

# How to Add, Edit, Delete, Duplicate or Like a Note

## 1.

Go to My Walls & select 'JOIN'.

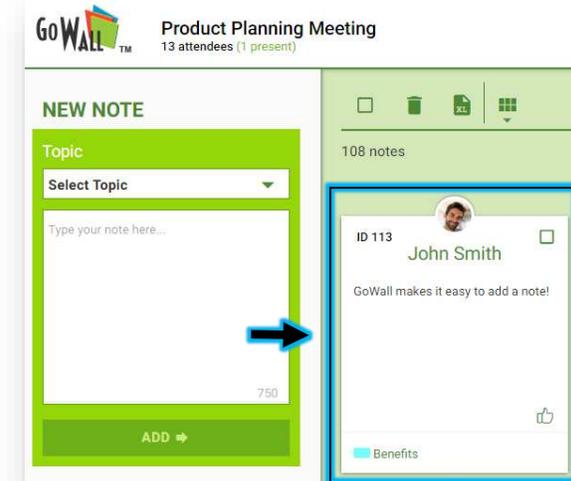
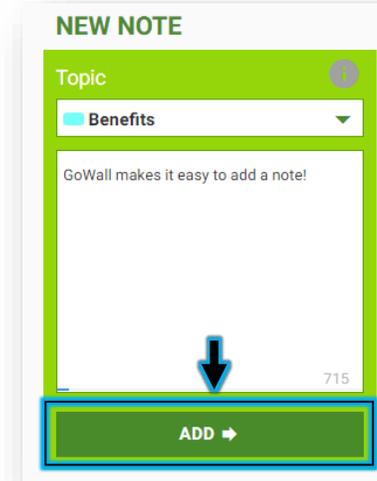
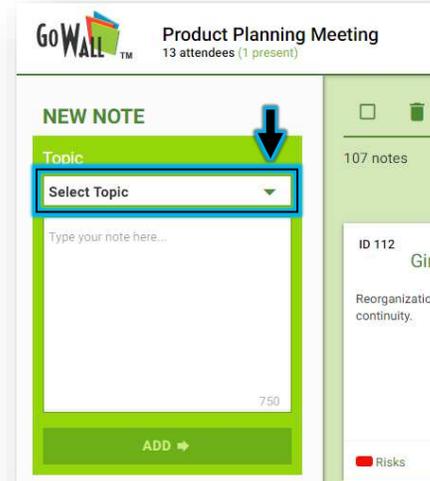
(Note: As a Participant, you can add, edit & delete your own notes as well as duplicate & like any notes.)

## ADD A NOTE

To add a note, select a Topic from the drop down menu.

Type your note content & select 'ADD'.

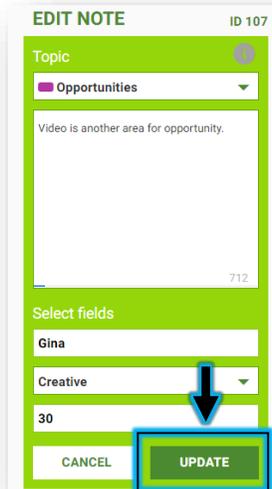
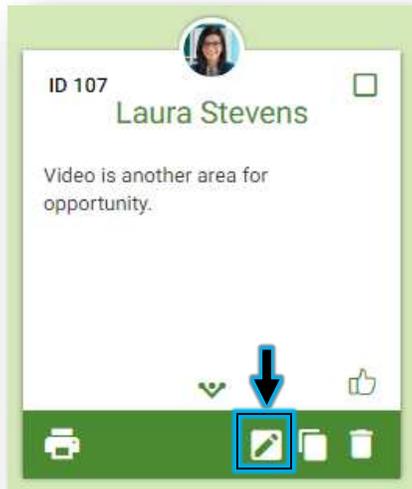
Your new note will appear on the Note Wall.



## EDIT A NOTE

Go to a note you created & select the 'edit' icon.

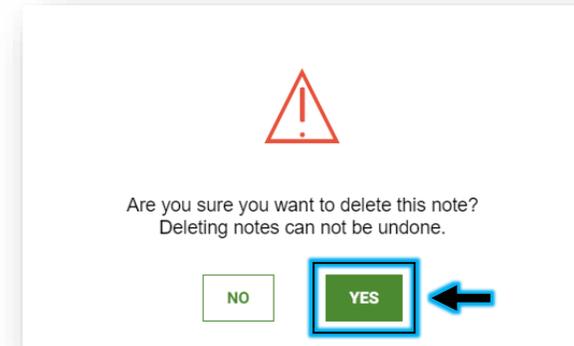
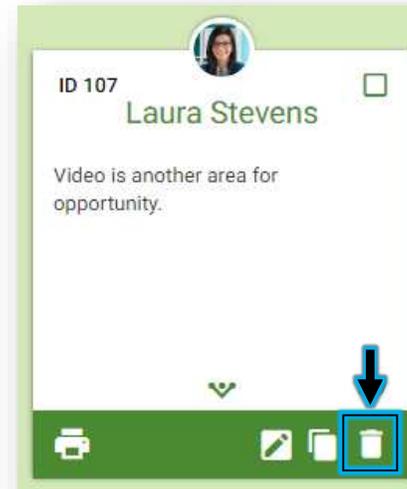
Make any desired edits & select 'UPDATE'.



## DELETE A NOTE

Go to a note you created & select the 'delete' icon.

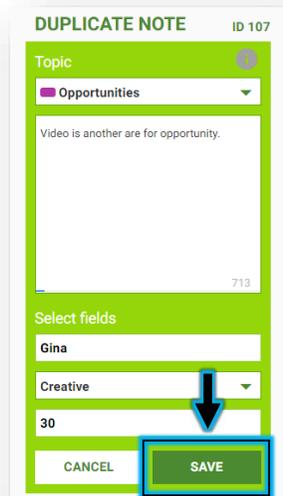
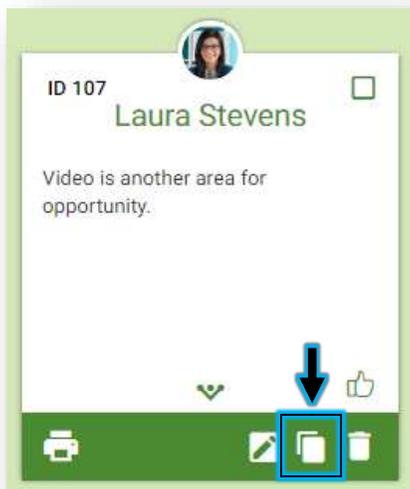
Select 'YES' to delete your note.



## DUPLICATE A NOTE

Go to any note & select the 'duplicate' icon.

Make any desired edits & select 'SAVE'. Your duplicated note will appear on the Note Wall as a new note.



## LIKE A NOTE

Go to any note & select the 'Like' icon. The 'Like' will turn green. Select the icon again to remove your 'Like'.

If one or more people have liked a note, select the note counter to see who has liked that note.

