Memos and See Also Links

Memos can be used to take notes of your reading materials and record your own thoughts, mark interesting facts or any useful connection you would like to highlight as you read. Memos are stored in the Memos folder (found in the Sources section of the left hand navigation pane), are linked to your source materials, and can also be coded.

.Linked to Memos

1. Select a source from your internal or external sources folder.
2. Right click and choose Memo Link.
3. You can either link to an Existing Memo or Link to New Memo by selecting from the drop-down box.
4. If you choose Link to a New Memo, give the Memo a name and description and click OK.
5. A blank Memo will be open, ready for you to enter text. Once you have finished, close the Memo and it will be linked to the source.

. Accessing Memos

1. Right click on a source of information to open an existing Memo, edit or delete it.
2. Memos can also be accessed, edited, and deleted from the Memos folder stored in the Source section of the left hand navigation pane.

. See Also Links

See Also Links are used to create links to existing or new items (e.g. link a keyword to its definition in another article or a paragraph to an item of your data that mentions that concept). See Also Links highlight the content in red so you know a link to another material has been created. They are useful to link ideas between documents or mark interesting concepts. You can link to an existing item (e.g internal or external source, node, case, memo etc), or create a new item to link to.

1. Open an internal or external source..
2. Highlight the relevant portion of text and right click, select Link, select See Also Link from the drop-down list, then select New See Also Link.
3. Enter your desired parameters, then click OK.

Follow the steps above to edit and delete See Also Links, as well as to quickly access the linked sources.