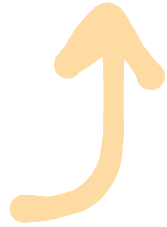


# Welcome to the Notability User Guide

 **Find** what you're looking for quickly using the **search** icon.



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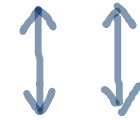
**Page 9:** Notes in the Library

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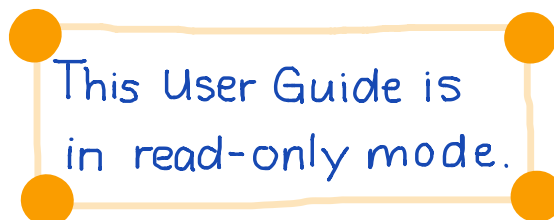
**Page 12:** Categories in the Library and Settings

**Page 13:** Settings & Support



drag 2 fingers  
up or down to  
scroll through  
a note.

Tap the  on the  
side tab to move  
up or down one  
page at a time.

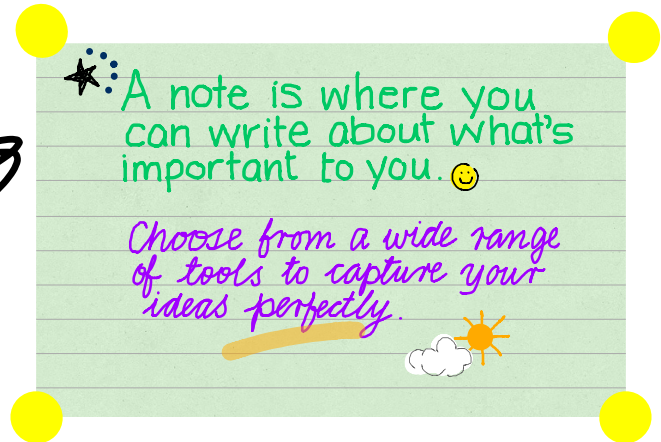


## The Basics

To **create a note** tap  in the library. A new note will open.

Tap the **bookshelf**  to return to the Library at anytime. Your note is automatically saved in the Library.

Use **two** fingers to scroll through a note



## Handwriting Basics:



Tap the **pencil** to **handwrite**.  
Tap it a second time to select color and width.



Tap the **highlighter** to highlight information.  
Tap it a second time to select color and width.



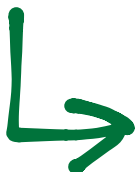
Tap the **eraser** to erase handwriting or drawings.



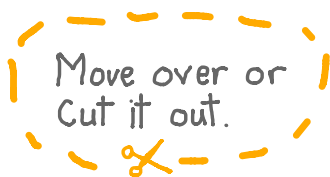
Tap the **palm rest** to give your palm a place to rest while writing. Drag the palm rest to a height that works best for you. Works in normal and zoom mode.



**Zoom view** provides a window to write in large and have the writing appear small on the page. **Tap and hold** to enter zoom mode when handwriting or **tap zoom**.



You can **resize the target box** of zoom view by dragging the lower right corner or two-finger pinching it to make the box smaller or larger while you are in handwriting mode. Tap anywhere on the screen to place the target box where you want it.



Use the **scissors** to move or cut/copy/paste/restyle handwritten information between pages or notes. Once you have selected the lasso, use your finger or a stylus to circle the information you wish to move, tap and hold inside of the shape you have created to drag the content or, simply tap to pull up the **cut/copy** menu. To **paste**, tap and hold where you want the information.



**Undo & Redo** make sure you're never left saying doh!



**Left handed** writing mode can be found in **settings** in the Library



### Typing Basics:



Tap **text** to type.



Tap **outline** to select your style outline: **bullets or numbers**.



Tap **font** to select **font, color, size, and style**.



To create a **preset of your favorite font style**: set the font size, style and color, then tap and hold a font preset button.



Tap the **keyboard** to lock it. The keyboard needs to be closed for the button to appear. Perfect for reviewing your notes.



Tap **tab left or tab right** to move text left or right on a line.



A **text box** is a great way to fill out forms or move text anywhere on the page. Located under **media**, text boxes come in very handy. See the media section for more information.

## COOL Feature

You can **customize your keyboard toolbar**.

Tap and hold the toolbar above the keyboard to open the tool window.

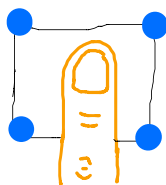
Drag the tools on and off the keyboard toolbar to create your ideal tool set.

These tools include font presets, bold, italic, underline, cursor controls and bullet or numbered outline styles.

Now onto **Media**

### Media Basics:

- + Tap **media** to insert web clips, photos, figures, text and writing boxes into your note. Even take photos with the iPad camera.



Tap and hold **to select any media object**.

In the selected state you can **move or resize media**.

Deselect media by tapping outside of it.



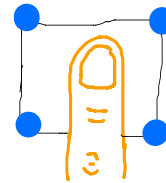
Add captions to any media

Write or draw in any media when media is deselected. Even **zoom write** in media by placing the target box into the media object.

Text automatically flows around media. How cool is that?

To **crop media** select it and tap edit. This action takes you to the **figure editor** where you can use the crop tool, prebuilt shapes, or a pen to edit media.

**Text boxes** are incredibly useful for filling out forms and annotating PDFs. There are two ways to insert these media objects. In typing mode, **tap and hold** to insert a text box (+Text Box). Or tap **media**, then select the text box. You can immediately start to type in the box when it's inserted. If a text box isn't selected, tap once to select a text box and a second time to start typing. You can **move** the text box using the drag handle any time it is selected. Or you can tap and hold to move it when the box is not selected. Text boxes can also be **resized** using the resize handles. To choose the paper background or cut/copy/paste/disable text wrap, single tap the text box when it's not selected. All text tools can be used to type inside of a text box.



Now onto **PDF** files



### PDF Basics:



In the Library, tap import to **import** a PDF from a **cloud service**.

You can also use "**open in**" to import a PDF from email, the web, or another app. Tap the PDF to preview, then select open in.

|                                                                           |  |                                                                                                                                            |  |
|---------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| Form <b>W-4</b><br>Department of the Treasury<br>Internal Revenue Service |  | <b>Employee's Withholding Allowance Certificate</b><br>OMB No. 1545-0047                                                                   |  |
| 1 Your name (last, first, and middle initial)<br><b>John</b>              |  | 2 Your social security number<br><b>2012</b>                                                                                               |  |
| 3 Last name<br><b>Smith</b>                                               |  | 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. |  |
| 5 Address (street and city or town)<br><b>123 Pacific Ocean</b>           |  | 6 If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.<br><b>Deep blue sea</b>                     |  |

**All** of Notability's tools can be used for annotation: writing, typing, highlighting, adding media.



Tap share to **share** notes as PDFs to the **cloud** or **in an email** for **viewing on any device at anytime**.

Continuing with  
**import & share**

### Import & Share:



**Import** RTF, PDF, and .Note files from cloud services in the Library. You can import a single document or several at a time.

**“open in”** is another way to import these file types from email, the web, or another app. Tap the file to preview it, then tap open in. This feature supports creating new notes or adding PDFs or other documents to already existing notes.

**Share** notes in a style that fits your needs.

- **Note** file - Notability's custom file type.
- **RTF** - Rich Text Format - Apple and PC computers support this file type.
- **RTF** with **Images** and/or **Recording** - Apple computers support this file type.
- **PDF** - Standard PDF that includes all text and images and can be viewed on any device.
- **PDF** with **Recording** - Includes the recording with the PDF.



To **share** from within a note, tap share, and choose the destination folder and file type: email, print, or cloud service. The share menu will store your last destination and file type.



To **share** from the Library, tap share, select the note or notes you wish to share by tapping them, tap share, and choose the destination and file type: email, print, or cloud service.



Hint: Tap the **subject** to select all of its notes.



## **Auto-Sync:**



The best way to protect your notes! We **strongly recommend** using this feature. Set up auto-sync in **settings**, which is located in the bottom right hand corner of the Library. You choose the cloud destination and file type. This feature is also a great way to make your notes viewable on any device.



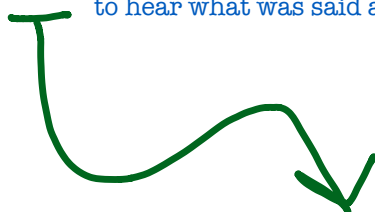
**Recordings** can be exported with RTF or PDF files.



 Tap the **mic** to **start** recording.

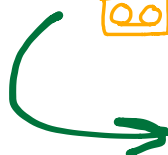
 Tap to **stop** recording.

 Tap **playback** to listen to the recording.  
In playback mode, tap any text or media object to hear what was said at that point in the recording.

A green arrow originates from the text and points downwards and to the right towards a point below the main text area.

There are several additional cool features available in **playback mode**.

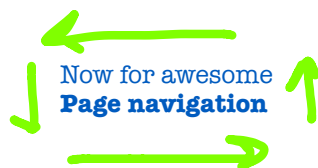
 Tap the **cassette** to see all of your recordings.

A green arrow originates from the cassette icon and points to the right towards the "EDIT" icon.

 Tap **edit** to delete a recording or swipe with a finger.

 Tap the **speaker** to change the volume.

 Tap **tune** when the speaker is selected to change the advanced amplification features.





To open **page navigation**, tap or drag the pages on the page tab located on the right hand side of the screen.

Hint: Tap the **top number** in the tab to enter the desired page number.



To **search** your note for a word or phrase, tap the search icon and enter the desired search term.



To **add** a page, tap the **plus** and select above or below the selected page.



To **delete** a page, tap the **X** and select delete.



To **clear** a page, tap the **X** and select clear.



To **move** a page, tap and hold the page icon, then drag it to the desired location.



A brief **overview**:

- **Notes** are listed on the right hand side of the screen with thumbnails.
- **Subject** are listed on the left and have a color and possibly an icon.
  - Subjects hold notes.
- **Categories** are listed on the left without a color and are marked by a folder or a + / -
  - Categories only hold subjects.

Now for more on **Notes**:



Tap the sort icon above the notes, next to search, to **sort** within a subject.

Notes can be sorted by...



**Name**



**Date**



**Size**



**Subject**



**Exported**

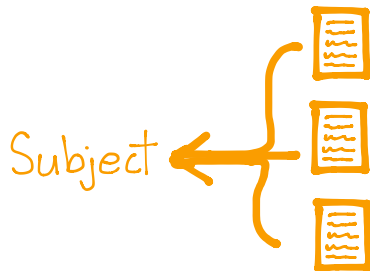
Select the **sort method** a second time to **reverse** the sort order.



**Search** for notes by title or content.



To **move** a note into a subject, tap and hold the **preview thumbnail** and drag it into the the desired subject.



To **move several notes**, tap EDIT, tap the thumbnails of the notes you want to move, and drag one thumbnail to the desired subject. All the selected notes will move together.



**Remember:** categories hold subjects and subjects hold notes. Notes can **only** be placed into subjects. Subjects are marked by a color and an icon.



To **delete** a note, swipe with your finger and tap delete.



To **delete several** notes, tap EDIT, select the notes you wish to delete, and tap the trashcan.



To **rename** a note tap EDIT, and then tap the name.

01/01/2012

To change the **date** of a note, tap EDIT, and then tap the date.



To **share** a note or notes, tap share, select the note or notes you want to share, tap share, and select destination and file format.



There are **two** ways to **copy** or **duplicate notes**.



1. To **copy** or **duplicate** a note, **tap** and **hold** on the note title.



2. To **copy** or **duplicate** a note or notes, tap **EDIT**, select a note or notes for duplication by tapping them and then tap duplicate.

Now for more on **subjects**:



Tap a **subject** to see its notes.

The **selected subject** will appear as a banner on the right with its notes listed beneath.



To **add** a subject, tap the plus, type the name of the new subject, make sure "subject" is selected (not "category"), and **tap done** on the keyboard. The new subject will appear at the bottom of the list.



To **delete** a subject, swipe with your finger, and tap delete. Deleting a subject will **delete the notes** in that subject.



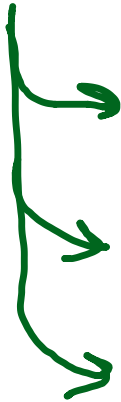
To **move** a subject, tap EDIT, use the three bar drag handle on the right side of the name to move the subject. Place the subject beneath the desired category. A category will contain all the subjects underneath it until the next category.

## EDIT

To **change the name** of a subject, tap EDIT, then tap the name.



To **password protect, change the color of, or the icon of a subject**, tap EDIT, then tap the gear in the banner next to the name of the subject.



To **password protect** a subject, tap the **padlock** and set your password. A padlock will now appear next to the subject on the left. Tap the padlock to lock or unlock it. Please note: There is no way to recover a password if you forget.



To **change the color** of a subject, tap the color palette, and select a new color.



To **change the icon** of a subject, tap the icon button, and select a new icon.

**Auto-Sync** is a great way to back up your notes in the cloud. Tap settings in the bottom right corner, and tap auto-sync to set this feature up. You choose the **subjects** you want to sync to the cloud.

Now for more on **categories**:



To **add** a category, tap the plus, type the name of the new category, make sure "category" is selected (not "subject"), and tap **done** on the keyboard.



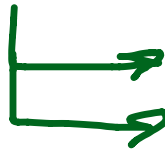
To **delete** a category, swipe the name with a finger, and tap delete.



To **change the name** of a category, tap EDIT, tap the category's name and change it.



To **move** a category, tap EDIT, then use the three bar drag handle to move.



A **closed** category will move **with** its subjects.



An **open** category will move **without** its subjects.



**Settings** are located in the bottom right hand corner of the Library and look like a gear.

Below is a list of what you can do in settings:

- Set up **Auto-Sync**
- Change to **Left Handed Mode**
- Select your favorite **Theme**
- Choose your default **Paper**
- Set your default **Text Settings**
- Set your default **Figure Editor Settings**
- To log into or out of a **Cloud Service**
- Set up your default **Note Title**
- Turn **Spell Check** on or off
- Turn **Typing Start Position** on or off
- Turn **iOS Sleep Timer** on or off



? Tap the **question mark** in the Library to go to the support center.



Read the **FAQs** on **Notes**, the **Library**, **Import / Share**, and even some very cool **Tips**.



Send an **email** to support if you can't find the answer, and we will do everything we can to answer your question quickly and completely.

**Thanks and we hope Notability is becoming your favorite app!**

