



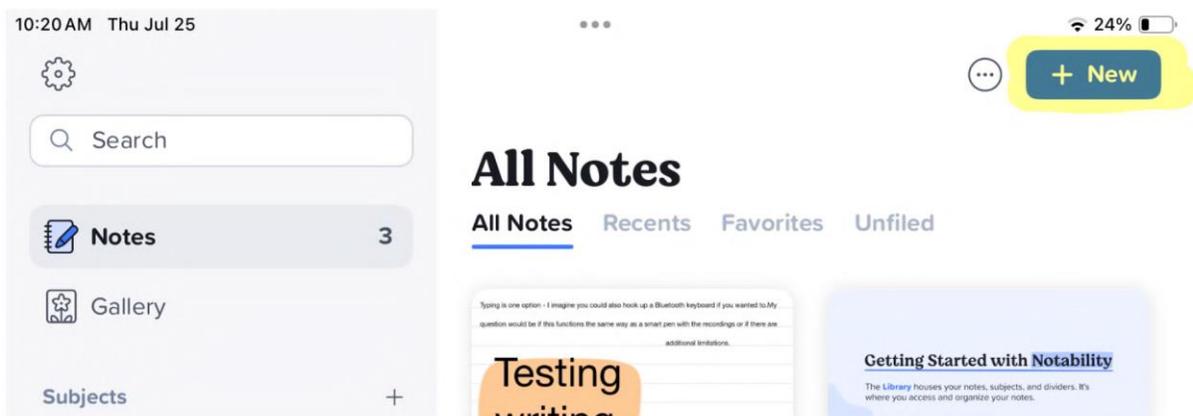
Quick Start Guide to Notability

Office of Accessibility Resources

Introduction:

Notability is a powerful tool that allows you to take notes by handwriting, typing, drawing, or by incorporating other visual elements. Notability's key feature for students with disabilities is that it can record class sessions, lectures, or other meetings and sync the recorded audio with your notes. This makes studying easier!

1. **Getting started:** click “+New” to start a new note page!



2. Taking Notes:

When taking notes you can choose to hand write or type your notes. When hand writing you can choose to use the following tools:

-  Tap **Pen** and start writing with your finger or stylus. Tap **Pen** again to adjust color, line weight, and style.
-  **Pencil** has pressure sensitivity and texture for sketching and shading.
-  **Highlighter** is a translucent ink that can emphasize the most important parts of a note.

If you prefer to type your notes you can do so by selecting the text tool.



Tap anywhere in the note to start typing. Make **text boxes** and move them wherever you'd like on the page.

Note taking tip!

Don't get lost in the visual elements during class! Focus on taking clear and accurate notes using the basic features shown above. When you study and review your notes you can add visual elements and get creative. Adding visual elements and interacting with your notes can support memory and retention.

3. Recording Audio

3a. Recording audio can be a great way to enhance your notes, review class materials, and study! To record audio:

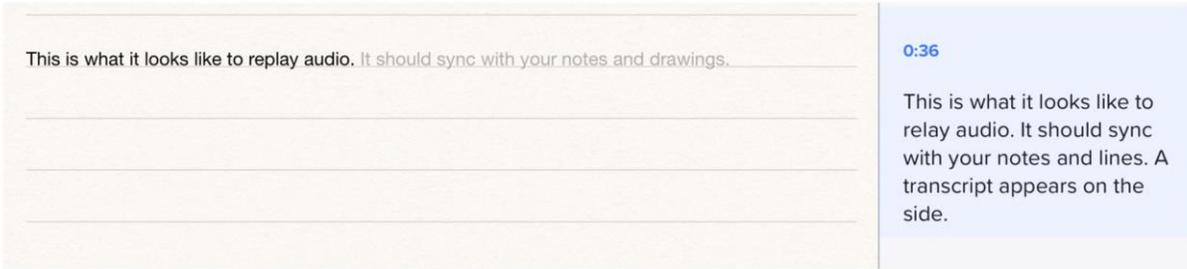
1. Select  to start recording. An input meter and timer will appear.
2. Select  to stop recording.

You can pause and resume recording as needed using the same buttons shown above.

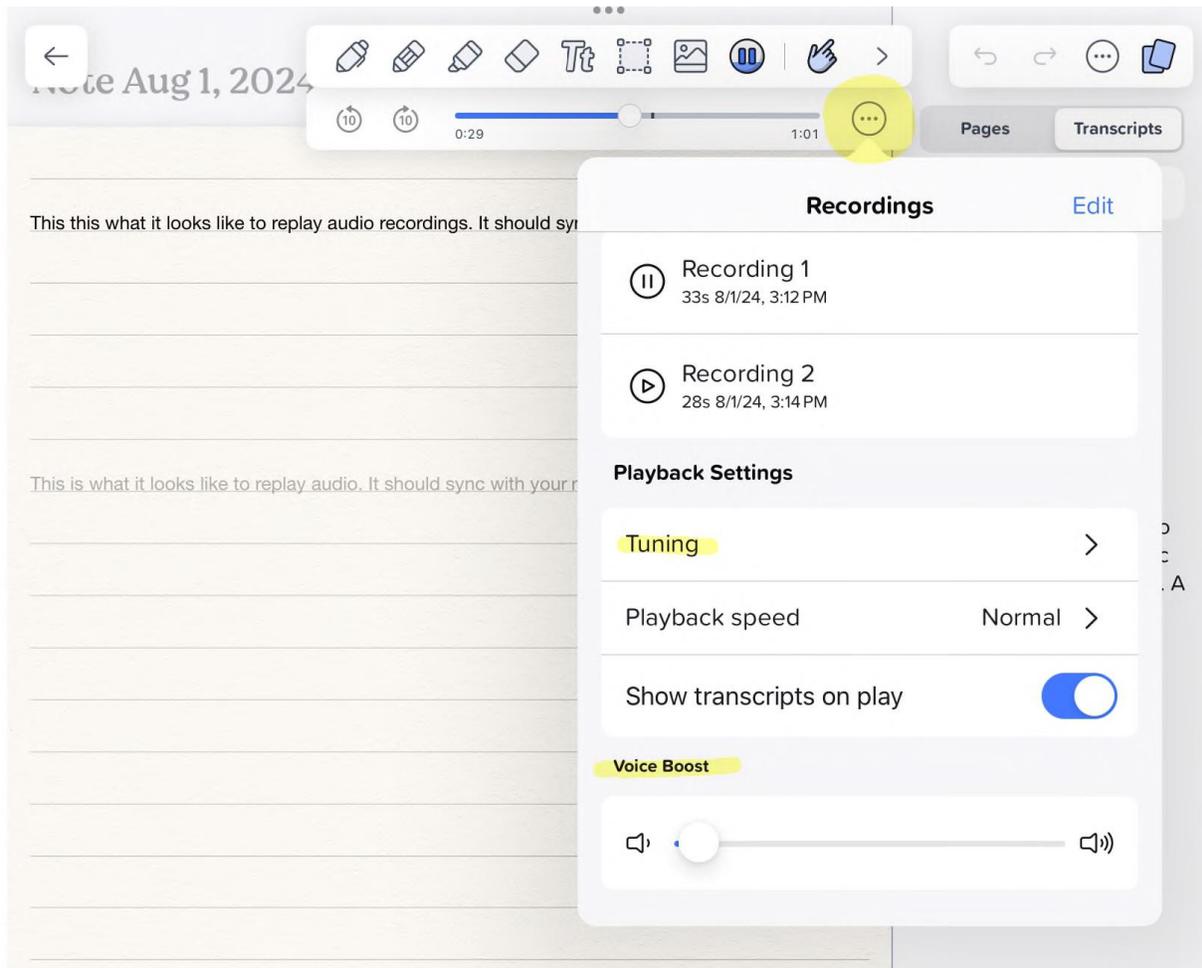
3b. Playing back audio:

- Press the **Play** button to enter playback mode.
- Use the **Hand** tool and tap a word, sketch, or photo to hear what was said at that exact moment.
- Select and drag the circle to scroll through a recording.
- Drag the circle back to slow down the speed as it scrolls left and right.
- Select   to rewind or fast forward 10 seconds.

When playing back audio, Notability will sync with your notes and highlight the text and drawings that were being made at the time of the audio playing. After you finish recording, Notability will also generate an audio transcript. See the example below:



3c. Adjusting audio: If your audio is unclear or too quiet you can use the tuning or voice boosting features to improve clarity and volume:



Note taking tip!

If you're using the recording function, remember that you don't have to capture every detail in your notes. You can refer back to the recording or transcript as a study tool. Instead, focus on noting key concepts, vocabulary words, and big ideas.

4. Getting creative:

Notability has many amazing creative features that can help you customize your notes, study, and build memory aids.

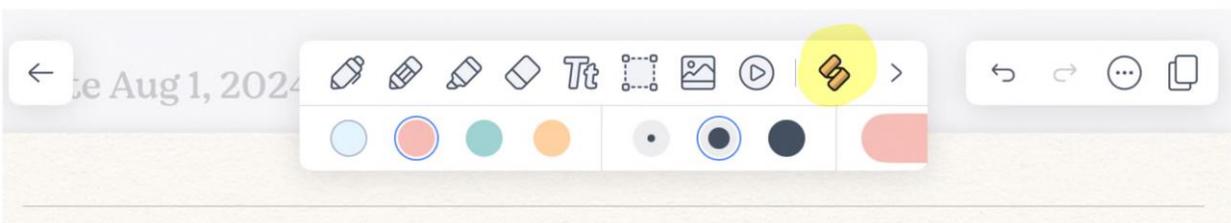
4a. Using images and stickers: Using the pen, pencil, and highlighter shown earlier, you can add drawings, graphs, or diagrams. Using the “Select” tool, you can select your drawings and save them as stickers to reuse them in future notes.



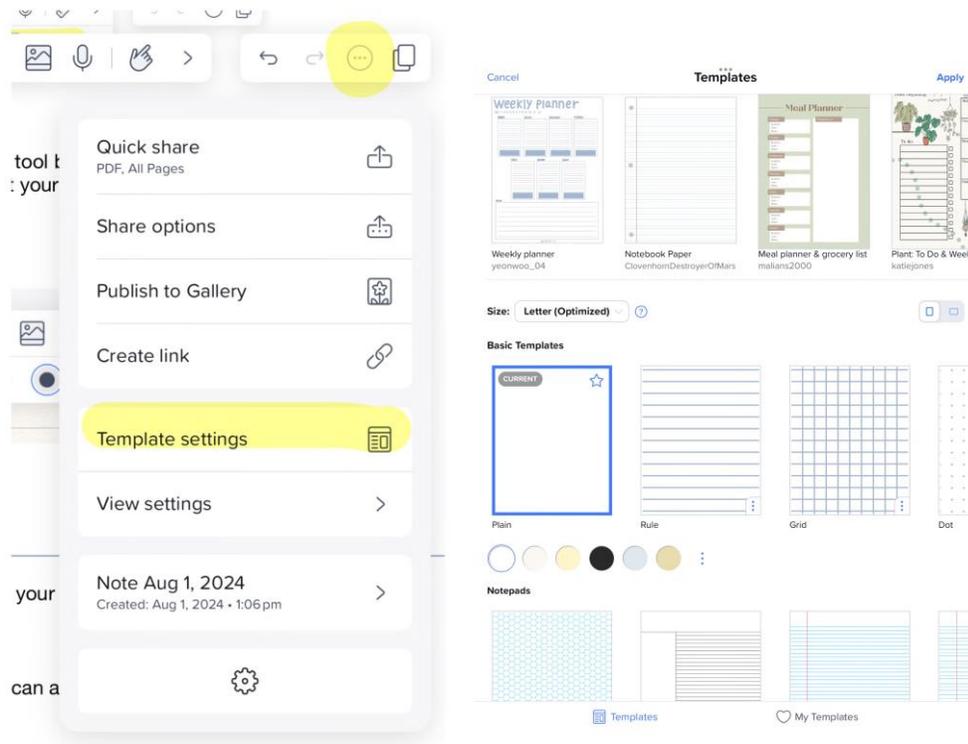
You can also add stickers, images, gifs, or photos using the image tool.



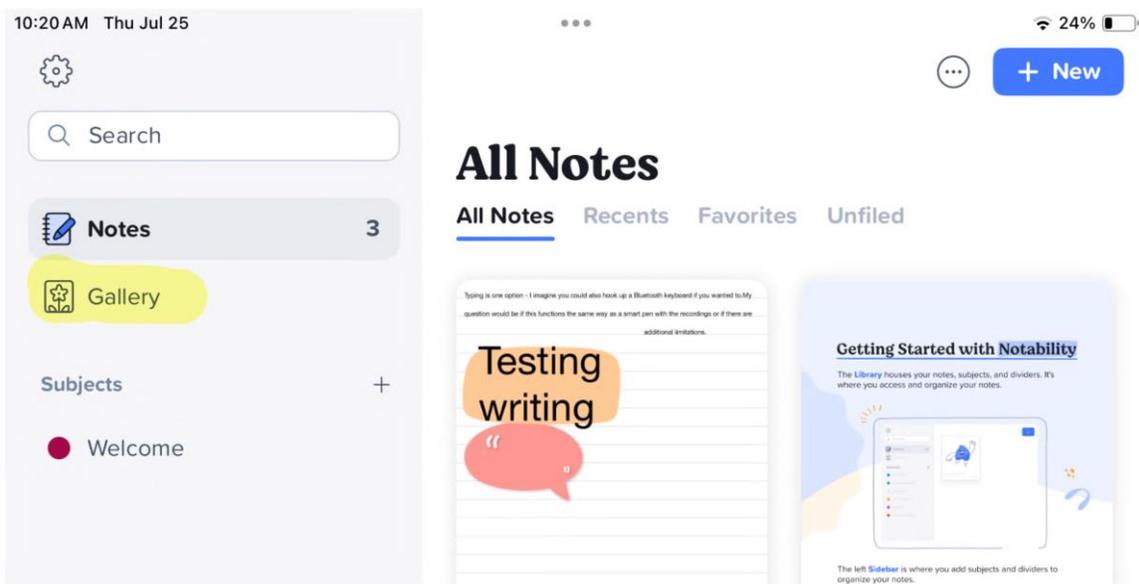
4b. Quizzing yourself: The tape tool, accessed by swiping left on your tool bar, can help you create quizzes or flash cards. Use it to cover up text or terms you want to test your memory on then tap to reveal the answer and check your work!



4c. Appearance and templates: You also have the option to change the background of your notes or add templates from the gallery. To do so, go to template setting, then choose between the options available.



You can also use premade templates from the gallery, accessible from the Notability home page.



5. Index: Finally, see the full list of Notability tools below. These can all be found on your tool bar.

-  Tap **Pen** and start writing with your finger or stylus. Tap **Pen** again to adjust color, line weight, and style.
-  **Pencil** has pressure sensitivity and texture for sketching and shading.
-  **Highlighter** is a translucent ink that can emphasize the most important parts of a note.
-  **Partial Eraser** allows you to remove precise details; **Whole Eraser** erases the entire item.
-  Tap anywhere in the note to start typing. Make **text boxes** and move them wherever you'd like on the page.
-  Draw **selections** around ink/sketches to edit; convert handwriting to text.
-  Tap to take photos, scan documents, and add images to your note. Include GIFs and stickers. Insert sticky notes for quick reminders.
-  Record lectures and meetings with **Audio Recording**; **Note Replay** syncs recordings with ink automatically.
-  Use **Zoom View** for detailed work.
-  Use **Tape** to cover up key information in your note and quiz yourself.
-  Use **Ruler** to create straight edges or measure precise angles.
-  Use **Laser Pointer** to direct your audience's attention to specific parts of the page during presentations.