

## 3. Content







### 3.7. Notes

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**Notes** are bits and pieces of text that you can re-use from one portfolio page in another. These are the **text boxes** that you could not save in previous versions of Mahara.

#### 3.7.1. View your notes

Though you cannot create notes directly from this page, you can edit your notes. Their content will be changed wherever that note is used.

My notes				
These are the html notes you have created inside text box blocks on your pages.				
Note <sup>1</sup>	Titled <sup>2</sup>	Contained in <sup>3</sup>	<sup>4</sup>	<sup>5</sup> <sup>6</sup>
Internship criteria	Internship criteria	Internship	0	 
Mahara: open source ePortfolio application	Mahara: open source ePortfo...	Presentations over the years	0	Submitted <sup>7</sup>
Paula is social	Paula is social! Paula is social	(Daily) Blogs 1 2 3 GO!	0	 
Publications	Publications	Work (and) interests	0	Submitted
Take a seat and explore	Take a seat and explore	1 2 3 GO!	0	 

*Notes viewed in the Content area*

1. The **Note** column contains the titles of the notes where they appear for the first time.
2. **Titled**: This column shows the title of the text box blocks so that you can find the requisite note more easily esp. when you changed the title considerably.
3. The **Contained in** column lists all the pages in which this text box is used. It is matched up with the **Titled** column.
4. Attachments : This column displays the number of attachments you have per note.
5. Click the **Edit** button  to make changes to the note. Beware that any changes you make here are made to all instances of the note.
6. Click the **Delete** button  to permanently delete the note. This action cannot be undone and all instances of the note are deleted from portfolio pages.
7. When you submitted a portfolio page that contains notes, you cannot change the note's content or delete it until the page is released again.

### 3.7.2. Edit your notes

You can edit your notes to make changes to them.

*When you make changes to a note from this page, all instances of this note on any portfolio page will be affected.*

The screenshot shows the 'Edit a note' interface for a note titled 'Internship criteria'. The interface is divided into several sections:

- Title:** A text field containing 'Internship criteria' (callout 1).
- Note:** A rich text editor with a toolbar (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, audio, code, HTML, undo, redo) and a text area containing 'In this year's internship the focus lies in the following areas:' followed by a bulleted list with 'team work and collaboration' and '...' (callout 2). Below the text area is a 'Path: p' field.
- Tags:** A section with a 'Show my tags' link (callout 3) and a text field for entering comma-separated tags. Below the field is a hint: 'Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.'
- License:** A dropdown menu showing 'Creative Commons Attribution Share Alike 3.0' (callout 4). Below it is a hint: 'The license for this content.'
- Advanced licensing:** A link to expand additional license options (callout 5).
- Attachments:** A section with 'No files found' and an 'Add a file' button (callout 6).
- Allow comments:** A checkbox that is checked (callout 7).
- Buttons:** 'Save' and 'Cancel' buttons (callout 8).

*Edit a note*

1. **Title:** The title of your existing note is displayed.
2. **Note:** The content of your note is displayed. If you make changes here, they will be applied to all instances where the note appears.
3. **Tags:** Enter tags to find your text box more easily at a later stage. Separate your tags with commas. If you already have tags, you can click on the link **Show my tags** and select the ones that you think will fit for this collection as well. They will be entered into the text field for you.
4. **License:** Choose the license for this note. You can set your default license in your account settings.
5. **Advanced licensing:** If you click it, you see two additional license fields, "Licensor" and "Original URL", that you can fill in if this is not your own note or if you had published it elsewhere before.
6. **Attachments:** Attach files to a text box as additional evidence for the text you are writing.
7. **Allow comments:** Tick this check box if you want to allow others to leave comments on your note.
8. Click the **Save** button to keep your changes or click the **Cancel** button to abort your changes.