# How to Highlight and Take Notes

*Note: A webtext is shown on the screen throughout the entire video. The narrator performs the actions while describing them.*

**TEXT ON SCREEN:** Soomo Help Center

**NARRATOR:** To highlight in the webtext, click and drag over the text and a menu will appear that allows you to choose a highlighting color. [The narrator clicks and drags the cursor over a line of text. A box with red, green, and yellow dots, and text that reads “Make a note” appears.] Select the color you would like and the highlight will appear. [The narrator clicks on the yellow dot, and the text is highlighted in yellow.] If you want to erase a highlight, select the color again, which will now have an X over it. [0:25]

You can also use this feature to take a note in the margin. To do so, click Make a note and a field will appear. [The narrator clicks on “Make a note,” and a panel appears on the right-hand side of the webtext. The panel includes buttons at the top to format text and add a link, a text box with sample text, and “Cancel” and “Save” buttons in the bottom left corner.] Type in this area and then click Save.

Instructors are able to share notes with their students, who will see them marked as instructor notes in the webtext. To view your highlights and notes in one place, click the Tools Menu in the upper right corner and then click My Notes. [0:59]