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

Do one of the following:

- Click the Start Button, click All Programs, click Accessories, and then click Sticky Notes.
- Click the Start Button, type Sticky Notes in the Search box, and then click Sticky Notes.
- The Sticky Note will appear on the Desktop (see illustration below).

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 (see illustration below).

- Click Yes to delete the Sticky Note.
- Click No to return to the Sticky Note without deleting it.
- Click the Don’t display this message 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, change the text size, or make a bulleted or numbered list within a Sticky Note.

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

<table>
<thead>
<tr>
<th>Type of Formatting</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold Text</td>
<td>Ctrl + B</td>
</tr>
<tr>
<td>Italicize Text</td>
<td>Ctrl + I</td>
</tr>
<tr>
<td>Underline Text</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>Ctrl + T</td>
</tr>
<tr>
<td>Bulleted List</td>
<td>Ctrl + Shift + L</td>
</tr>
<tr>
<td>Numbered List</td>
<td>Press Ctrl + Shift + L a second time</td>
</tr>
<tr>
<td>Increase Text Size</td>
<td>Ctrl + Shift + &gt;</td>
</tr>
<tr>
<td>Decrease Text Size</td>
<td>Ctrl + Shift + &lt;</td>
</tr>
</tbody>
</table>

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

Resize Sticky Note

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

Change Sticky Note Color

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Right-click within the body of the Sticky Note.
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Select from one of the colors. The options are:

- Blue
- Green
- Pink
- Purple
- White
- Yellow (This is the default color.)