

## 2.6 Adding Special Notices

Sometimes you will need to warn the audience or highlight important information that they need to know. You can use special notices in the document to draw attention to such imperative information. Special notices include notes, warnings, cautions, and dangers.

Know when to use Notes, Warnings, Cautions, and Dangers:

1. Use *Notes* to stress points or remind the audience of something, or specify minor problems.
2. Use *Warnings* to warn the audience of possible injury to themselves or others.
3. Use *Cautions* to notify the audience about possible damage to equipment or data or about possible problems in the outcome of what they are doing.
4. Use *Dangers* to warn readers about the potential serious or fatal injury to themselves or others.