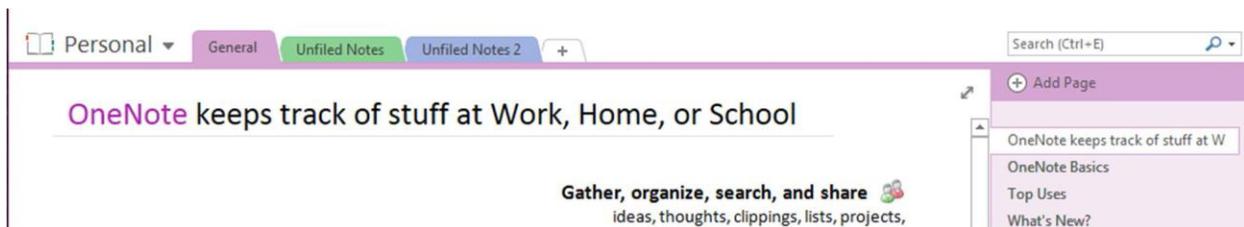


Why Use OneNote?

OneNote is the ultimate virtual notebook that enables users to create notes in various formats, shares those notes, sync those notes with the cloud and collaborate with others. You can 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.

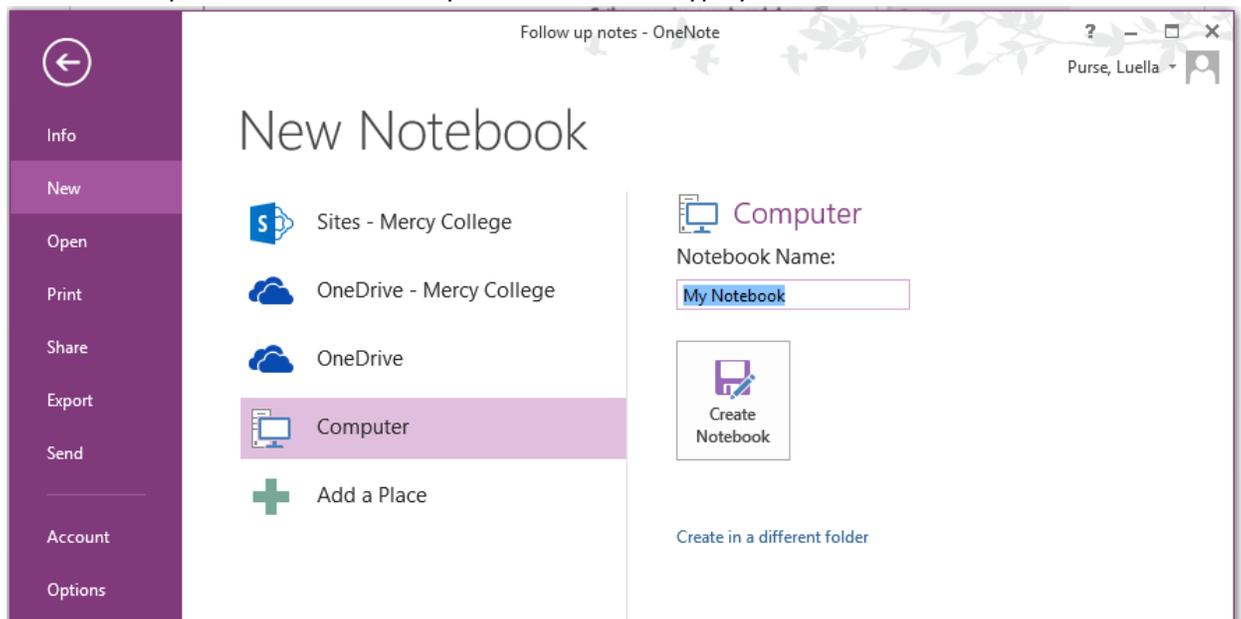
Getting Started with Notebooks, Sections, and Pages

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.



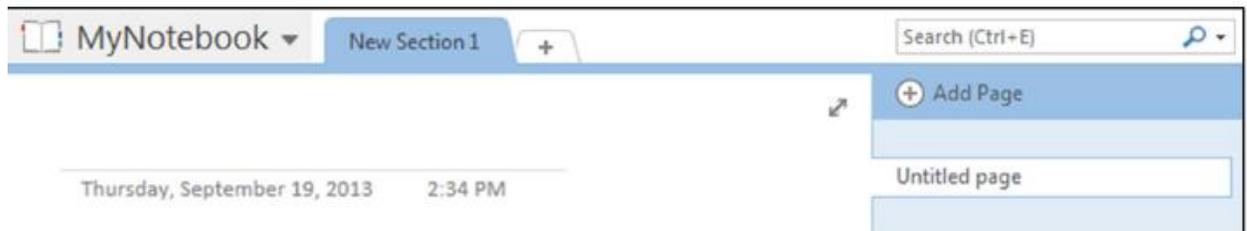
Creating a New Notebook

1. Click **FILE** then **New** then  **Computer**
2. Select where you would like to store your notebook and type your “Notebook Name”





3. Select **Create Notebook**
4. Your new notebook will be created and become the active notebook.



Creating a New Section and Renaming a Section

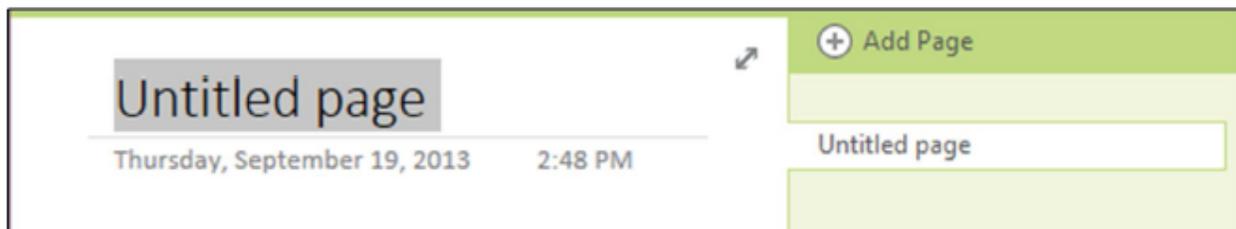
1. Select 
2. Change the default name if desired



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 highlighted area above the line

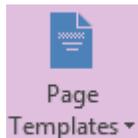


Changing the Color of a Section

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

Page Templates

1. Select the  tab



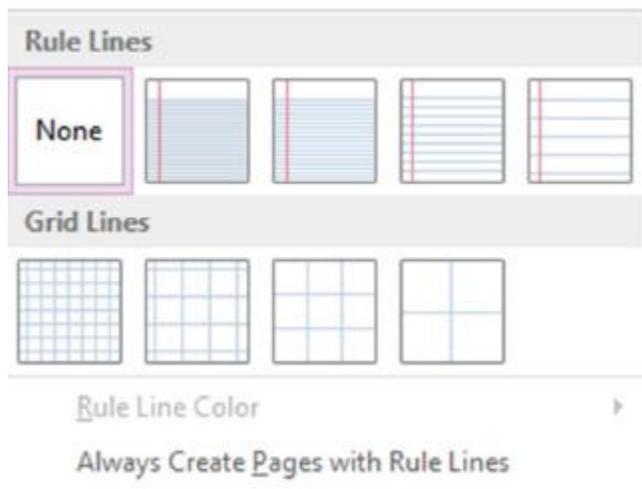
2. Select  Pages
3. Choose among many options

Adding Lines to a Page

1. Select the  tab



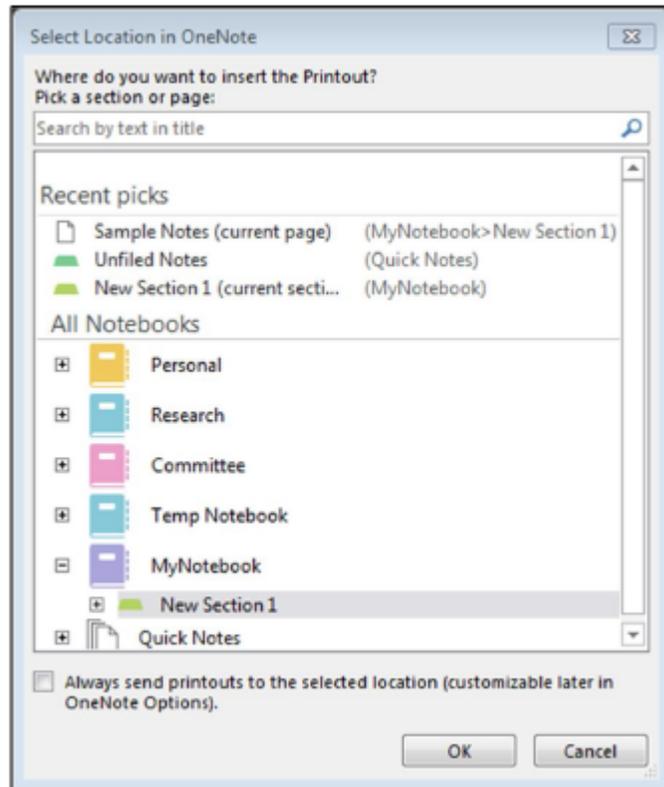
2. Select the bottom half of 
3. Select the type of lines you want on your page



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.

Typing and Inking

OneNote supports both keyboard typing and inking with a stylus.

Typing in OneNote

1. Select the  tab

2. Select 

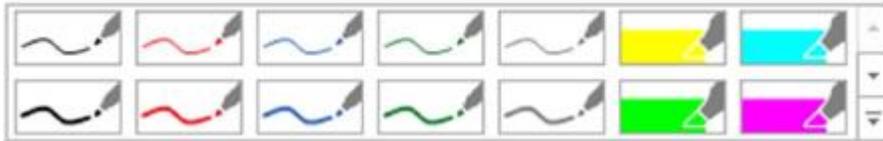
3. Place your cursor somewhere on the page and begin typing

4. Font type, size, and color and be adjusted in the  tab

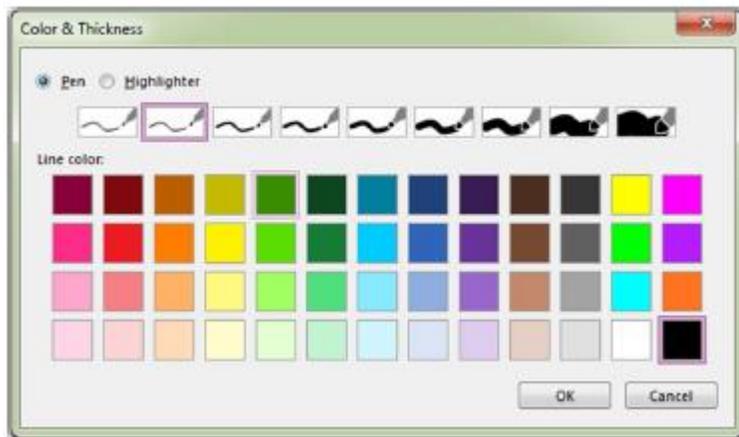
Inking in OneNote



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



3. Other colors and thicknesses can be selected using  Color & Thickness



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

Converting Ink to Text (Microsoft Surface Pro Pen)

1. Select the  tab and **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 the  tab and select  and you inked text will be converted

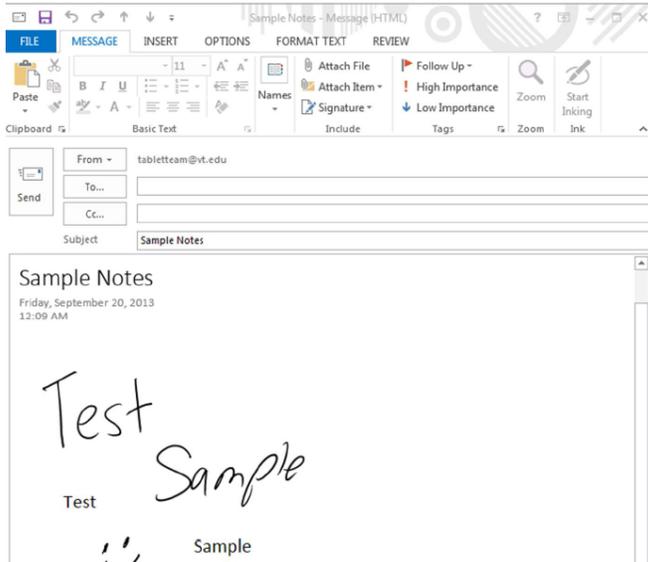
So you could take notes during a meeting and convert the inked hand notes to type notes. Then you can email a page of your notes straight from OneNote. OneNote will use your default email program to send the email.

1. Go to the  tab



Email
Page

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



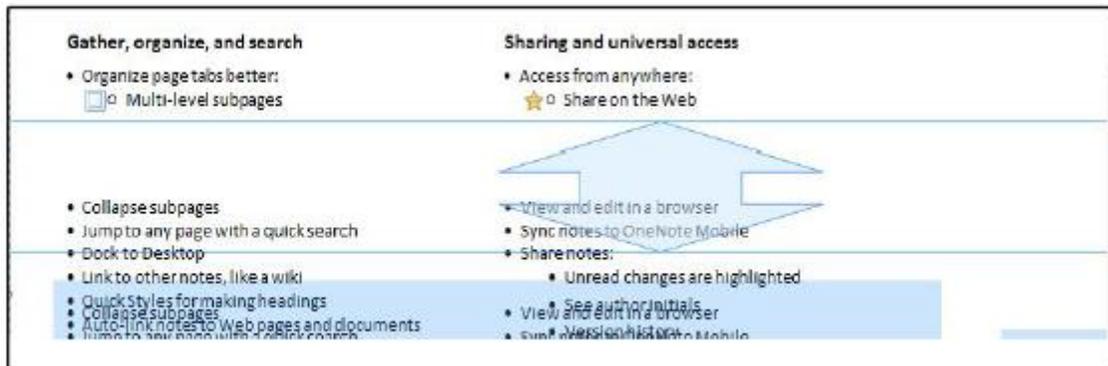
Inserting Space

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

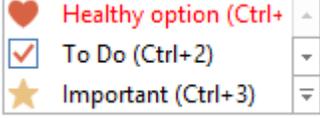
1. Go the  or the  tab



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



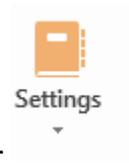
Tagging your Notes

1. Go to the  tab
2. Type and select something you would like to tag ( in the  tab to select the text)
3. Go to  Select a tag from the list  (use the arrows to scroll and see more tags)

Creating Outlook Tasks

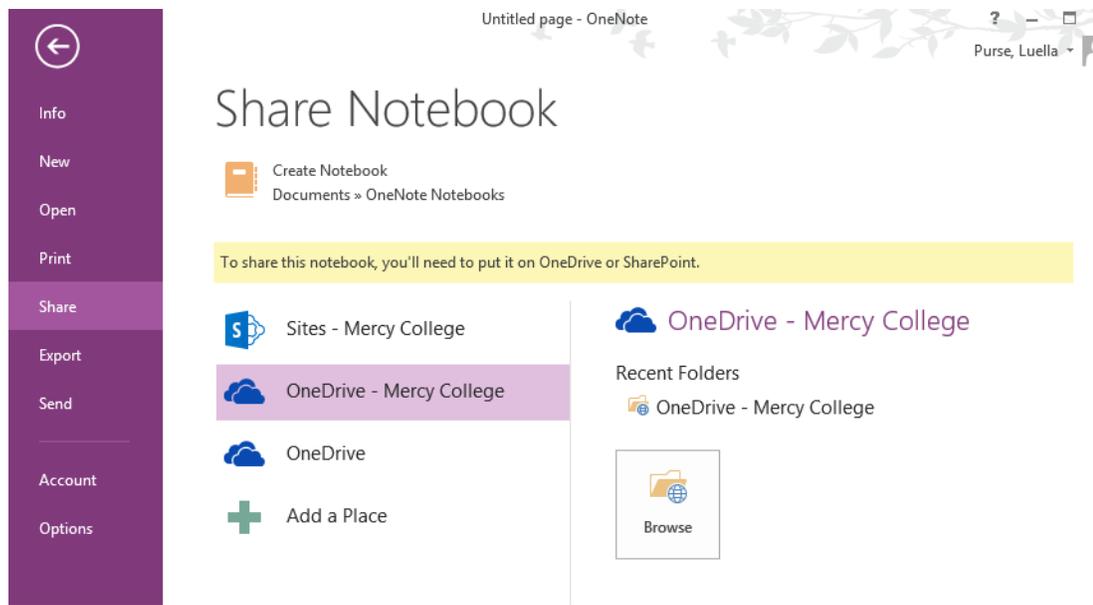
1. Go to the  tab
2. Type and select something you would like to tag (use  in the  tab to select the text)
3. Go to the **Home** tab
4. Select  and select the task due date.

Share a Notebook created in OneNote



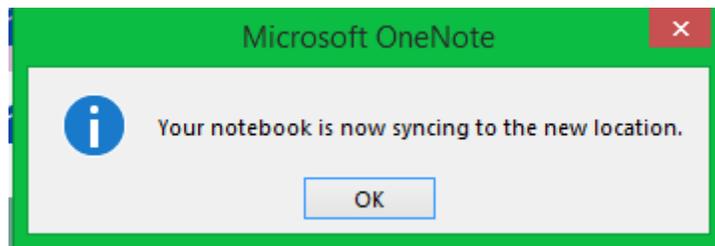
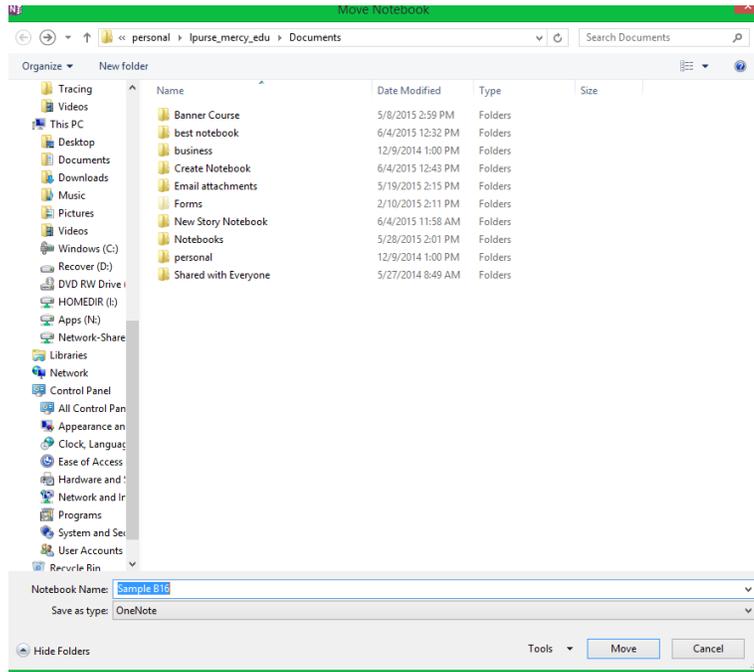
Open the notebook you wish to share on the Web – **View Notebook**

1. Click on the **File tab** in OneNote and select **Share** in the left Navigation menu;
2. Click on **OneDrive Mercy College**

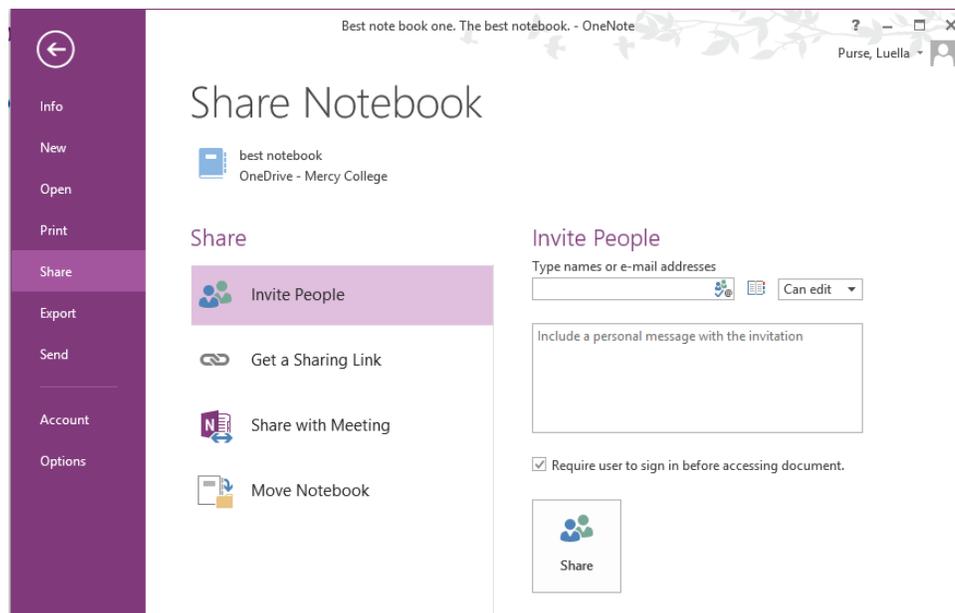


Click **Browse**

3. Enter **Notebook Name** and click the **Move** tab



4. **'Invite people'** option will appear on the page, type the email address of the people who should receive access to the notebook – you can choose whether they can edit or simply view the notebook to the right of the email address field; and



5. Click the **Share** button

After opening the message in Outlook, the invited people will be guided to Office 365 (OneDrive-the cloud) to open Notebook.



If you click on  in Office 365 you will see your shared OneNote file.

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

	New	Upload	Sync	Share	More
✓	Name	Modified	Sharing	Modified By	
	Banner Course	... February 17	🔒 Only you	■ Purse, Luella	
	best notebook	... Yesterday at 9:32 AM	🔒 Only you	■ Purse, Luella	
	business	... December 9, 2014	🔒 Only you	■ Purse, Luella	
	Create Notebook	... Yesterday at 9:43 AM	🔒 Only you	■ Purse, Luella	
	Ellucian	... 32 minutes ago	👥 Purse, Luella and 1 more	■ Purse, Luella	
	Excel - Microsoft	... Mar 10	👥 Shared	■ Purse, Luella	

Sharing your Notebook with Others

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

Invite People

1. Select **Invite People**
2. Complete email form and select **Share**