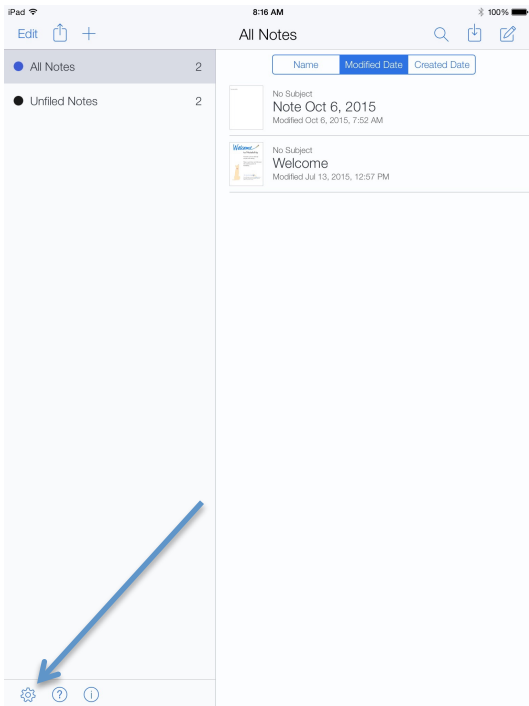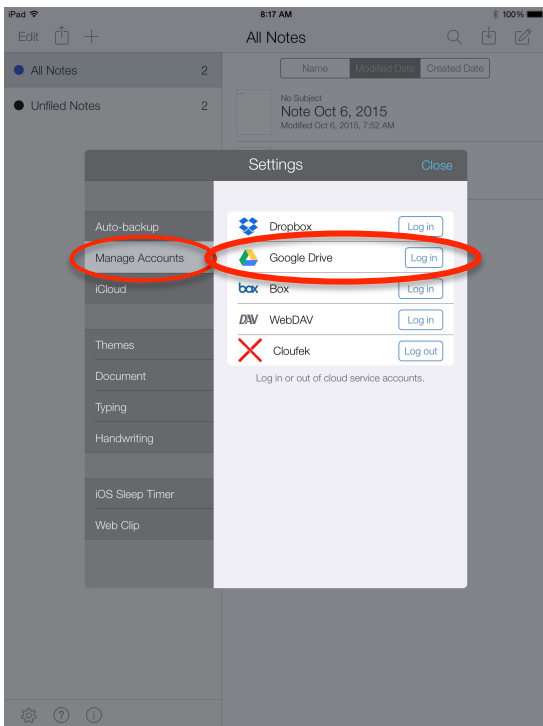Setting up automatic backup to Google Drive inside of Notability. Follow these steps:
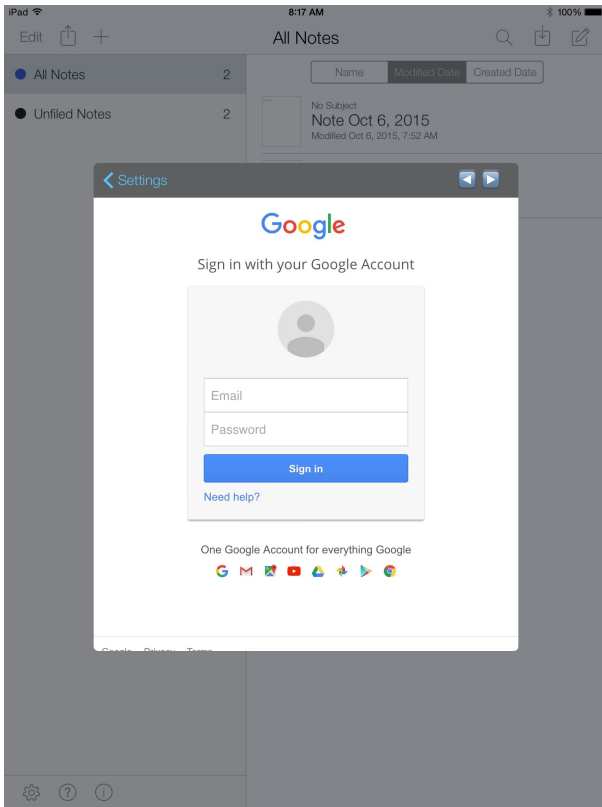
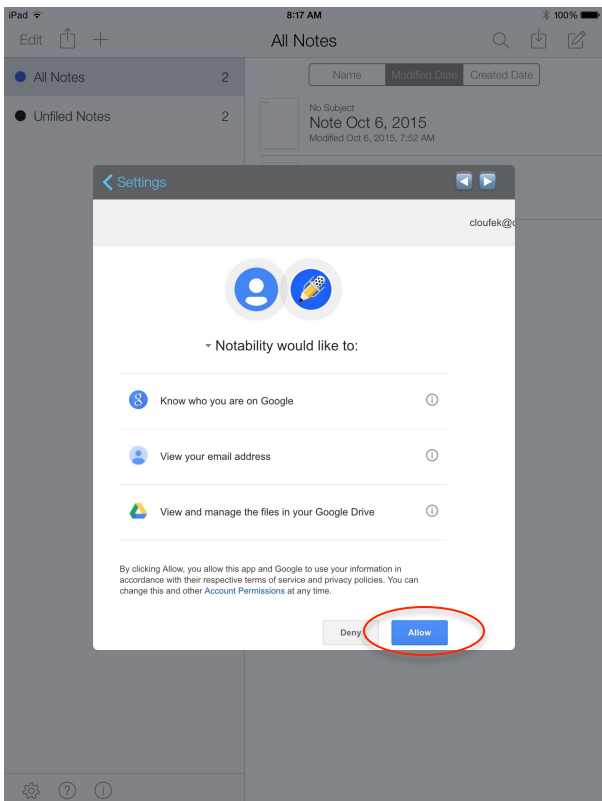1. Open Notability and go to Settings (the gear) Tap the gear icon in the bottom left

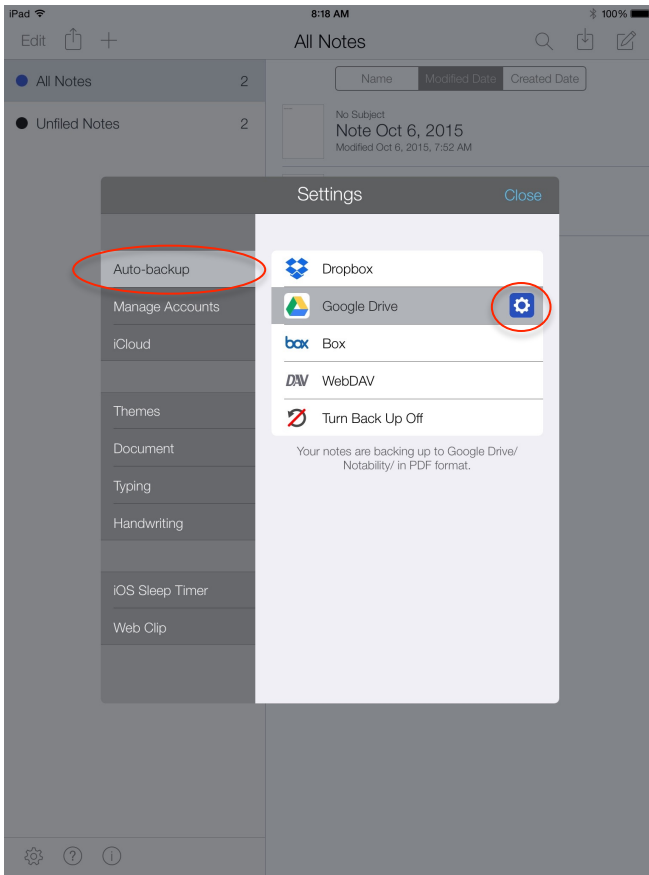2. Go to Manage Accounts and choose Log In next to Google Drive

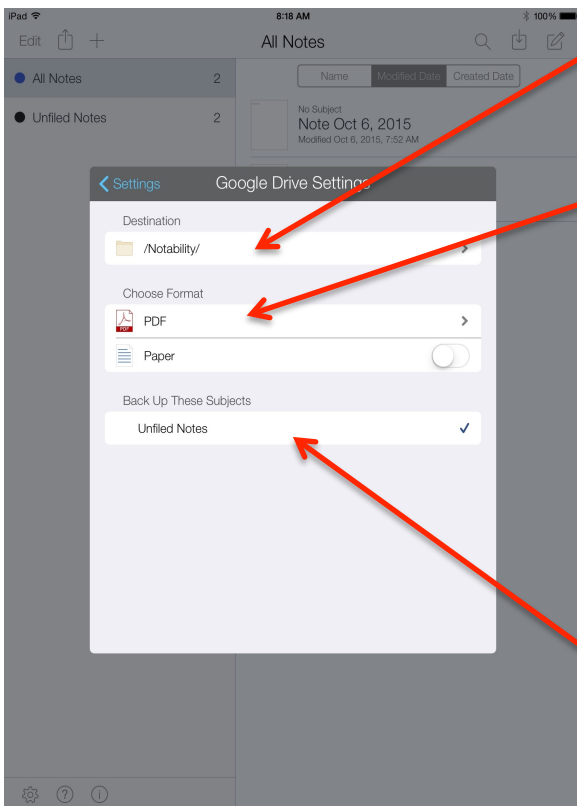3. Log into your Google Drive account with your Cretin-Derham Hall email and password. Tap Sign In.

4. Tap Accept to allow communication between Notability and Google Drive

5. Tap Auto Backup and click on the blue gear next to Google Drive

6. Configure your Auto Backup options

Destination Folder: The folder inside of Google Drive where your notes will backup

File Format: You will need to decide the format your notes will be backed up. We recommend changing this to Note format (Step 7).
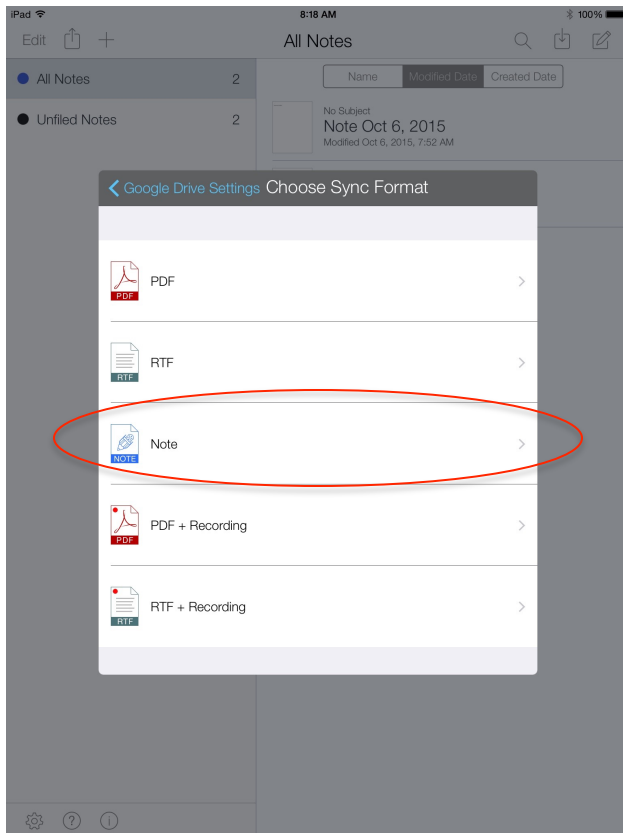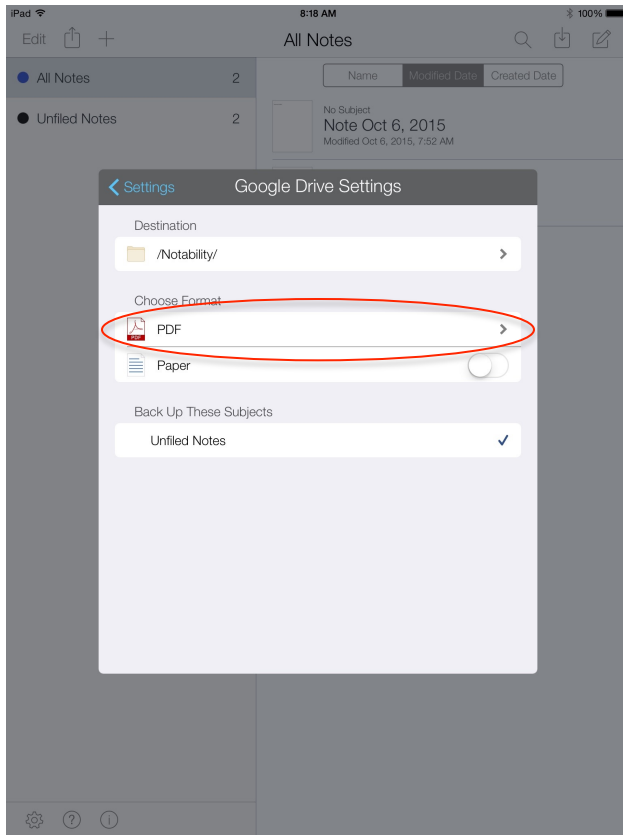
   *PDF is great because it'll allow your notes to be viewable on any device.

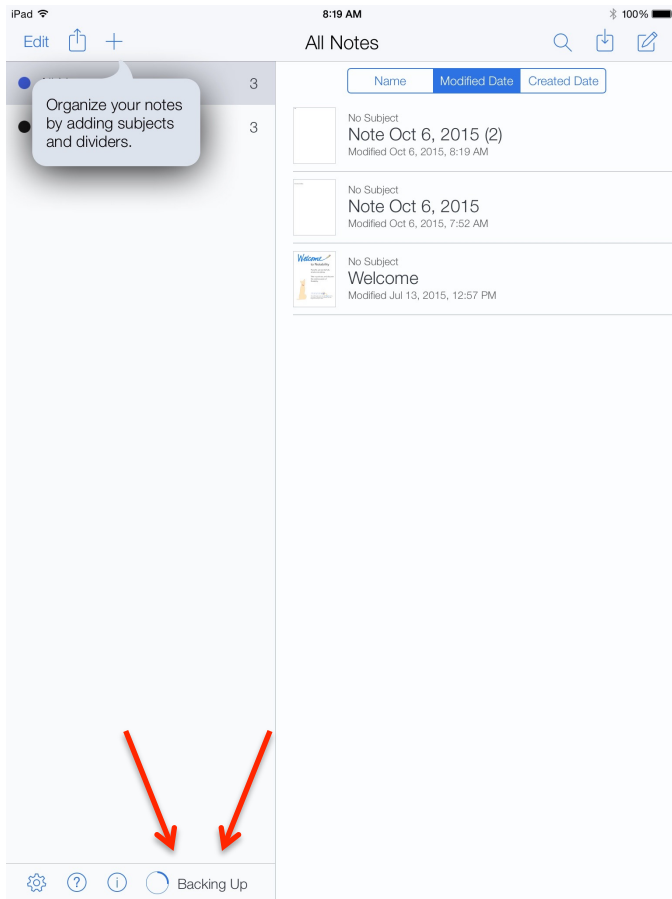   • RTF (rich text format) is perfect for text only notes as these can be downloaded and edited on a computer.

• Note format will retain all content and the ability to edit a note at a later point, *but Note format can only be read by Notability at the moment*.

   Back Up These Subjects: Choose certain subjects to back up based on your Dividers. (Why not choose them all?)

7. Change the File Format. Tap PDF. Tap Note or the format you decided on in step 6.

8. Verify the Backup is starting

Look for the spinning circle in the bottom left. You'll also see this spinning every time you make a change in Notability from now on.

9. Check your Google Drive to see your notes are backed up