







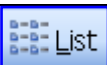


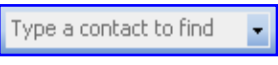

## CREATING AND UPDATING NOTES









The Outlook Notes feature can be used to record questions, reminders, messages, or anything else that might otherwise be written down. Notes can be left open on the screen even while Outlook is minimized. Therefore, notes are useful for storing small bits of information that might be used at work.

- ✦ Click the **Notes** button in the **Navigation Pane**.
- ✦ Click **File** on the **Menu Bar**, point to **New**, and then click **Note**.
- ✦ The **Notes** folder will open.

### NOTES TOOLBAR

The toolbar in the **Notes** area provides buttons that can be used to work the options that are available in the **Notes** window. These options are described and illustrated in the table below. The toolbars buttons that are available are determined by the view that is being used.

Button	Description
<b>Standard</b>	
<b>New</b> 	Click this button to create a new task.
<b>Printer</b> 	To send the Note to a printer, click this button. The Print dialog box will appear. Make the choices from this dialog box.
<b>Move to Folder</b> 	To move a selected Note to a different folder, click this button.
<b>Delete</b> 	To delete a selected Note, click this button.
<b>Large Icons</b> 	Click this button to change the view to larger icons. The icon will appear at the top and the text will appear at the bottom. This button is only available when the <b>Icon</b> view is used.
<b>Small Icons</b> 	To display the note with a smaller icon, click this button. The icon will appear on the left and the note on the right. This button is only available when the <b>Icon</b> view is used.
<b>List</b> 	To display the Notes in a list, click this button. An icon will appear on the left and the text on the right. This button is only available when the <b>Icon</b> view is used.
<b>Find</b> 	To locate a Task containing a key word or a specific name, click this button.
<b>Address Book</b> 	To access your personal address book, click this button.
<b>Find a Contact</b> 	To locate a Contact from the Contacts list, click this button. The Find pane will appear.
<b>Help</b> 	To obtain help about any of the Outlook objects, click this button.

Button	Description
<b>Advanced</b>	
<b>Outlook Today</b> 	Click this button to change to the Outlook Today view. This is a special page that provides an overview of the Calendar, Tasks, and Mail folders.
<b>Back</b> 	To move back and forth between Notes and the Outlook Today window, click this button.
<b>Forward</b> 	To move back and forth between Notes and the Outlook Today window, click this button.
<b>Up One Level</b> 	If you are in a folder that was created within Notes, this button will move you up to the Notes folder.
<b>Reading Pane</b> 	To open or close the Reading Pane, click this button. The Reading Pane is a new feature in Outlook 2003 that allows you to view an e-mail message without opening it.
<b>Print Preview</b> 	Click this button to see what the note will look like when it is printed.
<b>Undo</b> 	Click this button to Undo any changes that have been made in the Note. This button will let you retrieve a message from the deleted items folder.
<b>Current View</b> 	To select a different view for Notes, click the list arrow and then select the desired view.

### CREATING A NOTE

- ✦ In the **Navigation Pane**, click the **Notes** button.
- ✦ The **Notes Folder** will open.
- ✦ Do one of the following:
  - ✦ Click the **New** button on the toolbar.
  - ✦ Click **File** on the **Menu Bar** and then select **Note**.
- ✦ The **Note Form** will appear (see illustration).
- ✦ The **Current Date** and **Current Time** will appear at the bottom of the **Note Form**.
- ✦ In the body of the **Note Form**, input a message.
- ✦ Press the **Enter** key to start a new paragraph.
- ✦ To save the note, click the **Close** button.
- ✦ The **Note** will be saved in the **Notes Folder**.
- ✦ The first line of the **Note** will appear as the title for the **Note**.
- ✦ Add another **Note**, following the procedure above.



### UPDATING A NOTE

- ✦ Double-click one of the Notes that was just created.
- ✦ The **Note Form** will appear.
- ✦ Edit the contents of the Note as desired.
- ✦ Click the **Close** button to save the changes that were made in the Note.