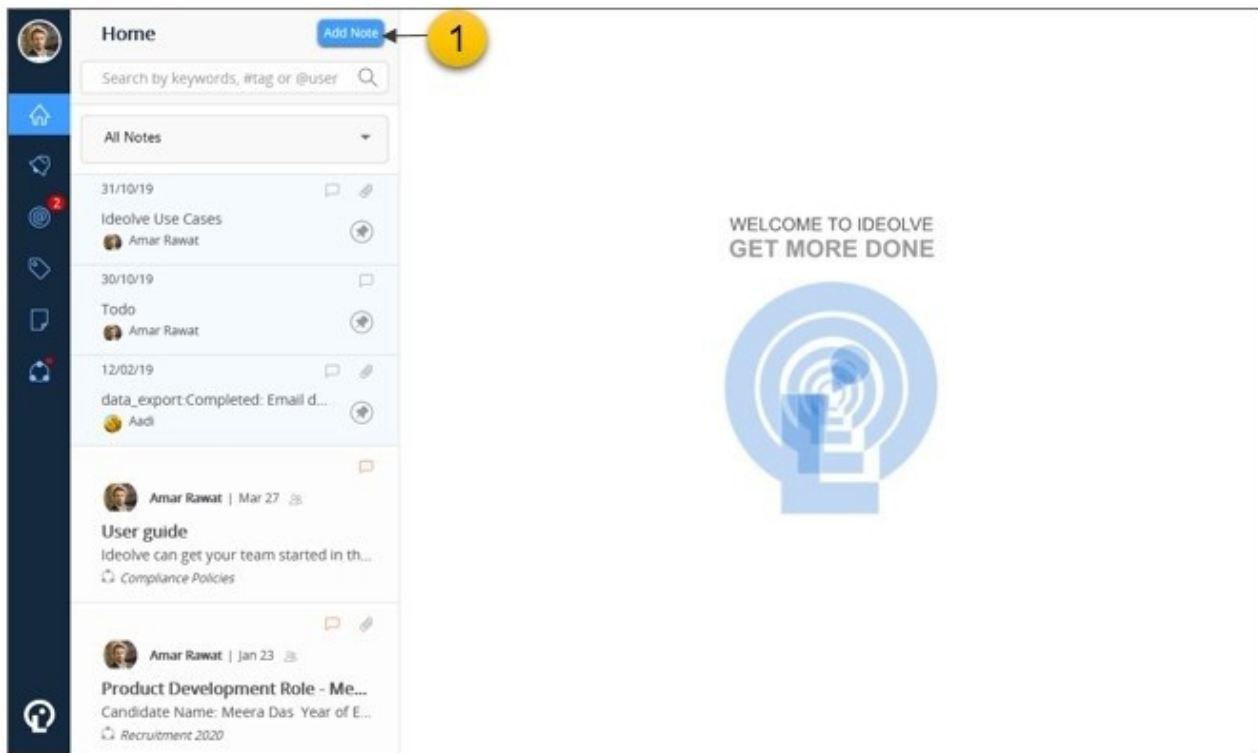


Ideolve Desktop

1. Click the **Add Note** button on the top of the middle pane.



2. The application screen will be updated to show an **expanded note view**

- a. Update the **Note title** by clicking on **Subject** and entering the title. The note title will be automatically updated in the **Note Header**
- b. To edit the **Note contents**, click in the area below the **Note title**
- c. Use the controls in the **Tool bar** to format the contents
- d. To embed images or other documents within the note, use the **Option** in the toolbar
- e. To attach documents to the Note, select the **Drop down menu** from the Note Header and choose the **Attach** option.
- f. To update the application screen to show the list view, click on the **Resize** option from the Drop down menu in the Note Header or click the the **Home** icon.
- g. Click **Share** to share the note with other people.

h. To save the changes, click on the **Save** button on the Note Header

