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#### 5.4 Adding Notes

Use notes to highlight pre-requisites, shortcuts, and other actions that should be highlighted to the user's attention.

To add a text note, select the text you want to make into a note. Then, click Note from the styles drop-down menu.

**Note:** Insert your note here. Insert your note here. Insert your note here. Insert your note here.  
Insert your note here. Insert your note here. Insert your note here.

#### 5.5 Adding Warnings

Use warnings to highlight actions that may have a serious impact on the system, for example, when purging data, or may compromise the user's safety.

**Warning:** Highlight if damage to data, systems and/or individuals may occur if instructions are not followed carefully.

#### 5.6 Adding Comments

Use this style when adding comments, quotes or other such devices to the text.

Add comments, Add quotes, Add comments, Add quotes.

#### 5.7 Adding Code Samples

Select your text and click Code from the styles menu.

Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List: When a scheduled installation is missed. Indent Number List

# Microsoft Word User Guide

**SJ Ball**

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