NOTES: The easiest way to keep track of your thoughts and ideas in checklists, images, web links, scanned documents, and handwritten notes. If set up in iCloud, Notes can be accessed from all of your devices - iPad, iPhone, and Mac. It's a great way to go paperless.

iCloud Setup

iPhone: Go to Settings and click on your name. Scroll to iCloud and click on Show All. Make sure Notes is ON.

iPad: Go to Settings and click on your name. Scroll to iCloud and click on Show All. Make sure Notes is ON.

Mac: Go to Settings and click on your name. Scroll to iCould and click on Show More Apps. Make sure Notes is ON.

Create a New Note

Launch the Notes app by clicking on. A FOLDERS screen will appear and show any Notes you created or now wish to create.

Setup: Click on the Notes line and then click on the dropdown menu (circle with three dots on the upper right-hand corner of the screen). From the drop down menu you can choose a way to View, Select, Sort, Group and View Attachments.

Create a Note: To start typing a new Note click on the pen and pad in the lower right-hand corner and a blank sheet will appear. Name your Note by first typing in a title. This first line will be bold.

Useful Note Options

In a Note touch the screen and a menu will appear on the **bottom**. Here you have many options to enhance your Note:

Format: The Aa icon opens up text formatting such as size, bold text, italic text, underline, cross out and different ways to create dot points and numbered lists.

Checklist: The checklist next to the Aa icon creates a check off list of all the items you place below the first item.

Grid: Place a grid in your Note. Grid size can add and delete a row or column by clicking on the three dots.

Camera: Four options appear - Choose Photo or Video from your Photo library, Scan Documents, Take Photo or Video and Scan Text.

Mark Up: handwrite and erase with different tools. Click on the + for more options such as Add a Sticker (emojis), Add Text with different Fonts, sizes, line justification, bold, italic, underline, cross through, and text color options

Upload Options (box with arrow on upper right-hand side of screen)

Share your Note with the upload option in a text, email, airdrop, etc. You are also able to save to images, assign to a contact, etc.

More Options (three dots in circle in the upper right-hand corner)

Menu allows you to scan, pin a particular note to the top, lock your note with iPhone lock or Face Recognition, move a Note to a folder.

Folders:

Similar Notes can be placed in Folders for easy access. Go back to the Folders screen and click on the Folders icon on the bottom left-hand corner of the screen.

Give the folder a new name and it will appear in your Notes folder's list.

To add a Note to a Folder, go to a Note and click on. On the upper right-hand corner of the Note tap on the three dots in the circle. Tap on Move Note and place in the appropriate Folder.

Place a Folder into another Folder. Go to a Folder and click on. Click on the 3 dots within the circle on the upper right-hand corner. Click on Move This Folder then choose the Folder where you want it placed.

Folders can also be shared under this option.

Smart Folder Option:

Create a folder (information provided above). Name it and click on "Make Into Smart Folder." You can choose which filters you would like set up. For example, Create a Smart Folder named "Locked Notes" and toggle on the Locked option. Locked Notes will automatically go into this Smart Folder.

Even More Options:

Blocked Quotes: Type or copy and paste in something you want blocked to stand out. Directions: Go to the formatting option Aa, click on the bottom last option (dark block) to Block Quote the text.

Undo and Redo Arrows: Use to erase to add back in text.

AutoFill: To Autofill information into a Note long hold on screen (Haptic Touch) and a menu will appear. Press the arrow on the right-hand side and click on AutoFill. There are three options to add contact information, Passwords (from Keychain), or Scan Text.

Collaborate on a Note: Go to a Note and slide the Note to the left. Choose the upload icon and select who you would like to collaborate with on this particular Note. Once your collaborator(s) accept your Message or email with the Note, you can collaborate in real time. (You cannot collaborate on a locked Note and your collaborator must have Notes turned on in their iCloud account.)

Make a Quick Note:

Quick Note can be accessed through your Control Center. If you don't see the Quick Note icon, go to Settings -> Control Center, then choose Quick Note.)

You can start a Quick Note from the Control Center or save something to a Quick Note as you are searching the web.

To save something from a website, click on the upload icon (box with arrow coming out of top) on that page and choose the option 'Add to Quick Note.' This Note will now appear in the Folder: Quick Note

Your Personal Assistant - Siri

Ask Siri to create a Note and tell her what you want in it. Done!