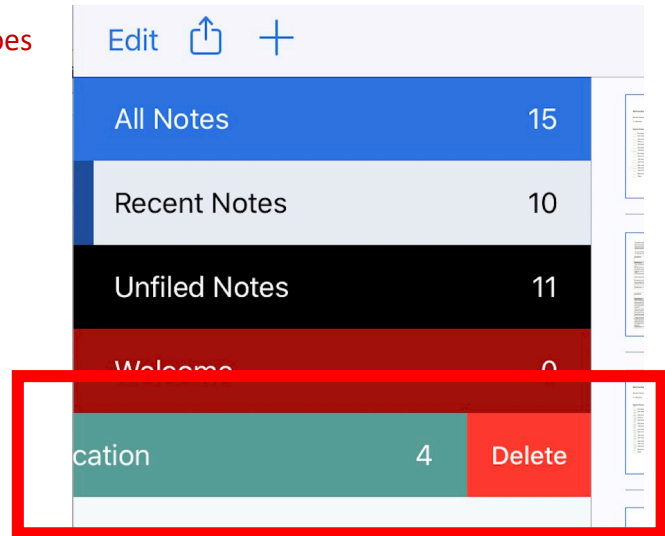# Clean up Notability

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

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 your new classes.

8. After you have your new folders in notability, tap on the gear at the bottom left of the screen

9. Select Auto-Backup

10. Google Drive should be checked

11. Destination should be /Notability/

12. Tap on Subjects to Back up and be sure each folder is checked

13. Be sure file format is set to .pdf.

14. You are ready for the new school year.