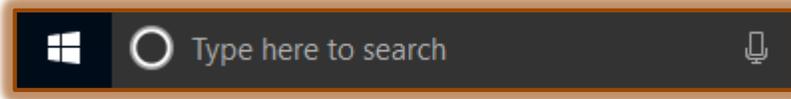


Sticky Notes

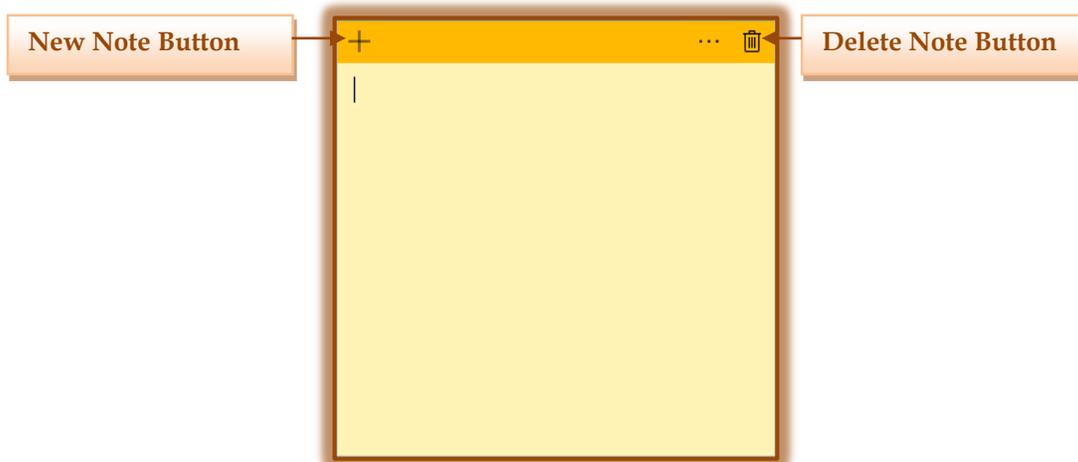
Sticky Notes can be used to write a to-do-list, jot down a phone number, write notes about a phone message, or anything else that a pad of paper would be used for. Click where the text for the note is to appear and then start typing.

Create a Sticky Note

✦ In the **Search** box, input **Sticky Note**.



✦ The **Sticky Note** will appear on the **Desktop**.



Create Additional Sticky Notes

✦ Do one of the following:

- ✧ Click the **New Note** button in the upper left corner of the **Sticky Note**.
- ✧ Use the key combination, **Ctrl + N**.

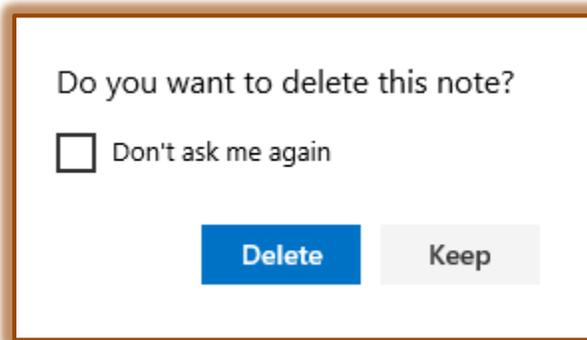
✦ A new **Sticky Note** will appear next to the current one.

Delete Sticky Notes

✦ Do one of the following:

- ✧ Click the **Delete Note** button in the upper-right corner of the **Sticky Note**.
- ✧ Use the key combination **Ctrl + D**.

✦ The **Sticky Notes** dialog box will appear.



✦ Click **Yes** to delete the **Sticky Note**.

- ✦ Click **No** to return to the **Sticky Note** without deleting it.
- ✦ Click the **Don't ask me again** check box so that this message will not display in the future.

Format Sticky Note Text

Using keyboard shortcuts, it is possible to format text or make a bulleted list within a Sticky Note.

- ✦ Select the text that is to be changed.
- ✦ Use the keyboard shortcuts in the table below to format the text on a Sticky Note.

Type of Formatting	Keyboard Shortcut
Bold Text	Ctrl + B
Italicize Text	Ctrl + I
Underline Text	Ctrl + U
Strikethrough	Ctrl + T
Bulleted List	Ctrl + Shift + L

- ✦ To remove the formatting for the text, click the key combinations again.

Resize Sticky Note

- ✦ Move the mouse pointer over the **edge** or **corner** of the **Sticky Note**.
- ✦ The mouse pointer will change to a **white double-headed arrow**.
- ✦ **Drag a corner** or an **edge** of a **Sticky Note** to make it larger or smaller.

Change Sticky Note Color

- ✦ Click the **Menu** button (three dots) at the top of the **Sticky Note**.
- ✦ A palette of colors will appear.



- ✦ Select from one of the colors. The options are:
 - ✧ Lemon (Default Color)
 - ✧ Grass
 - ✧ Rose
 - ✧ Amethyst
 - ✧ Sky Blue
 - ✧ Clean