15.1 Getting Started with Notes

Use Notes for ideas, meeting notes, drafts, and other writing. Your notes are saved as files in LightDrive, so you can also find them in Files.

Open Notes

Sign in to the Vault and choose **Notes** from the apps menu in the header. You can also open Notes directly. On a narrow screen, use **Open navigation** to reveal categories and Notes settings.

Create your first note

1. Choose **New note**. On an empty account, this button appears on the welcome screen.
2. Start writing in the editor. Notes saves changes automatically while you work.
3. Use the note’s menu and choose **Rename** when you want to give it a different title.
4. Before closing the page, let saving finish. If a save error or unsaved-changes warning appears, keep the page open and resolve it first.

The welcome screen also offers **Create a sample note with Markdown**. This creates a real note containing formatting examples; you can edit it or delete it like any other note.

Find your writing again

Select a note in the list to open it. Use categories and favorites to organize your writing, or search for a note. See Organizing and Finding Notes.

Notes and Tasks

A checklist inside a note is part of that note. It does not create entries in Tasks or schedule task reminders. Use the Tasks app when you need due dates and reminder notifications.

Bring your Google Keep notes

Use **Settings → Import data → Google Keep** to upload a Google Takeout ZIP, review it, and import it into Notes. You can also open the importer from Notes settings. Follow Importing Google Keep Notes for the steps, supported data, and retry guidance.

Current online article: https://help.lightdrive.one/notes/getting-started-with-notes

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