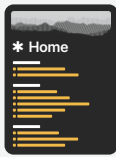


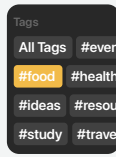
Forever * Notes Cheat Sheet

Framework Components

1 Beginner

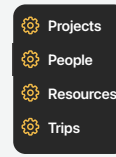


***Home** - Central hub with links to the most important notes. Organize into key sections like Projects, Resources and Hubs.



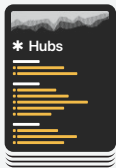
***Tags** - Use to categorize and organize your notes.

Note Types: #document #recipe #resource
Life Areas: #health #finance #work
Details: #cold #hot #Italian #Asian
System: #inProgress #done



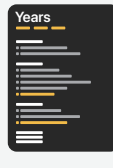
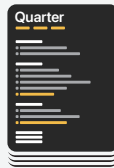
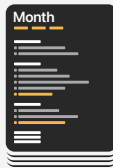
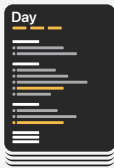
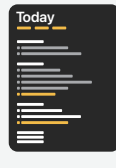
***Collections** - ideal for organizing large sets of notes, like People, Projects or Resources.

2 Intermediate



***Hubs** - central notes to organize related content on specific topics, like Areas, Goals, or Topics of Interest.

3 Expert



***Journal** - capture thoughts, reflections, and experiences in Daily, Monthly, Quarterly and Yearly notes. Use signifiers to add visual cues that provide context to your notes.

Links

Type >> to link existing notes or create new notes or select text and tap **Add link** on iPhone/iPad or press **⌘+K** on Mac.

Signifiers

— Separator line (6 dashes)
✓ Milestone achievement

• Event
- Note

1. Priority item
Important

Create new notes

iPhone / iPad

Using Siri

Activate Siri by saying, "Hey Siri, create a new note," or by holding the side button and giving the command.

From the Notes App

Open the **Notes** app and tap the **new note icon** (square with a pencil) in the bottom-right corner.

From the Control Center

Add Notes to your Control Center. Swipe down to open Control Center and tap the **Notes** icon.

From the Lock Screen

Add Notes to Lock Screen Control. Tap and hold the **Notes icon** from the Lock Screen to create a note without unlocking the phone.

Using Quick Actions

Press and hold the **Notes app** icon and select **New Note** from the Quick Actions menu.

Via Share Sheet

In another app, tap **Share** and select **Notes** to create a new note from shared content.

Mac

Using Siri

Activate Siri by clicking the **Siri icon** in the menu bar or **Hold** **⌘** and by saying, "Create a new note."

From the Notes App

Open the **Notes** app. Click the **New Note** button (square with a pencil) at the top of the window.

From the Menu Bar

Open the **Notes** app. Select **File** → **New Note** from the menu bar at the top of your screen.

Using Keyboard Shortcuts

Open the **Notes** app. Press **⌘+N** within the **Notes** app to create a new note instantly.

Using the Share Menu

In another app, click **Share** and choose **Notes** to add a new note from shared content.

Retrieve notes

iPhone / iPad

Using Siri

Activate Siri and say something like, "Hey Siri, find my note about the meeting" or "Show me notes with the word 'budget.'"

Using the Search Bar in Notes

Open the **Notes** app. Swipe down slightly on the screen to reveal the Search bar. Type a **keyword or phrase**, and Apple Notes will search within note titles, text, attachments, and tags.

Using Spotlight Search

From your Home Screen, swipe down or left to access Spotlight Search. **Type** the content you're looking for, and Spotlight will display relevant notes alongside other app results.

Using *Collections

In **Notes**, click on any of your ***Collections** and **scroll** to search. Sort the notes list by the date created, the date edited, or by title.

Via *Tags

In the **Notes** app, tap ***Tags** at the bottom left. Select a tag, and Apple Notes will filter and display notes with that tag. Click other tags once or twice to narrow down your search.

Mac

Using Siri

Activate Siri by pressing **⌘+Space** or clicking the Siri icon, and say, "Find my notes with the word 'project.'"

Using the Search Bar in Notes

Open the **Notes** app. Use the Search bar in the top right corner to search for **keywords** across note titles, content, attachments, and tags.

Spotlight Search

Press **⌘+Space** or click the magnifying glass icon in the top right of the menu bar to open Spotlight. Type the keyword you're searching for, and relevant notes will appear in the search results.

*Tag Browser

Open the **Notes** app. On the left side, click the ***Tag** Browser icon to see tags you've used. Click a tag to filter notes by that tag.