Chapter 20  The Notes Window

The Notes window lets you easily take personal notes during a live Elluminate Live! session, edit them and share them 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. (For information on recording sessions, see Interactive Recordings on page 299.)

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 facility can be used by Moderators and Participants. Both can use the full set of Notes features.

Beyond simple note-taking, the Elluminate Live! Notes facility has a number of useful features:

- You can edit, format or reorganize notes at any time, either during a live session or when playing a recorded session.
- You can share your notes with others.
- You can manage your notes library by importing, exporting and deleting Notes documents.
- You can search within your list of Notes documents to easily locate notes taken for a specific session.
- You can view presentation notes imported with a loaded presentation.

The Notes feature is available in Elluminate Live! but not in Elluminate Live! Lite.
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.
On Windows, Linux and Macintosh platforms, the Notes window always remains in front of the Elluminate Live! main window. On Solaris, if you click on the main Elluminate Live! window, the Notes window will move behind the main window.

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

<table>
<thead>
<tr>
<th>You want to</th>
<th>Precondition</th>
<th>Use accelerator keys</th>
<th>Use menus or other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong> the Notes window</td>
<td>Notes window is closed</td>
<td>Ctrl+E (Windows, Linux &amp; Solaris)</td>
<td>Select Windows &gt; Notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⌘E (Macintosh)</td>
<td></td>
</tr>
<tr>
<td><strong>Activate</strong> the Notes</td>
<td>Notes window is open but inactive</td>
<td>Ctrl+E (Windows, Linux &amp; Solaris)</td>
<td>Select Windows &gt; Notes</td>
</tr>
<tr>
<td>window (bring it to the</td>
<td>(or hidden in the back)</td>
<td>⌘E (Macintosh)</td>
<td></td>
</tr>
<tr>
<td>front)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Close</strong> the Notes</td>
<td>Notes window is open and active</td>
<td>Ctrl+E, Ctrl+W or ALT+F4 (Windows, Linux</td>
<td>Click Close button in Notes window</td>
</tr>
<tr>
<td>window</td>
<td></td>
<td>&amp; Solaris)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>⌘E or ⌘W (Macintosh)</td>
<td></td>
</tr>
</tbody>
</table>

Taking Notes

**Getting Started**

1. Open the Notes window (as described in the above section)

2. 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.

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. (To enter a new note somewhere other than directly below the existing note, see *Inserting* on page 319.)
If you want to enter a line break without creating a new note, press Alt-Enter (\Enter on Macintosh).

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:

<table>
<thead>
<tr>
<th>Character(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>Create a hyphenated list</td>
</tr>
<tr>
<td>•</td>
<td>Create a bulleted list</td>
</tr>
<tr>
<td>-</td>
<td>- Alt-0149 using numeric keypad on Windows</td>
</tr>
<tr>
<td>-</td>
<td>~ 8 on Macintosh</td>
</tr>
<tr>
<td>1.</td>
<td>Create a numbered list where numbers are followed by periods</td>
</tr>
<tr>
<td>2-</td>
<td>Create a numbered list where numbers are followed by hyphens</td>
</tr>
<tr>
<td>3)</td>
<td>Create a numbered list where numbers are followed by parentheses</td>
</tr>
<tr>
<td>a. or A.</td>
<td>Create a lettered list where letters are followed by periods</td>
</tr>
<tr>
<td>a- or A-</td>
<td>Create a lettered list where letters are followed by hyphens</td>
</tr>
<tr>
<td>a) or A)</td>
<td>Create a lettered list where letters are followed by parentheses</td>
</tr>
</tbody>
</table>
**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).

You can use most standard text editing mouse actions within the text of notes, such as double-clicking to select a word and dragging to select text.

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Windows, Linux &amp; Solaris Shortcuts</th>
<th>Macintosh Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make selected text <strong>Bold</strong></td>
<td>Ctrl+B</td>
<td>⌘B</td>
</tr>
<tr>
<td>Make selected text <em>Italics</em></td>
<td>Ctrl+I</td>
<td>⌘I</td>
</tr>
<tr>
<td><strong>Underline</strong> selected text</td>
<td>Ctrl+U</td>
<td>⌘U</td>
</tr>
<tr>
<td>Decrease font size of selected text</td>
<td>Ctrl+[ Ctrl+-</td>
<td>⌘[ ⌘-</td>
</tr>
<tr>
<td><strong>Increase</strong> font size of selected text</td>
<td>Ctrl+] Ctrl+=</td>
<td>⌘] ⌘=</td>
</tr>
<tr>
<td>Select all text in current note</td>
<td>Ctrl+A</td>
<td>⌘A</td>
</tr>
<tr>
<td>Copy selected text</td>
<td>Ctrl+C</td>
<td>⌘C</td>
</tr>
<tr>
<td>Cut selected text</td>
<td>Ctrl+X</td>
<td>⌘X</td>
</tr>
<tr>
<td>Paste copied text</td>
<td>Ctrl+V</td>
<td>⌘V</td>
</tr>
<tr>
<td>Delete selected text</td>
<td>Delete Backspace</td>
<td>Delete</td>
</tr>
<tr>
<td>Insert a line break within a note</td>
<td>Alt+Enter</td>
<td>~Enter</td>
</tr>
</tbody>
</table>
Text formatting will not be retained if you copy and paste formatted text from one note to another, or to an external text editing application.

**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 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:

- Select the font size from the Text Size menu in the tool bar of the Notes window.
- Right click (\u2013Click on Macintosh) 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. \(^{51}\)
  - Text Size – change the text size to that selected from the submenu.

\(^{51}\) This value may be different for non-English implementations of Elluminate Live!
Working with Notes

Selecting Notes

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.

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Precondition</th>
<th>Windows &amp; Linux/Solaris Shortcuts</th>
<th>Macintosh Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the previous note</td>
<td>Initial note is selected</td>
<td>press <strong>Up Arrow</strong> twice</td>
<td>press ↑ twice</td>
</tr>
<tr>
<td>Select the next note</td>
<td>Cursor is within text of note</td>
<td>press <strong>Enter</strong> twice</td>
<td>press <strong>Enter or Return</strong> twice</td>
</tr>
<tr>
<td></td>
<td>Initial note is selected</td>
<td>press <strong>Down Arrow</strong> twice</td>
<td>press ↓ twice</td>
</tr>
<tr>
<td>Select the note you are currently entering or editing</td>
<td>Cursor is within text of note</td>
<td>press <strong>Escape</strong></td>
<td>press <strong>Escape</strong></td>
</tr>
</tbody>
</table>

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 reflow 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, or
- **anywhere** in the Notes editor.
Use keyboard shortcuts to insert notes:

<table>
<thead>
<tr>
<th>Function</th>
<th>Precondition</th>
<th>Windows &amp; Linux/Solaris Shortcuts</th>
<th>Macintosh Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert a new note immediately below the existing note</td>
<td>Cursor is within text of note</td>
<td>Enter</td>
<td>Enter or Return</td>
</tr>
<tr>
<td></td>
<td>Initial note is selected</td>
<td>Enter or Down Arrow</td>
<td>Enter or Return or ↓</td>
</tr>
<tr>
<td>Insert a new note immediately above the existing note</td>
<td>Initial note is selected</td>
<td>Up Arrow</td>
<td>↑</td>
</tr>
</tbody>
</table>

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.)

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 timestamps of the two existing notes.
Moving Notes

Notes can be moved up and down and reorganized freely using the mouse. Other notes will automatically reflow 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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Precondition</th>
<th>Windows &amp; Linux/Solaris Shortcuts</th>
<th>Macintosh Shortcuts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the selected note above the previous note</td>
<td>Note is selected</td>
<td>Alt + Up Arrow</td>
<td>⇈↑</td>
</tr>
<tr>
<td>Move the selected note below the next note</td>
<td>Note is selected</td>
<td>Alt + Down Arrow</td>
<td>⇈↓</td>
</tr>
</tbody>
</table>

> Each note has an internal timestamp (not visible to you) that keeps it synchronized with its associated activity within the session. When you move a note between two other notes, the timestamp of the moved note will be a relative time between the timestamps of the two other notes.

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 (see Exporting and Importing Notes Documents on page 324), open it in a text editor and use the text editor’s print facility.

> Exported .txt files do not retain time stamp and formatting information.
Viewing Presenter Notes Imported with a Presentation

When you load a PowerPoint or OpenOffice presentation into the Whiteboard, you are given the option of importing the presentation notes as well. (For details, see *Loading a Presentation or Whiteboard File* on page 167.)

If you choose to import the presentation notes, they will appear in the Notes editor of all session attendees. Each presenter note becomes a separate entry in the Notes editor and is prefaced with the name of the associated slide.

If any session attendee already has notes within their Notes editor when you import a new presentation, the presenter notes will be appended to the end of the Notes editor.

Users must explicitly open the Notes window to see the imported notes – the window does not open automatically.

Saving Notes

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

Managing Notes Documents

Opening the Notes Documents List

The Notes 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.

There are two ways to open the Notes Documents list:

- Click on the **Manage Notes** button.
- Drag the divider down using the mouse.
The Notes Documents list displays the date and name of each session that has notes associated with it. Sessions are always listed in reverse chronological order; this order cannot be changed.

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, the multiple Notes documents will be compounded (merged) and displayed as one. See Using Compound Notes on page 329 for details.

When no Notes documents are selected, the Notes editor is blank.

**Searching Notes Documents**

Over time, your list of Notes documents will grow and locating a specific session document by scrolling the list may become increasingly challenging. The Search Notes Documents feature can be used to filter the Notes Documents list by allowing you to display only those Notes Documents whose session name contains your specified search string.

52 Select the first Notes document and hold down Control (⌘ on the Macintosh) as you select the remaining notes.
Session dates are not searchable. Sessions are listed in reverse chronological order and it is easy for you to scroll to the desired date.

To perform a search, type your search string in the Search field. Searches are case insensitive (no distinction is made between upper case and lower case letters). The list of Notes documents is updated dynamically as you type.

The Search field cannot be used to search the text within notes in the Notes editor. Therefore, it is hidden when the Notes Documents list is closed.

Exporting and Importing Notes Documents

You can share your notes with someone else by exporting and importing Notes documents. Perhaps someone could not attend a session and would like to review your notes while playing a recording of the session. Or maybe two of you (who both attended a session) would like to compare notes.

You may also want to export notes to open them in another application to edit or print them.

Exporting Notes Documents

Notes can be exported in one of two formats.

- For sharing notes with others to use within an Elluminate Live! session, export them as Notes documents (.eln files).
- For importing notes into other applications, export them as text files (.txt files).

Notes Document (.eln file): An .eln document is the format used within Elluminate Live! It is not suitable for importing into other applications as other applications cannot interpret them (making them unreadable). However, as .eln files retain all timestamp and formatting information, they are the format required to share notes with others. When imported back into Elluminate Live!, they are perfectly readable.
Text File (.txt file): A .txt file can be opened by any application that reads text files. Because .txt files do not retain time stamp and formatting information, they cannot be used to share notes with others in Elluminate Live! However, if you want to edit or print a Notes document in another application, export them as .txt files as the notes will be in a readable format (as in the sample to the right).

Another way to export notes is simply to copy and paste them into another application. As with exporting via a .tx file, the text formatting (bold, italics, etc.) will not be retained.

It is possible to export either one or multiple Notes documents at once.

If the multiple documents pertain to the same session (same name and date), they are automatically compounded into a single file during export. See Using Compound Notes on page 329 for more information.

To export Notes documents, follow the steps below:

1. From the Notes Documents list, select the Notes document(s) you want to export.  
   
2. Click on the Export Notes button at the top of the Notes window. The Save file dialog will open.

[ORIENTATION SESSION]
[March 28, 2007]
[Vivian]
A .txt file can be opened by any application that reads text files.

[Vivian]
Because .txt files do not retain time stamp and formatting information, they are not a good choice if you want to share notes with other.

53 To select more than one Notes document, select the first document and hold down Control (⌘ on the Macintosh) as you select the remaining documents.
3. Browse to the directory in which you want to save your Notes documents. (Elluminate Live! will remember this location the next time you export Notes documents.)

4. Select the file format in which you want to save your Notes documents.

5. Enter a name for your Notes document. (See Notes Document Filenames on page 326 for further information.)

6. If you are exporting multiple documents, and you want them all to be saved in the same format and in the same location, check the Apply to All checkbox.

7. Click on Save. If you are saving multiple notes files at once, you will be required to click on Save for each one.

Notes Document Filenames

By default, the file name of an exported Notes document is named as follows:

<Date>-<Session Name>.eln

where <Date> is the date the notes were taken and <Session Name> is the name of the session for which the notes were taken. The format of the date is determined by your system preferences.

However, you can name an exported document whatever you like.

athering the name of a Notes document during export, and import the renamed document back into Elluminate Live!, the name within the Notes Documents list will be the same as it was before export – it will be listed using the name and date of the session for which the notes were taken.
Importing Notes Documents

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

To import Notes documents, follow the steps below:

1. Click on the Import Notes button at the top of the Notes window. The Open file dialog will open.

   Only .eln files can be imported as only they contain the information required by Elluminate Live! – such as timestamps and formatting information.

2. Select the document(s) you wish to import.
3. Click on Open. The imported Notes document(s) will appear in the Notes Documents list. (If the Notes Documents list was previously closed, it will be opened to display your imported Notes document.)

If you import notes from someone else for a session for which you already have your own notes, or if you import more than one set of notes for the same session, Elluminate Live! will distinguish the Notes documents by appending the authors’ names to the session name (as in the example to the right).

Imported Notes documents are copied to the Notes storage directory. Therefore, the original notes files you imported are no longer required and, if you like, you can delete them.

Deleting Notes Documents

When you delete a Notes document, it is removed from the Notes Documents list and deleted from the Notes storage directory.

Be careful when deleting Notes documents – deletion is permanent.

To delete Notes documents, follow the steps below:

1. From the Notes Documents list, select the Notes document(s) you want to delete.54

---

54 To select more than one Notes document, select the first document and hold down Control (⌘ on the Macintosh) as you select the remaining documents.
2. Click on the Delete Notes button. A message dialog will appear, asking you to confirm the delete operation.

3. Click on Yes to complete the deletion.

Deleting the Notes Document for the Current Session

If you try to delete the Notes document for the current session, it will remain listed in the Notes Documents list since the current session must always have a Notes document open into which you can enter notes. However, the contents of the Notes document (the actual notes) will be deleted. If you do not enter new notes before the session ends, no notes will be saved for the current session.

Using Compound Notes

Elluminate Live! lets you view multiple Notes documents simultaneously by compounding (merging) the documents together as one in the Notes editor. This is a great way to compare your notes with those written by someone else for the same session.

When you have multiple Notes documents for a particular session, they appear as separate items in the Notes Documents list. The name of each author is appended to the session name.

In the Notes editor, each note is prefaced by the name of its author. The notes are sorted by timestamps (not visible to you), just as they are in a single Notes document.

A compound Notes document behaves like a “normal” document. You can add, move, edit or delete notes. The changes you make are saved to their respective underlying Notes documents. In the example to the right, if you edited the first note, it would be saved to Ricky’s Notes document.

When you add new notes, if you are the author of one of the underlying Notes documents, the new notes will be added to your Notes document. However, if you didn’t author any of the underlying documents, the new notes will be added to the first underlying document (the first one listed in the Notes Documents list). In the example to the right, Vivian’s note will be added to Ricky’s Notes document.
If you want to save the compound notes, you can merge them into a single document by exporting them. (See Exporting Notes Documents on page 324.) Once exported, it can be managed like any other Notes document (e.g., searched, deleted, compounded with yet another Notes document, etc.).

Notes in Recordings

Viewing Notes in a Recording

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.

The Notes window does not automatically open when you begin playing a recording. You must open it manually (see Opening and Closing the Notes Window on page 314).

If you pause, rewind or forward the recording, the marker will move in the Notes document in accordance with the current time of the recorded session.

If the current note is out of view, the editor will scroll to it automatically. The arrow marker is always aligned with the top of the note. However if the note is significantly taller than the arrow, a vertical tail will cover the entire height of the note to make sure the indicator is always visible.

If no notes were taken for the recorded session, a new blank Notes document will be created, allowing you to enter notes about the recording.
**Editing Notes in a Recording**

Other than the arrow marker, there is basically no difference between notes in a recording and notes in a live session. Notes can be edited, inserted and deleted while you play a recording in the same way as can be done during a live session. (Refer to *Taking Notes* on page 315 and *Working with Notes* on page 319.) Just like notes in a live session, they are automatically saved and any changes will overwrite the original notes file.

When you select a note, and it is the current note at this point of the recording, the arrow marker changes from gray to the highlight color for your operating system.

While you edit the text of a note, the recorded session continues and the arrow marker moves to the next notes in the order they were taken. Subsequently, as the Notes editor scrolls down, you may lose sight of the note you are editing.

Pause the recording to keep the note you are editing in focus – displayed within the visible portion of the Notes editor.