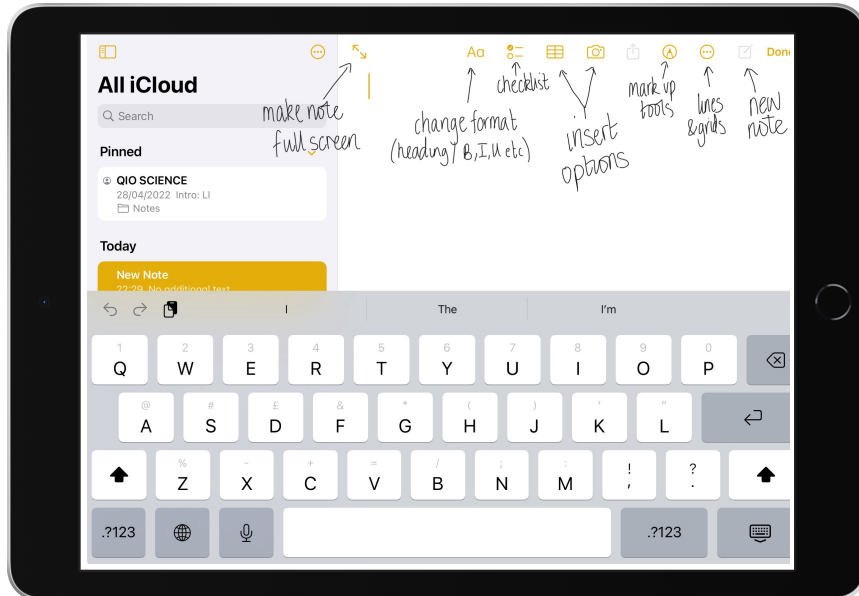


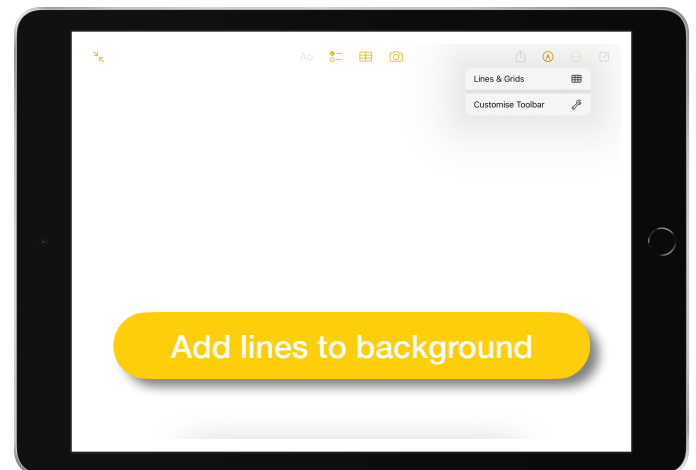
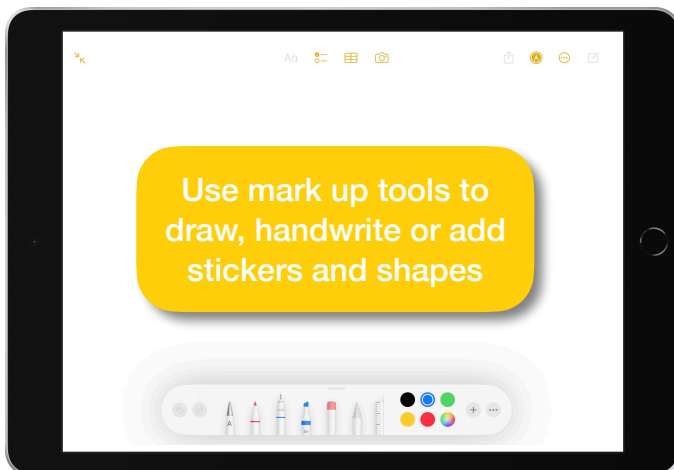
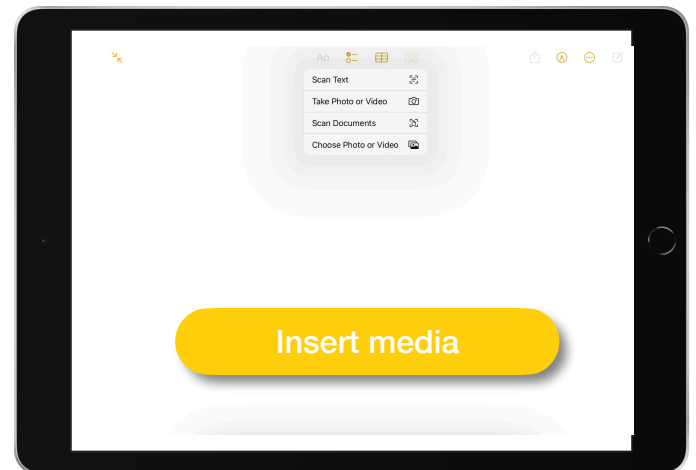


A Quick Guide to: Notes



Notes is a very useful app with many tools which are found along the top of the screen.

You can type (including changing the format), dictate from your keyboard, make checklists, insert media: photos / videos / document scans, use a lined background and handwrite / draw. You can even send attachments to a note.



- Foreasy access, you can **pin** notes by pressing and holding the note when they are listed on the left side of the screen.
- To keep your notes organised, you can set up **folders** using the icon top left of your screen then the folder with + bottom left. To add notes to a folder, you swipe to the left and choose folder.
- To **share** your notes, swipe left on the note in the list and choose the share button. You can share in many ways such as message, air drop or email. You can choose to send a copy or collaborate
- To **save** your note in a different format, swipe left and choose the share button. You can save as image or as a Pages document