OneNote 2016 Tutorial

Getting Started Guide

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Last Updated: Spring 2016

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Why Use OneNote?
OneNote is the ultimate virtual notebook that enables users to create notes in various formats, share those notes, sync those notes with the cloud, and collaborate with others. You can easily create typed, handwritten, audio and video notes, and search those notes. You do not have to worry about forgetting to save those notes because everything is saved automatically as you work. There is also a free OneNote app available for both iOS and Android devices. Both apps allow you to see your handwritten notes.

Getting Started with Notebooks, Sections, and Pages
When you first start using OneNote, a notebook named “Personal” is already created for you. This notebook will contain several folders. Each folder contains pages.

Creating a New Notebook
1. Click FILE then New OR click (your active notebook name) and click

2. Select where you would like to store your notebook and type your ‘Notebook Name’

3. Select
4. Your new notebook will be created and become the active notebook

Creating a New Section and Renaming a Section

1. Select
2. Change the default name if desired
3. If you want to change a section name later, right click to Select the section name and select ‘Rename’

Creating a New Page and Renaming a Page

1. Select
2. To change the name of a page, right Select the page name and click ‘Rename’
3. Type the new page name in the highlighted area above the line
Changing the Color of a Section

1. Right Select the section name
2. Select ‘Section Color’
3. Select a color

Adding Lines to a Page

1. Select the VIEW tab
2. Select the bottom half of
3. Select the type of lines you want on your page

Sending a Document to OneNote
Anything that can be printed can be converted into a OneNote page.

1. Go to the printer options in whatever program you are using
2. Select ‘Send to OneNote 2013’ as your printer option and print the document
3. Select where you want the document to appear in OneNote and select ‘OK’
4. The document will appear in the desired location

Please Note: The $\mathbf{\text{Win}} + \mathbf{N}$ key can be used to bring up a shortcut to send a quick note to OneNote. It is automatically filed at the bottom in the “Quick Note” notebook.
Typing and Inking
OneNote supports both keyboard typing and inking with a stylus.

Typing in OneNote
1. Select the \[DRAW\] tab
2. Select \[Type\]
3. Place your cursor somewhere on the page and begin typing
4. Font type, size, and color and be adjusted in the \[HOME\] tab

Inking in OneNote
1. Select the \[DRAW\] tab
2. Select an ink color/thickness
3. Other colors and thicknesses can be selected using
Please note that you can still ink without a stylus by using your finger, just select the Draw with Touch option. Note that this option is available for only touch-enabled tablets.

**Erase Inking**

1. Select the [DRAW] tab
2. Select the bottom half of [Eraser]
3. Select the type of eraser you would like to use
4. Drag your eraser over the ink you would like to delete

**Converting Ink to Text**

1. Write with your inking tool as clearly as possible
2. Select [Lasso]
3. With your cursor, draw a circle around the inked text
4. The inked text should be highlighted like this
5. Select [Ink to Text] and your inked text will be converted
Tags
You can tag your notes with different shapes using the Tags section. The tags are anything from a “To Do” checkbox to highlighted passages for definitions. You can then search for the items you tagged using “Find Tags.”

Tagging your Notes
1. Go to the tab
2. Type/ink and select something you’d like to tag (use in the tab to select inked text)
3. Select a tag from the list (use the arrows to scroll and see more tags)

Please note that a line of text can contain multiple tags

Creating Outlook Tasks
1. Go to the tab
2. Type/ink and select something you’d like to tag (use in the tab to select inked text)
3. Select and select the task due date
4. The task will appear in MS Outlook in your task list

Removing a Tag

1. Right Click on the tag icon
2. Select ‘Remove Tag’

3. For Outlook Tasks, you can select ‘remove tag’ to remove the tag without deleting the outlook task, or you can select ‘Delete Outlook Task’ to completely removed the tag and task in Outlook
Finding your Tags and Creating a Summary Page

1. Go to the [HOME] tab

2. Select [Find Tags]

3. A ‘Tags Summary’ section will appear on the screen where you can group your tags by ‘Tag Name’, ‘Section’, ‘Title’, ‘Date’, and ‘Note Text’.
4. To create a summary page of your results, select 

**Inserting Space**
This feature creates space between notes you have written. It works horizontally as well as vertically.

1. Go to the  or the  tab

2. Select
3. Drag your cursor on the screen to create additional space

Recording
You can record audio or video in OneNote and OneNote will place the recording in your notes with a timestamp attached. OneNote also automatically makes the title of the recording searchable.

Recording Audio or Video

1. Go to the **INSERT** tab
2. Select **Record Audio** or **Record Video**
3. An tab will appear
4. An icon with a timestamp will appear on the screen

*Please note that your icon will be the same as your default audio and video player on your computer.*
5. While recording video, the live feed will also display as a pop-up window.

6. Select the Pause button to pause the recording or the Stop button to stop it.

Renaming a Recording
1. Right click on the video or audio icon.
2. Select ‘Rename’ and rename the file.

Replaying Audio or Video
1. Double click on the audio or video icon.
2. Control the playback in the Playback tab.
Searching
OneNote allows you to search your typed and handwritten notes, as well as audio and video notes.

Making Audio and Video Notes Searchable

1. Select **FILE** then **Options**
2. Select the **Audio & Video** tab
3. Under the ‘Audio Search section’ check the checkbox
4. Select **Enable Audio Search** from the popup menu
5. Select ‘OK’

Searching Your Notes

1. Type the term you will like to search for in **Search (Ctrl+E)** on the right side of the screen
2. Select **Find on This Page (Ctrl+F)** in the search box and select where you would like to search for the term
3. The search term will be highlighted wherever it appears and links to other places where the search terms is located will appear
Page Versions
OneNote will allow you to view an earlier version of the current page.

1. Go to the page were you would like to see previous version

2. On the History tab, select

3. Underneath the page name in the side bar, page versions with the date and author will appear

4. Select a page version

5. Select to restore a previous version

Mailing a OneNote Page
You can email a page of your notes straight from OneNote. OneNote will use your default email program to send the email.
1. Go to the **HOME** tab

2. Select **Email Page**

3. An email window will appear containing the OneNote page content

### Sharing a Notebook

Sharing your notebook involves syncing your desktop Notebooks with the online (OneDrive) or sharing a link of the OneNote Notebook stored in the cloud

### Accessing your Notebook Online on OneNote Desktop

Now that you have access to your organizational network

1. Navigate to your any OneNote online notebook and open it
2. At the top of the page, select “Open in”.

3. Your OneNote will be automatically opened in your OneNote desktop
   a. Be sure that you are still logged on to the CAS (VT ACTIVE DIRECTORY) or log in whenever you will be prompted
   b. This process take a little bit of time to open and sync your OneNote Desktop with the OneNote Online

Sharing your Notebook with Others

1. Select then

2. Select beside the notebook you want to share

3. Select

4. It should take you to the screen

Inviting People

1. Select

2. Complete email form and select

Getting a Sharing Link

1. Select

2. Select beside the type of link you would like to create

3. Right click on the link to copy it

4. To disable the link, select

Please note that when a link is disabled, the old link will not work. When a link is created again after being disabled, a different link is created.
Accessing your Notebook Online
This feature can be used for storing your notebook on the cloud and sharing it with others. All of your notebooks can be accessed online at https://onedrive.live.com/

Storing your Notebook on the Cloud

1. Select FILE and Info
2. Select beside the notebook you want to share
3. Select
4. It should take you to the Share screen
5. Select OneDrive
6. Select and enter your email address
7. Select Next
8. If you have a Microsoft OneDrive account
   a. Enter your password
   b. Select Sign in
9. If you do not have a Microsoft OneDrive account
   a. Select Sign up now
   b. Complete the form and select I accept
10. Select
11. Select

Manually Syncing your Notebook with the Cloud in OneDrive
OneNote automatically syncs your notebook to the cloud whenever changes are made by default but you can also sync manually.

1. Select FILE then Info
2. Select to sync all notebooks or beside the notebook you would like to sync.