

# Notepad user guide

## What is the notepad?

The notepad is a text area in each page of the Be You Professional Learning. You can type notes, thoughts and reflections in the notepad during your session. You can save and download your notes once you're done, or delete them.

If you don't wish to use the notepad, you can simply minimise it.

## What can I use the notepad for?

You can use the notepad to record course notes, to note possible actions you might consider taking with your learning community or to jot down key learnings you'd like to share with others. Use the notepad in any way that suits you and your learning style.

If the notepad is not for you, simply minimise it by clicking the cross in the top right-hand corner.

## How do I use the notepad?

The notepad appears automatically in a fixed position on the page and is constantly available in this position as you scroll down the page.

To start using the notepad, navigate to the top right-hand side of your screen, click on the pencil icon to expand the notepad and begin typing.

You can type directly in the notepad or copy and paste selected text from the course into the notepad. The notes can only be in plain text, and you can't copy images into the notepad.

## How do I save a copy of my notes?

To save a copy of your notes, you must download and save the file on your computer. To do this, click on the download button at the bottom right of the notepad. The notes will download as a pdf file.

Save the file in your chosen location on your computer. You can save and download your notes at any time during your session.

## How do I share my notes with others?

To share your notes with others, you must first download your notes and save the file.

To give others access to your notes, save the file in a shared location. Alternatively, you might circulate a copy of the saved file to your team, for example via email.

Choose the method that works best for you and your team.

## How do I delete my notes?

To delete your notes, simply select the rubbish bin icon on the bottom left of the notepad. Deleting a note clears the notepad (replacing your notes with the default text) and removes the information from your browser.

Delete your notes if you want them to be private. If you would like a copy of your notes, download and save them before deleting.

## I'm halfway through a session and need to stop. Will my notes still be available when I return?

When using the notepad, the notes are automatically saved every few minutes right in your browser (in local storage). If you would like to stop the session and continue later, simply close your web browser.

Your notes will be available when you return to the course on the same computer, using the same browser. If you have made notes across courses, each unique note will be available when you return to the specific course page. If you use another computer or browser to resume your session, you will not see your notes.

Notes left on the device will be available to anyone using the device, even those with a different user account.

## How do I keep my notes private on a shared computer?

Notes are automatically saved every few minutes in your browser's local storage. If you share your computer, notes left on the device will be available to anyone logging into the modules, even those with a different user account.

To keep your notes private, delete your notes each time you finish your session. Remember to download and save your notes before deleting if you want to keep a copy.

## Can I turn the notepad off?

If you do not wish to use the notepad, you can click on the cross on the top right-hand side of the notepad to minimise it.

## I am using an iPad or mobile device. Will the notepad work?

No. The notepad function only works on PC or Mac computers. It does not apply to iPads or mobile devices.

## I'm experiencing technical difficulties. Who can help?

First, ensure you're using the latest version of a recommended web browser on a PC or Mac computer. We recommend [Google Chrome](#), [Mozilla Firefox](#), [Apple Safari](#) or [Internet Explorer](#).

If notepad errors persist, please send us a message via our [Contact](#) page. Select 'Website feedback or support request' in the Subject drop-down list, and we will be in touch to help troubleshoot.

