

OneNote® 2010 Introduction



Office OneNote 2010 is a program that uses digital notebooks to provide you with one place to gather related notes and information in a variety of formats, including text and media files. Notebooks are divided into sections, and sections into pages. OneNote 2010 also has powerful search capabilities for retrieving your information, and notebook sharing for collaborative work over the internet or a local network.

Navigating Notebooks

Notebook tabs **1** run down the left and show notebooks that are currently open. The default notebooks are WORK and PERSONAL, but you may rename these.

- To select a notebook, [Click] on one of the tabs.
- To expand the notebook tabs area, [Click] **2** at the top. The pane now shows notebooks as well as the sections they contain.

Opening an Existing Notebook

To open a notebook that is not currently shown on the navigation bar, choose **FILE**, then **OPEN**, then [Click] **OPEN NOTEBOOK**. Navigate to, then select the notebook. [Click] **OPEN**.

Creating a Notebook

- Choose **FILE**, **NEW**, or [Right Click] on a notebook tab and choose **NEW NOTEBOOK**.
- Choose a location:
WEB: Shared on a web service (such as Windows Live), accessible from other computers, and shareable.
NETWORK: Local network or SharePoint server.
MY COMPUTER: Your computer.
- Type a name for the notebook in the **NAME** box.
- Select a **LOCATION**, if necessary **SIGN IN** to Windows Live.
- [Click] **CREATE NOTEBOOK**.
- If you chose to share the notebook, you will be now given the option to email a link to others.

New blank notebooks have one section, containing one blank, untitled page.

Saving in OneNote

OneNote saves notes automatically as they are created, so there is no need to save manually. OneNote also saves a backup copy of your notebooks — by default, the backup frequency is set to once a day. To change the frequency or location for backups, choose **FILE**, then **OPTIONS**, then [Click] the **SAVE & BACKUP** tab and set options.

Sections and Pages

Sections are like dividers in a binder. Section tabs **1** run across the top of the notebook. The pages of the currently selected section are shown as tabs on the right **2**. Pages may also have sub-pages. To hide sub-pages, hover over the main page tab, then [Click] **3**. To show sub-pages, [Click] **4** on the page tabs.

Adding a Section

[Click] **5** to the right of the section tabs.

Adding a Page

- Press **<Ctrl-N>**, or [Click] the **NEW PAGE** button **4**, or [Hover] the mouse pointer over the existing page tabs and [Click] the **New Page** button that displays **6** to the left of the tabs.
- To create a new page from a template, [Click] the drop-down arrow of **7** **Page Templates** and select a recently used template, or **PAGE TEMPLATES** for more options.
- Pages can be created at any level (i.e. Main page, subpage, sub-subpage).
- To promote or demote a new or existing page, [Drag] the page tab right or left.

Deleting a Section or Page

[Right Click] on the section or page tab, and choose **DELETE**.

Moving or Copying a Section

[Drag] the section tab to the desired location.

Moving a section to a different notebook:

- [Right Click] on the section tab, and choose **MOVE** or **COPY**.
- Select a notebook. To specify the position of the section, [Click] **8** to view the notebook's sections, select the section you would like the new section to be inserted after, and [Click] **MOVE** or **COPY**.

Or, [Drag] the section tab and hover over the destination notebook tab until it displays a section list, then continue [Dragging] within the section list to the desired location.

Moving a Page

- [Drag] the page tab to the desired location.
- To move multiple pages at once, **<Ctrl>**-[Click] on individual page tabs, then [Drag] any of the selected tabs to move all of them.

To move a page to a different section:

[Drag] the page tab(s) and hover over the destination section tab until it opens, then continue [Dragging] until the insertion bar is where you would like in the new list of pages.

To move or copy a page to a different notebook:

- [Right Click] on the page tabs, and choose **MOVE** OR **COPY**.
- [Click] **9** to view a notebook's sections.
- Select the section of the new notebook that you would like to move the page(s) to.
- [Click] **MOVE** or **COPY**.
- Or, [Drag] the page tab and hover over the destination notebook tab until the tab displays sections, then continue [Dragging] to the desired section, then continue [Dragging] into the list of pages.

Renaming a Section

[Right Click] on the section tab, and choose **RENAME**.

Renaming a Page

Type the name in the title box **8** at the top of the page.

Creating Text Notes

- To create a text note, [Click] anywhere on the open page and begin typing.
- Each new note is automatically created in a separate text box, or note container. The note containers appear on a page whenever you move the pointer over them or when you [Click] on a page and begin typing.

To create a text note when OneNote is not open:

- [Click] the OneNote icon **10** in the Windows Notification Area (bottom right of screen, next to the time) to open a Side Note (a blank untitled note), without first starting OneNote.
- Type your note as usual, then close the window. When you next open OneNote, you will find your note on a new page in the Unified Notes section **9**.

Note: The icon can be set to open a Side Note, or the OneNote program. [Right Click] the icon and choose **ONENOTE ICON DEFAULTS** to change this.

Moving Text Notes

- Hover over the note then [Drag] **11**.
- To move or copy the note to a new page, hover over the note then [Click] **12**. Cut **<Ctrl-C>** or copy **<Ctrl-C>**, go to the new page, [Click] on a blank spot or an existing text, then paste **<Ctrl-V>**.

Merging Text Notes

You can merge the contents of two or more notes by pressing **<Shift>** while [Dragging] one note over another.

Creating Tables

- [Click] where the table is to go. **13** then [Click] in the grid to indicate the number of rows and columns. Or, [Click] **INSERT** **TABLE** and type in the number of Rows and Columns desired.

To quickly create a table on the fly:

- [Click] where you want the table to appear.
- Type the text for the first column heading.
- Press **<Tab>**.
- Type additional column headings, pressing **<Tab>** after each.
- To create and move to a new row, press **<Enter>** when in the last cell of the table.
- To insert a column to the left or right, press **<Ctrl-Alt-E>** or **<Ctrl-Alt-R>**.

Keyboard Shortcuts

Create new Side Note	Ctrl-N
Open OneNote	Ctrl-Shift-N
Create screen clip	Ctrl-S
Enable/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
Print the current page	Ctrl-P
Add a new page at the end of the current section	Ctrl-N
Go to the ...	
Next section	Ctrl-Tab
Previous section	Ctrl-Shift-Tab
Next or previous page in the section	Ctrl-Page Down or Ctrl-Page Up
First or last page in the section	Alt-Home or Alt-End
First or last page in the currently visible set of page tabs	Alt-Page-Up or Alt-Page Down

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Page Tri Fold Tips Tricks Shortcut Training

Beezix, Inc Staff



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OneNote 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office OneNote 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Navigating Notebooks Opening and Existing Notebook Creating a Notebook Saving in OneNote Sections and Pages Adding a Section Adding a Page Deleting a Section or Page Moving or Copying a Section Moving a Page Renaming a Section Renaming a Page Creating Text Notes Moving Text Notes Merging Text Notes Creating Tables Working With Image Based Notes Screen Clips Creating an Audio or Video Note Unfiled Notes Sending to OneNote Adding Tags Add Tasks to OneNote Searching in OneNote Searching for Text Searching for Tags Searching for Audio and Video Notes The Search Results Pane Creating a Shared Notebook Turning Synchronization Off Turning Synchronization On Manual Synchronization Editing and Reading Shared Notebooks Password Protecting a Section Docking OneNote Taking Linked Notes

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Topics include Using the Task Pane and Smart Tags Organizing Your Notebook Working with Sections and Folders Creating New Pages New Subpages Side Notes Numbered and Bulleted Lists and Outlines Adding Cutting Copying Pasting and Aligning Text Adding and Deleting Handwriting Formatting Notes and Text Moving Copying Grouping Deleting and Restoring Pages Inserting Symbols Graphics and Audio Using Note Flags Sharing Finding and Sorting Notes Previewing and Printing Notes and much more An excellent instructional tool for the user new to OneNote 2003 it also serves as a handy reference for the more experienced user

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web both have different abilities to negotiate obstacles encountered when exploring the island's caves forests and shipwrecks this hand drawn island is full of secrets and the story is told through symbols that can be enjoyed by anyone you'll water the garden repair the lighthouse and investigate the mysterious spores key features

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web directed by brad peyton directed by writing credits cast in credits order complete awaiting verification produced by music by andrew lockington music by cinematography by david tattersall director of photography editing by david rennie edited by production design by bill boes art direction by bruce robert hill

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