

Cry for Help

Computer Tips & Tricks

Sticky Notes

Since Windows 7, we have had access to this great little accessory. If you are not already using it – read on to see if it might help you.

Instead of 20 different post-it notes stuck around the outside of your monitor, you can use Sticky Notes to have them appear on your computer desktop. Less chance of one of them falling off and not getting done.

You can do away with putting passwords on a post-it note, instead hide it in a Sticky Note.

But what I use it for is my current ToDo list, and my “Don’t forget these things” list.

With the Sticky Note always visible on your desktop, it is easy to write on or paste things to...like; “Follow up quote to XYZ”, or “Frank promised to finish by end of June.”

The note is persistent, no use of paper, and items hangs around until you remove the item.

Sticky Notes is a free tool that is included with windows. In Windows 7 just click on the start button and search for it, or in windows 10, type sticky notes into Cortana. Once opened, just start typing. You can change note colour by right clicking on the note, and style can also be changed. Even though it is not intended as a word processor, you can highlight text and press Ctrl+’B’ to make the text bold, Ctrl+’U’ for underline and CTRL+’I’ for italic. You may already use these keyboard shortcuts in MS Word.

You can also hide the notes by clicking the icon on the shortcuts bar. For another note, click the ‘+’ in the heading, and to delete a note, click the ‘x’. Give it a go!

Jonathan Harris
JNH Software P/L
5259 2304

