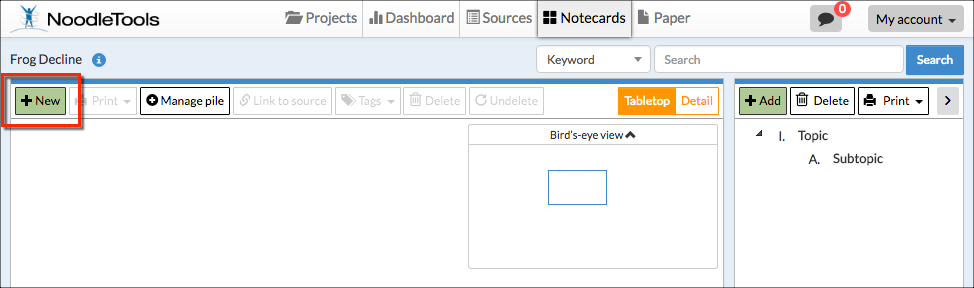
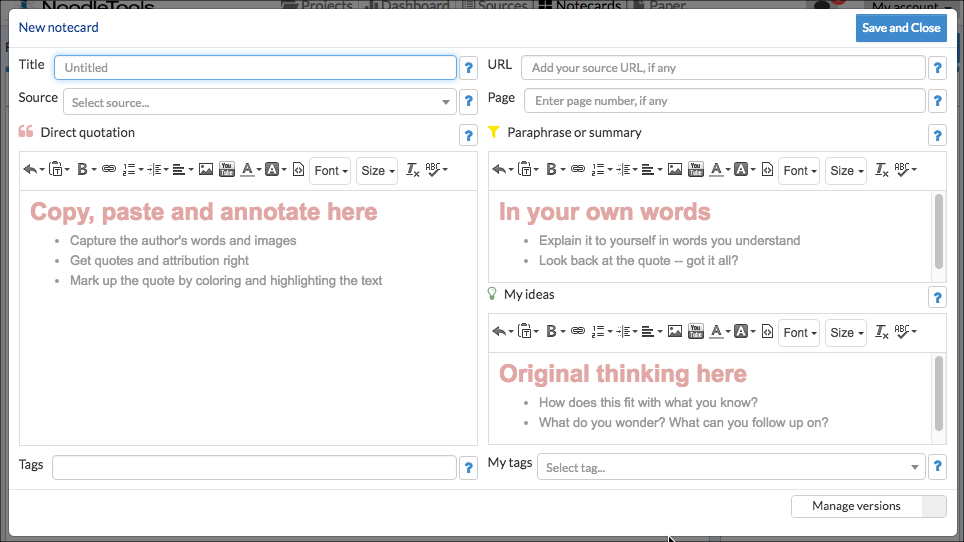
**How to create notecards**

1. Click **Notecards**in the navigation bar at top.

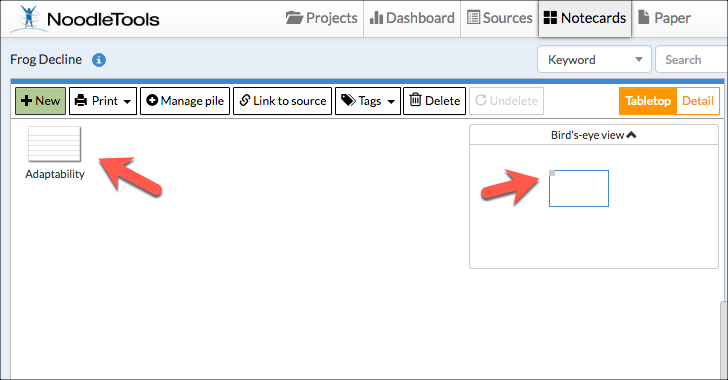
2. On the Notecard Tabletop, click **New**.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773191/original/qg_student_notecards_new_tabletop.png?1467758434)

3. Input notes about your source.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773300/original/qg_student_notecards_edit_window.png?1467758547)

4. Your notecard gets saved automatically as you add information. When you are done, click **Save and Close** to save your final changes and close the window. New notecards appear in the upper left corner of your tabletop and in the **bird's eye view**. 

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773581/original/qg_student_notecards_new_on_tabletop.png?1467758978)

TIP: Once you've created multiple notecards, you can pile them. Drag a notecard and drop it on another notecard to create a new pile, or use the **Manage pile** option above the tabletop to manage existing and create new piles with selected notecards. Notecard piles become the basis of organization within the Outline panel next to the Notecard Tabletop.