

How to Add Notes in Ideolve for Better Task Management

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) (<https://docs.mithi.com/home/how-to-share-notes-with-others-in-ideolve>).
 - h. To save the changes, click on the **Save** button.
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