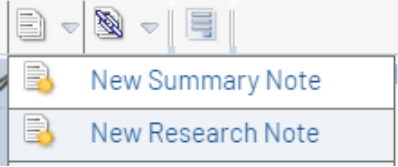



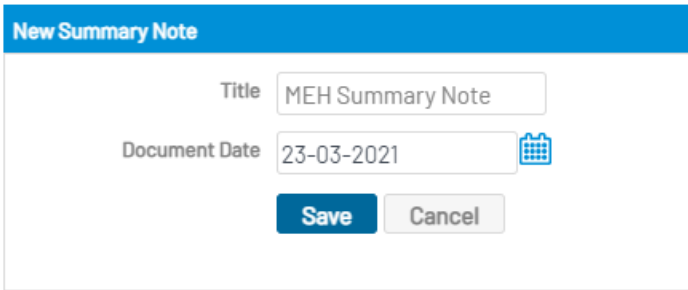
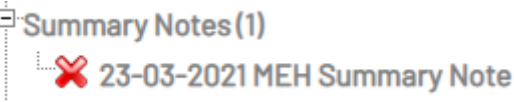



New Summary and Research Notes	
<p>New Summary Notes or Research Notes are for creating new documents made up from selections from other documents. The process is the same for both, creating new Summary Notes and creating new Research Notes.</p> <p>There is a file size limit of 20MB, however you will not know if you've exceeded this until you try to save.</p> <p>It is suggested that you create smaller summary/research notes but more of them. Colour pages are <i>much larger</i> and take <i>significantly more</i> space than standard black and white pages. This will, therefore, reduce the number of pages that you can save</p>	
Open the first document from which you want to select	
From the Document menu, select New Summary Note (or New Research Note)	
In the thumbnail panel, click the plus symbol  on the first page you want to include	
The plus will turn to a tick  for the selected page	
Select the plus for the all subsequent pages that you wish to include. Ensure that the pages show the green tick	
It will show you on the top how many documents you have selected to be saved	
Open a second document	
Click the plus symbol for this page to include it	
Repeat this with any other documents	

New Summary and Research Notes	
Click <b>Preview</b> to display a preview of the new Summary/Research Note if required. Click <b>Close</b>	
Click <b>Save Document</b> . A New Summary Note dialog box is displayed. Complete the <b>Title</b> and <b>Document Date</b> boxes, and click <b>Save</b>	
A New Summary Note confirmation dialog box is displayed. Click <b>Close</b> or select <b>click here</b> option	here to open document'. At the bottom is a 'Close' button." data-bbox="365 353 824 455"/>
The New Summary Note or Research Note is displayed in the corresponding Summary Notes or Research Notes category in the tree view	 <p>Only the user who created the Summary Note/Research Note can delete it</p>
Click on the  to delete the Summary Note/Research Note	