

# GOOGLE KEEP



Google Keep

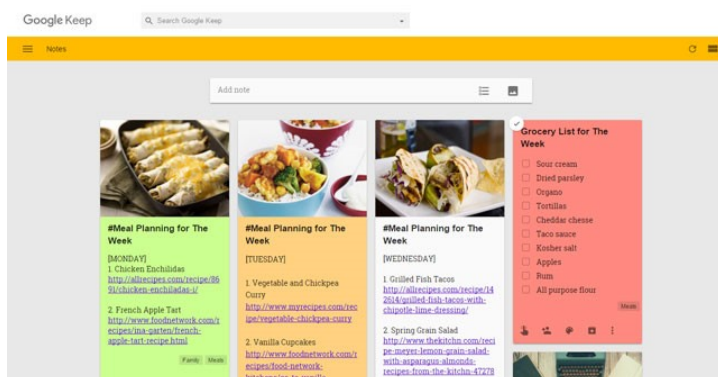
Google Keep is an online note-taking application, much like Evernote or OneNote. Google Keep works on all your devices and integrates with the all Google Suite products. Because it's loaded in the cloud, you can use it on your PC, Mac, Android or iPhone. All you need is a Google Account.

# INTRODUCTION

Google Keep is a great app for quick note-taking, through widgets or by talking into your phone.


With Google Keep you can:

- Make different kinds of notes, including texts, lists, images and audio files. Take notes, upload voice files, videos and photos.
- Make TO-DO lists, checklists and set reminders. You'll have access to this information from anywhere.
- Upload recordings (via phone) from events, meetings or discussions for safe keeping.
- Take advantage of its OCR
- Add the Google Chrome extension to quickly note key items online while surfing the web.
- Share your files and info with others who you designate, and who have a Google account



## How to download Google Keep

All you need is a Google Account to be able to use Google Keep across all your devices.

- On your Android phone or tablet, open the Google Play app .
- Find the [Google Keep app](#).
- Tap **Install**.

For Apple or iPhone users:

- Open and sign into the App Store.
- Search for Google Keep
- Download and Install

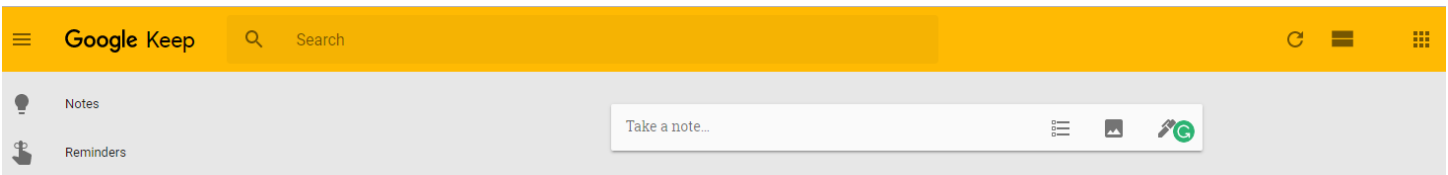
Watch a short video on Google Keep:

<https://youtu.be/UbvKHEDvw-o>

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## Creating a Note

On your computer, go to [keep.google.com](https://keep.google.com). Sign in with your Google account. If you are already signed in, you can use the 'waffle' to find Keep (lightbulb symbol).



1. At the top, click **Take a note**.
2. Enter your note and click **Done**.



Select to create a checklist.



Select to create a note with an image.



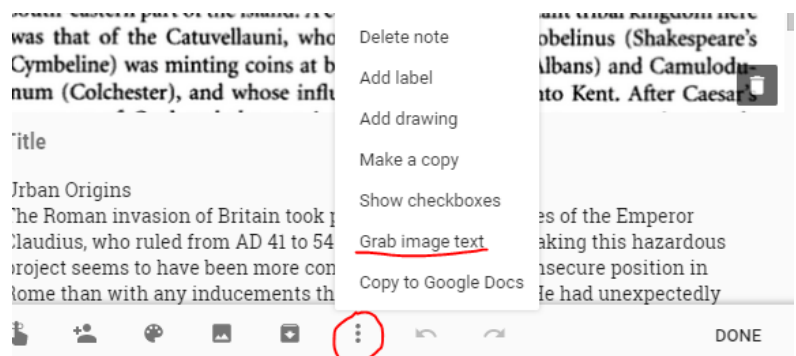
Select to create a note with drawings.

## OCR

Optical Character Recognition describes the ability of software to translate a **picture** of text into actual editable text.

## Activity

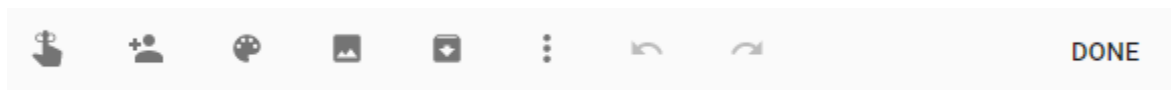
1. Create a new note with an image.
2. Insert image named Sample Image from the Downloads directory.
3. Click 3 dots for menu.
4. Click Grab Image text.
5. See what happens! Note: there are occasions when this doesn't work.



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## Edit a Note

To edit a note, just click on it. You can set reminders, share the note, change the color, add pictures, archive the note, delete the note, add a drawing, make a copy, or copy entire note into Google Docs.

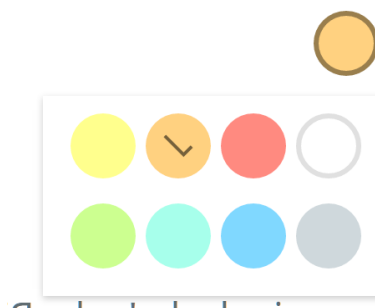


## Organize!

The main way to organize your notes is to name, color, or pin them. You can also archive or delete them.

### Label

1. Select the note you want to label.
2. Click **More**
3. Click **Add Label** or **Change labels**.
4. To view all notes with the same label, click desired label on left side of screen.
5. To create a new label, click + Create new label
6. You will see labels at bottom of note (50 max.)



### Color

Change the color of your note by selecting the palette icon and then the color you want.

### Pin



If you wish to draw special attention to a note, click the pin in the upper right hand corner of the note. Click it again to un-pin it.

### Archive

Saves note, but does not display unless you click the Archive link on the right side of the screen.

## Activity

Select a note.

Add a label.

Change a the color.

Pin the note.

Archive the note.

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## Sharing

Your notes can also be **shared** with another person. **Sharing** means that they will have access to the note. Anyone you share with can label, color, archive, or add reminders without changing the note for others.

If you want to share a note, but you don't want others to edit it, [send a Keep note with another app](#).

On your computer, open [Google Keep](#).

1. Click a note.
2. Click **Collaborator**.
3. Enter a name, email address, or Google Group.
4. Choose a name, then click Done ✓. To remove someone from a note, click **Remove** ✕.
5. Click **Save**.

If you delete a shared note that you own, it will be deleted for everyone.

NOTE: A note shared with you will display as a gradient color until you open it.

## Set Reminders

Google Keep allows you to set reminders by Time or Place.

Reminder:

Later today 8:00 PM

Tomorrow 8:00 AM

Next week Mon, 8:00 AM

Home 487 S York St

Work Elmhurst Public Library

🕒 Pick date & time

📍 Pick place

### Set a reminder

- ◆ Set a reminder by time. (5 min. from now.)
- ◆ Set a reminder by place. Your location services must be on in order for this to work.

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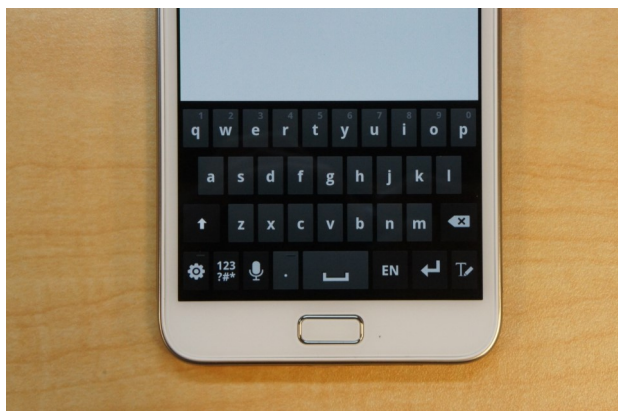
## Search

There are numerous ways to search your notes. You can put a term in the search box. This will even (sometimes) search text that appears in pictures. You can search by Label, or Archived notes by clicking on the desired category on the right side of the screen. The best way to learn about it is to experiment.

## Phone vs Desktop

There are some differences with functionality of Keep on Desktops vs. Phones. The major difference is that most phones support voice notes.

Look for the microphone symbol on the phone keyboard. Press and speak into the phone. Refer to the Cheat Sheet for other differences.



## Voice Notes

You can take voice notes in two ways from any Android device.

From within Google Keep, use the mic.

You can create and edit notes using your voice in Google Keep.

You can also take notes through “OK Google”. (Make sure it is on.)

1. Unlock Android device.
2. Say “OK Google.”
3. When the microphone appears, say “Take a note.”
4. Your device might ask “Which notes app?” Say “Google Keep.”
5. Your device will say “What’s the note?”
6. Say your note. (On some phones you might need to say “OK Google” again before you say your note.)