

# How to use Quick Note on iPad

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## Create a quick note on iPad

Apple gives you a few simple ways to create Quick Notes on iPad:

1. Using your finger or Apple Pencil, swipe up and in from the bottom-right corner of the screen.
2. If using the keyboard with iPad, you can press Globe + Q.
3. Click the Quick Note icon in Control Center.



## Add Quick Notes to Control Center

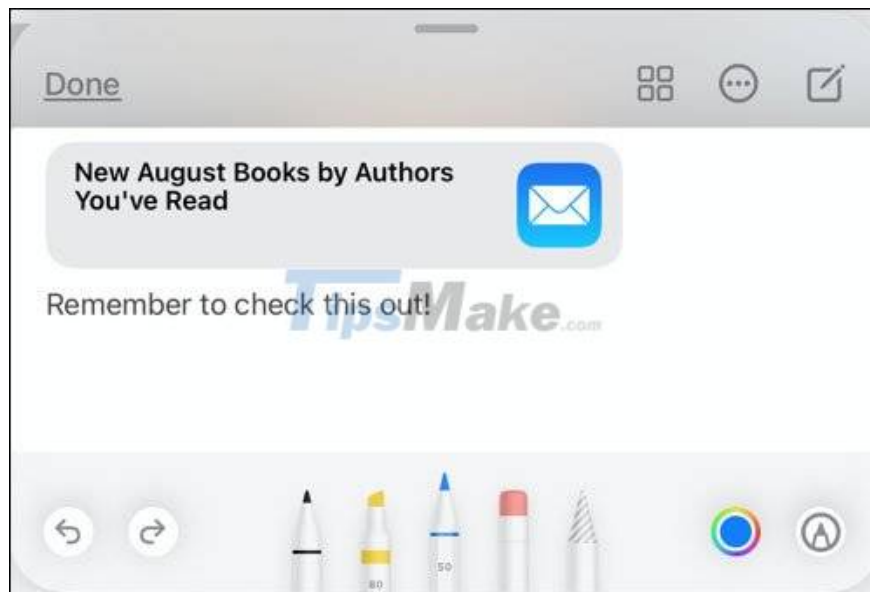
To add the Quick Note icon to Control Center on iPad, first open the Settings menu and select 'Control Center' on the left.

Next, click the plus sign next to Quick Note in the More Controls section. This will bring Quick Note to Control Center. Then you can drag it to any position you want.



## Make notes

You can take advantage of the many tools available to make quick notes. Use Apple Pencil, the keyboard, or the toolbar in Quick Note.



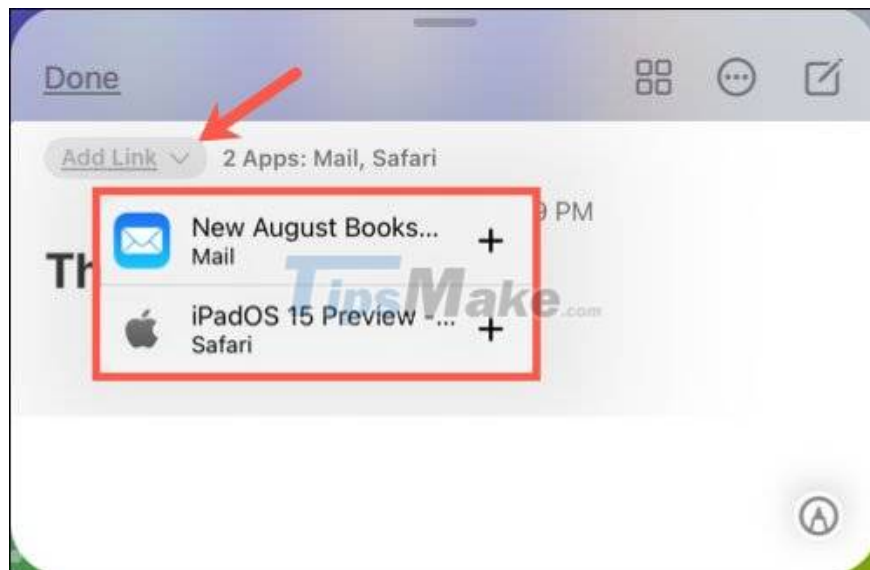
## Adjust size and position

With a note open, you can tap and drag it anywhere on the screen you want. In addition, it is also possible to flexibly change the size of the note by dragging and dropping the fingertips.



## Add links to notes

When you create a quick note with an app open, such as Safari, it automatically detects an available link. You should see this screen in Quick Note. Click 'Add Link' and the link will appear in your note.



In case of multiple links, press 'Add Link' and select the link you want to add to the note.

After doing this and accessing the website or app again, you should see a corresponding little note appear in the lower right corner of the screen.

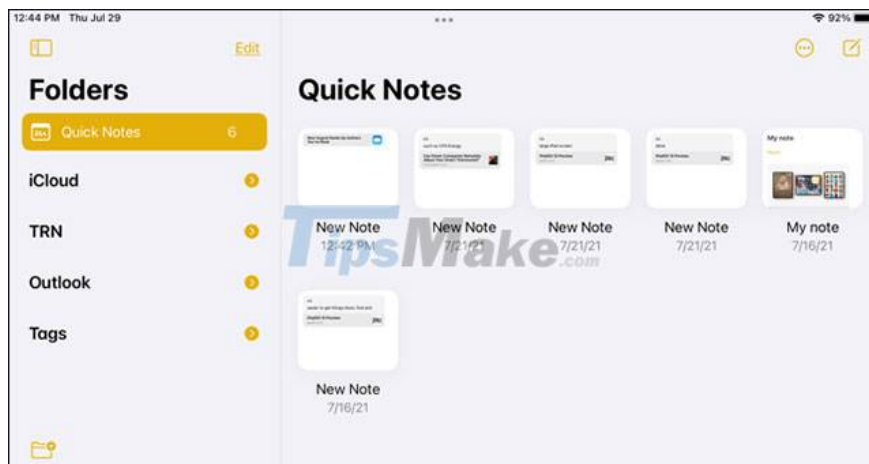


## View created notes

When you open Quick Notes, you'll see a row of dots at the bottom. This shows how many quick notes you have. Just swipe sequentially to review each note.

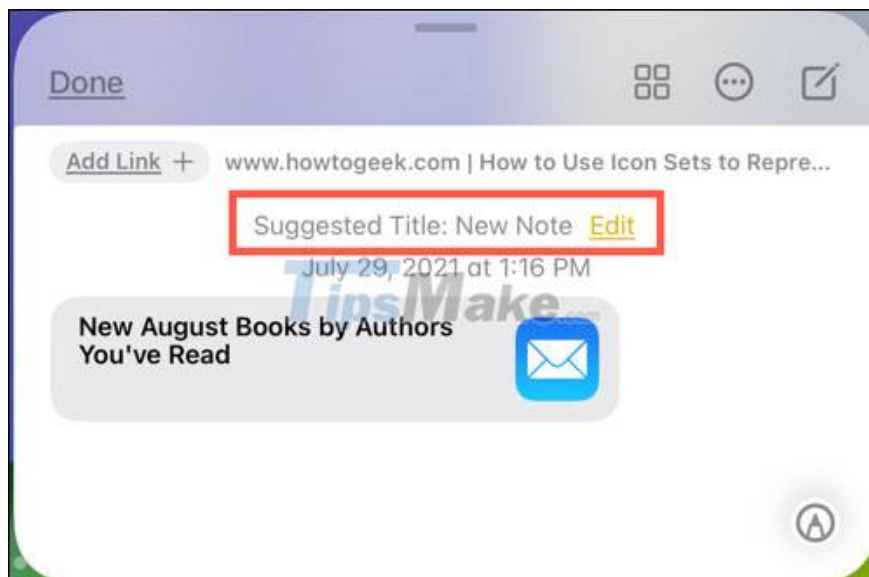


In addition to Quick Note's on-screen view, there's also a dedicated folder to store the notes you've created. Notably, you can fully access this folder when you open the Notes app on iPhone and Mac. So you can easily sync your notes across your different Apple devices.



## Use quick note editing options

To title a note, just swipe down in the body of the note and you'll see a suggested title displayed at the top. Click 'Edit' to give it a new name.



Enter a new name and press 'Done' when done.



You'll also see a small toolbar at the top of the note, allowing you to do a few extra things with the note:

1. **Done** : Tap 'Done' to close the note when you're done.
2. **Grid icon** : Open the quick notes folder in the Notes app.
3. **Three-dot icon** : Share or delete notes quickly.
4. **Pencil icon** : Start a new quick note.

Above are the basics of Quick Note. Wish you have a good experience with your iPad!

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