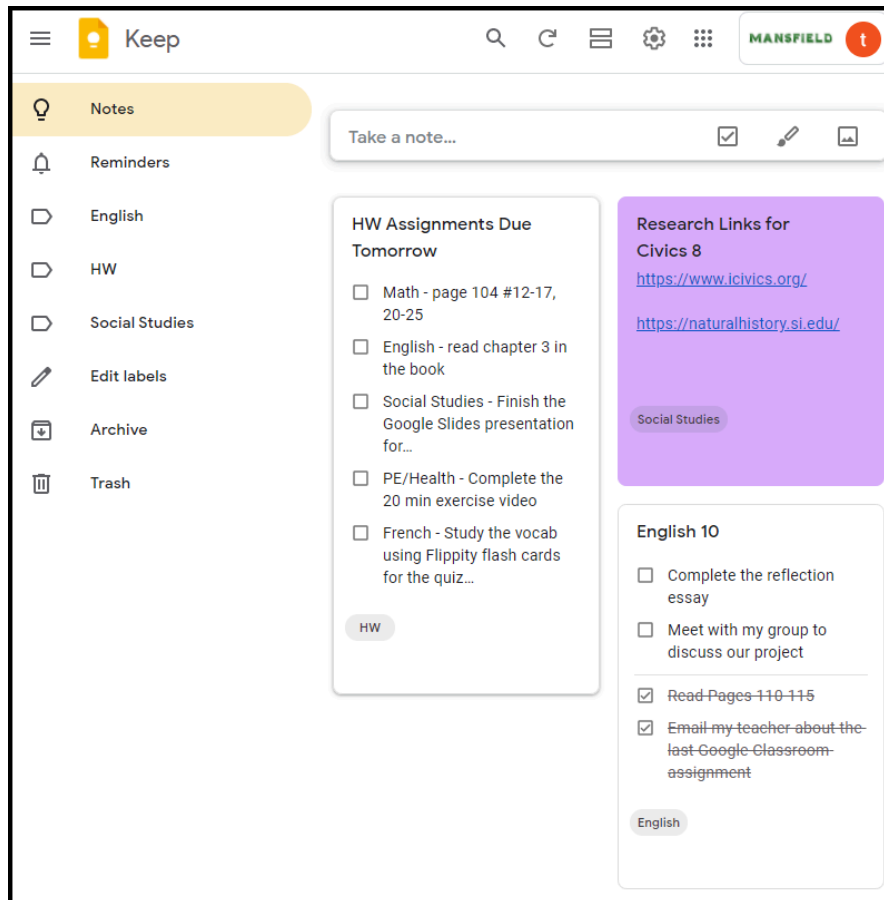


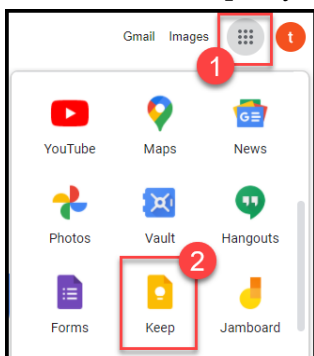
Google Keep - How to Create a Note

Google Keep is a great tool for taking quick notes, creating checklists, storing images and much more!

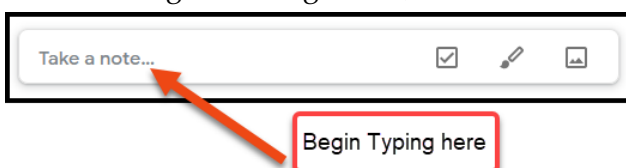


CREATE A NOTE

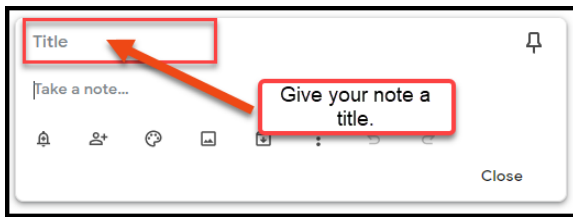
1. Go to Keep in your waffle. You may have to scroll down a bit to find the Keep icon.



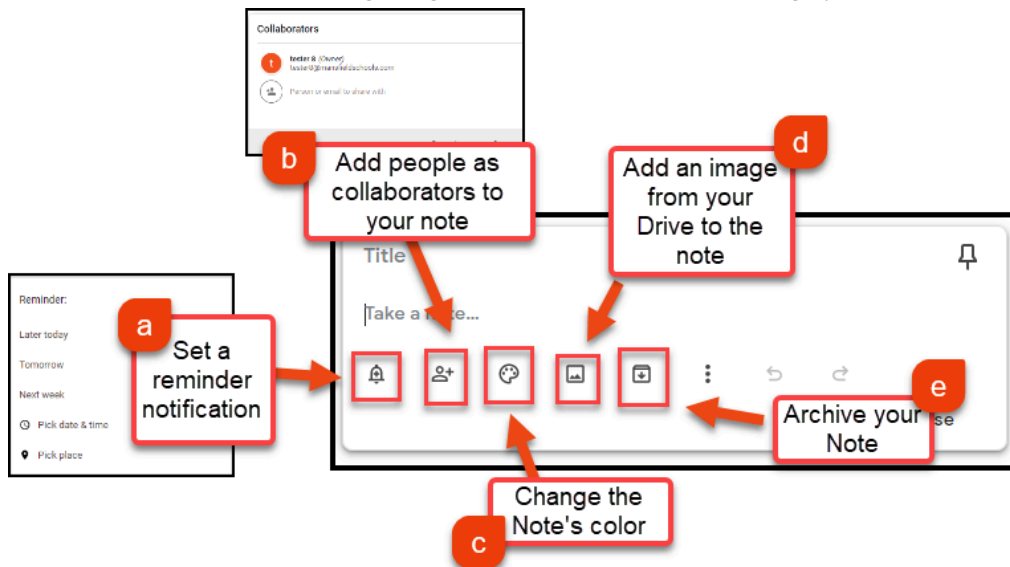
2. To begin creating a note, click where it says TAKE A NOTE...



3. Give your note a TITLE.

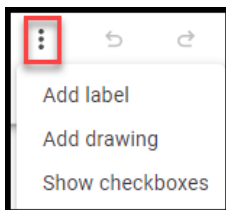


4. Look at the following diagram to see the various things you can do with each note.



- a. You can set a reminder notification for this note. The reminder will appear in your Google Calendar.
- b. You can add other people to collaborate with on your note. This will give them access to add, delete and edit the note.
- c. You can change the color background of your note to make it stand out
- d. You can add images from your Google Drive to your note.
- e. You can Archive your note so that it disappears from the window. Archiving allows you to restore it for use at a later date.

5. The MORE OPTIONS menu (3 dots or “snowman”) allows you to tag your note with a Label, Add a drawing to your note or create checkboxes.



6. Click the PIN to keep your note at the top of the list of all your notes.



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