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**

  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