



# Content Station 9

## Working with Sticky Notes in the Publication Overview Application



This document is part of the documentation for Content Station 9 and is an extract from the former Content Station 9 User Guide. For more information about using Content Station, visit the [Help Center](#).

### 1. About Sticky Notes

Sticky Notes can be used for leaving short messages to other users—including InDesign and InCopy users—for instance to indicate any changes or corrections that need to be made to the content of a page.

## 2. Components

A Sticky Note consists of a Pin (marking the part of the page that the note applies to) and the Sticky Note itself. Both are connected so that it is always clear which Pin belongs to which Sticky Note and vice versa.

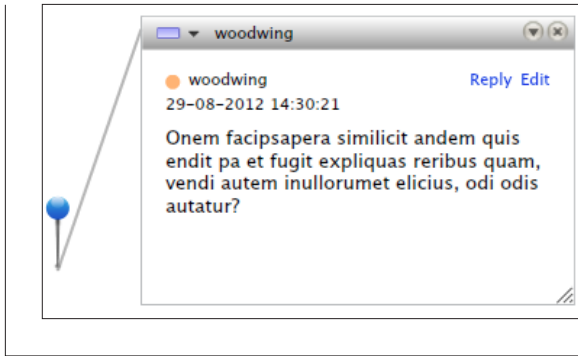


Figure 2a. A Sticky Note consists of a Pin and the Sticky Note itself. Both are connected to make it clear that they belong together.

The Sticky Note itself contains the following components:

- **Text area.** For entering the comment or message.
- **Creator name.** The name of the user who created the Sticky Note (either the original Sticky Note or a reply).
- **User color.** The color for the user who created the Sticky Note (either the original Sticky Note or a reply).
- **Creation date and time.** The date and time when the Sticky Note or reply was created.
- **Status menu.** For assigning a status to the Sticky Note (such as Accepted, Done, etc).
- **Reply button.** For replying to the Sticky Note.
- **Edit button.** For editing the text of the Sticky Note.
- **Collapse button.** For collapsing the Sticky Note.

- **Close button.** For closing the Sticky Note.
- **Resize handle.** For resizing the Sticky Note.



Figure 2b. Some of the components of a Sticky Note

Sticky Notes can be created, replied to, edited, hidden/shown, repositioned, or deleted. Each action is explained in the following sections.

### 3. Creating a Sticky Note

To create a Sticky Note, perform the following steps:

**Step 1.** Use one of the following methods:

- Click the **New Sticky Note** button (📌) or choose **Insert > Sticky Note** from the Content Station menu.

A Sticky Note is placed on the screen in a default location: the Pin centered on the screen with the actual Sticky Note in the top left corner.

- Right-click on the position where the Sticky Note needs to be placed and from the context menu that appears, choose **Add Sticky Note**.

The Pin of the Sticky Note is placed on the position where you clicked. The actual Sticky Note appears next to the Pin.

**Step 2.** (Optional) Click the **Status** button to show the list of statuses and select a status for the Sticky Note:

- None
- Accepted
- Rejected
- Done

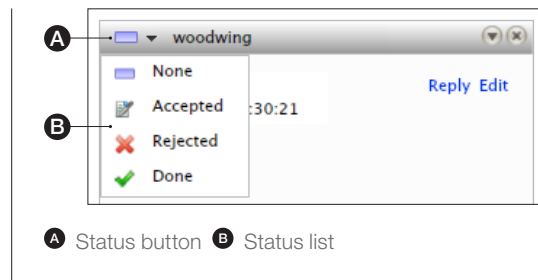


Figure 3. The Status list of a Sticky Note

**Step 3.** Enter a message in the **Text Area** of the Sticky Note.

**Step 4.** Click **Save**.

The Sticky Note is saved. While this is being done, the Pin is shown dimmed; working on Sticky Notes is not possible until the saving process is completed.

#### 4. Replying to a Sticky Note

It is possible to reply to a Sticky Note (but only to the original message; it is not possible to reply to a reply).

To reply to a Sticky Note, perform the following steps:

**Step 1.** Click the **Reply** button of the original message.

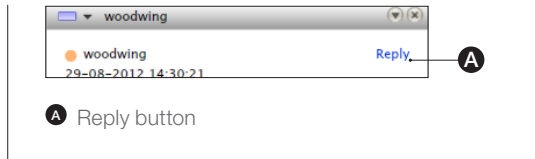


Figure 4. The Reply button in a Sticky Note

A new text area appears at the bottom of the Sticky Note.

**Step 2.** Enter your reply.

**Step 3.** Click **Save**.

#### 5. Editing a Sticky Note


A Sticky Note or a reply to a Sticky Note can be edited, but only when:

- It is being edited by the same user who created the Sticky Note.
- The Sticky Note has not yet been replied to.

To edit a Sticky Note, perform the following steps:

**Step 1.** Locate the Sticky Note that needs to be edited.



If you cannot see any Sticky Notes but know they have been placed on the page, try clicking the **Show/Hide Sticky Note** button (  ) as they may have been hidden.

**Step 2.** Click **Edit**.

**Step 3.** Change the Sticky Note by choosing a different status (can only be done for the main Sticky Note) or by modifying the message itself.

**Step 4.** Click **Save**.

The Sticky Note is saved. While this is being done, the Pin is shown dimmed; working on Sticky Notes is not possible until the saving process is completed.


## 6. Showing/Hiding Sticky Notes

Sticky Notes can be collapsed or fully hidden and subsequently expanded or fully shown.

### **Collapsing/expanding Sticky Notes**

To collapse or expand a Sticky Note, click the **Expand/Collapse** button () of the Sticky Note.

### **Showing/hiding Sticky Notes**

To show or hide all Sticky Notes, click the **Show/Hide Sticky Note** button ()

If Sticky Notes are displayed, they will be hidden; if Sticky Notes are hidden, they will be displayed.

## 7. Repositioning a Sticky Note

Pins and Sticky Notes can be repositioned by doing the following:

- **Pin:** Click and drag the pin to a new location.
- **Sticky Note.** Click the top bar of the Sticky Note and drag it to a new location.

The new position is saved. While this is being done, the Pin is shown dimmed; working on Sticky Notes is not possible until the saving process is completed.

## 8. Deleting a Sticky Note

It is possible to delete a reply to a Sticky Note or to delete the main Sticky Note itself.



Only Sticky Notes or replies to Sticky Notes that you have created yourself can be deleted.

### Deleting a reply

To delete a reply to a Sticky Note, perform the following steps:

**Step 1.** Click the **Delete** button of the reply.

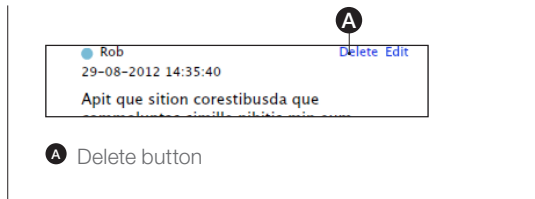


Figure 8. The Delete button in a reply

A message appears asking you to confirm the action.

**Step 2.** Click **Yes**.

The reply is deleted.

### Deleting the Sticky Note

Deleting a Sticky Note is done by deleting the Pin. Perform the following steps:

**Step 1.** Do one of the following:

- Select the Pin and press the **Backspace** or **Delete** key.
- Right-click the Pin to bring up the context menu and choose **Delete Sticky Note**.

A message appears asking you to confirm the action.

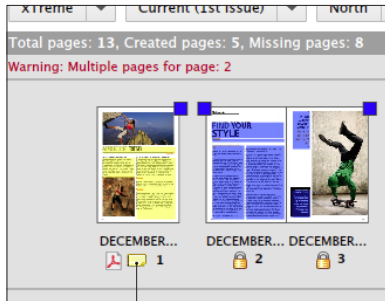
**Step 2.** Click **Yes**.

The Pin and the Sticky Note are deleted.

## 9. Working With Sticky Notes

When working with Sticky Notes, take note of the following:

- Layouts on which one or more Sticky Notes are placed can be quickly recognized by the Sticky Note icon in the Publication Overview page.



A The Sticky Note icon

- When creating a Sticky Note or a reply to a Sticky Note and not entering any text yet, performing an action such as clicking outside of the Sticky Note, scrolling the layout, and so on, will prompt a message stating that an empty Sticky Note has been created.

The message will ask whether to continue or not: clicking Yes will delete the Sticky Note and continue the action that was performed; clicking No will cancel the action and allow to continue working on the Sticky Note.

- When another user deletes a Sticky Note or a reply, the Sticky Note or reply is also automatically deleted from the Publication Overview

page for all other users who are viewing the same layout.<sup>1</sup>

- When a user is working on a Sticky Note which another user has deleted, a message will be shown to inform the user that the Sticky Note is about to be deleted.

When the user is in the process of editing the content of a Sticky Note, the user is offered the option to copy the content of the message to the clipboard so that it can later be used in another Sticky Note.

- When another user adds a new Sticky Note, a reply to a Sticky Note, or updates the content of a Sticky Note, the change is automatically visible (when the Sticky Note is expanded) to other users who are viewing the same layout in the Publication Overview.<sup>1</sup>

- When a user is in the process of editing the main content of a Sticky Note (the very first message) while another user saves a reply to this message, the main content is blocked from being edited.

A message is shown informing the user, and an option is offered to copy the content of the message to the clipboard so that it can later be used in another Sticky Note.

- When another user changes the Status of a Sticky Note, this change is automatically made visible on the Publication Overview page for all other users who are viewing the same layout.<sup>1</sup>

- When another user changes the position of a Sticky Note, this change is automatically made visible on the Publication Overview page for all other users who are viewing the same layout.<sup>1</sup>

<sup>1</sup> Note that such changes are also visible on the layout in InDesign or InCopy (assuming that message broadcasting is active).

## **10. Revisions**

The following sections list the changes that have been made to this document.

### **10.1 Version 1.2.1**

Released August 2015

Changed the link to the Online Help into a link to the Help Center.

### **10.2 Version 1.2.0**

Released: 19 June 2015

First version.