






Welcome to Post-it® Software Notes - Lite

Post-it® Software Notes - Lite is a smaller version of the Standard and Professional editions of **Post-it® Software Notes**. It includes most of the great features found in the Standard and Professional versions of the product. You can download Post-it® Software Notes - Lite for free and use it for as long as you like.

What can I do with Post-it® Software Notes - Lite?

- Create notes from the [Post-it® Notepad](#) :  or from the note icon in the [Taskbar](#) : 
- Receive [Subscription](#) notes, from sources selected by you, that contain useful information.
- Enter thousands of characters of text and put a [picture](#) on a note.
- Include as many website links as you want in a note.
- Set an [Alarm](#)  on a note to alert you at a specific time.
- **Print**  your notes.
- Format **your** text **however** **you** like.
- Stick [Notes](#)  to your desktop, or [embed](#) them into documents.
- [Arrange your notes](#) on your desktop with a single click (that is, **Hide** them all, organize them in a **Cascading** stack, or **Show** them on top of other windows).

The Standard edition and Professional edition of Post-it® Software Notes have additional features for organizing information and sending/receiving notes from others. [Click here to find out what else you can do if you purchase Post-it® Software Notes.](#)

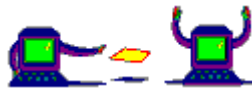
What else can I do if I purchase the Standard or Professional Edition of Post-it® Software Notes?

You can purchase the Standard or Professional edition of Post-it® Software Notes and get the following additional features:

- **Organize** your notes into Memoboards. You can create up to 50 memoboards and put up to 12 tabs on each for nearly limitless organization. If you have lots of notes on your desktop you can move them to Memoboards or move them between Memoboards. View only the Memoboards you want to see when you want to see them.



- **Send** notes using Internet mail (SMTP/POP3) or via MAPI-compliant email applications, such as, Outlook, Outlook Express or Lotus Notes



- In the Professional edition you can **Send** notes from your computer directly to the computer desktop of another user on your Local Area Network (LAN).



- **Find** your notes. Enter any text and find all of your notes that contain that text.
- Create **templates** for dispensing your notes. Have your own note style be the one dispensed from the Notepad. Also, use special purpose notes. For example, Important Message Notes are included with the Professional edition.
- Change the **color of your notes**.



- **Print** your notes to paper Post-it® Notes as well as to plain paper.
- Keep track of all of your alarms on an **Alarm List**. Also lets you **Snooze** your alarms.
- **Share** Memoboards with other people on your network (Professional edition only).
- **Cascade** your desktop and Memoboard notes in additional ways (by the first number on the note, by a date on the note, or by the note creation date).
- Get a second chance with Trashed notes. You can pull notes out of the **Trash** back onto the desktop or into a Memoboard.
- Automatically **backup** your notes to a different disk or server.
- **Customize** Post-it® Software Notes by setting up your own Preferences for Alarm sounds, display options, Trash features, default note style, backup file, and other features.
- Define **Hot Keys** to easily create notes or show all your notes while you are working in another application.

In the **Professional edition** you can also draw on your notes using a Tablet PC pen or other pen input device. On the Tablet PC you can convert your handwritten notes to text to use with other office applications. Professional edition users on Windows 2000 and Windows XP can view and edit handwritten notes, but converting handwriting to text is not available in Windows 2000 nor Windows XP.



Visit our website to learn more about the Standard and Professional editions:

<http://www.3M.com/psnotes>

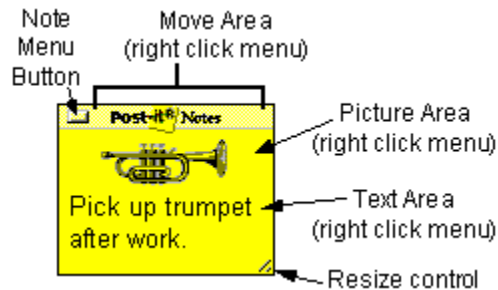
Using Notes

Creating a new note

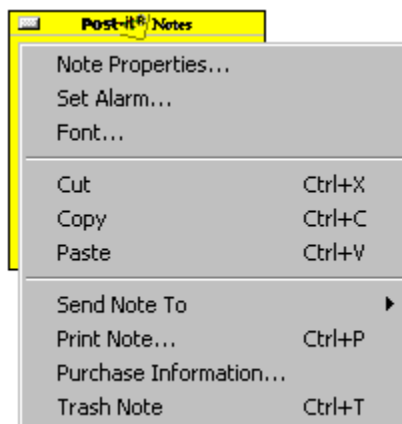


For a new note: Click on the Notepad  or on the note icon in the taskbar , then start typing.

Working with notes



- Right-click the **Move Area** of a note (or press Alt+R) for more options: Toggle size, Note colors, Minimize, Always on Top
- Right-click the **Picture Area** for [picture options](#): Execute, Cut, Copy, Paste, Properties
- Right-click the **Text Area** for text options: Cut, Copy, Paste, Font, Select All, Insert Date/Time, Trash
- To bring down the **Note Menu** click the **Note Menu Button** at the top left corner of a note (or press Alt+N):



Set note color, picture properties, etc.
Set alarm time for the note.
Set format for **SELECTED** text.

Send the note to another computer via Internet Mail.
Print the note.
Info about Standard and Office Editions.

Move a note by dragging it from the Move Area at the top of the note. Drop it anywhere on an open spot on your desktop.

Copy a note by holding the Control (Ctrl) key down when you drag the note. The original note will remain at its old location.

Resize a note by dragging its edges or dragging the **Resize Control** at the bottom right. You can

double-click the top area of a note to resize the note to just fit the text, and do it again to resize to show one line of text.

Click the **Picture Area** to open a URL or file (if it is set up as a link--see [help on pictures.](#))

Minimize a note by double-clicking the **Note Menu Button** at the top left. Click the minimized note to restore it. Right-click it to see options: Restore, Always on top, Trash.

Scrolling note contents When you can't see all the text in a note, a scroll control will appear at the bottom of the note:



- Click the arrows to scroll line by line.
- Drag the box to move the view of text up or down.
- If the insert cursor is not in view, its relative location will appear on the gray line (shown to the right of the drag box in the above example)--click at that spot to return to the insert cursor.

Rich text formatting

1. Select the text to be changed.
2. Select the **Font** item from the Note Menu or from the **Text Area** right-click menu.
3. Select the text attributes you want, then click **OK**.

Note: Except for the Tab width setting, the font attributes you set are applied **only** to the currently selected text in the note. The Tab width setting applies to the whole note.

You can also use shortcuts to change **Bold** (Ctrl+B), Underline (Ctrl+U), and *Italic* (Ctrl+I) attributes for selected text.

Printing a note

1. Select **Print Note** from the **Note Menu**.
2. Click on **Print Setup** to change the settings for your printer.
3. Click **Print** to have the note printed on plain paper. Rich text formatting will be preserved.

Shortcuts you can use when a note is active:

Alt+N	Display the Note Menu
Alt+R	Display the Top-of-Note right-click menu
Ctrl+D	Insert date/time at text cursor
Ctrl+P	Print the note
Ctrl+T	Trash the note

Sounds

You can link sounds to note actions. See [Preferences](#) for details.

See also: [Sending Notes](#), [Setting Alarms](#) , [Pictures in Notes](#)

Notepad and Taskbar Icon

The Notepad and Taskbar icon are note dispensers and notify you of alarms and received notes.



Notepad

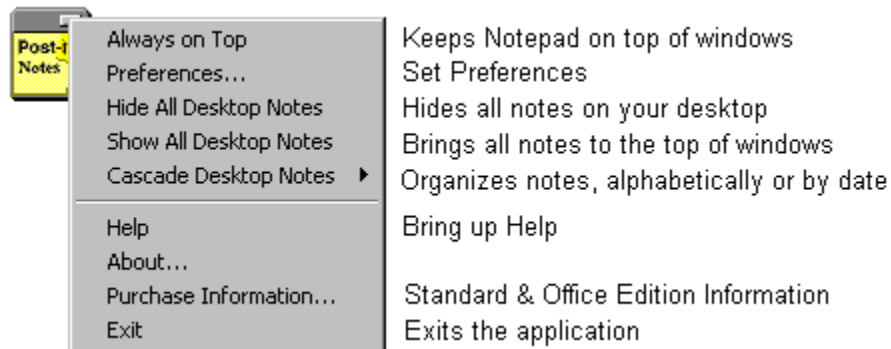
Taskbar Icon

Click on or drag a note from the yellow area to **create** a new note.

Drag from the gray area to **move** the Notepad.

Click the button at the top right of the Notepad or right-click the Taskbar icon to bring up the **Notepad Menu**.

Notepad Menu:



Choose to display the Notepad, the Taskbar icon, or both in [Preferences](#) .

Using Alarms

Setting Alarms

Select **Set Alarm...** from the note menu.

Select the date and time for the alarm to go off.

Click the **Repeat every** checkbox to specify a repeating alarm.

Responding when an alarm comes due...

When an alarm comes due, an alarm icon appears on the Notepad or in the Taskbar.



Click the red clock on the Notepad or in the taskbar



to bring up an alarming note and turn off the alarm for that note. The alarm indicator will remain visible if you have any other alarms that are still due.

Receiving Subscription Notes

Subscribing

You can subscribe to receive notes from websites that provide this service. Each of these websites will have a subscribe button to click. You will receive Subscription notes from only the websites where you have subscribed.

You can easily **subscribe to receive notes directly from 3M** telling you about new features of Post-it® Software Notes when they become available. Go to the Subscription Notes tab in [Preferences](#) and click the **Subscribe** button.

If you use a proxy server for Internet access, you must enter the address and port of the server in the **Subscription Notes** tab of [Preferences](#). Verify that you are correctly configured by clicking on the **Test Settings** button. Consult with your network administrator for the correct settings.

Removing a subscription

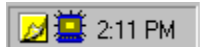
You can remove a subscription at any time by going to the application [Preferences](#) and clicking on the **Subscription Notes** tab. You can then select the subscription you want to end and click the **Remove** button. Once you click the **Remove** button, you will no longer receive notes from that source. To re-subscribe, you will need to go back to the original website and click on the subscribe button again.

Receiving a note...

The note will appear on your desktop. A notifier will appear on the Notepad or in the Taskbar.



Click the notifier on the Notepad or in the Taskbar



to expose the received note. The notifier will remain visible until you have exposed all received notes.

If the note was sent to you with the Internet Mail Message Service, a copy will also be sent to your regular email.

Other Receiving Notes Options

Select [Preferences](#) from the Notepad Menu and go to the **Sent Notes** tab:

Uncheck the **Enable sending and receiving notes** checkbox if you do not want to receive Subscription notes from others. You will not receive notes from others via Internet mail either.

Select a sound to play when you receive a note.



Sending and Receiving Notes

The **Send Note** feature allows you to send a note via Internet Mail. The note will be delivered via the recipient's email address. If the recipient is running a version of Post-it® Software Notes that has the Internet Mail Message Service installed, your note will also appear as a desktop note, with its graphics and formatting preserved. You must have access to an SMTP/POP3 Internet mail account for this Message Service to function.

The Internet Mail Message Service is a standard feature on all versions of Post-it® Software Notes 2.1.1.1050 and higher. [Standard and Professional editions](#) include additional ways to send and receive notes from other computers.

To send a note:

Before you send your first note, you must first configure Post-it® Software Notes in [Preferences](#). You must be connected to the Internet and have an email service. To learn more about how to set up your computer for sending and receiving notes, read Preferences about the Internet Mail Tab.

Once you are correctly configured, to send a note all you do is:

1. **Create and edit your note.** You must write your note *before* addressing it.
2. **Address and send your note.**

Select the hierarchical menu **Send Note To** > from the Note Menu to select a recipient.

Send Back to: (only if note was previously sent to you)

- If you are replying on a note sent from someone else, the hierarchical menu will show the **Send Back to:** option. Make sure you edit your reply message *before* selecting this option, because the note is sent immediately.

Favorites >

- If you have set up a "Favorites" group, the hierarchical menu will show **Favorites** >. Select any one person from that group and your note will be sent immediately. [Click here to find out how to create a Favorites group.](#)

Send using <default mail system>


- If you want to send the note using your default mail system. A mail message will be created in your default mail system with the text from the note and picture of the note. If the recipients are running Post-it® Software Notes they can open the .psnxml file that is attached to the message to create a note on their desktop.
- You can change your default mail system in the Internet Explorer properties under the "Programs" tab.

Others... (Send your note to someone new, or to more than one person.)

- If you want to send the note to someone not on your Favorites list, or
- If you want to send the note to a person you haven't sent to before, or
- If you want to send the note to more than one person, then

Select the **Others...** option. This brings up the **Send Note** dialog.

Send Note dialog (after selecting Send Note to: Others)

To send a note, select a name from your Personal List, or click on the **Internet Mail** tab and type in the full Internet address (e.g., jsmith@email.com). Add the address to the **Send to:** list on the right by clicking on the  button. Or, you can double click names and addresses on your Personal List to add them to the **Send to:** list. After selecting any number of recipients, click the **Send** button to send the note immediately.

[Click here to learn how to create a Personal List](#) of your often-used addresses, including groups and individuals. These addresses will appear on the **My List** tab. When you set up your Personal List, you can also create a special [Favorites](#) group of the *most* frequent addresses that you send notes to.

[Click here to learn how to set up your Internet Mail in Preferences](#) . You must know the address of your SMTP and POP3 servers.

Feedback after sending a note

After clicking the Send button, you'll get feedback if any notes could not be sent. (See [Preferences](#) for feedback options.) If the note was not delivered, you can choose to **Resend** the note at a later time.

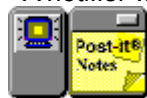
Note: You can close the **Sending to:** dialog at any time and the note will still be sent. You can also do other tasks while the dialog is up.

If there was a problem sending the note, a **Resend** button will appear on the Sending dialog. When you click **Resend**, the **Send Note** dialog will re-appear. A new dropdown menu will be available next to the **Send** button, where you can select a time between now and 24 hours from now for the note to be resent.

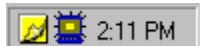
Note: Your computer must be connected to the Internet at the time the note is to be sent.

Receiving a note...

The note will appear on your desktop, and a copy will be sent to the POP3 email account listed in the Internet Mail tab of Preferences. A notifier will appear on the Notepad or in the Taskbar.



Click the notifier on the Notepad or in the Taskbar



to expose the received note. The notifier will remain visible until you have exposed all received notes.

Other Sending and Receiving Notes Options

Select [Preferences](#) from the Notepad Menu and go to the **Sent Notes** tab:

After sending: Select whether you would like to show the results of your sent note while sending, or

only when the note failed to be sent.

Check the **Insert "A note from <your name>" into sent notes** checkbox to include your name in the notes you send.

Make sure that the **Enable sending & receiving notes** checkbox is checked if you want to send notes to, or receive notes from, others.

When using Internet Mail to send notes:

- You will not be able to send notes when your email system is temporarily down or inaccessible.
- Unsuccessful email delivery and replies to your notes may be reported within your email system. Check your regular mail as you normally would for such information.
- Messages sent from Post-it® Software Notes will not be logged by your email system or put in your Outbox (sometimes called your Sent mailbox).

Internet Mail Troubleshooting

Having problems **sending** notes?

- Are you sure that your email account uses SMTP/POP3 servers?
- Are you sure that you are connected to the Internet when you try to send your note?
- Use the Return Address that is associated with your SMTP (outgoing) email server.

Having problems **receiving** notes?

- Have you entered your email address, your user name and your password correctly?
- Click on **Internet Mail** tab in **Preferences > POP3 Server Information > Check for Notes Now**.
 - If Post-it® Software Notes is unable to successfully poll your POP3 Server, you will get an error message indicating so. Try re-entering your User name and password and click **Check for Notes Now** again.

[Click here to see if there is more up-to-date information in the FAQ part of the Post-it® Software Notes website.](#)

Setting up My Personal List

Editing your Personal List: You can add people to your Personal Address List by clicking the **Edit Personal List** button at the bottom of the **Send Note** dialog. This saves you having to type their Internet mail address every time you send a note.

The **My Personal List** dialog allows you to type in an Internet address on the left side of the dialog.

Type in the full email address (such as, jsmith@email.com) and then click the  button or press Enter to add the address to your Personal List forming on the right side.

After adding names to the Personal List **you can create/edit a nickname for an address**, and you can create/edit groups of addresses that will appear under one nickname on your list. You can also create a Favorites group here (see below).

Groups

New Groups: You can create groups of recipients, by clicking on the **New Group** button on the **My Personal List** dialog. This will open the **New Group** dialog, which allows you to name the group and select people from your Personal List to copy into that group. You can also delete names from the group in this dialog.

Note: You can create a group with other groups in it.

Editing Groups. You can add more names to the group later by selecting the name of the group you want to change and clicking on the **Edit Group** button in the **My Personal List** dialog. You can also delete names from the group in this dialog.

Note: Deleting a group preserves the original My List entries for each of the members of the group; however, deleting the original entry will also remove that name from membership in any groups. For example, you might have put "Jim" (a nickname for someone on your Personal List) into your "Delbert Project Group". Later, if you delete "Jim" from the group, the original entry for "Jim" will remain in your Personal List. However, if you delete "Jim" from your Personal List, his address will also be deleted from the Delbert Project Group.

Importing another person's Personal List

You can merge another person's Personal List with yours. The personal list is saved in a file named **PSNMsgAddr** that is kept in the same folder as the application. If you have a copy of another person's PSNMsgAddr file, you can merge their addresses with yours.

On the **My Personal List** dialog, click the **Import Personal List** button. Then open the PSNMsgAddr file. Your list will now include any new addresses from the import file.

Making a Favorites Group

The **Favorites** group, once created, appears on the **Send Note to:** hierarchical menu. You can select any one from this group to send your note to, without having to go to the **Send Note** dialog.

Once you have one or more names in your Personal List, select any of them and click on the **Add to Favorites** button. A new group will appear in your **Personal List**, called **Favorites**.

You can add and delete names from your Favorites list by selecting the Favorites Group and pressing the **Edit Group** button. Select a name in the Group List and press **Remove** to remove the name from the Favorites or select a name from the Personal List and press the **>>>** button to add the name to the Favorites group.

Pictures in Notes

Putting pictures in notes

There are several ways to put a picture (*.bmp, *.dib, or *.jpg formats) at the top of a note:

- Drag and drop a picture from another application onto a note.
- Drag and drop a picture file icon onto a note.
- Select a note, then Paste a previously copied picture from the clipboard.
- Click the **Select Picture** button from the **Picture** tab in Note Properties.

Notes: The picture will be clipped to fit into the note. Only 1 picture can be placed in a note, and it will always be at the top of the note.

Setting picture properties

Select Properties from the Note Menu and go to the **Picture** tab (or right-click on a picture in a note):
Click the **Select picture...** button to insert a new picture from a file.

Click the **Clear picture** button to remove the picture from the note.

If you wish, you can enter either a URL (website address) to go to, or a command line to run, when the picture is double-clicked.

--Make sure to include the complete URL: **http://www.3M.com** is OK but **www.3M.com** is not.

--Or you can use the **Browse** button to find a file to run.

If you type in a path, put quote characters at the beginning and end. For example: "C:\My Folder\runthisfile.exe"

Enter a short **Tooltip** to display when the mouse is over the picture.

Select a **Picture transparency** option. You can display all colors in the picture, treat white as transparent, or treat the color at the upper left corner of the picture as transparent.

Select **Alignment** of the picture on the note (left, center, right).

Embedding Notes in Documents

You can embed notes into a document in applications that accept OLE objects. This includes many popular applications designed for use in Windows®.

To embed a note

Drag a note into a document or use an Insert Object menu item, if available. (Note: Alarms are not available on embedded notes.)

To edit an embedded note

To edit an embedded note, first double-click it. Then you can modify the text or picture. When you are done editing the note, click anywhere off the note and it will be deactivated.

To move an embedded note, first **select** the deactivated note, **drag** it to a new location, and then **drop** it. You cannot move an embedded note while it is activated. (Some applications may require you to Cut or Copy the selection and then Paste it where you want it.)

You can drag the note to another location within your document, into another OLE compliant document, or drop it on the Notepad to move it to your desktop.

If you drop an embedded note directly onto the Desktop it will appear as a Windows Scrap icon. If you double-click the Scrap icon, it will turn into a regular desktop note.

You cannot "Trash" an activated embedded note. You can delete it from a document by selecting the deactivated note and using the standard "cut" function for the document application.

Note: Under some circumstances in Microsoft® Word 97, an embedded note may disappear if you press multiple keys or type very quickly into the note. This only occurs on notes that are in the text layer of the document. To assure that this does not occur, set your notes to float above the text. Select the note, then select **Object** from the Word 97 **Format** menu. (Or right-click the note and select **Format Object**.) In the **Position** tab of the Format dialog, check **Float over text**. You can also select this when you create a new note from the **Insert Object** menu item.

Preferences

Click the [Notepad](#) button or right-click the [Taskbar icon](#) and select the **Preferences...** item.

General tab:



Your name: This name will appear at the top of your sent notes when using the Send Note feature.

Notepad display: Choose how you want the notepad displayed: On the desktop and/or on the task bar.

Purchase Information: This button will connect you to our website to learn more about the Standard and Professional editions: <http://www.3m.com/psnotes>. Your computer must be connected to the Internet.

Sounds : You can play sounds for several note actions (e.g., new note, trash, etc.) by using the Windows Sounds control panel. Click on the **Select Sounds** button to open the Windows Sounds Control Panel. Scroll down the Events list until you see Post-it® Software Notes area. You can then link a sound to any of the listed events.

Sent Notes tab:



Receiving Notes

Make sure the box **Enable sending and receiving notes** is checked to send to or receive notes from others.

Play sound: Select a sound to play when you receive a note. If you have a sound card, you can select any .wav file to play. Other system sounds are available if you do not have a sound card.



Sending Notes

After sending: You can choose to see full feedback while the note is being delivered, or to see feedback only if one or more of the recipients cannot receive your note (it may take a minute or two before the dialog will appear).

Check the **Insert** (your name) box to have your name (as entered in the Your name: box on the **General** tab) inserted into all notes you send to others. It will appear as "A note from Jane Doe" at the top of each note.

If you would like to send notes using your default mail client, such as Outlook or Lotus Notes, check the box to include your default mail client on the note's "Send To..." menu. When you select your default mail client from the note menu a mail message will be created with the text from the note and a picture of the note. The mail message is then passed to your mail program where you can add more text, attachments and addresses. Recipients will see this note in their inbox and if the recipients are running Post-it® Software Notes they can open a file attached to the message to create a Post-it® Note on their desktop.

Subscription Notes tab:

When you subscribe to receive Subscription Notes from a website, the source of the subscription will be added to the list. You can remove a source by selecting it and clicking the **Remove Site** button below the list. Once you click the **Remove** button, you will no longer receive notes from that source. To re-

subscribe, you will need to go back to the original website and click on the subscribe button again.

The source (the URL) of each subscription website is available by clicking on the **Subscription Info** button, as well as information about how long it has been since you last received a note from that source. You can also check to see if there is new information on that subscription website by pressing the **Check for Notes Now** button.

Subscribe to the 3M Post-it® Software Notes site to receive news about updates on the product.

Click on the **Test Settings** button to see if Post-it® Software Notes is correctly configured to get subscription notes. After clicking on the button, you will see a test dialog indicating that your computer is attempting to connect to the Post-it® Messenger Server. If you have the correct configuration, you will receive a note; if not, an error message will be displayed in the dialog box.

If you would like to import a list of subscriptions from another computer, click on the **Import** button. The list is saved in a file called "Subscription" in the PSN2Lite directory of your computer.

If you use a proxy server for Internet access, you must enter the address and port of the server. Consult with your network administrator for the correct settings. (If your default browser is Internet Explorer, select "Always use proxy settings from Internet Explorer". In most cases this will provide the correct settings.)

Internet Mail tab:

Notes sent via Internet Mail depend upon email servers for delivery. The Internet Mail Message Service requires that you be connected to the Internet and that you have an email service that uses an SMTP server to send your outgoing email, and a POP3 server to receive and deliver your incoming email to you. The **Internet Mail** tab is where you identify the mail servers that handle your outgoing and incoming email messages.

Sending Internet Mail. Type in the name of the **SMTP Server** your email account uses (this is the server that directs your outgoing email—the email that you are sending). Sometimes it is the same as your incoming mail server. You may be able to find the name of this server in your email application (look in Preferences, Tools, or Accounts) or ask your email administrator.

Type in your **Return Address**, that is, the email address associated with your SMTP Server. This is how you will be identified by the recipient's email service.

You can enter a title that will always appear as the "**Subject**" line in the email message. (e.g., "Post-it® Notes Mail Message").

Some SMTP servers require you to **login** before sending mail. You can set up the login options, user name and password.

Receiving Internet Mail. In order to receive notes that are sent to you via Internet Mail, you will need to enter the name of the **POP3 Server** your email service uses (this is the server that routes incoming messages to you). Sometimes it is the same as your outgoing mail server. You may be able to find the name of this server in the preferences of your email program, or ask your email administrator. Your **POP3 User** name is usually the part of your email address before the @ sign, and your **POP3 Password** is the password you use to access your email at that address.

The **Polling Interval** sets the frequency at which the software will check to see if you have any incoming Post-it® Software Notes.

Be sure to test that your POP3 server information is set up as required. Click on **POP3 Server Information**. The dialog window will indicate when you last received a note successfully from that POP3 server, and when you last checked for notes from that server. Click on the button **Check for notes now** to confirm that you have entered your correct user name and password for your POP3 account. If you get an error, try typing in your User name or password again and check again. You will not need to re-type the information on the Internet Mail tab; anything you type into the Checking for notes dialog will be copied back to it.

[Click here to learn how about Sending Notes once you have your Internet Mail Preferences configured.](#)

Frequently Asked Questions

Where can I download the latest updates to Post-it® Software Notes? You can download the latest updates from our website. Go to <http://www.3M.com/psnotes>.

Can I install the program on more than one computer? Yes, you may install the Lite version on as many computers as you please.

How much text can I fit in a note? A note can hold about 32,000 characters regardless of font size, style, etc.

How large of a picture can I add to a note?

You can add any size picture to the note. However, any image information beyond 350 pixels from the left edge will be cropped from the note.

Can I remove the Notepad from the desktop? Yes, from the Preferences window. Right-click on the taskbar Notepad and choose **Preferences...** from the menu. If you choose **Taskbar notification only** it will hide the desktop Notepad.

How can I make the program not start up automatically when I start Windows? Remove the Post-it® Software Notes Lite shortcut from your StartUp folder. (Right-click the Start button and select Explore. Open the Programs folder, then open the StartUp folder.) Remember that notes will not alert you about alarms and you will not receive subscription notes if the application is not running.

How do I save my notes? Notes are saved automatically--you don't have to do anything. (Notes can also be manually or automatically saved to a backup file in the Standard or Professional version of Post-it® Software Notes.)

Can I attach notes to documents? Yes, you can embed notes into any document that accepts OLE objects. Embedding a note means that it stays with the document when the document is printed, and it displays whenever the document is open. You can also send a document with an embedded note, and your note can be read even by someone who doesn't have Post-it® Software Notes installed.

Can I change the default font and settings for new notes? No, this is not available in the Lite edition. You can create note templates in the Standard and Professional editions.

I have lots of notes on my desktop--how can I make them take up less desktop space? There are two ways to clear up your desktop of notes: you can **Minimize** or **Hide** your notes. Minimize a note by double-clicking the Note button at the top left corner of the note. You can also select the **Minimize** option from the Top-of-Note right-click menu. Click the minimized note to restore it. Right-click it to see options: Restore, Always on top, Trash.

Hide all of your notes in one command by selecting the **Hide All Desktop Notes** option from the Notepad right-click menu, and restore them either by clicking on the Notepad icon (as if for a new note) or by selecting **Restore Desktop Notes** from the Notepad right-click menu.

With a purchased version of Post-it® Software Notes you can organize your notes in Memoboards and display them only when you want to see them.

Can I organize my desktop notes? Yes. Click on the Notepad button or right-click the Notepad icon on the Taskbar and choose the **Cascade Desktop Notes** menu item. You can organize your notes either alphabetically (by the first letter in the note) or by the modification date of the note. Other ways of sorting notes are available in the Standard and Professional editions of Post-it® Software Notes.

When I use a note near the bottom of my screen, the bottom of the note can auto-grow below the screen. How can I resize it smaller without having to move the note up? Double-click the move area (top area) of the note a couple of times. (The first time will size the note to fit the text, the second time will make the note about one line high.)

How do I uninstall Post-it® Software Notes? First exit the application from the Notepad button menu. Then go to the Windows Add/Remove Programs control panel. Select Post-it® Software Notes Lite and click the Add/Remove button.

I can't find the answer to my question. Who can I ask? You can go to our website at <http://www.3M.com/psnotes> or send us a note by filling out the form at <http://www.3m.com/psncontact> for further assistance.

Questions about Note Subscriptions

How do I check that my subscription is working? Go to the Subscription Notes tab on the Preferences menu. Select the site that you are curious about and click on the **Subscription Info** button. The **Check for notes now** button will attempt to get you a note; if the server is not available, you will get an error message.

How do I unsubscribe from a subscription website? There are two ways. One way is to go to the **Subscription Notes** tab on the [Preferences](#) menu. There, select the site you would like to remove, and click on the **Remove Site** button. You can also unsubscribe directly from a received Subscription Note: Select the **Unsubscribe** item from the **Send note to >** hierarchical menu on the note menu.

How do I receive subscription notes when I access the Internet through a proxy server? If you use a proxy server for Internet access, you must enter the address and port of the server in the **Subscription Notes** tab of [Preferences](#). Verify that you are correctly configured by clicking on the **Test Settings** button. Consult with your network administrator for the correct settings. (If your default browser is Internet Explorer, select "Always use proxy settings from Internet Explorer". In most cases this will provide the correct settings.)

General Questions about Sending and Receiving Notes

What's the difference between my Personal List and my Favorites group? You create a **Personal List** of computers or people to send to, so that you don't have to type their email address every time you want to send a note. Your **Favorites** group is for the small number of people to whom you send notes often. The Favorites list appears directly on the **Send to...** note menu item. It is not necessary to create either a Personal List or a Favorites Group.

How do I set up my Personal List? You set up your Personal List by first selecting **Send Note To > Others...** on a note. Then click on the Edit Personal List button at the bottom. Type in the email address and then click on the >>> button to add that name to your Personal List.

How do I set up my Favorites Group? You assign names to Favorites while editing names in your Personal List. First, select **Send Note To > Others...** Then click on the Edit Personal List button. Select a name from the Personal List on the right (*to add a name to the Personal List, see the previous question about setting up your Personal List*). Then click on the **Add to Favorites** button. Now that name should appear in the **Send Note To > Favorites >** menu

Questions about Sending and Receiving Notes via Internet Mail

How do I set up my Internet Mail preferences? You'll need to find out what your email SMTP and

POP3 servers are named, and enter those names in your Preferences, on the Internet Mail tab. The SMTP server is used to route the email (or Post-it® Software Notes) you send, and the POP3 server is used to deliver any email (or Post-it® Software Notes) that you receive.

The Internet Mail tab of Preferences is divided into two sections, one about Sending notes via Internet Mail and the other about Receiving notes via Internet Mail.

Sending Internet Mail. Type in the name of the **SMTP Server** your email account uses (this is the server that directs your outgoing email—the email that you are sending). Sometimes it is the same as your incoming mail server. You may be able to find the name of this server in your email application (look in Preferences, Tools, or Accounts) or ask your email administrator.

Type in your **Return Address**, that is, the email address associated with your SMTP Server. This is how you will be identified by the recipient's email service.

You can enter a title that will always appear as the "Subject" line in the email message. (e.g., "Post-it® Notes Mail Message").

Receiving Internet Mail. In order to receive notes that are sent to you via Internet Mail, you will need to enter the name of the **POP3 Server** your email service uses (this is the server that routes incoming messages to you). Sometimes it is the same as your outgoing mail server. You may be able to find the name of this server in the preferences of your email program, or ask your email administrator. Your **POP3 User** name is usually the part of your email address before the @ sign, and your **POP3 Password** is the password you use to access your email at that address.

The **Polling Interval** sets the frequency at which the software will check to see if you have any incoming Post-it® Software Notes.

What are "SMTP" and "POP3"? SMTP stands for "Simple Mail Transfer Protocol", and is a set of rules generally used for sending email messages between servers on the Internet. POP3 stands for "Post Office Protocol 3", and is a set of rules that allows users to save messages in a server mailbox and download them periodically from the server. In other words, users typically use a program (like Outlook Express or Eudora) that uses SMTP for sending email and POP3 for receiving email from the mail server(s). For a user, the server used for SMTP may or may not be the same as the server used for POP3. This will vary between email service providers.

I use Hotmail for my email service. Can I send and receive Post-it® Software Notes? Hotmail is not currently compatible with SMTP/POP3 email programs. That means that you cannot send or receive desktop notes, but you can receive them from others as HTML-formatted notes in your Hotmail Inbox. You will also receive the note as a .jpg attachment.

I use AOL for my email service. Can I send and receive Post-it® Software Notes? AOL is not currently compatible with SMTP/POP3 email programs. That means that you cannot send or receive desktop notes, but you can receive them from others. A picture of the note will appear as an attachment to the email.

I use Yahoo for my email service. Can I send and receive Post-it® Software Notes? Yahoo can be configured to use SMTP/POP3 access, so you can send and receive notes on your desktop. Go to your Yahoo Mail Options, and look for the section on "POP Access & Forwarding" in Mail Management. Choose to have "Web and POP access".

You will also receive notes in your Yahoo email inbox; both the text of the note and a .jpg attachment of the note as a graphic. If you access your Yahoo mail via an email client program (e.g., Eudora, Outlook), the note will appear as a graphic in the body of the email.

Why do I receive notes both on my desktop and in my email inbox? When someone sends you a Post-it® Software Note via Internet Mail, the note itself is sent to your email address. While Post-it® Software Notes will check your inbox periodically for received notes, it will not delete them from the POP3 mail server. Therefore, when your email program downloads your messages from the server, you will receive these Post-it® Software Notes as a standard email, as well. You may delete these email messages as you would any other email message.

Why do I get notes in my email account but not on my desktop? First, you must be sure you are running a version of Post-it® Software Notes - Lite that is version 2.1.1.1050 or higher. Then you must verify that you have the proper POP3 settings under the Internet Mail tab in Preferences.

Because of the default settings in most email programs, when you download your email messages from a POP3 mail server, the email program will immediately delete the messages off of the server once they have been downloaded. If this occurs before Post-it® Software Notes has an opportunity to scan the server for any incoming notes, it will be unable to download them and display them on the desktop. To avoid this, you can set your email program to allow messages to remain on the server for 1 day (or more) after being read. This will allow more than adequate time for Post-it® Software Notes to find the notes and place them on your desktop.

Why am I getting an error when I send a note through Internet Mail? First, make sure that you are connected to the Internet when you try to send your note. Second, make sure your settings are correct for sending notes via [Internet Mail, in Preferences](#) (that is, make sure you have entered the correct address for your email service's SMTP server). Third, make sure that you have entered a return address on the Internet Mail tab in Preferences, and that it matches the SMTP server you have entered. Some email services require a return address that uses their own SMTP server as a way to reduce unsolicited email (junk mail, or "spam") for their customers.

You can try to send yourself an email through your usual email application to verify that your email server is running. If you don't know your SMTP server address, you may be able to find it in your email application (e.g., Eudora, Outlook). Look for the properties of your email account (for example, in Tools, Accounts, Options), or contact your email service provider.

What happens if the person I'm sending a note to does not have PSN, or doesn't have a POP3 server?

Because you are sending the notes via Internet Mail, the note will arrive as text in the person's email inbox. Depending upon the kind of email service and software the recipient uses, the note may also appear as an attachment (complete with the graphics and rich text formatting), or as an HTML-formatted note.

