

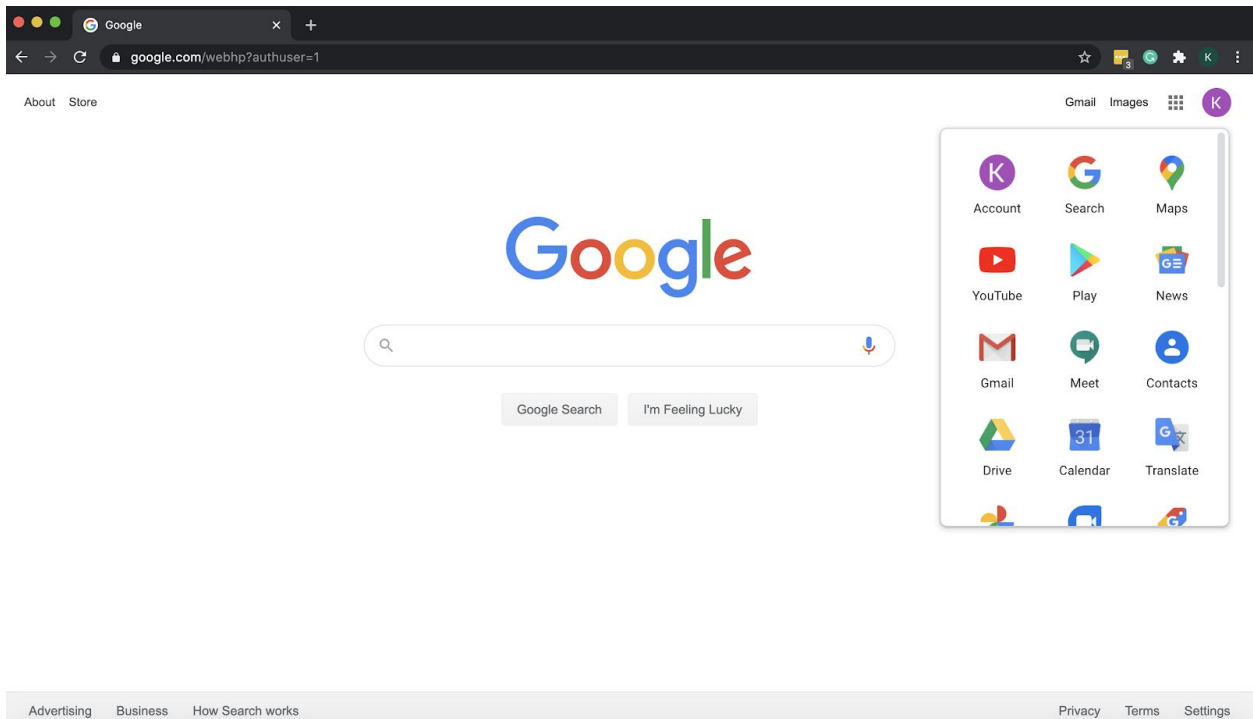
Google Keep



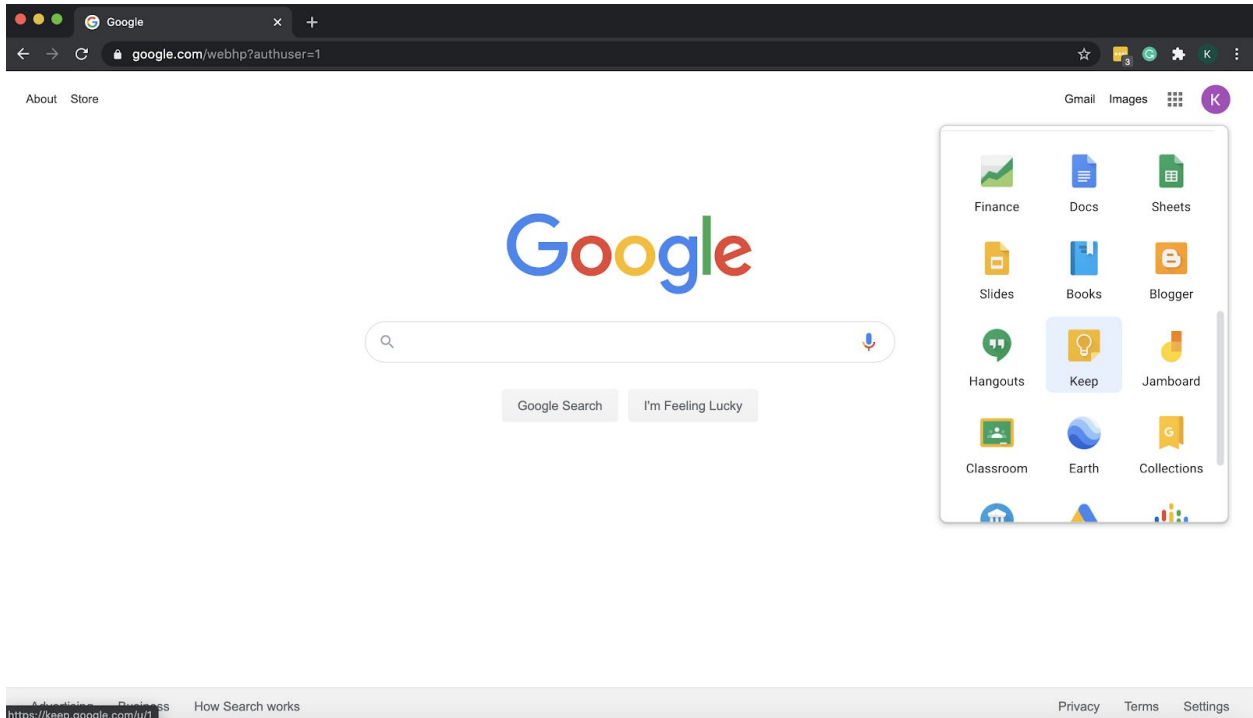
How to find Google Keep

Step 1: Open Google

Step 2: Click the squares in the top right corner right next to your initial.

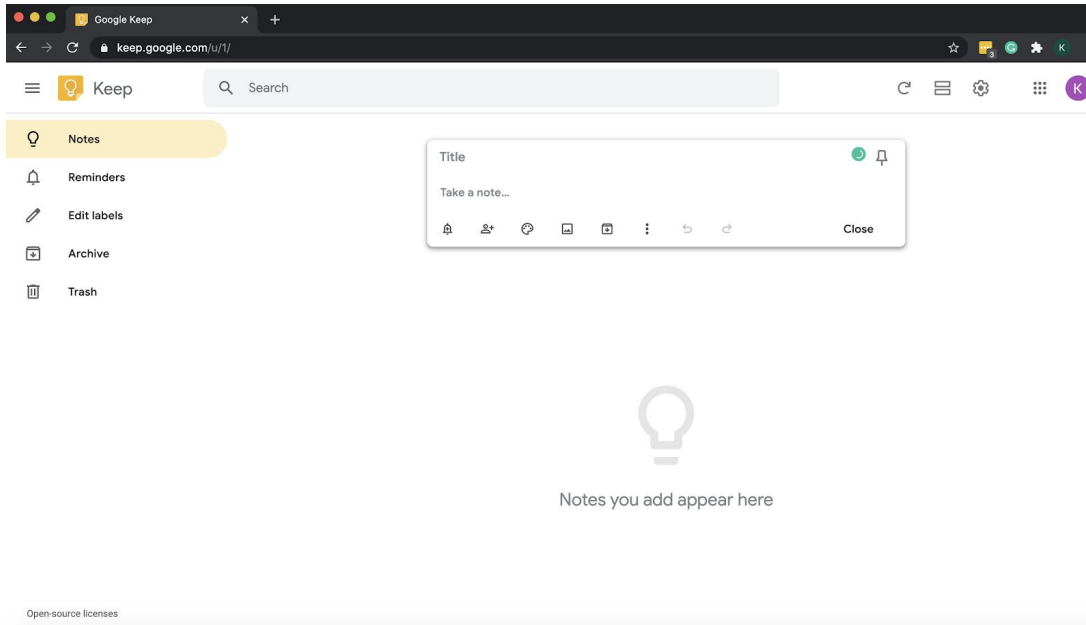


Step 3: Scroll down until you see a yellow image with a light bulb in it. It should say Google Keep on it, and click on it!

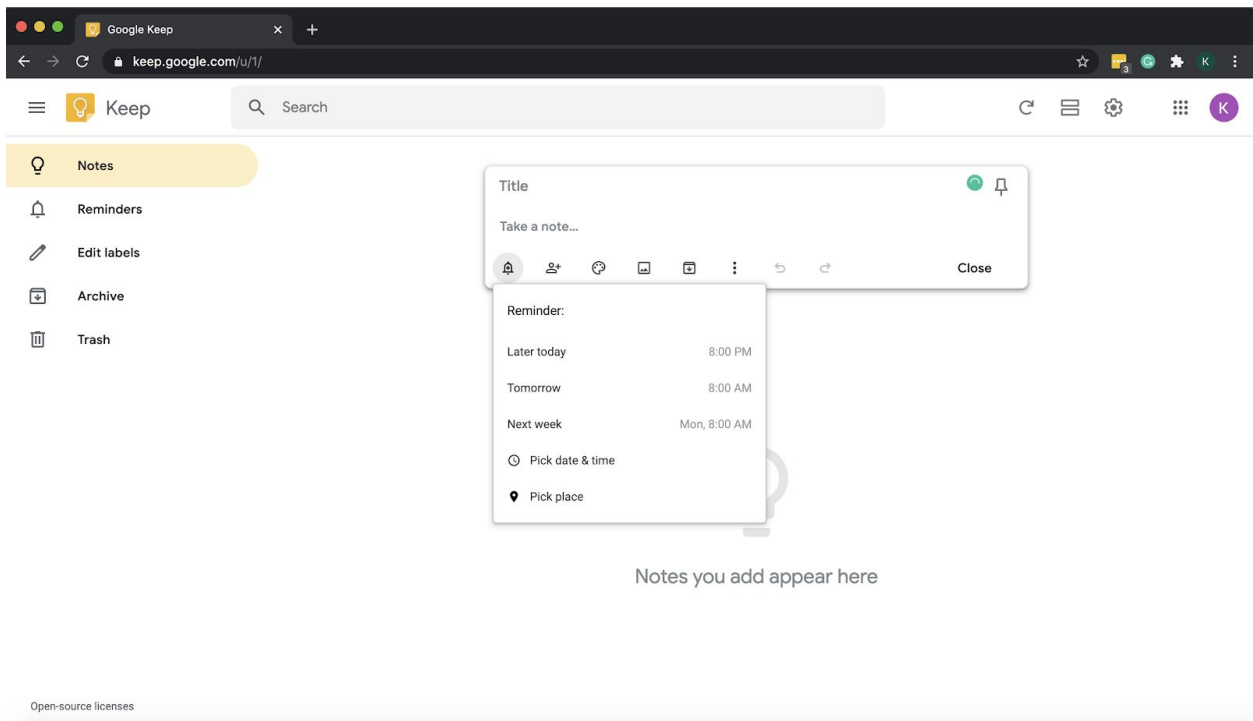


How to use Google Keep

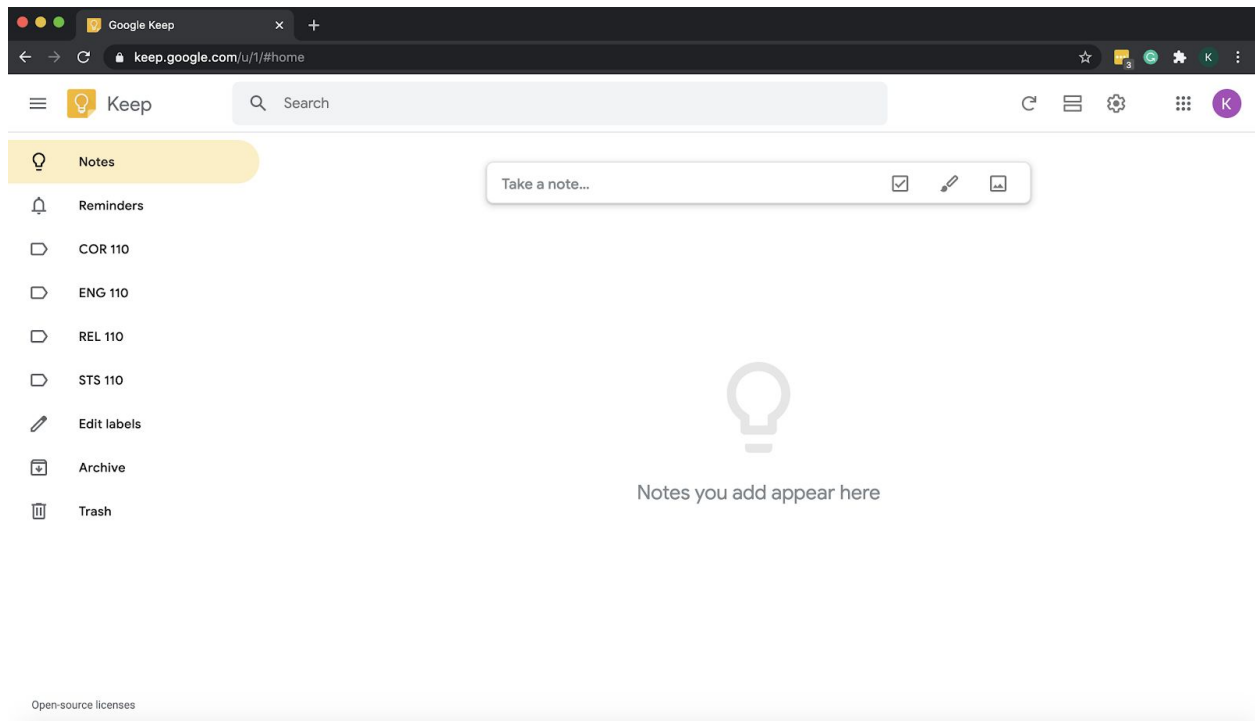
Create notes:



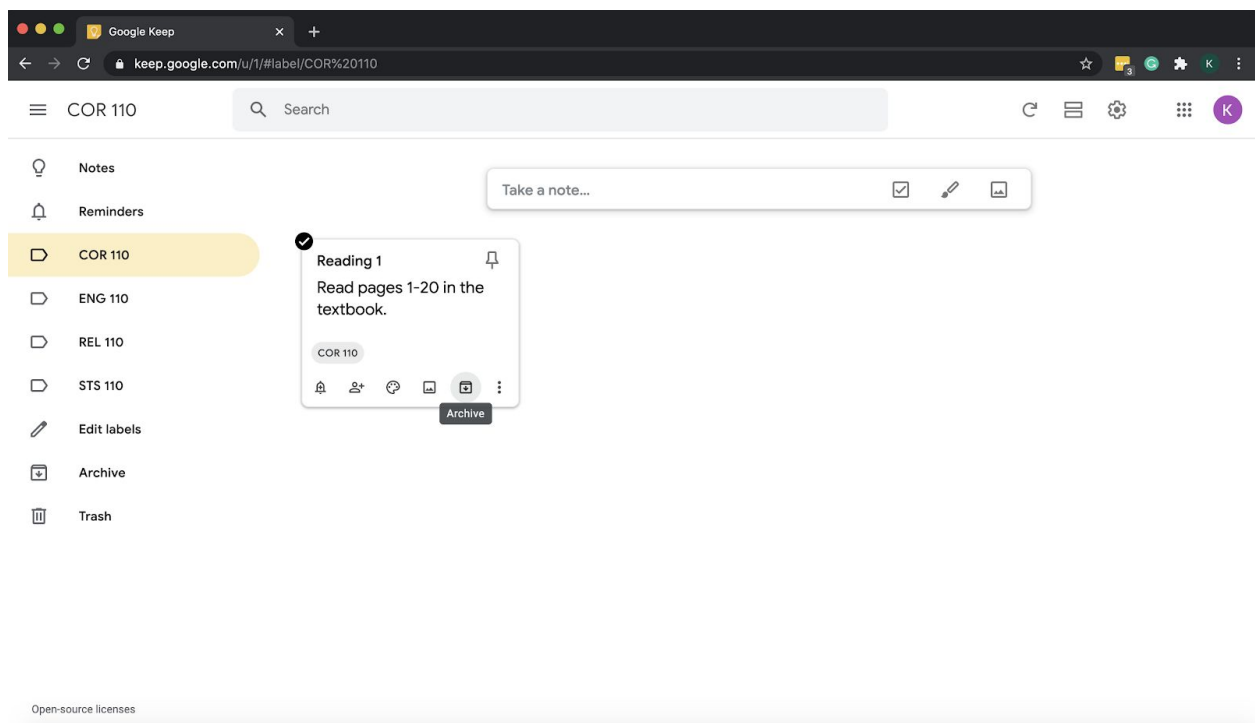
You can schedule a time you want Google Keep to remind you



You can create labels that will appear



When you are done with a note, you can archive it



You can see your archived notes under the archive tab

