




## Study Skills Tools


### Using the Study Skills Tools

There are several tools available to help improve study skills. These icons are available on the Toolbars. The Toolbars appear on the left side of the Read, Write, and Scan tabbed pages (see [Using the Reading Ribbon and Toolbar](#) and [Using the Writing Ribbon and Toolbar](#)).


- Color Highlighters let you add your own highlighting to the words in a typed or scanned document. These are available on both the Read and Write Toolbars.



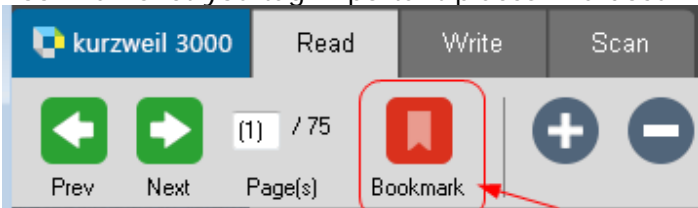
-  Footnotes let you attach typed notes anywhere in a document. This is available on both the Read and Write Toolbars.


-  Sticky Notes let you attach rectangular yellow notes to an image document. This is available on the Read Toolbar.


-  Text Notes let you add notes on top of an image document. This is available on the Read Toolbar.


-  Voice Notes enable you to record spoken notes and attach them to a document. This is available on both the Read and Write Toolbars.

- Bookmarks let you tag important places in a document so you can jump to these places quickly. It is available on the Ribbon.



-  Column Notes opens a window in which you can take notes as you read and do research across documents. Click here for information about [Column Notes](#).

-  Note Snippets is available only in text documents. This is available on Write Toolbar. For more on [Note Snippets, click here](#).

-  Floating Word Lists is available only in text documents. This is available on Write Toolbar. For details about [Floating Word Lists, click here](#).

#### Notes:

To use the **Study Skills** tools, **Enable Editing** on the **Edit** menu must be selected.