

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

9:41



< Notes



Done

Beach Vacation

From June 23 - June 30

Arrive Saturday afternoon:

Pick up rental car

Drive to the beach so the kids can wind down

Dinner at outdoor restaurant



Aa



restaurants

restaurant's

q w e r t y u i o p

a s d f g h j k l

↑ z x c v b n m ↵


123

space

return





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


9:41



Hey Siri create a note called
beach vacation

Tap to Edit >

**OK, I created a note,
Beach vacation.**

 NOTES


Beach vacation



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

9:41



< Notes



Done

Beach Vacation

From June 23 - June 30

Arrive Saturday afternoon:

Pick up rental car

Drive to the beach so the kids can wind down

Dinner at outdoor restaurant

To do:

- Pick up rental car (confirmation #X1234567890)




I

Hi

Thank





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

9:41



< Notes



Done

Beach Vacation

From June 23 - June 30

- Arrive Saturday afternoon:
 - Pick up rental car
- Drive to the beach so the kids can wind down
- Dinner at outdoor restaurant

To do:

- Check into hotel (confirmation #X1234567890)
- Sign up for parasailing for four
- Make dinner reservations
- Pick up rental car (confirmation #X1234567890)

Subheading

Body



B

I



U

§



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



then tap  or . 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

9:41



Cancel

Notes

Save

SAVE TO:

Beach Vacation

iCloud >

This attachment will be saved to the note "Beach vacation" in your On My iPhone account.

Add text to your note...

Cocoa Beach 1 N 1st St Cocoa
Beach 32931-2977 United Sta...
maps.apple.com



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

9:41



< Notes



Done

To do:

- Check into hotel (confirmation #X1234567890)
- Sign up for parasailing for four
- Make dinner reservations
- Pick up rental car (confirmation #X1234567890)



Cocoa Beach

Cocoa Beach 1 N 1st St Cocoa Beach
32931-2977 United States
Cocoa Beach FL


Scan Documents

Take Photo or Video

Photo Library

Cancel



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.

9:41




Folders

Edit

Folders


ON MY IPHONE



-  All on My iPhone 13 >
-  Notes 12 >
-  Vacation 🌴 1 
-  Florida 🏖️ 1 >

ICLOUD




-  All iCloud 179 >
-  Notes 176 >
-  Gift Ideas 15 >
-  Grocery List 2 >
-  Home Reno 12 >
-  Paint Colors 1 >
-  Work 

New Folder

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.
3. 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.

9:41



Cancel

3 Selected



Beach Vacation

9:41 AM From June 23 - June 30



Stitching Patterns

8:47 AM Handwritten note



Lemonade Recipe

Yesterday Handwritten note



Outfits Inspiration

Yesterday 1 photo



Cycling Notes

Yesterday Flyer



Yosemite National Park

Yesterday 1 map location



Art Installations

Saturday Art Installations



Camping Checklist

Saturday Handwritten note



Move To...

Delete

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.

9:41



< Folders



Notes

Search



Sort by Title ▾

Beach Vacation

From June 23 - June 30

- Arrive Saturday afternoon:
 - Pick up rental car
 - Drive to the beach so the kids can wind down
 - Dinner at outdoor restaurant

To do:

- Check into hotel (confirmation)

Beach Vacation
9:41 AM

Stitching Patterns

Stitching Patterns
8:47 AM

Lemonade RECIPE

.5 lemons
.5 cups of water
.1 cup of sugar

Lemonade Recipe
Yesterday

Outfits Inspiration

Outfits Inspiration
Yesterday

Cycling Notes

Cycling Notes
Yesterday

Yosemite National Park

Yosemite National Park
CA 95389
United States

Yosemite National Park
Yesterday

Art Installations

Beats Beas Through It - SURFACE
www.beatsbeas.com

Art Installations
Saturday

Camping Checklist

CAMPING TRIP

- SLEEPING BAG
- TENT
- FIREWOOD
- BUG SPRAY
- SMORES INGREDIENTS

Camping Checklist
Saturday

Groceries List

- Donuts
- Apples
- Avocados
- Milk
- Eggs
- Bread

Groceries List
Saturday

12 Notes



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 top-right 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.
