Today's minute is about NoteShare. NoteShare should be on your dock. It is located in your Applications folder, so if it isn't on your dock you can easily find it by going into Applications Folder, or looking with Spotlight.

Once you click NoteShare and it opens it will say NoteShare in the top left corner of your screen. If you go to where it says **File** in your menu, go down to **New**, and click the word **New** it will open up a new notebook. This is what a NoteShare notebook looks like. Very much like a regular spiral notebook. You can even see the spiral binding on the side.

The NoteShare notebook has a variety of tools across the top. You can make those tools go away by clicking that gray line. Make them come back by clicking the gray line. If you look very closely you'll see that turns into a wrench, when you put it on the line. So there are lots of tools here, there are even more tools if I click these double arrows. If I make the NoteShare notebook a little larger, you'll see those tools available there. If I'd like to set up more tools I can go into preferences and choose some more tools and move them around. But I am not going to show you that today, because today I'm just going to talk about writing in the notebook.

So the first thing I always do is save my notebook. I'm going to save it as "My Journal". I'm going to call this "My Journal" and it saves by default in a NoteShare folder, which is inside your Documents folder. So I click save.

Now I'm going to work in my journal. So if I were going to write in the journal, the first thing I might want to do on the page is insert a time stamp. And there's a special little thing that looks like a digital clock on the toolbar that actually inserts a time stamp. If I click anywhere on the page away from there and I start typing…
I can say "Today I read chapter three of my book…blah, blah, blah. " And I can continue on and on and on filling up this journal entry.

I probably would like to name the page. Up here where it says **New Page** I would call this **December 14** and then that way in my journal… I would know what I wrote on which day just by looking at my table of contents. You can get to the table of contents by clicking on the tab to the right. When I get to the table of contents you'll see it says **December 14th**. So I could name my **New Section** here **December Journal Entries**. And I might want to make the E capital as I made all of the rest capitalized. So now if I wanted to get to my December 14 entry I can either click on the control or I can click on the number. Which brings me right to where I was on page 3. To get back, I can use the Table of Contents tab again or I can click this little edged paper here and it should bring me back a page each time. So here we are back on our table of contents. If I'd like to add a second page I just click after the 14 and hit return twice and add new page. I might call that **December 15** and if I know I am going to make a lot of pages I can copy the word December. Return twice, **December 16**, return twice **December 17**, return twice… every time I hit return twice it makes a new page. I also can go under **Outline** to where it says **New Page** and it adds a page. **Outline**, **New Pag**e, **Outline New Page**. Or if you look right across where it says **New Page** has a keyboard shortcut. That strange looking set of lines means **Option**, and the clover means **Command**, and the curved back arrow means **Return**. So **Option Command Return** should also give me a **New Page**. Let's try it. Hold down the **Option** and **Command** keys on the keyboard and hit the **Return** key. Look at that, wow that's really fast. So that's a pretty good way to make pages. If I'd like to switch it over to January I can put my cursor at the end of the section and hit return twice and it makes a

New Section. Where I can make it "**January Journal Entries**" and again I can do the same routine to add pages here. To add an entry I can also come up here and say add a **New Section** again. I could do that. Keyboard shortcut right across from it. So that's how you make pages in your NoteShare notebook.

Now I can travel through the notebook by clicking. If I click to the right, above where the page is folded down, it goes forward. If I click on where it's folded down it goes back.

So these are my tabs which bring me to each of the sections.

The help file is unbelievably great. You want to make sure you use that. The **NoteShare Users Guide** is full of information. There's the Aquaminds website which is great. Visit their website. They have some wonderful tutorials and some great little movies to watch, to show you the power of this program.

This program will hold pictures and sounds and movies and images. It will hold almost anything that you can imagine.

If I were running out of time. If I didn't have time to type up the rest of my journal entry and I really wanted to, I could click this little **Record Voice Memo**. Some of you might remember this. This icon is called a cassette tape. Younger kids this is how we used to listen to our music when we were kids because iPods had not been invented yet. I click that and it opens up a window. It says I am going to use my internal microphone and you can actually see my voice causing this line to jump across the screen. I click **Record**. "Today I read Chapter 3, of the book, I found the characters were very exciting. The one thing that was the most interesting to me was that…" and that would be my entry for my journal (computer speaks the recording back). It also tells you what day it recorded and time stamps that. So that's another way you can enter things into your journal.

NoteShare has endless possibilities. I am sure I am going to show you lots of neat tricks and ways to use it. But this was just a real quick overview to get you started. Hopefully now you can open the program, make some pages and start writing some stuff for your classes .

Good luck