How To:

Introducing Corel Sticky Note

Corel Sticky Note is an electronic notepad that includes bitmapped imaging.

Sticky Note allows you to insert notes and bitmapped images into any program that supports Object Linking and Embedding (OLE). Use a Sticky Note when you want to leave yourself a reminder, note a change in a document, or place a comment into a program. Add one of the bitmapped images provided with Sticky Note, or include your own bitmapped image to customize your Sticky Note.

You can access Sticky Note from the Edit menu in CorelDRAW 6 or insert a Sticky Note as an object in most other programs.

To insert a Sticky Note into your program

1. Place the insertion point where you want to insert a <u>Sticky Note</u>.
2. Click Insert, Object.
3. Choose Corel Sticky Note from the Object Type List.
4. Click OK.

5. Enter your text.
6. Click File, Update Document.
7. Click File, Exit and Return to Document.

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{button ,AL(`proc_edit_note;;',0,"proc4 ",)} <u>**Related Topics**</u>

To edit your Sticky Note

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Make any changes to your Sticky Note.
3. Click File, Update Document.
4. Click File, Exit and Return to Document.

Note

- To save the current Sticky Note's settings as your default Sticky Note, click File, Save As Default Settings. Then click File, Exit and Return to Document. The next time you insert a Sticky Note into an application, the Sticky Note settings (the text, colors and size), will appear in the main Sticky Note window.

To resize your Sticky Note

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Click Edit, Change Note Size.
3. Enter a new width.
4. Enter a new height.
5. Click OK.
6. Click File, Update Document.
7. Click File, Exit and Return to Document.

Tip

- You can also resize the Sticky Note using the sizing handles.

To resize the main Sticky Note window

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Click View, Adjust Window.
3. Click File, Update Document.
4. Click File, Exit and Return to Document.

Tips

- It's a good idea to resize the main Sticky Note window after each resizing of the Sticky Note.
- You can display the Adjust Window command by right clicking the image when you're in the main Sticky Note window.

To change the picture in your Sticky Note

1. Double click the Sticky Note to open the main Sticky Note window.
2. Click Edit, Change Note Picture.
3. Choose a picture from the dialog box.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

Tips

▪ You can display the Change Sticky Note Picture command by right clicking the image when you're in the main Sticky Note window.

▪ Use the browse key to locate bitmapped images in different directories.

To save your Sticky Note as a default

1. Click File, Save as Default Settings.

2. Click File, Exit and Return to Document.

Note

■   This saves your current Sticky Note as your default Sticky Note. Each Time you insert a new Sticky Note, the saved Sticky Note will appear in the Main Sticky Note window.

To change the header text color

1. Double-click the Sticky Note to open the <u>main Sticky Note window</u>.
2. Click Color, Header Text.
3. Choose a color.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

Note
- To see a change in header text color, you must have text in the Sticky Note header.

To change the header text font

1. Double click the Sticky Note to open the main Sticky Note window.
2. Click Font, Header Text.
3. Choose a font, style and size.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

To change the body text color

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Click Color, Body Text.
3. Choose a Color.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

Note
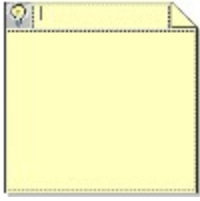- To see a change in body text color you must have text in the body of the Sticky Note.

To change the body text font

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Click Font, Body Text.
3. Choose a font, style and size.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

To change the paper color

1. Double-click the Sticky Note to open the main Sticky Note window.
2. Click Color, Paper.
3. Choose a color.
4. Click OK.
5. Click File, Update Document.
6. Click File, Exit and Return to Document.

Corel Sticky Note

Main Sticky Note Window