

User Guide - My Notes

Create and share custom screen notes


This NovoPresenter feature is a virtual whiteboard that allows Android tablet/iPad users to create, manage and display notes in a NovoConnect session.

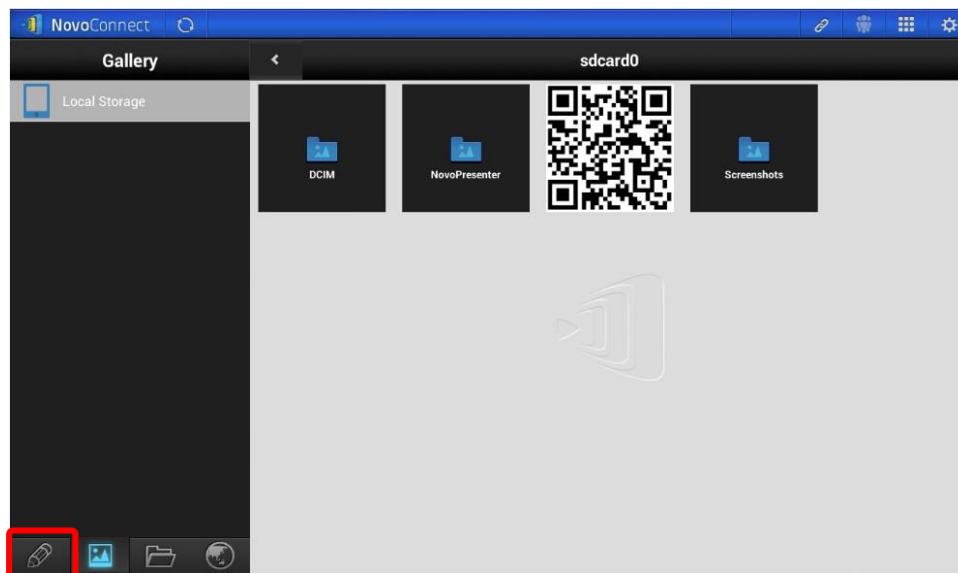
Download and install latest version of NovoPresenter


1. Log onto the Google Play Store with your Android tablet or the iTunes App Store with your iPad and download the latest version of NovoPresenter.
2. If you have already installed an earlier version, you can either “update” your existing version or install the new one after removing the existing version.

Open NovoPresenter on your Android tablet or iPad and connect to NovoConnect.

Creating a new note with My Notes:

1. Launch the My Notes feature by tapping the  pencil icon in the lower left corner of the screen.













2. To create a new note presentation, tap the “create note” icon, , at the top of the screen.
3. Type a name for your note in the “Create a New Note” dialog box and tap “YES”.






4. Your blank note will now open on your screen.



Use My Note as a virtual white board to display images, text and drawings.

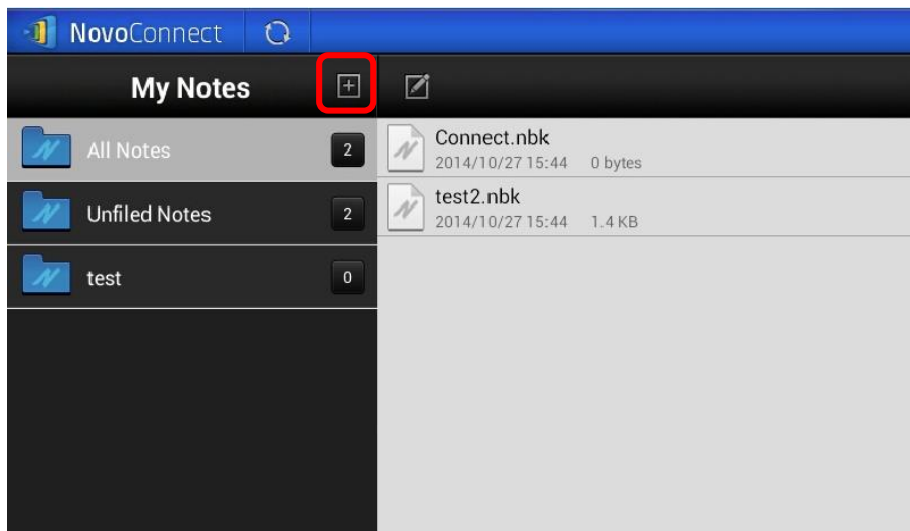
Icon	Description
	Insert a picture stored on your Android tablet/iPad
	Input text
	Draw on the screen
	Mark or highlight something on screen
	Erase
	Clear your changes without saving
	Move and reposition pictures on the screen
	Undo
	Redo
	Close and save your changes to your note


Adding additional pages to your My Notes presentation.

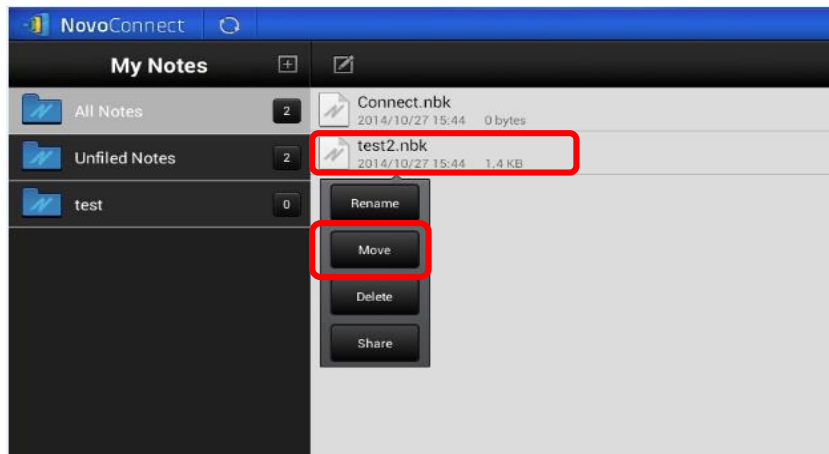
Icon	Description
	Open page overview pane
	Add a new page
	Delete the "highlighted" page
	Move the "highlighted" page up
	Move the "highlighted" page down

Organize your notes with Subject folders

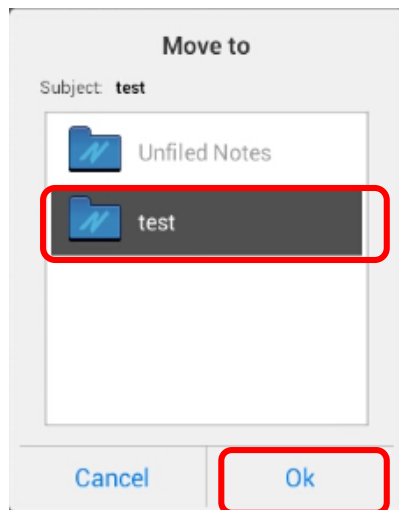
1. Tap the "plus" icon to add a new subject folder.



2. When the "Add a Subject" dialog box pops up, enter the name for the new subject folder.
3. To move a note to a new subject folder, tap the file to select it. When the function bar appears, tap  button.



4. When the “Move to” box pops up, select a folder and then tap “Ok”.



5. The chosen file has been moved to the selected folder.

