

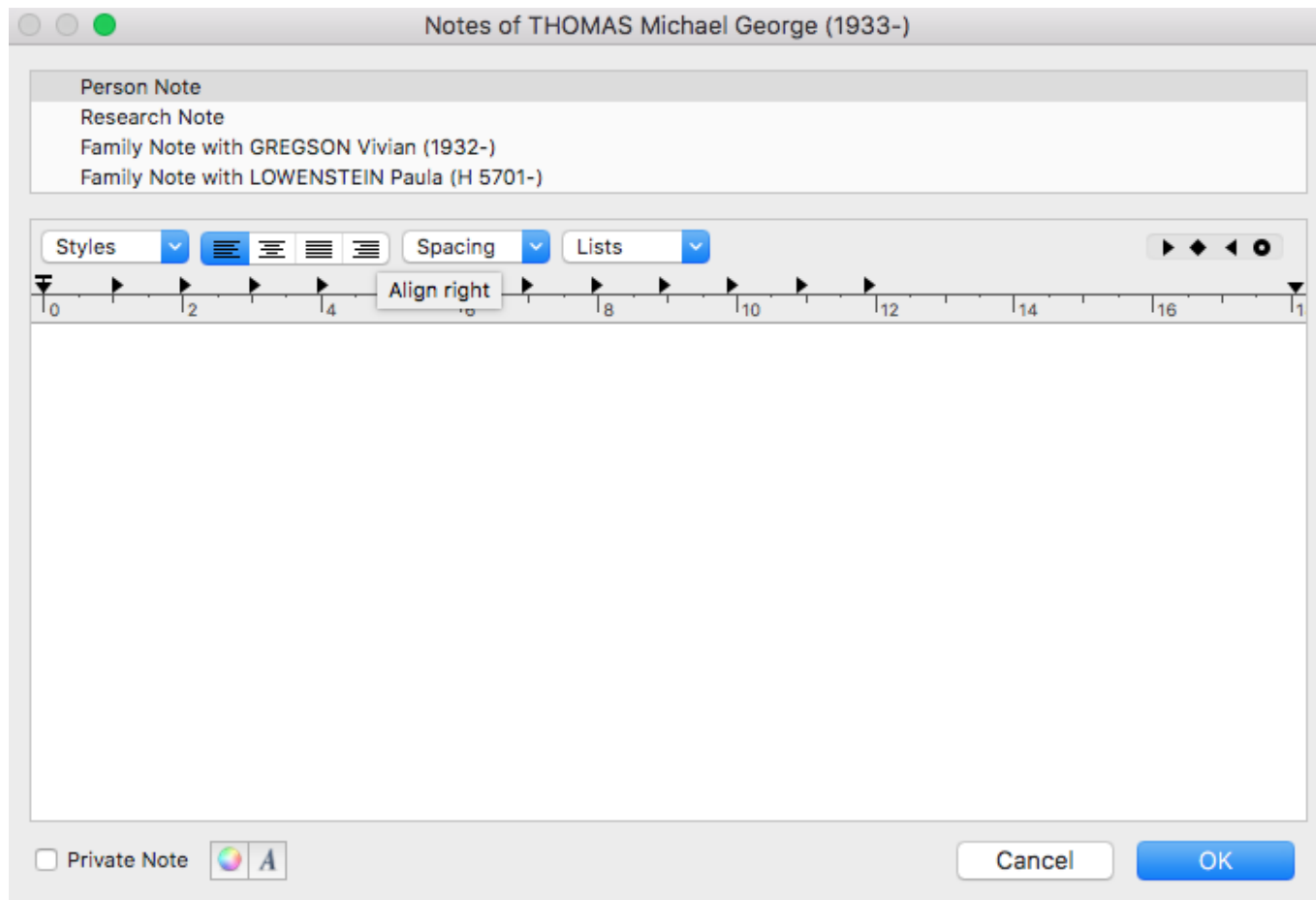
## | **Input notes**

Add specific details to your genealogy by using the available notes. You will find entry boxes for notes on persons, families, events, media, sources, surnames, given names, occupations and places. The notes are equipped with formatting tools integrated in the Heredis software. One may also paste formatted text from other applications (word processors, browsers, desktop publishing tools, etc.) though images are ignored. A note is a text block, it is not made to integrate images.

### *(Windows) Input Notes*






### *(Mac) Input Notes*



## Individual, family and research notes



1. Display the notes:




- (Mac) Choose **Person** menu > **Edit Person Note** or **Edit Family Note**.
- (Windows) Choose **Person** menu > **Edit Notes**
- or Click the  ou  button in the toolbar if it is displayed.
- Click directly in the Note field when displayed on the navigation or data input screens (input tabs, indexes, media, etc..).
- In the **Data** screens, click on the pencil  to access the note.

2. Enter the text of the note or paste the contents of the clipboard.

3. Use the formatting tools in the text editor.

4. Tick the **Private Note** box if you wish to keep this note excluded from export of the file, printing or publishing on the Internet.

**Windows Info** • When a note is filled in, the **Notes** tab is preceded by a blue bullet and the button  displayed in the toolbar changes its appearance to .

**Mac Info** • When a note is filled in, the **Notes** tab is preceded by an icon  and the button  displayed in the toolbar changes its appearance to .

**Info** • If the note is not visible on the data input tabs, change the data display mode. See [Customize Heredis > Select data entry method](#) for further details.

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## Note of an event

*(Windows) Note of an event*

## Input notes


Heredis Help Knowledgebase - <https://help.heredis.com>

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The screenshot shows the 'Details' tab of the Heredis interface. At the top, there are tabs for 'Details', 'Sources', 'Witnesses', 'Media', and 'Map'. Below these are input fields for 'Date', 'Time', and 'Age/Rec.'. There are also fields for 'Place' and 'Place subdivision'. A 'Description/Cause' field is present, along with a 'Private Event' checkbox and a dropdown menu showing 'No Search Record'. At the bottom, there is a large text box for the note, with a pencil icon on the right side for editing.

*(Mac) Note of an event*

The screenshot shows the 'Details' tab of the Heredis interface with a completed note. The 'Date' field is filled with '22 June 1971'. The 'Place' field contains 'London' and the 'Place Subdivision' field contains 'Simons & Tapply'. The 'Description/Cause' field is empty. The 'Private' checkbox is unchecked, and the dropdown menu shows 'No search record'. The note text is 'Lawyer - Hanover Square'. A pencil icon is visible on the right side of the note text box.

- Type directly your comment in the text box of **Details** tab
- or Click on the pencil  to open the text box in a new window. You can write and modify the format of your note.

They can be formatted with the usual word processing tools.

**Info** • If the note is not visible on the data input tabs, change the data display mode. See [Customize Heredis > Select data entry method](#) for further details.

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## Options of notes

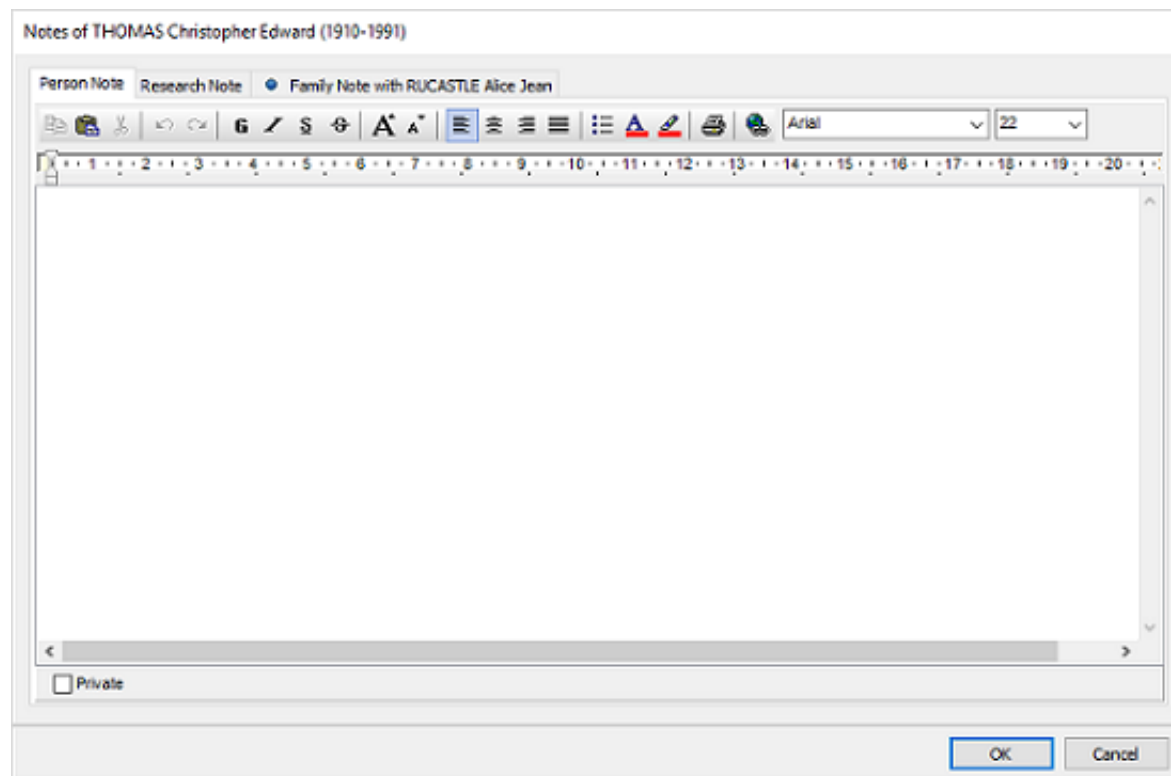
For each notes, you can add a specific format with the text editor:

## Input notes

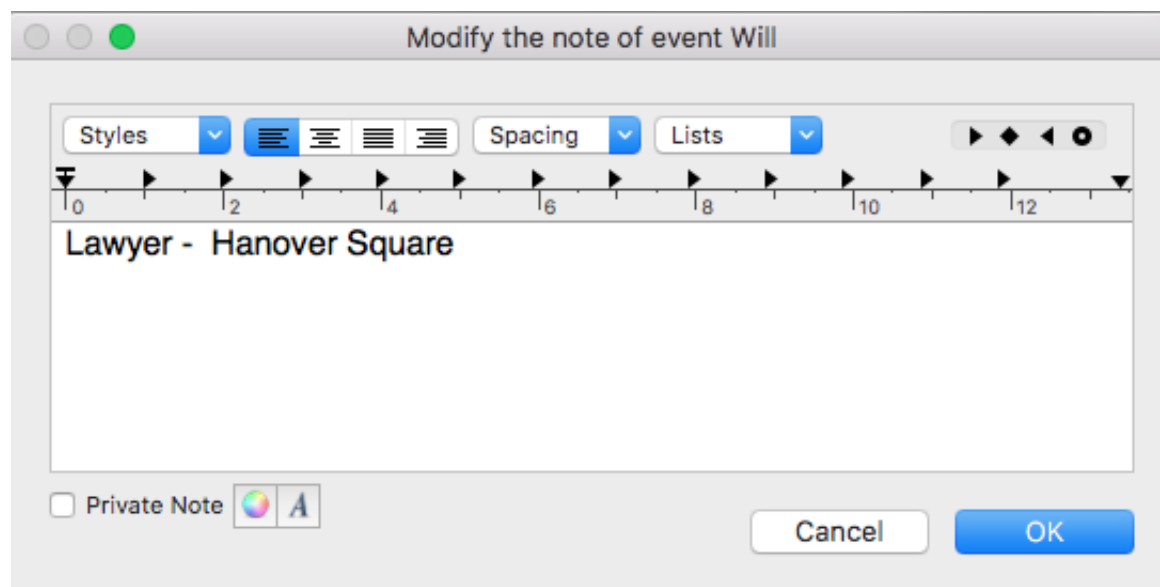
Heredis Help Knowledgebase - <https://help.heredis.com>

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### *(Windows) Options of notes*



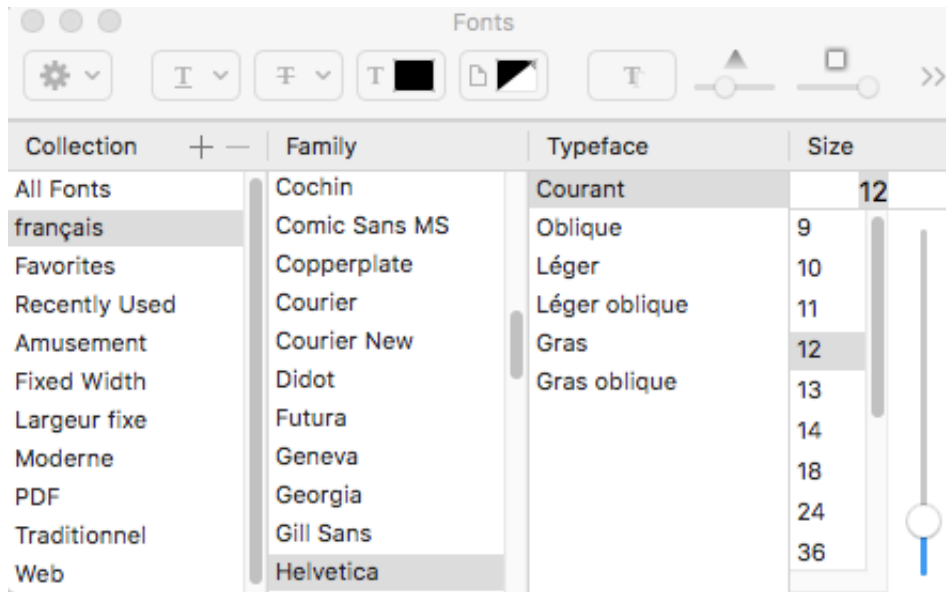
### *(Mac) Options of notes*



## Input notes

Heredis Help Knowledgebase - <https://help.heredis.com>

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- Typeface: Bold - Italic - Underline
- Alignment: Align Center - Left - Right - Justify
- Choose the font style and size
- Manage the hypertext link
- Cut - Copy - Paste - Print

You can make your note private by ticking the **Private** note box so it won't be published.

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