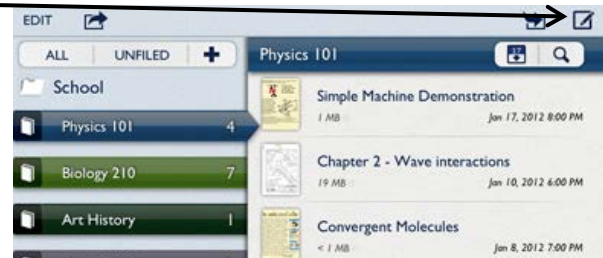


## Using Notability App on the iPad to Complete Math “Writing” Tasks



### Setting Up to Write in Notability

1. Open the Notability app
2. Touch to open an existing note or touch the icon to start a new note.



### Writing with your Finger in Notability

1. Touch the pencil icon to start writing with your finger.



#### Using the Pencil Magnifier Feature

The pencil magnifier feature lets you write more on a single page.



1. With the pencil icon selected, touch the pencil magnifier icon at the bottom of the screen.
2. Write using your finger in the white section at the bottom, left side of the screen.  
NOTE: You can adjust the size of this white box by dragging the black arrow next to the green area left or right.
3. To go to the next line, touch the return icon.



- To go to a different section on the page, drag the white box at the top of the page.
- To change the size of the white box, touch the lines in the bottom right corner of the box and drag to desired size.
- To close the pencil magnifier, touch the icon again.



#### Erasing Writing

1. Touch the eraser icon.
  2. Drag your finger a couple of times across the writing to be erased and then lift your finger.
- NOTE: Sometimes you can also draw a circle around the writing to be erased.



## Modifying the Paper and Pencil

### Changing the Paper Background



1. Touch the paper icon at the top, right side of the screen.
2. Select the desired paper/background color.
3. Touch the paper icon again to close the window.

NOTE: The paper and background selected is for the entire note. You can't change it for a single page in the note.

### Changing the Pencil Features



1. Tap the pencil icon.
2. Touch to select the desired pencil thickness and/or color.
3. Touch the pencil icon again to close it.

## Moving Around/Viewing Pages

### Moving Writing on the Page



1. Touch the scissors icon.
2. Draw a circle around the writing to move. This creates a blue, dashed circle.
3. Touch the writing in the circle and drag it to the desired location.
4. Touch away from the blue, dashed circle to end.

### Moving from Page to Page

1. Touch the black arrow above or below the page #s on the right side of the screen.



To create a new page, touch the down arrow when on the last page of the note.

NOTE: There needs to be writing on the last page before creating a new one.

### Viewing Pages as Thumbnails

1. Touch the papers icon above the up/down page arrows on the right side of the screen.

NOTE: You can touch the thumbnail to move to that page.

To close the thumbnails, touch the papers icon again.



## Sending your Note via E-Mail

When you are done with your work, you can share it with your teacher.

1. With the note open, touch the share icon at the top of the screen.
2. Select “E-Mail” as your destination as your destination.
3. Touch the right arrow next to the format displayed (if needed) to select “PDF”.
4. Touch “E-Mail Note”.
5. Enter the name of the person to receive the note.
6. Touch “Send”.

## Deleting Notes

From the home screen:



1. Touch “Edit” at the top, left of the screen.
2. Touch the icon next to the note to be deleted. The background of the entire note will turn blue.
3. Touch the garbage can.
4. Touch “Delete” to delete the note.