



Providing Reliable Technology Solutions for Business



OneNote 2013 Guide



A Complete Overview for Connect Users



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Chapter 1: Introduction

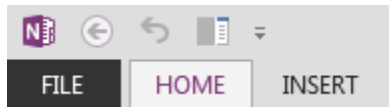
OneNote is an idea processor, a notebook and an information organizer. You can quickly capture meeting notes, brainstorming notes, ideas and thoughts, audio from discussions, video from interviews, diagrams, and so on using the keyboard or the recording capabilities in OneNote. You can also gather clippings from the Web, email, miscellaneous materials for projects, files, and pictures.

Chapter 2: Getting Around OneNote

OneNote relies heavily on the cloud which is file storage you can access anytime you're online. In OneNote, it's easy to save your files to your own OneDrive account or to your organization's site. From there, you can easily view, edit, sync, and share your note and even work together with colleagues on the same notes simultaneously. Listed below are some of the features of OneNote 2013.

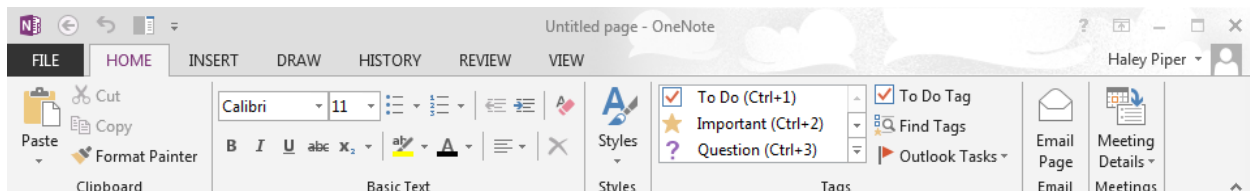
Quick Access Toolbar

The Quick Access Toolbar displays a small selection of the more commonly used commands in OneNote 2013 in the top left hand corner of the application window. It is displayed independently of what tab you are currently working in, so you can always see those popular commands and always have them ready for use. The Quick Access Toolbar is also customizable so you can add commands that you use most frequently. We will address how to customize the Quick Access Toolbar in a later chapter.



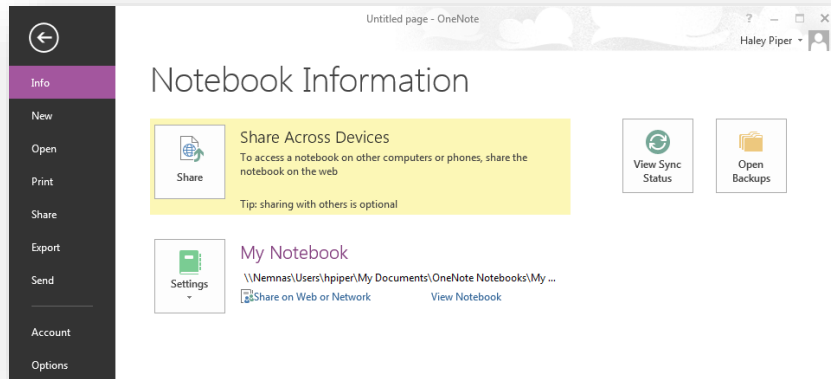
The Ribbon

The Ribbon which debuted in Office 2010 is also found in 2013. The Ribbon contains all the commands related to managing documents and working with documents. One of the biggest differences between old-fashioned toolbars and the new-fashioned Ribbon is that the Ribbon is divided into tabs. In OneNote you will find seven tabs displayed by default: File, Home, Insert, Draw, History, Review, and View.



Backstage View

The Backstage view contains all the commands related to managing notes and customizing the program. It provides an easy way to create, open, print, share, and close files.



Saving

OneNote automatically saves your work while you are taking notes eliminating the need to manually save your notes.

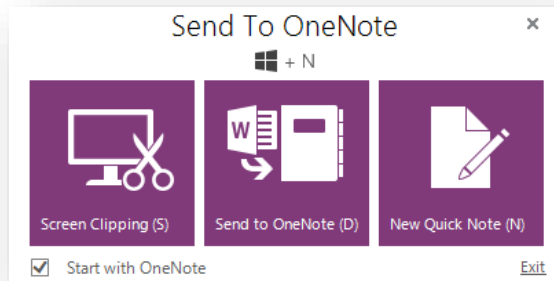
Keyboard Shortcuts

There are a bunch of keyboard shortcuts you can use to get around OneNote faster. Here are a few that are commonly used.

Action	Keyboard Shortcut
Open a new window	Ctrl + M
Open a small window for side note	Ctrl + Shift + M
Dock the OneNote window	Ctrl + Alt + D
Undo	Ctrl + Z
Move Up/Down a Paragraph	Ctrl + Up/Down Arrow
Cut	Ctrl + X
Copt	Ctrl + C
Paste	Ctrl + A
Save Document	Ctrl + S
Print Document	Ctrl + P
Select Paragraph	Triple Click Left Mouse Button
Select All of Document	Ctrl + A
Page Break	Ctrl + Enter
Select Text	Shift + Left/Right Arrow

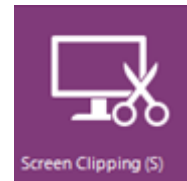
Send to OneNote

The Send to OneNote tool can be found on your task bar once you open OneNote. This tool allows you to choose from a screen clipping, entire document, or a new quick note to insert into your notebook. You can also install the OneNote Clipper into your favorite web browser to clip an entire webpage into your OneNote.



Insert Screen Clipping

- **Step 1:** Click the Send to OneNote icon on your task bar.
- **Step 2:** Click the Screen Clipping button.
- **Step 3:** Use the crosshairs to click and drag around the area that you want to use.
- **Step 4:** A dialog box will appear. Double-click the section you would like your clipping to be in.



Insert File

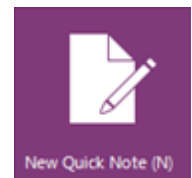
- **Step 1:** Open and select the file you want to insert.
- **Step 2:** Click the Send to OneNote icon on your task bar.
- **Step 2:** Click the Send to OneNote button.



Insert Quick Note

If you are in a hurry and aren't sure where to place your notes yet, put them into the Quick Notes area. You can always access them later and move them to your Pages when you have time.

- **Step 1:** Click the Send to OneNote icon on your task bar.
- **Step 2:** Click the New Quick Note button.
- **Step 3:** The Quick Note box will appear. Write your note in the box and close when finished.



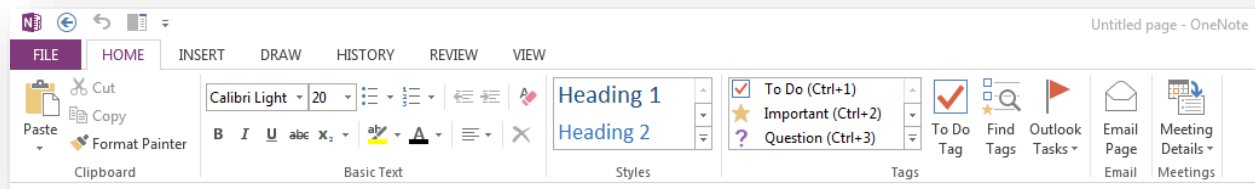
Chapter 3: Learning the Ribbon

The Ribbon was designed to help make the Office applications easier to work with, and help users discover the rich features and capabilities of Office. The menus and toolbars have expanded over the years making it difficult for users to find the commands they needed quickly and easily. With that in mind, the Ribbon was developed allowing for better usability.

Understanding the Ribbon is a great way to help understand what can be done in OneNote. The Ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.

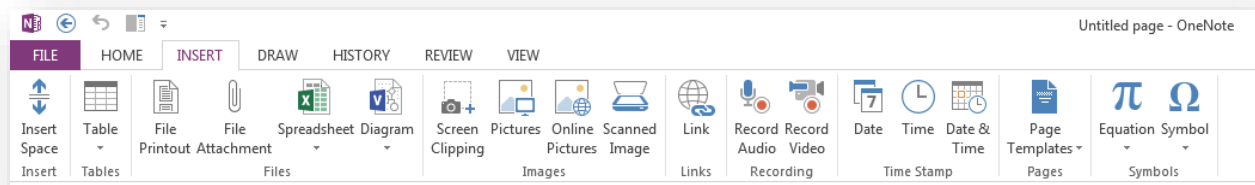
Home Tab

The Home tab is the most used tab; it incorporates all text formatting features such as font and paragraph changes.



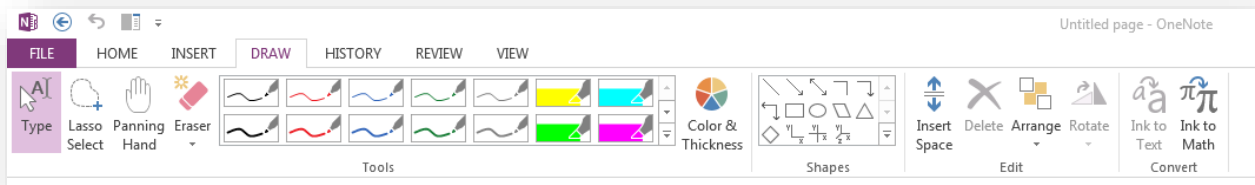
Insert Tab

The Insert tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers.



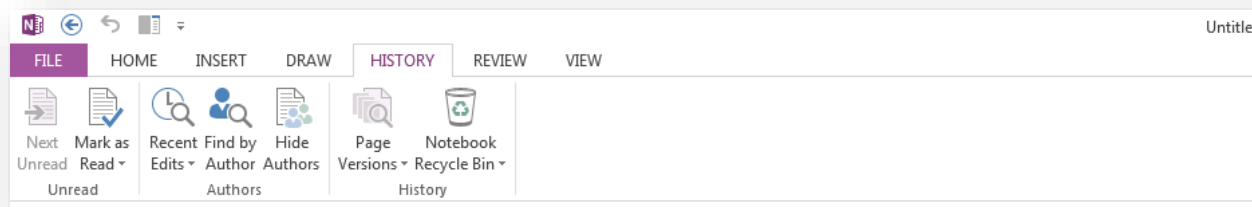
Draw Tab

The Draw tab gives you a variety of options to draw into your notes. You can choose from different shapes, colors, brushes, and more.



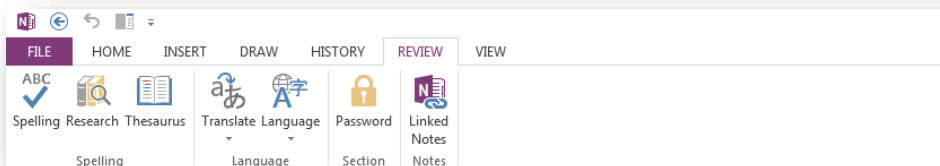
History Tab

The History tab is useful for keeping track of read and unread notes, who's made revisions, and the overall history of your notes. You can also hide authors of the note here.



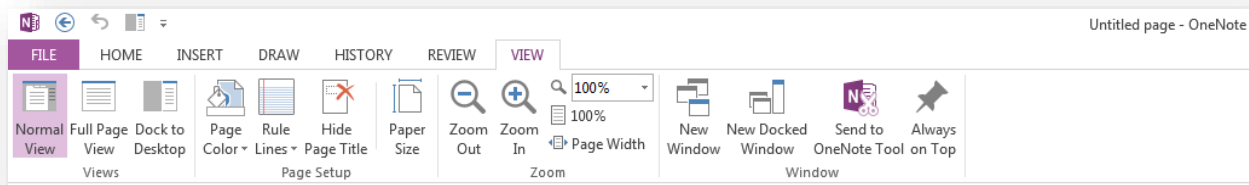
Review Tab

The Review tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.



View Tab

The View tab allows you to change the view of your document to a different two page document or zoom.

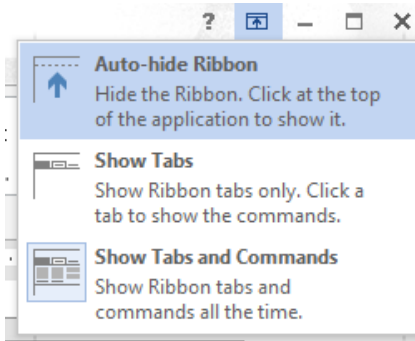


Auto Hide Ribbon

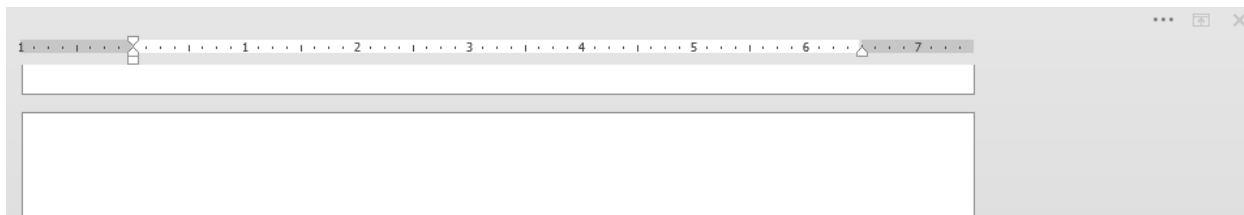
Auto Hide allows you to hide the Ribbon from your screen. You can specify if you want it blank, the tabs to show, or tabs and commands to show.



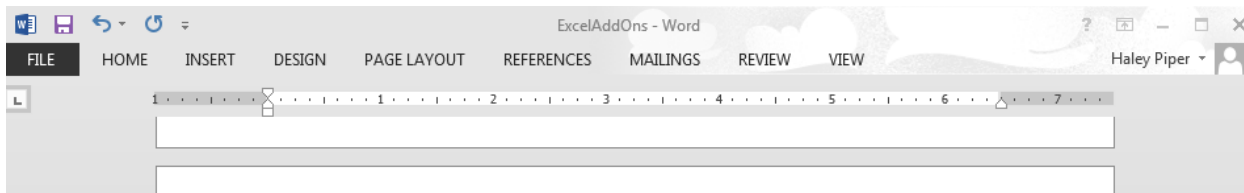
- **Step 1:** Click the Ribbon Display Options tool.
- **Step 2:** Click on Auto-hide Ribbon.



The Ribbon will disappear.



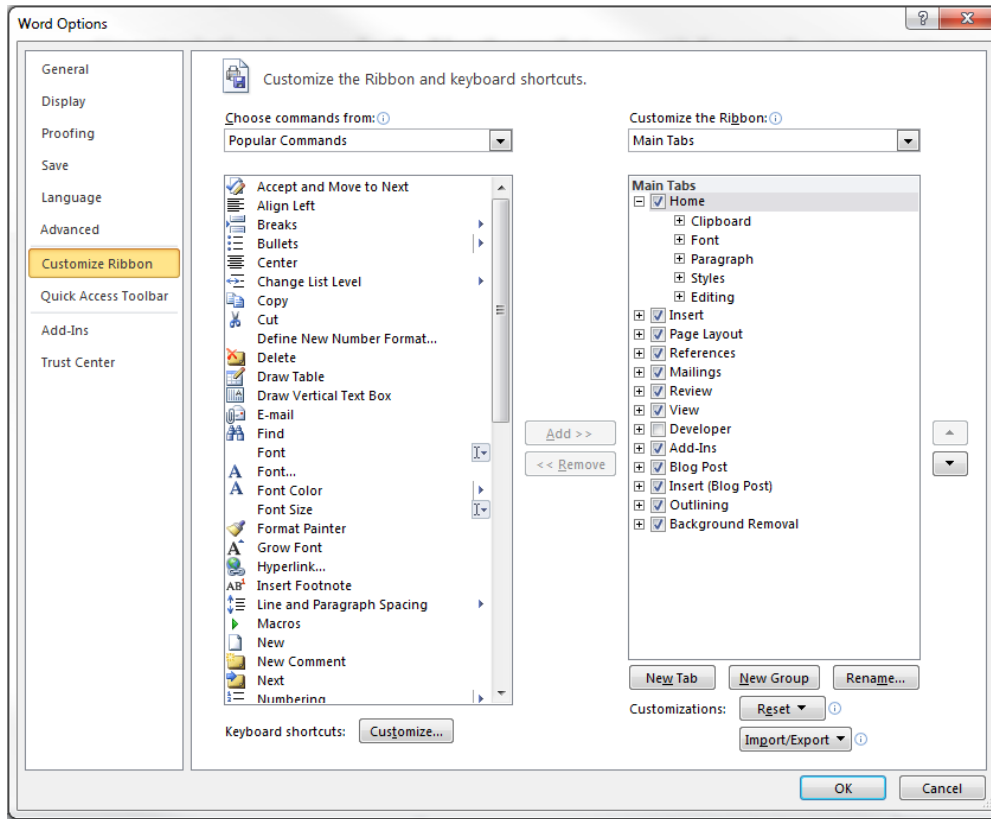
If you want to just bring back the tabs, click on Show Tabs in the Ribbon Display Options.



If you want to bring everything back (the tabs and commands) click Show Tabs and Commands in the Ribbon Display Options.

Customizing the Ribbon

Use customizations to personalize the ribbon the way that you want it. For example, you can create custom tabs and custom groups to contain your frequently used commands. This can be done by selecting Options in the Backstage view and then clicking Customize Ribbon. From there you can create new Tabs and Groups selecting the commands you would like to use within them.



IMPORTANT Ribbon customization is specific to the Microsoft Office program you are working in at the time. Ribbon customization does not apply across all of the Office programs.

You can rename and change the order of the default tabs and groups that are built-into Microsoft Office 2013. However, you cannot rename the default commands, change the icons associated with these default commands, or change the order of these commands. The default commands appear in gray text.

To add commands to a group, you must add a custom group to a default tab or to a new, custom tab. To help you identify a custom tab or group and to distinguish from a default tab or group, the custom tabs and groups in the Customize the Ribbon list have (Custom) after the name, but the word (Custom) does not appear in the ribbon.

Chapter 4: Getting to Know OneNote 2013

In this chapter we will take a closer look at the changes made in OneNote 2013. After reading this chapter, you will understand the tools and features that you can use to navigate and utilize OneNote with ease.

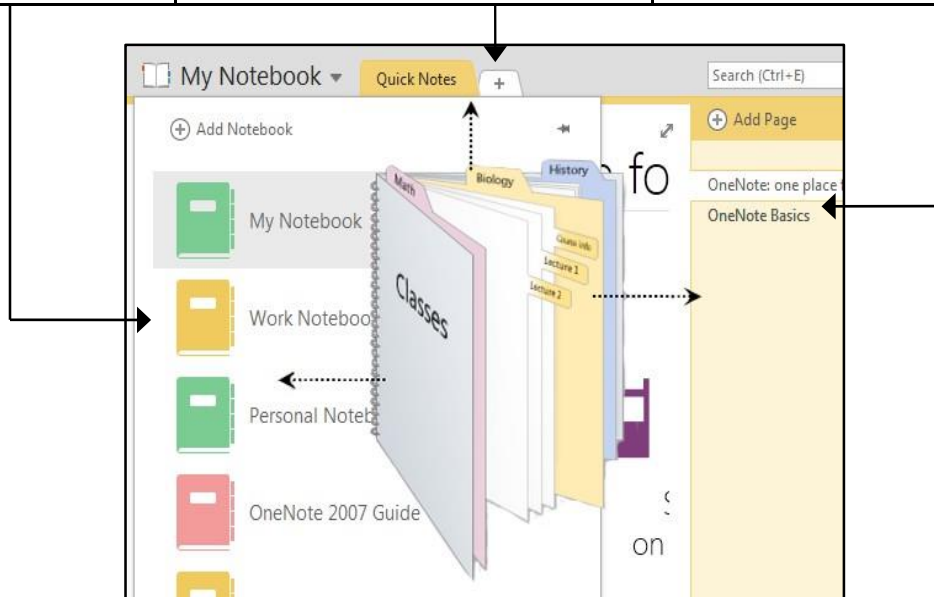
What is OneNote

OneNote is a program that allows you to save your thoughts, images, drawings, tables and more all in one place. When you save or export items in OneNote they are saved to your OneDrive. This gives you access to your notes from any electronic device. OneNote is useful for organizing your ideas, collecting a large amount of information in one spot, and collaborating with others.

Interface

OneNote is organized by Notebooks, Sections and Pages similar to a printed, spiral-bound notebook.

Notebooks:	Sections in the notebook:	Pages in the sections:
Notebooks are the major organization category.	Sections let you organize notes by activities, topics, or people in your life. Start with a few in each notebook.	Create as many note pages in each section as you want.



Exploring Backstage View

Getting to the Backstage View is easy: Just click the File tab, located in the upper-left corner of the Ribbon. If you do not have an opened document then you will see a window that will list all the recently opened documents. If you already have an opened document then it will display a window showing details about the opened document. Backstage view shows three columns, the first column is where you will select most tasks. The first column of the backstage view will have these following options:

Option	Description
Info	This option allows you to share and change settings to the notebook.
New	Allows you to create a new notebook.
Open	Allows you to open an existing notebook from your computer or OneDrive.
Print	This option will be used to print an opened document.
Share	Allows you to share your notebook through OneDrive or SharePoint.
Export	The command known as Save As in most other applications.
Send	Will allow you to save the notebook and send in your chosen format.
Account	This section holds all of your user information.
Options	Initiates a dialog box with all of the options to customize your OneNote.

If you select Info from the first column, it will display properties in the second column of the backstage view. These properties include Share Across Devices and Recent Documents.

You can exit Backstage view anytime by simply clicking on the File tab or pressing Esc which will take you directly back into the Word working mode.

Chapter 5: Diving Deeper Into OneNote

How-To Basics: Using OneNote in Your Office

Basic Fundamentals

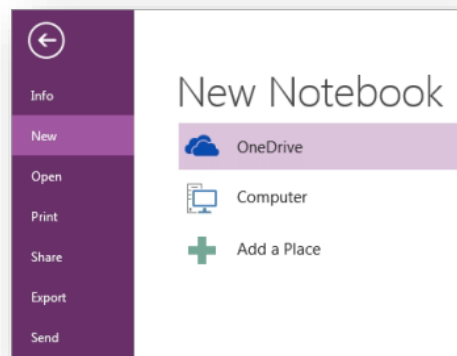
Notebooks

Notebooks are the first step to organization in OneNote. The notebook holds all of the subcategories of information. You can have multiple notebook subjects such as work, personal, thoughts or anything else you can think of. The sky's the limit!

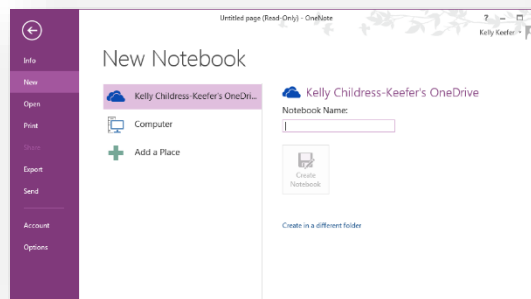
Create a Notebook

When you first install and run OneNote, a notebook is created for you. You can create new notebooks any time—and you can have as many notebooks as you want.

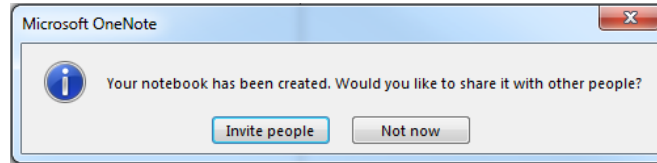
- **Step 1:** Click File > New to display the New Notebook options
- **Step 2:** Choose where you want the new notebook to be created (for example, OneDrive or Computer).



- **Step 3:** Follow the prompts for the location you chose.
- **Step 4:** Give this notebook a name and click Create Notebook




- **Step 5:** OneNote will then launch an option to share your Notebook with others. You can do this now, or at a later time. See Share Your Notebook for instructions.

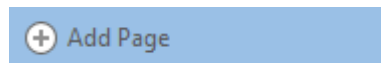


- **Step 6:** When the new notebook has been created, it will show up in your list of notebooks.

Notes


Creating a Note

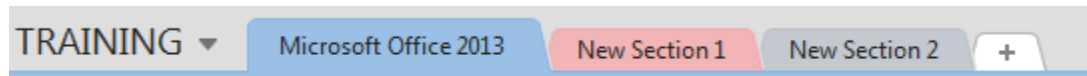
To create a note the first thing you need to do is create a section within your Notebook. Simply click the  tab to create a new section. From here you can name the section. Then you can add pages to the sections to take notes in by using the Add Page button on the right pane



Sections

Creating Sections

To create a new section within your notebook all you need to do is click the  tab and a new section will appear. Then type in the name of the section and press Enter.



Moving Sections

To move a section click, hold, and drag the section tab left or right and release once you see the down arrow pointing where you want the tab to be.

Deleting Sections

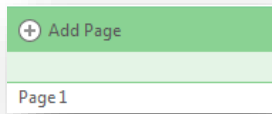
To delete a section, right-click the tab of the section you wish to delete and select Delete from the menu.

Pages/Sub Pages

Creating Pages

When you create a new section in your notebook you are automatically presented with a single blank page. You can continue to write on this page for as long as you want without running out of space. However, you can add additional pages if you like.

- **Step 1:** Click the Add Page button
- **Step 2:** Type the page title and press Enter



Creating Sub Pages

Subpages work just like regular pages, the only difference being they have an indented tab which makes it easier to visually separate them from the surrounding pages.

- **Step 1:** On the right pane click Add Page
- **Step 2:** Type the title for the subpage
- **Step 3:** Right-click the page and select Make Subpage

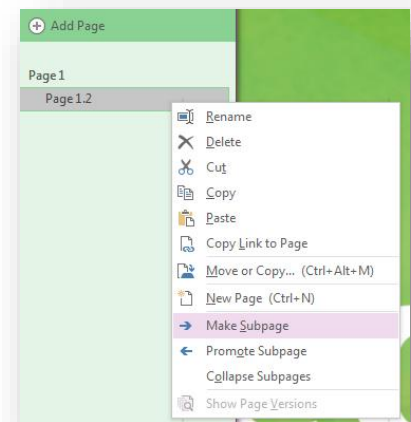
Moving Pages

To move an individual page or subpage do the following.

- **Step 1:** Click, hold, and drag the page where you want it

To move a group of pages at the same time do the following.

- **Step 1:** Hold CTRL and select the pages you wish to move by clicking them with the mouse
- **Step 2:** Drag the selected pages where you want them to go



Deleting Pages

To Delete an individual page or subpage do the following.

- **Step 1:** Right click the page you wish to delete
- **Step 2:** Select Delete from the menu options

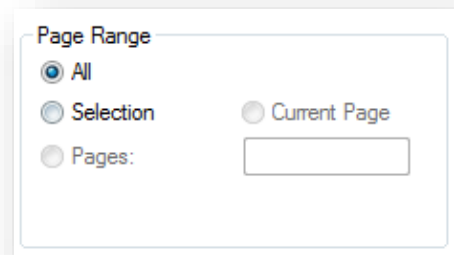
To Delete a group of pages do the following

- **Step 1:** Hold CTRL and select the pages you wish to delete
- **Step 2:** Right click and choose delete from the menu options

Printing

Print all or part of your notes

- **Step 1:** Click file to enter into the backstage view
- **Step 2:** Click Print
 - **Step 3:** To print all pages, Under Page Range click All
 - **Step 3:** To print a range of pages, select Pages and type the range (ex. 5-8)
 - **Step 3:** To print a single page, select Current Page
- **Step 3:** Click Print

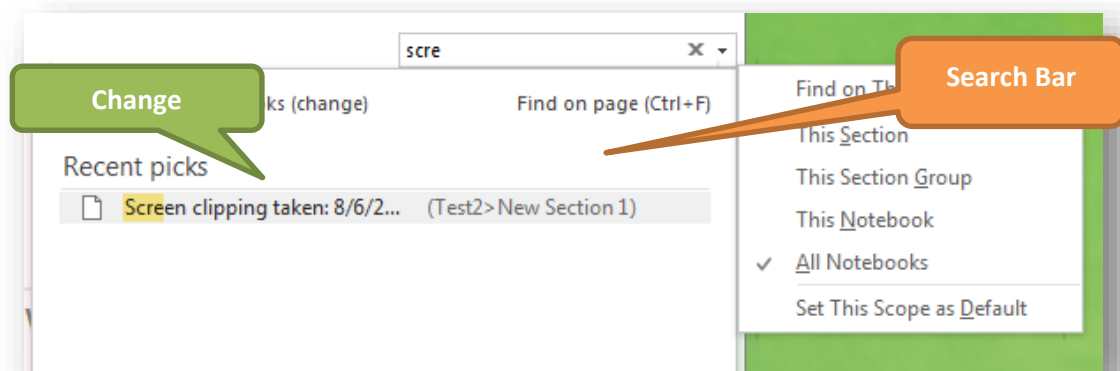


Searching

A big advantage of OneNote over paper notes is that you can search through all of your notes for specific information quickly.

- **Step 1:** Type a phrase in the search bar.
- **Step 2:** Look through the highlighted text that appears below. Click what you were searching for.

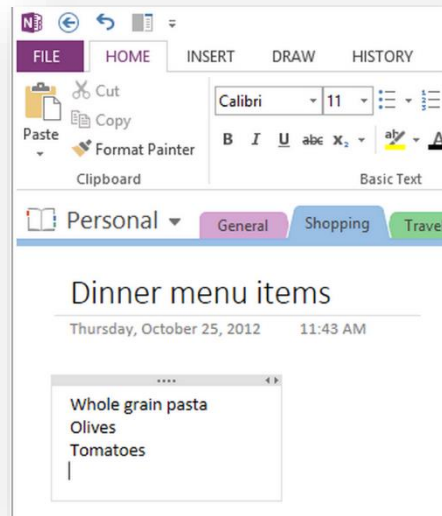
If you do not want to search through every notebook, click Change next to All Notebooks in the search pane and select where you would like to search from the menu.



Home Tab Basic

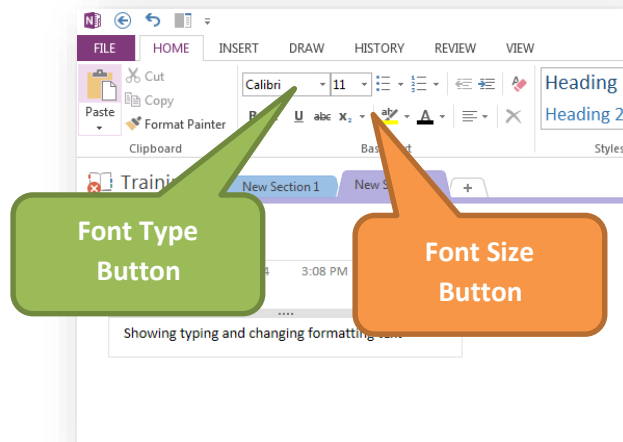
Format Text

Microsoft OneNote allows you to use different fonts, sizes and formatting. You can change your notes appearance by changing the formatting, similar to the other Microsoft Office programs you know well. The biggest difference with OneNote is formatting changes do not affect the whole document. When typing a note, it starts a box (similar to a text box) for that note. Formatting text is done within text boxes.



Change the Font Type & Size:

- **Step 1:** Select the text that you want to change to a different font and click the Home tab. Now click the Font Type button to list down all the fonts available as shown below.



- **Step 2:** Try to move the mouse over the different fonts listed. You will see that the font changes and you get a preview. You can use the Font Scroll Bar to display more fonts available. Finally select a desired font by clicking the font name in the list.



- **Step 3:** In the same way, to change the font size, click over the Font Size button which will display a font size list. You will use the same procedure to select a desired font size that you have used to select the font type.

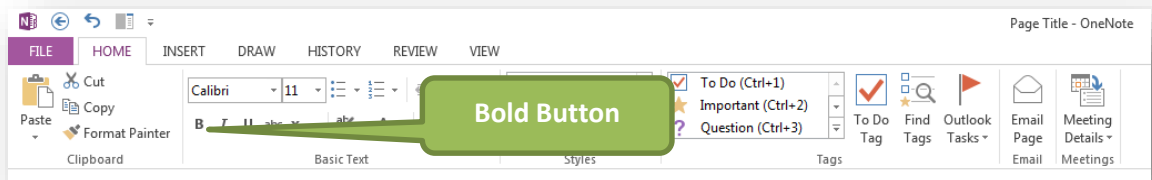
Text Decoration (Bold, Italics, and More)

This section will teach you how to decorate your text in OneNote. When we say decorate, it means decorate by making it in italic shape, underlining the text, making it bold, or using strikethrough to look more professional.

Making text bold:

A bold text appears with heavy weight and dark ink and we use bold text to give more emphasis on the sentence. It is very simple to change the selected text into a bold font by following two steps:

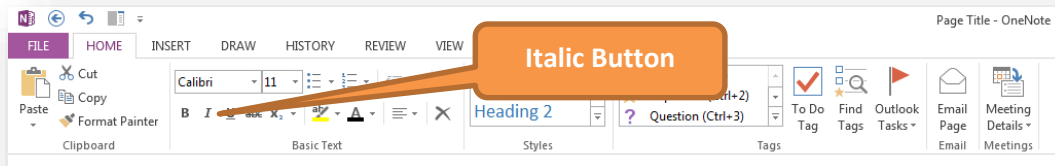
- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Bold button in the Home tab Font group, or simply use <Ctrl> + B to make the selected text bold.



Making text Italic:

An italic text appears with a small inclination and we use italicized text to differentiate it from other text. It is very simple to change the selected text into italic font by following two steps:

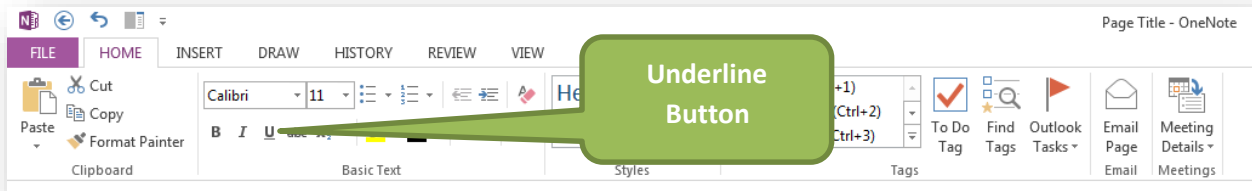
- **Step 1:** Select the text that you want to make italic. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Italic button in the Home tab Font group, or simply use <Ctrl> + I to convert text to italic font.



Underline the Text:

We use underlined text to make it more distinguished from other text. It is very simple to change the selected text into underlined font by following two steps:

- **Step 1:** Select the text that you want to underline. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Underline button in the Home tab Font group, or simply use <Ctrl> + U to put an underline under the text.



Strikethrough the Text:

Strikethrough text will look like a line has been drawn through its middle. A strikethrough text indicates that it has been deleted. It is very simple to change selected text into strikethrough font by following two steps:

- **Step 1:** Select the text that you want to change to a strikethrough. You can use any of the text selection methods to select the text.

- **Step 2:** Click the Font Strikethrough button in the Home tab Font group to strikethrough the text.

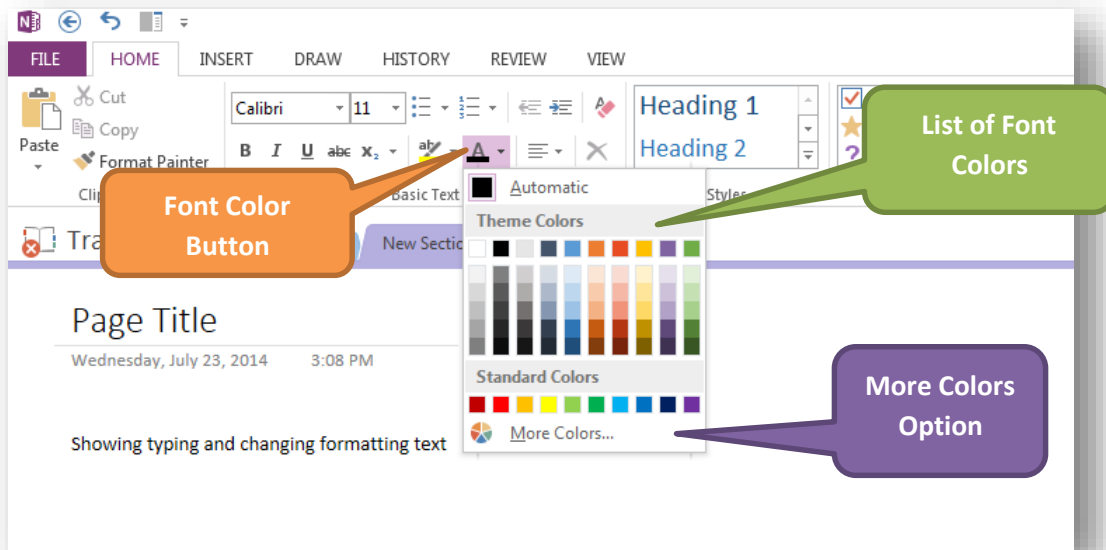


Change Font Colors

By default any typed text comes in black, but you can change your font to any color. It is very simple to change the text color by following two steps:

- **Step 1:** Select the text that you want to change the color to. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Font Color button triangle to display a list of colors. Hover your mouse over the different colors and you will see the color change automatically. You can select any of the colors available by simply clicking it.

If you click the left portion of the Font Color button, then the already selected color will be applied to the text, so you would have to click over the small triangle to display a list of colors.



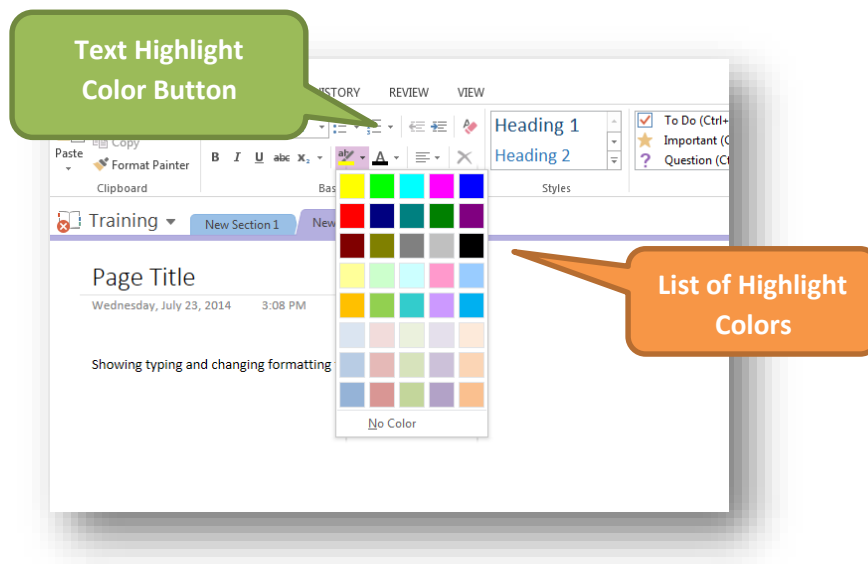
If you do not find a color of your choice, you can use the More Colors option to display a color pallet box which allows you to select a color from a range of millions of colors.

Highlight Text with Colors:

You can highlight a selected text using any color and it will look like it was marked with a highlighter pen. Usually we highlight a text using yellow. It is very simple to highlight a text with a color by following two steps

- **Step 1:** Select the text that you want to change to a bold font. You can use any of the text selection methods to select the text.
- **Step 2:** Click the Text Highlight Color button triangle to display a list of colors. Hover your mouse over the different colors and you will see the color change automatically. You can select any of the colors available by clicking it.

If you click at the left portion of the Text Highlight Color button, the already selected color will be applied to the text, so you would have to click over small triangle to display a list of colors.



Text Alignments

There are three types of paragraph alignments available in Microsoft OneNote; left-aligned, centered and right-aligned. The alignment will change only within the text box the note is typed in.

Left Aligned Text:

A paragraph's text is left aligned if it is aligned with left margin of the box. Here is a simple procedure to make a paragraph text left aligned.

- **Step 1:** Click anywhere on the box you want to align and click the Align Text Left button or simply press <Ctrl> + L.

Center Aligned Text:

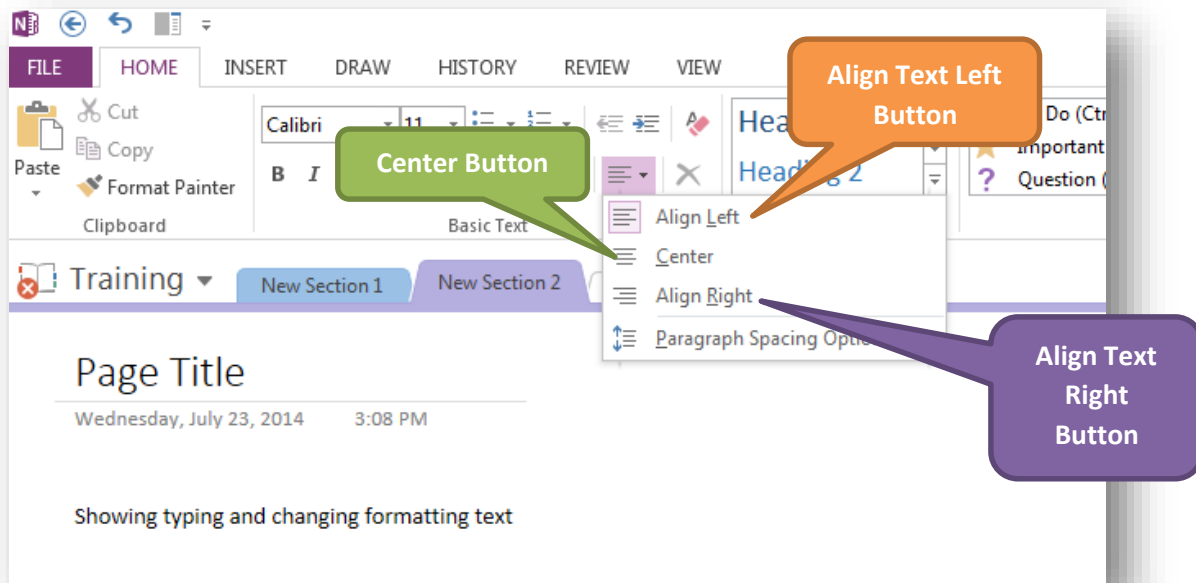
A paragraph's text is center aligned if it is in the center of the left and right margins of the box. Here is a simple procedure to make a paragraph text center aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the Center button available on Home tab or simply press <Ctrl> + E.

Right Aligned Text:

A paragraph's text is right aligned if it is aligned with right margin of the box. Here is a simple procedure to make a paragraph text right aligned.

- **Step 1:** Click anywhere on the paragraph you want to align and click the Align Text Right button available on Home tab or simply press <Ctrl> + R.



Create Bullets

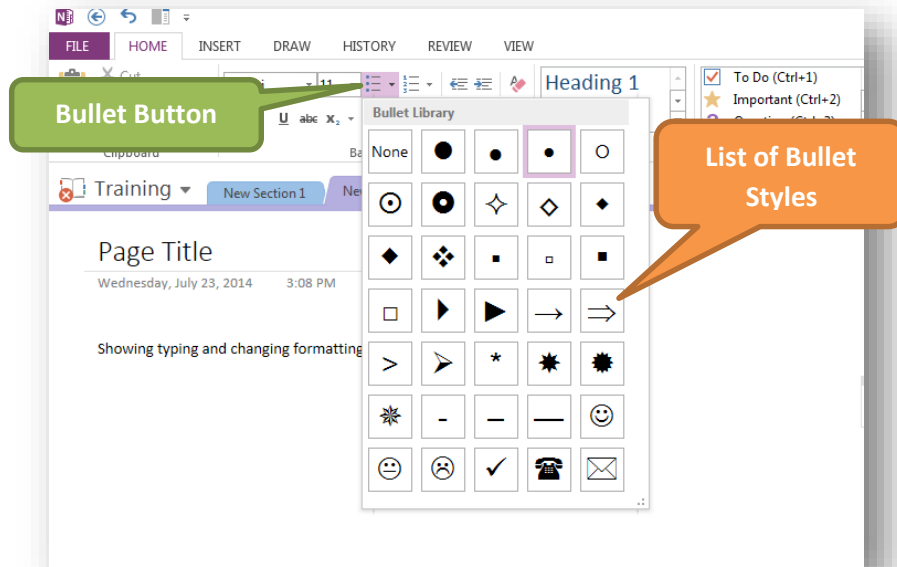
Microsoft Word provides bullets and numbers to put a list of items in a nice order. This chapter will teach you simple steps to create either of the bulleted or numbered lists in simple steps.

Create a List from Existing Text:

It is very simple to convert a list of lines into a bulleted or numbered list.

- **Step 1:** Select a list of text to which you want to assign bullets or numbers. You can use any of the text selection methods to select the text.

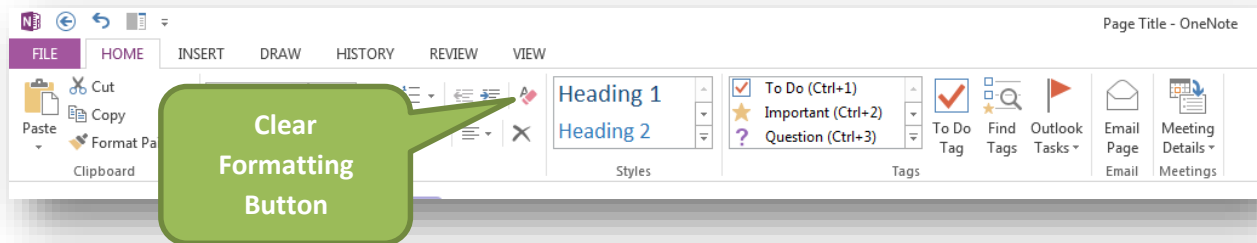
- **Step 2:** Click the Bullet button triangle to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.



Clear Formatting Options

All of the settings can be reset to the plain text, or the default formatting. To reset the text to the default settings:

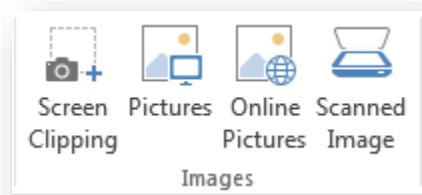
- **Step 1:** Select the text that you want to reset.
- **Step 2:** Click the Clear Formatting button in the Home tab Font group, or simply use <Ctrl> + <Spacebar>.



Insert Tab Basic

Images

The Insert Images section allows you to inset images from screenshots, saved files, online searches and scanned images into your notes.

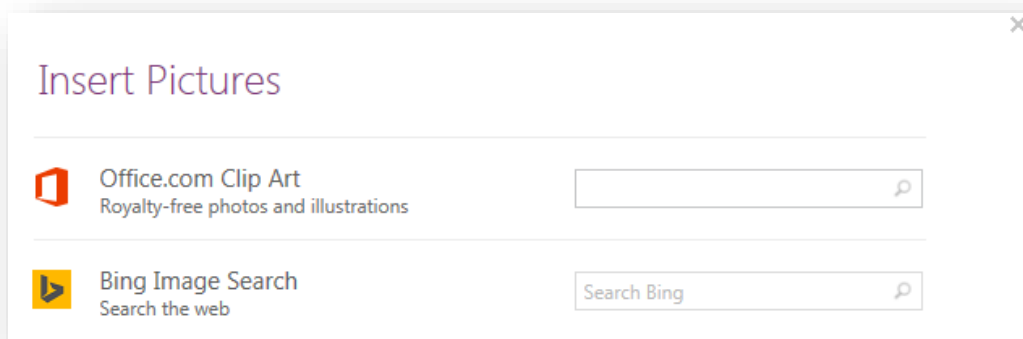


Insert Saved Image

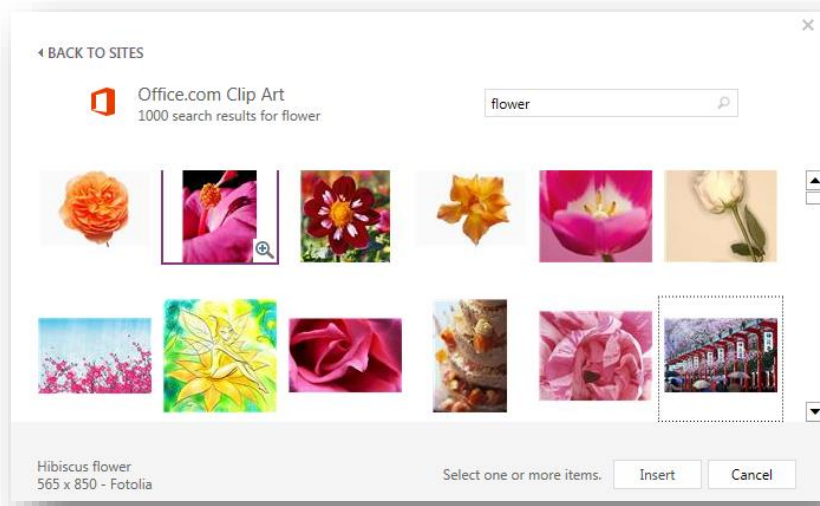
- **Step 1:** Click Pictures under the Images group in the Insert tab
- **Step 2:** The Insert Picture dialog box will appear. Double Click the picture you want to insert. The picture will then appear in your note.
- **Step 3:** Use the points surrounding the image to adjust the size. Using the corner points will keep the correct proportions when resizing the image.

Insert Online Image

- **Step 1:** Click Online Pictures under the Images group in the Insert tab.
- **Step 2:** Type in the search engines what type of image you are looking for. You can search from Office.com Clip Art or search the web using Bing.



- **Step 3:** A list of images will appear. Scroll through and choose the one you like best. Double Click the image and it will appear in your note.



- **Step 4:** Use the points surrounding the image to adjust the size. Using the corner points will keep the correct proportions when resizing the image.

Insert Scanned Image

If you have already taken notes on paper and want to add them to a Page in your Notebook the Scanned Image tool can be very useful.

- **Step 1:** Click Scanned Image in the Insert tab under the Images group.
- **Step 2:** Choose a resolution by clicking Web Quality (for viewing online) or Print Quality (if you plan on printing the page).
- **Step 3:** Click Insert.

Draw Tab Basic

Drawing Tools

Panning Hand



The Panning Hand is a tool that allows you to move around the page of your note book without needing to use the vertical and horizontal bars to move about the page.

- **Step 1:** Click Panning Hand in the Tools section of the Draw tab
- **Step 2:** Click, hold, and drag as you move about the page.

Type



The type tool is found on the Draw tab and is your go to tool for finding the cursor. If you are using the Panning Hand, Eraser, Pens or any other tool and want to switch back to typing, just click the type button and your cursor will be back.

Eraser

The eraser tool is used to erase any lines or shapes you have drawn.

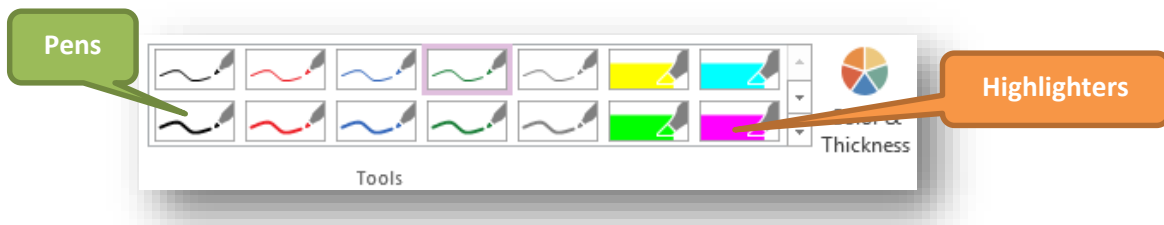


Writing Tools

Pens/Highlighters

The Draw tab has a variety of pens of different weights as well as highlighters with an assortment of colors to choose from. You can use these tools to handwrite notes or highlight things of importance.

- **Step 1:** Click a pen or highlighter from the Draw tab in the Tools section
- **Step 2:** Click the Color & Thickness tool to specify your preferences.
- **Content Shows Step 3:** Click OK and begin writing.

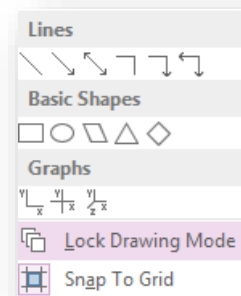


Shapes

Once you have selected a pen, color, and weight you can use that as the specifications for shapes. The Shapes section have many that you can choose from.

- **Step 1:** Select a shape from the Shapes group in the Draw tab. You can choose from shapes, graphs, or lines.
- **Step 2:** Click, hold, and drag the shape anywhere on the page.

If you click Lock Drawing Mode you can create the shape over and over without reselecting it each time. Click Lock Drawing Mode again to turn it off.



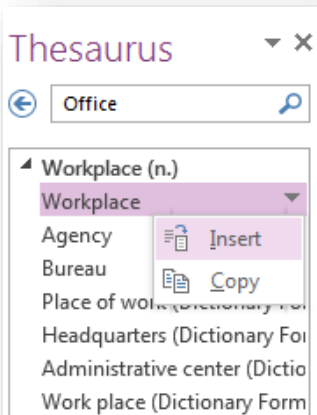
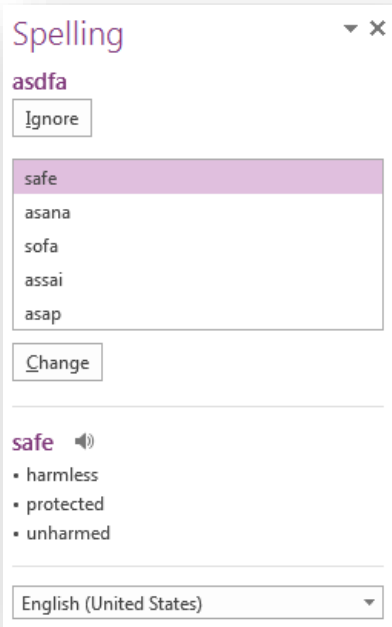
Review Tab Basic

Spell Check

OneNote has a Spell Checker which enables you to correct all spelling mistakes in your note. OneNote identifies the misspelled word and underlines it.

- **Step 1:** Click the Spelling button
- **Step 2:** The Spelling pane will appear on the right. Click the correct spelling of the word.

- **Step 3:** Click Change



Thesaurus

OneNote has a Thesaurus that will give you suggestions of other words you can insert to make your notes sound more polished and professional.

- **Step 1:** Click Thesaurus
- **Step 2:** The Thesaurus pane will appear on the right. Click the Word you want to replace your original word with from the drop down arrow choose Insert

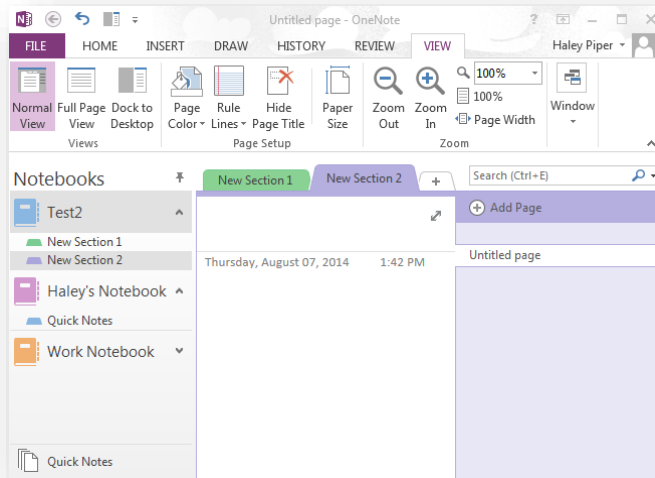
View Tab Basic

Views

Normal View, Full Page View, and Dock to Desktop are the three options for how you would like to view your notes. These options can be found under the View tab in the Views section.

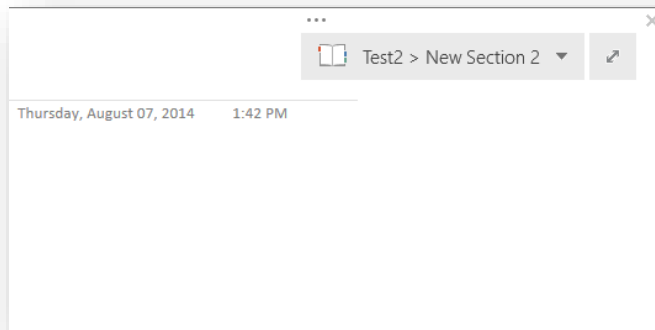
Normal View

The Normal View will show all of the panes and the ribbon.



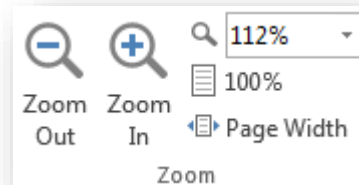
Full Page View

Full Page View will remove the panes and ribbon and you will only see the notebook page you are working on.



Zoom

Click Zoom Out and Zoom In to better view your notes. You can use the drop down arrow to determine what percentage you would like to see your page zoomed at. The 100% button will always take you right back to 100% and the Page Width button will automatically set your page to its exact width.



How-To Intermediate: Exploring More with OneNote

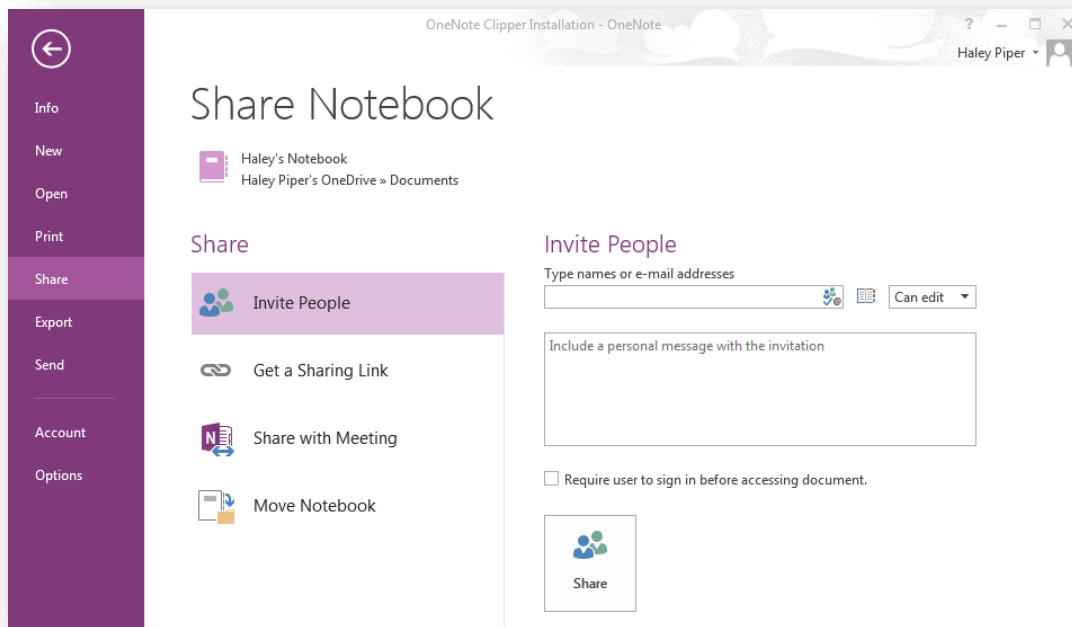
Fundamentals Intermediate

Sharing

You can share your notes with others by inviting them. It can be hard to catch everything when taking notes so you can invite people to take notes along with you.

- **Step 1:** Click File
- **Step 2:** Click Share
- **Step 3:** Click Invite People
- **Step 4:** Type email addresses
- **Step 5:** Click Share

The people you invite will receive a link to your notebook. You can set permissions so they can modify your notebook or only view your notes.



Create Shared Link

- **Step 1:** Click File
- **Step 2:** Click Share
- **Step 3:** Click Get a Sharing Link
- **Step 4:** Click Create Link next to View Link or Edit Link

View Link allows anyone with the link to view the document.

Edit Link allows anyone with the link to edit the document.

Stop Sharing Notebook

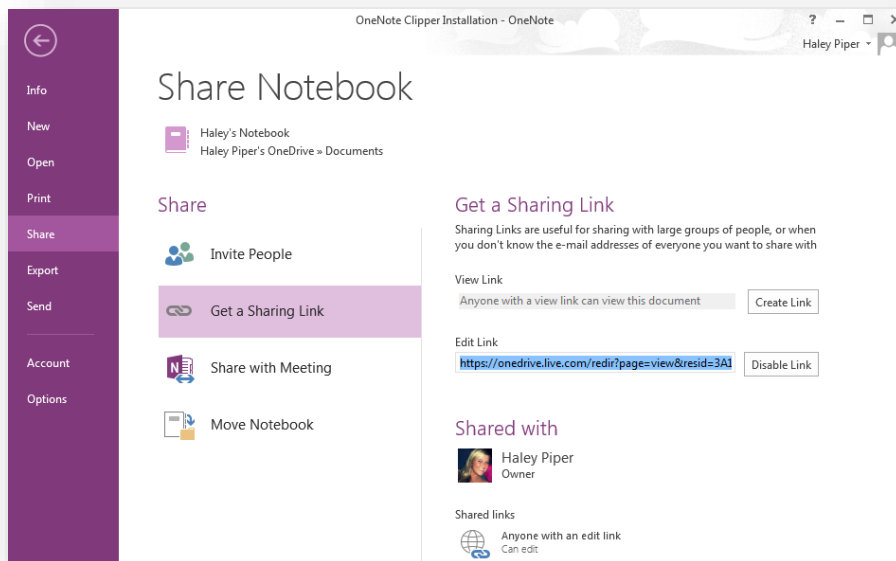
You can stop sharing your notebook at any time by doing the following.

- **Step 1:** Click File
- **Step 2:** Click Share
- **Step 3:** Click Invite People
- **Step 4:** Under Shared with, right-click the person's name
- **Step 5:** Choose Remove User or Change permission so they can only view

Disable Share Link

You can completely disable a link that you have shared so people can no longer view or edit the notebook.

- **Step 1:** Click File
- **Step 2:** Click Share
- **Step 3:** Click Get a Sharing Link
- **Step 4:** Next to Edit Link, Click Disable Link

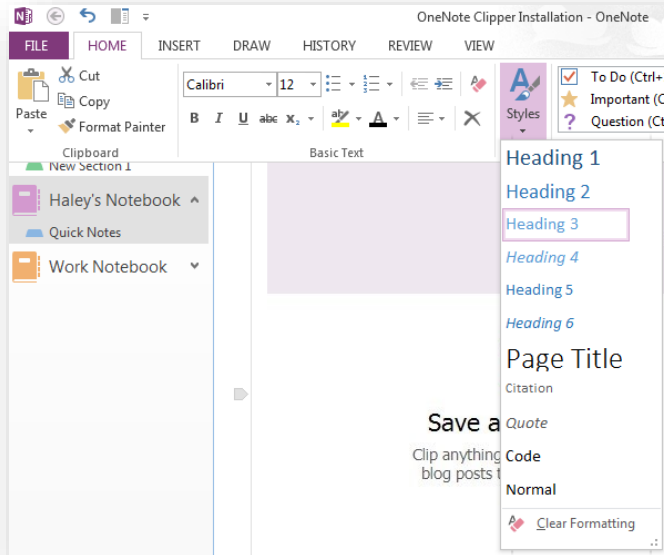


Home Tab Intermediate

Styles

Styles allow you to format all the elements of your document at once, rather than formatting your title and headings separately.

- **Step 1:** Highlight the text that you want to apply a style to
- **Step 2:** Click the Styles button in the Home tab
- **Step 3:** Choose a style from the menu list to apply to your text

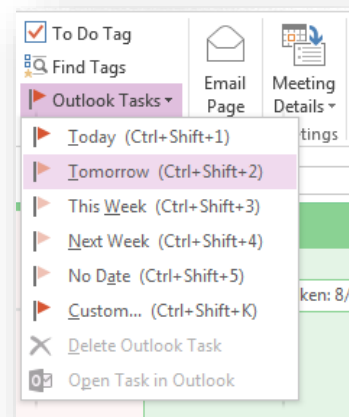
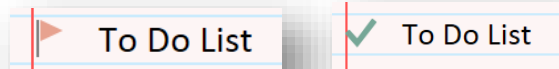


Tasks

As you are taking notes and planning projects you may want to set reminders for your to-do list. You can use Outlook tasks in OneNote to help remind you of these important deadlines.

- **Step 1:** In OneNote, select the words that will be your task.
- **Step 2:** On the Home tab in the Tags group click Outlook Tasks
- **Step 3:** Choose a reminder from the menu.

The task will then be flagged and you can check it by clicking the flag when completed.

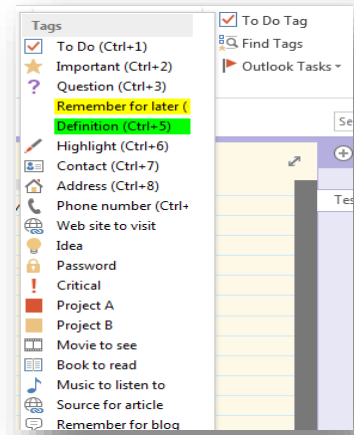
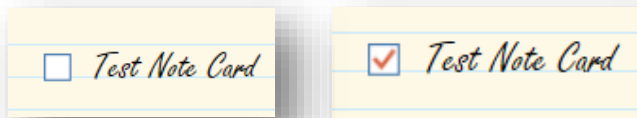


Tags

Tags are very easy to use in OneNote and are great tools to set reminders and making certain information stand out.

- **Step 1:** Place the cursor at the beginning of the line of text you want to tag
- **Step 2:** On the Home tab in the Tags section use the drop down arrow to view the tag options. Click the tag you would like to use.

Use the **To Do Tag** to add a box next to the information that you can check off when completed.



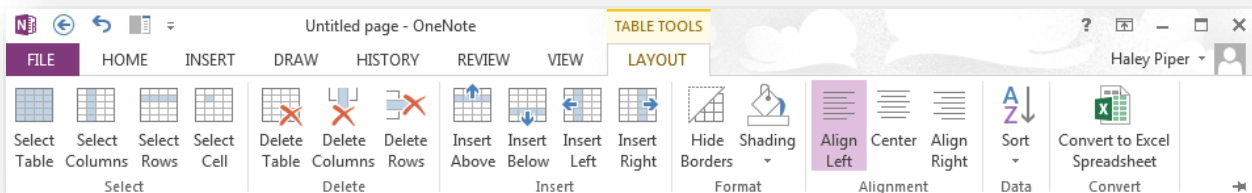
Find a Task

Step 1: On the Home tab in the Tags section click Find Tags. Your Tasks will be listed in the Tags Summary pane.

Insert Tab Intermediate

Tables

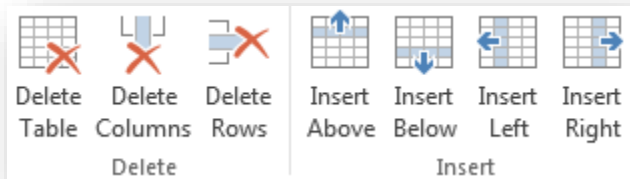
- **Step 1:** From the Insert tab, click the **Table** button. When you move your mouse over the grid cells, it makes a table which will eventually appear in the document.
- **Step 2:** Click the square representing the lower-right corner of your table, which will create an actual table in your document and OneNote goes in table design mode giving lots of options to work with, including two contextual tables: table tools and layout. From here you can add and remove rows and columns, control alignment, use data Sort, and Convert the table to an Excel Spreadsheet.



Delete/Insert Rows and Columns

When you insert a table the contextual Table Tools and Layout tabs will appear. The Delete and Insert sections allow you to add and remove rows and columns from the table.

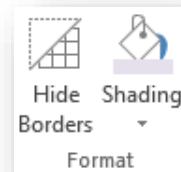
- **Step 1:** Place the cursor into the section of the table that you want to add/remove a row/column.
- **Step 2:** Click Delete Row or Delete Column from the Layout tab in the Delete section to remove this row/column. You can also click Insert Above/Below/Left/Right to add a row or column to the table.



Format

The Format section of the Layout tab allows you to hide table borders and apply shading techniques to your table. When you click Hide Borders, the lines in your table will disappear. To bring them back click Hide Borders again.

To apply Shading highlight the area of the table you want to add color to. Select a color from the shading drop down and it will appear in your table.



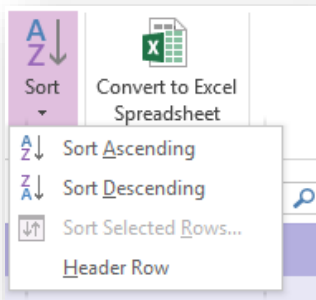
Alignment

The Alignment section of the Layout tab lets you determine how the information is aligned within each cell of your table. Select the cells that you want to apply the alignment to and click Align Left, Center, or Align Right. You can have multiple alignments within one table.



Sort

The Sort tool allows you to make the information appear in Ascending or Descending order which helps you sort through a large amount of data much faster.



- **Step 1:** Select the information you would like to Sort
- **Step 2:** Uncheck Header Row by clicking on it if you want to include the top rows data in the sort
- **Step 3:** Click Sort Ascending or Sort Descending

Convert to Excel Spreadsheet

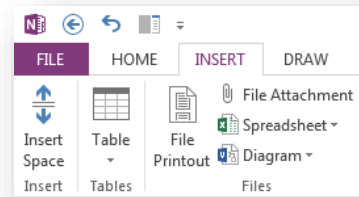
Once you have created a table and entered the data you may want to convert it into an actual spreadsheet. Simply click Convert to Excel Spreadsheet and an Excel Spreadsheet with your entered data and formatting will appear in your note.

Files

File Printout

If you want to insert information from a file into your note without attaching it, you can use File Printout. Rather than sending a file to the printer, it will be sent to your notebook electronically. When it appears on your page, you can type or write directly over it. You can also copy and paste text from the printout anywhere in your note.

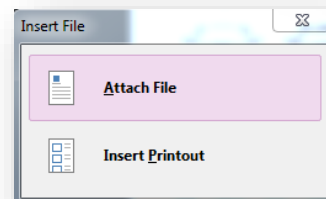
- **Step 1:** On the Insert tab in the Files section click File Printout.
- **Step 2:** Navigate to the location of the file you want to insert and select it. The file will appear in your note.



Insert Attachment

The File Attachment button is useful if you are trying to insert an attachment of a file into your notes. The attachment will appear as a link in your notes and you can click the link to open the file when you need it. You can also insert Spreadsheets and Visio drawings this way.

- **Step 1:** On the Insert tab in the Files section click File Attachment.
- **Step 2:** Navigate to the location of the file you want to attach and select it.
- **Step 3:** Click Attach file to attach the file as a link.



Links

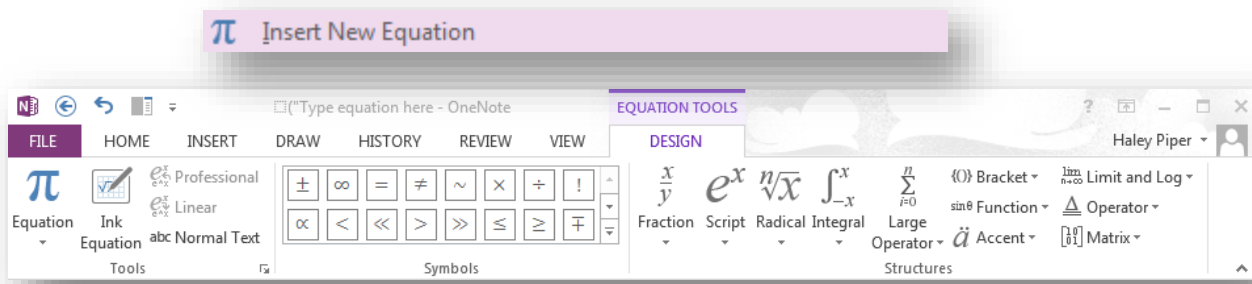
The Link tool is used to insert a link into your note that you can get to with a simple click.

- **Step 1:** Click Link on the Insert tab.
- **Step 2:** Copy the web address or File location into the Address section of the Link dialog box.
- **Step 3:** Select the location in your Notebooks where you want to save the link.
- **Step 4:** In the Text to display section type in how you want the link to appear in your note.
- **Step 5:** Click OK.

Symbols

Equation

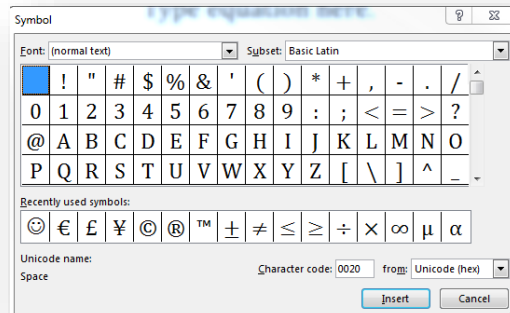
When you click the Equation drop down arrow you are presented with commonly used equations. Simply click an equation and it will be entered into your notes. When you click on Insert New Equation at the bottom of the menu, the Equation Tools and Design tab appears.



Symbol

The Symbols drop down allows you to choose from commonly used symbols that you may want to insert into your note. If you click More Symbols at the bottom of the menu you will be given a larger amount of options to choose from.

More Symbols...

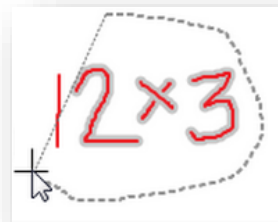


Draw Tab Intermediate

Lasso Select

The Lasso Select tool is most useful for deciphering handwritten text. Sometimes OneNote doesn't guess which strokes belong together correctly so you can use the Lasso tool to help eliminate this confusion.

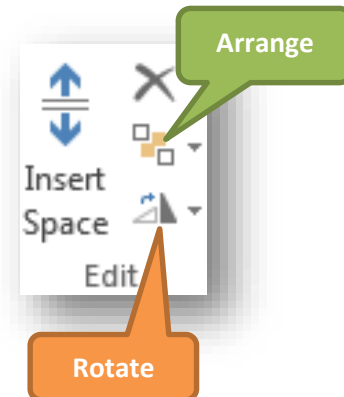
- **Step 1:** Click Lasso Select on the Draw tab in the Tools section.
- **Step 2:** Click and drag a circle around the ink strokes you want to include in your selection.
- **Step 3:** From here you can apply formatting to the selection and paste it into another location. If the selection contains words you can also convert them to text now.



Arrange

In the Edit section of the Draw tab you will find icons that allow you to arrange items within your notes.

- **Step 1:** Click the image or text box that you want to move.
- **Step 2:** Click the arrange button.
- **Step 3:** Choose to bring the image forward or backward.



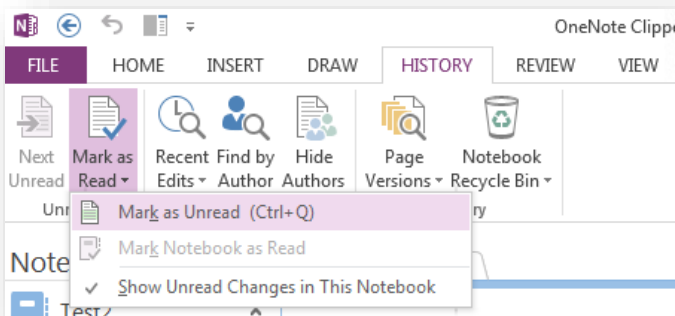
Below the Arrange icon you will find the Rotate icon.

- **Step 1:** Click the image or text box that you want to rotate or flip.
- **Step 2:** Click the Rotate button.
- **Step 3:** Choose which degree or direction you want to rotate the image.

History Tab Intermediate

Mark as Read

The Mark as Read tool allows you to Mark notebooks as Read or Unread. When a notebook is marked as Unread, the title will appear in the Notebook pane in a bold font. When you mark the notebook as read, the bold font goes away.

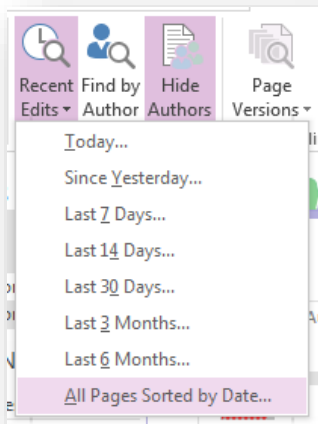


- **Step 1:** In the Notebook Pane select the Notebook or Section of the notebook that you want to mark as Read or Unread.
- **Step 2:** Under the History tab in the Unread group select Mark as Read. From the drop down menu choose Mark as Read or Mark as Unread.

Author

Recent Edits:

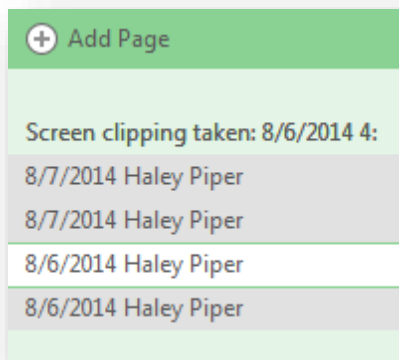
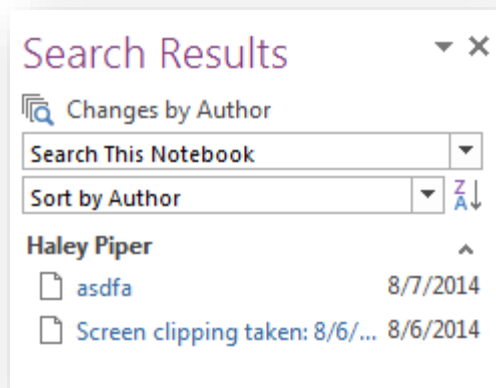
From this menu, choose the time frame of changes you want to view. You can view changes as recent as today’s changes or as far back as six months ago. The bottom option allows you to show all pages sorted by date.



Find by Author:

When you click Find by Author the Search Results sidebar will appear. At the top is a search field that allows you to change searching the section, section group, notebook or all notebooks.

The drop-down menu below the search field allows you to sort results by date modified or author.

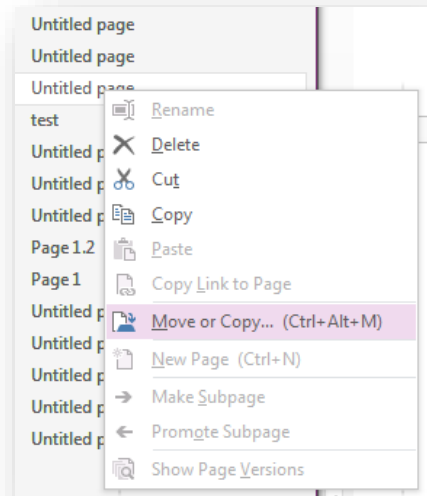


Recycle

When you delete a page or section in your notebook it is not permanently deleted. It goes into the Notebook Recycle Bin and after 60 days will automatically be deleted. This is where you can move items back that you accidentally deleted. Each notebook has its own Recycle Bin.

Move/Copy from Recycle Bin

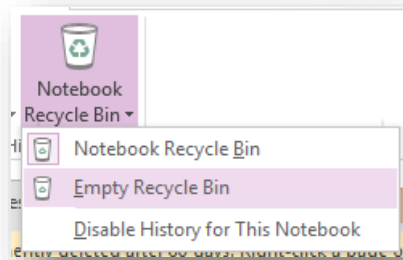
- **Step 1:** Select the Notebook with the recycled items you want to view.
- **Step 2:** On the History tab in the History section click the Notebook Recycle Bin drop down and select Notebook Recycle Bin from the menu. A pane will appear at the right under the Deleted Pages tab with all of your deleted pages. Deleted sections will appear as tabs.
- **Step 3:** To permanently delete, right click the page or section and click Delete in the menu. To move or copy, right click the page or section and click Move or Copy.
- **Step 4:** Select the new location for the note/section.
- **Step 5:** Click Move or Copy



Empty Recycle Bin

Step 1: On the History tab in the History section click Notebook Recycle Bin.

Step 2: Select Empty Recycle Bin from the menu.



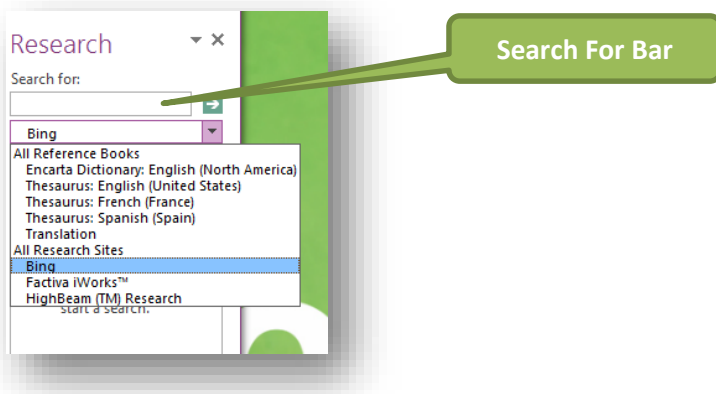
Review Tab Intermediate

Research

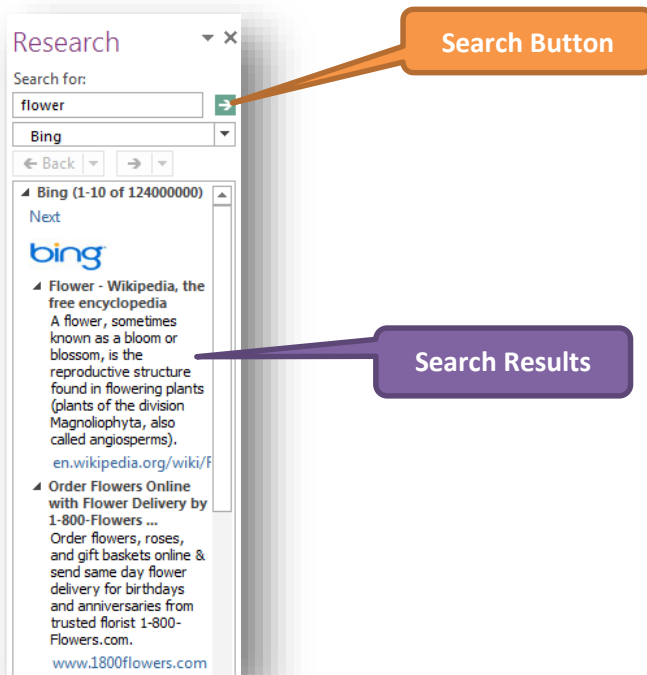
The Research command allows you to use a search engine and look through multiple resources for information to use in your notes.

- **Step 1:** Click Research in the Spelling section of the Review tab.
- **Step 2:** Use the drop down arrow to choose where you would like to search. (Automatically populates with the Bing search engine)

- **Step 3:** Type in the Search for field what you would like to look up.



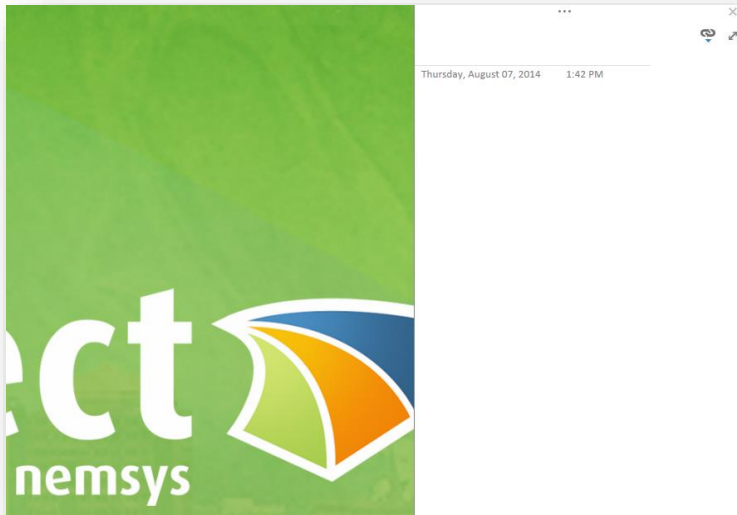
- **Step 4:** Click the green arrow to activate the search. The information will appear below.



View Tab Intermediate

Dock to Desktop

Dock to Desktop will show only the page you are working on and dock it directly to the desktop so you can easily find and take notes.



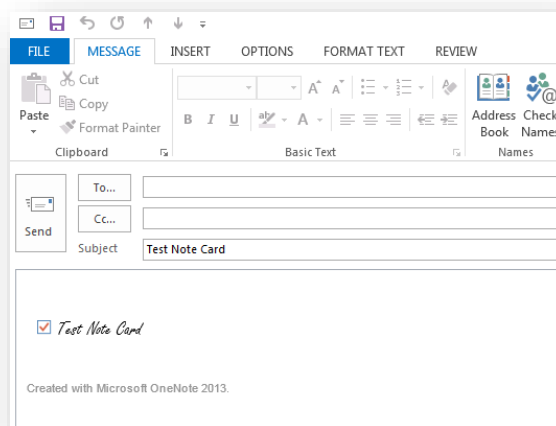
Note: Use the Diagonal arrows to return back to normal view.

Outlook Interaction

Email

You can very easily email the information in a note card using your Outlook email.


- **Step 1:** On the Home tab click Email Page in the email group.
- **Step 2:** The note will automatically open in an email. Simply fill in the fields as you normally would and send.



Meetings

The Meeting Details button allows you to enter meeting information directly into a note.

- **Step 1:** On the Home tab in the Meetings section click Meeting Details.
- **Step 2:** Click on the meeting you want to put in your note. Today's meetings will automatically appear or you can choose from another days meetings. All of the meeting details will appear in your note.

Meeting Subject:
Lunch - 8/12/2014
Meeting Date:
8/12/2014 1:00 PM
Link to Outlook Item:
click here
Participants (Collapse)
 Haley Piper
(Meeting Organizer)

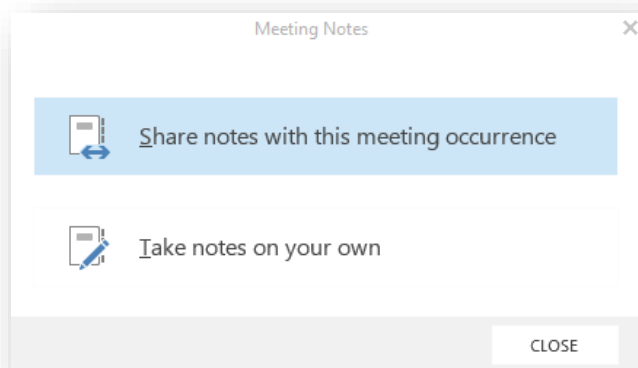
How-To Advanced: Getting the Most Out of OneNote

Fundamentals Advanced

Share notes in Lync

You can use OneNote with Outlook and Lync to make it easier to associate your notes with scheduled events. As a result of using Lync, you're Notes and the Outlook Meeting will always appear together in one place.

- **Step 1:** In Outlook 2013, open the meeting that you want to take notes for
- **Step 2:** Click Meeting
- **Step 3:** Click Meeting Notes
- **Step 4:** Click Share notes with the meeting OR Take notes on your own
- **Step 5:** In OneNote, choose a section for the new notes
- **Step 6:** Click OK



Calculator

You can quickly calculate numbers and basic math functions in OneNote.

- **Step 1:** Enter the equation (2+4=)
- **Step 2:** After the equal sign, press the spacebar or enter and the answer will appear.

Save and Share Notebooks

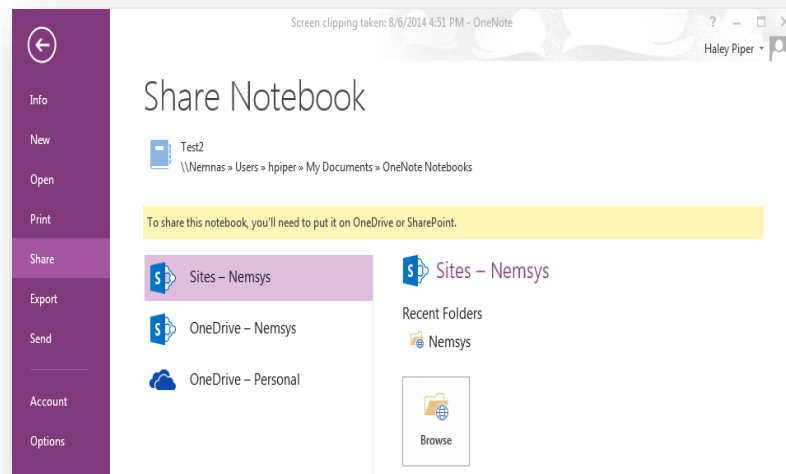
Saving in other format

You notes will automatically save themselves as you work but sometimes you may want to save your notes in a different format.

- **Step 1:** Click file to enter the backstage view.
- **Step 2:** Click Export
- **Step 3:** Choose whether you are saving a Page, Section, or whole Notebook.
- **Step 4:** Choose the format you want to save as in File Types
- **Step 5:** Click Export and navigate to where you would like to save. Click Save.

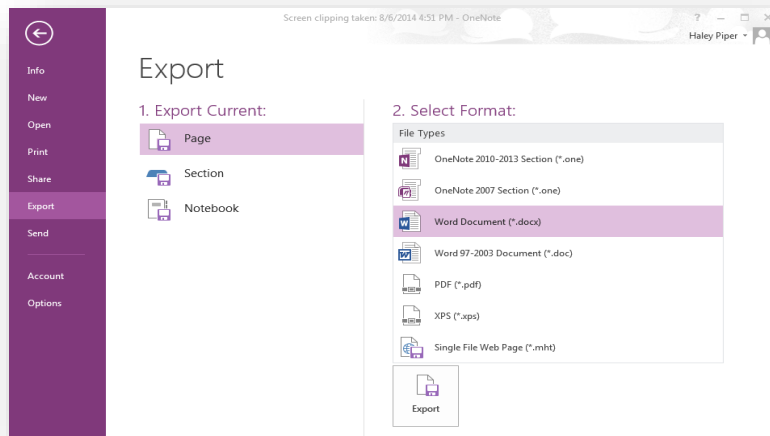
Save to SharePoint

- **Step 1:** Click File to enter the backstage view
- **Step 2:** Click Share
- **Step 3:** Select the Notebook you want to save.
- **Step 4:** Click Sites
- **Step 5:** Click Browse and navigate to the SharePoint folder where you want to save your notebook.
- **Step 6:** Click Move.

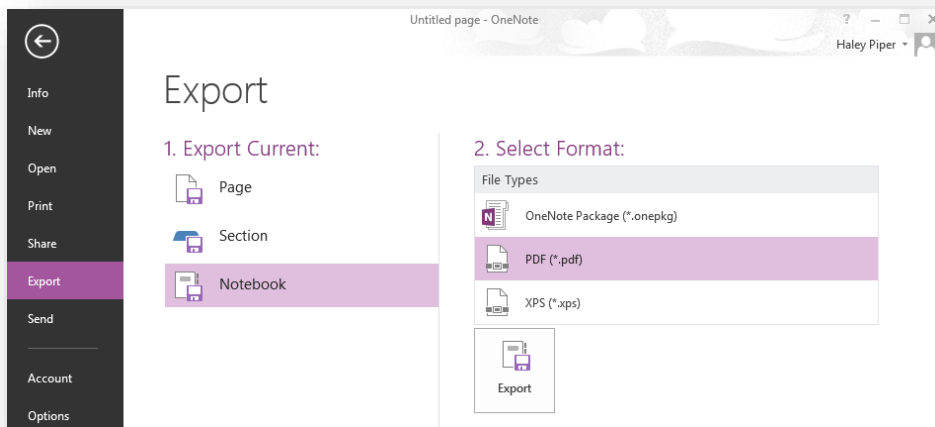


Export Notes

The export section can be thought of as the Save As section that you are familiar with in other applications. From here you can save just a page, section, or entire notebook as the format of your choice and in the location of your choice.



- **Step 1:** Click File
- **Step 2:** Click Export
- **Step 3:** Select if you want to save a Page, Section, or Notebook
- **Step 4:** Choose the Format you want to save your note as
- **Step 5:** Click the Export button then Save



Syncing

OneNote will automatically sync your cloud-based notes at all times so you can access them from any device.

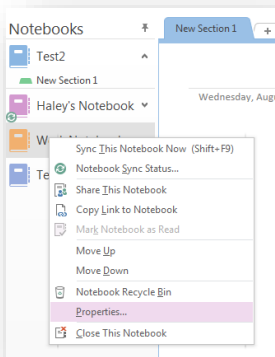
In the Left Notebook pane, a small icon on the left indicates the sync status.

- **A green circular arrow:** Notebook synchronization in progress
- **A red circle with an X:** One or more synchronization errors have occurred. If you tap the red icon you can see specifics about the issue.
- **A yellow triangle with an exclamation mark:** Your connection to the server is lost and you are working offline. Once back online, OneNote will automatically sync again.

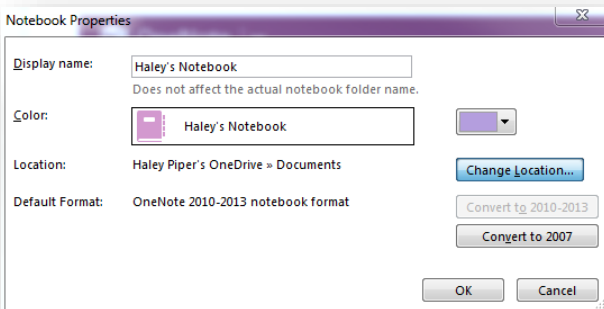
Delete Notebook

Move Notebook

- **Step 1:** Right click the Notebook you wish to move
- **Step 2:** Click Properties from the drop down menu



- **Step 3:** Click Change Location in the Notebook Properties dialog box



- **Step 4:** Choose where you want the notebook to be moved and click Select

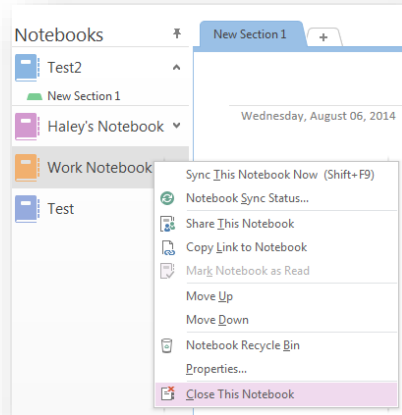
Delete a Notebook

- **Step 1:** Find the location where your notebook is saved

- **Step 2:** Right-click the notebook icon that you wish to delete
- **Step 3:** Click Delete

Delete a Shared Notebook

- **Step 1:** Right-click the notebook that you want to delete
- **Step 2:** Click Close the Notebook



- **Step 3:** Find where your shared notebook is located
- **Step 4:** Right-click the shared notebook folder that you want to remove and click Delete

Insert Tab Advanced

Time Stamp

The Time Stamp tool is very easy to use and great for keeping track of when your notes were taken. By adding a time stamp to your notes you will be able to recall the date and/or time that those notes were taken. The date and time will appear in a text box with a simple click.

Insert Date

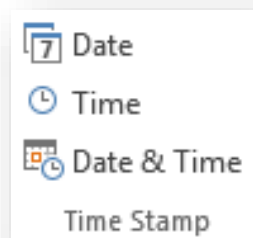
- **Step 1:** Click Date under the Insert tab in the Time Stamp group.

Insert Time

- **Step 1:** Click Time under the Insert tab in the Time Stamp group.

Insert Date and Time

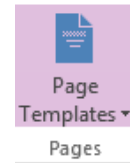
- **Step 1:** Click Date & Time under the Insert tab in the Time Stamp group.



Recording

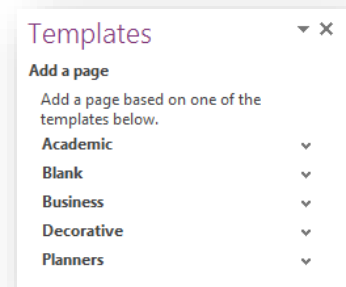
Record Audio

- **Step 1:** Click the location you want to place the recording.
- **Step 2:** On the insert tab in the Recording section click Record Audio.
- **Step 3:** Start recording your audio notes. Click Stop on the Audio toolbar to finish.



Record Video

- **Step 1:** Click the location you want to place the video.
- **Step 2:** On the insert tab in the Recording section click Record Video.
- **Step 3:** Start recording your video notes. Click Stop on the Video toolbar to finish.
-



Templates

A template is a page design that you can apply to pages in your notebook to give them a more appealing background. OneNote provides you with a large number of templates to choose from so you can find the one that best suits your personality and needs.

- **Step 1:** Click the Page Templates button on the Insert tab under the Pages section.
- **Step 2:** Click Page Templates at the bottom of the drop down menu.
- **Step 3:** Use the drop down arrows to browse through the categories for different templates
- **Step 4:** When you find one you like, click the Close button on the Templates pane.

Draw Tab Advanced

Writing Tools

Handwriting to text

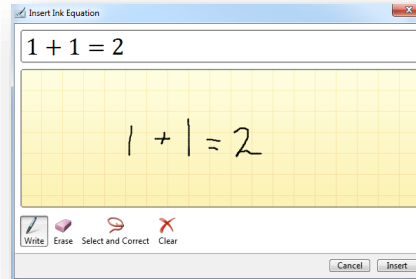
One of the coolest parts of OneNote 2013 is its ability to turn handwritten notes into a typed font.

- **Step 1:** Choose a pen from the Draw tab in the Tools section.
- **Step 2:** Handwrite your notes using your finger or a stylus.
- **Step 3:** Click Convert then Convert Ink to Text in the Draw tab. Your handwriting will change into a typed font.



Ink to Math

- **Step 1:** Click Convert in the Draw tab
- **Step 2:** Write equation with finger, stylus or mouse
- **Step 3:** Click Insert



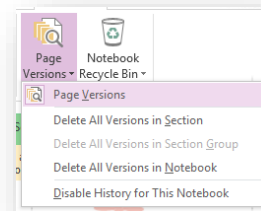
History Tab Advanced

Page Versions

Viewing versions of pages will help you keep track of changes to notes and see who made those changes.

- **Step 1:** On the History tab in the History section click Page Versions and select Page Versions from the drop down menu.
- **Step 2:** Browse through updates by selecting the Author and date of changes in the pane on the right.

The Page Versions drop down is also where you can Delete versions and disable the History in the selected notebook.



Review Tab Advanced

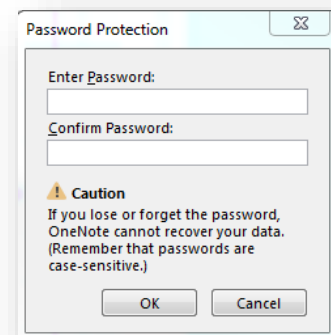
Password

You can apply passwords to your notebooks so no one else can view or edit them without your permission by providing a password.

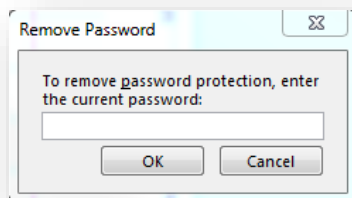
- **Step 1:** Click Password on the Review tab in the Section group.
- **Step 2:** Click Set Password in the right pane marked Password Protection.
- **Step 3:** In the pop up Password Protection box, enter a password then confirm by entering again. Click OK

Remove Password

- **Step 1:** Click Password on the Review tab in the group Section.
- **Step 2:** Click Remove Password on the Password Protection pane.



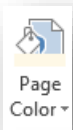
- **Step 3:** Enter the current password in the Remove Password box and click OK.



View Tab Advanced

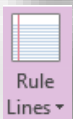
Page Set Up

The Page Setup section gives you the option to change the color of your page, add lines or grids, hide the title, and change the size of the page.



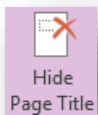
Page Color

To change the page color simply select the drop down Page Color button and click on a color.



Rule Lines

To add lines to the page click on the Rule Lines drop down and choose from a variety of ruled paper options or choose from the available grid options.



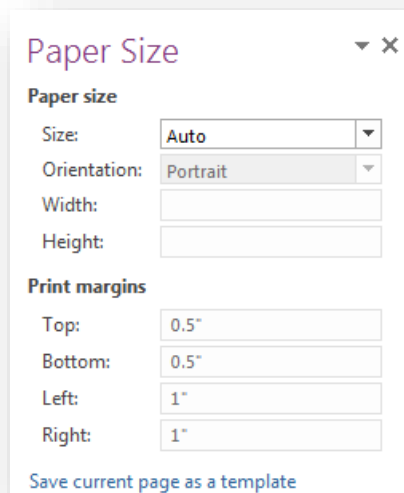
Hide Page Title

If you do not want to see the page title just click Hide Page Title. Click Hide Page Title again to view the title again.



Paper Size

The Paper Size button will open the Paper Size pane. From here you can choose the size of paper from the Size dropdown arrow. You can also determine orientation and specific dimensions and margins in this pane.



Linked Notes

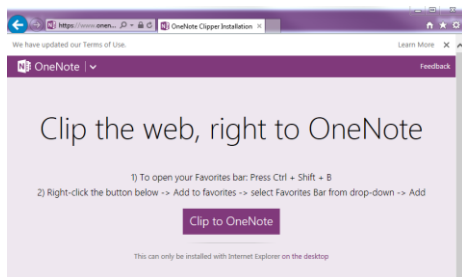
Linked Notes will dock OneNote to the side of your computer screen so you can take notes while you look at websites or other applications. It will automatically link to material you are viewing.

- **Step 1:** Click Linked Notes in the Notes section of the Review tab.
- **Step 2:** Choose the section you want your Linked Notes to appear in. The docked window will appear.
- **Step 3:** Continue working in your browser or office applications. Begin typing a brief note about it in OneNote and the app will create a quick link to what you are viewing. When you hover over the link it will show a thumbnail image of the page you were viewing.

Insert Webpage with OneNote Clipper

Before you can insert a full web page into OneNote you must first download the OneNote Clipper extension onto your favorite web browser.

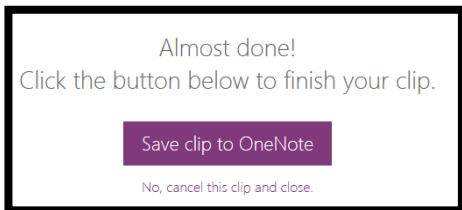
- **Step 1:** Go to www.onenote.com/clipper
- **Step 2:** Click Clip to OneNote



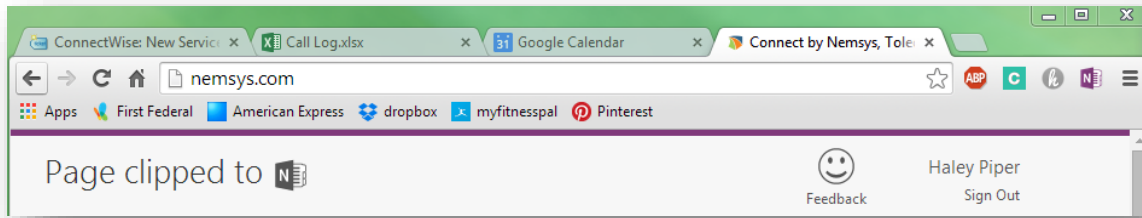
- **Step 3:** Click Sign In



- **Step 4:** Click Save clip to OneNote

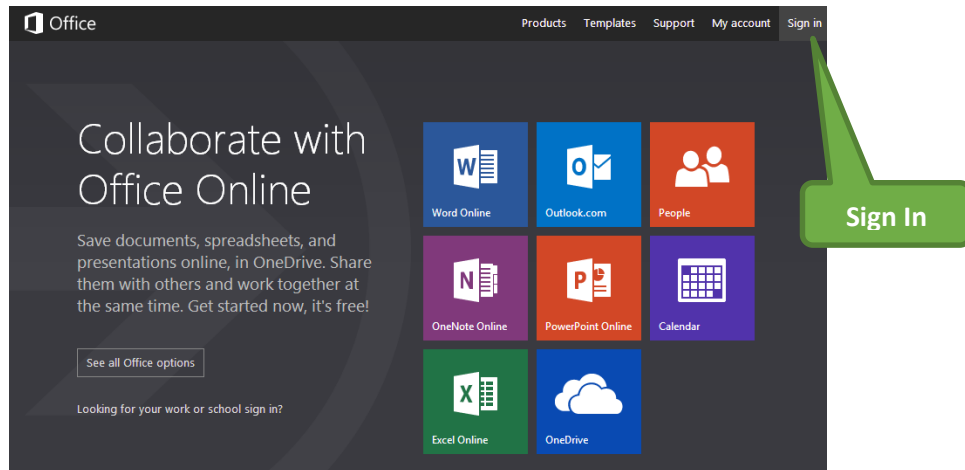


- **Step 5:** Click on the OneNote icon to view your webpage clipping in OneNote online



Note: For future use simply click the OneNote Clipper extension and it will save the webpage you are on directly into OneNote.

Office Online



Type www.Office.com into your web browser.

The upper right corner has a space to sign in with your Microsoft email. (The name you use to sign in to Outlook)

Simply click on a tile to enter that program. In this example I choose Word.

Word then asks me to choose if I want a new document, to browse templates, or to open a document that I have already saved to my OneDrive.

OneDrive is where you can save all of your files and access them at any time from any location such as a tablet, smart phone, or computer.

Let's get started



New blank document

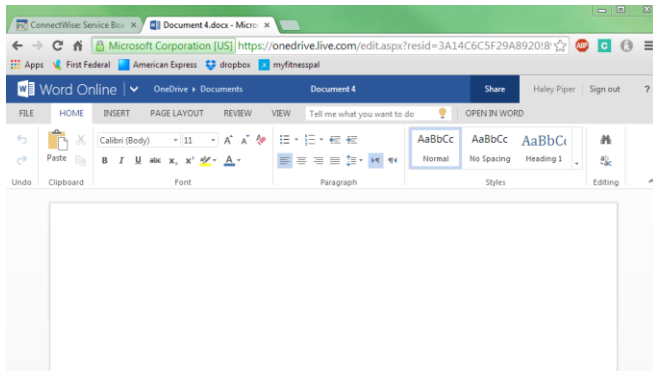


Browse templates



Recent documents on OneDrive

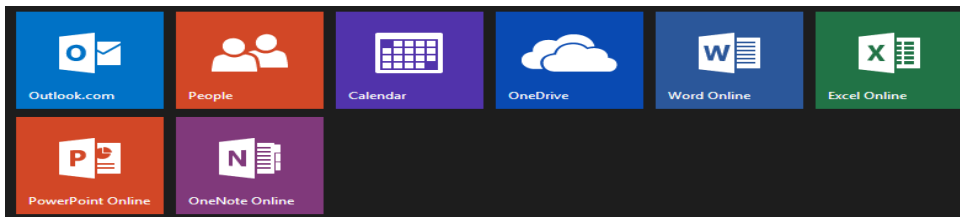
As you can see below, the program appears exactly the same in your browser window.



In order to switch programs simply click on the drop down arrow in the upper left corner of your screen.



A box will appear that gives you access to all of the other programs. Click on the program you want to open next and it will open in a new window. You can have multiple windows open with different programs in each window.



If you have any additional questions make sure to check out our other trainings and guides at the Nemsys Training Website or contact us at 419.243.3603