



Writing

Notes App

The Notes app is a very simple word processor. And it's a great app for taking notes in a meeting, making a grocery list, or just jotting down a quick reminder. **Why not jump right in?**

1. Open the **Notes** app. You'll be in your **Notes** list, which has all the notes you've created.

Tip: Right swipe and double tap to open any of your previous notes.

2. Touch the **New Note** button in the bottom right corner of the screen.
3. Double tap to begin your new note. You'll be in the text field and can start typing.
4. You can explore the tools that Notes app provides above the on-screen keyboard. Right swipe to get to each tool, and double tap when you want to activate one:
 - **Add table:** this advanced feature lets you add a table to your note.

- **Text styles:** you can choose between several formatting styles, such as title or heading, or even bulleted or numbered list.
- **Checklist toggle:** select this if you want to create a list with check boxes that you can actually check off.
- **Camera:** this feature lets you scan a document and add it to your note. You can also take a picture or add a photo.
- **Handwriting tools:** these tools let you create or draw a sketch you can add to your note—and it is totally accessible with VoiceOver.
- **Hide toolbar:** this option lets you hide the editing toolbar if you wish.

Tip: The Hide Toolbar button is at the top right-hand corner of the on-screen keyboard if you wish to toggle it back on.

5. To quickly get back to your note's text field, touch in the top half of the screen. Go ahead and type a note, like **Grocery list**.
6. Touch the **Return** key on the keyboard and double tap to go to a new line.

7. To finish a note, touch and double tap the **Done** button in the top right corner of the screen.
8. The last note you created will show up at the top of your **Notes** list.

Now you know how to write, embellish, and find notes in your Notes app on your Apple device. Check out the other workshops in this series to learn more about using your Apple device to write.

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