



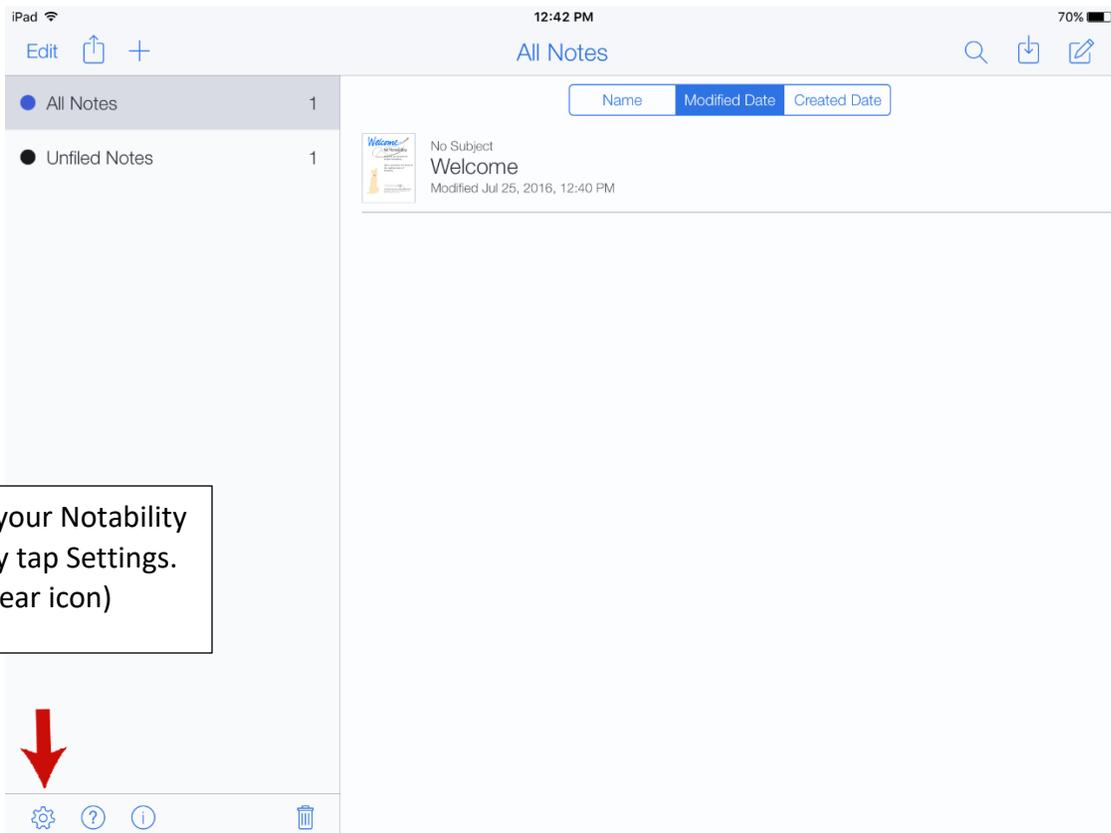
Don't Lose your Notability Documents: Set up Notability Auto-backup to your Box account

Notability can be setup to automatically backup your documents (notes) to your Box account. Whenever you close a document by returning to the Notability library the document that you are closing will be backed up. In the lower left corner of the library it will indicate that it is backing up the document along with a status dial (see image below)

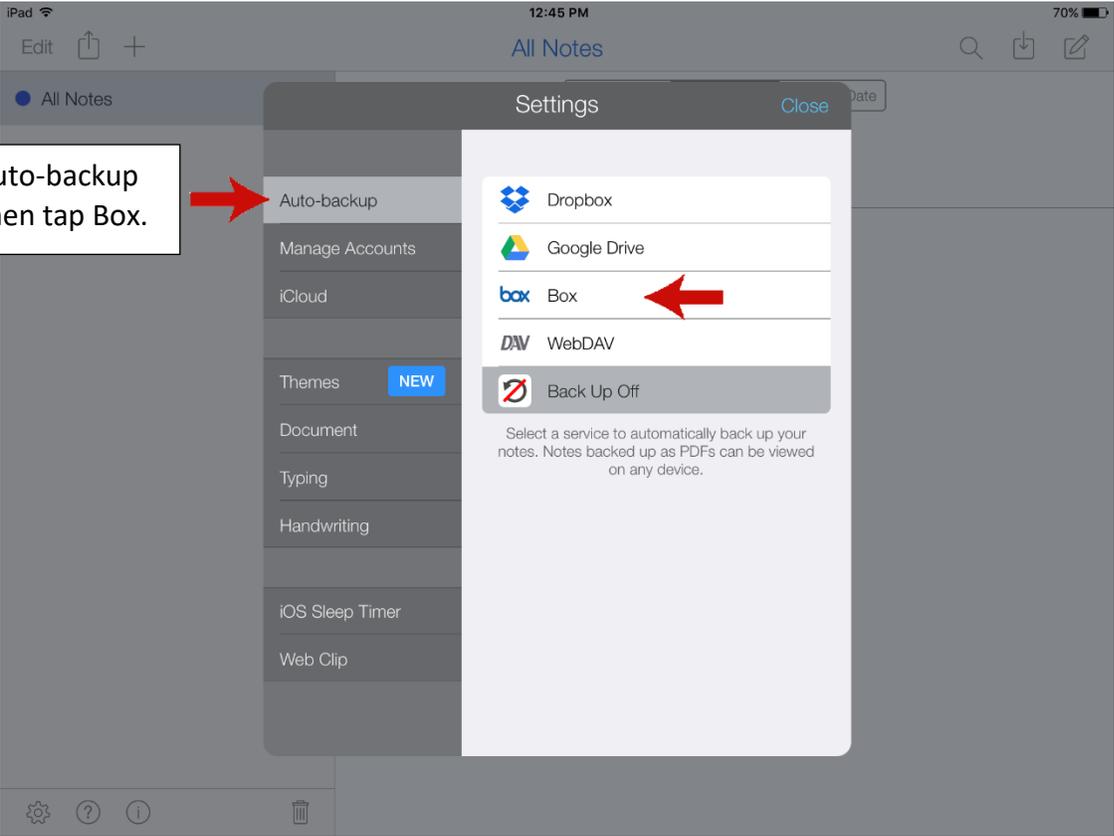


Once you've configured Auto Backup it is important to confirm\verify that it is working. Make some test changes to a note and then checking the backed up copy in Box to ensure that the corresponding file received the change. Additionally, consider testing it periodically to confirm that it is working. There is no reason to think that it won't continue to work, however, the comfort that knowing you're data is backed up is worth the time of ensuring it is. Remember, if it is worth backing up, it's worth verifying.

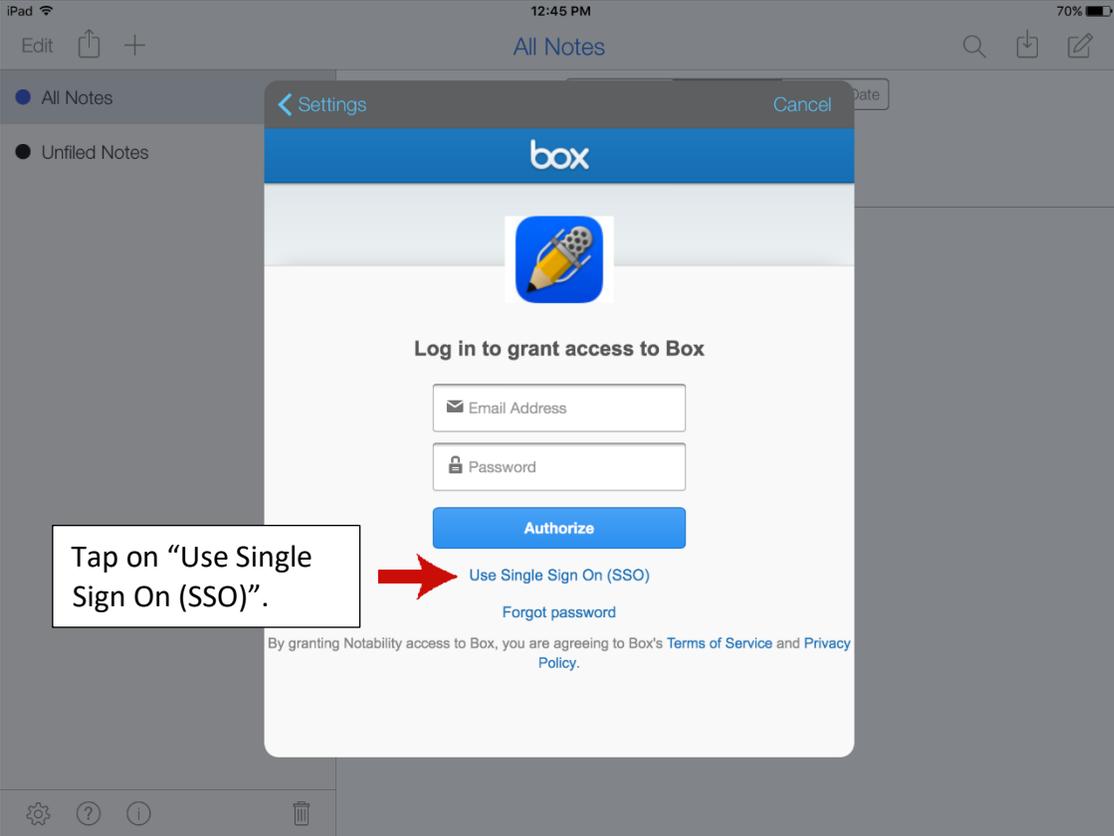
To enable Auto-backup

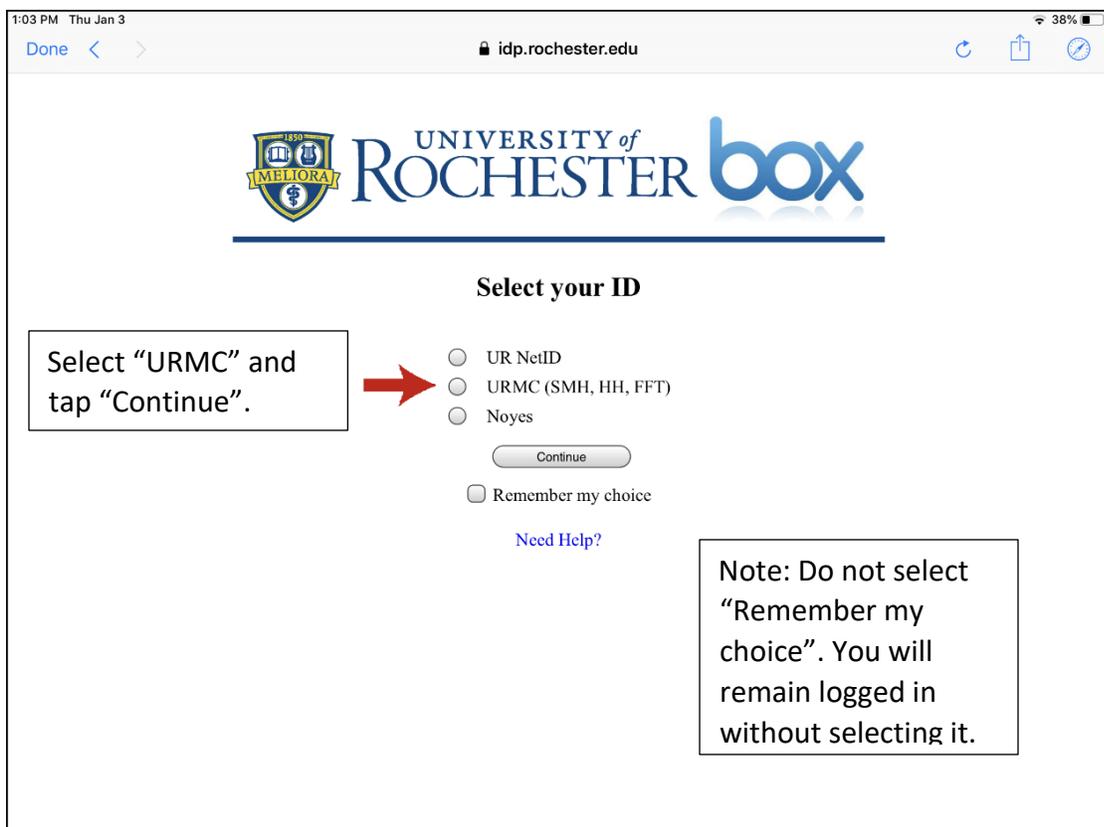
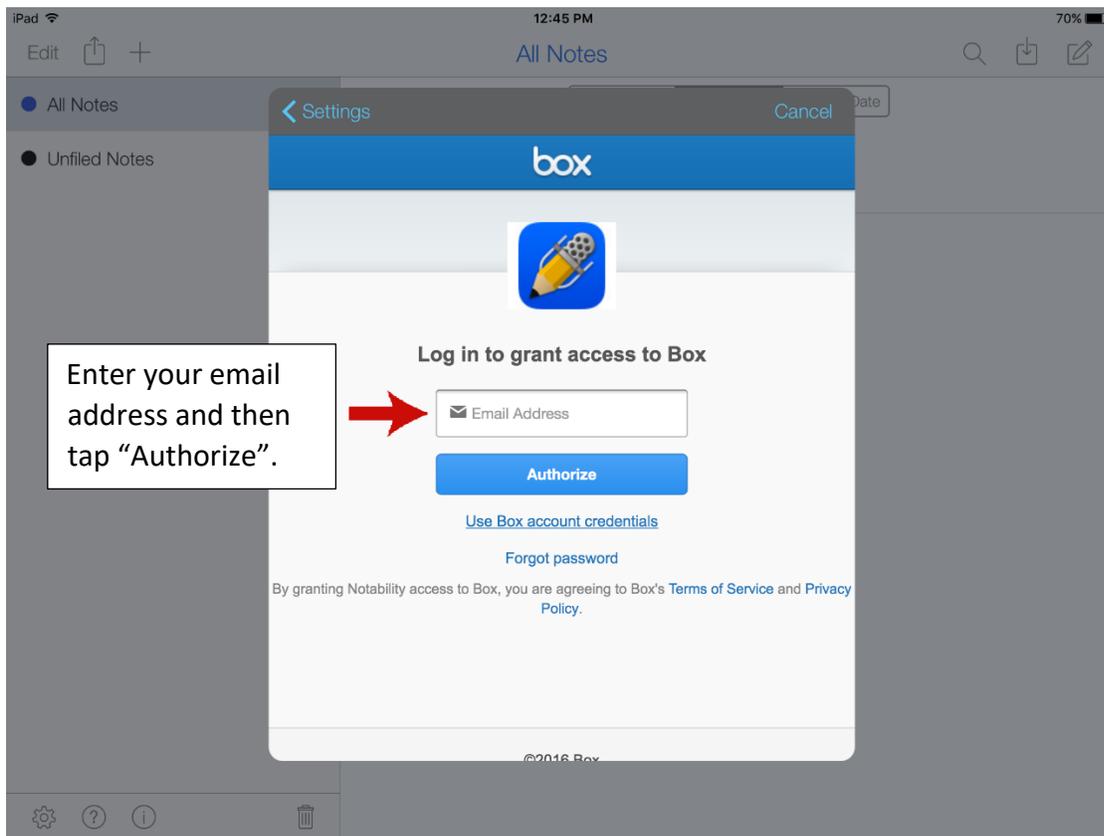


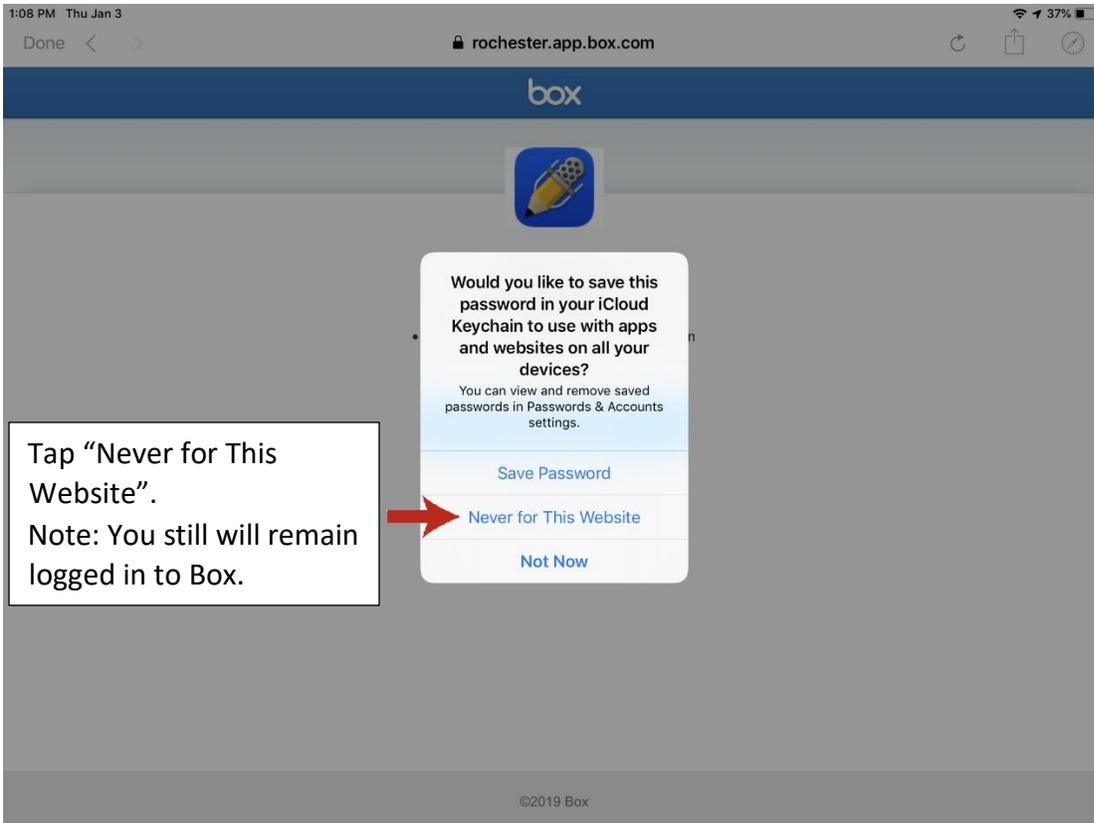
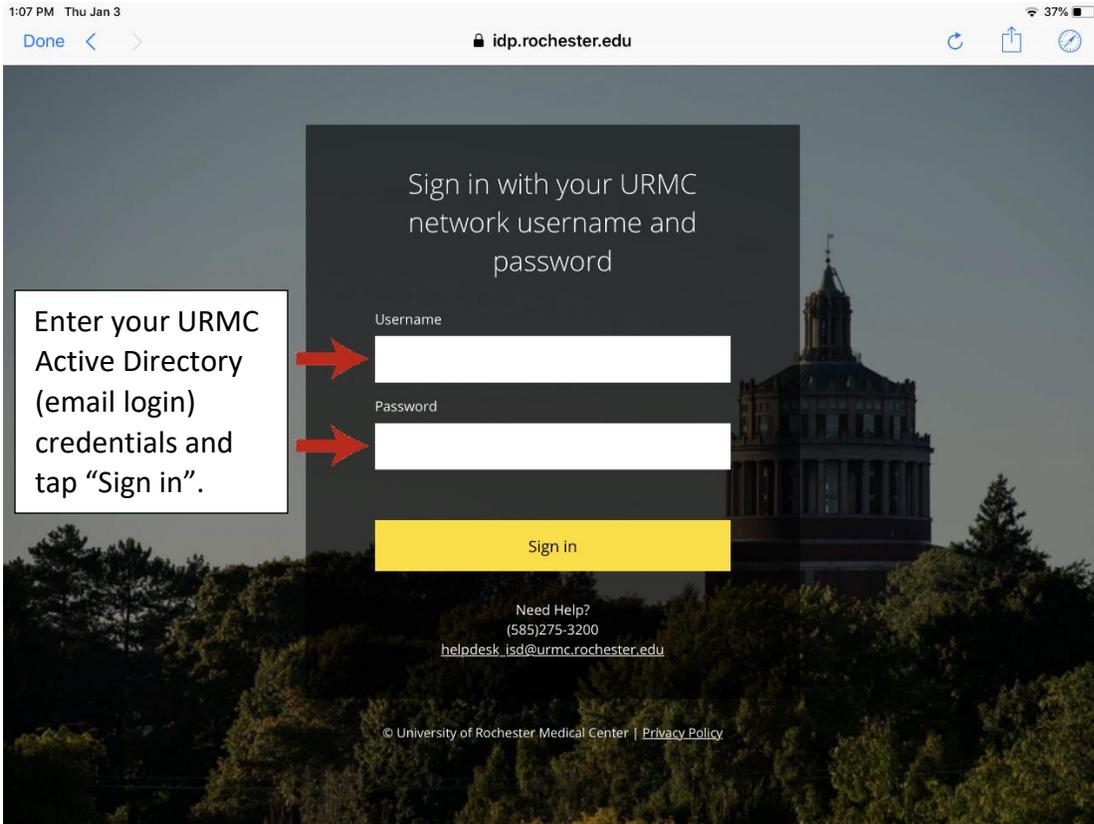
Tap Auto-backup and then tap Box.

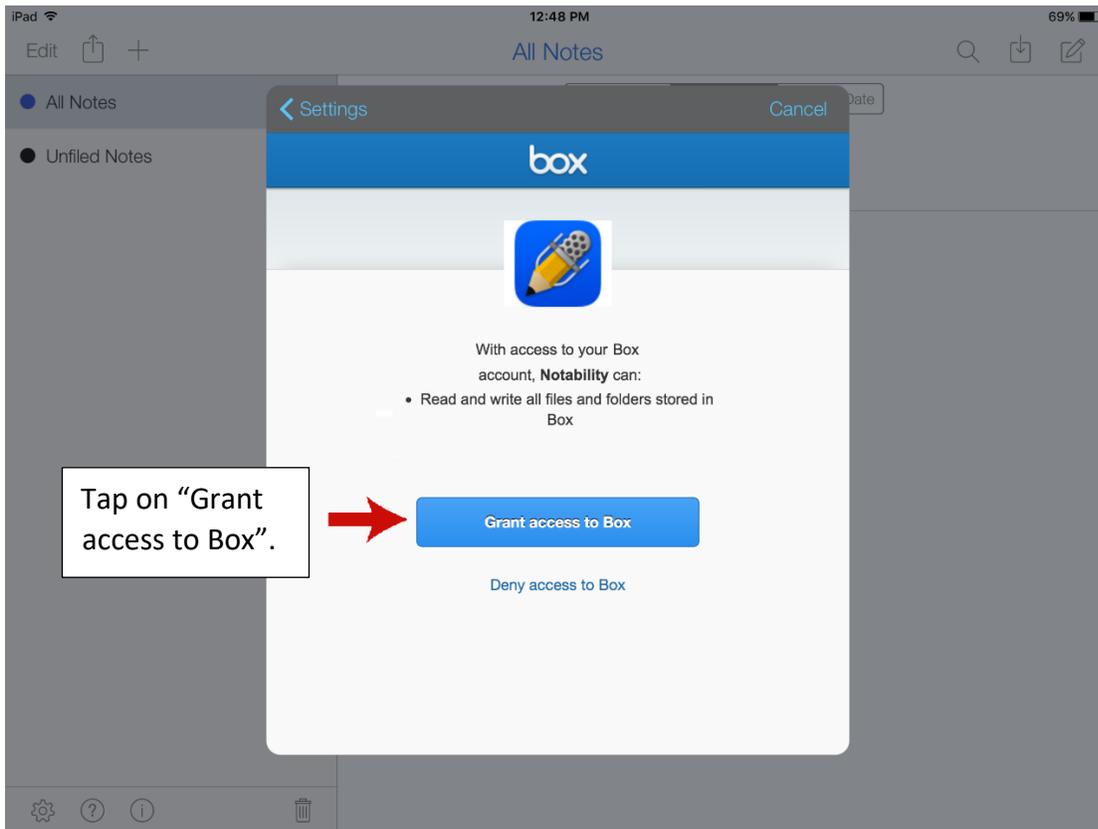


Tap on "Use Single Sign On (SSO)".

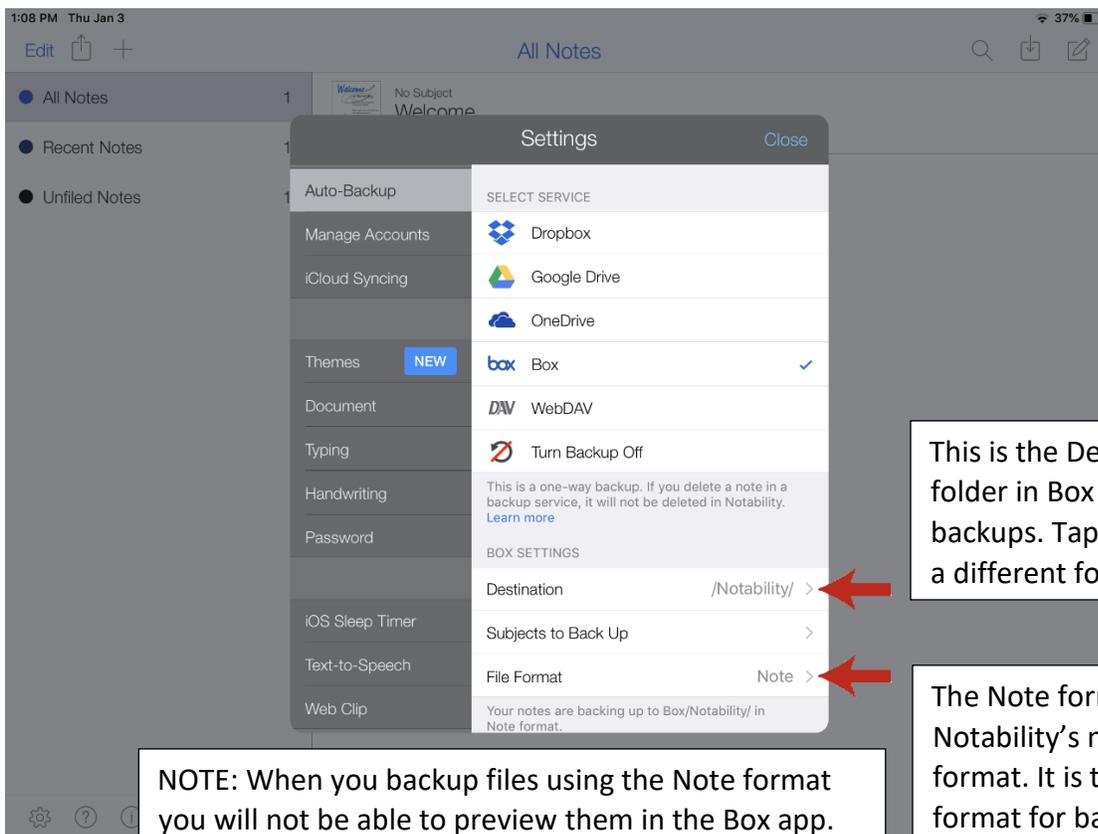








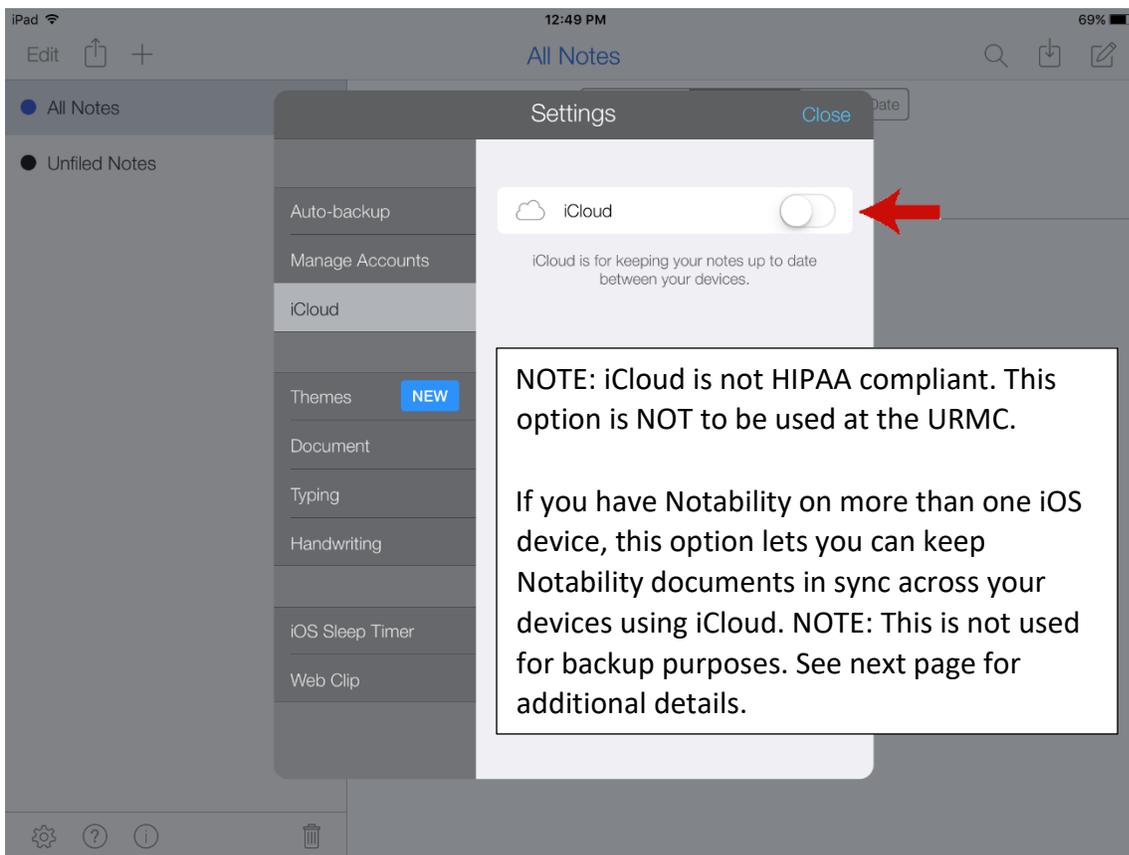
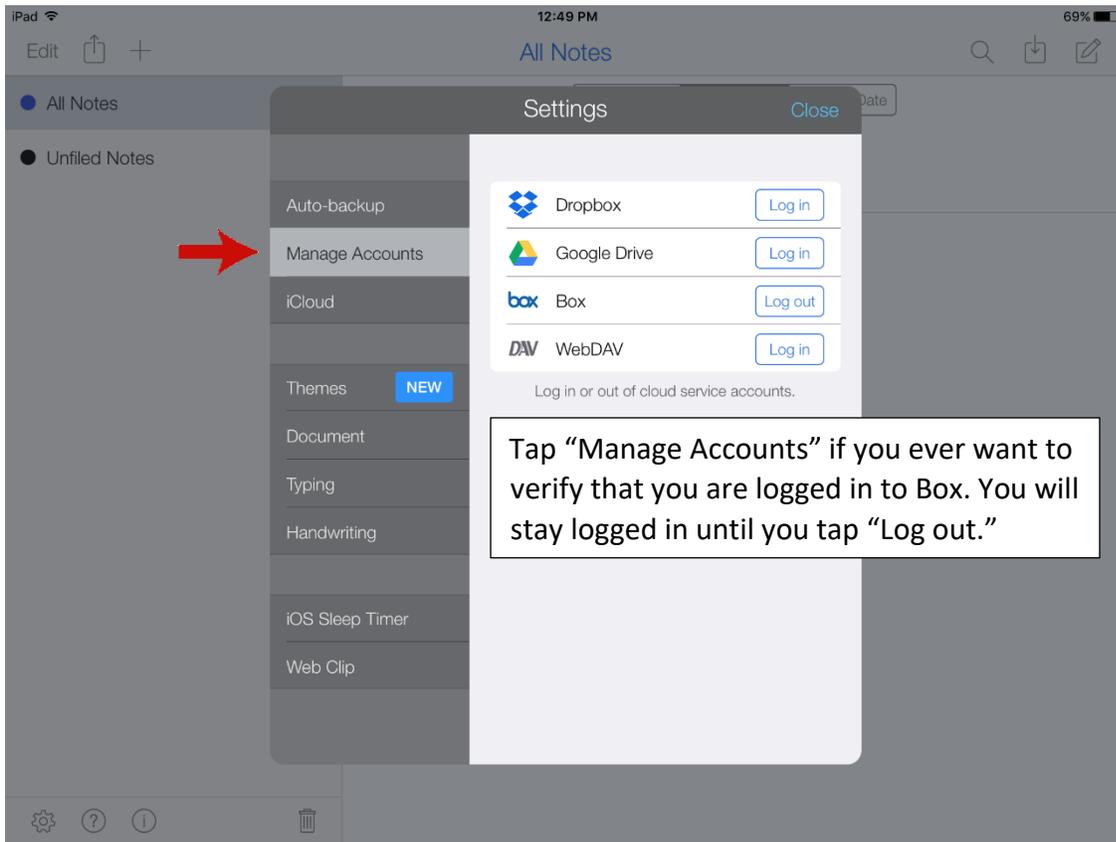
Tap on "Grant access to Box".



This is the Destination folder in Box for your backups. Tap to select a different folder.

The Note format is Notability's native format. It is the best format for backing up and sharing with other Notability users. Tap to see other options.

NOTE: When you backup files using the Note format you will not be able to preview them in the Box app. Box is not able to render the Note file format. To view them from the Box app you will need to select  "Open In" and choose Notability.



Per the Notability Support site:

iCloud is NOT meant to be used as a method of backing up your notes. **The iCloud feature in Notability is meant to be used to update and move notes between your devices.** While notes are stored to a certain degree, this is mainly to move the notes between two or more devices (like an iPad and iPhone). If you only plan to use Notability on one device, iCloud should not be turned on. Please keep in mind, when iCloud is activated for two or more devices, deleting a note on one device deletes it from ALL devices.

Auto-backup will automatically back up your notes to your Box account. Whether you choose to turn iCloud on or not, we strongly suggest turning on auto-backup so you have your notes stored securely in another location. This way, you can restore your notes in case of accidental deletion or loss of files.

Are you affiliated with the URMCC \ Rochester.Edu and need help with Notability? Please contact the Miner Library Computing Center.
Call 585-275-6865, visit 1-6051, or email ccdesk@urmc.rochester.edu
www.urmc.edu/miner