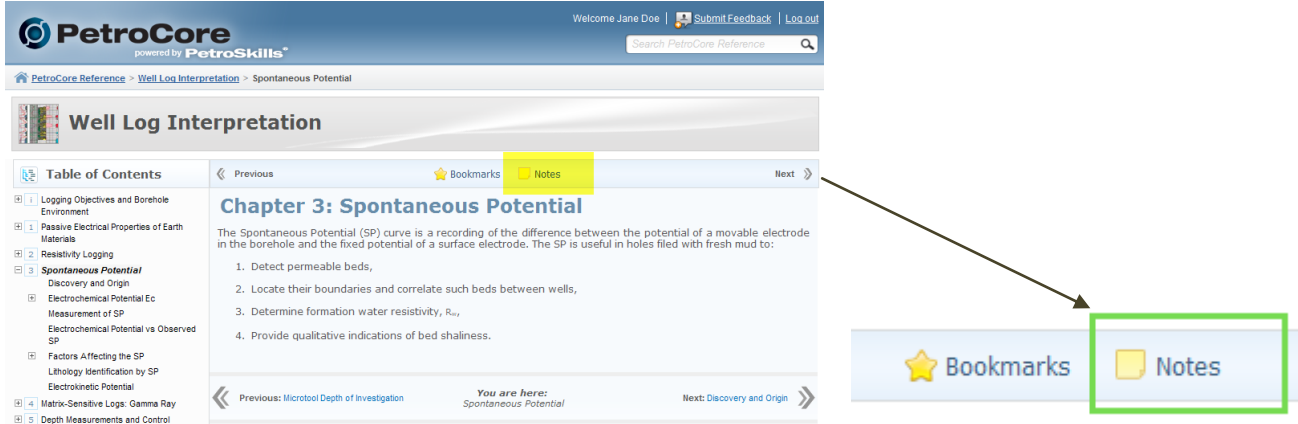


Creating and Managing Notes

Notes allow you to add multiple text windows to any page to jot down ideas, reminders, or anything of importance.

- ▶ The **Notes** link is found to the left of any Bookmarks link above the page content.

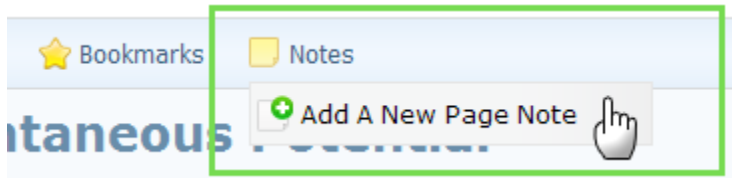


You can manage notes in several ways:

- [Add a Note](#)
- [View Notes from Your Reference Dashboard](#)
- [Hide/Show Notes](#)
- [Delete a Single Note](#)
- [Delete All Notes](#)
- [Resize a Note](#)
- [Reposition a Note](#)

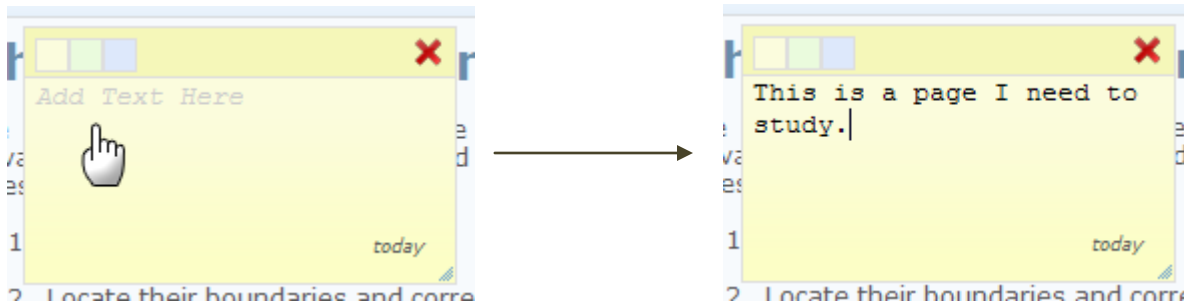
To add a note:

- 1 Click on the **Notes** link on a page you want to add a note to, and select **Add A New Page Note**.



A note appears.

- 2 Click in the **Add Text Here** area of the note and type in your notes.



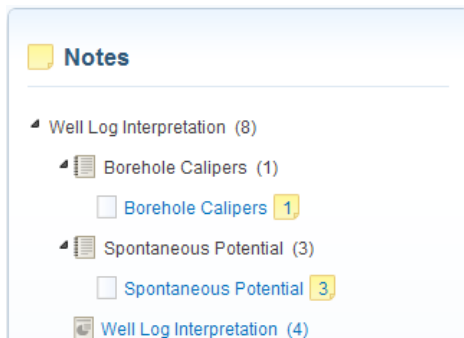
Your note is saved automatically, and appears on your Reference Dashboard in the Notes column.

- 3 Repeat these steps to add more notes.

Viewing your notes on your Reference Dashboard:

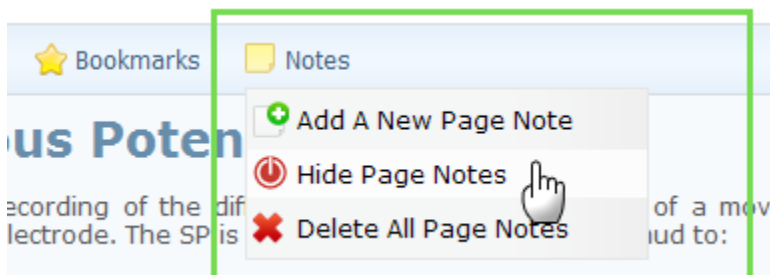
When you add notes to a page, links to them appear on your Reference Dashboard in the Notes Column. The numbers next to the items in the Notes list indicates the number of notes for that course or topic.

- 1 Visit your **Reference Dashboard** and click on a course name in the **Notes** column.
- 2 Click on a topic name to reveal the notes.
- 3 Click on a blue text link to navigate to a page that contains notes.



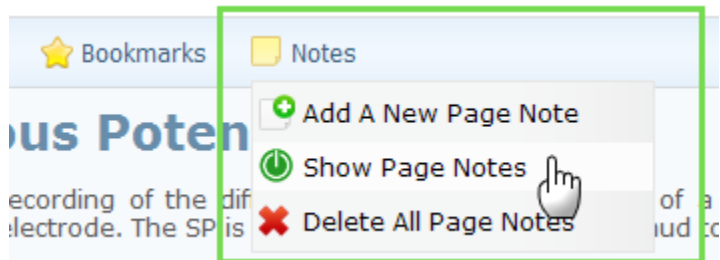
To hide/show your notes:

- 1 Click on the **Notes** link and select **Hide Page Notes**.



Your Notes are now hidden, but not deleted.

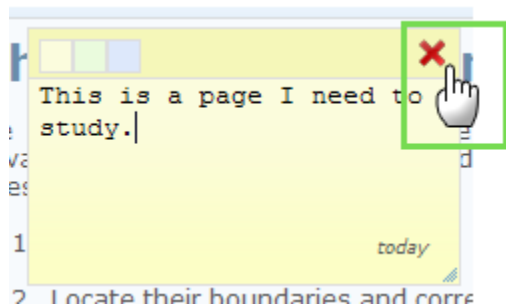
- 2 Click the **Notes** link and select **Show Pages Notes** to unhide your Notes.



Your notes will now appear on the page again.

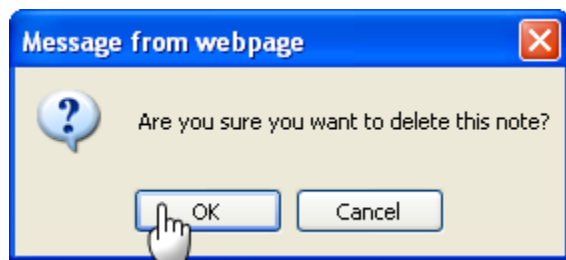
To delete a single note:

- 1 Click on the red **X** on the note.



A confirmation dialog appears.

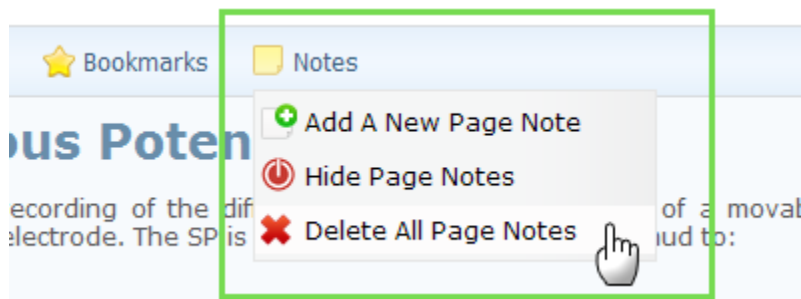
- 2 Click **OK**.



Your note is now deleted permanently.

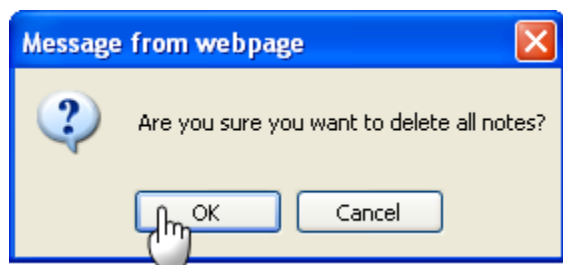
To delete all the notes on a page:

- 1 Click on the **Notes** link and select **Delete All Page Notes**.



A confirmation dialog appears.

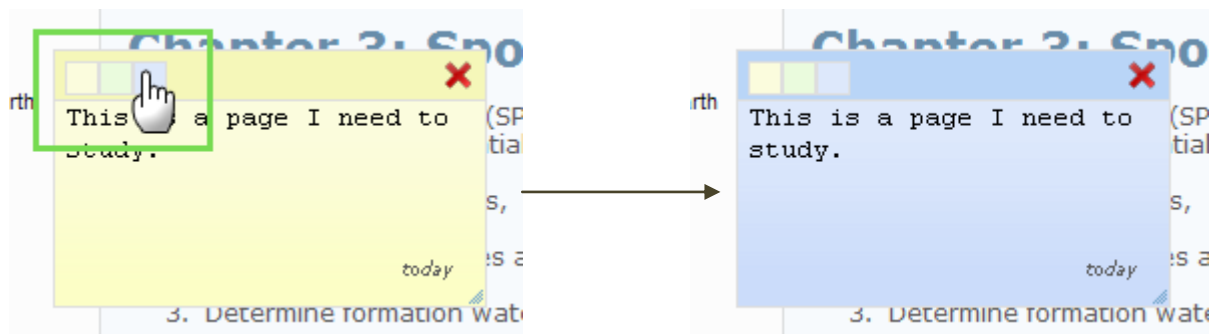
- 2 Click **OK**.



All the notes on the current page are now permanently deleted.

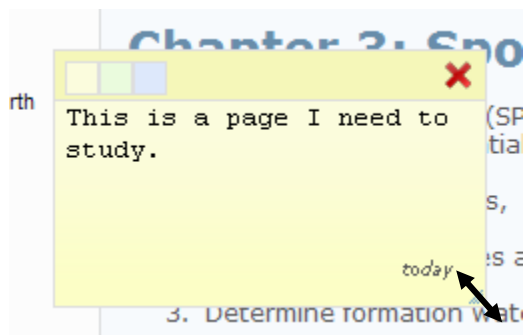
To change the color of a note:

- 1 Click on one of the colored boxes in the upper-left hand corner of the note. You can change the color of the note again at any time.

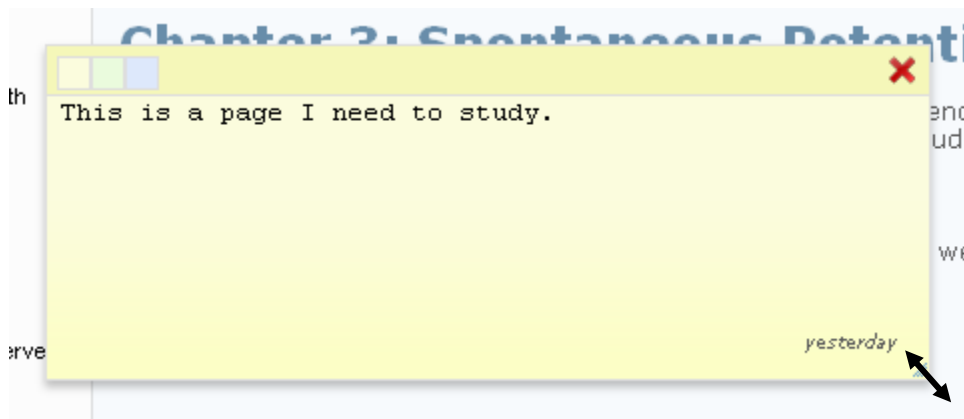


To change the size of a note:

- 1 Place your mouse over the bottom-right corner of the note until you see a double-ended arrow.



- 2 Click on hold your mouse and drag the note in the direction you want to extend the note: down, to the right, or diagonally. Release the mouse when you have reached the desired size.



To make the note smaller, drag note in the opposite direction.

To reposition a note:

- 1 Click and hold in the top area of the note, and then move your note to the desired area and release the mouse.

