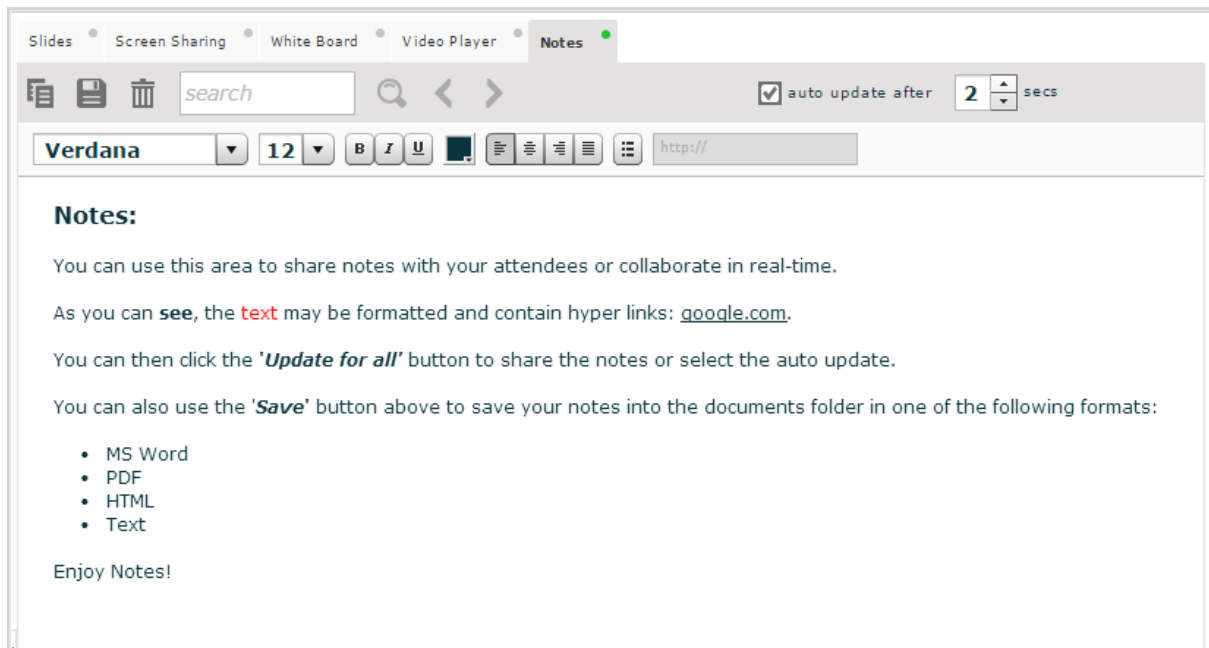


## Web Conferencing - Notes

The notes module functions is very similar to Notepad or a common text editor.



- Copies of text for pasting else where
- Save text as an MS word, pdf, text, or HTML file
- Clears all text
- Everyone will not see changes until this button is checked
- Check this box if you don't want to have to hit the update button
- Choose font style
- Make text bold (B), Italicised (I), or underlined (U)
- Choose font colour
- Choose left, centre, or right alignment of text
- Put text in bullets item
- Make a text a hyperlink. Use this to input web address
- Max 5,000. Shows how many characters are left