

Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

View or switch between online accounts

Click your account ID to change settings or switch accounts.

Manage files

Open, create, share, and print your notes. You can also change your account settings here.

Show notebooks

Click the notebook icon to see all of your open notebooks.

Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

Tag important information

Prioritize and organize notes with instantly searchable tags.

Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

Create pages

Click **Add Page** to insert a new page.

View a full page

Click the double arrow for Full Page View.

Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.

The screenshot shows the Microsoft OneNote application window. The title bar reads 'Company Picnic Plans - OneNote'. The ribbon is set to the 'Home' tab, showing options for Font, Paragraph, Styles, and Page. The 'Page' ribbon is also visible, showing options for Insert, Draw, and Ink. The main content area displays a notebook titled 'Company Picnic Plans' with a page titled 'Company Picnic Plans'. The page contains handwritten notes in blue ink: 'Park? Campus?', 'Company Picnic', 'Band', 'Paddle Boats', 'Games', 'Food', 'Soda', and 'Pie'. A 'Follow-up Items' list is visible on the left side of the page, containing four items: 'Contact the caterer', 'Book the band', 'Follow-up on safety', and 'Send out park directions'. The 'Add Page' button is visible in the top right corner of the notebook view. The 'Full Page View' button is visible in the bottom right corner of the notebook view.

Onenote Guide

Sebastian Brünink

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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