

INTRODUCTION TO ONENOTE 2010

WHAT IS ONENOTE?

Microsoft's OneNote is a digital notebook that provides a single place where you can collect all your notes and information. The program delivers the flexibility to gather and organize text, pictures, digital handwriting, audio and video recordings, and more — all in one digital notebook on your computer.

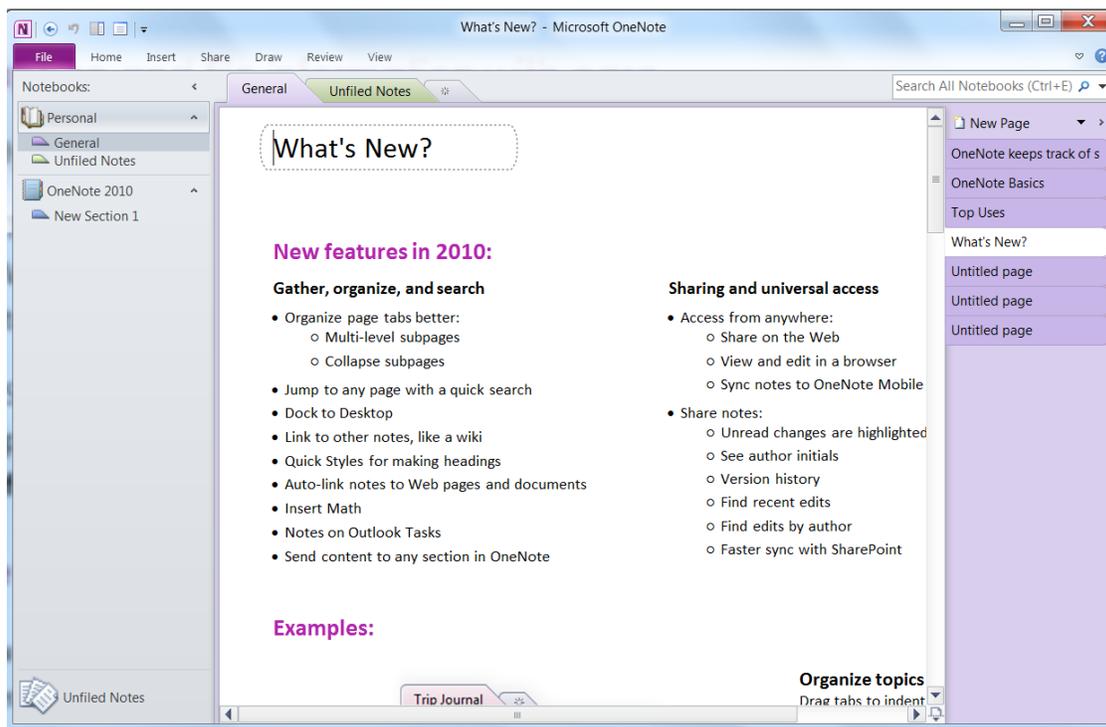
OneNote can keep the information you need at your fingertips and therefore reduce the time spent searching for information across e-mail messages, paper notebooks, file folders, and printouts.

GETTING STARTED WITH ONENOTE 2010

Explore the OneNote Interface

If you are an Office 2010 or Office 2007 user, the first thing that you will notice is the familiar Ribbon interface. The Ribbon consists of three basic components Tabs, Groups, and Commands. There are seven tabs by default and each tab has several Groups of related items including Commands.

When you first open OneNote, an example notebook opens that contains some information and examples about how you can use the application.

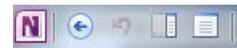


Screen Layout

OneNote organizes your notes in a notebook, each of which is broken into a hierarchy of *Section Groups* and *Sections* consisting of page(s). All notebooks are located on the left side, with sections on the top as tabs, and pages listed on the right side.

At the top of the screen is the familiar *Title bar*, displaying the notebook's name "What's New" and the applications name *OneNote*. In the upper right corner of the screen are the buttons minimize, maximize/restore, and close, which closes the entire application.

To the left of the Title bar is the *Quick Access Toolbar*, which provides quick access to some of the most popular commands.



Three of the most popular are:

- The *Back* button allows you to navigate back to a prior page,
- The *Dock to Desktop*, docks OneNote to the side of your desktop, useful when taking notes in another application
- The *Full Page View* allows you to view the note in full page view

You can also add additional commands to the Quick Access Toolbar

How to:

1. *Right click* on any Tab or Group and then click on “*Customize Quick Access Toolbar.*”
Or
Click on the down-arrow located on the *Quick Access Toolbar* and then the menu *More Commands.*
2. Using either method will open the *Word Options dialog box*. When the box opens, *click* on the *down arrow* under the label “*Choose commands from.*” *Select* from the options provided to add additional commands.

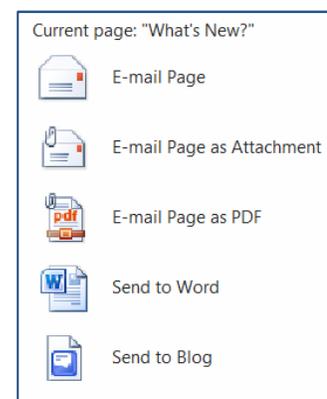
Quick Tip:

Right-click on any command button located on a tab or group to add that command to the Quick Access Toolbar. In addition, to remove a command from the Quick Access Toolbar, right click the command and choose “*Remove from Quick Access Toolbar.*”

Backstage View

The Backstage view contains mostly file related commands for working with notebooks, including information about the notebook's location and sync status. To access this view click on the tab *File* to access the following commands:

- *Open* an existing notebook
- *New* creates a new notebook



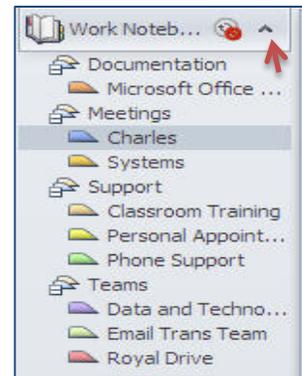
- Share a notebook with someone or a group
- Save as another document type
- Send using E-mail
- Print
- Options, pertaining to OneNote

Click on any tab to *close* this view.

Navigation Pane

On the left is the Navigation Pane, which displays all save notebooks.

- To view only the notebook that you are working on click the up arrow to hide all unwanted notebooks.
- To hide the Navigation Pane, click the left arrow to the right of the menu "Notebooks" to collapse.
- To reorder a notebook's placement in the pane click and hold on the notebook's title, then drag and release the mouse button at the desired location. In the screenshot above the indentations below the title, represent *Sections Groups* and *Sections* within the notebook, also visible as tabs.



Page Pane

Located on the right side of the screen the Page pane displays the current notebook's page headings.

- To hide the Pane, click the right arrow to the right of the menu "New Page" to collapse the tabs
- To reorder a page's placement in the pane click on the page title, *then drag and release* the mouse button at the desired location.

ORGANIZING AND WORKING WITH ONENOTE CONTENT

Before you begin

Determine what the notebook will contain to avoid rework, as some projects consist of large amounts of data and may need its own notebook. In addition, consider if you will share your notebooks and collaborate in real time with other OneNote users.

Create a Notebook

To create a new notebook click on the tab *File* and then *New*.

Complete the next three steps:

	Web	Network	My Computer
1. Where will the notebook be stored?			
2. Name the Notebook	Name	Name	Name
3. Location:	Windows Live SkyDrive Sign in with your new user ID and password.	(LAN Network) do not confuse with Royal Drive	Click the Browse button to select a location other than the default

Click the button *Create Notebook* and the notebook now displays in the *Navigation Pane* with one *New Section* and a *Page* to hold data. However, *Section Groups* if desired are created by the user and do not contain any data nor can a page be added to a Section Group. In addition, *Section Groups* are automatically arranged in alphabetical order and in order to have control of that order consider adding a number before the title.

How to:

- **Rename the section**
Right click on the tab *New Section 1* and choose Rename or right click on the heading *New Section 1* in the *Navigation Pane*, then choose Rename.
- **Name the Page**
At the top of the page, type a title in the text container (dotted heading). The page title also appears on the page tab.
- **Insert a Page**
Click the *New Page* button above page tabs column (Click the arrow next to the *New Page* button to choose a blank page, to create a subpage in a page group, or to create a page from a template.) Name the page.
- **Reorder the Page**
In the page tabs column click and hold the mouse button down on the desired page to move. Drag the page to the new position then release the mouse button. Alternatively, right-click on the page title and choose *Move or Copy* from the shortcut menu. When the *Move or Copy* dialog box opens select the desired Notebook, Section Group, or Section and then click the appropriate button.

Note: To move or copy to an existing Notebook that notebook must appear in the *Navigation Pane*.

Organizing Your Notes

Begin by creating Section Groups or Sections within a notebook for whatever you need to track; Tasks, Meetings, etc. Organize your notes in the related sections and add additional pages as needed.

Creating Notes

It's easy, just click anywhere on the page that you want the notes to appear and start typing. You can continue to keep typing within the current note container, or click elsewhere on the page to create a new note container.

Notes can include any combination of typed text, pictures, and graphics — including text and images you collect from the Web pages — as well as digital handwriting, audio and video clips, and more.

If you prefer to use a pen-input device, just click the tab *Draw* on the ribbon and then click on a pen color in the *Tools* group to handwrite your notes anywhere on the page. To switch back to typing at any time, click the *Select & Type* button on the Draw tab on the ribbon.

Create Template-Based Notes

1. *Create* or *open* an existing page that you want to save as a page template.
2. In the right pane, click the *downward arrow* next to *New Page*, and then click *Page Templates*.
3. At the bottom of the Templates pane, click *Save* current page as a template.
4. Type a name for the page template, and then click *Save*.

Formatting Notes

The notes page is the work surface where you take and collect notes within a notebook. You can format, move, resize, and even merge notes containers on the pages in your notebook.

How to:

Basic formatting commands

1. *Click* the *Home* tab
2. *Click* on the *notes container* to format the entire contents, or *select* the text within the container to apply formatting styles.

Move text on a page

1. To move text within the same page, move the mouse pointer over the text. When the note container appears, *click* the *top edge of the note container*, and then *click and drag* the container to a new location on the page.
2. To copy or move text from one page to another page, *right-click* the top edge of the note container, *click* Copy or Cut on the shortcut menu, and then paste the notes to the page you want.

Merge notes containers

1. Click on the move handle of the notes container that you wish to merge.
2. Hold the Shift key and mouse button down.
3. Drag the selected container over any notes container on the same page.
4. When the contents are merged, release the *mouse button first* and then the Shift key.
5. Use the keyboard shortcut (Ctrl+Z) to undo the merge.

Draw Shapes

The new and improved drawing tools in OneNote make it easy to mark up text and items that appear on your pages. In addition, they are powerful enough to create organizational charts and flow diagrams. Click the tab *Draw* to view the Draw Toolbar.

How to:

Select the Line Color and Thickness

- Lines you draw can vary in thickness and color. Before drawing, make sure that the thickness and color are set to your preferences. Click the *Color button* on the Draw toolbar to select a color, and click the *Thickness button* to select a thickness (in points).

Select a Pen

- OneNote's selection of pens from the *Pen drawing tool* works for just about everything you want to draw, so instead of setting the color and thickness first, consider going straight to the *Pen tool*. Notice that the list of pens includes color highlighters (the lower half of the pop-up pen selection list).

Draw and Highlight

- After selecting a pen or line thickness, select the tool shape that you want to draw. You can draw a line, an arrow, a rectangle, an oval, a triangle, and other shapes. Click a shape to select it, and then drag your mouse where you want to put that shape onto your note. The shape appears on your drawing using the pen or color and thickness you selected.

Lasso to Select a Shape

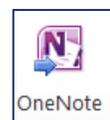
- After placing a shape, you can resize or move it. Selecting a shape that shares the same space in your notes as text is difficult and requires using the *Lasso tool*. Click to select the Lasso tool, and then drag to circle whatever shape you want to select. OneNote selects that shape and *adds sizing handles around it*. You now can resize and move the shape or press Delete to delete it altogether.

INTEGRATING ONENOTE WITH OTHER APPLICATIONS

Using OneNote with Outlook

Sending E-Mail Messages to OneNote

To send a copy of an open e-mail message from Outlook to OneNote, follow these steps:



1. Open the message that you want to send.
2. In the Ribbon of the open message window, click the button *Send to OneNote* in the group *Move*.
3. When the *Select Location in OneNote dialog box* opens, choose a notebook and then pick a section or page to place in the email.

To copy one or more closed messages, follow these steps:

1. In any Mail view, select the message or messages you want to copy. Hold down the [CTRL] key to select multiple messages.
2. Click the button *Send to OneNote* in the group *Move*.

Insert Meeting Details into a Note

If you use OneNote to take notes at meetings, the ability to insert meeting details into a note comes in handy. OneNote automates this task for you as much as possible, as you will see when you follow these instructions:

1. Start in the *OneNote note* where you want to include meeting details.
2. Position the cursor at the location where you want the details to appear.
3. Click the button *Meeting Details* on the *Home* tab in the group *Outlook*. Not the meeting you are looking for, then click the command “Choose a meeting from another day.” Use the *Previous* and *Next* arrows to locate the meetings date.
4. Select the meeting and then click *Insert Details*.

Send an OneNote 2010 Notebook to Outlook, Word, or a Blog

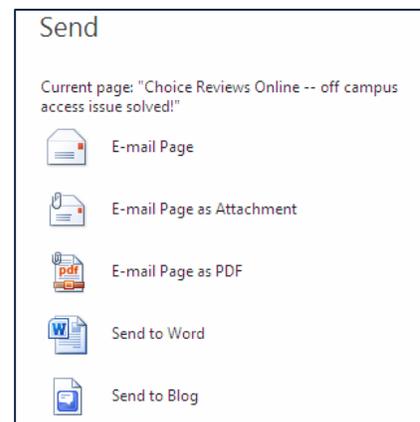
OneNote’s powerful integration with other applications affords the user the ability to send and view notebook pages in Word, Send to Outlook, or Publish to a Blog.

Note: You cannot send an entire notebook to Word, Outlook, or as a PDF attachment.

Send to Outlook

Follow these steps to email a notebook page, send as an attachment, or PDF.

1. Start OneNote 2010, if the application is not already open and then select the desired notebook.
2. In the notebook, select the page or pages in the desired section. To select multiple pages, hold the *Ctrl* key down and select the pages. Release the key.
3. Click the tab *File* and then *Send*, to choose from the option listed.
 - E-mail Page – sends a copy of the selected pages embedded in an email
 - E-mail Page as Attachment – sends a copy of the selected page in the original format as an attachment in OneNote format.
 - E-mail Page as PDF – sends the selected pages in PDF format as an attachment.



Send to Word

1. Assuming that OneNote is open select the desired notebook and then the page or pages within that section. To select multiple pages, hold the *Ctrl* key down and select the pages. Release the key.
2. Click the tab *File, Send*, and then *Send to Word*.
3. The selected pages are sent to a Word document.

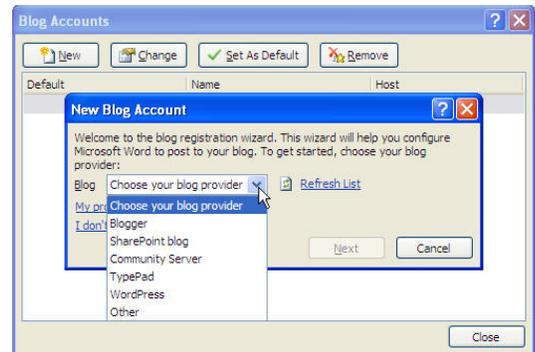
Send to Blog

1. Assuming that OneNote is still open, select the desired notebook and then the page or pages within that section. To select multiple pages, hold the *Ctrl* key down and select the pages. Release the key.
2. Click the tab *File, Send*, and then “*Send to Blog*.” If you have not registered your blog account, you are prompted to *Register Now* or *Register Later*. Either way the selected page is imported into Word activating the *On-Demand* tab *Blog Post*.



Managing your Blogs

1. Click the command *Manage Accounts* in the group *Blogs*.
2. Click the button “*New*” on the *Blog Accounts* dialog box.
3. Click the down arrow in the *New Blog Account* dialog box and choose your provider. In the example, I selected Word Press.
4. In the next box, type your blogs URL in the space provided <Enter your blog URL here>. Example – **wmlstaff.wordpress.com** -> **http://wmlstaff.wordpress.com/xmlrpc.php**
5. Type your *username* and *password* in the spaces provided. Before clicking on *OK*, consider your *Picture Options*.
6. Click the button *Picture Options* to define where your pictures will be stored or not. If you choose “*My own server*,” you will need to fill in the proper locations in the box below.



Saving OneNote 2010 Notebooks and Pages in Other Formats

OneNote allows the user to save the current notebook and pages in multiple formats, which is for the distribution of notes to someone who does not possess the OneNote application.

How to:

1. In OneNote, select the notebook that you would like to convert and save in a different format.
2. Click the tab *File* and then *Save As*.
3. Saving the current selection *Page*, *Section* or as a *Notebook* determines the file format.
4. The user then selects the file type under the format listed for the selection.
5. Click the button *Save As* to save in the selected format.

Publish Note Pages as a Web Page

Although you can save a notebook section or page as a web file, this would not be my selection. The selected section or page saved as a Microsoft MHTML document is only readable in *Internet Explorer*. The program has no FTP program to transfer the page to a web server.

Note: The only formats for saving an entire notebook are (1) OneNote package – notebook packaged in the original format for distribution, (2) PDF – Portable Document Format, free reader available, and (3) XPS – Microsoft’s version of a pdf file.

Linked Notes with Word and PowerPoint

Start a Linked Notes session

You can begin taking linked notes about a Web page, Word document, PowerPoint presentation, or OneNote page that you are looking at by doing the following:

1. On the *Ribbon* in Word, PowerPoint, or OneNote, click the tab *Review*.
2. In the group *Notes*, click the button *Linked Notes*.
3. In the *Select Location in OneNote dialog box*, navigate to the notebook, section, and page where you want to take notes about the document or page that you are looking at, then click *OK*.
4. Take notes as you normally would. You can bring up other OneNote pages in the main program window, bring up Internet Explorer, or open additional Word or PowerPoint documents. OneNote automatically links back to what you were looking at so you can easily refer to the source material again later.

Note: Another way to take linked notes in OneNote is to click “*Dock to Desktop*” command located on the *View* tab or the *Quick Access Toolbar*. The current OneNote page will be docked to the side of the Windows desktop, where it will stay visible while you use other programs. Any notes that you take in the docked OneNote window will be linked to their context.

Finish a Linked Note Session

You can end a Linked Notes session by doing either of the following:

- Click the button *Dock to Desktop* on the quick access toolbar to undock the window and toggle Linked Notes mode off (or simply press *CTRL+ALT+D*).
- Click the button *Normal View* on the *Quick Access Toolbar* or *View* tab.

View or remove note links

When in the mode *Linked Notes*, a button with a chain link displays near the top left corner of the docked notes page. When engaged in a *Linked Notes* session hover the mouse pointer over any individual note on the page to see which notes are linked.

Hover the mouse pointer over any of the application icons that appear on the page to display thumbnail images of any Word documents or PowerPoint presentations; OneNote notes pages, or Internet Explorer Web pages that the notes are linked to. You can click any of these thumbnail images to open their associated files.

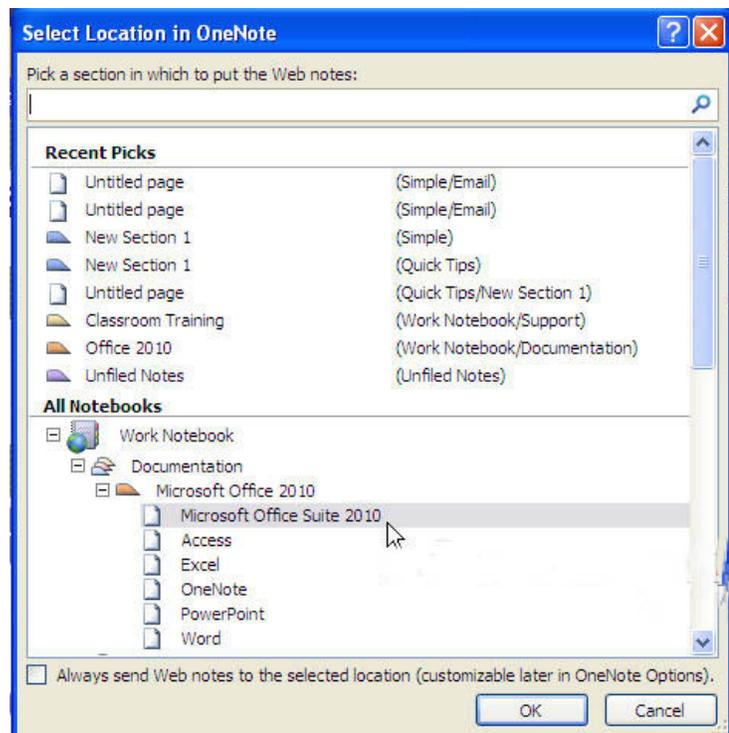
Quick Tip: To see a list of all of the documents that are linked from the current page, or to remove any links that you don't want, click the *chain link icon* in the top corner of the page.

BROWSER INTEGRATION

Internet Explorer

Sending text, pictures, and video from a web page to OneNote is easy. In *Internet Explorer*, select the desired content with your mouse pointer, right click, and select *Send to OneNote*.

This will open the *Select Location in the OneNote dialog box*. Select the desired notebook, section, or page. Click *OK*.

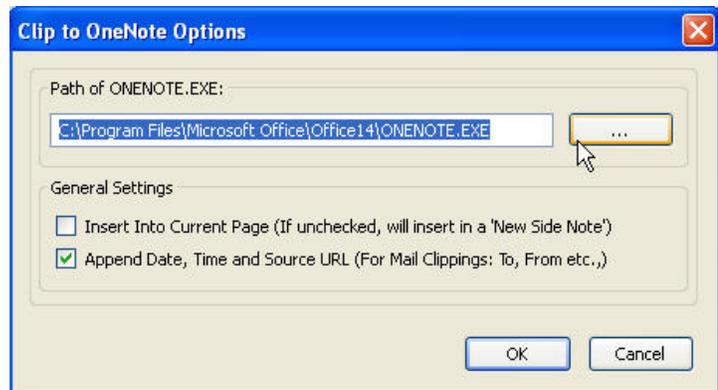


FireFox

Firefox does not support OneNote on its own and requires an extension called *Clip-to-OneNote* (<https://addons.mozilla.org/en-US/firefox/addon/clip-to-onenote/>). After installation, click on Tools, Add-ons and then Options in the Firefox browser. Specify the path of the *OneNote exe. file* in the *OneNote Path dialog box*. Click OK.

In Firefox, select your text or right click on the content to send to OneNote. Select *Clip to OneNote*.

In OneNote, move the current page to the desired notebook, section, and page.



EXTRACT TEXT FROM AN IMAGE

One of OneNote's many features includes OCR (Optical Character Reader), the ability to recognize and extract text from any image file format. Text extracted from an image can be pasted anywhere on an OneNote page.

How to:

1. Drag and drop or insert an image file containing text into an OneNote page.
2. Right-click on the image, and Copy Text from Picture.
3. Paste the text anywhere you like on the OneNote page.

Note: Small text or text that contains symbols may not extract properly.

INSERT ATTACHMENTS

Inserting attachments in OneNote allows the user to collect and organize related files in one notebook.

How to:

1. In an open notebook, click the tab *Insert* and then *Attach Files* in the *Files* group.
2. Within the “*Choose a file or set of files to insert dialog box*” select a file to insert and then click *Insert*.
3. The file is inserted displaying the associated icon and name for the file. Double click on it to open.

INSERT TABLES

If you use tables, OneNote also provides that option.

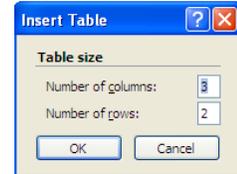
How to:

1. Open an OneNote notebook, and then on a selected page place the cursor where you would like the table.
2. Click the tab *Insert* and then *Table* from the group *Tables*.
3. Hold and hover the mouse pointer to select the desired number of columns and rows required. Release the mouse button.

OR

Click the command *Insert Table*, and then enter the number of columns and rows in the box provided.

4. Click *OK*.



RECORDING AUDIO AND VIDEO

OneNote users who have access to a microphone and web cam have the ability to record audio and video files to supplement their notes.

Audio & Video Settings

Before attempting your first recording, consider verifying your audio and video settings in the OneNote Options. Click on the tab *File* and then *Audio and Video*.

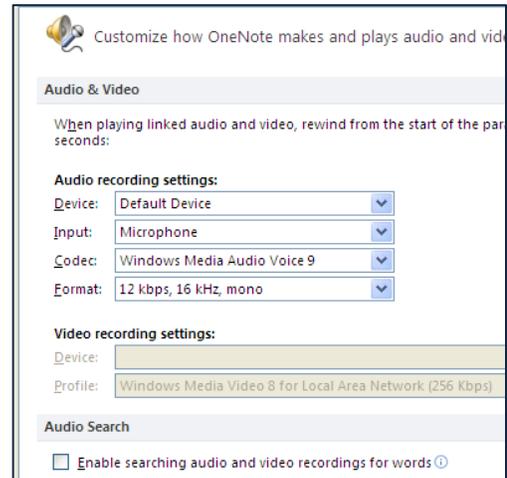
How to:

Record Audio

1. Open an OneNote notebook, and then on a selected page place the cursor where you would like the audio inserted.
2. Click the tab *Insert* and then *Record Audio* in the group *Recording*. A description box will be inserted with an icon displaying the date and time of the recording.
3. When you stop recording, a *Playback* tab appears providing the user with *Playback* and *Rewind* options.

Record Video

On the same tab *Insert*, click the *Record Video* button, then click in the desired location to start recording.



SCREEN CLIPPING WITH ONENOTE

With the Office 2010 tool *Screenshot*, you can take a picture of any part of your computer screen and insert the picture into your notes. The tool is built into most Office 2010 applications including OneNote.

How to:

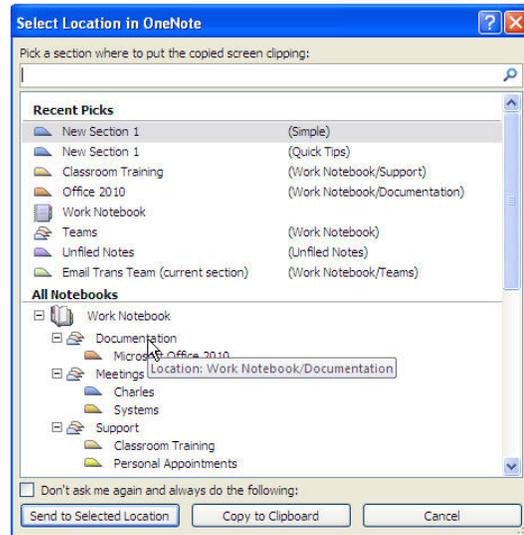
There are two ways to take a screen clipping to insert into an OneNote notebook.

1. With *OneNote* minimized in the background, verify that you are viewing the webpage or screen that you would like to clip.
2. Press the [Windows key+S], and then holding the mouse down draw a box on the part of the screen you would like captured.
3. Release the mouse button, and the *OneNote* dialog box will open.
4. Select the desired notebook and section. Then click the button *Send to Selected Location*.

OR

1. Minimize all screens except for the one you want to capture and your OneNote notebook.
2. In the desired section of the notebook click the tab *Insert*, and then *Screen Clipping* in the group *Images*.
3. At this moment, OneNote minimizes and you are returned to a dimmed version of the last screen you looked at.
4. Holding the mouse down draw a box on the part of the screen you would like captured.
5. Release the mouse button, OneNote captures the selection as a picture and inserts it into your notes page at the position of the cursor.

OneNote also copies the image to the Windows Clipboard so you can paste the screen clipping on another page in your notebook or into any other program or document.



COLLABORATING AND WORKING WITH NOTES

Sharing Notebooks on a Network Location

This option is not available without access to a LAN server and does not apply to sharing in Royal Drive. However, sharing notebooks should be possible after the email transition to our University SkyDrive account.

Working with Shared Notebooks

Share an existing notebook

1. On the *File* tab, click *Share*.

2. Under *Select Notebook*, select an existing notebook that you want to share with other people or between other computers that you will be using.
3. Under *Share On*, click *Web* so you can use the notebook from any computer or from a Web browser.
4. Choose the Location, in this example it would be hosted on Windows Live Account (SkyDrive), later on Live@scranton.edu.
5. If Live@scranton.edu is available, sign in with an existing account (such as Windows Live, Hotmail account) or sign up for a new one. After signing in, you will see a list of your Web folders where you can create shared notebooks.

If you don't need to share with other people, select one of the *Personal Folders*. If you do need to share, select a *Shared Folder* to which others will have access. To set sharing permissions for new and existing folders, OneNote will launch your Web browser, where you can finish creating the new folder for your notebook. Return to OneNote and then refresh the folder list in the Web Location field to see the folder that you just created.

6. Click Share Folder.

Sync Status

Notebooks that are shared on the Web require synchronization between the actual copy stored on your computer and the one residing on the web.

You can access the sync interface by right clicking on the name of a shared notebook on the navigation pane and click on *Notebook Sync Status* on the shortcut menu. Another method is to click the ribbon tab *File* and then click the *View Sync Status* button that appears on the *Info* page.

To synchronize all notebooks, click the *Sync All* button at the top of the right corner of the dialog box.

To synchronize only specified notebooks, click the *Sync Now* button in the list next to the notebooks you want.

Note: When you click the little triangle that appears to the left of a dimmed notebook icon in the list, additional details about the synchronization status of that shared notebook are displayed.

