

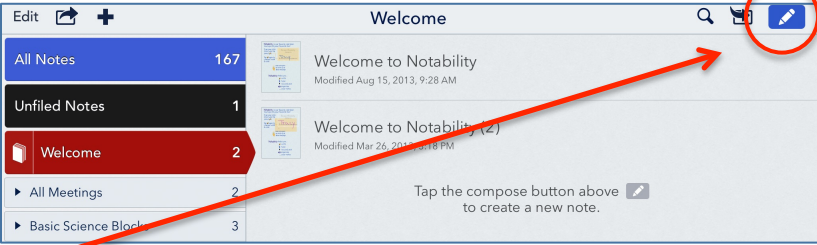


# Note Taking with Notability on the iPad

## Typed Notes in Notability

### Adding Notes:

**Begin** by tapping the Compose button to open a blank note.



Read inside the screen shots for additional information.

12:27 PM

**Typed Notes in Notability**  
Jun 16, 2014, 7:05 PM

- Select the typing icon from the tools menu.
- Typed text will appear here in left to right lines.
- Use a text box to place text where you want on a page.
  - Touch and press the screen until this appears:

Tap here to get a box and begin typing.

- If you are not getting an option to add a text box, be sure the typing icon from the tools menu is selected.

### Editing Notes:

When editing typed notes, be sure to first select the Typed Notes icon from the Tools menu.

Now read the screenshots to learn how to use the editing tools.

12:42 PM

**Editing Typed Notes**  
Jun 16, 2014, 7:05 PM

Touch and hold a word until the magnifying glass appears.

Release to see the menu.

Select will select the word the cursor is on along with editing choices. Drag the blue handles to expand the selection.

Select All

- Within a Text Box -** selects only text inside of a text box.
- Outside Text Boxes -** selects all of the typed text in the document, but does not select any text within text boxes or any objects such as drawings, images, highlights and handwritten notes.

# Change the Look of your Text and Store Favorites

Read inside these screen shots to learn about changing the look of text and how to store favorite fonts, sizes, colors and styles.

iPad 1:08 PM 30%

**Typed Notes - Change the look of your text**  
Jun 17, 2014, 10:40 AM

The styles menu, as shown on the bottom of this screen, lets you change the font, color, size, and **style** of your text, both in and outside of text boxes.

If you do not see the Styles menu, select the typing icon from the Tools menu and tap any open space on the screen.

**Indentations** Make these selections before typing, or double tap a word to highlight and make your selection(s).

Cursor placement; works like arrows on a keyboard

**Bullets**

← → a | a Gill Sans A 22 A [b i u] [A B C]

iPad 11:15 AM 78%

**Typed Notes - Storing Favorites**  
Jun 17, 2014, 1:08 PM

If you have favorite combinations of fonts, sizes, colors and styles, you can store 3 composites.

Press and hold a heart on the Styles menu and make your selections.

The next time want to use that combination, tap that heart before typing, or, highlight text by double tapping on it, and tap the heart.