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!"

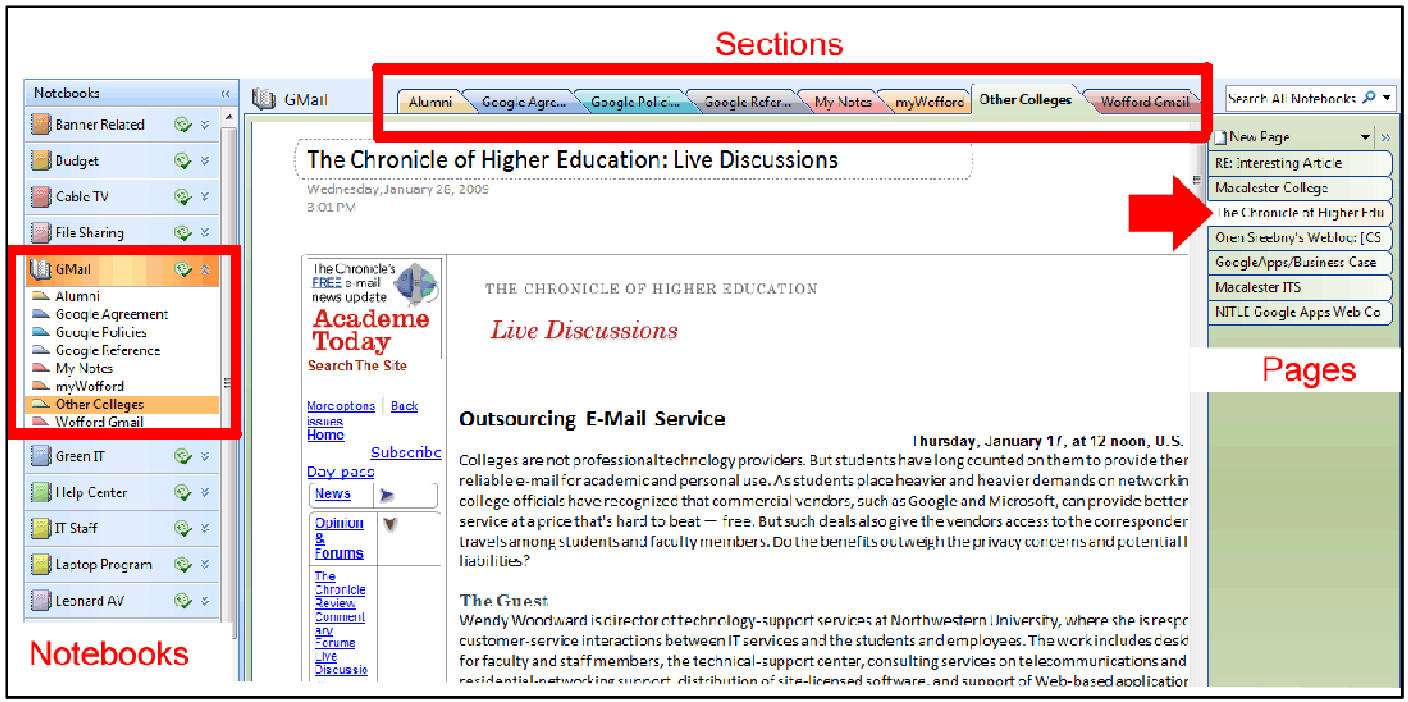
-- John Lefebvre

- 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

OneNote

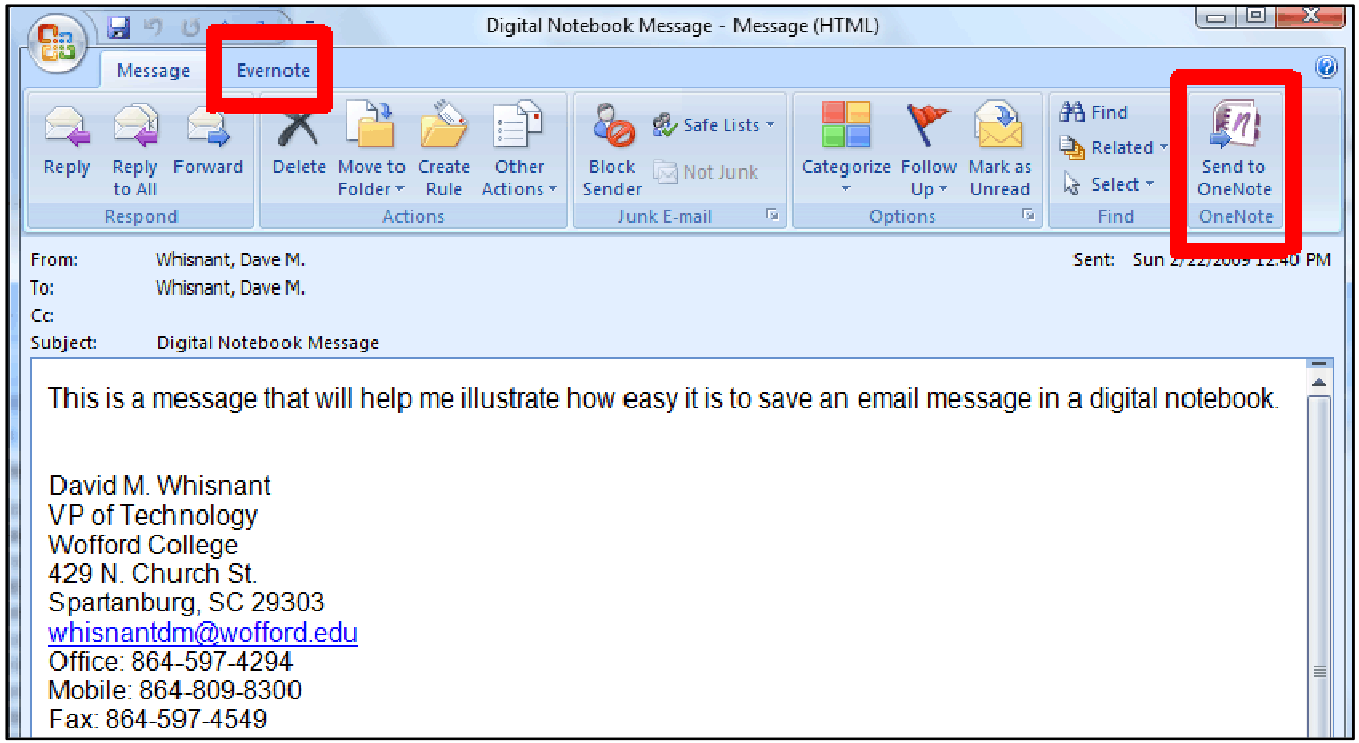
- OneNote is structured in terms of notebooks, each of which is divided into sections

- You set up the notebooks and sections that you want



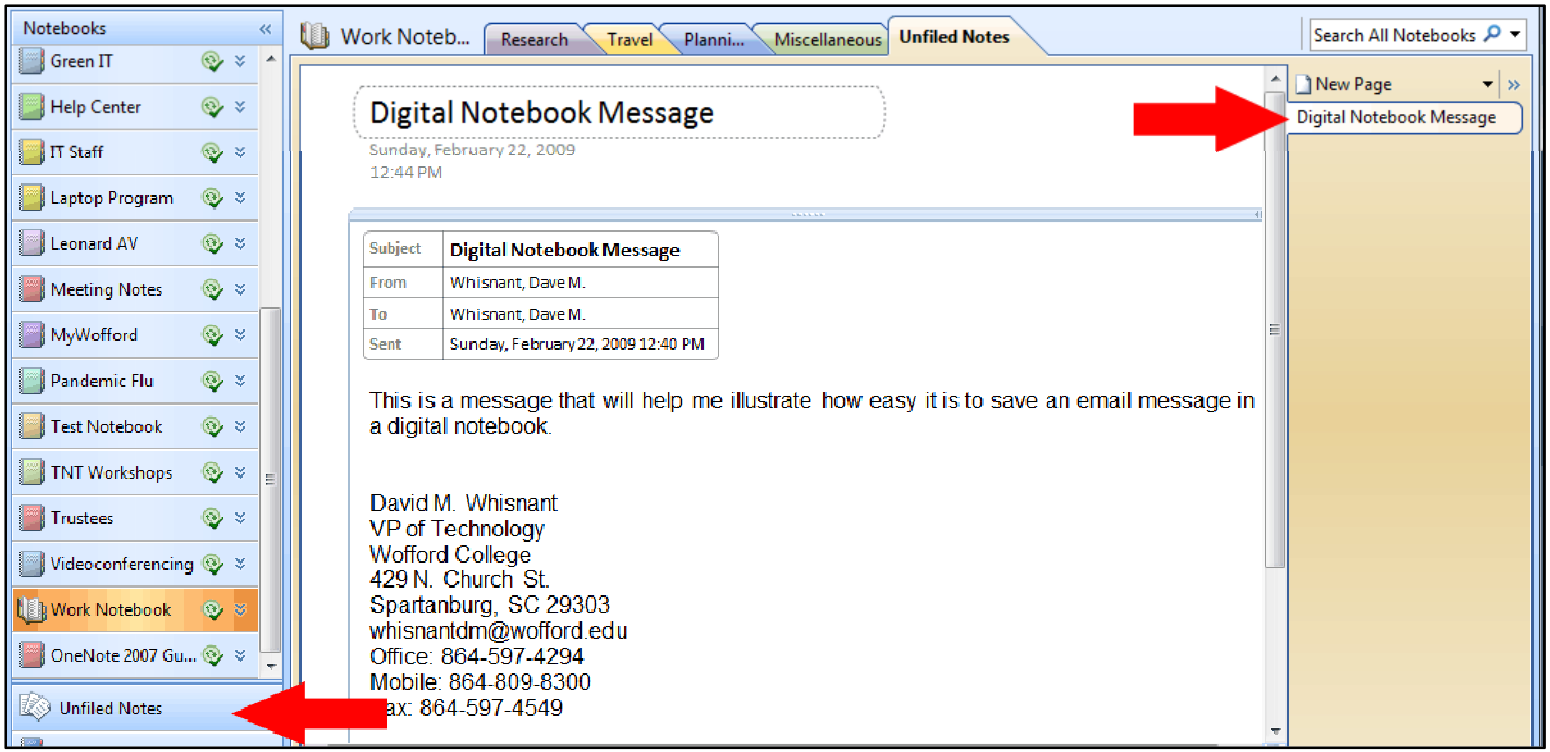
Saving an Email Message

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



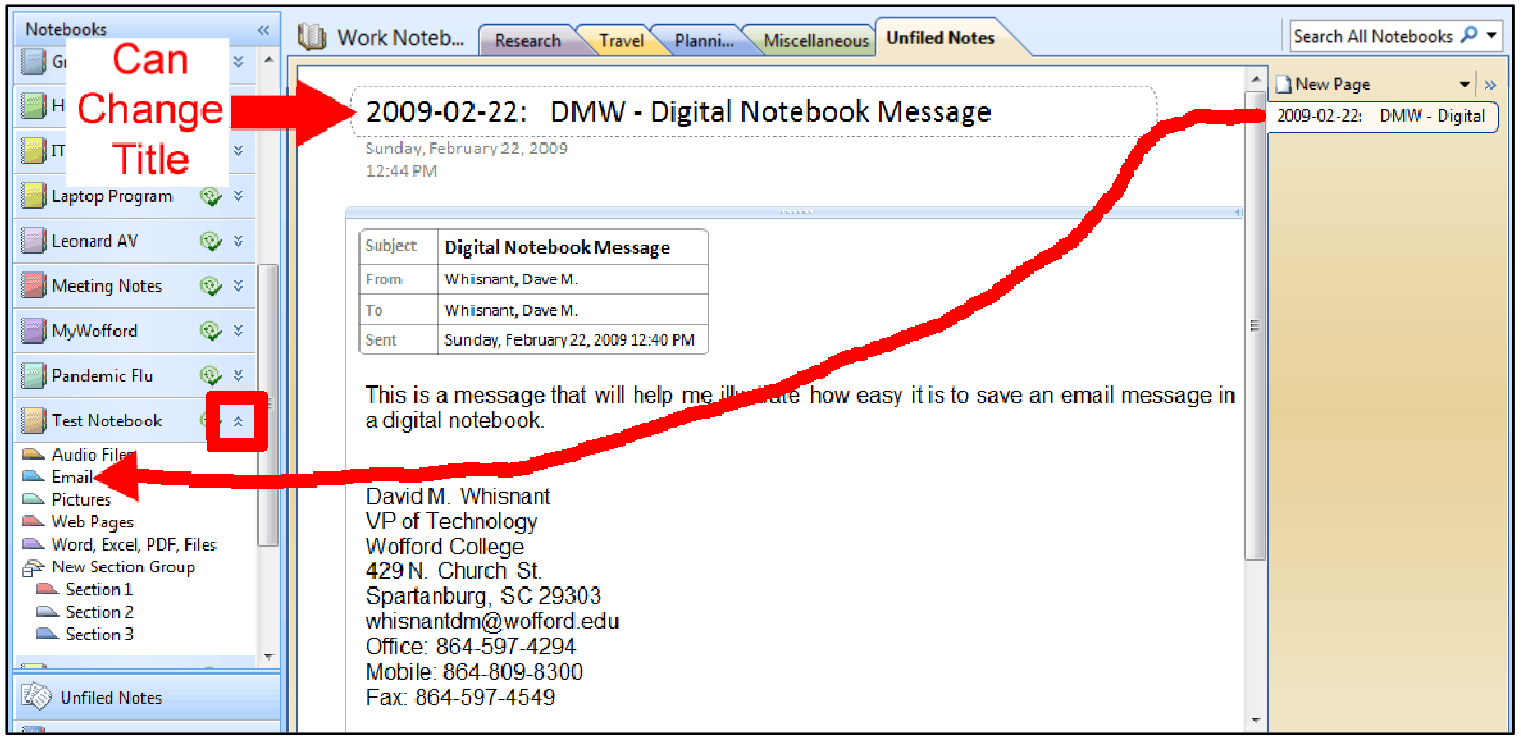
Storing a Note

- Saved notes go in an “Unfiled Notes” notebook

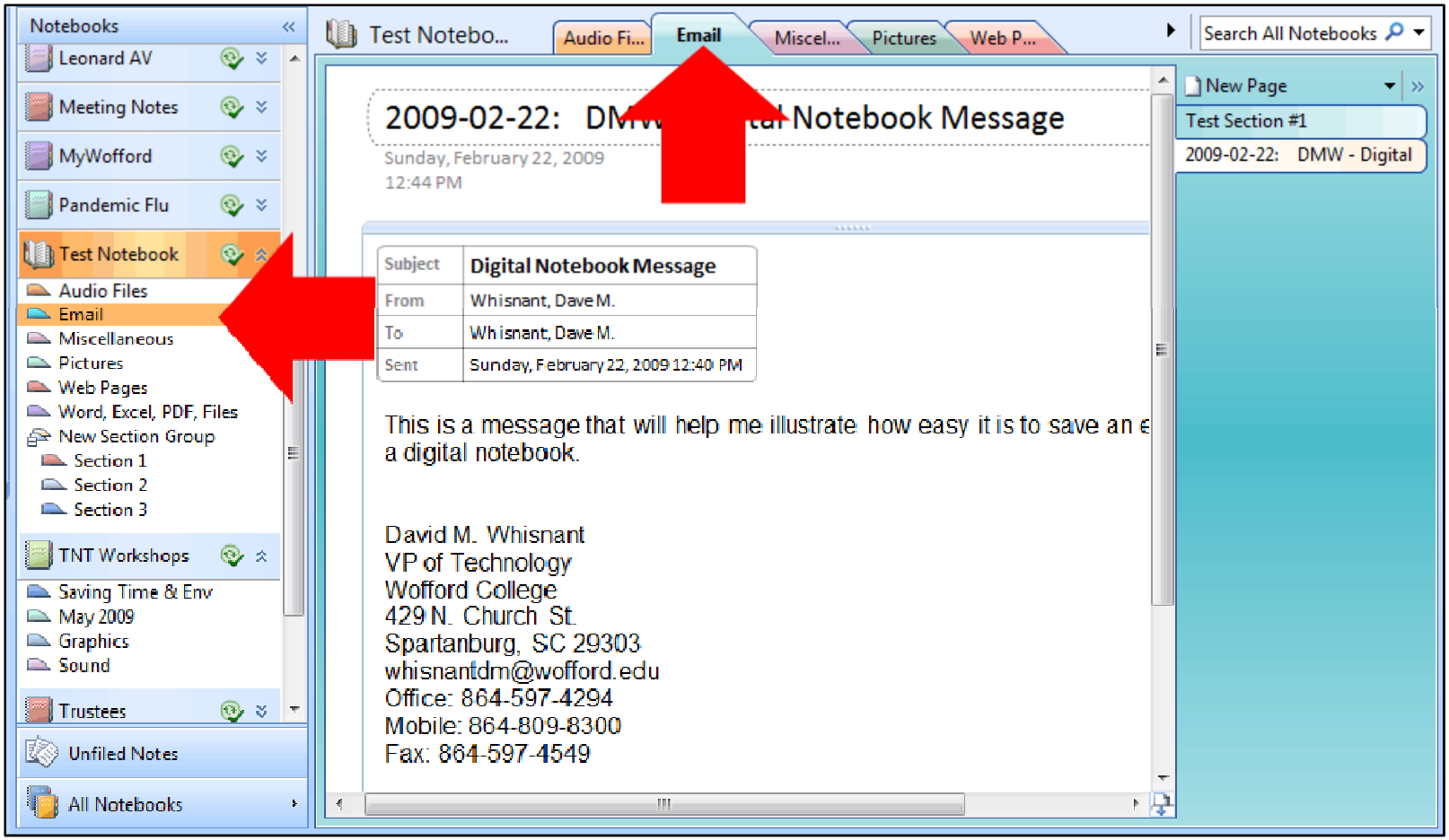


Storing a Note

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

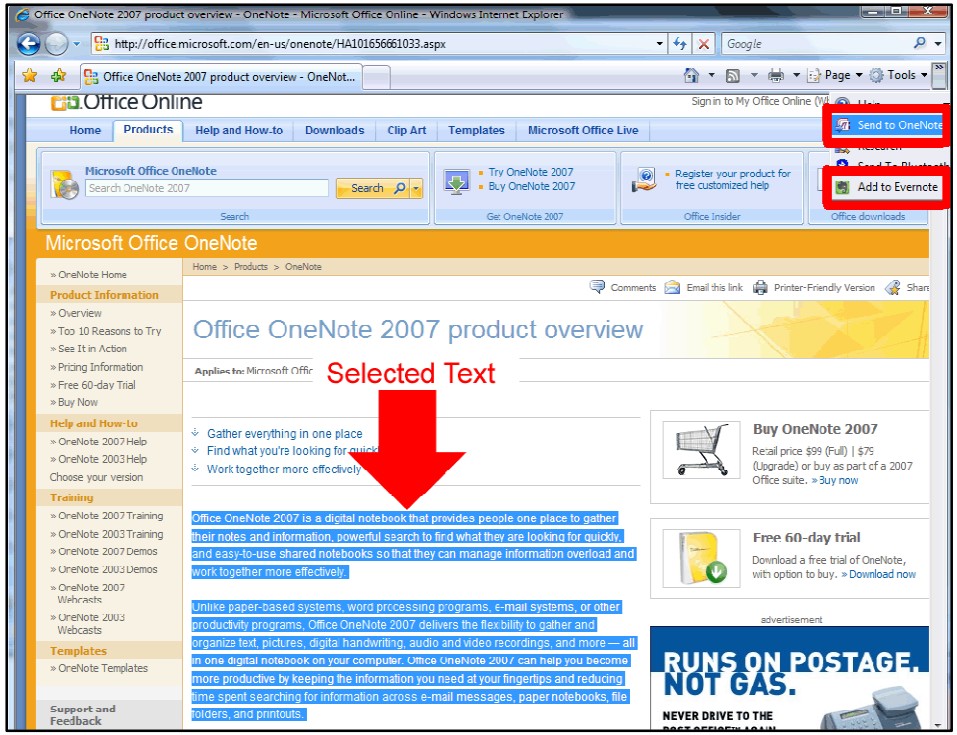


Storing a Note



Saving from a Web Page (IE)

- You can save an entire web page or a portion



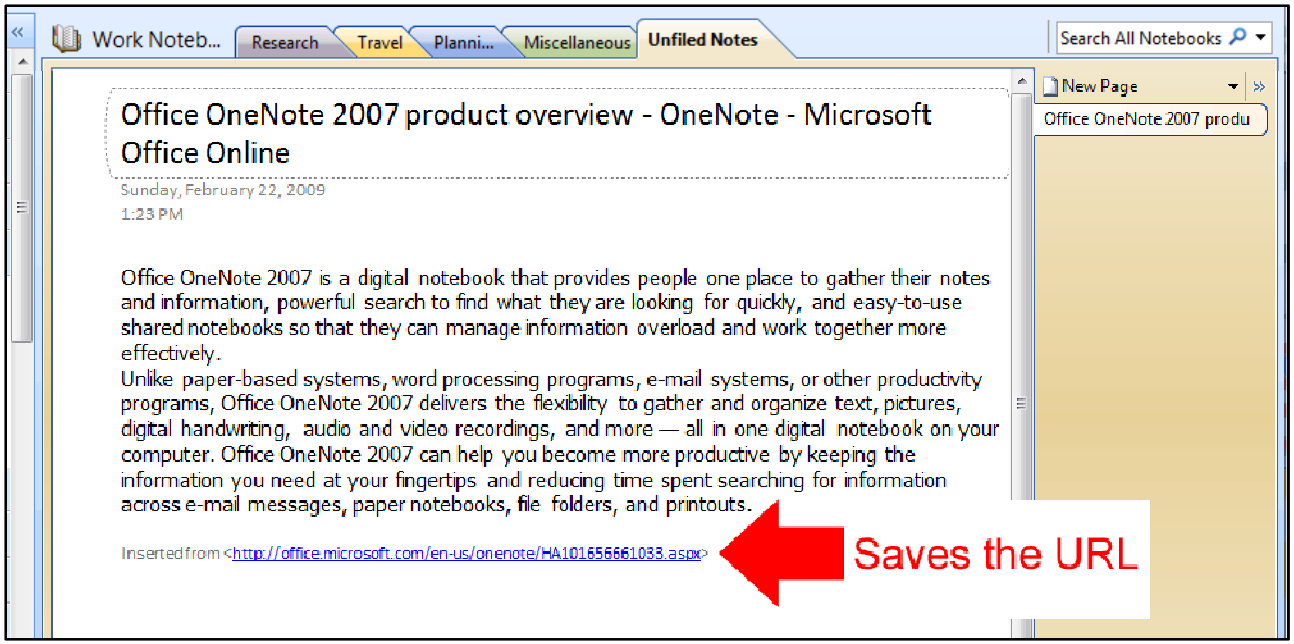
Internet Explorer has buttons to save information

With Firefox, copy and paste information

TNT Lunches

Saving from a Web Page

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



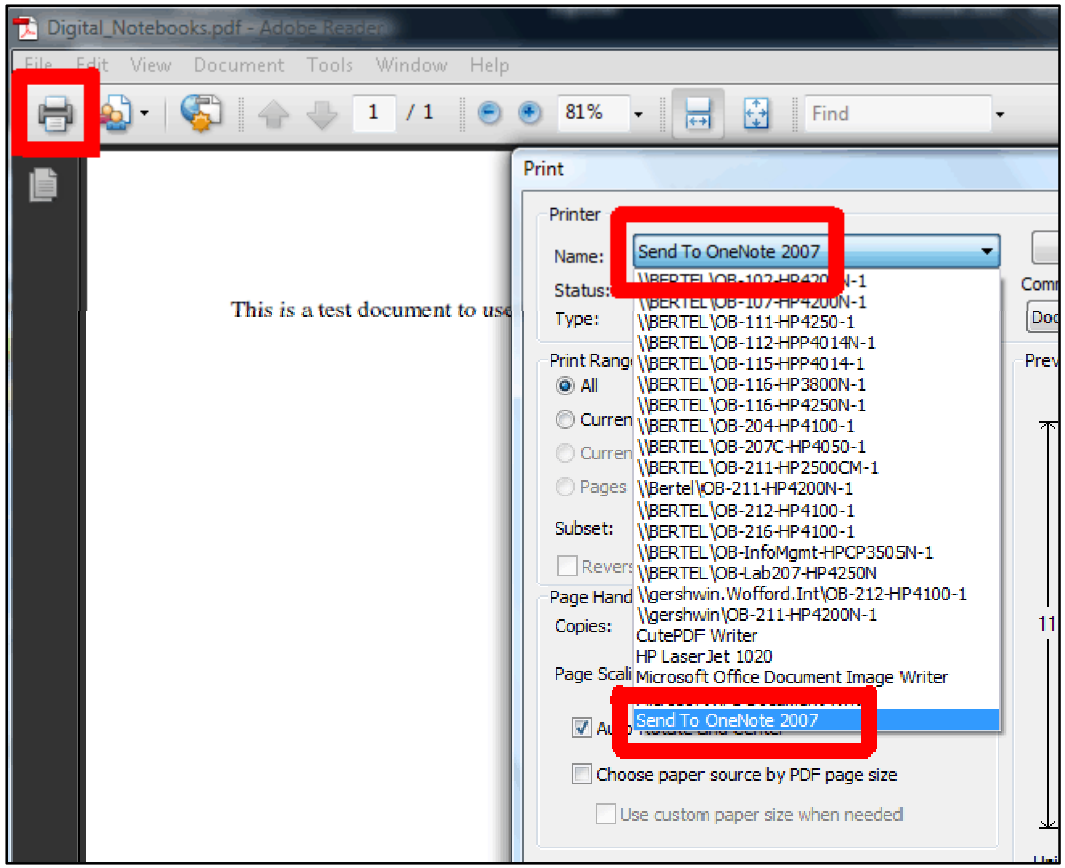
Saving Files

- Word
- Excel
- PowerPoint
- PDF

- Files can be saved by printing them to OneNote

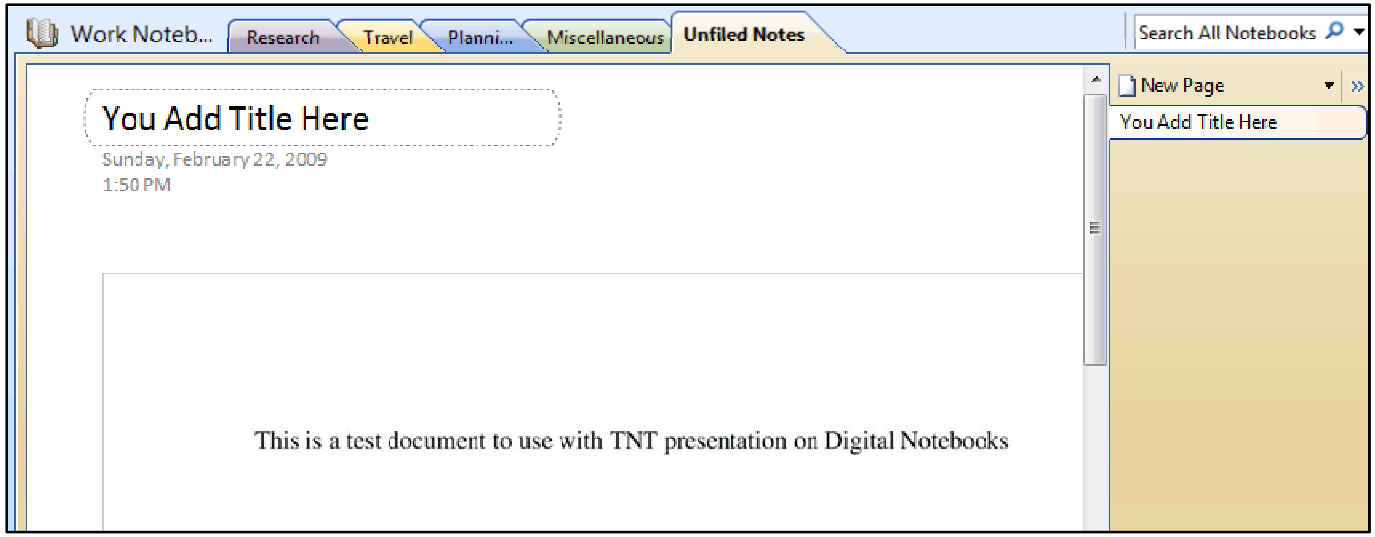
Printing a File to OneNote

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



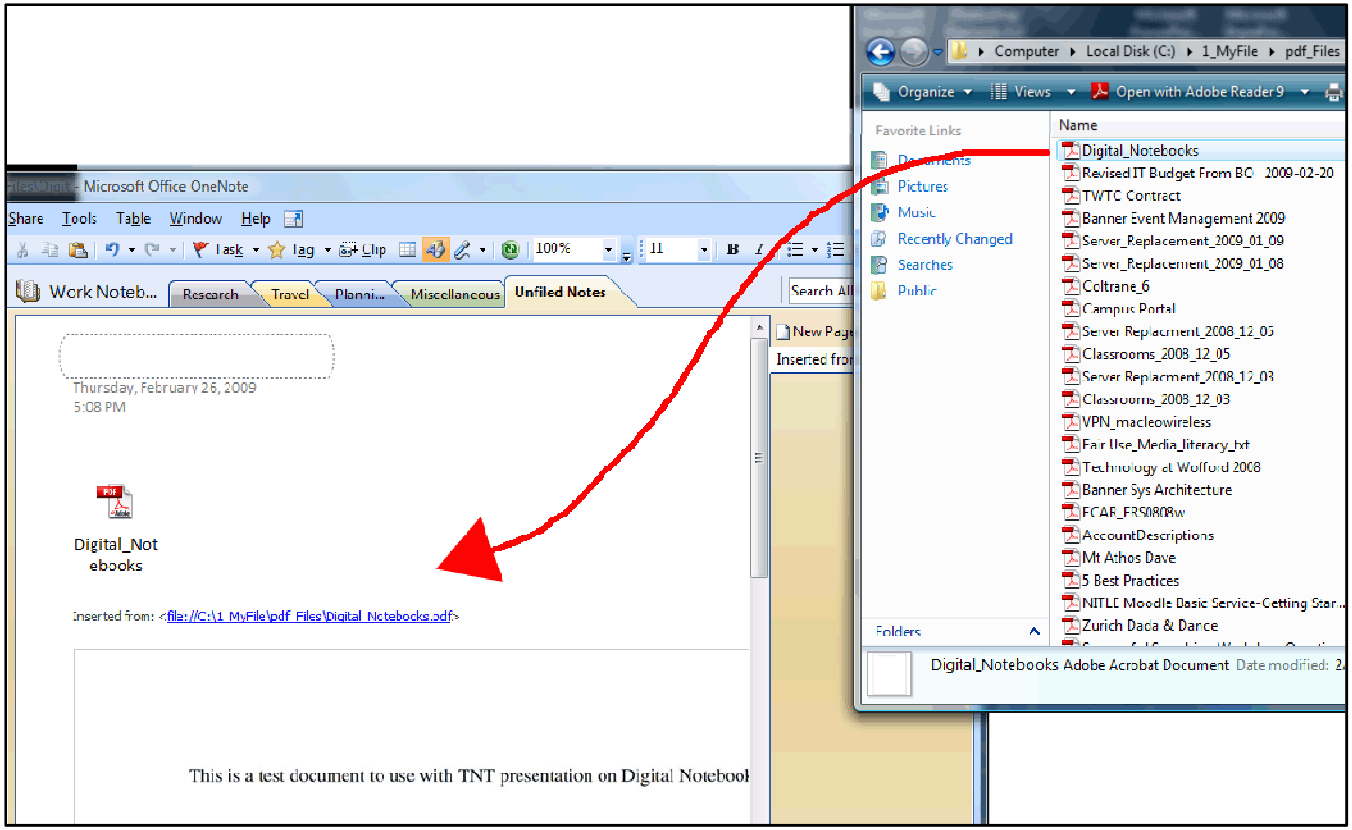
Printing a File to OneNote

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



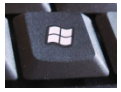
Adding Files by Drag & Drop

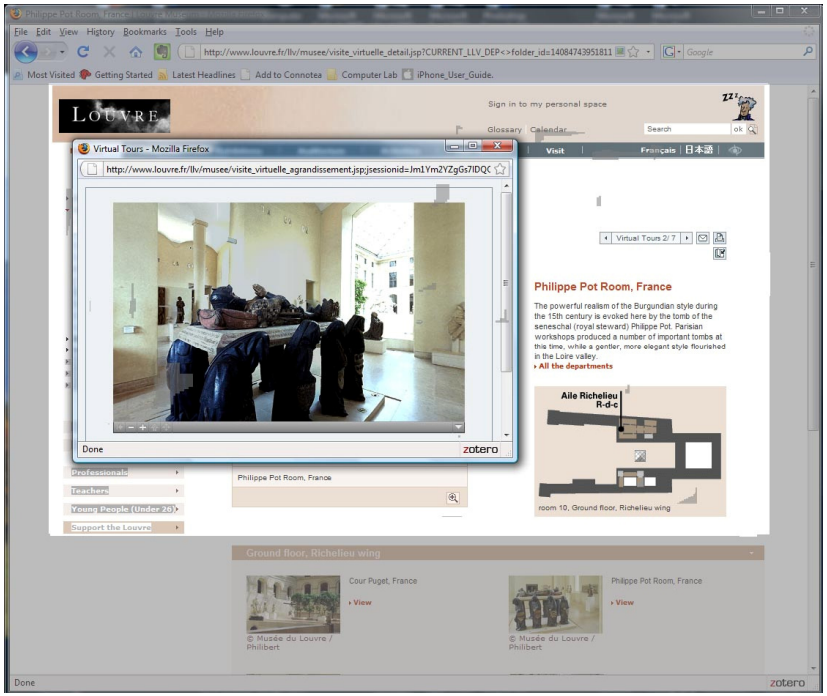
- Any file also can be saved in OneNote by drag and drop
- This is the best way to save pictures and audio files



TNT Lunches

Screen Clips

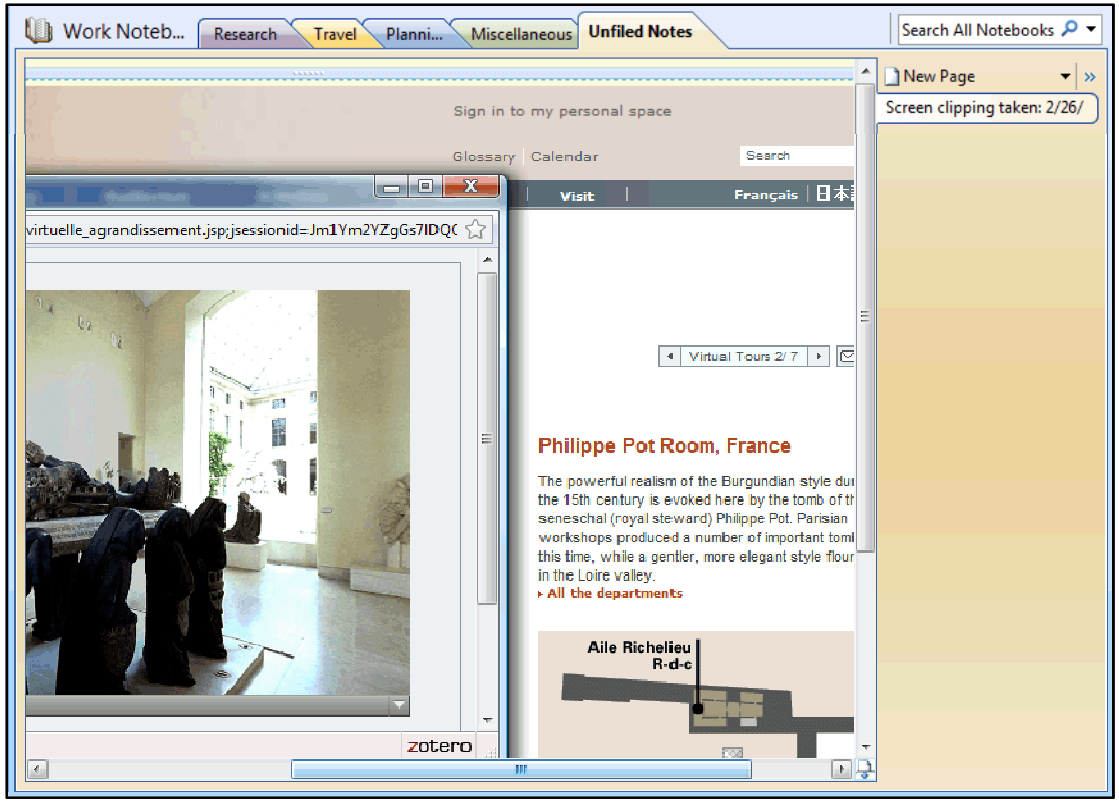
- OneNote will save a portion of the screen
- Click on the Windows Key  and “s”
- Use mouse to select portion of screen to copy



Screen Clips

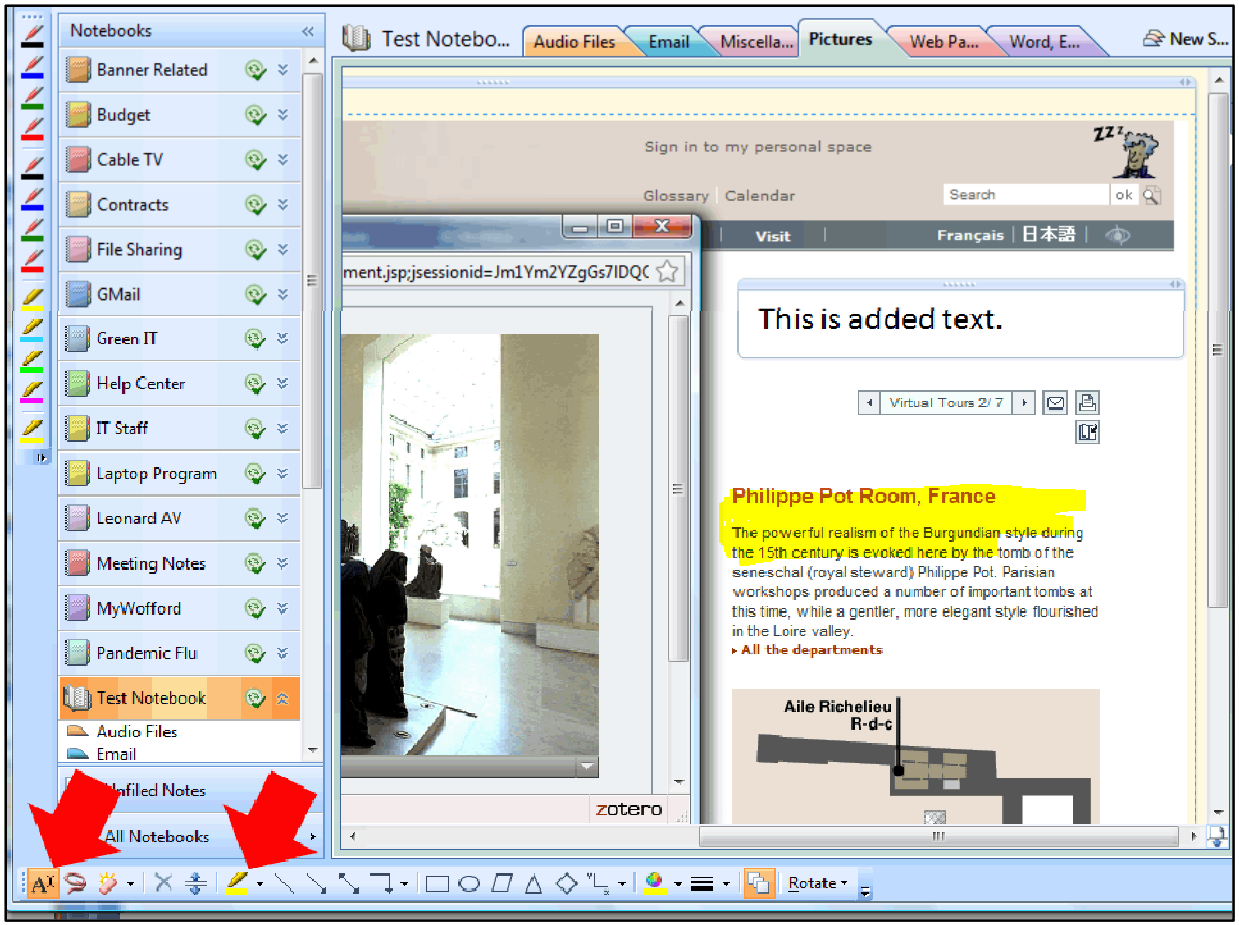
- When you release mouse button, picture of the screen clip is saved in OneNote

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



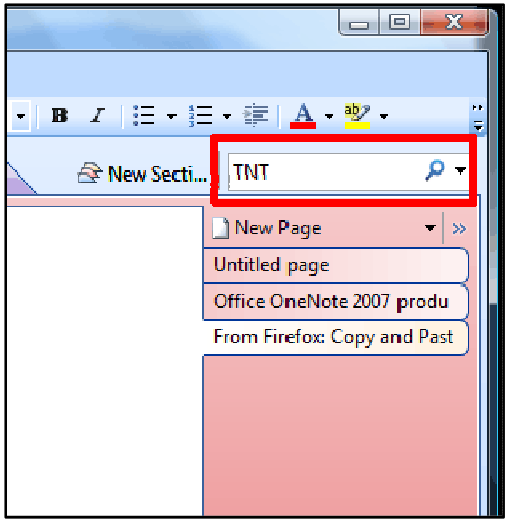
Marking Up a Note

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

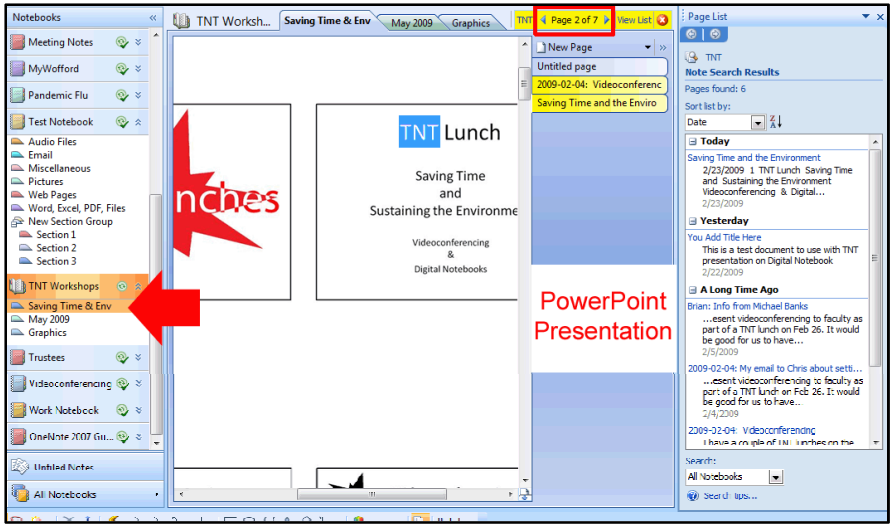


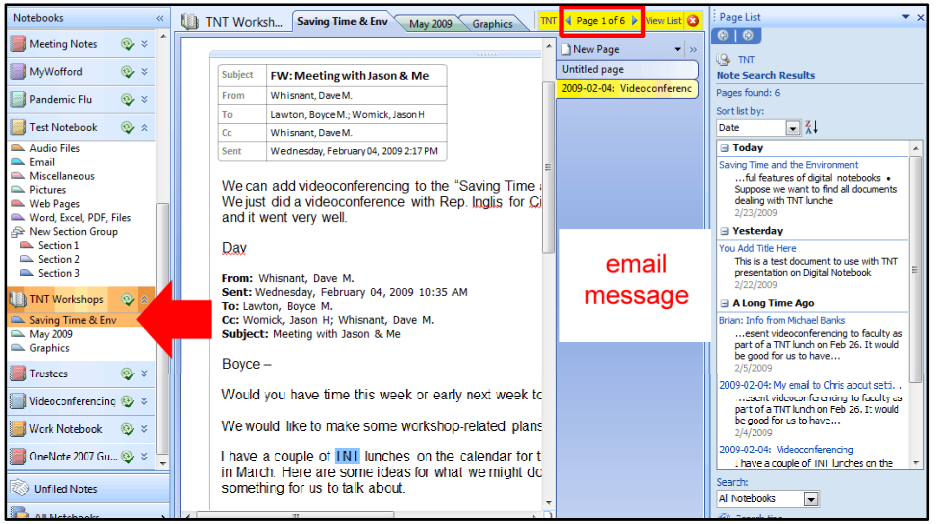
Searching

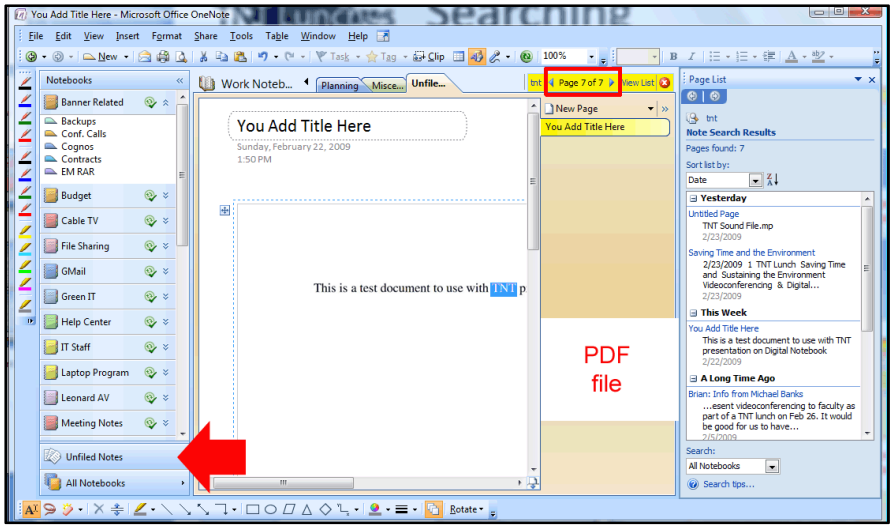
- One of the most powerful features of digital notebooks
- Suppose you want to find all documents dealing with TNT lunches
- Search for “TNT”

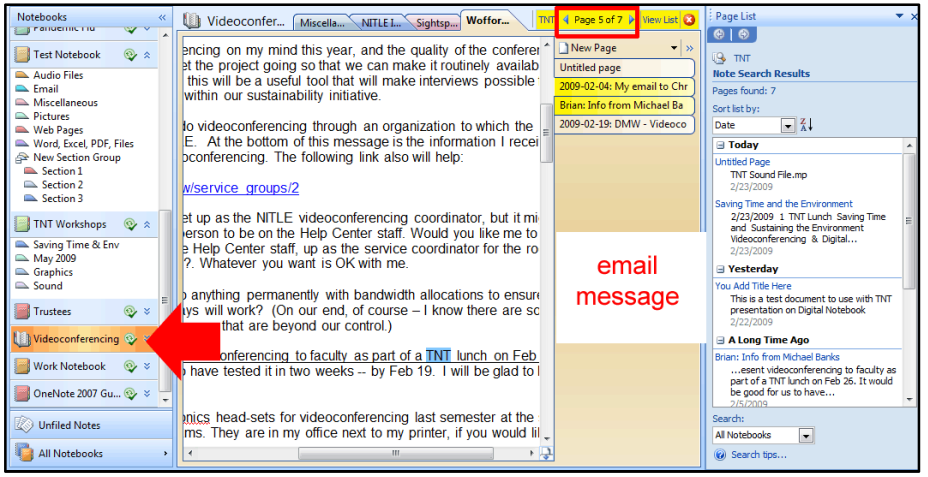


TNT Lunches Searching



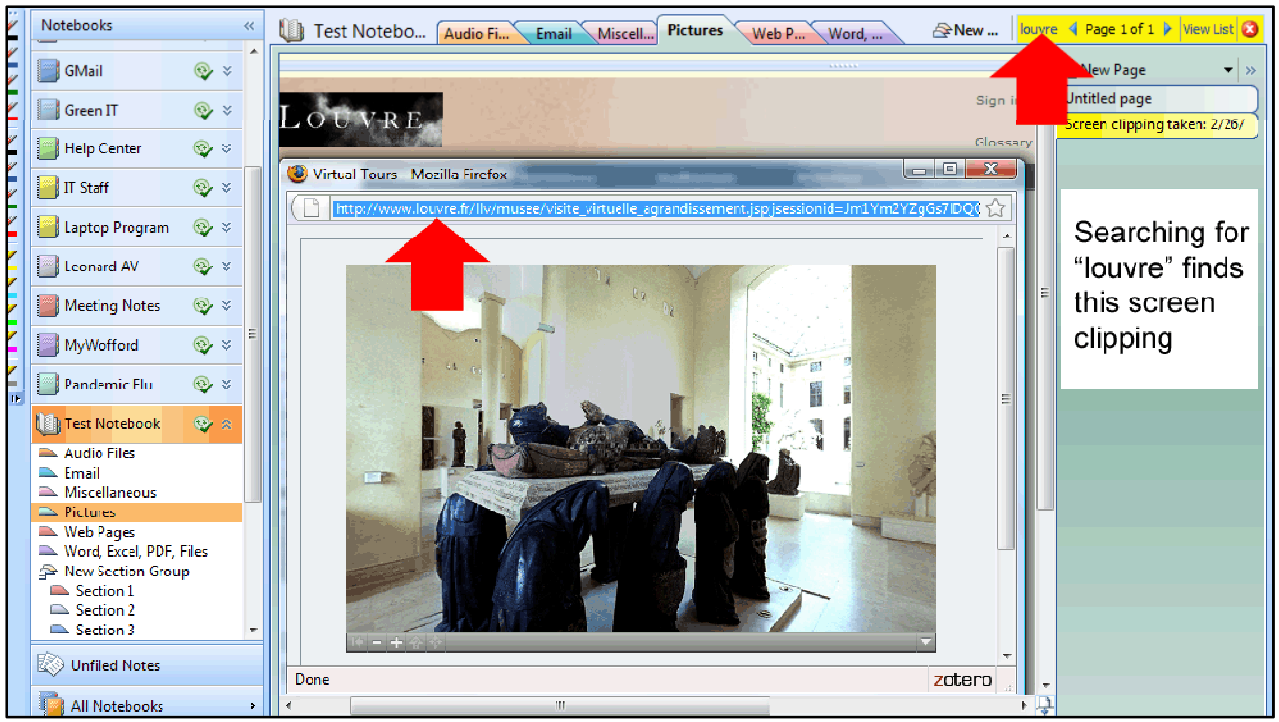






Searching: Screen Clips

- 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