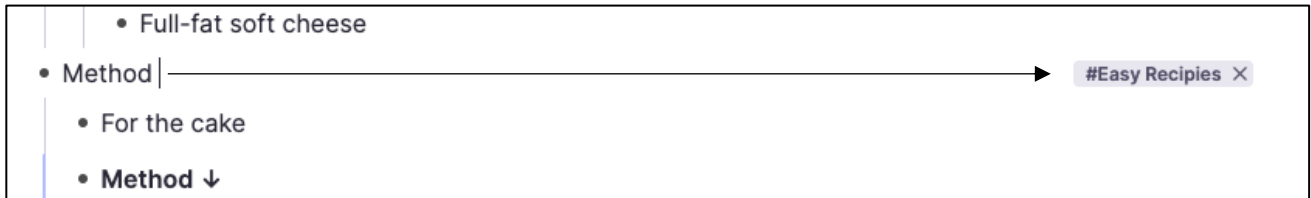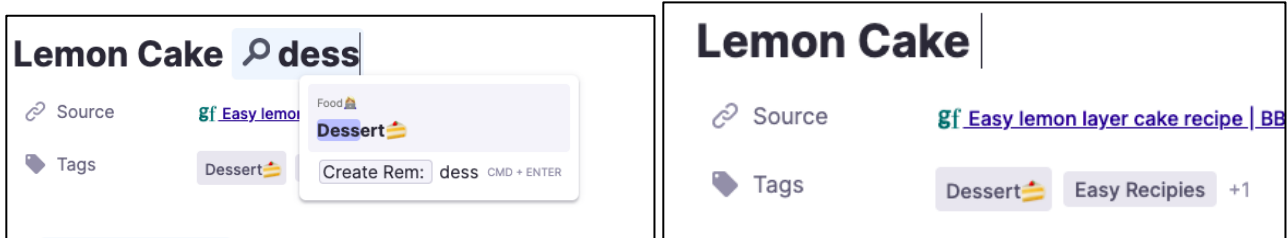# RemNote – Creating Tags

Step 1

- Type ## where you would like the Tag – this can anywhere in the document: such as individual bullet points
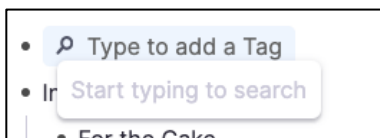

- Or at the top of the document – next to the title

Step 2

- Type what you would like the tag to be called and click enter on your keyboard to create it.

Step 3

- Click on a tag to see everything filled under it.