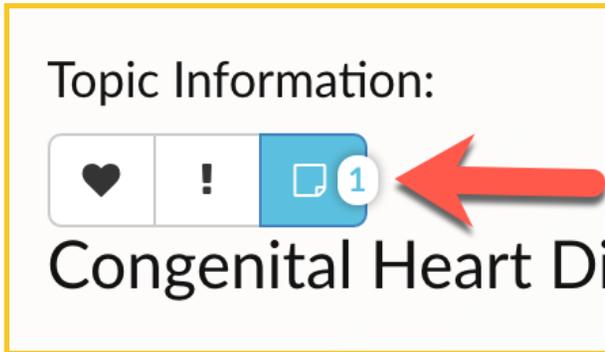
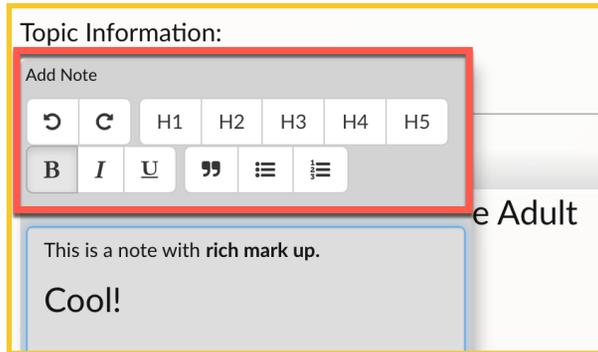


# Using Notes

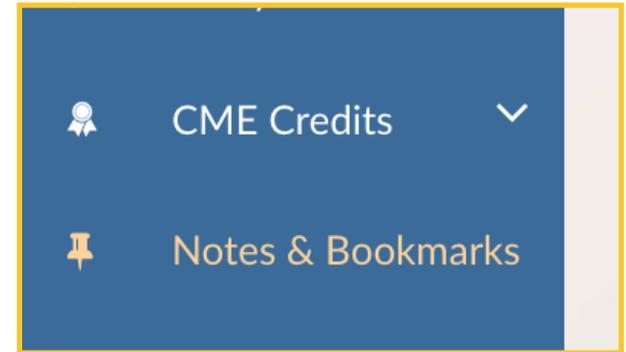
## Creating and Using Notes



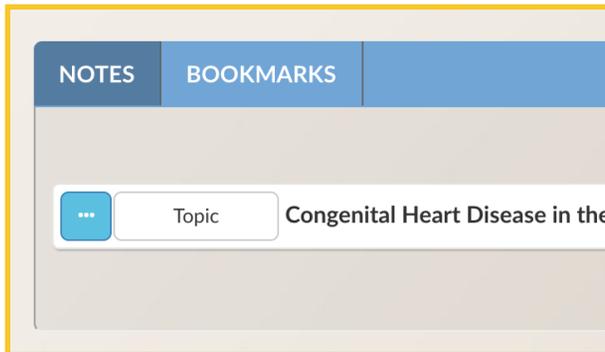
- 1 In your content, you'll see three icon buttons. Click the page icon to make a note.



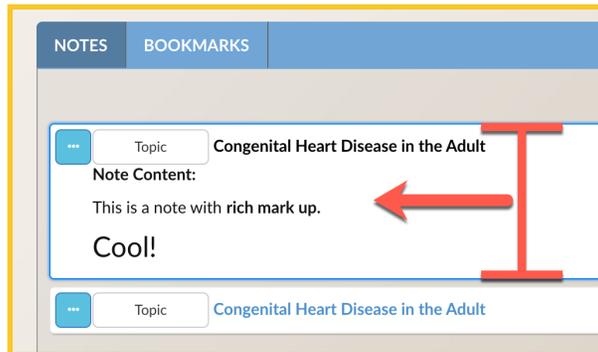
- 2 Write your note in the pop up box. Add rich styling as you wish. Click save.



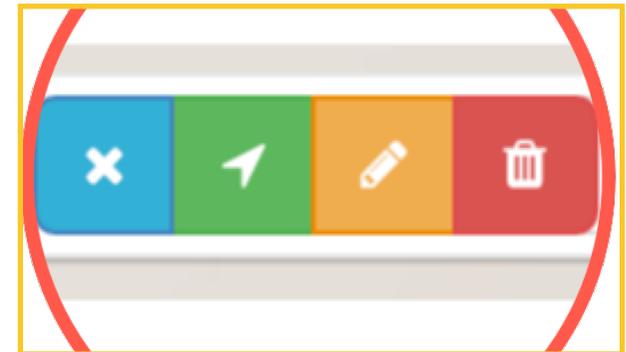
- 3 All notes can be found on the Notes & Bookmarks page on the Notes tab.



- 4 The Notes tab will list your notes. You can filter and search your notes.



- 5 Click your note to open the full content of your note.



- 6 You can jump to the location of the noted content, edit & delete your note.