



Getting Started With Microsoft OneNote

Microsoft OneNote 2003 is designed to replace a standard spiral notebook by allowing you to take notes using your computer. This quick reference guide is a resource for getting started with OneNote. The guide will demonstrate the basic features of OneNote such as learning how to organize notes for ease of accessibility, and how to share notes with others. In OneNote, taking notes is done on pages, just like on paper. Notes can include text, graphics, handwriting, audio, video, etc. Space can be added on a page for including more notes and new pages can be added as needed as notes expand.

Creating a page:

1. Click the **New Page** tab along the side of the OneNote window.
2. Click the *arrow* next to the **New Page** tab and choose a blank page.
 - There are also options to choose stationery if desired.
3. In the **Title** box at the top of the page, type a title for the page.

Type or write notes on a page:

To take notes in OneNote, do one of the following:

1. If you're using a keyboard, click where you want to type your notes and then type them on the page.
2. If you're using a pen-input device or a Tablet PC, click **Pen** on the Standard toolbar and then write your notes on the page just as if you were using a pencil or pen.
 - To switch back to typing, click **Type/Selection Tool** on the Standard toolbar.



OneNote 2003 automatically saves your section when you close a notebook or exit OneNote. OneNote also saves your work while you are using OneNote. Therefore, there is no need to manually save your notes when you are finished taking them.

Add text or graphics from a web page:

In a web browser, do any of the following:

1. To add a graphic or text, select the graphic or text, and then drag and drop it to a location on the page in OneNote. You can also copy and paste the text or graphic to a location on the page in OneNote.
 - When adding text or a graphic from a web page by the drag and drop method, the address of the web page automatically appears below it so that the user can easily refer back to the web page.

Adding flags to notes:

A flag in OneNote is a symbol that provides additional information about a note, such as the importance of a note and whether any action needs to be taken to follow up on a note. OneNote provides several predefined flags, such as **To Do** and **Important**, that can be associated with a note. Custom flags can also be created to meet specific needs.

1. To display the flags, click **View**, point to **Toolbars** and then click **Note Flags**.
2. Place the insertion point in the paragraph that you want to flag.
3. On the **Note Flags** toolbar, click the note flag you want. For example, click **Note Flag (To Do)** to attach a check box for something that you want to follow up on.

Moving text on a page:

To move text, do any of the following:

1. To move text within the same page, click the top edge of the note container and then drag and drop the container to a new location.
 - To copy or move text from one page to another page, *right*-click the top edge of the note container, click **Copy** or **Cut** on the shortcut menu and then **Paste** the notes to the page you want.

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Finding a note:

By using OneNote, a user can easily search for and find specific information in his or her notes.

1. In the Type text to find box, type the text that you want to find.
2. Click the **arrow** next to Find and then do one of the following:
 - To search for notes only in the section that is currently open, click **Current Section**.
 - To search for notes only in the folder that is currently open, click **Current Folder**.
 - To search for notes in both the folder that is currently open and all of the folders within that folder, click **Current Folder and its Subfolders**.
 - To search for all notes, click **My Entire Notebook**.
3. Click **Find**.
 - If one or more instances of the text is found, the total number of instances appears in the toolbar area. To move from one instance of the text to another, click **Previous Match** or **Next Match**.
 - To review the list of pages that contain the text, click **View List**, and then do any of the following in the Page List task pane:
 - Click the **title** of the page to open a specific page that contains text.
 - To sort the list of pages in a different way, click the option that you want in the Sort list by list.
 - To change the scope of the search, click the option that you want in the Search list.
4. To end the search, click **Clear Find Highlighting**.

Getting the OneNote notebook organized:

The OneNote notebook can be organized into pages, sections, and folders according to subject. Pages are organized into sections and sections are organized into folders.

Creating a section:

1. On the File menu, click **New**.
2. In the New task pane, click Section.
 - Type a name for the section.

Creating a folder for storing sections:

Folders can be used to organize sections into even broader categories of notes. A folder can contain one or more sections or other folders. Multiple folders can be created to meet the needs of a user.

1. To create a folder, click **New** on the File menu.
2. Click **Folder** in the New task pane.

Moving a page:

To move a page, do any of the following:

1. To move a page within a section, drag the tab for the page to the right until a small arrow appears and then drag the tab up or down to a new location in the section.
2. To move a page to a different section or to a folder, **right-click** the page tab, point to Move Page To on the shortcut menu and then choose the section or folder to move the page to.
 - Choose Another Section if the section or folder you want does not appear. To view the page after it is moved, open the section that the page was moved to and then click the tab for the page.

Send Notes to Microsoft Word 2003:

Users can easily select the notes on a page, an entire page, or a set of pages and send that content to a Microsoft Word 2003 document. To send notes to Word 2003, follow these easy steps:

1. On the File menu, point to Send To, and then click **Microsoft Office Word**.
 - Word 2003 will open with a new document containing the notes you selected.

Joining or starting a shared notebook session:

1. Click **Share with Others** on the File menu.
2. In the Share with Others task pane, click **Join a Session** or **Start a Session**.

Sending notes to someone by email:

To share your notes with others, you can either print them or send them by email if you have Outlook 2003. To send notes to other users via email, follow these easy steps:

1. To select a group of pages, double-click the page tab of one of the pages in the group.
 - To select more than one page, hold down the [SHIFT] or [CTRL] key while you click the other page tabs. Hold down the [SHIFT] key to select the page tabs for a group of pages, and hold down the [CTRL] key to select the tabs individually.
2. Click **E-mail** on the Standard toolbar.
3. Type the appropriate information in the **To** and **Cc** boxes of the new mail message.
 - Type a message in the Introduction box if you want to add an additional message from the notes.
4. Click **Send a Copy**.