

### Important Content Update Message

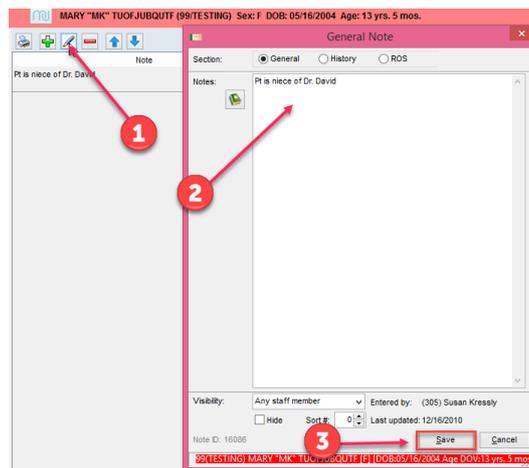
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

## Edit a General Note

Last Modified on 12/10/2019 3:00 pm EST

Version 14.19

1. Open the General Note List.
2. Click on the note that you want to edit, and click the **Edit** button. This opens the General Note window, where you can make any edits needed.
3. Click the **Save** button when finished.



Version 14.10

1. Open the General Note List.
2. Click on the note that you want to edit, and click the **Edit** button. This opens the General Note window, where you can make any edits needed.
3. Click **Save** when finished.

