










Backing Up Notability Notes to Google Drive

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| <p>1. Open Notability</p> | <p>2. Click on the Gear icon found near the lower left corner</p> | <p>3. Turn iCloud on and select Google Drive.</p> |
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| <p>4. Login with your Google account. It is your school login @students.d211.org and your password is 000 and then your ID# i.e.) 000123456</p> | <p>5. Accept granting permissions to Notability</p> | <p>6. Notability will back up your notes to Google Drive, but we're not done yet!</p> |
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| <p>7. Go back to Notability's Settings</p> | <p>8. Select File Format</p> | <p>9. Change the Sync Format to Note</p> |

Should you lose access to your iPad, you will find your notes backed up in your Google Drive under the folder **"Notability"**.