



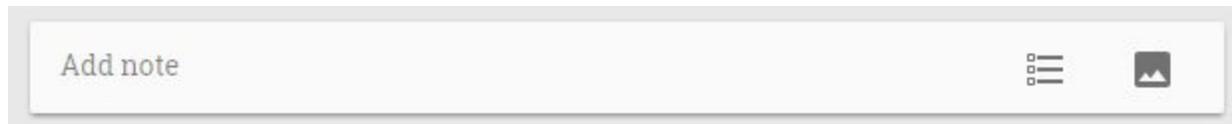
Google Keep is a great organization and planning tool. Keep yourself on the right track using this simple and versatile tool!

What is a Google Keep Note?

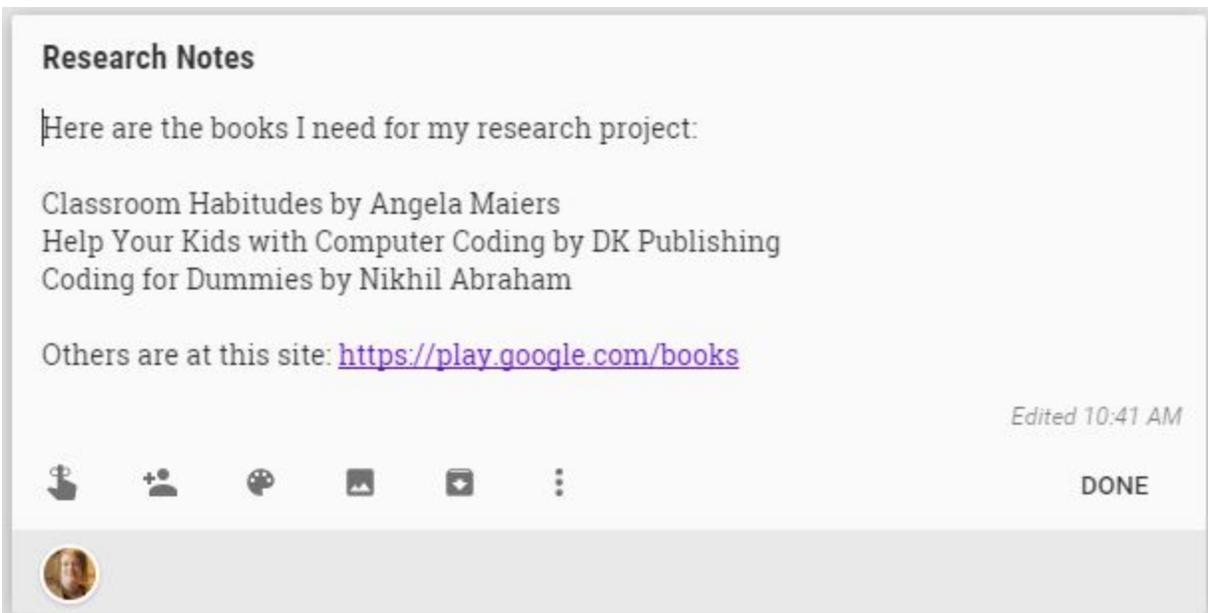
A note is a sort of digital sticky note, but is more dynamic and versatile. Notes can be made up of text, lists, photos and audio. They can be individual or collaborative.

Creating a Text Note

1. Creating a note with text is as easy as clicking into the **Add Note** field.

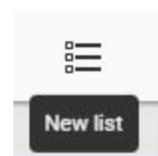


2. Type in a **title** for the note and add text into the **Add note** area. (Note: URLs will automatically become links.)
3. Click **Done**.

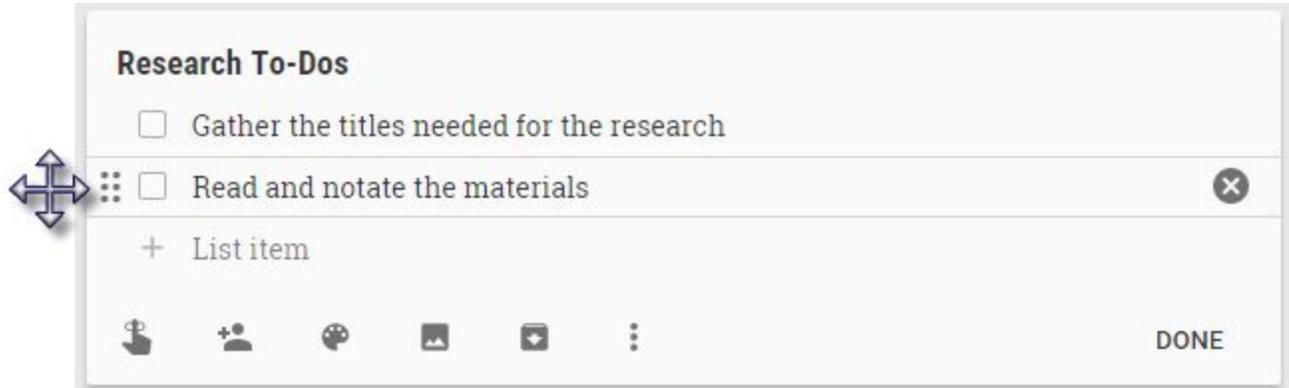


Creating a Checklist Note

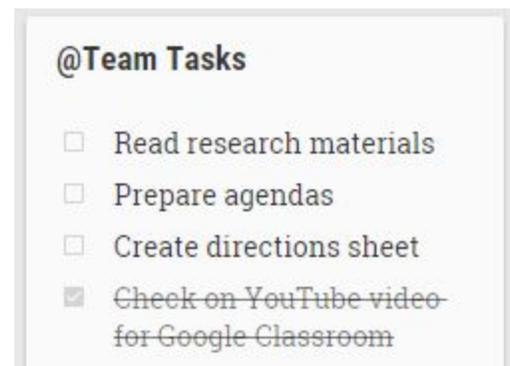
1. To create a note with a checklist, click the **New List** button on the Add note box.
2. Add the **Title** to the list.



- Next to the + sign, enter the **first item** in the list. Another line item is automatically generated for another list item.
- Continue to **add items** to the list.
- If you need to reorder the items, hover over the item to be moved. You will notice 6 dots which create the handle for the list item. Your cursor will become a “**move**” icon. Click and drag the handle and drop to the desired location to reorder the items.

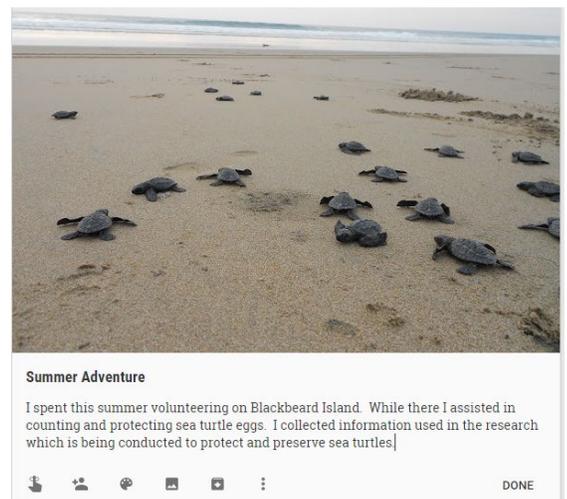
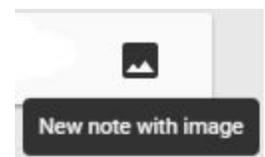


- To **remove** an item from the list, click the X symbol beside the item.
- Click **Done** when finished.
- Once you have clicked Done, the note becomes an active checklist that you can click into the box and check off. The item will then have a checked box and Google Keep will strike out the text. Should you need to remove the checkmark and put it back in the list, simply click the checkmark.



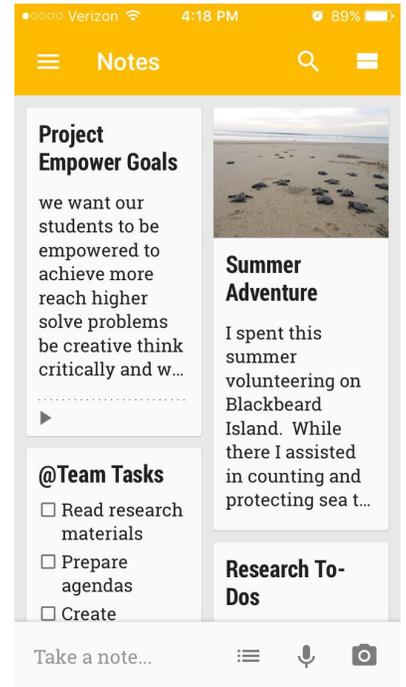
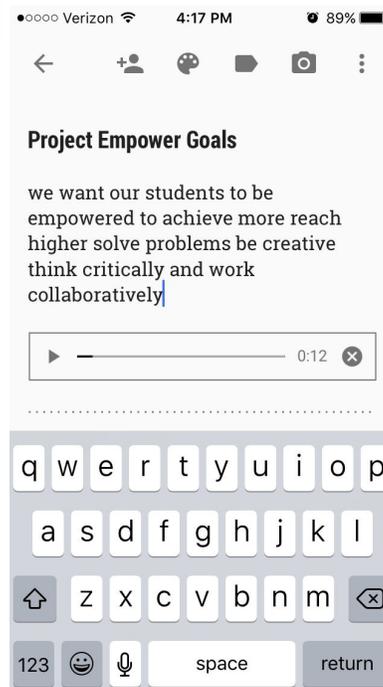
Creating an Image Note

- To creating a note with an image, click the **New Note with Image** button on the Add note box.
- A box will open to search for the saved image. Locate the image and click **Open**.
- As the image uploads, type the **Title** and **note contents** under the image.
- Click Done when finished with editing the note.



Creating an Audio Note (iOS and Android only)

1. From the Keep app, click on the microphone icon.
2. **Speak** the contents of your note. The text will automatically be typed into the note and the audio file will be attached.
3. Type in a **title** for the note.
4. After the note is finished, you can go back and edit the text, if needed. You can play the file on other devices, but can only record on iOS or Android using the app.



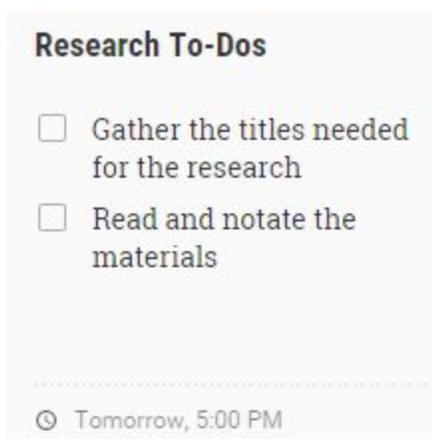
Getting to Know the Keep Icons

The first time a user opens Keep, there are premade items which are examples. These can be edited or deleted. Knowing the icons will help with this:

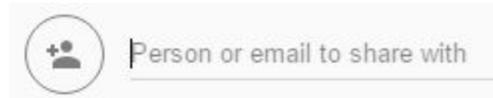
When hovering over a note, a row of tools will appear at the bottom of the note. Here is what these tools do:



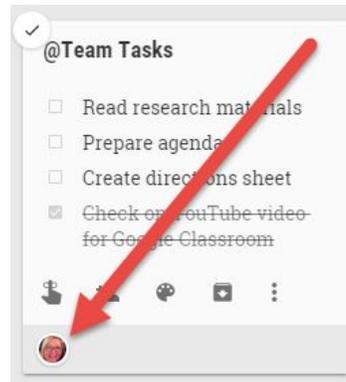
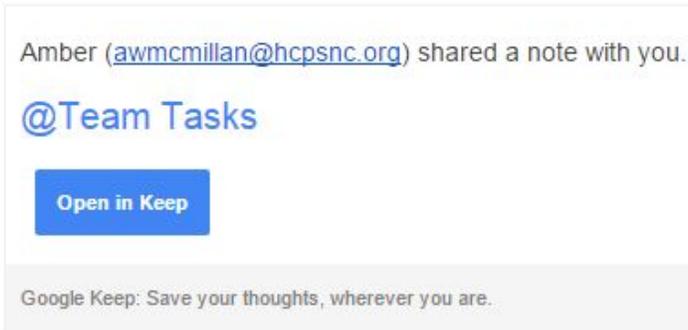
Remind Me: This tool allows you to be reminded on a certain date or time about the contents of the note. You can even create repeating reminders. Reminders will be displayed at the bottom of the note with a clock icon. If you have allowed them, reminders will popup in the browser when the time has come.



Sharing: This tool allows you to share your note with other users for the purpose of editing. Enter a person's name from the Directory, an email address or group name.



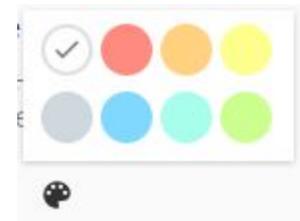
An email will be sent to added names and the note will appear in their Google Keep dashboard.



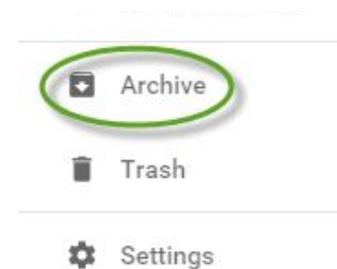
The faces of the users will appear at the bottom of the

note.

Color Palette: Choose the color of your note to help with organization.



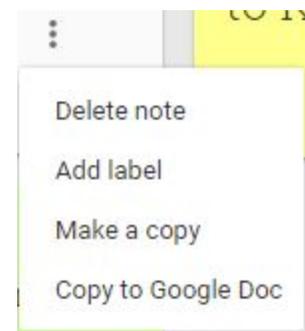
Archive: Just like email, you can archive the note to remove it from your main Keep screen, but not delete it. To view the Archived note, click on the hamburger icon  and choose Archive.



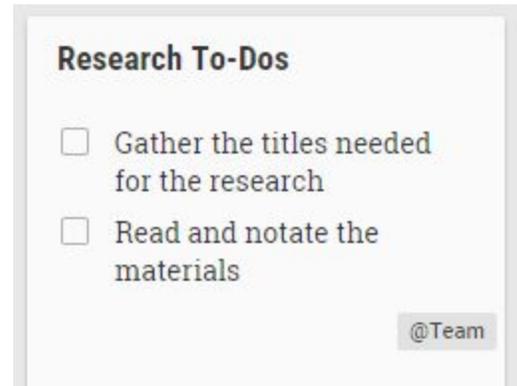
More: In this menu, you can delete, add labels, duplicate, or create a Google Doc with your note.

Delete: These notes go into the Trash and are deleted after 7 days.

Copy: This makes an exact duplicate of a note.

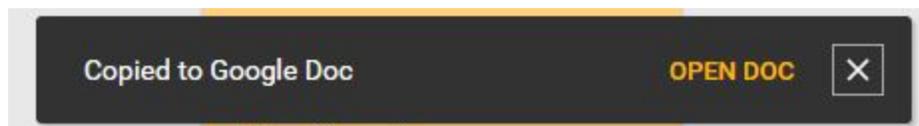


Labels: There are 3 built-in labels for notes: inspirational, work, and personal. You can create new labels to help you organize your notes. After labeling notes, you can click on the label and see only notes associated with that label. This works the same way as in your mailbox.

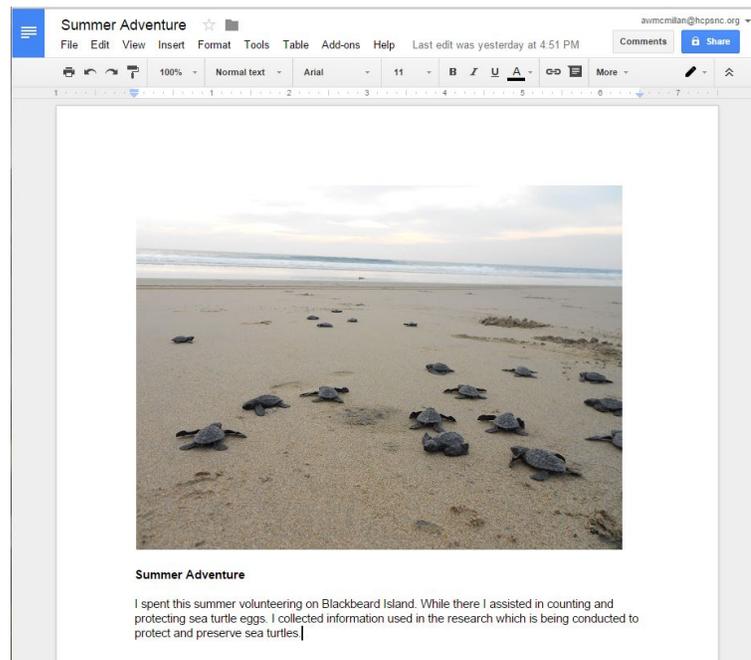


Copy to Google Doc: If you are finding your note is getting too big for Keep or was an idea and has blossomed into something bigger, you can choose to copy your note into a Google Doc.

1. Choose Copy to Google Doc.
2. A message will appear at the bottom left of your screen once this process is complete.
3. Either click on OPEN DOC or you can find the document saved into your main Google Drive container with the same title as your note.



4. Any images, links or text will be in the document. From here you can edit as you would normally in a Google Doc. (Note: Once you have created a Doc from a note, the note will not reflect any changes made on the Doc. This option is used when you no longer need the note.)



Other Menu Options



After you have several notes, you may want to change the layout view of your Notes dashboard. Simply click on the View button to change to a List or Grid view.



If you need to see the latest version of your Google Keep dashboard, click on the Refresh icon.



The Hamburger Menu offers many options:

