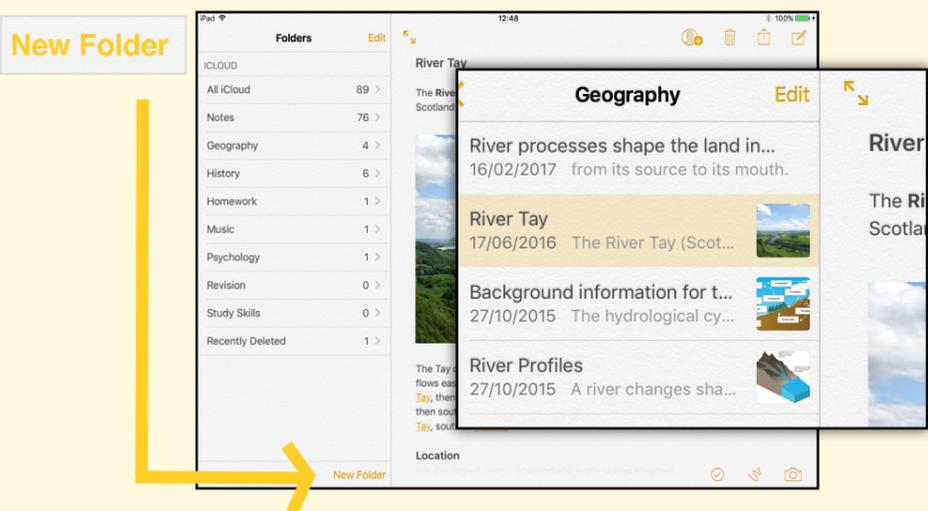


# Making the most of Notes

The Notes app is one of the most underrated and overlooked app on the iPad. When it comes to note taking and word processing other apps are available at a cost, but if you're looking for an easy-to-use app for capturing notes and ideas, creating checklists, adding images, videos and drawing illustrations, and more – then Notes is the hidden gem you've been looking for. And it's free!

## Folders for storing and organising files



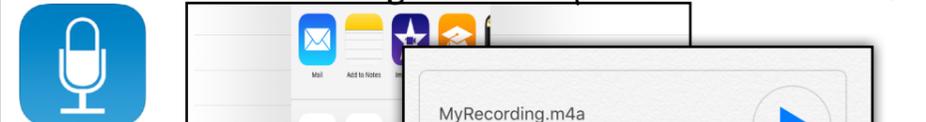
Tap **New Folder** to create folders for different subjects.

## Embed other apps to add interactivity

Use the 'Share' icon to send or embed content from other apps e.g., Keynote and Maps into Notes. Storing files in Notes is a great way to keep all your work in a single location. Tip - tap the 'square' icon to see all your attachments.

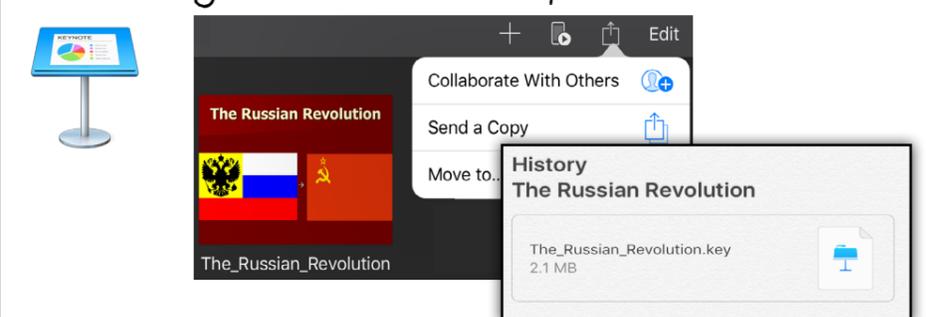


- embed map locations for geography projects

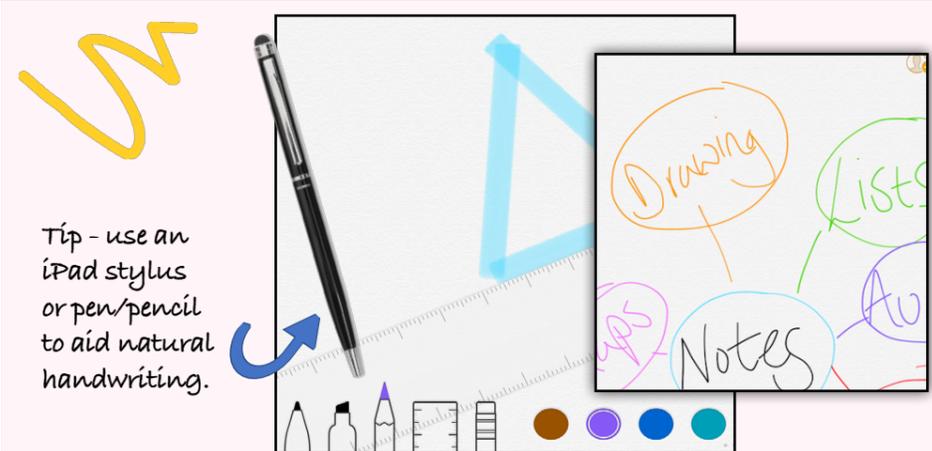


- add a voice recording or audio file (with Quickvoice)

- add a Keynote or PowerPoint presentation

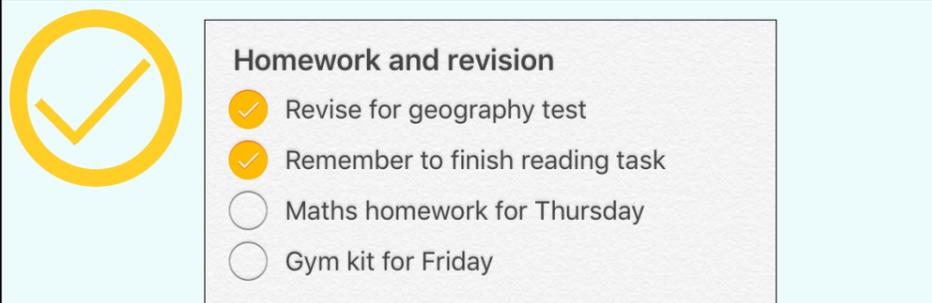


## Drawing tools for sketching ideas or drawing shapes



Tap the 'squiggly' line to draw a diagram or a mind map or even geometrical shapes - there's even a measuring ruler!

## A to-do or check list to keep track of school work



Tap to tick the circle when you have completed an activity or task.

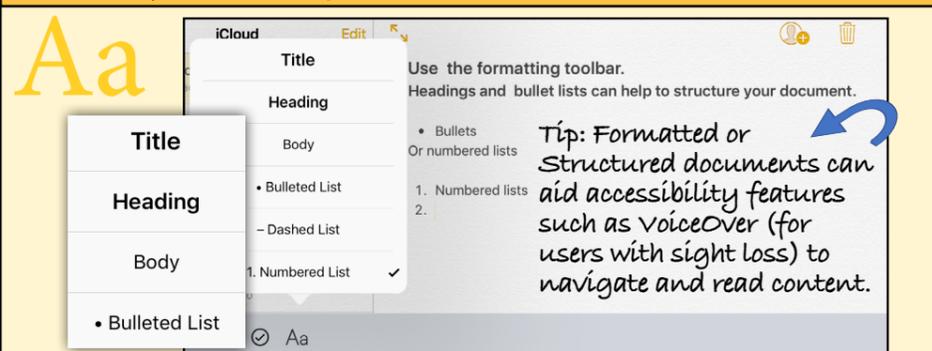
## Add a photograph or a video

Photographs and videos are a great way to illustrate a story. Tap the 'Camera' icon to add an image or video from your photo library or the iPad's camera.

Tip: You can also save images with Safari - tap and hold an image to save to Photos.



## Use the formatting tools



The formatting toolbar, on the on-screen keyboard, turns Notes into a powerful word processor.

## Other features include...

- ✓ Siri to dictate into Notes (requires Wi-Fi). Tap the microphone icon on the keyboard to start dictating.
- ✓ Full Screen to maximise your working space.
- ✓ Collaborate - two or more pupils can work on the same Note.
- ✓ Speak Screen to hear your Notes read aloud. Typing Feedback - speak words while typing. (Settings > Accessibility > Speech)

