

# Use Google Keep to take online notes on your computer or laptop.

Using Google Keep on your computer can help you develop a habit of taking notes for work and study, and remember tasks and knowledge more effectively. However, using Google Keep on a computer, especially when using the service for the first time, is not as simple as many people think.

The trend of taking notes and using note-taking software like Evernote, Google Keep, Sticky Notes, Freebie Note, and Pnotes on computers has become popular as more and more users want to quickly record information directly on their computers and then synchronize it with note-taking software on iPhones and Androids for convenient access anytime, anywhere. Most users now find Google Keep on their computers more convenient for faster note-taking.

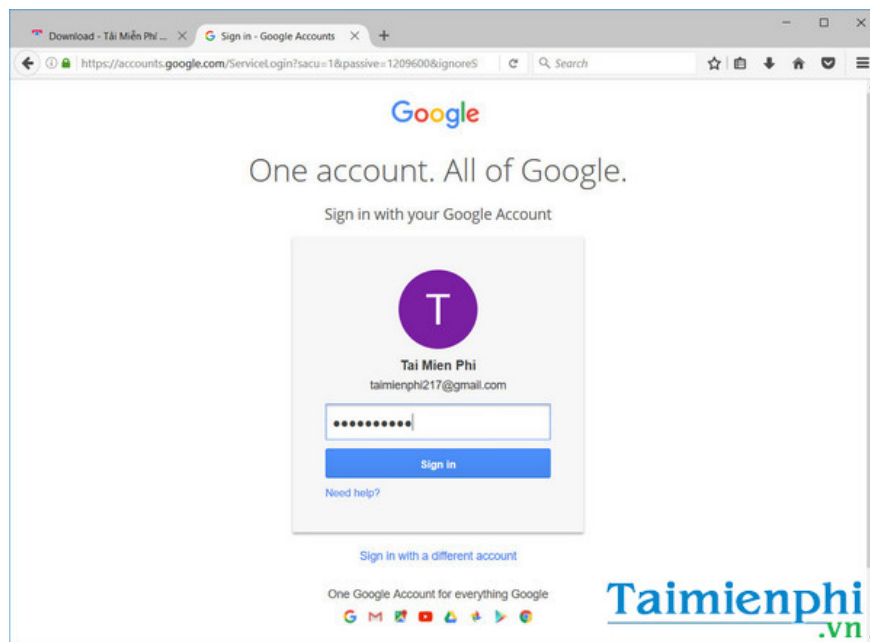


This guide from TipsMake will show you how to use Google Keep, one of the most effective note-taking software programs for computers currently available.

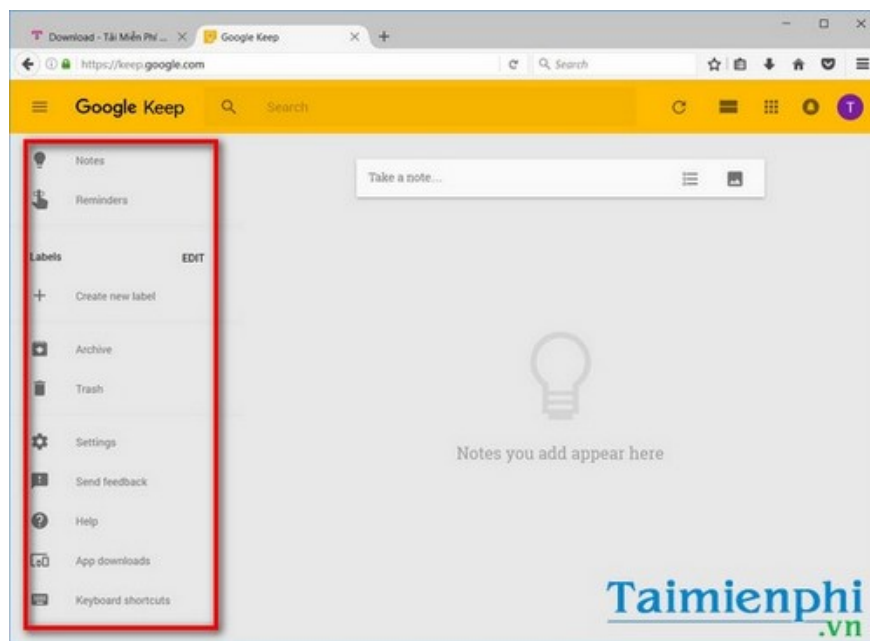
## Using Google Keep on a computer

Unlike creating notes on a desktop computer, to use Google Keep on a computer, you need a Chrome account that can be used across multiple services. This Chrome account is your Gmail account; if you don't have one, please register for a Gmail account and create a new one.

*Step 1:* Access the Google Keep service page **here** . After accessing it, enter your Google account and click **Sign In** ( Log in with Gmail ).



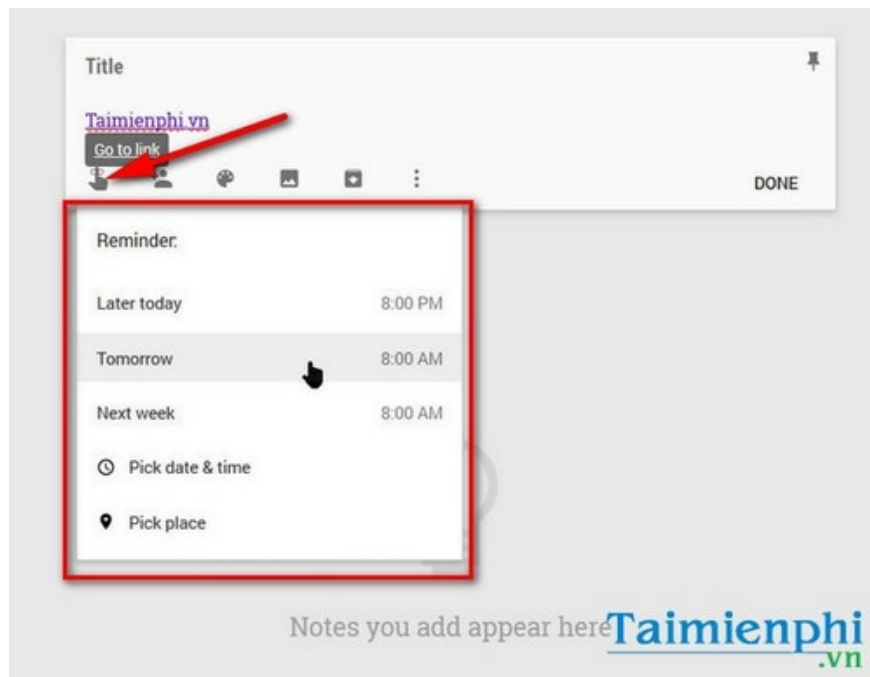
Step 2 : In the main interface of Google Keep after logging in, you can see several sections like the following:



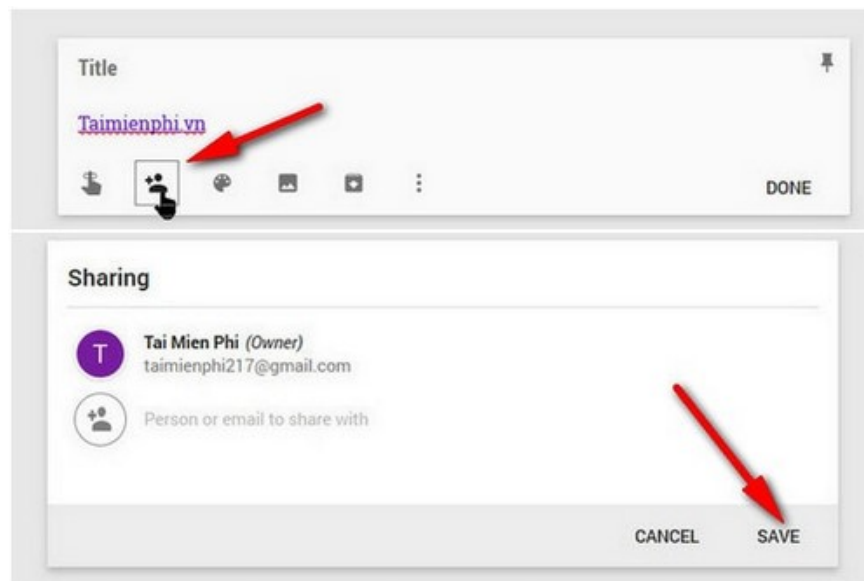
- **Note:** Start writing a new note
- **Reminders** : Create notes and reminders
- **Labels** : Labels for notes
- **Archives** : Completed notes
- **Trash** : Where notes are stored
- **Settings** : Google Keep settings.
- **App Downloads** : A collection of download links for Google Keep versions for Android, iPhone & iPad, Chrome app and Chrome extension. This allows you to easily create notes on your iPhone or Android device and then sync them with the web service.
- **Keyboard Shortcut** : A collection of keyboard shortcuts for using Google Keep.

Step 3 : Start creating a note by tapping **Notes** or the **Take a Notes** option.

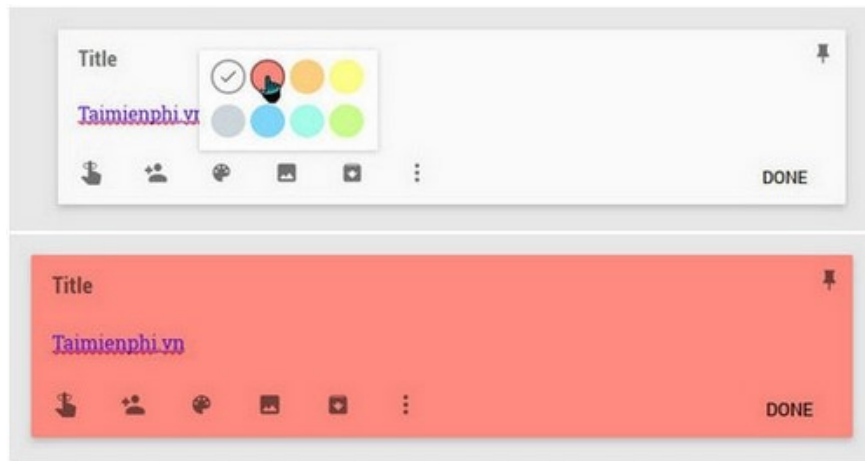
The finger icon is the reminder function on Google Keep. Users can set up various predefined reminder times such as **Later Today** , **Tomorrow** , **Next Week** , or choose their own time and location in the Pick date & time and Pick Place sections.



The person icon lets you add other users to your notes.



You can specify anyone by adding their email address in the "**Person or email to share with**" box. Click **Save** to save.



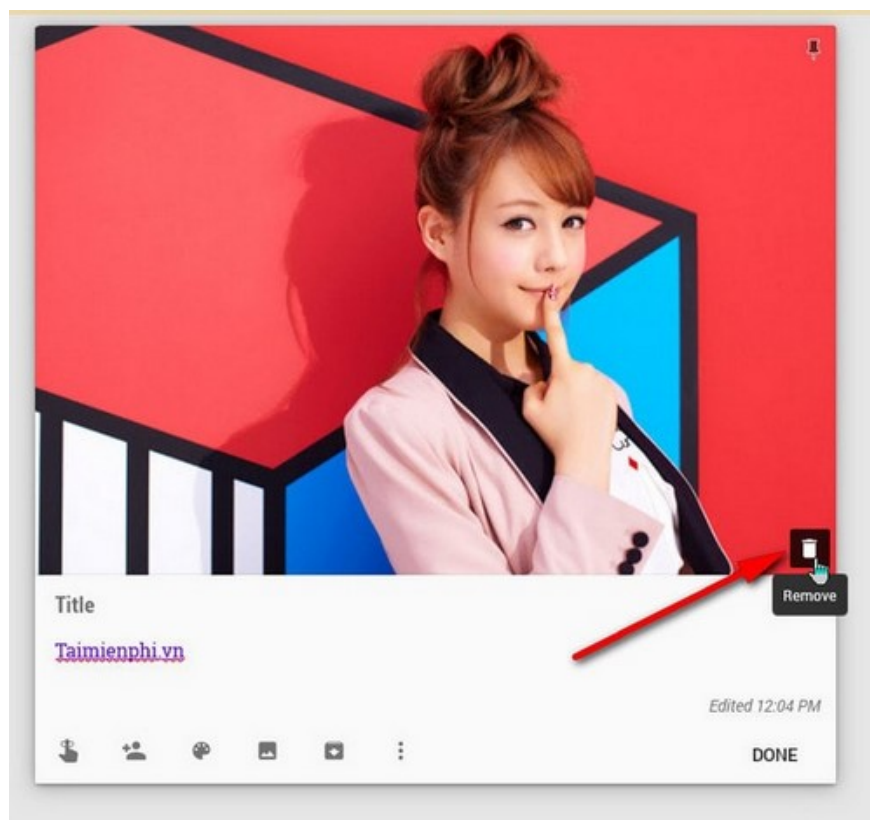
The drawing board icon allows you to set the color for your notes.



However, you only have 8 basic color options.



Adding photos to notes is another feature of Google Keep. Simply tap the photo icon, then select any photo from your computer and upload it.



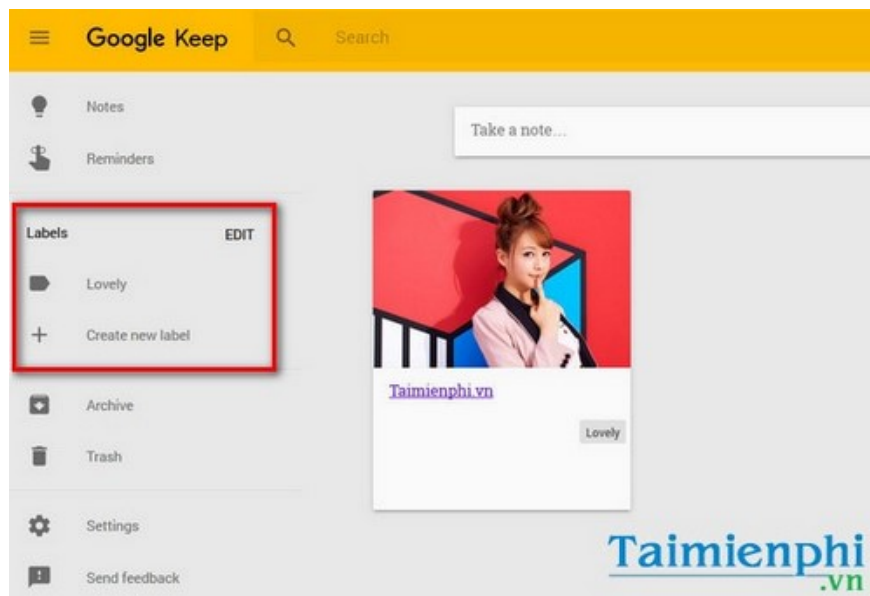
If you don't like the selected image, you can delete it and choose a different one.



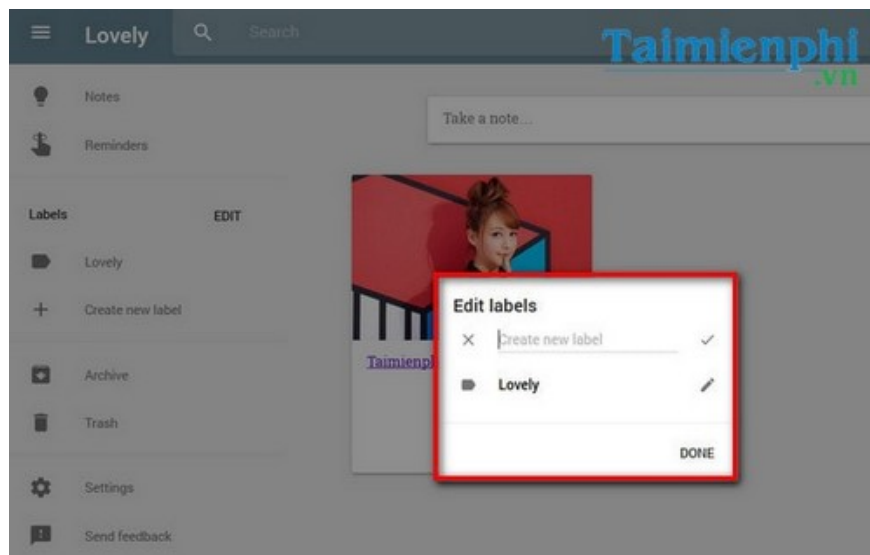
The More section includes commands such as **Delete note** ; **Add label** ; **Make a copy** ; **Show checkboxes** ; **Grab image text**; and **Copy to Google Docs** .



Try adding stickers to your notes.



Labels are a way for users to search for images more quickly and conveniently.

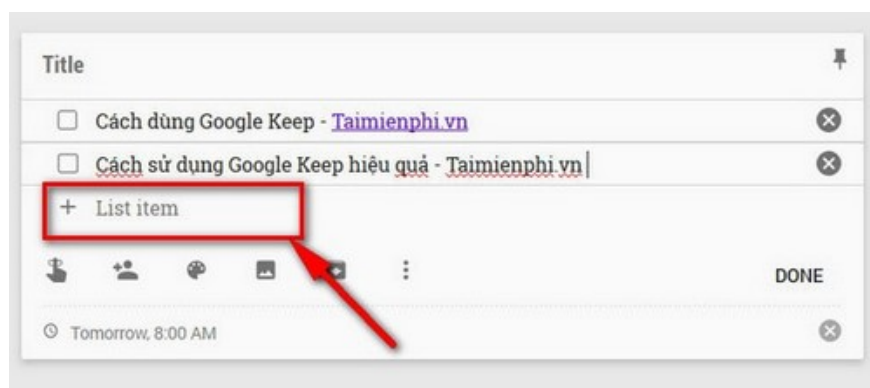


On the Labels screen, you can edit existing labels or add new ones by tapping Edit or Create new label.

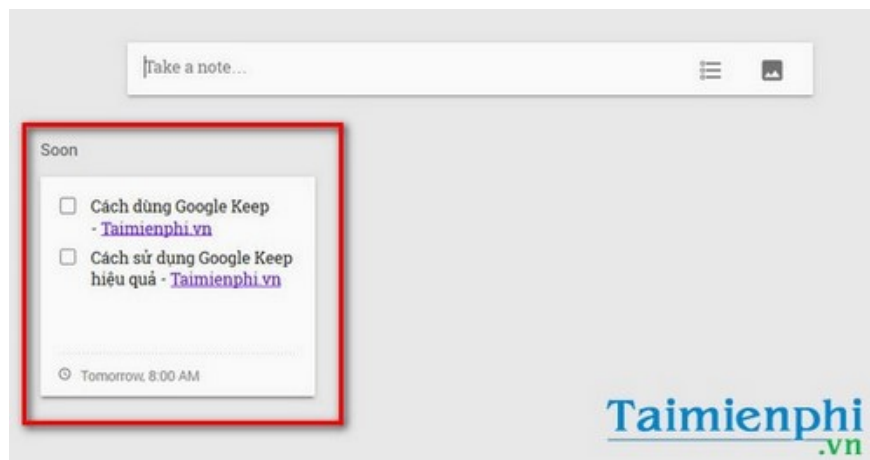
*Step 4:* Google Keep also provides users with a special tool to create note lists. Click the icon below to create a note list.



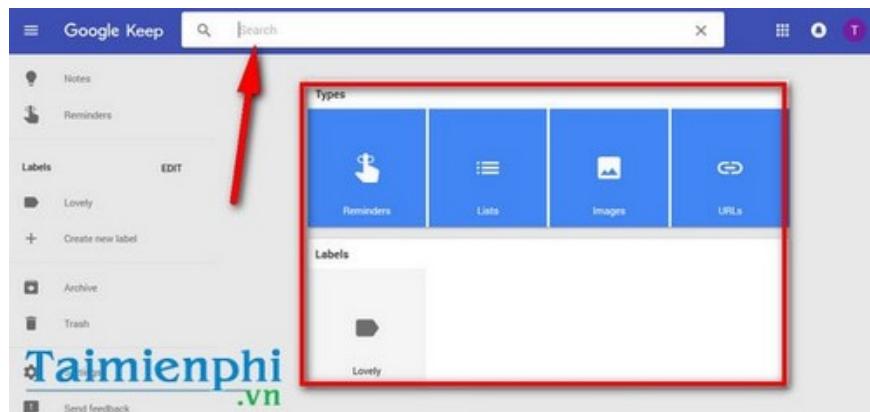
To create a new list of notes, click on the "List item" option, and set a timer for each note below. Click " **Done** " .



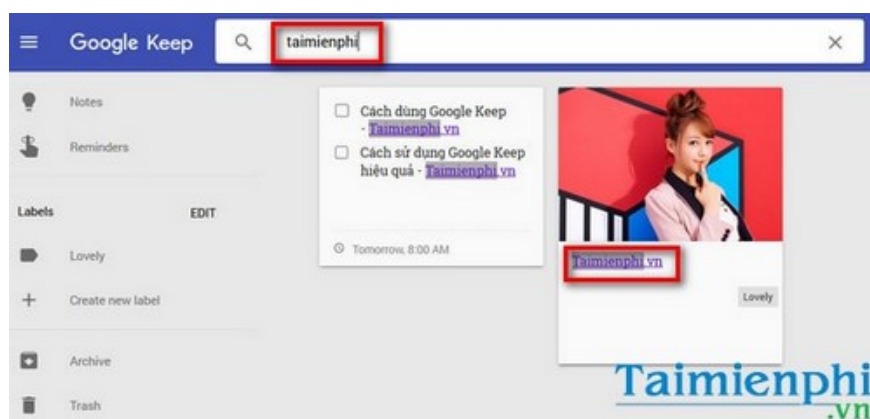
The list of notes is presented in considerable detail to make it easy for users to understand.



Step 5 : Google Keep is not just an effective note-taking tool. It also inherits the professional search power from Google. This service offers search options by Reminder, Lists, images, and URLs (links sent to friends). Another search method is by Label.



Results after searching for notes on Google Keep using Reminders.



Hopefully, through this article, readers have learned how to use Google Keep on their computers to create personal notes.

Google Keep has advantages over **Evernote**, Freebie notes, Pnotes, Sheer notes, or Atnotes thanks to its simple, user-friendly interface, good synchronization capabilities, and the fact that it doesn't require multiple accounts.

The most effective way to use Google Keep is to always know how to organize and create notes according to a schedule of reminders to easily plan and track completed tasks.

If you want to create notes on your computer screen without accessing Google Keep or Evernote, you can use Sticky Notes , an effective note-taking tool built into the Windows operating system.

Good luck!

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