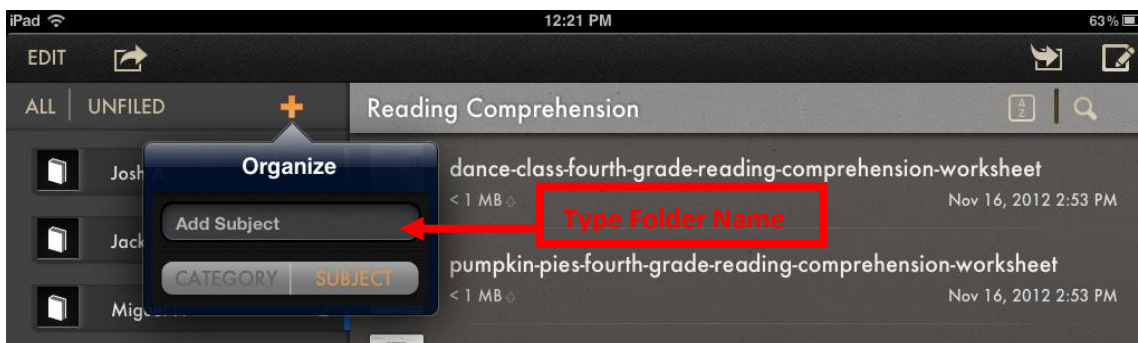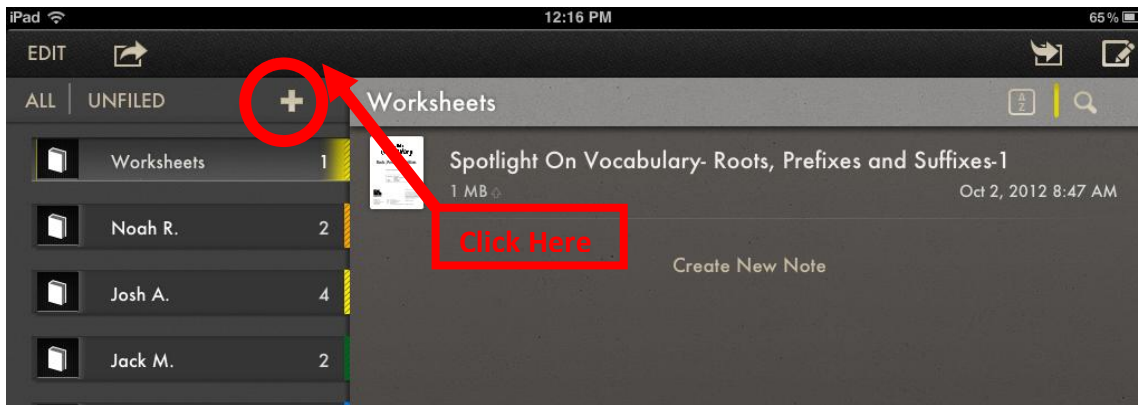# Notability
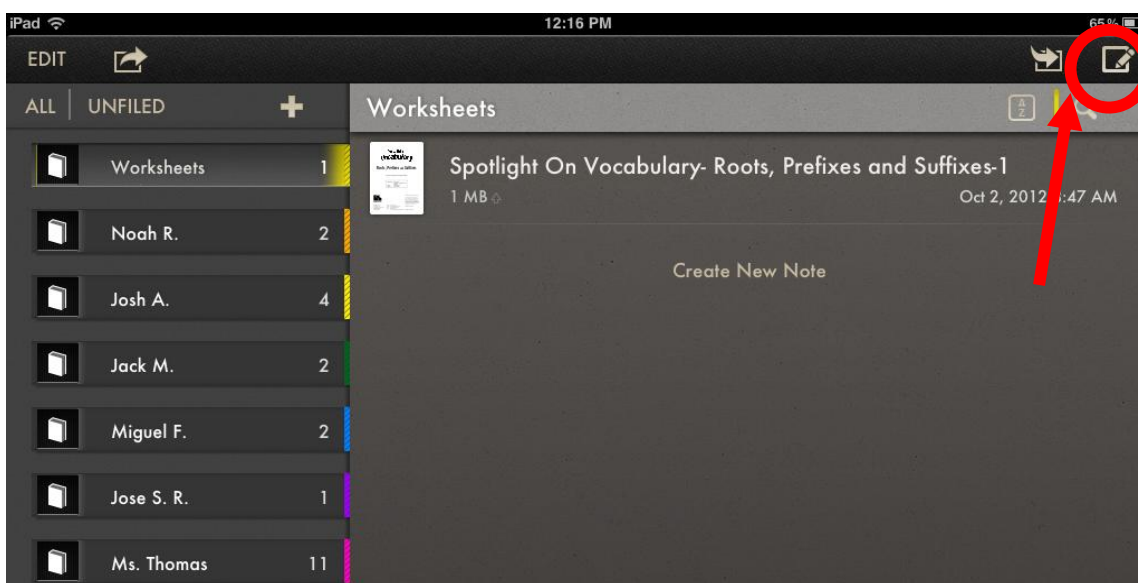
How-To Guide

By: Taylor Thomas

I. **Creating Folders:**

    a. To create a new folder tap the plus symbol (circle below). When the menu appears type the name of the folder.
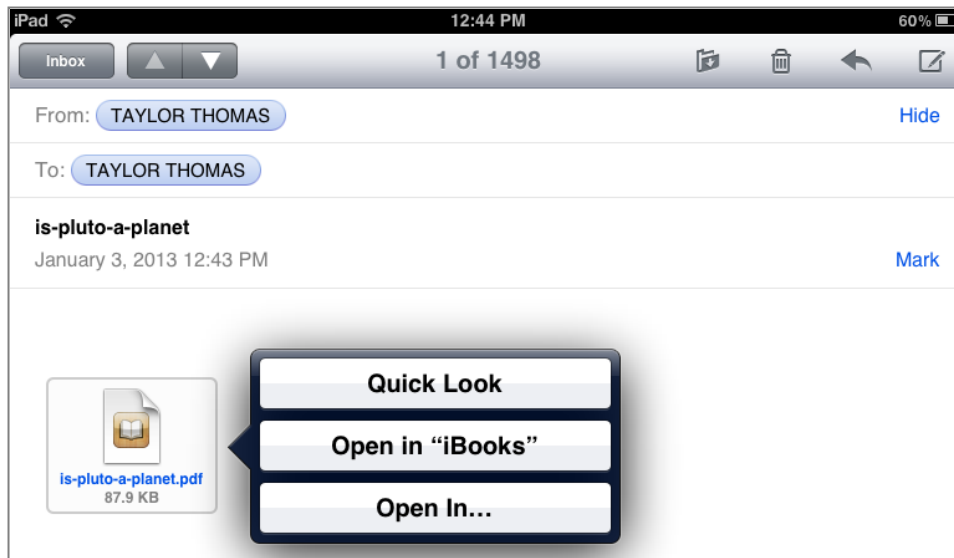

II. **Creating a New Note:**

    a. **To create a new note first tap the folder you would like the document in then tap the square with a pencil located in the top right corner. A new blank note will then open. You will be able to title and date stamp the document by tapping on the title or the date.**
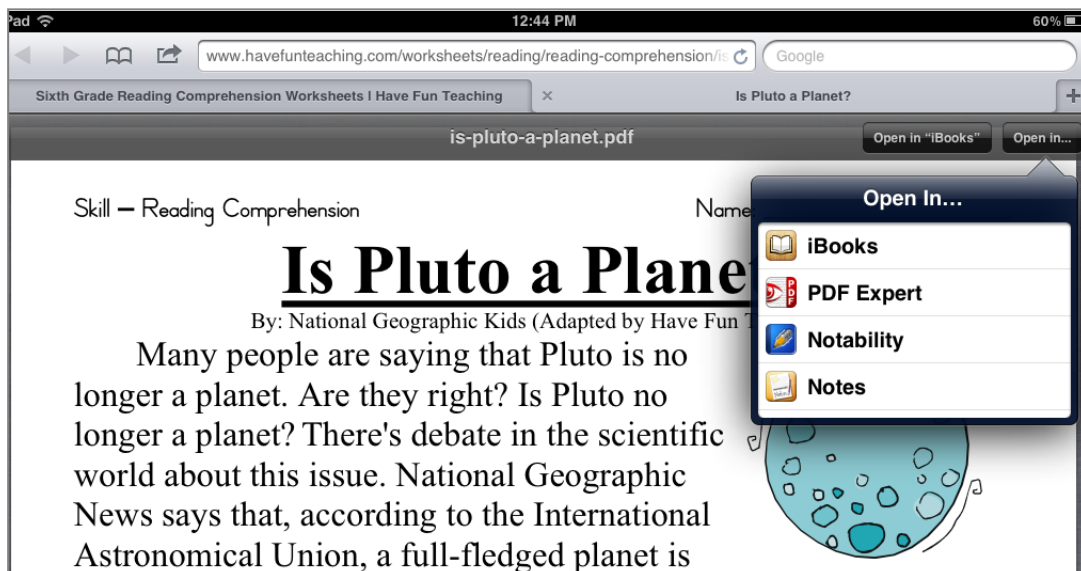
III. Loading Content:

a. <u>Option One:</u> Email any PDF Document to the email address that is set up on your iPad. Then tap the document in the email to open a menu. Tap 'Open In…' and you can choose between the Apps that accept PDF documents. Tap on Notability. The document will then open up the Notability app and be downloaded into the app. If you would like the document in a specific folder, prior to opening the document in Notability open the notability app and click the folder you would like the document to download into. If you need to move the document simple hold your finger on the miniature picture of the document and drag to the appropriate folder.

b. <u>Option Two:</u> Go to any website that allows you to download PDF documents to your computer and follow the same steps (i.e. SuperTeacherWorksheets.com, EdHelper.com or HaveFunTeaching.com). A separate tab will open with the document. Tap the document and a menu will appear asking where you would like to download the PDF document. Tap 'Open In…' and then tap Notability and the document will download. Follow the same steps for folder placement as Option One.

IV. Adding Content:

a. <u>Typing-</u> Add text to the document by tapping anywhere on the page. The typing cursor will appear and the keyboard will open.

b. <u>Pen-</u> Tap the pen and write with your finger or a stylus anywhere on the document. Tap and hold the pen button to open a menu where you can change the size and color of your pen.

c. <u>Highlighter-</u> Tap the highlighter and with your finger or stylus you can highlight any text within the document. Tap and hold the highlighter button to open a menu where you can change the size and color of your highlighter.

d. <u>Eraser-</u> Tap the eraser and scrub over anything you have added to the document and it will erase it. You can also undo and redo your work with the arrows next to the editing bar.

e. <u>Scissors-</u> Tap the scissors and use your finger to circle, square, or draw around anything you have added to the document to cut, move, or copy/paste.

f. <u>Plus Symbol-</u> Tap the Plus symbol to add content to the document. You can add a photo, web clip, text box, take a photo to add, figures, or handwriting to your document.

V. Sharing Content:

a. To share content from Notability tap the button in the top left corner that looks like a rectangle with an arrow coming out from the right side (hint: this share button is the same in almost every app). A menu will appear and it will give you the option to the 'Choose Destination' of your document (default is email). Tap on 'Email' to choose a different location. You can choose to have the document 'open in...' another app such as 'iBooks' to save for later reference. Once you select your destination you will be taken back to the previous menu.