



OneNote: An Introduction



Digital Notebooks

- Give you a place to store and search for any kind of electronic information **in the same place**
 - Email messages
 - Web pages
 - PowerPoint presentations
 - Word, Excel, PDF, files
 - Pictures
 - Screen clips
 - Audio and video files



Digital Notebooks

A OneNote testimonial:

“I am hooked. This is GREAT! LOVE IT!”

-- John Lefebvre

- **OneNote** currently is available only for PCs
- Found in two Microsoft Office suites
 - Office for Home & Student
 - Enterprise Office
 - We license this version for faculty and staff
 - Contact me if you are interested

TNT Lunches OneNote

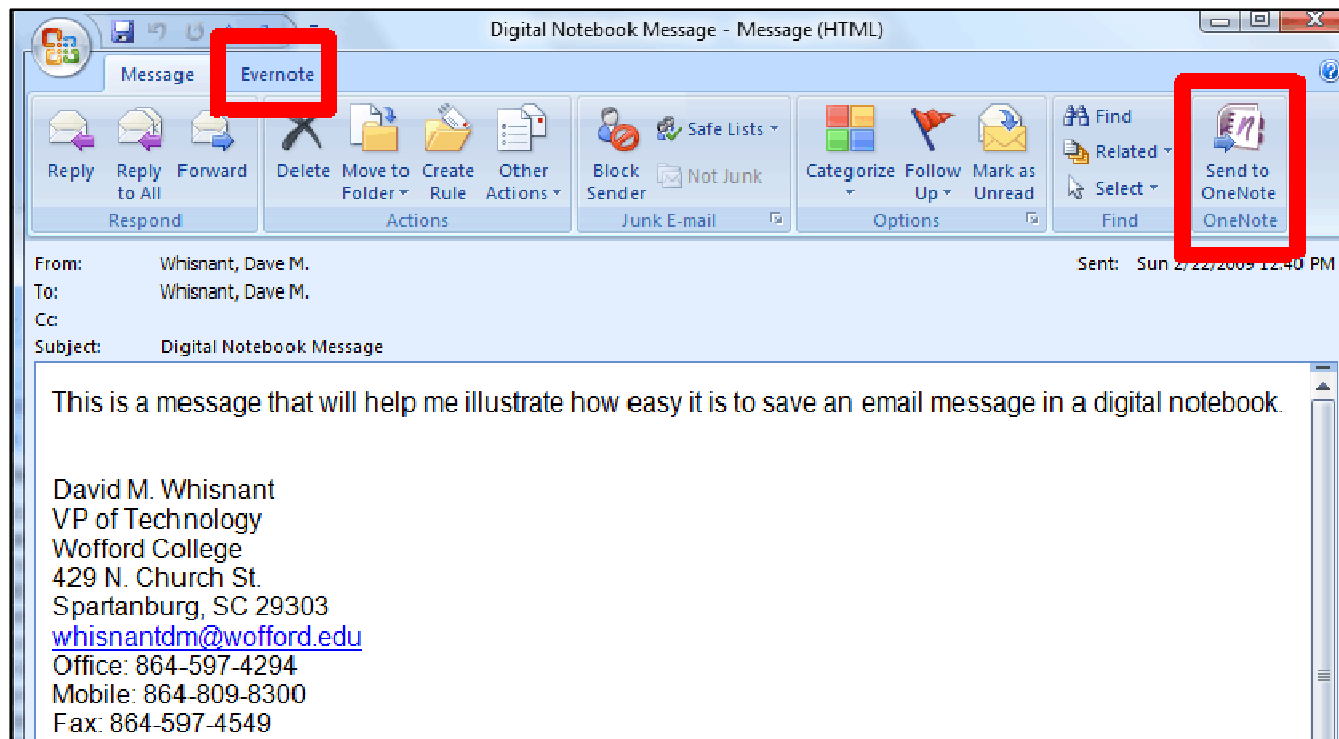
- OneNote is structured in terms of notebooks, each of which is divided into sections
- You set up the notebooks and sections that you want

The screenshot displays the Microsoft OneNote interface. On the left, the 'Notebooks' pane shows a list of notebooks, with 'GMail' selected and highlighted in red. Below it, the 'Sections' pane lists various sections, including 'Alumni', 'Google Agreement', 'Google Policies', 'Google Reference', 'My Notes', 'myWofford', 'Other Colleges', and 'Wofford Gmail', all of which are also highlighted in red. The main content area shows a web page titled 'The Chronicle of Higher Education: Live Discussions' with a date of Wednesday, January 26, 2009, at 3:01 PM. The page content includes a section titled 'Outsourcing E-Mail Service' and a sub-section 'The Guest' by Wendy Woodward. On the right side, the 'Pages' pane shows a list of pages, with 'New Page' at the top and several other pages listed below, including 'RE: Interesting Article', 'Macalester College', 'The Chronicle of Higher Edu...', 'Oren Steebny's Weblog: [CS', 'Google Apps/Business Case', 'Macalester ITS', and 'NIT.LC Google Apps Web Co'. A red arrow points from the 'Pages' pane towards the main content area.



Saving an Email Message

- To save an email message, click on “Send to OneNote” in its header





Storing a Note

- Saved notes go in an “Unfiled Notes” notebook

A screenshot of the Microsoft OneNote application interface. On the left, a sidebar lists various notebooks, with "Unfiled Notes" at the bottom. The main area shows a "Digital Notebook Message" page. The message content includes a subject line, a header with "From", "To", and "Sent" fields, and a body of text. A red arrow points to the "Unfiled Notes" notebook in the sidebar, and another red arrow points to the "Digital Notebook Message" page title in the top right corner of the main content area.

Notebooks

- Green IT
- Help Center
- IT Staff
- Laptop Program
- Leonard AV
- Meeting Notes
- MyWofford
- Pandemic Flu
- Test Notebook
- TNT Workshops
- Trustees
- Videoconferencing
- Work Notebook
- OneNote 2007 Gu...
- Unfiled Notes

Work Noteb... | Research | Travel | Planni... | Miscellaneous | Unfiled Notes

Search All Notebooks

New Page

Digital Notebook Message

Digital Notebook Message

Sunday, February 22, 2009
12:44 PM

Subject	Digital Notebook Message
From	Whisnant, Dave M.
To	Whisnant, Dave M.
Sent	Sunday, February 22, 2009 12:40 PM

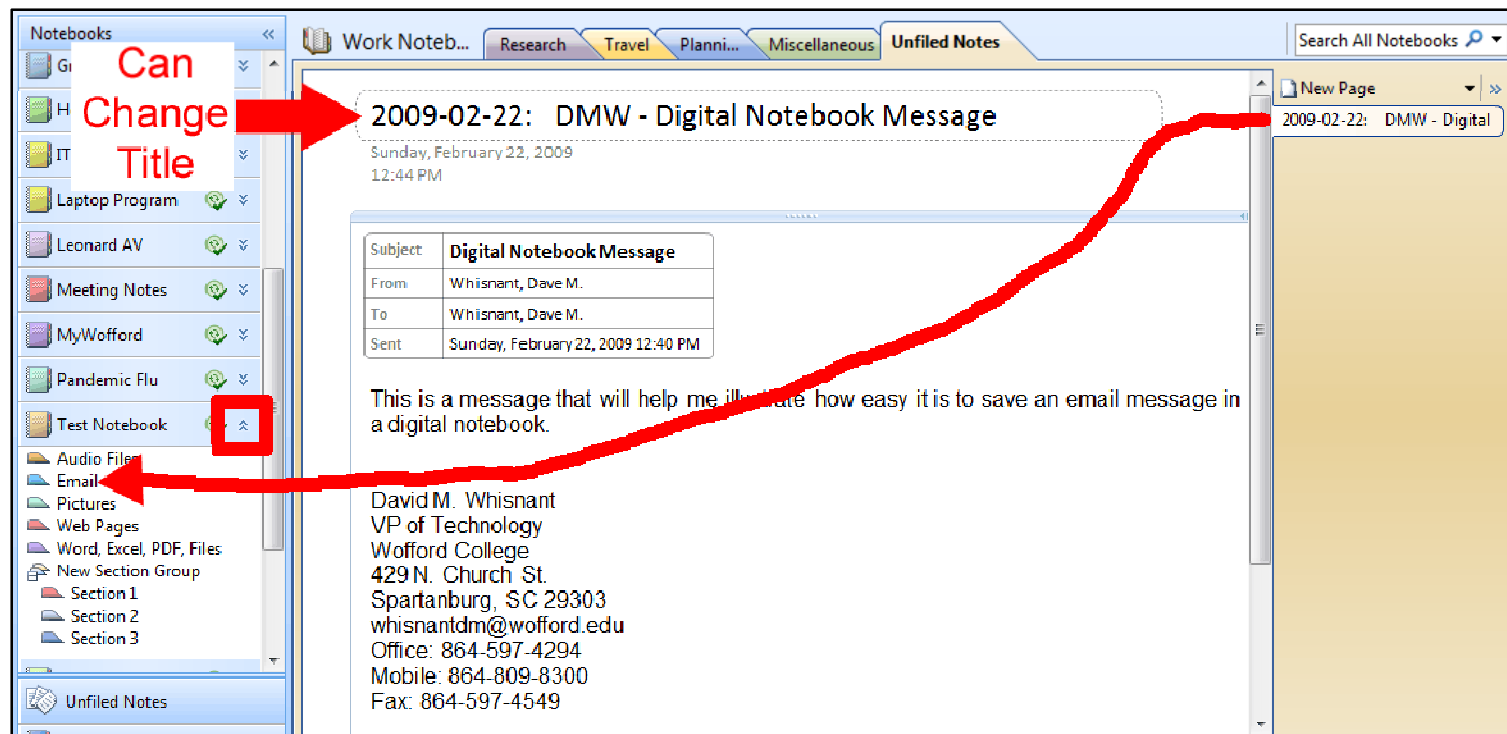
This is a message that will help me illustrate how easy it is to save an email message in a digital notebook.

David M. Whisnant
VP of Technology
Wofford College
429 N. Church St.
Spartanburg, SC 29303
whisnantdm@wofford.edu
Office: 864-597-4294
Mobile: 864-809-8300
Fax: 864-597-4549



Storing a Note

- You can drag and drop the note into a section of the appropriate notebook





Storing a Note

The screenshot shows a digital notebook application. On the left is a sidebar with a list of notebooks and sections. The main area displays a page titled "2009-02-22: DMW - Digital Notebook Message" with a date and time stamp. A red arrow points to the "Email" tab in the top navigation bar, and another red arrow points to the "Email" section in the sidebar. The email content includes a subject line, a header table, and a body of text.

2009-02-22: DMW - Digital Notebook Message
Sunday, February 22, 2009
12:44 PM

Subject	Digital Notebook Message
From	Whisnant, Dave M.
To	Whisnant, Dave M.
Sent	Sunday, February 22, 2009 12:40 PM

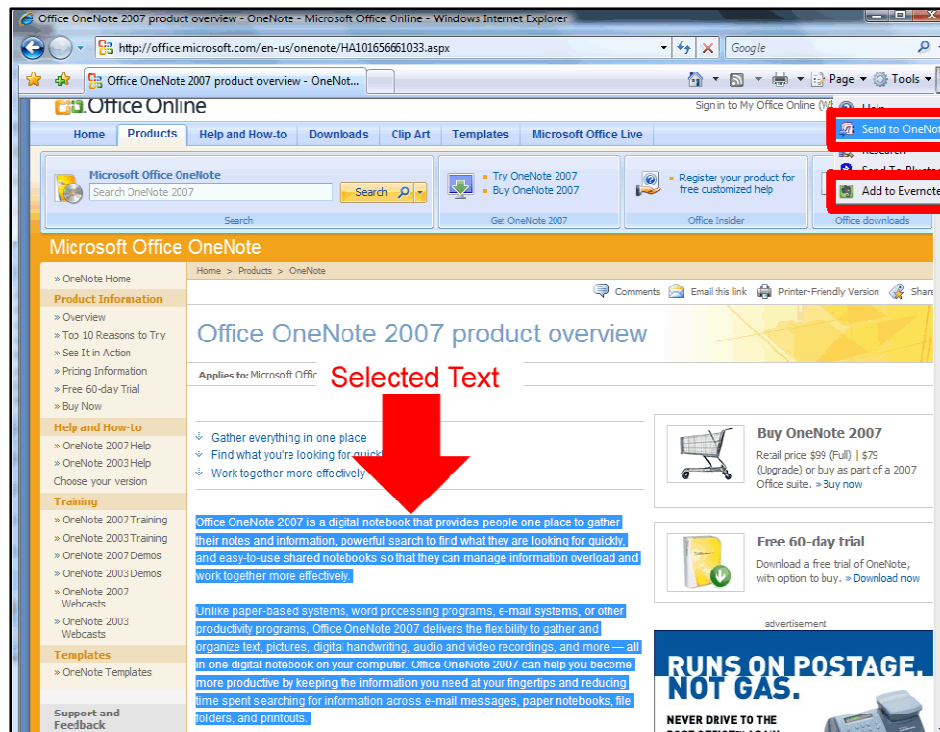
This is a message that will help me illustrate how easy it is to save an e
a digital notebook.

David M. Whisnant
VP of Technology
Wofford College
429 N. Church St.
Spartanburg, SC 29303
whisnantdm@wofford.edu
Office: 864-597-4294
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Fax: 864-597-4549



Saving from a Web Page (IE)

- You can save an entire web page or a portion



Internet Explorer has buttons to save information

With Firefox, copy and paste information



Saving from a Web Page

- One of best things about digital notebooks is that they automatically save the URL of the web page





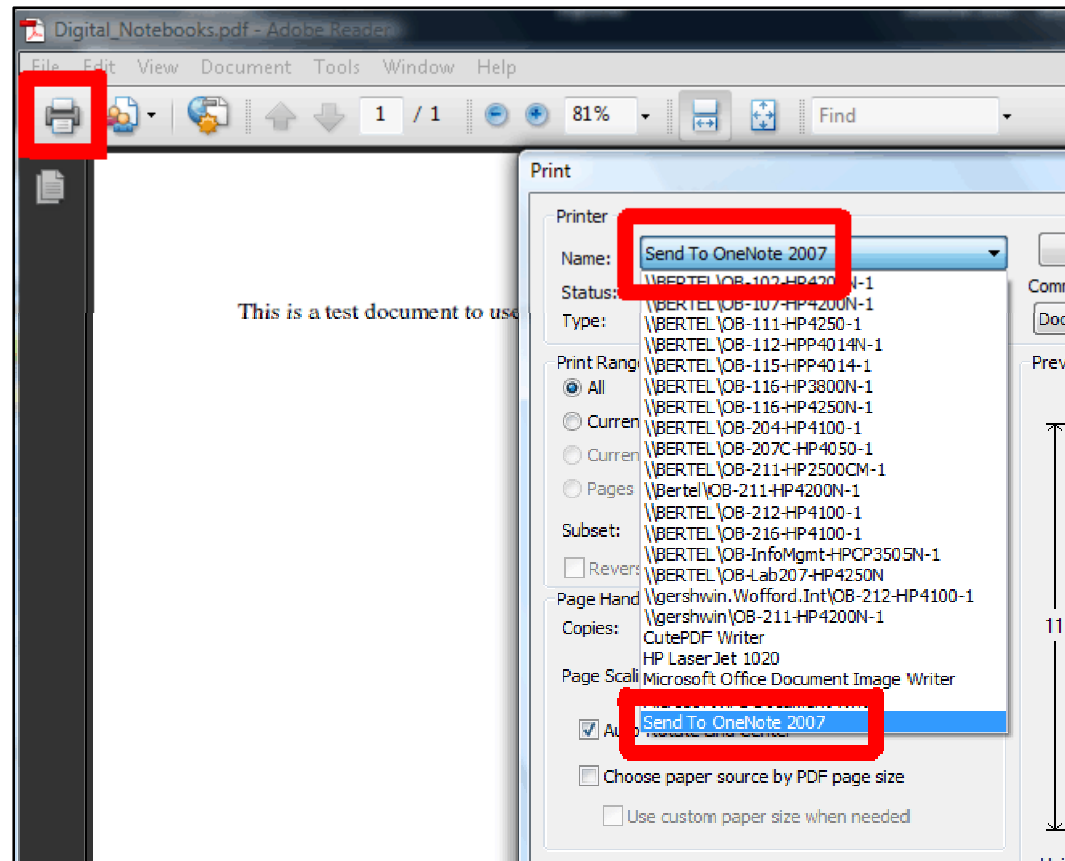
Saving Files

- Word
 - Excel
 - PowerPoint
 - PDF
-
- Files can be saved by printing them to OneNote



Printing a File to OneNote

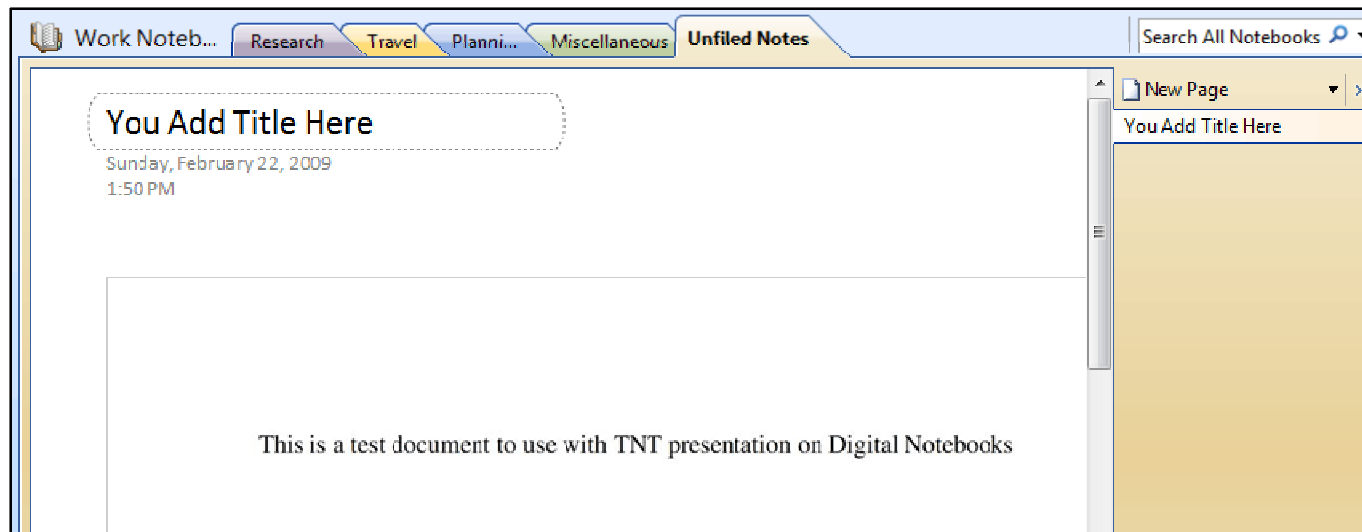
To save a document (Word, Excel, PDF) to OneNote, use the “Send to OneNote” printer option





Printing a File to OneNote

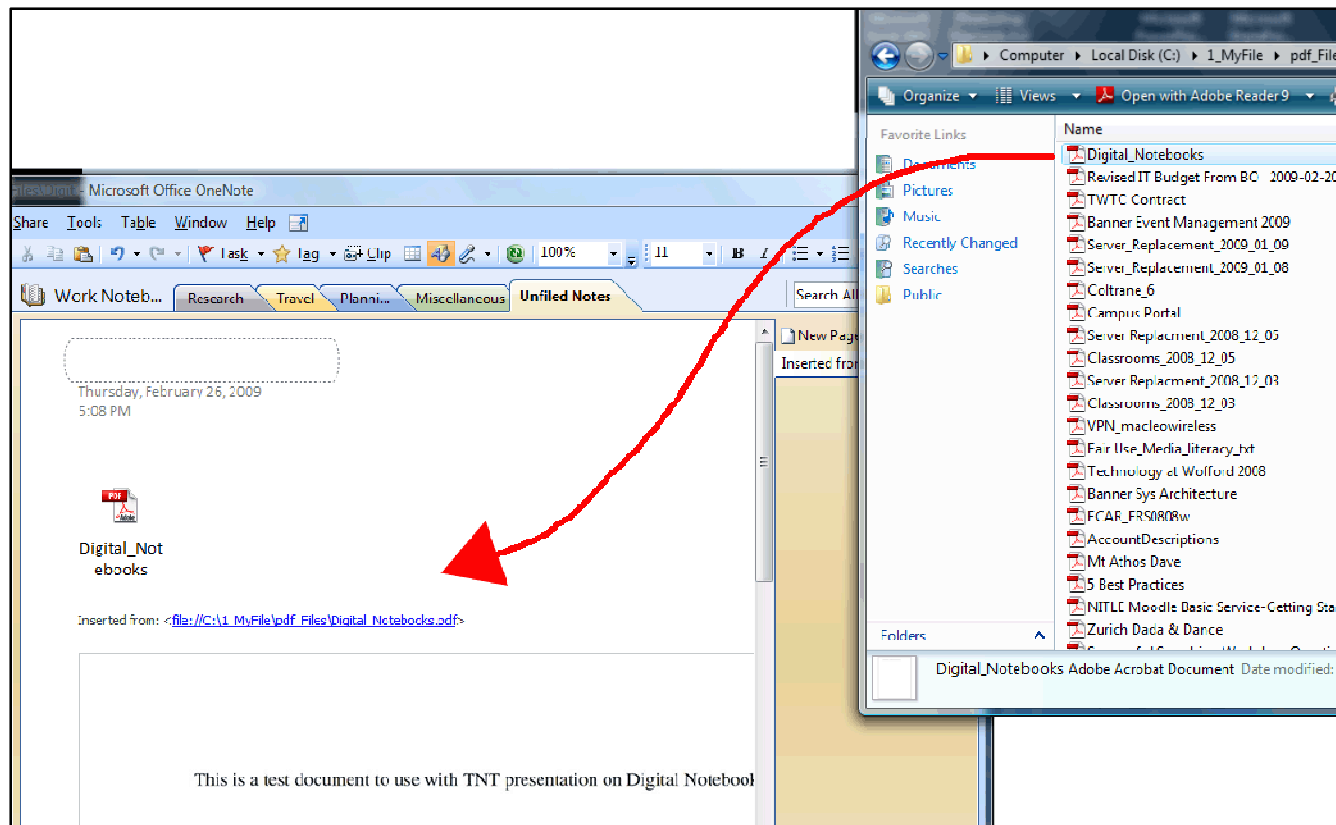
- You can add a title to the document when it has been added to OneNote





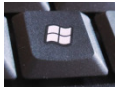
Adding Files by Drag & Drop

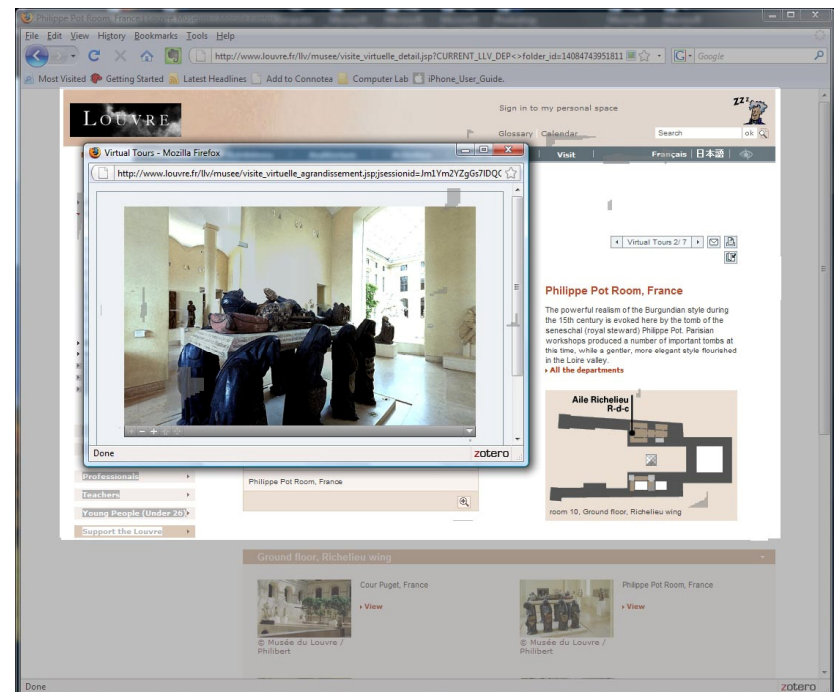
- Any file also can be saved in OneNote by drag and drop
- This is the best way to save pictures and audio files





Screen Clips

- OneNote will save a portion of the screen
- Click on the Windows Key  and “s”
- Use mouse to select portion of screen to copy

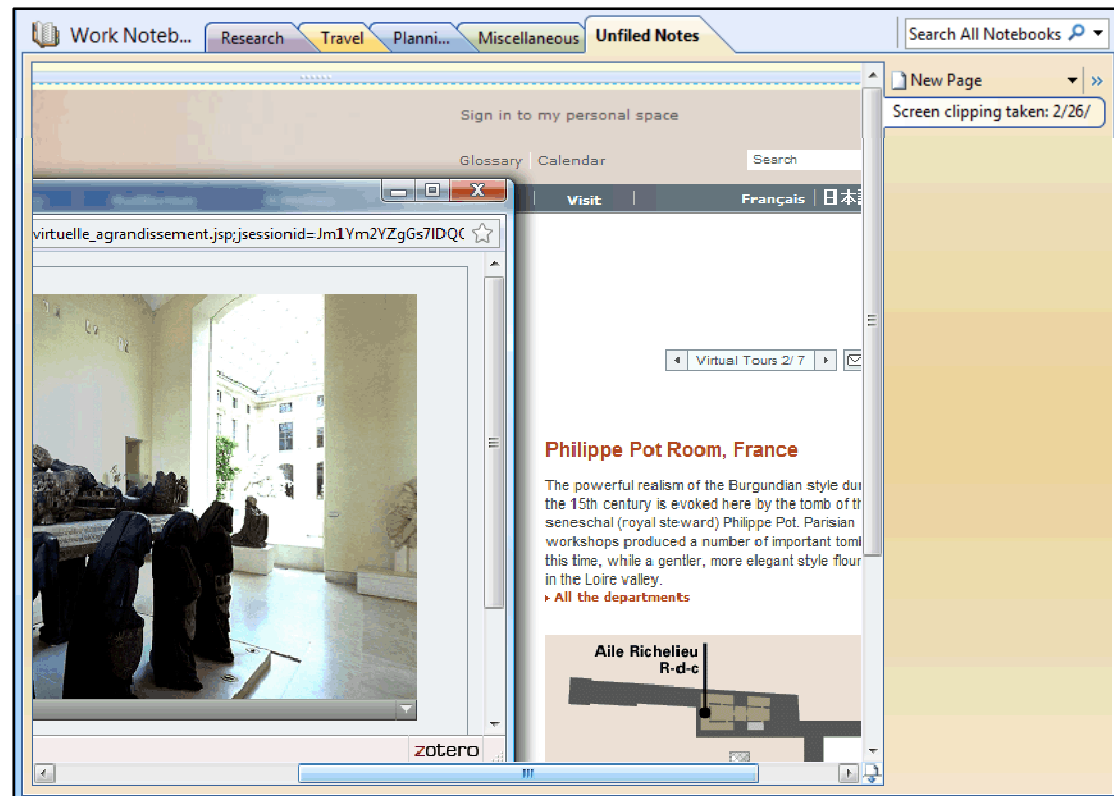




Screen Clips

- When you release mouse button, picture of the screen clip is saved in OneNote

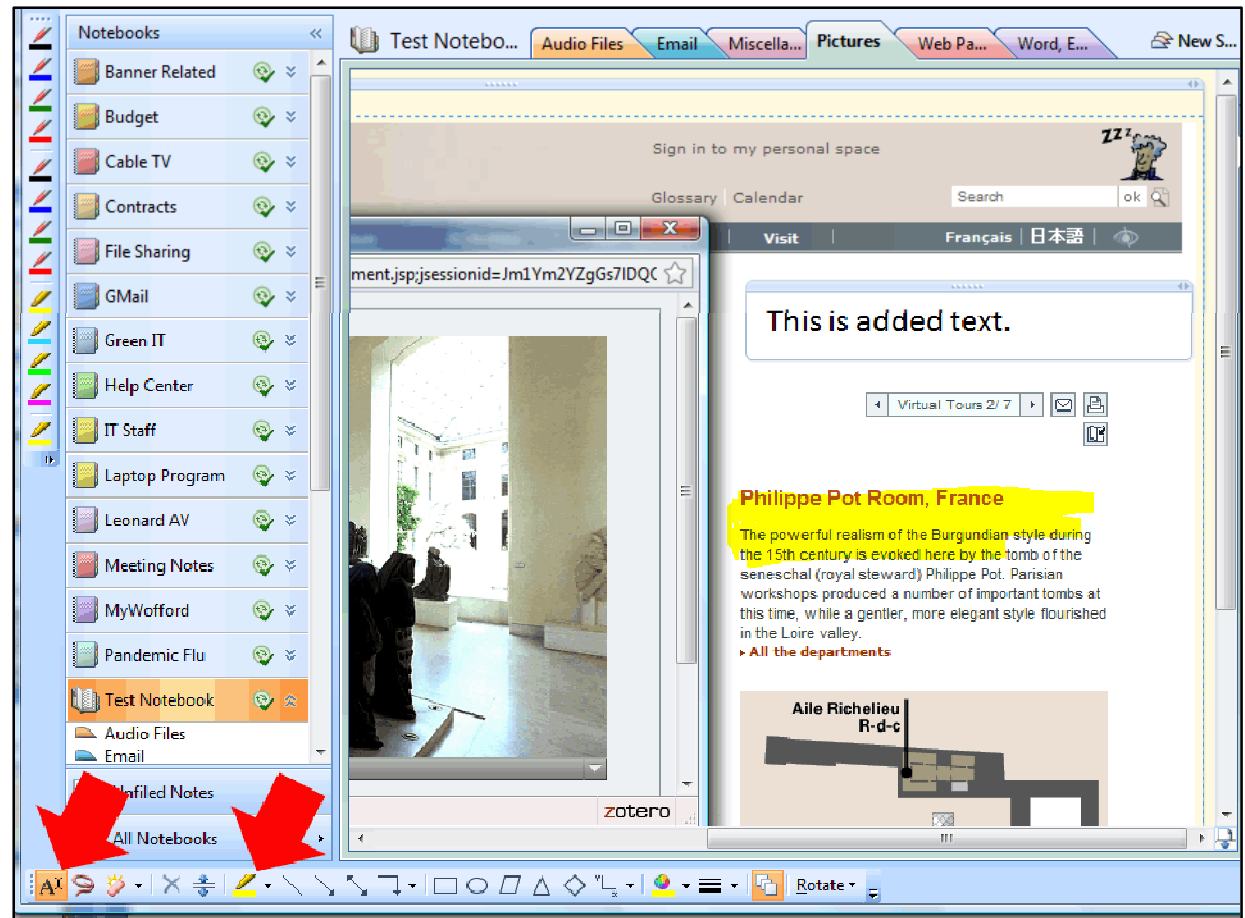
This is particularly useful if you want to save two separate windows at once (as in the example at the right)





Marking Up a Note

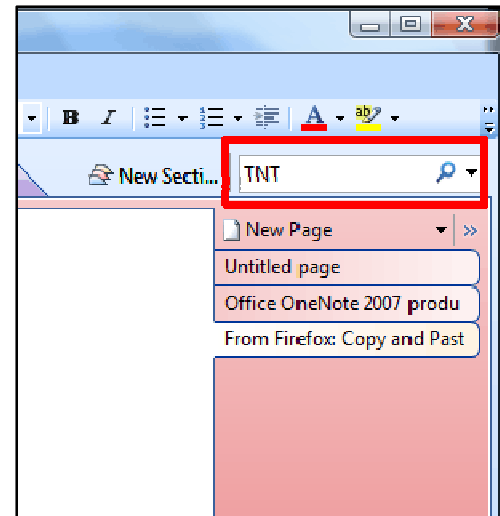
You can use the drawing toolbar to highlight or add notes to a note





Searching

- One of the most powerful features of digital notebooks
- Suppose you want to find all documents dealing with TNT lunches
- Search for “TNT”





Searching

Meeting Notes
MyWofford
Pandemic Flu
Test Notebook
Audio Files
Email
Miscellaneous
Pictures
Web Pages
Word, Excel, PDF, Files
New Section Group
Section 1
Section 2
Section 3
TNT Workshops
Saving Time & Env
May 2009
Graphics
Trustees
Videoconferencing
Work Notebook
OneNote 2007 Gui...
Unfiled Notes
All Notebooks

TNT Lunch
Saving Time and Sustaining the Environment
Videoconferencing & Digital Notebooks

Page List
TNT
Note Search Results
Pages found: 6
Sort list by: Date
Today
Saving Time and the Environment
2/23/2009 1 TNT Lunch Saving Time and Sustaining the Environment Videoconferencing & Digital... 2/23/2009
Yesterday
You Add Title Here
This is a test document to use with TNT presentation on Digital Notebook
2/22/2009
A Long Time Ago
Brian: Info from Michael Banks
...esent videoconferencing to faculty as part of a TNT lunch on Feb 26. It would be good for us to have... 2/5/2009
2009-02-04: My email to Chris about setti...
...esent videoconferencing to faculty as part of a TNT lunch on Feb 26. It would be good for us to have... 2/4/2009
2009-02-04: Videoconferencing
I have a couple of TNT lunches on the

Search: All Notebooks

PowerPoint Presentation

Meeting Notes
MyWofford
Pandemic Flu
Test Notebook
Audio Files
Email
Miscellaneous
Pictures
Web Pages
Word, Excel, PDF, Files
New Section Group
Section 1
Section 2
Section 3
TNT Workshops
Saving Time & Env
May 2009
Graphics
Trustees
Videoconferencing
Work Notebook
OneNote 2007 Gui...
Unfiled Notes
All Notebooks

Subject: FW: Meeting with Jason & Me
From: Whisnant, Dave M.
To: Lawton, Boyce M.; Womick, Jason H
Cc: Whisnant, Dave M.
Sent: Wednesday, February 04, 2009 2:17 PM

We can add videoconferencing to the "Saving Time and Sustaining the Environment" initiative. We just did a videoconference with Rep. Inglis for C and it went very well.

Day

From: Whisnant, Dave M.
Sent: Wednesday, February 04, 2009 10:35 AM
To: Lawton, Boyce M.
Cc: Womick, Jason H; Whisnant, Dave M.
Subject: Meeting with Jason & Me

Boyce -

Would you have time this week or early next week to discuss this?

We would like to make some workshop-related plans for the "Saving Time and Sustaining the Environment" initiative.

I have a couple of TNT lunches on the calendar for the month of March. Here are some ideas for what we might do something for us to talk about.

email message

You Add Title Here - Microsoft Office OneNote

File Edit View Insert Format Share Tools Table Window Help

100%

Notebooks
Banner Related
Backups
Conf. Calls
Cognos
Contracts
EM RAR
Budget
Cable TV
File Sharing
GMail
Green IT
Help Center
IT Staff
Laptop Program
Leonard AV
Meeting Notes
Unfiled Notes
All Notebooks

You Add Title Here
Sunday, February 22, 2009
1:50 PM

This is a test document to use with TNT p

Page List
TNT
Note Search Results
Pages found: 7
Sort list by: Date
Yesterday
Untitled Page
TNT Sound File.mp
2/23/2009
Saving Time and the Environment
2/23/2009 1 TNT Lunch Saving Time and Sustaining the Environment Videoconferencing & Digital... 2/23/2009
This Week
You Add Title Here
This is a test document to use with TNT presentation on Digital Notebook
2/22/2009
A Long Time Ago
Brian: Info from Michael Banks
...esent videoconferencing to faculty as part of a TNT lunch on Feb 26. It would be good for us to have... 2/5/2009

Search: All Notebooks

PDF file

Notebooks
Pandemic Flu
Test Notebook
Audio Files
Email
Miscellaneous
Pictures
Web Pages
Word, Excel, PDF, Files
New Section Group
Section 1
Section 2
Section 3
TNT Workshops
Saving Time & Env
May 2009
Graphics
Sound
Trustees
Videoconferencing
Work Notebook
OneNote 2007 Gui...
Unfiled Notes
All Notebooks

Brian: Info from Michael Ba

...encing on my mind this year, and the quality of the conferen...
...at the project going so that we can make it routinely availab...
...this will be a useful tool that will make interviews possible...
...within our sustainability initiative.

...to videoconferencing through an organization to which the...
...E. At the bottom of this message is the information I recei...
...pconferencing. The following link also will help:
w/service_groups/2

...et up as the NITL videoconferencing coordinator, but it mi...
...ys will work? (On our end, of course - I know there are so...
...that are beyond our control.)

...y anything permanently with bandwidth allocations to ensur...
...s will work? (On our end, of course - I know there are so...
...that are beyond our control.)

...conferencing to faculty as part of a TNT lunch on Feb...
...have tested it in two weeks -- by Feb 19. I will be glad to

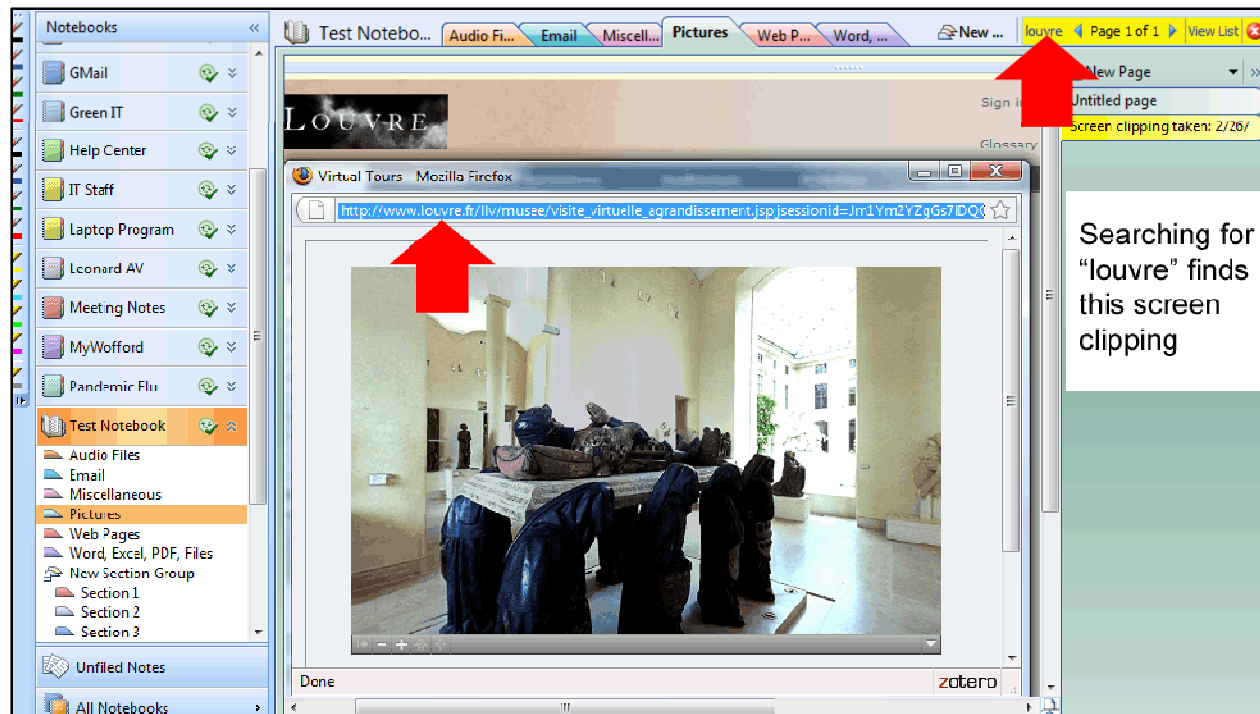
...onics head-sets for videoconferencing last semester at the...
...ms. They are in my office next to my printer, if you would li...

email message



Searching: Screen Clips

- Screen clips are examples of pictures that can be searched





Search, Don't Sort

- This is an alternative to filing your notes in separate notebooks
- Some people use only one notebook, without sorting items in sections
- Use the Search function to find the items they need



Digital Notebooks: Comparison

- **OneNote**
 - Available only for the PC
 - Tightly integrated with Microsoft Office applications
 - Outlook, Word, Excel, PowerPoint, IE
 - Allows markup of notes
 - Better if you like the “sections” model
- **Evernote**
 - Available for Mac and PC
 - Can save notes in the Internet “cloud”, so they are available anywhere
 - Better if you like the “tags” model



Digital Notebooks

- If you are interested in OneNote
 - Contact me (4294, whisnantdm@wofford.edu)
 - It may not be on your PC