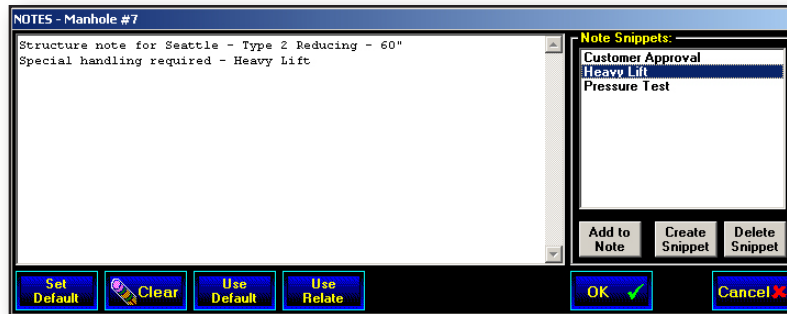


~ JOB AND STRUCTURE NOTES LIBRARY ~

The **Note Snippet Library** is used to quickly append frequently used text onto Job and Structure notes. Several snippets can be added to a structure note to build up custom combinations to suit any particular circumstance.



Creating Snippets

It takes only three steps to create snippets and save them in the Note Snippet Library.

1. Type the snippet text into the note area.
2. Click the Create Snippet button.
3. Enter the title for the snippet. The new snippet's title will be displayed in the Note Snippets list.

Helpful Hint:

When you click the **Create Snippet** button, the entire contents of the notes area is stored for the snippet.

Include a blank line before or after the snippet text to make the snippet stand apart from other notes.

Clear out any text you do not want as part of the snippet.

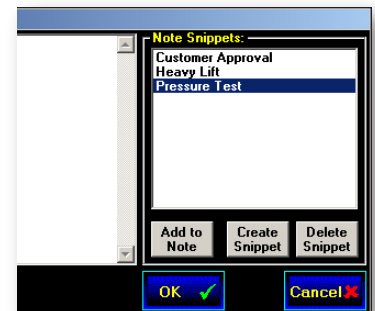
Using Snippets

To add a snippet to the current job note, simply select the snippet title in the list and click the "Add to Note" button. For even faster operation:

- Double-click on the snippet's name, or
- Drag and drop the snippet name into the notes area

Deleting Snippets

To delete a stored Snippet, click on the name of the snippet in the Note Snippets list and then click the Delete Snippet button. Stack-It will remove the snippet from the list.



A Customer Focused Corporation...

Phone: 253-927-8520 E-mail: info@stackit.net Web: www.stackit.net