BlackBerry Hub+ Notes

Help

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About BlackBerry Hub Notes

You can use BlackBerry Hub Notes to collect information that you want to remember. For example, you can add action items from a meeting, gift ideas, or groceries that you need to pick up after work.

You can save your notes locally on your device, or synchronize them with an account that uses Microsoft Exchange ActiveSync, such as Microsoft Outlook. To add an account to your device, in the Notes app, tap ☰ > ➕ and then complete the instructions on the screen.

If you want to import notes from a BlackBerry device, you can use the BlackBerry Content Transfer app. For more information, see the help for BlackBerry Content Transfer.

Create a note

1. In the Notes app, tap ╋ .
2. Type the note.
3. Optionally, type a title for the note and add tags to help categorize your note.
4. If you added one or more accounts to your device, to synchronize the note with a different account or to save the note to your device instead, tap the text beside 👤. Tap the new account or tap **Local notes**.
5. Tap ✓ .

Tip: To share a note, tap a note to open it. Tap ⤳ , and then tap how you want to share the note.

Edit a note

1. In the Notes app, tap a note.
2. Make your changes.
3. Tap ✓ .

Tip: To discard your changes, in a note, tap ⋮, and then tap **Discard changes**.

Categorize your notes

Tags help you categorize your notes. For example, you can create a tag called "restaurants" and then add that tag to notes for places to eat. You don't need to add a tag to every note – just the notes that you want to group together.

1. In the Notes app, in a new note or an existing note, do one of the following:
   - If the note doesn't have any tags, tap **No tags**.
   - If the note has a tag, tap to the right of the tag.
2. Enter a tag name, and then do one of the following:
   -
     If your device has a touch screen keyboard, tap ✓ on the keyboard.
   - If your device has a physical keyboard, press the **Enter** key.
3.
   Tap ✓ .

Tip: To filter your notes by a tag, tap ☰, and then tap a tag.

After you finish: To remove all tags from a note, tap ⊗ .

Sort or filter your notes

In the Notes app, do any of the following:

- To sort your notes by creation date, last modified date, or title, at the top of your notes list, tap ▼ , and then tap an option.

- To filter your notes by an account or a tag, tap ☰, and then tap an account or a tag.

Search for a note

You can search for any content that is added to the Notes app. When you perform a search, the results that match your search are highlighted.

1.
    In the Notes app, tap 🔍 .
2. Type a search term.

Tip: If no search results are found and you want to create a new note for the search term, tap ╋ .

Delete a note

1. In the Notes app, touch and hold a note.
2. Tap 🗑.

Tip: To delete multiple notes, touch and hold a note. Tap each additional note that you want to delete, and then tap 🗑.

Move local notes to an online account

If you clear BlackBerry Hub+ Services app data, or if you uninstall updates for BlackBerry Hub+ Services, local notes are deleted.

BlackBerry recommends that you move your local notes to an online, synced account that supports notes. Your notes will be stored and available on any device that can access your online account.

1. Add an online account (for example, Outlook) that supports notes as an account in BlackBerry Hub+.
2. In BlackBerry Hub+ Notes, edit a local note.
3. In the title bar, click the drop-down arrow beside **Local Notes**.
4. Select the online account that you added in step 1.
5. Tap the save checkmark in the top right corner.
6. Repeat steps 1-5 as needed for each local note.