

# Thought

The thought asset can be used to record reflections, ideas or notes. DeskSpace provides a simple two stage process or a more detailed structure to guide you as you record your thoughts.

Click the **create new** button and choose **more** and then select **Thought** from the menu.



In the pad that opens there are areas to add a **Title** and select a **Tag** for your **Thought**.

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

- You may choose between a **journal** entry thought or a **structured** entry. Select which of these options you would like to create and then click either the **number 2** button or the **next arrow** on the navigation bar to move to the next section
- You will then be taken to a screen to enter details of your thought. Depending on the type you selected you will have the following options



## Journal Entry

- For a journal entry thought, first complete a **description** of the thought
- If you wish to add the date or date range for the thought, tick the **add date box** and select the appropriate date(s) using the calendar tool

## Structured Entry

- For a structured entry thought, complete each text field of **experience**, **reflection**, **conclusion** and **planning**
- If you wish to add the date or date range of the thought, tick the **add date box** and select the appropriate date(s) using the calendar tool



Click either the **number 3** button or the **next arrow** on the navigation bar to move to the next section.

- In section 3 you may record any additional (or meta-) **reflections** you might have had about the thought



Click to move to **section 4**

Moving to the final section, you can choose to do a number of things with the thought asset you have just created :

- view it;
- send it to a Person, Gateway, Blog or Printer;
- add an End Note;
- add/edit a Link;
- tag it

You can also simply click on the **tick button** to save and close your asset.