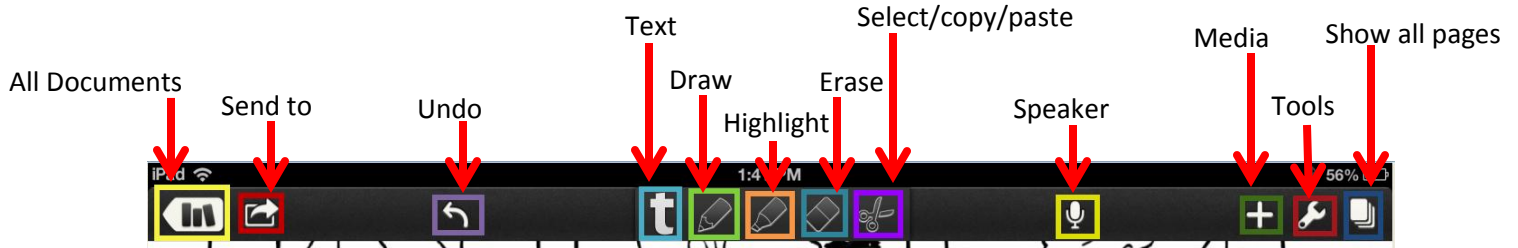




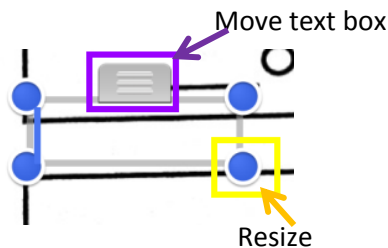
Notability for Accessible Worksheets



To add text to an open pdf, tap the text icon, tap the screen for text placement, and tap the text box.



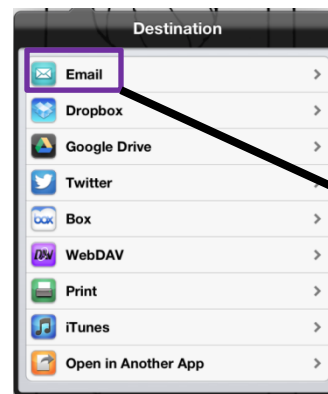
The text box shows up.




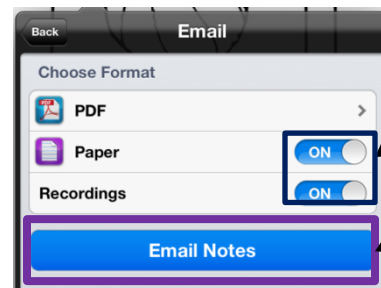
Use the keyboard to type in the text box.



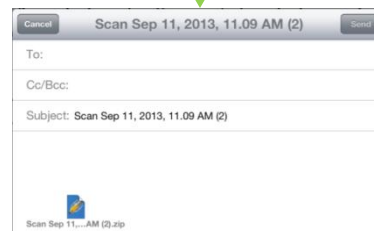
To access the draw menu, hold the icon until the menu appears. Same process for highlight, erase, and select/copy/paste).



To email note, go to send icon . Then select the email icon.



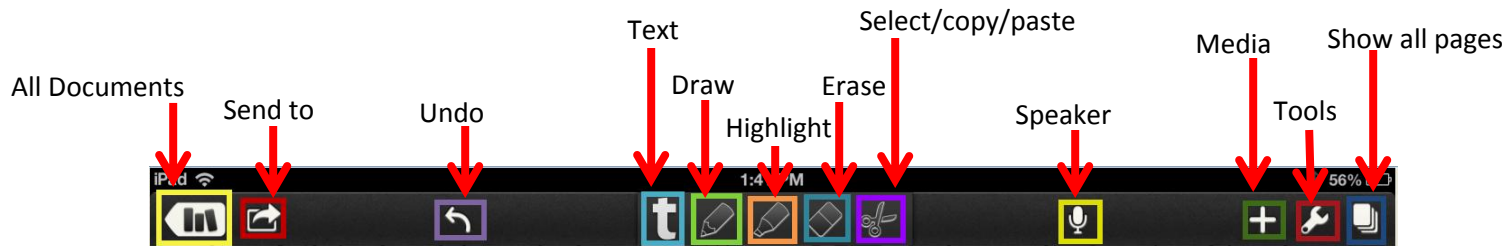
Turn on paper and recordings. Then select Email Notes



Add email address to send.



Notability for Accessible Worksheet (Importing PDF's)



Importing PDF's from email

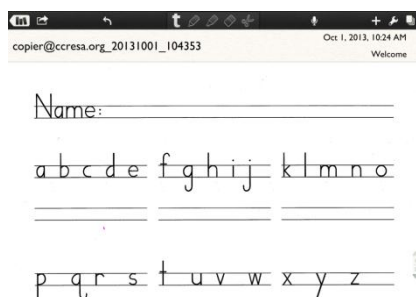
Once email is open, scroll down to the image, select it and hold until a menu appears.



The menu will open and select Notability.

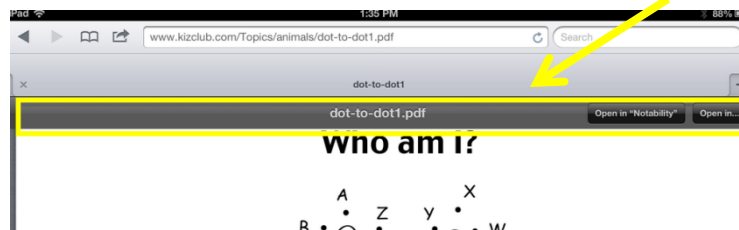


The image will open in Notability and is ready to annotate.

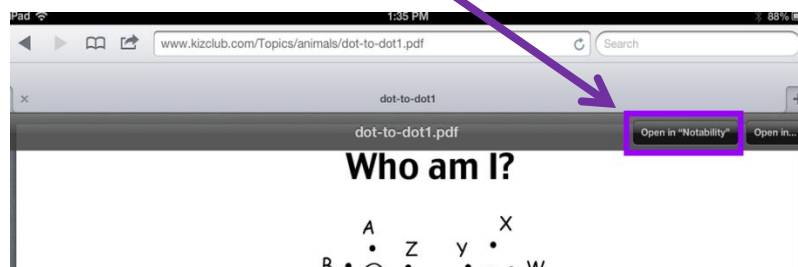


Importing PDF's from online

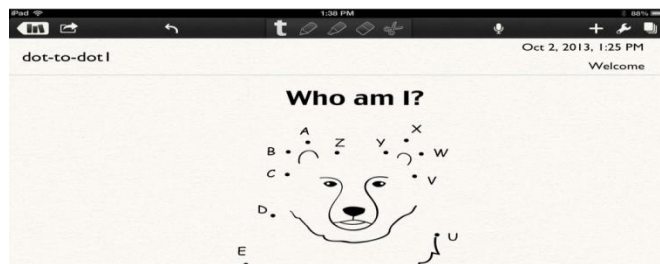
Once the PDF online is found, a black menu bar will appear at the top of the document, when the document is tapped.



When the Black bar appears tap on Open in "Notability"



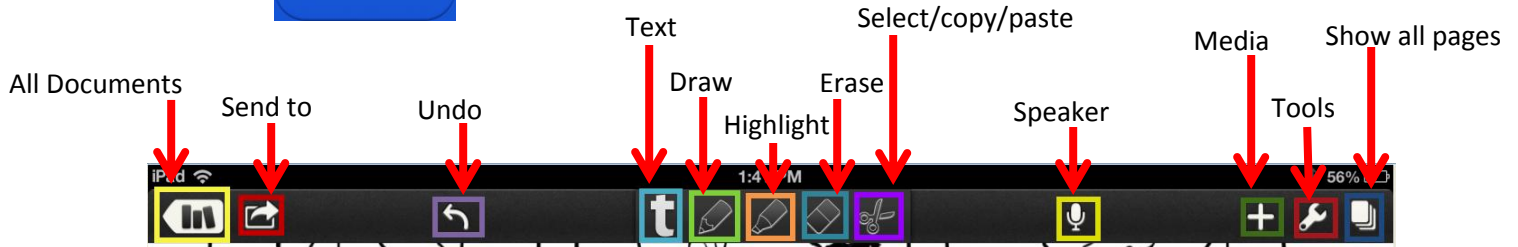
The PDF is in Notability and ready for use.



*To ensure a proper scan using a copier, position the top of the worksheet at the arrow of the copier in a landscape direction.



Notability for Accessible Worksheet (Importing Google Images)

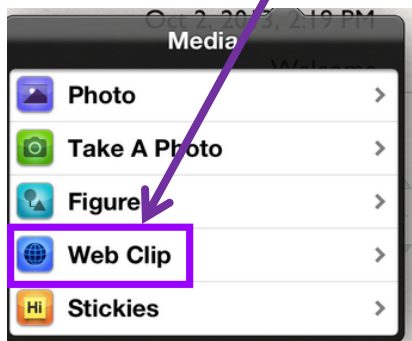


Importing Google Images

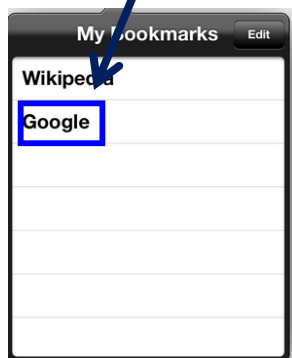
In Notability, open either a new note or an old note. In the upper right hand corner of the tool bar tap on the + sign.



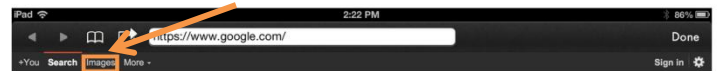
When a drop down menu appears, tap on Web Clip



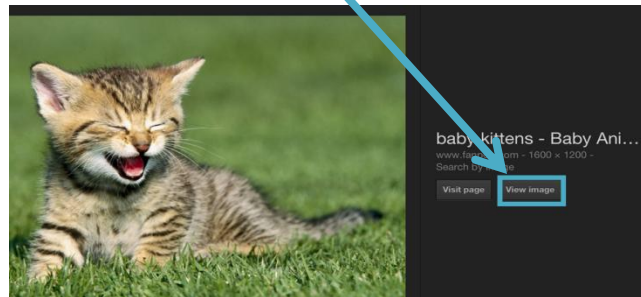
Next tap on Google



After Google pops up, search for an image using Google images



Once image is found tap on the image that is needed. Then tap on view Image.



Once image is enlarged, tap on done.



Now the image is in Notability, ready for use



*To ensure a proper scan using a copier, position the top of the worksheet at the arrow of the copier in a landscape direction.

Importing PDFs with Notability

PDFs can be imported in four ways --

- 1) email attachments
- 2) the web
- 3) other apps
- 4) Dropbox, Box, & other cloud services



1. For PDF email attachments: Tap the PDF attachment to preview it from the email. Then tap 'Open in' in the upper right hand corner. This will display a list of apps to open the PDF. Select Notability and you'll be able start a new note or add the PDF to an existing note.

2. For PDFs found on the web: Once you're viewing the PDF in the Safari browser, tap anywhere in it, then tap 'Open in' in the upper right hand corner. This will display a list of apps to open the PDF. Select Notability and you'll be able start a new note or add the PDF to an existing note.

3. For importing PDFs from other apps: Each app often has a unique way to sharing with a PDF through an 'Open in' feature. Check with the app to see how it's done. Other apps also include cloud apps such as Dropbox, Box, and Google Drive.

4. For importing PDFs from a cloud service: From within Notability, tap the import button; located next to compose in the upper right hand corner of the library and looks like an arrow entering a box. Then pick the cloud service and choose the file. You'll be able to create a new note or add the PDF to an existing note.