Create and manage Dewey user notes

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

• Create Dewey user notes

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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

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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

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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
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