Adding notes

Overview

Notes provide a free space to capture ideas &information using text, tables, images, documents, hyperlinks and so on.

Create a note

To create a note,

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 the **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 **Toolbar** 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 Dropdown menu in the Note Header **or click the Home** icon.

   g. Click **Share** to share the note with other people (https://docs.mithi.com/home/how-to-share-notes-with-others-in-ideolve).

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