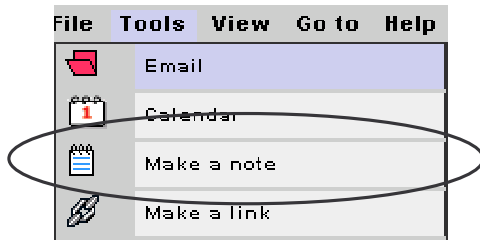


# Making a Note on Digitalbrain Content

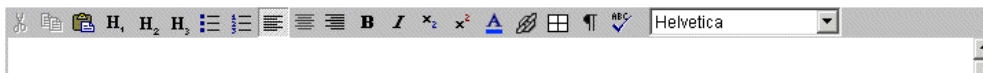
1. Navigate to the online content you wish to make a note on.
2. Once you have chosen a page, hover your mouse over the **Tools** menu in the digitalbrain toolbar and click on 'Make a note'.



A new window will be opened:



[This note relates to: /digitalschool/web/History/Elizabethan%20times/]



3. Type in the box the notes you would like to make on the lesson, then click **Save**.
4. The note will automatically be saved in the 'notes' section of your digitalbrain account.

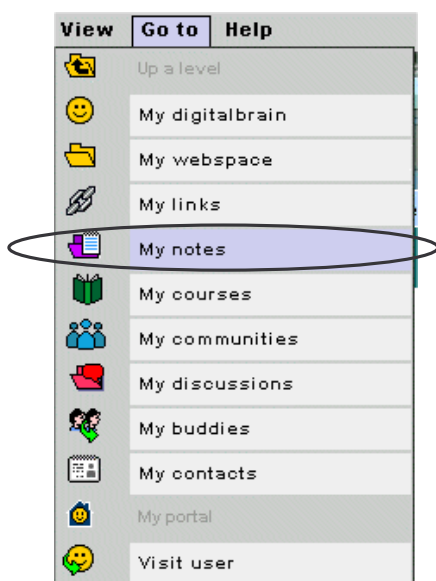
## Retrieving a Note

1. To retrieve a note, click on the smiley face icon in the digitalbrain toolbar 😊 to return to your homepage.
2. Click on the 'Notes' icon from your homepage:



# Making a Note on Digitalbrain Content

- Alternatively, hover your mouse over the **Go to** menu in the digitalbrain toolbar and click on 'My notes'.



- Your note will be displayed as follows:



## Renaming a Note

- To rename a note, click on the green triangle on the right hand side of the entry and choose the rename option.
- Type your new name into the box then click 'ok'.

### Renaming

Enter new name for Elizabethan times

Then press 'ok'.

Remember: the permitted characters are a-z, A-Z, 0-9, spaces and "().\_." , but spaces and dots are not allowed at the beginning or end of the file name.

# Making a Note on Digitalbrain Content

- Notice that the text next to the green triangle refers to the URL of the digitalbrain page on which you made the note. By clicking on this text, or the title of the Note, you will be taken back to this web page.



## Editing a Note

- To edit the note, select it and click **edit**. You can then add or delete text from your note.
- To insert a file, click **Insert**. Click on one of the 'browse' buttons to select a file from your digitalbrain or your computer. Open the required file then click **ok**.

## Insert into document

### From digitalbrain

Location:  **browse**

### From my computer

Filename:  **Browse...**

### Create and insert new avatar

Name:

**ok** **cancel**

- Click on the 😊 to return to your homepage.