

Microsoft OneNote 2013 Quickstart Guide

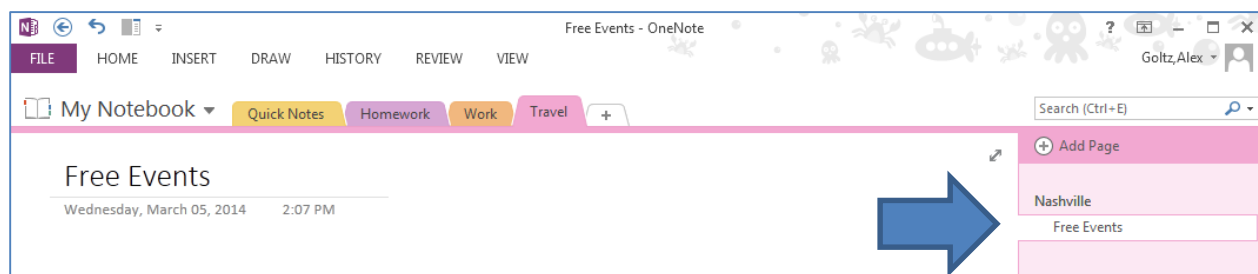
This guide explains OneNote, a note-taking application through Microsoft Office allowing for an individual to create multiple digital “notebooks” to develop and organize notes, video and audio recordings and clippings.

Getting Started

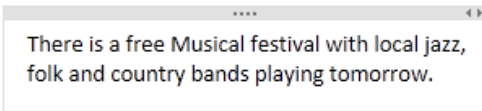
Creating Notebooks, Pages and Subpages

With a new notebook open, click on the drop down arrow next to “My Notebook” and click Add Notebook.

- To **add Sections**, click the **Plus Sign** next to the current tabs at the top of the Notebook.
- To add a new page, go to the panel in the right upper hand corner of the notebook and click: **Add Page**. A cursor will appear within the notebook to “Title” the page.
- To **add subpages**, repeat the process. After adding the page, go to the panel on the right and **Drag the name** of subpage to the right.



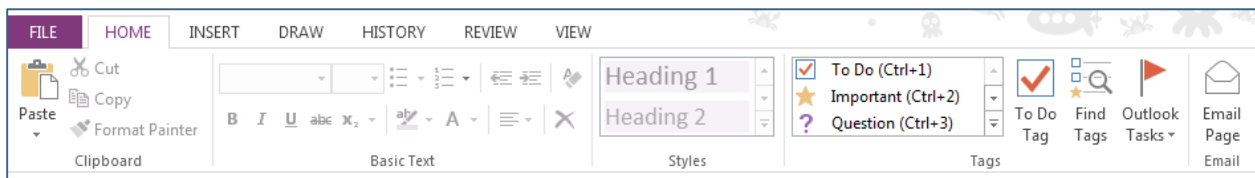
Text



Double clicking in the Note will generate a Text Box that can be as small or large as preferred. An individual can also start and drag a text box to any location in the note.

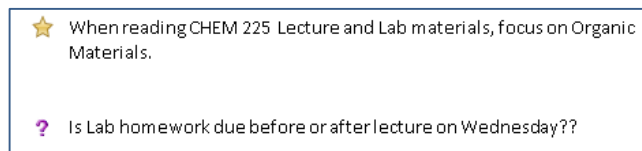
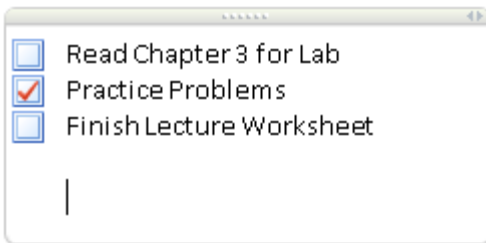
Toolbars and Ribbons

Home Toolbar

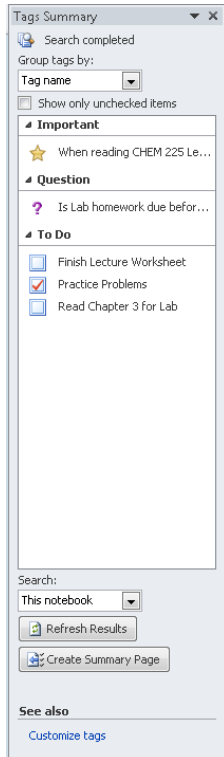


The Home Toolbar offers the same customizable fonts options as in Microsoft Word. Additional options in Microsoft OneNote is the ability to create **To Do lists**, **Tag the Important information** in a note and label a **Question**.

To Do Lists & Tags

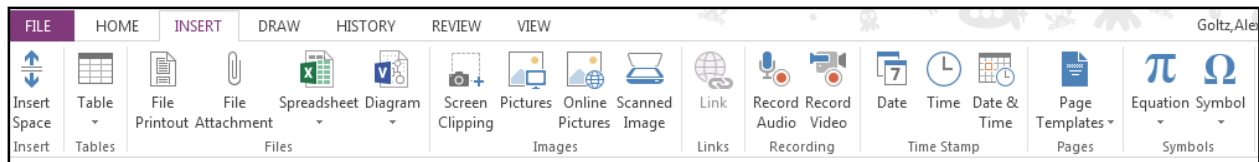


To add a To Do list, **click the To Do Tag button** in the right hand corner. By pressing **CTRL + 1**, an individual can add, delete or check off an item within the list.



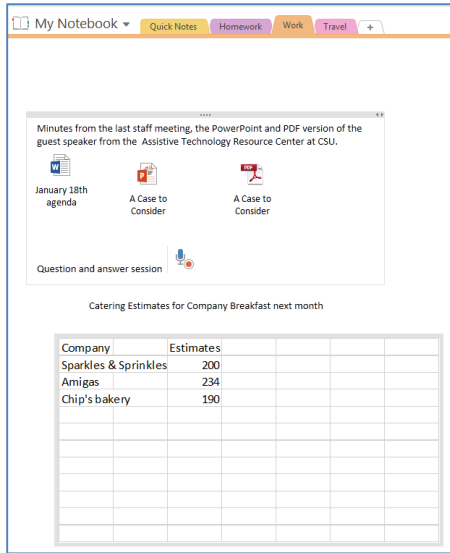
While writing notes, an individual can also Tag important information with a star. If an individual has a question about information within the note or wants to go back to that information later, one can Tag the information with a question mark. OneNote allows this information to be easily accessible later on with the Find Tags button. Go to **Home-> Find Tags** and all To Do lists, Important Tags and Question Tags will appear in the Right Side Bar next to the navigational pane.

Insert Toolbar



The Insert Toolbar allows an individual to insert documents, pictures, recording etc into the page or subpage of a note. Video or Audio recordings can be recording while taking notes within the Note. When utilizing the audio note feature, small play buttons appear when taking written notes to enable the user to go back to a specific place within the note and simultaneously what was recorded during that period of time. To insert a table, file attachment, spreadsheet, diagram, picture or recording go to **the Insert Toolbar** → **click appropriate file type**.

An individual can upload a previous type of document from desktop or create a new file within the note. Below is an image of a note with an Excel table, Word document, pdf document and a PowerPoint document as well as an audio recorded note.



Screen Clipping

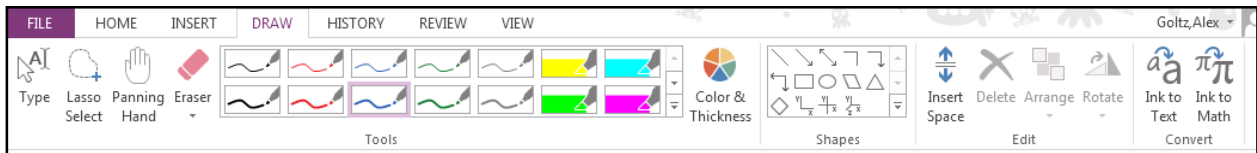


The screen clipping feature allows the user to take a screenshot of the screen and place it in a note to reference later.

Equations & Symbols

These features allow the user to scroll through to find symbols or mathematical equations to insert into the note.

Draw Toolbar



The Draw Toolbar offers options for an individual to use the mouse cursor as a pencil, marker or highlighter to create non-text notes or to enhance text notes.

- To create such a note, click on the preferred pencil or Marker and continually press left click as you make the note. An individual can also insert shapes by clicking the preferred shape in the Shapes Box.
- The Draw Tool bar also contains two unique features **the Lasso Select Tool** and the **Ink to Text & Math Tools**.

Lasso Select Tool

This tool allows the user to move any drawing or drawn note to another portion of the note or page. To use this feature, go to **Draw->click the Lasso Select button** in the left corner of the toolbar.

Once selected, left mouse click and drag the mouse in a circular motion around the portion of drawing you would like to move. A box should appear around the drawing. **Click and drag** to preferred placement in the note.

Ink to Text & Math Tools

These unique features allow the user to hand write a phrase or a math equation that is then transcribed into text in the note.

- To access these features **click the Draw Toolbar→ Ink to Text or Ink to Math icons**. A separate pop up window will appear, using the mouse or stylist hand write the information. At the top of the window is a preview for spelling or mathematical corrections.

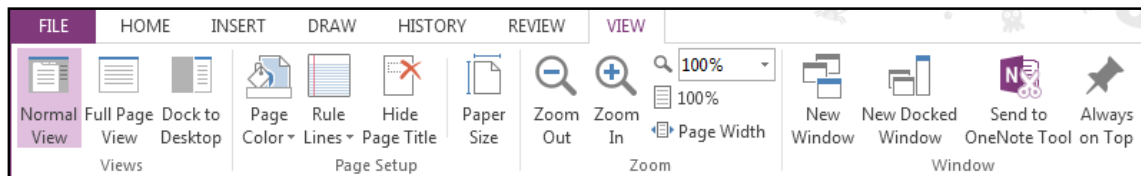
Review Toolbar



Password

The feature allows Notebooks and pages within notebooks to be protected through a password. This could be used for confidential documents. The use this feature go to **the Review Tool bar** and **click Password**. A right side bar will appear for to create a password for the note.

View Toolbar



Views

Microsoft OneNote has three different view options. Normal, Full Screen and Dock to Desktop. The Dock to Desktop feature allows the user to continually take notes while interacting with other programs on the desktop. To utilize the feature go to **View-> Dock to Desktop**. OneNote opens on the right side of the desktop.

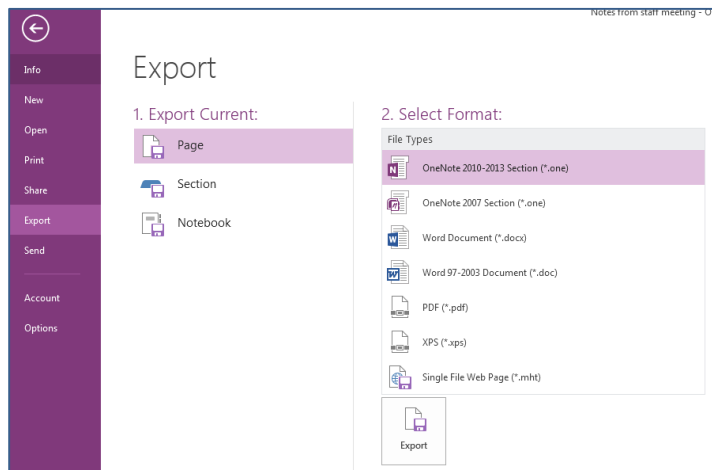
Customize Note Background

For those with computer screen sensitivities or color preferences, Microsoft OneNote allows an individual to customize the Rule lines, page color, Title and the placement of the document. To access these features **go to the View toolbar**

Sharing Notes

There are multiple ways to share OneNote documents such as through email, uploading a notebook to the OneDrive and adding other users. An individual can export specific pages, section or the entire notebook in a variety of document types to be saved on another device such as a flash drive or external hard drive.

To access these features go to **File-> Share, Export or Send->** and **click on the type of document or method of sending** OneNote material to another.



Manufacturer Information

Microsoft Office OneNote

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