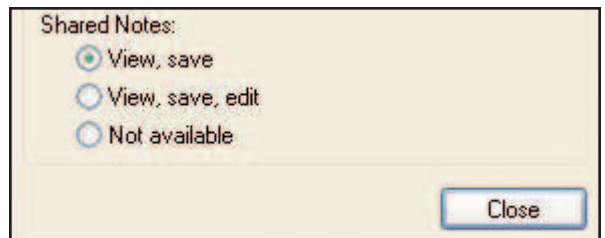


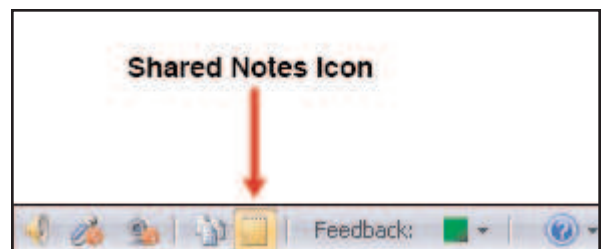
Using the Shared Notes Pane

With the Shared Notes pane, you can keep meeting notes that you can share with the attendees. You can also allow the attendees to add to the notes, if you wish. The Shared Notes pane can also be hidden from the attendees so that they cannot see the notes you have taken as part of the meeting, if any.

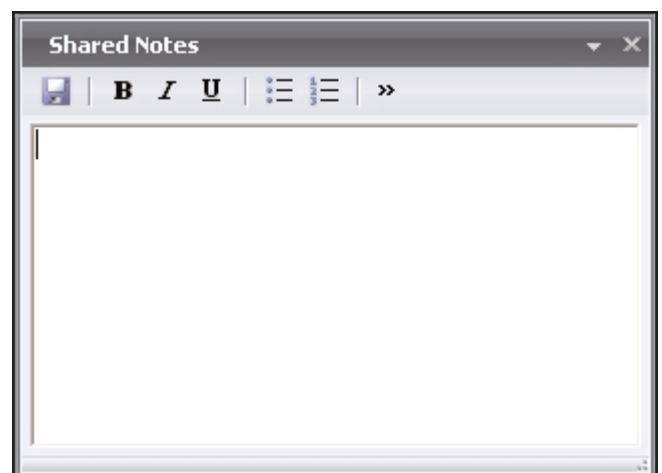
To begin using the Shared Notes pane, you will have to decide if you want the attendees to be able to use it. Go to the Attendee Permissions window and locate the Shared Notes controls at the bottom of the window. If you choose View, save the attendees will be able to see and save the notes. Checking View, save, edit also allows the attendees to add to the notes. Not available hides the notes from the attendees, but does not prevent you from using the feature yourself.



Once you have decided on the permissions to give attendees, you can click on the Shared Notes icon in the upper right-hand corner of your console. If you are allowing your attendees to view the notes, you will have to get them to click on the same icon on their consoles to see the notes. If you have chosen Not available, they will not have the icon in their consoles.



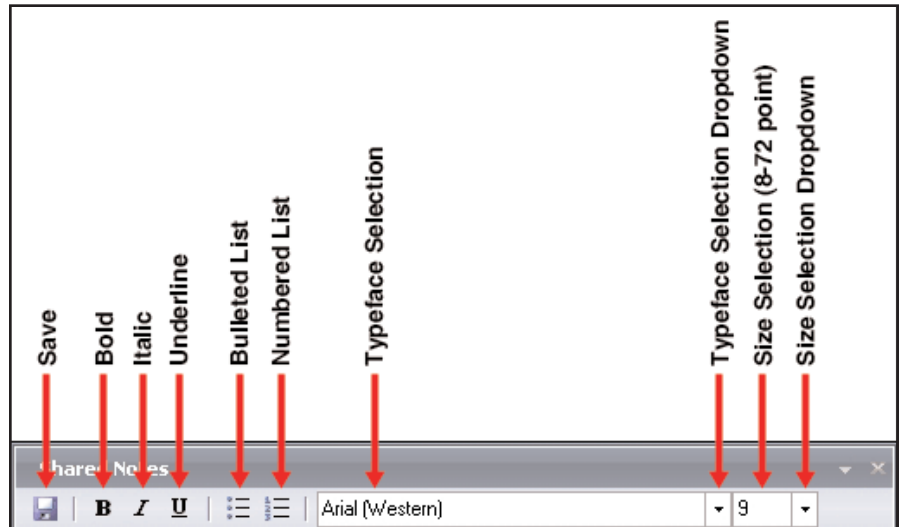
When the Shared Notes pane opens, you can start adding notes right away. Your attendees can also start adding notes if you have given them permission. The Shared notes pane can be left to float free or be docked to the side or bottom like the other panes



If you are unable to see all of the menu selections, click on the “More” button to see them. You may also expand the window so the menu selections are always visible.



When the Shared Notes pane is expanded, all of the controls are visible.



Controls in the Shared Notes pane.

- **Save** saves all the notes that are present in the Shared Notes pane. The file that is created is in Rich Text Format (.rtf), which means that it can be read by most word processing applications and will retain most of the formatting.
- **Bold** makes all text typed after the Bold button is pushed to be bold. Text can also be selected and then bolded by clicking the Bold button.
- **Italic** makes all text typed after the Italic button is pushed to be italicized. Text can also be selected and then italicized by clicking the Italic button.
- **Underline** makes all text typed after the Underline button is pushed to be underlined. Text can also be selected and then underlined by clicking the Underline button.
- **Bulleted List** puts items in a bulleted list. Each time the enter key is pushed and a new line of text begins, a bullet is placed before the text.
- **Numbered List** puts items in a numbered list. Each time the Enter key is pushed and new line of text begins, a number will be placed before the text in the new line. The numbering in the Numbered List is in ascending order.
- **Typeface Selection** shows the name of the typeface that is currently being used.
- **Typeface Selection Dropdown** allows the user to change the typeface that is being used.
- **Size Selection** shows the size of the text that is currently being used.
- **Size Selection Dropdown** enables the user to change the size of the text, between eight and 72 point size.

Note: It can be difficult to take notes and present at the same time. If you plan to use the Shared Notes extensively, it may be useful to have a colleague or assistant take notes while you are presenting.