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## hottest tips...

- 1** Colour-code your notes for different uses (eg green for personal, red for urgent). Then use Arrange to tile or cascade your notes by colour for quick reference.
- 2** Free up screen space, by using Roll Up to show just the title bar, so you can stack notes close together.
- 3** If you've got notes on two computers and want to keep them "in sync", use the Backup function, then copy, send or email the backup file to the other computer. Use Restore with "Delete existing notes" checked to update the notes.
- 4** If you want someone to pay attention to the TurboNote you've sent them, check the Urgent option in the Send to Box to set a one-minute alarm that will let them know it's there!
- 5** Clear the decks by parking all your notes temporarily off screen with Shift+Alt+P.
- 6** When going on leave, list your important files, Websites, instructions and jobs on a TurboNote and send it to your colleagues. Don't forget your contact details!
- 7** Tax returns, invoices, even hexadecimal conversions can be quickly calculated on a TurboNote and pasted into place.
- 8** Keep useful information that you need to refer to but not often (like the date of your tax return) off-screen by hiding the note (Ctrl+H). Set an alarm on it to bring it up in good time to respond!
- 9** Use Stay on top (Ctrl+T) to keep a note on-screen as a handy jotter pad or visible clipboard.
- 10** Get rid of pesky hard returns when copying text from one type of file to another, by putting it on a TurboNote and then reformatting .