## Getting the Most out of G-Suite

### Google Keep Student Handout

### Youtube Link

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<tr>
<td><img src="image1.png" alt="Getting the most out of G-Suite" /></td>
<td><strong>Introduction</strong></td>
<td><strong>0:00</strong></td>
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| ![What is Google Keep?](image2.png) | **What is Google Keep?**  
- Cloud-based note-taking app  
- Create notes and to-do lists for personal or professional use  
- No additional software to download  
- Mobile and Computer accessible | **0:09** |
| ![Why should I use it?](image3.png) | **Why should I use it?**  
- Integrated into the G-Suite system  
- Adds quick access notes to already familiar forms  
- Robust search system  
- Side bar accessible navigation  
- Easy Collaboration  
- Easily switch between the computer and mobile version  
- Sends push reminders to your phone to stay organized | **0:34** |
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| **How do I access it?** | How do I access it?  
- Method 1: Gmail. Click on the Google Apps menu in the upper right hand corner and scroll down until you see the “Keep” option  
- Method 2: Keep logo. Click on the small arrow on the bottom right corner to expand the sidebar. Click the “Keep” logo and then click on the “open in a new tab” button to open it in full view  
- Method 3: Web Browser. Type keep.google.com into your web browser | 1:06 |
| **Creating a new note.** | Creating a new note.  
- Click the box area in the top middle that says “take a note” and start typing  
- All notes have a title and body text to help stay organized  
- Click “close” to save the note. The note will be moved into your collection | 1:54 |
| **Reminders** | Reminders  
- The reminder tool allows you to set reminders for later in the day or weeks in advance. You can even set a reminder based on location  
- To access all set reminders, go to the table of contents on the left | 2:28 |
| **Collaborators** | Collaborators  
- Add people to view and edit your note by typing in their email  
- Collaborators have the ability to check off tasks, add or delete tasks, or even archive the note | 2:56 |
| **Background** | Background  
- You can change the background color of your note for distinctness and easier organization  
- There are a variety of colors and special Google backgrounds you can use | 3:30 |
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| Add Images    | **Add Images**  
  - Click on the “Add Image” button and insert a photo from your computer  
  - Click on the small three dots and click “grab image text” to transfer the image text into a note. Keep will scan the image for any words and phrases and then transcribe them into text. | 3:44      |
| Archive       | **Archive**  
  - Click on the “Archive note”  
  - Notes can be archived to clear up space from your view and saved to view later  
  - They are moved into a folder on the left for storage  
  - To delete the note, click on the three dots and then click “delete note”. It will be moved into the trash where it will be stored for 7 days before permanent deletion | 4:17      |
| Labels        | **Labels**  
  - Go to the three dots and click “add label”  
  - You can create new labels or labels previously made  
  - Change labels by going to the three dots again and click “change labels”  
  - Another way to add or change labels is by using hashtags. Type the symbol and the labels tab will pop up  
  - If you are inside the labels tab from the left side bar, whatever note you create while inside the tab will automatically have the label attached | 4:43      |
| Add Drawing   | **Add Drawing**  
  - You can take notes by drawing. If you have a tablet such as an IPad, you can take notes on the canvas.  
  - The drawing tool has very basic functions such as the select tool, eraser, brush pen, straight pen, and highlighter.  
  - The canvas can be changed to grids, dots, lined, or blank.  
  - Take your notes by drawing on the page. If you reach the end of the screen, Keep will automatically add more space on the bottom.  
  - You can export these notes as an image by going to the three dots on the top right corner | 5:22      |
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| Make a Copy | **Make a copy**  
- Go to the three dots on the bottom right hand corner and click “make a copy” to make an exact copy of your note.  
- This can be used to make tasks lists that you can check off weekly or daily | 6:05 |
| Show Checkboxes | **Show Checkboxes**  
- You can easily swap between checkbox or text mode within notes  
- Go to the three dots on the bottom right hand corner and click “show checkboxes”. This converts your text into a checkbox format.  
- Rearrange your list by click and dragging the tasks on the left side.  
- When clicked, the completed tasks will be automatically shifted to the bottom  
- To return it back to the list again, click it again to uncheck mark it  
- If you want your list view to turn into text form, just go to the three dots and click “hide checkboxes” | 6:18 |
| Table of Contents | **Table of Contents**  
- The Table of Content is located on the left side; it features easy access to the main page with all your notes, a reminders tab, your labels tab, edit labels tab, archived tab, and a trash tab.  
- To reach the different sections, click on it and Keep will filter out the notes so that only the ones that apply to the filter are visible. | 6:47 |
| Grid View vs List View | **Grid View vs List View**  
- In Grid view, you can see all the notes at once. Click and drag them around to rearrange them how you like.  
- In List view, all your notes are presented in a neat timeline with the most recent notes at the top.  
- Toggle between the two by going to the icon on the top right hand corner next to the settings icon.  
- Click the upper right hand corner of individual notes to “pin” notes; this keeps the pinned notes at the top of both grid and list view. | 7:07 |
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| **Quick Changes** | To make changes to multiple notes, click on the top left hand corner on each of the notes you want to change. Three buttons will pop up on the top: pin, reminder, and background.  
| | Click the changes you want to make and it will automatically happen. | 7:35 |
| **Dark and Light Mode** | Go to the settings in the top right-hand side and click the gear. Here, you can toggle between dark and light mode.  
| | **Keyboard Shortcuts** | 8:00 |
| | This is where you can find a list of keyboard shortcuts that will help you use Google Keep more efficiently | 8:09 |
| **Search** | Go to the search bar at the top of the page and filter out your notes based on keywords, the type of file it is, labels, google filtered keywords, people you’ve shared the note with, and even the color of the note. | 8:16 |
| **G-Suite Compatibility** | You can easily access your notes in Google Keep from the comfort of your email, doc, slide, sheet, or calendar.  
| | While in the other G-Suite apps, click the small carrot on the bottom right hand side of the page to pull out the icon bar.  
| | Click the Keep icon to access all your notes or to make new ones. Notes created within other G-Suite products will automatically be linked as a url link inside the Google Keep note. | 8:32 |
| **Mobile App** | Have reminders pop up on your phone. Google Keep synchronizes devices very effectively.  
<p>| | Notes made on the phone will pop up when on the computer and vice versa | 9:03 |</p>
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<td>Voice to Note</td>
<td>• On the phone, you can record a voice message which Google Keep will transcribe into words for you. The note will contain the transcribed message and the voice recording as well</td>
<td>9:16</td>
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<tr>
<td>Mobile Camera</td>
<td>• Similarly, you can take pictures and Google Keep will transcribe words it sees into</td>
<td>9:33</td>
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| Additional Considerations-Pros | • Keep can pull text from images and convert them into digital task lists  
• Keep has intuitive and customizable organization and labeling functions  
• Keep has a sister mobile app which is compatible with the computer version  
• Keep is integrated with with the other G-Suite products where you can easily take notes on the side of the document | 9:52 |
| Additional Considerations-Cons | • Google Keep is very simple.  
• If you're looking for a dedicated organization or notes app, it may be better to use an app like EverNote or OneNote  
• Google Suite learning curve | 10:25 |
| Thank you! | Check out the other videos in our G Suite Workshop Series!  
Phone: (808) 689-2750  
Email: uhwowc@hawaii.edu  
Website: westoahu.hawaii.edu/noeauceenter | 10:45 |