

Notes

Add associated notes and images

To view the notes associated with the selected Organizer item or figure click the Notes button in the inspector bar.

Notes

The notes inspector allows you to enter miscellaneous notes that will be associated with the selected item.

Entering a Note

The notes inspector window allows you to enter any rich text, with full support for multiple fonts, sizes, colors, paragraph formatting, and even images.

Note Adornment

When a note is associated with a figure then a little note adornment is displayed next to the figure. If you click the adornment, the notes inspector window will appear allowing you to change notes. If you remove all the contents of the note then the note is deleted entirely and the adornment is removed.

Searching Notes

For figures, notes are searched when using the Search shelf. For Organizer items, notes are searched when using the filter.

Printing Figure Notes

You can print the notes associated with the selected figure via the File > Share menu or Share toolbar button. Note the *Include Figure Notes When Copying/Sharing Text* item in the Share menu which is useful when you want to include notes with copied or exported figures.