

# Sticky Notes

The original Sticky Notes or Post-it notes are a little square of paper, (usually yellow and created by 3M) that had a sticky strip allowing you to jot down a note and stick it anywhere on a hard surface as a reminder.



There are "electronic" versions that do the same thing on your screen. One simple version appears in Windows but you can get more advanced versions, with more options, on-line.

At the time of writing this article there were **379** results for "free Sticky Notes" in **CNET's Download.com**. Here is a quick overview of Microsoft's version.



## Microsoft Sticky Notes

*From Microsoft's help page ....*

You can use Sticky Notes to write a to-do list, jot down a phone number, or anything else that you'd use a pad of paper for.

Sticky Notes can be used with either a [Tablet PC](#) and [tablet pen](#), or with a standard keyboard.

### *To create a new sticky note*

- From the **Start** button (on the Taskbar), choose **All Programs**.
- Select the **Accessories** folder and choose **Sticky Notes** from the list.

### *To create additional notes,*

Do one of the following;

- Click the **New Note** button ①.
- Use the keyboard shortcut **Ctrl N**.

### *To type a note,*

- Click where you want the text to appear, and then start typing.
- To write a note using a tablet pen, start writing on the note where you want the ink to appear.

### *To resize notes,*

- Drag an edge or corner of the note to change the size.

### *To delete a sticky note*

Do one of the following;

- Click the **Delete Note** button ② and click **Yes**.
- Use the keyboard shortcut **Ctrl D**.

**Note:** Sticky Notes close if you delete all of your notes.

### *To change the colour of a sticky note*

- Right-click anywhere on the note and choose a colour.

### *To format text in a sticky note*

To format text, or add bullets for a list, select the text and use these keyboard shortcuts.

If you want to change the font of the text, copy the text to an editor like Word, change the font, copy again from Word and paste in Sticky Notes. Sticky Notes will preserve all the formatting.



Format	Keyboard shortcut
Bold text	<b>Ctrl B</b>
Italic text	<b>Ctrl I</b>
Underlined text	<b>Ctrl U</b>
Strikethrough	<b>Ctrl T</b>
Bulleted or Numbered list	<b>Ctrl Shift L</b>