

# **Getting Started with OneNote**

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## **Description:**

OneNote is a program developed by Microsoft to help you organize your thoughts and ideas in preparation for a project. It can work as a bulletin board, list repository, or a quick notebook for jotting down ideas. The basic framework for the program is based on the concept of the divided notebook. At the top level you have a notebook, with tabbed dividers for different sections within that notebook. Within each tab, you have pages that can be added or deleted, rearranged, ordered and subordinated to other pages, and / or moved to other sections of the notebook.

OneNote can be shared with other users for easy collaboration. The program also supports “clipping” webpages (i.e. screenshots with capture information such as URLs, dates visited, etc.) into the notebook.

Finally, OneNote lives on your computer’s hard drive but can be synced to the cloud with your Microsoft account (free to sign up). This way, the material is synced across all your devices.

The following guide is intended as a quick introduction to the program. For the most up-to-date tutorials and information, users should visit Microsoft’s OneNote site (<https://www.onenote.com/>).

## **How to Get Started:**

OneNote comes standard with Microsoft Office packages. If you don’t have the program already installed on your machine, you can [download a free version of OneNote](#). You can also find it free for mobile devices (iOS and Android) in the App Store.

Microsoft offers several tutorials for beginner and advanced use of OneNote. You can find more videos and tutorials at the [MS OneNote Training website](#).

1. Open your program and create a new notebook. Choose File > New, then give your notebook a name and click “create notebook.” You can have multiple notebooks at a time.
2. Add Sections to your notebook. Double-click on the placeholder title (“New Section 1”) to rename your sections. Click on the tab with the plus sign to add a new section. You can have unlimited sections in a notebook.
3. Add pages to the sections. On the right hand side, click “Add page” to create a new page. You can type anywhere in the body of the page. Add your information and you’re ready to go! You can add unlimited pages to a section.
4. To toggle between notebooks, click on the notebook name at the upper left of the page. To toggle between sections within a notebook, simply click on the section tab at the top of page. To toggle between pages within a section, click on the page you wish to edit.

*Tips:*

- Because OneNote is a MS product, you can edit text just like you would in any other MS product.
- In the upper-right corner of your page you can toggle to full-screen mode to maximize your page view.
- In the search bar at the upper right, you can search throughout your notebook to retrieve information stored earlier.
- Sections can be rearranged by dragging the tab to a different spot.
- Pages can be rearranged and subordinated to other pages. Click on the page and drag it where you want it to go!
- You can change the design / look of your notebook by customizing the colors of the section tabs, by changing the look of the pages, and by adding check boxes, stars, etc. to highlight information.
  - To change the color of your section tabs, right click on the tab and choose “section color.”
  - To change page color or add rule lines, click on the “View” tab at the top of the program and select the options you’d prefer.
  - Check boxes, stars, and other textual call-outs are available under the “Home” tab.
- You can also add templates to further customize the look of your pages.
  - Find ready-made templates under the “Insert” tab. Add a new page, then navigate to the “Page templates” section of the “Insert” tab, and choose the template you wish to use.
  - To get the corkboard template shown in Jen’s presentation, [follow the steps in this YouTube video](#). I downloaded the corkboard texture from <http://www.fuzzimo.com/>, pasted it into my page as a picture, then created the “post-it” boxes and saved it as a template.
- Other bells & whistles:
  - If you’re working on a tablet with a stylus, you can “handwrite” notes and convert them later to text.
  - Take screenshots, “clip” material from a website, record voice audio, record video, and attach other media within the pages of your notebook
  - You can also attach other MS Office documents, such as Word docs, spreadsheets, powerpoints, etc.
  - You can convert handwritten text to mathematical symbols
  - You can share all or part of your notebook with collaborators, and track their changes within the notebook under the “History” tab. You can also email pages to external recipients.
  - You can also “dock” your notebook to the desktop, which minimizes the page into a smaller window nestled inside your other workspace. This is ideal for taking notes from one area (i.e. a website or e-book) into OneNote.
  - The OneNote clipping tool allows you to quickly clip text from another Office program or website and send it to your OneNote notebook. You choose the landing location within the notebook. This tool also allows you to take “quick notes” and send them to your notebook without toggling to the full program.

*Note: This guide is intended for quick reference only and is not a substitute for the support resources available on the [Microsoft OneNote website](#)*