

ORGANIZING AND MANAGING NOTES

Notes can be viewed as large icons, small icons, or in a list. They can be organized by date, category, and color. It is also possible to forward notes to other people and to link notes to contacts.

✚ Click the **List** icon on the **Standard** toolbar (see illustration at right).

✚ The **Notes** will be displayed as icons in a list.

or

✚ Click **View** on the **Menu Bar**.

✚ Point to **Current View**.

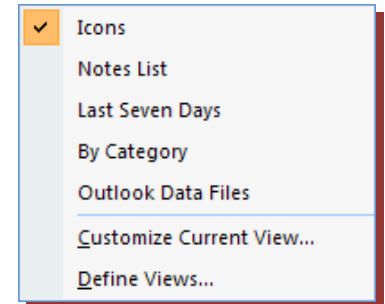
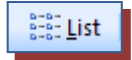
✚ Click **Notes List**.

✦ The Notes will be displayed in a list.

✦ The contents of the note are visible.

✦ The Notes are sorted by the Created Column.

✦ The newest note will appear at the top of the list.



Assigning Categories to Notes

Assigning a Category to Notes is the same as assigning a Category to an e-mail message or a Contact. The color of the Note will reflect the Category that has been selected.

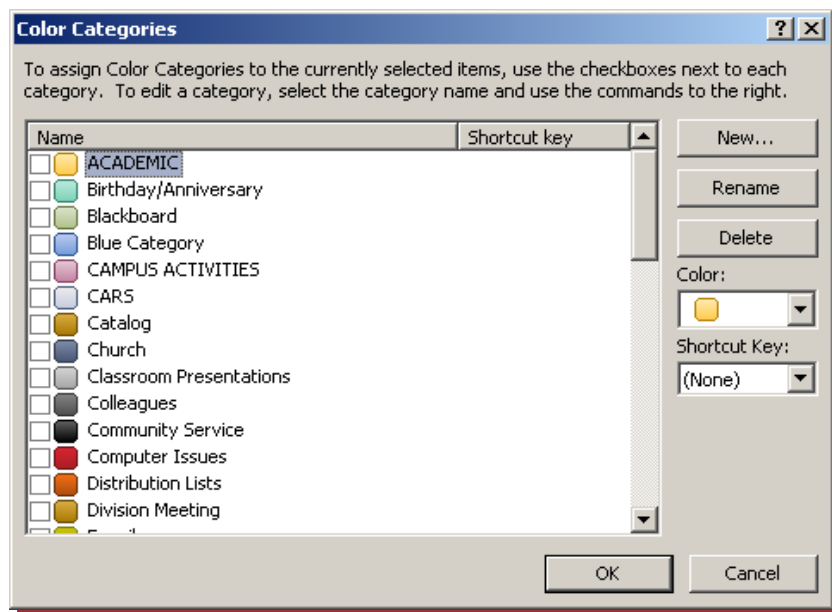
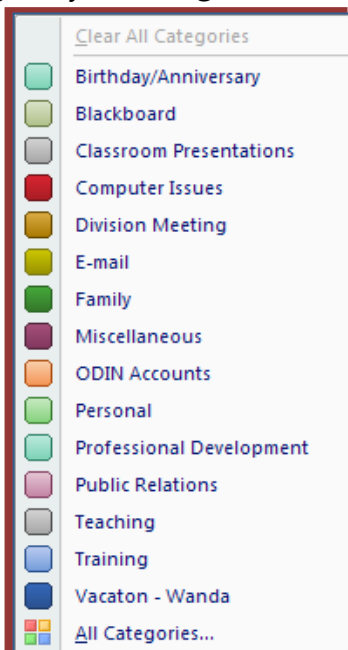
✚ Do one of the following:

✦ Right-click one of the **Notes** and then select **Categorize** from the shortcut menu.

✦ Click the **Note** and then click the **Categorize** button on the **Standard** toolbar.

✦ Click the **Note**, click **Actions** on the **Menu Bar**, and then click **Categorize**.

✚ A gallery of **Categories** will display (see illustration below left).



✚ Click one or more of the **Categories** in the **Available Categories** list.

✚ To display a gallery of additional **Categories**, click the **All Categories** link at the bottom of the list.

✦ The **Color Categories** dialog box will appear (see illustration above right).

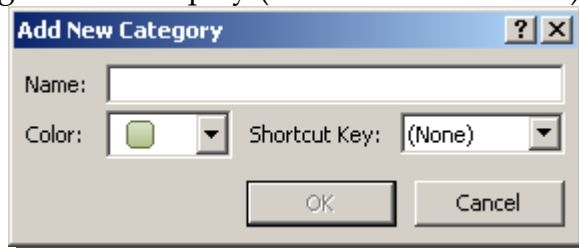
✦ Click the check box to the left of the **Category** to select it.

✦ Click **OK** to exit the **Color Categories** dialog box.

✦ To assign a different color to the Category, click the **Color** list arrow.

Add a New Category

- ✦ Click the **New** button on the right side of the **Color Categories** window.
- ✦ The **New Category** dialog box will display (see illustration below).



- ✦ Type the name for the **Category** in the **New Category** text box.
- ✦ Select a color for the new **Category** from the **Color** list.
- ✦ To assign a shortcut to the **Category**, click the **Shortcut Key** list.
- ✦ Click the **OK** button to exit the dialog box and save the changes.

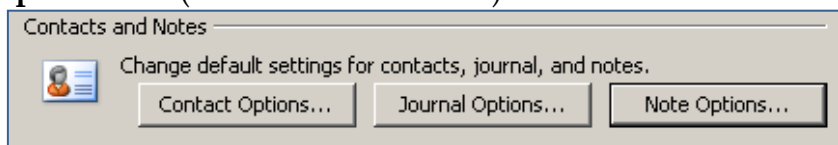
Forwarding Notes to Others

- ✦ Do one of the following:
 - ✦ Right-click the **Note** and then choose **Forward** from the shortcut menu.
 - ✦ Click the **Note**, click **Actions** on the **Menu Bar**, and then click **Forward**.
- ✦ Input an e-mail address for the recipient in the **To** box.
- ✦ In the **Message** box, input a short message for the recipient.
- ✦ Click the **Send** button.

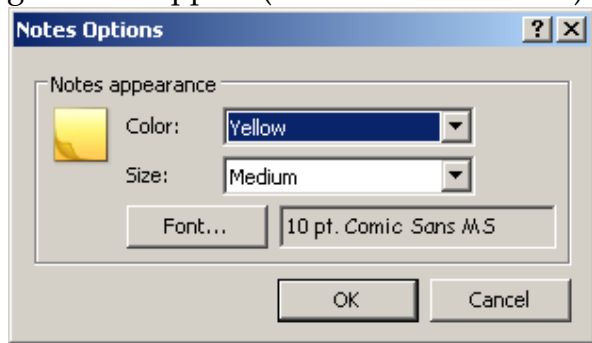
Notes Options

With Outlook, it is possible to change the default color for Notes, to change the size of the Note, and to change Font options. To do this:

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the menu of commands that appear.
- ✦ The **Options** dialog box will appear.
- ✦ Click the **Note Options** link (see illustration below).

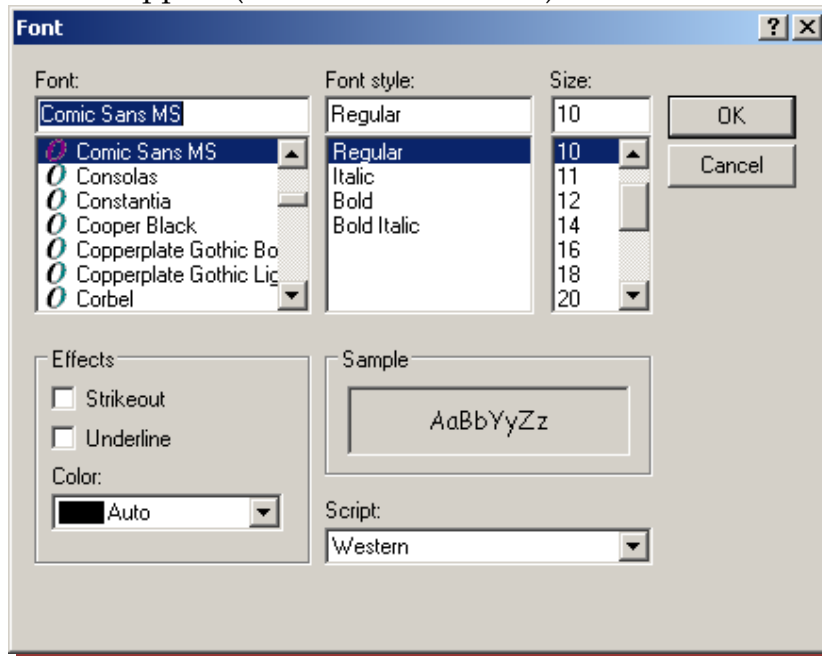


- ✦ The **Notes Options** dialog box will appear (see illustration below).



- ✦ To change the default color for **Notes** click the **Color** list arrow.
- ✦ The **Color** options are **blue**, **green**, **pink**, **yellow**, and **white**.
- ✦ To change the **Size** of the note, click the **Size** list arrow.
- ✦ The **Size** options are **small**, **medium**, or **large**.
- ✦ Click the **Font** button to change the font options.

✦ The **Font** dialog box will appear (see illustration below).



- ✦ In this dialog box, it is possible to make changes to the font name, font size, font style, and font color.
- ✦ When all the changes have been made in the **Font** dialog box, click **OK**.
- ✦ When all the changes have been made in the **Notes Options** dialog box, click **OK**.
- ✦ Click **OK** to exit the **Options** dialog box.