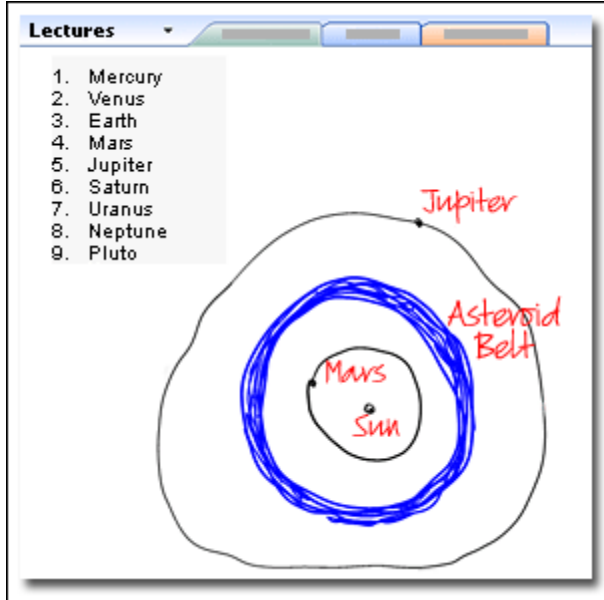


Welcome to OneNote



You can type or hand write as well as sketch drawings in OneNote.

With OneNote, you can enter typed and handwritten notes and other information with a keyboard or an **inking device** such as a mouse, a Tablet PC, or a graphics tablet.

If you use a Tablet PC, handwritten notes can be converted into text (handwriting recognition). If you're using OneNote on a desktop or laptop, you can still use an inking device, or simply, "ink," for writing or drawing, but handwriting recognition is not available. Also, keep in mind that hand writing with a mouse is very difficult and is not recommended.

As with paper, you can write (or type) anywhere on a OneNote page. Just click and write. The inking technology is really great if you'd like to include sketches or diagrams; you can doodle away as you would on paper.

Find your way around

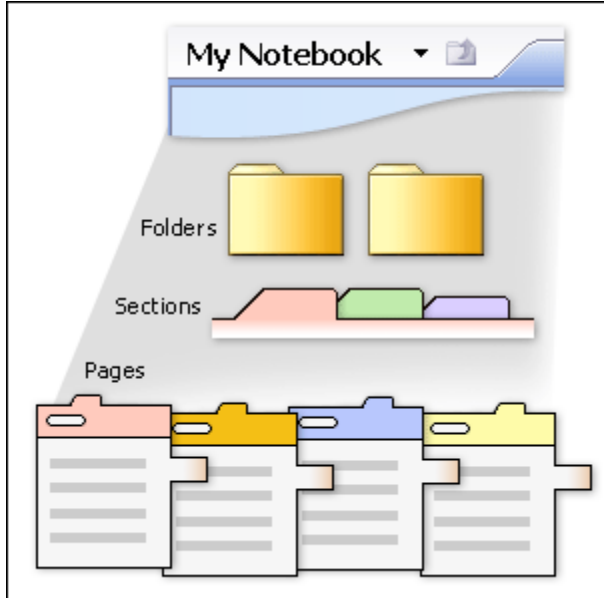


Figure 1 The storage hierarchy in OneNote. Pages are stored in sections, which can be stored in folders, all of which are in My Notebook.

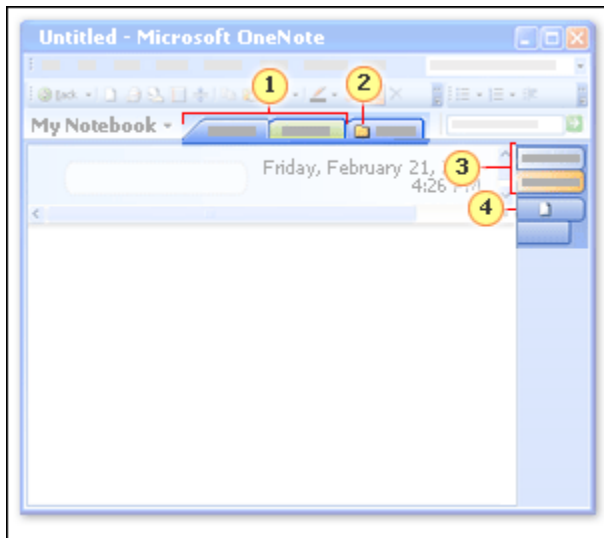


Figure 2 A typical page in OneNote showing folders, sections, and pages.

- 1 Tabs across the top of the page show the sections.
- 2 An icon indicates a folder tab.
- 3 Tabs show the pages in a section.
- 4 Add more pages to a section by using the **New Page** tab.

The basic structure of OneNote includes:

My Notebook Everything in OneNote is within My Notebook. Both folders and sections are stored here.

Folders These are an organizational aid. You don't have to use folders — they're optional — but they're useful if you do. Each folder can hold many sections.

Sections Sections are another organizational aid, but they're not optional. Sections are used to keep pages of a similar type grouped together.

Pages This is where you actually put your notes. You can write, type, or draw on a page just as you do on paper. It's easy to add pages to a section by clicking the **New Page** tab.

A useful analogy is to think of My Notebook as a filing cabinet. Folders are separate drawers, sections the file dividers within each drawer, and pages the pieces of paper in the files.

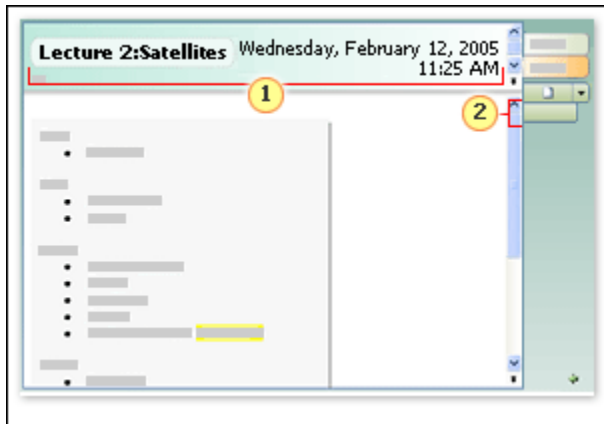
For example, a marketing manager might organize her notebook with a folder called Products, and then have an individual section for each product.

There are several folders and sections already in OneNote when you open it for the first time; you can delete or rename them as well as add your own. After you use Side Note, it will appear as a section (more about that in the last lesson).

Sections and folders are all colored; each will be a different color. You can specify which colors to use — you'll see how in the next lesson.

You'll use folders, sections, and pages in the practice session.

All about pages



- 1 The header area.
- 2 The **New Subpage** tab.

When you open OneNote, you're straight into a notebook page where you can take notes. Think of it as turning the cover on a paper pad.

Unlike a paper notebook, the page in OneNote autosizes and keeps on growing as information is added. So you won't have to squeeze tiny notes in the margin as you would on paper.

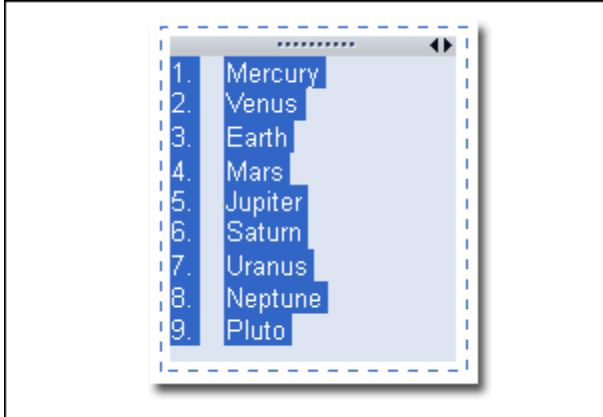
Note If you want to, you can specify a page size in the **Page Setup** task pane.

At the top of each page is a header area. You can type a title here; the date and time are filled in when the page is created. The header area can be opened and closed on the **View** menu.

If you want a group of pages related to one subject rather than one enormous page, you can use subpages. To create a subpage, click the **New Subpage** tab.

You can quickly flick through pages in OneNote just as you would in a paper pad by holding down the left mouse button as you move the pointer over each page tab.

Move or resize text



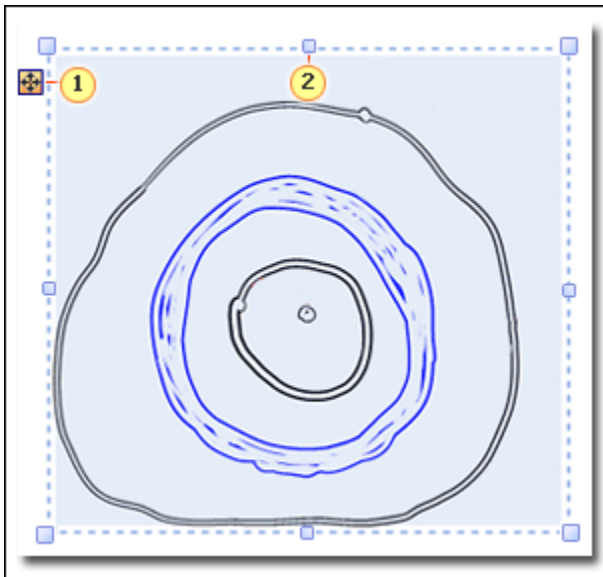
Select a piece of text by clicking the bar across the top of the box. You can then move or resize the box.

When text is entered on a page, a box is formed around the text. This box forms a container for that particular bit of text. Each box is like an island on the page that can be individually moved and reshaped.

It's also possible to pull out one line of text and move that to a different place or add it to another piece of text. You'll try this in the practice session.

Text on a Tablet PC Because OneNote is designed to recognize handwriting and categorize it as text, you can move and resize handwriting as you would typed text. You can also convert handwritten notes to typed text.

Move or resize drawings



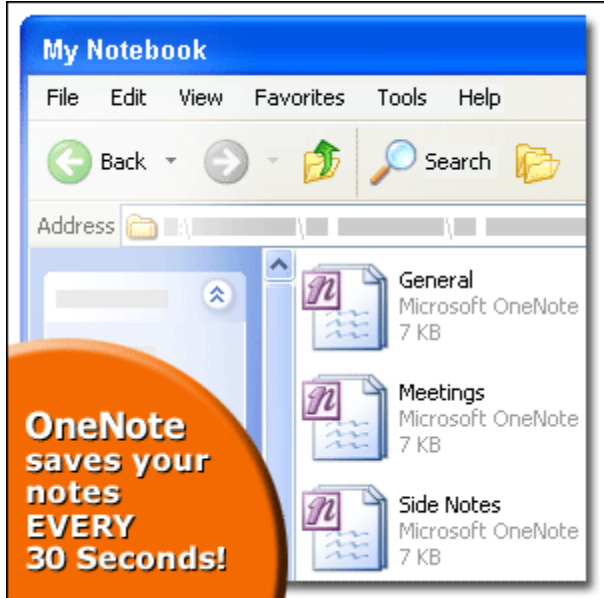
Select a drawing by clicking the handle in the top left and then move or resize it.

- 1 Selection handle.
- 2 Resize handle.

What if you draw a diagram and then realize it really needs to be bigger so more details can be included?

All you have to do is select the drawing by clicking the selection handle at the top left and then drag the resize handles until you get the size you want. You can also move the drawing to a new position by dragging the selection handle to the position you want.

No need to save



OneNote saves automatically every 30 seconds.

It's the end of a meeting but you don't need to save your notes. Why? Because OneNote saves automatically. By default the notes are saved every 30 seconds. They are also saved whenever you close OneNote.

By default all the notes in OneNote are saved in the **My Notebook** subfolder in the **My Documents** folder on your computer.

When you open OneNote again, the focus will be where it was when you closed it. So no flicking frantically through a paper pad, trying to find the last notes you took.

Welcome to OneNote

The first thing you need to do is to create a folder that you'll work in throughout the practice sessions in this course. Then at the end of the course you can delete the whole folder.

Exercise 1: Take notes

Step 1: Create a new folder

1. On the **Insert** menu, click **New Folder**.
2. You need to name the new folder. Type **Lectures** and then press ENTER.
3. Click the tab of the new folder to open it.

You'll see a message that there are no sections in this folder and that you need to create a new section.

4. Click anywhere on the page to create a new section.

As you can see, a first blank page is also created with the section.



5. Now type the name of the new section: **Solar System**. Then press ENTER.


Tip If you click in the page before typing the folder or section name then they will receive a default name of "New Folder" or "New Section". You can still rename them; right-click the folder or section tab, click **Rename**, then type the new name and press ENTER.

Step 2: Use pages

1. The date and time of creation of the page have been automatically entered by OneNote, but the page needs a title. In the **Title** area at the top of the page, type (or write) **Lecture 1: Planets**.
2. Now take some notes. Click (or tap) anywhere on the blank page. Now make a list of the planets **Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, Pluto**. If you're typing, press ENTER at the end of each name.

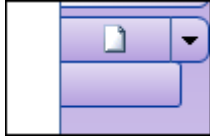


3. In the next step, if you're using a Tablet PC, tap the **Type/Selection Tool** button  to be able to move text rather than write it.
4. Rest your pointer over the bar at the top of the box around your text. When the pointer changes to a four-headed arrow , drag the box to a different position.

5. Now rest your pointer over the beginning of one of the lines of text. A selection handle  will appear. Click and drag to a different position on the page.

You can move single lines of text by using the selection handle. This is very useful for rearranging notes, for example, when you want to shuffle lists into a different order.

6. Now add some new pages to your folder. Click the **New Page** tab at the right side of the page to create two new pages; you can name them **Lecture 2: Satellites** and **Lecture 3: Comets**.








Note If the words that appear on the page tabs are incorrect due to your handwriting not being recognized correctly, you can use the **Tablet PC Input Panel** (or the keyboard) to correct the mistakes in each page header.

7. Go back to the first page by clicking the **Lecture 1: Planets** tab.
8. Now add a subpage to that page by clicking the **New Subpage** tab.

Subpages are a great way of keeping related material in the same place, especially if you want to see everything grouped together without using a single overlong page that you have to scroll.

Optional Step 3: Sketch a drawing

This exercise is mostly intended for people who are using a Tablet PC, though you can try it with a mouse (but the results won't be as attractive).

1. Tap (or click) the **Pen** button  on the **Standard** toolbar. The pointer will change from an insertion mark to a dot.
2. Now sketch a drawing somewhere on the page (it doesn't matter what page you're on). Try drawing a circle.
3. To get out of Pen Mode, click the **Type/Selection Tool** button .
4. Position your pen (or pointer) over the gray box with a four-headed arrow at the top left of the drawing . Tap (or click) the box to select the drawing.
5. Now tap (or click) and drag the box to a new location. This moves the whole drawing.
6. If the drawing isn't already selected, tap (or click) the gray box with a four-headed arrow  to select the drawing again. Now position your pen (or pointer) over one of the corner resize handles  on the drawing. Drag outward to make the drawing larger.

Exercise 2: Explore OneNote

1. Click the drop-down arrow next to the folder title **Lectures**.

In the drop-down list, you can see all of the folders and sections in your notebook.

2. Click around and move through some of the folders.

When you've finished, go back to the **Solar System** section.

3. On the **View** menu, click **Page Header**.

The title area on the page closes.

4. Open the **Page Header** area again.

Tip Repeat the steps you took to close it.

5. Position your pointer (or pen) over the top page tab on the right of the page. Hold down your left mouse button, and drag downwards over the lower pages.

The various pages flash open as you drag over them. In a crowded notebook, this can be a convenient way of looking for a particular page.

Optional exercise: Delete Lectures folder

If you plan on doing the next practice session, don't do this exercise yet. You will delete the **Lectures** folder in Lesson 2.

You need to be in different folder before you can delete the **Lectures** folder.

1. Click the drop-down arrow next to the folder titled **Lectures**.
2. In the list of folders and sections click the section or folder directly above **Lectures**.

You'll now be in a different folder and you should see the **Lectures** folder tab at the top of the page.

3. Right-click the folder tab **Lectures** and then click **Delete**. You will see a warning message, click **Yes** to continue.

To continue the course

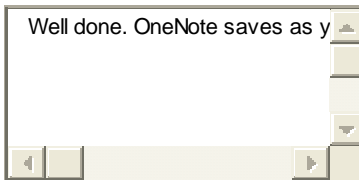
Click **Return to course** to switch back to the course page in your Web browser. When you're there, click **Next** to continue the course.

Test yourself

Complete the following test so you can be sure you understand the material. Your answers are private, and test results are not scored.

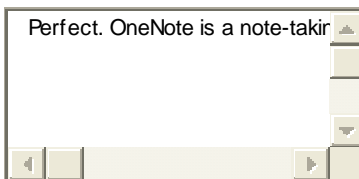
To save your notes in OneNote you:

- On the **File** menu, click **Save**.
- Click the **Save** button.
- Press CTRL+S.
- There is no **Save** command in OneNote; it saves automatically as you work.



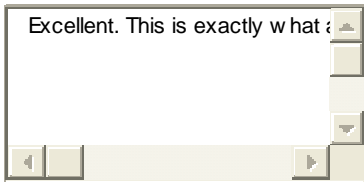
To use OneNote you must have:

- Either a keyboard or an inking device (or both).
- A Tablet PC.
- A keyboard.
- An inking device.

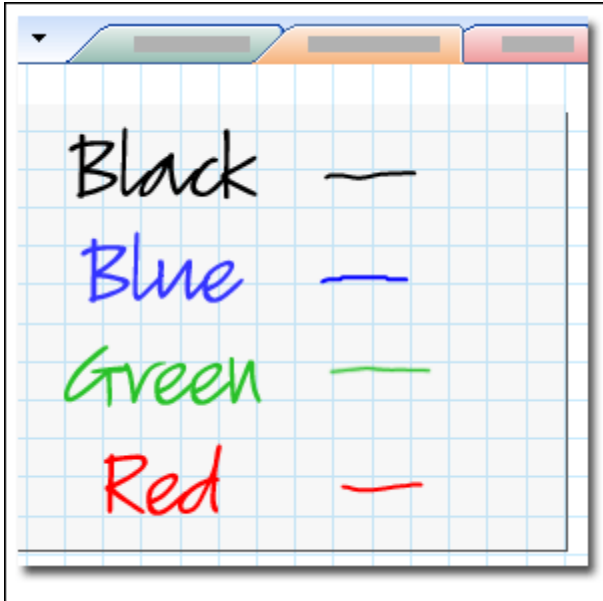


A folder in OneNote is:

- An organizational aid that keeps groups of pages together.
- An optional organizational aid that enables you to group similar sections together.
- An area in My Documents where OneNote files are kept.
- Somewhere to keep all the paper notes that you print.



What do you like?





Use rule lines and different color pens.

You can change the appearance of the following features in OneNote — it's simple:

Pages

To add rule lines to your page, on the **View** menu, click **Rule Lines**, and then click the type of lines you'd like. Using the

Hide Page Titles button  and **Show Page Titles** button  at the bottom right of the page, you can choose to show or hide the section page titles in the page tabs.

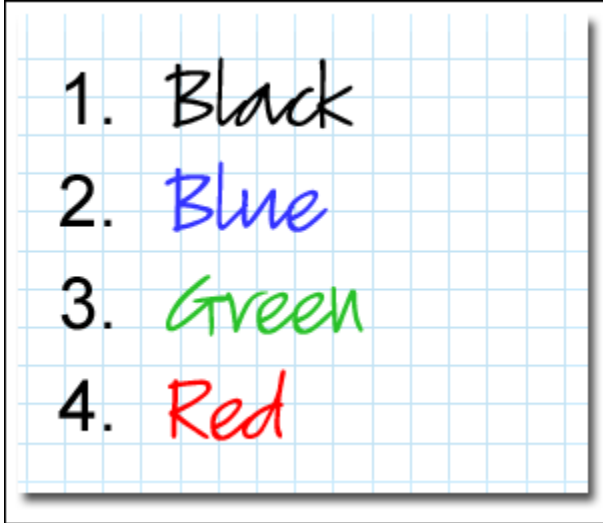
Sections

You can change the color of the tab and header area of each section. You'll try this in the practice session.

Pens

You have a range of pen colors and types to choose from with inking in OneNote. You'll see more in the practice session.

Working with words



Handwritten text can be formatted like typed text.

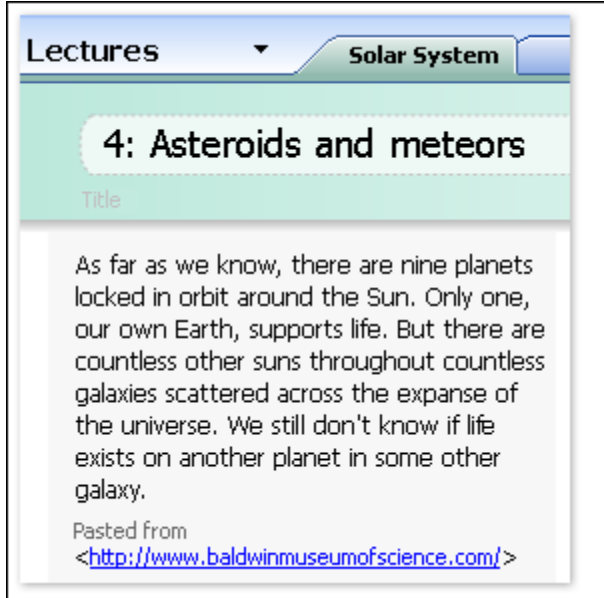
OneNote has all the features you would expect from a product designed for working with words. You can use bulleted and numbered lists, insert symbols, check spelling, and format fonts as you would in Microsoft® Word.

When you use a Tablet PC, OneNote recognizes handwriting as text, which means that you can format handwritten text in the same ways as typed text. For example, you can add bullets or numbering to a handwritten list.

Because it's all about taking notes, OneNote doesn't provide as much capability for formatting text as Microsoft Word. If you need to write a professional document or letter, you can always send your notes from OneNote into Word and format them there. On the **File** menu, point to **Send To**, and then click **Microsoft Office Word**.

To share your notes with someone else, put them into an e-mail message by pointing to **Send To** and then clicking **Mail Recipient**. Or just print them out.

Research



Paste text from a Web page, and the URL will be included automatically.

Internet sources

Have you ever taken notes and then later wondered what source reference you used? OneNote has a handy feature to solve this problem when you're using the Internet for research. If, for example, you paste some information from your company's Web site, OneNote will automatically add the URL of the Web page to your notes.

Research task pane

The new **Research** task pane in Microsoft® Office 2003 is available in OneNote by clicking **Research** on the **Tools** menu. Then you can do research straight from your notebook.

Personalize OneNote

If you didn't do the first practice session, or you deleted the practice folder at the end of the session, you need to make a new folder and section.

Create a new folder


1. On the **Insert** menu, click **New Folder**.
2. You need to name the new folder. Type **Lectures** and then press ENTER.
3. Click the tab of the new folder to open it.
4. Click anywhere on the page to create a new section.
5. Now name the new section: **Solar System**. Then press ENTER.

Tip If you click in the page before typing the folder or section name then they will receive a default name of "New Folder" or "New Section". You can still rename them; right-click the folder or section tab, click **Rename**, then type the new name and press ENTER.


Exercise 1: Personalize OneNote

1. If it's not already open, open the **Solar System** section.
2. On the **View** menu, point to **Rule Lines**, and then click **Standard Ruled**.

The page now has rule lines and a margin line.



3. Try out some of the other rule lines as well. Pick the one you like most.
4. Click the **Hide Page Titles** button  at the bottom of the page tab area.


The page numbers rather than titles are now shown on the page tabs.

5. Use the **Show Page Titles** button  to put the titles back on the page tabs.
6. Right-click the **Solar System** section tab, point to **Section Color**, and then click another color. Choose whichever you like.

Exercise 2: Bulleted list

If you have a Tablet PC, use handwriting during this exercise. Otherwise use your keyboard.

1. Tablet PC users, tap the **Pen** button .
2. Write **Moons of Mars**, underneath write **Phobos** (if you are using a keyboard, press ENTER to start a new line), and on a third line write **Deimos**.
3. Tap (or click) the **Type/Selection Tool** button  and then select the text you've just entered by dragging over the text (if you're using a mouse you'll have to click and drag).
4. On the **Format** menu, tap (or click) **Bullets**.
5. In the **Bullets** task pane, tap (or click) a bullet design that you like.
6. Close the **Bullets** task pane.

7. Select the last two lines of text by dragging (or clicking and dragging), and tap (or click) the **Increase Indent** button  on the **Formatting** toolbar. The indented bullets will have a different design.

Exercise 3: Taking information from the Internet


In this exercise you need to go to a Web page, copy some text, and then come back to the OneNote window. You can navigate between your browser window and OneNote by using the buttons on the taskbar at the bottom of the screen or by pressing ALT+TAB.


1. Switch to the course page by clicking your Web browser button on the taskbar. Select a small section of text from the training course page and copy it.
2. Switch back to OneNote, and then paste the text into the OneNote page.

The text is pasted in, and OneNote includes the URL of the Web page at the bottom of the pasted text, so you can keep a record of the source of information you found on the Internet.

Optional exercise 4: Change ink color

If you have a Tablet PC, use handwriting during this exercise. Otherwise use your mouse (using a mouse will be more difficult and less attractive, but you can give it a go. Any writing you create with a mouse will be recognized by OneNote as a drawing, not handwriting).

1. Go to a blank page or click the **New Page** tab.
2. Tap (or click) the **Pen** button  on the **Standard** toolbar.
3. Write your name on the page.

Mouse users: You'll find this easier if you write in cursive and don't lift the pen off the page.
4. On the **Standard** toolbar, tap (or click) the arrow next to the **Pen** button.
5. Choose a different width and color of pen.
6. Write your name again.
7. Tap (or click) the **Type/Selection Tool** button  to get out of pen mode.

Optional exercise: Delete Lectures folder

You probably don't want a **Lectures** folder in your notebook. Here's how to delete it.

1. You need to be in different folder, so click the arrow next to the folder titled **Lectures**.
2. In the list of folders and sections, click the section or folder directly above **Lectures**.

You'll now be in a different folder and you should see the **Lectures** folder tab at the top of the page.
3. Right-click the folder tab **Lectures** and then click **Delete**. You will see a warning message; click **Yes** to continue.

To continue the course

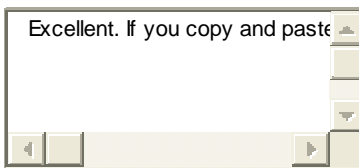
Click **Return to course** to switch back to the course page in your Web browser. When you're there, click **Next** to continue the course.

Test yourself

Complete the following test so you can be sure you understand the material. Your answers are private, and test results are not scored.

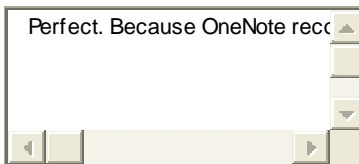
If you paste some information from your company's Web page into OneNote, how should you keep a record of the information source?

- Note down how you found the Web site.
- Sit back and let OneNote do the work for you.
- I'm not bothered about sources, I won't need it again.
- Copy and paste the URL into OneNote.




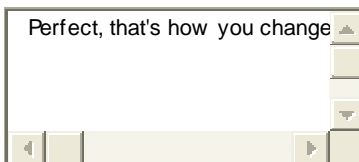
You have some handwritten notes on your Tablet PC and you want to add bullets. What do you do?

- Select the text and click the **Bullets** button .
- You can't use bulleted lists with handwriting.
- Retype the list by using the keyboard.
- Select the text, right-click and click **Convert Ink to Text**, and then click the **Bullets** button .

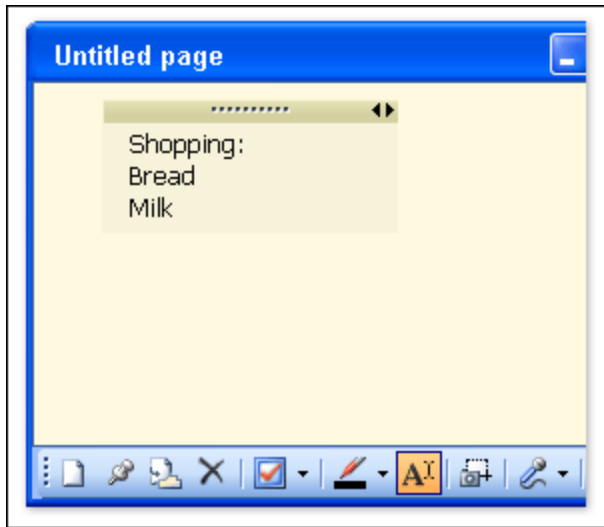


You want to change the ink color of your pen in OneNote. What do you do?

- Nothing, you can't change ink color.
- On the **Format** menu, click **Ink**.
- Put a different color cartridge into the pen or stylus you're using.
- Click the arrow next to the **Pen** button  and then click the desired ink color.




What is Side Note?



Side Note opens in a small window.

Side Note is like a computer sticky note. You can have it open in a small window on-screen to note small details or comments as you think of them. The great thing is that these notes are saved in the Side Note section of your normal OneNote notebook.

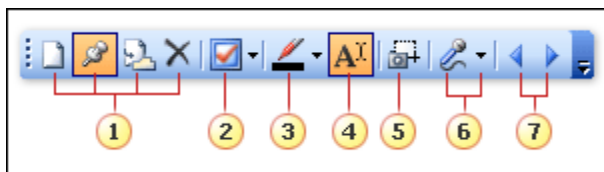
You can start Side Note directly from an icon in the system tray on the taskbar . The Side Note section will be the open section in OneNote and the window smaller than normal (similar to the picture on the left). If you expand the window, you'll be back in OneNote, as you've seen it before.

You can have a regular OneNote window and Side Note open at the same time.

Just like the rest of OneNote, when you close Side Note your notes will be saved, and when you reopen it will take you back to the last page you worked on.

Note The Side Note section won't appear in OneNote until you start Side Note for the first time.

Working with Side Note



The **Side Note** toolbar.

- 1** Page buttons (including the **Keep Window on Top** button).
- 2** **Note Flag** button.
- 3** **Pen** button.
- 4** **Type/Selection tool** button.
- 5** **Screen Clipping** button.
- 6** **Record** buttons.
- 7** The **Previous Page** and **Next Page** buttons.

Side Note has a shortened toolbar at the bottom to help you work. See the picture on the left. You can open new pages, flick back and forth through pages, and delete pages. You can also flag notes for follow up.

If you'd like Side Note to stay on top of your other windows so that it's always available to take notes, you can use the **Keep Window on Top** button.

Note You can also make an audio or video recording while you take notes. For more information about this, see [Take audio and video notes](#).