




## Using Synchronized Notes Quick Reference Guide

The Notes tool lets you easily take personal notes during an Elluminate *Live!* session or while viewing a recording. Notes can be edited and shared with others. As you write notes about what is being presented in a session, Elluminate *Live!* synchronizes the notes to activity in the session through an internal clock. This is very useful when reviewing recorded sessions later. When playing a recording, the Notes window tracks the progress of the session and displays the notes that were taken at every point during the session.

### ***Opening and Closing the Notes Window***

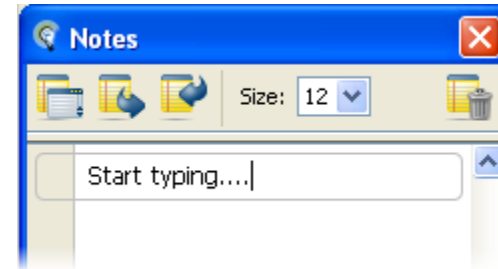
Opening and closing the Notes window is quick and simple so, at any time, you can enter a note. You can move, resize or close the Notes window so it is not obtrusive.

Click on the  button to open the Notes window.



### **Getting Started**

1. Open the Notes window.
2. Start typing. The cursor is positioned at the top of the Notes editor. As you enter a note, the text will wrap to fit the Notes window.



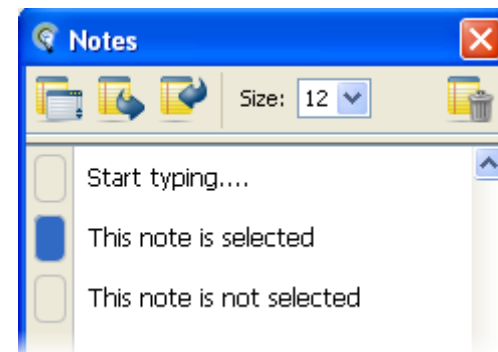
3. Press Enter to end the note and start a new one. A note is similar to a paragraph (in a word processor) in that pressing Enter ends a note and creates a new one immediately below it.

### ***Working with Notes***

#### ***Selecting***

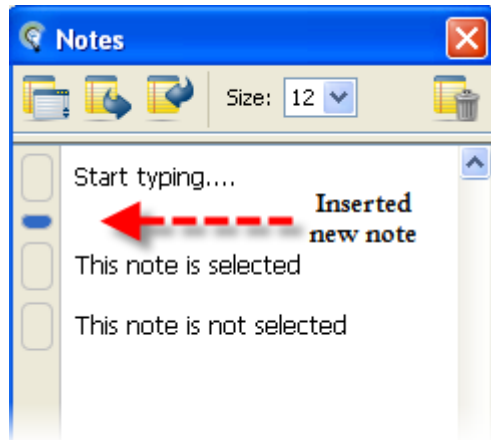
You need to select notes to perform operations on them, such as moving and deleting them.

To select a note, click on the thumb associated with the note. When a note is selected, its thumb is highlighted. Note that the mouse pointer changes from an arrow to a hand. This means you can drag the note to another location.



## Inserting

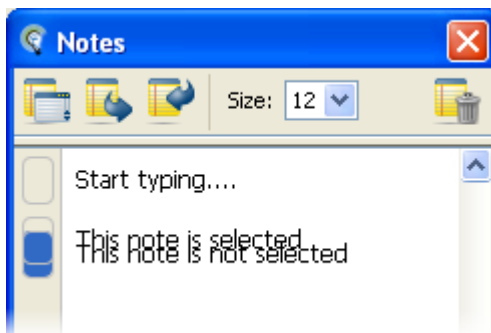
You can insert new notes anywhere in the Notes editor – when initially entering them or editing them later. To insert a new note, click between the two notes (either between text or thumbs). The new note is represented by the blue thumb.



## Moving

Notes can be moved up and down and reorganized freely using the mouse.

1. Click on the thumb of the note you want to move. When the mouse is hovering over the thumb, the cursor changes to a hand to indicate it can be grabbed.
2. Hold down the mouse and drag the note vertically to the desired location. Release the mouse to drop the note.



## Printing Notes

To print notes, you must export the notes document in .txt format. Then open it in a text editor and use the text editor's print facility.

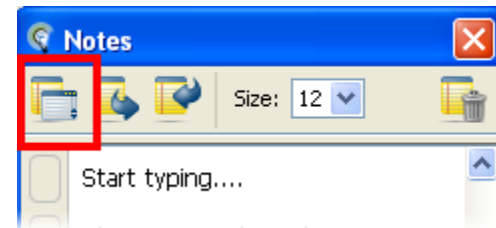
## Saving Notes

You never have to save notes because note documents are saved automatically to your local hard drive.

## Managing Note Documents

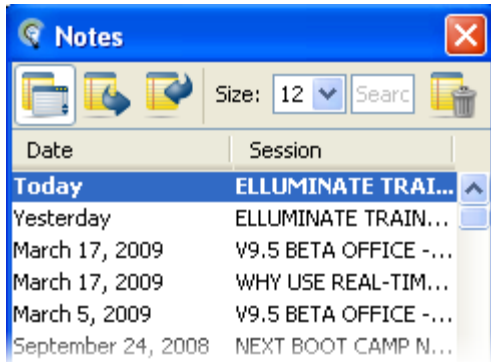
The Note Documents list displays a list of the sessions for which you took notes. It is always closed when the Notes window is first opened in an Elluminate *Live!* session, as the primary purpose of the Notes window is to take notes for the present session.

Click on the Manage Notes button to open the Note Documents.



The Note Documents list displays the date and name of each session that has notes associated with it. Selecting any notes document in the list displays its notes in the Notes editor below. The notes document for the current session is highlighted in bold.

You can select multiple notes documents. When they are for different sessions then nothing is displayed in the Notes editor. When they are for the same session, they will be merged into a single note.



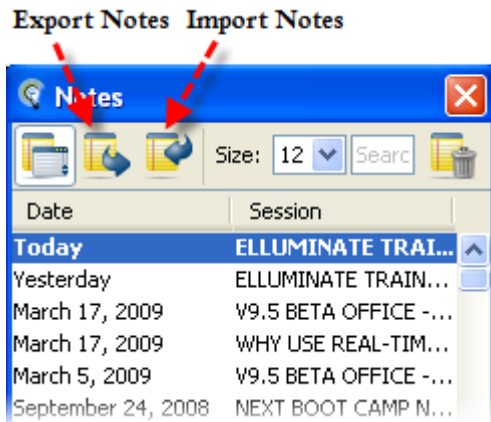
## Exporting and Importing Note Documents

You can share your notes with someone else by exporting and importing note documents. You may also want to export notes to open them in another application to edit or print them.

### Exporting Note Documents

Notes can be exported in one of two formats.

- For sharing notes with others, export them as Notes documents (.eln files).
- For importing notes into other applications, export them as text files (.txt files).

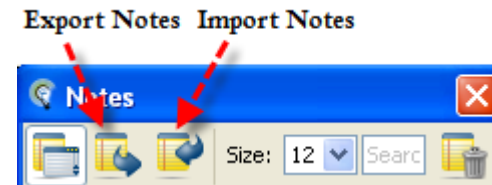


## Importing Note Documents

Imported notes behave the same way as notes that were created locally. They can be viewed, edited, deleted and reorganized just like local note documents.

To import notes documents, follow the steps below:

- Click on the Import Notes button at the top of the Notes window. The Open file dialog will open.
- Select the document(s) you wish to import. Only .eln files can be imported.
- Click on Open. The imported note document(s) will appear in the Note Documents list.



### Notes in Recordings

Notes are tied to events in a session via an internal clock. When viewing a recorded session, the Notes window automatically moves a marker (arrow) through the notes to point to the notes that were entered at specific times during the session.

