OneNote 2007

Course Description

OneNote can be used for your entire note taking needs. Notes can be entered with the keyboard or the Tablet pen. Maybe each notebook will represent a different course, each section will represent individual lectures, and each page will represent different topics within a lecture. This flexibility is what makes this software so powerful; it is organized to fit your structure. Other Office software, including Outlook, can also be incorporated into its structure.

Objectives

- **Toolbars**
- **Notebooks**
- **Sections**
- **Pages**
- **Note Containers**
- **Incorporate Other Office Software**
- **Shared Session**
- **Setting Up OneNote**
- **Notes**

Toolbars

Main Menu – contains the drop down menus to various shortcuts.

Standard – contains the most common tasks used within OneNote.

Formatting – contains the formatting capabilities needed to fit your style.

Drawing Tools – contains quick access to drawing instruments.

Show Drawing Tools Toolbar

1. Click **View**.
2. Hover over **Toolbars**.
3. Select **Drawing Tools**.

Some points of interest

- On the Main Menu toolbar the Full Page View icon is used to allow for more space to write notes.

- On the Drawing Tools toolbar many drawing shapes are available to choose from.

- On the Drawing Tools toolbar the lasso is used to select written text or objects to activate them.

Notebooks

Notebooks are used to organize sections, pages and subpages by specific subject, class or topic. When a specific notebook is displayed, its name appears on the title bar.

Open a Notebook

1. Click **File**.
2. Hover over **Open**.
3. Click **Notebook**.
4. Find and select the Notebook from the Open Notebook dialog box.
5. Click the **Open** button.

Create a New Notebook

1. Click **File**.
2. Hover over **New**.
3. Choose **Notebook**.
4. Enter a notebook name and choose a color.
5. Click the **Next** button.
6. Choose who will use this notebook.
7. Click the **Next** button.
8. Enter the path where this will live.
9. Click the **Create** button.

Rename a Notebook

1. Right-click on the notebook name.
2. Select **Rename**.
3. Enter in a name in the **Display name** box and change the color or location if desired.
4. Click the **OK** button.

Delete a Notebook

1. Click **File**.
2. Hover over **Open**.
3. Choose **Notebook**.
4. Find and select the notebook.
5. Hit the delete key.
6. Click **Yes** when asked if you are sure you want to delete it.
7. Close the Open Notebook dialog box.

Change the order of Notebooks

1. Use the left mouse button to click and drag the notebook to the new position.

Sections

Sections hold pages and subpages and are stored as files with the *.one* extension. Individual sections would be created based on lecture, subject, or whatever is deemed as an important divider.

Open a Section
1. Click **File**.
2. Hover over **Open**.
3. Click **Section**.
4. Find and select the section from the File Open dialog box.
5. Click the **Open** button.

Create a New Section
1. Select the notebook in which the new section will live.
2. Click **File**.
3. Hover over **New**.
4. Choose **Section**.
5. Type a name on the section tab.
6. Hit **Enter**.

☞ *When a section is created, it will automatically contain one blank page.*

Rename a Section
1. Right-click on the section tab.
2. Select **Rename**.
3. Enter in a name on the section tab.
4. Hit **Enter**.

Delete a Section
1. Right-click on the section.
2. Select **Delete**.
3. Click **Yes** when asked if you are sure you want to delete the following section.

Change the order of Sections
1. Use the left mouse button to click and drag it to the correct location.

Move a Section to another Notebook
1. Right-click on the section tab.
2. Choose **Move**.
3. Select the notebook to move it to.
4. Click the **Move Into** button.

Color-Code a Section	1. Right-click on the Section tab.
	2. Hover over **Section Color**.
	3. Choose a color from the list.

Password-Protect a Section

1. Open the section.
2. Click **File**.
3. Select **Password Protect this Section**.
4. Click the **Set Password** button.
5. Type in a password in the **Enter Password** box.
6. Type in the same password in the **Confirm Password** box.
7. Click the **OK** button.

Change the Password of a Section

1. Open the section.
2. Click **File**.
3. Select **Password Protect this Section**.
4. Click the **Change Password** button.
5. Enter the current password in the **Old Password** box.
6. Enter the new password in the **Enter New Password** box.
7. Enter the new password again in the **Confirm Password** box.

Remove the Password of a Section

1. Open the section.
2. Click **File**.
3. Select **Password Protect this Section**.
4. Click the **Remove Password** button.
5. Enter the current password in the **Remove Password** box.
6. Click the **OK** button.

☞ *A password must be entered before a protected section can be searched. However, a section can be deleted without entering a password.*

Create a Hyperlink to another Notebook, Section or Page

1. Right-click the item to link to.
2. Choose **Copy Hyperlink to this Notebook/Section/Page**.
3. Right-click in the spot where the link will be placed.
4. Click **Paste**.

Pages

The backbone of OneNote is its pages. Individual pages or subpages can be added based on topic, subject or whatever suits your organizational needs.

Create a New Page

1. Click the **New Page** button.
2. Type in a page name.

Print Page(s)

1. Click in the Page.
2. Click **File**.
3. Choose **Print**.
4. Specify print settings.
5. Click **Print**.

Show or Hide Page Titles

» Collapse Page titles

« Expand Page titles

☞ *To view the full name, click and drag the page border to the left.*

Place Rule Lines on a Page

1. Click **Format**.
2. Hover over **Rule Lines**.
3. Choose the type of Rule Lines.

Add Space on a Page

1. Click the **Insert Extra Writing Space** icon from the Drawing Tools toolbar.
2. Position the pointer on the page.
3. Click and drag the pointer.

Reorder Pages

1. Use the left mouse button to click and drag the page to a new position.

Create a New Page by Using Templates

1. Click **Format**.
2. Choose **Templates**.
3. Expand a category by clicking the plus sign.
4. Select a Template.

☞ *Choose Save current page as a template, give it a name and save it to create your own template.*

Note Containers

Note Containers are where the actual notes for the page are entered. Notes can be entered using the keyboard, the tablet pen or both.

Create a Note
1. Click anywhere on the page.
2. Type or write information.

Delete a Note
1. Select the note.
2. Hit **Delete**.

Format Typed Text
1. Select the text.
2. Choose options from the formatting toolbar.

Change the size of a Note Container
1. Hover over the top right corner of the note container until a double arrow appears.
2. Use the left mouse button to click and drag to drag the line to the right or left.

Move or Copy Text
1. Select the text to be moved or copied.
2. Click **Edit**.
3. Choose **Cut** (move) or **Copy** (copy).
4. Click where the text will be put.
5. Click **Edit**.
6. Choose **Paste**.

> ☞ *A Paste Options smart tag becomes visible. Click the down arrow for different paste choices.*

Move a Note Container
1. Hover over the top of the note container to show the four-headed arrow.
2. Use the left mouse button to click and drag the note container.

Move Paragraphs in Notes
1. Select the paragraph.
2. Use the left mouse button to click and drag the paragraph.

Insert a Date-and-Time Stamp
1. Position the cursor where the stamp will go and click.
2. Click **Insert**.
3. Choose **Date and Time**.

Check the Spelling of Notes	1. Click **Tools**.
	2. Hover over **Spelling**.
	3. Select **Spelling**.
	4. Walk through each word and choose the correct action.

☞ *This is per page. Select multiple pages before doing a spell check to have it apply to more than one page.*

Use AutoCorrect with Specific Words	1. Click **Tools**.
	2. Choose **AutoCorrect Options**.
	3. Type what needs to be replaced in the **Replace** box.
	4. Type what needs to replace the text in the **With** box.
	5. Click the **Add** button.
	6. Select the **OK** button.

Find Notes	1. Position the cursor in the **Search** box.
	2. Type in the word(s) to find.
	3. Click the down arrow to choose a place to search.
	4. Hit the **Enter** key.
	5. Use the navigation arrows to move to different items found.

Tag a Note	1. Click in the note that will be tagged.
	2. Click the down arrow on the Tag icon.
	3. Choose the type of tag to use.

☞ *If the To Do item is chosen, the box can be checked when the item is done.*

Create a Customized Tag	1. Click the down arrow next to the Tag icon.
	2. Choose **Customize My Tags**.
	3. Click the **Add** button.
	4. Define the criteria.
	5. Click **OK**.

Remove a Tag	1. Click the note's top bar.
	2. Click the down arrow next to the Tag icon.
	3. Choose **Remove Tag**.

Search for Tagged Notes

1. Click **View**.
2. Choose **All Tagged Notes**.
3. Choose how the tags should be grouped.
4. Select a range in the **Search** box.
5. Hit the **Refresh Results** button.
6. Click a note to open the page it is in.

Create a Table

1. Click **Table**.
2. Select **Insert Table**.
3. Choose number of columns and number of rows.
4. Click the **OK** button.
5. Type in the data.

☞ *Use the Table menu to change the number of rows, the number of columns, etc.*

Record Audio

As a lecture, study session or meeting is taking place, audio can be recorded. It is important to get permission before recording!

1. Click **View**.
2. Choose **Audio and Video Toolbar**.
3. Tap the microphone icon to start the recording.
4. Click the stop button to stop it.

Side Notes are great for capturing notes from other software, the web or any item when OneNote is not open.

Enter a Side Note

1. Click the OneNote icon in the notification area.
2. Type in the note.
3. Click the x to close the note.

☞ *A message pops up that says "This Side Note has been placed in your Unfiled Notes Section which is below your list of notebooks."*

What makes a Tablet PC so versatile is the ability to either type entries with the keyboard or write them using the tablet pen. These items can be converted to actual notes or text.

Draw a Note

1. Click **View**, hover over **Toolbars** and choose the **Drawing Tools** toolbar (if the toolbar is not already present).
2. Click the drop-down arrow beside the pen icon.
3. Choose a pen type.
4. Create the drawing in OneNote.
5. Click the pen button when finished drawing.

Convert Handwritten Notes to Text	1. Select the written note by using the lasso.
	2. Click **Tools**.
	3. Choose **Convert Handwriting to Text**.
Highlight Text in a Note	1. Click the down arrow next to the pen button.
	2. Choose the highlighter of choice.
	3. Click and drag over the text.
	4. Click the pen icon when done.

☞ *When highlighting a note, the color is actually a graphic. If the note is moved, the highlight color will not move with the note.*

Use a Note as a calculator ("napkin math")	1. Type in the formula.
	2. Type in the equal sign (=).
	3. Hit **Enter**.
	4. OneNote calculates the math and gives an answer after the equal sign.

☞ *Example: 2 + 3 =*

When taking notes it is always a good strategy to have some organization. To help with organization, bulleted lists and numbered lists of various styles can be used along with outlining formats.

Create a Bulleted List	1. Click the Bullets button.
	2. Type the first item in the list.
	3. Hit **Enter**.
	4. Continue until the list is finished.
Customize a Bulleted List	1. Highlight a list.
	2. Right-click on the list.
	3. Click **Bullets**.
	4. Choose a bullet style.
	5. Change the **Spacing from text** if desired.
	6. Close the task pane.
Create a Numbered List	1. Click the Numbering button.
	2. Type the first item in the list.
	3. Hit **Enter**.
	4. Continue until the list if finished.

Incorporating Other Office Software

If something has been saved in Word, Excel, PowerPoint, etc and it would be ideal to have the same information in one location; it can be put into OneNote very quickly. In this part of the class, various options will be covered on how to exchange information from various programs.

Copy from another Office Program

1. Open the file which the data will come from.
2. Choose the data.
3. Click the **Copy** icon from the Clipboard group of the Home tab.
4. Click in OneNote where the information will go.
5. Click **Edit**.
6. Select **Paste**.

Send to OneNote from Word, Excel or PowerPoint

1. Within the Office program, click the Microsoft Office Button.
2. Select **Print**.
3. Click the down arrow to get a list of printers.
4. Choose **Send to OneNote 2007** from the list.
5. Click **OK**.

Send a Web Page to OneNote

1. Find the web page that will be sent to OneNote.
2. Click **Tools**.
3. Select **Send to OneNote**.
4. The page from the web is now a page in OneNote.

☞ *Not all of the web page information may come across.*

Create a Screen Clipping

1. Open up the program which has the information that needs to be captured.
2. Open **OneNote**.
3. Click where the clipping needs to be placed within OneNote.
4. Click **Insert**.
5. Choose **Screen Clipping**.
6. Click and drag over the program data to capture the information.
7. The clipping is now in OneNote.

Insert a Picture of a Word document, Excel worksheet or a PowerPoint file

1. Click **Insert**.
2. Choose **Files as Printouts**.
3. Find and select the file to insert.
4. Click the **Insert** button (this may take some time).

Insert an Image

1. Click **Insert**.
2. Hover over **Pictures**.
3. Choose **From Files**.
4. Locate and select the image.
5. Click **Insert**.

Copy a Graphic from a Web Page

1. Right-click on the graphic from the webpage.
2. Choose **Copy**.
3. Position the cursor in OneNote.
4. Click **Edit**.
5. Select **Paste**.

☞ *When a graphic or text is copied from a webpage, a link to the webpage is also created in OneNote.*

Export to a Word Document

1. Select page(s) that will be copied.
2. Click **File**.
3. Choose **Send To**.
4. Select **Microsoft Office Word**.
5. Choose a style to convert the file to.

☞ *When items are put into OneNote, many of them will become graphics. They will not be able to be changed. However, annotations can be made on the graphic with your keyboard or tablet pen.*

Outlook and OneNote can be used in conjunction with each other. Meetings or appointments can be inserted into OneNote as notes. They can go the other way and get scheduled from OneNote and appear in Outlook. Notes, contacts and tasks can also be shared between the two programs.

Send Notes by E-mail

1. In OneNote select the Page(s) to be sent.
2. Click **File**.
3. Hover over **Send To**.
4. Choose **Mail Recipient (as Attachment)**.
5. Fill out each piece of information.
6. Click **Send**.

☞ *Can be sent in the body of the E-mail by choosing E-mail under the File menu instead of Send To.*

Enter Details about an Outlook Appointment or Meeting in a Note

1. Click **Insert**.
2. Choose **Outlook Meeting Details**.
3. Find and select the meeting details.
4. Click the **Insert Details** button.

Create an Outlook Appointment or Contact

1. Click **Tools**.
2. Hover over **Create Outlook Item**.
3. Choose **Create Outlook Appointment** or **Create Outlook Contact**.
4. Enter the information for the item chosen.
5. Click **Save and Close**.

☞ *These items will be stored within Outlook.*

Create a linked Outlook Meeting

1. Bring up the Meeting.
2. Click the **Meeting Notes** button.
3. A page is created in OneNote with the link to the meeting which can be brought up later.

Create a linked Outlook Contact

1. Bring up the Contact.
2. Click the **Contact Notes** button.
3. A page is created in OneNote with the link to the contact which can be brought up later.

Shared Session

While working in OneNote and on campus, you and some friends can share a session. This has to be done at DMU because each of you has to be connected to the network.

Create a Shared Session

1. Click **Share**.

2. Hover over **Live Sharing Session**.

3. Select **Start Sharing Current Section**.

   ☞ *If you need to get into a shared session, you could choose Join Existing Session.*

4. Enter a Session password if applicable.

5. Click **Start Live Sharing Session**.

6. Choose **OK** to the message that pops up.

   ☞ *Others can be invited to join the session by sending them an e-mail message with the information or giving them the information.*

   ☞ *Any changes made by the participants during a shared session will automatically be saved by OneNote.*

Setting Up OneNote

OneNote first opens with system defaults which can be changed. To make changes, click on **Tools**, choose **Options** and then select the **Category** which contains the item which will be changed.
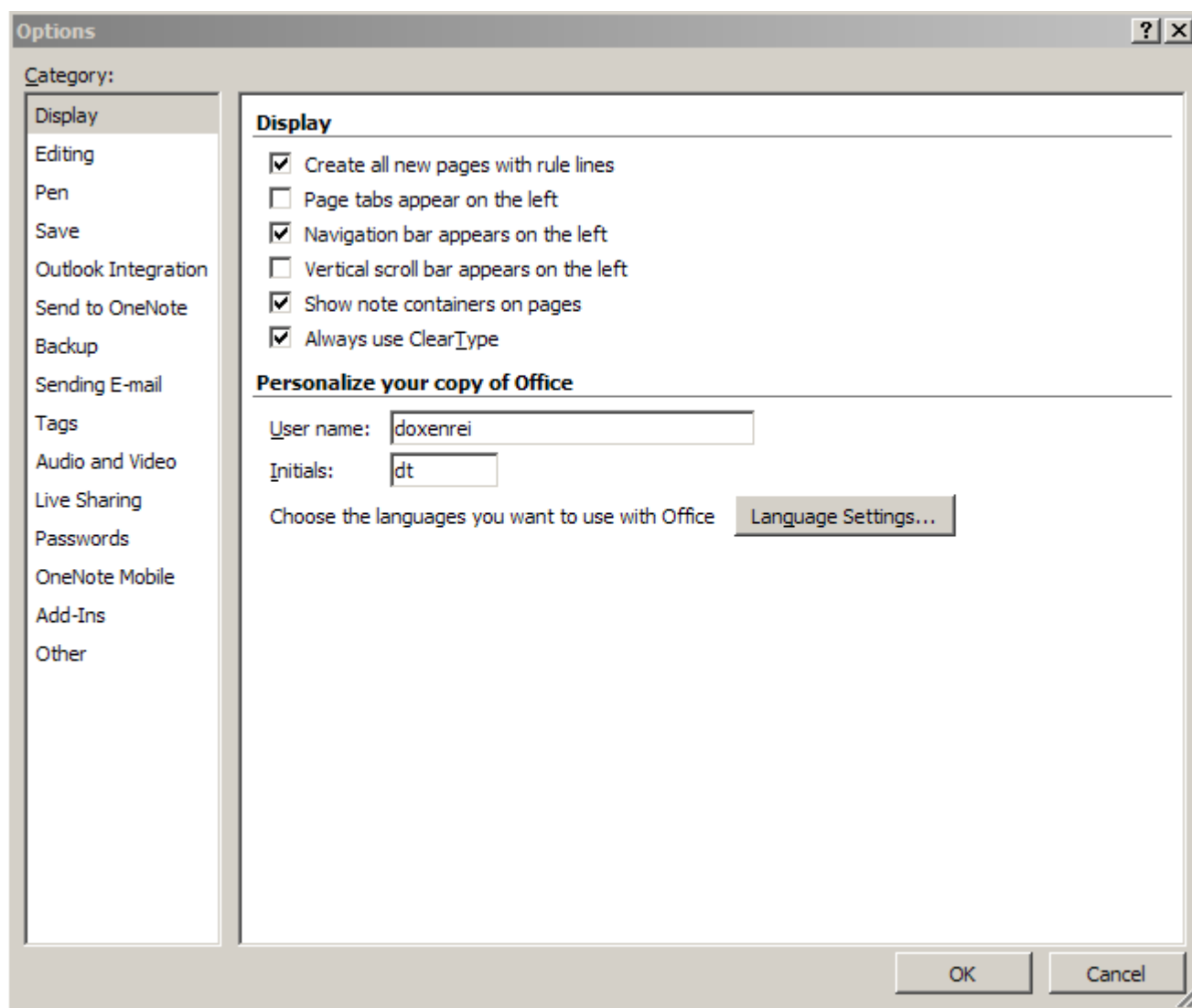
You may want to refer to the Save category to see where the saved files for OneNote are located on your computer. Also refer to the Outlook Integration category to verify where items saved from Outlook into OneNote are stored. Many of the other categories are also important so don't forget to take a look at each.

Notes:

If you need more assistance:

- Go to: http://office.microsoft.com/onenote.

- Refer to the More Resources page in the Getting Started with OneNote section of the OneNote 2007 Guide Notebook.

- Refer to the What else can I do with OneNote page in the More Cool Features section of the OneNote 2007 Guide Notebook.