



University
of Glasgow

Microsoft OneNote

V1.0

e-mail: training@glasgow.ac.uk

web: gla.ac.uk/services/it/training

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Course content created by Blair Thompson
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Introduction

OneNote is a free-form note taking and information management application supplied as part of Microsoft's Office 365 suite of applications. It is a highly effective tool used to aid study, research and teaching. This course aims to provide a basic introduction to it's use.

Objectives

On successful completion of this course participants will be able to:

- Adding content to notes, including screen clippings, images, audio, and video
- Search notes quickly and efficiently
- Use Tags to structure note taking
- Organise your notes using Sections, Pages and Subpages
- Convert Images to searchable text
- Use Templates to create well structured notes

Microsoft OneNote

1 Getting Started

a. Starting with OneNote

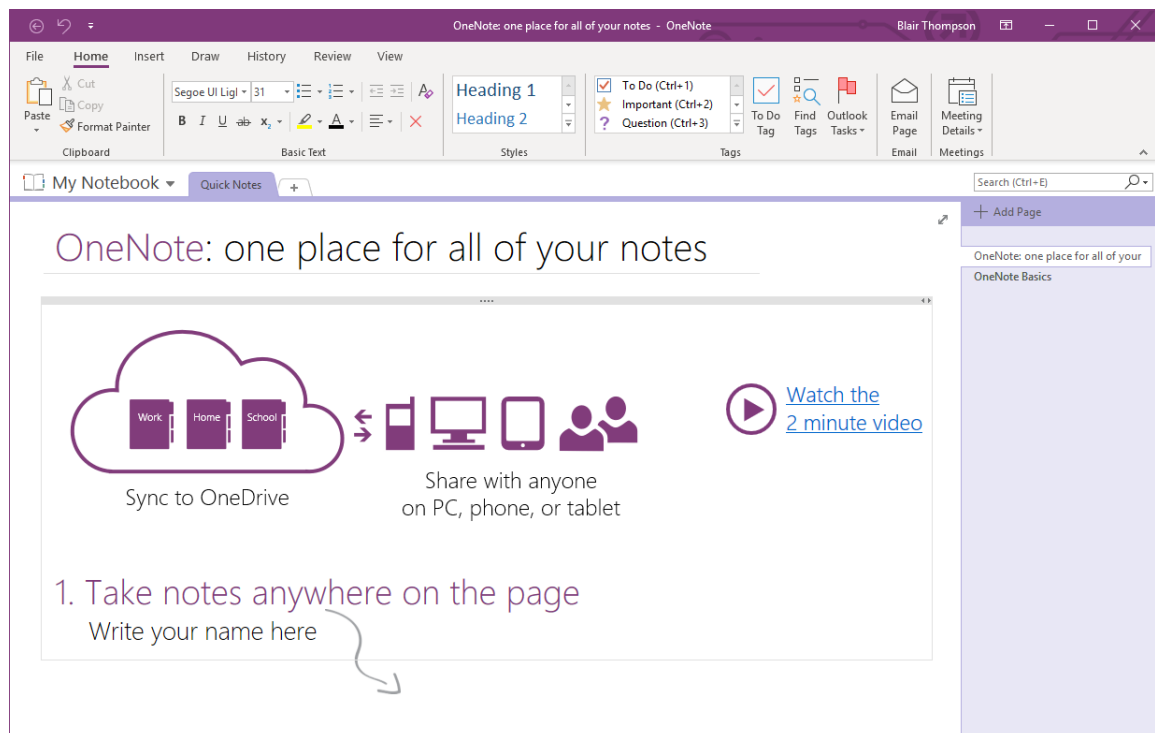
OneNote is part of the Microsoft Office suite (but is also available for Android, Mac, iPhone, iPad and Windows Phone).

Task Open OneNote

To open OneNote:

- 1 Click Start (or use the windows key on your keyboard)
- 2 Start typing **OneNote**
OneNote 2016 will appear highlighted in the list of programs
- 3 Click Microsoft OneNote 2016.
- 4 Close **OneNote** using the **X** control in the top right corner
- 5 Using your keyboard use the **SHIFT – WIN – N** shortcut

OneNote will now be open. If you have not opened it before it will open looking like the following screen:



b. Where to Store Your Notebooks

When OneNote is first open, it displays a very brief, introductory notebook which gives you some idea of what OneNote is for and what it can do. You can use this as your personal notebook if you like or create a new workbook.

As you can see, you are first asked where you wish to store your new OneNote Notebook.

The options you have are:

- Web. This lets you link to Microsoft OneDrive.
- Network. This allows you to link to network drives you are connected to.
- My Computer. This stores your files in a folder on your computer. However ...

On a university campus computer you can choose to store your files on your home drive as the campus system has this linked to your Documents folder.

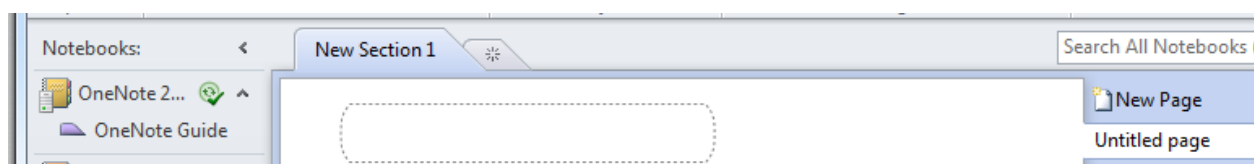
Two main points: do you need to share it? Is it confidential or sensitive? You can share on a campus shared drive or on MS OneDrive. Sensitive data should be kept within the University network. More about this under Sharing your OneNote Notebooks.

So on campus computers, choosing the My Computer option is also a network option.

Choose your home drive by clicking Browse: then in the Select Folder window navigate to My Documents and select (or create) a folder to store your OneNote Notebooks in.

You will then be able to access your OneNote Notebooks off campus using OneNote on Remote Desktop: staff remote desktop or student remote desktop. If you use OneNote on a device that can't access your Home drive then using OneDrive is the best option as this can be accessed from campus PCs too.

Once you have created your first OneNote Notebook, you can begin working on your first Section. Right-click on the New Section tab to give it a meaningful name.



Notebooks Section Tab Page name entered here Section pages Click for new page

Tabs will be explained later. We will now look at adding objects to a notebook page.

Now you should give the notebook's first page (in renamed New section 1) a name.

c. Create a Notebook

In order to begin using OneNote you will require at least one open notebook. A notebook is simply a OneNote file that resides on your local computer or within a web or network location

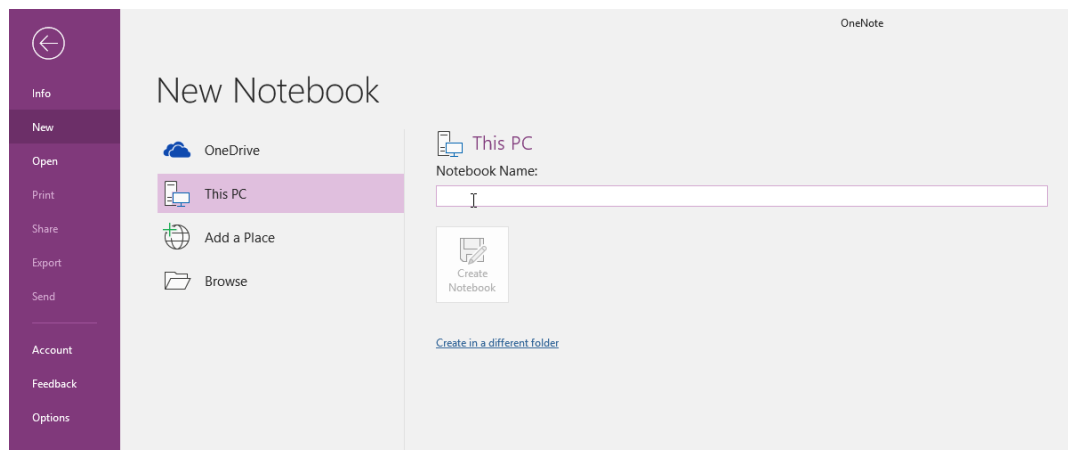
When you run OneNote, a notebook will be created for you. This notebook will be absolutely fine for your use, however it's location may not be convenient, this can be moved later if you n.

You can create new notebooks if it suits you and there is no limit to the number of notebooks that you can create

Task: Create a OneNote Notebook

For the training session we will create a notebook that can be deleted later.

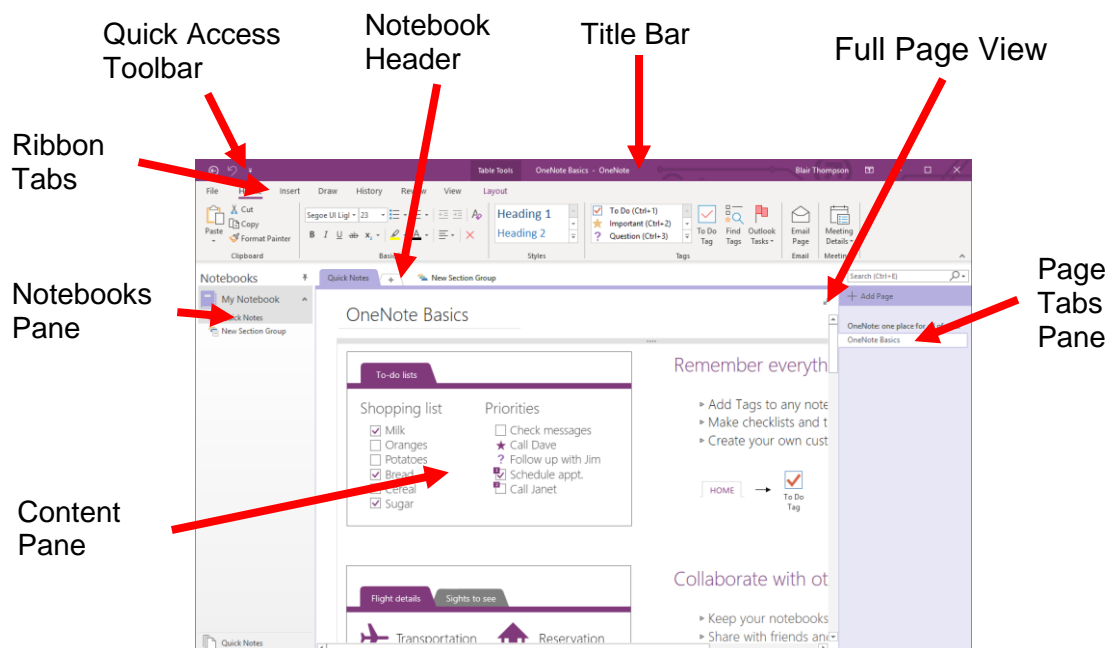
- 1 Click **File**
- 2 Click **New**
- 3 Click **This PC**



- 4 In the Notebook name, type “**Training**” With the date after, i.e. **Training 01032019**
- 5 Click **Create Notebook** or hit **ENTER**

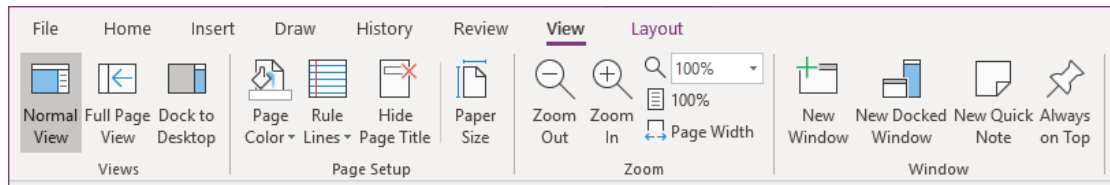
The new notebook will be created and you will be taken to the empty notebook

d. The OneNote Interface



e. Changing the Views

The view ribbon



Task: Manipulating the Interface

- 1 Click the full page view icon

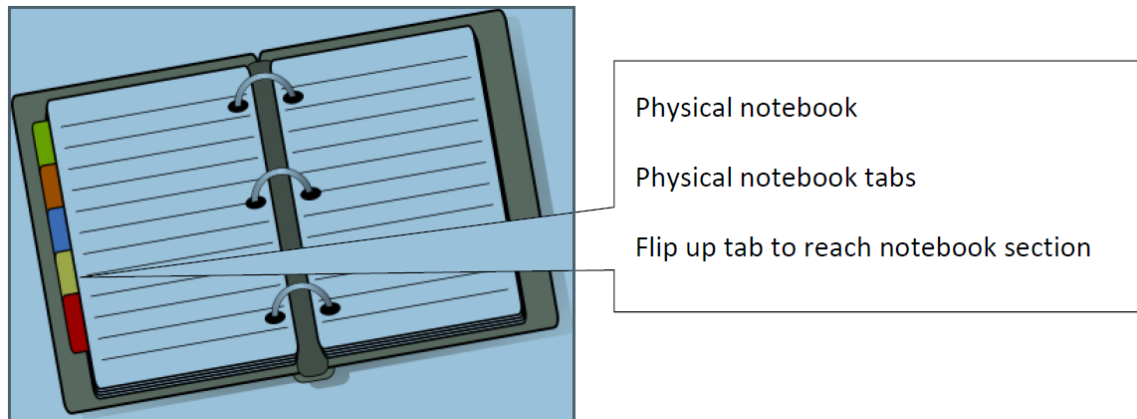


Observe the change to the interface

- 2 Click the same icon
 - 3 Click the view ribbon tab
 - 4 From the View ribbon, select Full Page View
 - 5 Click the Normal View control
 - 6 Click Dock to Desktop
 - 7 Close OneNote
 - 8 Use the WIN + N Keyboard shortcut
 - 9 Type **This is a quick note**
 - 10 Close the Quick Note that appeared
 - 11 Use the WIN + SHIFT + N Keyboard shortcut
 - 12 Use the CTRL + ALT + D Keyboard Shortcut
- Note: There is a list of useful keyboard shortcuts at the end of this handout

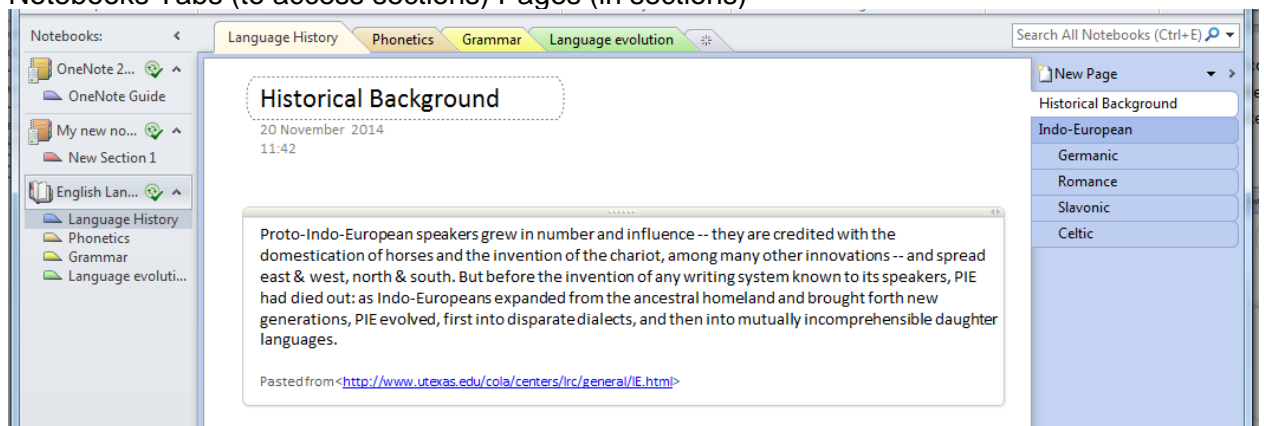
2 Organising your Notebooks

A notebook (and you can create as many of them as you like) is a thematic (or digital) version of a tabbed notebook. In a physical notebook like this, you can flip up any tab to go immediately to a particular section of your notebook.



Each notebook is made up of several sections. Each section consists of a number of pages. In physical notebooks you are stuck with a fixed number of pages – and of sections – but in OneNote you can have as many sections as you like and as many pages as you need within each section.

Notebooks Tabs (to access sections) Pages (in sections)



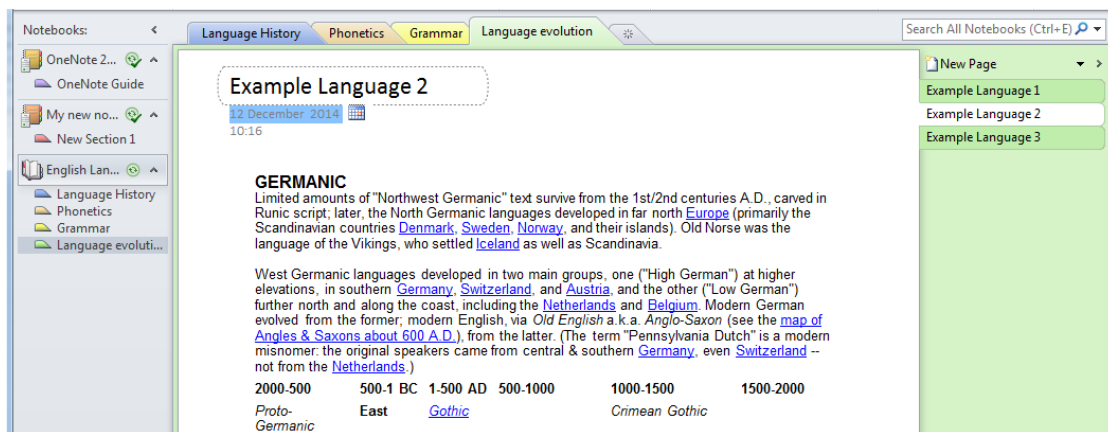
In the example above you can see that a notebook named English Language is open, displaying all its tabs. (Note you can see the section names below the Notebooks heading as well as above the active page as tabs).

The central panel displays the current page and the right hand panel displays a list of the pages in the selected section – here, Language History. You can see the current page (Historical Background) is active and is selected in the Pages panel.

There are several other pages here: some are sub-pages which means they are connected to the page they immediately follow. An example of this is shown below.

Here the main page Indo-European is followed by pages on individual Indo-European languages (example Languages 1,2 and 3).

You click a Tab to display a different section in your current Notebook.



In the above example another Tab has been selected to display another section. This section is named Language evolution. Note that here a second Page has been selected, Example Language 2. The default page is always the last page you viewed.

a. New section groups

Section groups add another level to your notebook organisation. If you have a notebook that contains many sections you can create section groups and then move selected sections into the groups.

To create a new section group, right click on a section tab (or a name in a notebook listing in the side panel) and choose New Section Group from the menu.

All the notebooks will be visible from the section in its new position. In fact they won't really have changed; all that's changed is the pathway to the data you've added to the section pages.

The easiest way to work with groups is via the listing in the left hand side panel. Right click on the new section group and choose Rename from the menu. Give the group a suitable name.

The name will also appear on the tab bar. Note here, where there are too many sections to fit in, some will appear in a drop down menu at the end of the tabs.

To move sections into your group, right click on the name of the section you wish to move.

From the menu choose Move or Copy. A dialog box will open.

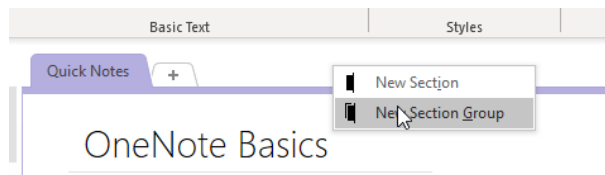
Find and select the group you wish to move your section to then click the Move button.

Keep repeating this action until you have moved all the relevant sections into your group.

To move between groups and independent sections, use the Notebooks listing in the left hand side panel.

Task: Create a Section Group

- 1 Right Click the empty space above the **Content** pane



- 2 Select **New Section Group** from the menu that appears
- 3 Right click the **tab** named **New Section Group**
- 4 From the menu that appears select **Rename**
- 5 Type **Training Exercise**
- 6 Hit the **ENTER** key
- 7 Left Click the **Training Exercise** group

b. Creating New Sections

You should give each section a meaningful name: right click on its Tab and select Rename from the menu.

Type in a new – and meaningful – name for the section.

The name change will be reflected in the listing under Notebooks on the left hand side panel. (See below).

To create a new section in your Notebook:

- Click on the blank tab (at the end of the section tabs).
- Right-click on any tab and choose New Section from the menu.
- Right click on a section name on the side panel (under Notebooks) and choose New Section from the menu.

Rename your new section as described before. You can add as many pages as you wish to your new section. You can have as many sections as you wish, though in practice there will usually be a logical limit to the topics you will need to have in a section.

Later you may wish to re-arrange your section tabs. An easy way to do this is to click on a tab and drag it to a new position.

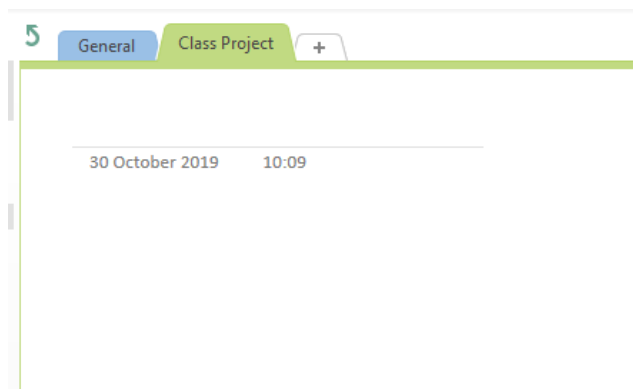
Task: Create new Sections

- 1 Click the **+** tab
- 2 Right click the **New Section 1** tab
- 3 Choose **Rename**
- 4 Type **General**

- 5 Hit the **ENTER** key
- 6 Click the **+** tab
- 7 Right click the **New Section 1** tab
- 8 Choose **Rename**
- 9 Type **Class Project**
- 10 Hit the **ENTER** key
- 11 Right click the **General** Section Tab
- 12 Select **Section Color**
- 13 Choose a new colour for your section

c. Creating New Pages

Pages are the places that we add our content to OneNote. They are contained within Sections and can take the form of pages or sub pages. We can also move or copy pages to other sections of our Notebooks



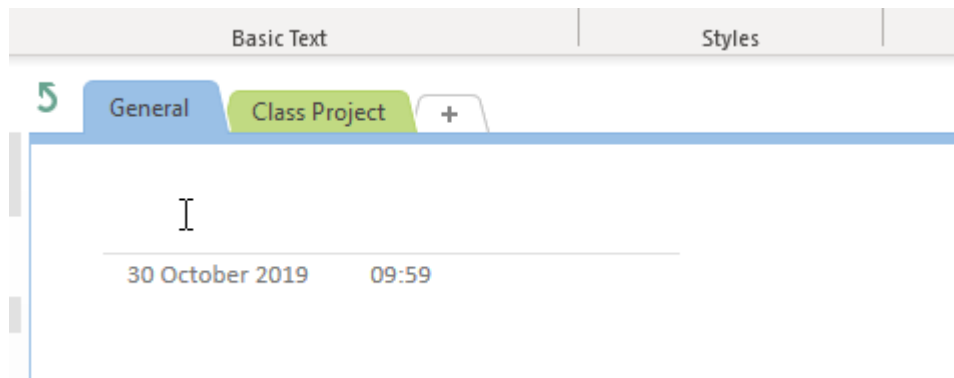
Each page has a title area where you can add a title, the page also includes information about its creation date and time

The pages in OneNote are like the paper pages in a notebook. However the pages or a OneNote notebook can contain far more than just text. They can contain multimedia, files, spreadsheets, presentations and a whole lot more.

Task: Create and Organise Pages

- 1 In the **General Section**:

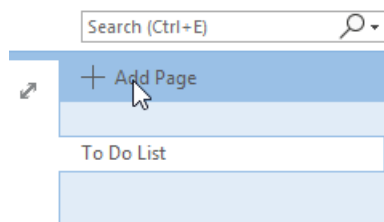
- 2 Click on the **Page Title** area in the empty page



- 3 Type **To Do List**

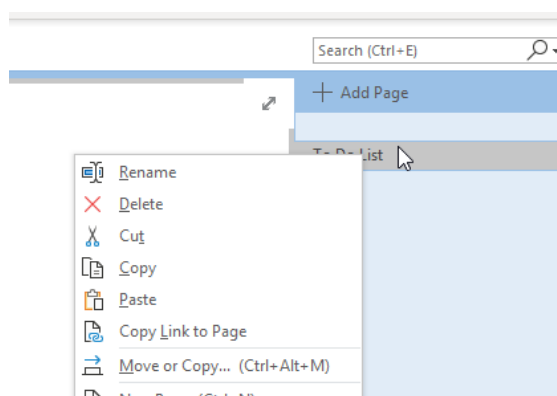
Note that the page has been named this, look in the Page Tabs pane on the right of your screen

- 4 On the right hand pane, click the **Add Page** control

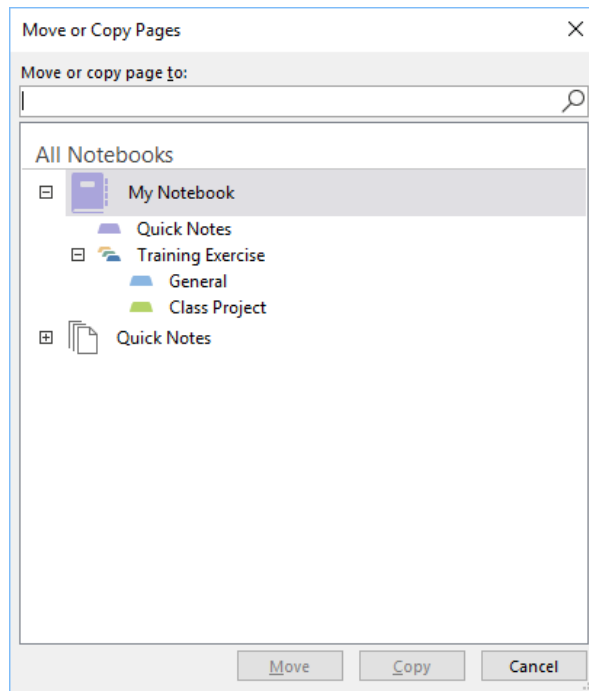


- 5 Type **Tables**

- 6 In the Pages Pane, right click the **To Do List** page



- 7 Select **Move or Copy**

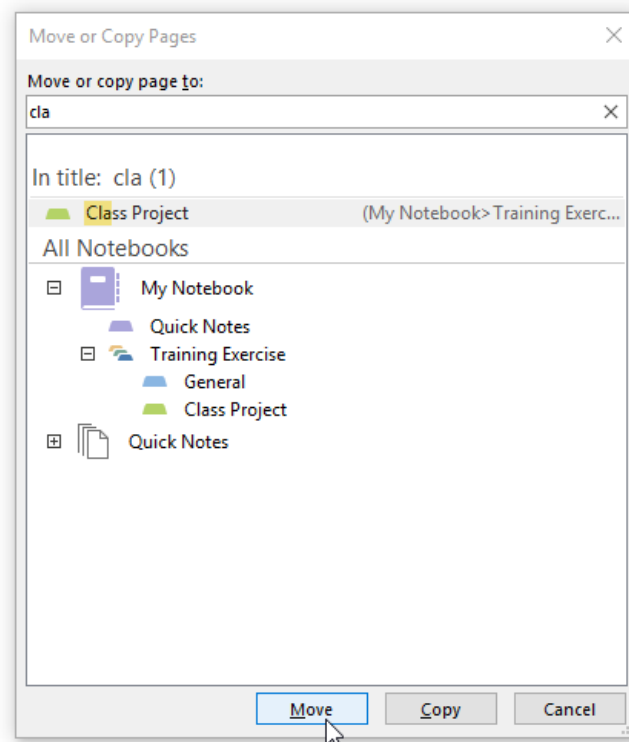


The **Move or Copy Pages** dialog box appears

- 8 In the **Move or copy pages to:** control type **Cl**

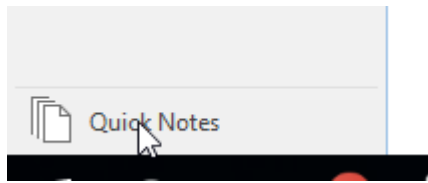
Notice that OneNote starts to search for pages and sections that contain that string of letters. The **Class Project** Section is highlighted

- 9 Select **Move**



The page is moved to the **Class Project** section

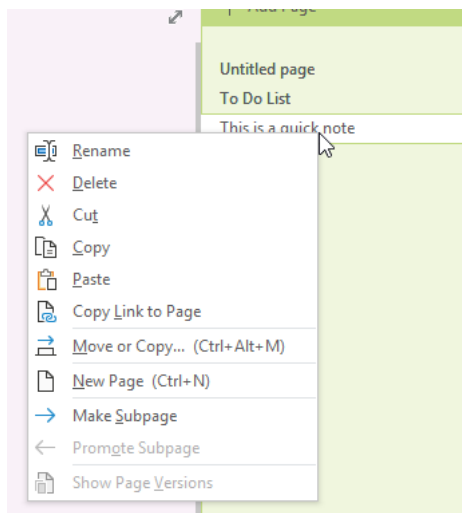
- 10 In the **Notebooks** Pane on the right, look at the bottom of the pane. Click on the **Quick Notes** control that you see there



- 11 On the Pages Pane on the right hand side, right click the **This is a quick note** page
- 12 Drag the quick note across to the **Notebooks** pane, then drop it on the **Class Project** folder
- 13 Click on **Class Project** in the **Notebooks** pane.

Note the list of pages in the section now includes the **To Do List** and **This is a quick note** pages.

- 14 Right click the **This is a quick note** page in the list on the right hand pane



- 15 From the drop down list that appears, select **Make Subpage**

Notice the quick note tabs in

- 16 Hover your mouse pointer over the **To Do List** control
- A drop down arrow will become visible
- 17 Next to the **To Do List** label, click the drop down arrow.

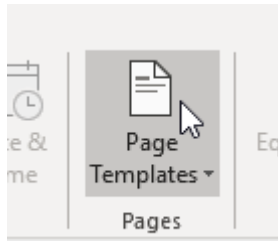
the subpage will collapse

d. Templates in OneNote

OneNote has built-in help for page layout in the form of page templates. Templates can be used to produce pages that are designed to perform certain tasks such as record lecture notes or a meeting. You will find the templates tool within the **Insert** ribbon.

Task: To create a page from a template:

- 1 select **Page Templates** from the **Insert** ribbon



- 2 This opens the **Templates** pane which contains a larger list of templates, arranged by type.
- 3 Take a moment to explore the list of templates available
- 4 Select the **Detailed Lecture Notes** Template
- 5 When you select this option, the new page will appear, laid out in the template style.
- 6 Give the page a suitable name and then work on it in the usual way.

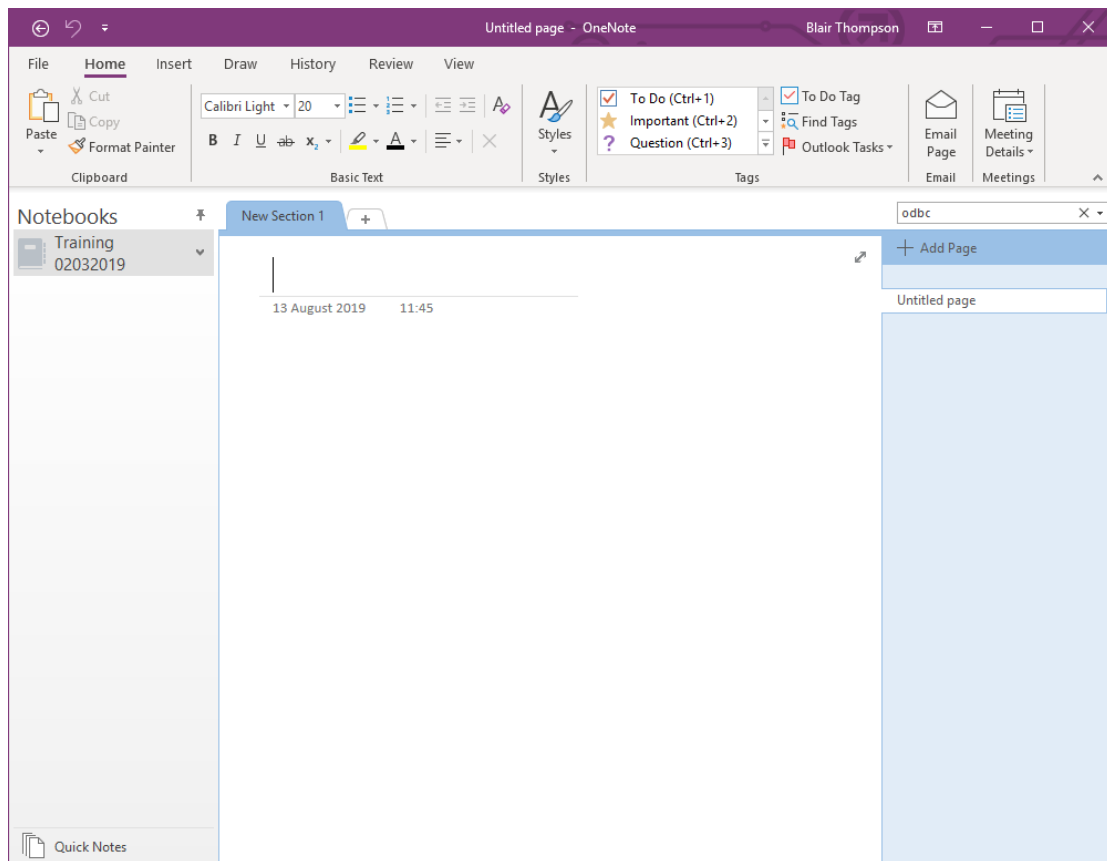
Pages that you create yourself from a blank layout may be saved as a template that you can use later:

- 1 At the bottom of the **Templates** pane click the option **Save current page as a template**.
- 2 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.

- 3 The new template now will appear in the **Templates** panel. For more see: <http://goo.gl/YwL6Gj> 3

3 What can you do with OneNote?



The obvious thing you can do with OneNote is – take notes. In fact OneNote files are known as Notebooks. You can work with your Notebooks anywhere on any device.

You can type notes: type them from scribbled lecture notes or, if you have a small laptop or tablet, type them at the lecture. If you have a touchscreen device you can write them – though this is difficult even using shorthand; even your own version of a shorthand.

You can enter equations, draw diagrams, add a picture or a table. You can even do calculations: type in $3+4=$ then press the space bar and the answer will appear.

You can enter a selection of inbuilt equations or add a new equation of your own.

You can insert a link to a file or a web page. Such files can even be audio or video files – for instance of a lecture or demonstration of a task.

Not only that, everything you enter can be easily moved about on the page to order your notes in a better way – in sequences, categories or even laid out as a mind map.

OneNote lets you organise your notes in sections so you can have a series of related notes arranged together but divided into sections for topics or sub-topics.

a. Adding Objects to a Notebook Page

The metaphor behind the design of OneNote is that of a small, blank notebook into which you scribble notes, calculations or drawings anywhere on the page.

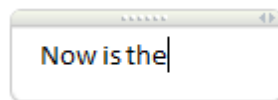
OneNote therefore lets you click anywhere on a page and add whatever you want at that point. By default it creates a textbox but if you choose the Insert tab you can place a table, a picture, a link and other objects onto the page where you placed the cursor.

Once an object is placed it is not fixed. You can easily move anything on the page – including text – to another position by simply dragging with the mouse.

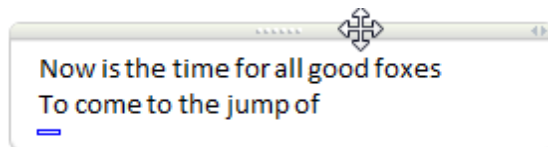
Task Add Text

With the OneNote workbook still open, and with the **Class Project** section open:

- 1 Click on the **Untitled Page** page
- 2 Type **Add Text**
- 3 Hit **ENTER**
- 4 Type **This is an example of text input**
- 5 Click into an empty space on the **Page** anywhere on the screen and start to type.



- 6 A text box appears with your text inside it. The text box expands as you type to be any size required (that will fit in the page).



- 7 If you don't manage to place the cursor exactly where you want, don't worry. You can simply move it to a new position by placing the cursor at the top of the textbox – it will change to a cross icon when correctly placed – and dragging it to a new position.
- 8 You can place as many text boxes on a page as you like – or at least as many as you can fit.

b. Bullets and Lists

As well as adding text, you can perform formatting such as bulleted or numbered lists. You can convert any line of existing text into a bulleted or numbered list using tools in the **Home** ribbon (much the same as you can in Word or Outlook). Quicker however is to use the * or start typing a numbered list using your keyboard followed by a space. This will automatically create a list

Task: Create Lists

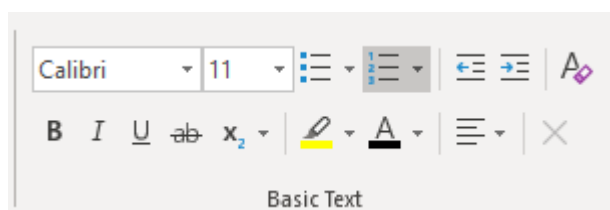
With the **Class Project** section currently open:

- 1 Click **Add Page**
- 2 Type **Add Lists**
- 3 Hit **ENTER**
- 4 Type **This is a numbered List:**
- 5 Type **1. SPACE**
- 6 Type **The first item in my list**
- 7 Hit **ENTER**
- 8 Type **The Second item in my list**
- 9 Hit **ENTER**
- 10 Hit **Enter** again
- 11 Type **This is a bulleted list**
- 12 Type *** SPACE**
- 13 Type **MVLS + ENTER**
- 14 Type **Education + ENTER**
- 15 Type **Engineering + ENTER**
- 16 Type **Physics + ENTER**

Note: You can also use the **CTRL + .** or **CTRL + /** keyboard shortcuts to create bulleted or numbered lists respectively

c. Formatting Text

Text can, very much like you are used to doing in **Word** or **Outlook** be formatted using tools such as **Font**, **Font Size**, **Bold** etc. You will find these tools in the **Basic Text** group inside the **Home** ribbon



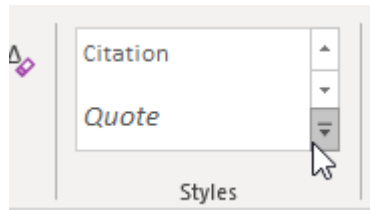
However, formatting your text this way is pretty slow. If you are trying to take notes during a meeting, tutorial or a lecture, but the time you format a heading, you will no doubt have fallen behind capturing the content you wanted to.

A far more effective way to structure your notes is to use Styles

Styles are a key feature both of OneNote but also within other Microsoft Packages.

To apply Styles:

- Select the Style that you wish to use from the **Styles Gallery** within the **Home** ribbon



The drop down arrow to the bottom left of the gallery control will expand the list of styles

- Use one of the following keyboard shortcuts, the numbers used are those above the QWERTY row of the keyboard:

Apply a Heading 1 style to the current note.	Ctrl+Alt+1
Apply a Heading 2 style to the current note.	Ctrl+Alt+2
Apply a Heading 3 style to the current note.	Ctrl+Alt+3
Apply the Normal style to the current note.	Ctrl+Shift+N

Task: Use Styles to format a Note

- 1 Using the Navigation pane navigate to the **OneNote Example** notebook
- 2 Using the pane on the right hand side of the application, select the **Formatting Using Styles** note

You will see a note containing lots of unformatted text
- 3 Place your selection into the paragraph with the word **Introduction**
- 4 From the **Home** ribbon, select the **Heading 1** style from the **Styles** gallery
- 5 Use your **DOWN** arrow on the keyboard to navigate to the next paragraph (**Human Events**)
- 6 From the **Home** ribbon, select the **Heading 2** style from the **Styles** gallery
- 7 Using **CTRL + DOWN** twice to navigate to the **Truths** heading
- 8 From the **Home** ribbon, select the **Heading 2** style from the **Styles** gallery
- 9 Using **CTRL + DOWN** twice to navigate to the **Safety** heading
- 10 From the **Home** ribbon, select the **Heading 2** style from the **Styles** gallery
- 11 Using **CTRL + DOWN** twice to navigate to the **Colonies** heading

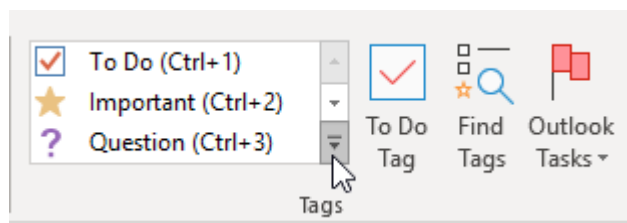
- 12 Use the **CTRL + ALT + 2** keyboard shortcut to apply the heading 2 style
- 13 Complete the formatting of the headings within the oneNote using either the styles gallery or the keyboard shortcuts
- 14 If you have time select rows that look like they should contain bullet points and use the **CTRL + .** keyboard shortcut to format them

d. 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.

- 1 Place the cursor at the beginning of the line of text you want to tag.
- 2 On the **Home** tab, in the **Tags** group, click the tag symbol you want to apply.



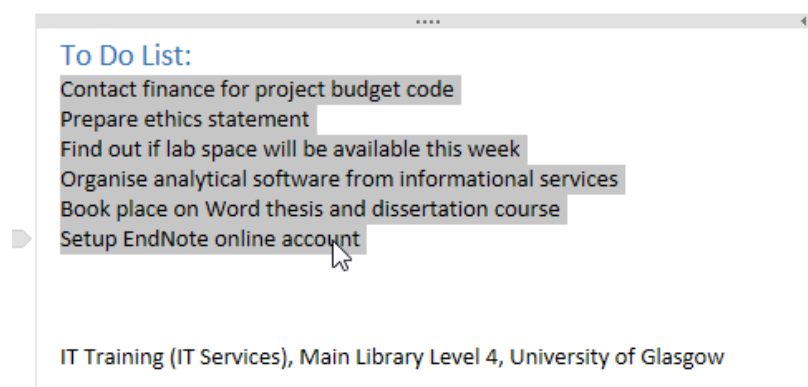
- 3 Use the arrows to scroll through the list or click the **More** arrow to show all available tags.

Tags can be used to categorize and prioritize notes.

Task: Add Tags to notes

Using **OneNote Example** notebook currently open:

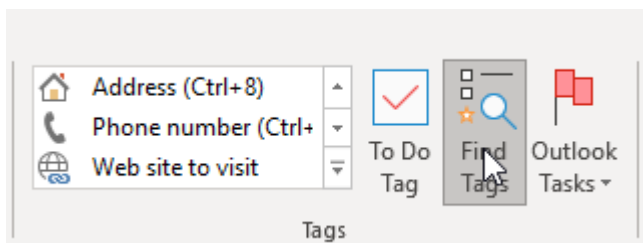
- 1 Using the pane on the right hand side of the application, select the **Tags** note
You will see a note containing a To Do List
- 2 Select the items in the To Do list



- 3 From the Tags group, select **To Do (Ctrl + 1)**
- 4 Place your selection in the first line (Contact finance for project budget code) of the list
- 5 Use the **CTRL + 2** keyboard shortcut to mark this item Important
- 6 Use your **DOWN** arrow to navigate to the Ethics statement line
- 7 Use the drop down arrow in the Tags gallery to display a list of all styles
- 8 Select the **Critical** tag
- 9 Use your **DOWN** arrow to navigate to the lab space line
- 10 Use the **CTRL + 3** keyboard shortcut to mark this item as a question
- 11 IT training address
- 12 Use the **CTRL + 8** keyboard shortcut to mark this as an address
- 13 Select the Organise analytical software item
- 14 Use the CTRL + 1 keyboard shortcut to mark this as complete

e. 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.

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.

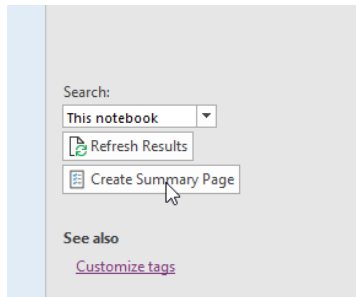
Task Use the Find Tags tool

- 1 Click the **Find Tags** command in the **Home** ribbon
The Tags Summary pane will appear on the right
- 2 Check the **Group tags by**: control is set to Tag name, change it if necessary
- 3 Uncheck **Show only unchecked items** if necessary
- 4 Observe the tags displayed

- 5 Click on any of the tag descriptions to navigate to that tagged line
- 6 Click on the **Check box** for the **Prepare Ethics Statement** item in the **Tags summary pane**.

Notice this edits the tag in the oneNote

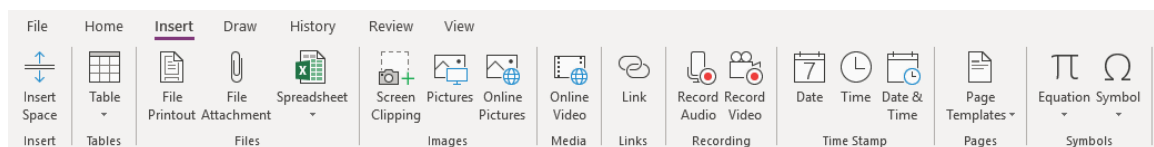
- 7 Click **Create Summary Page**



Observe the result

4 Non-text Objects

These are mostly added by way of the Insert tab on the Ribbon.

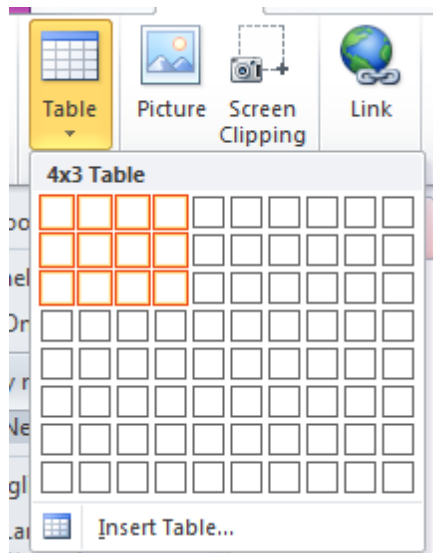


Adding these is much the same as in Word, although objects in OneNote can be moved instantly and easily about the page.

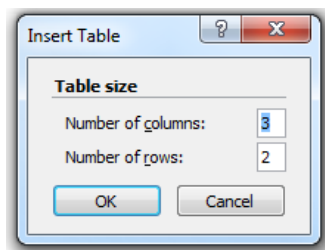
This ability to bring all sorts of material together means OneNote can be used as a kind of scrapbook where clippings, pictures and other such material can be collected.

a. Tables

- Tables are added by clicking on Table and selecting a number of row and column cells in the table grid.



Alternatively you can choose Insert Table and enter a number of rows and columns.



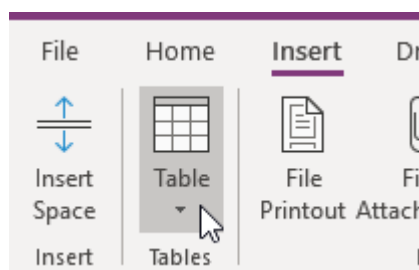
This option allows you a bigger table than when you use the grid.

Note that there are fewer Insert Table options than with Word.

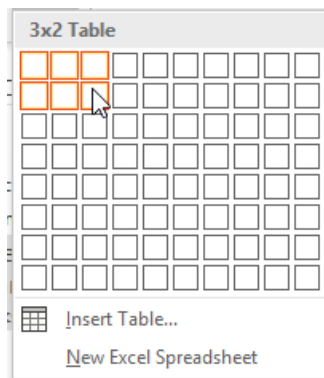
- Perhaps an easier way to create a table is to use the Tab Key. To do this click the text that makes up your first column header
- Once you have made your choices the table will appear in the notebook thus:

Task: Insert tables

- 1 Select the **Tables** page
- 2 From the **Insert** ribbon, select **Table**



- 3 From the control that appears create a 3x2 table



- 4 In the first cell in the newly created table type **Date**
- 5 Use the **Tab** key
- 6 Type **Code**
- 7 Use the **Tab** key
- 8 Type **Description**
- 9 Use the **Tab** key
- 10 Continue to populate the table like so:

Date	Code	Description
01/08/2020	Wthe	Word: Creating a Thesis or Dissertation

- 11 Click into any cell within the date column
- 12 From the **layout** ribbon select **Insert Right**
- 13 Click in an area outside of your table
- 14 Type **Date** and then click **TAB**
- 15 Type **Code** and then click **TAB**
- 16 Type **Description** and then click **Enter**
- 17 Observe the table

b. Pictures

Images can be added to a OneNote page in many ways, you can cut and paste them, drag and drop or insert from file

Task: Insert and work with images

Using **OneNote Example** notebook currently open:

- 1 Select the Page named **Pictures**
- 2 Click the Picture button to add a picture to your Notebook page.

This will open the usual **Insert Picture** dialog (as with Word)

- 3 Navigate to the coursefiles directory on your PC
- 4 Select the University_of_Glasgow_main_building.jpg file that is there
- 5 Select the picture of a Notice
- 6 Right click the image

Notice the final item in the list that appears!

- 7 Select **Copy Text**
- 8 Right click in an empty space on the page
- 9 Select **paste**

c. Links and File Attachments

- 1 You can link to a web site or another notebook –indeed to a specific page in a notebook – by clicking on the Link button.
- 2 In the Link dialog enter some text and in the address box add the web address that the text will be a link to.
- 3 Beneath the web link options your Notebooks are displayed and you can choose one of these to link to instead.
- 4 A link will normally appear as blue, underlined text, e.g.
<http://www.scottishcanals.co.uk/>
- 5 You can also select a picture in your notebook and insert a link. The picture will then be a hyperlink.
- 6 Attachments are added by clicking the Attach File button. This opens a dialog box which lets you search for and Insert a file.
- 7 The file link appears in the notebook page as a file icon (e.g. like the Word icon here) along with the actual file name. Right-click and select Open to view the file.

d. Screen Clipping

Endnote also contains a tool that makes it easy to take a screen clipping and insert it into a OneNote page. This tool can be operated from within OneNote or at any time using a keyboard shortcut:

Task: Create screen clippings:

Using **OneNote Example** notebook currently open:

- 1 Select the Page named **Screen Clipping**
- 2 From the **Insert** ribbon choose **Screen Clipping**
- 3 Wait a moment for OneNote to prepare
- 4 Use your mouse to select an area of screen that you are interested in.

The screen clipping will complete and the image will be placed in your OneNote page

- 5 Use the **WIN + SHIFT + S** keyboard shortcut

- 6 Select a section of screen

The clipping will be taken and stored in your clipboard

- 7 Click back into OneNote
- 8 Paste the screen clipping into your page

e. Date and Time

- 1 If a notebook is intended for taking lecture or tutorial notes, you may wish to record the time and/or date for each page (assuming each page is an individual session).
- 2 To add a Time Stamp, click Insert then in the Time Stamp group choose either Date, Time or Date & Time. The Time Stamp will appear wherever you have placed the cursor. Like any other object it can be moved or edited.
- 3 The copied screen clipping will appear where you last placed your cursor. It will include any images or text, that came within the area you captured.
- 4 Also included is a note of when the clipping was added and – if it is from a web page – the URL of the web page from which the clipping was taken.
- 5 Just like any other object added to OneNote, a clipping can be moved about its Notebook page to any position you wish.
- 6 This is a useful tool as you can copy any material that you find on the web into your Notebook. For instance you can capture material from an article on a topic you are researching.

f. Equations

If your subject of study is mathematics or some science subject, you may wish to add equations to your notebook. You can add equations into your notebooks either by using an editor to add symbols or by typing the equation by hand. A quick guide to using the Equation option is found here: <http://goo.gl/y83wV>

Task Add a simple equation

- 1 Open the **Equations** Page
- 2 Click into a white space somewhere on the page
- 3 From the **Insert** ribbon, select **Equation**
- 4 Type the following:
$$x=(-b+\sqrt{b^2-4ac})/2a$$
- 5 Observe the equation that is created
- 6 If you have time explore the Design ribbon to see what other tools are there

g. Adding other Documents

OneNote can open other documents and insert their contents into a page. This can be useful in bringing material together that you need for one particular project perhaps to add word or PDF documents.

The printout cannot be edited but you can copy a page – or the whole document – and paste it anywhere else in the notebook. This pasted text can be edited. You will be able to annotate any documents you insert

You can add the whole text of a file to a page using **Insert** then **File Printout**.

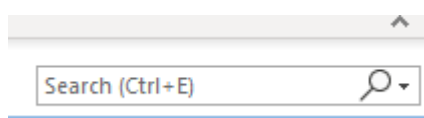
Task: Insert a PDF

- 1 Open the Insert PDF page
- 2 From the Insert ribbon select File Printout
- 3 If necessary navigate to the practice files folder
- 4 Select the **Special Features in OneNote.pdf** file
- 5 Click the **Insert** control
- 6 After some activity the document should be inserted into OneNote

5 Searching

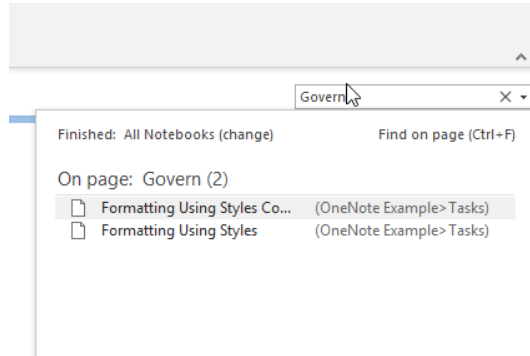
One of the strengths of using OneNote is it's ability to quickly find information that you have contained within your notebooks. The quickest way to find things often is to use the search facility

The Search box is found on the top right of the application, just below the ribbon.



Task Search

- 1 Click the search box
- 2 Type **Government**



As soon as you start typing you should see results appear

- 3 Click the first search result shown
- 4 Click the **search** box
- 5 Type **OneNote**
- 6 From the **On Page** group, select Insert PDF

6 Additional Features

a. 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. 6

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>

- b. 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.**

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.

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**.

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).

8

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.

Useful Shortcut keys

Using keyboard shortcuts can help you become more efficient when creating documents in Microsoft applications. Most keyboard shortcuts require you to use two or more keys at the same time. To use a keyboard shortcut first press and hold down the modifier key or keys (i.e. SHIFT, CTRL, ALT) and then press the corresponding standard key on your keyboard.

To do this	Shortcut
Open a new OneNote window.	Ctrl+M
Open a small OneNote window to create a side note.	Ctrl+Shift+M or Windows+Alt+N
Dock the OneNote window.	Ctrl+Alt+D
Undo the last action.	Ctrl+Z
Redo the last action.	Ctrl+Y
Select all items on the current page.	Ctrl+A
Note: Press Ctrl+A more than once to increase the scope of the selection.	
Cut the selected text or item.	Ctrl+X
Copy the selected text or item to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Move to the beginning of the line.	Home
Move to the end of the line.	End
Move one word to the left.	Ctrl+Left Arrow
Move one word to the right.	Ctrl+Right Arrow
Delete one word to the left.	Ctrl+Backspace
Delete one word to the right.	Ctrl+Delete
Insert a line break without starting a new paragraph.	Shift+Enter
Check spelling.	F7
Open the thesaurus for the currently selected word.	Shift+F7
Execute the action suggested on the Information Bar if it appears at the top of a page.	Ctrl+Shift+W
Highlight selected text.	Ctrl+Shift+H or Ctrl+Alt+H
Insert a link.	Ctrl+K
Copy the formatting of selected text (Format Painter).	Ctrl+Shift+C

Paste the formatting to selected text (Format Painter).	Ctrl+Shift+V
Open a link.	Enter
Note: The cursor must be placed anywhere within the formatted link text.	
Apply or remove bold formatting from the selected text.	Ctrl+B
Apply or remove italic formatting from the selected text.	Ctrl+I
Apply or remove the underline from the selected text.	Ctrl+U
Apply or remove strikethrough from the selected text.	Ctrl+Hyphen
Apply or remove superscript formatting from the selected text.	Ctrl+Shift+=
Apply or remove subscript formatting from the selected text.	Ctrl+=
Apply or remove bulleted list formatting from the selected paragraph.	Ctrl+Period
Apply or remove numbered list formatting from the selected paragraph.	Ctrl+Slash
Apply a Heading 1 style to the current note.	Ctrl+Alt+1
Apply a Heading 2 style to the current note.	Ctrl+Alt+2
Apply a Heading 3 style to the current note.	Ctrl+Alt+3
Apply the Normal style to the current note.	Ctrl+Shift+N
Indent a paragraph from the left.	Alt+Shift+Right Arrow
Remove a paragraph indent from the left.	Alt+Shift+Left Arrow
Right-align the selected paragraph.	Ctrl+R
Left-align the selected paragraph.	Ctrl+L
Increase the font size of selected text.	Ctrl+Shift+>
Decrease the font size of selected text.	Ctrl+Shift+<
Clear all formatting applied to the selected text.	Ctrl+Shift+N
Show or hide rule lines on the current page.	Ctrl+Shift+R
Insert a document or file on the current page.	Alt+N, F
Insert a document or file as a printout on the current page.	Alt+N, O

Show or hide document printouts on the current page (when running OneNote in High Contrast mode).	Alt+Shift+P
Insert a picture from a file.	Alt+N, P
Insert a picture from a scanner or a camera.	Alt+N, S
Insert a screen clipping.	Windows logo key+Shift+S
Note: The OneNote icon must be active in the notification area, at the far right of the Windows taskbar.	
Insert the current date.	Alt+Shift+D
Insert the current date and time.	Alt+Shift+F
Insert the current time.	Alt+Shift+T
Insert a line break.	Shift+Enter
Start a math equation or convert selected text to a math equation.	Alt+=
Insert a Euro (€) symbol.	Ctrl+Alt+E
Create a table by adding a second column to already typed text.	Tab
Create another column in a table with a single row.	Tab
Create another row when at the end cell of a table.	Enter
Note: Press Enter a second time to finish the table.	
Create a row below the current row in a table.	Ctrl+Enter
Create another paragraph in the same cell in a table.	Alt+Enter
Create a column to the right of the current column in a table.	Ctrl+Alt+R
Create a row above the current one in a table (when the cursor is at the beginning of any row).	Enter
Delete the current empty row in a table (when the cursor is at the beginning of the row).	DEL (press twice)
Select all items on the current page.	Ctrl+A
Press Ctrl+A more than once to increase the scope of the selection.	
Select to the end of the line.	Shift+End
Select the whole line (when the cursor is at the beginning of the line).	Shift+Down Arrow
Jump to the title of the page and select it.	Ctrl+Shift+T

Cancel the selected outline or page.	Esc
Move the current paragraph or several selected paragraphs up.	Alt+Shift+Up Arrow
Move the current paragraph or several selected paragraphs down.	Alt+Shift+Down Arrow
Move the current paragraph or several selected paragraphs left (decreasing the indent).	Alt+Shift+Left Arrow
Move the current paragraph or several selected paragraphs right (increasing the indent).	Alt+Shift+Right Arrow
Select the current paragraph and its subordinate paragraphs.	Ctrl+Shift+Hyphen
Delete the selected note or object.	Delete
Move to the beginning of the line.	Home
Move to the end of the line.	End
Move one character to the left.	Left Arrow
Move one character to the right.	Right Arrow
Go back to the last page visited.	Alt+Left Arrow
Go forward to the next page visited.	Alt+Right Arrow
Start playback of a selected audio or video recording.	Ctrl+Alt+P or Ctrl+Alt+S
Rewind the current audio or video recording by a few seconds.	Ctrl+Alt+Y
Fast-forward the current audio or video recording by a few seconds.	Ctrl+Alt+U
Apply, mark, or clear the To Do tag.	Ctrl+1
Apply or clear the Important tag.	Ctrl+2
Apply or clear the Question tag.	Ctrl+3
Apply or clear the Remember for later tag.	Ctrl+4
Apply or clear the Definition tag.	Ctrl+5
Apply or clear a custom tag.	Ctrl+6
Apply or clear a custom tag.	Ctrl+7
Apply or clear a custom tag.	Ctrl+8
Apply or clear a custom tag.	Ctrl+9
Remove all note tags from the selected notes.	Ctrl+0
Show through Level 1.	Alt+Shift+1

Expand to Level 2.	Alt+Shift+2
Expand to Level 3.	Alt+Shift+3
Expand to Level 4.	Alt+Shift+4
Expand to Level 5.	Alt+Shift+5
Expand to Level 6.	Alt+Shift+6
Expand to Level 7.	Alt+Shift+7
Expand to Level 8.	Alt+Shift+8
Expand to Level 9.	Alt+Shift+9
Expand all levels.	Alt+Shift+0
Increase indent by one level.	Tab
Decrease indent by one level.	Shift+Tab
Expand a collapsed outline.	Alt+Shift+Plus Sign
Collapse an expanded outline.	Alt+Shift+Minus Sign
Set writing direction left to right.	Ctrl+Left Shift
Set writing direction right to left.	Ctrl+Right Shift
Increase indent by one level in right-to-left text.	Tab
Decrease indent by one level in right-to-left text.	Shift+Tab
Enable or disable full page view.	F11
Open a new OneNote window.	Ctrl+M
Open a small OneNote window to create a side note.	Ctrl+Shift+M
Expand or collapse the tabs of a page group.	Ctrl+Shift+*
Print the current page.	Ctrl+P
Add a new page at the end of the selected section.	Ctrl+N
Increase the width of the page tabs bar.	Ctrl+Shift+[
Decrease the width of the page tabs bar.	Ctrl+Shift+]
Create a new page below the current page tab at the same level.	Ctrl+Alt+N
Decrease indent level of the current page tab label.	Ctrl+Alt+[
Increase indent level of the current page tab label.	Ctrl+Alt+]
Create a new subpage below the current page.	Ctrl+Shift+Alt+N
Select all items.	Ctrl+A

Press Ctrl+A several times to increase the scope of the selection.

Select the current page.

Ctrl+Shift+A

If the selected page is part of a group, press Ctrl+A to select all of the pages in the group.

Move the selected page tab up.

Alt+Shift+Up Arrow

Move the selected page tab down.

Alt+Shift+Down Arrow

Move the insertion point to the page title.

Ctrl+Shift+T

Go to the first page in the currently visible set of page tabs.

Alt+PAGE Up

Go to the last page in the currently visible set of page tabs.

Alt+PAGE Down

Scroll up in the current page.

PAGE Up

Scroll down in the current page.

PAGE Down

Scroll to the top of the current page.

Ctrl+Home

Scroll to the bottom of the current page.

Ctrl+End

Go to the next paragraph.

Ctrl+Down Arrow

Go to the previous paragraph.

Ctrl+Up Arrow

Go to the next note container.

Alt+Down Arrow

Go to the beginning of the line.

Home

Go to the end of the line.

End

Move one character to the left.

Left Arrow

Move one character to the right.

Right Arrow

Go back to the last page visited.

Alt+Left Arrow

Go forward to the next page visited.

Alt+Right Arrow

Zoom in.

Alt+Ctrl+Plus Sign (on the numeric keypad) or Alt+Ctrl+Shift+Plus Sign

Zoom out.

Alt+Ctrl+Minus Sign (on the numeric keypad) or Alt+Ctrl+Shift+Hyphen

Save changes.

Ctrl+S

Note: While OneNote is running, your notes are automatically saved whenever you change them. Manually saving notes is not necessary.

Open OneNote.

Windows+Shift+N

Open a notebook.	Ctrl+O
Send to OneNote Tool	Windows+N
Create a new section.	Ctrl+T
Open a section.	Ctrl+Alt+Shift+O
Go to the next section.	Ctrl+Tab
Go to the previous section.	Ctrl+Shift+Tab
Go to the next page in the section.	Ctrl+PAGE Down
Go to the previous page in the section.	Ctrl+PAGE Up
Go to the first page in the section.	Alt+Home
Go to the last page in the section.	Alt+End
Go to the first page in the currently visible set of page tabs.	Alt+PAGE Up
Go to the last page of the currently visible set of page tabs.	Alt+PAGE Down
Move or copy the current page.	Ctrl+Alt+M
Put focus on the current page tab.	Ctrl+Alt+G
Select the current page tab.	Ctrl+SHIFT+A
Put focus on the current section tab.	Ctrl+Shift+G
Move the current section.	Ctrl+Shift+G, and then Shift+F10, M
Switch to a different notebook on the Navigation bar.	Ctrl+G, then press Down Arrow or Up Arrow keys to select a different notebook, and then press Enter
Move the insertion point to the Search box to search all notebooks.	Ctrl+E
While searching all notebooks, preview the next result.	Down Arrow
While searching all notebooks, go to the selected result and dismiss Search.	Enter
Change the search scope.	Ctrl+E, Tab, Space
Open the Search Results pane.	Alt+O after searching
Search only the current page.	Ctrl+F
Note: You can switch between searching everywhere and searching only the current page at any point by pressing Ctrl+E or Ctrl+F.	

While searching the current page, move to the next result.	Enter or F3
While searching the current page, move to the previous result.	Shift+F3
Dismiss Search and return to the page.	Esc
Send the selected pages in an e-mail message.	Ctrl+Shift+E
Send the selected pages in an e-mail message.	Ctrl+Shift+E
Create a Today Outlook task from the currently selected note.	Ctrl+Shift+1
Create a Tomorrow Outlook task from the currently selected note.	Ctrl+Shift+2
Create a This Week Outlook task from the currently selected note.	Ctrl+Shift+3
Create a Next Week Outlook task from the currently selected note.	Ctrl+Shift+4
Create a No Date Outlook task from the currently selected note.	Ctrl+Shift+5
Open the selected Outlook task.	Ctrl+Shift+K
Mark the selected Outlook task as complete.	Ctrl+Shift+9
Delete the selected Outlook task.	Ctrl+Shift+0
Sync changes in the current shared notebook.	Shift+F9
Sync changes in all shared notebooks.	F9
Mark the current page as Unread.	Ctrl+Q
Lock all password-protected sections.	Ctrl+Alt+L