Google Keep Basics

Quick notes, lists and reminders

Take a note

Open keep.google.com or the app. Click Take a note, type, and it saves on its own.

Checklists

Choose the checkbox icon to make a list. Tick items off as you go.

Colors and labels

Give notes colors and add labels, such as School or Shopping, to find them quickly.

Pin and archive

Pin important notes to the top. Archive notes you want out of the way but not deleted.

Reminders

Add a time or place reminder to a note. You need to allow notifications.

Pictures and sharing

Add a photo or a drawing to a note, or invite others to edit the same note.

Tip: Keep is best for quick notes. For long writing, a document app is easier.

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