

## Using templates in notes (Tutorial A7)

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You can use Notes templates to format pages in the Notes application. I'm going to create a new Notes page by pressing the Home key

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and then choosing Notes. In this case, I'd like to create a page that has a Question section and an Answer section, so I'll press

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the Menu key and then choose Templates, followed by Q&A. Because I'm in the Notes application, I can type anything, including math

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templates. To do this, I'll insert a template here by pressing Ctrl, and then the multiplication key to open the Math Templates.

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Next, I'll insert the nth root template by highlighting it, and then pressing Enter. Now, I'll enter the cube root of 64 by pressing

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3, using the NavPad to move under the root symbol, and then pressing 64. Once I've got it filled in, I'll press and hold Shift, and

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then press the up arrow on the NavPad to highlight the cube root. Now, I can press Ctrl and "c" to copy this, then use the arrow

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keys on the NavPad to move my cursor down to the Answer portion of the page, and press Ctrl and then "v" to paste. Now I'd like

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to create the answer to this cube root by evaluating it. To do this, I'll press and hold Shift, and press the up arrow key on

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the NavPad to select it. Next, I'll press Menu, followed by Actions, and Evaluate Selection, to return a value of 4. Now I can hide

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the answer by using the arrow keys on the NavPad to highlight the double arrow on the right side of the page, and then press

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Enter. To reveal it again, I'll highlight the double arrow and press Enter again. Another helpful template is the proof template.

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I'll insert a new Notes page by pressing the Home key, and then choosing Notes again. Now, I'll press Menu, then select Templates,

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and this time I'll choose the Proof template. Here, I can write statements in the left column, and my proof for those statements

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in the right column. I'll make the statement that  $a^2 + b^2 = c^2$  by pressing the "x^2" key, then pressing "a," then the right

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arrow key three times to move the cursor beyond the exponent, and then "+". Now, I'll press the "x^2" key again, and then "b," and

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then the right arrow key until the cursor is beyond the exponent. I'll enter the not equal symbol by pressing Ctrl, and then the

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Catalog key to open the Symbols palette. Now, I'll highlight the not equal symbol and press Enter. Finally, I'll press the "x^2"

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key, and then "c." Next, I'll press the right arrow key until my cursor is in the right column. Now, I'll enter my proof for

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this statement on the right. I'll just enter some periods of ellipsis by pressing the decimal key three times, and then enter "a/0." Another

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interesting feature in Notes is the ability to insert comments as a reviewer or teacher. If I'm a teacher reviewing this proof,



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and I see areas that I wish to comment on, I can press Menu, then choose Insert, and then Comment. I'll select a Teacher Comment.

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Now, I can enter my comments.

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