Create and manage Dewey user notes

Find information about how to create and manage personal and institutional Dewey user notes.

- **Create Dewey user notes**

  [No image available](https://help.oclc.org/Metadata_Services/WebDewey/Create_and_manage_Dewey_user_notes)

  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

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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