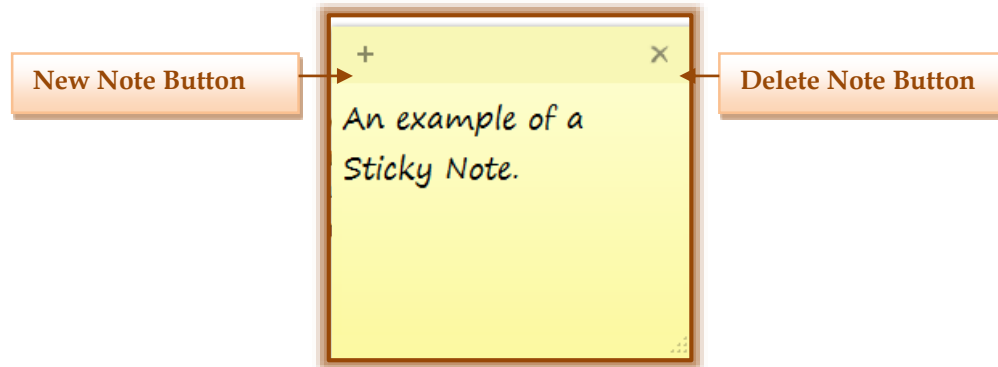


Sticky Notes

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).

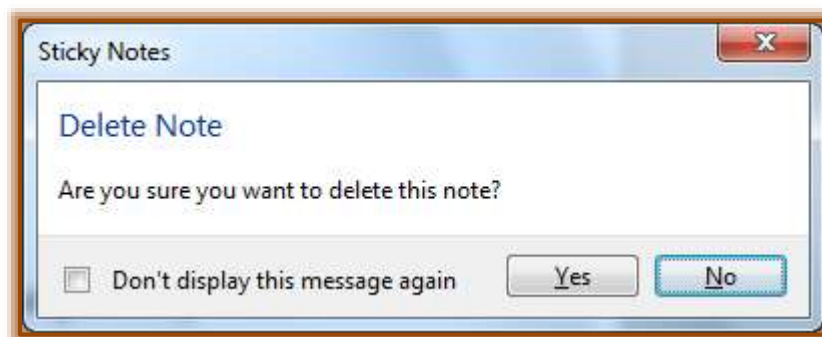


Create Additional Sticky Notes

- ✚ 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.

- ✦ 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
Numbered List	Press Ctrl + Shift + L a second time
Increase Text Size	Ctrl + Shift + >
Decrease Text Size	Ctrl + Shift + <

- ✦ 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

- ✦ **Right-click** within the body of the **Sticky Note**.
- ✦ Select from one of the colors. The options are:
 - ✧ Blue
 - ✧ Green
 - ✧ Pink
 - ✧ Purple
 - ✧ White
 - ✧ Yellow (This is the default color.)