File Commands

Update or print a note, or close Lotus Annotator.

Update
Stores the note in the application from which you started Lotus Annotator.

Update and Exit
Stores the note in the application from which you started Lotus Annotator, closes Lotus Annotator, and returns to that application.

Print
Opens the Print dialog box, from which you can print the note.

Print Setup
Opens the Print Setup dialog box, from which you can select a printer and modify printer settings.

Exit
Closes Lotus Annotator and returns to your application.

File Update

Stores the note in the application from which you started Lotus Annotator.

Remember that this command does not <u>save</u> the note.   When you return to the application from which you started Lotus Annotator, you must save your work in order to save any changes to the <u>embedded</u> note.

Shortcut
Press F3

See also

<u>Change a Note</u>

File Update and Exit

Stores the note in the application from which you started Lotus Annotator, closes Lotus Annotator, and returns to that application.

Remember that this command does not <u>save</u> the note.   When you return to the application from which you started Lotus Annotator, you must save your work in order to save any changes to the <u>embedded</u> note.

Shortcut

Icon: Click   (Update and Exit icon)
Keys: Press F4

See also

    <u>Change a Note</u>

File Print

Opens the Print dialog box, from which you can print all or selected portions of the note, including any object icons.

Shortcut

Click ![Print icon] (Print icon)

Print Dialog Box

Printer
Identifies the printer on which you want to print the note.   To select another printer, choose the Setup button.

Print Range
Prints all of the note, or only the selected portion.   Lotus Annotator enables the Selection option only if you have selected text or objects in the note.

Object Icons
Controls the printing of <u>object icons</u> in the note.   Lotus Annotator enables these buttons only when your note contains one or more objects.

Setup
Opens the <u>Print Setup dialog box</u>, from which you can select a printer and modify printer settings.

File Print Setup

Opens the Print Setup dialog box, from which you can select a printer and modify printer settings.

Shortcut

Click ![Print Setup icon] (Print Setup icon)

Print Setup Dialog Box

Printer

Identifies the printer on which you want to print the note.   To use the default printer for your Windows system, choose Default Printer.   To use another printer, choose Specific Printer, and then choose the desired printer from the <u>drop-down box</u>.

Orientation

Indicates whether the note will be printed in <u>portrait</u> or <u>landscape</u> mode.

Paper

Indicates the paper size and source for the paper on which the note will be printed.

Options

Opens the Options dialog box, which allows you to set margins, scaling, and other printer options for the type of printer selected.

File Exit

Closes Lotus Annotator and returns to your application.

Note

If you have changed the contents or any properties of the note, but have not <u>updated</u> it, Lotus Annotator prompts you to save your changes before closing.   The types of changes that can produce this prompt include the following:

*   Adding, modifying, or removing text or <u>embedded objects</u>

*   Changing the text or background colors

*   Changing the note icon

*   Changing the size or position of the Note window

Shortcuts

Press ALT+F4

Edit Commands

Allow you to change the contents of the note.

Undo
Reverses the effect of the most recently completed command or action in Lotus Annotator.

Delete
Erases the selected information, or if nothing is selected, erases the first character or object following the insertion point.   This does not change the contents of the Clipboard.

Cut
Erases the selected information and places it on the Clipboard.

Copy
Copies the selected information and places it on the Clipboard.

Paste
Pastes the contents of the Clipboard into your note at the insertion point.

Paste Special
Opens the Paste Special dialog box, which you can use to paste objects or text from the Clipboard into your note at the insertion point.

Select All
Selects all text and objects in the note.

Links
Opens the Links dialog box, which you can use to examine and modify links from your note to other applications.

Object
Activates the application that created the selected object.   Depending on the type of object, Lotus Annotator may display a cascade menu listing a set of commands you can send directly to that application.

Edit Undo

Reverses the most recent command or action performed.   For example, if you just deleted some text from your note, Edit Undo restores the deleted text.

Note
If you choose Edit Undo twice in succession, the second command reverses the first, restoring everything to how it was before the first Edit Undo.

Shortcuts

Icon: Click   (Undo icon)
Windows 3.1 Keys: Press CTRL+Z
Windows 3.0 Keys: Press ALT+BACKSPACE

Edit Delete

Erases the selected information, or if nothing is selected, erases the first character or object following the <u>insertion point</u>.   This does not change the contents of the <u>Clipboard</u>.

Tip
To restore the erased information, choose <u>Edit Undo</u> before performing any other command or action.

Shortcuts

Icon: Click   (Delete icon)
Keys: Press DELETE

See also

    <u>Edit Cut</u>
    <u>Edit Copy</u>

Edit Cut

Erases the selected information from your note and places it on the <u>Clipboard</u>.   This information remains on the Clipboard until you cut or copy again from any Windows application.

Tips

To restore the cut information, choose <u>Edit Undo</u> before performing any other command or action, or choose <u>Edit Paste</u> before cutting or copying again.

To quickly move text or objects from one location to another in your note without using the Cut and Paste commands, simply select the text or objects you want to move and drag your selection to the new location.   While you are dragging the selection, the cursor changes to indicate the selection is being moved, and the blinking vertical line moves to indicate the new insertion point.   (This type of move operation does not place anything on the Clipboard.)

Shortcuts

Icon: Click   (Cut icon)
Windows 3.1 Keys: Press CTRL+X
Windows 3.0 Keys: Press SHIFT+DELETE

See also

<u>Edit Copy</u>
<u>Edit Delete</u>

Edit Copy

Copies the selected information and places it on the Clipboard, without changing the contents of your note.   This information remains on the Clipboard until you cut or copy again from any Windows application.

Tip
To quickly copy text or objects from one location to another in your note without using the Copy and Paste commands, simply select the text or objects you want to move, hold down the CTRL key, and drag the selection to a new location.   While you are dragging the selection, the cursor changes to indicate the selection is being copied, and the blinking vertical line moves to indicate the new insertion point.   (This type of copy operation does not place anything on the Clipboard.)

Shortcuts

Icon: Click   (Copy icon)
Windows 3.1 Keys: Press CTRL+C
Windows 3.0 Keys: Press CTRL+INS

See also

    Edit Cut
    Edit Delete
    Edit Paste

Edit Paste

Copies the contents of the <u>Clipboard</u> to your note at the <u>insertion point</u>, replacing any selected text or objects.

Tip
To quickly move or copy text or objects from one location to another in your note without using the Cut, Copy and Paste commands, first select the text or objects you want to move.

>   ***To move the selection***, drag it to a new location.

>   ***To copy the selection***, hold down the CTRL key and drag the selection to a new location.

While you are dragging the selection, the cursor changes to indicate the selection is being moved or copied, and the blinking vertical line moves to indicate the new insertion point. (This type of move or copy operation does not use the Clipboard.)

Shortcuts

Icon: Click   (Paste icon)
Windows 3.1 Keys: Press CTRL+V
Windows 3.0 Keys: Press SHIFT+INS

See also

>   <u>Edit Cut</u>
>   <u>Edit Copy</u>
>   <u>Edit Paste Special</u>

Edit Paste Special

Opens the <u>Paste Special dialog box</u>, which you can use to paste <u>objects</u> or text from the <u>Clipboard</u> into your note at the <u>insertion point</u>, replacing any selected text or objects.

Note
If the Clipboard contains a single data type, and that data type is not a <u>link</u>, this command is dimmed.   Not all applications can create links on the Clipboard.

Shortcut

Click   (Paste Special icon)

See also

   <u>Edit Paste</u>

Paste Special Dialog Box

Source
Identifies the type of <u>object</u> you copied or cut to the <u>Clipboard</u>.

Data Type
Determines how the object on the Clipboard will be copied to your note.   The choices available depend entirely on the application from which you copied the object to the Clipboard.   Some common choices are described below.

Object
Indicates that you want to copy the Clipboard contents into your note as an object that can be accessed only through the source application (by double-clicking the <u>icon</u> inserted in your note to represent that object).

Data
Indicates that you want to copy any text and objects from the Clipboard to your note. The text and objects were copied to the Clipboard from another note.

Text
Indicates that you want to copy text only from the Clipboard to your note.   No relationship with the source application will be maintained.

Paste
Copies the selected data type into your note.   Depending on the data type selected, this may create an <u>embedded</u> object, or it may simply copy text or other data directly to the note.

Paste Link
Pastes the object into your note, as a <u>linked</u> object.   This command is available only when the application that copied the object to the Clipboard copied it as a link.   (Some applications never create links, others create links only under certain conditions.)

Edit Select All

Selects all text and objects in the note.

Shortcut

Click (Select All icon)

Edit Links

Opens the Links dialog box, which you can use to examine and modify links from your note to other files.

Note
Remember that a link in your note is simply a pointer to an object in another file.   If the name of that file changes, or if its directory path name changes, you will have to edit the link in your note to change the file and directory path names accordingly.

Shortcut
Click ⬚ (Edit Links icon)

Links Dialog Box

Links

Lists the type, location, and <u>update mode</u> for all <u>links</u> in your note.   Choose one or more links from the <u>list box</u>.   You can update or delete multiple links at one time, but for all other actions, you can choose only a single link.

Update

Changes the update mode for the selected link to Automatic or Manual.   Choose Automatic to <u>update</u> the link each time that the linked application changes while your note is open. Choose Manual to update the link using Update Link(s) Now.

> **Note**
> Remember that automatic updating only occurs when your note is open in the Lotus Annotator window.

Update Link(s) Now

Temporarily activates one or more applications to update the selected links.

Delete Link(s)

Deletes the selected links.   Lotus Annotator prompts to confirm each deletion.

Change Link

Opens the <u>Change Link dialog box</u>, which you can use to change the selected link from one file to another.   This may be necessary if the linked file was renamed or moved to a different directory.

Activate Link

Activates the application that created the linked object.   When you close that application, you will return to the note window.

Change Link Dialog Box

File Name

Type or select the file name for the <u>link</u>.   This box lists all files with the extension selected in the List Files of Type <u>drop-down box</u>, from the selected drive and directory.

List Files of Type

Select the type of file for the link.
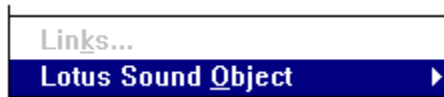
Directories

Select the directory containing the file for the link.

Drives

Select the drive containing the file for the link.

Edit Object

Activates the application that created the selected object.   Lotus Annotator displays the type of object selected in the command itself.   For example:

Links...
Lotus Sound Object ▶

Depending on the type of object, Lotus Annotator may display a cascade menu listing a set of commands you can send directly to the application.   For example, for a Lotus Sound object, Lotus Annotator displays the following commands in the cascade menu:

Links...
Lotus Sound Object   Play
                            Edit
                            Play Without Controls
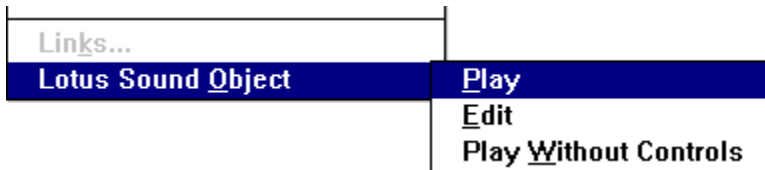
Insert Commands

Insert info stamps or objects at the insertion point in your note.

Info Stamp
Inserts name, date, and time information in your note.

New Sound
Activates Lotus Sound to insert a sound in your note.

Media File
Activates Lotus Media Manager to insert an object, which may be a sound, bitmap picture, movie, or any other object supported by Lotus Media Manager, in your note.

Object
Opens the Insert Object dialog box, which you can use to activate an application and insert an object in your note.

Insert Info Stamp

Inserts name, date, and time information in your note.

Tips

If this command is dimmed, choose <u>Options Info Stamp</u> to display the <u>Info Stamp dialog box</u>, and enter your name or <u>mark</u> the Date <u>check box</u>.   You can also change the contents of your info stamp and choose to automatically insert an info stamp at the start of each note in this dialog box.

Shortcuts

Icon: Click   (Insert Info Stamp icon)
Keys: Press F5

Insert New Sound

Activates Lotus Sound to insert a sound in your note.

Shortcuts

Icon: Click   (Lotus Sound icon)
Keys: Press F6

Insert Media File

Activates Lotus Media Manager to insert an <u>object</u>, which may be a sound, movie, or any other object supported by Lotus Media Manager, in your note.

Shortcuts

Icon: Click   (Lotus Media Manager icon)
Keys: Press F7

Insert Object Command

Opens the Object dialog box, which you can use to activate another application to insert an object in your note.

Shortcut

Click ![Insert Object icon] (Insert Object icon)

Object Dialog Box

Object Type

Lists the types of <u>objects</u> you can insert in your note.

Lotus Annotator activates the appropriate application for the type of object you choose. When you close that application, you will return to your note.

Style Commands

Control the appearance of the Note window and icon.

Font
Sets the font, font style, and font size for all of the text in your note.

Colors
Sets background and text colors in your note.

Note Icon
Selects the Note icon you want inserted in your application.

Style Font

Opens the <u>Font dialog box</u>, from which you can choose the font, style, and size for all of the text in your note.

Shortcut

Click   (Fonts icon)

Font Dialog Box

Font
Determines the name of the font to use (for example, Helv, System, or Tms Rmn).

Font Style
Determines the style (for example, Bold or Italic).

Size
Determines the point size.   If you enter a size not shown in the list, Windows attempts to produce a font of that size.

Save this font as the default font
Saves the selected font, style, and size as the defaults for new notes.

Sample
Displays sample text using the selected font, style, and size.

Style Colors

Opens the <u>Colors dialog box</u>, which you can use to change the note background and text colors.

Note
These colors apply to the note only as it displays on your screen.   When printed, all notes print with black text and no background color.

Shortcut

Click   (Colors icon)

Colors Dialog Box

Text
Determines the color for the note text on your screen.   (When printed, the text color is always black.)

Background
Determines the color for the note background on your screen.   (When printed, there is no background color.)

Save these colors as the default colors
Saves the selected colors as the defaults for new notes.

Sample
Displays the note text and background colors currently selected.

Style Note Icon

Opens the <u>Note Icon dialog box</u>, from which you can select the Note icon you want inserted in your application.

Note
To change the size of the Note icon inserted in your application, you must use the facilities of that application.   In most applications, when you click on the Note icon, sizing <u>handles</u> will appear on the icon's perimeter.   Drag the handles to stretch or shrink the icon to the desired size.

Shortcut

Click   (Note Icon icon)

Note Icon Dialog Box

Shows the Note <u>icon</u> that will be inserted in your application.   Use the horizontal <u>scroll bar</u> to view all icons.   To choose another icon, click on it.

Save this note icon as the default icon
Saves the selected icon as the default for new notes.

Note
To change the size of the Note icon inserted in your application, you must use the facilities of that application.   In most applications, when you click on the Note icon, sizing <u>handles</u> will appear on the icon's perimeter.   Drag the handles to stretch or shrink the icon to the desired size.

Options Commands

Control properties and defaults for current and future notes.

Info Stamp
Controls the contents and automatic insertion of the info stamp.

SmartIcons
Controls the positioning and contents of the sets of SmartIcons.

Save Preferences
For future notes, controls the positioning of the Note window and the set of SmartIcons, and controls keeping the Note window on top of your application window (preventing the application window from obscuring the Note window).

Show Paragraph Marks
Displays or hides all paragraph marks in your note.

Show SmartIcons
Displays or hides the current set of SmartIcons.

Keep Note on Top
Controls keeping the Note window on top of your application window (preventing the application window from obscuring the Note window).

Options Info Stamp

Opens the <u>Info Stamp dialog box</u>, which you can use to change the contents of the <u>info stamp</u> and automatically insert that stamp at the top of each note.

Shortcut

Click [Info Stamp icon] (Info Stamp Contents icon)

Info Stamp Dialog Box

Info Stamp
Controls the contents of the info stamp, and the automatic insertion of the stamp at the top of each note.

Name
The name that displays at the start of an info stamp.

Date
If this <u>check-box</u> is <u>marked</u>, displays the current date following the name in the info stamp.

Time
If this check-box is marked, displays the current time following the date in the info stamp. If the Date check-box is unmarked, this check-box is dimmed.

Automatically insert on creation
When marked, automatically inserts an info stamp at the top of each new note.   If the Name is blank and the Date check-box is unmarked, this check-box is dimmed.

Note
Lotus Annotator formats date and time information using the Windows defaults.   You can change these defaults using the International command from the Settings menu of the Windows Control Panel.

Options SmartIcons

Opens the <u>SmartIcons dialog box</u>, which you can use to:

* Choose the current set of SmartIcons

* Create and save new sets of SmartIcons

* Delete sets of SmartIcons

* Modify the contents of all sets of SmartIcons

* Control the positioning of all sets of SmartIcons

* Control the icon size used for all sets of SmartIcons

Shortcut

Click   (Customize SmartIcons icon)

See also

<u>Customize the SmartIcons</u>
<u>Use SmartIcons</u>

SmartIcons Dialog Box

Available icons
Displays and briefly describes all icons.

Set name (unlabeled drop-down box)
Lists all sets of icons defined.

Set contents (unlabeled list box)
Displays the contents of the current set of SmartIcons.

* To add an icon, drag the desired icon from the Available icons list box into this box.

* To remove an icon, drag it out of this box.

* To move an icon, drag it to its desired position.

* To add space between icons, drag the blank icon at the end of the Available icons list to the desired location.

* To remove space between icons, drag the unwanted space out of this box.

Position
Defines the screen position of the current set of SmartIcons (top, bottom, left or right side, or floating).   When you select floating, you can move the set to any location on your screen, and resize the set as you would any other window.

Save Set
Opens the Save SmartIcons Set dialog box, which you can use to name and save the current set of SmartIcons.

Name of SmartIcons set
The name you want to use to identify the set of SmartIcons.   This name displays in the Set name drop-down box in the SmartIcons dialog box.

File name
The file name for the set.   If you omit the file extension, Lotus Annotator supplies .SMI.

Directory
Displays the directory in which the set will be stored.   You cannot change the directory.

Current sets
Lists all sets currently defined.

Delete Set
Opens the Delete Sets dialog box, which you can use to delete sets of SmartIcons.

Current sets (unlabeled list box)
Lists all sets currently defined.   Select the set or sets you want to delete.

Icon Size
Opens the Icon Size dialog box, which you can use to select the icon size best suited for display on your monitor.

Icon Size
Choose Small (EGA), Medium (VGA), or Large (Super VGA).   If you are not sure which type of monitor you have, select each of the three options in turn, and watch as the sample icon changes size in the dialog box.   Choose the icon size that you will be most comfortable using.

Tip
To use the same SmartIcons configuration the next time you use Lotus Annotator, choose Options Save Preferences, and mark the Position and grouping of SmartIcons check box in the Save Preferences dialog box.

Options Save Preferences

Opens the <u>Save Preferences dialog box</u>, which you can use to control various settings that will be used the next time you create a note using Lotus Annotator.   These settings control:

*   The positioning and size of the Note window

*   The positioning and grouping of SmartIcons

*   Keeping the Note window on top of your application window (preventing the application window from obscuring the Note window)

Shortcut

Click   (Save Preferences icon)

Save Preferences Dialog Box

Lotus Annotator uses the settings you specify as the defaults for new notes.

Window size and position

Maintains the current Note window size and position.   You can move and resize the Note Window as you would any other window.

Position and grouping of SmartIcons

Maintains the current location (top, bottom, left, right, floating) and grouping of the SmartIcons.   Choose <u>Options SmartIcons</u> to change these settings.

Always keep Note window on top

Marking this check-box helps to keep the Note window from getting lost on a crowded desktop.

Under Windows 3.0

If this check-box is marked, you cannot work in the application from which you activated Lotus Annotator until you close Lotus Annotator.

Under Windows 3.1

If this check-box is marked, you can still work in the application window, but the Note window will always remain on top of the application window.

Options Show Paragraph Marks

Displays or hides all paragraph marks in your note.   When you open Lotus Annotator, this option is always turned off.

Shortcut

Click   ¶   (Show Paragraph Marks icon)

Click   ̶T   (Hide Paragraph Marks icon)

Options Show SmartIcons

Displays or hides the current set of SmartIcons.   When you open Lotus Annotator, this option is always turned on.

Note
If you set Position to Floating in the SmartIcons dialog box, you can also hide the set of SmartIcons by clicking the small, white box in the upper left corner of the set of SmartIcons.

Options Keep Note on Top

When checked, keeps the Note window on top of your application window, preventing the application window from obscuring the Note window.

Tip
To control the setting of this option the next time you create a note, choose Options Save Preferences, and mark the Always keep Note window on top check box in the Save Preferences dialog box.

Shortcut

Click   (Keep Note on Top icon)

Click   (Do Not Keep Note on Top icon)

Help Commands

Provide information about how to use Help for Lotus Annotator or Windows.

<u>Contents</u>
Displays a list of topics in Lotus Annotator Help.

<u>Search</u>
Opens the Search dialog box, which you can use to search Lotus Annotator Help for any keyword.

<u>Using Help</u>
Opens Microsoft Windows Help, which explains how to use the Windows Help facility.   You can also press F1 when the Help window is active to open Microsoft Windows Help.

<u>Keyboard</u>
Displays a list of keyboard shortcuts.

<u>How Do I?</u>
Displays a list of procedural Help topics for Lotus Annotator.   Each topic describes how to perform a specific task.

Help Contents

Displays a list of <u>topics</u> available in Lotus Annotator Help.

Contents

Search

Opens the Search dialog box, which you can use to search Lotus Annotator Help for any keyword.

Using Help

Displays <u>Microsoft Windows Help</u>, which explains how to use the Windows Help facility.

Shortcut
Press F1 any time that the Help window is the <u>active window</u>.

Tip
To display Help for any Lotus Annotator command, use the keyboard to select the command, and then press F1.

Keyboard

Displays a list of <u>keyboard shortcuts</u>.

How Do I?

Displays a list of procedural Help topics for Lotus Annotator.   Each topic describes how to perform a specific task.

Keyboard Shortcuts

When a plus sign (+) is shown, hold down the first key and press the second key.   These shortcut keys apply for Windows 3.1.   Where they differ, Windows 3.0 shortcut keys are shown in parentheses.

Context-Sensitive Help	F1
File Update	F3
File Update and Exit	F4
File Exit	ALT+F4
Edit Undo	CTRL+Z (ALT+BACKSPACE)
Edit Delete	DELETE
Edit Cut	CTRL+X (SHIFT+DELETE)
Edit Copy	CTRL+C (CTRL+INS)
Edit Paste	CTRL+V (SHIFT+INS)
Insert Info Stamp	F5
Insert New Sound	F6
Insert Media File	F7

SmartIcons Overview

SmartIcons provide you with a quick way to perform common actions.   You simply click an icon to perform an action.

Notes

*   You can reposition an icon in the set of SmartIcons by holding down the CTRL key while dragging the icon to its desired location.

*   To display a short description of an icon in the title bar, point to the icon and hold down the right mouse button.

*   Use Options SmartIcons to control the contents and positioning of your set of SmartIcons.

Icons

Updates the note in the application from which you activated Lotus Annotator, closes Lotus Annotator, and returns to that application.   See File Update and Exit.

Prints the note.   See File Print.

Reverses the effect of the most recently completed command or action in Lotus Annotator. See Edit Undo.

Erases the selected information and places it on the Clipboard.   See Edit Cut.

Copies the selected information and places it on the Clipboard.   See Edit Copy.

Pastes the contents of the Clipboard to your note.   See Edit Paste.

Sets the font, font style, and font size for all of the text in your note.   See Style Fonts.

Sets the background and text colors for your note.   See Style Color.

Inserts an info stamp in your note.   See Insert Info Stamp.

Activates Lotus Sound to insert a new sound in your note.   See Insert New Sound.

Activates Lotus Media Manager to insert a sound, movie, or any other object supported by Lotus Media Manager, in your note.   See Insert Media File.

Controls printer settings.   See File Print Setup.

Erases the selected information, or if nothing is selected, the first character to the right of the insertion point.   See Edit Delete.

Pastes specific Clipboard data to your note.   See Edit Paste Special.

Selects all of the text and objects contained in your note.   See Edit Select All.

Examines and repairs links from your note to other files.   See Edit Links.

Inserts an imbedded or linked object in your note.   See Insert Object.

Selects an icon to represent this note in the application from which you activated Lotus Annotator.   See Style Note Icon.

Controls the contents of your info stamp.   See Options Info Stamp.

Controls the contents and positioning of the set of SmartIcons.   See Options SmartIcons.

Controls settings for future notes.   See Options Save Preferences.

Displays paragraph marks in your note.   See Options Show Paragraph Marks.

Hides paragraph marks in your note.   See Options Show Paragraph Marks.

Keeps your note on top of the application window.   See Options Keep Note on Top.

Stops keeping your note on top of the application window.   See Options Keep Note on Top.

How Do I? Topics

Change a Note

Create a Note

Customize a Set of SmartIcons

Delete a Note

Include Other Objects in a Note

Print a Note

Resize Objects

Set Defaults for My Notes

Use Lotus Annotator

Use SmartIcons

View a Note

Help About Lotus Annotator

Displays version information about Lotus Annotator.

Change a Note

1. Open the note you want to change by <u>double-clicking</u> its <u>icon</u> in the application window.

2. Make any changes you want to make to the note in the Note window.

3. Choose the <u>File Update and Exit</u> command. Remember that this only <u>updates</u> the note <u>object</u> in the application from which you started Lotus Annotator. When you return to that application, you still must <u>save</u> your work to save changes to the <u>embedded</u> note.

Create a Note

1. Type text or insert <u>objects</u> in the Note window.

2. Choose the <u>File Update and Exit</u> command.   Remember that this only <u>updates</u> the note object in the application from which you started Lotus Annotator.   When you return to that application, you still must <u>save</u> your work to save the <u>embedded</u> note.

Customize a Set of SmartIcons

Choose the <u>Options SmartIcons</u> command to change the contents of a set of SmartIcons and control where the set displays.

*   To add an icon, drag the desired icon from the left box to the right box.

*   To remove an icon, drag it out of the right box.

*   To move an icon, drag it to its desired position.

*   To add space between icons, drag the blank icon from the left box (at the end of the Available icons list) to the desired location.

*   To remove space between icons, drag the unwanted space out of the right box.

*   To save the set of icons, choose the Save Set button.

Notes

Choose <u>Options Show SmartIcons</u> to display or hide the set of SmartIcons.

After you return to the Note window, you can reposition an icon within the set of SmartIcons by holding the CTRL key down while dragging the desired icon to its new location.

See also

<u>Use SmartIcons</u>

Delete a Note

You delete notes using the application in which the note is <u>embedded</u>.   In that application, select the Lotus Annotator note <u>icon</u> for the note you want to delete, and choose the Edit Clear or Edit Cut command.

Include Objects in a Note

You can include <u>embedded</u> or <u>linked</u> <u>objects</u> in your note.   Depending on the capabilities of the application that creates the object you want to include, you may only have one choice. (You may be able to embed but not link, or vice versa.)

To embed an object:

1. Choose the <u>Insert Object</u> command.   This displays a list of object types.

2. Choose the type of object you want to include.   This activates the application for that type of object.

3. Using that application, either create or open a file containing the desired object.

4. Choose the Update (or equivalent) command in that application.   This saves the object in your note.

5. When you are done working on the note, choose File Update and Exit.   Remember that this only <u>updates</u> the note object in the application from which you started Lotus Annotator.   When you return to that application, you still must <u>save</u> your work to save changes to the <u>embedded</u> note.

To link an object:

1. Activate the appropriate application to create the type of object you want to link. (Remember that not all applications can create links.   Check the documentation for the application you want to use.)

2. Using that application, open a file containing the desired object, or create a new one.   If you create a new object, be sure to save a file containing that object before proceeding to the next step.

3. Select and copy the object to the Clipboard.   In addition to the selected object, the application will copy file location information to the Clipboard.

4. Return to Lotus Annotator and choose Edit Paste Special to paste the Clipboard contents into your note as a link.

5. When you are done working on the note, choose File Update and Exit.   Remember that this only updates the note object in the application from which you started Lotus Annotator.   When you return to that application, you still must save your work to save changes to the embedded note.

Print a Note

1. Choose Note Print to open the <u>Print dialog box</u>.

2. In the Print dialog box, select the desired Print Range and Object Icons options.

3. If you want to select a different printer than the one listed at the top of the dialog box, choose Setup to open the <u>Setup dialog box</u>.

4. Choose OK in the Print dialog box.

Resize Objects

Select the <u>icon</u> or graphic representing the object in the Note window.   Use any of the eight <u>handles</u> to make the object larger or smaller.   When you move the mouse pointer over a handle, the pointer changes to indicate in which directions you can move the handle.   Use the mouse pointer to <u>drag</u> the handle to its desired location.

For the corner handles, use the left mouse button to maintain the height-to-width ratio of the selected object, or the right mouse button to resize without regard to height-to-width ratio.

Set Defaults for Notes

Choose Options Info Stamp to set the defaults listed below.

*   Contents of the info stamp (name, date, time)

*   Automatic insertion of the info stamp at the top of each note

Choose Options Save Preferences to set the defaults listed below.

*   Window size and position

*   Contents and positioning of the set of SmartIcons

*   Keeping the Note window on top of the application window until the Note window is closed

Choose Style Colors and mark the Save these colors as the default colors check box to set the background and text colors for your notes.

Choose Style Font and mark the Save this font as the default font check box to set the default font for your notes.

Choose Style Note Icon and mark the Save this Note icon as the default Note icon check box to set the default Note icon for your notes.

Use Lotus Annotator

Lotus Annotator creates notes and stores them in other application windows.   Lotus Annotator can only be activated from another application that supports embedded objects.

Activate Lotus Annotator
If the application contains an Insert Lotus Annotator command, choose that command. Otherwise, choose the Insert Object command in that application.   This displays a list of all object types you can insert using that application.   Choose Lotus Annotator from that list.

Keep the Note window on top
Choose Options Keep Note on Top to keep the Note window on top of your application window.   This will keep your note from getting "lost" on a crowded desktop.   You can, or course, move and resize the Note window like any other window.

Use SmartIcons
The row of button controls just below the Note window menu bar is the set of SmartIcons. You can click these icons to perform most commands, and you can configure your own set of SmartIcons to contain icons for those commands you use the most.   To see a short description of an icon in the title bar, point to that icon and hold down the right mouse button.   See SmartIcons Overview for general information about using SmartIcons.

Get Help
To get Help for a menu, press ALT to access the menu bar, and use the right arrow key to highlight the desired menu.   Then press F1 to display Help for the commands of that menu.

To get Help for a command, press ALT to access the menu bar, use the right arrow key to highlight the menu containing the desired command, and use the down arrow key to highlight that command.   Then press F1 to display Help for that command.

To get Help for a dialog box, click the question mark in the upper right corner of the dialog box, or just press F1.

Save your work
When you have finished with your note, choose File Update and Exit to store the note in the other application window, close Lotus Annotator, and return to that application.   This action alone does **not** save your note on disk -- it merely stores your note in the open document in the application window from which you activated Lotus Annotator.   When you return to that application, be sure to save the document (or worksheet or presentation) containing the embedded note.

Use SmartIcons

Click on the desired icon.

To display a short description of an icon in the title bar, point to the icon and hold down the right mouse button.

If the icon represents a command that requires information to be selected (Edit Copy, for example), select the information before clicking the icon.

See also

Options SmartIcons
SmartIcons Overview

View a Note

Double-click the note icon in the application in which the note is embedded.

active window

The window in which you are working.   The <u>title bar</u> in the active window is always highlighted.   Many windows can be open, but you can work in only one window at a time.

cascade menu

A menu that appears when a <u>pull-down menu</u> item has additional choices.   A cascade menu is indicated by an arrowhead (▸) next to the pull-down menu item.   It appears to the right of the pull-down menu item.

check box
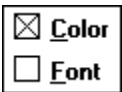
☒ <u>C</u>olor
☐ <u>F</u>ont

In a dialog box, a small box you use to turn an option on or off.   When the box is marked with an X, the option is on.   When the box is blank, the option is off.   In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

click

To press and release a mouse button quickly.   Click with the left mouse button unless otherwise specified.   (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, click with the right button.)

Clipboard

The Windows area that stores the contents of an Edit Cut or Edit Copy command.   You can retrieve the contents with Edit Paste.   The next Edit Cut or Edit Copy command overwrites the contents of the Clipboard.

command

An instruction you give Lotus Annotator.   Commands are listed in menus and appear as buttons in dialog boxes.   To complete some commands, you choose commands from menus and select options and enter specific information in dialog boxes.

If an ellipsis (…) follows the command name, a dialog box appears when you choose the command.   If an arrowhead (▶) follows the command name, a <u>cascade menu</u> appears when you choose the command.

dialog box

A window that requests information needed to perform a command. A dimmed dialog box item is unavailable (either it is not appropriate for the selected objects, or it is incompatible with other dialog box items that you have chosen).

double-click

To press and release the left mouse button twice, quickly, without moving the mouse.   This usually chooses and carries out a command.   Double-click with the left mouse button unless otherwise specified.   (If you have used the Mouse command of the Windows Control Panel to swap the left and right mouse buttons, double-click with the right button.)

drag

Move an object to a new location.   To drag, position the mouse pointer on the object, press and hold down the left mouse button, move the mouse, and then release the button.

For example, to resize an icon for an object embedded in a Lotus Note, drag one of the handles to the desired location.

drop-down box

Upper Tray ±
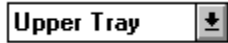
In a dialog box, a box that initially shows a single option.

Upper Tray ±
Upper Tray
Manual Feed
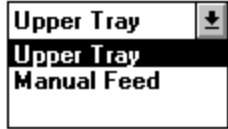
When you select the scroll arrow, a list of options drops down.

Some drop-down boxes let you enter text in the top box.   In others, you must select an option from the list.

embed

Store an <u>object</u> from one application in another application.   An embedded object exists only in the application in which it is embedded.   Lotus Annotator embeds note objects in other applications.

embedded

An <u>object</u> from one application stored in another application.   Notes created by Lotus Annotator are embedded in other applications.

embedded object

An object from one application stored in another application.   Notes created by Lotus Annotator are embedded in other applications.

font

A type of text, such as Courier, Helvetica, or Times Roman.

handle

Any of eight small boxes that appear on a selected object's perimeter.   You can drag a handle to change the object's size.

In Lotus Annotator, use the left mouse button to drag one of the corner handles to maintain the height-to-width ratio of the object.   Use the right mouse button to drag a corner handle to resize the object horizontally and vertically (disregarding the height-to-width ratio).

icon

A small picture that represents a command, operation, or application.   Generally, you <u>click</u> or <u>double-click</u> an icon to activate the command, operation, or application it represents. For example:

You can click the Copy icon from the set of SmartIcons to copy the selected information onto the Clipboard.

In your application window, you can double-click this icon to activate Lotus Annotator and view the contents of the note it represents.

info stamp

A line of text optionally containing your name, the current date, and the time.

insertion point

The position in the note where the text you type is inserted, or the Clipboard contents are pasted.   The insertion point in a note is indicated by a blinking vertical line.   As you type, text appears to the left and the insertion point moves to the right.

landscape

The horizontal, or sideways, orientation of a page.   In landscape orientation, the width of the page is greater than the height (for example, 11" x 8.5" rather than 8.5" x 11").

link

A connection in one application allowing access to an <u>object</u> contained in another application.

linked

A linked <u>object</u> is a pointer in one application to the actual data in another application.

list box

A list of choices that appears in a dialog box.   If there are more choices than can fit in the box, use the <u>scroll bar</u> or <u>scroll arrows</u> to bring the other choices into view.

mark

☒ <u>C</u>olor
☐ <u>F</u>ont

To place an X in a check box to turn the associated option on.   In the sample, the Color option is marked (on), and the Font option is unmarked (off).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

menu bar

The second horizontal bar in an application window.   The menu bar displays the main menu for the application.

menus

A list from which you choose command items.   Lotus Annotator displays a pull-down menu when you choose a menu name from the menu bar.   A pull-down menu item followed by an arrowhead leads to a <u>cascade menu</u>.   A menu item followed by an ellipses (...) leads to a <u>dialog box</u>.

Dimmed menu items are not available for the current task, mode, or selected object.

message box

A box that displays status, warning, and error messages.
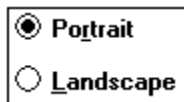
object

Information (text, graphics, sounds, or movies, for example) created in one application and <u>embedded</u> in, or <u>linked</u> to, other applications.

object icon

The <u>icon</u> Lotus Annotator inserts in your application to represent the <u>embedded</u> note.

option button

Portrait ⦿
Landscape ○

In a dialog box, a small, round button.   You can choose only one option button in a group of related options.   In the sample, the Portrait option is chosen.

To change the option chosen, click the button for the option, press the underlined letter, or press an arrow key.

paragraph mark

¶

A graphic representation of a carriage-return character.

portrait

The vertical, or upright, orientation of a page.   In portrait orientation, the height of the page is greater than the width (for example, 8.5" x 11" rather than 11" x 8.5").

pull-down menu

The list of menu items that appears when you choose a menu name from the menu bar.

save

To copy a file from memory to disk.

scroll

To change the visible contents of a window or list box by moving the contents up, down, left, or right.

scroll arrows

The arrows at either end of a scroll bar.

scroll bar

A vertical or horizontal bar that you use to scroll the contents of a window or list box.   Scroll bars are located at the right and bottom of a window and at the right of list boxes.   Click the scroll arrows or drag the scroll box to scroll the window or the list.

scroll box

The rectangular box in a scroll bar that you can move to change the displayed area of the current view or list.   Dragging the scroll box moves you quickly through the area or list you are scrolling.

The position of the scroll box within the bar indicates your relative position in the total area being viewed.   For example, in a list box, if the scroll box is at the top of the scroll bar, you are at the top of the list; if the scroll box is at the bottom of the scroll bar, you are at the bottom of the list.

select

To highlight an area of text and/or objects in the Lotus Annotator window.

SmartIcons

A set of icons you can click to choose commonly used commands or actions.

specify

To select from the items in a list box or enter a new item by typing.

title bar

The horizontal bar across the top of a window.   In addition to the application name, the Lotus Annotator title bar contains the Control menu box [ ] and either the Maximize button

[ ]   or the Restore button
[ ].
The title bar also displays command descriptions when you are working in a menu, or icon descriptions if you hold down the right mouse button when pointing to an icon in the set of SmartIcons.

unmark

To remove an X from a check box to turn the associated option off.   In the sample, the Color option is unmarked (off), and the Font option is marked (on).

To change the check box setting for a selected option, click the check box, press the SPACEBAR, or press the underlined letter.

update

Copy an <u>object</u> from one application and insert it in another application.   This is similar to a <u>save</u> operation, except that nothing is saved on disk by an update.   (You still must save your work in the application that received the update in order to save the updated object.)

update mode

Specifies when to update the <u>link</u> in your note.

Automatic
Updates the link each time the <u>object</u> linked to your note changes while your note is open.

Manual
Updates the link only when you use the Update Link(s) Now command in the Links Dialog box.

window

An area of the screen through which you view and work with an application.   Each window is independent of other windows.   The window in which you are working is the active window.   The <u>title bar</u> in the active window is always highlighted.   Many windows can be open simultaneously but you can work in only one window at a time.