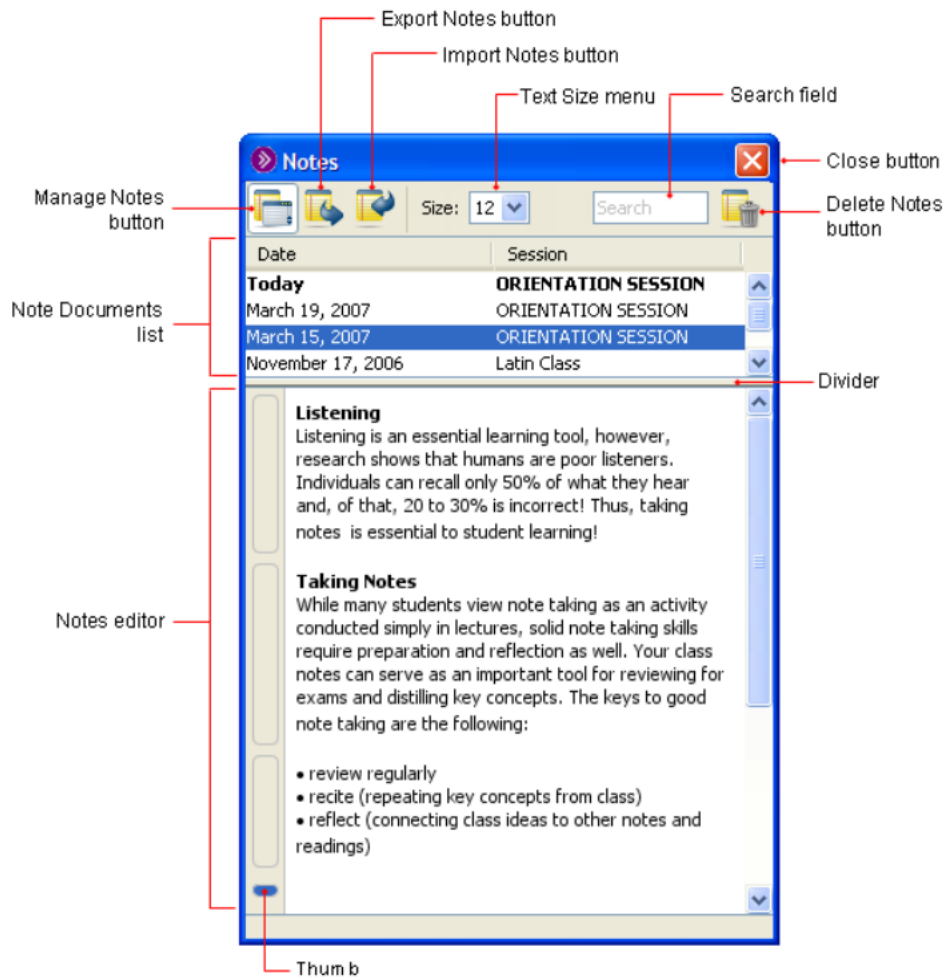


NOTES TOOL

The Notes window lets you easily take personal notes during a live CCC Confer session, edit them and later share them with others. (During the session, only you will see your own notes.) As you write notes about what is being presented in a session, notes are synchronized to the session timeline. 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.

A new Notes document is created each time you enter a new session and take notes. (If you re-enter the same session multiple times, there will be only one Notes document created for that session for that particular day. If you attend a session that spans multiple days, you will get a new Notes document for each day.) These documents are saved locally on your computer. The Notes window has the following components:



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 without your attention being diverted away from the session in progress.

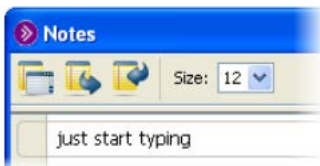
You can move, resize or close the Notes window so it is not obtrusive. If you close it, you can reopen it later and continue where you left off. The window remembers where you were when you closed the window so you can continue entering notes without worrying if your cursor is in the right position. It also remembers its size and position, so it will appear exactly the same as the last time you opened it.

The following table describes how to open and close the Notes window:

You want to	Precondition	Use Keyboard Shortcuts	Use menus or other
Open the Notes window	Notes window is closed	Ctrl+E (Windows & Linux) Command-E (Mac)	From <i>Windows</i> menu, select <i>Show Notes</i>
Activate the Notes window (bring it to the front)	Notes window is open but inactive (or hidden in the back)	Ctrl+E (Windows & Linux) Command-E (Mac)	From <i>Windows</i> menu, select <i>Show Notes</i>
Close the Notes window	Notes window is open and active	Ctrl+W or ALT+F4 (Windows & Linux) Command-W (Mac)	Click Close button in Notes window From <i>Windows</i> menu, unselect <i>Show Notes</i>

Taking Notes

1. Open the Notes window.



1. Start typing. The cursor is positioned at the top of the Notes editor – presumably that is where you want to enter your first note. As you enter a note, the text will wrap to fit the Notes window.
2. 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.

Creating Lists

The Notes window provides basic support for creating lists. You simply enter designated list characters at the beginning of a line. When you press Enter, those characters are examined to determine if this line is part of a list. All list items will remain grouped together in the same note.

1. Type the desired special list character (refer to the table below) followed by the text for the first list item.
2. Press Enter to create the next line in the list.
3. Manually preface each list item with the special list character – it is not done automatically like in a word processor.
4. Press Enter twice to end the list. A new note will be created below.

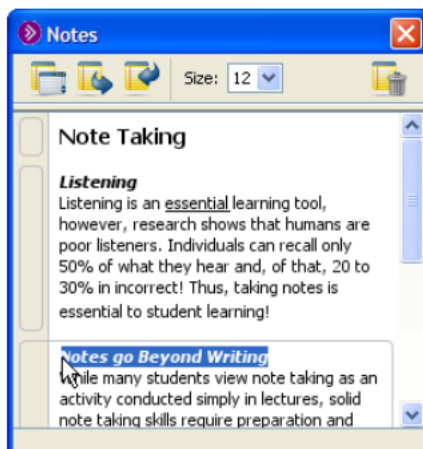
Use the following special list characters to create your list:

Character(s)	Description
-	Create a hyphenated list
•	Create a bulleted list Alt-0149 using numeric keypad on Windows Option- 8 on Mac OS X
1.	Create a numbered list where numbers are followed by periods
2-	Create a numbered list where numbers are followed by hyphens
3)	Create a numbered list where numbers are followed by parentheses
a. or A.	Create a lettered list where letters are followed by periods
a- or A-	Create a lettered list where letters are followed by hyphens
a) or A)	Create a lettered list where letters are followed by parentheses

Formatting Notes Text

To enhance the readability of your notes, Notes lets you change font size and apply basic text styles to your notes.

1. Select the text you want to format.
2. Enter the desired keyboard shortcut to format the text (see table below).



The following standard text editing keyboard shortcuts can be used to perform functions within the text of individual notes:

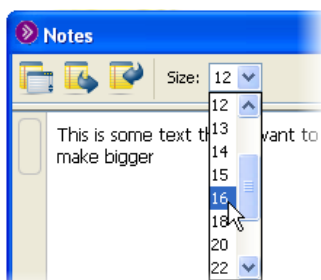
Function	Windows & Linux Shortcuts	Mac OS X Shortcuts
Make selected text Bold	Ctrl+B	Command-B
Make selected text <i>Italics</i>	Ctrl+I	Command-I
<u>Underline</u> selected text	Ctrl+U	Command-U
Decrease font size of selected text	Ctrl+[Ctrl+-	Command-[Command-Minus Sign
Increase font size of selected text	Ctrl+] Ctrl+=	Command-] Command-=
Select all text in current note	Ctrl+A	Command-A
Copy selected text	Ctrl+C	Command-C
Cut selected text	Ctrl+X	Command-X
Paste copied text	Ctrl+V	Command-V
Delete selected text	Delete Backspace	Delete
Insert a line break within a note	Alt+Enter	Option-Enter

Changing the Text Size in the Notes Editor

You can change the size of the text displayed in the Notes editor to make it more readable for you. The font size of the entire document will change and any changes that were made using the *Decrease* and *Increase* keyboard shortcuts will be overridden.

The available text sizes are 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 20, 22, 24, 28, 32 and 36 points. To change the font size of the text, do one of the following:

1. Select the font size from the Text Size menu in the tool bar of the Notes window



2. Right click (Control-Click on Mac) anywhere in the Notes editor and select one of the options from the context menu.
 - *Make Text Bigger* – increase the text size to the next larger size. For example, if the text was set to 12, selecting Make Text Bigger will increase the size to 13.
 - *Make Text Smaller* – decrease the text size to the next smaller size. For example, if the text was set to 36, selecting Make Text Smaller will decrease the size to 32.

- *Default Size* –set the text size back to the default setting of 12. (This value may be different for non-English implementations of Blackboard Collaborate Web Conferencing.)
- *Text Size* – change the text size to that selected from the submenu.

Working with Notes

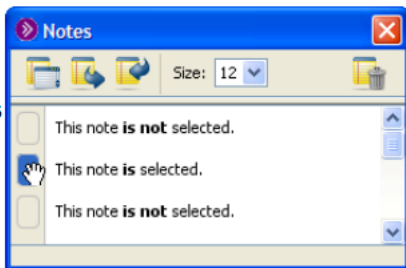
Once you have entered your notes, you can work with them in a number of ways:

- Select them (see [Selecting Notes](#))
- Insert them (see [Inserting Notes](#))
- Move them (see [Moving Notes](#))
- Delete them (see [Deleting Notes](#))
- Print them (see [Printing Notes](#))
- Save them (see [Saving Notes](#))

Selecting Notes

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

To select a note, you need to select the thumb associated with the note. When a note is selected, its thumb is highlighted.



You can do so in one of two ways:

1. Click directly on the thumb. Note that the mouse pointer changes from an arrow to a hand. This means you can drag the note to another location.
2. Press Escape. The thumb of the note that was currently being edited will be highlighted, indicating the note is selected.

There are also keyboard shortcuts you can use to select notes:

Function	Precondition	Windows & Linux Shortcuts	Mac OS X Shortcuts
Select the previous note	Initial note is selected	press Up Arrow twice	press Up Arrow twice
Select the next note	Cursor is within text of note	press Enter twice	press Enter/Return twice
	Initial note is selected	press Down Arrow twice	press Down Arrow twice
Select the note you are currently entering or editing	Cursor is within text of note	press Escape	press Escape

Inserting Notes

Typically, when you are first entering your notes, you will simply press Enter to create a new note beneath the existing note. However, you can insert new notes anywhere in the Notes editor – when initially entering them or editing them later. The existing notes will re-flow automatically to make room for the new note.

Other than inserting a note **below** the existing note, you can insert new notes

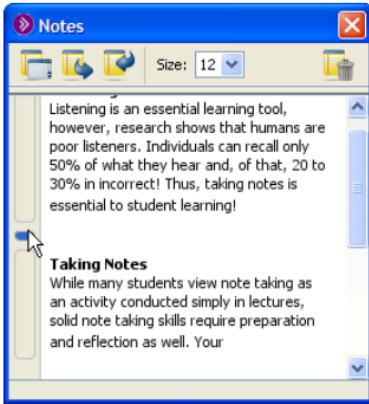
- **before** the existing note
- **between** existing notes
- **anywhere** in the Notes editor

Use keyboard shortcuts to insert notes:

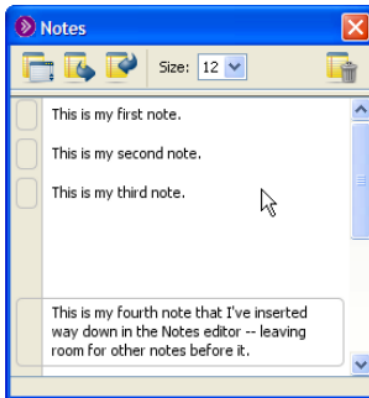
Function	Precondition	Windows & Linux Shortcuts	Mac OS X Shortcuts
Insert a new note immediately below the existing note	Cursor is within text of note	Enter	Enter or Return
	Initial note is selected	Enter or Down Arrow	Enter or Return or Down Arrow
Insert a new note immediately above the existing note	Initial note is selected	Up Arrow	Up Arrow

Use a click of the mouse to insert new notes:

To insert a new note **between** two existing notes, click between the two notes (either between text or thumbs).



To insert a new note **anywhere** in the Notes editor, click any blank area in the Notes editor. (For example, you may want to leave blank areas to remind you to go back and fill in further details later on.)

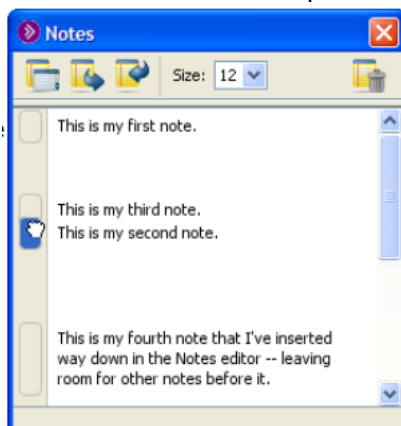


Note: Each note has an internal timestamp (not visible to you) that keeps it synchronized with its associated activity within the session. When you enter a new note between two existing notes, the timestamp of the new note will be a relative time between the time stamps of the two existing notes.

Moving Notes

Notes can be moved up and down and reorganized freely using the mouse. Other notes will automatically re-flow if needed to make room for moved notes.

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.
3. Release the mouse to drop the note.



You can also use keyboard shortcuts to move notes:

Function	Precondition	Windows & Linux Shortcuts	Mac OS X Shortcuts
Move the selected note above the previous note	Note is selected	Alt + Up Arrow	Option-Up Arrow
Move the selected note below the next note	Note is selected	Alt + Down Arrow	Option-Down Arrow

Deleting Notes

To delete a note, select it (click on its thumb) and press Delete or Backspace.

Printing Notes

To print Notes, you must export the Notes document as a .txt file, open it in a text editor and use the text editor's print facility.

Saving Notes

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