15.2 Organizing and Finding Notes

Use categories to group related notes, such as Work, Recipes, or Travel. Choose **All notes** to return to the full list.

Create and use categories

1. Open the Notes navigation and choose **New category**.
2. Enter a category name and confirm it.
3. To move an existing note, open its menu, select its current category, and choose the destination category.

On a desktop, you can also drag a note onto a category. Choose **Uncategorized** when a note should not belong to a named category. Categories correspond to folders within your Notes folder.

Rename a category

Use the category’s rename control and confirm the new name. This changes the organization of the notes in that category.

Mark favorites

Open a note’s menu and choose **Add to favorites**. A star identifies a favorite. Use **Remove from favorites** to remove the star; the note stays in its category.

Search

Use **Search for notes** to narrow the list. If the note may be in another category, use **Find in all categories**. Clear the search to return to browsing.

Deleting a category also deletes its notes

Read the confirmation before choosing **Delete category**: it includes the notes in that category. Move any notes you want to keep into another category first. For recovery options, see Sharing and Recovering Notes.

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