

Notes Pod

The **Notes pod** is used to take meeting notes that can be visible to all attendees. Until a presenter edits the note or displays a different note, it remains visible throughout the meeting. A host can also hide or delete a note to remove it from view. A host can create and display multiple Notes pods, each with its own text. You can use different Notes pods for different layouts and meetings.

Creating a Notes Pod

- From the menu bar, select **Pods**, Click **Notes**, and Click **Add New Notes** or, choose **New Note** from the pod options menu on an existing note. After a Notes pod is created, you can rename, move and resize it.
- To re-name a note, double-click the name in the pod and type a new one.



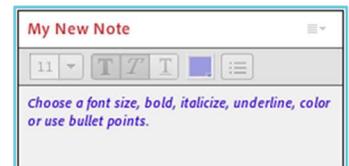
Change which Note Pod is displayed or display multiple Note Pods

- Select **Pods**, Click **Notes**.
- Select the name of the note that you want to display or click the menu icon in a Notes pod, click **Select Notes**, and select the name of the note you want to display.
- A message typed in the Notes pod of one layout, will appear in other layouts that contain the same pod.
- Add a New Notes Pod to create a unique instance of a Notes pod that appears in only one layout.



Entering, formatting and editing note text

- Click anywhere within the Notes pod to begin typing your note. As text is entered or edited in the note pod, changes are visible to the attendees.
- Edit the text, or change size, style, and color using the options at the top of the pod.



Export notes to a text file or email

- To export the contents of a Note Pod, click the pod menu icon in the upper-right corner. Select **Export Note**, and then **Save As RTF** (to create a rich text file) or **Email Note**.

