Use Notes on your iPhone, iPad, and iPod touch

Use Notes to capture a quick thought, create checklists, sketch ideas, and more. And with iCloud, you can keep your notes updated across all your devices.



Get started

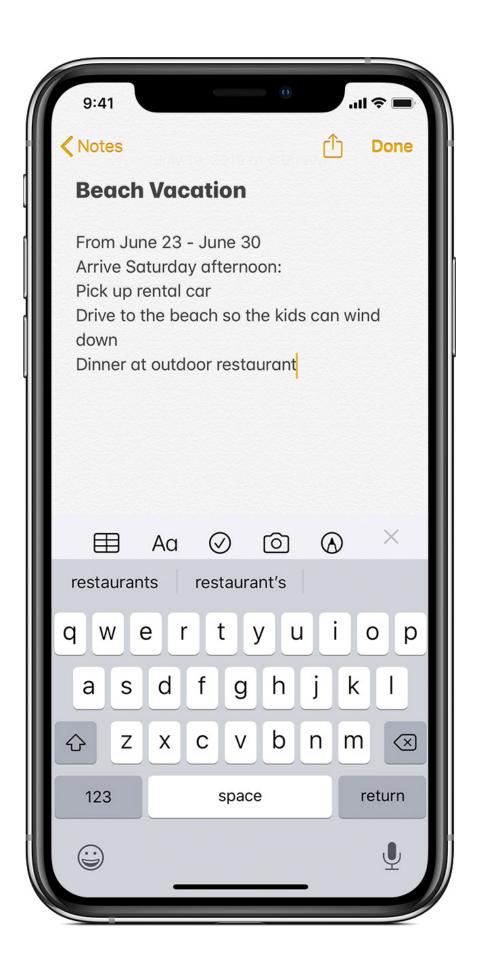
Make sure that your iPhone, iPad, or iPod touch has the latest version of iOS.

To use the latest features of Notes, make sure that you set up Notes with iCloud or have notes saved on your device. Many Notes features won't work with other email providers. If you have drawings in Notes, make sure they have been updated so you can use the latest features.

Create a new note

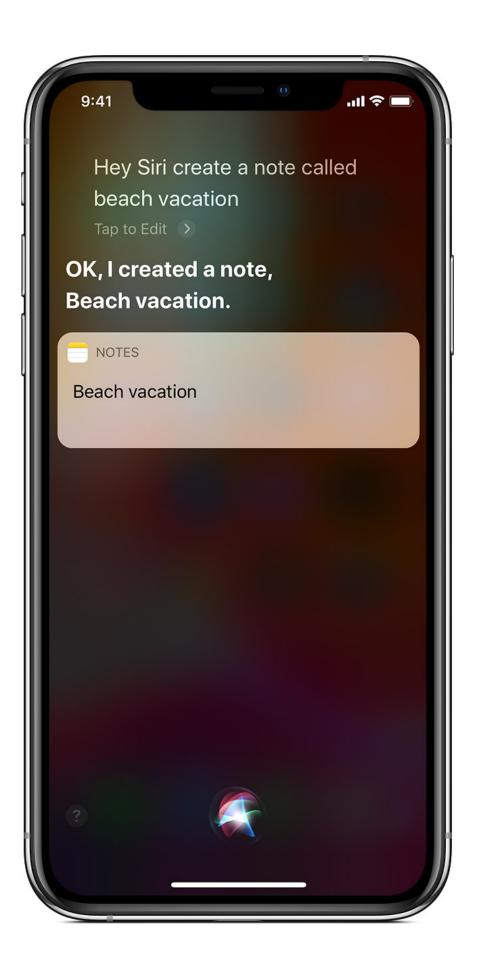
You can create a new note directly in the Notes app. Or you can ask Siri to start one for you.

Create a note manually



Open Notes. Tap to enter your note. When you're finished, tap Done. The first line of the note becomes its title.

Ask Siri to start a note



Need to take a quick note? Just ask Siri to "Start a new note." Then tell Siri what you want the note to say.

Delete or pin a note

To delete a note, tap or swipe left over the note in the Notes list, then tap Delete.

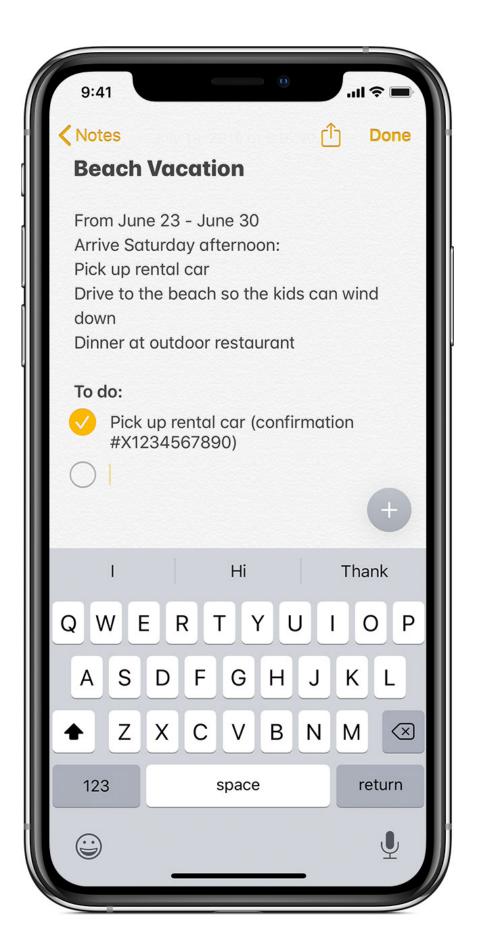
To recover a deleted note, go to the Folders list and tap Recently Deleted. Tap the note that you want to keep, tap in the note, then tap Recover. Learn what to do if you're missing notes.

To pin a note, swipe right over the note, then release. If it's the first note that you pinned, a pinned icon appears at the top of the Notes list. To unpin a note, swipe right over the note again.

Do more with Notes

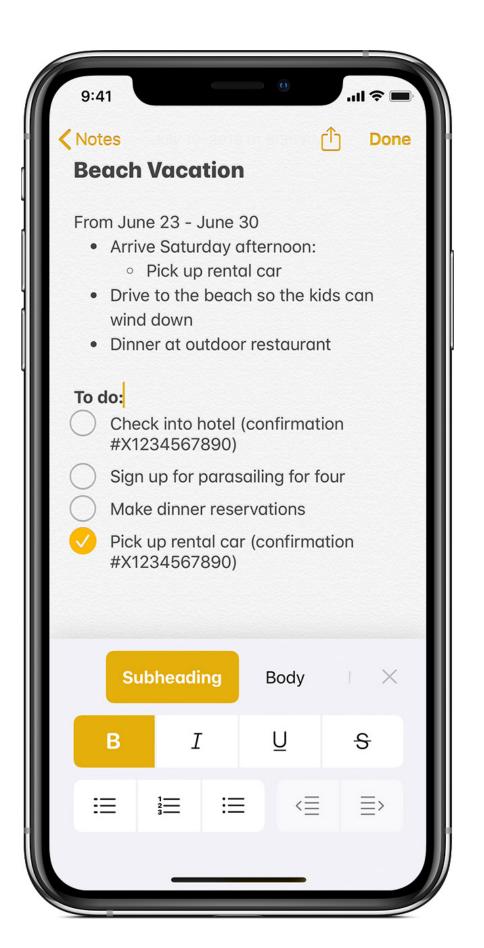
With Notes, you can draw, create checklists, scan and sign documents, and add attachments — like photos, videos, or web links.

Create a checklist



Tap in a note, then tap . Enter your list, then tap the empty circle to complete a task. You can also automatically sort checked items to the bottom, swipe to indent, and more. Learn more about creating to-do lists with Notes.

Format a note



To add a table, title, heading, or bulleted list, tap in a note,

then tap or AO. On an iPhone or iPod touch, tap Done when you're finished. You don't need to tap Done on an iPad.

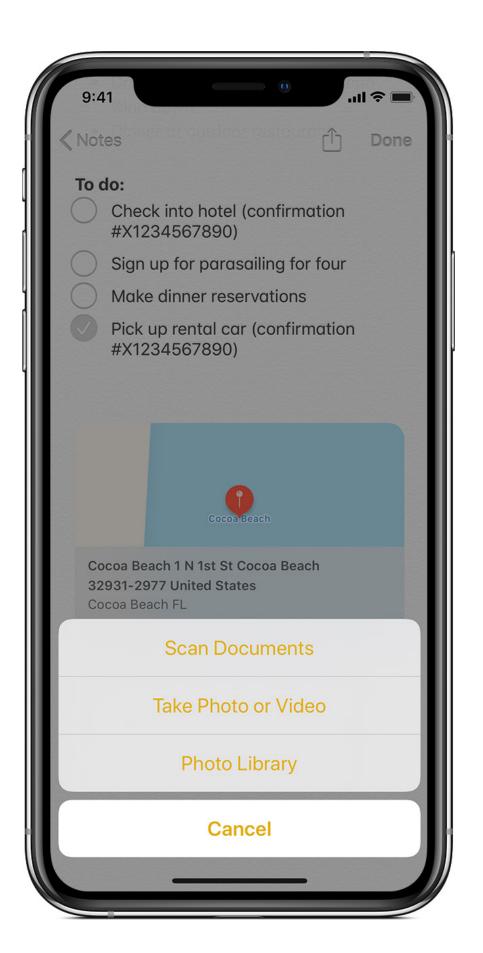
Add an attachment



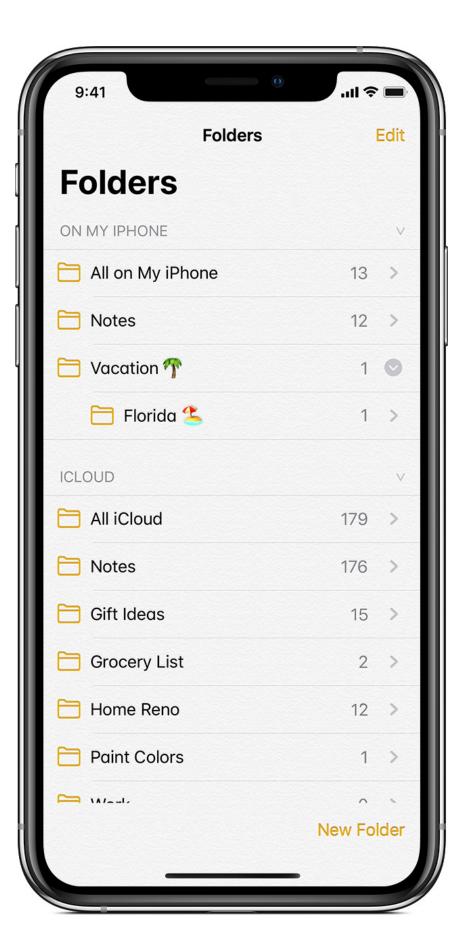
To add something from another app, like a location in Maps or

a website in Safari, tap in the app that you want to share from. Tap the Notes app, then select the note that you want to add an attachment to, then tap Save. You can add the attachment to a new note or an existing one.

Add a photo or video



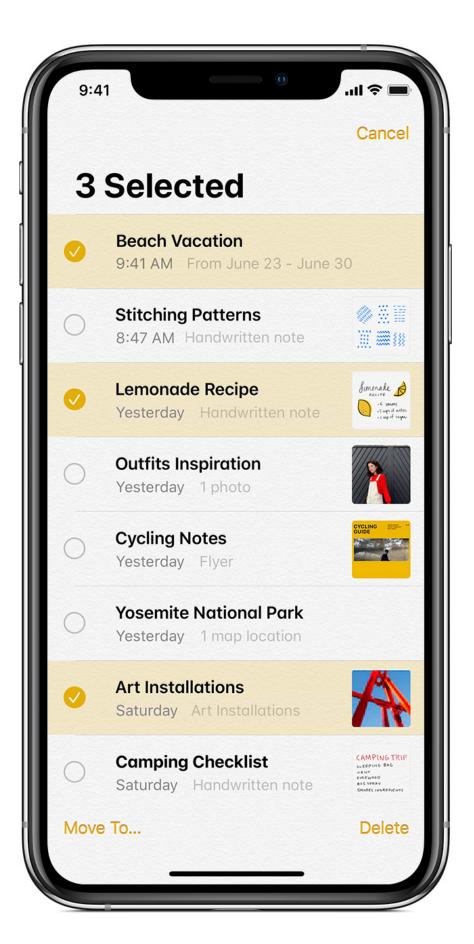
To add a photo or video, tap in a note, then tap You can tap Photo Library to add an existing photo or video or you can tap Take Photo or Video to add a new one. Tap Done, or Use Photo or Use Video.



Create folders and organize your notes

You can create folders and subfolders to help keep your notes organized. Here's how:

- 1. If you're in the Notes list, Tap > to see your Folders list.
- 2. In the Folders list, tap New Folder.
- Choose where to add the folder. To create a subfolder, drag the folder that you want to be a subfolder to the main folder. It will move below the main folder and be indented.
- 4. Name your folder, then tap Save.



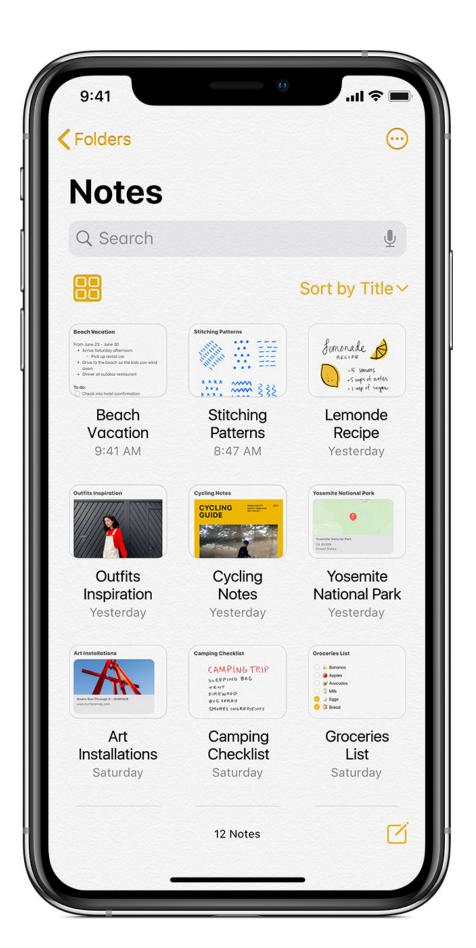
Move a note to a different folder:

If you're in a note, tap to see your Notes list.

In the Notes list, tap Edit , then tap Select Notes.

Tap the notes that you want to move.

Tap Move To, then select the folder you want to move them to.



See your notes in Gallery view

With iOS 13, Gallery view gives you a new way to see your notes — making it easier than ever to find the note you're

looking for. Just tap to see your notes as visual

thumbnails. Tap again to see your notes in a list. To sort your notes inside of folders:

- 1. Go to the folder that you want to sort.
- 2. Swipe down on your screen, until you see the Search field.
- 3. Tap the Sort by field, then choose how you want to sort your notes. You can sort each folder by date created, date edited, or title.

To sort all of your notes automatically, go to Settings > Notes, and tap Sort Notes By. Then choose how you want to sort your notes.

Search for a note or attachment

To search for a specific note, scroll to the top of the Notes list, tap the Search field, then enter what you're looking for. You can search for typed and handwritten notes. And with iOS 13, search can even recognize what's in the images inside of your notes. For example, if you search for "bike," search will show you all images you have with a bike. Search can also find specific text inside scanned documents, like receipts or bills.

To search within a specific note, select the note that you want

to search within, tap and scroll until you see Find in Note. Then enter what you're searching for.

You can also search for attachments. Tap in the topright corner, then tap View Attachments. To go to the note with the attachment, touch and hold the thumbnail of the attachment, then tap Show in Note.

Create an instant note from the Lock Screen

You can use an Apple Pencil with a compatible iPad to create an instant note from the Lock screen or pick up where you left off on your last note. To change these settings, go to Settings > Notes, tap Access Notes from the Lock Screen, and choose an option.

Tap the Lock Screen with your Apple Pencil and create your note. Whatever you create is automatically saved in Notes.

Keep your notes secure

The Notes app lets you lock any note that you want to keep private from anyone else that might use your device. Depending on your device, you can use Face ID, Touch ID, or a password to lock and unlock your notes.

Learn more about keeping your notes secure with password-protection.

Set up Notes with iCloud

You can use iCloud to update your notes across all of your devices. To set up Notes with iCloud, go to Settings > [your name] > iCloud, then turn on Notes. You'll see your notes on all of your Apple devices that you're signed in to with the same Apple ID.