

## Notes Presentation 3

### Introduction

- I. Basic Organizing (Can't change folders short by date created only alphabetical).
  - A. Explain iCloud account - iCloud, Google account, only on Device
  - B. Three columns - Can eliminate Folders if desire
  - C. Folders organize - Aphorisms and Names big help
  - D. Delete a Folder - 3 buttons or Trash Can
  - E. + Add Folder (lower left)
- II. Explain buttons - Folder (Nick Exercises)
  - A. List/Icon
  - B. Notes (2nd section) choices swipe right or left to delete notes.
  - C. View - sort by Date Created/Newest First
  - D. Trash Can
  - E. Generate New Note
  - F. Text format button (Aa)
  - G. Create check-off list
  - H. Insert a table
  - I. Insert photo from iPhone library
  - J. Photo phone - Take Photo>iPhone changes to pic mode>Take pic>use photo
  - K. Insert scan
  - L. Link Icon - Side by side drag, Pull up website then click link
  - M. Lock Note
  - N. Share button
  - O. Search field - **Guidos**
- III. Future Presentations (Gathered Too Much info)
  - 1. iPhone and iPad buttons
  - 2. Drawing and sketching in INotes
  - 3. Quick notes using microphone and Notes using Siri.
  - 4. Integrating INotes with ICalendar