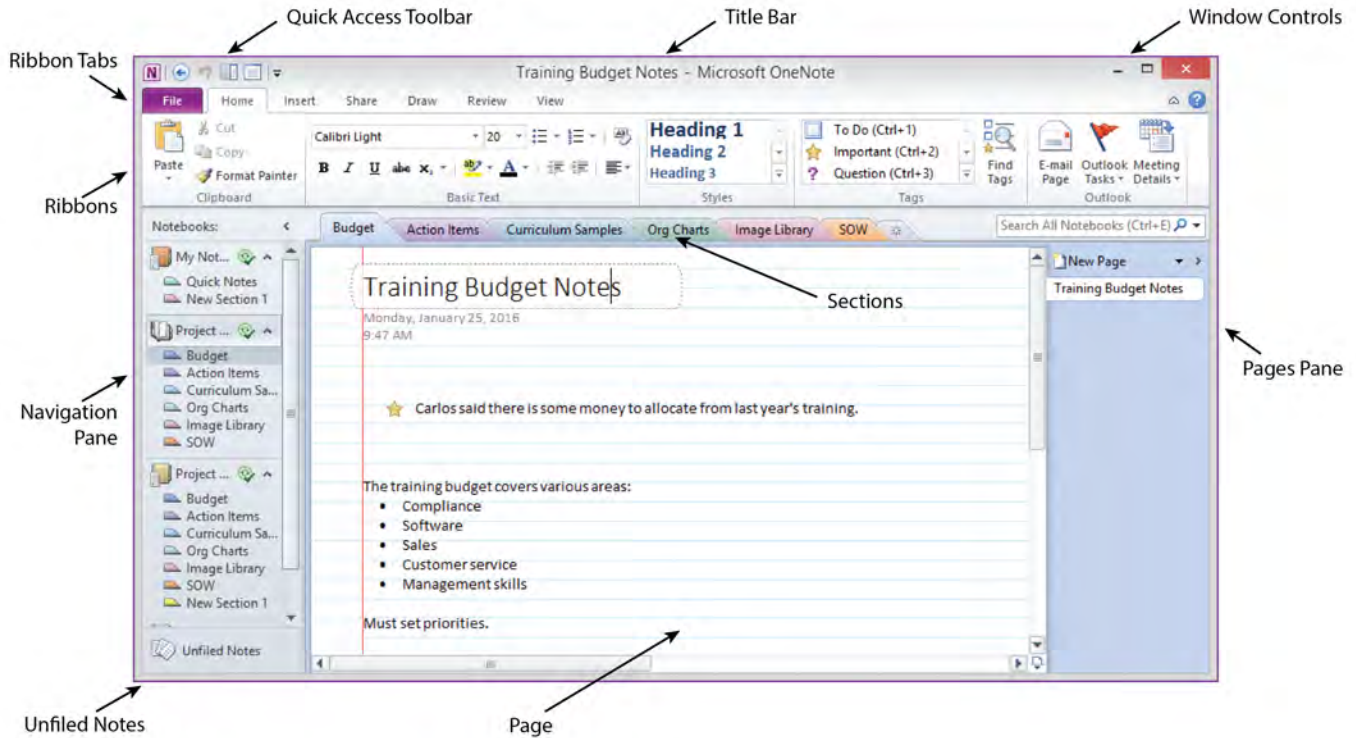


# OneNote 2010

## What is OneNote?

OneNote is a free-form note-taking application for everything from basic notes to drawings, links, and embedded files. A OneNote notebook contains pages and sections, similar to a multi-subject notebook. All work is autosaved, and therefore there is no need to save in OneNote.

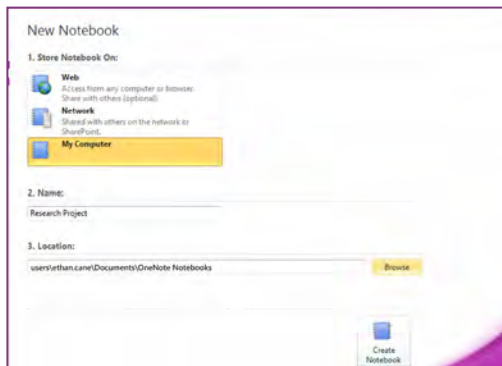


## Getting Started with OneNote

### Creating a New Notebook

1. Click File → New and select the desired notebook option.
2. Choose the desired save location, such as Web, Network or Computer.
3. In the Name field, type a name for the notebook.
4. Click Create Notebook.

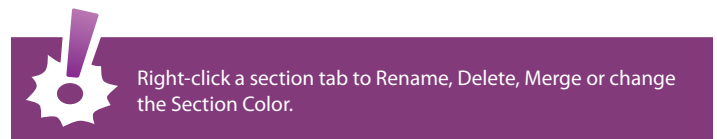
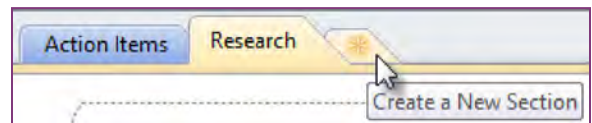
**Note:** Click Browse to change the save location.



### Adding Sections

Users can have multiple sections in a notebook to keep it organized. Sections are like the subject tabs in a notebook.

1. Click the Create New Section at the top, or right-click a section tab and select New Section.
2. Type a name for the section.



## Contents

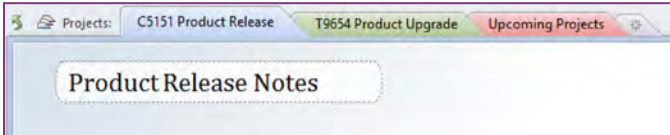
Getting Started with OneNote	1	Working with Tags	5	Working with Other Applications	6
Adding Content	2	Searching in OneNote	5	Working with Tasks	7
Working with Views	3	Creating Links to Pages, Sections, or Notebooks	6	Creating and Managing a Shared Notebook	8
Working with OneNote Features	4	Working with Embedded Content	6		

**Working with Section Groups**

Section groups keep related sections together.

1. Right-click the desired section tab.
2. Select New Section Group.
3. Type a name for the section group and press Enter.
4. Drag the desired section tabs to the section group icon.
5. To navigate go to a specific section group, click the name, and then click any individual section tab to navigate to the pages in that section.

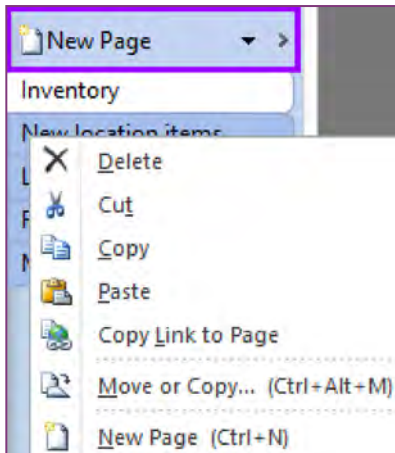
**Note:** To return to the original view, click the green arrow to the left of the Project Group



**Adding Pages**

Pages go within sections, like in a notebook.

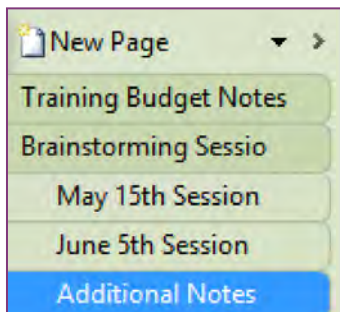
1. On the right side of the window, click New Page.
2. Type a name for the page. The name will appear in the pages sections and on the top of the corresponding page.
3. To delete a page, right-click the name in the pane on the right and click Delete.



**Creating a Subpage**

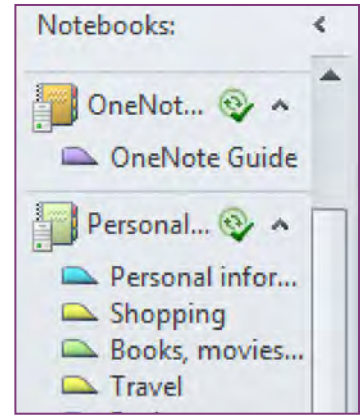
Subpages are a good way to group and organize pages within a notebook.

- Create at least two pages and then drag the page tab to the right until the title is indented.
- Drag the page tab to the right again to create a second-level subpage.
- Drag the subpage tab to the left to make it a page again.



**Switching Between Notebooks**

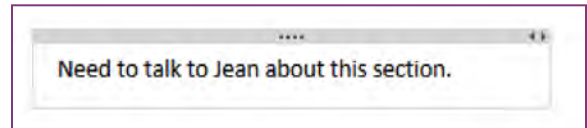
- In the navigation pane, select the desired notebook.
- Click Expand (V) next to a notebook to show the sections.
- Click Expand (>) at the top of the pane to expand or collapse the Navigation pane.
- Go to File → Open to open another notebook.



**Adding Content**

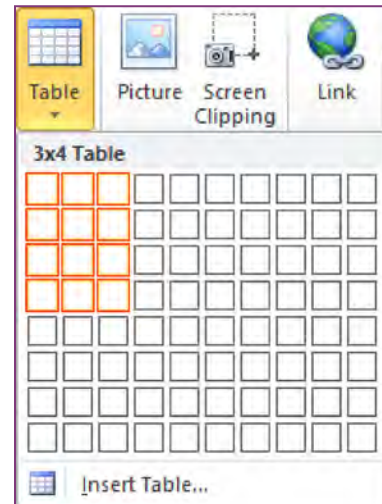
**Adding Text**


1. Click anywhere on a page.
2. Begin typing to add text at that location, or copy text from another source and press Ctrl + V to paste onto the page. If the text comes from a web page, OneNote will include the URL.
3. A container appears that can be moved or resized.
4. To delete a container, right-click and select Delete, or select the container and press Delete.



**Inserting a Table**

- Click Insert → Tables → Table and select the desired number of rows and columns from the drop-down menu.
- Or select Insert → Table and enter the desired number of columns and rows.
- To hide table borders, click in any cell in the table and then click Table Tools → Layout → Borders → Hide Borders.

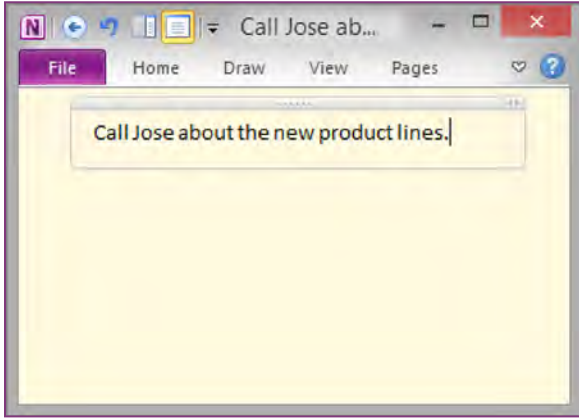



 All work is autosaved, therefore there is no need to save in OneNote.

**Using Side Notes**

Capture ideas and notes at anytime with OneNote's Side Note feature.

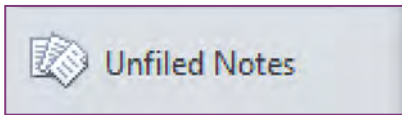
1. Press **Ctrl + N** to open the Side Note window.
2. Type a note and close the window to save the note to Unfiled Notes in OneNote.



 Press **Ctrl + N**, and then press **N** to create a New Quick Note.

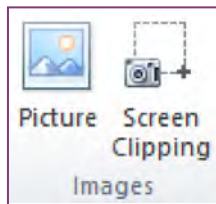
**Accessing Unfiled Notes**

1. In OneNote, click Unfiled Notes at the bottom of the Navigation pane.
2. In the New Page pane, right-click the desired note and select Move or Copy.
3. Select a Notebook and Section in the All Notebooks section.
4. Click Move to move the note to a new location, or Copy to add a copy of the note to the new location.



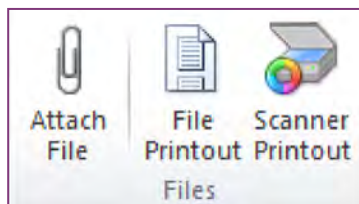
**Adding Pictures**

- To insert a screenshot, click **Insert → Images → Screen Clipping**.
- To insert a picture from the local PC or a network location, click **Insert → Images → Pictures**.



**Adding Files**

- To attach a file, click **Insert → Files → Attach File**. Browse to the location of the file and click Open
- To insert a File Printout, (a searchable print of a file), click **Insert → File → File Printout**. Browse to the location of the file and click Insert.
- To insert a scanned image from a scanner or a camera, click **Insert → Files → Scanner Printout**.



**Adding Audio and Video**

- To create an audio-only recording, click **Insert → Recording → Record Audio**.
- To create a video recording (with optional audio), click **Insert → Recording → Record Video**.
- To end a recording, press **Stop** on the Audio & Video tab.



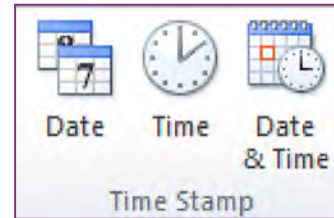
**Playing a Recorded Audio or Video File**


1. To play a recording, click the media icon on the notebook page.
2. Click **Play** on the pop-up playback bar, or click the playback icon located to the left of the container.

**Adding a Time Stamp**

This will insert the computer's current date and time.

1. Click **Insert → Time Stamp** and select Date, Time, or Date & Time.
2. The time stamp is inserted at the current cursor location.



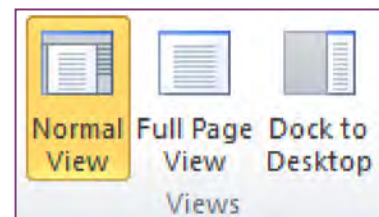
 To insert the current date and time, press **Alt + Shift + F**.

**Working with Views**

**Customizing the View**

Users can view their notebooks in several different ways. To change the current view, go to **View → Views** and select the desired option.

View	Description	Shortcut or Button
Normal	Provides access to the Ribbon, notebook area, section tabs, and pages.	Go to <b>View → Views → Normal View</b> .
Full Page	Focuses on the current page only. Display is similar to Read mode in Microsoft Word.	Press <b>F11</b>
Dock to Desktop	Anchors the notebook to the side of the desktop. Notebook remains visible while in other programs.	Press <b>Ctrl + Alt + D</b>



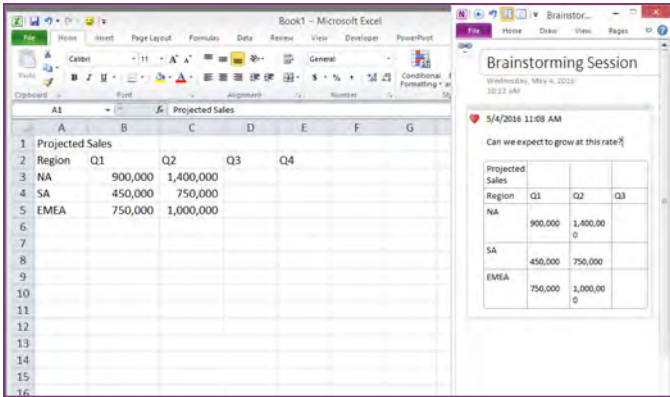


### Using Dock to Desktop

Dock to Desktop makes it easy to take notes while working in another program.

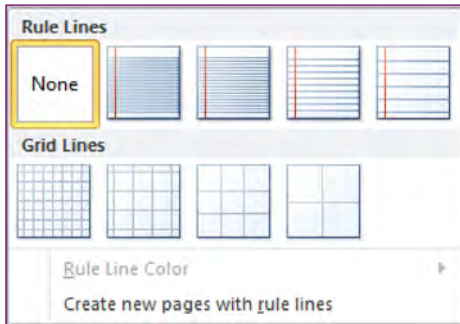
1. Click View → Views → Dock to Desktop. OneNote moves to the right of the screen.
2. Copy and paste content from an open program into OneNote, or drag and drop content.
 

**Note:** If the content comes from Word, PowerPoint, or Internet Explorer, OneNote will insert an icon to the left of the note. Click the icon to open the file and be taken to that location of the content.
3. Click the Dock to Desktop button on the Quick Access Toolbar, or press Ctrl + Alt + D to return to Normal View and Dock to Desktop.



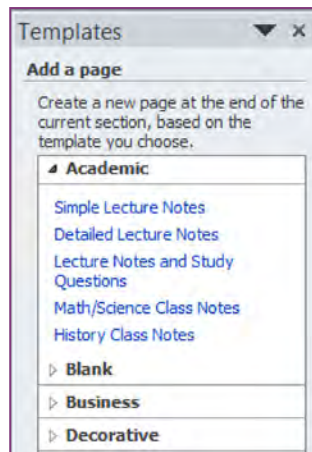
### Changing the Page Setup

- Go to View → Page Setup.
- To change the selected page's background color, use the Page Color drop-down menu.
- To add or change Rule or Grid Lines, use the Rule Lines drop-down menu.
- To remove the title from the selected page, click Hide Page Title.



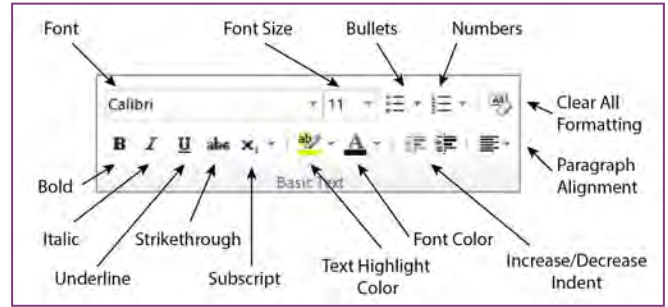
### Using a Page Template

1. In the Pages panel, click New Page → Page Templates and select Page Templates from the drop-down menu.
2. Select the desired category in the Templates task pane on the right.
3. Click a template create a new page from the template.



### Applying Formatting to Text

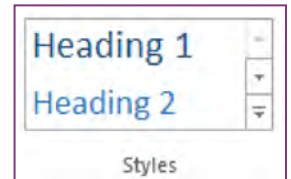
1. Select the desired text.
2. Go to Home → Basic Text.
3. Select the desired formatting.



**To quickly format text, right-click text and apply formatting, such as color, bold, highlight, and bullets.**

### Applying Styles to Text

1. Go to Home → Styles.
2. Click the drop-down arrow and select the desired style.

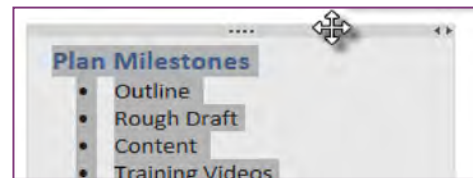


### Working with OneNote Features

#### Moving a Container

Containers are boxes that contain the notes that a user types or pastes on a page.

1. Hover over the note so that the container appears.
2. Position the pointer at the top of the container until a four-sided arrow appears.
3. Click and drag the container to the desired location on the page.



**To move a container to a different page, copy or cut the note and then paste it on the desired page.**

#### Resizing a Container

1. Hover over the note so that the container appears.
2. Position the pointer at the right edge of the container until a two-sided arrow appears.
3. Click and move the pointer to the left or right to adjust the container's size.

#### Deleting a Container

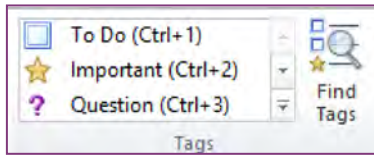
1. Hover over the note so that the container appears.
2. Position the pointer at the top of the container until a four-sided arrow appears.
3. Click the container and press Delete, or right-click and select Delete.

## Working with Tags

Tagging a note allows users to categorize and prioritize information. OneNote comes with pre-defined tags but also allows users to create their own.

### Applying a Tag

1. Place the cursor at the beginning of the line of text to be tagged.
2. Click Home → Tags and select the desired tag from the list.
3. Use the arrows to scroll, or click the More button to show all tags.



### Creating a Custom Tag or Modifying an Existing Tag

1. Place the cursor at the beginning of the line of text to be tagged.
2. Go to Home → Tags and click the More button in the tag list.
3. Click Customize Tags.
4. Click New Tag to create a new tag, or Modify Tag to modify an existing tag.
5. Type the desired tag name or modifications.
6. Click OK twice.

**Note:** The first nine tags have a keyboard shortcut of Ctrl + a number. Moving a tag within these first nine slots will affect the keyboard shortcut.

### Searching for Tags

1. Click Home → Tags → Find Tags.
2. The Tags Summary pane opens on the right. Click any tag to find and open the page that contains the tagged note.
3. To group by section or date, click the drop-down arrow in the Group tags by box.



Click Home → Tags → Find Tags and click Create Summary Page to show only tagged notes.

### Removing a Tag

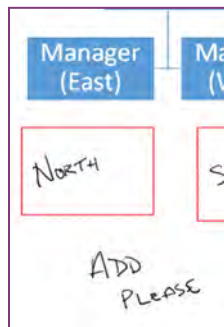
1. Right-click a tag.
  2. Select Remove Tag.
- Note:** To remove multiple tags, place the cursor anywhere in the text that contains the tags to be removed and press Ctrl + 0 (zero).

### Inserting a Symbol

1. Click Insert → Symbols → Symbol.
2. Select the desired symbol from the drop-down menu.
3. Click More Symbols for the complete list of symbols.

### Working with the Pen Mode

1. Go to Draw → Tools.
2. Select a pen or highlighter.
3. Click the More button to see more choices, including options to create both handwriting and drawings, only drawings, or only handwriting.
4. To exit the pen or highlighter mode, click Draw → Tools → Type.



### Converting Handwriting to Text

1. Click Draw → Tools → Lasso Select.
2. Drag a lasso around the desired text to convert.
3. Click Draw → Convert → Ink to Text.

**Note:** An Ink to Math option is also available.

### Checking Spelling

- Press F7, or click Review → Spelling → Spelling.

### Adjusting Print Settings

- Click File → Print → Print Preview.
- Adjust the desired print range, paper size, orientation, and footer options.

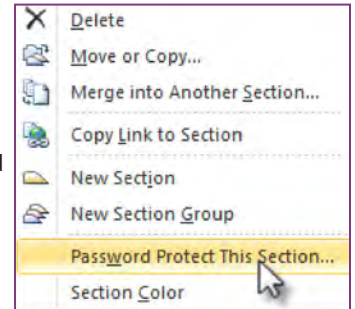
### Printing a Notebook

- Press Ctrl + P, or click File → Print → Print.

### Adding Security

Users can password protect a section.

1. Right-click the desired section tab and select Password Protect this Section.
2. Click Set Password in the Password Protection task pane on the right.
3. Type the desired password in the Enter Password and Confirm Password fields.
4. Click OK.



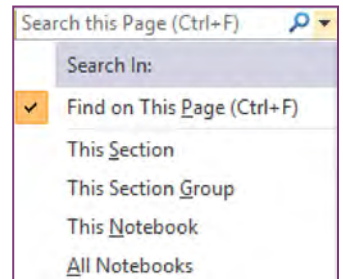
## Searching in OneNote

### Searching for Text on the Current Page

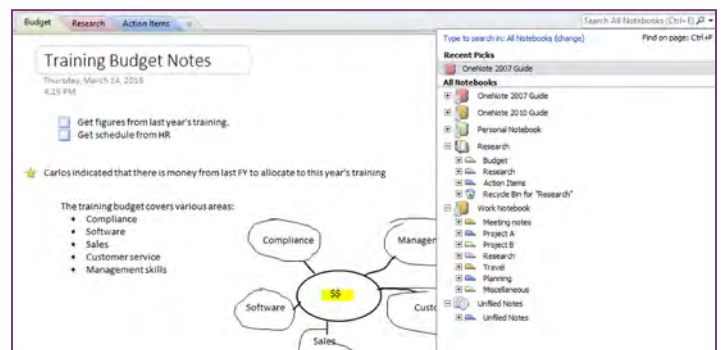
1. Press Ctrl + F.
2. Type the desired search phrase into the search field in the upper-right.
3. Use the arrows to navigate through the search results.

### Searching for Text Across all Notebooks

1. Press Ctrl + E.
2. Type the desired search phrase into the search field in the upper-right.
3. Click the drop-down arrow to the right of the search field to change the search parameter to This Section, This Notebook, etc.
4. Click the desired search result to navigate to that note.



Search Scope	Description
Find on This Page (Ctrl + F)	Searches only the current page.
This Section	Searches only the current section.
This Section Group	Searches only the current section group.
This Notebook	Searches the current notebook.
All Notebooks	Searches all available notebooks.
Set this Scope as Default	Sets the default search scope.



### Searching for Spoken Words in Audio and Video Clips

OneNote's search feature can recognize spoken words in audio and video recordings if Audio Search is turned on.

1. To turn on Audio Search, click File → Options → Audio & Video.
2. Under Audio Search, checkmark Enable searching audio and video recordings for words.
3. Click OK.

### Creating Links to Pages, Sections, or Notebooks

Create links to important information in other OneNote locations.

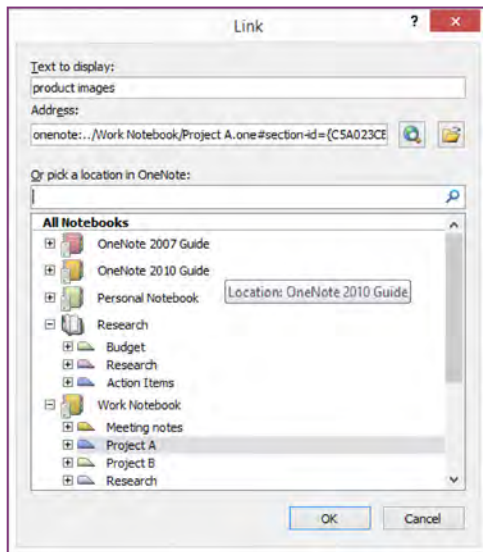
1. Right-click a page in the New Page pane, right-click a Section tab, or right-click Notebook in the navigation pane.
2. Click Copy Link to Page, Section, or Notebook.
3. Place the cursor in the desired location for the hyperlink, and then right-click and select Paste, or press Ctrl + V.



To link to specific notes on a page, right-click the text of the paragraph and select Copy Link to Paragraph, and then paste the hyperlink into another page.

### Creating Inline Links

1. On any notes page, select a word or phrase.
2. Right-click the selected word or phrase, and click Link (Ctrl + K).
3. In the Link dialog box, select a location to link to.
4. Click OK.



### Working with Embedded Content

#### Attaching a File

This will create a copy of the document in the notebook.

1. Click Insert → Files → Attach File.
2. Navigate to the desired file and click Insert.
3. Double-click the link icon to open a copy of the file.

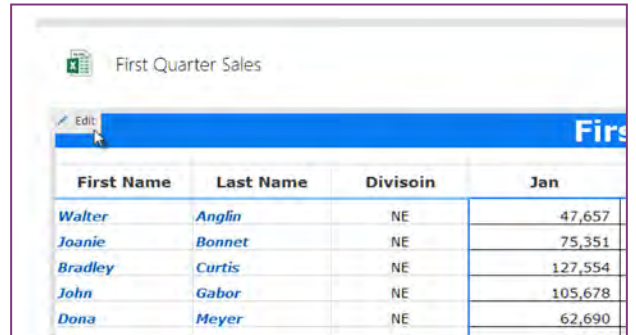


Changes to the file will not update the original file.

### Editing an Attached File

1. Double-click the linked icon to open the file.
2. In the Warning dialog box, click OK if the content is trusted.
3. The file opens in the application.
4. Make the desired edits.
5. Save and Close the file to view the updates in OneNote.

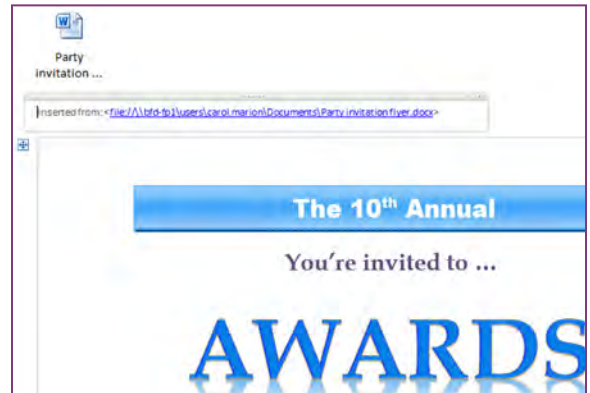
**Note:** Edits are saved on the copy attached in OneNote. The changes will not appear in the original file.



### Inserting a Printout of a File

1. Click Insert → Files → File Printout.
2. Navigate to the desired file and click Insert. A copy of the printed version of the file is inserted into OneNote.

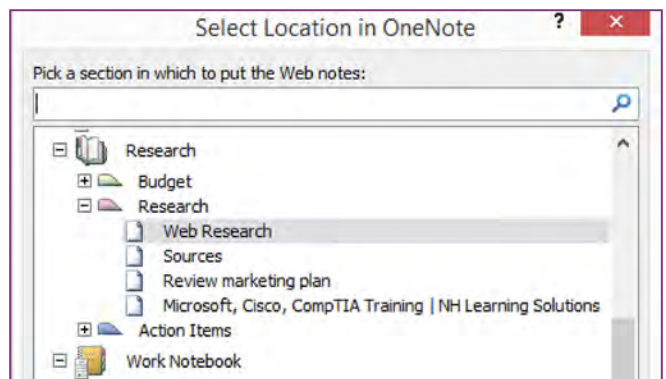
**Note:** Changes to the original file will not update in OneNote.



### Working with Other Applications

#### Sending to OneNote from Internet Explorer

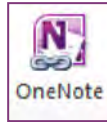
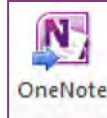
1. Right-click an Internet Explorer web page and select Send to OneNote.
2. Select the OneNote notebook, section, and page location.
3. Click OK.





**Sending or Linking to OneNote from Outlook**

- In Outlook Mail, click Home → Move → OneNote to send an email to OneNote.
- In Outlook Contacts, Tasks, or in a Meeting request, click Home → Actions → OneNote to add a link to the item in OneNote.

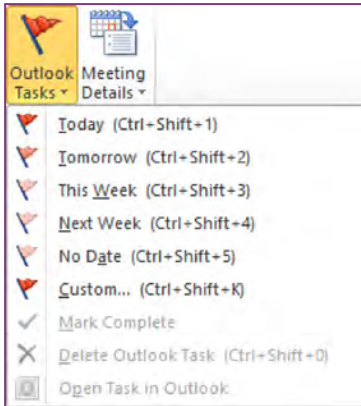


**Working with Tasks**

**Creating an Outlook Task from OneNote**

1. In OneNote, select the desired text. This will be the subject of the task.
2. Click Home → Outlook → Outlook Tasks and select the desired reminder. A flag will appear next to the OneNote text, and the task is added to Outlook.


**Note:** To open the task in Outlook, click inside any text containing the task and select Home → Outlook → Outlook Tasks → Open Task in Outlook.



**Locating an Outlook Task in OneNote**

To view Outlook tasks that have been flagged in OneNote, click Home → Tags → Find Tags. Outlook tasks will be listed in the Tags Summary pane.

**Note:** Outlook tasks are indicated with flags or checkmarks. OneNote tags will also be displayed in the Tags Summary pane.



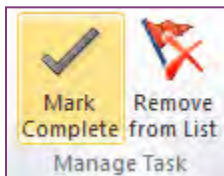
Click the Task Flag in OneNote to mark a Task as complete with a checkmark.

**Updating a Task in Outlook**

1. In Outlook, select the Tasks view and double-click to open the desired task.
2. Make the desired changes.
3. Click Save & Close.

**Completing a Task in Outlook**

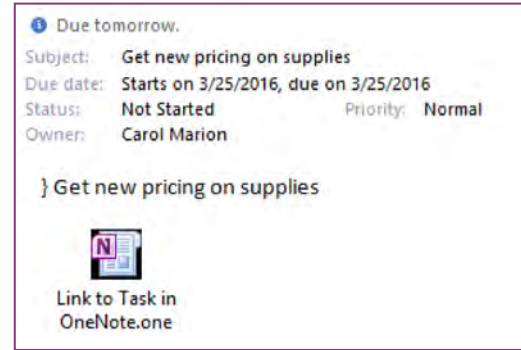
1. In the Tasks view, select the desired task.
2. Click Home → Manage Task → Mark Complete.



**Opening a Notebook from the Outlook Task**

Users can open a OneNote file directly from Outlook if a task has been inserted.

1. In the Outlook Tasks view, double-click to open the task.
2. Click the OneNote icon to open the notebook.

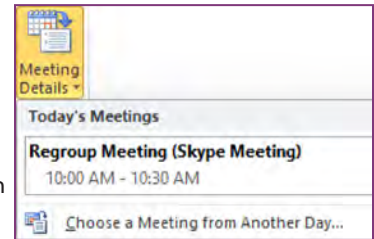


**Managing Outlook Meetings with OneNote**

**Inserting Outlook Meeting Details into OneNote**

Outlook meeting details can be added to OneNote. Once inserted, they can be edited in OneNote without affecting the original meeting text in Outlook.

1. In OneNote, click Home → Outlook → Meeting Details.
2. If the meeting is today, select it from Today's Meetings. Otherwise, select Choose a Meeting from Another Day and use the arrows or the calendar in the upper-right to navigate to the desired meeting.

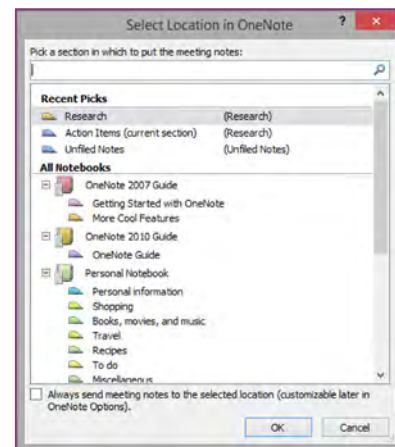


3. Click Insert Details.

**Taking Meeting Notes**

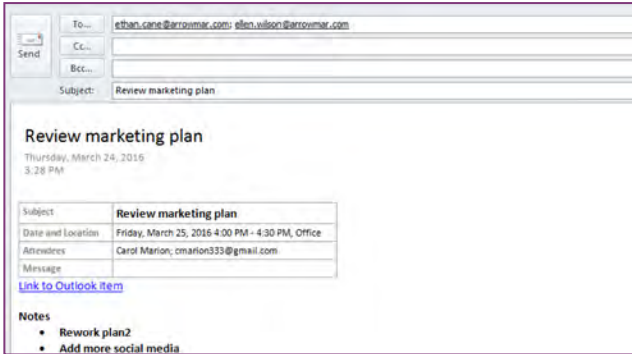
Users can create OneNote content that is linked to Outlook appointments. This keeps meeting details and notes together in one place.

1. In Outlook, open the meeting.
2. Click Meeting → Actions → OneNote.
3. Select the OneNote location and choose a section for the new notes.
4. Click OK.



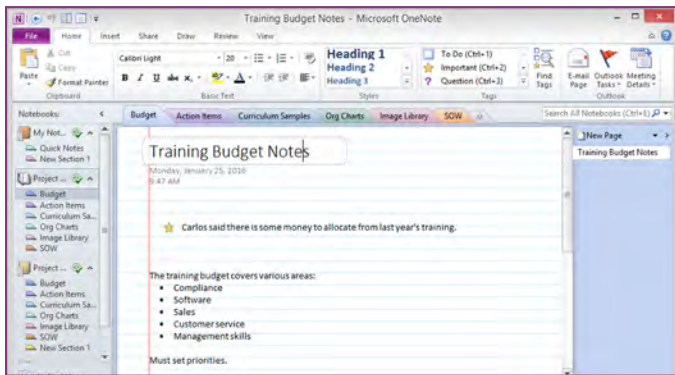
**Emailing Meeting Notes**

1. Go to Share → E-mail → E-mail Page.
2. Address the email and click Send.



**Creating and Managing a Shared Notebook**

OneNote is ideally suited for team collaboration.

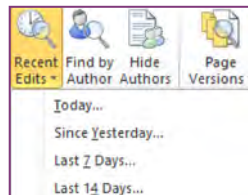


**Creating a Shared Notebook**

1. Click File → New.
2. In the Store Notebook On section, select Network.
3. Type in the desired name for the network location.  
**NOTE:** If the location has been used previously, users can select the location from Recent Locations.
4. In the Network Location field, enter the path of a network file share, a mapped network drive, or paste the address of a SharePoint library.
5. Click Create Notebook. This will create and store the notebook on the shared location.
6. In the Microsoft OneNote dialog box, select E-mail a link to notify other users.
7. In the Outlook email window, enter the desired addresses and click Send. The users will receive an email invitation to open the notebook.

**Viewing Recent Edits**

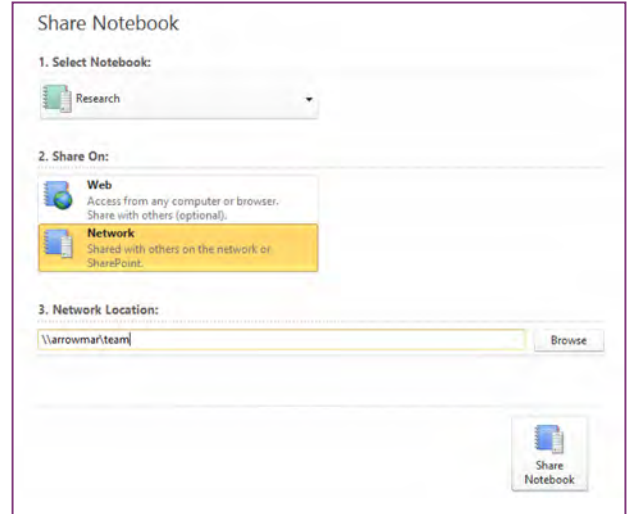
1. Select Share → Shared Notebook → Recent Edits.
2. Choose the desired criteria.  
**Note:** To view edits by a particular author, click Share → Shared Notebook → Find by Author.



**Sharing an Existing Notebook**

The notebook must be stored on the Web, SharePoint, or a network location to be accessed by others.

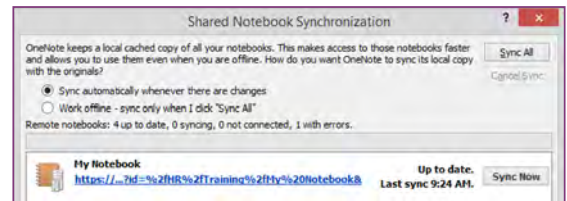
1. Click Share → Shared Notebook → Share This Notebook.
2. In the Share On section, select Web or Network.  
**Note:** Selecting a Web location to share requires a Windows Live ID (Hotmail/messenger/Xbox LIVE) account.
3. Browse to select a Network location or sign in with a Windows Live account to sharing on the Web.
4. Click Share Notebook.
5. The users will receive an email invitation to open the notebook.



**Syncing a Notebook**

OneNote can sync data to notebooks that are saved to OneDrive and other network locations.

1. Click File → Info.
2. Click View Sync Status.
3. Select whether to sync automatically or to sync manually.
4. Select the desired notebook to sync, or choose Sync All.



**Sending a Notebook Page**

1. Click the desired OneNote page and select File → Send.
2. Select the desired option.

Sending a Notebook Page Option	Description
Email Page, Send as Attachment, and Send as PDF	Will open an email from Outlook.
Send to Word	Page will be copied into a Word file.
Send to Blog	Page will be sent to a blog. Requires a registered blog account.