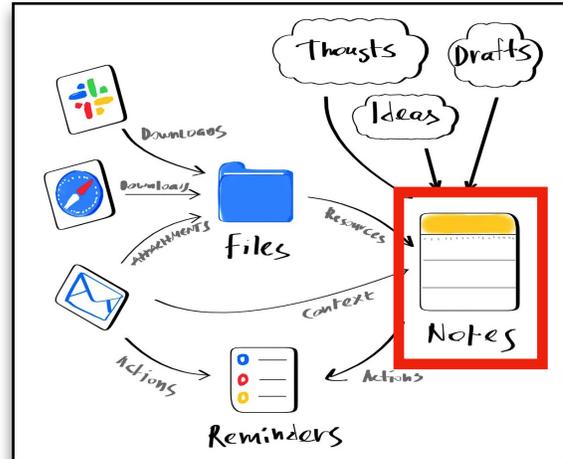# Create a Knowledge Library in Apple Notes

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What Is a Knowledge Library?

- A repository of notes and useful information.
- Augment your memory.
- Take control of learning.

A good idea is of no use if you can't find it. Write it down. Don't assume you'll remember It later.

Managing Your Library

Collecting: the collection of information, which can be:

- Intentional collection: Purposefully seeking information on a specific topic.
- Random collection: Gathering useful information encountered by chance, often resulting in an unrefined collection of notes.

Curating involves processing information by:

- Filtering irrelevant or low-value information.
- Re-examining the information to understand its relevance and usefulness.
- Potentially conducting further research to deepen understanding of the topics.

Applying is organizing notes into a coherent system by:

- Arranging notes (leaves) onto appropriate places within the larger framework of knowledge (tree).
- Each "tree" represents solutions to problems or skills to be refined.
- Application of notes to real-world situations transforms notes from potential into actual power.

Sample Knowledge Library

Emergency Vault

Content Maps & Links

My Brain

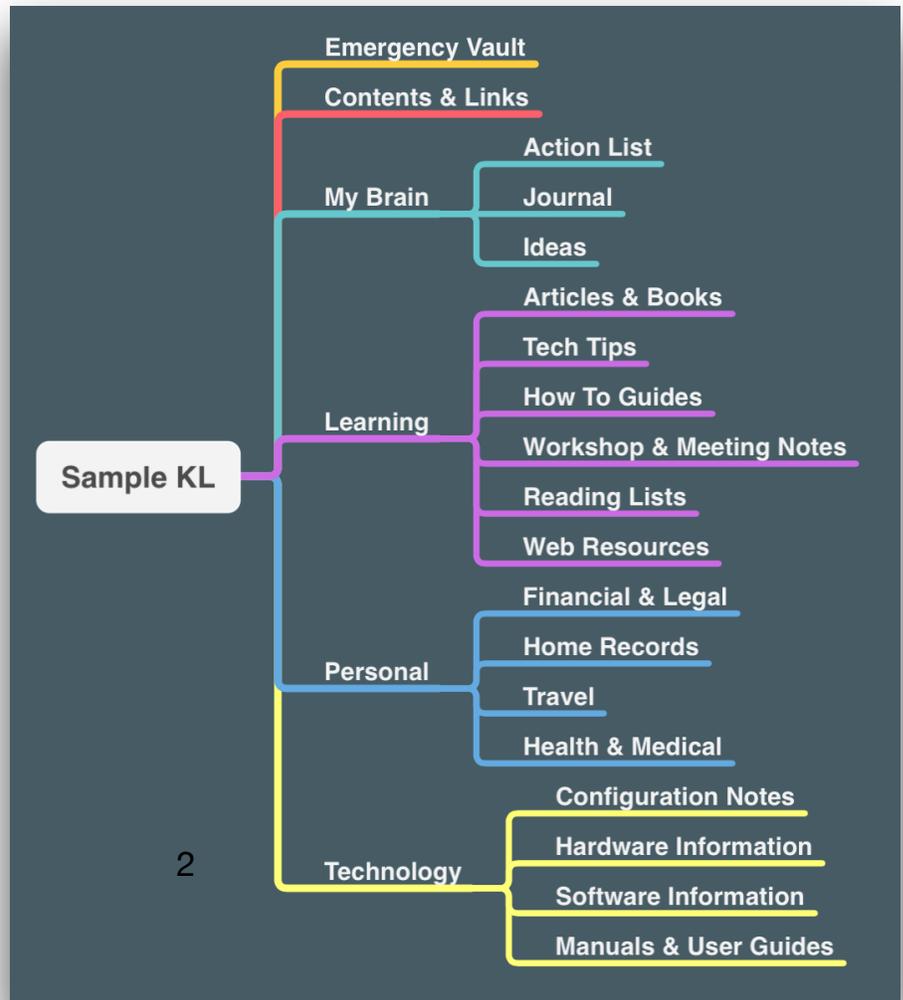- Action List

- Journal

- Ideas

Learning

- Articles & Books

- Tech Tips

- How To Guides

- Workshop & Meeting Notes

- Reading Lists

- Web Resources

Personal

- Financial & Legal

- Home Records

- Travel

- Health & Medical

Technology

- Configuration Notes

- Hardware Information

- Software Information

- Manuals & User Guides

Create Your Library

1. Create folders and sub-folders (Shift-CMD-N)

   - How to make folders

   - Create sub-folders for My Brain

2. Add content: Images, PDFs, Docs, Web Content, Spreadsheets, videos

3. Add tags

4. Dictate notes

5. Scan documents (with iPhone/iPad)

   - Simple Scan app

6. Link apps

7. Link notes (new feature)

8. Create Smart Folders

   - #quicktips

9. Create content maps (new feature)

10. Save web content

11. Save emails

12. Search for information

Notes Keyboard Shortcuts

Action	Shortcut
Create a new note	CMD-N
Duplicate a note	CMD-D
Create a new folder	Shift-CMD-N
Show or hide folders	OPT-CMD-S
Add Link	CMD-K
Attach a file	Shift-CMD-A
Insert a table	OPT-CMD-T
Apply Title format	Shift-CMD-T
Apply Heading format	Shift-CMD-H
Apply Subheading format	Shift-CMD-J
Apply Body format	Shift-CMD-B
Apply Monospaced format	Shift-CMD-M
Apply Bulleted List format	Shift-CMD-7
Apply Dashed List format	Shift-CMD-8
Apply Numbered List	Shift-CMD-9
Apply Checklist format	Shift-CMD-L
Increase font size	CMD-Plus sign
Decrease font size	CMD-Minus sign
Increase list level	CMD-] or Tab
Decrease list level	CMD-[or Shift-Tab
Add line break to an item	Ctrl-Return

Tips

Launch a Quick Note

1. Utilize a Hot Corner by going to System Settings > Desktop & Dock > Hot Corners Shortcuts.
2. Use the Keyboard Shortcut (^⌥N) via System Settings > Keyboard Shortcuts > Mission Control.
3. Set a shortcut for Quick Note and select 'Done.'

Add Safari Links to a Quick Note

1. Open the desired webpage in Safari on your Mac.
2. Click the Share button, then choose 'New Quick Note' or 'Add to Quick Note'.
3. When revisiting the linked content on the webpage, a Quick Note thumbnail appears as a reminder.

Add Content From Safari to a Quick Note:

1. Highlight text in a Safari webpage to add directly to a Quick Note.
2. Control-click the selected text, then choose 'New Quick Note' or 'Add to Quick Note'.
3. A link is displayed in the Quick Note and the Safari text is highlighted for future reference.
4. To remove highlights, delete the Safari link from the Quick Note.

Link to an App:

1. The app you want to link should be open and active.
2. In the notes app, click the Link button in the toolbar, then click 'Add Link'.

Link to Another Note:

1. Type the note's title; matching notes will appear in a list.
2. Select 'Use Note Title' for the link text to always match the current title of the linked note.
3. Click 'OK'.
4. Tip: Quickly add a link by typing the greater than sign twice (>>) for the link title to match the current note title.

Create Content Maps:

1. Make a list of linked notes to create an organized map of content.

Tips

Daily Journal

In the quick note settings, you can also decide when the particular quick note resets.

- Enable Always Resume to last Quick Note.
- Enter today's date as the title.
- Add *#journal* as the tag.
- Jot down everything you came across that day.

Smart Folders

Smart Folders which are normal folders, but you can assign different tags to them. If you type for instance #YouTube, then every time you tag a note with it will automatically be added to the Smart folder.

This can be useful if you only want to see certain notes related to a particular project and thanks to these automatic features you do not need to manually sort notes.

Use Voice Memos

Voice memos offer several substantial benefits over other ways of brainstorming. For starters, you can capture your ideas as fast as you can talk. That's almost always quicker than any other method you can think of.

View All Attachments

Want to see all the photos and attachments stored in your Notes app? Click into the search field and select View Attachments to show a list of al notes with attached media.

Resources

- User Guide https://support.apple.com/guide/notes/welcome/mac
- Take Control Book: https://www.takecontrolbooks.com/notes/

Create a Knowledge Library in Apple Notes (AI Version)

From my Ai friend (TypingMind)

Imagine hurling every book you've ever read, every article that nudged your neurons, and every bite-sized fact that you chanced upon at a giant digital wall and hoping something sticks. That's right, the old brain can't quite keep up with the terabytes of info that the internet chucks at us daily. This is where you and your trusty sidekick, Apple Notes, don some capes and venture into the wilderness of Knowledge Organization.

The premise is simple: Your brain is for having ideas, not holding them, and Apple Notes? Well, it's about to become your external brain, a grand library with all your intellectual collectibles categorized with Dewey Decimal-like precision.

First, let's lay down the foundations. With Apple Notes, you get virtual shelves — your categories. Think of the broad areas you love to explore: Science, Personal Development, Pterodactyl Wing Patterns — whatever floats your boat. Within these, you create sub-categories, your book spines if you will, turning your 'shelves' into sections of deeply organized wisdom.

Next, begin populating this wonder. Notes can be summaries of what you learn, complete with diagrams, because let's be honest, who doesn't love a good doodle? They can be audio notes too, for those epiphanies that hit you like a lightning bolt when you're too lazy to type. A spoken word archive among your written scrolls, if you must.

Eventually, as you feed and curate your digital beast, it'll grow into a personalized Tome of Wisdom. Think of your Apple Notes library as a living, breathing compendium that evolves with you, not just a dusty archive but a neural map to your curiosity. Now, go forth and populate your digital Alexandria, where you're the librarian, the archiver, and the seeker, all in one.