Ideolve Desktop

1. Select a note, the note will appear in the **Note view**

2. Click on **Add a tag** under the **Note title**

    - Enter the tag name and press the **Enter key**

    - Repeat to add multiple tags

3. To delete a tag, click on the **x** sign next to the tag name

4. In the note details or comments section, enter # and add a shared tag