ONENOTE 2013

A hidden gem within the Office Suite. Looks different from previous versions, capture all of your ideas, meeting notes, screen shots, vacation plans, and more in one place.

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**The OneNote Environment**

- **Display or hide the ribbon** - by default the ribbon is collapsed, click any ribbon tab to display its commands. Keep it open, click the small pin icon near the lower right.
- **Notebooks** – organize information, notes, research, reference materials; start with one or more. Click the notebook icon to see all of your open notebooks.
- **Sections** – help you organize notes by topics or areas for each notebook.
- **Pages** – create as many as needed within each section. Click **Add Page** to insert a new page.
- **Use the Search Box** – find anything in your notebooks, or press **Ctrl + E**.
Backstage View

From the **File** tab, open, create, share, and print your notes. **Account Settings** can also be changed here as well.

1. Create a **New Notebook**- from the **File** tab, click on **New**, and select a location to store your notebook; SkyDrive, Computer, and Add a Place.

2. Open a Notebook-from the **File** tab, click on **Open**, select the notebook, and click on **Open**.
Notes Page Environment

The work surface, where you collect notes, files, and links within a notebook.

A. Notebook title
B. Section tabs
C. Page tab
D. New Page
E. Page title
F. Note container

Sections
To help organize your notebook(s) you will certainly add sections as you use the application on a regular basis. Create sections by a topic, class, project, customers, patients, students, and if unsure of the proper location use the Unfiled Notes section.

- Add a new section- right-click on a section and select **New Section** from the drop-down menu. Or from the section tab area, click on the **Create a New Section** button +.
- Add a new section group- right-click on a section and select New Section Group from the drop-down menu. To add sections to the new group, click and drag section(s) onto the group.
- Rename a section- double-click on a section tab and enter name.
- Change color of a section tab- right-click on the section (tab), select **Section Color**, and choose from the menu
- Delete a section- right-click on the section (tab), select **Delete**, and click on **Yes**.
Pages
One or more pages are contained within a section; pages hold notes, links, tags, and content. The pages pane is located on the right side of the screen.

- Add a new page-click on the New Page button.

- Add a new page template- From the Insert tab click on the Page Templates button.

- Add a new subpage-select the page that will have the subpage appear beneath it, from the drop down arrow, and select New Subpage.

Notes
Within the work area, the content is displayed when a page is selected. Each page contains header information, text entered in this area become the page’s title.
Working with Text

- Adding text – click on the page and enter text. OneNote frames the text within a container. Containers can be moved, resized, split one text container into two, and cut or copy and paste to another page.

- Formatting notes – font, size, color and other text effects will add emphasis. All of these commands are found on the **Home** tab. To start a numbered list, type a 1 and press **enter** to automatically number all of the items in the list.

- Tagging Notes – the use of the **Tag** command will include a note with an icon that indicates a specific type of note allowing you to display a Tag Summary list of tagged notes that are similar.
  - From the **Home** tab, within the **Tags** group, and select a tag from the drop down list.
  - From the **Home** tab, within the **Tags** group, and click on the **Find Tags** button. The Tag Summary task pane will display a list of tagged notes.

- Apply a style- add organization to text for longer notes.
  - From the **Home** tab, within the **Styles Group**, and select a style from the drop down list.
Adding Content
Embedding a file to OneNote for reference is another way to add content. An efficient way when working in OneNote to find information from a file is by inserting a link on a note page, you can also drag and drop images and/or files onto an OneNote page, as well as embedding a printout of a selected file.

Printing to OneNote displays the files in color and exactly formatted as if it were being printed on paper. A label along with a link to the location of the file is inserted on the page.

Attach a file
- Select the location of the file, from the Insert tab, within the Files group, and click on the File Attachment button. Browse, select the file and click on Insert.

- Embed a document – from the Insert tab, within the Files group, and click on the File Printout button. Browse, select the file and click on Insert. An embedded file can’t be edited, right-click on the document and select Copy Text from… and paste text into a note.

- Embed an Excel Spreadsheet or a Visio diagram- from the Insert tab, within the Files group, and click on Spreadsheet button. From drop-down menu, select one of the following:
  - Existing Excel Spreadsheet-select worksheet and click Insert.
  - New Excel Spreadsheet- Click Edit and enter your data in Excel

Add Outlook Meeting Details
- From the Home tab, within the Outlook group, and click on Meeting Details button.

Capture/Insert a Screenshot
- You can quickly and without difficulty take a screen shot and add it to OneNote for future reference.
  - From the Insert tab, within the Images group, and click on the Screen Clip button and click, hold, and drag the mouse over the section of the screen you want to capture. The screen shot will appear in OneNote. In addition, using the paste command allows the screen shot to be added to other applications as well as OneNote.
  - To launch Screen Clipping without having OneNote opened, press the Windows + S keys on your keyboard.
Additionally insert an image from computer-
  o From the Insert tab, within the Images group, and click on the Picture button. Browse, select the image and click on Insert.
  o Add online pictures from the Insert tab, within the Images group, and click on Online Pictures button.

Links
  • Hyperlinks can navigate to another note or to a website.

  o To insert a link- select the location of the link on the page, from the Insert tab, within the Links group, and click on the Link button.

  o Within the Text to display field and enter the name for the link.

  o Within the Address field, enter URL for a website.

  o Within the pick a location in OneNote, select the section/page, and click on OK for an OneNote page.

Capture- clip and save information as you go
  • Press the Window key + the” N” key to open the Send To OneNote tool. This tool can be minimized in the background as you work.

  • Screen Clipping- capture a screen shot click on Screen Clipping tile or press Windows + S, draw a rectangle around the area you want to capture.

  • Send to OneNote-send a document to OneNote, open the document and click on Send to OneNote tile or press Windows key + N

  • New Quick Note- jot down a note(s), click the New Quick tile.
Email Notes

- Notes can be emailed directly from OneNote, recipients **don’t need OneNote**. The notes are placed within the body of the email message. With the page open, from the Home Tab, within the Email group, click on **E-Mail Page**. Your email client will launch and the note will appear in the body of the message.

Add ruled lines

1. Within a notebook, select the page you want to add Rule Lines.
2. From the **View** tab, within the **Page Setup** group, select **Rule Lines** and click on a preferred rule line option.

Add page color

1. Within a notebook, select the page you want to add color.
2. From the **View** tab, within the **Page Setup** group, select **Page Color**, and select a color.
Sharing Notes- SkyDrive

Share Notebook →

File, Share...

1. Select a Notebook
2. From File tab click on Share

Four levels of sharing in SkyDrive:

1. Me- only you can see your notes
2. Some Friends- contact list within windows live
3. Friends
4. My friends and their friends
5. Everyone

Click on Sync (Synchronize) to download your notes from SkyDrive. You will be able to see the changes made by those you shared with.

Windows SkyDrive will send an email invitation; sign up with SkyDrive and edit notes. Don’t have to have the OneNote app on their computer, Microsoft provides the ability to edit notes from browser.

Contact Info

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