Google Keep

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

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What is a Google Keep Note?

A Keep 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.

Keep Settings

Before getting started with Keep, you may want to manage a few of the settings. Clicking on the Gear will get you to the Settings link. Here you can access settings for Notes and Lists, Reminder defaults and Sharing settings. There is also a Dark Mode setting to enable you to view your notes with a darker background.
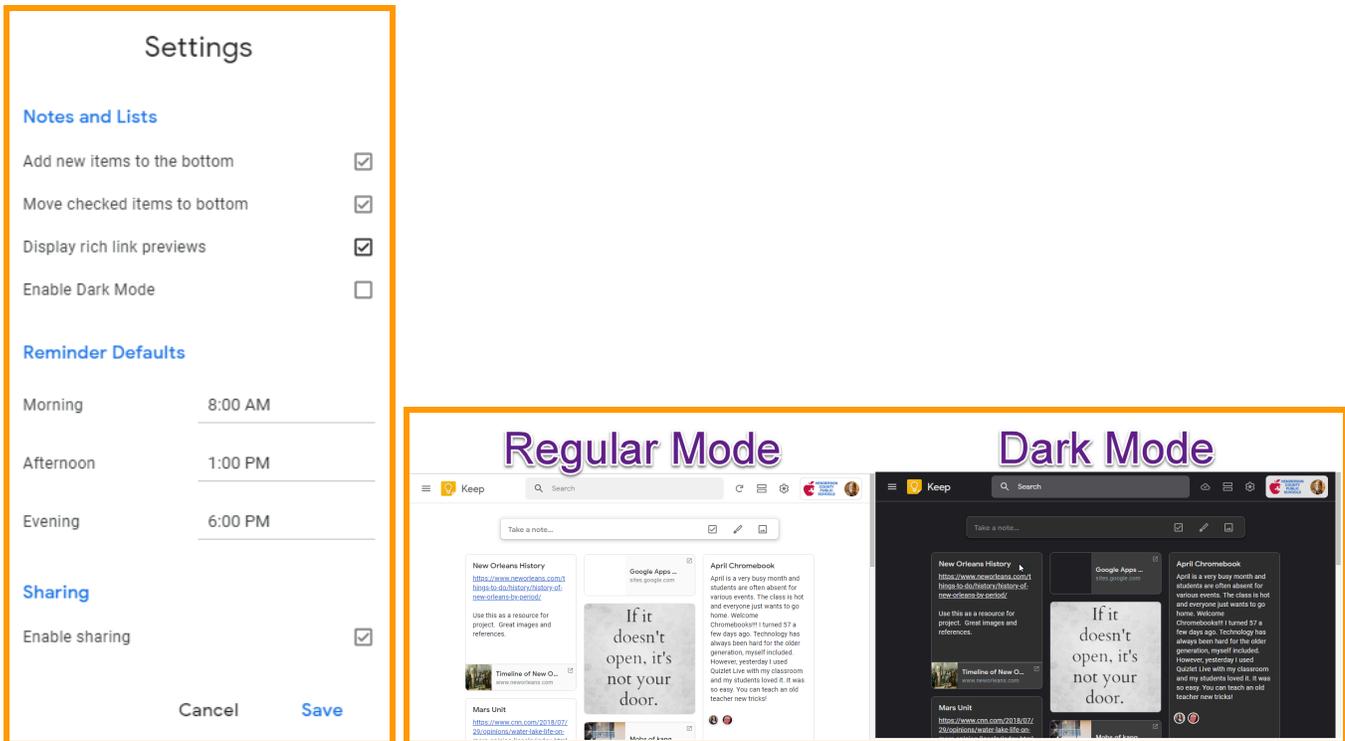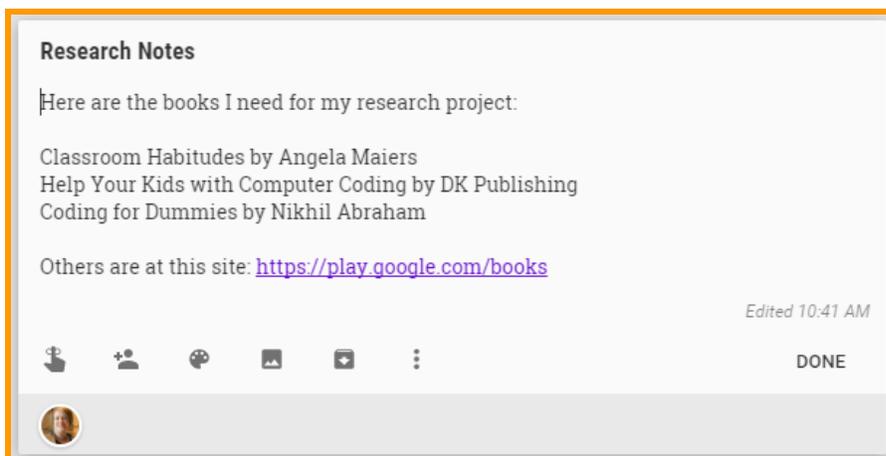

Creating a Text Note

1. Creating a note with text is as easy as clicking into the **Take a Note** field.
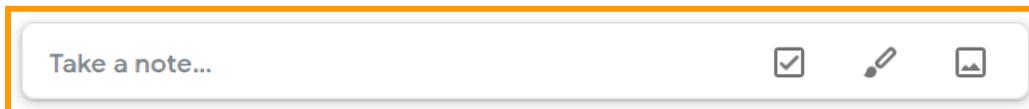
2. Type in a **title** for the note and add text into the **Take a note** area. (Note: URLs will automatically become links.)
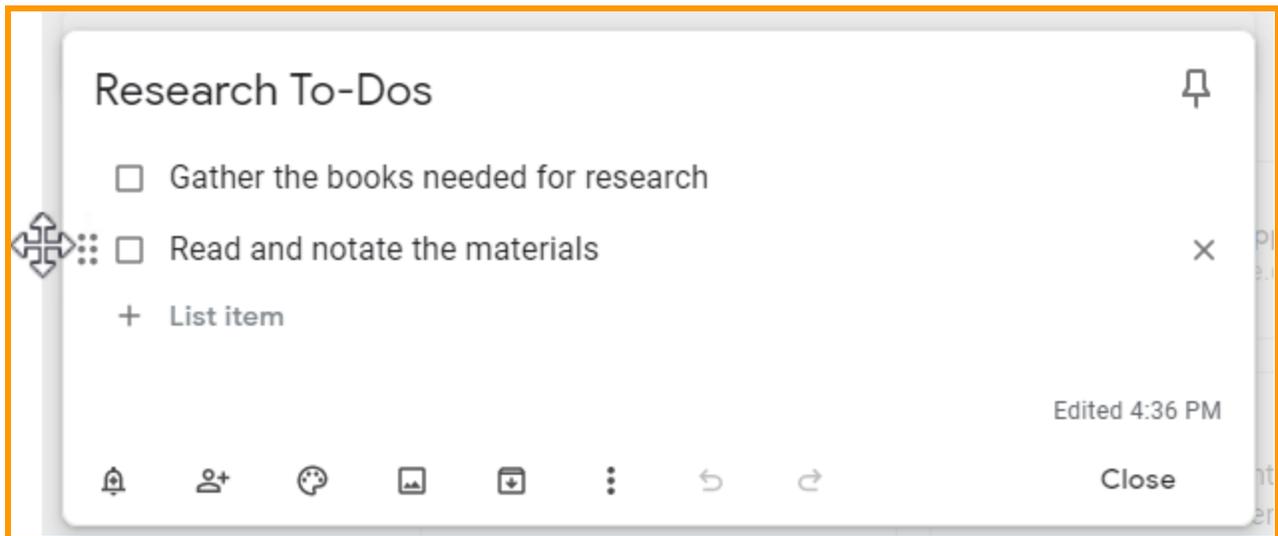

3. Click **Done**.

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.
3. Next to the + sign, enter the **first item** in the list. Another line item is automatically generated for another list item.
4. Continue to **add items** to the list.
5. 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.

6. To **remove** an item from the list, click the X symbol beside the item.
7. Click **Done** when finished.
8. 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.
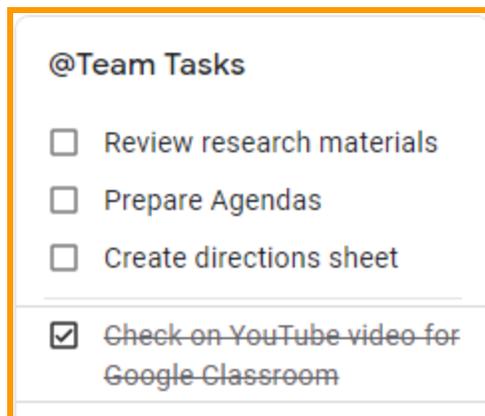
# Creating a Drawing Note (best for touch screens)

As a great feature on a touch device, you can now make a handwritten note. This is great for when you're in a hurry.

1. To create a note from a drawing, click the **New note from drawing** icon.
2. Use the various drawing tools (pen, highlighter, marker, eraser and background) to create your note.


3. Use your finger or stylus to write the message. It will be saved as an image.
4. Give your note a title and any description when complete.
5. When back at your desktop version of Keep, you can access the more options menu on your drawing note and choose to "Grab image text". This will convert your handwritten text to typed text.
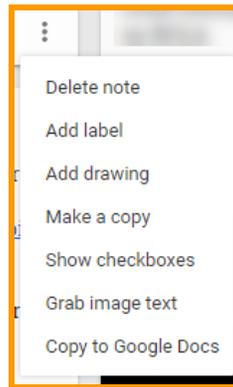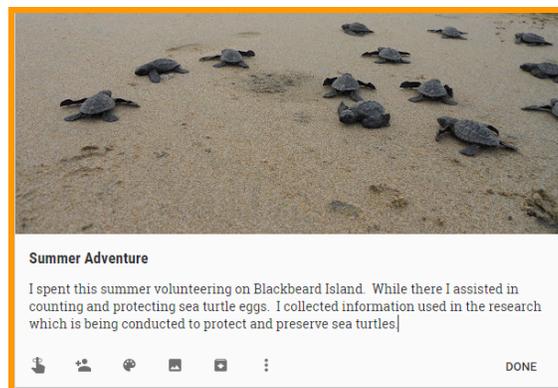

Creating an Image Note

1. To create a note with an image, click the **New Note with Image** button on the Add note box.
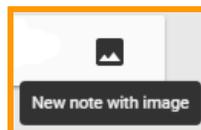
2. A box will open to search for the saved image. Locate the image and click **Open**.
3. As the image uploads, type the **Title** and **note contents** under the image.

6. Click **Done** when finished with editing the note.

 Note: On a device with a camera, you can also choose to add an image by taking a picture or from your photo library by tapping the camera icon.

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.
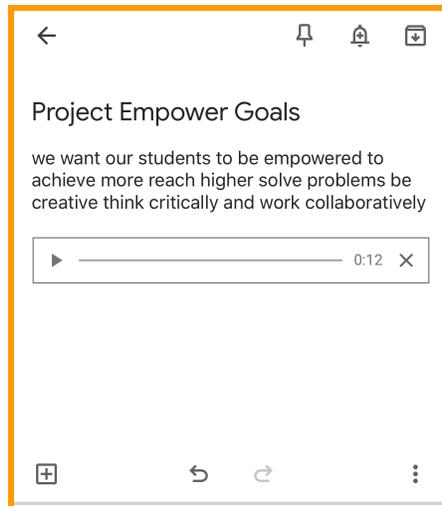
3. Type in a **title** for the note.
4. After the note is finished, you can go back and edit the text, if needed. You can play the file on other devices, but can only record on iOS or Android using the app.
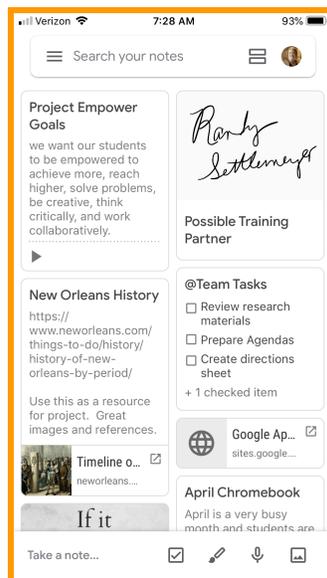
Getting to Know the Keep Icons

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 in addition to a few appearing at the top 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. Reminders will also appear on your Google Calendar if you are using Reminders instead of Tasks!
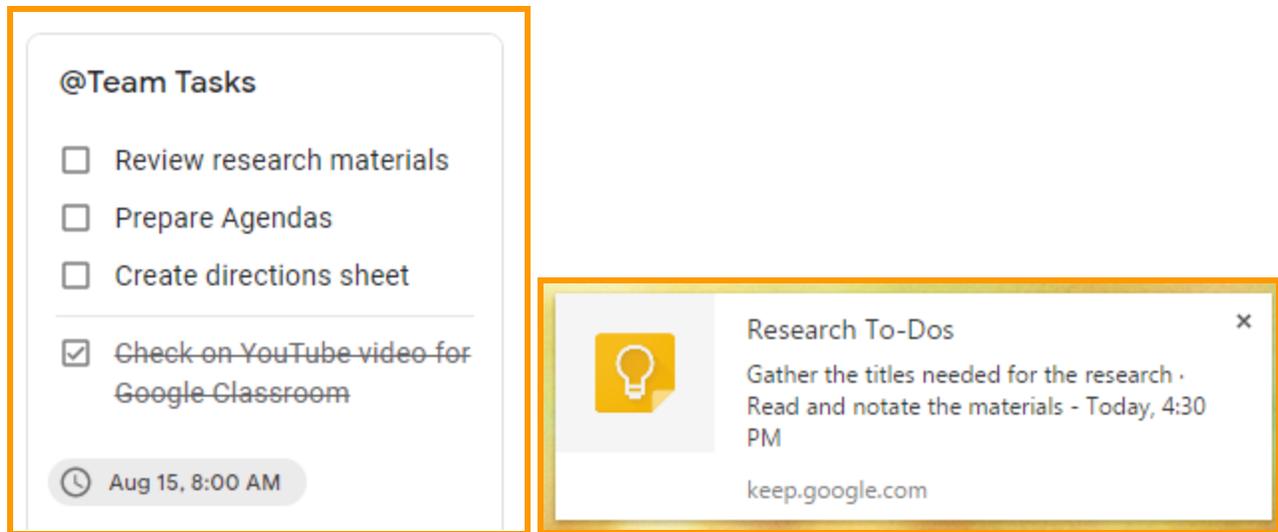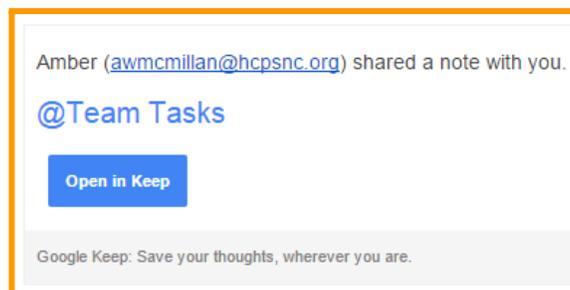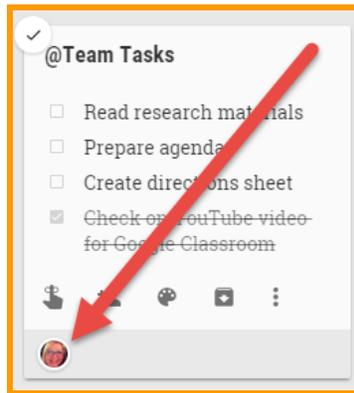

Collaborator:
This tool allows you to share your note with other users for the purpose of editing. Enter a person's name from the Directory, an email address or group name.
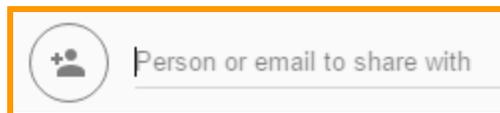
An email will be sent to added names and the note will appear in their Google Keep dashboard.
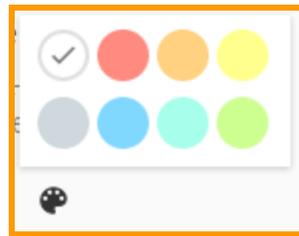

The faces of the users will appear at the bottom of the note.

Change Color:

Choose the color of your note to help with organization.


Add an Image:

You can choose to add an image to a note, even after you have already created it. This option is available only in the desktop version and images are only available to be uploaded. Drive images are not accessible.
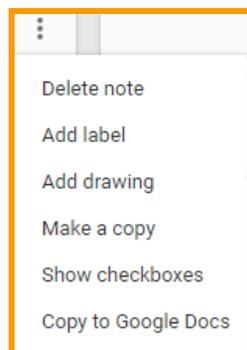
Archive:

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 when the left menu is collapsed, click on the hamburger icon ☰ and choose Archive.
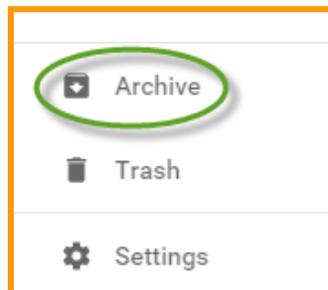
More:

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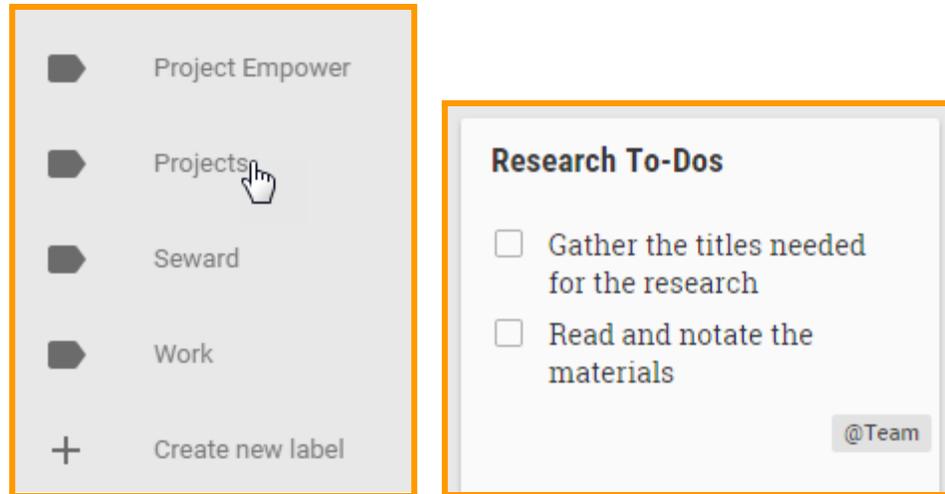
Delete:

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

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.

Add drawing:

Just like the drawing note, this allows you to add a handwritten drawing to your existing note. You can add multiple ones to the same note.

Make a Copy:

This makes an exact duplicate of a note.

Show checkboxes:

With this option you can add checkboxes to an existing list without recreating the list.

Copy to Google Docs:

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.
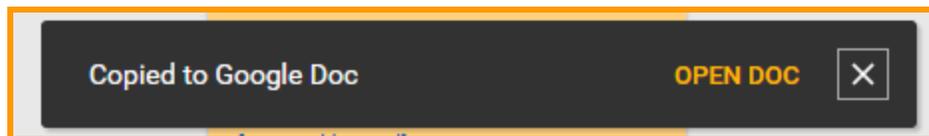

4. Any images, links or text will be in the document. From here you can edit as you would normally in a Google Doc. (Note: Once you have created a Doc from a note, the note will not reflect any changes made on the Doc. This option is used when you no longer need the note.)
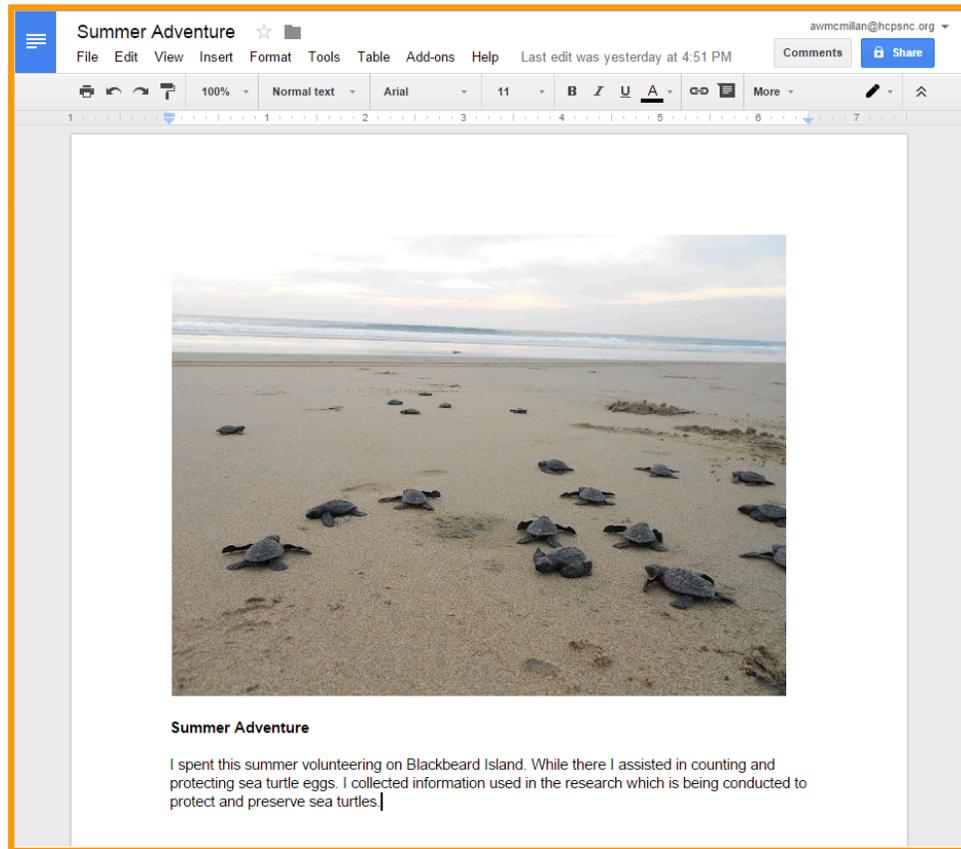
Select (Checkmark):

This icon appears in the top left corner and allows you to select one or more notes. This is especially helpful if you want to manage many notes at once. You will see the number of notes selected and the different tools you can use to manage them, as discussed above.
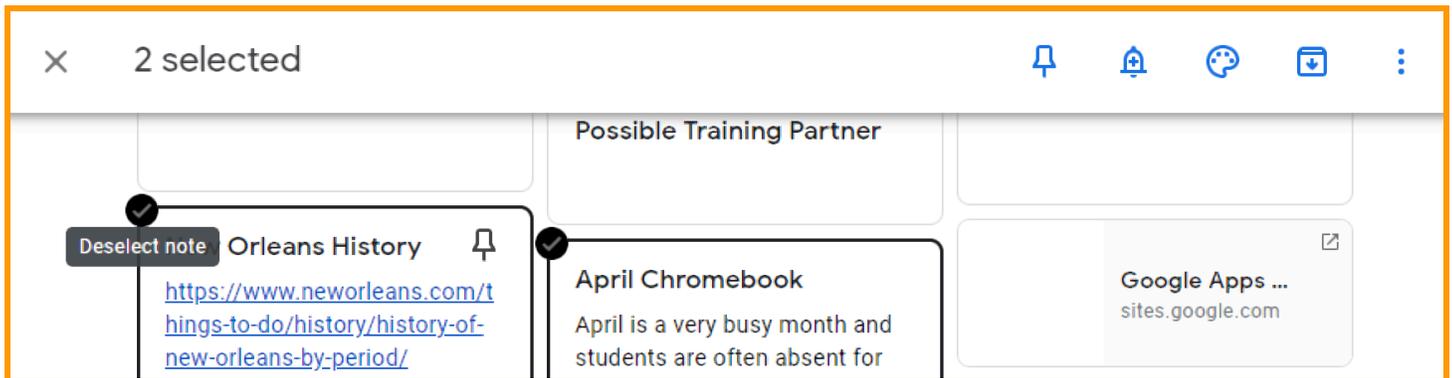

Pin:

Your notes will display in a stream format with the most recently edited note appearing at the top of the list. There may be times that you need one or more notes to always stay at the top. You can use the pushpin

icon to pin one or more notes to the top of the list. The screen is then divided into "pinned" and "others".
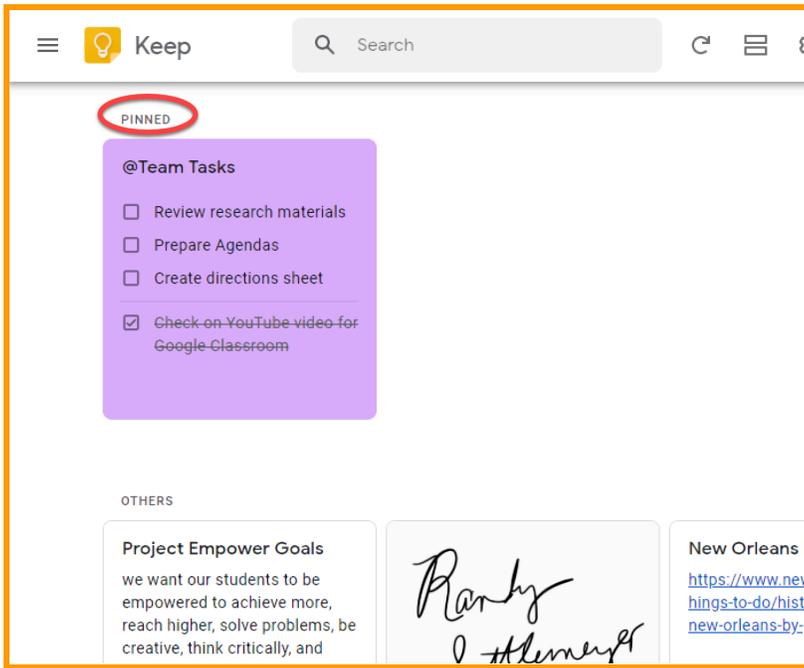
Google Docs and Keep

There is another integration to use with Google Docs. Now you can go to the right side panel and click on the Notes icon. If you don't see the right side panel, click on the "Show side panel" icon to open it.
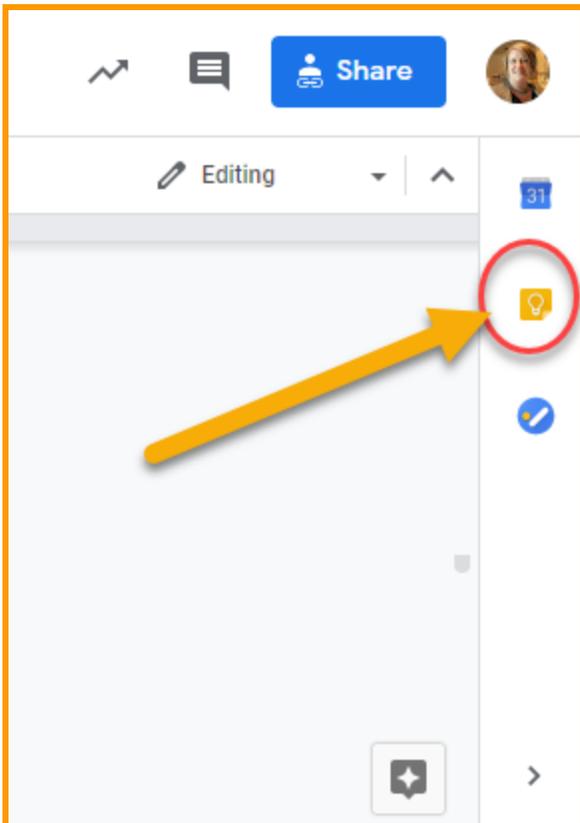
Then you can look at your Keep notes right inside Google Docs. Take notes in Keep and then use them in Docs!

Keep Extension

Using the Keep extension in Chrome adds notes to Keep quickly. Simply click on the extension icon and add a website and notes. You can even add a label. This is a great way to keep track of websites!

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:

Click here to see waffle menu.

Click here to see all notes.

Click here to see all notes with set reminders.

Click on a label title to view notes with an associated label.

Click here to edit labels.

Click here to see all archived notes.

Click here to see all deleted notes. (7 days in trash)