

How to migrate your notes from Samsung Notes

Exploring the various ways you can move your notes

Introduction

This guide was created from personal experience. As someone who used the Samsung Notes app often, it was without a doubt, a part of my everyday life. One day my phone quite literally, died. I activated my phone and within a second the screen went black and would no longer turn on. My Samsung smartphone has been rendered useless. And with it, I had lost access to my notes forever. It was only later when I had obtained a new phone that I learned that there were ways to save the notes that I had lost. With this guide, I hope to share that same information to those who need it.

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Syncing Notes

- 1) Open the Samsung Notes app
- 2) On the left hand side of the screen, hit the icon with three lines vertically stacked
 - a) a menu should appear
- 3) Hit the gear icon on the top right of the new pop-up menu
 - a) once again, a new menu should appear titled "Samsung Notes settings"
- 4) Hit "Sync with Samsung Cloud"
- 5) If sync is turned off, turn it on by hitting "Turn on Auto sync"
 - a) A pop-up will appear at the bottom asking to "Turn on Auto sync?" with the options "Cancel" and "Turn on"
 - b) Hit "Turn on"
 - c) Hit the button next to the "Off" section to switch the Auto sync from off to on
- 6) Hit "Sync now"

Additional Information:

Syncing notes will allow your phone to back up your notes if your Samsung smartphone somehow ends up losing the notes. Additionally, this process will allow you to migrate your notes from a prior Samsung smartphone to a new Samsung smartphone through the same process once the new phone has been set up with the same associated account.

How to download notes

- 1) Open the Samsung Notes App
- 2) Find the note(s) that are needed to download and instead of tapping on the note, press and hold onto the note until a check mark appears
 - a) If more notes need to be downloaded, check, tap on each note that will be downloaded and make sure the note is selected by monitoring the number on the top that says "X selected"
- 3) On the bottom right hand corner, tap "More" with the three dotted icon.
- 4) Hit "Save as file"
- 5) Pick the preferred format
- 6) Pick a folder to download the notes to
 - a) Or create a folder specifically for the notes by hitting the plus button icon on the right
 - b) A pop-up will appear asking you to name the folder.
 - c) Once named, hit "Create"
- 7) Hit "Done"
- 8) Once finished a notification will appear with the file's name and the word "saved" at the end of the sentence

Additional information:

This method will be important to know if the user needs to move the notes onto a phone that isn't a Samsung smartphone as most note apps should have an "import notes" option that will allow the user to migrate these notes.

How to import notes from a user's phone (PDF)

- 1) Open Samsung Notes
- 2) Hit the square icon that says "PDF" with a plus symbol on it.
- 3) Tap the folder which holds the notes that will be imported
- 4) Tap the note(s) that will be moved over to the Samsung Notes app
- 5) The note will be successfully moved over once the note opens up on its own

Additional Information:

This process only works for notes that have been converted into PDF files. All other file formats will not work with this process.