



Joel S. Goldsmith Streaming Service Video Script: “The Notes Feature”

The Notes feature is available on all devices, and every player page shows the “Take Notes” icon. I happen to be on the player page for Recording 391A.

To open the notepad, I click on the “Take Notes” icon.

The notepad has a space for the title of the note and for the text of the note. The title of the note defaults to the title that is on the player page, but you can change it if you wish. Just select the existing title, delete it, and type in the title you want.

The notepad has some standard text controls—bold, italic, underline, bulleted list, and numbered list. This control allows you to create a hyperlink for selected text; this one breaks a hyperlink. This curved arrow undoes your last entry. This one reinstates it.

You can change the location of the notepad on the page by grabbing it and dragging it to another position. And, you can change the width of the notepad by grabbing and moving the **right-hand edge** of the notepad. You cannot change the size from any other edge.

To return the notepad to its original size and location, just click on “Reset Notepad Size.”

To make a note, click in the notes space and begin typing. Now for the purposes of this demonstration, I have copied some text and I’m going to paste it into the notepad, but you can imagine that I have just typed it in.

There is no limit to the size of your note, and as the note gets longer, a slider bar appears on the right that you can use to navigate up and down through the note.

To save your note, click on “SAVE.” While the note is being saved, you will see “SAVING,” and when the save is complete, you will see “NOTE SAVED.” It takes about six seconds to save a note, so just be patient until you see the “NOTE SAVED” confirmation. The note is saved to your account, and you can find it in “My Notes” under the “My Account” tab. We will look at that page shortly.

The notepad also has icons at the bottom of the notepad. You can print your note by clicking on the “print” icon. You can download your note as a Microsoft Word document by clicking on the “Word” icon. Again, it takes about six seconds for the download indicator to appear at the bottom of your screen. You will see the indication “DOWNLOADING” as the note is being downloaded, and “NOTE DOWNLOADED” when the download is complete. Then the download indicator appears here [bottom left of the screen], and you have whatever choices your device offers for a downloaded document.

If you are on a player page that has multiple recordings—for example, on the player page for a book—there is just the one notepad for that whole player page. This means that there is not a separate notepad *for each recording* on list of several recordings. So, on the player page for a

book, your notes on the recordings for *all* of the book chapters will be in the one note for that book.

There is also an option on the notepad to "View All Notes." When you click this link, it takes you to the "My Notes" page, which is the same page that you can access from "My Notes" under the "My Account" tab. Remember that if you had a recording playing on the player page, and you move to another page on the website as we just did, the recording will stop playing.

To return to the player page, just use the back arrow. To view the note again on the player page, click on the "Take Notes" icon.

To close the notepad, click on the X.

As I mentioned, you can access all of your notes from the "My Account" tab in the main menu. Click on "My Notes" in the dropdown menu to see a list of all your notes.

On the "My Notes" page, the newest note is listed first, and the oldest is last. Each note has two references.

- The first reference is the title of the note. Clicking on the title brings up the note in a full-page view. Here you can review or edit your note. You can expand the note viewer by positioning your cursor here in the bottom right-hand corner and dragging the box to your preferred size.

Let's close the full page note and go back to the "My Notes" page.

- The second reference for your note is a link that returns you to the page on which you made the note. Click on it, and you return to the page. Once on that page, simply open the notepad to view your note.

Going back to the "My Notes" page, for each note, there is a short excerpt that shows you up to the first 68 words in your note. Also, from this page, you also have the option to print, download, or delete a note.

From the "My Notes" page, you can select a group of specific notes and download them as one file. To do this, click the small box next to each note you want to include in the file, and then click "Download Selected" at the bottom of the page. All of the selected notes will download as one document.

This feature is handy if you want to group notes from related recordings. For example, I have several notes on recordings about Scripture. I can check the boxes next to each of them and download them as one file.

Finally, you can use the search box to search your notes for key words. The search function on the "My Notes" page searches the titles of your notes and the excerpt. It does not search the full content of the note.

Now, let's go back to a note on the player page, and I will explain that third icon on the notepad. Once you have saved a note, when you return to it from the "My Notes" page, this third icon appears. This icon will take you to the full-page version of your note. Notice that it opens *in a new tab*.

Viewing the full-page format for a note is the only time that a link takes you to a page that is *within* the site *and* opens a *new tab*. The new tab will open whether you access the full-page note format from the notepad or from the "My Notes" page.

The reason for this is that if you prefer to take notes in the full-page format, you can listen to the recording AND use the full-page format at the same time.

So, let me go back and start the recording on the player page. I won't try to talk over the recording but notice that when I click the icon for full page view from the notepad, the full-page view opens, and the recording continues to play. I can now take notes in the full-page format.

The notepad can be a very helpful tool for study, and I encourage you to explore it and find the way it works best for you.