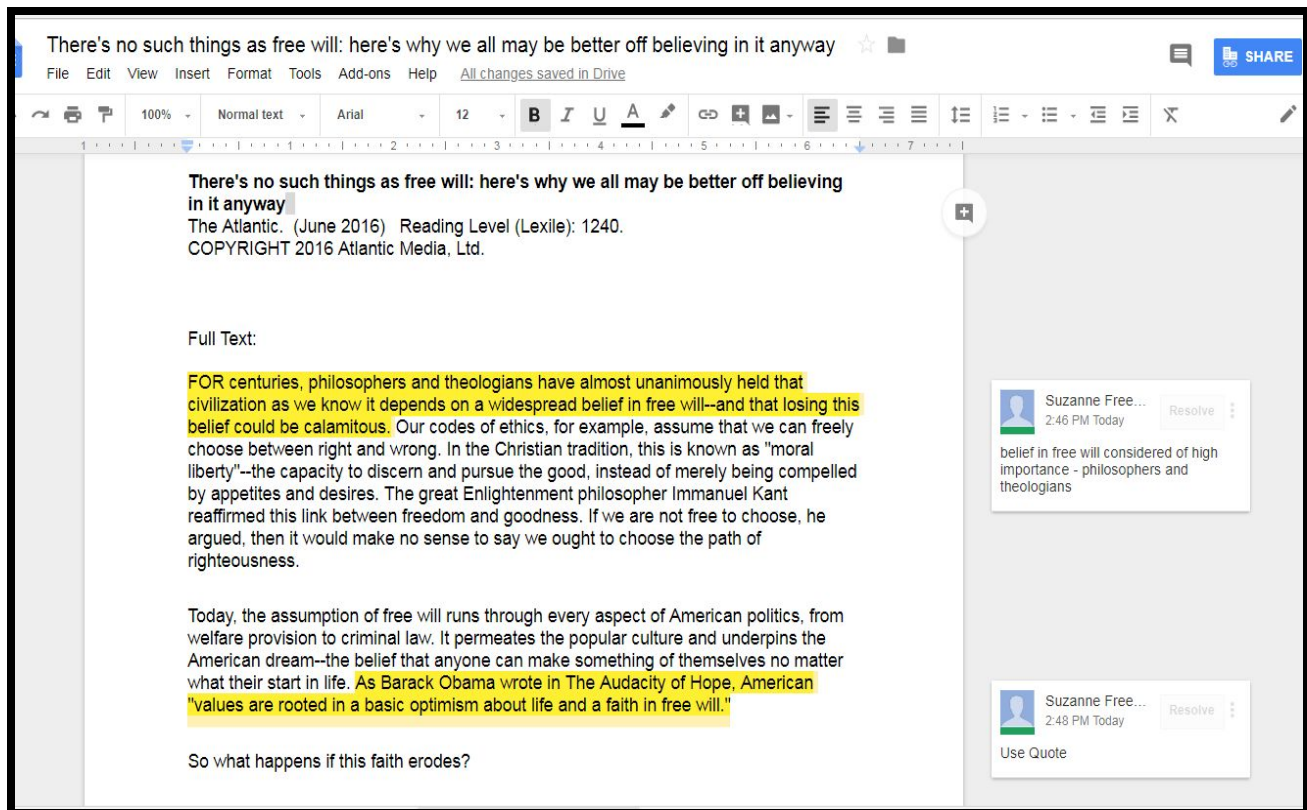


Highlighting and Making Notes on your Saved Sources in your Google Drive

1. As you are reading your saved source, you have the ability to:

- highlight in multiple colors
- and
- make annotations in comment boxes to the right of the page.



To maintain highlighted text after clicking off of it, you can:

- highlight the text you wish to keep highlighted, and click on the highlighter tip to select the color you'd like to use.

To insert a comment, you can:

- re-highlight the same text and right click
- And
- Select "Comment" and make your comment.
 - If you need to edit your comment, click the 3 dots and edit.
 - If you need to get rid of your comment, simply select "Resolve."

NOTE: You are able to create *very organized notes while working within the database*, however, unless you *download to your Google Drive before ending your session* you will lose them. If you'd like to learn about this, please let Mrs. Freeman know or explore highlighting your sources within the database, making notes and using "Highlights and Notes" section on the right to refer back to them.