

VIRGINIA TECH

# OneNote 2013 Tutorial

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## Getting Started Guide

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**Last Updated: Spring 2014**

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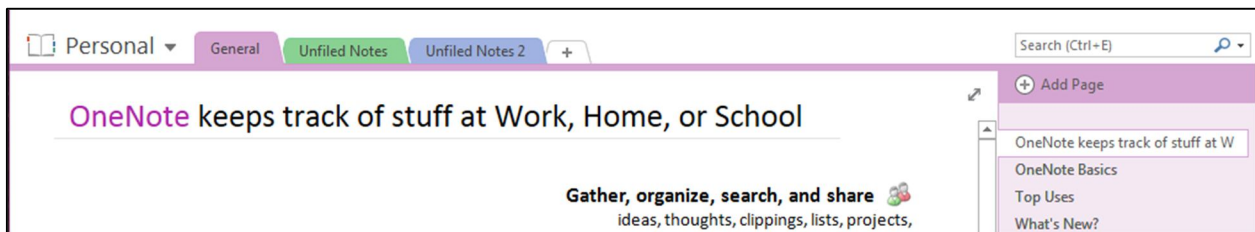
## Why Use OneNote?

OneNote is the ultimate virtual notebook that enables users to create notes in various formats, share those notes, sync those notes with the cloud, and collaborate with others. You can easily create typed, handwritten, audio and video notes, and search those notes. You do not have to worry about forgetting to save those notes because everything is saved automatically as you work. There is also a free OneNote app available for both iOS and Android devices. Both apps allow you to see your handwritten notes.


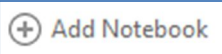
*Please note: New handwritten notes cannot be created using the mobile app, only typed notes.*

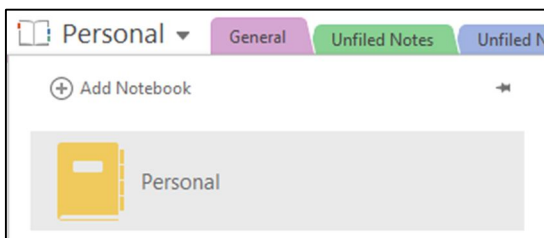
## Getting Started with Notebooks, Sections, and Pages

When you first start using OneNote, a notebook named "Personal" is already created for you. This notebook will contain several folders. Each folder contains pages.

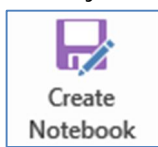


### Creating a New Notebook

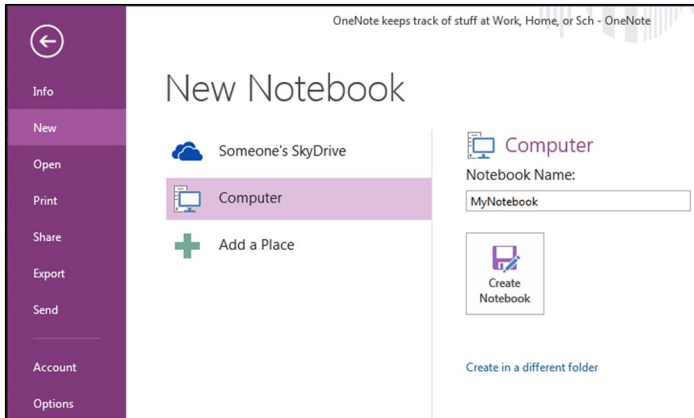
1. Click **FILE** then **New** OR click  **Personal** (your active notebook name) and click 



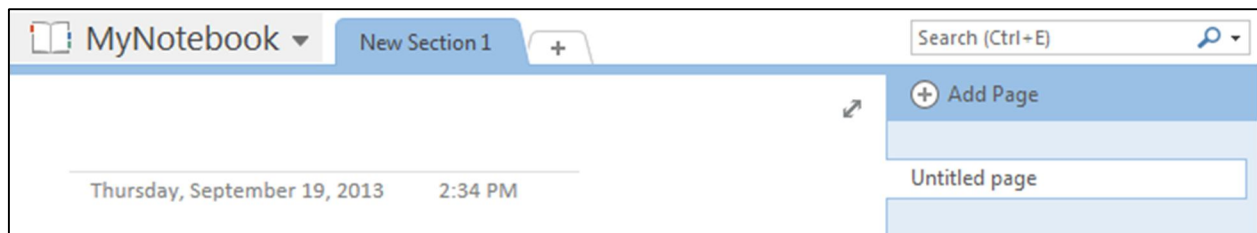
2. Select where you would like to store your notebook and type your 'Notebook Name'




3. Select



4. Your new notebook will be created and become the active notebook



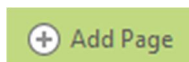
### Creating a New Section and Renaming a Section

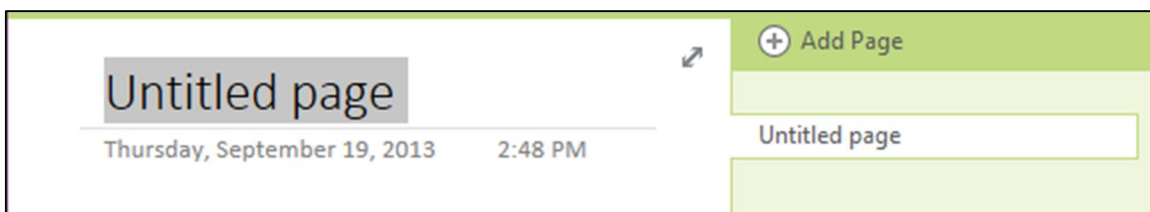
1. Select 
2. Change the default name if desired



3. If you want to change a section name later, right click to Select the section name and select 'Rename'

### Creating a New Page and Renaming a Page

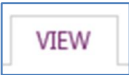
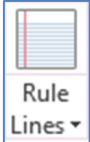
1. Select 
2. To change the name of a page, right Select the page name and click 'Rename'
3. Type the new page name in the hightlighted area above the line

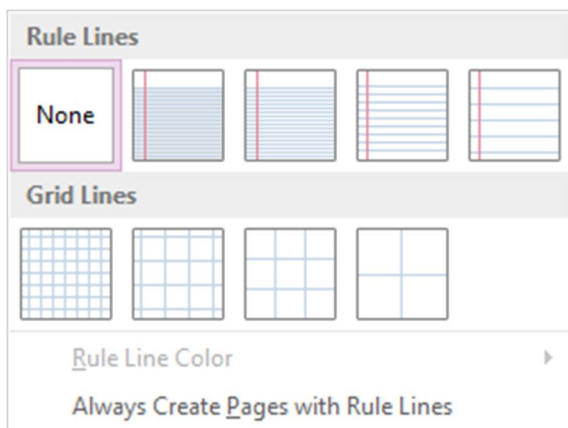


## Changing the Color of a Section

1. Right Select the section name
2. Select 'Section Color'
3. Select a color

## Adding Lines to a Page

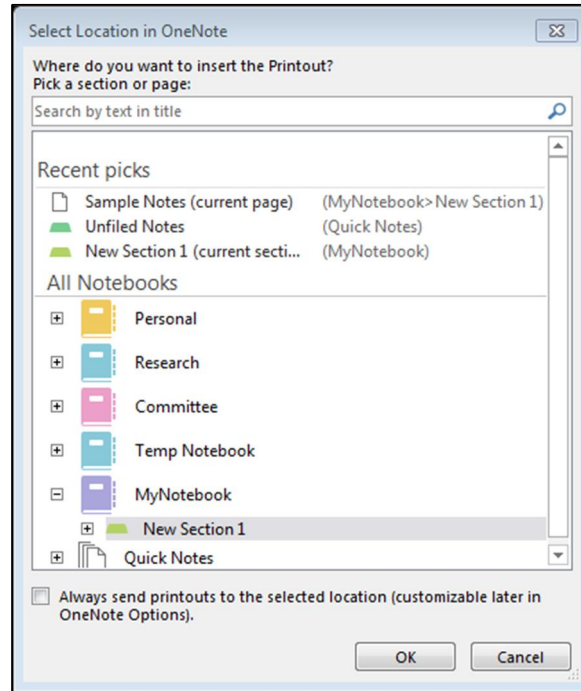
1. Select the  tab
2. Select the bottom half of 
3. Select the type of lines you want on your page



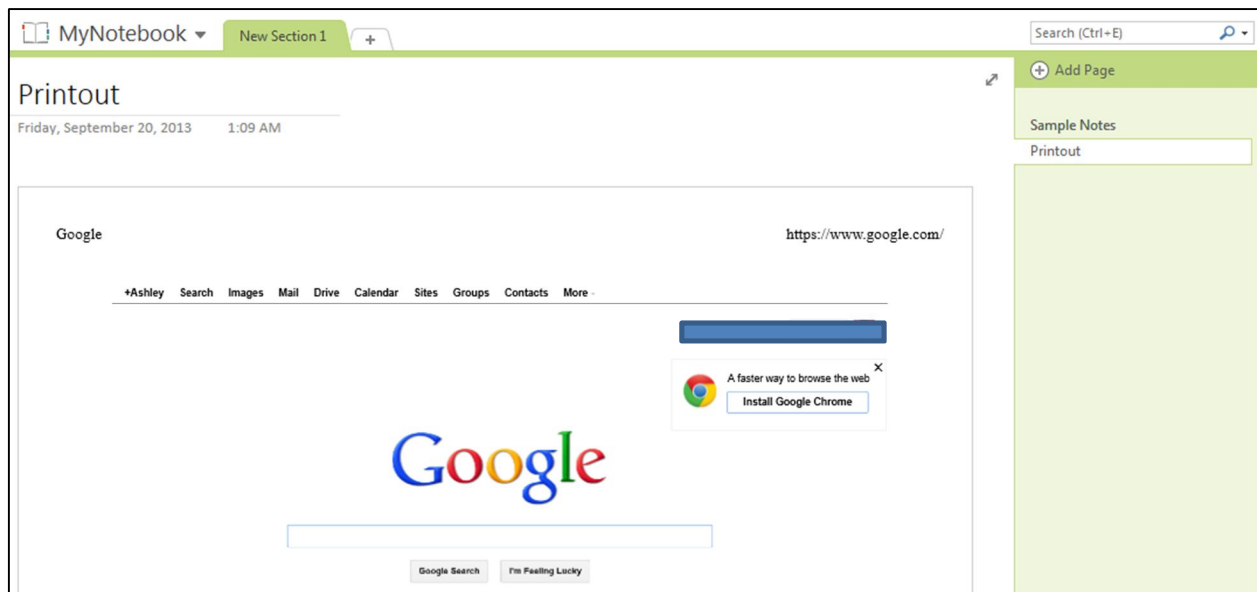
## Sending a Document to OneNote


Anything that can be printed can be converted into a OneNote page.

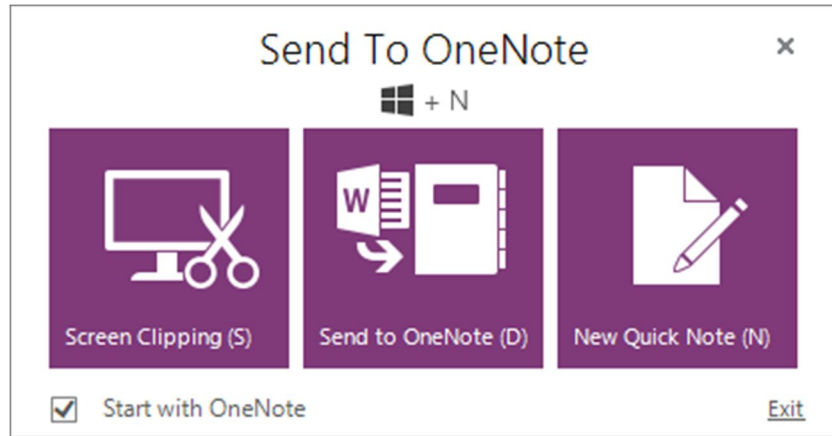
1. Go to the printer options in whatever program you are using
2. Select 'Send to OneNote 2013' as your printer option and print the document
3. Select where you want the document to appear in OneNote and select 'OK'



4. The document will appear in the desired location






*Please Note: The  + N key can be used to bring up a shortcut to send a document to OneNote. It also provides the options to send a screen clipping to OneNote or to create a new quick note.*



## Typing and Inking

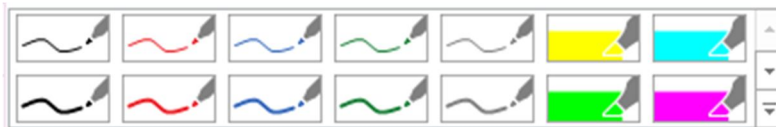
OneNote supports both keyboard typing and inking with a stylus.


### Typing in OneNote

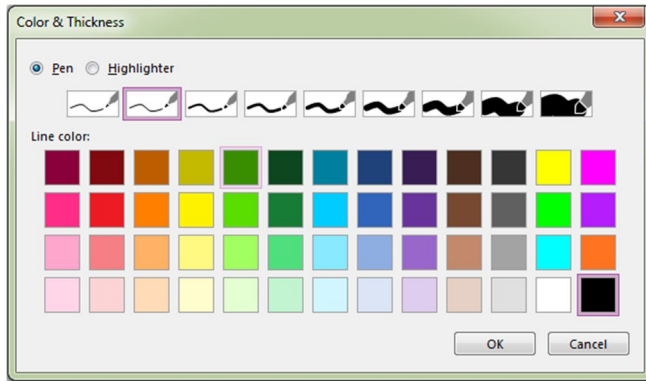
1. Select the  tab
2. Select 
3. Place your cursor somewhere on the page and begin typing
4. Font type, size, and color and be adjusted in the  tab

### Inking in OneNote

1. Select the  tab
2. Select an ink color/thickness





3. Other colors and thicknesses can be selected using 




*Please note that you can still ink without a stylus by using your finger, just select  
Note that this option is available for only touch-enabled tablets.*

## Erase Inking


1. Select the  tab
2. Select the bottom half of 
3. Select the type of eraser you would like to use
4. Drag your eraser over the ink you would like to delete

## Erasing Ink Using Pen Buttons

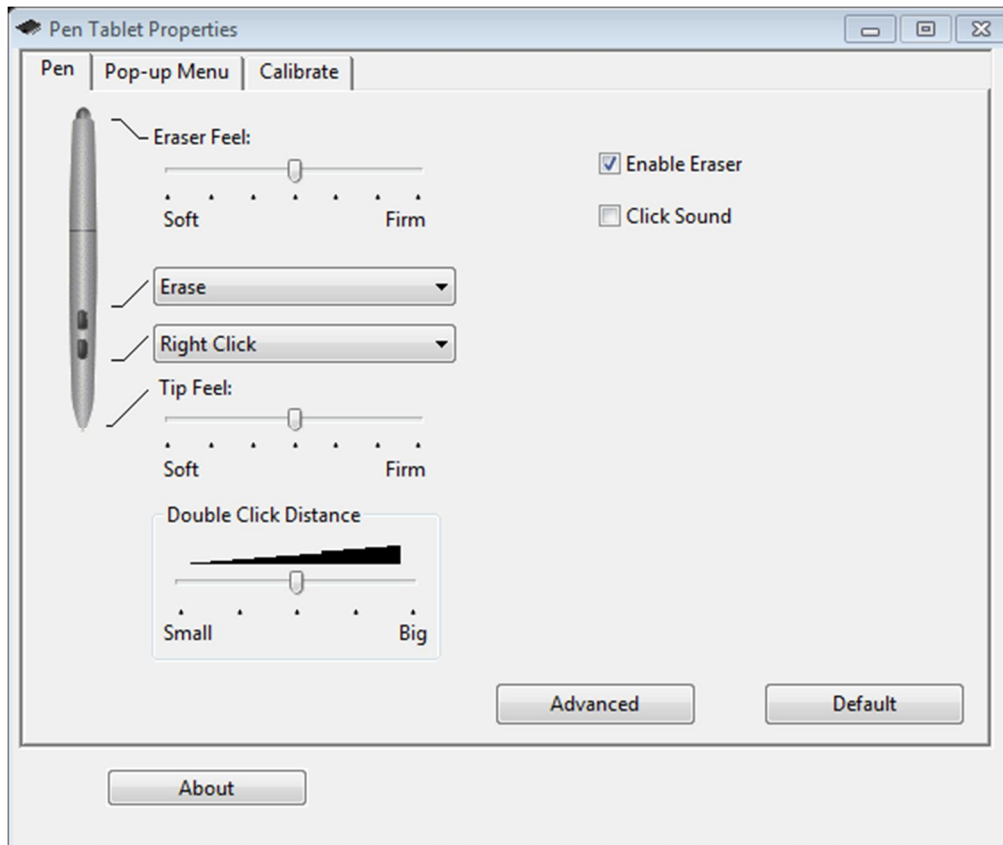
You can also erase ink using the button at the very top of your pen. If it does not work, make sure it is activated using the following instructions:

1. Click  start.
2. Type 'Pen Tablet Properties' and press Enter
3. Make sure that 'Enable Eraser' is selected

You can also program the side buttons to erase ink.

1. Click  start.
2. Type 'Pen Tablet Properties' and press Enter
3. Select the drop-down menu beside the pen button and select the Erase option (by default, the second button from the bottom erases ink)



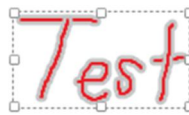


### Converting Ink to Text

1. Write with your inking tool as clearly as possible



2. Select
3. With your cursor, draw a circle around the inked text



4. The inked text should be highlighted like this





5. Select and your inked text will be converted

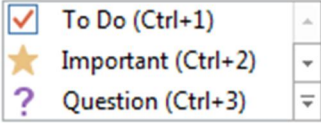
## Tags

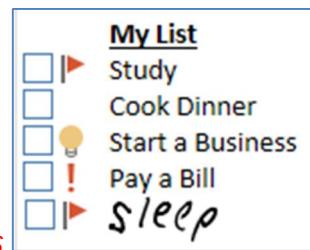
You can tag your notes with different shapes using the Tags section. The tags are anything from a "To Do" checkbox to highlighted passages for definitions. You can then search for the items you tagged using "Find Tags."

### Tagging your Notes

1. Go to the  tab

2. Type/ink and select something you'd like to tag (use  in the  tab to select inked text)


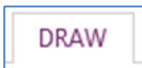
3. Select a tag from the list  (use the arrows to scroll and see more tags)




*Please note that a line of text can contain multiple tags*

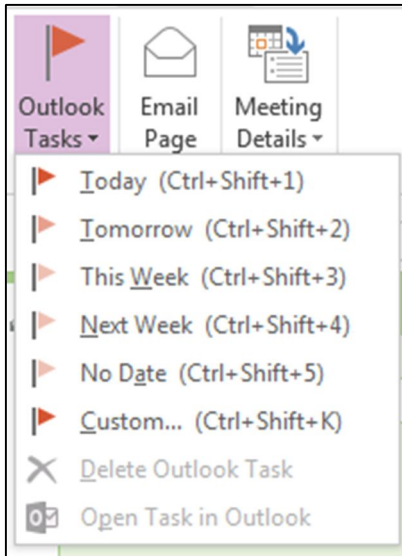
### Creating Outlook Tasks

1. Go to the  tab

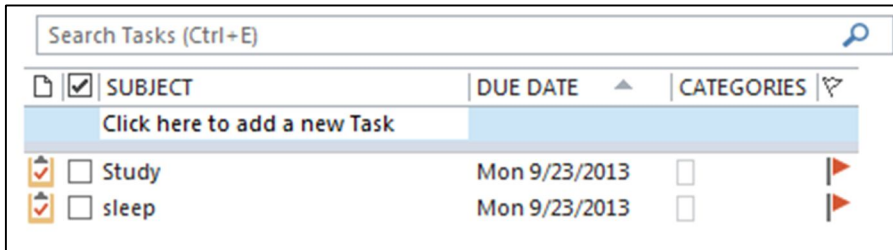
2. Type/ink and select something you'd like to tag (use  in the  tab to select inked text)



3. Select  and select the task due date

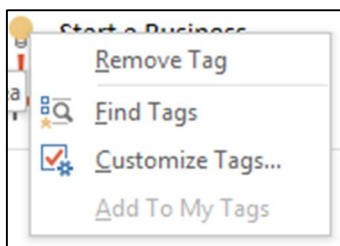


4. The task will appear in MS Outlook in your task list

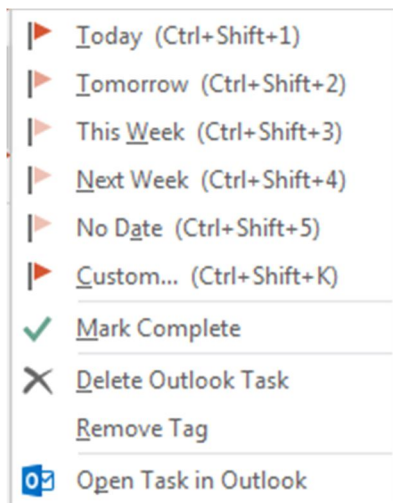


## Removing a Tag


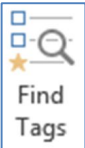
1. Right Click on the tag icon
2. Select 'Remove Tag'

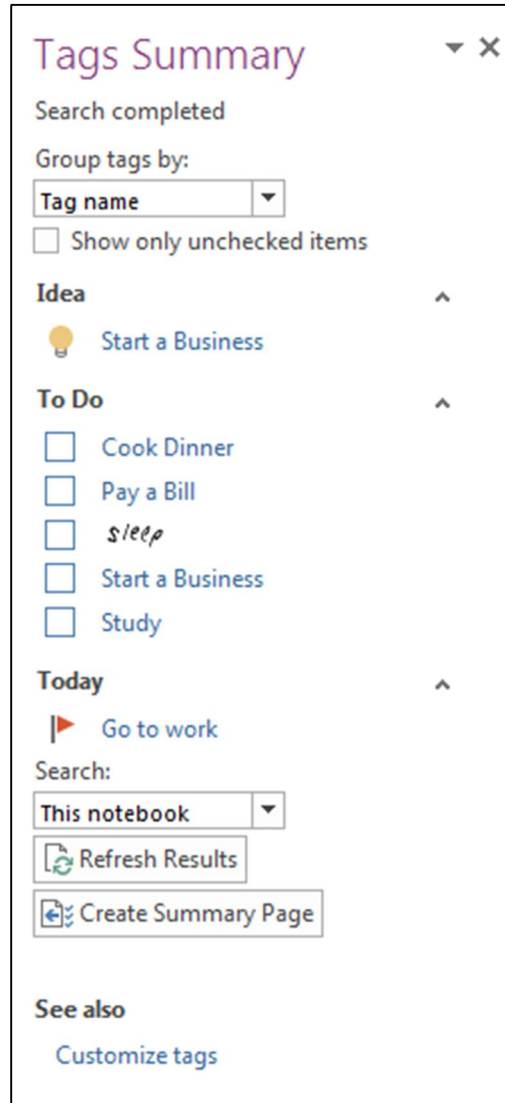



3. For Outlook Tasks, you can select 'remove tag' to remove the tag without deleting the outlook task, or you can select 'Delete Outlook Task' to completely removed the tag and task in Outlook



### Finding your Tags and Creating a Summary Page

1. Go to the  tab
2. Select 
3. A 'Tags Summary' section will appear on the screen where you can group your tags by 'Tag Name', 'Section', 'Title', 'Date', and 'Note Text'.



4. To create a summary page of your results, select 

## Inserting Space

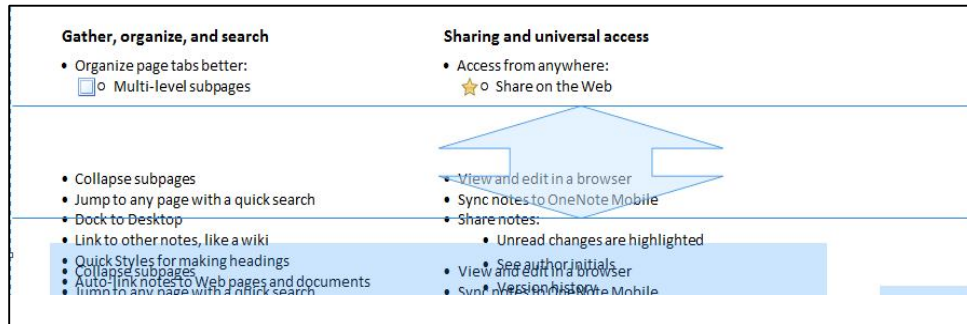
This feature creates space between notes you have written. It works horizontally as well as vertically.

1. Go to the  or the  tab



2. Select





3. Drag your cursor on the screen to create additional space

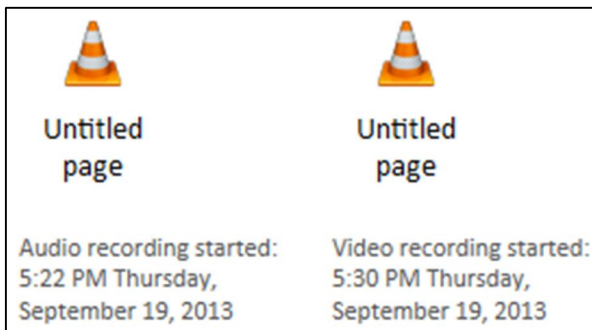


## Recording

You can record audio or video in OneNote and OneNote will place the recording in your notes with a timestamp attached. OneNote also automatically makes the title of the recording searchable.

### Recording Audio or Video



1. Go to the  tab
2. Select  or 
3. An  tab will appear
4. An icon with a timestamp will appear on the screen



*Please note that your icon will be the same as your default audio and video player on your computer.*

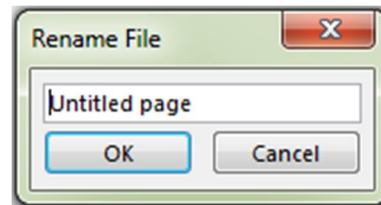
5. While recording video, the live feed will also display as a pop-up window



6. Select  to pause the recording or  to stop it

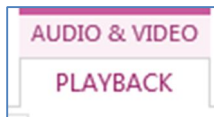
### Renaming a Recording

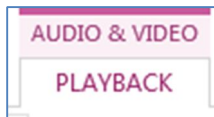
1. Right click on the video or audio icon
2. Select 'Rename' and rename the file

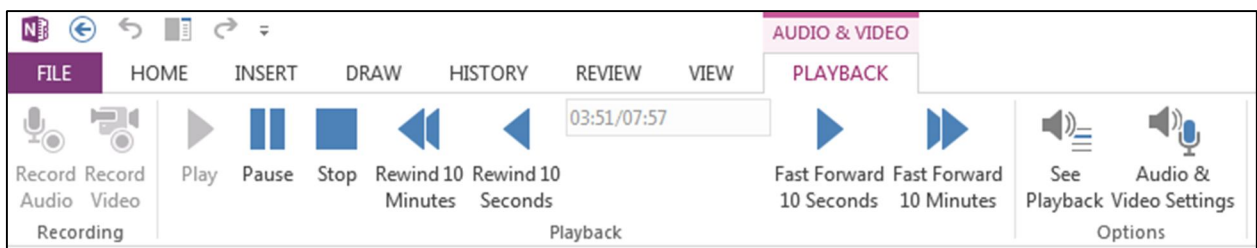


### Replaying Audio or Video

1. Double click on the audio or video icon



2. Control the playback in the  tab

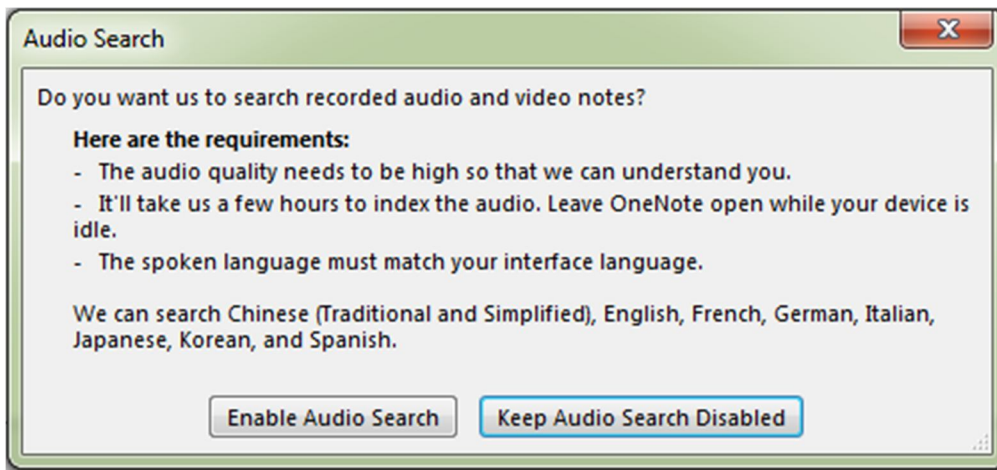


## Searching

OneNote allows you to search your typed and handwritten notes, as well as audio and video notes.

### Making Audio and Video Notes Searchable

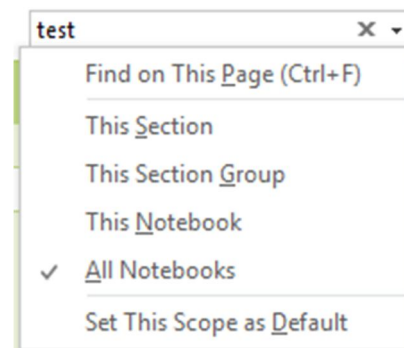
1. Select **FILE** then **Options**
2. Select the **Audio & Video** tab
3. Under the 'Audio Search section' check the  **Enable searching audio and video recordings for words** checkbox
4. Select **Enable Audio Search** from the popup menu



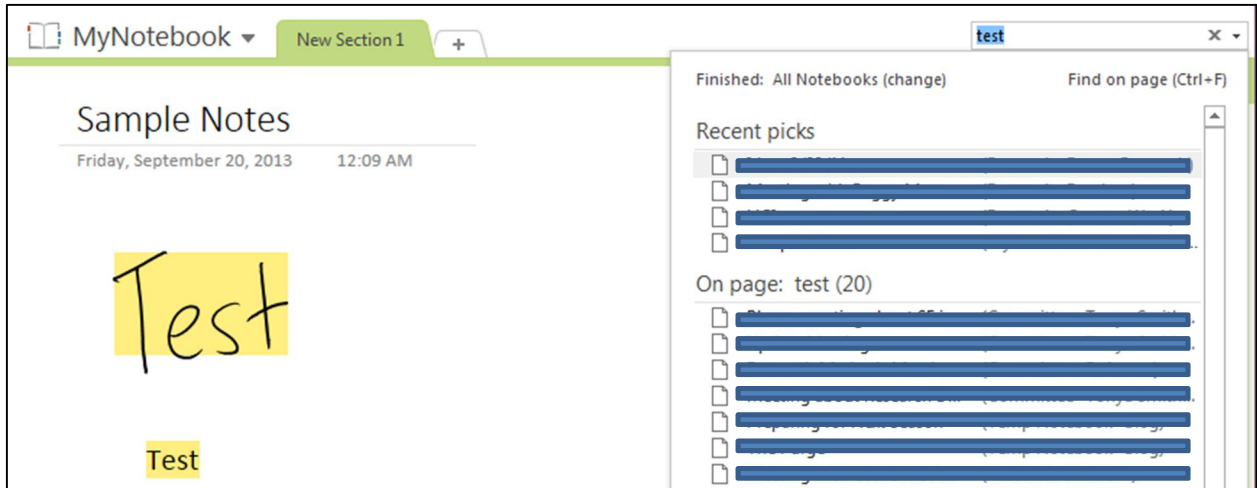
5. Select 'OK'

### Searching Your Notes

1. Type the term you will like to search for in  on the right side of the screen
2. Select  in the search box and select where you would like to search for the term
3. The search term will be highlighted wherever it appears and links to other places where the search terms is located will appear







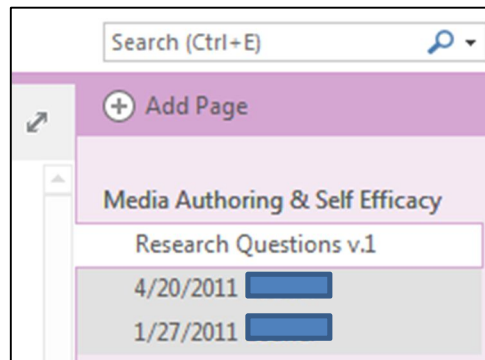
## Page Versions

OneNote will allow you to view an earlier version of the current page.

1. Go to the page were you would like to see previous version



2. Select
3. Underneath the page name in the side bar, page versions with the date and author will appear



4. Select a page version
5. Select This is an older version of the page that will be deleted over time. Click here to restore this as the main page or to see more options. to restore a previous version

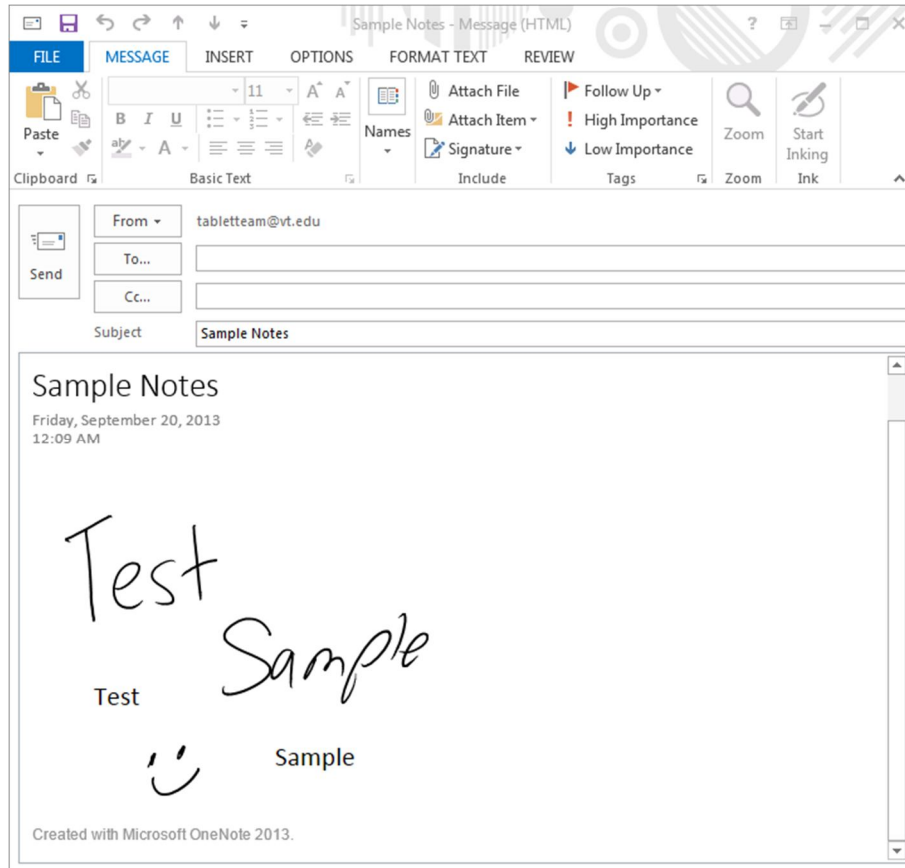
## Mailing a OneNote Page

You can email a page of your notes straight from OneNote. OneNote will use your default email program to send the email.

1. Go to the  tab



2. Select
3. An email window will appear containing the OneNote page content




## Sharing a Notebook

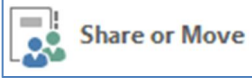


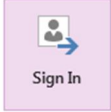
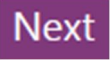



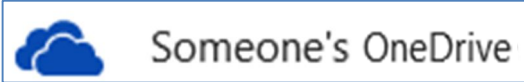

This feature can be used for storing your notebook on the cloud and sharing it with others.

### Storing your Notebook on the Cloud

1. Select  and 








2. Select  beside the notebook you want to share

3. Select 
4. It should take you to the  screen
5. Select 
6. Select  and enter your email address
7. Select 
8. If you have a Microsoft OneDrive account
  - a. Enter your password
  - b. Select 
9. If you do not have a Microsoft OneDrive account
  - a. Select 
  - b. Complete the form and select 
10. Select 
11. Select 

### Manually Syncing your Notebook with the Cloud in OneDrive


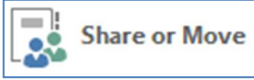
OneNote automatically syncs your notebook to the cloud whenever changes are made by default but you can also sync manually.

1. Select  then 
2. Select 
3. Select  to sync all notebooks or  beside the notebook you would like to sync

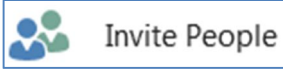

### Accessing your Notebook Online

All of your notebooks can be accessed online at <https://onedrive.live.com/>

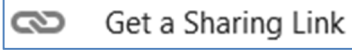


## Sharing your Notebook with Others

1. Select **FILE** then **Info**
2. Select  beside the notebook you want to share
3. Select 
4. It should take you to the **Share** screen

## Invite People

1. Select 
2. Complete email form and select 

## Get a Sharing Link

1. Select 
2. Select  beside the type of link you would like to create
3. Right click on the link to copy it
4. To disable the link, select 

*Please note that when a link is disabled, the old link will not work. When a link is created again after being disabled, a different link is created.*