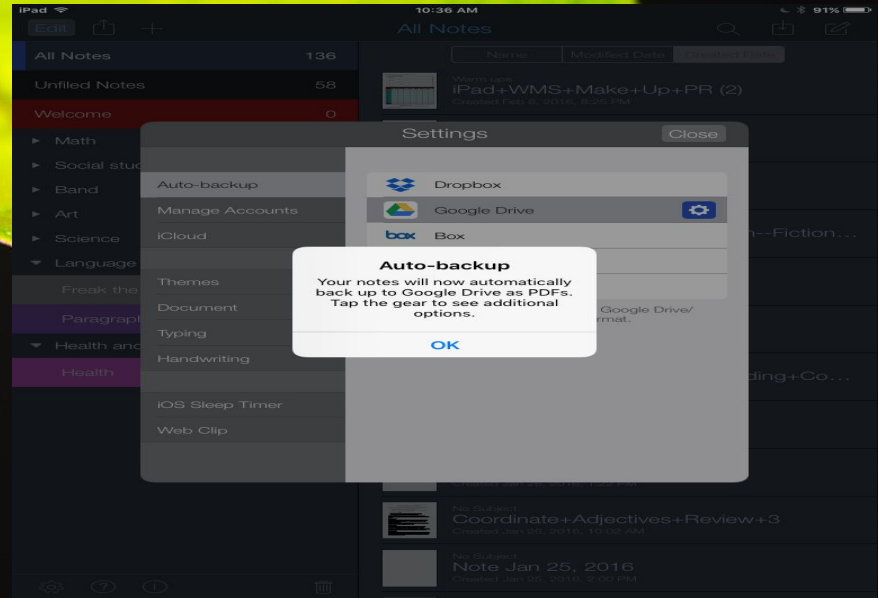
At the bottom left hand side click the setting button and choose auto-backup.



Step three

You have four choices in Dropbox, Google Drive, Box, and WebDAV. Choose Google Drive. A message will pop up saying how it will automatically backup your Google Drive.

When you choose Google drive you will have to log in with your school email. Then login in with your ID number and password.



You're done!!

A folder in Google drive will occur and that's where all of your notes from notability will be.

