Creating notes

To create notes in OnlineReports, you first need to create a subpage for the notes.

1. Go to "Content"

2. Click your way to the page you want to edit in the content panel's tree structure. Click on the three dots next to the title and select **"Note Main Page"** .

3. Give this page a name and save.

4. Tap the three dots next to the title. Then select **"Note page"** .

5. Fill in the desired information for note 1 and save. Create a new note page for each note.

6. When you are satisfied, click **Save and Publish** to commit the changes.

Preview the sheet music page by clicking on the main page and then **"Save and Preview"** . If you press one of the notes instead, only a blank page appears. If this is your first time previewing, you may now need to log in again. You do this with the same login as for Umbraco.

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