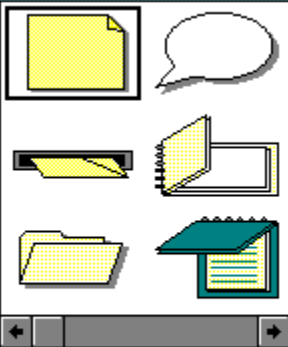




## Creating a note

Note-It lets you add a pop-up note to any Windows document that supports embedded objects. Once the note is in your document, you can open and read the note, move the note, copy the note, change the size of the note picture, or delete the note. This topic explains how to create a note. You can learn about working with a note inside your document by clicking here: [Working with notes in a document](#)

**Choose a picture:**

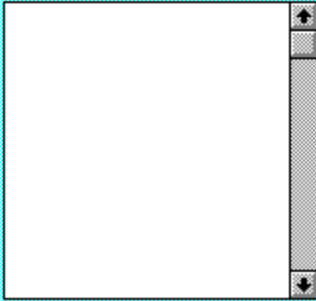


Choose a picture to represent your note within your document. Click the scroll arrows below the pictures to see more choices. When you find the picture you want, click it.

**Type a caption here:**

Type a caption to appear below your note picture in the document.

**Type your note here:**



Type the text of the note in this box. You can cut, copy, and paste within the note using the following keys:

Cut      CTRL+X  
Copy     CTRL+C  
Paste    CTRL+V

You can type about 25 lines. Each line can be up to 40 characters wide.

Would you like text:

Big     Small

Choose the size of the note text by choosing the appropriate button.

**OK**      Confirms all your choices and closes Note-It.

**Cancel**    Cancels the choices you made and closes Note-It.

**Help**      Opens Note-It Help.



## **Working with notes in a document**

Move the pointer to the topic you want to read, and then click and hold down the mouse button until you have finished reading. To return to topic "Creating a note," choose the Back button above.

To read a note in a document

To change the size of a note picture in a document

To change a note in a document

To delete a note in a document

To move a note in a document

To copy a note in a document

To print or not print a note



### **To read a note**

- ▶ Double-click the note picture, and when you are finished reading, click the mouse button or press any key to close the note.

### **To print or not print a note picture in a document**

- ▶ When you print a Windows document, any note pictures in your document also print. To print the document without the note pictures, format the notes as hidden text (if available), delete the pictures, or make a duplicate of the document and delete the pictures from the duplicate before printing it.

### **To change the size of a note picture**

- ▶ If your application has a method for changing the size of a picture or object, use the same method to change the size of the note picture.

### **To change a note**

➤ From the Edit menu of the document containing the note, choose MS Note-It Object. If given the choice between Edit and Read, choose Edit. Make the changes you want, and then choose the OK button.

The changes are made to your note and it is updated in your document.

### **To delete a note**

- ▶ In the document, select the note picture, and then press DEL.

### **To move a note**

- ▶ In the document, select the note picture, and then use whatever method your application provides to move the note picture.



### **To copy a note**

- ▶ In the document, select the note picture and then use whatever method your application provides to copy the note picture.



