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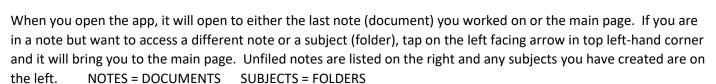www.vcselpa.org

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USING NOTABILITY PDF EDITING APP ON AN iPAD

In Notability, which you can scan a document, insert or mark responses, store and organize documents, open shared documents from a teacher, and share completed documents with a teacher.

When you open the app, it will open to either the last note (document) you worked on or the main page. 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. Unfiled notes are listed on the right and any subjects you have created are on the left.   NOTES = DOCUMENTS   SUBJECTS = FOLDERS

SETTINGS
There are some auto-back up and Google Drive settings to set up before the student can share completed notes to the teacher. The student must be signed into his/her Google Drive on the iPad and be signed into Notability using the same account. This should only need to be done once. After signing into both apps:
1. In Notability, go to "Settings" the gear on main page in lower left corner
2. Tap on "Auto-Backup"
3. In "Select Service" select Google Drive if it is not already checked. All notes and subjects will be automatically saved in Drive.
4. Under "Google Drive Settings"
    a. Destination: will say "Notability". This means a "Notability" folder will be created in Google Drive and notes will be shared there automatically.
    b. "Subjects to Back Up": This means that any note that is worked on, no matter how many times you go back and work on it, will be backed up in Drive. Also, any folders created will be backed up in Drive once you have set this up. Tap on this to specify what you want to back up.
    c. **"File Format": THIS IS VERY IMPORTANT – change the format to PDF**
        i. Tap on "Note" which is the default format for the documents in this app
        ii. Tap on "PDF" or "PDF + Recording"; you want to use PDF format as this is universal and can be opened on any device.
5. 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.
6. In Settings menu, go to "Handwriting" and enable "Palm Detection".   If LEFT-HANDED, enable "Left-handed mode" so that you do not erase anything you write or draw on the screen.

CREATE SUBJECTS (FOLDERS)
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

CREATE 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 PDF, the document opens
8. Change the title if needed by tapping on the title and date at the top of the document, which is now called a note
   a. A text box opens at the bottom of the screen or on top of the onscreen keyboard, change the title to something that is easy to understand by tapping on the x with a circle around it and typing in a new title. Tap out of this box to close. The title changes at the top.

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. Scroll in Drive until you find the document you want, tap on it
4. Choose "Create a New Note"
5. Change the Note Title if desired
   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 folders set up, you can send this note directly to a specific folder
   a. Tap on Subject
   b. Choose the folder, tap on "Back"
   c. You can create a new folder if needed
      i. Tap on "New Subject"
      ii. Enter title
      iii. Tap on "Add"
7. Tap on "Import"
8. Tap on "Open" and your document opens. It is now filed in the Notability folder to which it was saved and can be accessed from this folder at any time.

Share document from teacher's iPad	Share document from teacher's computer
1. In teacher's Google Drive, 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	1. In teacher's Google Drive, 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 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; see i and j in #4
4. Word processing features such as size and style of font, text color, bold/indent/underline are at bottom of screen or on top of onscreen keyboard

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; see i and j in #4
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 are at bottom of screen or on top of onscreen keyboard

WORK WITH NOTES (DOCUMENTS)

Annotate or mark responses on a scanned or shared note:

1. Open note
2. Tap on the "T" in the tool bar at the top of the screen if the "T" is not already colored blue.
3. 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.
4. You can use the speech-to-text feature on the onscreen keyboard to dictate responses into the text box once it has been opened.
5. Delete typed or spoken text by tapping on the sentence to be deleted. A text box and a black menu appear. Tap on Delete in black menu.
6. 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.
7. 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.
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. The lines will automatically adjust into a more distinct shape.
10. If you make a mistake, 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 student input, not the original worksheet.
11. When scrolling in a document while using the pencil or highlighting tool, you will need to tap on the hand with the pointing index finger to activate scroll, then tap on the pencil or highlighter to continue working

Share a completed note to teacher through Google Drive:

1. Go to Google Drive and open desired note from Notability folder
2. Tap on the three dots at the right end of the title of the note
3. Tap on "Share", enter the teacher's email, hit send