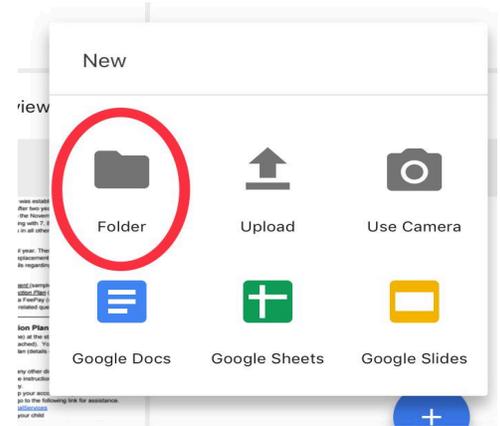


How to Back Up Notability Files into Collab

1. Before going into Notability, please go into **Google Drive**.
2. Tap on the **+** and Tap on **New Folder**
3. Title the folder **Notability** and Tap **Create**
4. Close out of Google Drive



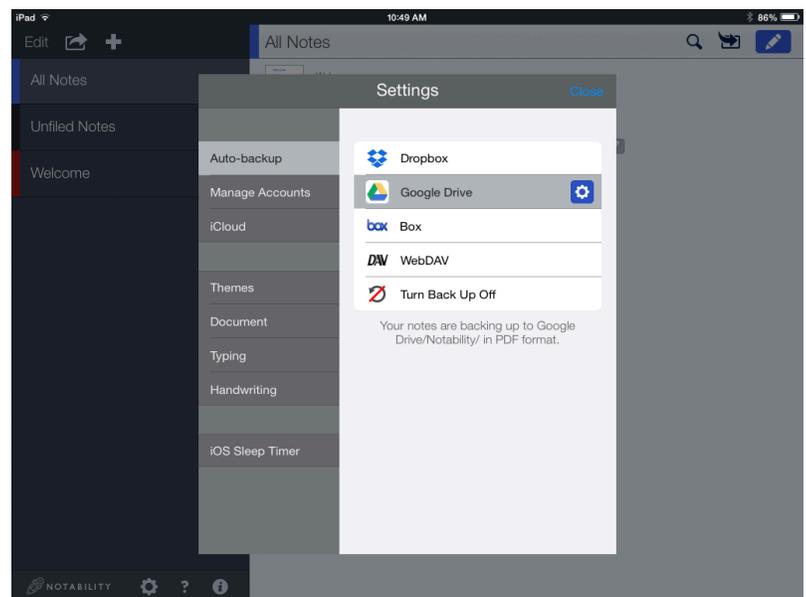
5. Open up the **Notability** app



6. When you are in the All Notes content screen Tap on the **gear** at the bottom left side of the screen.



7. Tap on **Auto-backup**.
8. Tap on **Google Drive**.



9. **Log into** Google Drive with the Collab apps email address
 - i. Teacher example - john.smith@apps.district196.org

- ii. Student example - studentID#@apps.district196.org
10. Use the same password you do for Collab
11. Tap on **Sign In**
12. Tap **Allow**.

To change the destination for your Notability Files:

13. Tap on **Destination**
14. Find the folder **Notability**.
15. Tap on **Back Up to Notability** at the bottom of the window,
16. Tap on **Close**.

Now any files that you have in Notability will automatically be saved in Collab (Google Drive) in a Note format. If you need to retrieve them back into Notability you will continue to have the same functions as before.