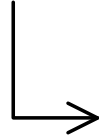


1. OneNote basics

How are OneNote pages different?


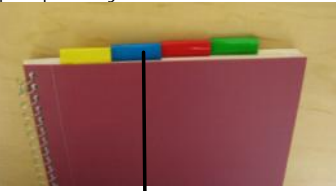

This is an example of a normal page of notes. You can type anywhere — just click and type. For example, type your name here. Then try moving it around.

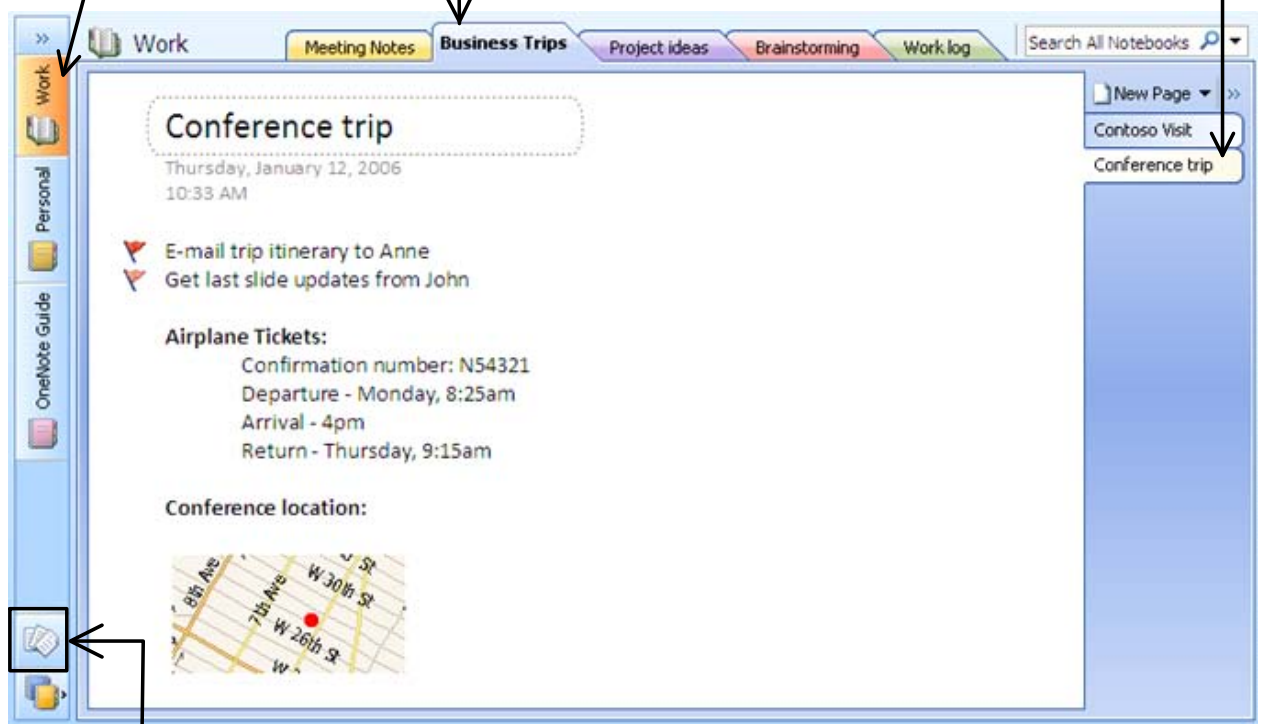


Note: You can't practice the interactive steps listed on these pages in this PDF document - If you install OneNote 2007 on your computer, this notebook will be available in OneNote for interactive practice.

What are all the tabs?

OneNote is a place for gathering, organizing, searching, and sharing notes, clippings, thoughts, reference materials, and other information. All your notes will be visible here — organized by notebooks, sections, and pages. You can create them by clicking File > New.

<p>Notebooks: Start with one or two.</p> 	<p>Sections in the current notebook: Sections let you organize notes by activities, topics, or people in your life. Start with a few in each notebook.</p> 	<p>Pages in the current section: Create as many note pages in each section as you want.</p> 
---	---	--



Special Unfiled Notes section — for note pages you need to create in a hurry. You can drag them elsewhere later.

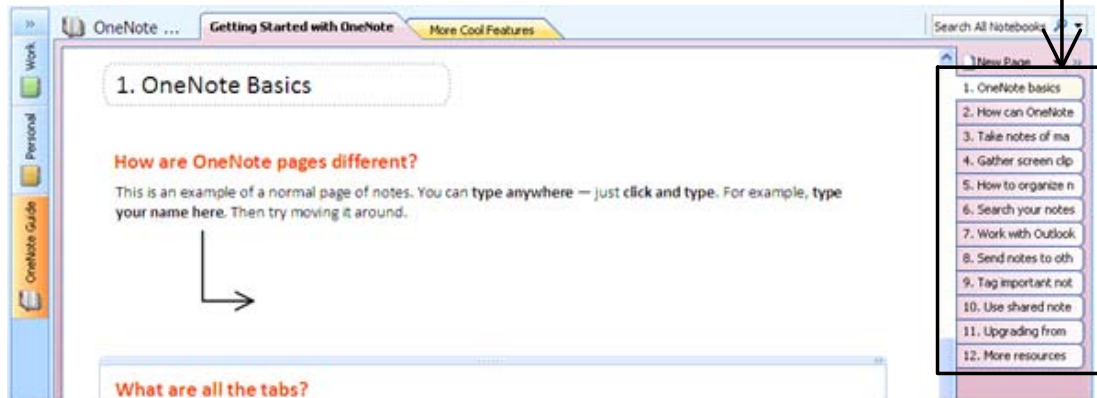


There is no Save button on the toolbar because OneNote saves all your notes automatically!

How can OneNote help me?

Take a few minutes to learn more about OneNote and its most important features.

Flip through the page tabs in this section (on the right-hand side):



Upgrading from OneNote 2003? Make sure to check out page 11 after you have looked through the other pages.

2. How can OneNote help me?

Something for everyone

OneNote is an idea processor, a notebook, an information organizer — some even call it an "add-on pack for your brain". Many people find OneNote indispensable once they start using it and we hope you do too!

OneNote can help if you need to:

- Make sure you don't lose any information that you think is important
- Organize scraps of information that don't fit well into e-mail, calendar, or formal documents
- Gather and refer back to notes from meetings or lectures
- Collect research from the Web or other sources and annotate it for yourself or others
- Keep track of what you need to do next and not miss anything
- Work closely with other people on a project sharing notes and files

OneNote will **complement** your activities in Microsoft® Office **Outlook®**, **Word**, and other programs in the Microsoft Office system through several integration features.

Capture ideas and gather information

You can quickly **capture** meeting notes, brainstorming notes, ideas and thoughts, audio from discussions, video from interviews, diagrams, and so on using the keyboard, pen or the recording capabilities in OneNote. You can also **gather** clippings from the Web, e-mail, miscellaneous materials for projects, customers, and classes, files, pictures, and so on using convenient integration with your Web browser and the Office system.

Keep things organized

With OneNote, all this information stays **in one place**. It is easy to **organize** it, or pile **it together (if that's your preference)**, and then **search** and find it again — even words in pictures and audio or video recordings! Since OneNote uses the familiar concept of notebooks divided into sections with pages, you can get going right away.

Be prepared

Having all this information at your fingertips **will keep you always prepared**: for the next meeting, for writing a final document or e-mail message, for doing a task, for talking to a customer, for going on a trip, and so on. You can flag items in your notebooks as Important or To Do and then quickly gather **summaries** of information you have flagged this way. OneNote is fully customizable so you can adapt it to your work style.

A team effort

You can also work **with your whole team** — in a **shared notebook** that everybody can edit at the same time and view even while not connected to the network. OneNote **seamlessly merges the changes** each time anyone updates the notebook. A shared notebook is a great way to see what information the team has gathered, what files and notes are available as sources, even what action items remain for the team to work on.

Continue to the next pages of this Guide for an overview of basic features you should know about.



3. Take notes of many types

Move your mouse over each note

You can take notes from top to bottom like in a word processor or use the whole page to arrange things as they make sense to you. When you take notes all over the page, they end up in separate note containers that you can move around. Try dragging the note containers using the handle at the top of each container. Press SHIFT while dragging if you want to merge the containers.

You can paste pictures into your notes, including clip art and digital photos



It's easy to create lists:

- ▶ Bulleted lists for random thoughts
 - ▶ In many different styles
 - Even nested outlines
1. Create numbered lists
 2. Use them for step-by-step notes

You can store information in tables.

Food to bring	Quantity
Apples	5
Oranges	4
Drinks	8

Ink notes

For ink tips on Tablet PC, check the More Cool Features section after you are done with this one.

You can copy and paste information from the Web or from other programs on your computer.



Products



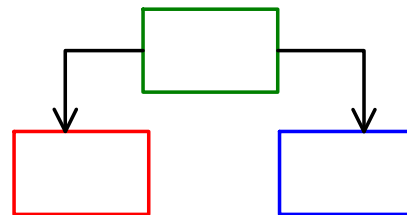
Team Ball
100% Leather
\$49.99



Team Bag
Lightweight, waterproof
Price: \$49.99

Pasted from <<http://www.contoso.com>>

You can make simple diagrams using the Drawing Toolbar (available on the View menu).




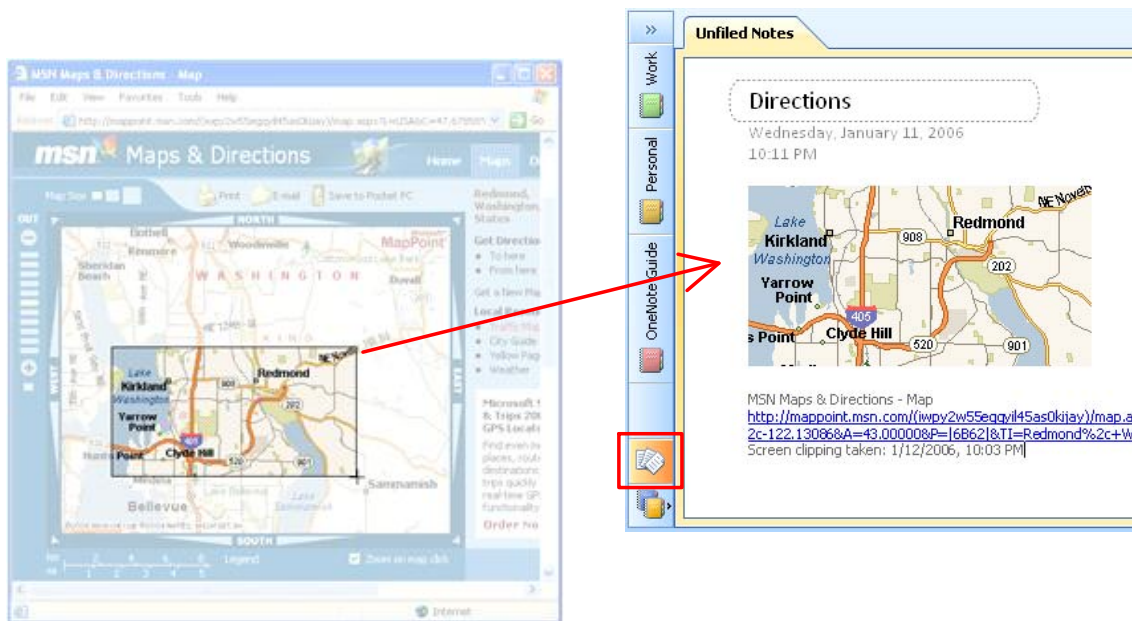
4. Gather screen clippings

Capture screenshots of what you see on the Web or in programs that you work with. Screen clippings are especially useful for Web research, trip planning, online shopping, and product comparisons.

Try it now

Insert a screen clipping from the Web:

1.  Press Window logo key + S while in any program or browser
2. Select an area of your screen. A separate OneNote window will open showing the Unfiled Notes section where the screen clipping is inserted:



When you want to insert a screen clipping into the current page instead of the Unfiled Notes section, switch to the OneNote window, put the cursor where you want the clipping, and click Insert > Screen Clipping or the Clip button on the toolbar:



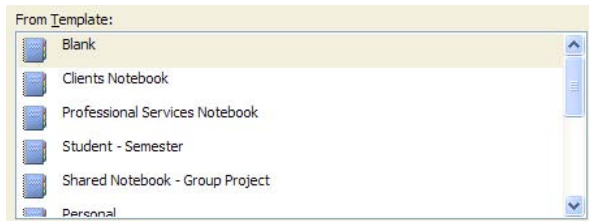
You can customize options for screen clippings by right-clicking the OneNote icon in the Windows taskbar:



5. How to organize notes

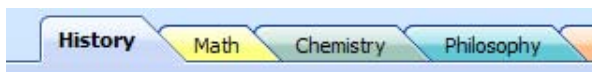
Start with one or two notebooks

You can start with the Work and Personal notebooks that are already created in OneNote and modify them as you like. Or you can close these notebooks and create a new notebook. Click File > New > Notebook to open the New Notebook Wizard. Try using one of the notebook templates listed in the wizard.



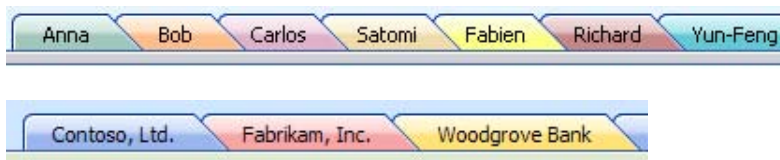
Create sections by project or topic

If your activities revolve around a project, a topic, or a class, create a section for each of these items in your notebook.



Create sections by person or customer

If you mostly deal with customers, patients, clients, or your direct reports, create a section for each of them.



Use the Unfiled Notes section when in doubt

When you don't have time to think about where your notes should go, just click Window logo key + N which immediately launches OneNote and creates a new page in the Unfiled Notes section (click the button at the bottom of the Navigation Bar to jump to it later). It's okay if this section gets big. You can drag the pages to other sections later, or just use search to find them in this section.

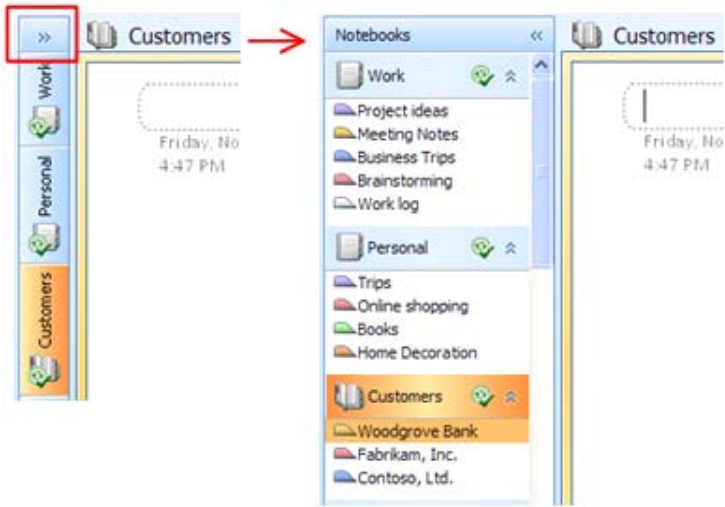


Change your organization over time

As you use OneNote and create more notes, you may want to organize your notes differently:

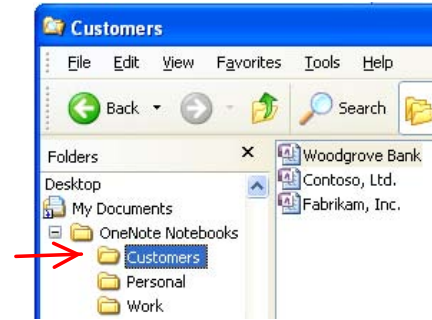
- If you find yourself creating a lot of pages for a topic, try dragging them into a new section
- If you find yourself creating many sections in one notebook, try putting some of them into a separate notebook
- Make navigation between notes more convenient by creating several notebooks at the top level, rather than putting everything inside one notebook

When you need to reorganize your notes, you may find it convenient to expand the Navigation Bar:



Note that in Windows Explorer:

- Notebooks are regular folders
- Sections are regular files



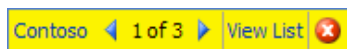
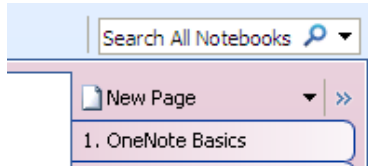
If you accumulate too many notebooks with too many sections inside each notebook, you can use Section Groups (File > New > Section Group) to nest a multi-level hierarchy of sections within one notebook.

6. Search your notes

OneNote can quickly find typed text, handwritten notes (if they were written on a Tablet PC), and even text inside pictures!

Try it now! Search for the word "Contoso"

Use the search box in the top right side of the OneNote window to type the text you are looking for, and then press ENTER or click the Search button. You can also press CTRL + F to jump to the search box.



When the search results appear, you can view each search result individually, or click View List to see a complete list of the pages that contain your search term.

Tip: Click the red X button when you want to clear the yellow highlighting.

Did OneNote find the word in the picture of the business card below?

Main contact in Contoso: Rene Valdes



Contoso


7. Work with Outlook

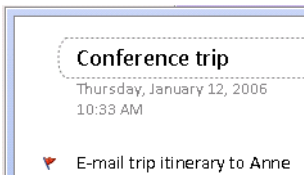
In Outlook:

Microsoft® Office Outlook® 2003 or 2007 required.

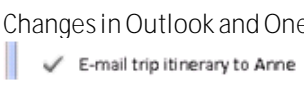
Create Outlook tasks from OneNote

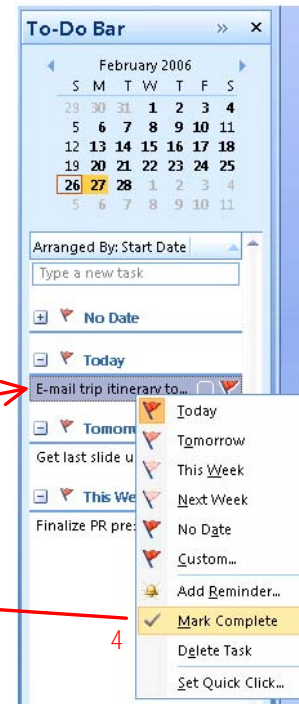
In OneNote, mark follow up items from meetings or brainstorming notes as Outlook tasks.

1  Use the Task toolbar button and drop-down or Insert > Outlook Task. Click the drop-down arrow to control the task due date.

2  3 Task will appear in Outlook

Changes in Outlook and OneNote are synchronized:

5  4

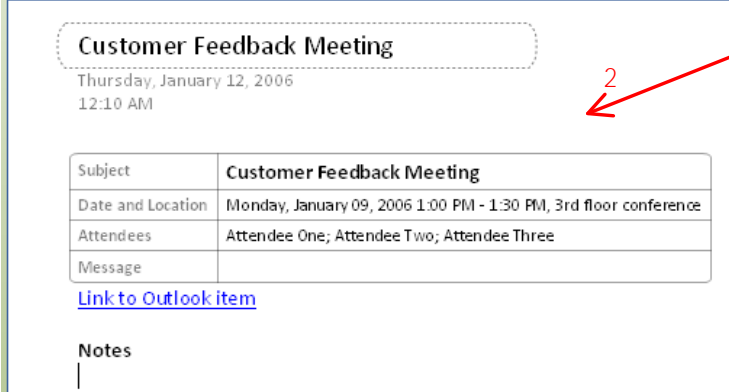


Create linked notes for Outlook meetings and Contacts

In Outlook, select a meeting or contact in Outlook that you want to take notes about.

Click the OneNote button with a chain link to create the linked notes. Later click the button again to open the created notes in OneNote.

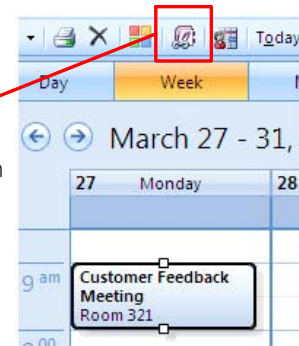
1 Click to create

2  3 Click again to open

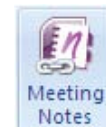
Subject	Customer Feedback Meeting
Date and Location	Monday, January 09, 2006 1:00 PM - 1:30 PM, 3rd floor conference
Attendees	Attendee One; Attendee Two; Attendee Three
Message	

[Link to Outlook item](#)

Notes



In Outlook 2007 this button is also available on the right-click menu for an item, or on the ribbon when you open the item:



Send e-mail messages to OneNote

In Outlook, select an e-mail message and send it to OneNote.



By default, the message goes to the Unfiled Notes section, but you can change that setting in Tools > Options > Outlook Integration.

E-mail notes directly from OneNote

Read the next page of the Guide to find out about this feature.

8. Send notes to others

E-mail notes, even to those who don't have OneNote

You can send any note page as an e-mail message, directly from OneNote. For example, send your meeting notes to other meeting participants. Recipients don't need to have OneNote to view the notes, because the notes are placed into the body of the message in HTML format, or added as an HTML attachment.



Click the E-mail toolbar button or click File > E-mail to compose a message. (You can click the E-mail button again if you want to cancel composing a message)

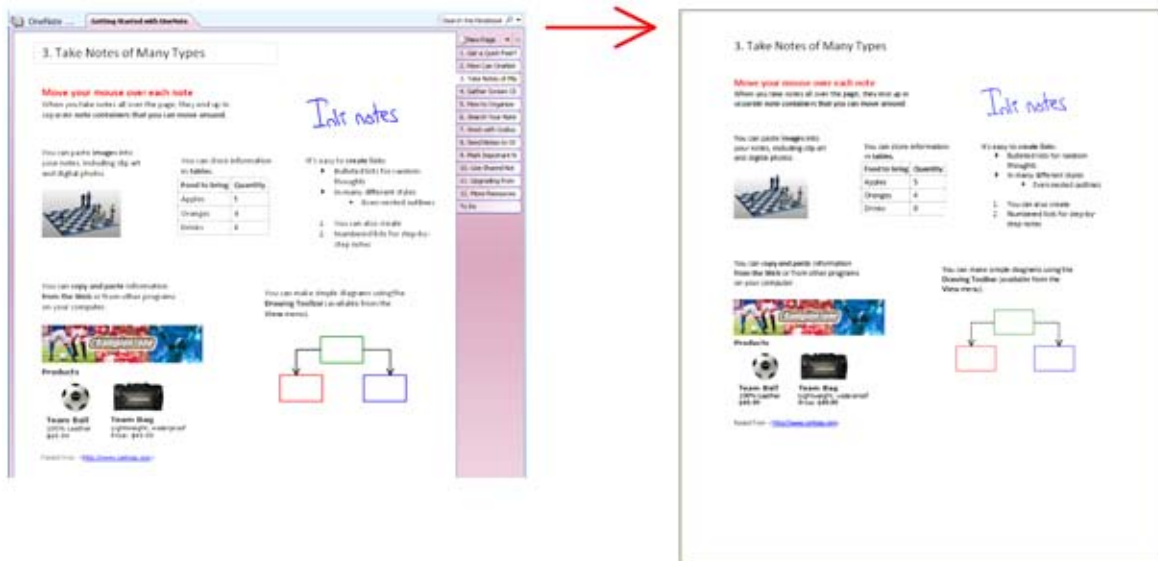
Note: This feature works best with Outlook 2007. It will also work with most other Windows-based e-mail programs if they properly support the MAPI interface.

Publish notes as PDF

Note: You can save as a PDF or XPS file only after you install an add-in. For more information, see [Install and use a PDF or XPS add-in](#).

You can save your notes in formats like PDF or XPS, for distributing to people who do not have OneNote or posting your notes on a Web page.

You can publish selected page(s) or a whole section. Click File > Publish as PDF or XPS.



9. Tag important notes


Use Tags to easily find important items buried in your notes. To see tags from all notebooks, click View > All Tagged Notes.

Tag meeting decisions, ideas, definitions, key points, billable hours, questions, people's names, books to read, etc. If you don't have Outlook for task management, you can use check-box tags to track tasks.

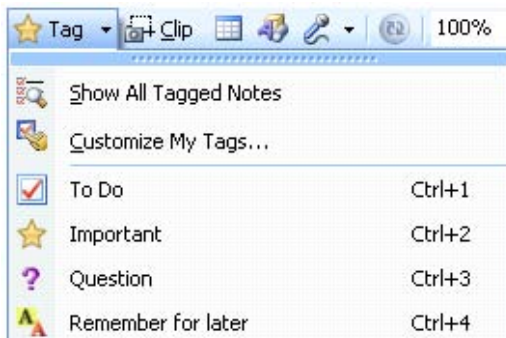
Try it now:

1. Put your cursor on the line below:

Important decision in a meeting

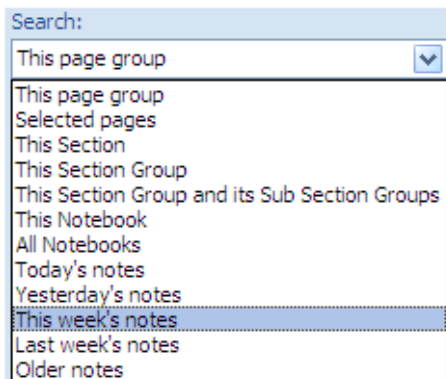
2.  Find the Tag toolbar button and click the drop-down arrow. Or click Insert > Tag.

Click Important on the drop-down menu:



3. On the same drop-down menu click Show All Tagged Notes. You will see the tagged note in the list, in addition to tags from other notebooks. Click on any tag in the roll-up to jump to the note.

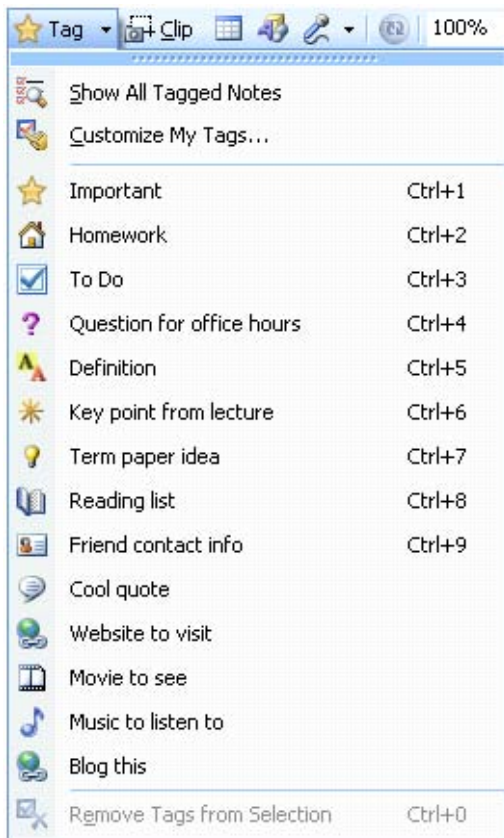
Tip: If you want to limit the tags summary to part of your notes, or just see notes you have tagged recently, choose a different Search setting at the bottom of the Tags Summary task pane:



Customize your tags

You can customize your tags however you want using Customize My Tags at the bottom of the drop-down menu. If you use OneNote at work, you can create tags that match your occupation. Similarly, students can use tags that are keyed to specific academic tasks.

Sample set of tags for students:

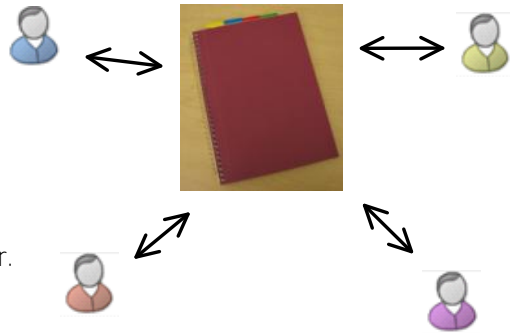


10. Use shared notebooks

Better than a document on a file share or shared drive

With a shared notebook:

- Multiple people can edit it at the same time
- Changes are merged automatically
- Notebook is available offline for each person



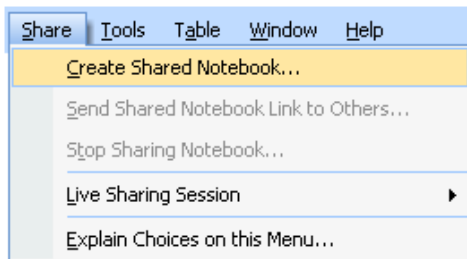
Keep your team "on the same page"

You can use a shared notebook for notes about a team project, so that everyone can work on it at once, like in a wiki — only better.

Shared notebooks are great for storing:

- Meeting notes
- Project vision and brainstorming ideas
- Any supporting materials collected by group members
- List of team work items that people can mark off. (If you manage your work items in Microsoft® Office Project, you can drag the project file onto a OneNote page as an attachment)
- Informal draft of the project report where people can add comments. Later you can send it to Microsoft® Office Word (File > Send To)

A notebook can be shared simply by storing it in a shared location, such as a shared folder on your own computer, a **file share on a server, or SharePoint site (Microsoft® Windows® SharePoint® Services 2.0 or 3.0)**. OneNote will guide you through setting up a proper location if you use the Share menu or the shared notebook option in the New Notebook Wizard.



Best practices for Shared Notebooks

To discover the best ways to use a notebook with a group of people, try the Shared Notebook templates when you create a Shared Notebook in the New Notebook Wizard.

11. Upgrading from OneNote 2003?

What you need to know about the new file format

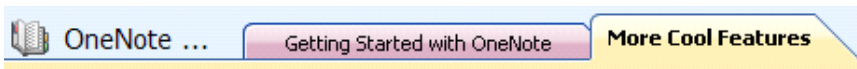
When you started OneNote 2007, your notes were upgraded to the new file format. The upgraded copy is placed in the new OneNote Notebooks folder. Your My Notebook folder remains untouched.

Can I upgrade later?	<p>You can upgrade individual notes by clicking the information bar at the top of the page:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"><p>This section was created with an earlier version of OneNote and cannot be edited. Click here to upgrade. After upgrading your notes can be opened only by OneNote 2007.</p></div> <p>If you don't upgrade:</p> <ul style="list-style-type: none">• Earlier version notes will be read-only• Some functionality (for example, search) is not fully supported for such notes
Don't upgrade shared notes	<p>If you are sharing OneNote 2003 files with other people who do not have OneNote 2007, do not upgrade those files.</p> <p>OneNote 2003 cannot read the new OneNote 2007 format.</p>
Notebooks vs. folders	<p>If you did a bulk upgrade, be aware that any top-level folders were turned into notebooks. Notebooks are a new feature that allows you to keep sections separate. Read more about them on the first page of this Guide.</p> <p>If you have additional folders (now called "section groups"), we recommend that you consider creating new notebooks and drag sections out of these folders into the notebooks. This note structure makes navigation between notes more convenient.</p> <p>Tip: Expand the notebook Navigation Bar while you are reorganizing your note structure.</p>

New features in OneNote 2007

- Multiple notebooks
- Multiple computer support
- Shared notebooks
- Notebook synchronization and merging
- Outlook integration
 - Outlook task synchronization
 - Notes linked to Outlook items
 - Send Outlook e-mails to OneNote
- Send Web pages to OneNote
- Hyperlinks between notes
- Insert files as printouts
- Notebook templates
- File attachments on pages
- Recognition of text in pictures
- Tables
- Drawing tools
- Lasso Select
- Calculator
- Faster search
- Audio search
- Full page view
- OneNote Mobile for mobile devices
- Programmability import/export APIs

To find out how to use these features, flip through the page tabs in this section and the **"More Cool Features"** section in this Guide notebook.



12. More resources

Visit the OneNote Site on Microsoft Office Online

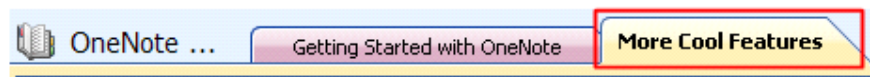
Our site is continuously updated with new articles and Help topics based on feedback from customers like you. If you tell us a help topic needs improvement, we try to fix it so that everyone gets a better experience. On Office Online, you can find a variety of OneNote resources to help you:

- More in-depth Getting Started information
- How-to articles and videos, training courses, and quizzes
- Downloadable notebook, section, and page templates for all your activities
- Discussion groups where expert users can answer your OneNote questions



[Click here to visit the OneNote site on Office Online](#)

Also check out the section "**More Cool Features**" in this Guide notebook (just click the section tab to open it). There you will find more ways to get the most out of your note taking.



Microsoft® Office OneNote® 2007 Guide Notebook

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The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, email address, logo, person, places, or events is intended or should be inferred.

What else can I do with OneNote?

In addition to features covered in the [Getting started](#) section, OneNote has additional tools that can help you in several activities. Click these links to explore. Use the Back arrow button on the toolbar to return to this page:



Meetings

[Live sharing session](#)

[Tables](#)

[Calculator](#)

[Drawing tools](#)

[Page templates](#)

[Recording a meeting](#)

[Audio search](#)

[Full page view](#)



On the road

[Multiple computer support](#)

[OneNote Mobile for mobile devices](#)

[Live sharing session](#)



Researching a topic

[Side Note Window](#)

[Send Web pages to OneNote](#)

[Text recognition in pictures](#)

[Full page view](#)



Staying organized

[Drag and drop](#)

[Hyperlinks](#)

[Password protection](#)



Office Integration

[Insert files as printouts](#)

[Send to Word](#)

[Excel and PowerPoint integration](#)

[Attach files to your notes](#)



Using Tablet PC - if you have one

[OneNote basics on Tablet PC](#)

[Drawing tools](#)

[Lasso Select](#)

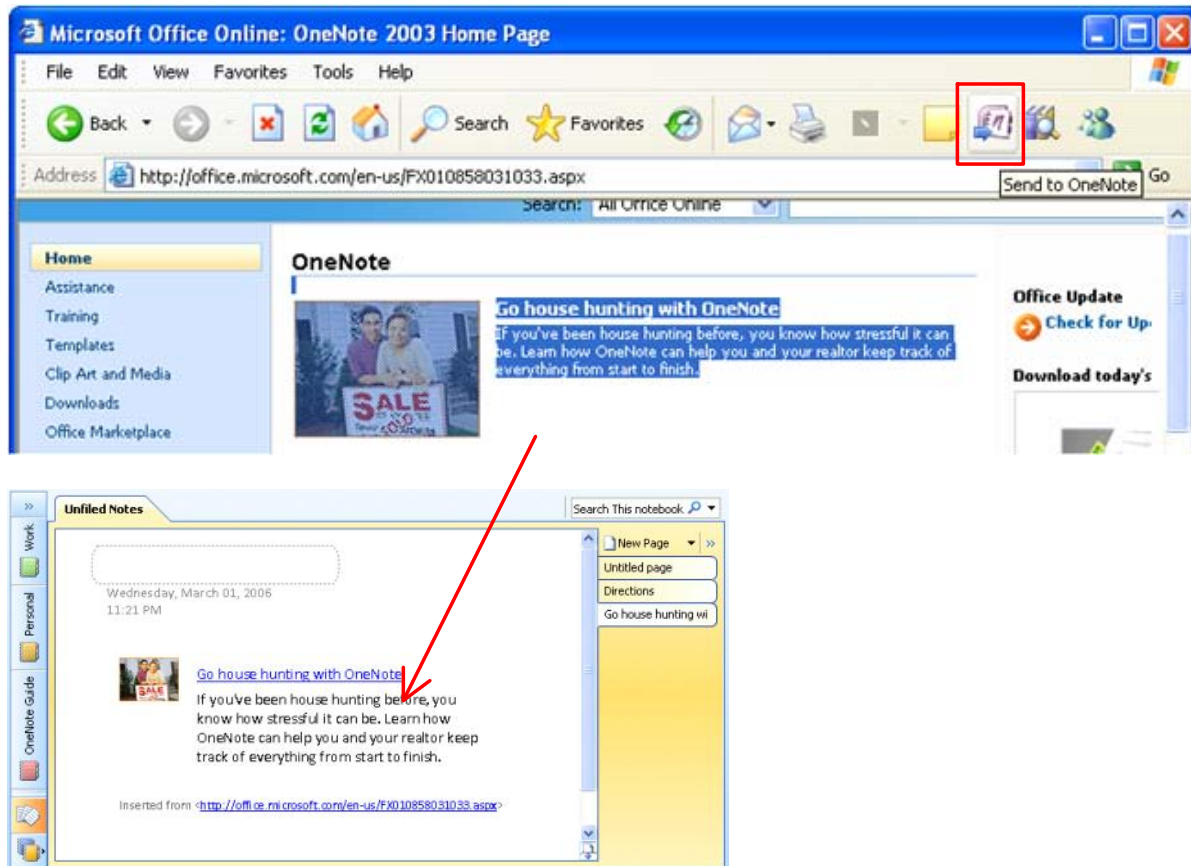


Research on the Web

OneNote is a useful tool for gathering information from the Web and from other sources and keeping it all in one place. OneNote is great for this because:

- You can be sure you will not lose this information even if the Web sites disappear or change
- You can organize the pages the way you want
- You can make your own notes on the pages you keep, for example, to remind why they are important.

You can send some or all of the information on a Web page to OneNote, using the Send to OneNote button in Internet Explorer. These notes will appear in the Unfiled Notes section.



If you want to keep just part of a Web page, such as a single paragraph or article, be sure to first select the part you want, since often you may not want an entire page.

If you do a lot of research on different topics, you can control where the notes you captured will appear in OneNote by clicking Tools > Options > Send to OneNote.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

Text recognition in pictures

OneNote can recognize text in pictures that you have inserted in your notes. This lets you reuse or search for any information in your notebook, even if the information is in pictures, such as:

- Screen clippings taken from the Web
- Printouts of documents or slides in OneNote (Insert > Files as Printouts)
- Pictures taken on your mobile device with [OneNote Mobile](#), such as an image of a business card

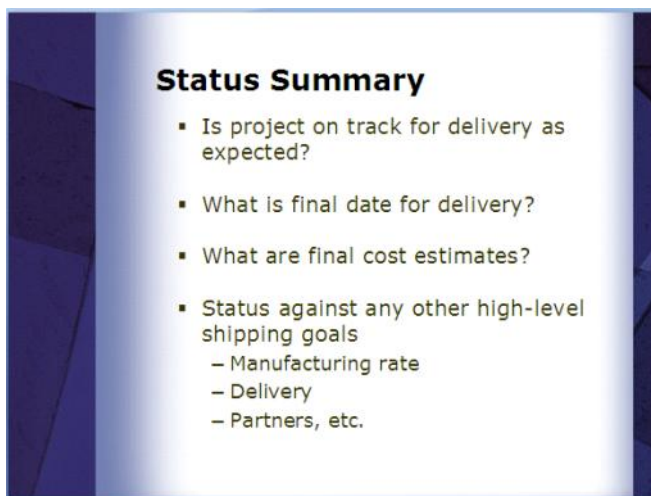
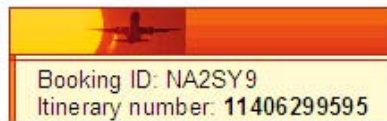
Try it now

Right-click each picture and choose Copy Text from Picture. Then paste the text next to the picture.

If the Copy Text from Picture command is not available, right-click the image and click Make Text in Image Searchable.



acrobat
outline



contoso

Finance

**Rene Valdes Division
Manager rene@contoso.com
(425) 555-0100
1234 Maple St.
Anytown, WA 12345**

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

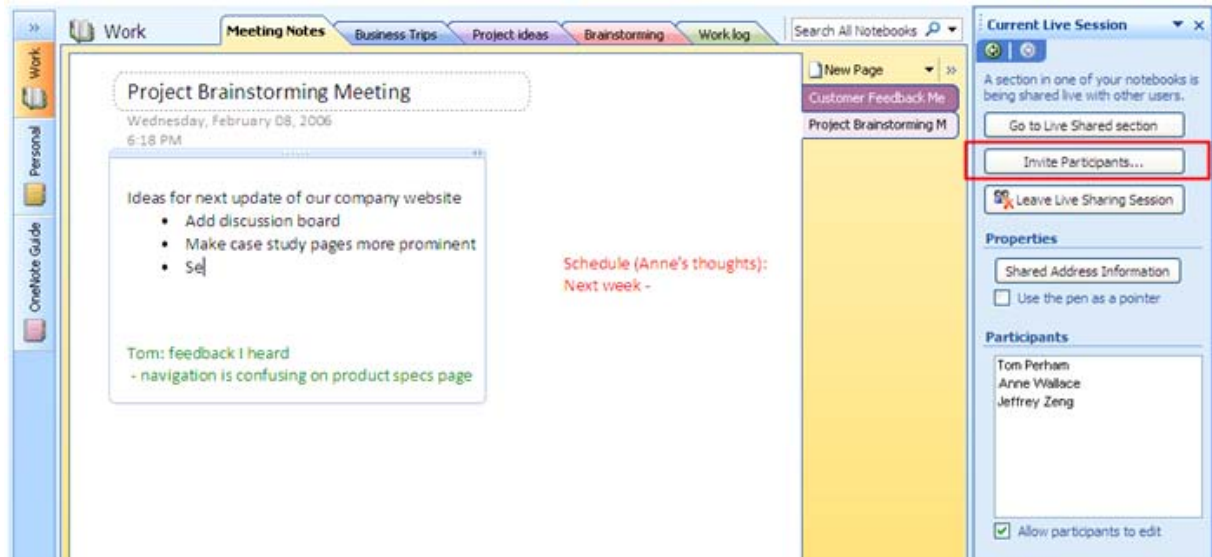
Live sharing session

In a live sharing session, several people can simultaneously work on the same note pages, as if writing on a whiteboard in a conference room. After the session ends, every participant is left with a complete copy of the notes. A live sharing session can be useful when you want to:

- Edit the same notes during a brainstorming meeting, so that everyone can contribute at once
- Discuss your notes over the phone with people who cannot attend a group meeting in person

All you need for a live sharing session is an Internet connection.

Click Share > Live Sharing Session > Start Sharing Current Section.



Tip: You can use the Pen tool as a pointer to aid your discussion during the shared session (Tools > Pen Mode > Use Pen as Pointer)

To learn more about working on notes with other people, or to troubleshoot any connection issues, read the topic [Taking Notes with Other People](#) on [Office Online](#).

Side Note

You can use Side Note feature in OneNote when you are mainly working in a different program but want to capture your thoughts or copy some information into OneNote. You can select and drag text or images into a Side Note from other programs. Side Notes are great for:

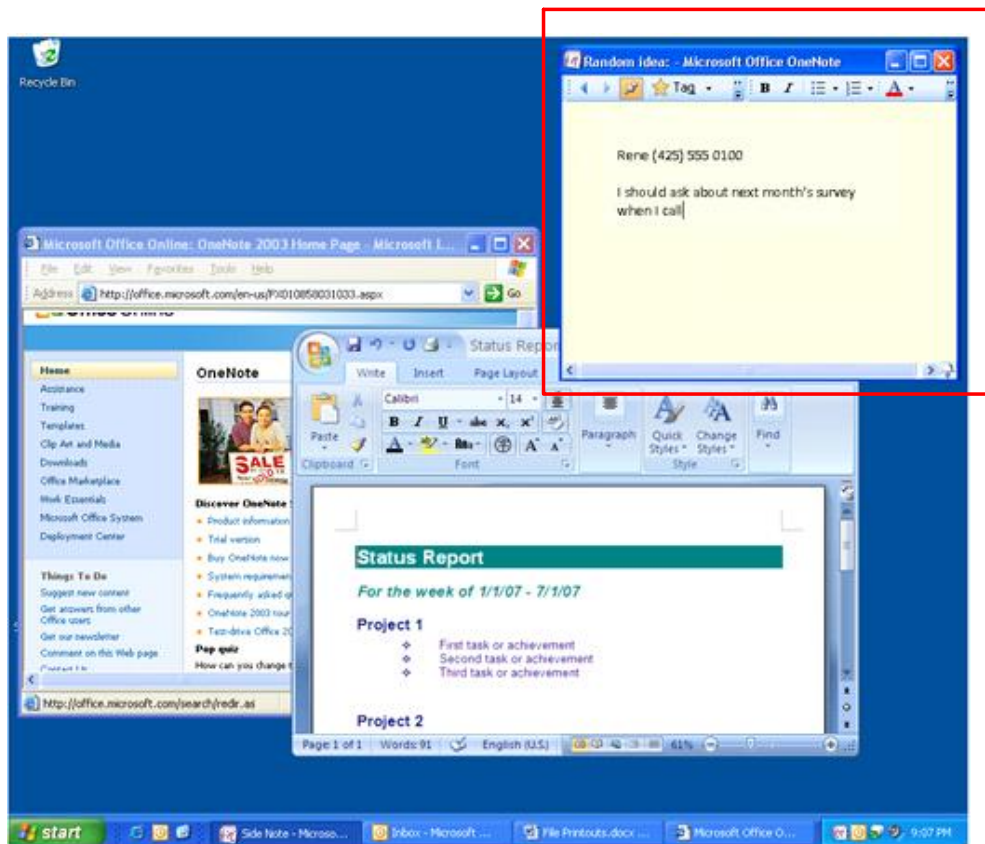
- Collecting information while browsing the Web
- Making quick notes (like small sticky notes) when you are on the phone, or someone stops by to talk about an issue.
- Writing down your thoughts while reading a document, Web page, or an e-mail message
- Copying reference data into OneNote while looking through presentation slides

To create a Side Note:



Press Windows logo key + N while in any program

or click the OneNote icon in the Windows taskbar



Side Notes are added as pages to the Unfiled Notes section at the bottom of the notebook Navigation Bar.



Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

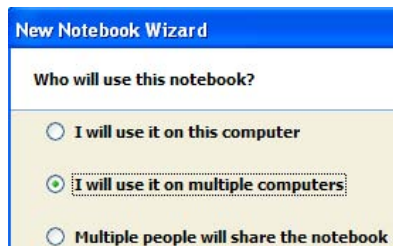
Multiple computer support

If you're frequently on the go, you can use your notebooks across several computers. This is useful when you have:

- A desktop computer and a laptop at work
- Several computers at home connected to the same home network
- A home laptop and a work computer (if you can connect your home laptop to your network at work)

OneNote will automatically synchronize the changes from each computer.

To be able to open a notebook on multiple computers, all you need to do is put it in a location that each computer can access. When you create a new notebook (File > New > Notebook) pick the option "I will use it on multiple computers" in the New Notebook Wizard and OneNote will guide you through the process:



To see whether a notebook is up to date, check its icon on the Navigation Bar. You can also view sync status by clicking File > Sync.



- syncing changes



- up to date



- working offline

If you want to:

- Share an existing notebook between multiple computers...
- Learn about suitable network locations...
- Troubleshoot synchronization issues...

...view these help topics on the [OneNote site on Office Online](#): [Use a notebook on multiple computers](#) and [View the notebook synchronization status and resolve conflicts](#).

OneNote Mobile

If you have a Microsoft Windows Mobile smartphone or Pocket PC, you can use the OneNote Mobile program to take notes on your mobile device and then synchronize these notes with a section in the full version of OneNote 2007. This is useful when you want to:

- Capture business card pictures on your phone and bring them into OneNote, where the text in the images can be searched
- Take short text notes and voice recording reminders on your phone (for example, ideas for a project, prices, reference numbers, names, recommendations, and so on) and they will be synchronized with OneNote
- Prepare travel information in OneNote and then transfer it to your mobile device where it will be available to you on the road

To install OneNote Mobile on your device, connect it to your computer. Then in OneNote click Tools > Options > OneNote Mobile > Install OneNote Mobile.

Your notes on the device will be synchronized with the "OneNote Mobile Notes" notebook in OneNote 2007 whenever you connect your mobile device to your computer.



Note:

OneNote 2007 no longer supports copying from the Notes program on the device. (This functionality was available in OneNote 2003). You can use the new OneNote Mobile program instead if you have a compatible device.

Supported devices for OneNote Mobile:

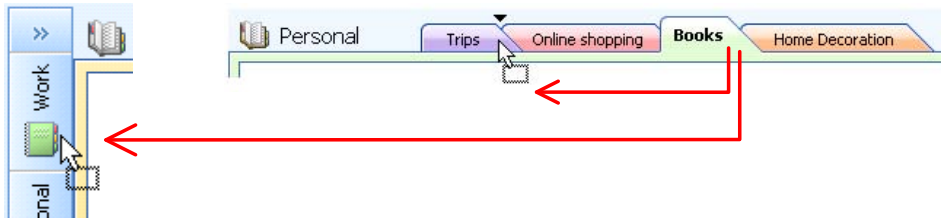
- Windows Mobile 2003 or Windows Mobile 5 powered smartphones
- Windows Mobile 5 powered Pocket PCs

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

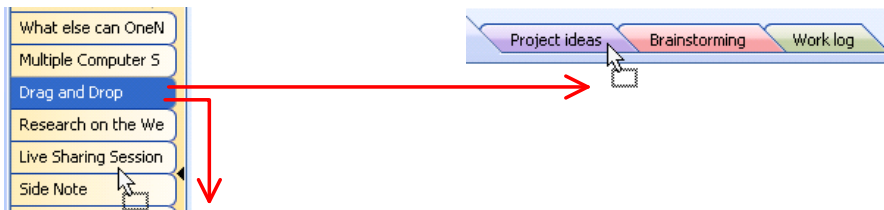
Drag and drop

You can drag and drop pages, sections, and notebooks to quickly reorganize notes.

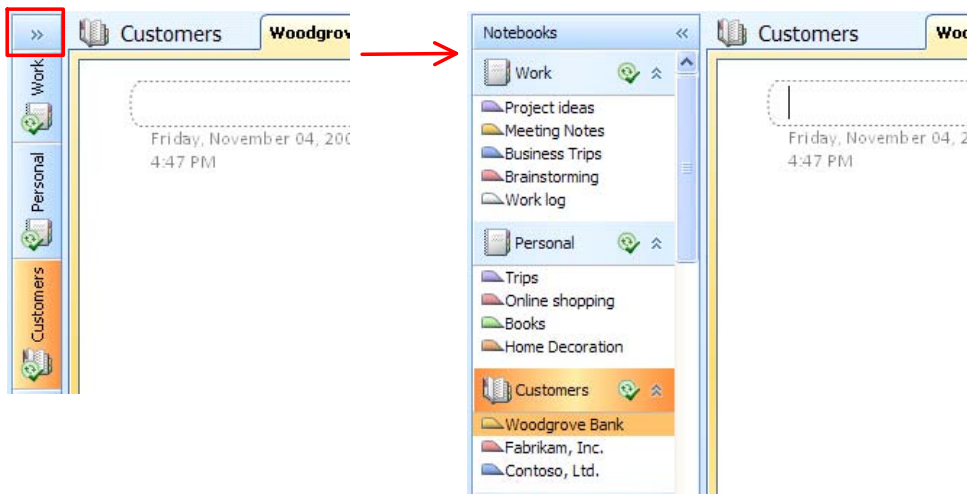
- Reorder section tabs to bring frequently used sections close together. Or you can drag sections to a different notebook.



- Reorder page tabs or drag a page into another section



- Reorder notebooks on the Navigation Bar (on the left-hand side)
- You can expand the Navigation Bar when you want to reorganize many items at once. You can then drag the items within the navigation pane.



Tips:

- Hold your mouse for a moment over a notebook or a section while dragging and OneNote will navigate to it.
- Press ESC if you want to cancel dragging an item.

Note: you cannot drag page content to other pages, but you can still cut and paste items where you want them.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

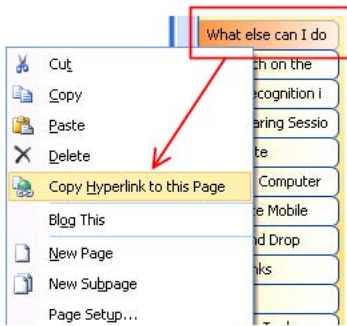
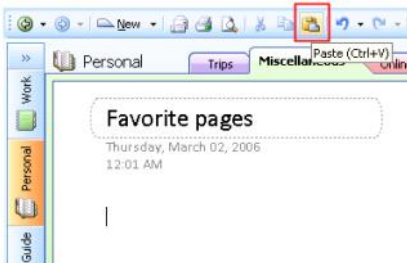

Hyperlinks

In addition to creating regular hyperlinks that point to the Web (Insert > Hyperlink), you can create hyperlinks to any part of your notes (a notebook, a section, a page, or even a specific paragraph).

Use such OneNote hyperlinks to create:

- A table of contents on a page with links to the other pages in the section or with links to other parts of the same page
- A favorites list — a list of links to pages and sections that you need to visit frequently
- A definition or reference link from a term, a name, or a topic on one page to more detailed information in another place in your notes

To create a hyperlink, right-click the tab or note you want to link to and then do the following:

<p>1. Click Copy Hyperlink to this Page</p>  <p>A screenshot of the OneNote context menu. The 'Copy Hyperlink to this Page' option is highlighted in yellow. A red box highlights the text 'What else can I do' in the background, with a red arrow pointing to the highlighted menu item.</p>	<p>2. Click Paste to place the link where you want it to appear</p>  <p>A screenshot of the OneNote interface. The 'Favorite pages' section is visible, and the text 'What else can I do with OneNote?' is pasted into it. A red box highlights the 'Paste (Ctrl+V)' button in the toolbar.</p> <p>You can even paste the link outside OneNote. For example, you can send the link to others in an e-mail. They can click it to jump to your notes (if the notes are in a shared notebook).</p>	<p>3. Result:</p>  <p>A screenshot of the final result. The 'Favorite pages' section is shown with the link 'What else can I do with OneNote?' displayed as a blue hyperlink.</p>
--	--	---

Try it now

Create a link on this page to the "Drawing Tools" page.

Note: Use the Back arrow on the toolbar to get back to this page after you copy the link.



Now try something else

Select any word or phrase on this page, right-click it, and then click Create Linked Page. A page with that title will be created at the end of the current section and the selected word or phrase will be linked to it.

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Tables

Feature	Creating tables with a keyboard
Benefit	You can neatly and quickly capture tabular information
Situations	Meetings, presentations, personal brainstorming

Try it now

1. Put your cursor at the end of the word "Product" below:

Product	Quantity	Price

2. Press TAB, and then type "Quantity"
3. Press TAB again, and then type "Price"
4. Press ENTER
5. Press TAB to jump from cell to cell and type something in the cells.
6. Press ENTER at the end of the row
7. Try pressing TAB below after "John" and after "Maria":

Person	Money I owe them
John	
Maria	

Useful shortcuts:

- ALT + ENTER — insert another line inside a cell (when ENTER doesn't do it in the last cell of a table)
- CTRL + ENTER — insert a row below
- CTRL + ALT + E, R — insert a column to the left, right

Also try experimenting with DEL, BACKSPACE, HOME, END, and ENTER at various points in the table. Check the [Keyboard Shortcuts](#) on [Office Online](#) to find out additional table functions you can do with a keyboard.

Drawing tools

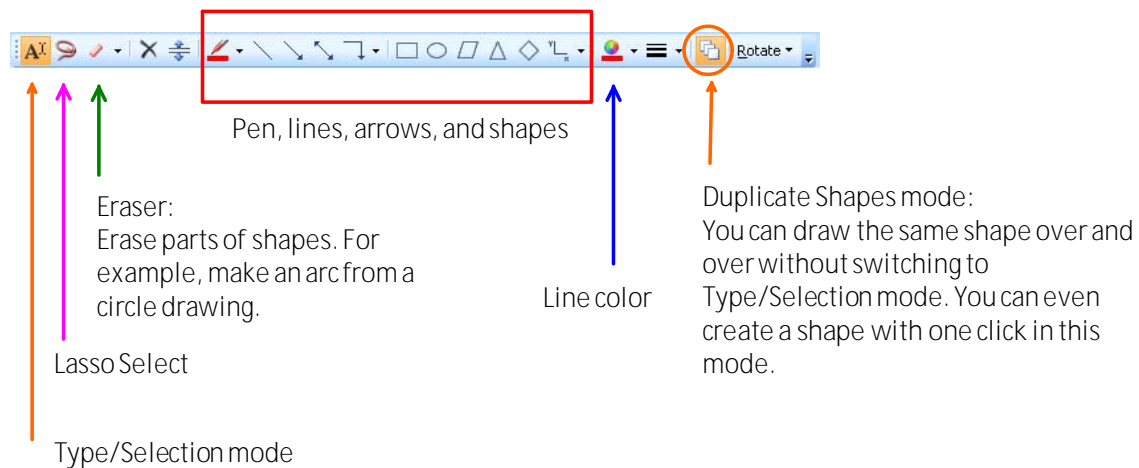
You can use drawing tools to make simple diagrams, such as:

- Organization charts and flowcharts
- Annotations over pictures (arrows, circles, and boxes)
- Process diagrams
- Room layouts
- Concept sketches



To display the drawing tools, click View > Drawing Toolbar.

Note that drawn shapes are created as ink strokes, so you can easily erase any part of them, select them with the Lasso Select tool, change their color, and so on.



Tip: Hold ALT when you move or manipulate shapes if you don't want them to snap to the invisible page grid or to each other.

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Lasso Select

When you are manipulating drawn shapes or handwriting, use the Lasso Select tool to select just the part of the ink strokes that you care about.

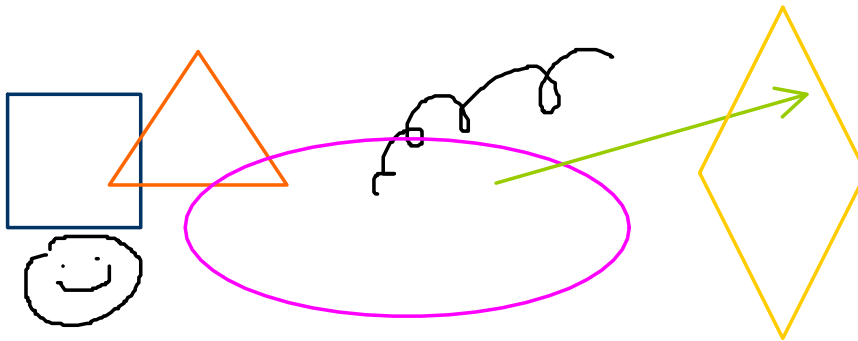


Click the Lasso Select button on the Drawing Toolbar
(from View > Drawing Toolbar)



Try it now

Circle the pink oval or the green arrow and move it. You must select the whole ink shape.



The Lasso selection tool can also be used to select text and pictures.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

Calculator

You can quickly calculate numbers and basic mathematical functions during a meeting or while taking notes for yourself.

Try it now

Place the cursor after the = (equal) sign in each example below and press SPACEBAR:

- Let's say you want to calculate the average monthly sales of a product that sells 670K per year:
 $670/12=55.8333$
- Or maybe you need to purchase 14 loads of material at \$39.99 a load:
 $14*\$39.99=$

Here are some more examples of expressions that you can calculate:

- $\sin(30)=0.5$
- $(6+7) / (4*\text{sqrt}(3))=$
- $5^4=$

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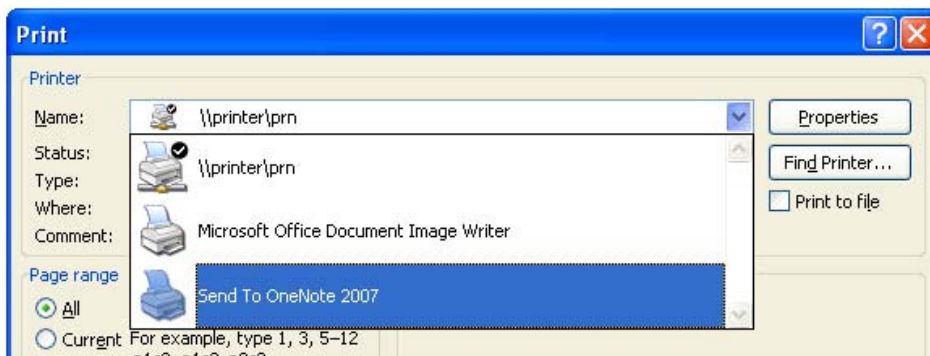
Insert files as printouts

You can insert full-color, searchable printouts of any file type that your computer can print. You can then type, draw, or handwrite on top of the printout picture in OneNote. For example:

- Insert a printout of a report and type your thoughts on top of it. Circle interesting areas using Drawing tools.
- Insert a printout of lecture slides and add more notes on the course while you are reading the textbook.

Two ways to insert a printout:

- Click Insert > Files as Printouts in OneNote.
- Or use the File > Print command in another program and select "Send to OneNote 2007" as your virtual "printer."



Don't forget that you can search for text inside the file printout picture just like you can search regular notes.

Try it now

Try searching for the word "Monday" in the file printout below. Press CTRL + F to jump to the Search box in the top-right corner of the OneNote program window.

Inserted from: <<file:///C:/Status Report.doc>>

Status Report

For the week of 1/1/07 - 7/1/07

Project 1

- ❖ First task or achievement
- ❖ Second task or achievement
- ❖ Third task or achievement

Project 2

- ❖ First task or achievement
- ❖ Second task or achievement
- ❖ Third task or achievement

Project 3

- ❖ First task or achievement
- ❖ Second task or achievement
- ❖ Third task or achievement

Miscellaneous

- ❖ Half day medical leave on Monday

Next Week

Project 1

- ❖ First task or achievement
- ❖ Second task or achievement
- ❖ Third task or achievement

Project 2

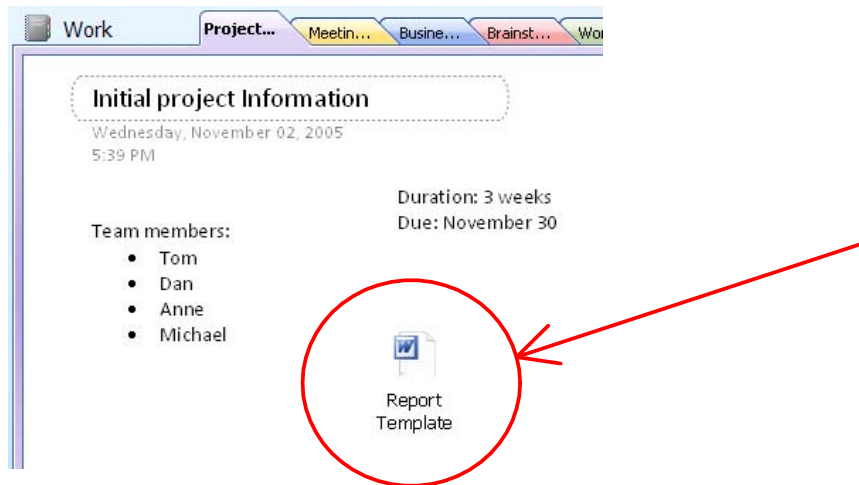
- ❖ First task or achievement
- ❖ Second task or achievement
- ❖ Third task or achievement

Note: Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

Attach files to your notes

You can store documents and other files directly on a OneNote page, which comes in very handy if you are trying to keep project files and project notes all in one place.

Simply drag and drop any file from Windows Explorer onto a page in OneNote, or insert them by using Insert > Files on the OneNote menu.



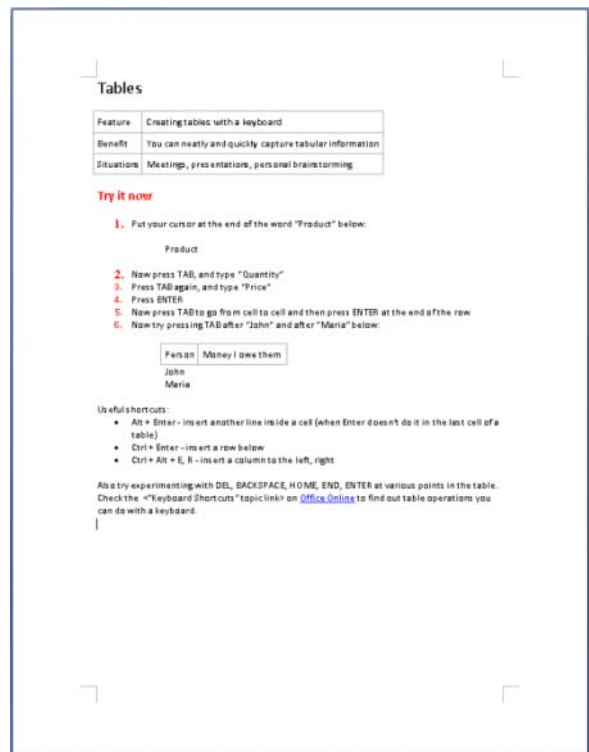
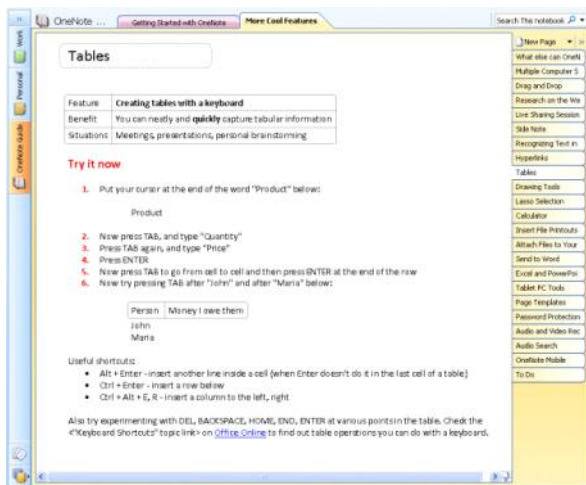
You can open and edit an attached file by double-clicking its file icon.

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Send to Word

OneNote is great for gathering your thoughts before you are ready to create a final or formal document. Collect your ideas and flesh out your thoughts by using the flexible and unrestricted page layout in OneNote.

When you are ready to put the finishing touches on the final document, click: File > Send To > Microsoft Office Word (Office Word 2003 or 2007 required).



Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

Excel and PowerPoint integration

All current versions of Microsoft® Office Excel® and Microsoft® Office PowerPoint® are supported.

Annotate PowerPoint slides

When you receive a PowerPoint presentation (for example, a presentation given by the professor in a lecture), you can insert it into OneNote as a file printout (Insert > Files as Printouts). You can then:

- Add your own notes and circle interesting points using drawing tools or a pen
- Annotate the printout with comments and then e-mail the OneNote page back to the presenter

For example:

Market Summary

- Market: past, present, & future
 - Review changes in market share, leadership, players, market shifts, costs, pricing, competition

Number of customers

Time

Early Adopters/Pioneers

Mass Market/Followers

End of Life

★ Need to discuss these at next team meeting

Which segment are our customers in?

Note: Your annotations are not stored in (or synchronized with) the original PowerPoint file.

Copy tables from Excel

Copy selections from Excel when you need to include data from product reports, sales projections, schedules, and other tabular information with your notes for a project or a customer. OneNote table formatting is not as rich as that of an Excel spreadsheet layout, but the basic grid structure will be preserved.

	A	B	C	D	E	F
1	Part sales	Q1	Q2	Q3	Q4	Year total
2	Part X545	16350	17940	18450	15030	67770
3	Part X300	15045	15855	15525	14955	61380



Part sales	Q1	Q2	Q3	Q4	Year total
Part X545	16350	17940	18450	15030	67770
Part X300	15045	15855	15525	14955	61380

Note: Content printed or imported from Excel is not synchronized with the original file.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

OneNote basics on Tablet PC

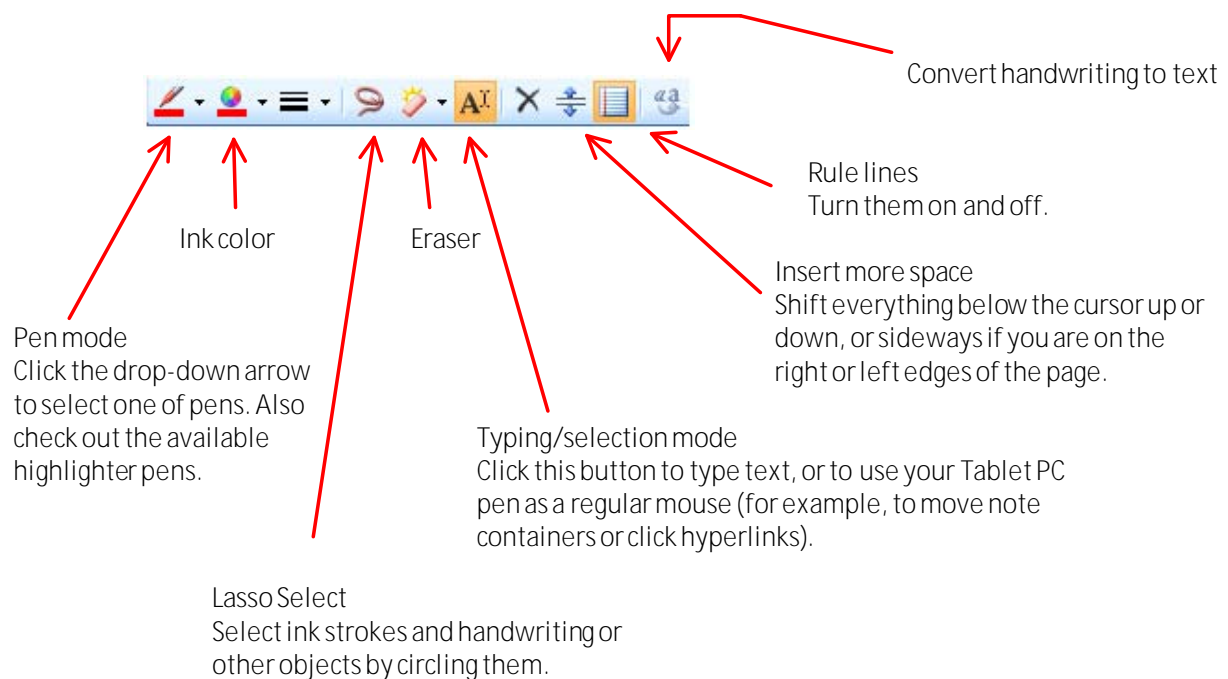
If you are using OneNote on a Tablet PC, you can **handwrite** your notes instead of typing them with a **keyboard**. This is useful when you're in a meeting or lecture and the sound of typing is inconsiderate, or if you can write faster than you can type.

Handwriting Tips

- Write numbers and bullets before your paragraphs to get better paragraph break detection.
- Write straight lines for better text recognition.
- Scratch-out to quickly erase ink while you are writing (ink back -and-forth 3 times over the ink you want to delete)
- The Lasso Select tool is the easiest way to select and move ink.

Writing Tools

You can turn this toolbar on and off in View > Toolbars



More space at the bottom of a page

Use the vertical scrollbar or the button right below it.



To select the style of rule lines, click Format > Rule Lines.

If you have not finished reading the Getting Started section of this Guide, click [here](#) to get back to it.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently

updated based on user feedback, so keep checking back!

Page templates

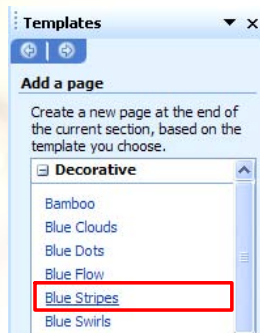
OneNote page templates can enhance the look of your pages and can help you avoid retyping common information across pages. You can use any of the designs included with OneNote or you can create your own.

Try using templates when the notes repeatedly have the same structure and header, such as in meeting notes, lecture notes, work logs or journals, phone call notes, frequent trip plans, recipes, and so on.

Try it now

Try using some templates included with OneNote.

Click Format > Templates, expand one of the template groups, and then pick a template.



- To create your own template: make a new page, add graphics, pictures, formatted text, and anything else you want, and then click Save current page as template in the Templates task pane. Your templates will appear in the My Templates category in the task pane.
- You can also specify any template to be used as the default style for new pages you create in a section.

For more information and tips for creating and sharing your templates, check the [Templates topic](#) on [Office Online](#). You can also download many free OneNote templates from Office Online.

Password protection

OneNote allows you to password protect any section of your notes. When you assign a password to a particular notebook section, the information in that section is strongly encrypted (using the 3DES encryption standard). Setting passwords is useful in several situations:

- You can keep a OneNote section with personal account numbers, login names, other passwords, and so on. Use a password so nobody can view this information when you leave your computer unattended.
- Put a password on sections with sensitive information that you don't want others to accidentally see on your screen when you are navigating around your notes.

To set a password for a section, click File > Password Protect this Section.

Your section will be locked as shown below, until you click and enter a password to unlock it. It will also be locked automatically after a period of time if you leave the section or leave your computer unattended.



Note: Use strong passwords — long strings or phrases with a combination of numbers, letters, and symbols. If someone wants to guess your password, the most typical attack is to try words from a dictionary or information commonly known about you, such as your birthday or your nickname.

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

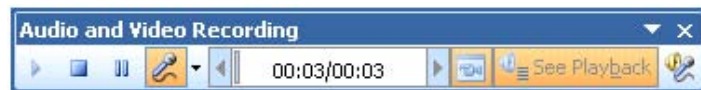
Audio and video recording

To capture the details of an important meeting, lecture, interview, or even a phone conversation, you can create audio and video clips and store them as part of your notes.

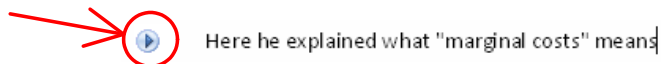
- Audio notes let you focus more on a conversation and less on the task of note-taking.
- Video notes are great for capturing presentations during business meetings and class lectures.

To record audio clips, you need a microphone. Most laptops and Tablet PCs already have one built-in. To record video clips, you need a video capture device, such as a webcam.

- To start recording, click the microphone button on the toolbar or click Insert > Audio Recording. The Audio and Video Recording toolbar will appear while you are recording.



- Recording is linked to the notes that you take. A small audio/video icon will appear next to notes associated with a recording. You can click it to jump to the corresponding time in the recording.



Note: As with any type of recording, you should always ask others for permission before you record your conversations with them.

To learn more about recording audio and video notes or troubleshoot recording issues, visit [this topic](#) on [Office Online](#).

Audio search

With the Audio Search feature enabled, you can search your audio and video recordings for words, just like you would search for typed text in your notes. For example:

- Record phone conversations with customers, and later search for keyword of topics that you discussed
- Record an interview and then search for specific quotes
- Record voice reminders on a Windows Mobile Smartphone or Pocket PC. After you synchronize them with OneNote, you can search through your reminders.

Important! Recordings must be made with a good quality microphone or phone that is close to the **speaker's mouth**. Audio recognition technology does not have perfect accuracy and is very sensitive to recording quality, ambient noise, and distance.



You can enable the Audio Search feature in Tools > Options > Audio and Video.

The audio recognition process and indexing happens only when the computer is left idle and OneNote is running. It will take at least twice the length of a recording, so you'll have to let OneNote index for some time before you can begin searching.

When Audio Search is enabled, use the regular search box (above the page tabs) to type your search term and then click View List to see the audio results at the bottom of the results pane.



Why do I keep getting poor results (or no results at all)?

You may be searching for a sound that occurs in too many words. For example, if you search for "Asia," you may get "information", "conversation", "ratio", "hey Sean", and so on.

Here are some workarounds that might help you:

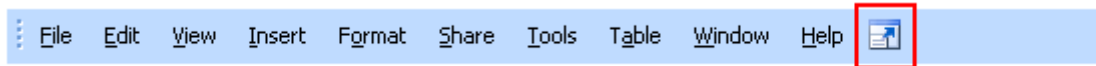
- Longer words
Try to recall one of the longer words mentioned in the recording. You will get best results with words of three or more syllables.
Example: *imagination; Microsoft*
- More words
If you can only think of short words, try to recall an exact phrase that may have been mentioned.
Example: *Frank wrote;*
- Spell out the sound of unusual words
If you are looking for an acronym or an unusually spelled word, spell out how it is pronounced
Examples: *em es en* (for MSN); *ex box* (for XBox); *area code four two five* (for code 425)

Visit the [Office Online Help topic or article most relevant to this OneNote feature](#). Our site is frequently updated based on user feedback, so keep checking back!

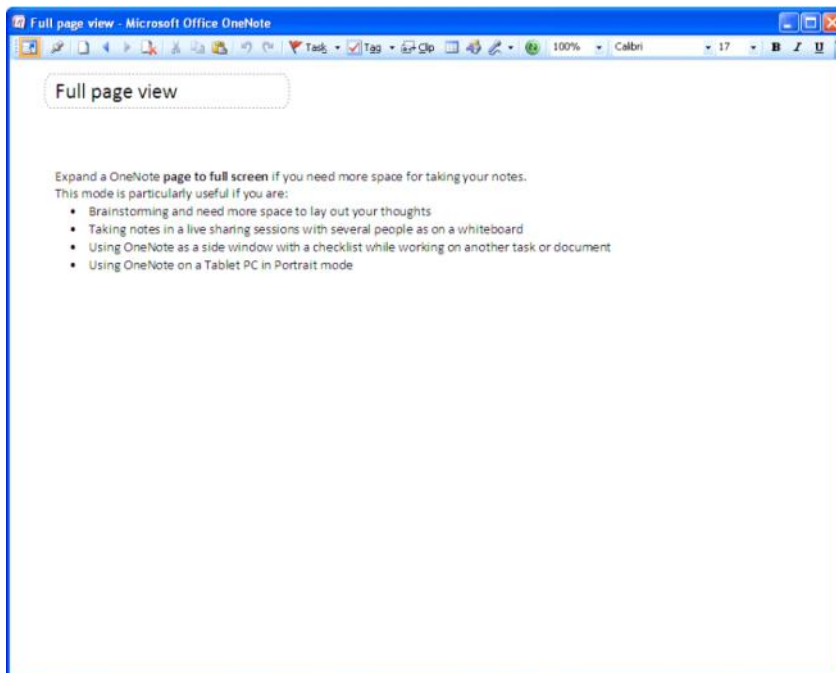
Full page view

Expand a OneNote page to full screen if you need more space for taking your notes. This mode is particularly useful if you are:

- Brainstorming and need more space to lay out your thoughts
- Taking notes in a live sharing session with several people as on a whiteboard
- Using OneNote as a side window with a checklist while working on another task or document
- Using OneNote on a Tablet PC in Portrait mode



The menu bar, navigation bar, section tabs, and page tabs disappear:



Recording Test

Wednesday, September 19, 2007
9:27 AM



Recording
Test

Audio recording started: 10:23 AM Wednesday, September 19, 2007

Bison fans aid Northwood relief effort

Donate

Volunteers collected donations

Deposited

Northwood Relief Fund