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Home Tab

Basics
On the Home Tab, you have all of the text tools you are familiar with from Word. You can adjust the font, size, color, and style for headings.

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.”

To use a tag:
1. Click on the page where you’d like to make an entry in the list or type something you’d like to tag.
2. You can also highlight the entry, typed or handwritten, that you’d like to tag.
3. To see what you’ve tagged, click the “Find Tags” button.

Mail
You can email a page of your notes straight from OneNote. OneNote will use your default email program to send the email.

Insert Tab

Insert
If you need room in between two lines of notes you’ve taken, click the “Insert Space” button, then click and drag wherever you need more space. This tool will spread out your work without ruining the formatting. It works horizontally as well as vertically.
Tables
You can insert a table directly into OneNote using this tool. Click where you’d like to place the table, then the editing menu below will be shown.

Images
Clicking “Picture” will open up your Pictures folder and you can select a picture to add to your notes. The “Screen Clipping” button will minimize OneNote and prompt you to take a screen clipping of anything behind it.

Links
The “Link” button will insert a link either to a web address or to another page in OneNote. If you want the link to be text other than the address, It would look like this.

Files
The “Attach File” button allows you to insert a thumbnail to a different file in your notes. The “File Printout” button allows you to insert a file into your notes as it would appear if you printed it out. The “Scanner Printout” button allows you to insert a file from your scanner or other device attached to your computer, like a webcam.

New features in 2010:

Gather, organize, and search
- Organize page tabs better:
  - Multi-level subpages

Sharing and universal access
- Access from anywhere:
  - Share on the Web
Recording
You can record audio or video in OneNote and OneNote will place the recording in your notes with a timestamp attached. Hit “Record Audio,” to start recording; click it again when you want to stop the recording. You can then play back the video or audio by clicking the icon in your notes. OneNote also automatically makes the title of the recording searchable.

Time Stamp
If you need to know exactly when you take notes, the “Time,” “Date,” and “Date & Time” buttons can do that for you.

Symbols
Just like in Word, if you need a special symbol, you can insert one using the “Symbol” or “Equation” button.
Share Tab

Email
Click the “Email Page” button to email the page of notes you currently have open. OneNote will automatically use your default email program to send the email.

Unread
The “Mark as Read” button allows you to select the page of notes you’ve written and marks them as “Read” or “Unread.” Unread notes look like this:

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Read notes look normal. You can also mark the whole notebook as “Read.” The “Next Unread” button allows you to page through the pages that you’ve marked “Unread.”

Shared Notebook
The “New Shared Notebook” button prompts you to create a notebook that is to be shared with others. There are three options: Web, Network, and My Computer. Web allows you to upload your notes to SkyDrive through Microsoft. Changes each person makes to this notebook would not be automatically saved, and the file would have to be re-uploaded with the changes. Network allows you to share the OneNote notebook in real-time, provided you and the people you are sharing the notebook with are on the same network. My Computer creates a new notebook as a clean slate, which you can then share using either of the two methods mentioned before.

The “Share This Notebook” button gives you the same options to share as the “New Shared Notebook” button does. The “Recent Edits” button highlights changes you’ve made to the notes within a certain time period.
The “Search by Author” button shows which author made what changes to the notes. The links, when clicked, highlight the changes made. This is handy in a shared notebook or section.

The “Hide Authors” button is enabled by default. When it is not enabled, a running tab of which authors added what is shown on the notes.

History
The “Page Versions” button will open an earlier version of the current page. It will give you the option to restore or delete the earlier version. The earlier version will be deleted after a certain amount of time. The “Notebook Recycle Bin” button opens a new section where pages that have been deleted show. The Recycle Bin keeps them for sixty days, and up until that time you can go into the Recycle Bin to restore them to your notebook.

Draw Tab

Tools
- The “Select and Type” tool does just what it says: you can use it to select things already in your notes or click empty space in you notes and a text box will appear.
- The “Eraser” tool has three sizes to choose from, or can be set to “Stroke Eraser,” which will erase an entire stroke by touching part of it with the eraser.
- The “Lasso Select” tool allows you to draw around what you would like to select and move it around the page. This tool is not bounded by the text and ink boxes like the “Select and Type” tool.
- The “Panning Hand” tool sets your mouse to only move around your notes via dragging.
- Under the Tools section are different commonly used pen widths and colors as well as highlighters. There is a drop-down button to click for more options.

Insert Shapes
Just like in Word, you can insert different shapes, and use the “Color and Thickness” tool to customize how the shapes look.
**Edit**
You can use the “Insert Space” tool to add space anywhere in your notes, simple click and drag. The “Delete” tool is used to delete an element you have selected. The “Arrange” tool will position a selected element in front of or in the back of other elements in an overlapping configuration of elements. The “Rotate” tool will rotate a selected element.

**Convert**
You can use the “Ink to Text” and “Ink to Math” buttons to convert your handwriting to text. The “Ink to Text” button requires you to select part of your handwriting on the page to convert it. The “Ink to Math” button brings up a grid where you can write the equation you’d like to convert.

**Review Tab**

**Spelling**
The “Spelling” button will run spell-checking on your page of notes. The “Research” button allows you to type a search term into a box, and brings up results from a dictionary, thesaurus, and an encyclopedia.

**Language**
The “Translate” button has two options: to translate selected text or to show a mini-translator when you mouse over a word.

The “Language” button allows you to set language preferences as well as a “Proofing Language,” the language used when spell-checking and in handwriting recognition.

**Notes**
The “Linked Notes” button allows you to take notes in OneNote while looking at another application, like Power Point or Word. OneNote will then link the notes taken with what you’re looking at. When you mouse over the notes, the link will show.
View Tab

Views
“Normal View” shows the tabs on the sides and top of the page of notes you’re on. “Full Page View” shows only the page of notes you’re on. “Dock to Desktop” makes OneNote into a small window and docks it to the right side of the desktop. This is useful for taking notes on other pages on your computer.

Authors
The “Hide Authors” button hides the running tab of which author added what notes. When not enabled, the authors are denoted by different colored lines along the side of the page corresponding to what author wrote what notes.

Page Setup
The “Page Color” button allows you to change the background color of the page. The “Rule Lines” button allows you to change the lines that show on the page. The “Hide Page Title” button allows you to hide the rectangle that holds the title of your notes. When you hide the title, the tab in your notebook gets renamed to the first thing written on the page and you lose the title you had set.

Zoom
The “Zoom Out” and “Zoom In” buttons work as they do in Word, changing the magnification by a certain amount for each click. The 100% and 75% buttons change the zoom to those magnitudes.

Window
The “New Window” button opens OneNote in a new window. The “New Docked Window” button opens OneNote in a window docked to the right side of the screen. The “New Side Note” button opens a Side Note in a new window, and anything you write there will be filed under the “Unfiled Notes” section of your notebook until you move it. The “Keep on Top” button, when enabled, keeps OneNote on top of any other programs you have running.