



USING NOTABILITY PDF EDITING APP ON AN IPAD

In Notability, which you can scan a document, annotate responses, store and organize documents, open shared documents from a teacher, and share completed documents with a teacher. You can also create a note, which is similar to a word processing document.

NOTES = DOCUMENTS SUBJECTS = FOLDERS

WHEN USING FOR THE FIRST TIME: there are some auto-back up and Google Drive settings to set up. The student must be signed into his/her Google Drive on the iPad.

1. Go to Google Drive and create a folder in Drive that will be easy to identify. Sometimes a teacher will create a folder and share it with the student specifically for using Notability. Anything put in that folder by the student or teacher will automatically be saved and shared. After completing work, the student does not need to share back to the teacher as the work is automatically saved; the teacher can look in the shared folder to see if the works was done.
2. In Notability app, go to "Settings", the gear on main page in lower left corner
3. Tap on "Auto-Backup"
4. In "Select Service" select Google Drive. Sign into Notability when prompted using student Google account, and allow access
5. Under "Google Drive Settings"
 - a. Destination: will say "Notability". Tap on /Notability/ and it will take you to Google Drive
 - i. Find the folder you created in step 1 and tap on it
 - ii. Tap on "Back up to XXX folder" at bottom of screen; the screen should flip back and now the folder you designated should be in the "Destination"
 - b. Subjects to Back Up: right now there is nothing to back up and the "Unfiled Notes" is checked. Once you create subjects or notes, this feature will come into play. You want to make sure that everything is being backed up into the designated folder in Drive in case the iPad stops working.
 - c. File Format: **THIS IS VERY IMPORTANT**
 - i. Tap on "Note" which is the default format for the documents in this app
 - ii. Tap on "PDF"; you want to use PDF format as this is universal and can be opened on any device.
6. In Settings menu, go to "Typing" and enable "Check spelling" and "Tap anywhere". You can also change the default font style and size if desired.
7. In Settings menu, go to "Handwriting" and enable "Palm Detection". If student is LEFT-HANDED, enable "Left-handed mode" so that he/she does not erase anything that is handwritten or drawn on the screen.
8. Close Settings top right-hand corner

CREATE SUBJECTS (FOLDERS): think of creating a digital binder with folders for each subject

1. In Notability, tap on the plus sign in top left corner of the main menu screen
2. Tap on "Create Subject" a colored dot appears, enter a title for the folder
3. You can drag existing unfiled notes into the folders by touching and holding down the note you want to move; the note wiggles and highlights and a menu opens
4. Drag the note to the desired folder; it disappears from the Unfiled Notes list

5. The subjects (folders) created will show up in Google Drive, any notes (documents) saved in these subjects will also be accessible from Drive; these subjects can be shared with appropriate teacher or specialist from Drive so that that person can easily access the work

CREATE OR IMPORT NOTES (DOCUMENTS)

Scan a paper document: if the student has paper documents to complete such as worksheets, workbooks pages, graphic organizers, etc.

1. In Notability, tap on box with down facing arrow in top right-hand corner
2. "Document Scan" is listed at the bottom of the drop-down menu, tap on it
3. Camera opens, position the document in the camera view and take picture
4. Adjust the corners of the document if necessary, to capture the entire document
5. Tap on "Keep Scan" if good, retake (bottom left corner) if shot was blurry or not acceptable
 - a. If there is more than one page to scan, for example, a packet of pages, you would take a picture of each page after tapping on Keep Scan. To scan a packet successfully, the pages should all be oriented in the same direction. If one page is in landscape and others are in portrait orientation, then it will be hard to work with them when they are uploaded into another app.
6. When done scanning, tap on Save
7. "Import as" tap on PDF, the document opens
8. Change the title if needed by tapping on the title and date at the top left of the document

Import a document from Google Drive to Notability: if a teacher shared documents with the student through Drive

1. In Notability, tap on the box with down-facing arrow in upper right-hand corner
2. Tap on Google Drive
3. Locate the document you want to use in Notability and tap on it
4. Choose "Create a New Note"
5. Change the Note Title (if needed)
 - a. Tap on the title
 - b. Delete the text in the box by tapping on the x with a circle around it
 - c. Enter new title
 - d. Tap on "Back"
6. If you have subjects (folders) set up, you can send this note directly to a specific subject
 - a. Tap on "Subject"
 - b. Choose the subject and tap on "Back"
 - c. You can create a new folder if needed
 - i. Tap on "New Subject"
 - ii. Enter title
 - iii. Tap on "Add"
9. Tap on "Import"
10. Tap on "Open" and the document opens. It is now filed in the Notability subject to which it was saved and can be accessed from there at any time.

Share document from teacher's iPad

1. In teacher's Drive or Docs, find the document to share and tap on three dots on right
2. Tap on Share
3. Enter student's email address and tap on send

Share document from teacher's computer

1. In teacher's Drive or Docs, find the document to share and right click on it
2. Click on Share
3. Enter student's email address and click on send

Use "Notes" iPad app to scan documents before uploading directly into teacher's Drive

OR

Use office copier/scanner to scan documents to teacher email. Upload from email to Drive

Create basic word processing notes in Notability:

1. Open the subject in which you want to create a note
2. Tap on the square with the pencil in the top right corner
3. Insert a title for this note in top right corner where it says "Note Date X, 2021"
4. Word processing features such as size and style of font, text color, bold/indent/underline appear at bottom of screen if using separate keyboard or on top of the onscreen keyboard after you touch the T to allow for typing

Create notes using graph or lined paper in Notability:

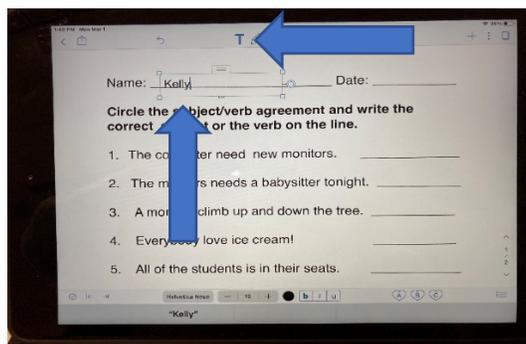
1. Open the folder for the subject in which you want to create a note
2. Tap on the square with the pencil in the top right corner
3. Insert a title for this note in top right corner where it says "Note Date X, 2021"
4. Tap on three dots in upper-right hand corner
5. Tap on Paper
6. You will see choices of paper colors and styles; tap on the one you want to use
7. Tap back into the document
8. Word processing features such as size and style of font, text color, bold/indent/underline appear at bottom of screen if using separate keyboard or on top of the onscreen keyboard after you touch the T to allow for typing

WORK WITH NOTES (DOCUMENTS)

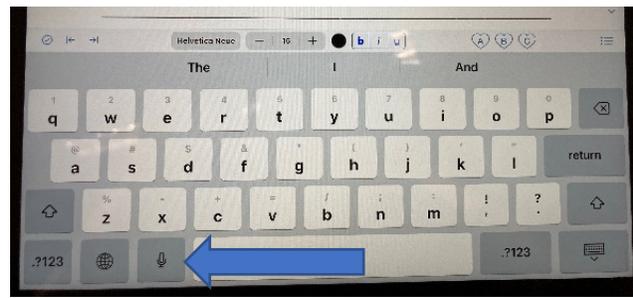
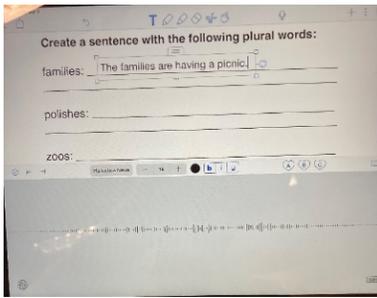
If you are in a note but want to access a different note or a subject (folder), tap on the left facing arrow in top left-hand corner and it will bring you to the main page.

Enter Responses on a Note (Document)

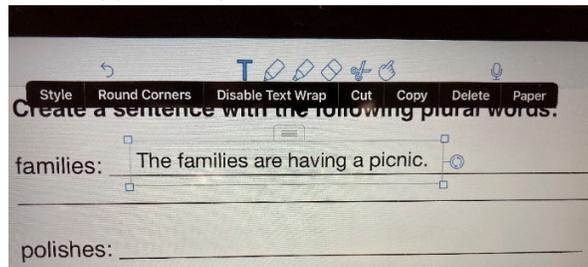
1. Open the note
2. Tap on the "T" in the tool bar at the top of the screen if the "T" is not already colored blue. Tap on the screen where you want to begin typing. A text box will open, and you can change the shape and size of the box to fit the space. If you want to move the box, place your finger on the tab on top of the text box and slide it around until it is aligned properly.



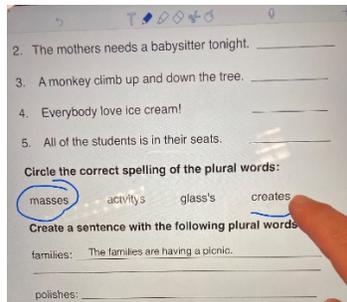
3. You can use the speech-to-text feature on the onscreen keyboard to dictate responses into the text box once it has been opened.



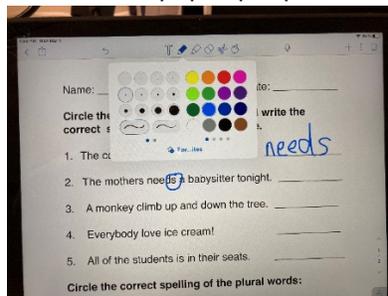
- You can delete previously typed or spoken text; no text box should be showing. Tap on the sentence you want to delete. A text box and a black menu appear. Tap on Delete in black menu.



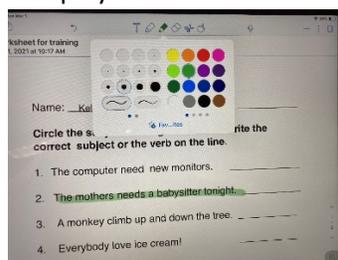
- If you need to circle something, draw a shape or line, or check off a box, tap on the pencil icon, next to the “T” in the tool bar; the pencil will show in a color. This will allow you to draw or write by hand on the note with your finger or stylus.



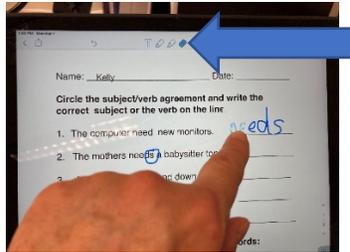
- Press and briefly hold the pencil icon until a menu pops up; options for color and stroke thickness are displayed.



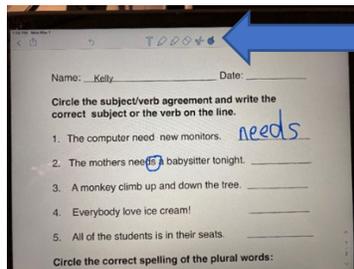
- The highlighter feature is next to the pencil. Press and briefly hold the highlighter icon until a menu pops up; options for color and stroke thickness are displayed.



8. Both pencil and highlighter strokes can be made straighter by briefly holding your finger or stylus on the screen after finishing the stroke. The lines will automatically adjust into a straight line. This feature needs to be enabled in settings.
9. When drawing shapes, the shape can be automatically detected and adjusted by briefly holding your finger or stylus on the screen after finishing the last stroke of the shape. The lines will automatically adjust into a more distinct shape. This feature needs to be enabled in settings.
10. If you make a mistake using the pencil or highlighter, you can tap on the eraser, it will turn blue. Swipe your finger over anything that you need to erase. When done erasing, tap on the pencil or the T to begin working again. The eraser only erases handwritten input, not the text in a text box or the original worksheet.



11. To scroll in a document when using the pencil or highlighter, you must scroll with TWO fingers or you will draw or highlight with your finger.
 - a. you could also tap on the hand with the pointing index finger to activate scroll, scroll to where you want to be, then tap on the T, pencil, or highlighter to continue working.



Send the completed note to teacher: Notes that are imported into Notability as PDF's are sent as attachments but notes that are created in Notability are sent in the body of the email.

1. In note, tap on box with arrow pointing up in top left corner
2. Tap on email
3. Make sure format is PDF
4. Tap on "Emails Notes" enter the teacher's email, hit the white arrow in the gray circle to send

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Apps are updated frequently so steps may change without notice.