

# How to set up and use the Instant Notes feature on iPhone / iPad

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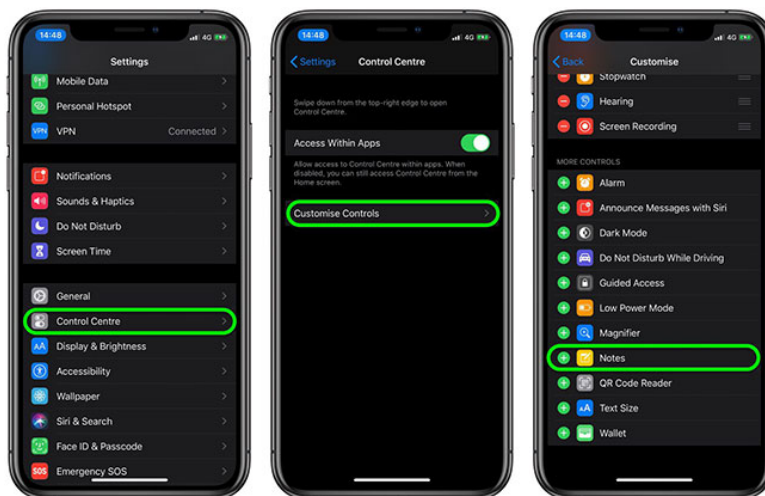
This is a really handy function if you want to quickly record something, add an existing note or refer back to an existing quick note.

Apple designed to make Instant Notes secure. So when you create a new note, you can't access all other existing notes in the Notes app, unless you unlock your iOS device.

The following steps show you how to set up Instant Notes on ?iPhone? or ?iPad? running iOS 11 or later and then how you can use it.

## How to add Notes to Control Center on iOS

1. Launch the **Settings** application on ?iPhone? or ?iPad?.
2. Click **Control Center**.
3. Click **Customize Controls**.



Click Customize Controls

4. Scroll down to **More Controls**.

5. Touch the "+" sign on the left of **Notes** to add it to the **Control Center**.

## How to set up Instant Notes on ?iPhone? or ?iPad?

1. Launch the **Settings** app on iOS devices.

2. Scroll down and click **Notes**.

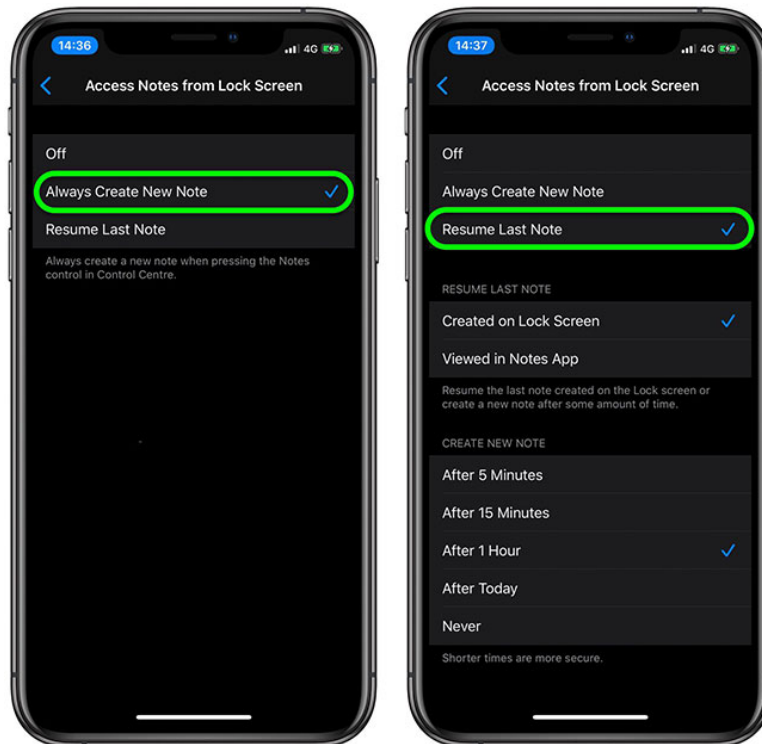
3. Scroll down and touch **Access Notes from Lock Screen** .



Scroll down and touch Access Notes from Lock Screen

4. If you always want to create a new note each time you use Instant Notes, click **Always Create a New Note** .

5. To continue going back to the note you created earlier, press **Resume Last Note** and you will see many options revealed on the screen.



Click Resume Last Note

6. To always continue the last note you created from the lock screen, tap **Created on Lock Screen** . To always continue the last note you created from within the Notes app when the device is unlocked, click **Viewed in Notes App** .

7. The last set of options allows you to set up Instant Notes to send you a new note from the lock screen after 5 minutes, after 15 minutes, after 1 hour, after today or never (corresponding to **After 5 minutes**, **After 15 minutes**, **After 1 Hour**, **After Today**, **Never** ). The shorter the time limit, the more secure your notes will be for prying eyes.

## How to use Instant Notes on ?iPhone? and ?iPad?

You have now set up Instant Notes on your device. It's time to use it as intended, that is, when your device is locked. This is how this feature works.

1. Lift your device to wake up the screen.
2. Access the **Control Center** : On the ??iPad ch?, simply double-click the Home button; on iPhone 8 and earlier, swipe up from the bottom of the screen, and on iPad Pro 2018 or ??iPhone?? X or later, swipe down from the top right corner of the screen.
3. Click the **Notes** button that was added to the Control Center before.



Click the Notes button added to the Control Center

4. Just start typing your new note or checking and / or adding the last note you viewed, depending on how you set up the feature.

5. Click **Done** when you are finished, then put the device screen in Sleep.

You can also access Instant Notes on iPad with Apple Pencil.

Further reference: Useful features on the iPhone Notes application.

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