



## Google Keep

Keep digital sticky notes with Google's note-taking tool. This tool is available as both a mobile app and as an online resource. A Google account is required to use Keep.

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### Summary

Capture notes for yourself or collaborate with others to track tasks or monitor the progress of a project. Access these sticky notes from your computer, phone, or tablet. You can add labels, checklists, and images to your notes and set reminders. Google Keep is a great tool for helping students work collaboratively and stay on track.

### Procedure

1. Sign in to your existing Google account.
2. Visit [keep.google.com](https://keep.google.com) or open the app.
3. Start your notes by typing in "TAKE A NOTE...."
4. Add titles, labels, colors, and images to your note.
5. (Optional)  
Share your note with others.
6. Search and sort your notes to find things easier.
7. Add the [Google Keep Chrome Extension](#) for more features.

Google. (n.d.). Google Keep. Retrieved on February 14, 2023, from <https://keep.google.com/>