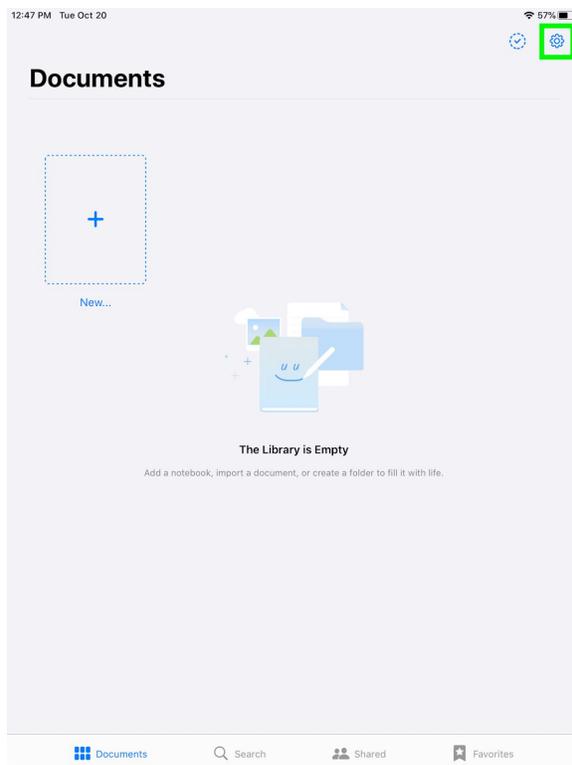


## Importing Documents from GoodNotes 4 to GoodNotes 5

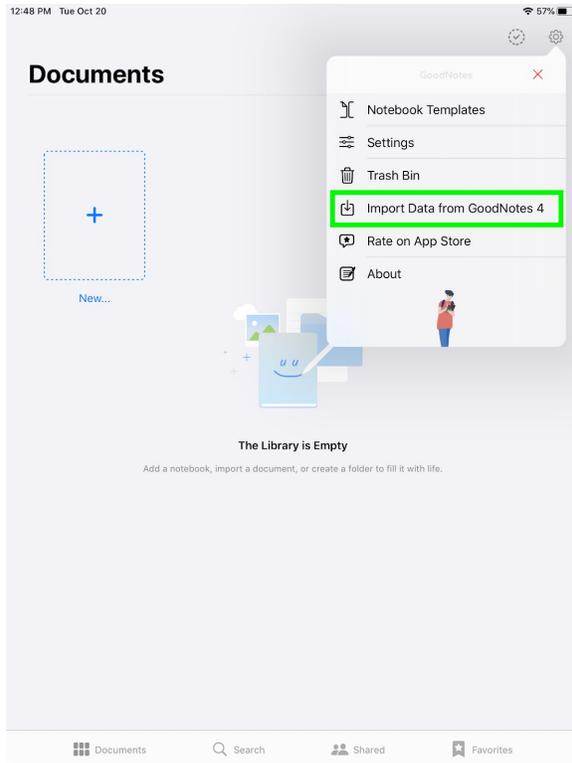


**\*Do not delete GoodNotes 4 before backing up your files to GoodNotes 5!\***

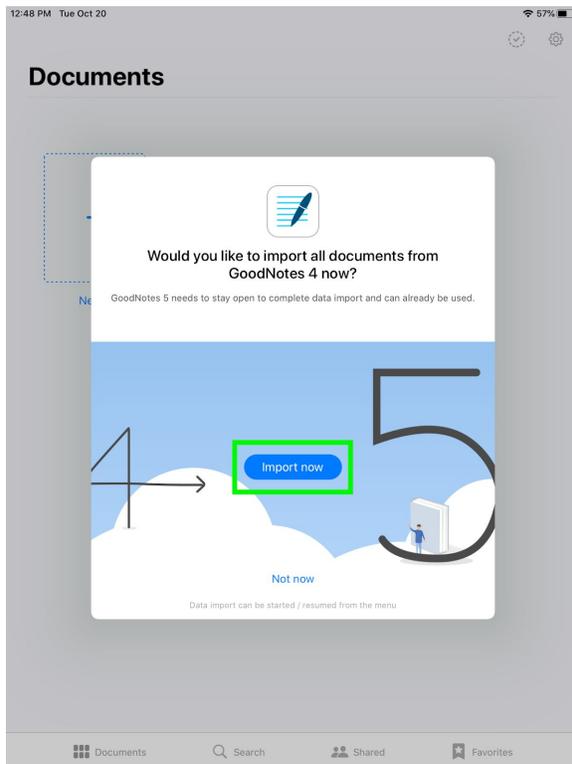
Both GoodNotes 4 and GoodNotes 5 must be installed on your iPad to use this method.



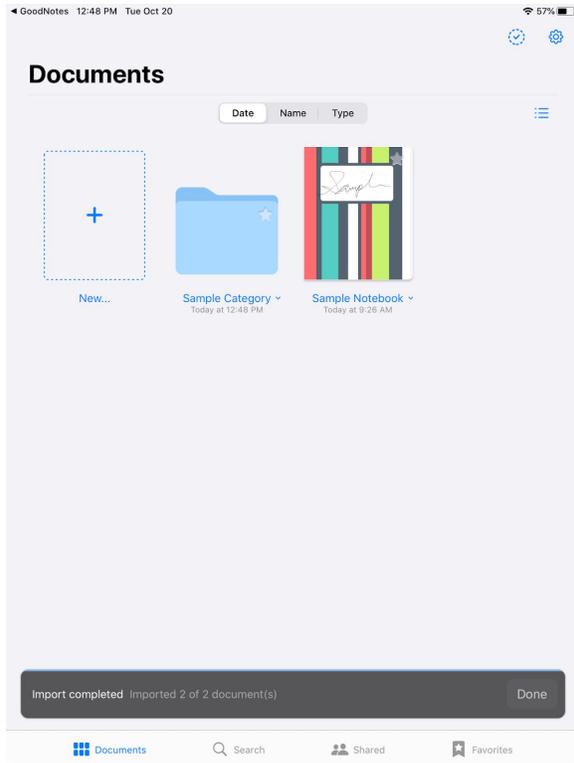
1. With GoodNotes 5 open, tap on the gear icon in the upper right corner to open the **Settings** menu.



2. From the dropdown menu, tap on **Import Data from GoodNotes 4.**



3. Tap on **Import Now.**



4. Your notebooks and categories will import automatically from GoodNotes 4 to GoodNotes 5 (categories will be converted into folders).