

The Notes pod

The notes pod is only available for hosts and presenters to add content to but it is visible to all participants.

Hosts and presenters simply put the cursor in the box and start typing. They can format the text using the menu bar at the top of the pod.

If you click on the **Options** menu you will be able to:

- **Hide** or **Maximise** the pod.
- **Export** [the] **Note** as an rtf file or email it to participants.
- **Undo** or **Redo** your last actions (these become active when the cursor is in the text area of the pod).
- Create a **New Notes** pod.
- **Select** [a different] **Notes** pod.
- Gain specific **Help** on using the notes pod.

