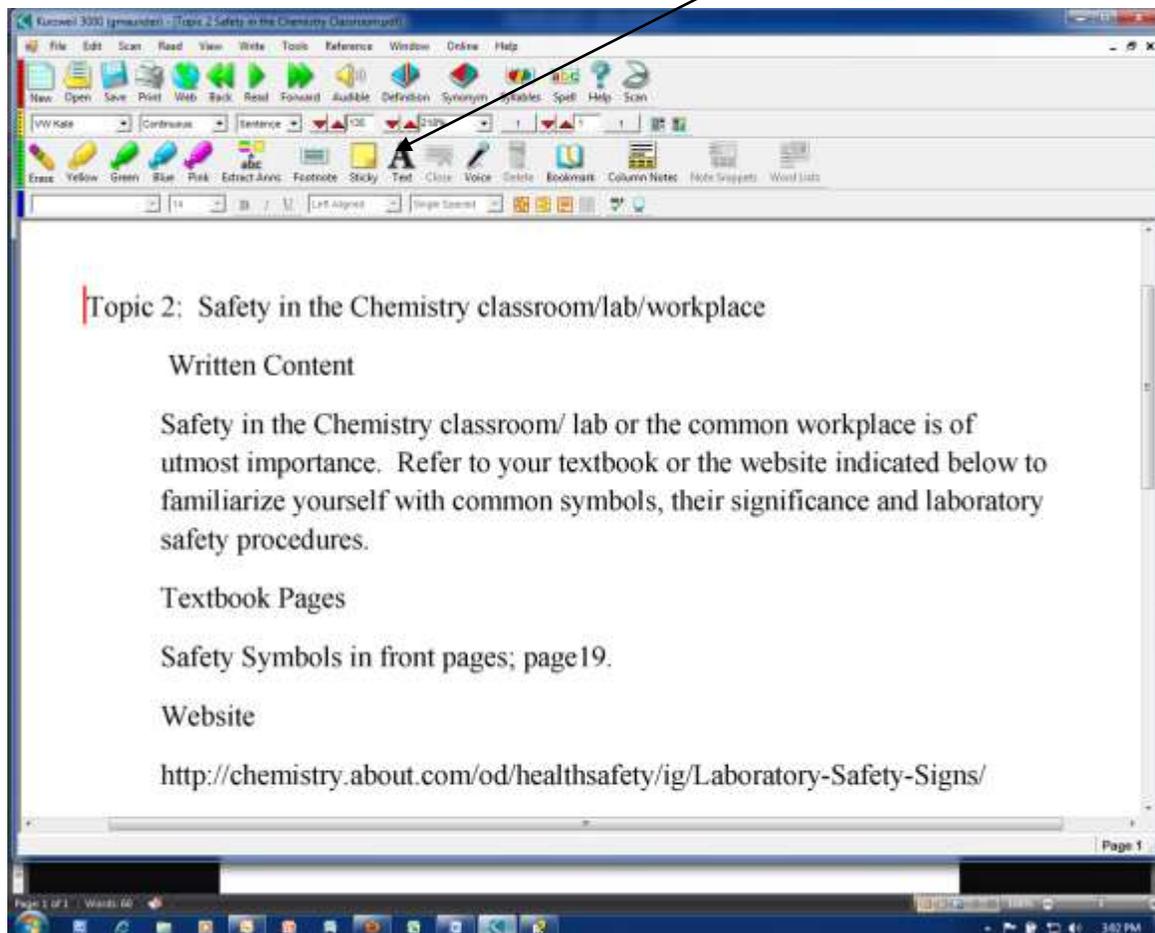
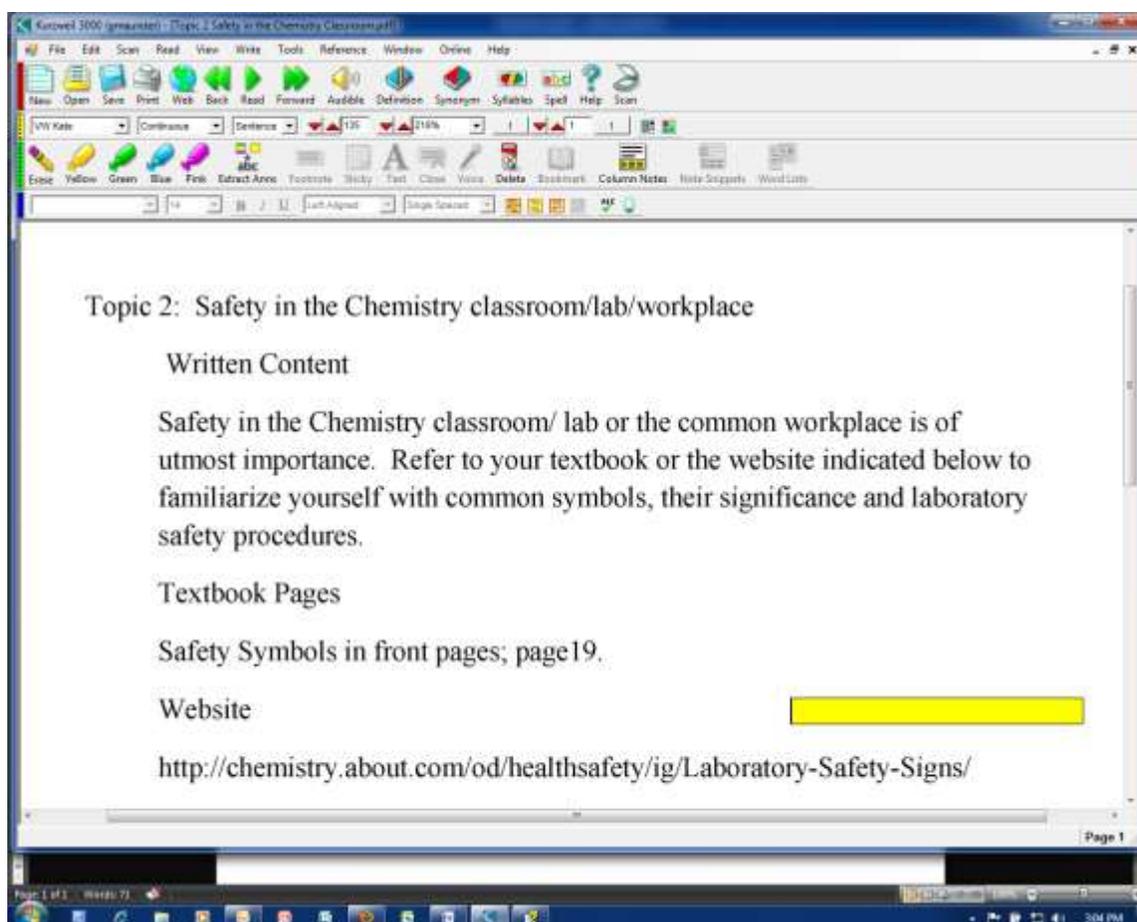


HOW TO CREATE, EDIT AND DELETE STICKY NOTES

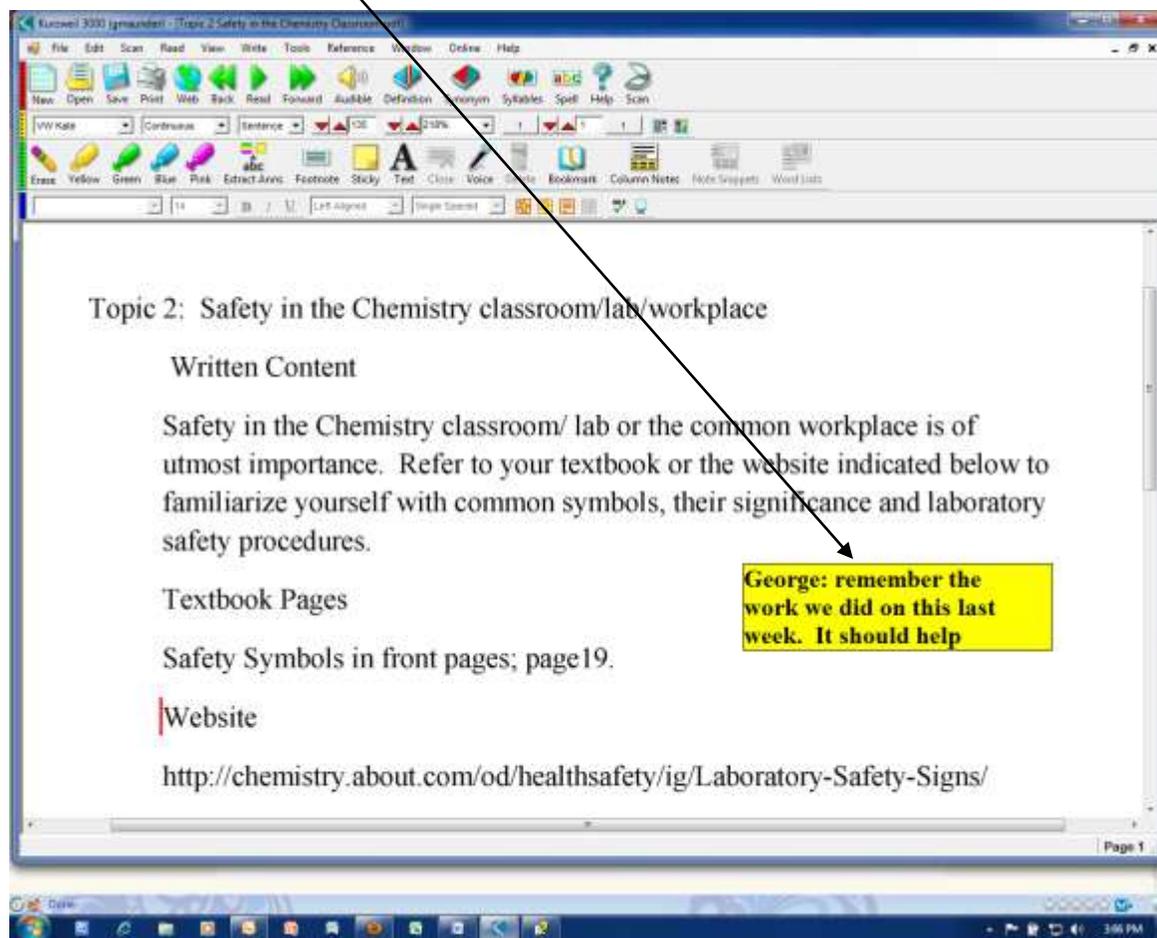
Kurzweil allows communication between teacher and student in many ways. Sticky notes are another. Here's how to use them. First open your document. NOTE: Convert your MS Word documents to pdf files for Sticky Notes to become active. Click the Sticky Note button here or go to TOOLS – NOTES – ADD STICKY NOTE.



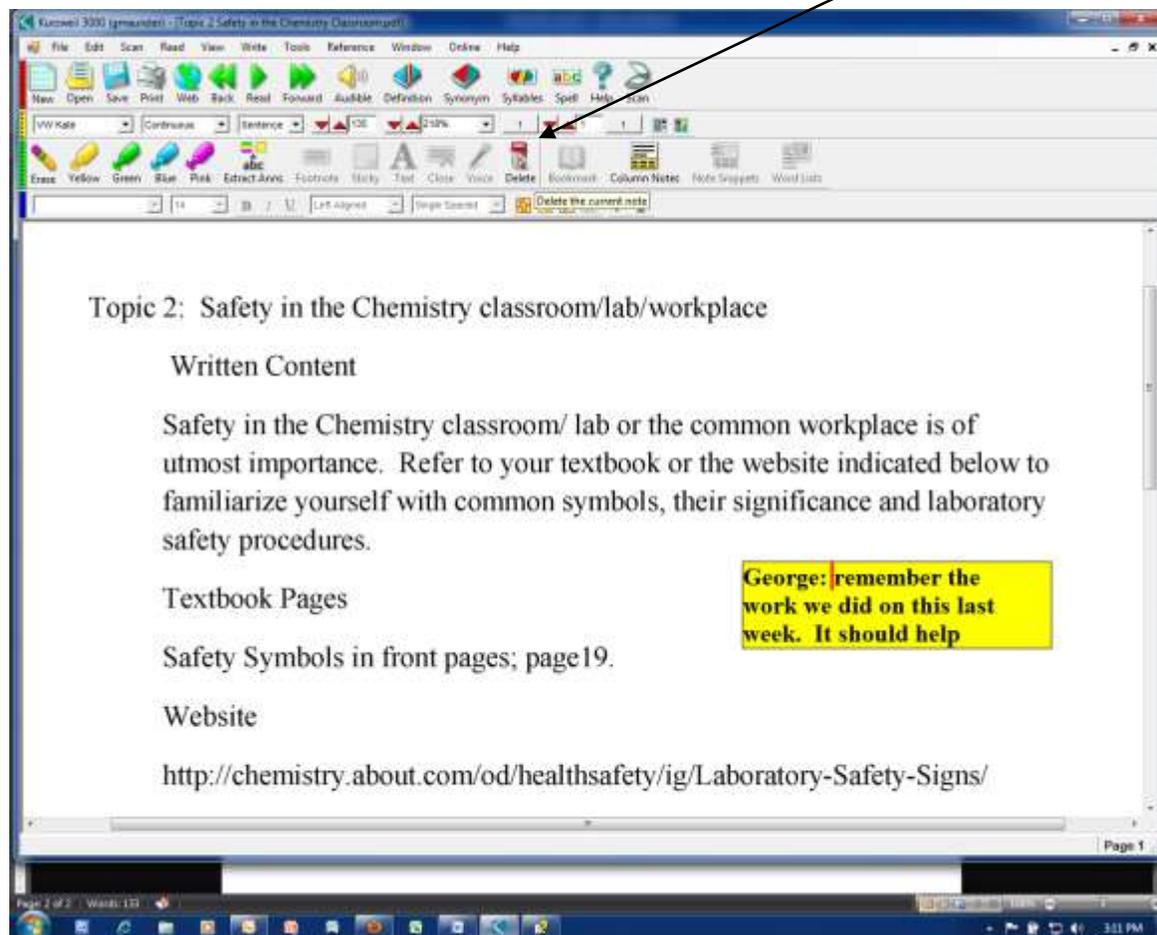
Then click anywhere on the screen to locate your sticky note.



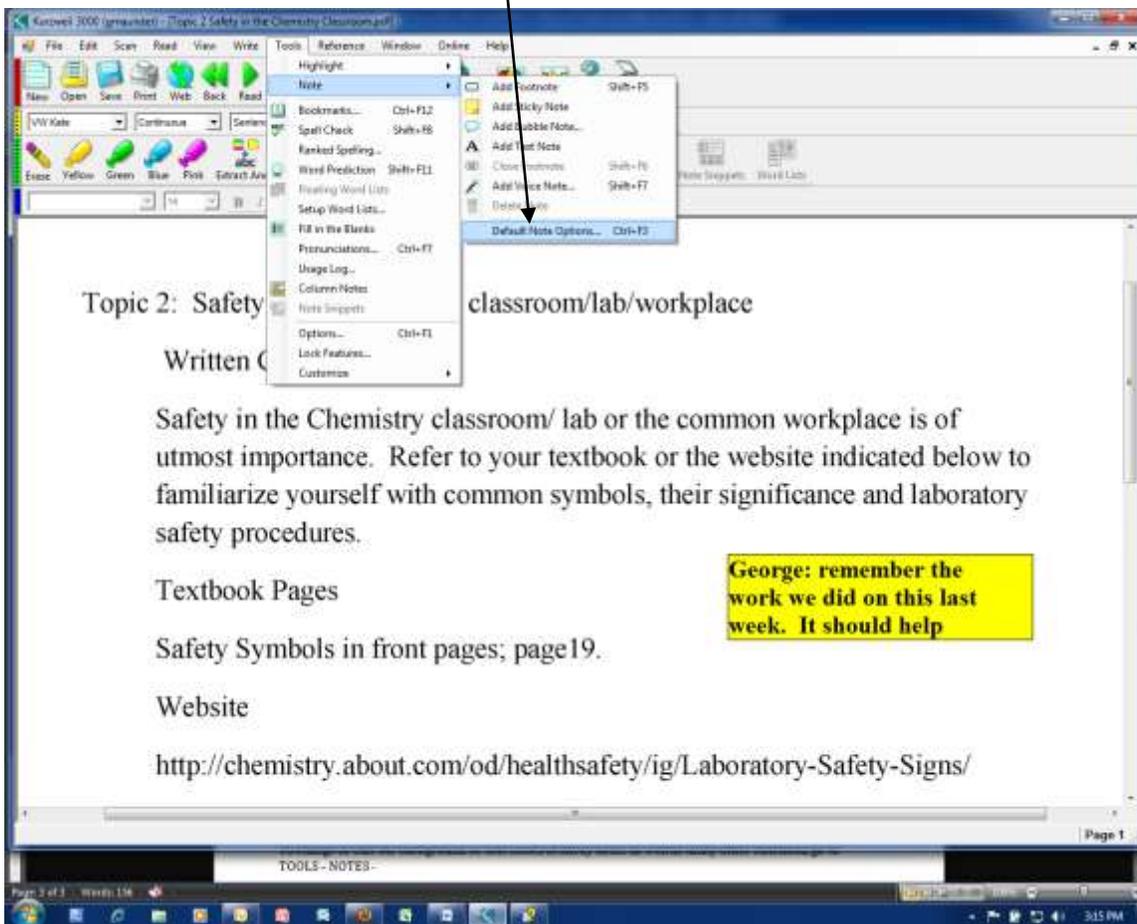
Now type your message onto the sticky note. If you wish to re-position your sticky note just place your cursor on the line bordering the note and drag it to a new position. To edit your text simply click inside the note and type or re-type.



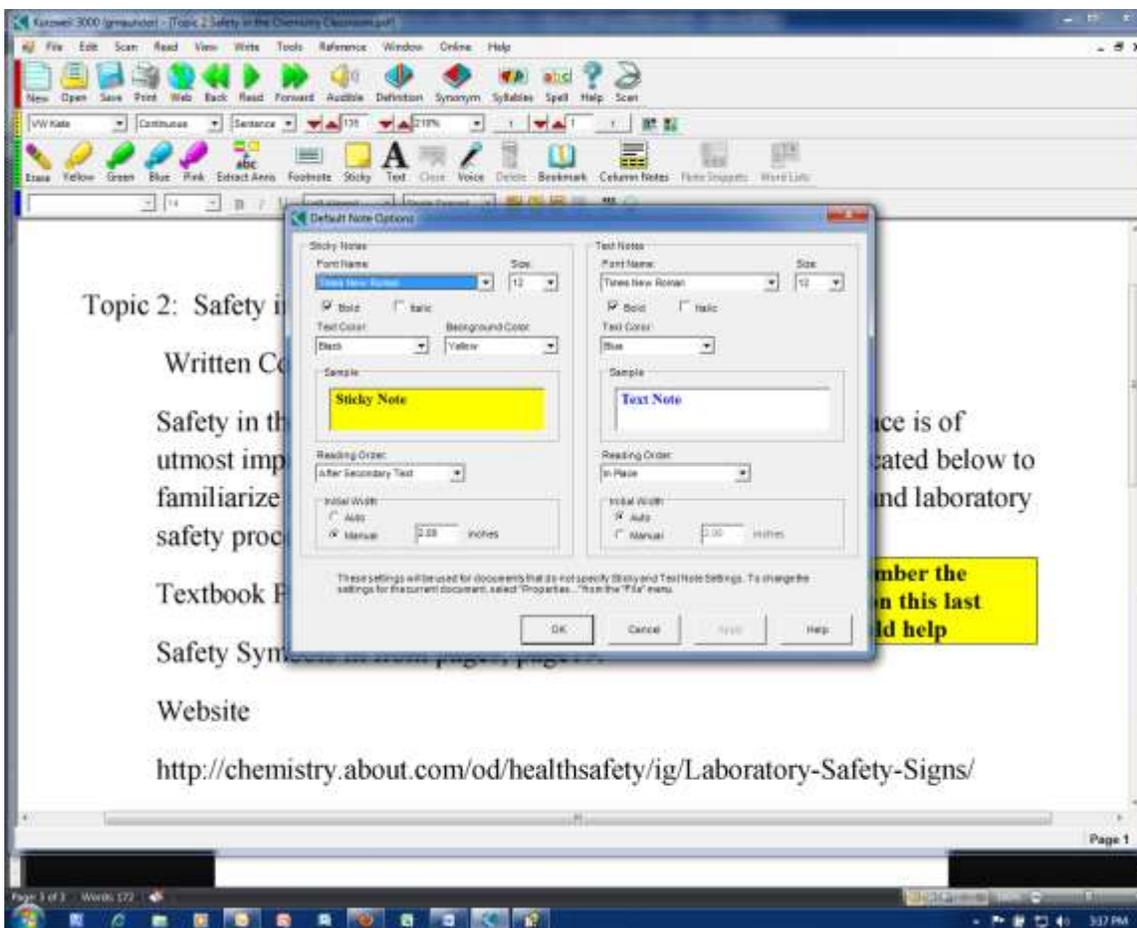
To delete a Sticky Note click inside the note and then click the Delete Note button.



To change or edit the background or text colors of sticky notes as well as many other functions, go to **TOOLS – NOTES – DEFAULT NOTE OPTIONS**.



Next alter any or all of the choices in this box and click OK.



NOTE: To save all notes, you must save in Kurzweil's format .kes . This will be the default and will save all notes and other additions.