## 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.

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

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

3. Tap on Import Now.

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