Special Features in OneNote
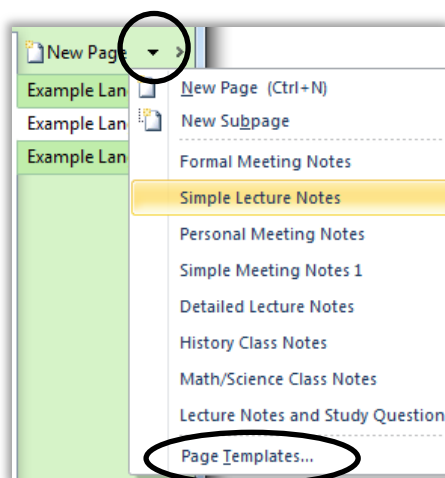
IT Services Training

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Templates in OneNote

*OneNote* has built-in help for page layout in the form of page templates.

To create a page from a template, instead of just clicking on the **New Page** button, click on the *down arrow* beside it.
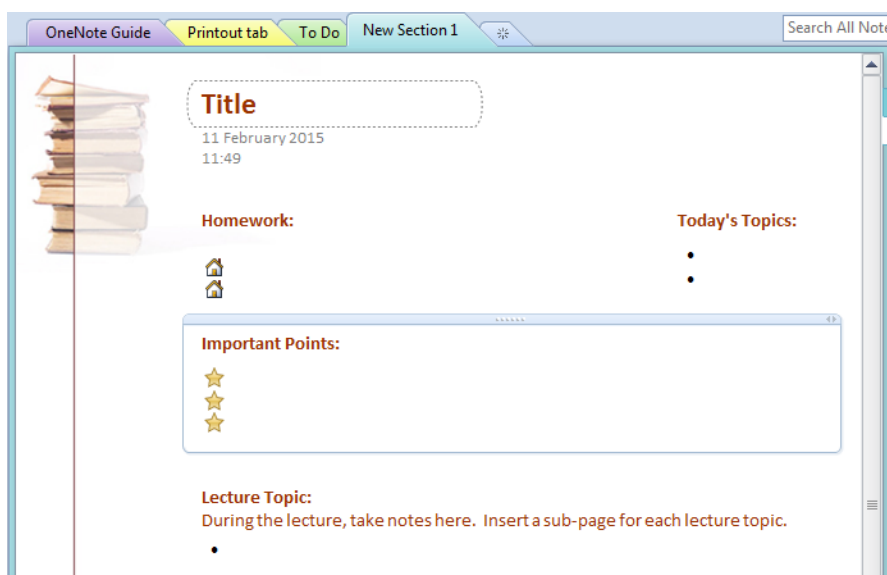
The template list will appear: select one for your new page.

At the bottom of the visible template list there is an option: **Page Templates**.

This opens the **Templates** pane which contains a larger list of templates, arranged by type.
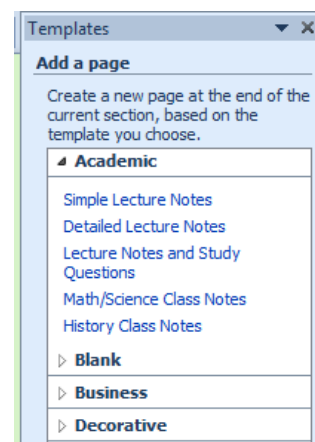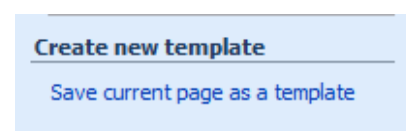
When you select an option, the new page will appear, laid out in the template style.

Give the page a suitable name and then work on it in the usual way.

Pages that you create yourself from a blank layout may be saved as a template that you can use later.

At the bottom of the **Templates** pane click the option **Save current page as a template**.

In the dialog that opens enter a name and **Save**. You can tick a check box to set the template for new pages in the current section. The new template now will appear in the **Templates** panel. For more see: http://goo.gl/YwL6Gj
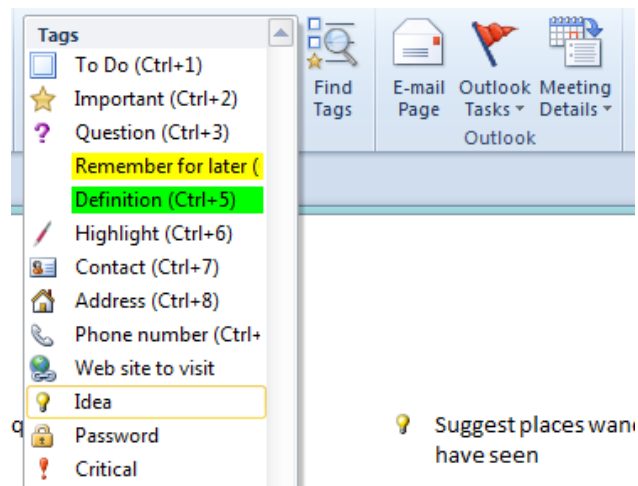
Tags for objects
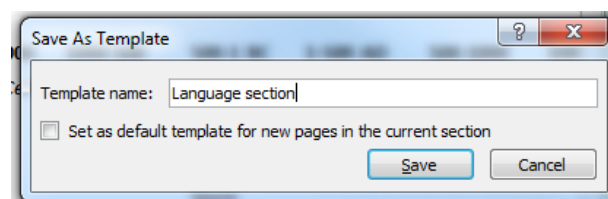
You can mark your notes with symbols called *tags*, which let you easily return to information that you want to follow up on, remind yourself about, or send to others.
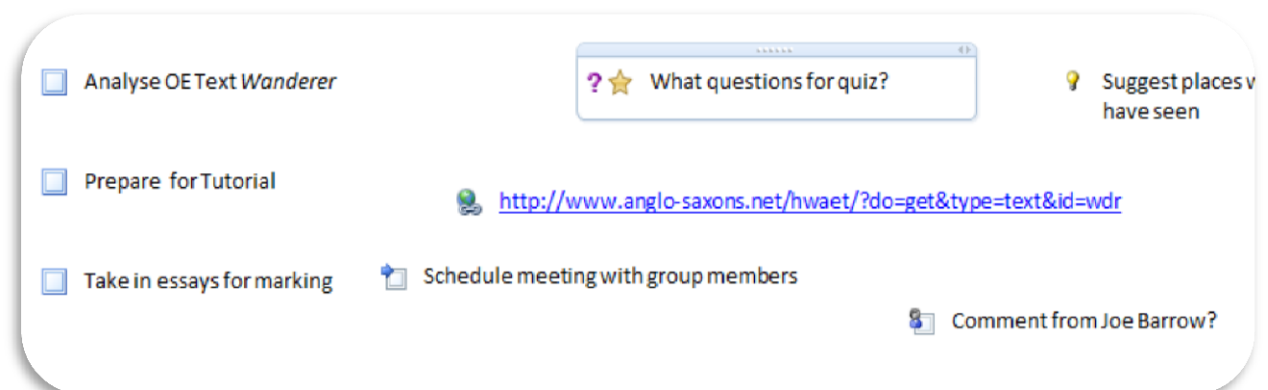
You can flag a single line of text or entire paragraphs of notes.

Place the cursor at the beginning of the line of text you want to tag.

On the **Home** tab, in the **Tags** group, click the tag symbol you want to apply.

Use the arrows to scroll through the list or click the **More** arrow to show all available tags.

Tags can also be used to categorize and prioritize notes.

This means tags and their labels can be used for searching your notebooks.

For instance:

Above is displayed a small selection of the tags available. Note that we have three **To Do** tags in a column making a list (you tick each item off as it is done).
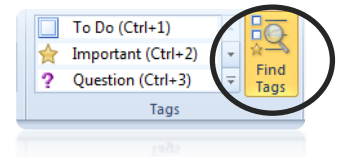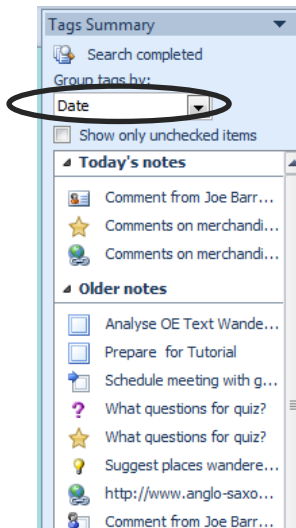
You can add a tag to an existing item or add a tag by itself – it will be within a textbox which you can add some content too.

Tags Summary

You access the **Tags Summary** by clicking the **Find Tags** button on the **Home** tab.

The **Tags Summary** is a useful tool, especially if you have tasks to do and need to check how you are proceeding.

The illustration here shows the most recent tagged notes listed first and older tagged notes listed afterwards. This is because the tags have been grouped by **Date**.

By clicking on the down arrow at **Group tags by**, you can display your tagged notes ordered by **Tag name**, **Title**, **Section** and so on.
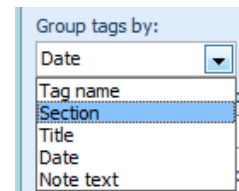
Suppose you have a check list and want to quickly see tagged items which are still "to do". Tick the **Show only unchecked items** box then scroll down to the bottom and click on the **Refresh Results** button.

Tags Summary will display those items still to be checked (i.e. still uncompleted) and ignore completed items you have ticked.

Mind Maps

OneNote does not have a genuine mind map feature, however because you can move items easily around a notebook page and highlight them with colour and flags, it is possible to arrange any set of notes you have into a rough kind of mind map.
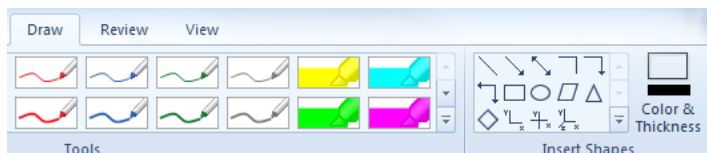
A basic kind of mind map can be produced by using **Insert Shapes** from the **Draw** tab. For instance an ellipse could be used as a central topic with rectangular or other shapes used for sub-topics.
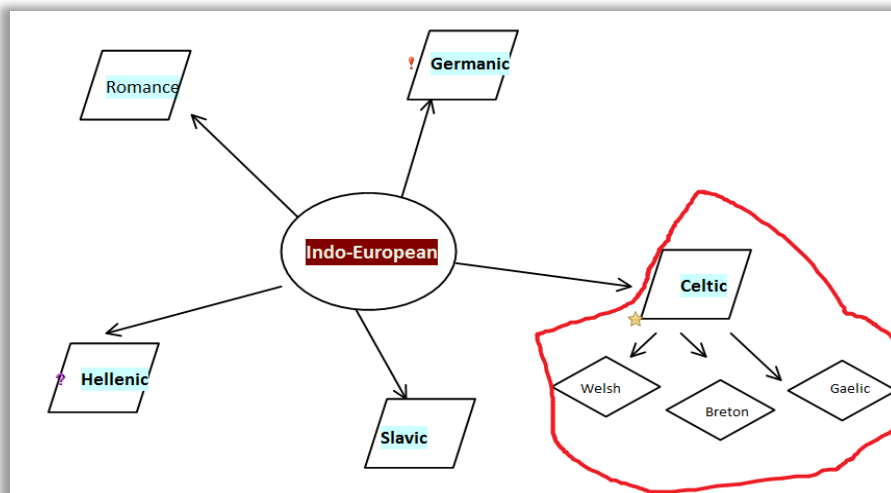
Text is easily added in a shape – just click and type. Objects from the **Insert** tab can be added to topics (or represent topics themselves) such as pictures, hyperlinks or files. Links between topics can be shown using lines and arrows from the **Insert Shapes** menu.

Above is an example of just such a very basic mind map. Tags have been used to mark topics and text highlight (from the **Home** tab) used to emphasise topic headings. A **Draw Tool** has been used to encircle a group of related items.
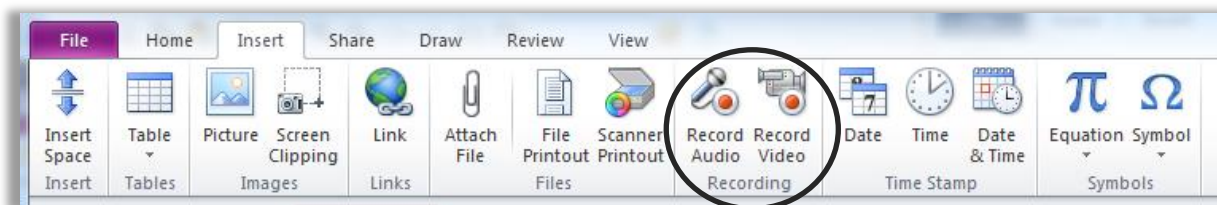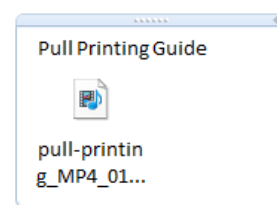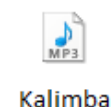
Audio and video

You can add video and audio files to a Notebook page in *OneNote*. These can be existing videos (for instance which you download, e.g. from YouTube or from video camera recordings) or audio recordings you have made earlier.

You attach an existing audio /video file just as you attach any other file, such as a *Word* or *Excel* document.

The file will appear *as an icon* which will play when you double click on it: the file of course must be of a type that will play with the audio/video software you have on your computer (e.g. *Windows Media Player*).

To make clear what the video/audio is about you can place it within a text box and add explanatory text. You can also add tags just as with any other object.

It is also possible to create audio and video files from within *OneNote*, using the **Audio & Video** toolbar.

You must of course have a mike attached (or built-in) and/or a monitor camera. You can use this to simply record something or to comment on a document you have added to *OneNote* or to record notes at a lecture/tutorial.

Click on the page where you want the link (seen as an icon – see above) to the recording to appear. Then, on the **Insert** tab, click on **Record Audio** or **Record Video** in the **Recording** group. The **Audio & Video** toolbar will appear and the recording will begin.
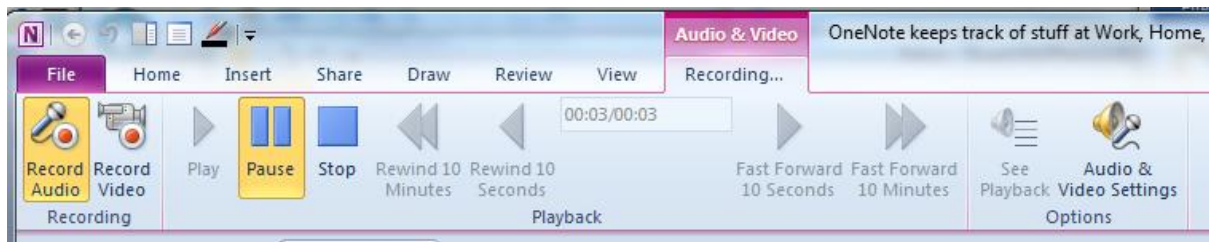
The controls are straightforward: **Pause** and **Stop** buttons become active and can be used while recording. The **Pause** button pauses the recording: clicking on it a second time continues the same recording. Once stopped the **Play** button is active so you can play back if you wish.
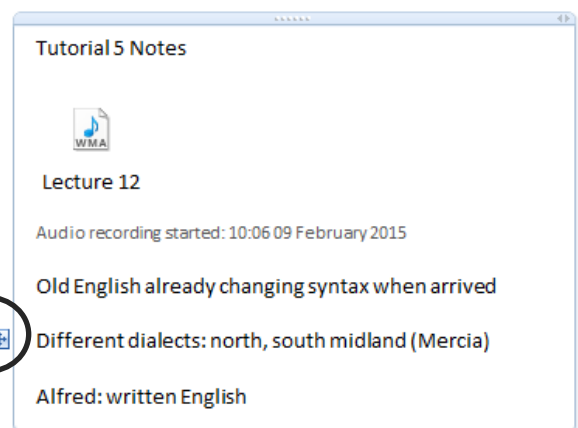
When you wish to play back, right click on the audio/video icon and select **Play**. The recording will play and the **Audio & Video** toolbar will appear along with the **Recording** controls.

Double clicking on the icon will also display the **Audio & Video** toolbar and allow you to replay the file.

If your recording link icon is placed within a text box, you can type brief notes/comments to go with the recording. Start a new paragraph for each note you make.

When a recording is completed, place the cursor at any point in the notes and a **Play** icon will appear.

Clicking this will play the recording from the point at which you took this note.


Some links on using audio video on OneNote

http://goo.gl/2wuXAt https://www.youtube.com/watch?v=Q28VjZVL76M

https://www.youtube.com/watch?v=bqacLt9AK-k

OneNote Linked Notes add-in

(**Note**: this add-in is not available on CSCE machines but is available on SSD machines).

Linked Notes (on the **Review** tab) allows you to connect material from another office application directly to *OneNote*. Both *PowerPoint* and *Word* can be used this way.
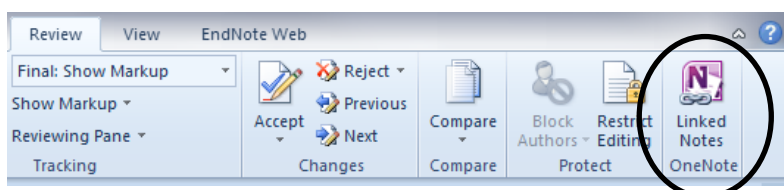
If you don't see the *OneNote* **Linked Notes** icon on the **Review** tab, choose **File** then **Options**. In the **Options** window choose **Add-Ins**, then under **Manage** with **COM Add-ins** selected, click the **Go** button. Tick the **OneNote Linked Notes Add-in** checkbox and click **OK**.
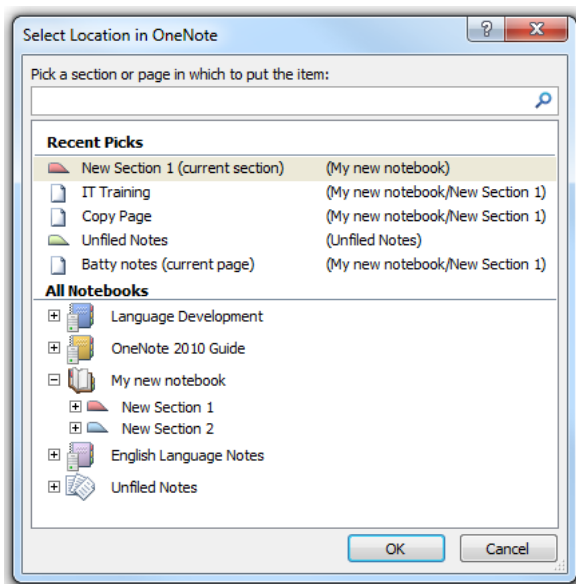
The first time you link a particular document to *OneNote* you will see the dialog box shown here.

This allows you to choose the section and page to which the document will be linked in *OneNote*.

You can find a page in a notebook by going through the notebooks section by section under **All Notebooks**.

Or you can use the search box at the top of the dialog window, provided you know the name of the page or section you want.

Using this feature you can take notes about a document (or presentation) that someone has sent you (or that you have uploaded); when you have finished close the document.

Once the link is established you can:

- Open *OneNote* at any time from the linked *Word* document by clicking the **Link** icon on the *Word* **Review** tab. This will take you directly to the connected page in *OneNote*.
- Open the linked document from its *OneNote* page by clicking on the **Link** icon (which is also on the **Review** tab here).
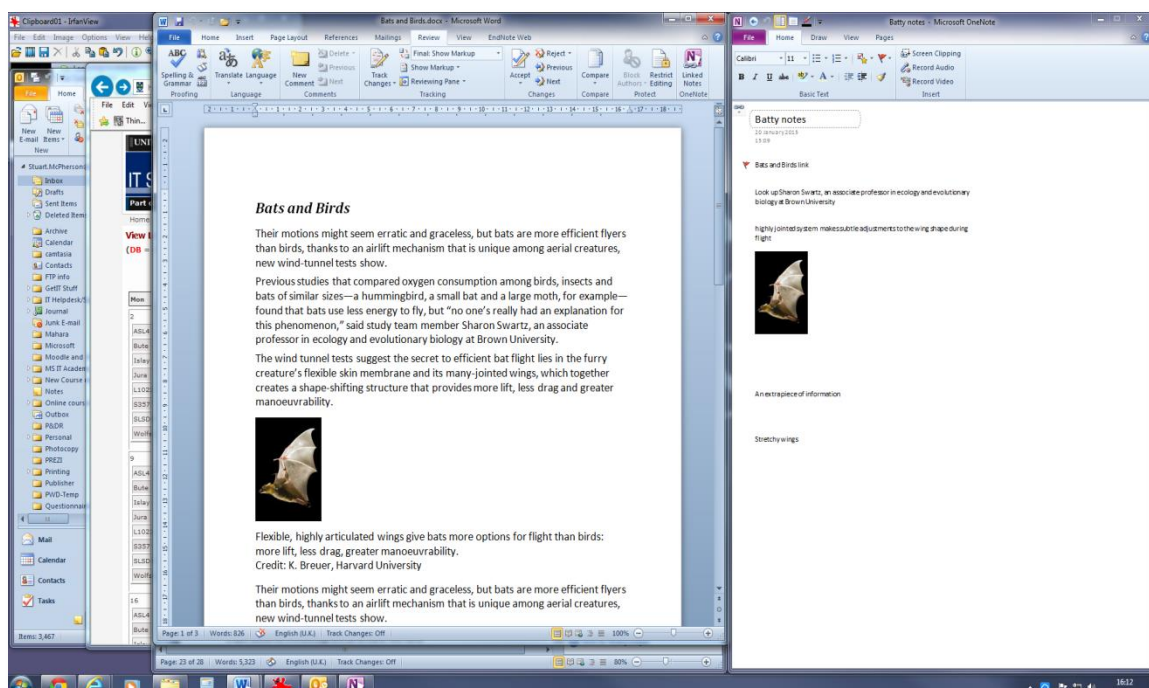
When the Link is operating the two applications will appear side by side with *OneNote* "docked" to the edge of the Desktop. Thus you can take notes about the document while it is open beside the *OneNote* page and can be easily referred to.

As you can see from the illustration, you can also easily copy material from the document into the linked *OneNote* page. Thus your notes can consist of your own comments plus key selections of content from the original document.

A feature of **Linked Notes** is that when you type notes in a linked Notebook an icon appears: e.g. a *Word* icon appears beside the textbox.

This is a link to the document. If you take notes while switching between different parts of the linked document, the text boxes for the notes will link to those specific parts of the document.

So from the Notebook page you can click and link to various parts of the linked document, simply by clicking on the icon beside the text.
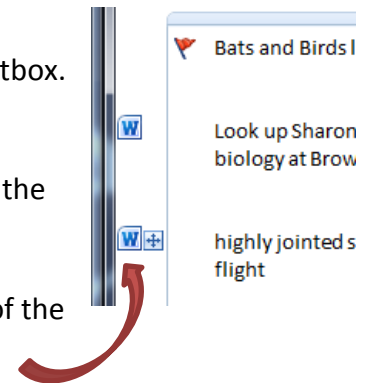
Click the **Dock to Desktop** button on the quick access toolbar to *undock* the window and toggle **Linked Notes** mode off (or simply press **CTRL+ALT+D**).

Another way to undock is to click on the **Full Page View** button next to the **Dock to Desktop** button.