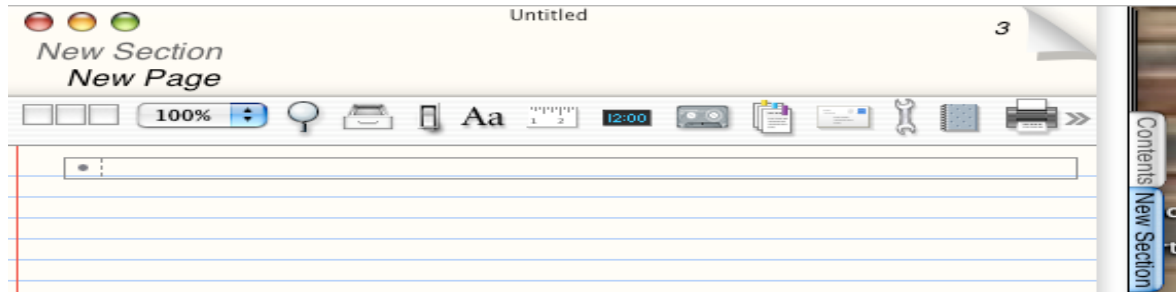


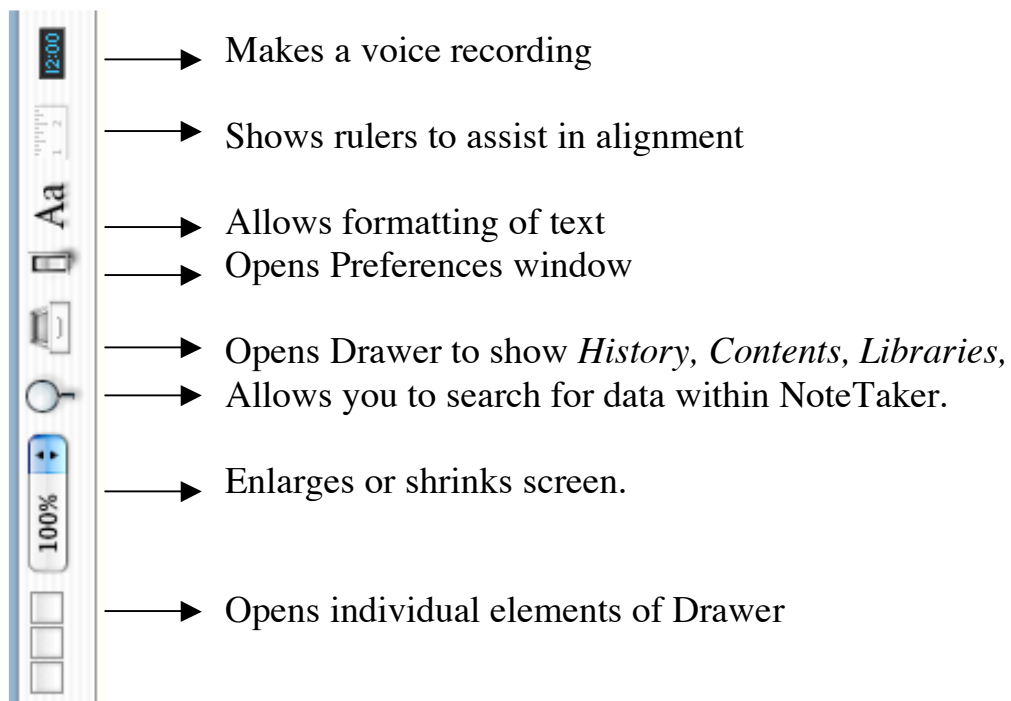
Thirty Second Guide to NoteTaker

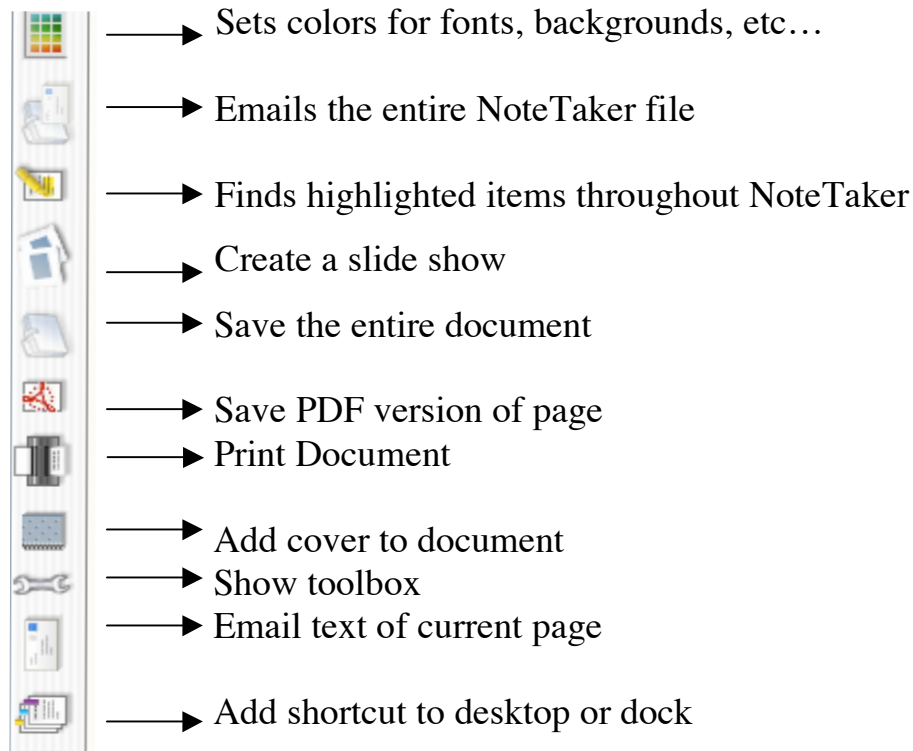
Note taker is a program that creates an interactive outline environment that allows one to organize such tasks as creating portfolios, writing lesson plans, making slide show presentations, and who knows what all.

When you open Note Taker you will see this menu bar:



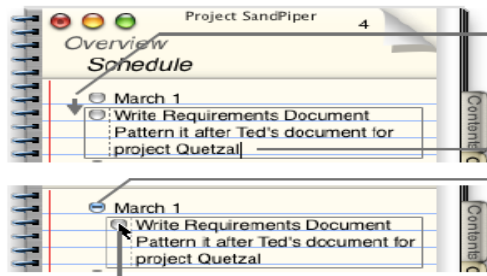
The Menu Bar:





To enter typed data:

- Click in the box and type.
- Hit APPLE/RETURN to add another bullet.
- Hit CNTRL/RETURN to add an indented bullet.



Select an entry by clicking to the left of its control. Press Return to insert a new entry after it

Type as much as you want. Text will keep wrapping until you press Command-Return

Click here to expand or collapse subentries

Indent an entry by dragging its control

To add sections / pages:

- Sections are like chapters in a book. Under OUTLINE, drag to NEW SECTION.
- You can add pages to sections – Under OUTLINE, drag to NEW PAGE.

To add a picture, or a movie:

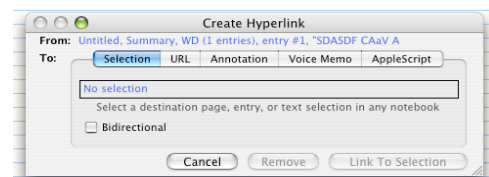
- You can simply drag the item onto the NoteTaker document.
- OR, under FILE, drag to IMPORT and navigate to the item.

To add a document:

- To add the contents of a document, under FILE, drag to IMPORT
- To add a link to the document, drag the document's title from where it has been saved.

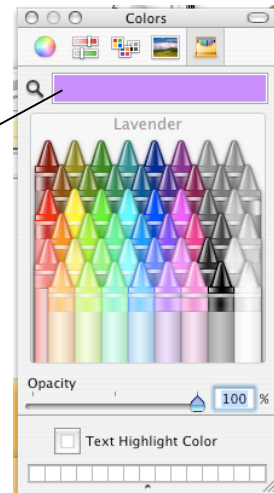
To create a hyperlink to websites or local items:

- Highlight the words to be linked
- Under EDIT drag to CREATE HYPERLINK
- Select the appropriate tab and create the pathway to the link or type the URL.



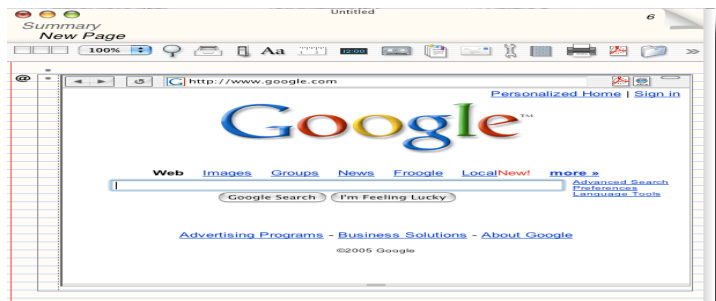
Formatting tips:

- Colorize text:
 - Under FORMAT, choose COLORS
 - Highlight any words that you wish to color.
Click the desired color.
- Add a colored background.
 - Click on the desired color
 - Drag the color in the color window to the background of the page.
- Page style:
 - Under FORMAT, choose PAGE STYLE
 - Choose the desired style form the drop down menu.



To add a website to the body of a page:

- Under OUTLINE, drag to NEW WEB ENTRY
- Type (or paste) the URL of the webpage into the URL window
- You can navigate through the website from your NoteTaker page.



Notes:

Pathways:

- When documents, pictures, movies, or sounds are linked to pages, NoteTaker creates pathways to each item. These items are NOT embedded in NoteTaker.
- If you want to burn a CD or move your NoteTaker to another directory, follow one of these suggestions.
 - When saving, use SAVETO. Click SELF CONTAINED to attach items to the saved document.
 - Before importing a picture, movie, document, or sound, place those items in the same folder as NoteTaker. Burn the CD or move using the whole folder.

The Big Enchilada:

- To make NoteTaker viewable on any computer, save the document as HTML.
- Under FILE, drag to WEB NOTEBOOK - CREATE
- Choose PLAIN FOLDER
- Save the file to the Sites folder.
- URL = `http://server1 (2).noble-hs.sad60.k12.me.us/~username/index.html`

