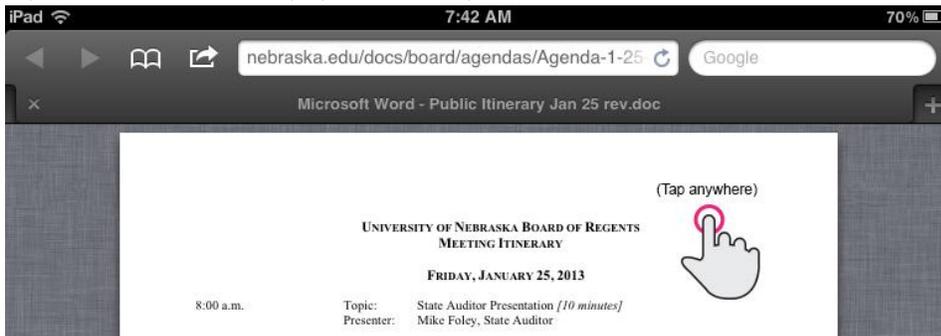


Importing PDF to Notability

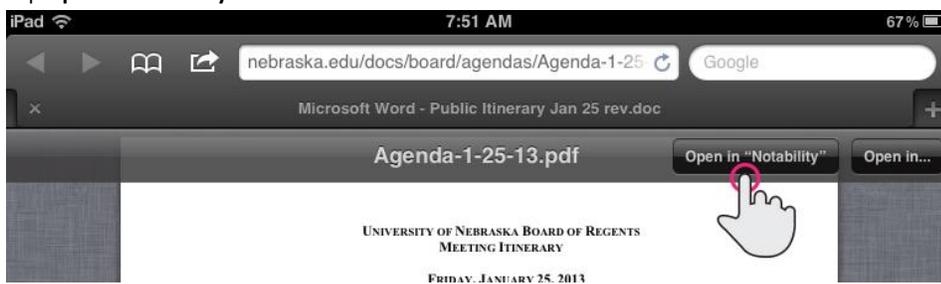
1. To access the Board of Regents Agenda, Open Safari and goto <http://go.nebraska.edu/bor>
2. Tap on the Agenda you would like to view. For this meeting tap **January 25**.



3. Tap once on the screen to display more menu options.

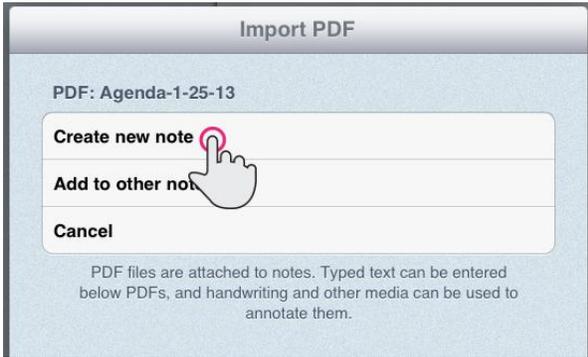


4. Tap **Open in Notability**.

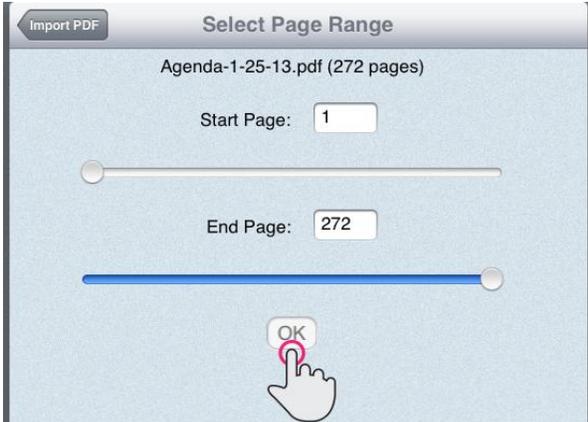


Note: Notability may take up to 20 seconds to open.

5. Tap **Create new note**.

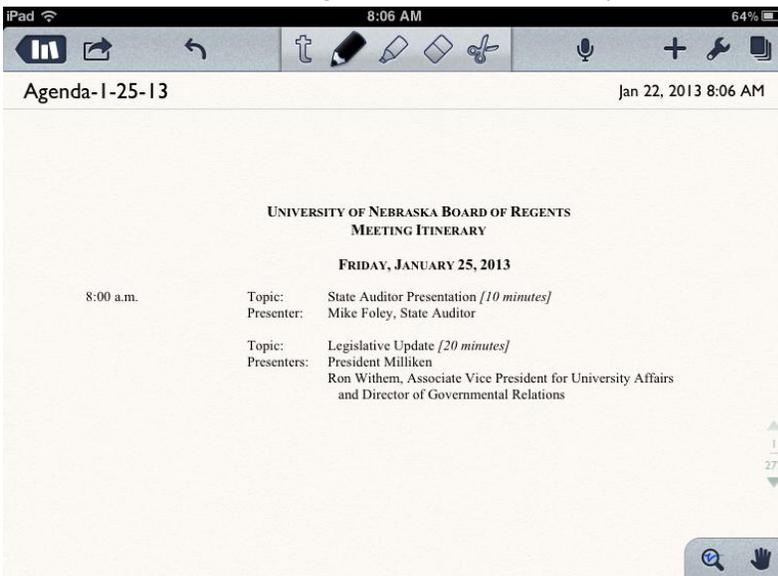


6. This screen allows you to import specific pages from a PDF. For our uses, leave the defaults and tap **OK**.



Note: Notability may take up to 20 seconds to load.

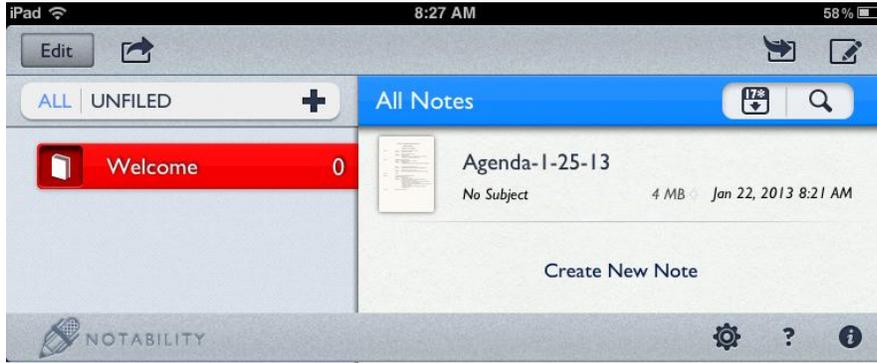
7. Your PDF is now accessible through and saved within Notability.



8. Tap  to manage your Notability documents.

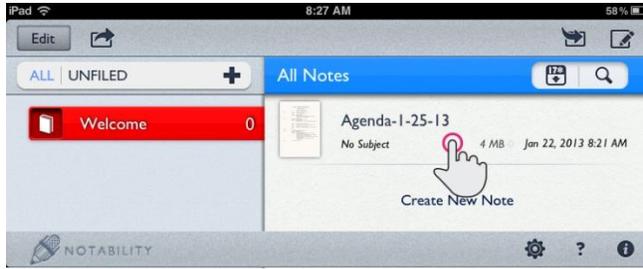


9. This view displays all of your Notability documents.

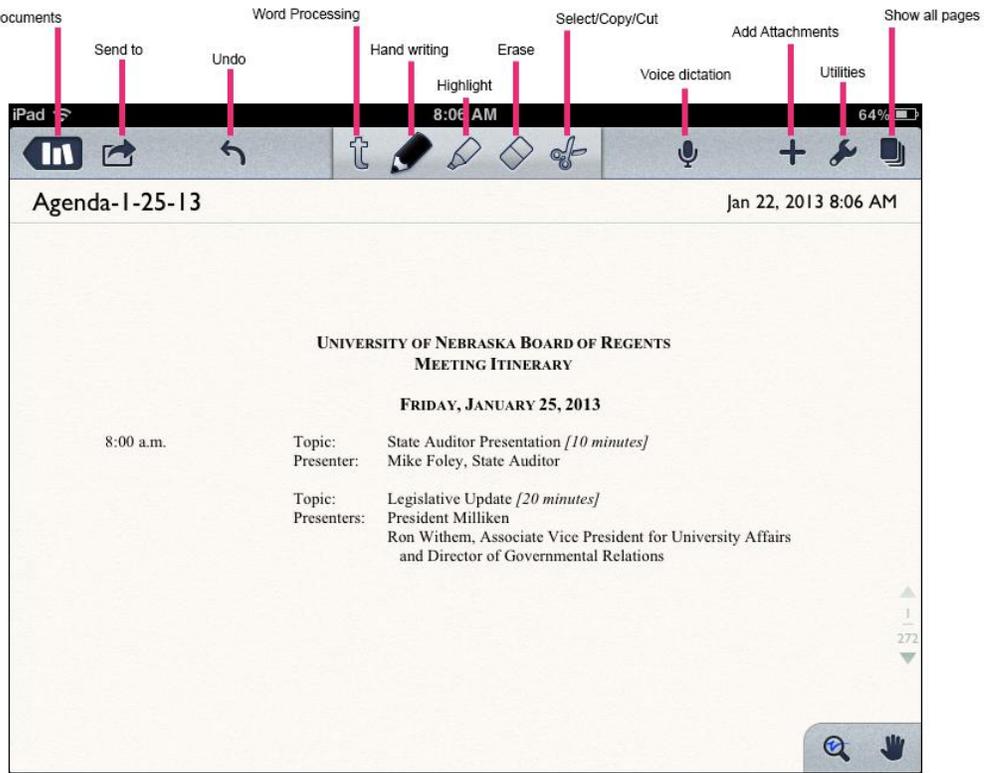


Annotating in Notability

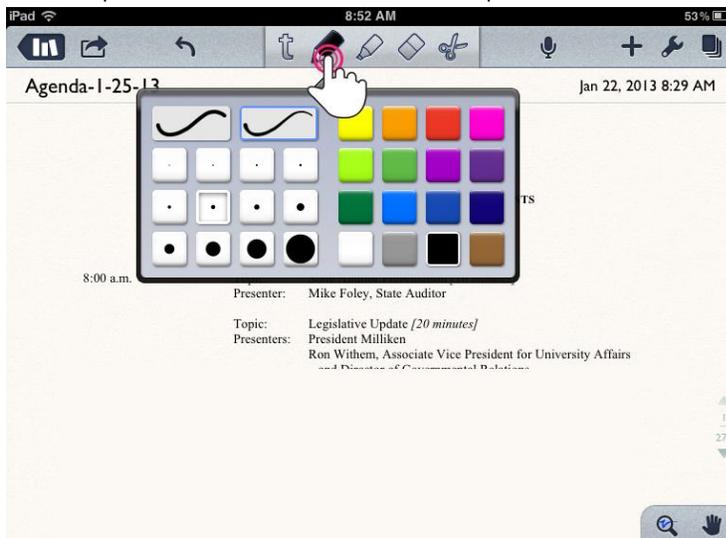
1. Tap the PDF you wish to annotate.



2. Notability offers several ways to annotate a document. Tap on one to start annotating your document.



3. Double-tap on an annotation tool for additional options.

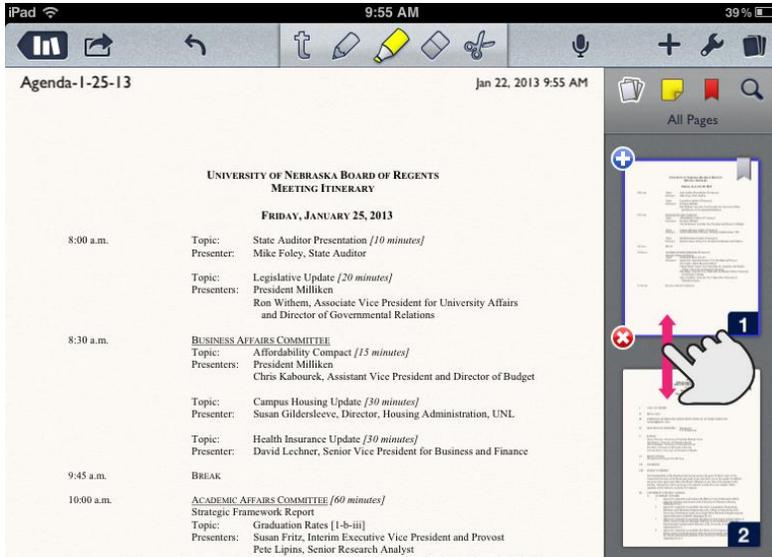


Note: For tools already selected, you only need to tap once for additional options.

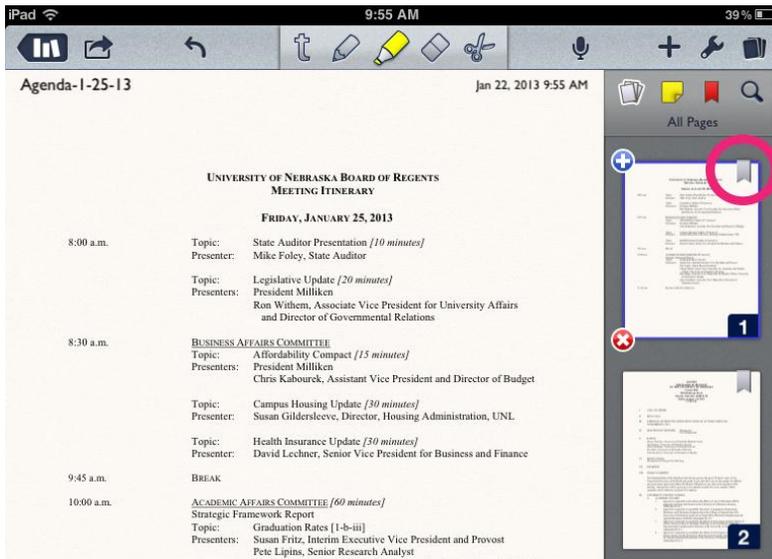
4. Tap  to view thumbnails of all of the pages of the document.



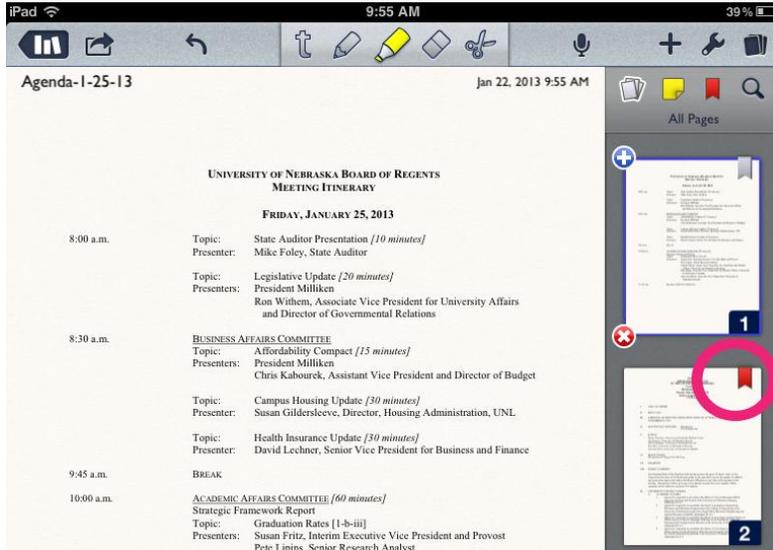
5. Use your fingertip to scroll through the pages.



6. Tap  on a page to Bookmark that page.



7. When a page is bookmarked, the tab becomes red.



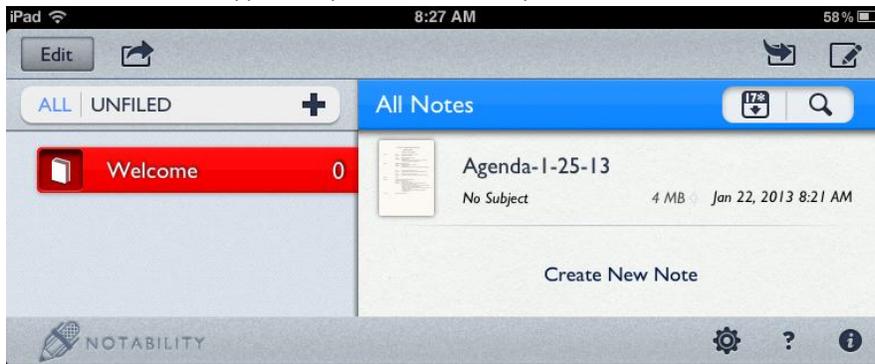
8. Tap  to close the thumbnails view.



9. Once you have completed annotating your document, tap  to save your annotations.

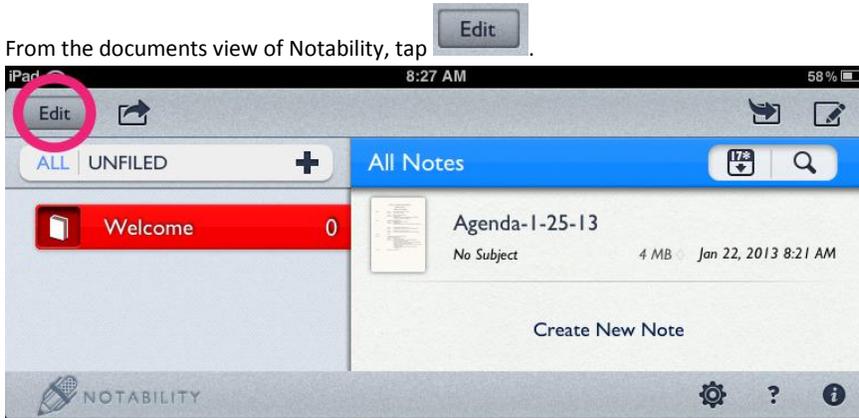


10. Your saved document appears in your list of Notability documents.

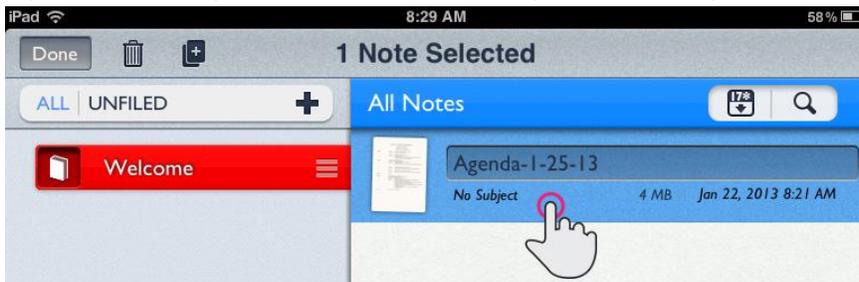


Deleting a document from Notability

1. From the documents view of Notability, tap



2. Tap the document(s) you want to delete. To show they are selected, they turn blue.



3. Tap the



4. Tap **Delete** when asked to confirm deletion of this document.

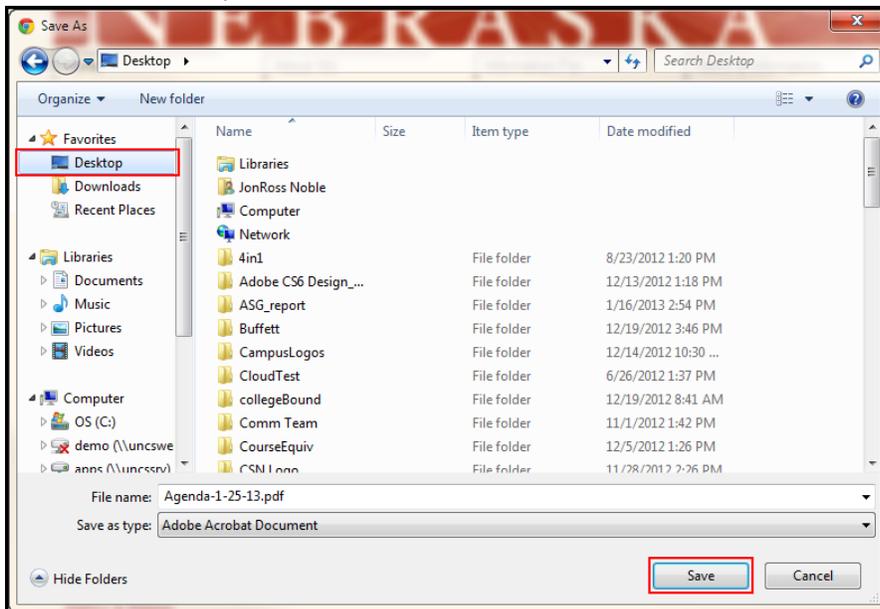


Saving a PDF to your computer

1. To access the Board of Regents Agenda, Open your web browser and goto <http://go.nebraska.edu/bor>
2. Right-click on the agenda you would like to open, then click **Save link as...**



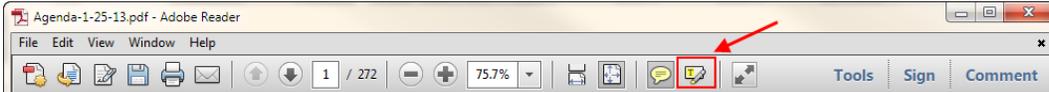
3. Select the destination you would like to save the PDF, then click **Save**.



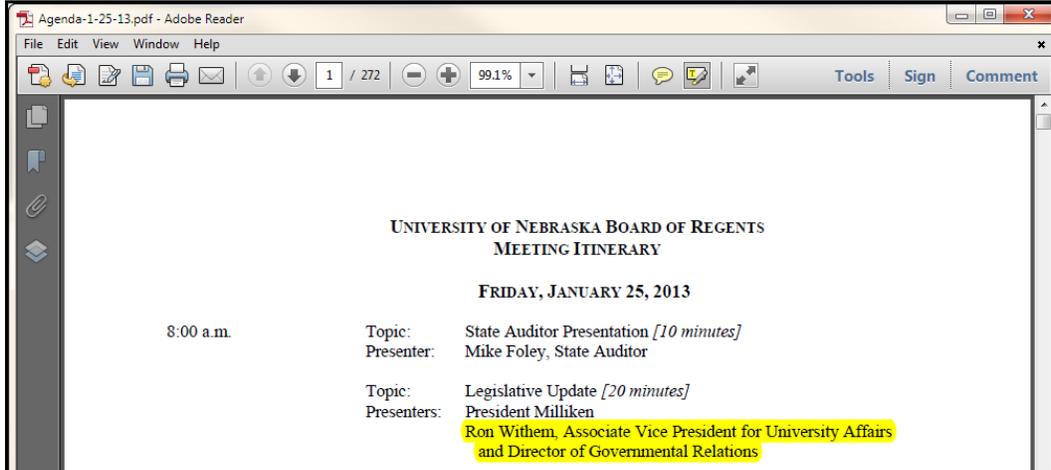
4. Navigate to where you saved the PDF, then double click the PDF to open it in Adobe Acrobat.

Annotating a PDF on your computer

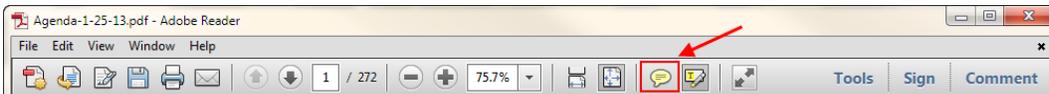
1. Click  to highlight text within the document. Use your mouse to highlight any text within the document.



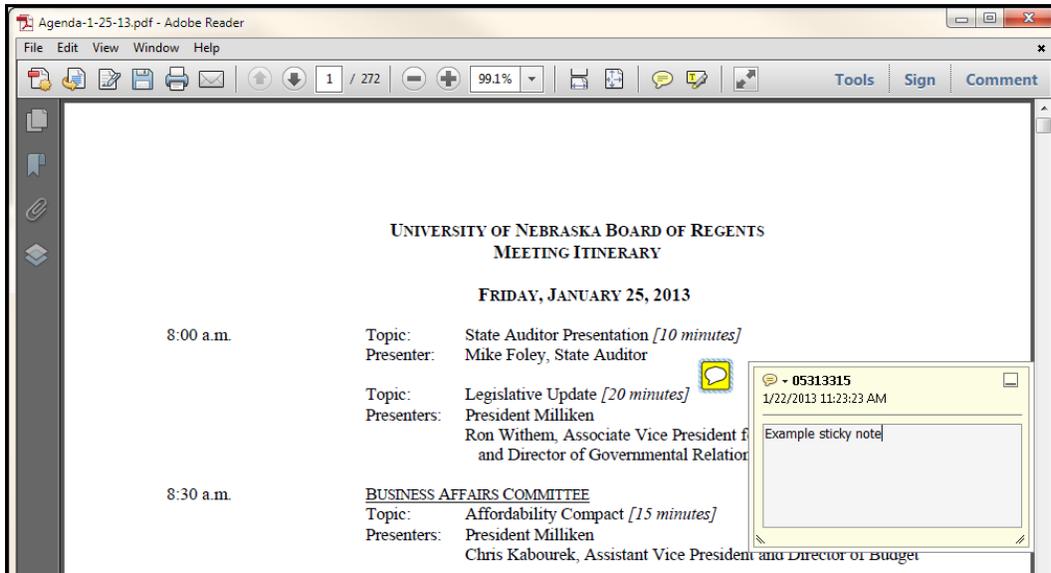
Example of highlighted text:



2. Click  to add sticky notes within the document. Click anywhere in the document to add a sticky note.



Example of a sticky note:



3. Click  to save the annotations you added to your document. Next time you open the document, the annotations will remain.

