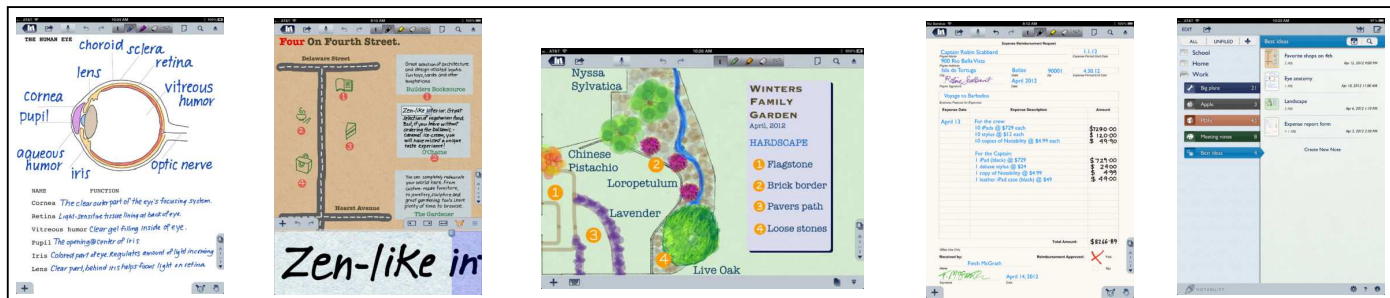


Notability Tutorial



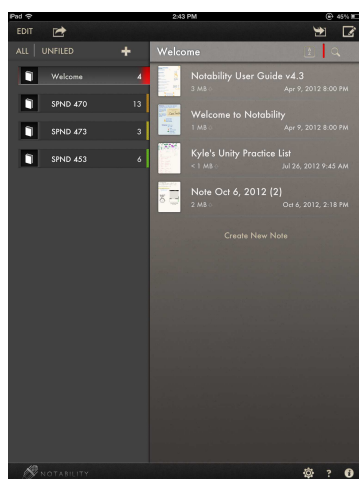
Notability
Version 4.31
(as seen on iPad 3, running iOS 6)
\$0.99



* images from Apple's App Store

Notability is a comprehensive note taking app created by Ginger Labs for any iPad running iOS 4.0 or later. It gives you the ability to create new notes from scratch, import certain file formats to take notes on, share notes with others, and organize your notes. Notes can be typed, drawn, handwritten, photographed, recorded as audio, or copied from a web page, giving users flexibility and a variety of options to tailor to their needs. Notability also automatically syncs and backs up your notes using cloud based storage.

Within the Notability app there are two main screens:



The library screen

and

The note taking screen



This tutorial will break down Notability first within the library screen, and then within the note taking screen. The note taking screen has a different lower toolbar when typing and when doing anything other than typing. Thus it will be broken down both ways – once as “typing” and once as “other”.

The Library Screen

The screenshot shows the Notability Library screen on an iPad. The top status bar displays 'iPad', signal strength, Wi-Fi, time '2:32 PM', and battery '21%'. The app header shows 'EDIT' and a share icon. Below the header, there are tabs for 'ALL' and 'UNFILED', and a '+' icon to create new categories. The main area is titled 'Unfiled Notes' and contains a list of notes: 'Welcome' (5), 'Grad School' (with a sub-note 'SPND 470' (13)), 'SPND 473' (3), and 'SPND 453' (7). At the bottom, there is a 'Create New Note' button and a search icon. The bottom dock contains icons for 'NOTABILITY', 'Settings', 'Support Center', and 'Information'.

Share
Notes can be shared via email, Dropbox, Box, iDisk, WebDAV, a printer, or iTunes as a PDF, RTF, or Notability

Organize
Create new subjects or categories

Import
Notability can import PDF, RTF, and Notability Note format files. They can be imported via Dropbox, Box, iDisk, or WebDAV. Within the Safari web browser and email, PDF's, RTF's, and Notes can be opened in Notability by touching the open file and selecting "open in Notability" from the upper right corner of the screen. If this does not work, touch and hold down on the file and a pop-up menu will bring up the option to "Open in Notability".

Edit
Allows you to rename, delete, or duplicate notes, subjects, and categories

All/Unfiled
Toggle between showing all notes or just unfiled notes

Category
Contains subjects and notes

Subject
Contains notes

Preexisting Notes
Once notes have been created or imported, they can be selected here

New Note
In order to get started with a new note, simply select the box in the upper right hand corner or "Create New Note"

Search
Allows you to search for existing note titles or typed content within Notability

Sort
Choose to sort notes by name, date, size, or whether or not they have been exported

Information
Tells you what version of Notability you are running and provides links for support and feedback

Settings
A variety of options can be changed here: from toggling auto-sync on or off, to choosing a theme, to turning on spell check.

Support Center
Takes you to Ginger Labs' link for frequently asked questions and solutions

The Note Taking Screen (typing)

The image shows a screenshot of the Notability app interface on an iPad. The interface includes a top toolbar with icons for text, drawing, highlighting, erasing, and selection. A central note area is visible with a title and subject. A bottom toolbar contains icons for media, keyboard, and subject notes. Callout boxes with arrows point to these various elements, providing detailed instructions for each.

Type
Selects typing - start typing where you touch. This is coupled with a full keyboard at the bottom of the page.

Draw/Write
Selects draw/write - start drawing or handwriting where you touch. Also opens a menu to select color and line width.

Highlighter
Selects highlighter - highlights where you touch. Also opens a menu to select color and width.

Eraser
Selects eraser - erases where you touch

Selector
Once selected, allows you to draw around an area and then move, cut, copy, paste, delete, or change its color.

Return to Library Screen
Returns to the library screen.

Share
Share your note via email, Dropbox, Box, iDisk, WebDAV, a printer, or iTunes as a PDF, RTF, or Notability Note file

Note Name
You can change the title by touching here

Record
Record and manage prior recordings from the current note

Undo
Undo previous actions

Redo
Redo previous actions

Media
Opens a menu to insert a photo, web clip, text box, handwriting box, drawn figure, or take a picture

Keyboard
Upon first selection the keyboard is locked, and on the second selection it pops up at the bottom of the screen. The keyboard has sub-menus to create bullets/numbering and change font style, size, and color.

Subject Notes
Pops up a scroll menu of all other notes within the same subject as the current note

Hide/Show
Hide or show the upper toolbar

Search
Search for typed text within the note

Paper
Change the background "paper" style

Pages
Shows or hides all the pages of your note on a side scroll window. Also allows you to move between pages of a note with the arrows.

Hide/Show
Hide or show the lower toolbar

The Note Taking Screen (other)

