

Here's how to use Google Drive as a location to store a back-up to all Notability Notes.

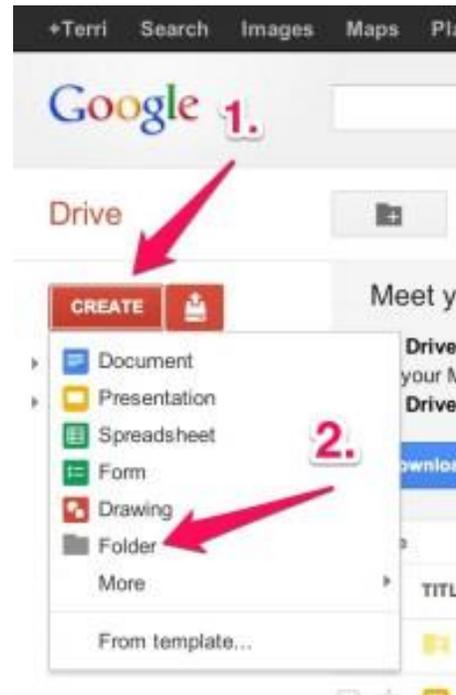
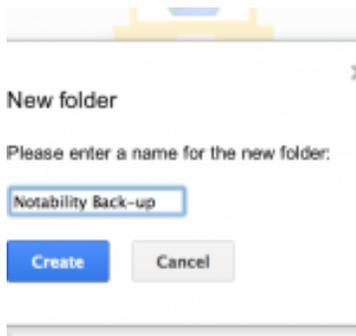
1. Log-in to your Google Drive Account.



It doesn't matter if you do this step on your iPad or your PC. You can use your district-provided email and the district-provided password for your email to log in to Google Drive.

2. Once in your Google Drive account, Create a Folder.

3. You will need to name your folder. I called mine, "Notability Back-up". I'm clever that way.



4. Now, we've set up a place in Google Drive for stuff to go. Next, we **open up the Notability app on your iPad** to sync your notes to this folder we just created in Google Drive.

5. If Notability opens up to a Note, click on the icon that looks like a set of books.

By clicking the set of books, you will bring up the Main Menu for Notability. Notice the Gear on the bottom of the Screen. This is the Settings icon. Select the Settings icon.

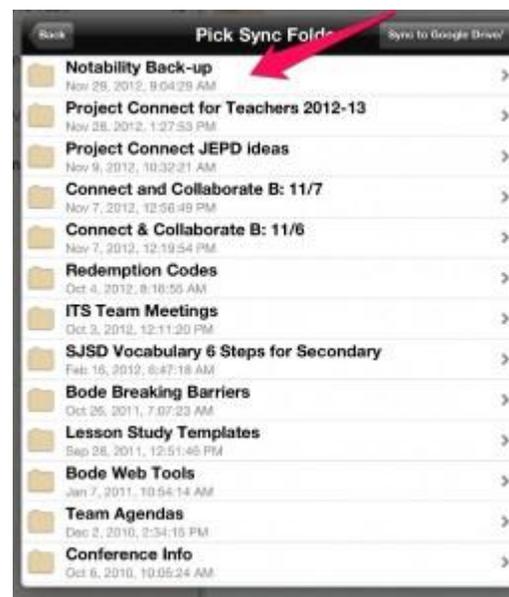
6. The first item you will see is Autosync. By default, it is disabled. We need to change that. Select this button.



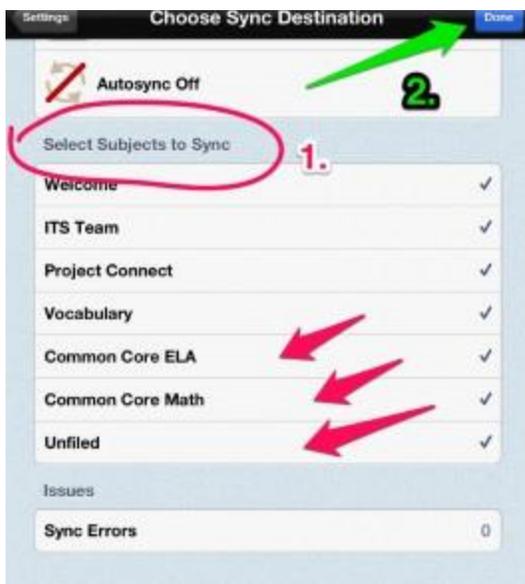
7. Now we need to state what Destination to use. You can select any cloud service listed. This post is focused on Google Drive since all PRAHS students have an account.

8. The next step is state what folder in Google Drive should Notability be backed-up to. Select the Folder we created in Step 1.

My folder is "Notability Back-up".



9. Choose Sync Format. I chose to keep the format as a “Note”.



10. The last step involves selecting which subjects to sync and then selecting “Done”. I didn’t want to lose anything so I selected every subject listed.

And, that’s it. From here on out, all Notes that are created and annotated will be backed up safely to your Google Drive. If you have questions, feel free to contact the Instructional Technology Team!