

# **SIMPLE RULES FOR I PAD USE**

## **TRANSFERRING EMAILS TO NOTABILITY:**

1. Click on the emailed PDF icon & open it up. Click on the top right corner of opened PDF & wait for open in notability, or import to notability. Click on the icon open in notability, or import to notability & then click on & create a new note, then click import & then it will be located in your notability material.
2. If the PDF is already open in the email click on the bottom right portion of the paper & wait for open in notability. Click on the icon open in notability & then click on & create a new note, then click import & then it will be located in your notability material.

## **DEVELOPING FOLDERS IN YOUR GOOGLE DRIVE**

1. Open up your Google Drive & click on the + red circle located at the bottom of the right side of the page. Put a heading for your folder & then click on the word create & you will have your folder established.

## **OPENING UP YOUR GOOGLE DRIVE FROM NOTABILITY**

1. Click on the square box with an arrow in it on the top right hand corner of the notability page. Click on the Google Drive icon & your folders will be shown from your Google Drive.

## **EMAILING FROM NOTABILITY TO MR. BOROWICZ OR ANOTHER STUDENT**

1. When you are finished with an assignment & you want to email it to Mr. Borowicz. Click on the square with an arrow in it located on the top left corner of your notability page. Click on the email icon. Click on PDF two times & then click email notes. Click on to & type in my email address: [doug\\_borowicz@roseauschool.org](mailto:doug_borowicz@roseauschool.org) & under the subject portion type in your hr. # & your name.
2. If you are emailing to another student when we are grading in class, you follow the same procedure described in #1 located above. When you get to the email address you will type in that students email you are supposed to exchange papers with instead of Mr. Borowicz's.

## **DROPPING AN ASIGNMENT INTO YOUR GOOGLE DRIVE FROM NOTABILITY**

1. If you are going to drop your assignment into your Google Drive, click on the square with an arrow in it located on the top left corner of your notability page. Click on the Google Drive icon & pick whatever folder you want to put your assignment in, then click the export button to drop it into that folder.