

## Introduction to Microsoft OneNote 2007

This document provides a basic overview of the features in Microsoft OneNote 2007.

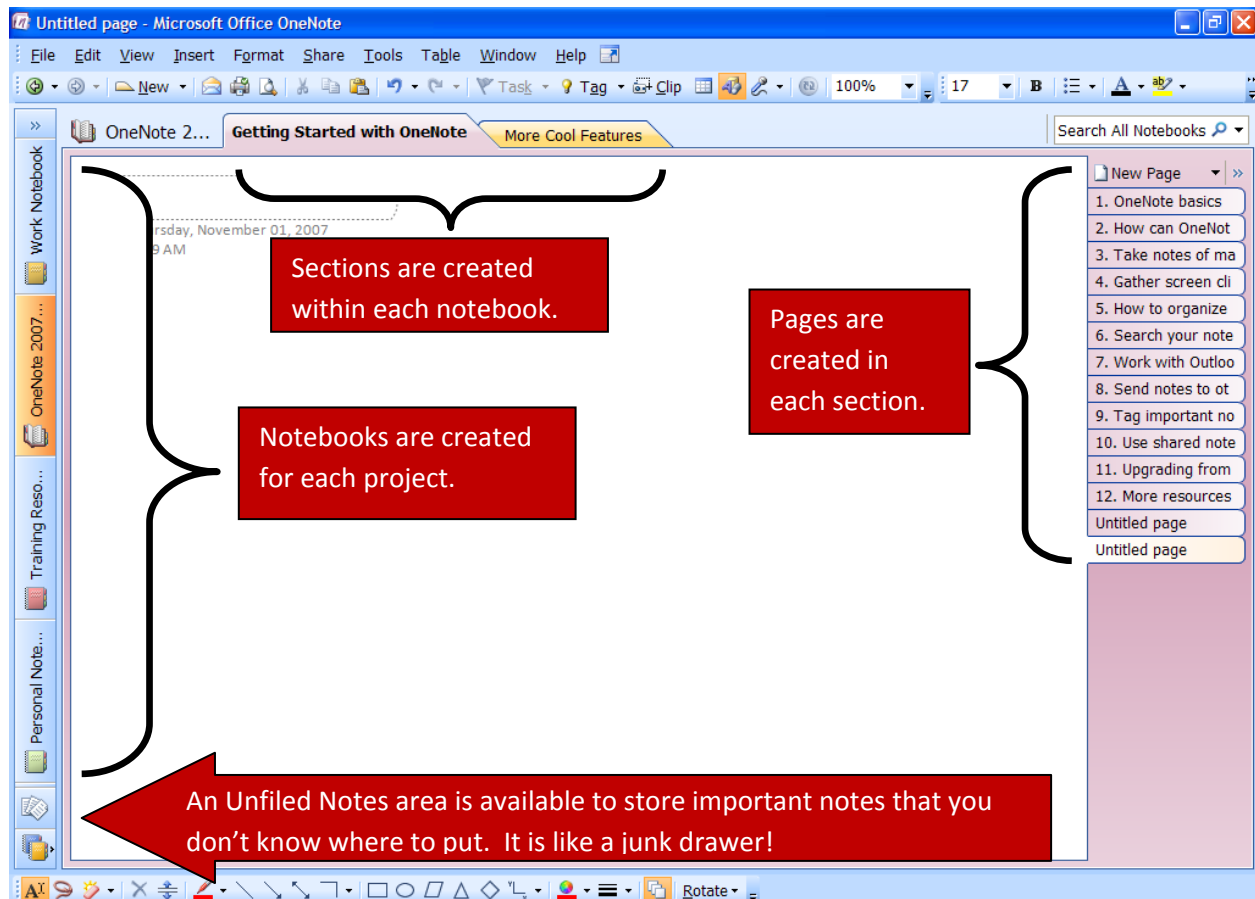
### What is OneNote?

In its simplest form, OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information. Unlike the traditional document page format, OneNote offers a free-form canvas where you can type, write, or draw notes in the form of text, graphics, and images wherever and however you want them.

OneNote is designed as a tool for notetaking, information gathering, and multi-user collaboration. OneNote also adds modern features such as drawings, pictures, audio, video, and ink as well as multi-user sharing of notes.

There is no right or wrong way to use it – develop your notetaking style as you go! Don't worry about making "mistakes" – the beauty of OneNote is that nothing is ever set in stone!

### The OneNote Environment



## What Kind of Notes Can I Keep?

The answer to this question is practically limitless! OneNote uses note containers – and they can contain:

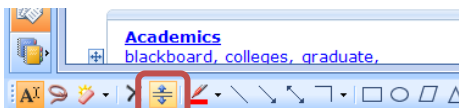
- Typed notes – just click and start typing
- Lists (bulleted or numbered)
- Images (clip art, digital photos, etc)
- Information copied and pasted from the Internet
- Information copied and pasted from other programs on your computer
- Tables
- Ink notes (for use with Tablet PCs)
- Diagrams (a Drawing Toolbar is available)
- Screen clippings (screenshots from the Internet or other programs on your computer)
- File attachments

## Now That I Have Notes, What do I do with Them?

Notes can be moved around OneNote simply by clicking and dragging. Press SHIFT while dragging if you want to merge note containers. Containers can be moved to different pages. Pages can be moved to different sections. Sections can be moved to different notebooks. Sections can also be grouped together to create a multi-level hierarchy.

If you run out of space on a page, you can click the Insert Extra Writing Space button to extend the page.

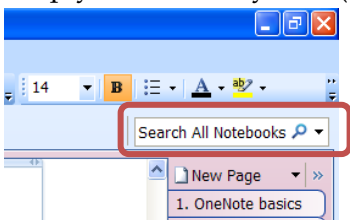
1. Click the **Insert or Remove Extra Writing Space** button in the **Drawing** toolbar.



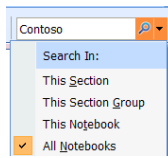
2. Then click and drag down on the page where you would like to have additional space.
3. To remove the extra writing space, click and drag up on the page.

Notes are also searchable – OneNote can quickly find typed text, handwritten notes on a Tablet PC, and even text inside pictures.

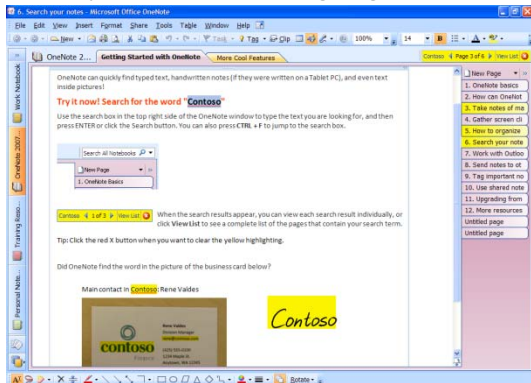
1. Simply enter the keyword(s) in the **Search** box in the upper right corner.



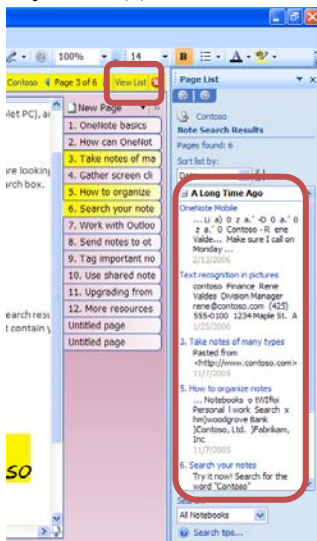
2. Click the dropdown arrow next to the Search box to select the search location.



3. The keywords will be highlighted.

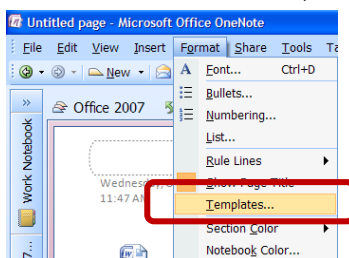


4. Click the **View List** button to see a complete list of the pages that contain the keyword(s).

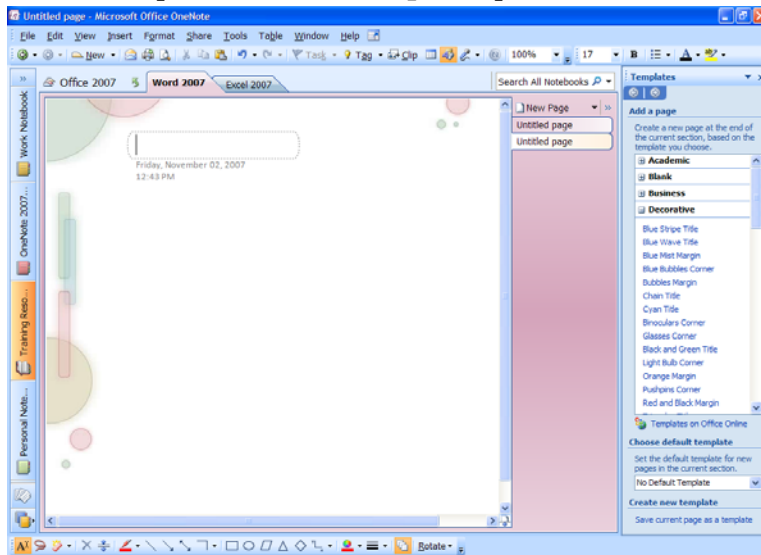


You can also apply page templates to enhance the look of your pages and help you avoid retyping common information on multiple pages. You can use any of the designs included in OneNote or you can design your own templates.

1. From the **Format** menu, choose **Templates**.



2. Select a template from the **Templates** pane.

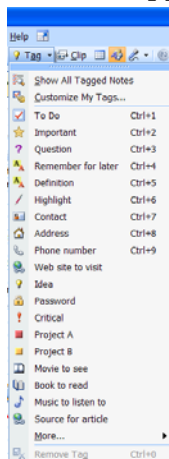


3. To create your own template, make a new page, and add graphics, text, etc as desired. Click **Save current page as a template** in the **Templates** pane. Enter a name and click **OK**.

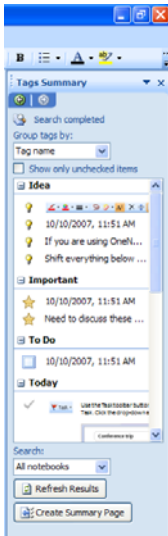
## Tagging Notes

As you can imagine, it may not take long for your notes to pile up. You can use Tags to easily flag and find important information.

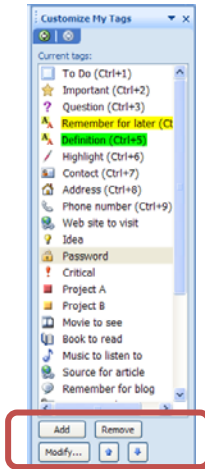
1. Click in a note.
2. Select the appropriate tag from the **Tag** button.



3. To see all tagged notes, from the **Tag** button, choose **Show All Tagged Notes**. A **Tags Summary** pane will open on the right side of the screen.



4. Tags can be added, deleted, modified, and moved in the tag list. Click on the **Tag** button and choose **Customize My Tags**.

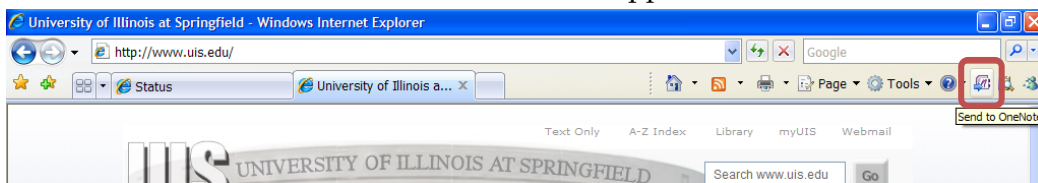


5. To remove a tag, click the **Tag** button and choose **Remove Tag**.

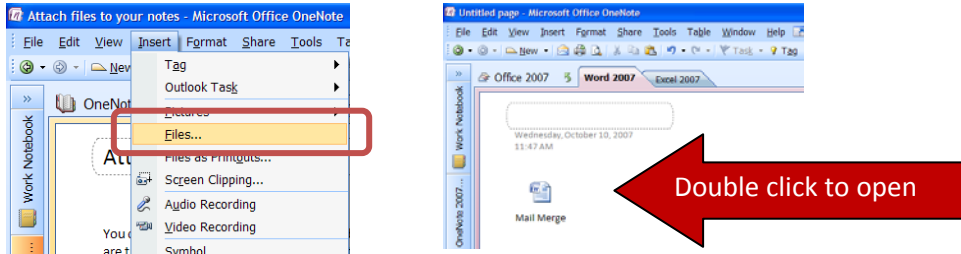
## OneNote with Other Applications

OneNote has built-in features to aid in collaboration with other applications.

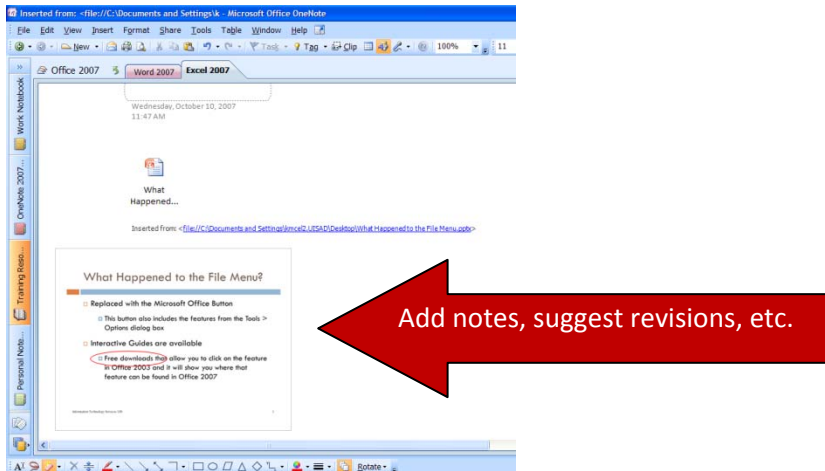
1. When working in Internet Explorer, click the **Send to OneNote** button to send some or all of a page to OneNote. To send part of a page, select the part you want and then click the **Send to OneNote** button. These notes will appear in the Unfiled Notes section.



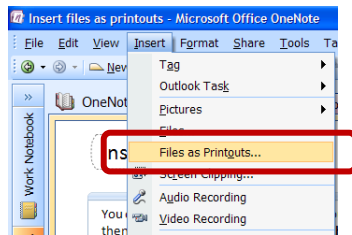
- Files created in other applications can be inserted as attachments in OneNote. This can be a valuable tool if trying to keep all files and notes associated with a project in one place. From the **Insert** menu, choose **Files**. Then browse for the files. Double click the file icon to open the attachment.



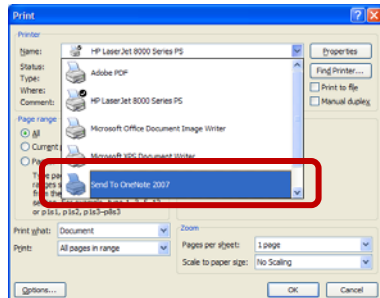
- Any file type that your computer can print can also be inserted as full-color, searchable printouts. You can then **type, draw, or handwrite on top of the printout picture** in OneNote. This can be a useful tool for editing papers, adding notes on a PowerPoint slide, etc. There are two ways to insert a printout in OneNote:



- From the **Insert** menu, choose **Files as Printouts**. Then browse for the file.



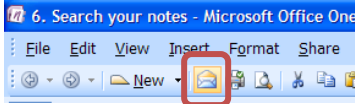
- While in another program, from the **File** menu, choose **Print**. Select **Send to OneNote 2007** as your printer.



## Sharing Notes with Others

You can send any note page as an e-mail message. Recipients do not need to have OneNote to view the notes.

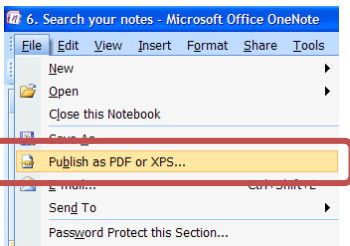
1. Click the **E-mail** button on the toolbar.



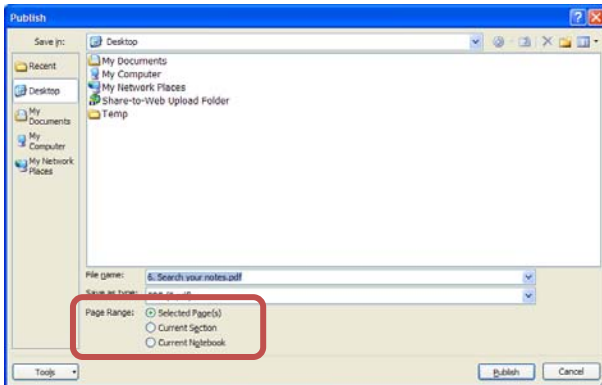
2. Your e-mail program will open. OneNote works best with Outlook 2007, but will also work with most other e-mail programs.

You can save the notes as a PDF file (once you have installed the free add-in).

1. From the **File** menu, choose **Publish as PDF or XPS**.

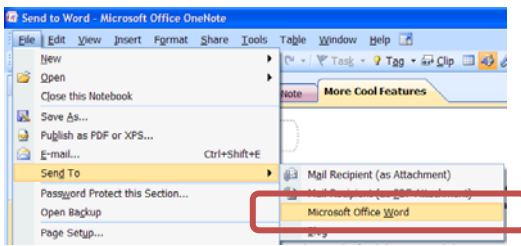


2. Select a name and location for the file. Also select whether to publish the selected page(s), section, or notebook.



Notes can also be sent directly to Microsoft Word 2003 or 2007.

1. From the **File** menu, choose **Send To**. Then choose **Microsoft Office Word**.



2. Word will open and your notes will appear in a new blank document.

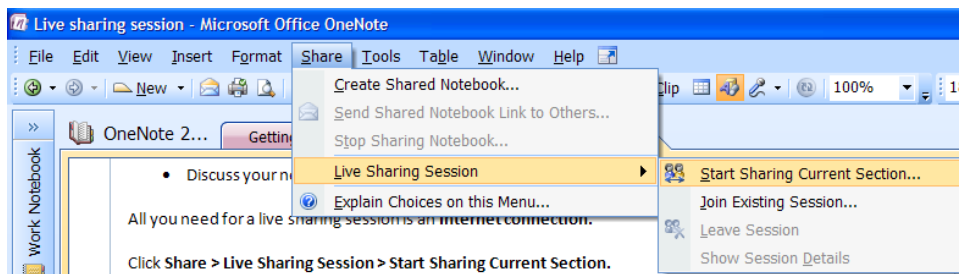
## Sharing Notebooks

Shared notebooks allow multiple people to edit at the same time. Changes are merged automatically. In addition, the notebook is available offline for each person.

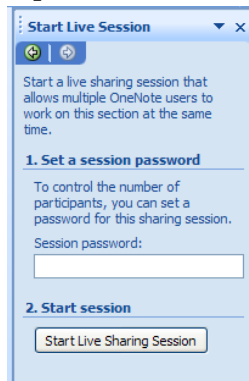
A notebook can be shared simply by storing it in a shared location.

You can also setup a live sharing session. All you need for a live sharing session is an Internet connection. To setup a live sharing session,

1. From the **Share** menu, choose **Live Sharing Session**, then choose **Start Sharing Current Section**.



2. A password can be set to restrict access. Then click **Start Live Sharing Session**.



3. The **Invite Participants** button will start an e-mail message including the necessary information for the participants to join the session.

