

Using Photoshop's Notes Tool.

By B.Clarke Revised Feb 2009

One way of recording information to an image file is to add text to a file in Photoshop.

Documents that are annotated in this way can be saved in the Photoshop, **PSD** or **TIFF** formats.

(Make sure that the annotations box is checked in the **Save As** dialogue).

To add text to an open document, select the Note tool and click inside the image window.

A note icon is placed together with an open text window.

Enter text inside the window, which can be a short description of any adjustments such as local burning in etc that has been carried out.

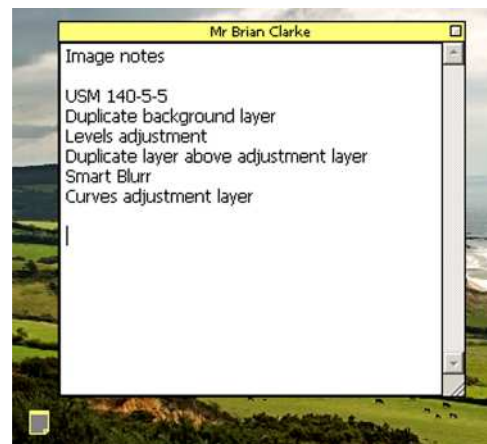
After entering the text you can close the note window by clicking on its close box, unlike most text documents, you do not have to save it before closing. The text note will remain as a small icon floating above the actual image.

Although viewable in Photoshop, these notes will not be visible when you print the image.

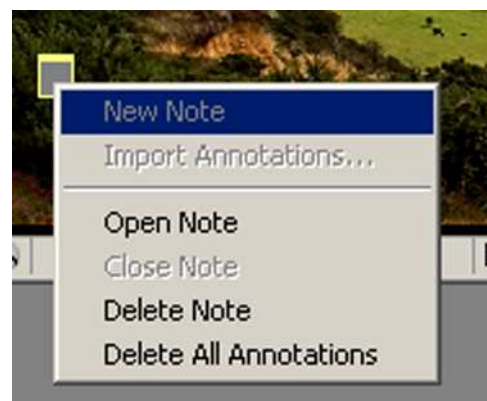
To delete a note, **right** mouse click on a note icon, the pop-up menu will offer you the choice of deleting that note or all notes in the current document.



The note icon is a small non-printable area within the image (enlarged view shown below)



Double clicking on the Note icon displays the text.



The pop-up menu showing the delete options



The Notes Tool

The notes tool is really handy for adding sticky notes to an open image in Photoshop. I use this tool quite a lot. I will open an image then type in notes to describe what settings have been used. The big advantage is the Notes Tool will not print.