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“Notes App: Part 2”

“Discover the power of Apple Notes in our new format. Ken Spencer and Helen Rains present Notes Part 2, featuring hands-on exploration. Bring your Apple devices for a guided experience with tech support.”

Apple Notes on the iPhone and iPad is a simple, free, feature-packed note taking solution. With Notes you can jot down quick thoughts or to save longer notes filled with to-do lists, images, web links, scanned documents, and sketches. And thanks to iCloud and other services, you can keep your notes in sync between your Mac, iPhone, iPad, and on the web at iCloud.com.

Use Notes on your iPhone, iPad, and iPod touch

<https://support.apple.com/en-us/HT205773>

Get started

- Make sure that your iPhone, iPad, or iPod touch has the latest version of iOS or iPadOS.
- To use the latest features of Notes, make sure that you set up Notes with iCloud or have notes saved on your device. Many Notes features won't work with other email providers.



Create a new note on iPhone and iPad

Open Notes. Tap the Compose button, then create your note. Tap Done.



Create a checklist

Tap in a note, then tap the check button. Create your list, then tap the empty circle to complete a task. You can automatically sort checked items to the bottom, swipe to indent, and more.



Add a photo or video or scan a document

To add a photo or video, tap in a note, Tap the Camera button Tap Take Photo or Video to create a new photo or video, or Choose Photo or Video to add an existing one. You can also scan documents and add them to your notes.


To scan a document, Tap the Camera button, then tap Scan Documents. Place your document in view of the camera. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button or one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan. Tap Save or add additional scans to the document.



Create inline drawings

In a note, tap the Markup button. Choose a color and a drawing tool, like the pencil or marker. Tap Done.

To draw in the Notes app with your Apple Pencil:

Open Notes. Tap  to start a new note. Start drawing with your Apple Pencil.



More

In a note, tap the More button. Tap Scan, Pin, Lock, Delete buttons Share Note, Send a Copy, Find in Note, Move Note or Lines and Grids.

In a folder, tap View as Gallery, Share Folder, Select Notes, Sort Notes By, Add Folder, Move This Folder, Rename, View Attachments.

Format a note




When you're in a note, tap the table button to add a table or the Aa formatting button to format text title, heading, or bulleted list.



On the iPhone you can also touch and hold Aa to quickly open a list of formatting options.

Add an attachment





To add something from another app, like a location or website, tap the Share button  in the app that you want to share from. Tap the Notes app, then select the note that you want to add an attachment to, then tap Save.

Delete a note



Swipe left over the note in the Notes list. Tap the Trash button.

You can also open the note, tap the More button , then tap Delete.

To recover a deleted note, go to the Folders list and tap Recently Deleted. Tap the note that you want to keep, tap  in the note, then tap Recover.

Create folders





If you're in the Notes list, tap the arrow  to see your Folders list.

In the Folders list, tap New Folder. Choose where to add the folder. To create a subfolder, drag the folder that you want to be a subfolder to the main folder. It will move below the main folder and be indented.

Name your folder, then tap Save.

Pin a note



Pin your favorite or most important notes to make them easier to find. To pin a note, swipe right over the note, then release. Or go to the note, tap the More button , then tap the Pin button .

To unpin a note, swipe right over the note again.

Lock a note



Open the note that you want to lock. Tap the More button . Tap Lock.

After you lock your note, it stays open and you'll see the Lock icon at the top of the screen. You can hide the note's contents when you tap the Lock icon.