



Take Note!

Have you tried the Note It tool yet? It's one of YTO's coolest features.

If you like the convenience of Post It notes, you'll love the YearTech Online Note It! feature. It offers a quick and easy way to make notes and offer feedback as staff members are working on pages. And they are a super tool at deadline time where there are only a few small things that need to be done before a page can be submitted.

To add an electronic note, follow these steps.

- 1) Open the page in Page Designer.
- 2) Click on the "Place New Note" button on the toolbar.
- 3) Type your note in the text box at the bottom of the note and click on post. Your name, message and the date will appear in the message box. A reply box will now appear at the bottom allowing others to reply or add an additional note.
- 4) To minimize the note, double click on the top left corner (outlined in red). To maximize it, double click again.
- 5) To delete the note, click on backspace or delete with the note selected. If you forget to delete the note, don't worry. It will not print on the Page Preview or the final page.

Notes may be placed on a page by the adviser, editor, staff member assigned to the page, your Jostens Representative (that's me) and our plant consultant.

