# Introduction To

# OneNote

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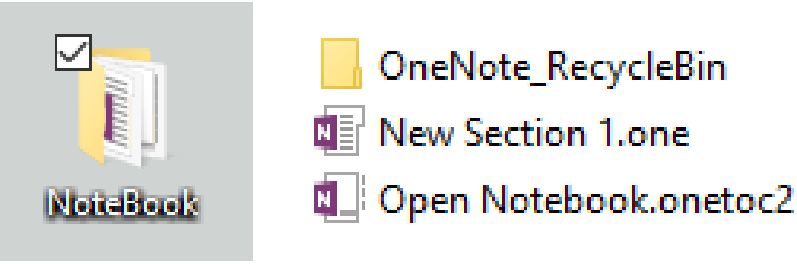
# Introduction

OneNote is a Microsoft Office 2016 application that can be used to take notes and gather information on any device.

**Note:** *For MCOE users and for the purposes of this class we will not be discussing using OneNote as a Web App. We are only recommending using OneNote from the stand alone application at this time.*

You can create multiple notebooks that can be broken down into Sections, Pages and Sub Pages.

A Notebook file is stored as what we traditionally understand as a Folder, with the Sections stored as Files in the folder.




OneNote works similar to Microsoft Word so it is not difficult to learn.

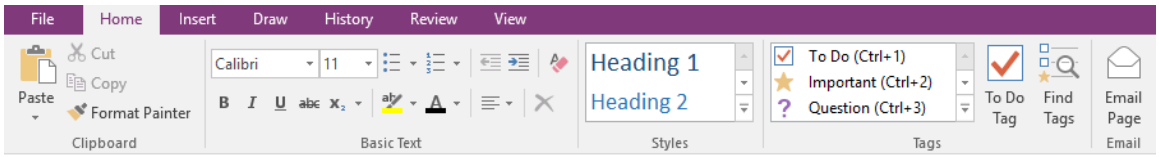
You can move Sections, Pages and Notes around as you see fit. You can create ToDo items, share and collaborate with others, incorporate pictures, audio and video clips etc.

**Note:** *Launching OneNote takes you directly to Quick Notes if you have not used the application before. This is an area where you can add notes quickly and decide later where they will go.*

# The User Interface

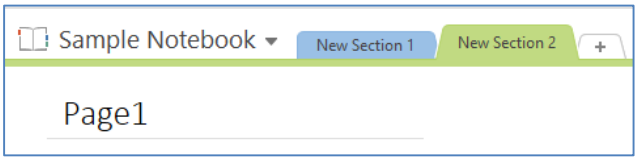
At the top you will see the **Quick Access Toolbar**

Below the Quick Access toolbar is the **Ribbon**

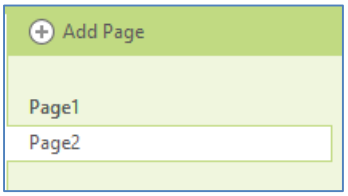



The **Tabs, Home, Insert, Draw, History, Review and View** work similar to other Microsoft Applications

Inside a Notebook you have **Sections**. The sections appear as **Tabs** just as they would inside a three ring binder.




From a Tab notice the **Navigation Page** on the right hand side. Here you can add **Pages** to a Section

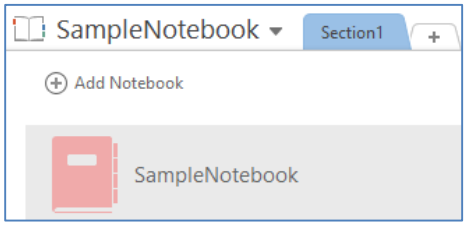



OneNote notebooks behave a little differently than files you may be used to working with such as Word documents or Excel files.

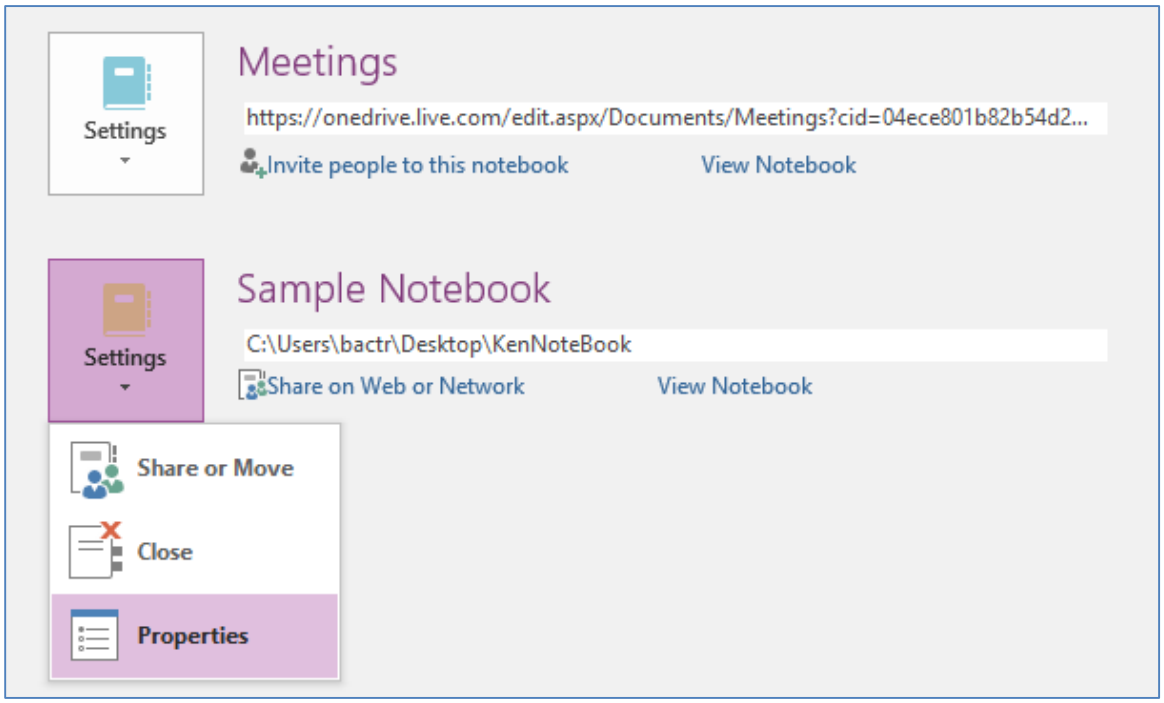
Notice for example that there is **No Save feature** in OneNote. Notes are saved continuously and instantaneously.

You can have as many Notebooks open as you want and they are all color coded.

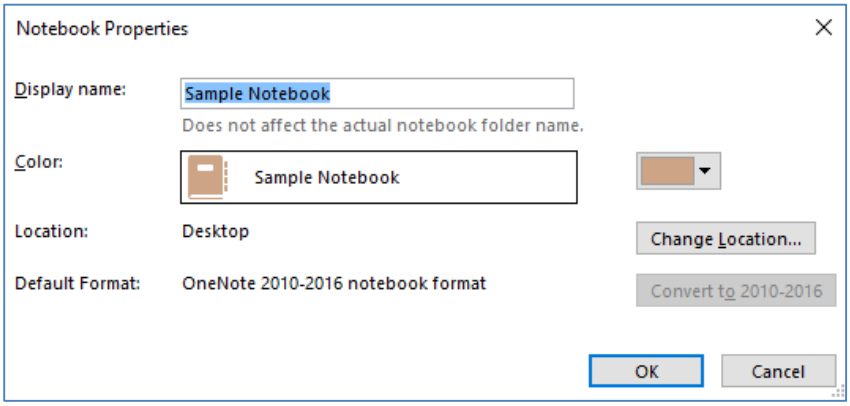
Click on the drop down list to the left of the Section1 default tab to see a list of open Notebooks



You can also choose **File, Info** to see your currently open Notebooks.




Select the drop down list triangle and then Properties to change the Notebook Display Name, Color and Location

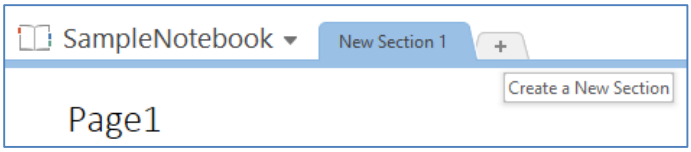



To create a **New Notebook** choose **File, New** and save the Notebook to the **Desktop**.

# Sections

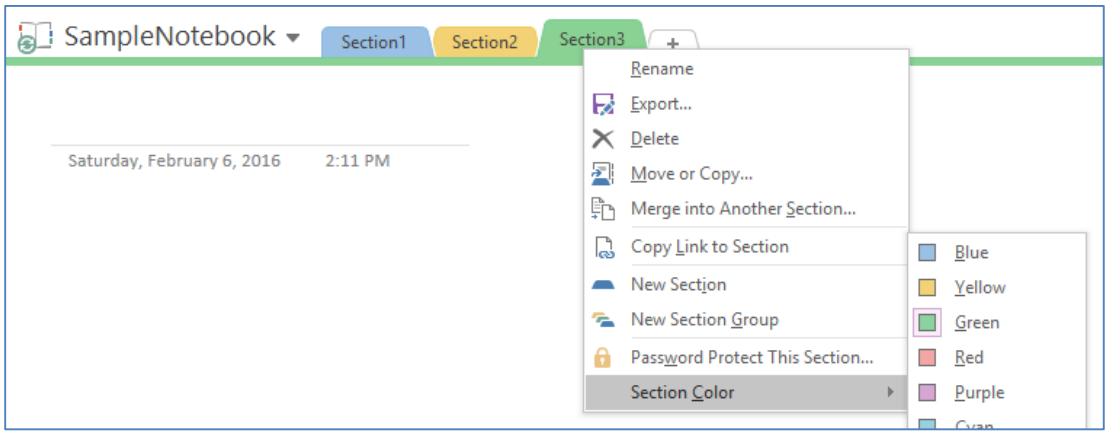
You can have as many **Sections** as you need including **Groups of Sections**.

To create a Section, click the **plus sign** next to the last section and immediately start typing to give it a new name.




**Double click** on the **Tab** to change the name

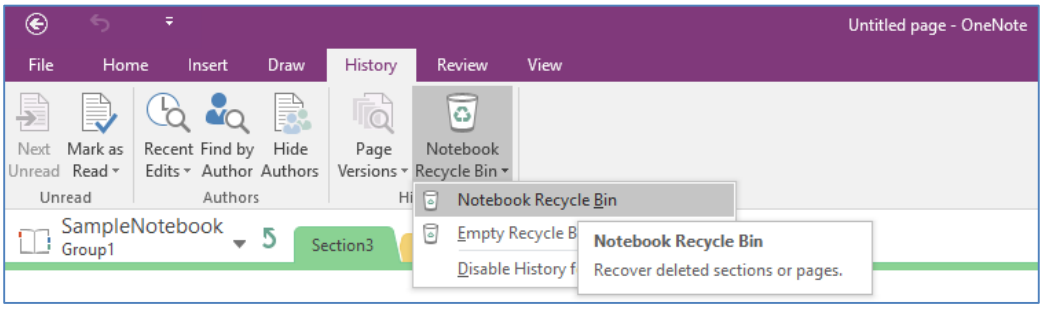
You can drag the tabs to reorganize the sections and **right click** the tab to **change the color**.



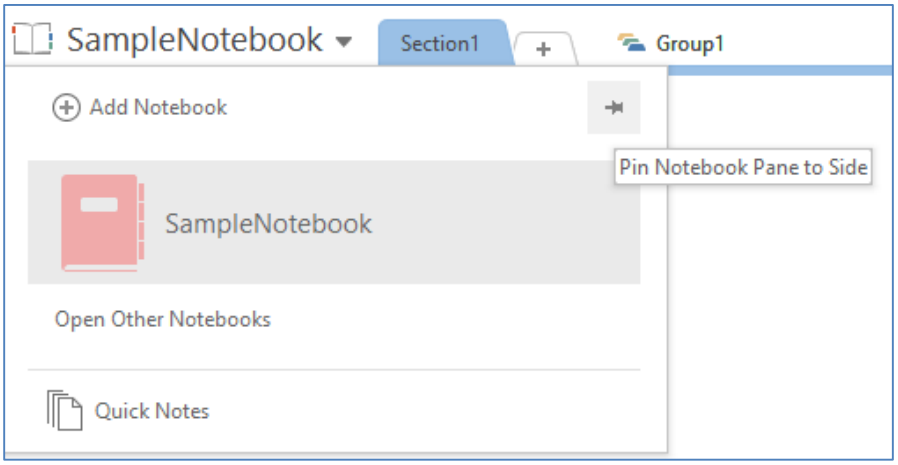

To **group** a number of sections **right click** a tab and create a **section group**. **Drag tabs** into the Tab section to move tabs.


Use the **backup button** to return

You can **delete tabs** and **recover** them from the notebook **History tab Notebook recycle bin.**



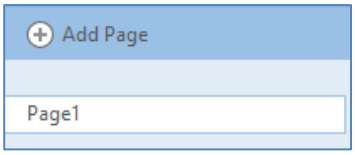
To recover you can **Pin** a Notebook to the screen and then **drag** from the **recycle bin** to notebook




# Pages and Sub Pages

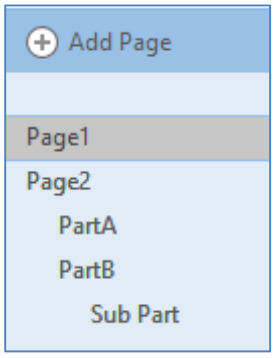
You get one **Untitled** page per **New Notebook** by default.

To **add a New Page** click on **Add Page** which adds a page to the bottom of the list. **Name it**.




You can add as many pages as you need.

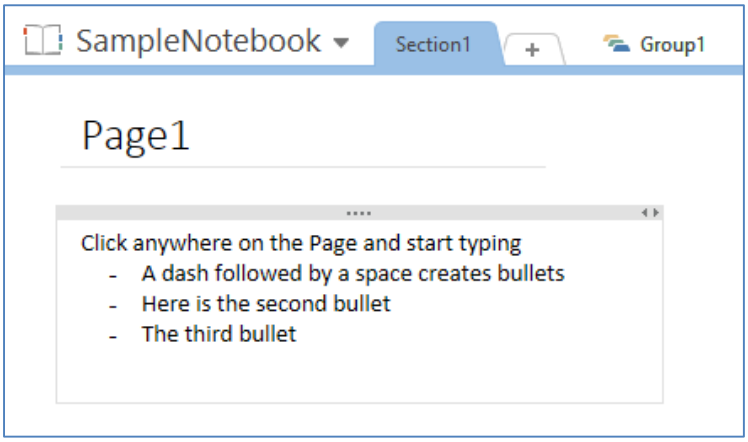
Pages can have **Sub Pages**. **Right click a page** and take the option to make the page a sub page of the page above. You can **Drag** to rearrange pages to get them into the correct order. You can also **drag pages to the right** to make them **subpages**.



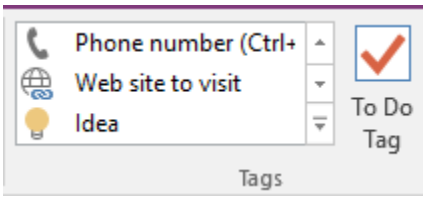
# Page Content

**Click anywhere** on the page to start typing (**a text box is created**)

**Type a dash** and a **space** and **bullets** are automatically created.

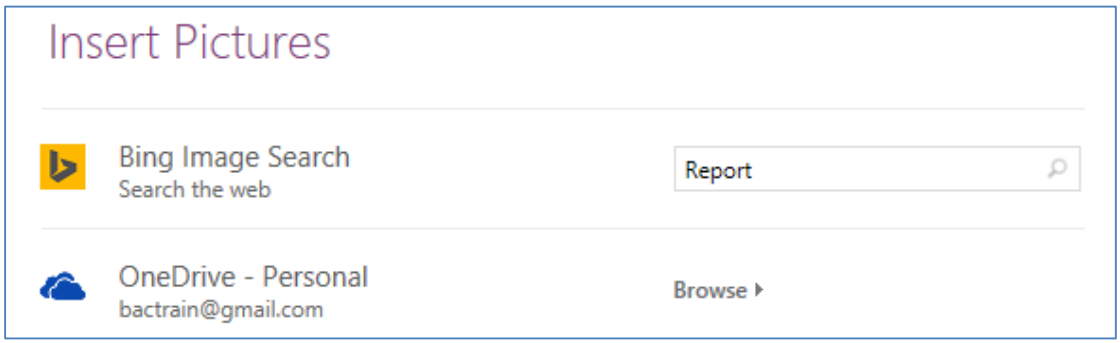



You can add different **"Bullet" styles** from **Home Tab, Tags** in front of text to denote different types of Notes such as **Phone Numbers, Web Sites, Ideas etc.** and you can also turn text items into **To Do lists.**



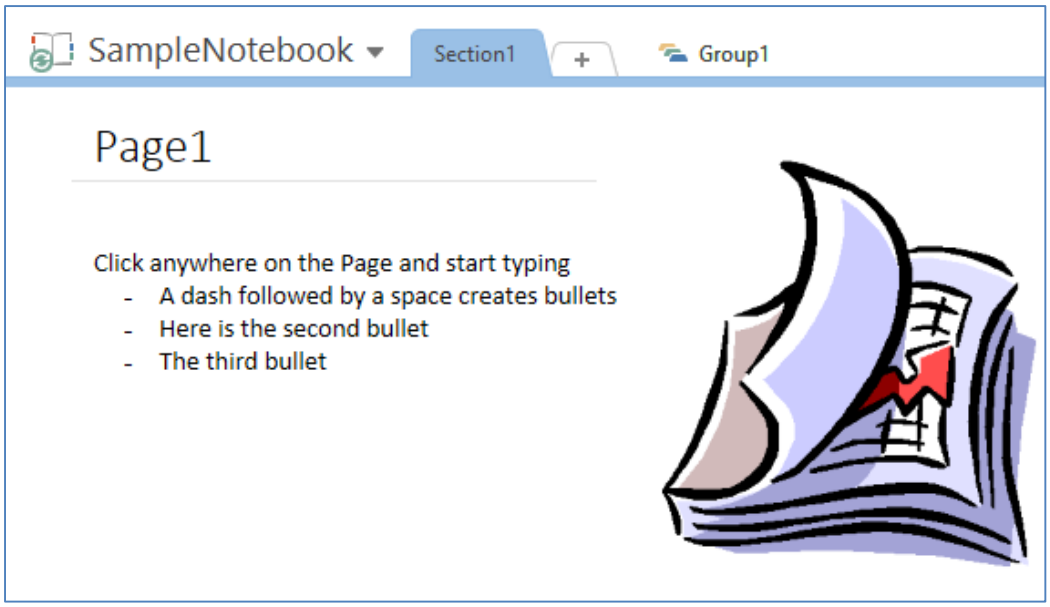

Notice the **Title bar** at the top of the box, you can **drag and drop the note** to move it around on the page or resize it.

You can add other types of content for example **Pictures**. Select **Insert, Online Pictures**

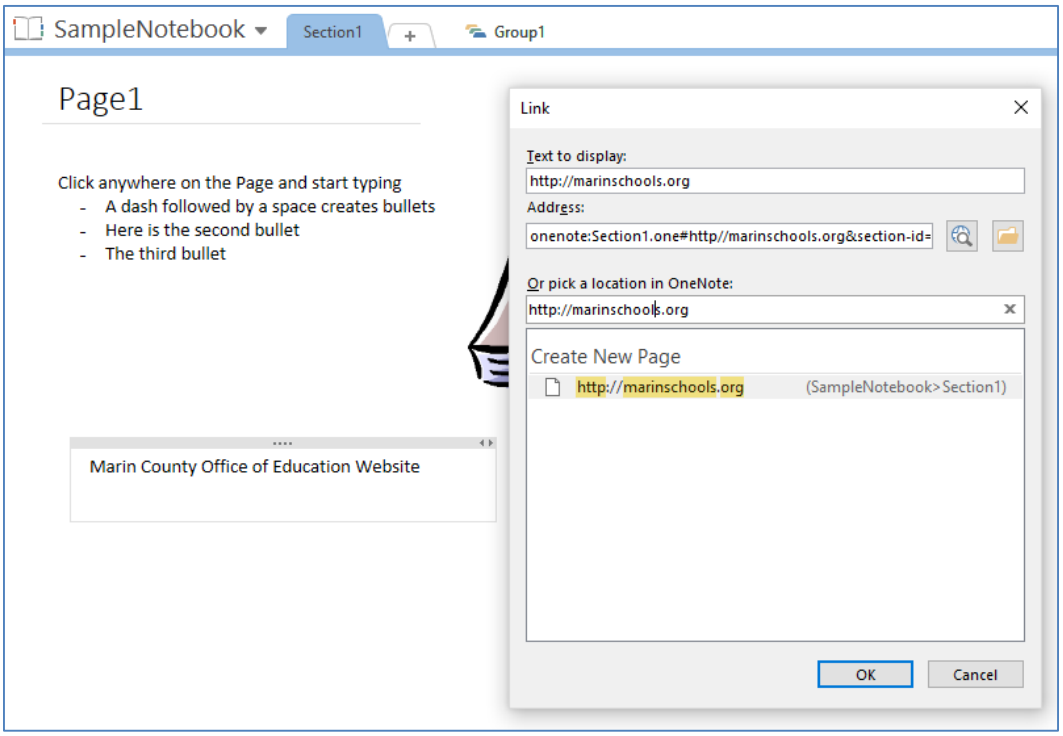



Search for pictures with a **Report theme**

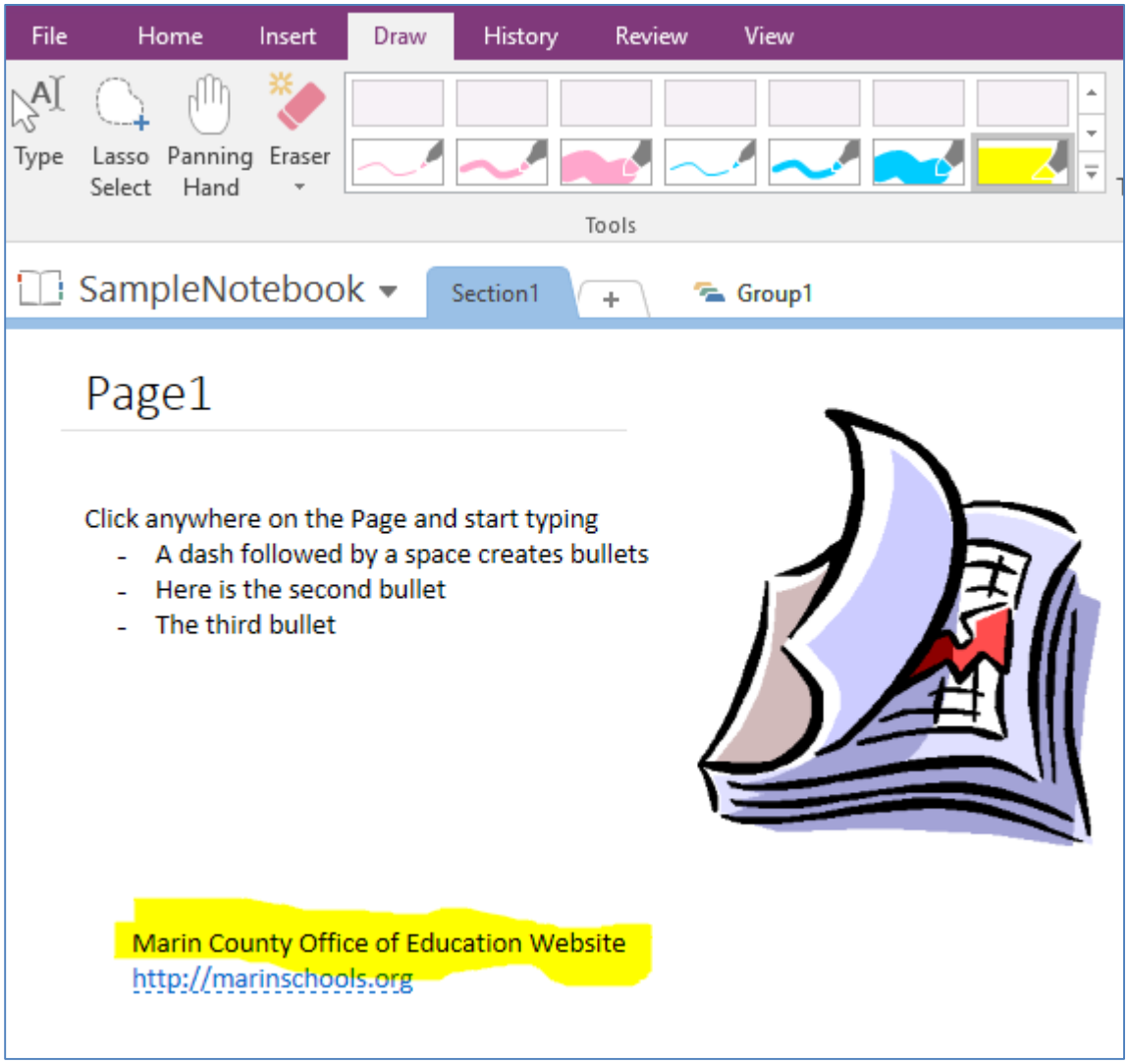
**Insert** the graphic and position it on the page by dragging and dropping



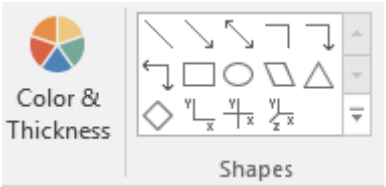

You can add in a **hyperlink** to a web location 

You can also use the tools on the **Draw Tab** to annotate your Notebook, for example the **Yellow Highlighter**

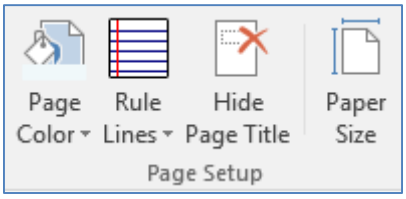



You can also add **Shapes** and change the **Color** and **Line Thickness** of the shapes

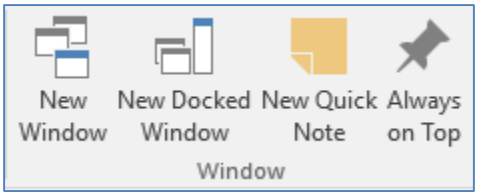


## The View Tab

On the **View Tab** you will find tools that let you change the overall look of your Notebook, for example you can change the **Page Setup** to use a different **Page Color** or **Draw Rule Lines** on the Notebook

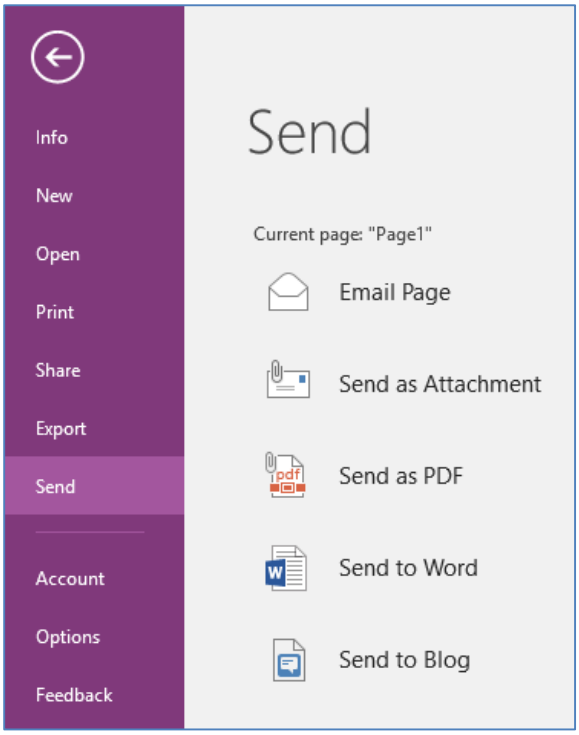



You can also **Dock your Notebook** to anchor it to the side of your desktop so your notes will stay on top while you work on other programs.



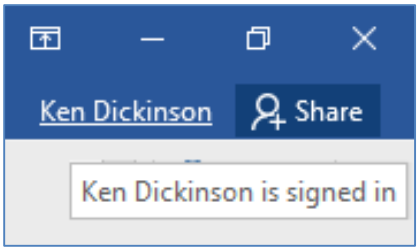

## Print, Share, Export, Send.

You can **Print, Share, Export or Send** your Notebook from the **File Tab**

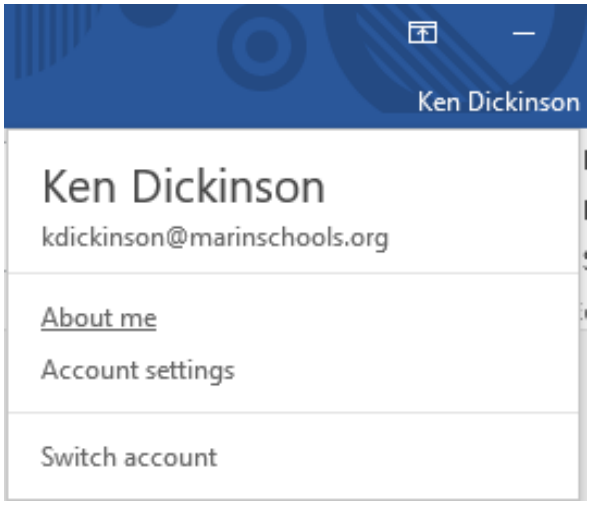


# Sharing Notebooks

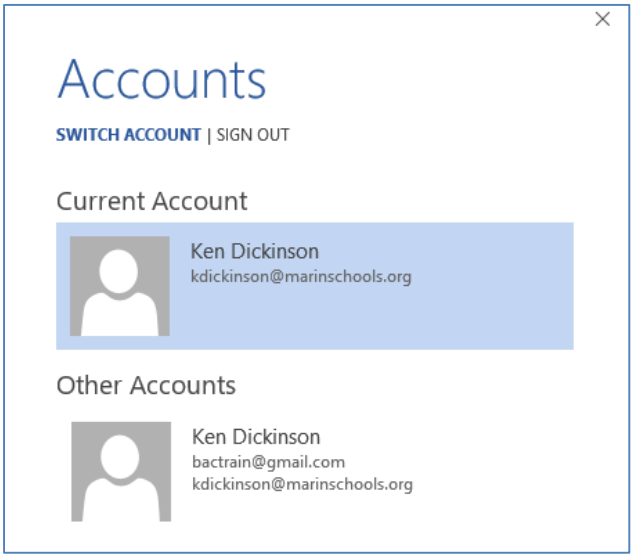
**Note:** *You must be logged in to save to OneDrive and you must have the correct credentials i.e. your marinschools.org credential and not a personal one. You can check your credential at the top right side of the screen.*



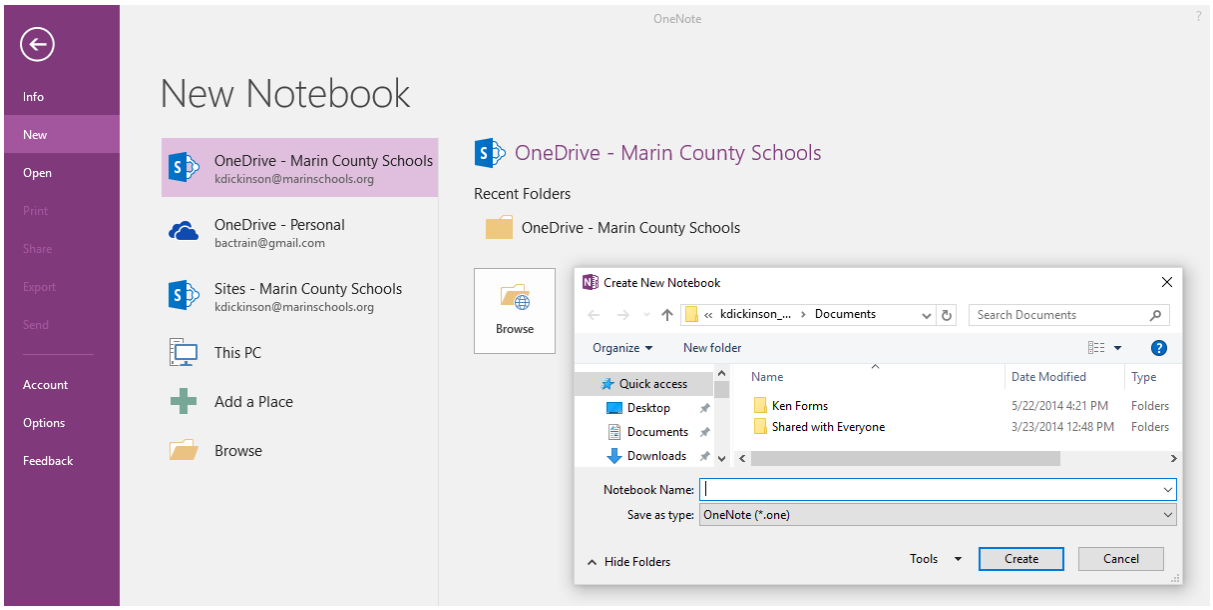

Make sure you are not signed in to your personal account




If you are click on **Switch Account**

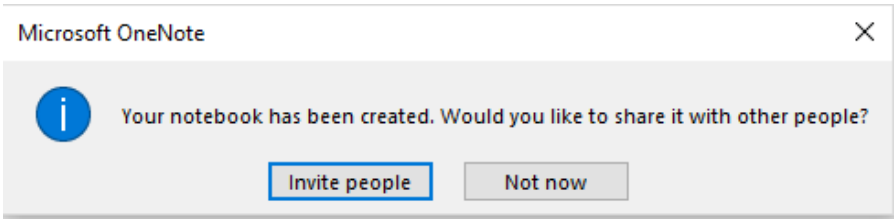


Select **File, New** and select **OneDrive – Marin County Schools OneDrive**

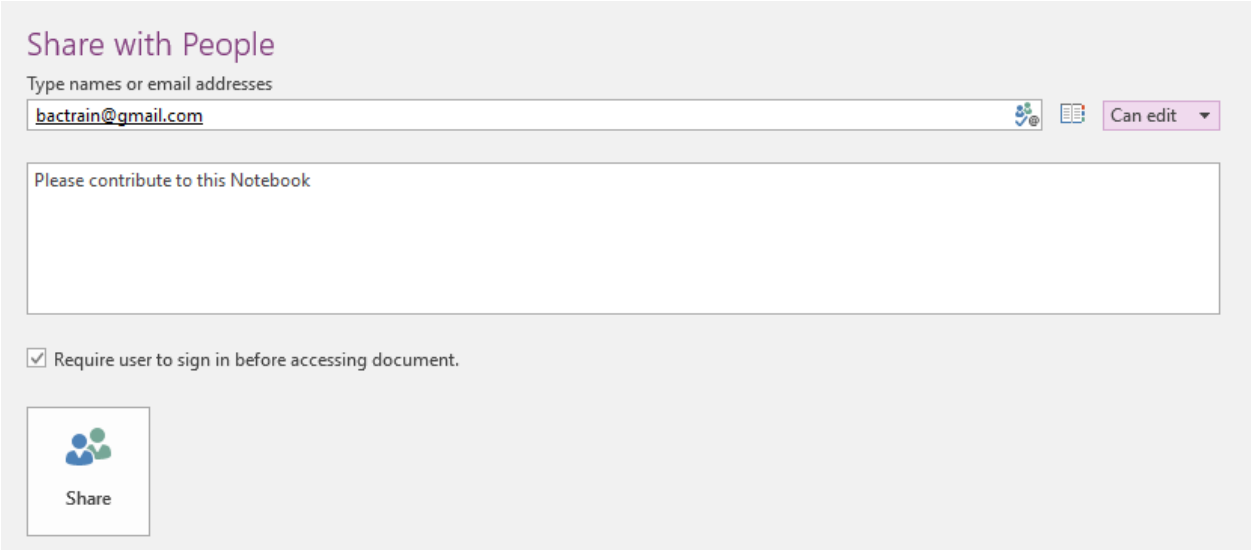



Select **Browse** and enter a name such as **Sample Notebook**

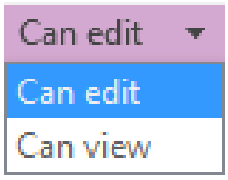
You are given the opportunity to **Invite People** to share the Notebook




Select **Invite** people to this notebook and the following screen appears. Enter the names of the people you want to share the Notebook with.

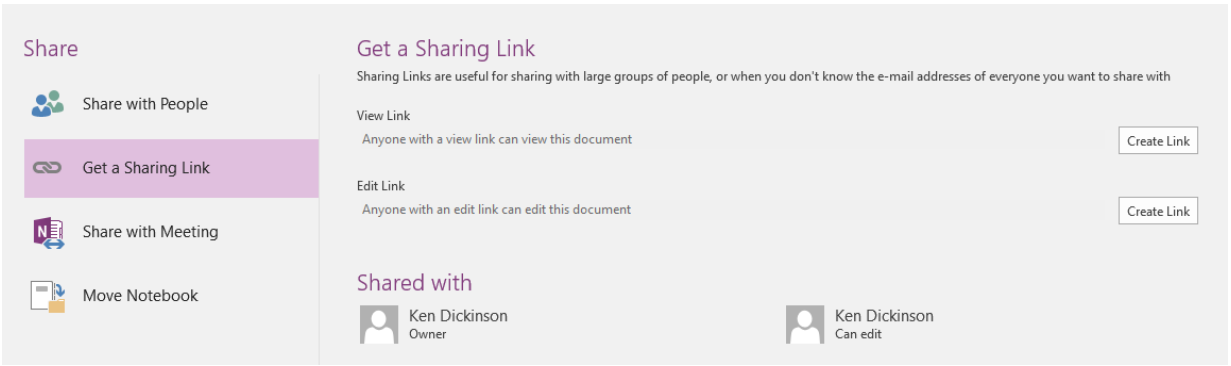


Select whether the person **Can Edit** or **Can View** the Notebook




# Use A Sharing Link

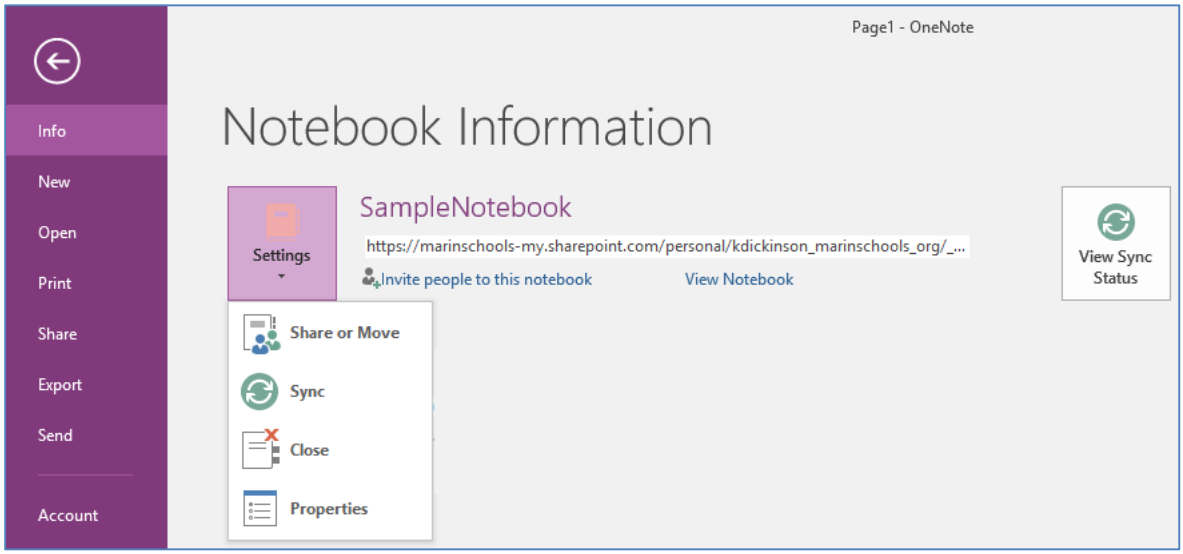
Sharing links are useful for sharing with large groups of people or when you don't know the email address of everyone you want to share with



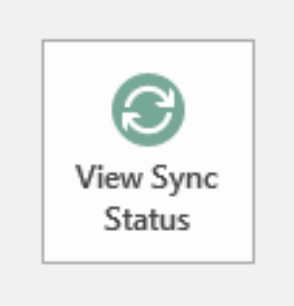

# Syncing Notebooks

Select **File, Info** and click on the **Settings Icon** 

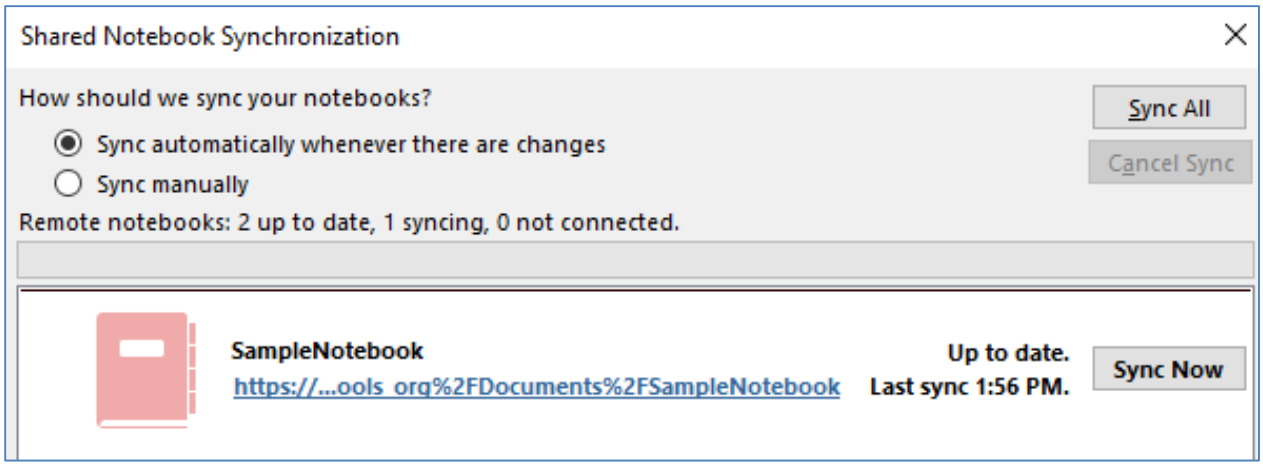
to **Sync the Notebook**.



**View Sync Status** to see the **Sync** options




You can adjust the shared Notebook synchronization settings here to sync automatically whenever changes are made or to sync manually.



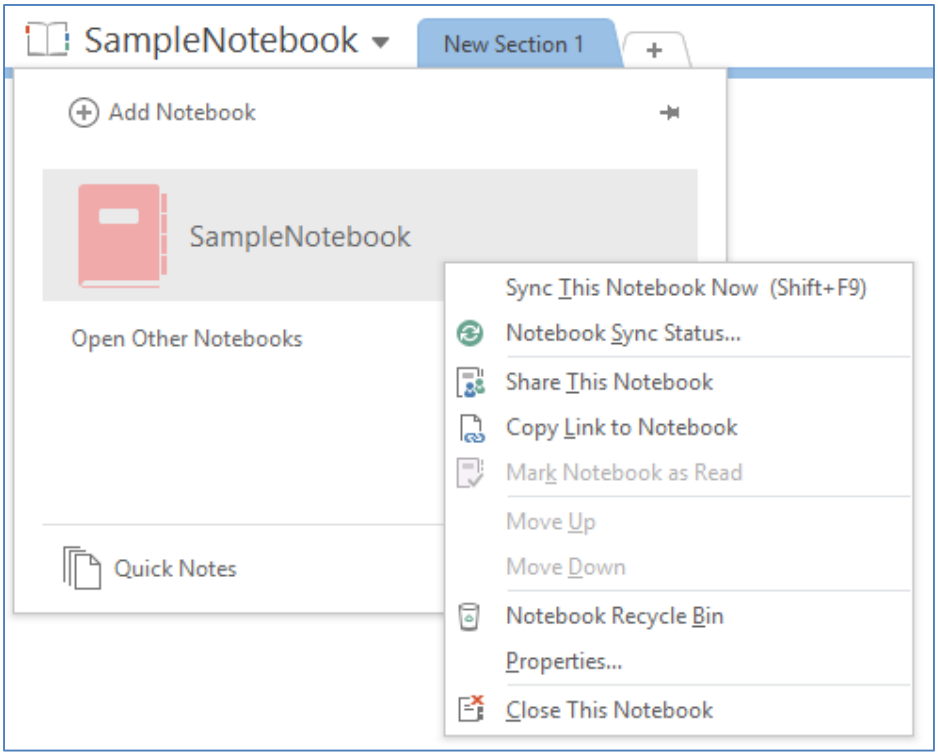

**Note:** *Make sure you do not Rename the Notebook after sharing as this will break the sharing and cause problems synchronizing.*

## Close or Recyle a Notebook

To **Close or Recycle** a Notebook, select the **dropdown arrow** for the Notebook


A list of active Notebooks appears.  You could Pin the Notebook pane to the left side of your screen to keep the list of Noteboooks visible.

**Right click** a Notebook icon from the list, for example SampleNotebook to **Close This Notebook** or move it into the **Notebook Recycle Bin**




**Note:** *Moving the Notebook to the Notebook Recycle Bin does not physically delete the Notebook.*

## Delete a OneNote Notebook

The OneNote Application doesn't support **Delete a Notebook**. You will have to close the Notebook and then find its location in your computer or on your OneDrive and **physically delete it** by sending it to the Windows recycle bin.