

# Put a digital sticky note on your screen

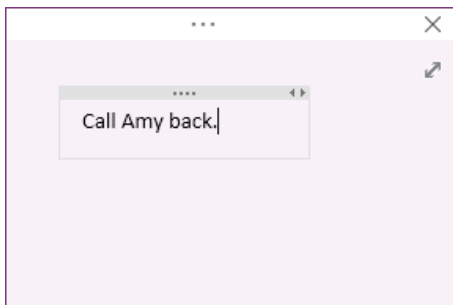
---

Need to jot something down quickly? Create easy Quick Notes with the press of two keys.

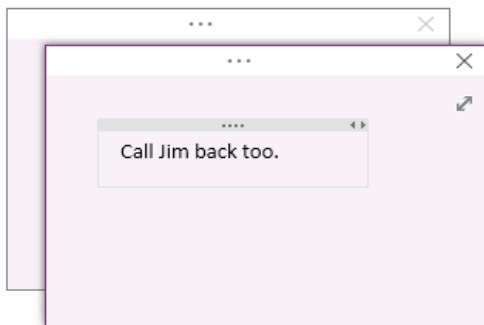
1 Press these keys:




2 Start typing your note.



3 Press the keyboard shortcut again to create additional Quick Notes.



**NOTE** Click the  icon in the corner of any Quick Note to expand it to a full OneNote window. Quick Notes are automatically saved to your notebook as soon as they are created so you never lose them.