

# BigBlueButton Notes

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## FAQ-Artikel-Ausdruck

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### Schlüsselwörter

Notes BigBlueButton

### Lösung (öffentlich)

#### Overview

In addition to the ability to exchange chat messages, users in a BigBlueButton conference can access "Shared Notes". This feature allows collaborative work on a simply formatted text document that can be exported at any time.

Note: Moderators can restrict access to the shared notes. In this case, all viewers of a conference will see the note "Locked by (Moderator)" on the menu item, but will still have read access to the notes.

#### Notes

If necessary, show the user area via the button "User list toggle" (1) in the upper left corner of the main area. Then select the entry "Shared Notes" (2) in the notes section, whereupon the editor opens as the second column. You can hide the editor again by clicking the button of the same name in the upper left corner with the arrow symbol (3).

In the editor you will find the options for control and formatting in the toolbar (4) at the top:

#### Option

##### Shortcut key

Bold Ctrl-B

Italic Ctrl-I

Underline Ctrl-U

Strikethrough Ctrl+5

Ordered List Ctrl+Shift+N

Unordered List Ctrl+Shift+L

Undo Ctrl-Z

Redo Ctrl-Y

If the shared notes are modified, an editing note is displayed to the users.

#### Editing note

In the editor, the user is shown which is currently making changes to the note.

#### Export

Um den aktuellen Notizblock herunterzuladen, wählen Sie die Schaltfläche Export (5). Anschließend erscheint unten der fälschlicherweise als „Import/Export“ betitelte Bereich (6) mit einer Auflistung der Dateiformate: To download the current notepad, select the Export button (5). Then the incorrectly titled "Import/Export" area (6) appears below with a listing of file formats:

- Etherpad
- HTML
- Plain text
- Microsoft Word
- PDF
- ODF

Click on the preferred format and the document will be downloaded automatically.