

Using application notes To write on Windows 10

To write is a note-taking application on Windows 10, possessing many note-taking features such as creating task lists, recordings, drawings, reminders, ...

Notes software on your computer, or note-taking application on your phone, helps users to save important jobs and information quickly. On the computer you can use note-taking tools like Sticky Notes, Simplenote or To write that the Network Administrator will introduce to you in the article below.

To write is basically a common note application, but can save many types of notes. You can create to-do lists, drawings, and images and save them in individual folders. The notes will be locked with a password, to secure important information. The following article will show you how to write a note on To write.

1. How to transfer notes from Evernote to Mac's Notes
2. How to create notes on Action Center for Windows 10
3. 12 apps you should have on your computer

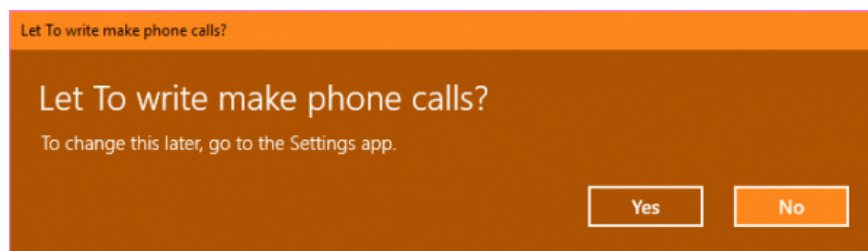
How to write a note on To write Windows 10

Step 1:

Users click on the link below to install To write application on the computer.

1. Download the To write Windows application

After starting the application the user will receive a notification allowing the application to access the phone, camera, microphone on the system to perform the note function. You can click Yes to agree, or click No to grant permissions later.



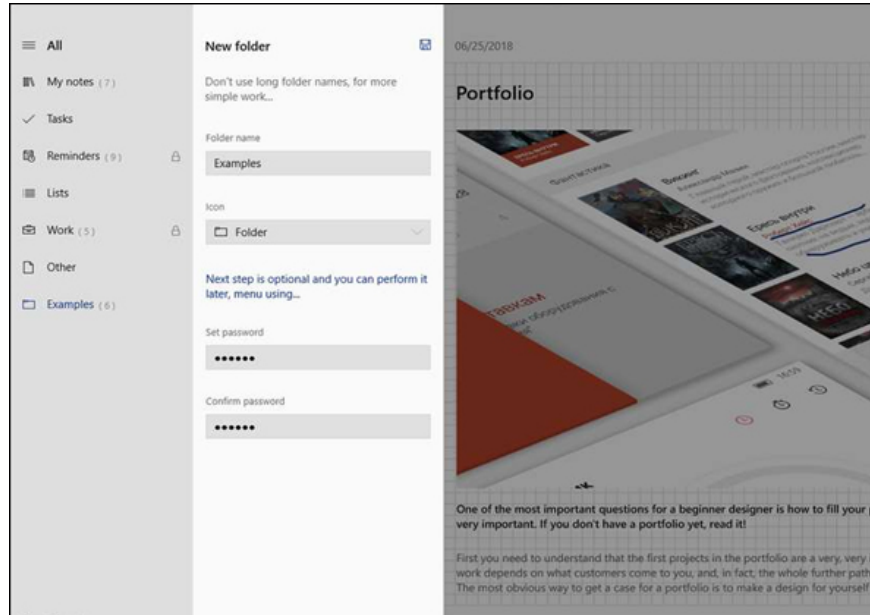
Step 2:

In the application interface, click on **the 3 dash icon** to open the menu bar on the left of the interface. Here we will see icons to create different notes, including My notes (notes), Tasks (tasks), Reminders, Lists (job lists),

Work, Other (other).

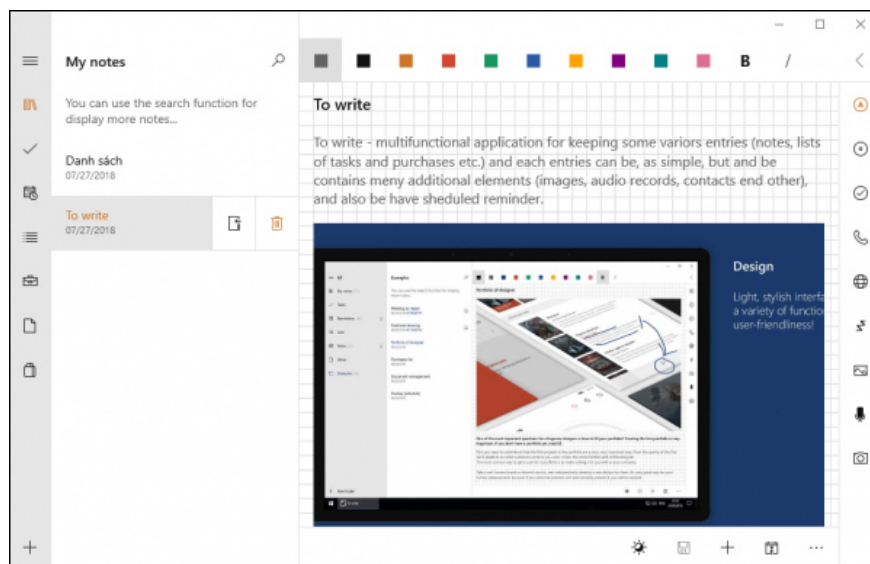
To create a **folder to save a new note**, click **New folder** and name the folder. Click on the Icon section to select the icon and then set the folder password. Finally click **the Save icon** to save.

To edit the folder right-click on the created folder.



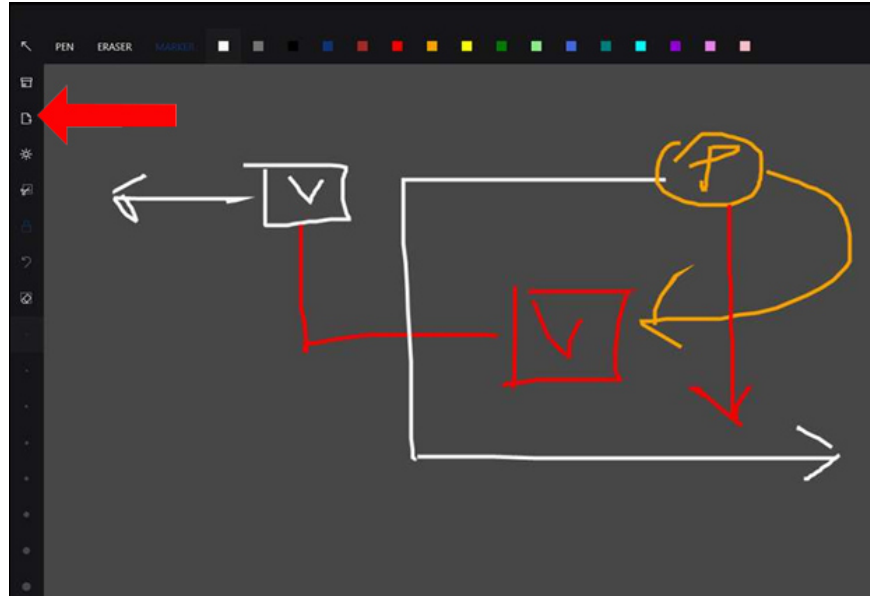
Step 3:

To write a note saved in the created folder, open the folder and simply enter the notes in the right interface. Enter a title in Title of the note, click Your text to enter the content.

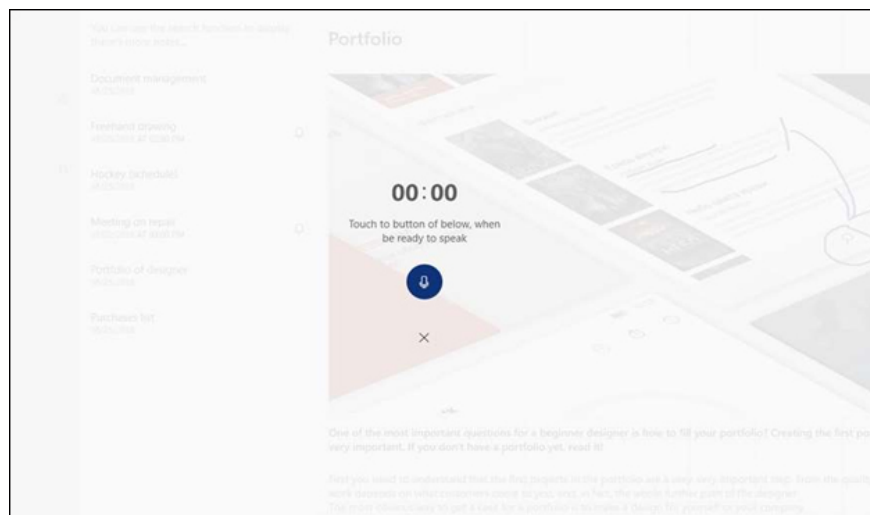


Clicking on Your text will display a tool for editing content such as inserting images, drawing images on the right side of the interface, including:

1. Block of text: Change the row spacing in the note content
2. List item: Create a list of notes.
3. Task: Create a note with a checkbox.
4. Phone number: Insert the phone number to call if the device supports it.
5. Link: Insert the link and open it in the browser when clicking Go to.
6. Drawing: Create and insert drawings. To save the drawing to the device, click Import to file on the left.



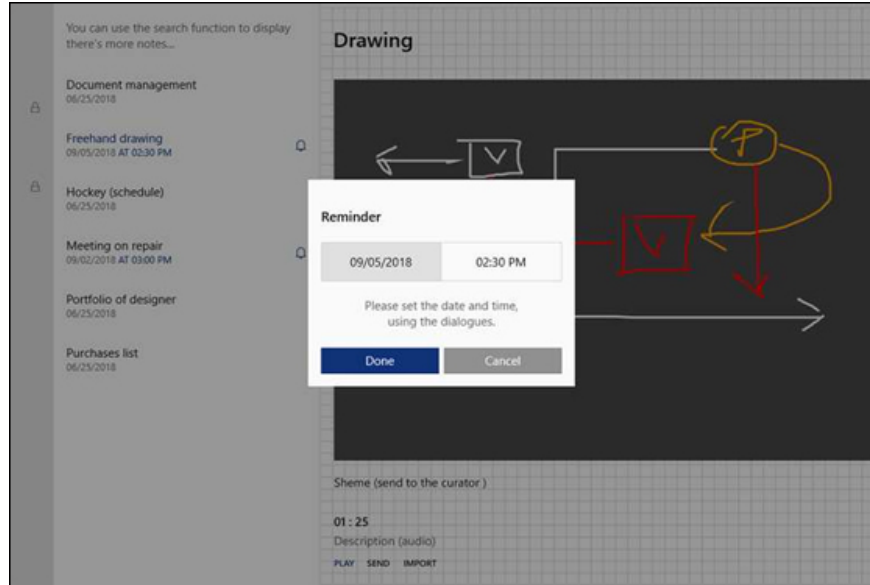
1. Image from gallery: Insert images into the content of notes.
2. Audio recording: Record and insert notes. Click Import to extract the note.
3. Photo from camera: Take pictures directly and insert them into notes.



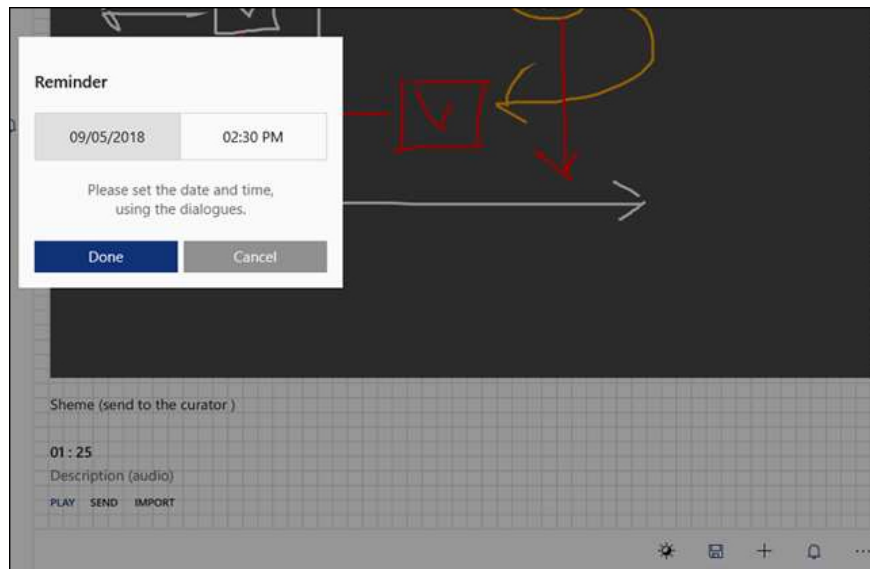
Step 4:

Also at the interface to edit the notes at **the bottom of the interface** will be icons with different functions including:

1. Set reminder: Create a reminder on the application.



1. Dark theme: Switch to the dark theme theme at night, prevent eye strain, save battery when using the computer.



1. Font size: Change the font size, press the three dots button to make it.
2. Save: Click the Save icon below to save the note.
3. Backup: Backup and restore notes.

Backup

This option allows you create a copy of your notes in case of loss, or restore exist copy of the data, for example after app reinstall...

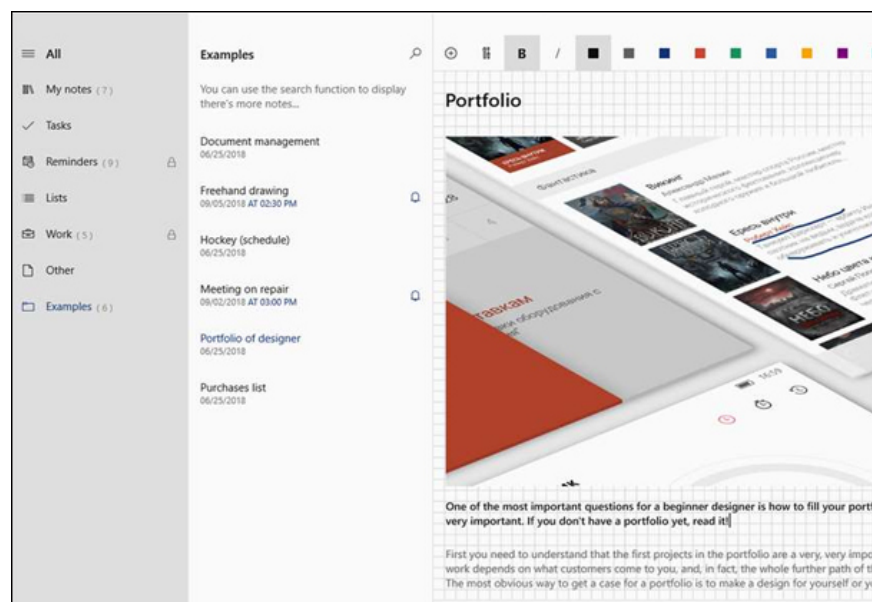
If you want to create a new copy of the data - tap "Create" and choose the folder where you want to save the created file.

If you want to restore the data - tap "Restore" and choose the needed file of backup.

Create

Restore

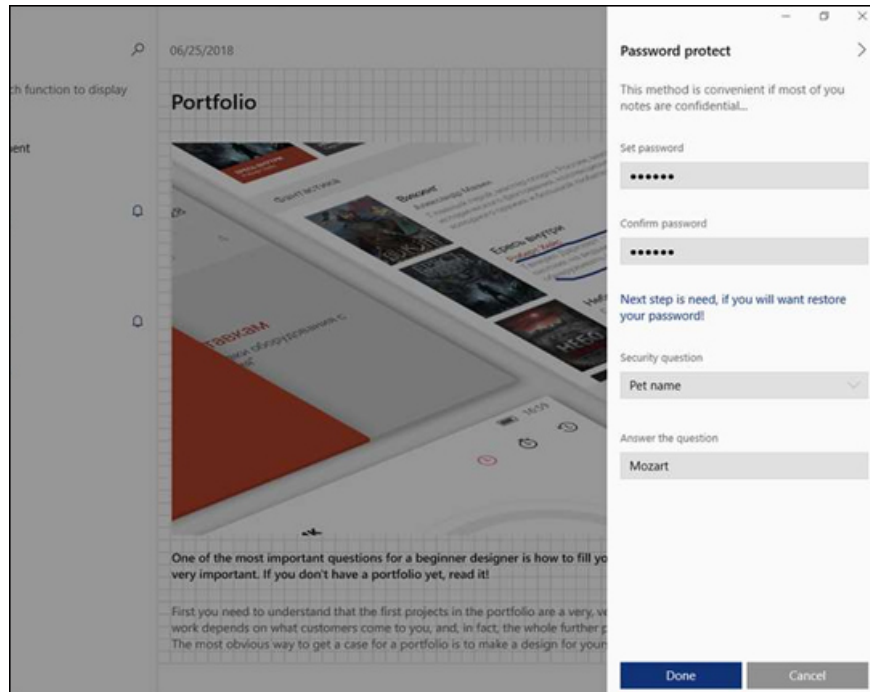
All notes when created will be displayed in the menu frame as shown below.



Step 5:

To **create a password for the note** click on the **3 dot mark icon** in the bar below the interface and select **Settings** , turn on **Password protect** feature. Next, the user enters the question and chooses the security question to answer if the password is forgotten. When minimizing the application, the note will be locked. If you don't want to lock notes when zooming out, leave the Backward feature from the background.

Also in Settings can pin the functions on the application to the Start menu with Helper tiles, displaying a portion of the notes in the saved list in More data in the notes, automatically saving changes on notes with Autosaving.



To write is not only a common note-taking application for Windows 10, but also supports many other types of notes. In particular, you can create backups and set passwords for notes with important information.

See more:

1. 10 creative ways to use Google Keep every day
2. 9 tricks to use Evernote on iOS and Android mobile devices
3. How to delete OneNote data on Windows 10

I wish you all success!

You finished reading the article "**Using application notes To write on Windows 10**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.