Getting Started With The Notability App On Your iPad



Guide Prepared by Chris Pondy



Notability On Your iPad for Teachers and Students

Notability Home Page Information

Left Column - Subjects and dividers

Right Column - Notes

Edit - Allows user to rename notes

Upload Icon - Allows for the sharing of notes from Notability to other Apps such as Canvas and iCloud.

Plus Icon - Creates new Subjects and Dividers

Search Icon - Allows user to search all notes

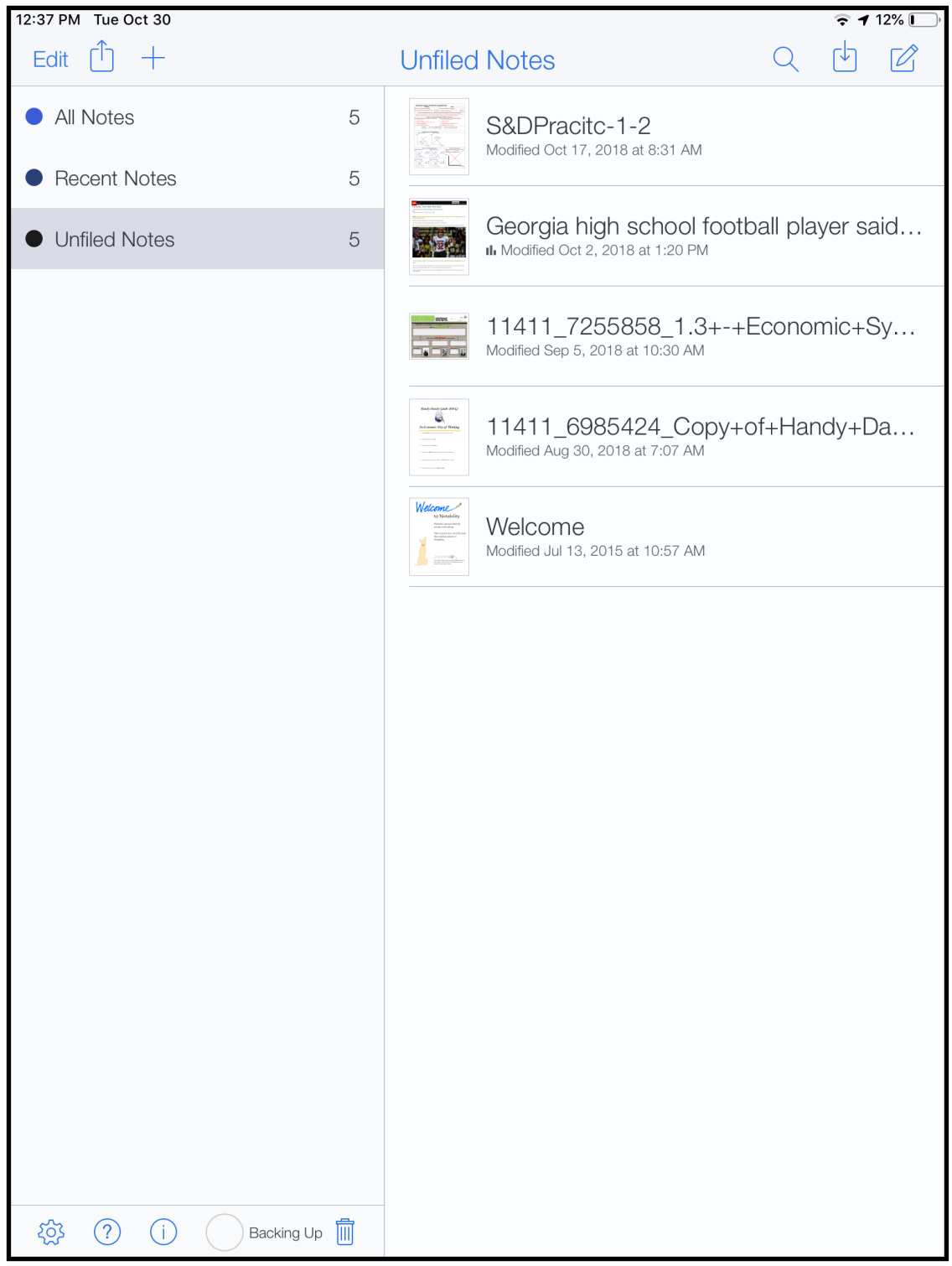
Download Icon - allows user to download files from other Apps or cloud storage.

Pencil/Paper Icon - allows user to create a new blank note.

Gear Icon - Allows user to modify settings for Notability

Question Mark Icon - Allows user to access the Notability Help Center

Trash Icon - Deleted files are stored here for 30 Days before they are completely deleted from Notability.





TECH TIP!

Always remember to be logged into your Managed Apple ID on your iPad so your documents and files will automatically be backed up to your iCloud!

How to Setup Notability On Your iPad

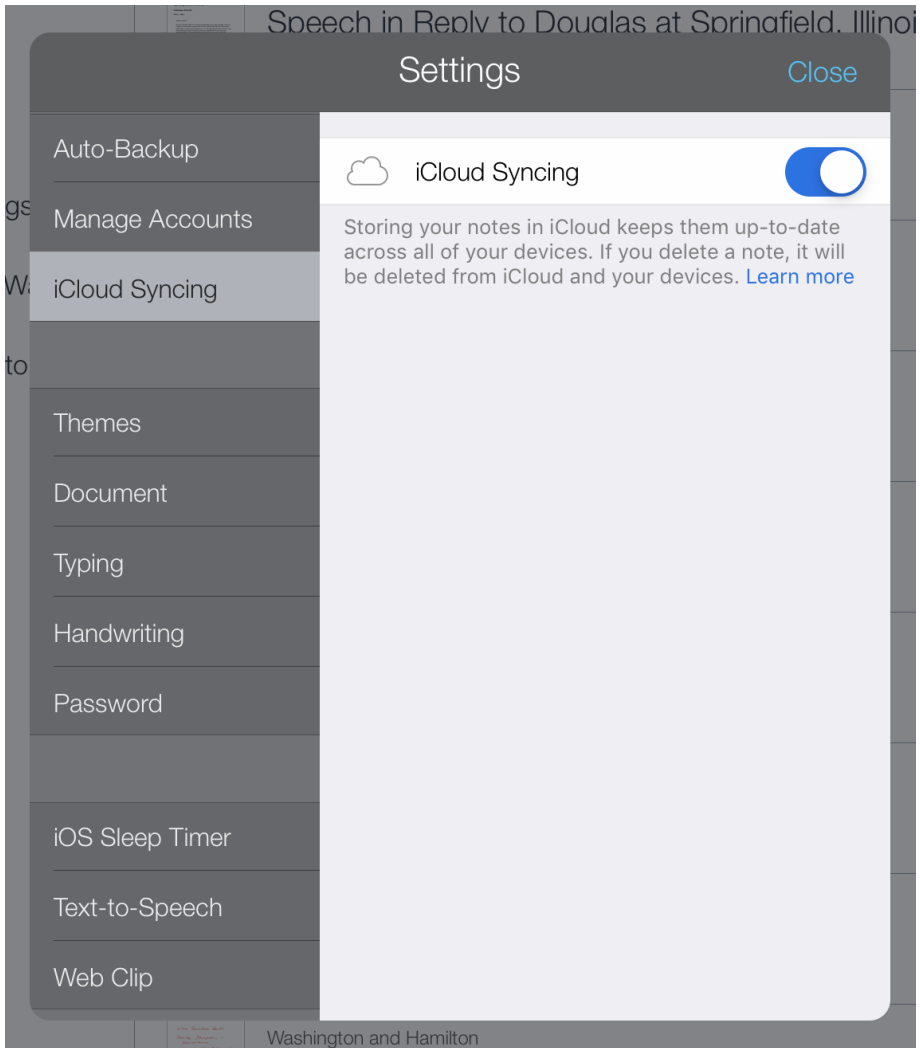
Auto Backup

Step 1: Open the settings from the main page by clicking on the gear.

Step 2: Tap “iCloud Synching” from the menu

Step 3: Turn on “iCloud Synching” to automatically save Notability files to your iCloud.



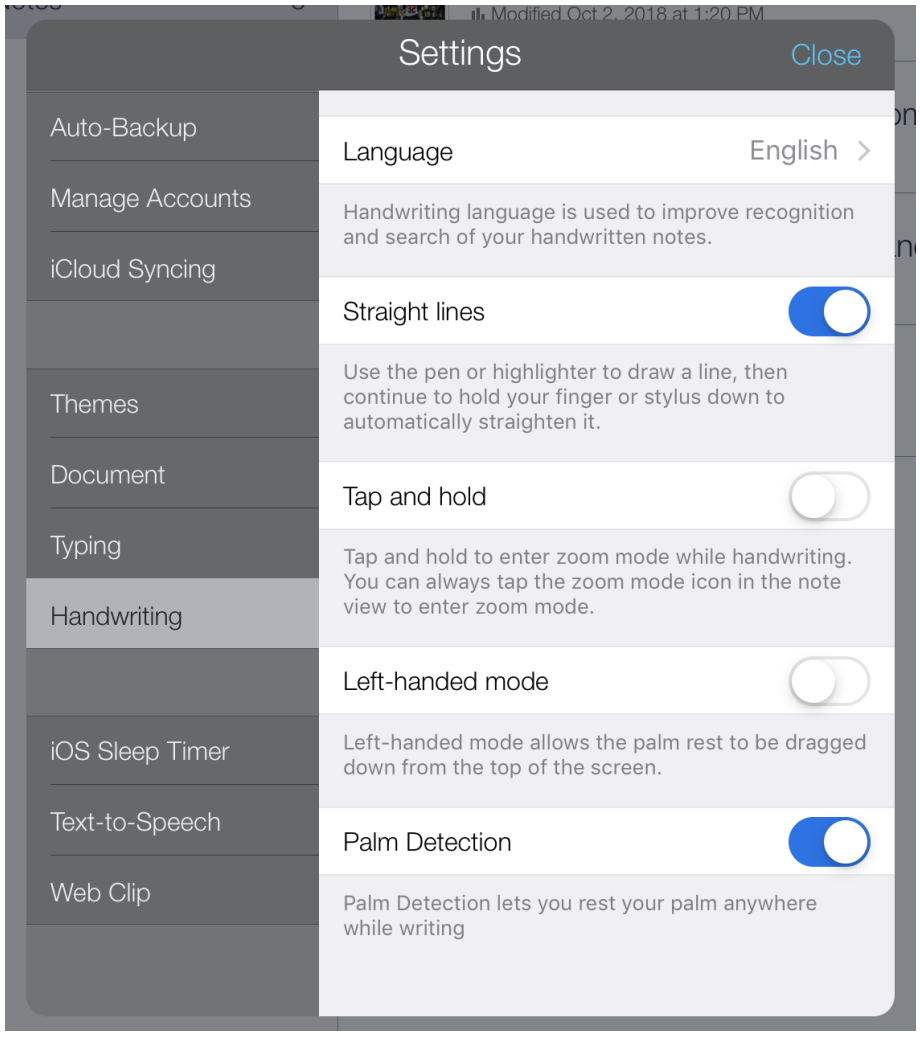


Palm and Handwriting Setup

Step 1: Tap on “Handwriting”

Step 2: Make sure “Straight lines” and “Palm Detection” are toggled on

Step 3: If you are left-handed, toggle on “Left-handed mode”.



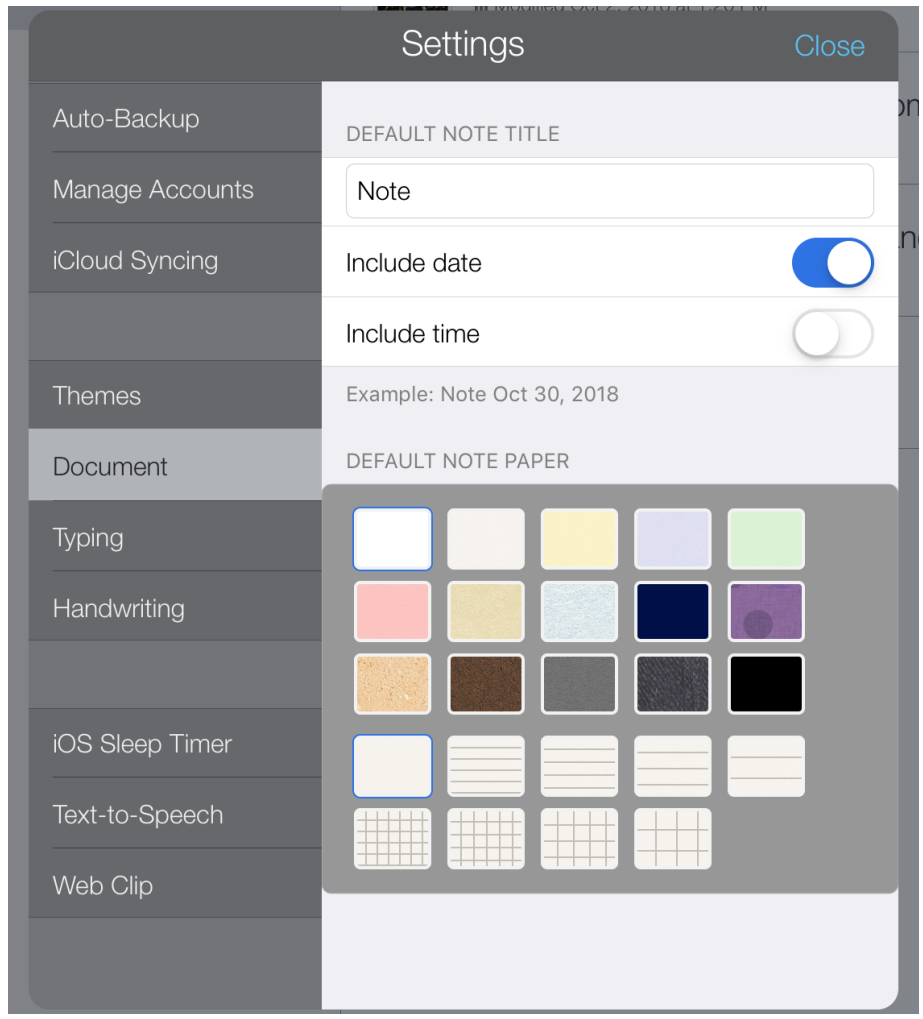
How to Setup Notability On Your iPad Continued

Document Setup

Step 1: Choose “Include Date”

Step 2: Choose default paper color and format.

* It is recommended to leave these both set to white and blank, the paper type can be set for individual documents.



How to Import a Document Into Notability On Your iPad

Importing a Document

Step 1: Select a document from Canvas or another source.

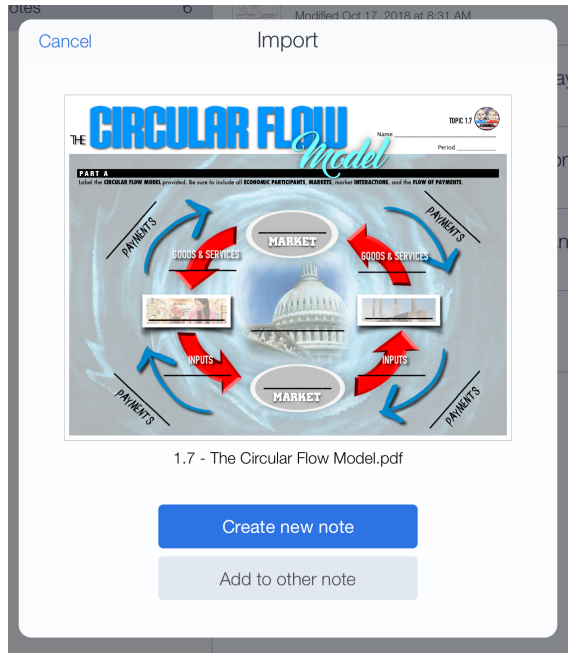
Step 2: Tap the “upload” icon along the top of the document

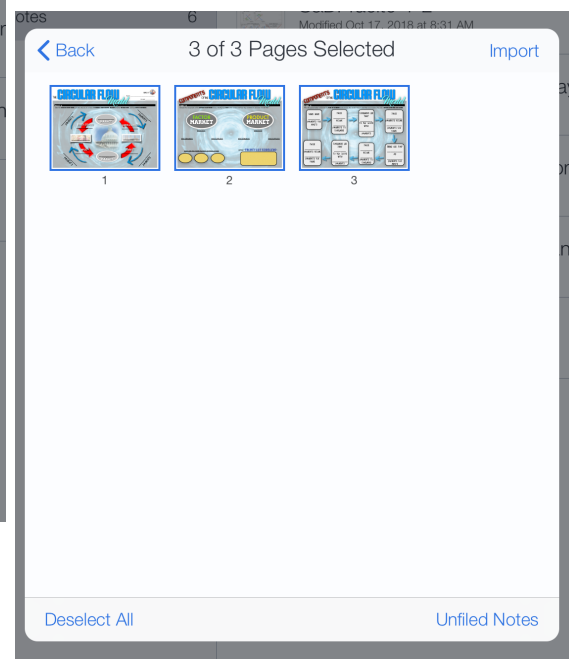
Step 3: Choose “Copy to Notability”

Step 4: Select “Create New Note”

Step 5: Select “Import”

* A new Note should be generated in Notability, if not, open the Notability App and choose “Open Now”





Tour of the Notability Document Editor On Your iPad

Upload Icon - Allows for the sharing of notes from Notability to other Apps such as Canvas, Google Drive, and iCloud.

Carrot Icon - Allows the user to return to the main Notability page where all of their Notes are stored.

Curved Arrow Icon - Undo writing or typing

T Icon - Typing

Pencil Icon - Allows user to use handwriting on the document

Highlighter Icon - Allows user to use the highlighter on the document

Eraser Icon - allows user to erase handwriting or highlighting

Scissors - allows users cut and move items on the page

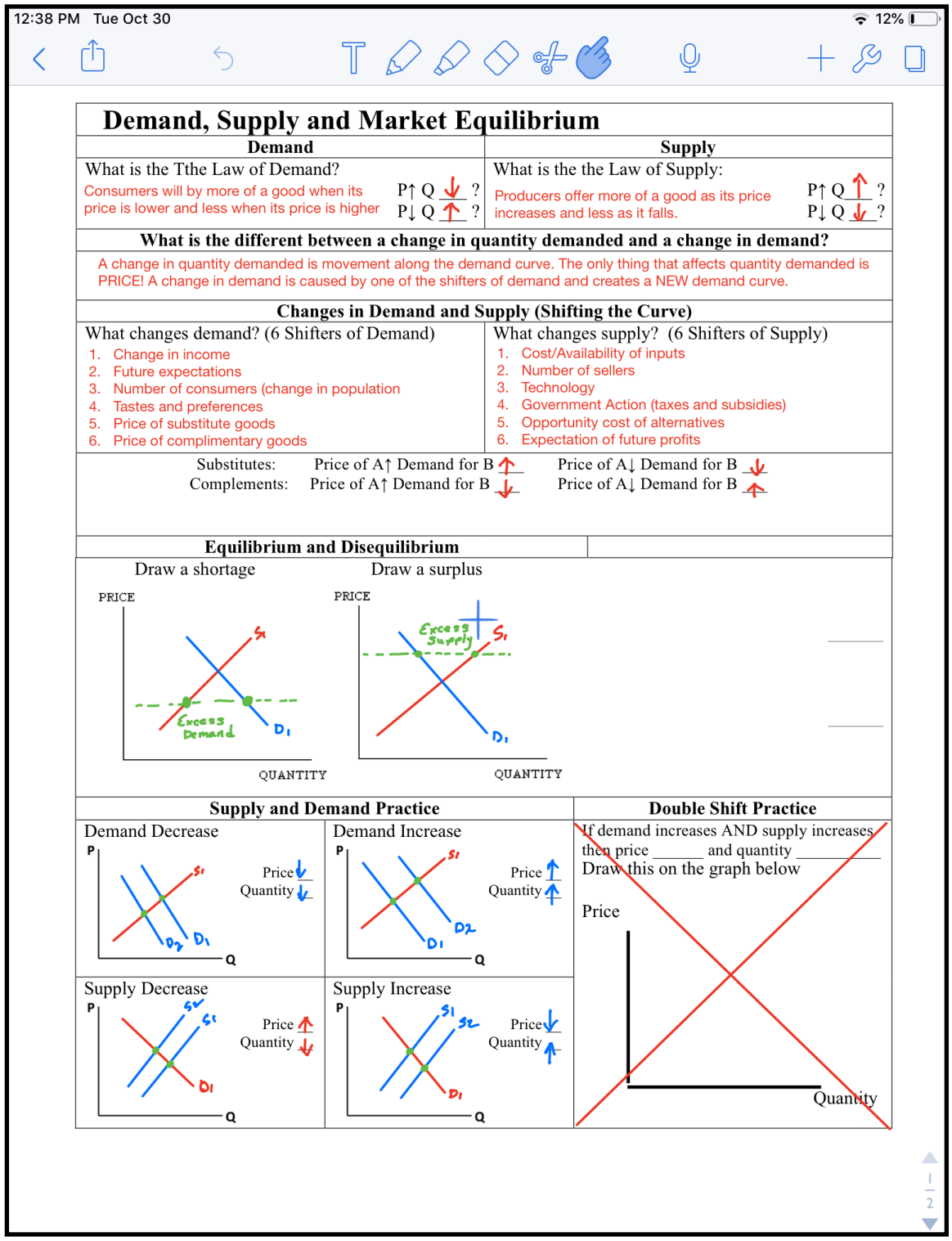
Hand Icon - Allows user to move the page without making marks

Microphone Icon - Allows user to create a voice recording while taking notes or working on a document

Plus Icon - Gives user access to add photos, shapes, web clips, or stickies to a document

Wrench Icon - Allows user to change paper color or style, and access the Notability Help Center

Paper Icon - Allows the user to see all of the pages in a document



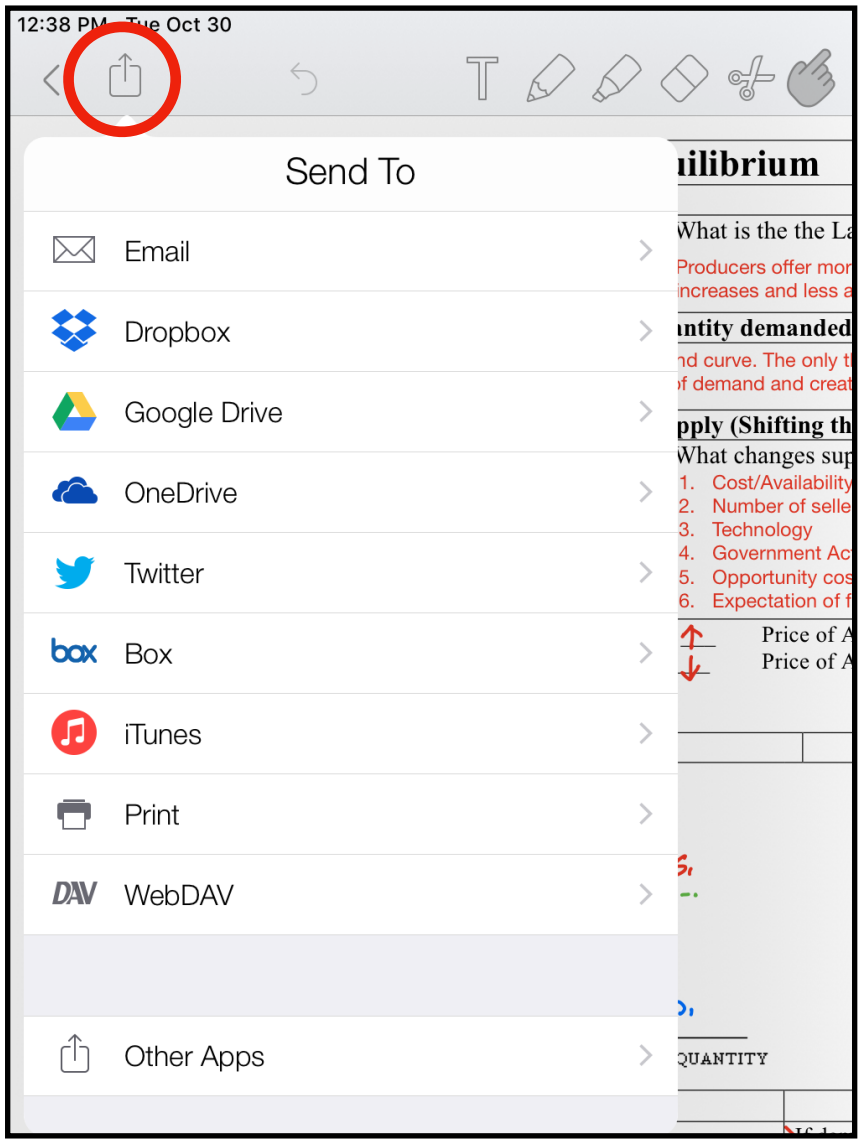


Additional Helpful Hints:

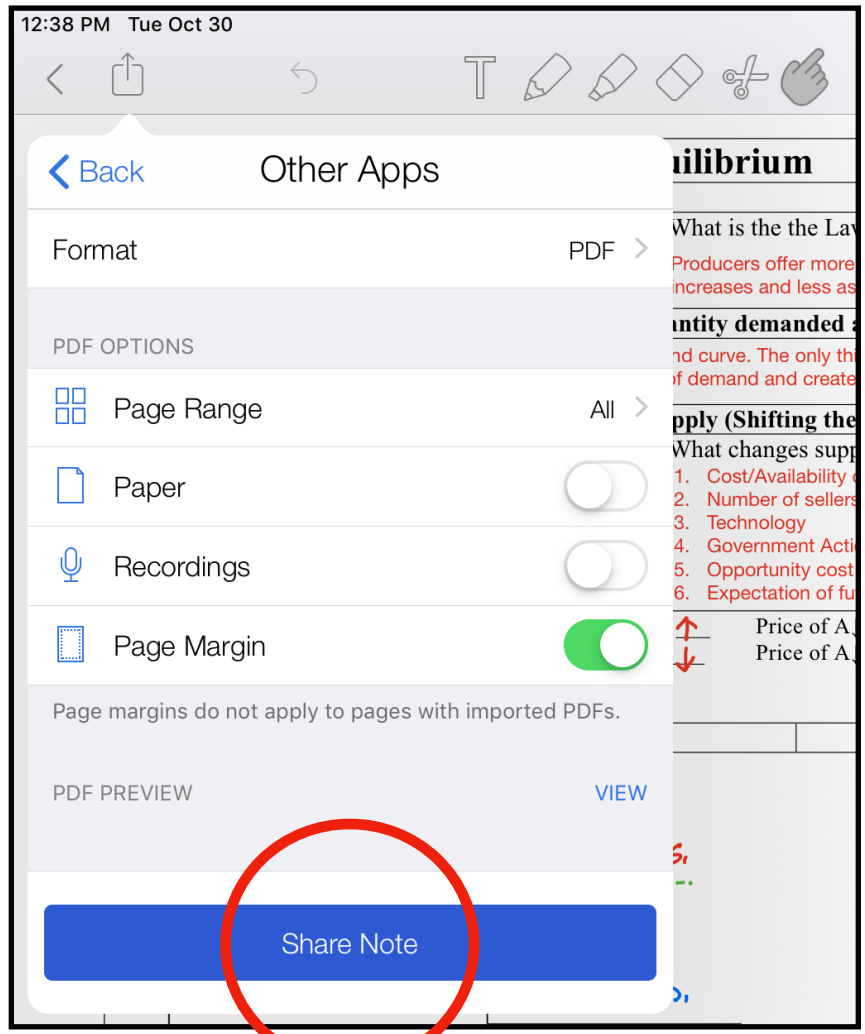
- Size and ink color for the pencil and highlighter can be changed by holding down the pencil or highlighter icon.
- Once a recording has been made, it can be played back by tapping on the downward carrot next to the microphone
- Additional pages can be easily added to a document by selecting the Paper Icon in the upper left corner, then tapping on the ellipsis on one of the pages in the right hand column and selecting “Add Page”
- If one of the tools is selected other than the hand, use two fingers to navigate/move the page without engaging the tool

Submitting a File to Canvas from Notability On Your iPad

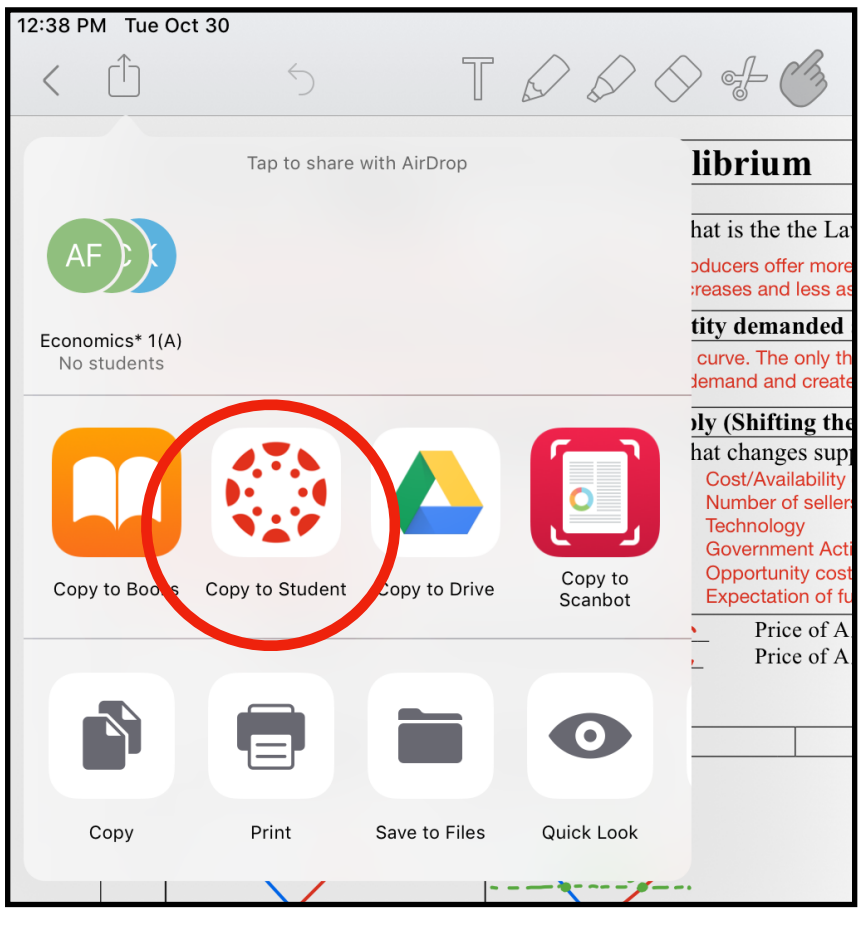
Step 1: Tap on the “Upload” Icon in the upper left-hand corner, then tap “Other Apps”



Step 2: Tap on “Share Note”



Step 3: Tap on the Canvas Icon that says “Copy to Student”. This will send the file to Canvas.





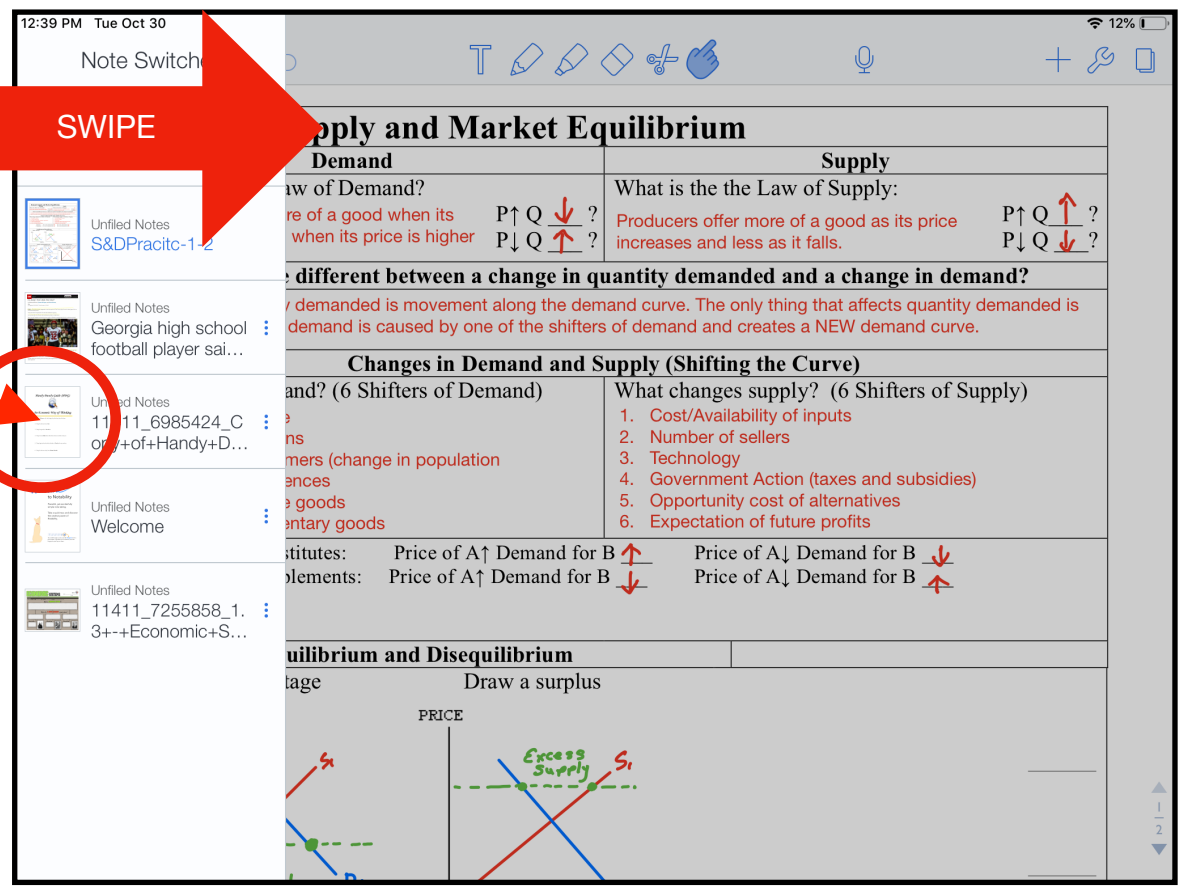
How to Use the Split Screen Feature On Your iPad

Step 1: With a document open in Notability, gently swipe your finger from the left to right from the left side of the screen.

Step 2: Tap and hold on the document you would like to have on the screen with your original document.

Step 3: Slide the document to the right until both documents are on the screen at the same time.

Step 4: Tap on either the left or right document to use the Notability Tools on the desired document.



CLICK HERE



Watch the video to see how to use the split screen feature in action!

