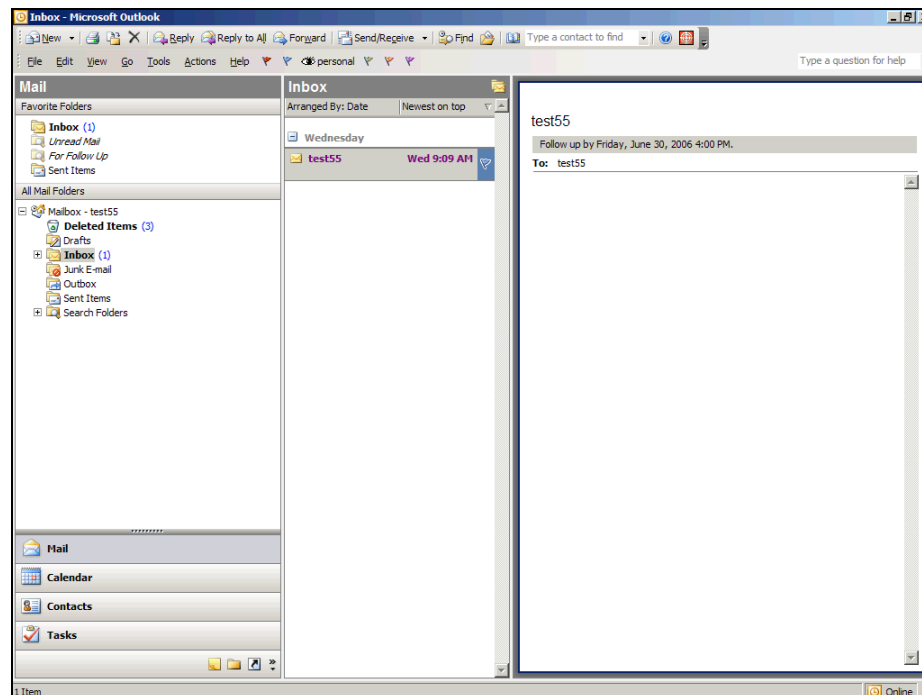


Notes

Organizing Notes

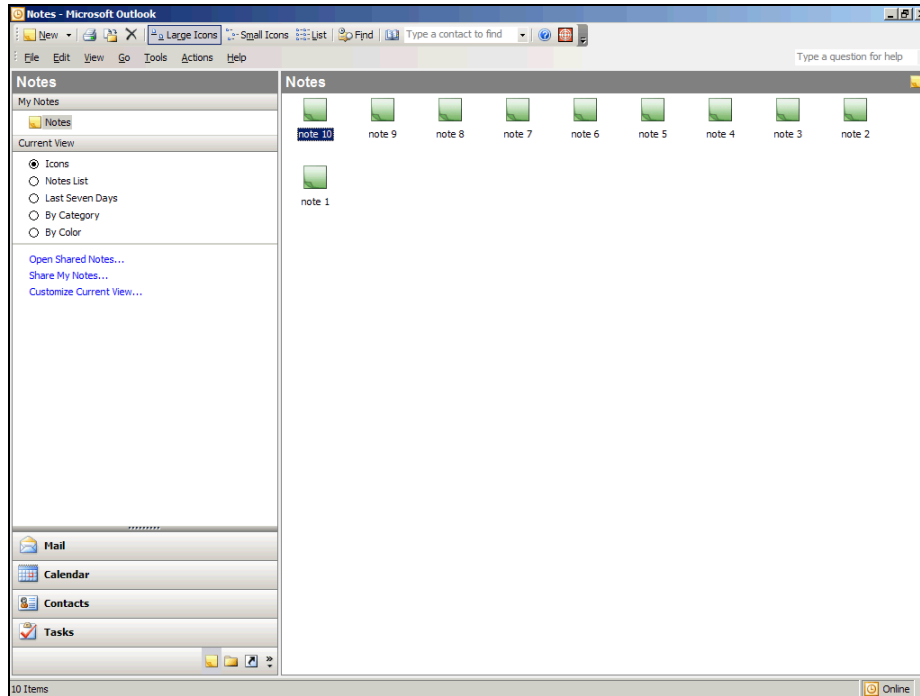
Procedure

One way to organize notes is to use colors.



- | Step | Action |
|------|--------------------------------|
| 1. | Click the Notes button. |

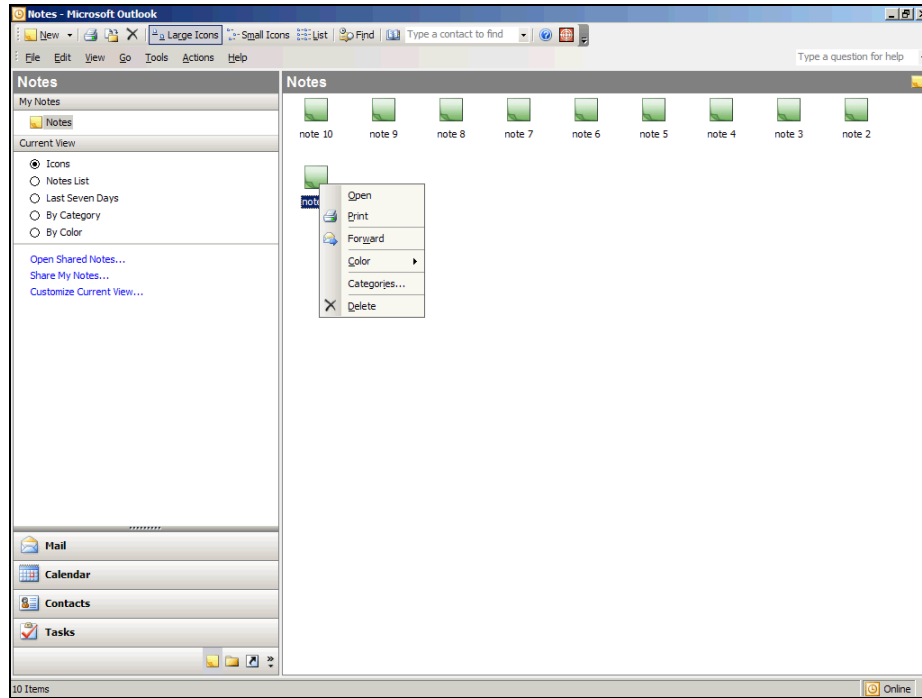




Step	Action
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2. Right-click on a Note to select it.

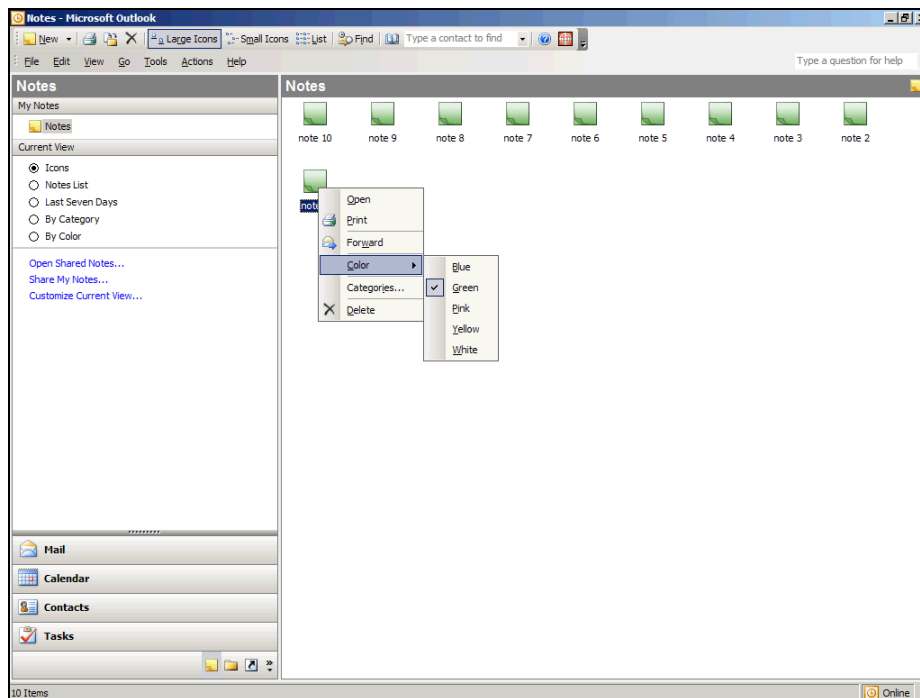




Step	Action
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3. Select **Color** from the list.

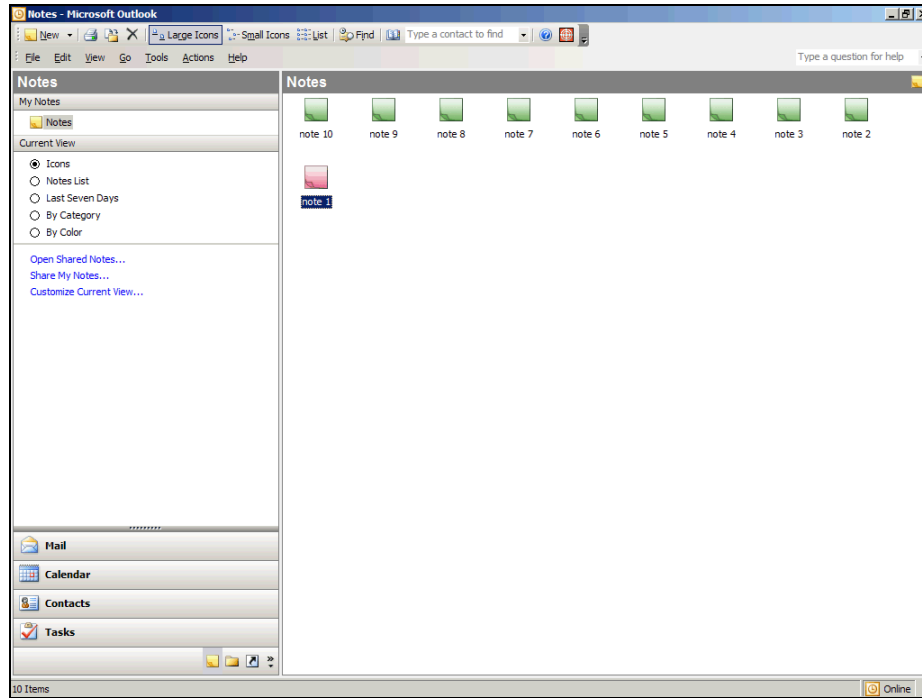




Step	Action
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- | | |
|----|-------------------------------|
| 4. | Select a color from the list. |
|----|-------------------------------|



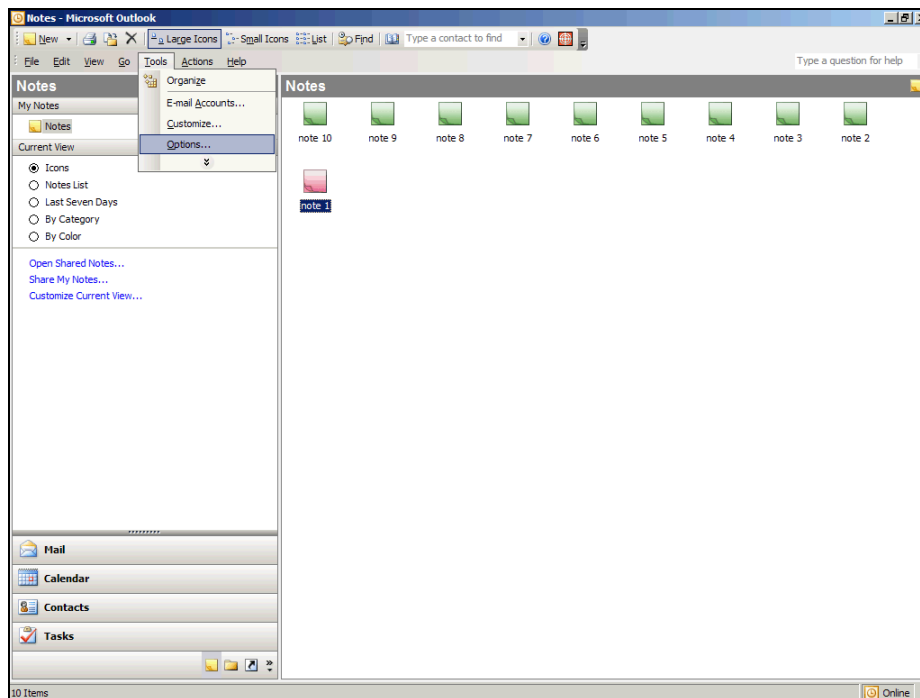


Step	Action
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5. Notice Note 1 is now **Pink**. To begin changing all colors to the same color select

Tools

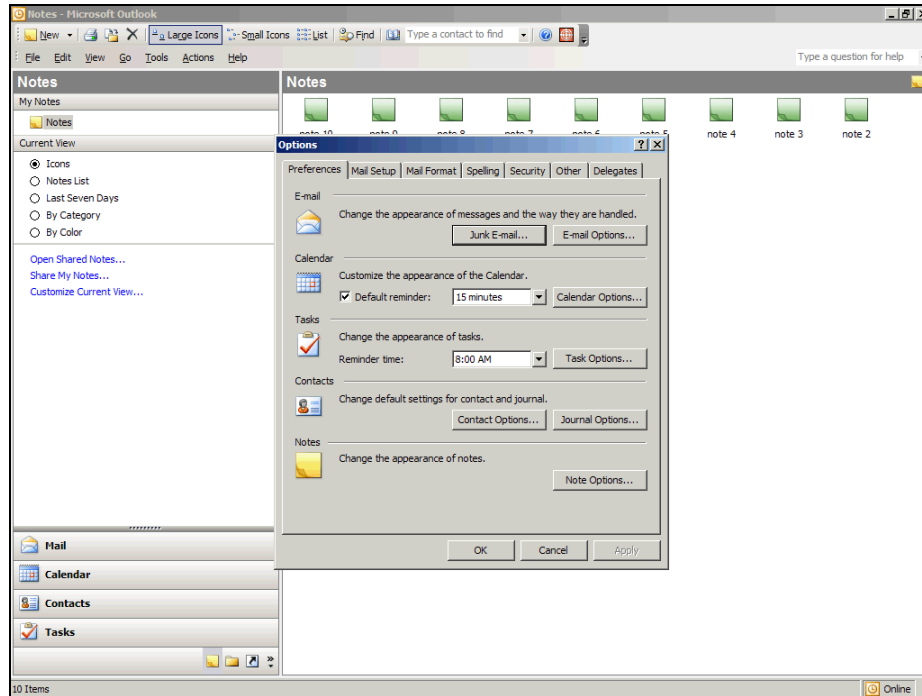




Step	Action
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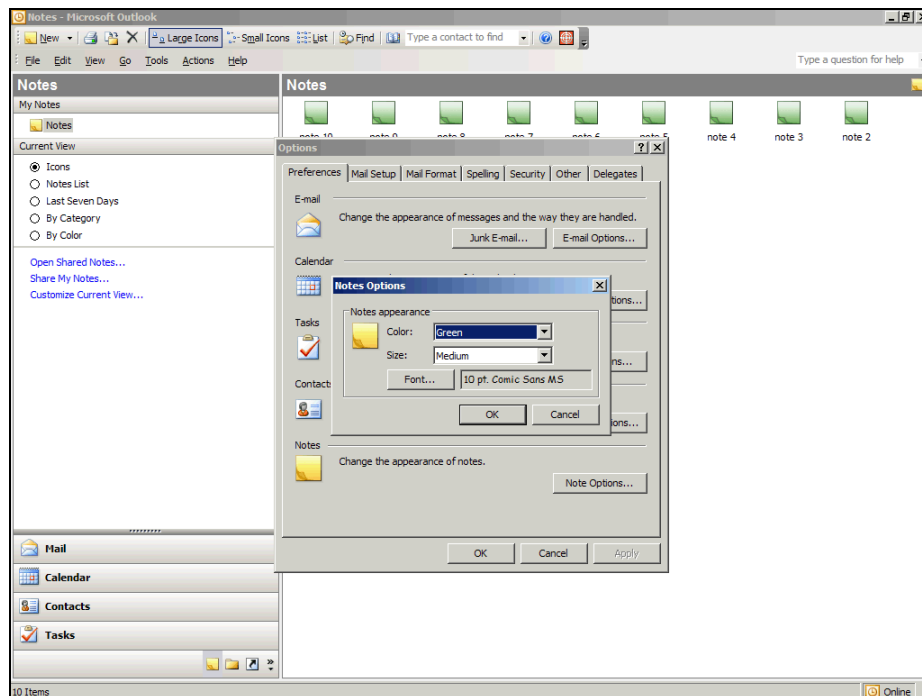
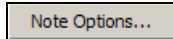
- | | |
|----|-------------------------|
| 6. | Select Options . |
|----|-------------------------|





Step Action

- Click the **Note Options...** button.



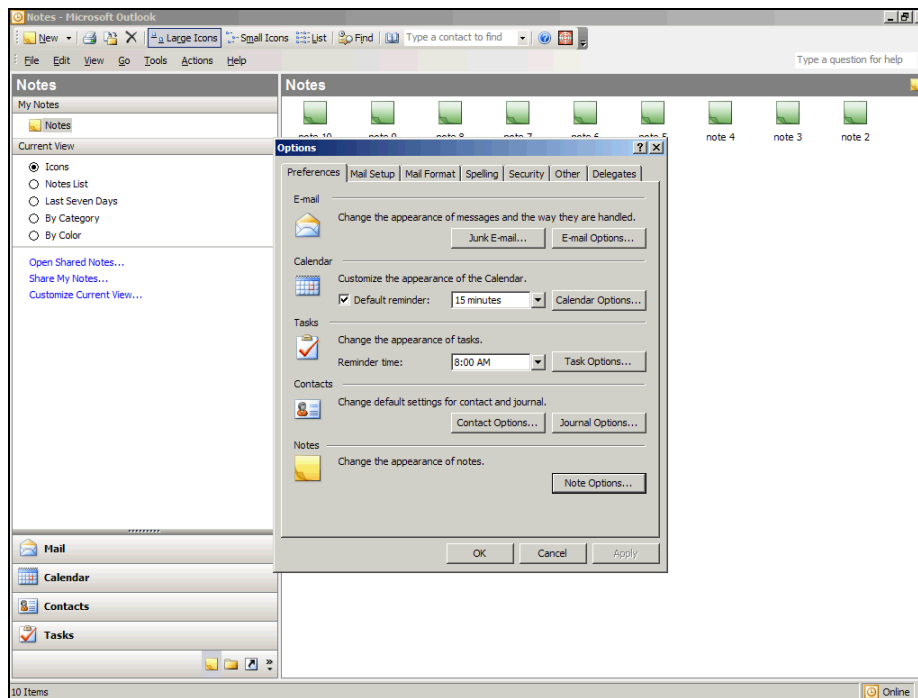
Step	Action
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8. Click the **Color** list.



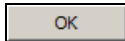
9. Click an entry in the list.

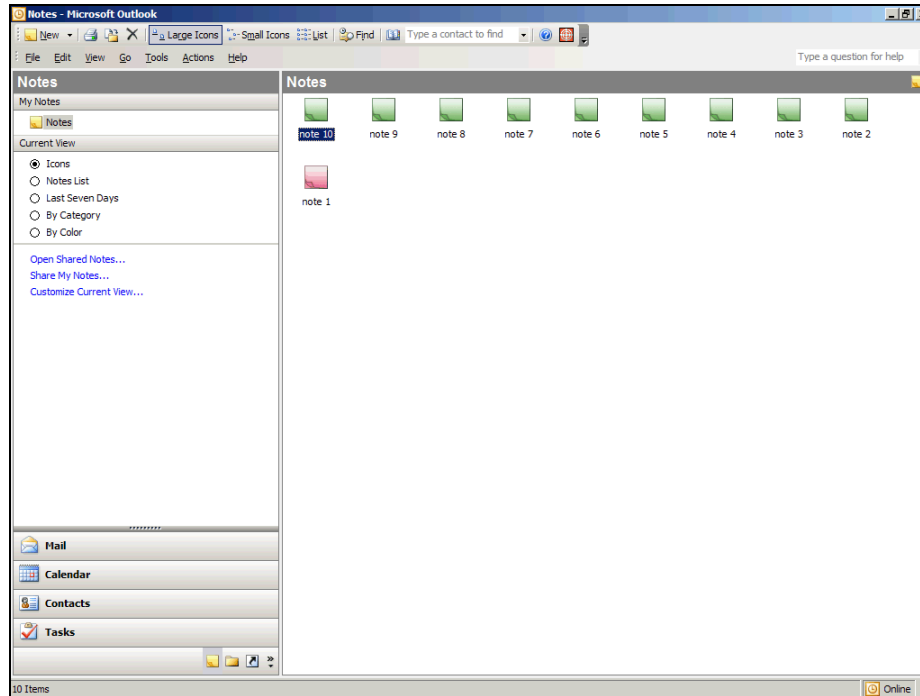
10. Click the **OK** button.



Step	Action
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11. Click the **OK** button.





Step	Action
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- Click the **New** button.



- Congratulations, you have successfully completed the topic on organizing Notes
End of Procedure.