

# TUESDAY TECH TIP

## NIAGARA FALLS PUBLIC LIBRARY/NIAGA LIBRARY SYSTEM

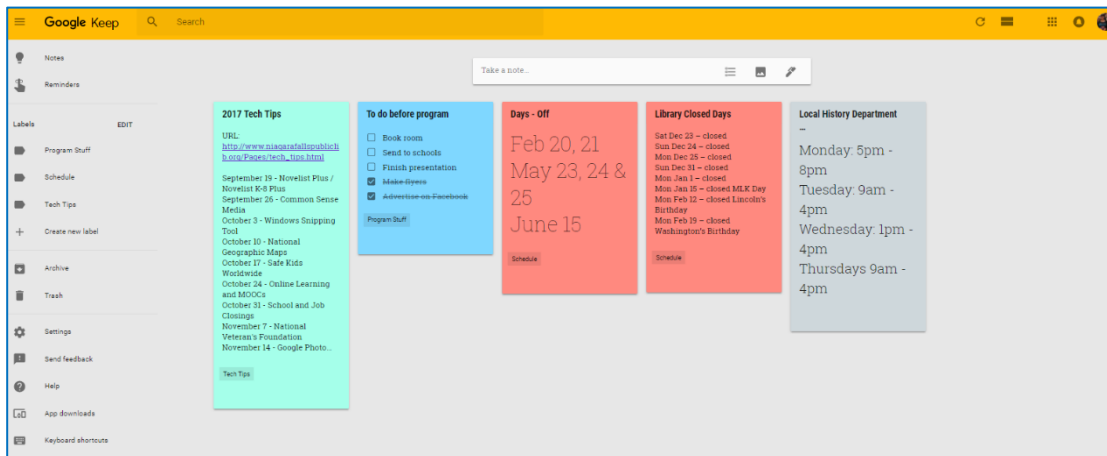
JANUARY 16, 2018: GOOGLE KEEP

Do you think to-do lists help you stay organized and productive? Are you often rewriting lists, or can't find a way to keep your digital list updated across your devices? Google Keep may be a good fit for you!

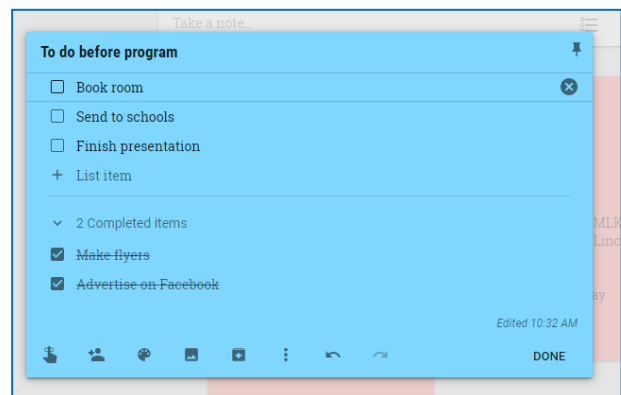
Google Keep can be accessed via the web (<https://keep.google.com/>), Google Chrome browser extension, Android app and Apple app. If you are already using Gmail, there is no need to sign up for a new Google account - you are all set to use your existing Gmail username.

### LISTS AND REMINDERS

Google Keep is a valuable resource to keep track of to-do lists for certain events, phone numbers, email addresses, URLs, important dates... the possibilities are endless! Some even use it to remember passwords – but unless you are confident nobody can get into your Google account, this isn't recommended for privacy purposes.

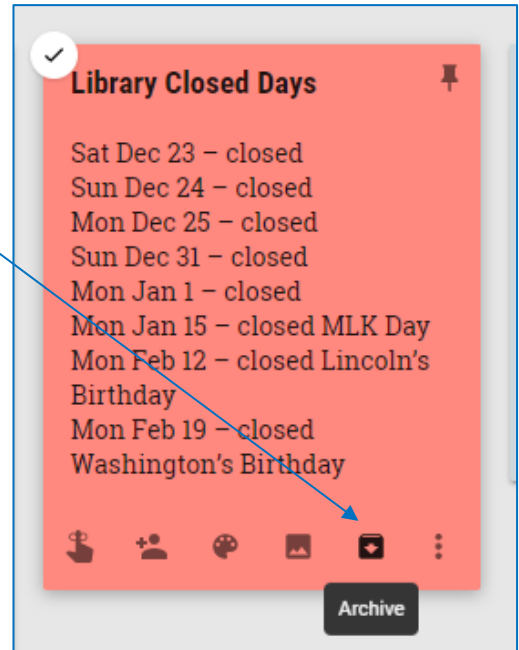
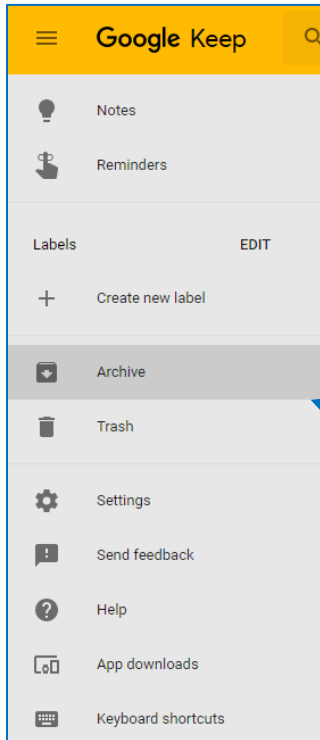


If you love the feeling of knowing you completed your tasks, you don't need to delete it! You can click **Show Checkboxes**, and when you are finished with an item, simply check it off as completed. You can always uncheck an item if you need to do it again!

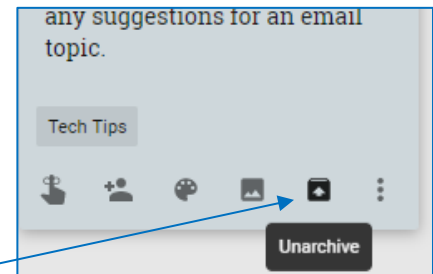


## ARCHIVING OLD NOTES

If you finished a task or no longer need your note, don't delete it! You can declutter your main Keep screen by archiving. Just click the down arrow to archive a note.



View your archived notes at any time by clicking to the Archive on the main Keep page, or search for them using the following methods.

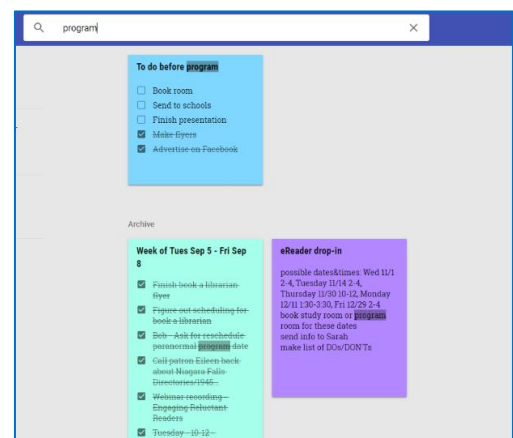


Similar to how checking a checkbox can be reversed, an archived note can be unarchived at any time by clicking the upward pointing arrow.

## FULL-TEXT SEARCHING

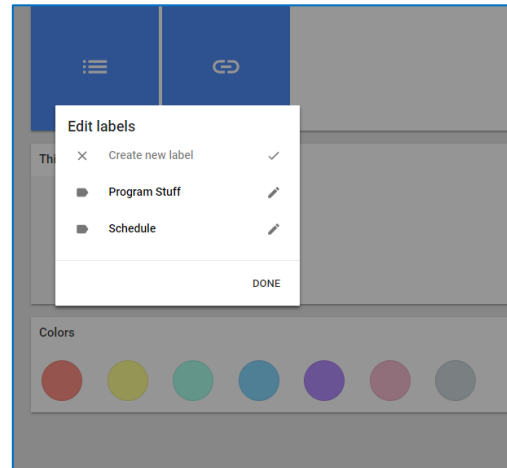
Google Keep notes are fully searchable, meaning that if you remembered you once had a note with a certain word or phrase, this term can be searched to locate it. All notes with the exact word you typed will display, including active and archived notes.

This feature is useful if you want to view all related notes containing the same word (for example, *program*). There are alternative ways to view related notes, as we will see in the following examples.



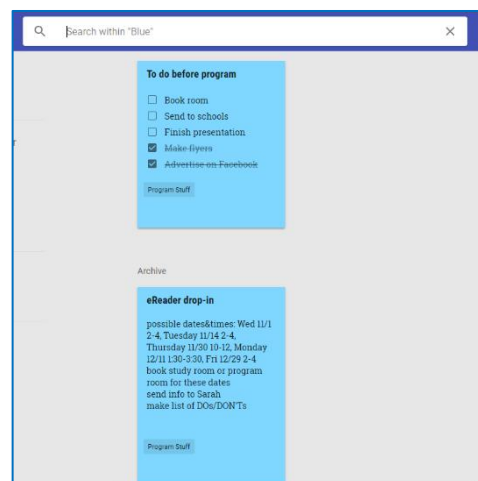
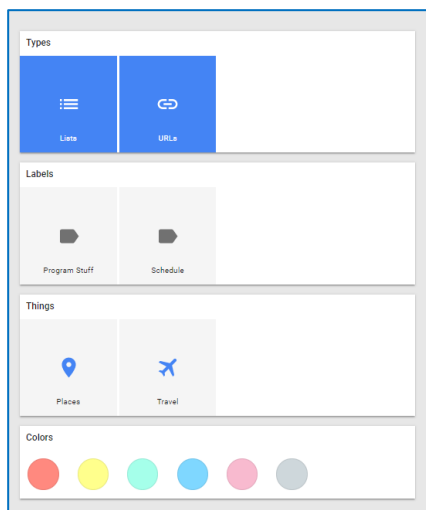
## LABELS

Users have the ability to create labels, so related notes can be found and edited quickly. For example, the label *Program Stuff* may be applied to a list of registered participants, schedule, shopping list, to-do list and note with random thoughts related to the big day. Clicking *Program Stuff* under labels will trigger all notes tagged with this label to display.



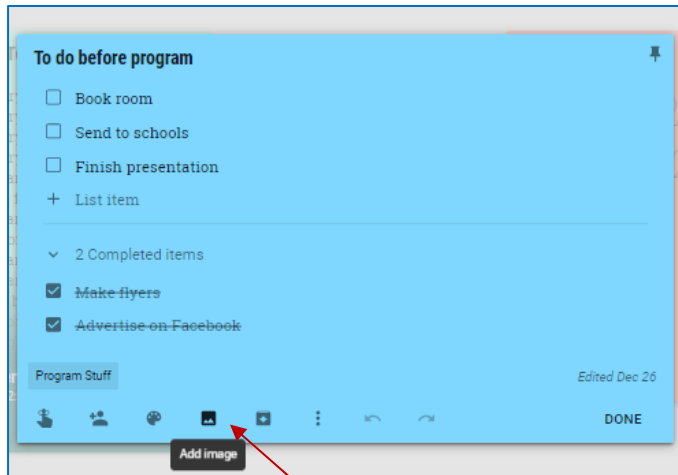
## COLOR CODING

Clicking in the search bar reveals several options for searching across Notes: Type, Label, Things and Color. If a user doesn't prefer to create a label for *Program Stuff* as in the above example, an alternative is to make all notes related to programming the color blue. Clicking the blue circle will result in only blue notes being displayed.

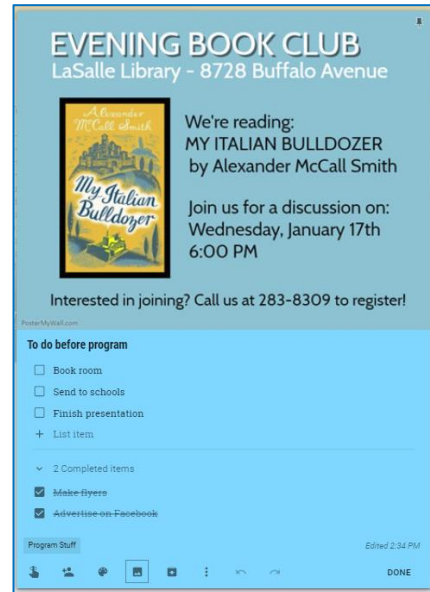


## ADDING IMAGES

A fun and practical feature of Google Keep is the ability to attach photos at the top of a note. This can be used to simply liven up Keep notes by adding cute kitty pictures and family photos. However, in the library program example we are following, a good use of this tool would be to add a JPEG or PNG image of your program flyer, so this information is immediately available as you work through your notes.



*Click picture image to add photo from your computer.*



## SHARING NOTES

Users familiar with Google Drive may be aware that documents can be viewed and edited by designated collaborators. This is also the case with Google Keep. Click the Collaborator button to add one or more email addresses. The designated email addresses will receive an email inviting the user to view and edit the note when he or she is signed into Google Keep.

