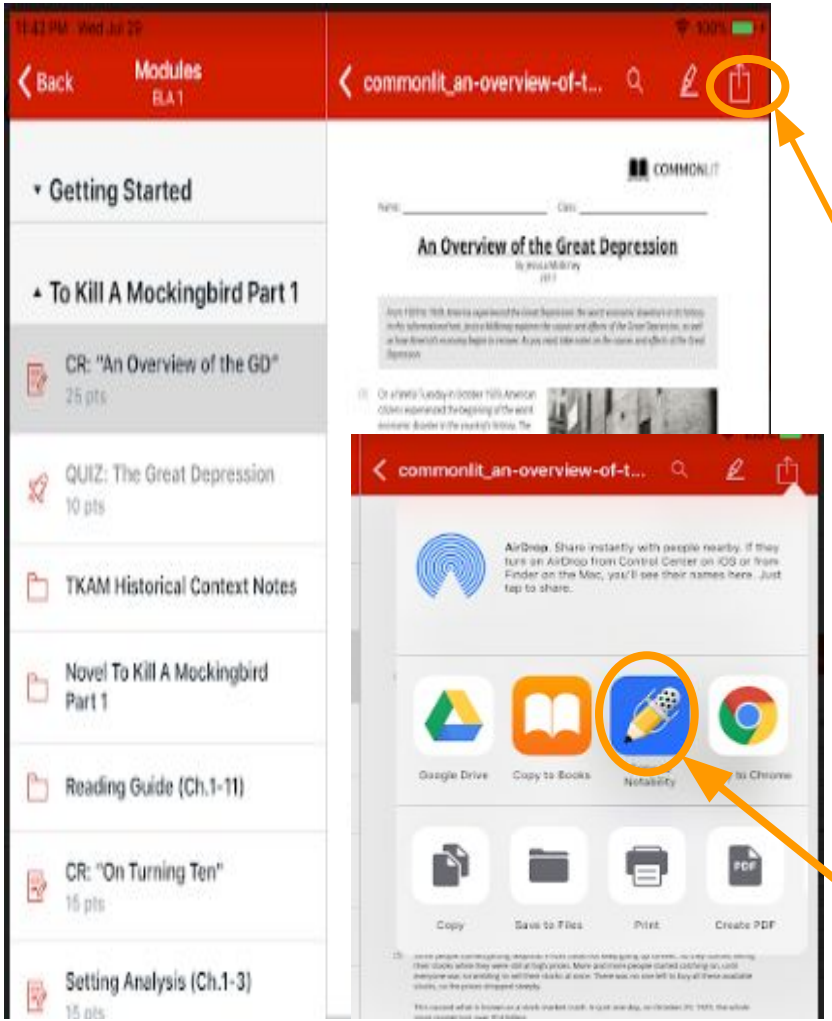
Using Notability



Be sure to have ALREADY downloaded the Notability and the DropBox App to your iPad!!

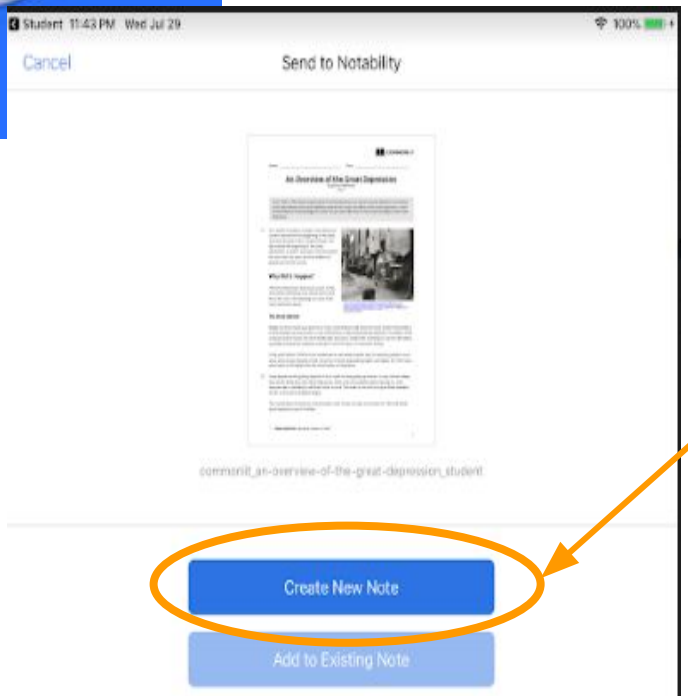


Step 1: Go to the file or PDF that you wish to upload to Notability.

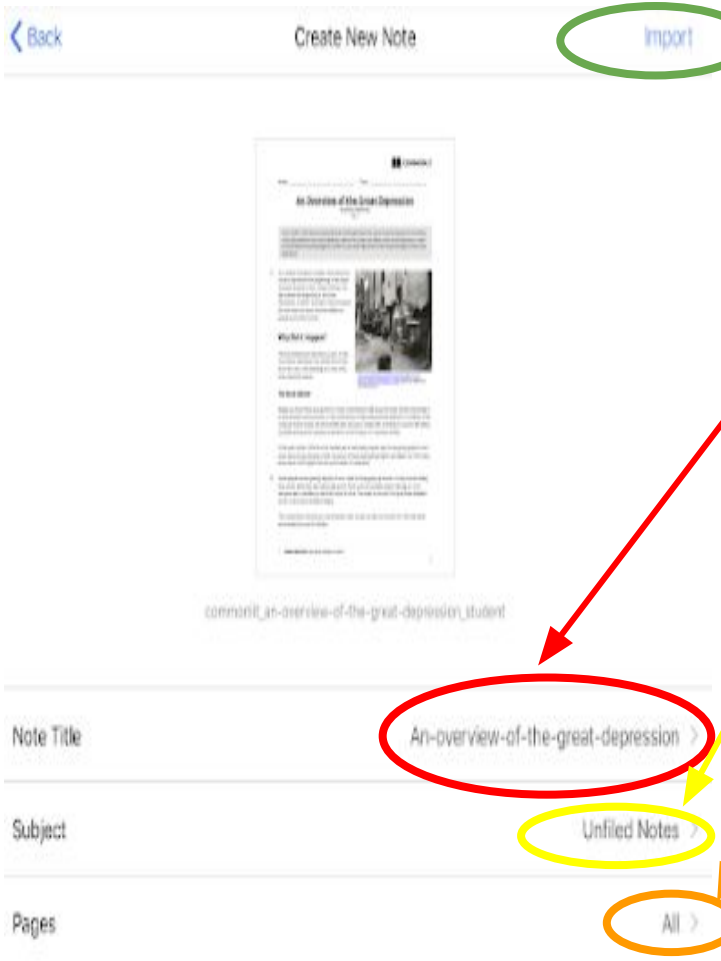
Step 2:Click on the **upload icon** in the upper right hand corner.

Step 3: After clicking on the upload icon, a list of options will appear. **SWIPE to the left till you find "Copy to Notability"**





Step 4: Once you click "Copy to Notability," it will load the app and the document will appear as shown here. You will want to click **"Create NEW NOTE."**



Step 5a: It will then prompt you to *title the note*, put it in a *subject folder*, and select the *pages* you want to Import. Things to keep in mind:

1) **Name** the Note something that has to do with the title of the assignment or work.
2) File your notes in the **subject** "ELA 1-2".
3) Always **import all pages** unless otherwise specified by your teacher.

When ready to Import, Click IMPORT up in the right hand corner.



Step 5b: If you don't have an ELA 1-2 subject folder, simply **click (1) "unfiled notes."**

(2) "New Subject"





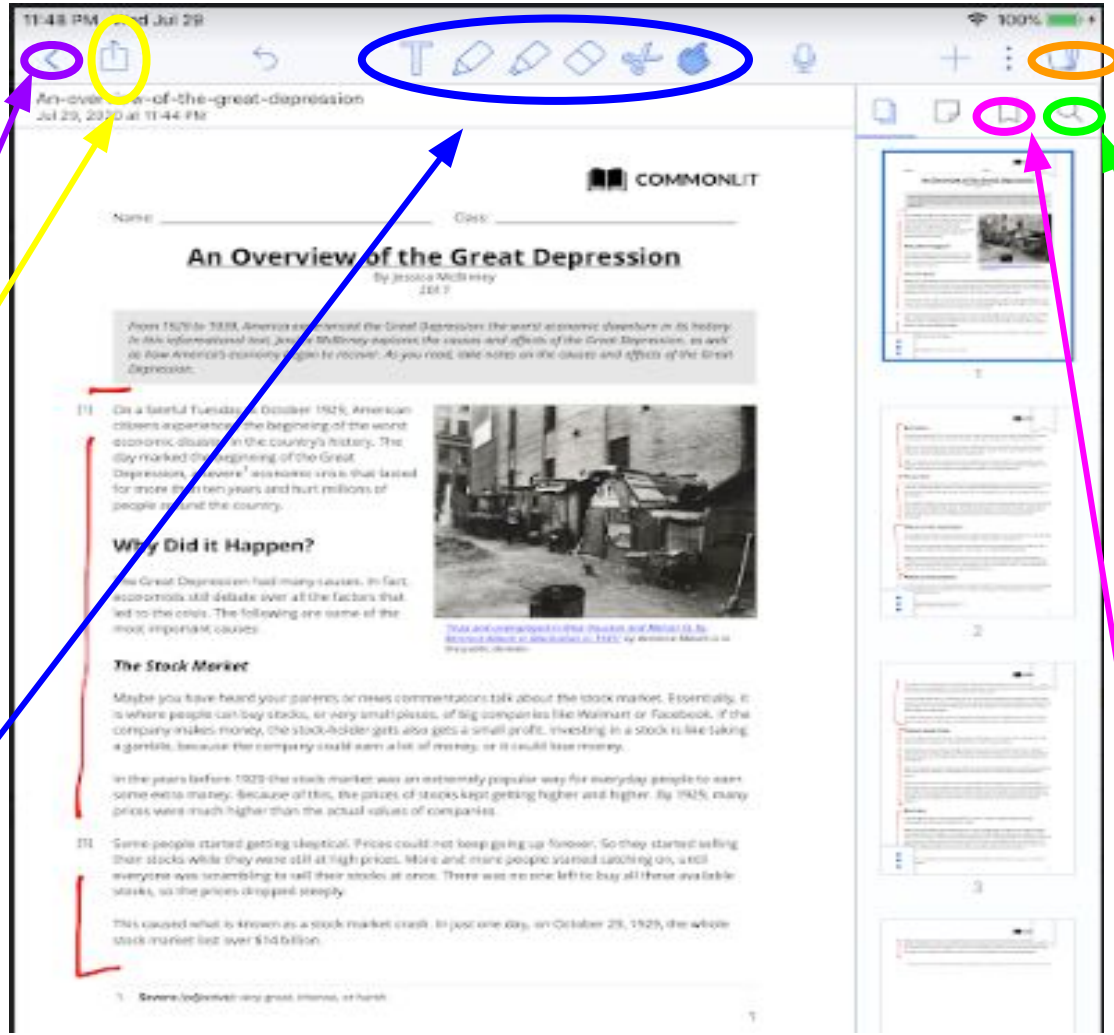
(3) Type in "ELA 1-2," pick a color, and then CLICK "ADD"

Now You are Ready to Start Annotating!

Back to Notability HOME: Return to the home screen to see all your documents.

Upload: Upload your annotated copy to Dropbox, Google Drive, or Canvas!

Annotation Toolbar: Add notes, highlights, and draw directly on the text!



Page View: It opens up the sidebar with all of the pages of the document.

Search: If you type in a word or phrase it will highlight all of the pages in the document where it was used.

Bookmark: Save your place in the reading.