

Update or print a note, or close Lotus Annotator.

Update

Stores the note in the application from which you started Lotus Annotator.

Update and Exit

Stores the note in the application from which you started Lotus Annotator, closes Lotus Annotator, and returns to that application.

Print

Opens the Print dialog box, from which you can print the note.

Print Setup

Opens the Print Setup dialog box, from which you can select a printer and modify printer settings.

Exit

Closes Lotus Annotator and returns to your application.

Stores the note in the application from which you started Lotus Annotator.

Remember that this command does not save the note. When you return to the application from which you started Lotus Annotator, you must save your work in order to save any changes to the embedded note.

**Shortcut**

Press F3


See also

[Change a Note](#)

Stores the note in the application from which you started Lotus Annotator, closes Lotus Annotator, and returns to that application.

Remember that this command does not save the note. When you return to the application from which you started Lotus Annotator, you must save your work in order to save any changes to the embedded note.

**Shortcut**

Icon: Click  (Update and Exit icon)

Keys: Press F4

See also

[Change a Note](#)

Opens the Print dialog box, from which you can print all or selected portions of the note, including any object icons.

**Shortcut**

Click  (Print icon)

**Printer**

Identifies the printer on which you want to print the note. To select another printer, choose the Setup button.

**Print Range**

Prints all of the note, or only the selected portion. Lotus Annotator enables the Selection option only if you have selected text or objects in the note.

**Object Icons**


Controls the printing of object icons in the note. Lotus Annotator enables these buttons only when your note contains one or more objects.

**Setup**

Opens the Print Setup dialog box, from which you can select a printer and modify printer settings.

Opens the Print Setup dialog box, from which you can select a printer and modify printer settings.

**Shortcut**

Click  (Print Setup icon)

**Printer**

Identifies the printer on which you want to print the note. To use the default printer for your Windows system, choose Default Printer. To use another printer, choose Specific Printer, and then choose the desired printer from the drop-down box.

**Orientation**

Indicates whether the note will be printed in portrait or landscape mode.

**Paper**

Indicates the paper size and source for the paper on which the note will be printed.

**Options**

Opens the Options dialog box, which allows you to set margins, scaling, and other printer options for the type of printer selected.

Closes Lotus Annotator and returns to your application.

**Note**

If you have changed the contents or any properties of the note, but have not updated it, Lotus Annotator prompts you to save your changes before closing. The types of changes that can produce this prompt include the following:

- \* Adding, modifying, or removing text or embedded objects
- \* Changing the text or background colors
- \* Changing the note icon
- \* Changing the size or position of the Note window

**Shortcuts**

Press ALT+F4



Allow you to change the contents of the note.

Undo

Reverses the effect of the most recently completed command or action in Lotus Annotator.

Delete

Erases the selected information, or if nothing is selected, erases the first character or object following the insertion point. This does not change the contents of the Clipboard.

Cut

Erases the selected information and places it on the Clipboard.

Copy

Copies the selected information and places it on the Clipboard.

Paste

Pastes the contents of the Clipboard into your note at the insertion point.

Paste Special

Opens the Paste Special dialog box, which you can use to paste objects or text from the Clipboard into your note at the insertion point.

Select All

Selects all text and objects in the note.

Links

Opens the Links dialog box, which you can use to examine and modify links from your note to other applications.

Object


Activates the application that created the selected object. Depending on the type of object, Lotus Annotator may display a cascade menu listing a set of commands you can send directly to that application.

Reverses the most recent command or action performed. For example, if you just deleted some text from your note, Edit Undo restores the deleted text.

**Note**

If you choose Edit Undo twice in succession, the second command reverses the first, restoring everything to how it was before the first Edit Undo.

**Shortcuts**

Icon: Click  (Undo icon)  
Windows 3.1 Keys: Press CTRL+Z  
Windows 3.0 Keys: Press ALT+BACKSPACE

Erases the selected information, or if nothing is selected, erases the first character or object following the insertion point. This does not change the contents of the Clipboard.

**Tip**

To restore the erased information, choose Edit Undo before performing any other command or action.

**Shortcuts**

Icon: Click  (Delete icon)

Keys: Press DELETE

See also

Edit Cut

Edit Copy

Erases the selected information from your note and places it on the Clipboard. This information remains on the Clipboard until you cut or copy again from any Windows application.

#### **Tips**

To restore the cut information, choose Edit Undo before performing any other command or action, or choose Edit Paste before cutting or copying again.

To quickly move text or objects from one location to another in your note without using the Cut and Paste commands, simply select the text or objects you want to move and drag your selection to the new location. While you are dragging the selection, the cursor changes to indicate the selection is being moved, and the blinking vertical line moves to indicate the new insertion point. (This type of move operation does not place anything on the Clipboard.)

#### **Shortcuts**

Icon: Click  (Cut icon)

Windows 3.1 Keys: Press CTRL+X

Windows 3.0 Keys: Press SHIFT+DELETE

See also

Edit Copy

Edit Delete

Copies the selected information and places it on the Clipboard, without changing the contents of your note. This information remains on the Clipboard until you cut or copy again from any Windows application.

**Tip**

To quickly copy text or objects from one location to another in your note without using the Copy and Paste commands, simply select the text or objects you want to move, hold down the CTRL key, and drag the selection to a new location. While you are dragging the selection, the cursor changes to indicate the selection is being copied, and the blinking vertical line moves to indicate the new insertion point. (This type of copy operation does not place anything on the Clipboard.)

**Shortcuts**

Icon: Click  (Copy icon)

Windows 3.1 Keys: Press CTRL+C

Windows 3.0 Keys: Press CTRL+INS

See also

Edit Cut

Edit Delete

Edit Paste

Copies the contents of the Clipboard to your note at the insertion point, replacing any selected text or objects.

**Tip**

To quickly move or copy text or objects from one location to another in your note without using the Cut, Copy and Paste commands, first select the text or objects you want to move.

***To move the selection***, drag it to a new location.

***To copy the selection***, hold down the CTRL key and drag the selection to a new location.

While you are dragging the selection, the cursor changes to indicate the selection is being moved or copied, and the blinking vertical line moves to indicate the new insertion point. (This type of move or copy operation does not use the Clipboard.)

**Shortcuts**

Icon: Click  (Paste icon)

Windows 3.1 Keys: Press CTRL+V

Windows 3.0 Keys: Press SHIFT+INS

See also

Edit Cut

Edit Copy


Edit Paste Special

Opens the Paste Special dialog box, which you can use to paste objects or text from the Clipboard into your note at the insertion point, replacing any selected text or objects.

**Note**

If the Clipboard contains a single data type, and that data type is not a link, this command is dimmed. Not all applications can create links on the Clipboard.

**Shortcut**

Click  (Paste Special icon)

See also

Edit Paste

### **Source**

Identifies the type of object you copied or cut to the Clipboard.

### **Data Type**

Determines how the object on the Clipboard will be copied to your note. The choices available depend entirely on the application from which you copied the object to the Clipboard. Some common choices are described below.

#### **Object**

Indicates that you want to copy the Clipboard contents into your note as an object that can be accessed only through the source application (by double-clicking the icon inserted in your note to represent that object).

#### **Data**

Indicates that you want to copy any text and objects from the Clipboard to your note. The text and objects were copied to the Clipboard from another note.

#### **Text**

Indicates that you want to copy text only from the Clipboard to your note. No relationship with the source application will be maintained.

### **Paste**

Copies the selected data type into your note. Depending on the data type selected, this may create an embedded object, or it may simply copy text or other data directly to the note.

### **Paste Link**

Pastes the object into your note, as a linked object. This command is available only when the application that copied the object to the Clipboard copied it as a link. (Some applications never create links, others create links only under certain conditions.)



Selects all text and objects in the note.

**Shortcut**


Click  (Select All icon)

Opens the Links dialog box, which you can use to examine and modify links from your note to other files.

**Note**

Remember that a link in your note is simply a pointer to an object in another file. If the name of that file changes, or if its directory path name changes, you will have to edit the link in your note to change the file and directory path names accordingly.

**Shortcut**

Click  (Edit Links icon)

## **Links**

Lists the type, location, and update mode for all links in your note. Choose one or more links from the list box. You can update or delete multiple links at one time, but for all other actions, you can choose only a single link.

## **Update**

Changes the update mode for the selected link to Automatic or Manual. Choose Automatic to update the link each time that the linked application changes while your note is open. Choose Manual to update the link using Update Link(s) Now.

### **Note**

Remember that automatic updating only occurs when your note is open in the Lotus Annotator window.

## **Update Link(s) Now**

Temporarily activates one or more applications to update the selected links.

## **Delete Link(s)**

Deletes the selected links. Lotus Annotator prompts to confirm each deletion.

## **Change Link**

Opens the Change Link dialog box, which you can use to change the selected link from one file to another. This may be necessary if the linked file was renamed or moved to a different directory.

## **Activate Link**

Activates the application that created the linked object. When you close that application, you will return to the note window.

***File Name***

Type or select the file name for the link. This box lists all files with the extension selected in the List Files of Type drop-down box, from the selected drive and directory.

***List Files of Type***

Select the type of file for the link.

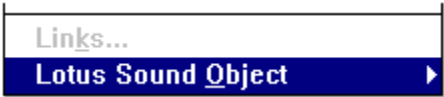
***Directories***

Select the directory containing the file for the link.

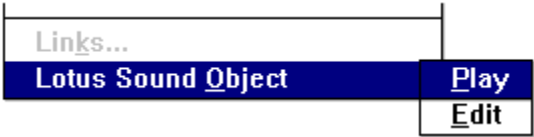
***Drives***

Select the drive containing the file for the link.

Activates the application that created the selected object. Lotus Annotator displays the type of object selected in the command itself. For example:



Depending on the type of object, Lotus Annotator may display a cascade menu listing a set of commands you can send directly to the application. For example, for a Lotus Sound object, Lotus Annotator displays the following commands in the cascade menu:



Insert info stamps or objects at the insertion point in your note.

Info Stamp

Inserts name, date, and time information in your note.

New Sound

Activates Lotus Sound to insert a sound in your note.

Media File

Activates Lotus Media Manager to insert an object, which may be a sound, bitmap picture, movie, or any other object supported by Lotus Media Manager, in your note.

Object


Opens the Insert Object dialog box, which you can use to activate an application and insert an object in your note.

Inserts name, date, and time information in your note.

**Tips**


If this command is dimmed, choose Options Info Stamp to display the Info Stamp dialog box, and enter your name or mark the Date check box. You can also change the contents of your info stamp and choose to automatically insert an info stamp at the start of each note in this dialog box.

**Shortcuts**

Icon: Click  (Insert Info Stamp icon)  
Keys: Press F5

Activates Lotus Sound to insert a sound in your note.

**Shortcuts**


Icon: Click  (Lotus Sound icon)

Keys: Press F6




Activates Lotus Media Manager to insert an object, which may be a sound, movie, or any other object supported by Lotus Media Manager, in your note.

**Shortcuts**

Icon: Click  (Lotus Media Manager icon)  
Keys: Press F7

Opens the Object dialog box, which you can use to activate another application to insert an object in your note.

**Shortcut**

Click  (Insert Object icon)

### **Object Type**

Lists the types of objects you can insert in your note.

Lotus Annotator activates the appropriate application for the type of object you choose. When you close that application, you will return to your note.

Control the appearance of the Note window and icon.

Font

Sets the font, font style, and font size for all of the text in your note.

Colors


Sets background and text colors in your note.

Note Icon

Selects the Note icon you want inserted in your application.

Opens the Font dialog box, from which you can choose the font, style, and size for all of the text in your note.

**Shortcut**

Click  (Fonts icon)

**Font**

Determines the name of the font to use (for example, Helv, System, or Tms Rmn).

**Font Style**

Determines the style (for example, Bold or Italic).

**Size**

Determines the point size. If you enter a size not shown in the list, Windows attempts to produce a font of that size.

**Save this font as the default font**

Saves the selected font, style, and size as the defaults for new notes.

**Sample**

Displays sample text using the selected font, style, and size.

Opens the Colors dialog box, which you can use to change the note background and text colors.

**Note**

These colors apply to the note only as it displays on your screen. When printed, all notes print with black text and no background color.

**Shortcut**

Click  (Colors icon)

***Text***

Determines the color for the note text on your screen. (When printed, the text color is always black.)

***Background***

Determines the color for the note background on your screen. (When printed, there is no background color.)

***Save these colors as the default colors***

Saves the selected colors as the defaults for new notes.

***Sample***

Displays the note text and background colors currently selected.




Opens the Note Icon dialog box, from which you can select the Note icon you want inserted in your application.

**Note**

To change the size of the Note icon inserted in your application, you must use the facilities of that application. In most applications, when you click on the Note icon, sizing handles will appear on the icon's perimeter. Drag the handles to stretch or shrink the icon to the desired size.

**Shortcut**

Click  (Note Icon icon)

Shows the Note icon that will be inserted in your application. Use the horizontal scroll bar to view all icons. To choose another icon, click on it.

***Save this note icon as the default icon***

Saves the selected icon as the default for new notes.

**Note**

To change the size of the Note icon inserted in your application, you must use the facilities of that application. In most applications, when you click on the Note icon, sizing handles will appear on the icon's perimeter. Drag the handles to stretch or shrink the icon to the desired size.

Control properties and defaults for current and future notes.

Info Stamp

Controls the contents and automatic insertion of the info stamp.

SmartIcons

Controls the positioning and contents of the sets of SmartIcons.

Save Preferences

For future notes, controls the positioning of the Note window and the set of SmartIcons, and controls keeping the Note window on top of your application window (preventing the application window from obscuring the Note window).

Show Paragraph Marks

Displays or hides all paragraph marks in your note.

Show SmartIcons

Displays or hides the current set of SmartIcons.

Keep Note on Top

Controls keeping the Note window on top of your application window (preventing the application window from obscuring the Note window).

Opens the Info Stamp dialog box, which you can use to change the contents of the info stamp and automatically insert that stamp at the top of each note.

**Shortcut**

Click  (Info Stamp Contents icon)

### ***Info Stamp***

Controls the contents of the info stamp, and the automatic insertion of the stamp at the top of each note.

### ***Name***

The name that displays at the start of an info stamp.

### ***Date***

If this check-box is marked, displays the current date following the name in the info stamp.

### ***Time***

If this check-box is marked, displays the current time following the date in the info stamp. If the Date check-box is unmarked, this check-box is dimmed.

### ***Automatically insert on creation***

When marked, automatically inserts an info stamp at the top of each new note. If the Name is blank and the Date check-box is unmarked, this check-box is dimmed.


### **Note**

Lotus Annotator formats date and time information using the Windows defaults. You can change these defaults using the International command from the Settings menu of the Windows Control Panel.

Opens the SmartIcons dialog box, which you can use to:

- \* Choose the current set of SmartIcons
- \* Create and save new sets of SmartIcons
- \* Delete sets of SmartIcons
- \* Modify the contents of all sets of SmartIcons
- \* Control the positioning of all sets of SmartIcons
- \* Control the icon size used for all sets of SmartIcons

**Shortcut**

Click  (Customize SmartIcons icon)

See also

[Customize the SmartIcons](#)  
[Use SmartIcons](#)

### **Available icons**

Displays and briefly describes all icons.

### **Set name (unlabeled drop-down box)**

Lists all sets of icons defined.

### **Set contents (unlabeled list box)**

Displays the contents of the current set of SmartIcons.

- \* To add an icon, drag the desired icon from the Available icons list box into this box.
- \* To remove an icon, drag it out of this box.
- \* To move an icon, drag it to its desired position.
- \* To add space between icons, drag the blank icon at the end of the Available icons list to the desired location.
- \* To remove space between icons, drag the unwanted space out of this box.

### **Position**

Defines the screen position of the current set of SmartIcons (top, bottom, left or right side, or floating). When you select floating, you can move the set to any location on your screen, and resize the set as you would any other window.

### **Save Set**

Opens the Save SmartIcons Set dialog box, which you can use to name and save the current set of SmartIcons.

#### **Name of SmartIcons set**

The name you want to use to identify the set of SmartIcons. This name displays in the Set name drop-down box in the SmartIcons dialog box.

#### **File name**

The file name for the set. If you omit the file extension, Lotus Annotator supplies .SMI.

#### **Directory**

Displays the directory in which the set will be stored. You cannot change the directory.

#### **Current sets**

Lists all sets currently defined.

### **Delete Set**

Opens the Delete Sets dialog box, which you can use to delete sets of SmartIcons.

#### **Current sets (unlabeled list box)**

Lists all sets currently defined. Select the set or sets you want to delete.

### **Icon Size**

Opens the Icon Size dialog box, which you can use to select the icon size best suited for display on your monitor.

#### **Icon Size**

Choose Small (EGA), Medium (VGA), or Large (Super VGA). If you are not sure which type of monitor you have, select each of the three options in turn, and watch as the sample icon changes size in the dialog box. Choose the icon size that you will be most comfortable using.


### **Tip**

To use the same SmartIcons configuration the next time you use Lotus Annotator, choose Options Save Preferences, and mark the Position and grouping of SmartIcons check box in the Save Preferences dialog box.

Opens the Save Preferences dialog box, which you can use to control various settings that will be used the next time you create a note using Lotus Annotator. These settings control:

- \* The positioning and size of the Note window
- \* The positioning and grouping of SmartIcons
- \* Keeping the Note window on top of your application window (preventing the application window from obscuring the Note window)

**Shortcut**

Click  (Save Preferences icon)



Lotus Annotator uses the settings you specify as the defaults for new notes.

#### ***Window size and position***

Maintains the current Note window size and position. You can move and resize the Note Window as you would any other window.

#### ***Position and grouping of SmartIcons***

Maintains the current location (top, bottom, left, right, floating) and grouping of the SmartIcons. Choose Options SmartIcons to change these settings.

#### ***Always keep Note window on top***

Marking this check-box helps to keep the Note window from getting lost on a crowded desktop.

##### ***Under Windows 3.0***


If this check-box is marked, you cannot work in the application from which you activated Lotus Annotator until you close Lotus Annotator.


##### ***Under Windows 3.1***

If this check-box is marked, you can still work in the application window, but the Note window will always remain on top of the application window.

Displays or hides all paragraph marks in your note. When you open Lotus Annotator, this option is always turned off.

**Shortcut**

Click  (Show Paragraph Marks icon)

Click  (Hide Paragraph Marks icon)

Displays or hides the current set of SmartIcons. When you open Lotus Annotator, this option is always turned on.

**Note**


If you set Position to Floating in the SmartIcons dialog box, you can also hide the set of SmartIcons by clicking the small, white box in the upper left corner of the set of SmartIcons.


When checked, keeps the Note window on top of your application window, preventing the application window from obscuring the Note window.

**Tip**

To control the setting of this option the next time you create a note, choose Options Save Preferences, and mark the Always keep Note window on top check box in the Save Preferences dialog box.

**Shortcut**

Click  (Keep Note on Top icon)

Click  (Do Not Keep Note on Top icon)

Provide information about how to use Help for Lotus Annotator or Windows.

#### Contents

Displays a list of topics in Lotus Annotator Help.

#### Search

Opens the Search dialog box, which you can use to search Lotus Annotator Help for any keyword.

#### Using Help

Opens Microsoft Windows Help, which explains how to use the Windows Help facility. You can also press F1 when the Help window is active to open Microsoft Windows Help.

#### Keyboard

Displays a list of keyboard shortcuts.

#### How Do I?

Displays a list of procedural Help topics for Lotus Annotator. Each topic describes how to perform a specific task.

Displays a list of topics available in Lotus Annotator Help.

[File Commands](#)

[Edit Commands](#)

[Insert Commands](#)

[Style Commands](#)

[Options Commands](#)

[Help Commands](#)

[Keyboard Shortcuts](#)

[SmartIcons](#)

[How Do I? Topics](#)

Opens the Search dialog box, which you can use to search Lotus Annotator Help for any keyword.



Displays Microsoft Windows Help, which explains how to use the Windows Help facility.

**Shortcut**

Press F1 any time that the Help window is the active window.

**Tip**

To display Help for any Lotus Annotator command, use the keyboard to select the command, and then press F1.

Displays a list of keyboard shortcuts.

Displays a list of procedural Help topics for Lotus Annotator. Each topic describes how to perform a specific task.

When a plus sign (+) is shown, hold down the first key and press the second key. These shortcut keys apply for Windows 3.1. Where they differ, Windows 3.0 shortcut keys are shown in parentheses.

Context-Sensitive Help	F1
File Update	F3
File Update and Exit	F4
File Exit	ALT+F4
Edit Undo	CTRL+Z (ALT+BACKSPACE)
Edit Delete	DELETE
Edit Cut	CTRL+X (SHIFT+DELETE)
Edit Copy	CTRL+C (CTRL+INS)
Edit Paste	CTRL+V (SHIFT+INS)
Insert Info Stamp	F5
Insert New Sound	F6
Insert Media File	F7

SmartIcons provide you with a quick way to perform common actions. You simply click an icon to perform an action.

#### Notes

- \* You can reposition an icon in the set of SmartIcons by holding down the CTRL key while dragging the icon to its desired location.
- \* To display a short description of an icon in the title bar, point to the icon and hold down the right mouse button.
- \* Use [Options SmartIcons](#) to control the contents and positioning of your set of SmartIcons.

#### Icons



Updates the note in the application from which you activated Lotus Annotator, closes Lotus Annotator, and returns to that application. See [File Update and Exit](#).



Prints the note. See [File Print](#).



Reverses the effect of the most recently completed command or action in Lotus Annotator. See [Edit Undo](#).



Erases the selected information and places it on the Clipboard. See [Edit Cut](#).



Copies the selected information and places it on the Clipboard. See [Edit Copy](#).



Pastes the contents of the Clipboard to your note. See [Edit Paste](#).



Sets the font, font style, and font size for all of the text in your note. See [Style Fonts](#).



Sets the background and text colors for your note. See [Style Color](#).



Inserts an info stamp in your note. See [Insert Info Stamp](#).



Activates Lotus Sound to insert a new sound in your note. See [Insert New Sound](#).



Activates Lotus Media Manager to insert a sound, movie, or any other object supported by Lotus Media Manager, in your note. See [Insert Media File](#).



Controls printer settings. See [File Print Setup](#).



Erases the selected information, or if nothing is selected, the first character to the right of the insertion

point. See [Edit Delete](#).



Pastes specific Clipboard data to your note. See [Edit Paste Special](#).



Selects all of the text and objects contained in your note. See [Edit Select All](#).



Examines and repairs links from your note to other files. See [Edit Links](#).



Inserts an imbedded or linked object in your note. See [Insert Object](#).



Selects an icon to represent this note in the application from which you activated Lotus Annotator. See [Style Note Icon](#).



Controls the contents of your info stamp. See [Options Info Stamp](#).



Controls the contents and positioning of the set of SmartIcons. See [Options SmartIcons](#).



Controls settings for future notes. See [Options Save Preferences](#).



Displays paragraph marks in your note. See [Options Show Paragraph Marks](#).



Hides paragraph marks in your note. See [Options Show Paragraph Marks](#).



Keeps your note on top of the application window. See [Options Keep Note on Top](#).



Stops keeping your note on top of the application window. See [Options Keep Note on Top](#).

[Change a Note](#)

[Create a Note](#)

[Customize a Set of SmartIcons](#)

[Delete a Note](#)

[Include Other Objects in a Note](#)

[Print a Note](#)

[Resize Objects](#)

[Set Defaults for My Notes](#)

[Use Lotus Annotator](#)

[Use SmartIcons](#)

[View a Note](#)

Displays version information about Lotus Annotator.



1. Open the note you want to change by double-clicking its icon in the application window.
2. Make any changes you want to make to the note in the Note window.
3. Choose the File Update and Exit command. Remember that this only updates the note object in the application from which you started Lotus Annotator. When you return to that application, you still must save your work to save changes to the embedded note.

1. Type text or insert objects in the Note window.
2. Choose the File Update and Exit command. Remember that this only updates the note object in the application from which you started Lotus Annotator. When you return to that application, you still must save your work to save the embedded note.

Choose the Options SmartIcons command to change the contents of a set of SmartIcons and control where the set displays.

- \* To add an icon, drag the desired icon from the left box to the right box.
- \* To remove an icon, drag it out of the right box.
- \* To move an icon, drag it to its desired position.
- \* To add space between icons, drag the blank icon from the left box (at the end of the Available icons list) to the desired location.
- \* To remove space between icons, drag the unwanted space out of the right box.
- \* To save the set of icons, choose the Save Set button.

**Notes**

Choose Options Show SmartIcons to display or hide the set of SmartIcons.

After you return to the Note window, you can reposition an icon within the set of SmartIcons by holding the CTRL key down while dragging the desired icon to its new location.

See also

Use SmartIcons

You delete notes using the application in which the note is embedded. In that application, select the Lotus Annotator note icon for the note you want to delete, and choose the Edit Clear or Edit Cut command.

You can include embedded or linked objects in your note. Depending on the capabilities of the application that creates the object you want to include, you may only have one choice. (You may be able to embed but not link, or vice versa.)

***To embed an object:***

1. Choose the Insert Object command. This displays a list of object types.
2. Choose the type of object you want to include. This activates the application for that type of object.
3. Using that application, either create or open a file containing the desired object.
4. Choose the Update (or equivalent) command in that application. This saves the object in your note.
5. When you are done working on the note, choose File Update and Exit. Remember that this only updates the note object in the application from which you started Lotus Annotator. When you return to that application, you still must save your work to save changes to the embedded note.

***To link an object:***

1. Activate the appropriate application to create the type of object you want to link. (Remember that not all applications can create links. Check the documentation for the application you want to use.)
2. Using that application, open a file containing the desired object, or create a new one. If you create a new object, be sure to save a file containing that object before proceeding to the next step.
3. Select and copy the object to the Clipboard. In addition to the selected object, the application will copy file location information to the Clipboard.
4. Return to Lotus Annotator and choose Edit Paste Special to paste the Clipboard contents into your note as a link.
5. When you are done working on the note, choose File Update and Exit. Remember that this only updates the note object in the application from which you started Lotus Annotator. When you return to that application, you still must save your work to save changes to the embedded note.

1. Choose Note Print to open the Print dialog box.
2. In the Print dialog box, select the desired Print Range and Object Icons options.
3. If you want to select a different printer than the one listed at the top of the dialog box, choose Setup to open the Setup dialog box.
4. Choose OK in the Print dialog box.

Select the icon or graphic representing the object in the Note window. Use any of the eight handles to make the object larger or smaller. When you move the mouse pointer over a handle, the pointer changes to indicate in which directions you can move the handle. Use the mouse pointer to drag the handle to its desired location.

For the corner handles, use the left mouse button to maintain the height-to-width ratio of the selected object, or the right mouse button to resize without regard to height-to-width ratio.

Choose Options Info Stamp to set the defaults listed below.

- \* Contents of the info stamp (name, date, time)
- \* Automatic insertion of the info stamp at the top of each note

Choose Options Save Preferences to set the defaults listed below.

- \* Window size and position
- \* Contents and positioning of the set of SmartIcons
- \* Keeping the Note window on top of the application window until the Note window is closed

Choose Style Colors and mark the Save these colors as the default colors check box to set the background and text colors for your notes.

Choose Style Font and mark the Save this font as the default font check box to set the default font for your notes.

Choose Style Note Icon and mark the Save this Note icon as the default Note icon check box to set the default Note icon for your notes.



Lotus Annotator creates notes and stores them in other application windows. Lotus Annotator can only be activated from another application that supports embedded objects.

### **Activate Lotus Annotator**

If the application contains an Insert Lotus Annotator command, choose that command. Otherwise, choose the Insert Object command in that application. This displays a list of all object types you can insert using that application. Choose Lotus Annotator from that list.

### **Keep the Note window on top**

Choose Options Keep Note on Top to keep the Note window on top of your application window. This will keep your note from getting "lost" on a crowded desktop. You can, of course, move and resize the Note window like any other window.

### **Use SmartIcons**

The row of button controls just below the Note window menu bar is the set of SmartIcons. You can click these icons to perform most commands, and you can configure your own set of SmartIcons to contain icons for those commands you use the most. To see a short description of an icon in the title bar, point to that icon and hold down the right mouse button. See SmartIcons Overview for general information about using SmartIcons.

### **Get Help**

To get Help for a menu, press ALT to access the menu bar, and use the right arrow key to highlight the desired menu. Then press F1 to display Help for the commands of that menu.

To get Help for a command, press ALT to access the menu bar, use the right arrow key to highlight the menu containing the desired command, and use the down arrow key to highlight that command. Then press F1 to display Help for that command.

To get Help for a dialog box, click the question mark in the upper right corner of the dialog box, or just press F1.

### **Save your work**

When you have finished with your note, choose File Update and Exit to store the note in the other application window, close Lotus Annotator, and return to that application. This action alone does **not** save your note on disk -- it merely stores your note in the open document in the application window from which you activated Lotus Annotator. When you return to that application, be sure to save the document (or worksheet or presentation) containing the embedded note.

Click on the desired icon.

To display a short description of an icon in the title bar, point to the icon and hold down the right mouse button.

If the icon represents a command that requires information to be selected (Edit Copy, for example), select the information before clicking the icon.

See also

Options SmartIcons

SmartIcons Overview

Double-click the note icon in the application in which the note is embedded.

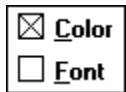
**active window**

The window in which you are working. The title bar in the active window is always highlighted. Many windows can be open, but you can work in only one window at a time.

**cascade menu**

A menu that appears when a pull-down menu item has additional choices. A cascade menu is indicated by an arrowhead (▸) next to the pull-down menu item. It appears to the right of the pull-down menu item.

## check box



In a dialog box, a small box you use to turn an option on or off. When the box is marked with an X, the option is on. When the box is blank, the option is off. In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

**click**

To press and release a mouse button quickly. Click with the left mouse button unless otherwise specified. (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, click with the right button.)

**Clipboard**

The Windows area that stores the contents of an Edit Cut or Edit Copy command. You can retrieve the contents with Edit Paste. The next Edit Cut or Edit Copy command overwrites the contents of the Clipboard.



**command**

An instruction you give Lotus Annotator. Commands are listed in menus and appear as buttons in dialog boxes. To complete some commands, you choose commands from menus and select options and enter specific information in dialog boxes.

If an ellipsis (...) follows the command name, a dialog box appears when you choose the command. If an arrowhead (▶) follows the command name, a cascade menu appears when you choose the command.

**dialog box**

A window that requests information needed to perform a command. A dimmed dialog box item is unavailable (either it is not appropriate for the selected objects, or it is incompatible with other dialog box items that you have chosen).

**double-click**

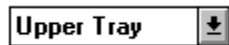
To press and release the left mouse button twice, quickly, without moving the mouse. This usually chooses and carries out a command. Double-click with the left mouse button unless otherwise specified. (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, double-click with the right button.)

**drag**

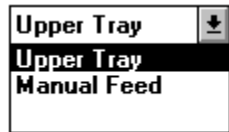
Move an object to a new location. To drag, position the mouse pointer on the object, press and hold down the left mouse button, move the mouse, and then release the button.

For example, to resize an icon for an object embedded in a Lotus Note, drag one of the handles to the desired location.

## drop-down box



In a dialog box, a box that initially shows a single option.



When you select the scroll arrow, a list of options drops down.

Some drop-down boxes let you enter text in the top box. In others, you must select an option from the list.

**embed**

Store an object from one application in another application. An embedded object exists only in the application in which it is embedded. Lotus Annotator embeds note objects in other applications.

**embedded**

An object from one application stored in another application. Notes created by Lotus Annotator are embedded in other applications.

**embedded object**

An object from one application stored in another application. Notes created by Lotus Annotator are embedded in other applications.



**font**

A type of text, such as Courier, Helvetica, or Times Roman.

## handle



Any of eight small boxes that appear on a selected object's perimeter. You can drag a handle to change the object's size.

In Lotus Annotator, use the left mouse button to drag one of the corner handles to maintain the height-to-width ratio of the object. Use the right mouse button to drag a corner handle to resize the object horizontally and vertically (disregarding the height-to-width ratio).

## icon

A small picture that represents a command, operation, or application. Generally, you click or double-click an icon to activate the command, operation, or application it represents. For example:



You can click the Copy icon from the set of SmartIcons to copy the selected information onto the Clipboard.



In your application window, you can double-click this icon to activate Lotus Annotator and view the contents of the note it represents.

**info stamp**

A line of text optionally containing your name, the current date, and the time.

**insertion point**

The position in the note where the text you type is inserted, or the Clipboard contents are pasted. The insertion point in a note is indicated by a blinking vertical line. As you type, text appears to the left and the insertion point moves to the right.

## landscape



The horizontal, or sideways, orientation of a page. In landscape orientation, the width of the page is greater than the height (for example, 11" x 8.5" rather than 8.5" x 11").

**link**

A connection in one application allowing access to an object contained in another application.

**linked**

A linked object is a pointer in one application to the actual data in another application.



**list box**

A list of choices that appears in a dialog box. If there are more choices than can fit in the box, use the scroll bar or scroll arrows to bring the other choices into view.

## mark

<input checked="" type="checkbox"/>	<u>C</u> olor
<input type="checkbox"/>	<u>F</u> ont

To place an X in a check box to turn the associated option on. In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

**menu bar**

The second horizontal bar in an application window. The menu bar displays the main menu for the application.

**menus**

A list from which you choose command items. Lotus Annotator displays a pull-down menu when you choose a menu name from the menu bar. A pull-down menu item followed by an arrowhead leads to a cascade menu. A menu item followed by an ellipses (...) leads to a dialog box.

Dimmed menu items are not available for the current task, mode, or selected object.

**message box**

A box that displays status, warning, and error messages.

**object**

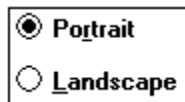
Information (text, graphics, sounds, or movies, for example) created in one application and embedded in, or linked to, other applications.

## object icon



The icon Lotus Annotator inserts in your application to represent the embedded note.

### option button



In a dialog box, a small, round button. You can choose only one option button in a group of related options. In the sample, the Portrait option is chosen.

To change the option chosen, click the button for the option, press the underlined letter, or press an arrow key.



**paragraph mark**



A graphic representation of a carriage-return character.

## **portrait**



The vertical, or upright, orientation of a page. In portrait orientation, the height of the page is greater than the width (for example, 8.5" x 11" rather than 11" x 8.5").

**pull-down menu**

The list of menu items that appears when you choose a menu name from the menu bar.

**save**

To copy a file from memory to disk.

**scroll**

To change the visible contents of a window or list box by moving the contents up, down, left, or right.

**scroll arrows**

The arrows at either end of a scroll bar.

**scroll bar**

A vertical or horizontal bar that you use to scroll the contents of a window or list box. Scroll bars are located at the right and bottom of a window and at the right of list boxes. Click the scroll arrows or drag the scroll box to scroll the window or the list.

**scroll box**

The rectangular box in a scroll bar that you can move to change the displayed area of the current view or list. Dragging the scroll box moves you quickly through the area or list you are scrolling.

The position of the scroll box within the bar indicates your relative position in the total area being viewed. For example, in a list box, if the scroll box is at the top of the scroll bar, you are at the top of the list; if the scroll box is at the bottom of the scroll bar, you are at the bottom of the list.



**select**

To highlight an area of text and/or objects in the Lotus Annotator window.

## SmartIcons




A set of icons you can click to choose commonly used commands or actions.

**specify**

To select from the items in a list box or enter a new item by typing.

**title bar**

The horizontal bar across the top of a window. In addition to the application name, the Lotus Annotator title bar contains the Control menu box  and either the Maximize button



or the Restore button



The title bar also displays command descriptions when you are working in a menu, or icon descriptions if you hold down the right mouse button when pointing to an icon in the set of SmartIcons.

## unmark



To remove an X from a check box to turn the associated option off. In the sample, the Color option is unmarked (off), and the Font option is marked (on).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

**update**

Copy an object from one application and insert it in another application. This is similar to a save operation, except that nothing is saved on disk by an update. (You still must save your work in the application that received the update in order to save the updated object.)

**update mode**

Specifies when to update the link in your note.

**Automatic**

Updates the link each time the object linked to your note changes while your note is open.

**Manual**

Updates the link only when you use the Update Link(s) Now command in the Links Dialog box.

**window**

An area of the screen through which you view and work with an application. Each window is independent of other windows. The window in which you are working is the active window. The title bar in the active window is always highlighted. Many windows can be open simultaneously but you can work in only one window at a time.



