Create a Personal Knowledge Library Using Apple Notes

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What is a Personal Knowledge Library (PKL). It is a searchable and accessible repository for all the bits and pieces of information that you find interesting and useful. These bits and pieces can include text, PDF files, images, web links, and snippets of information gathered from the web. You can use a PKL as your reference library and as a planning tool. Consider a PKL as your long-term memory assistant. You might even call it your personal Wikipedia (or for those of us in our dotage, a personal Encyclopedia Britannica).

Theoretically, you can do the same thing by saving everything in individual files on your computer, but this quickly becomes a nightmare and defeats the entire purpose of a PKL.

What To Look For When Choosing A PKL App

- The ability to capture information in a wide variety of formats.
- The ability to organize the information.
- The ability to find information quickly without lots of hassle.
- The ability to access the information from all your devices.
- The ability to print reports and share information with others.
- The ability to protect sensitive information.

Apple Notes Can Do All of This and More

You Can:

- Quickly jot down (or dictate) notes.
- Drag and drop pictures, movies, links, and other files into your notes.
- Add content while using Safari, Photos, Maps, Numbers, Pages, or many other apps.
- Have your notes with you no matter which device you're using.
- Lock and password protect them to keep your content secure.
- Use Siri to create a quick note, have your notes read to you, or search for a specific note.
- Organize information in folders and subfolders.
- Find information using the search tool.
- Share notes with others, including the ability to collaborate.
- Use your iPhone to scan documents and store them in Notes.

Potential Uses for Your PKL.

- Digital Asset Inventory
- Action Lists
- Trip Planning
- Financial Records
- Health Records
- Technical Reference Library

- Equipment Manuals and User Guides
- Maps
- Projects

So, what are you waiting for? Open up Apple Notes and start playing around with it. Capture a few documents, create a folder structure, try scanning a document with your iPhone, and even create a grocery list! I suspect that in a few weeks you will begin to see the value of a PKL.

Learn More

- Use Notes on your iPhone, iPad, and iPod touch - Apple Support
- iOS 11 Notes: All the Features and How to Use Them – Tom's Guide
- 10 Tips to Get the Most out of Apple Notes on OS X – Make Use Of