

Introduction To



OneNote Web App

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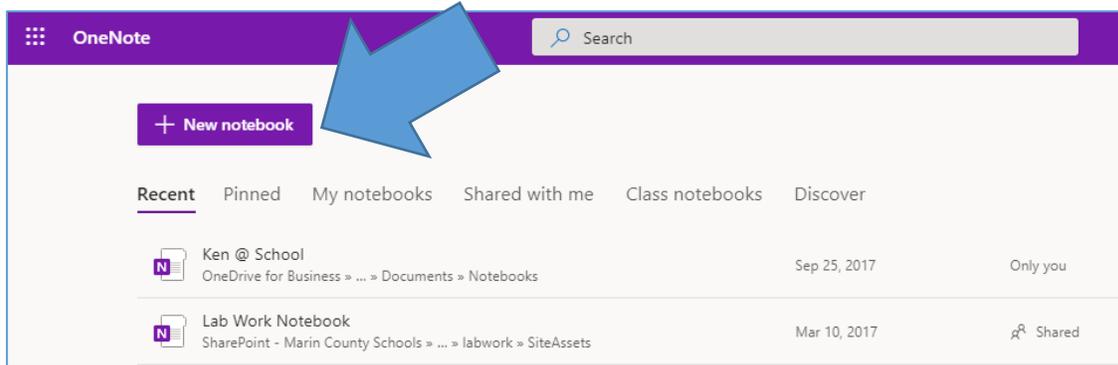
Introduction

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

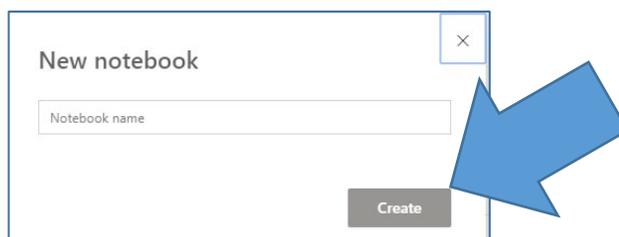


Getting Started

When you use OneNote Online you are taken to the OneNote area of your cloud storage in OneDrive. If you have existing Notebooks you will be able to choose one.



Click on the + **sign New notebook** icon to create a New notebook, enter a Notebook name and click on the Create button.



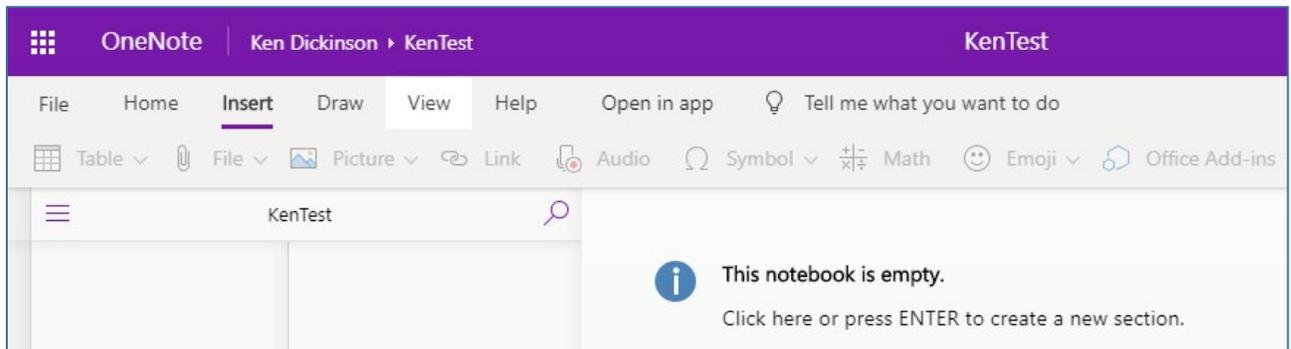
You can think of Onenote as like a Three Ring Binder that can be broken down into **Tabbed Sections, Pages and Sub Pages**.

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 too difficult to learn.

The User Interface

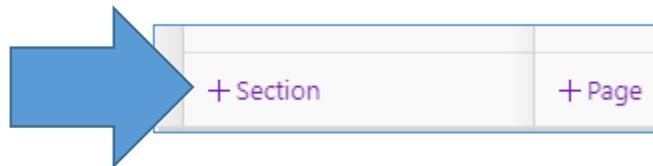
At the top you will see the familiar Tabs, **File, Home, Insert, etc.**



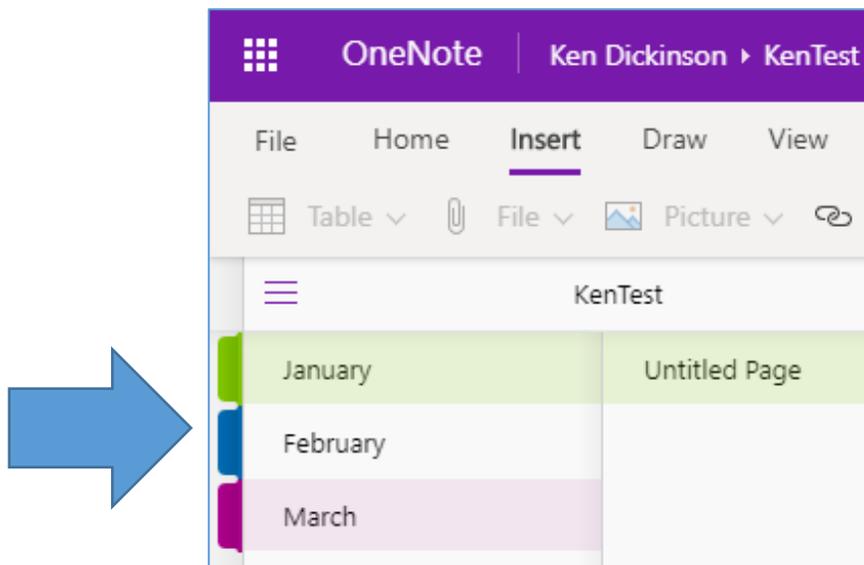
The **File, Home, Insert, Draw and View** work like other Microsoft Applications

Sections and Pages

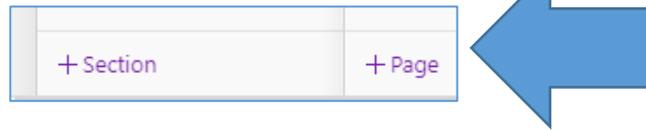
Inside a Notebook you create **Sections** by clicking on the + sign Section icon at the bottom left side of the screen



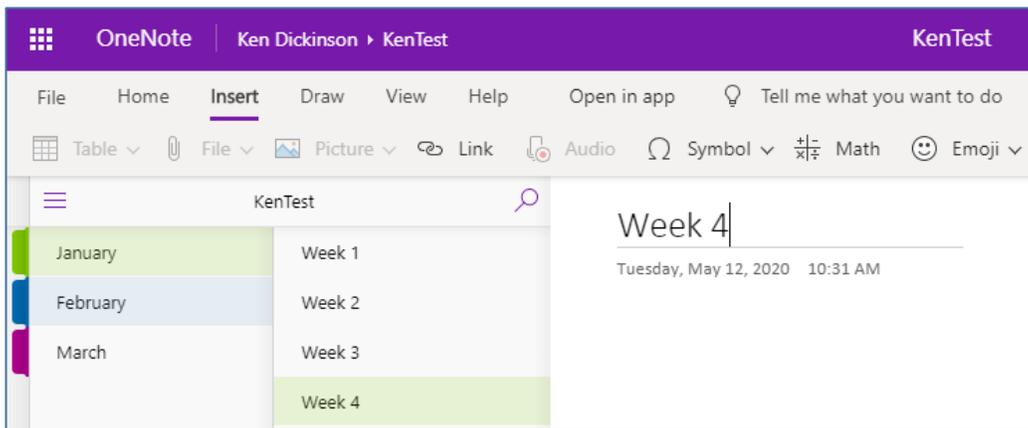
The sections appear as **Colored Tabs** just as they would inside a Three Ring Binder.



Each Section contains **Pages**. Click on the **+ sign Page icon** at the bottom left side of the screen to add Pages to a Section.



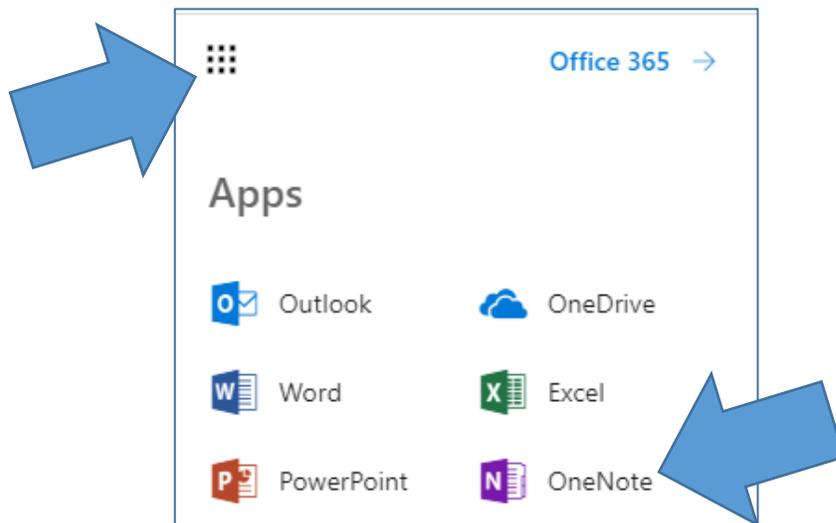
In this example the Months represent the Sections and the Weeks represent the Pages inside an individual section.



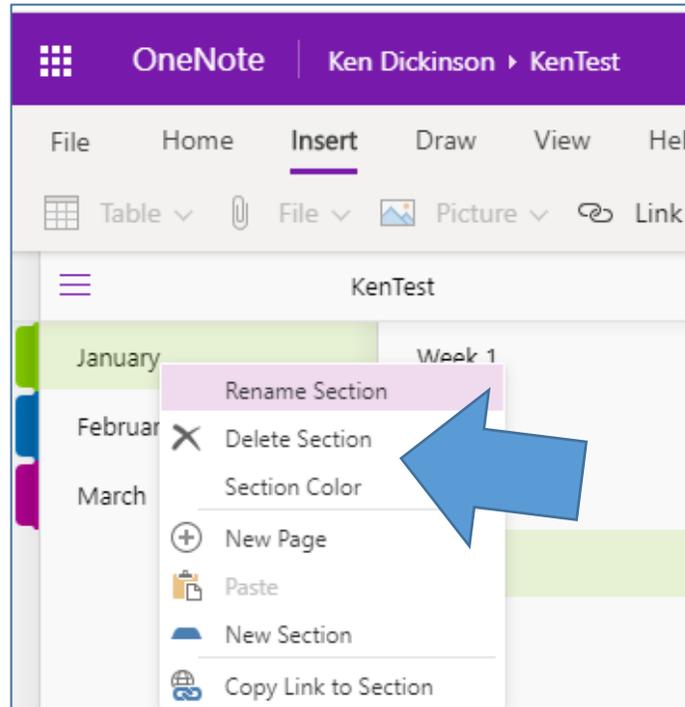
OneNote notebooks behave a little differently than files you may be used to working with such as Word documents or Excel files.

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

Click on the Keypad Icon, OneNote to see a list of the Notebooks you have created or that you are participating in.

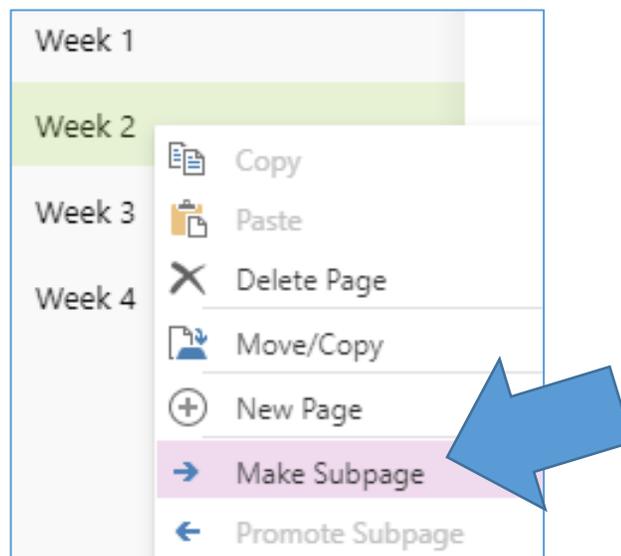


Right click the Section Tab to Rename or Delete a section or to change the Section Tab Color.



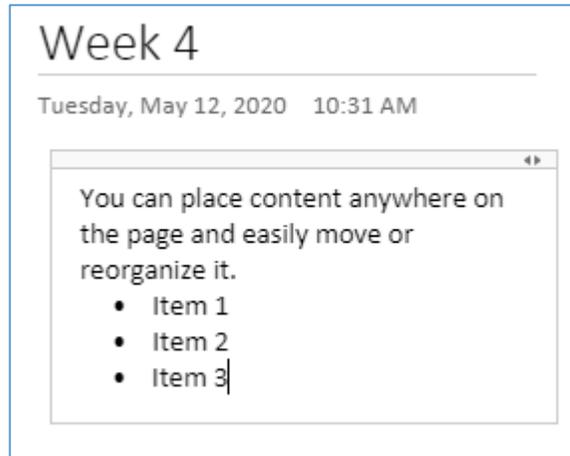
You can also add **New Sections and Pages** by using the right click button. You can drag the Section Tabs and Pages to reorganize the Sections and Pages.

You can create two levels of Sub Pages by **right clicking the page** and selecting **Make Subpage**.



Page Content

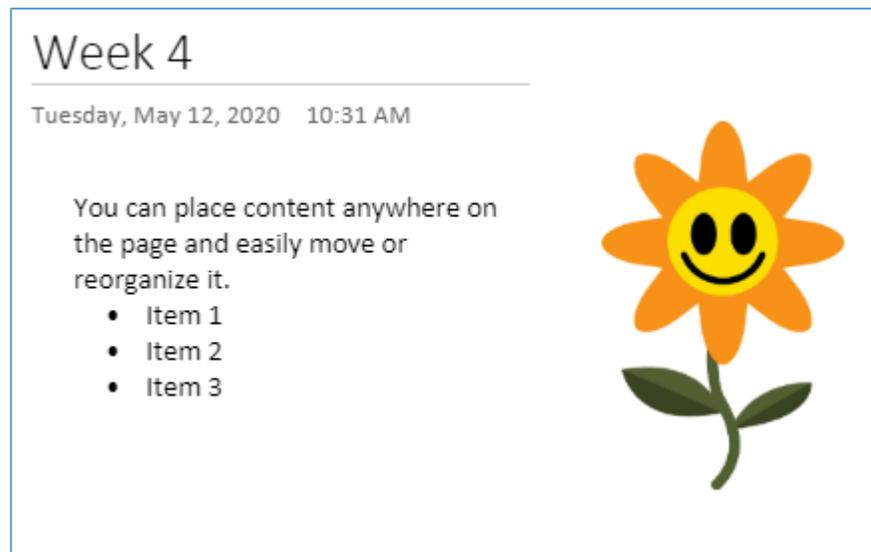
Click anywhere on the page to start typing (a text box is created) Type a dash and a space and **bullets** are automatically created.



You can add other types of content but note that all content goes inside a Text Box.

Graphics

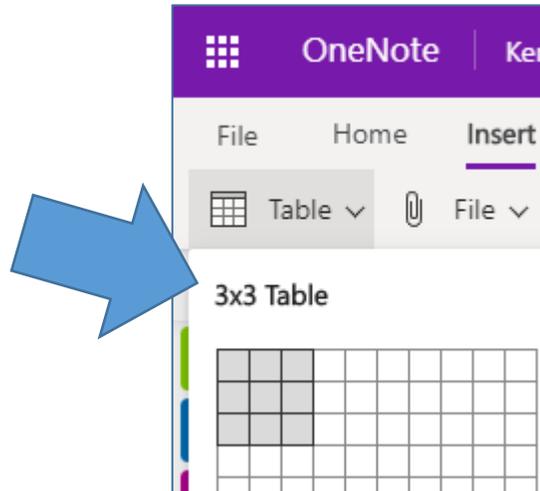
To insert a Picture, click on the page and choose **Insert, Picture, From Online** to search for and select a picture.



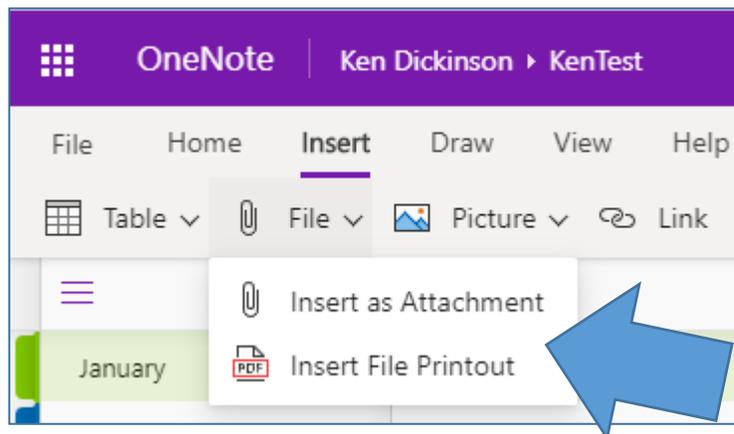
You can resize and position the graphic on the page by resizing, dragging and dropping.

Insert a Table

You can Insert a Table similar to the way you Insert a Table in Microsoft Word. Select **Insert, Table** and draw in the Size of the table



You can also Insert files and documents into your Notebook by selecting **Insert, File**.



You can insert as an **Attachment** or as a **File Printout**.

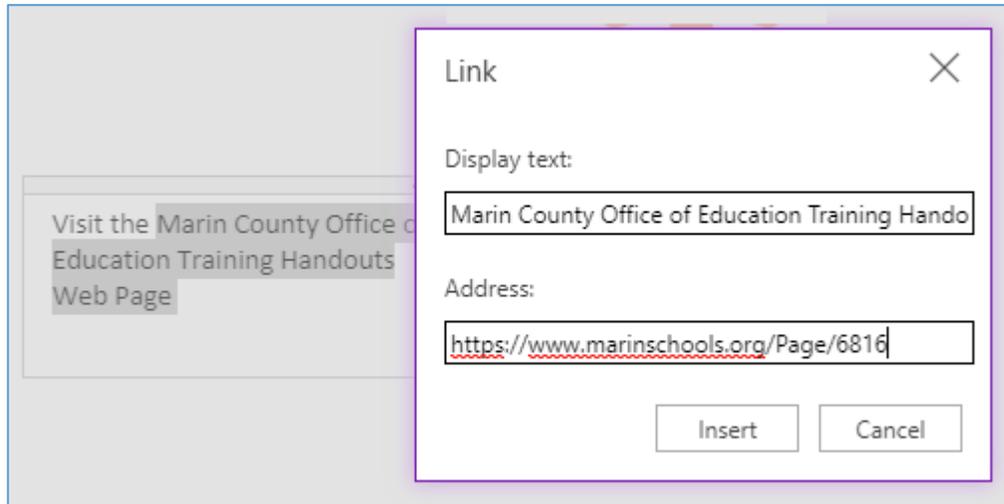
You can also Insert other items such as **Symbols, Emojis, Math Symbols, Stickers, Forms, etc.**

Hyperlinks

You can add in a **hyperlink** to a Web Location. Select the text to hyperlink on the page, select **Insert** and click on the **Link Icon**.

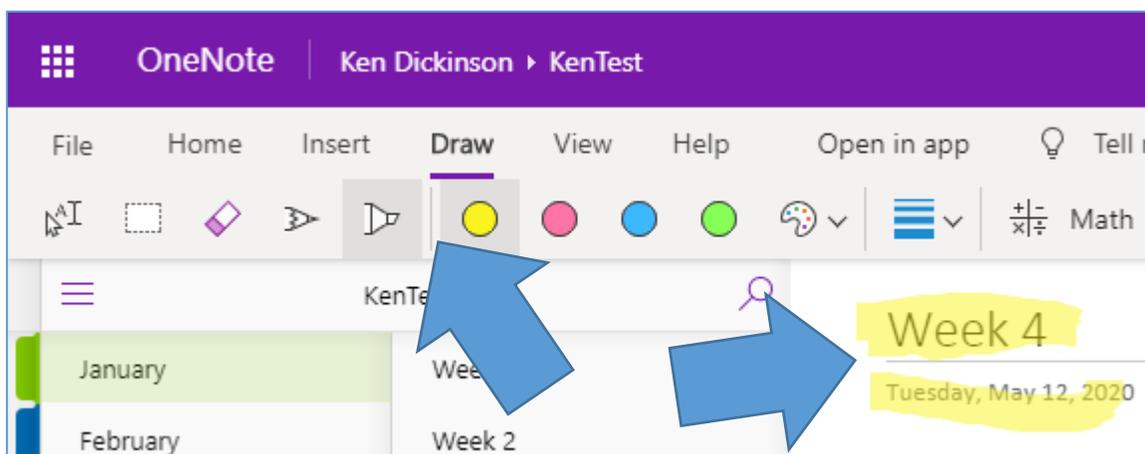


Enter the web address and select **Insert**



The Draw Tab

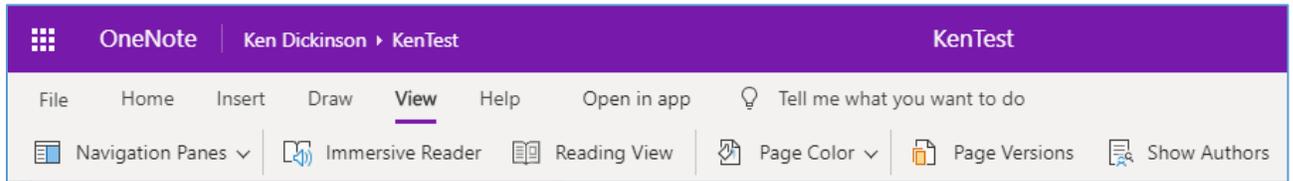
You can use the tools on the **Draw Tab** to annotate your Notebook, for example the **Yellow Highlighter** and highlight the text or items you want on the page.



You can also use the **Pen** tool, and change **Color** and **Line Thickness**. There is also a **Math** tool that lets you write and draw in equations.

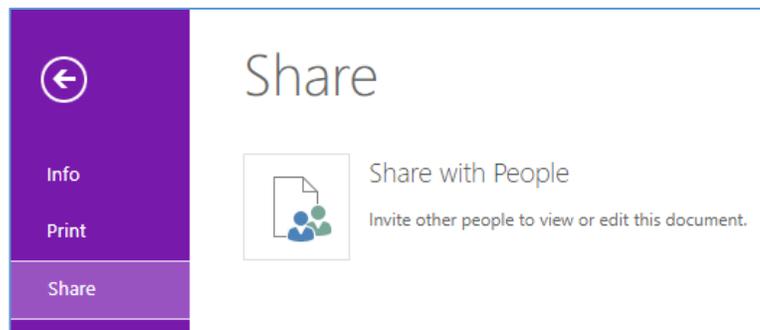
The View Tab

On the **View Tab** you will notice that you are in the **Editing View**. You will find tools that let you change to a **Reading View** and to show **Authors** and a history of different **Page Versions**.

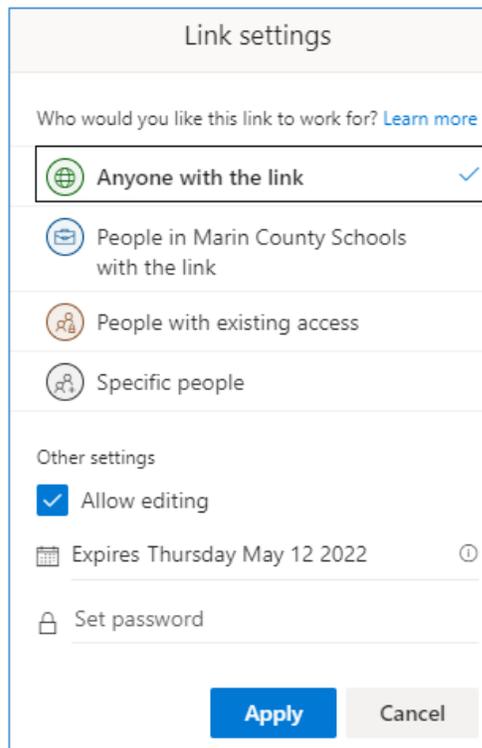


The File Tab

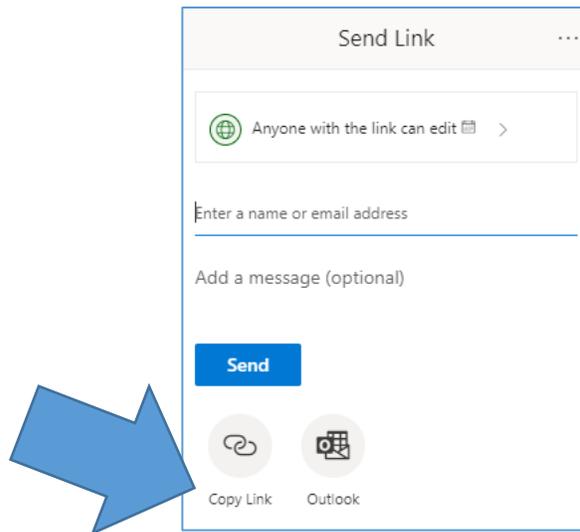
The File Tab also lets you **Print** and **Share** the Notebook with other people



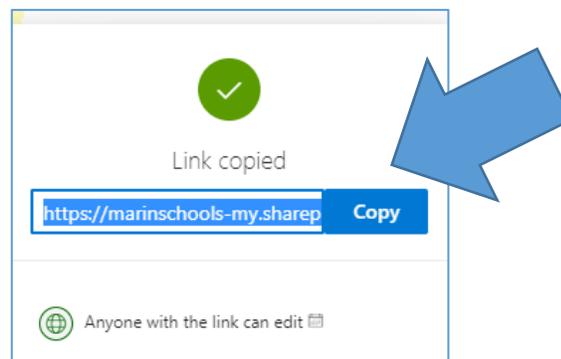
You can **Invite people**, and designate their editing privileges



You can also just **Copy a Link** to share with others



Click on Copy Link and the following screen appears.



The OneNote Application doesn't support **Delete a Notebook**. You will have to close the Notebook and then find its location on your OneDrive App and **right click to Delete it** from there.

