https://support.gingerlabs.com/hc/en-us/articles/206031287-Importing-Exporting-and-Sharing-Notes-Mac-

Here we address some additional issues of particular interest if you want to import multiple documents or are **moving from another Note Application** (including Apples standard Notebook or Evernote).

What the Notability import instructions linked above doesn't mention is that you can **drag and drop multiple files at once into Notability** and it **automatically creates multiple notes in the subject area you drop them into**. This can get very messy very quickly.

SO, If you haven't already create a filing system in Notability using dividers and subjects before importing.
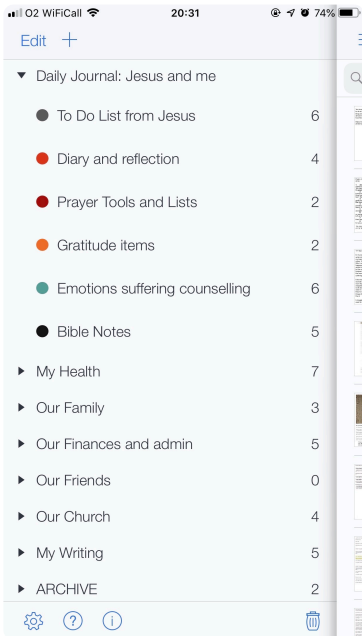
Here is my example as it currently stands with one of the dividers open. If I was using Notability for work I would have a "**My Job"** divider too.

Think of it as your life mapped in front of you. I started with my inner life.

It may seem a bit eccentric to you, but my own system is to start with the personal (and my daily To Do List area) and move out by concentric circles to my family, my finances, my friends, my church, and my writing.

You can have whatever system YOU want. But do create a system that is easy to navigate.

If you plan on importing lots of notes or documents that are not already categorised in some way (e.g. you don't save your documents in an orderly folder system) you may want to have an **ARCHIVE** section where you can leave notes that you will probably never get round to organising, but they will still show up in searches.

If you don't remember where you dropped a set of imported notes, just click **all notes in the list** and ensure it is **sorted by date modified** and you will find the new ones and can easily move them by drag and drop.

Note that importing some file types create a type of **notes which are essentially PDFs** where the **text will be searchable and you can annotate / highlight** on top of the existing document. BUT you **cannot directly edit the text.** (It is usually possible however to recover the text by selecting it, then creating another note and pasting the text into the body of that new note)

IMPORTING A WEBPAGE FROM Safari on MAC

You can send the web page you are visiting to Notability (make sure to click "reader view" first https://www.nytimes.com/2017/02/14/technology/personaltech/safari-reader.html) You can then send to Notability as a PDF via the print menu in Safari.
The first time you do this you need to **set it up via the instructions here**: https://support.gingerlabs.com/hc/en-us/articles/229153567-Sending-Pages-from-Safari-to-Notability-Mac-

This also works in any other application you can print from (word, powerpoint, Pages, etc)

NB IF YOU WANT TO BE ABLE TO EDIT YOUR IMPORTED TEXT AND NOT JUST HIGHLIGHT OR ANNOTATE

In safari and elsewhere it's sometimes better to copy a clip of text and paste it into a Notability Note if that's what you want rather than clicking "send to" notability on the iPhone or via the print-PDF menu on the Mac

On the iPhone I have found **in some apps the "Share" function works from an app to Notability**. If the result doesn't seem right then you should instead again **just click copy instead and paste** the text into a note.

Dragging and dropping **certain file formats, particularly "Rich text" and "plain text"** will create a note you can edit the actual text.

If you have documents already eg in **WORD PDF or POWERPOINT** that you want to **import into notability as editable notes** you can do a batch convert of these files into RTF. See e.g. https://doxillion-free-mac-document-converter.en.softonic.com/mac

HOWEVER note that this will LOSE any graphic images you have in the documents and if you want to maintain pictures etc you should instead import in the native file format (PDF, PPT, DOC, WORD files etc can all be dragged and dropped into Notability and will create the PDF not editable notes we mentioned**.**

MOVING NOTES FROM AN EXTERNAL NOTE DATABASE

You must create a good simple filing system in Notability or it will get confusing as I mentioned earlier. I know it's sucks. But this is critical.

Create an **Archive divide** and a subject for "**Old Apple Notes"** or "**Old Evernote**" as I am afraid that its possible you may lose any folder structure, or not figure out how to retain it.

If you want to retain your folder structures from another system try and **EXPORT ONE FOLDER AT A TIME** if that is possible. That way you can import those notes into the correct place in Notability. NB there may be other ways of maintaining these folder structures (e.g. I don't know if some of these export tools may be able to be set up to allow you to create their notes files in folders that maintain the structure. There is likely to be some trial and error to get this right.

MOVING FROM EVERNOTE TO NOTABILITY

I have not done this myself, but it really sounds like the easiest way is to **first move from Evernote to Apple Notes** as explained on this page: https://lifehacker.com/how-to-jump-ship-from-evernote-and-take-your-data-with-1782841075

Its basically a two step process:

1. Export each Evernote note book separately as an ENEX file.

2. Import into Apple Notes

Once you have this done you can **then export your Apple Notes database using the method below**.

MOVING FROM APPLE NOTES TO NOTABILITY

To get your old iOS notes in to the new system. Use the **Exporter App** on a Mac (do check that you have first checked that your iCloud syncing of your notes between devices has been working). https://itunes.apple.com/gb/app/exporter/id1099120373?mt=12

You know you have figured this out right if you see the image to the right showing the percentage complete. You should then be able to find a list of files that looks something like this and can simply drag and drop the lot into Notability and cross your fingers!
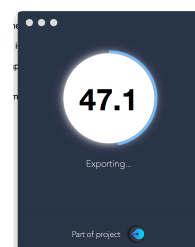
Name	Date Modified	Size	Kind	Date Added
You're never gonna let me down.md	10 Sep 2017 at 11:58	52 bytes	Markdo...ument	Today at 01:49
Yes you are right- It is very h...ist the urge to judge the....md	19 Nov 2018 at 22:22	2 KB	Markdo...ument	Today at 01:45
Yes ask to have your vitamin...ked- They may well do a....md	30 Jan 2018 at 08:17	927 bytes	Markdo...ument	Today at 01:49
X differences between the P...d modern worship songs-.md	3 Sep 2015 at 08:59	2 KB	Markdo...ument	Today at 01:52
wzal KLM lllllllkklllllzlzaAWW...ge no saladplllllplllmmmml....md	30 Aug 2014 at 18:04	105 bytes	Markdo...ument	Today at 01:54
Write an article on giving blo...arrow etc- Ultimate self....md	5 Jun 2018 at 01:03	83 bytes	Markdo...ument	Today at 01:47
Wrench wheel brace 19 mm.md	26 Nov 2014 at 14:45	27 bytes	Markdo...ument	Today at 01:53
Would preaching like Jesus f...pulpit search committee-.md	11 Mar 2017 at 14:21	3 KB	Markdo...ument	Today at 01:50
Worship.md	14 Apr 2018 at 15:07	619 bytes	Markdo...ument	Today at 01:48
Words from God.md	25 Nov 2018 at 11:31	6 KB	Markdo...ument	Today at 01:44
With an O2 Family account, y...ss to Qustodio Premium....md	9 Jul 2018 at 11:21	73 bytes	Markdo...ument	Today at 01:47
Winsome.md	27 Sep 2015 at 18:56	71 bytes	Markdo...ument	Today at 01:52
Why I am still an evangelical.md	24 Jul 2015 at 08:10	7 KB	Markdo...ument	Today at 01:52

You will note that the "Date Modified" date matches the date you last modified the note in Apple Notes. Unfortunately this gets lost during the import process.

HOWEVER, If you are most interested in finding the most recent of your old notes, in the Notability menu in Mac simply click **View - Sort Notes - Modified Date** On the iPhone this can be done by scrolling past the top of the list and clicking sort -modified date

Your old notes will now actually be sorted in date order but the OPPOSITE to all your other folders the newest will be at the BOTTOM as for some reason the import process starts with the newest files and works backwards!

MOVING YOUR OLD TWEETS INTO NOTABILITY

If you want Notability to be like your own personal hive mind and to be able to find your old pithy sayings and links to web pages you once thought interesting enough to tweet about you can even create a Note Page that will contain your old tweets. Great for searching for stuff that really matters to you. Moving forward I may well use Notability to draft certain Tweets so I may or may not do it, but it is handy when it comes to searching for old stuff.

I have also imported certain PDF versions of old articles that I have either written myself, or materials I have downloaded from elsewhere. It is possible to easily share your notes with others you want to so building up an ever larger database. It really is up to you how you use this tool.

Importing your own Tweets into Notability in bulk is simple but requires another external tool.

I used Twdocs. https://www.twdocs.com/

Steps I used

1. Authorise for Twitter.
2. Use the following advanced options (you can fiddle but I think this is optimum) to define your download file. NB you want a TEXT file.
3. Download the result which will be left one *text* file of up to 3300 tweets
4. If desired manually break that file up into years and give the files the names you want (I skipped this step and ended up with a single note which suited my purposes fine)
5. Drag and drop the document into Natability.

PDF based Twitter Hack

The first method mentioned will only download your last 3200 tweets. If you have a lot more than that, there is another hack which involves a clever search string on Twitter.com.

For me, as I wanted to see Tweets before the last date in the text import I had completed I simply pasted the following into the twitter search box:

from:adrianwarnock since:2010-01-01 until:2010-12-01

Then keep scrolling down till Safari has loaded the whole page, select all, copy and then paste into a blank document in the little used standard app called TextEdit. Save the file as "RTF with attachments" and import that into Notability. This method is a bit messy and I recommend instead the twdocs app.