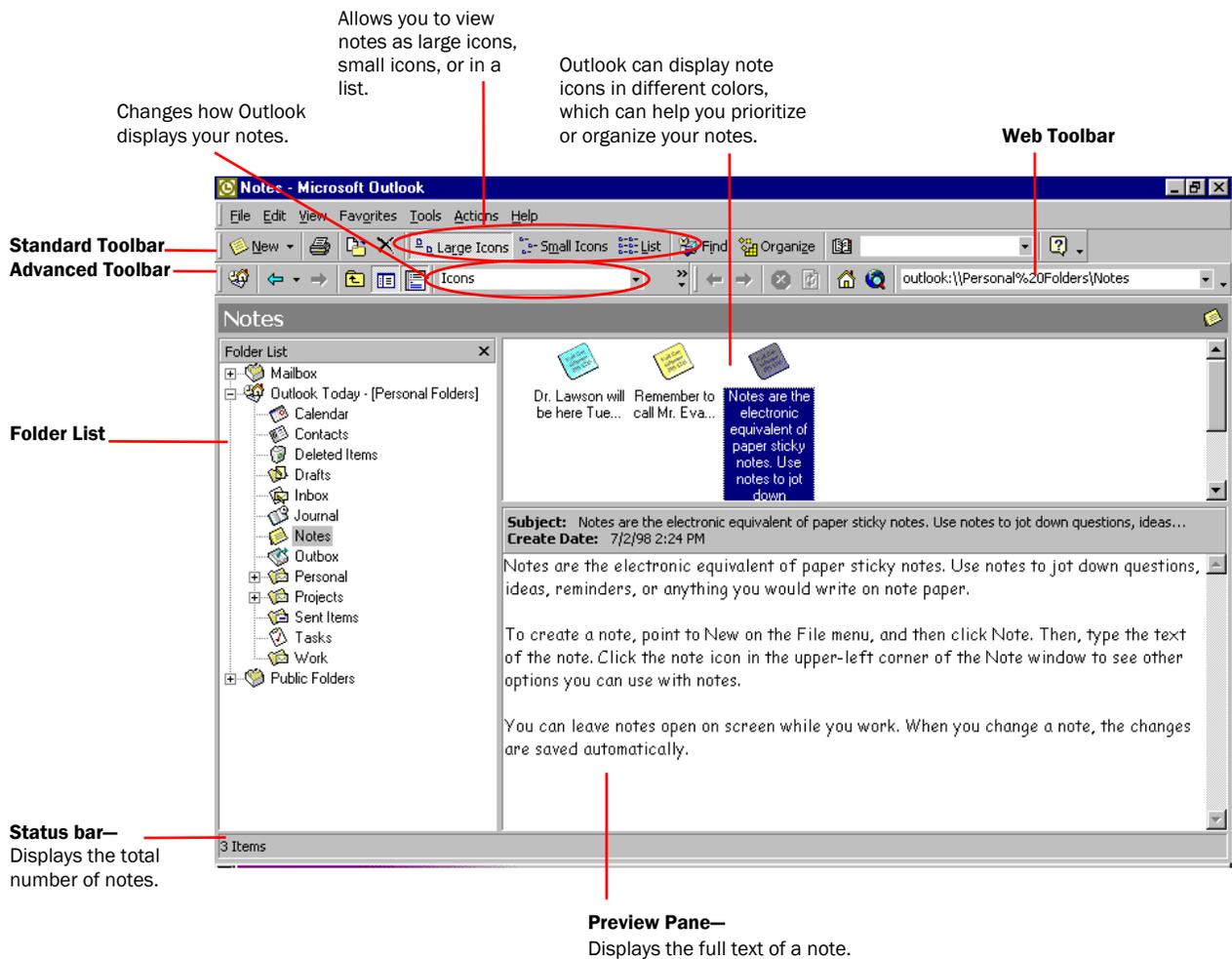


Exploring Notes

Notes are the electronic equivalent of paper sticky notes. Use notes to jot down questions, ideas, reminders, and anything you would write on note paper. Notes are also useful for storing bits of information you may need later, such as directions or text you want to reuse in other items or documents.



You can leave notes open on the screen while you work. When you change a note, the changes are saved automatically.

To create a note

1. On the **File** menu, point to **New** and then click **Note**.
2. Type the text of the note.
3. To close the note, click the note icon in the upper-left corner of the Note window and then click **Close**.

To open a note

4. Click **Notes** .
5. Select the notes you want to open. You can select multiple notes by pressing the Shift key and then clicking the notes you want to open.
6. On the **File** menu, point to **Open**, and then click **Selected Items**.