



**TopTechTools**

**Top Three Tips**

# Google Keep

## 1 Grab Image Text

- Select the 3 dot menu
- Choose "Grab image text"
- Magic sauce pastes text in text area

## 2 Copy to Google Docs

- Select the 3 dot menu
- Choose "Copy to Google Docs"
- Images and text creates a new Google Doc

## 3 Secret List Formatting

- Asterisk with no space after (Example) \*Item one
- Asterisk with a space after (Example) \* Item one
- Number with closing parenthesis and a space after (Example) 1) Item one
- Note: after each list item press enter to insert next item