

# 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