

## Organizing Notes and Lists Online

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As 2022 begins, we think about resolutions and hopes for the new year. This year the main hope is that the changes in our lives forced by Covid-19 will subside. But what about those “other” resolutions and other lists we all keep, whether electronically, on paper, or on Post-It notes? Examples of items to keep track of: to-do lists, vaccination card picture, fitness goals, journaling, finances, grocery lists, bucket lists, gift ideas, prescription medications, Netflix or streaming movies to watch, emergency contacts, travel ideas, vacation itineraries, hotel lists for fire evacuation, remodeling ideas, and much, much more.

There are free online options for keeping track of lists, notes, and digital content. A Google search reveals the more well-known apps: Evernote, Microsoft OneNote, Apple Notes, Google Keep, and very few other apps. Evernote, OneNote, and Google Keep run on PCs, Macs, Chromebooks, Androids, and iPhones/iPads and will sync content to all platforms. Apple Notes runs only on Macs, iPads, and iPhones.

**Evernote.** According to Business Insider, “Evernote is a free app for your smartphone and computer that stores everything you could possibly imagine losing track of, like a boarding pass, receipt, article you want to read, to do list, or even a simple typed note...keeping everything in sync between your computer, smartphone, or tablet.” Launched in 2008, it is a well-known app, best known for the ability to store digital content clipped from the Web. The paid subscription has more functionality, but there is a free version, though it has limitations. [www.evernote.com](http://www.evernote.com)

**Google Keep.** According to webopedia.com, “Google Keep enables users to collect photos and notes, write down to-do lists, store voice recordings, organize notes and details, and more. Google Keep offers a streamlined and simplistic interface that makes it simple for users to access their stored content.” Keep notes are stored in the Google cloud and can be shared with others and accessed from all devices. [www.google.com/keep](http://www.google.com/keep)

**Microsoft OneNote.** According to Microsoft, “OneNote is a digital note-taking app that provides a single place for keeping all of your notes, research, plans, and information — everything you need to remember and manage in your life at home, at work, or at school. In OneNote, notebooks never run out of paper.” OneNote was introduced in 2003 and added to Microsoft Office in 2007. It is bundled with Windows 10 and is also free as a standalone app for all platforms. [www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app](http://www.microsoft.com/en-us/microsoft-365/onenote/digital-note-taking-app)

**Apple Notes.** Apple support says, “Use the Notes app to jot down quick thoughts or organize detailed information with checklists, images, web links, scanned documents, handwritten notes, and sketches.” This is an Apple-only app for your Mac, iPhone, and iPad. It does not run on PCs, Androids, or Chromebooks. <https://support.apple.com>

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