







Keep



Load Keep on desktop

1. Log into Google account.
2. Click on the grid icon  in the upper corner of the screen.
3. Select the icon . (You might have to hit More to see more Google apps.)


Take a Note—on desktop

1. Click on Take A Note field at top of screen.
2. Choose additional options if needed.
 - a. Click  to make a check list
 - b. Click  to make a note with a drawing
 - c. Click  to make a note with an image
3. Type, Draw, Add image as needed.
 - a. Hit the  icon to use voice to record your note.
4. Click Close when finished.

Organize Notes

1. Level 1—Position
 - a. Click and hold on note.
 - b. Drag note wherever needed.
2. Level 2—Color
 - a. Hover over  icon on note.
 - b. Move mouse over desired color and click
3. Level 3—Labels
 - a. Click on the  icon on a note.
 - b. Scroll down to Add Label.
 - c. Type label for note.

Make a reminder

1. Click  icon on any note, new or old.
2. Select date and time for reminder. The item will tie to your Google calendar.