

Google Notebook Tip #5: Expanding And Collapsing Notes

This tip is a very simple one: If your notes are lengthy, consider "collapsing" them by clicking the small triangle next to the note's title. This toggles the note "open" (displaying the fill notes contents) and "closed" (just the title and note summary displays.) It makes for a nice, neat, organized viewâ?¦and Google Notes remembers the settings! It works for Section Headings too!

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