## --- title: Notes list (2.5d)

In this video, we are going to learn how to see a list of all the notes for a project. When we are focusing on dealing with notes, the easiest way to view them is in the Notes list for the project.

### Open the notes list

* Open the **menu** for the project.
* Under **Tools**, click **Notes List**.
  + *The Open Notes dialog box opens*.
* Check Paratext has selected the right project,
* Click **OK**.
  + *The Notes List for this project opens as a panel located below your project window*.

:::tip

Each note is shown in one row and only shows the original note, not any subsequent comments. :::

**View the scripture reference**

* Click the Bible **reference** in the Note's row.
  + *The scripture window scrolls and the cursor is placed in the relevant verse*.

**View additional actions**  
When the number > 1, it means that additional actions have been made on the note

**To view the note dialog box**

* Click **Open**.

**Expanding a row**

* Click the single down arrow next to the number **⌄**.

**Close the expanded row**

* Click the up arrow next to the number.

**Expand all the notes at once**

* Clicking the **Expand All** button.

**Reduce the view back to the summary style**

* Click the **Collapse All** button to collapse the rows.