




# vs6

# 10 hot tips...

- 1** To grab a quick note. Simply drag it off the TurboNote+ icon in the System Tray.
- 2** Want to keep track of what's behind your many notes? Drag the transparency bar on the Note Settings to around 10%.
- 3** Make a quick to-do list with tickable checkboxes by typing [ ] as your bullet point markers.
- 4** Add up a bunch of numbers you've just typed or pasted into a note (even if they are spread over several lines) by selecting them all, and pressing F2.
- 5** Want to get someone to look at a particular file but its name is long and complicated, or buried several folder levels deep? Right-click on the filename in Windows Explorer and drag it onto a TurboNote+ to get the whole pathname there and the file accessible with one click. Then send them the note.
- 6** Call up groups with a single keystroke. Just right click on a TurboNote+ and use Assign Note to Group to build up easily manageable groups in Note Manager.
- 7** Did you set the alarm too early? Right-click on the icon to let you quickly change the reminder period from minutes to days, to weeks, to months.
- 8** Make an ultra-fast Web search — type the search term on any note (or select existing text), hit F4 and TurboNote+ will open up your Web browser at a Google search results page for that text.
- 9** Use a range of emoticons (Ctrl+Shift+E) and TurboNote's instant messaging for quick communication with your colleagues:  ??
- 10** Want to change some paragraphs to a numbered list? Select them all, and press Ctrl+Shift+B until you see the numbering style you want.

### Want to see some more tips?

Check out our earlier edition of the tips sheet for some more clever time-saving ideas with TurboNote+.

Get it at <http://TurboNote.com/tnimages/tipsheet.pdf>