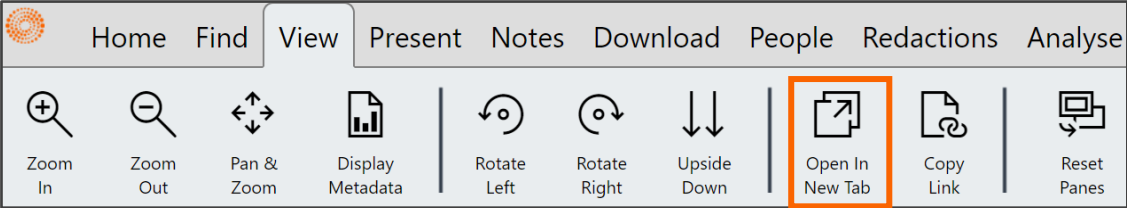# How to hide notes

You can hide your notes when you want to share your screen or show something on your laptop. You can also maintain access to your notes while sharing. To do this, select **Open in New Tab**, under the **View** tab in the review workspace.

With a second browser tab, you can show the bundle on a second screen or choose to share only that webpage instead of your full screen when using video conferencing software.

To hide your notes, go to the **Notes** tab and toggle the **Show Notes** tool to off. All notes disappear including, page notes and pen notes. Close your notes pane on the right side of the review page by selecting the X.

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