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
  
  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