

Using Notability and Dropbox to back up your notes

Using auto-sync, Notability will automatically send your notes to the cloud. Each time a note is edited or created, it will upload to Dropbox for storage.

Using Dropbox, your notes can be available on any device as PDFs. Simply log in to Dropbox through the browser or via an app to view all of your notes.

What file format is best?

- PDF is great because it'll allow your notes to be viewable on any device.
- RTF (rich text format) is perfect for text only notes as these can be downloaded and edited on a computer.
- Note format will retain all content and the ability to edit a note at a later point, but Note format can only be read by Notability at the moment.

Add PDFs or RTFs to Dropbox from another location, such as a computer or phone, and then import these into Notability when needed.

How to set up Auto Sync

1. Tap the Settings button on the lower toolbar of the library. Looks like a gear.
2. Tap Auto Sync
3. Select a service and sync folder and file format
4. Scroll down to select subjects you'd like to sync
5. Tap Done

How to back up individual documents

1. After creating or editing a note, tap the export button (the same one you would use if you were to email it to yourself), located in the top left corner of the Notability Home Screen (next to the "edit" button).
2. Tap the notes you wish to export.
3. Tap "Dropbox". It may ask you to log in; if so, log in and click "link".
4. When exporting the file, choose either PDF or note (Notability note). If you choose PDF you will be able to open it on your home computer. If you choose Note you will be able to only be able to open it in Notability, not in a home computer.
5. After the transferring of files is done, go to the Dropbox app and the folder in which the note is located will pop up in the Dropbox tab at the bottom of the screen.
6. You will have to do this with each note you want to back up.