



# Notes & Reminders

on Your Mac

*A Practical Guide for Mac Users*

macOS Tahoe 26 · Apple Support

# What We'll Cover Today



## Notes

Capture ideas, photos,  
checklists & more



## Reminders

To-do lists with dates,  
locations & sharing



## Sync

How your Mac, iPhone &  
iPad stay in sync



# Notes

Your go-to place for ideas, lists, photos & more

# What Is the Notes App?

Notes is a free app built into every Mac. Think of it as a digital notebook — always open, always ready. Anything you type on your Mac automatically appears on your iPhone and iPad too.

- ✓ Free — already on your Mac
- ✓ Works on Mac, iPhone, and iPad
- ✓ Saves automatically — nothing to lose
- ✓ No internet required to use it



Notes

Built-in · Free · Syncs everywhere

# Opening Notes & Finding Your Way Around

## ① Folder List

Left column  
Your notebooks  
and categories

## ② Note List

Middle column  
All notes in the  
selected folder

## ③ Note Content

Right panel  
Where you read  
and write

Key toolbar buttons:

 **New Note** — Create a note

 **Table** — Insert a table

**Aa Format Text** — Styles & highlights

 **Record Audio** — Voice recording

 **Checklist** — Add a checklist

 **Add Media** — Photos, files & more

# Creating & Editing a Note

1

Click the 'Create a Note' button (📝)

Top-right of the toolbar. A blank note opens on the right.

2

Type your title

The first line automatically becomes the title of your note.

3

Keep typing your content

Press Return to start a new line. Notes saves as you type — automatically.

4

Click away when done

That's it. No Save button needed — it's already saved.

# Adding a Checklist

*Perfect for grocery lists, packing lists, or anything you want to check off as you go.*

## How to add a checklist:

1. Open or create a note
2. Click the Checklist button (✓) in the toolbar
3. Type each item and press Return
4. Click a circle to check it off ✓



## Grocery List



Milk



Bread



Eggs



Apples



Orange juice

# Adding Photos, Audio & Attachments

*Notes can hold much more than text — add pictures, voice memos, even files.*



## Photo or Video

Click the Add Media button (📎) to choose a photo or video from your Mac. Or just drag and drop one in.



## Record Audio

Click the Record Audio button (🎙️) in the toolbar to capture a voice memo right inside the note — with live transcription.



## Tables & Files

Click the Table button (📊) to add a grid. Use Add Media to attach any document — PDF, Word file, and more.

# Formatting Your Notes

Click the Format Text button (Aa) in the toolbar to style your text:

## Title

Large bold heading at the top of your note

## Bold / Italic

Select text, then apply with ⌘B or ⌘I

## Heading

Bold section header within a note

## Highlight

New in Tahoe — color-code text in multiple colors

## Body

Regular paragraph text

## Bulleted List


Great for quick lists without checkboxes

# Quick Note — Capture from Anywhere

*Quick Note lets you jot something down instantly — without stopping what you're doing.*



## Keyboard Shortcut

Press and hold the Fn (or Globe ) key, then press Q.  
A small note floats on the screen.



## Hot Corner

Move the mouse to the bottom-right corner of the screen. A note pops up — click to open it.



## From Safari


Click the Share button in Safari, choose Add to Quick Note. The web page link is saved in the note.

*Quick Notes are saved in a 'Quick Notes' folder in Notes — never lost.*

# Finding a Note — Search

*You never have to scroll through dozens of notes to find what you're looking for.*

## Search All Notes

1. Click the magnifying glass  in the toolbar
2. Type any word from your note
3. Press Return — matching notes appear instantly
4. Click the note to open it


## Search Within a Note


1. Open the note you want to search
2. Press ⌘F (Command + F) on your keyboard
3. Type the word you're looking for
4. Every match is highlighted in yellow


# Staying Organized — Folders & Tags


## Folders

*Like real folders in a filing cabinet — organize notes by topic.*

 Recipes

 Medical

 Home & Garden

 Travel

*File > New Folder to create one*

## Tags

*Type # and a word anywhere in a note to tag it.  
Tags appear in the sidebar for quick filtering.*

**#recipe**

**#medical**

**#important**

**#todo**


*Click a tag in the sidebar to see all notes with that tag instantly.*

# Locking Notes for Privacy

*Keep sensitive notes private — account numbers, medical info, personal details.*



## How to lock a note:

1. Click the note you want to lock
2. Click the ... (More) button in the toolbar
3. Choose Lock Note
4. Enter your Mac login password
5. A padlock icon  appears on the note

## Unlock options:

### ✓ Mac login password


Same password you use to log in

### ✓ Touch ID

Fingerprint, if your Mac supports it

### ✓ Custom password

Separate password just for Notes

 Can't lock notes with audio, video, or PDFs attached.

# Sharing Notes with Others



## Send a Copy

Share a snapshot of the note via Mail, Messages, or a link. The other person gets a read-only copy.



## Collaborate

Invite someone to edit the same note with you in real time. Great for shared shopping lists or planning.

*Click the Share button (box with arrow ↑) in the toolbar, then choose Collaborate or Send Copy.*

# Notes — Quick Tips to Remember

- ✓ Notes saves automatically — you can never 'forget to save'
- ✓ The first line you type becomes the note's title
- ✓ Fn+Q (or bottom-right corner) opens a Quick Note from anywhere
- ✓ Use ⌘F to search inside any open note
- ✓ Type # followed by a word to add a tag — click it in the sidebar to filter
- ✓ You can lock sensitive notes with your Mac login password or Touch ID



# Reminders

Never forget a task, appointment, or errand again

# What Is the Reminders App?

Reminders is your personal to-do list manager. Create lists for different parts of your life, set a date and time to be notified, and check things off as you go.

- ✓ Set reminders by time: 'Remind me at 9am'
- ✓ Set reminders by location: 'When I leave home'
- ✓ Share lists with family members
- ✓ Shows up in Calendar automatically



Reminders

Built-in · Free · Syncs everywhere

# Finding Your Way Around Reminders

## ① Sidebar

### Smart Lists (always there):

Today

Scheduled

All

Flagged

Completed

Assigned

### Your Lists (ones you create):

*Grocery, Medical, Home...*

## ② Main Area

The reminders in whichever list you've selected in the sidebar.

Call pharmacy

Pay electric bill

~~Pick up prescription~~

*Click ⓘ on any item to add a date, time, or location.*

# Creating a New Reminder

1

Select a list in the sidebar

Click the list you want to add to. If you don't see the sidebar, choose View > Show Sidebar.

2

Click the + button (top right)

Or click an existing reminder and press Return to add the next item to the same list.

3

Type your reminder — naturally

Try: 'Call doctor Wednesday at 2pm' — Reminders suggests the date. Click it to accept.

4

Click ⓘ to add more details

Date, time, location, repeat schedule, flag, priority, notes, or even an image.

5

Click the circle to check it off

The reminder moves to the Completed list — you can always look back at what you've done.

# Setting Alerts — Date, Time & Location

*These are what make Reminders actually remind you!*



## Date & Time Alert

Get notified at exactly the right moment.

Example: 'Remind me to take medication every day at 8:00 AM'



## Location Alert

Get notified when you arrive at or leave a place.

Example: 'Remind me to pick up dry cleaning when near Main Street'



## Repeat

Set it once and it repeats automatically.

Options: Daily, Weekly, Monthly, Yearly — or a custom schedule.

# Subtasks — Break Big Tasks into Steps

*Add subtasks under any reminder to track the steps needed to complete it.*

## How to add subtasks:

1. Add a reminder to your list
2. Add the next item below it
3. Press **⌘ ]** to indent it as a subtask  
(or drag it on top of the parent)
4. Add as many subtasks as you need
5. Check off each subtask as you go



Example:

- Schedule dentist appointment**
  - Call the office
  - Check insurance card
  - Arrange a ride
  - Write down my questions

# Flags, Priority & Smart Reminders



## Flag a Reminder

Click ⓘ and click the Flag button to mark any reminder as flagged. All flagged reminders appear in the Flagged smart list for quick access.



## Priority

Set Low, Medium, or High priority in the ⓘ detail pane. Priority is shown with exclamation marks: ! low, !! medium, !!! high.



## Remind When Messaging

Be reminded the next time you text a specific person. Example: 'Remind me to ask Jane about the prescription when I message her.'

*All these options are in the ⓘ (Edit Details) pane — click the small circle that appears when hovering over a reminder.*

# Creating & Using Lists

*Organize your reminders by topic — one list per area of your life.*



## Grocery

Add as you think of items; use on your phone at the store



## Medical

Appointments, questions for the doctor, medications to refill



## Home

Repairs, maintenance tasks, things to buy for the house



## Calls to Make

Anyone you need to call back or follow up with

*To create a list: File menu > New List — give it a name, pick a color and icon.*

# Special Feature: Smart Grocery List

*Reminders automatically groups your grocery items by store section — like having a personal assistant organize your list.*

## How to create one:

1. File menu > New List
2. Click the List Type pop-up menu
3. Choose Groceries
4. Name it (e.g. 'Weekly Shop')
5. Add items — they're sorted for you!



## Weekly Shop

### BAKERY

- Sourdough bread
- Croissants

### DAIRY

- Milk
- Yogurt

### PRODUCE

- Apples
- Spinach

*Note: Grocery list type requires iCloud and may not be available in all regions.*

# Sharing a Reminders List

*Share a to-do list with a spouse, family member, or caregiver — everyone sees the same list in real time.*

- 1 Open the list you want to share
- 2 Click the Share button (↑) at the top right
- 3 Type the person's email (their Apple Account)
- 4 They accept the invitation on their device
- 5 Both of you can add, edit, and check off items



**After sharing, you can assign individual reminders to a specific person.**

# Reminders Show Up in Calendar

*Scheduled reminders automatically appear in the Calendar app — no extra steps needed.*



## Reminders App

Set a date & time on any reminder



## Calendar App

The reminder appears automatically in your schedule

*In Calendar: click the Calendars button and make sure your Reminders lists are checked ✓*

# Using Siri & Spotlight for Faster Reminders

*You can talk to your Mac or use Spotlight instead of typing — Reminders is added instantly.*



"Remind me to call Dr. Smith tomorrow at 10 AM"





"Remind me to take my medication every day at 8 AM"



"Remind me to stop at the grocery store when I leave here"



"Add milk to my grocery list"

*Siri: Hold  + Space, or say 'Hey Siri' · Spotlight shortcut:  Space, type 'nr', then your reminder*

# Reminders — Quick Tips to Remember

- ✓ The Today list shows everything due today across ALL your lists
- ✓ Type naturally: 'Pay bills Saturday' — Reminders suggests the date
- ✓ Use Repeat for anything you do regularly (medications, bills, etc.)
- ✓ Subtasks break big reminders into manageable steps
- ✓ Flag urgent items — they appear in the Flagged smart list instantly
- ✓ Share lists with family — great for shared grocery or household tasks



# Everything Syncs

Your Mac, iPhone, and iPad always stay in sync

# Notes & Reminders Sync Automatically

*As long as you're signed into iCloud on each device, everything stays in sync — nothing you need to do.*



Mac

Where you create & edit



iPhone

Use on the go, at the store




iPad


Great for reading & editing


*To check: Apple menu () > System Settings > [your name] > iCloud — confirm Notes and Reminders are toggled ON*



# You're Ready to Go!

 Notes User Guide: [support.apple.com/guide/notes](https://support.apple.com/guide/notes)

 Reminders User Guide: [support.apple.com/guide/reminders](https://support.apple.com/guide/reminders)

 All Mac Help: [support.apple.com/guide/mac-pro](https://support.apple.com/guide/mac-pro)

## Questions?

All of these apps are free. Experiment — you cannot break anything!