

Google Drive & Notability Sync

Because **Notability** is used so often in *CBS* classes, it is *imperative* to backup all files. *iCloud* is an option, however, we have found inherent issues with the way *iCloud* and **Notability** synchronize with each other at this time. We've actually had instances of connecting to *iCloud*, trying to back up **Notability** files, and the notes disappearing!

So, *CBS* **strongly recommends** this method of backup of **Notability files**: Using the student's **Google Drive** account to backup all **Notability** files.

Once you have received your *CBS* email address in the Fall, you will be able to do this. If you already have signed-in to your *CBS* email address, you may follow these steps now.

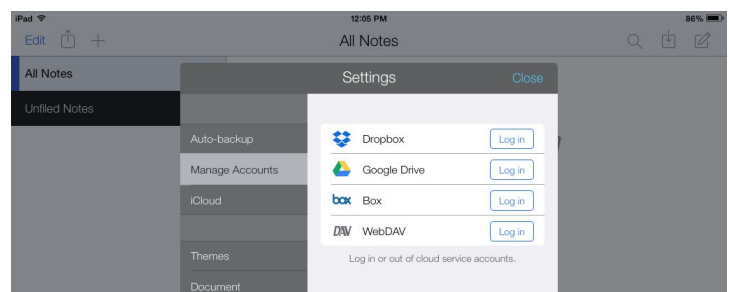
Step 1 - Download the **Google Drive** app onto the iPad by going to the *App Store*.

<https://itunes.apple.com/us/app/google-drive-free-online-storage/id507874739?mt=8>

Step 2 - Sign in to your **Google Drive** account on the **Google Drive** app, using your *CBS* email and password.

Step 3 - Once **Google Drive** is on the iPad, make sure you are signed-in. This is where **Notability** will be saving your backed up files from now on.

Step 4 - Open **Notability**. Make sure you are on the home page. Find the gear at the bottom left of the screen. When you touch that gear, a window will open giving you various options.

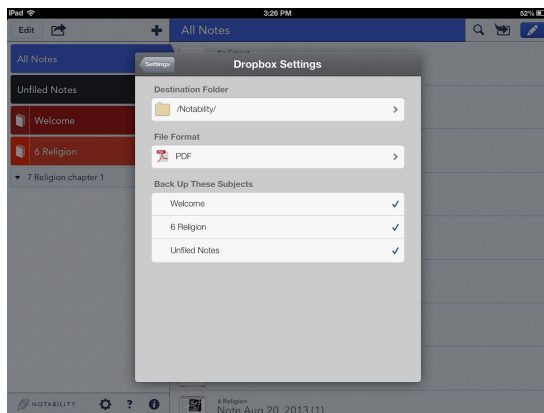
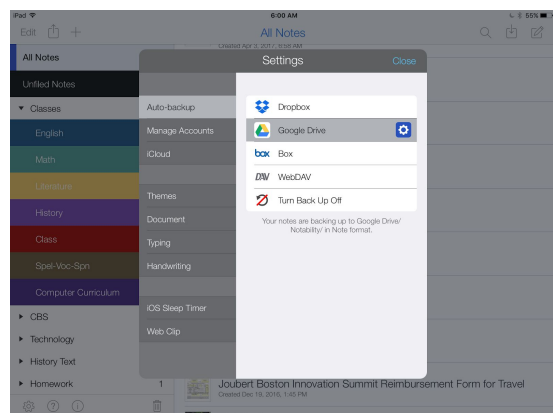


Step 5 - Touch on the *Manage Accounts* button. That will give you various options of where you will be backing up the **Notability** files. Click on **Google Drive**.

Step 6 - From there, **Notability** will ask for your permission to sign-in to **Google Drive**. Allow that puppy to do it!

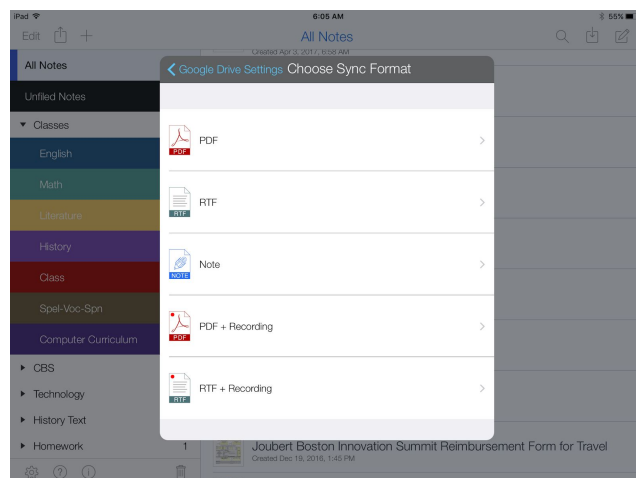
Once you click "Allow," **Notability** will now automatically back-up.

Step 7 - Go back to the "Settings" gear at the bottom of the **Notability** page. Now, you'll want to click on the gear to the right of the blue box that is for **Google Drive**.

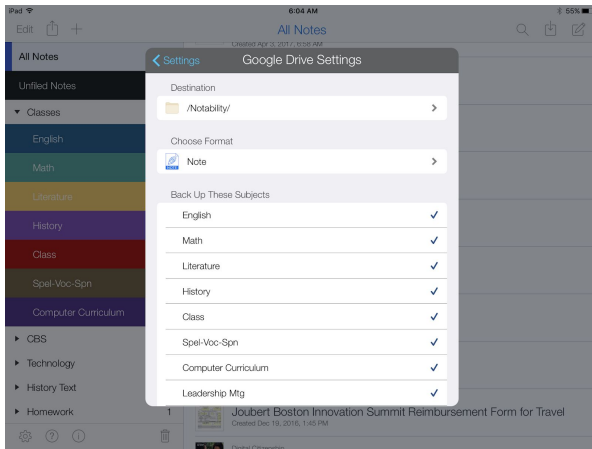


Step 8 - Click on the box under *File Format* that has the PDF symbol in it. This will enable you to change the way your files from **Notability** are saved.

Step 9 - In the next window, called *Choose Sync Format*, you'll want to choose the one labeled *Note* (it has the word *Note* in blue, with a



half-microphone, half-pencil symbol associated with it).



Step 10 - Touch the words *Google Drive Settings* at the top left of the small window and it will take you back to the previous screen. Get out of this screen and you're done.

From now on, **Notability** will automatically backup the notes taken to that **Dropbox** account. If you lose notes

on the iPad because of some software error, please let me know, so I can walk you through the process of retrieving the notes.

As usual, if you have any questions, please email Mr. Joubert:

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