Create and manage Dewey user notes

Find information about how to create and manage personal and institutional Dewey user notes.

• **Create Dewey user notes**

  Find information about how to create personal and institutional Dewey user notes with WebDewey.
  - About WebDewey user notes
  - Fields in Dewey user notes
  - Create a user note
  - Work area: Build a DDC number
  - Copy and paste text from Dewey for Windows user note
  - Institution notes and personal notes

• **View and edit Dewey user notes**

  Find information about how to view, edit, and derive Dewey user notes.
  - View a user note
  - Edit a user note
  - Display DDC record from user note
  - Save a user note
  - Logoff warning for active user notes
  - Delete a user note
  - Derive a new user note from an existing note
  - User note actions summary
  - Editing techniques for user notes

• **Search Dewey user notes**

  Find information about how to search for Dewey user notes.
  - Find a specific Dewey user note
  - List all of your library's Dewey user notes
  - Search history: View and use previous searches

https://help.oclc.org/Metadata_Services/WebDewey/Create_and_manage_Dewey_user_notes
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Dewey user notes search indexes
- Combine terms in one index
- Characters to omit from user notes searches

- View retrieved Dewey user notes

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Find information about how to navigate Dewey user notes search results.
- Results display
- Query display
- Sort retrieved user notes (1,000 or fewer notes)
- Move through list (View List and View Record jump bar)
- Move between user notes (View Record jump bar)
- Work with retrieved user notes