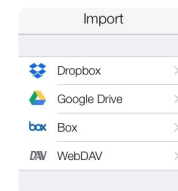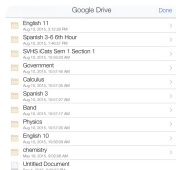## How to import files to Notability

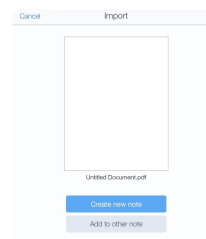1) locate and click the button that looks like this.

2) choose the option you would like to import from
   A list similar to the figure to the right will appear

3) click the file which you would like to download

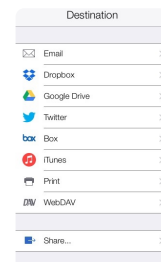4) click on the button labeled create new note

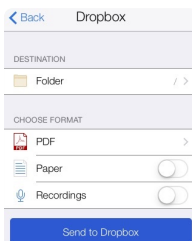## How to export files from notability

1) open up the file which you would like to upload. Once you have done this click on the button that looks like this

2) click on the location you would like to send your file to

3) click the blue button at the bottom of the pop-up window to export the note. From this window you can also change the location to a specific area in the other app.
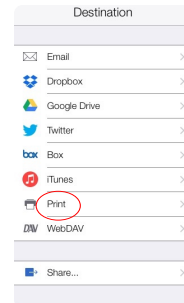
How to print a note
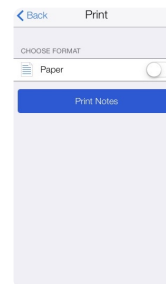
1) open up the note you want to print.

2) on the top left corner locate this button.

3) clicking this button will give you options on where you would like to send the file. Locate and click the button labeled print.

4) from here, you will get a page labeled print. Go ahead and just click the print notes button.

5) In this page you choose the printer. If it is not already selected, click on the button labeled printer and select HS_Library. After this, hit the print button at the bottom of the window and the paper will print to the library.
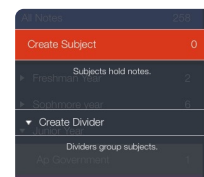
How to create a subject or a divider

1) in the main screen of notability click the button with a plus sign

2) a pop up window will appear. If you want to organize your notes, click on the button labeled subject. If you want to organize subjects, click on the button labeled divider

3) after you choose what you will make, type in the name for your new subject or divider and hit the done button.

How to move notes into subjects, or subjects into dividers

1) to move a note, hold your finger on the file you would like to move for about two seconds. After this, drag your note to the subject you want to place it in and release it.
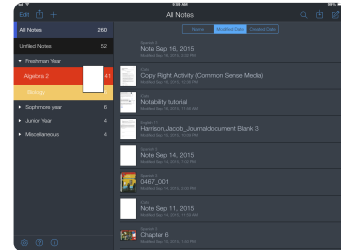
2) to move a subject into a divider, first click the edit button

3) after this, a button will appear next to each subject and divider. Click on the three lines and drag the subject into the subject you would like
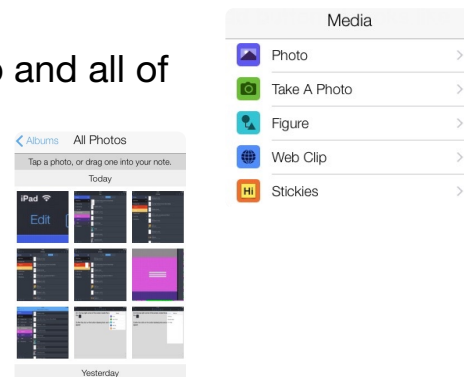
How to add a photo to a document

1) open up the note you would like to add a picture of figure to

2) in the top right corner of the screen, locate the add button. It looks like this

3) after this click on the button labeled photo and all of your albums will appear.

4)Click on which album the photo is in and the photos in that album will appear.

5) drag the photo onto the document you would like to add it to