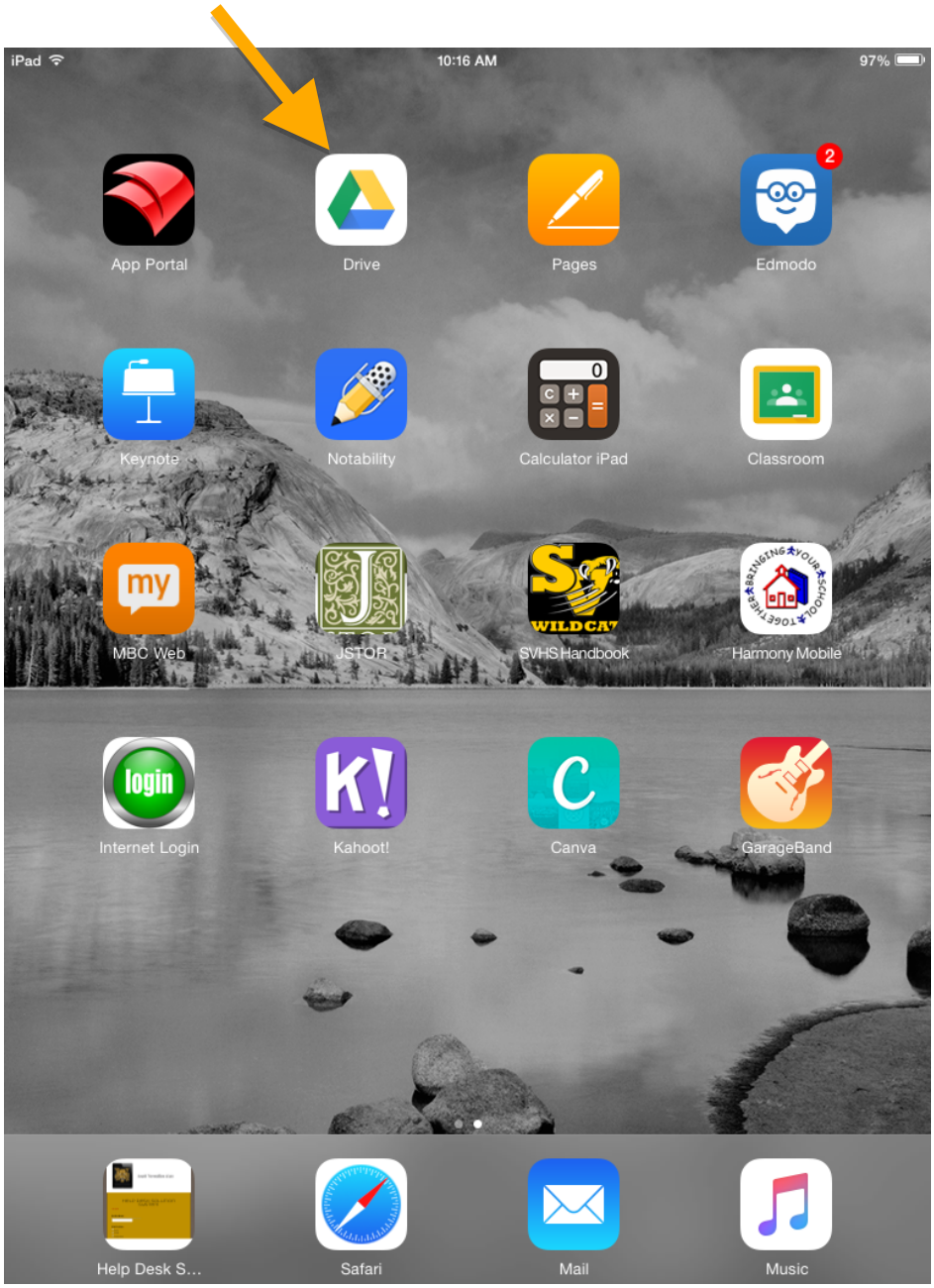
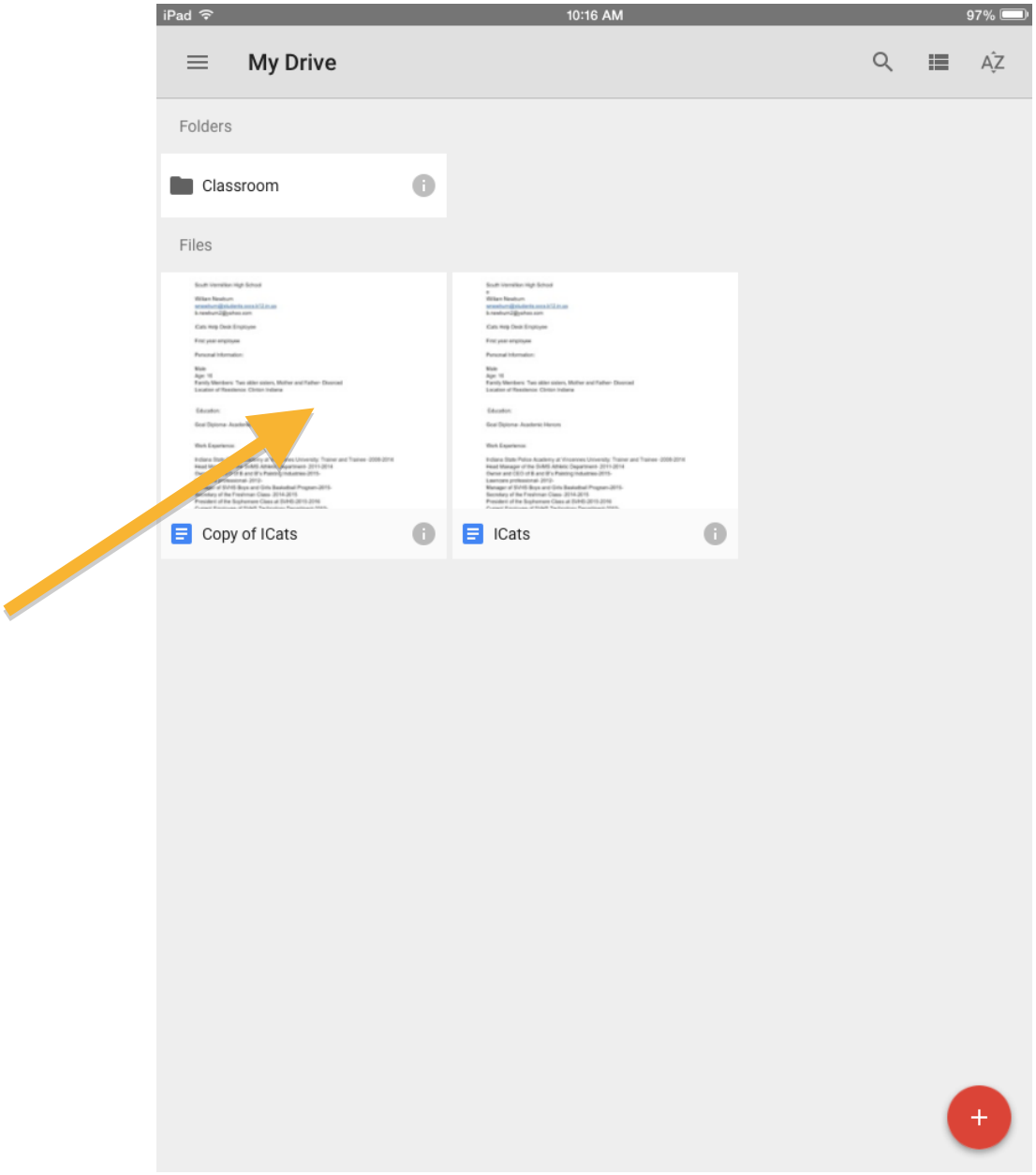
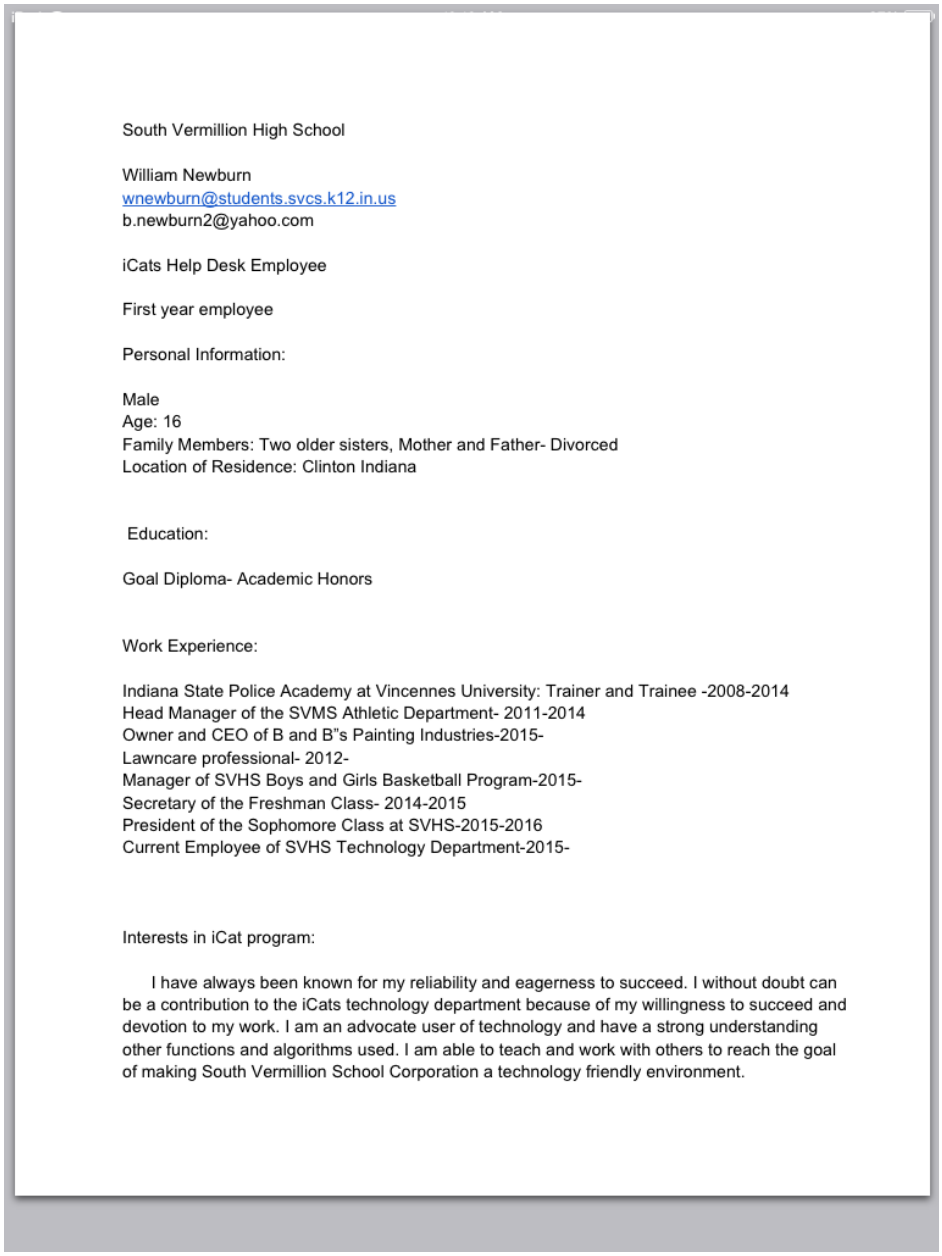
How to Take a Document From Google Drive to Notability(Import) and Export a Notability Document Back to Google Drive



Locate your Google Drive App on your iPad, Click on the App.



Once inside of the App, Please locate the file in which you wish to import. Click the file.



South Vermillion High School

William Newburn
wnewburn@students.svcs.k12.in.us
b.newburn2@yahoo.com

iCats Help Desk Employee

First year employee

Personal Information:

Male
Age: 16
Family Members: Two older sisters, Mother and Father- Divorced
Location of Residence: Clinton Indiana

Education:

Goal Diploma- Academic Honors

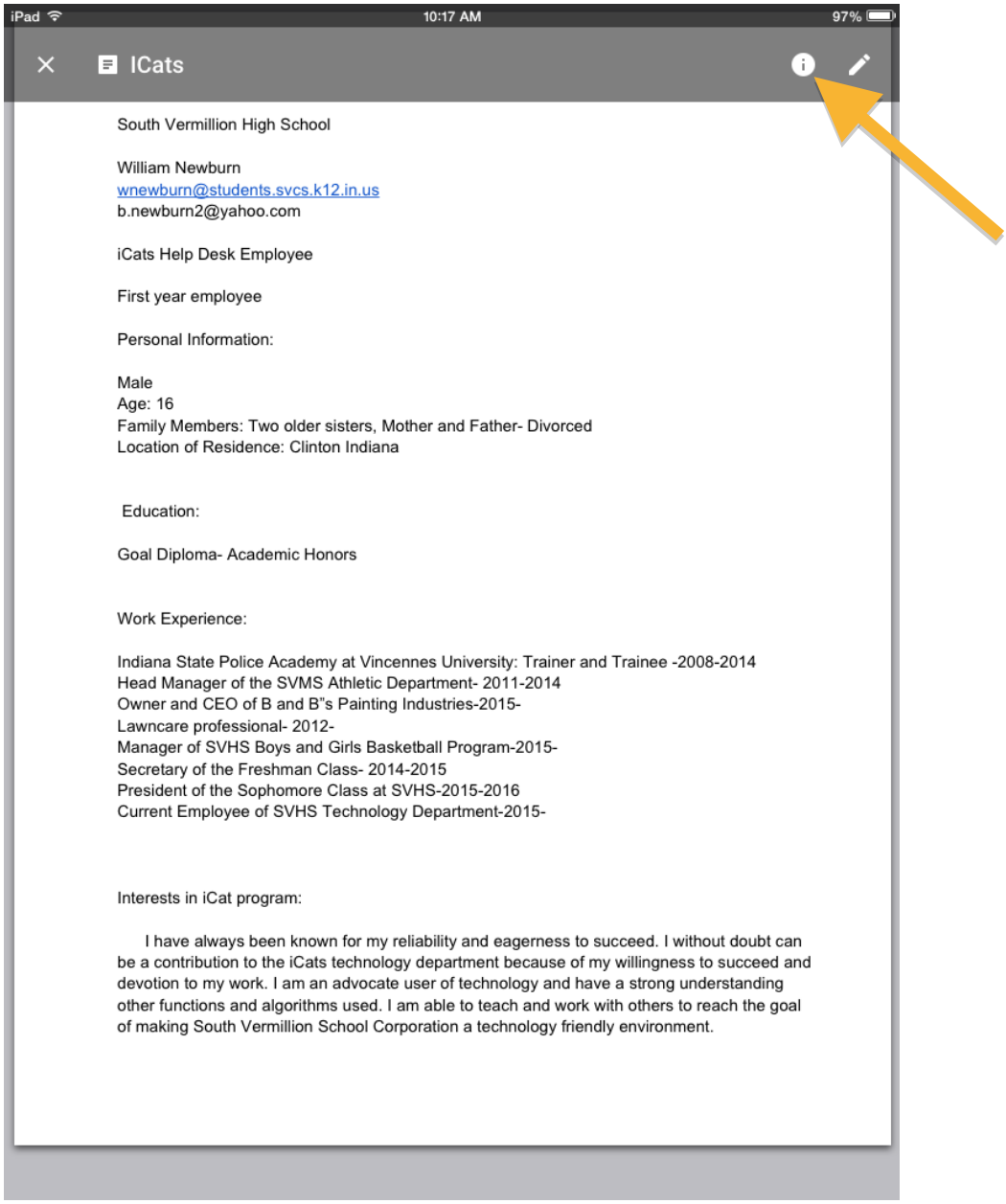
Work Experience:

Indiana State Police Academy at Vincennes University: Trainer and Trainee -2008-2014
Head Manager of the SVMS Athletic Department- 2011-2014
Owner and CEO of B and B"s Painting Industries-2015-
Lawncare professional- 2012-
Manager of SVHS Boys and Girls Basketball Program-2015-
Secretary of the Freshman Class- 2014-2015
President of the Sophomore Class at SVHS-2015-2016
Current Employee of SVHS Technology Department-2015-

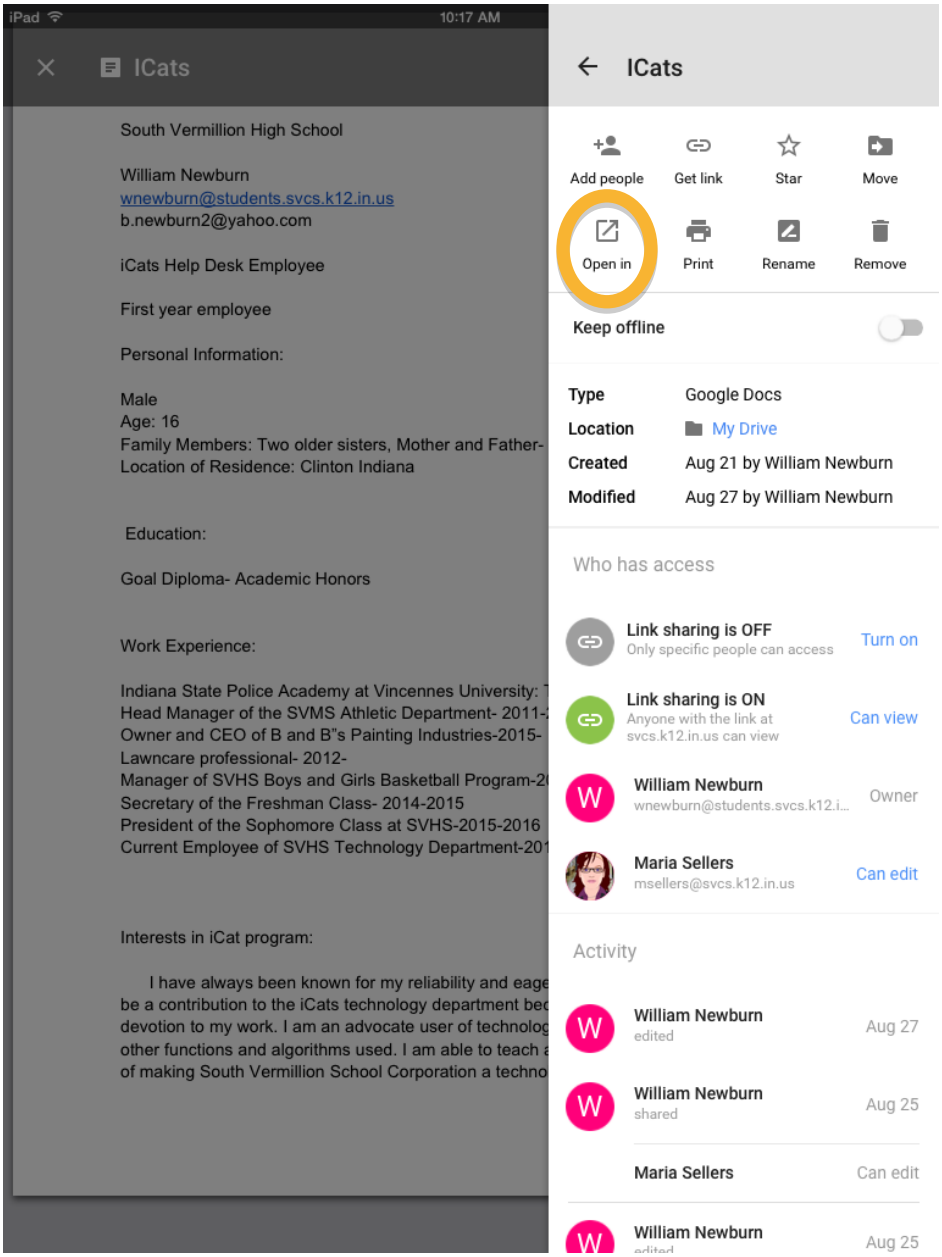
Interests in iCat program:

I have always been known for my reliability and eagerness to succeed. I without doubt can be a contribution to the iCats technology department because of my willingness to succeed and devotion to my work. I am an advocate user of technology and have a strong understanding other functions and algorithms used. I am able to teach and work with others to reach the goal of making South Vermillion School Corporation a technology friendly environment.

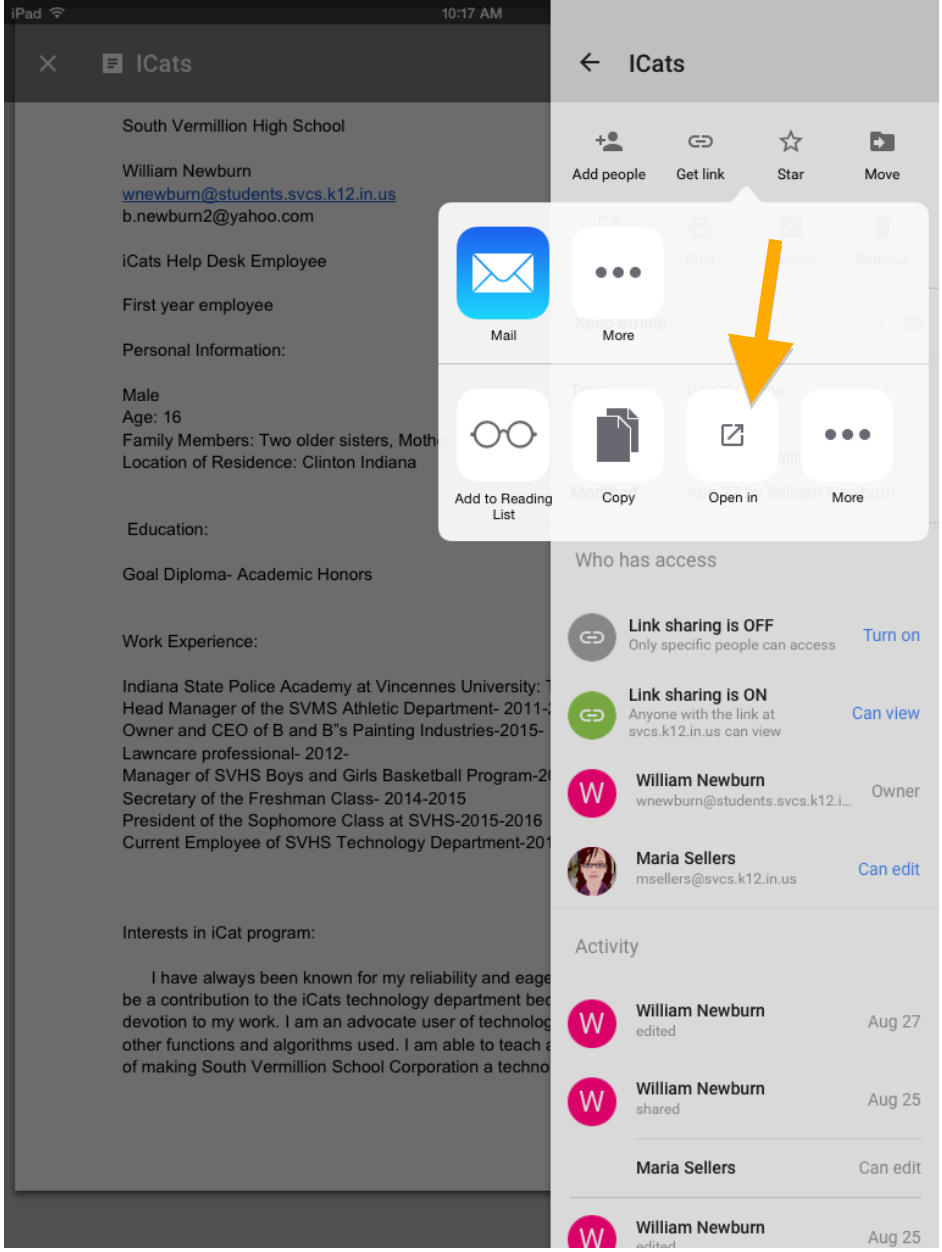
Once the file has been selected, tap the screen once until a black outer rim appears around the document.



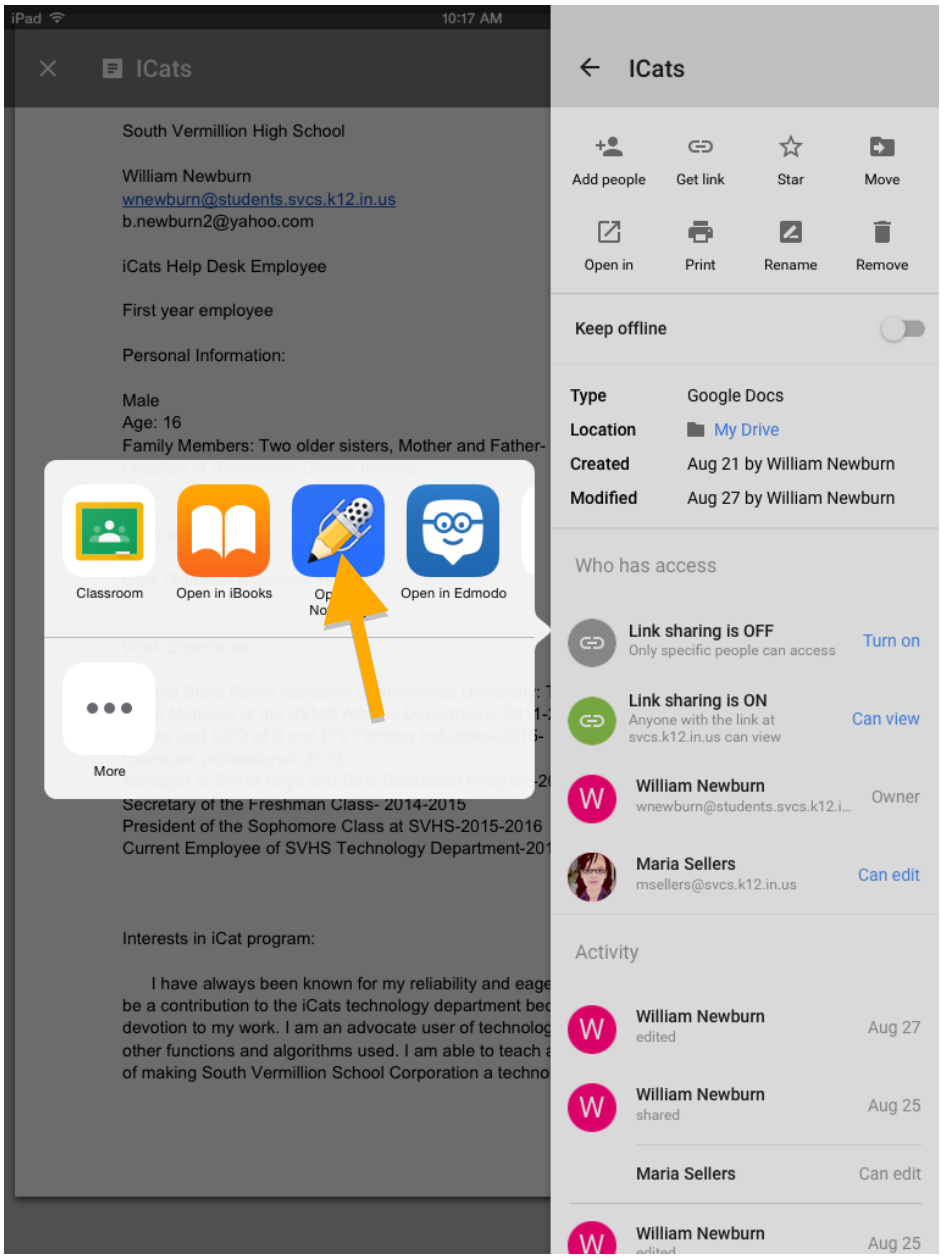
Select the small lower case i in the white circle on the top right hand corner of your screen. Click the Icon.



Once the icon has been selected, you will see a slide screen appear on the right hand side of your screen. Locate the icon that is a white square with an arrow facing the upper right hand conner of the square, this is listed as Open In. Click this icon.

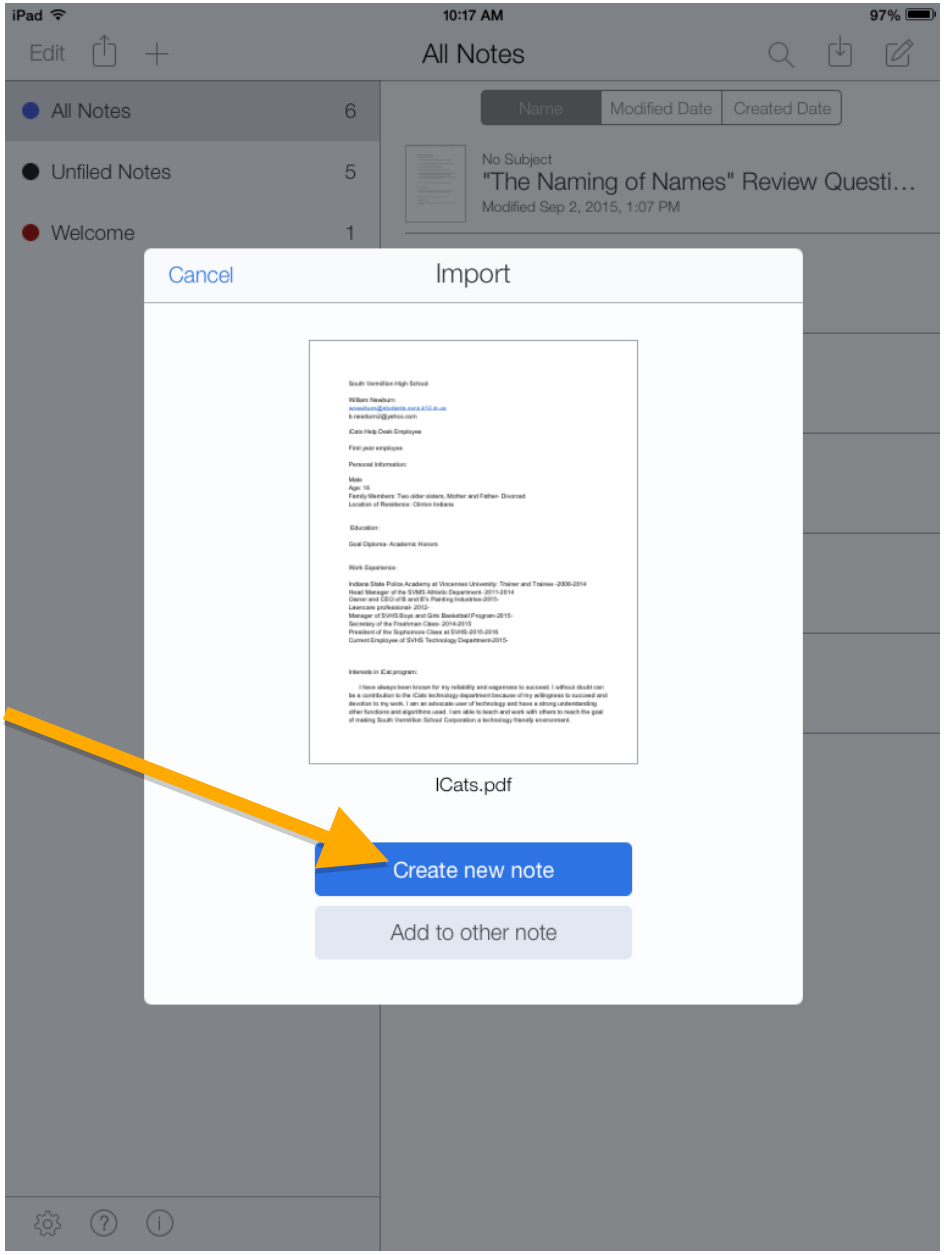


Once you've clicked on the Open In option, more options will appear. Select Open In once more.

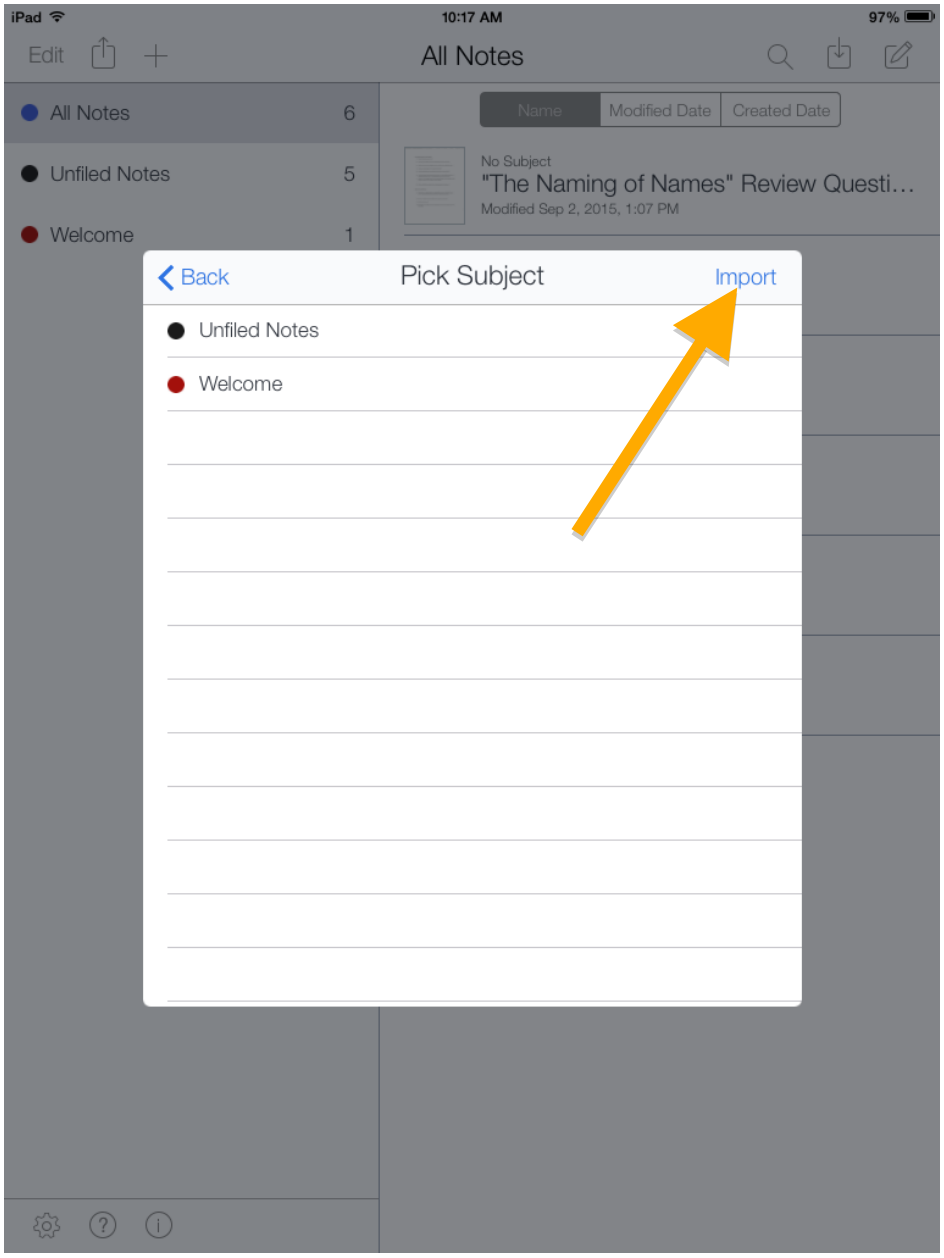


After selecting Open In again, another group of options will appear. Select the App in which you would like to upload your file. Notability for example.

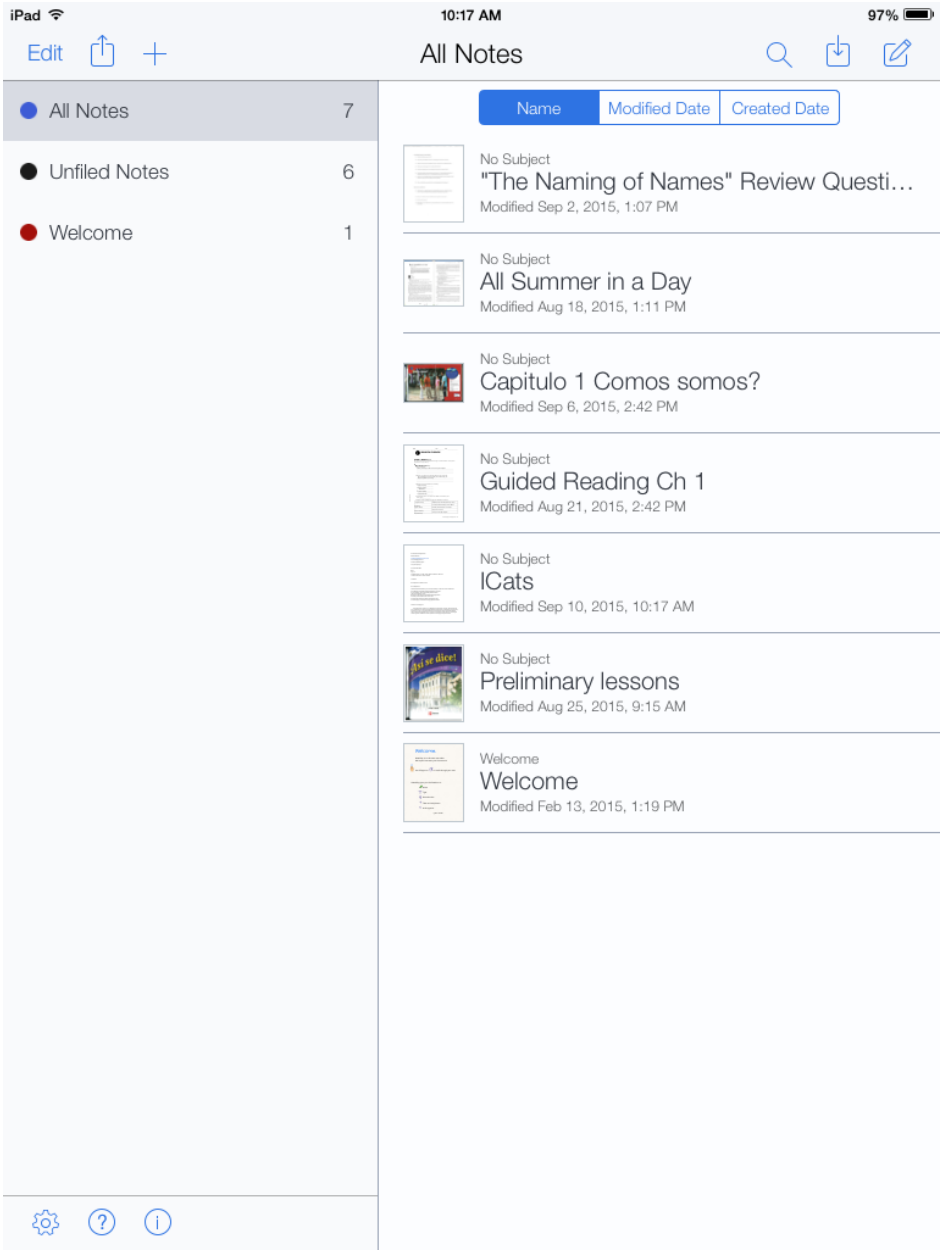
The App we've selected will now begin to open.



Select the Create New Note option.

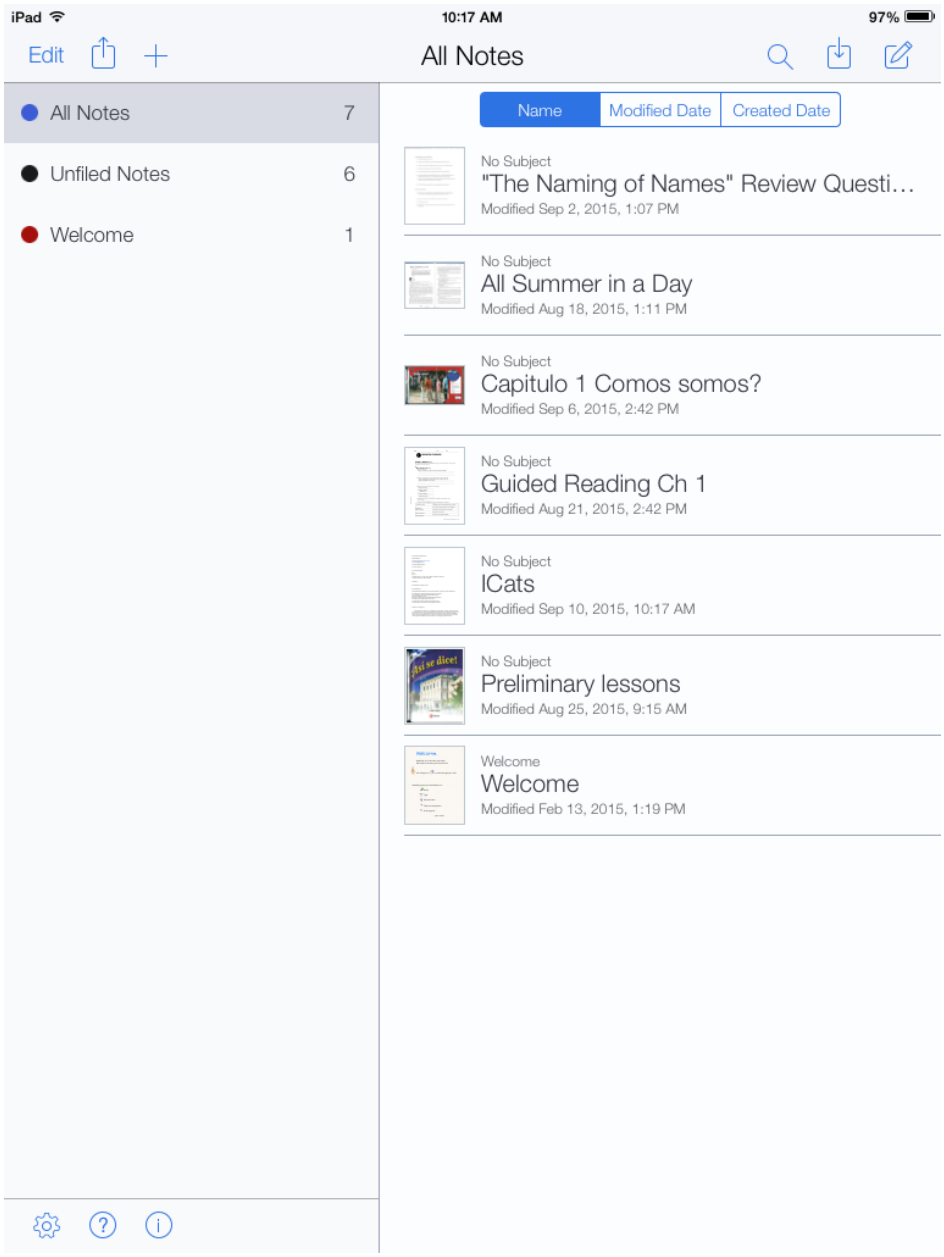


Select Import.

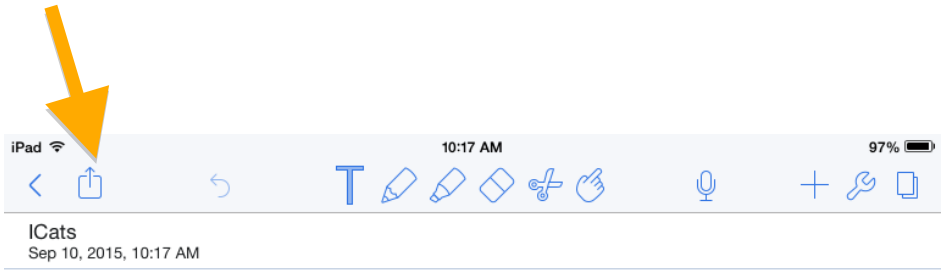


Locate the document in the list of documents provided, it will be there.

Export your Document from Notability



Select your document.



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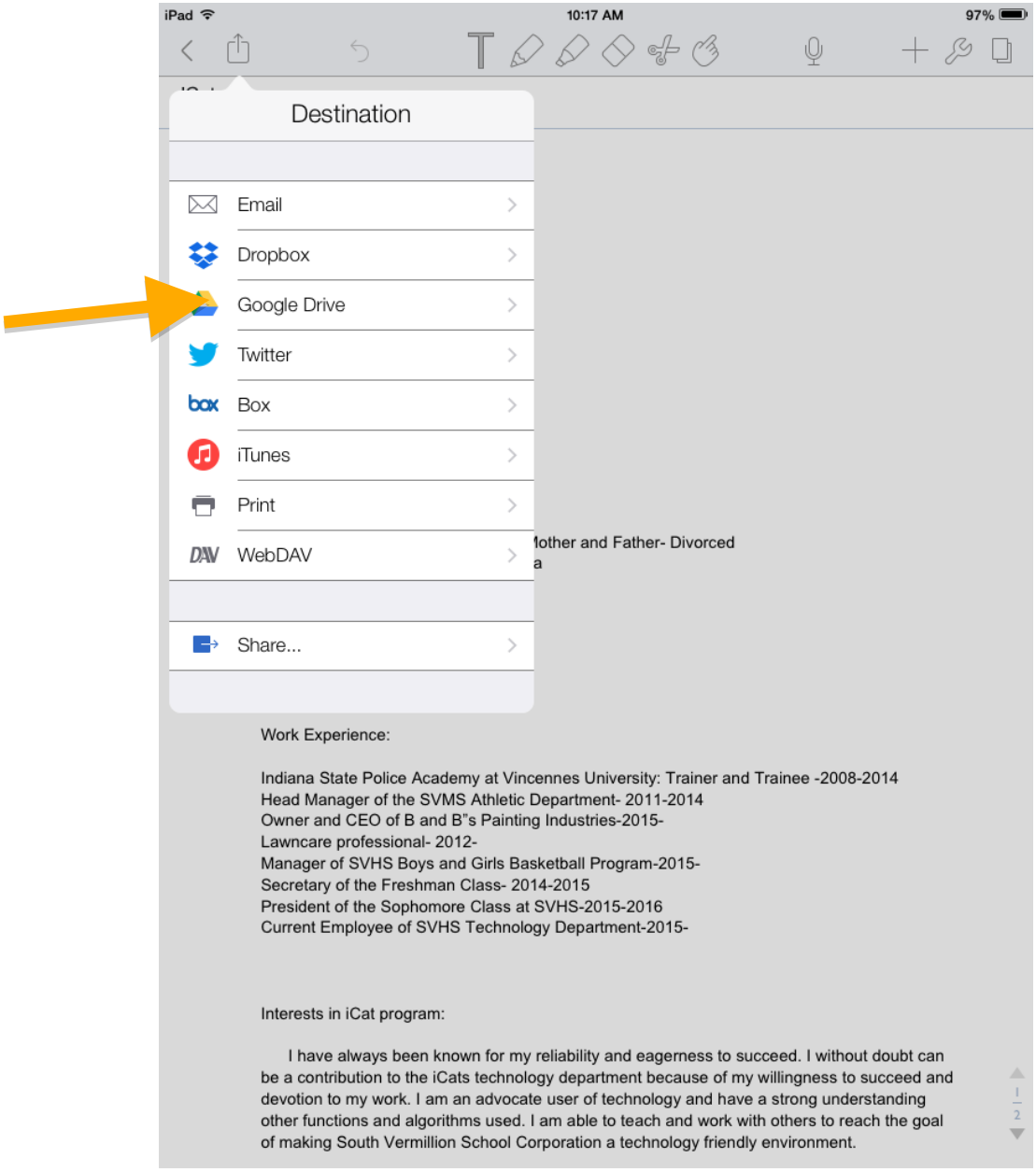
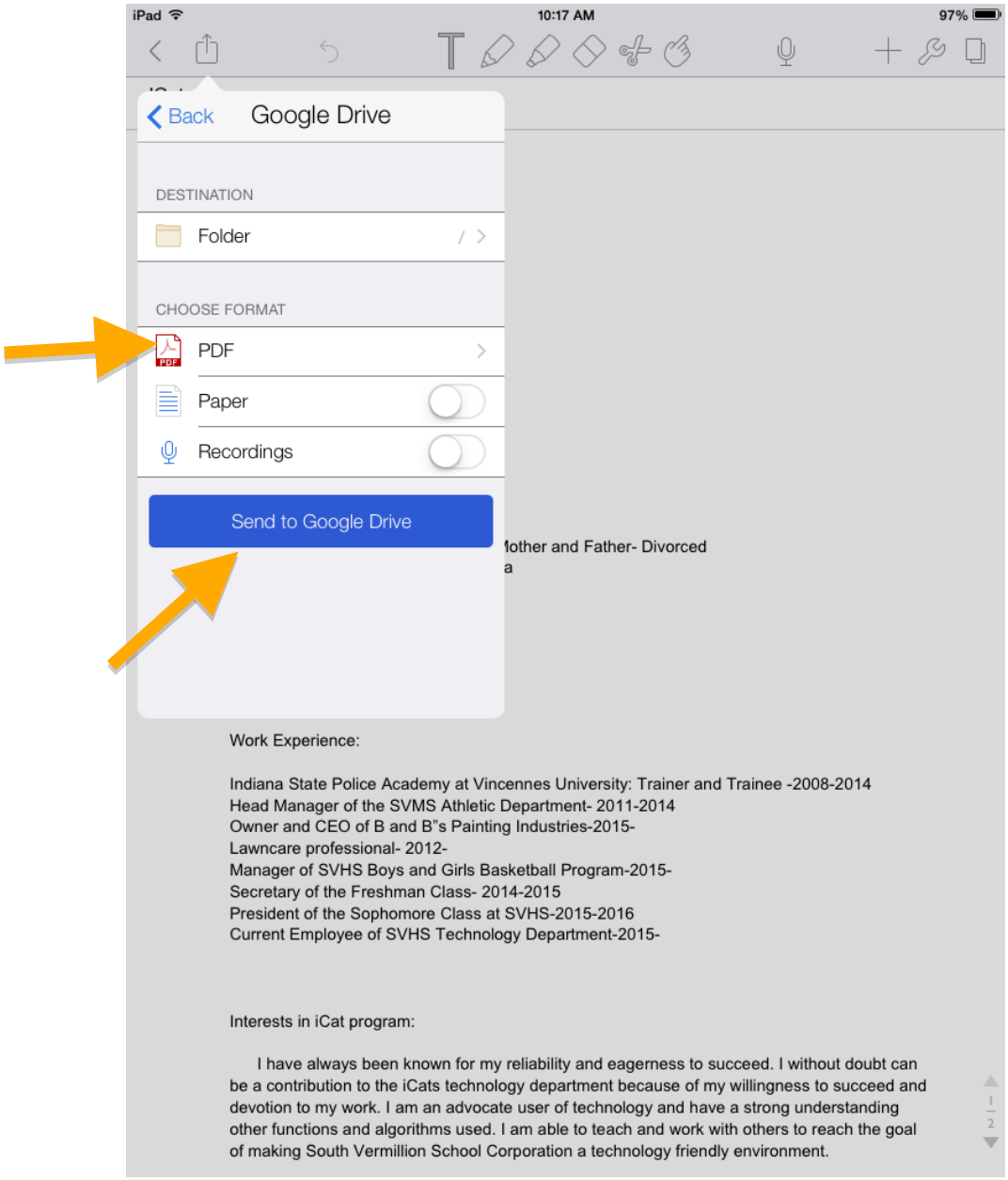
1
2

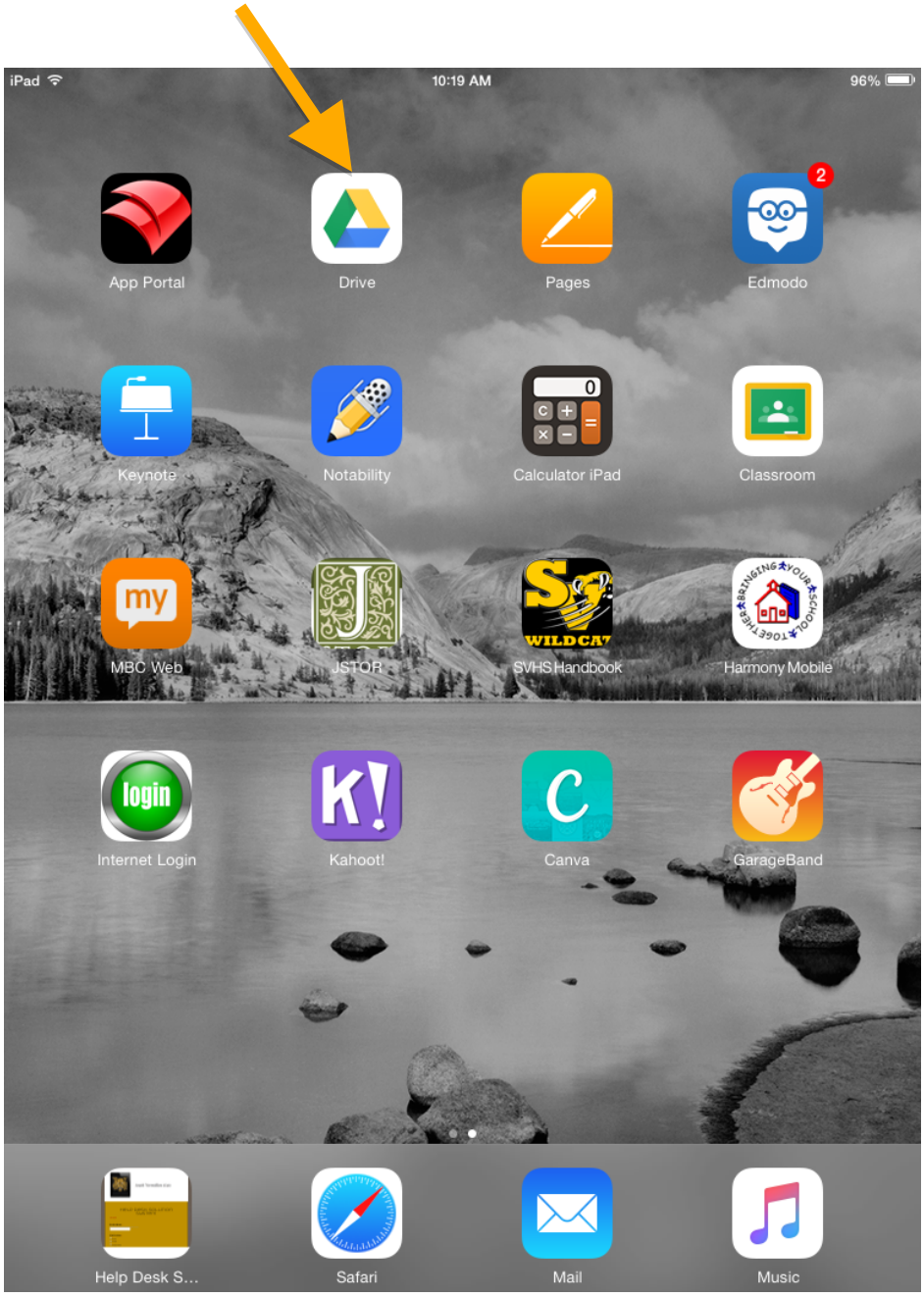
Locate the Blue Square with an arrow facing upwards. Select this icon.



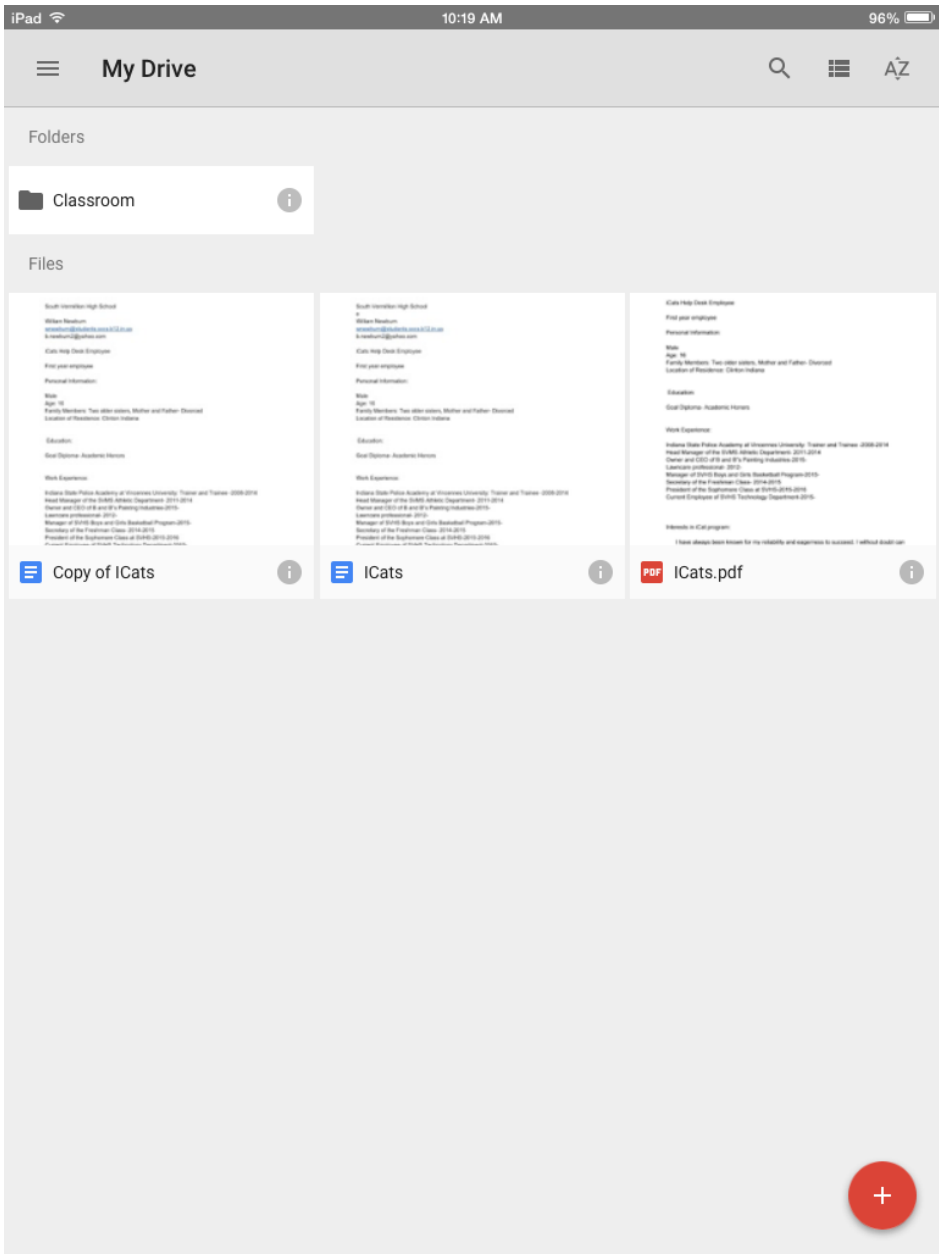
Select Google Drive.



Choose which format you would like to send your file in. Pdf is a preferred format. Select send to Google Drive.



Go back to your home screen and select the Google Drive App.



You will now find the document in Google Drive.