Use Notes

Notes let you add more information to Knowledge Map fields. You can use these notes to track your own workflow or give extra information to the public.

To add a note:

1. Edit the Knowledge Map where you want to add the note
   - Learn more at Edit a KMap
2. Click on the Knowledge Map category where you want to add a note
   - Metadata information will expand
3. Find the row for the data where you want to add a note
4. Click the **+** icon under "Add Note"
   - The new note page will open
5. Add a title for your note
6. Enter your text for the note
7. Choose whether to make your note public
8. Click **Create**
   - Your new note will open

To see a note in the editor:

1. Edit the Knowledge Map where you want to see the note
   - Learn more at Edit a KMap
2. Click on the Knowledge Map category where you want to add a note
   - Metadata information will expand
3. Click on the note's title in the "Notes" column
   - The note will open so you can read it

To edit or delete a note:

1. Edit the Knowledge Map where you want to see the note
   - Learn more at Edit a KMap
2. Click on the Knowledge Map category where you want to add a note
   - Metadata information will expand
3. Click on the note's title in the "Notes" column
   - The note will open
4. To delete the note, click the red **-** icon next to the note's title
   - Confirm your deletion when prompted
   - Your note will be deleted
5. To edit your note, click the **pencil** icon
   - Edit the fields, then click **Update**
   - Your note will update