



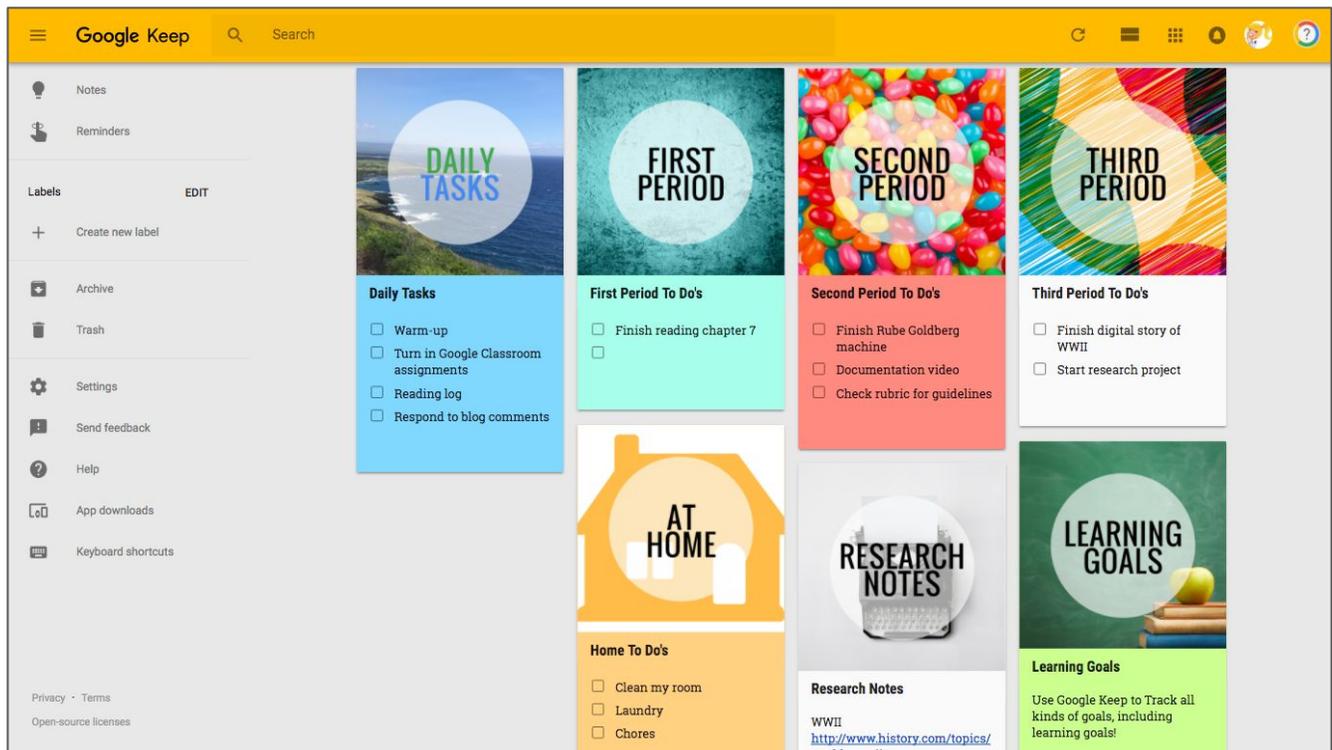
By Kasey Bell

www.ShakeUpLearning.com

What is Google Keep?

keep.google.com

Google Keep is a web-based application that allows you to create and share notes, lists, and reminders. You can also add images, voice notes, drawings and more! Each note resembles an online sticky note that can be customized and shared. (Like the customization below? Check out my [Google Keep Resources to learn how.](#))



Google Keep on Mobile

[Get the iOS app](#)

[Get the Android app](#)

[Mobile Widgets](#)

Google Keep for Chrome

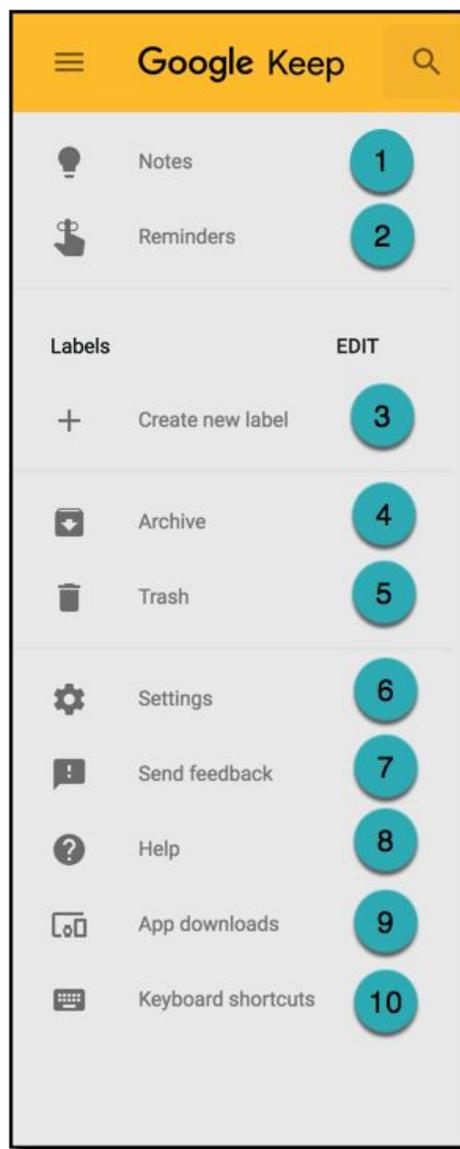
[Get the Chrome App](#)

[Get the Chrome Extension](#)

**Please note that this cheat sheet is based on the desktop version. Features may vary on mobile.

Google Keep Main Menu

(desktop version)



1

Notes: Toggle to the Notes page.

2

Reminders: Toggle to the Reminders page.

3

Labels: Use labels to categorize your notes. Click on, "Create new label," to create.

4

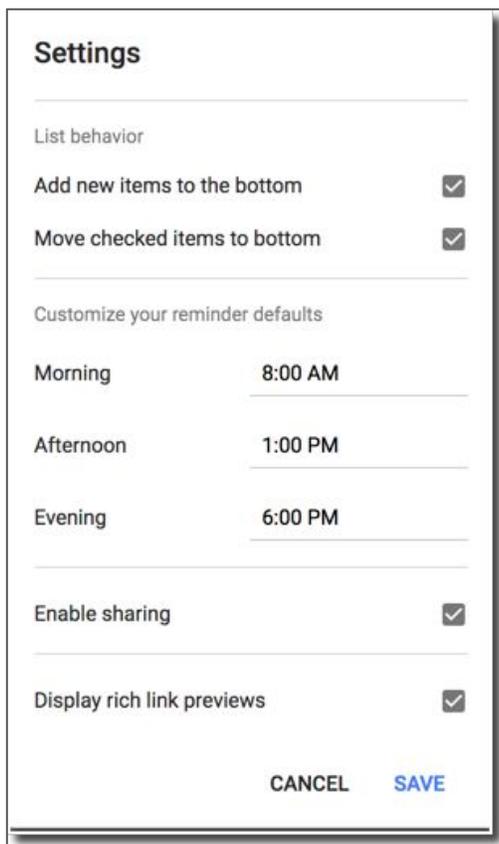
Archive: View your archived notes and lists.

5

Trash: View your deleted notes and lists. (Notes in trash are deleted after 7 days.)

6

Settings:



7

Send feedback: Let Google know about issues or request features.

8

Help: Links to [Google Keep support page](#).

9

App downloads: Download Google Keep mobile apps and Chrome extension.

10

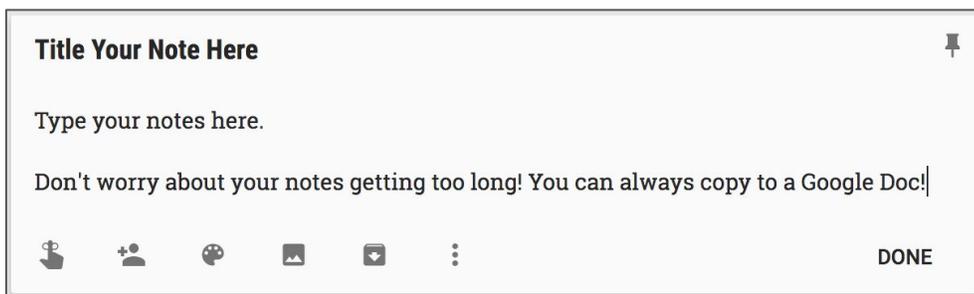
Keyboard shortcuts: View the Google Keep keyboard shortcuts.

Create a Note

Near the top of the page, you will see a white box indicating this is where you can, “**Take a note.**” (On mobile, it will be at the bottom of the screen.) Simply place your cursor in the box to begin a new note.

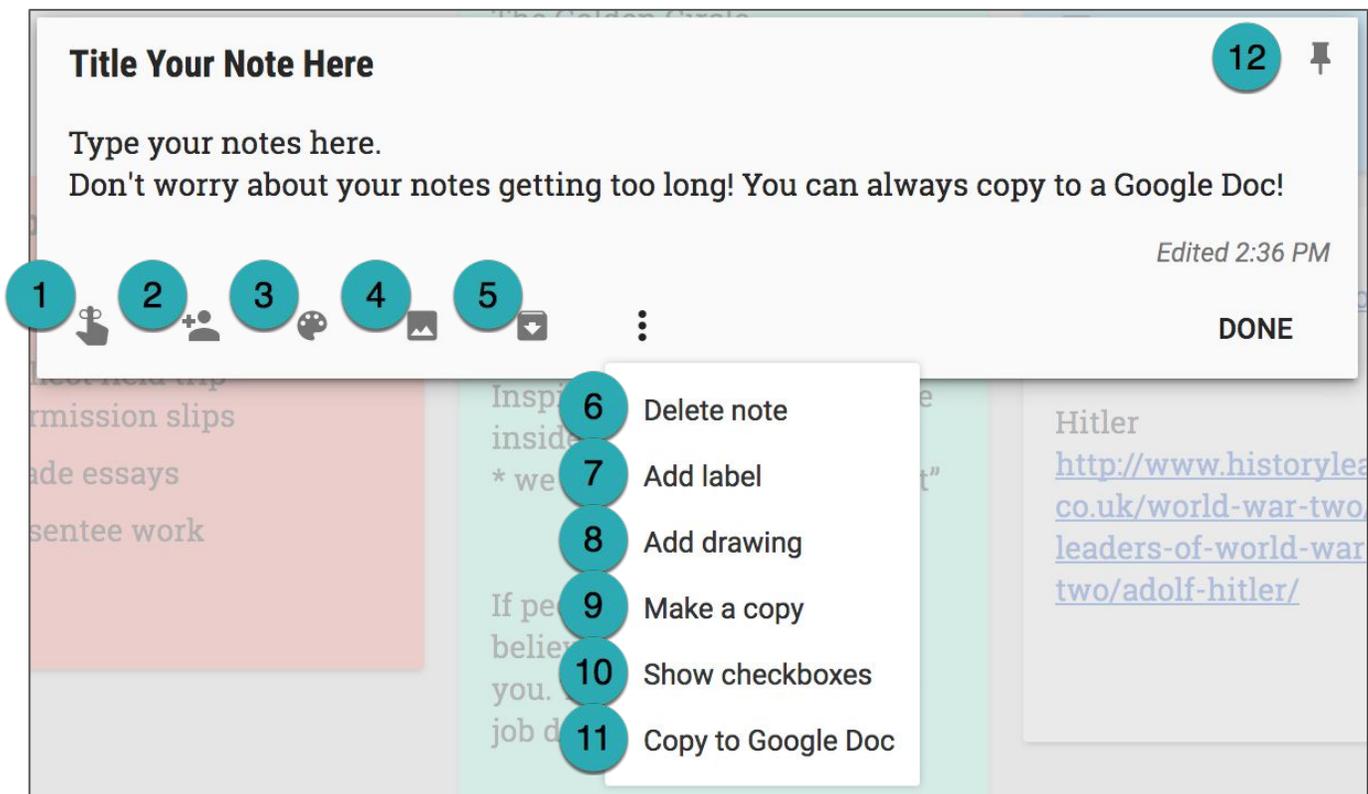


Title your note and begin typing to to add content.



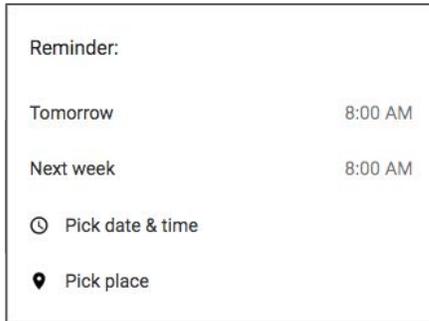
Note Options

There are several ways to edit and customize your notes and lists. Below are the desktop options:



Note Options

- 1 **Reminders:** Create a reminder by date and time or a location-based reminder.



Reminder:

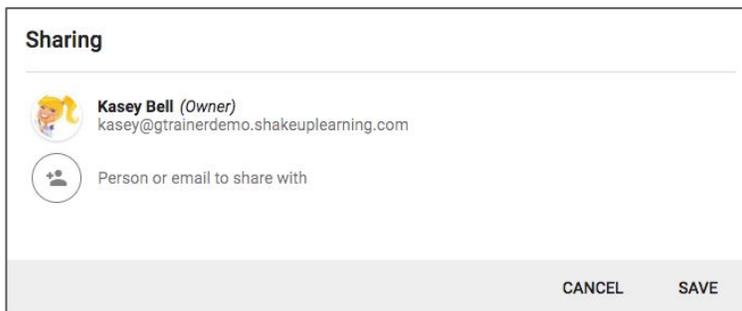
Tomorrow 8:00 AM

Next week 8:00 AM

 Pick date & time

 Pick place

- 2 **Add Collaborators:** Share your notes and lists with other individuals or groups.



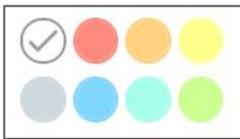
Sharing

 **Kasey Bell (Owner)**
kasey@trainerdemo.shakeuplearning.com

 Person or email to share with

CANCEL SAVE

- 3 **Change the Note Color:** The default color is white, but you can choose from a palette of other colors to brighten things up or color code your notes.



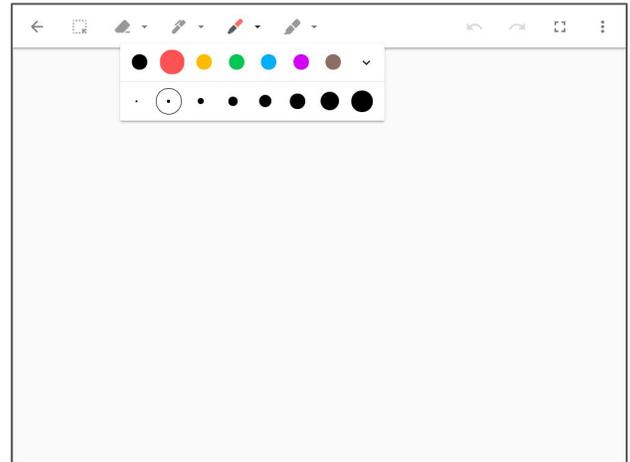
- 4 **Add an Image:** Add a picture (or snap a photo on mobile) to your notes.

- 5 **Send to Archive:** Send your note to the archive. (Note: This does not delete the note. It saves it to the archive to be referenced later.)

Note Options

- 6 Delete Note:** Deleting a note will send it to the trash. Notes in trash are deleted after 7 days.
- 7 Add a Label:** Categorize your notes by adding a label like “personal”, “school”, “1st period”, etc. You can add multiple labels to each note.

- 8 Add a Drawing:** This allows you to sketch using the drawing tools (pen, marker, or highlighter) and add them to a note. Choose from different sizes and colors and add your drawing to a note or an image. (Yes! You can draw on top of an image! Click the note with the image you want to add a drawing to. Then click the image to open in viewer. At the top right, click the Pen  to annotate.)



- 9 Make a Copy:** Use this tool to make a duplicate of your note.

- 10 Show Checkboxes:** This feature turns a note into a todo list with checkboxes.



- 11 Copy to a Google Doc:** This feature will copy the contents of your note onto a new Google Doc. (Note: You will see a notification at the bottom left when your Doc has been created with the option to open it.)

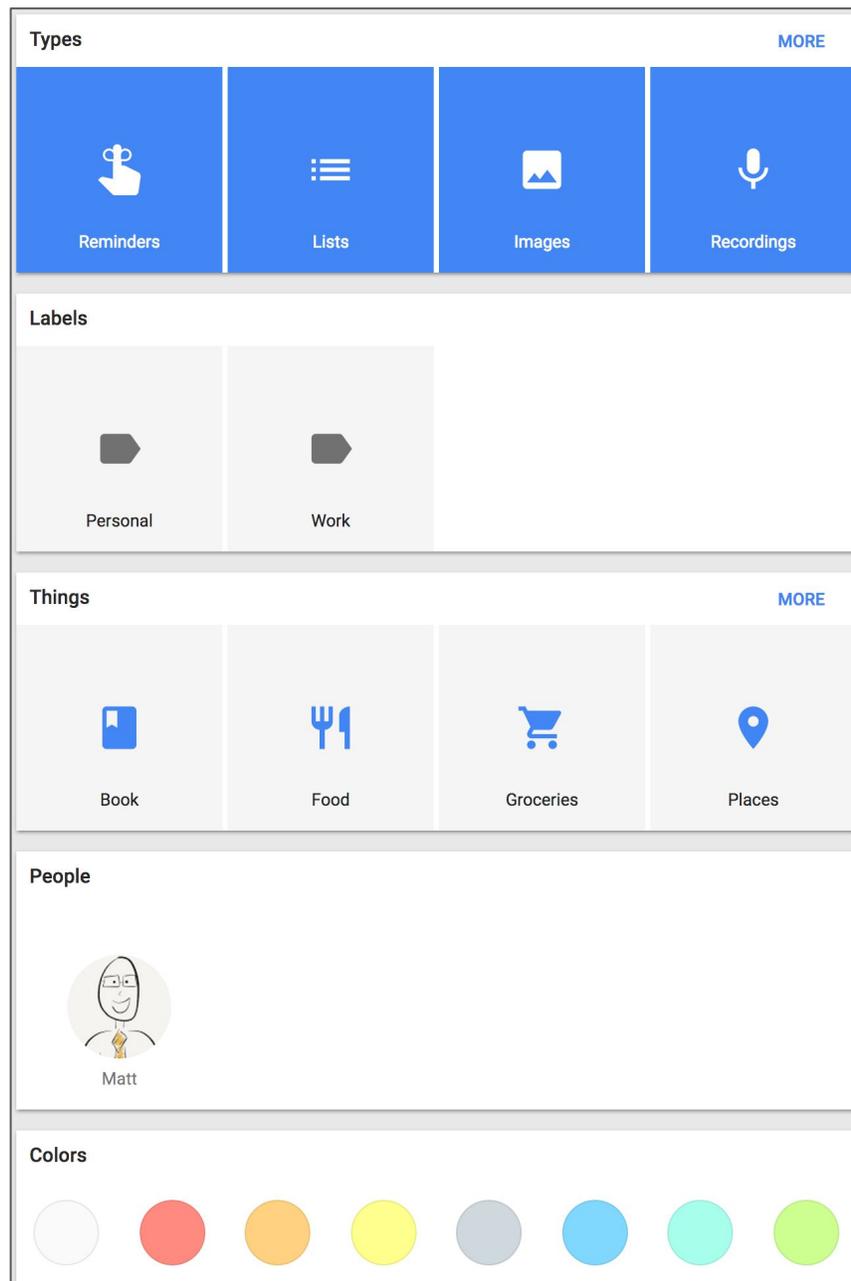
- 12 Pin Note:** Click on the pin to save this note to the top of your notes page.

Search Notes

You can search and filter your notes very easily. Tap or click in the search box to search by a keyword, phrase, labels, or names of collaborators.



Or, you can filter by any of the following options: reminders, lists, images, voice recordings, individual label categories, things, people, or even filter by color.

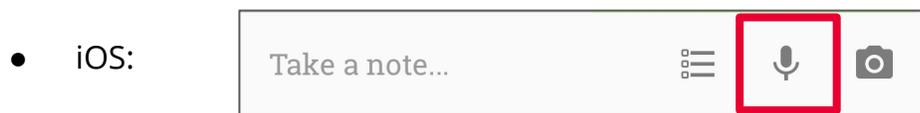


Voice Notes (Mobile Only)

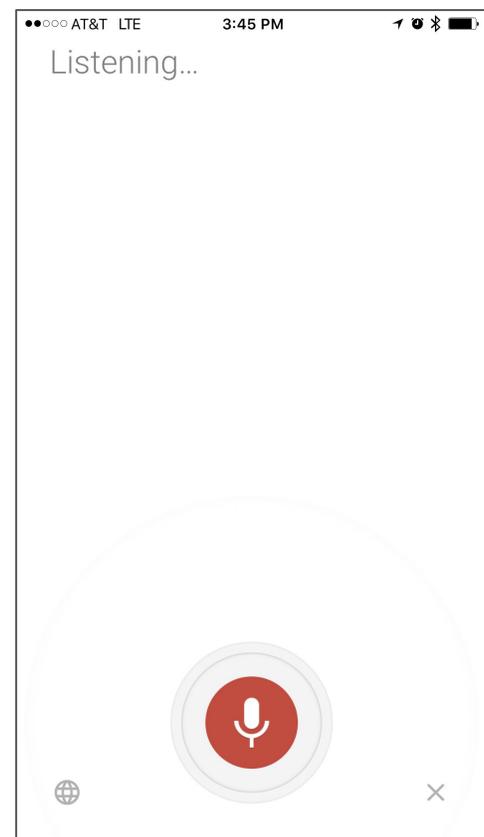
The Android and iOS Google Keep apps also offer one additional feature that isn't available in the desktop version of Google Keep: Voice Notes!

Create a Voice Note on Android or iOS

- Tap the microphone at the bottom of the screen near, "Take a note..."



- Give the app permission to access your Microphone.
- Dictate your note into the app.





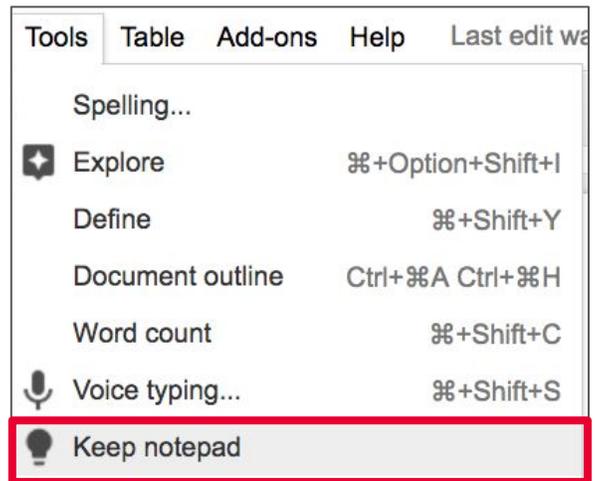
Google Docs Integration

View Your Google Keep Notepad in a Doc

1. Open a Google Doc.
2. Go to Tools > Keep Notepad

Save Text or Images as a Note

1. Open a Google Doc.
2. Highlight and right-click the text or image you want to save as a note.
3. From the menu that appears, select Save to Keep notepad.



Add a Note to a Doc

1. Open a Google Doc.
2. Go to Tools > Keep Notepad
3. In the side panel, locate the note you want to add to the Doc.
4. Click and drag the note into your document.

Additional Resources

- [Update Your To-Dos with Keep | The G Suite Show](#): This is a YouTube video that will show you most of features of Google Keep.
- [Google Keep Support Page](#)
- [Google Keep Resources from Shake Up Learning](#)
- [Google Keep Pinterest Board](#)
- [Shake Up Learning](#)
- [The Google Teacher Tribe Podcast](#)