



*How To Organize*

# *Notability*

*Grade Student Edition*



# Basics

Dividers: Dividers are used to separate subjects. You can think of them as your school binder.

Subjects: Subjects are used to store your notes. These can be thought of as folders inside your binder.

## notes

- You are able to put dividers inside of other dividers, but you can not put a subject inside a subject.
- When you are adding dividers or subjects, you must be careful where you place them, or your entire setup could be ruined!
- \*This may take a while\* You should consider locking the most important, if not all, of your subjects.
- When the miniature arrow next to the divider is down, you will be able to see the subjects. When it is pointing right, you are unable to see the subjects, but they are there!

# Steps

## First...

Make your first dividers for your school (you can save notes from previous schools that are important)

- ▶ Elementary School
- ▶ Middle School
- ▶ High School

## Next...

Open the dividers and add more, depending on how many grades there are in that school.

- ▼ Elementary School
  - ▶ 1st Grade
  - ▶ 2nd Grade
  - ▶ 3rd Grade
  - ▶ 4th Grade
  - ▶ 5th grade
- ▼ Middle School
  - ▶ 6th Grade
  - ▶ 7th Grade
  - ▶ 8th Grade
- ▶ High School

# Then...

Add 3 more dividers for your classes (mathematics, english, etc.), unified art/ specials (art, physical education, etc.), and music (band, orchestra, chorus, etc.)

## ▼ Middle School

### ▼ 6th Grade

- ▶ Classes
- ▶ Unified Art/ Special
- ▶ Music

# Finally...

It's your turn! Add subjects that uniquely fit you! You can adjust the color and name of the subject by pressing the "edit" button and press the settings icon next to the subject name. And most importantly, have fun with it!

Thank You 