Clean up Notability

If you have followed all the iPad set ups, then your Notability files are backed up to your google drive. You need to move or delete these files to start the new year.

NOTE: Notability Auto-Backup is a one-way backup, so deleting a not in

Notability does not delete the backup copy in Google drive, and deleting a backup file from Google drive does NOT delete it in Notability.

- 1. Open Notability
- 2. Slide left on one of last year's folders and tap Delete.
- 3. Repeat for all of last year's folders.
- 4. Open Google Drive
- 5. Locate the Notability folder

	Edit ሰ 🕂			
	All Notes		15	
	Recent Notes		10	
	Unfiled Notes		11	
_	Wolcomo			
Ca	ation	4	Delete	

6. Now you can delete all the files from last year. OR if you want to keep some of them you can create a new folder called 2021-21 and drag the files you want to keep to it. NOTE: You do not want to keep every file for every year of school, so only keep files that you think you will refer back to or that have a significance for you.

7.	Go back into notability and create new folder for	Settings Close		
	your new classes.	About	SELECT SERVICE	
8. A	After you have your new folders in notability, tap on the gear at the bottom left of the screen		😻 Dropbox	
		Auto-Backup	Google Drive	
		Manage Accounts	CneDrive	
9.	Select Auto-Backup	iCloud	box Box	
			DAV WebDAV	
10.	Google Drive should be checked	Themes	💋 Turn Backup Off	
		Document	This is a one-way backup. If you delete a note in a backup service, it will not be deleted in Notability. Learn more	
11.	Destination should be /Notability/	Typing	GOOGLE DRIVE SETTINGS	
	. Tap on Subjects to Back up and be sure each folder is checked	Handwriting	Destination /Notability/ >	
12.		Password	Subjects to Back Up >	
			File Format PDF >	
	Be sure file format is set to .pdf.	iOS Sleep Timer	Your notes are backing up to Google Drive/Notability/ in PDF format.	
13.		IOS Sleep Timer	PDF OPTIONS	
		Text-to-Speech	Paper	
14. You are ready for the new school year.			Dage Margin	