Welcome to Post-it® Software Notes (Version 2.0)
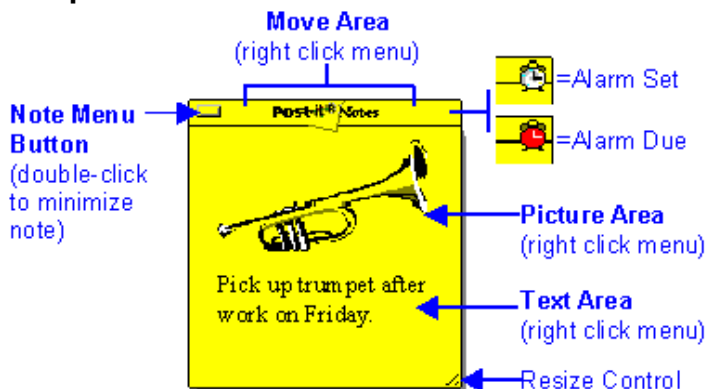
Getting Started with Post-it Software Notes

For a new note, click on a dispenser, then start typing.

Dispensers:

The parts of a note:

Click Note Menu Button (top left corner of note) to see most important note features.
Use right click over different parts of notes for more features.
Move a note by dragging it from its Move Area (at the top of the note).

The Notepad (desktop dispenser):

Move the Notepad by dragging it from the top (gray) area.

(Right click the taskbar dispenser to see the tools.)

Other Features

See the on-line help for information on:
--Organizing your notes in Memoboards.
--Putting notes on other people's desktops.
--Setting alarms on notes.
--Finding notes.
--Printing notes.
--Sharing memoboards with others.

What's new in Version 2?

More text allowed in notes (thousands of characters).

Rich Text Editing: Format *your* <u>text</u> however YOU like.

Give Notes: Send notes from your computer directly to another. (Office Edition only.)

More Note Colors.

Share memoboards with others. (Office Edition only.)

Put Tabs on Memoboards for better note organizing.

Put a Picture on a note.

Special Purpose Notes: Important Message notes are included with Version 2.
Additional special purpose notes will be available later.

Note Templates: Design and dispense notes how you want them.

(See the on-line Help for complete descriptions of these features.)

Shortcut changes for Version 1.5 users:
--The shortcut for emailing a note has been changed from Ctrl+S to Ctrl+E.
--The shortcut for opening the Alarm List has changed from Ctrl+A to Ctrl+L.

Embedding notes:
After Post-it Software Notes is running, please open the file named **Readme2.doc** which is located in folder the application was installed in. This will explain and provide examples of notes embedded in documents.

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.

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