

**Presenter:****Kyle W. Culpepper**

# Office OneNote 2010 on the PC

*February 22*

# 2013

OneNote is a program that helps strengthen one's ability to keep up with events, ideas, and other notes electronically. The OneNote application can be accessed by devices such as Android, iPad, Windows-based machines and Macs. The class will be hands on using OneNote on a computer running the Windows 7 operating system. Students will create a Notebook and utilize the available features. Some features covered include hand writing notes versus typing notes, screen clippings and audio clippings. This class is intended for users who have not used OneNote previously or wish to learn additional features in OneNote.

*Quick  
Reference  
Guide*

A

Adding a New Section & Page, 5  
Attach Documents onto a Page, 15–16

C

Creating a New Notebook, 3–4

D

Draw On a Page, 17–18

L

Linked Notes, 6–7

O

Open Notebook for the First Time, 2

R

Recording an Audio Note, 19–21

S

Screen Clipping, 8–9

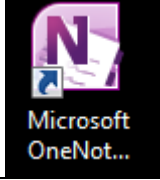
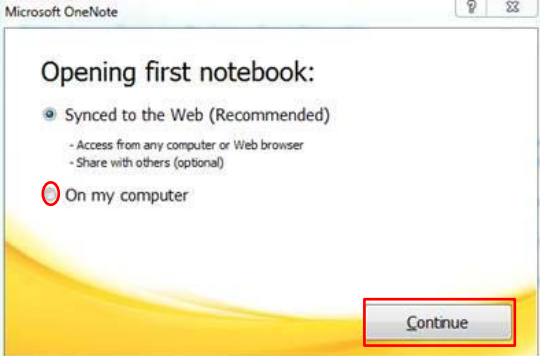
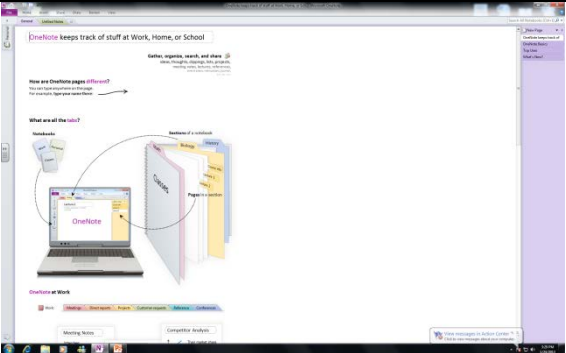
T

Tagging Lists, 11–14  
The OCR (Optical Character Recognition) Feature, 10–11



## OneNote 2010 Quick Reference Guide

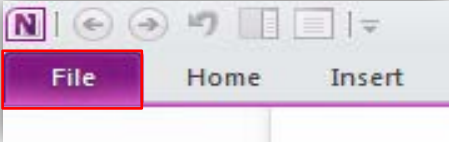
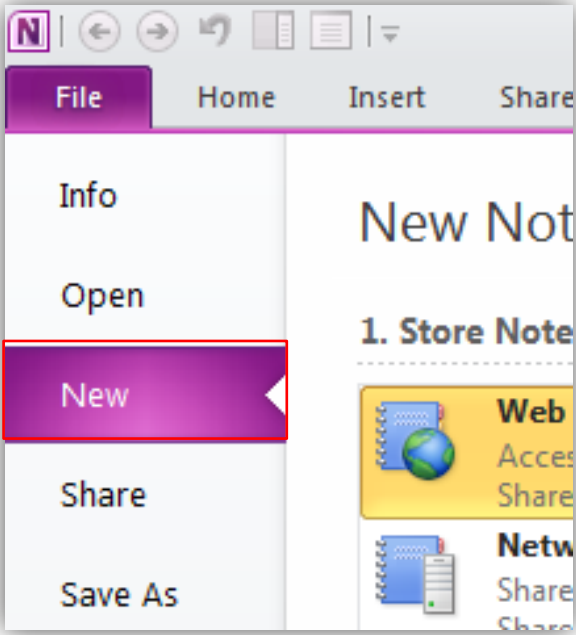
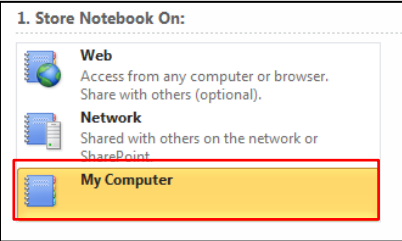
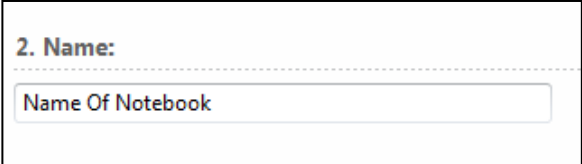
### *Open Notebook for the First Time*

Steps	What You See
Select: Microsoft OneNote	
<p>Opening first notebook: prompt will appear if you have never used OneNote before on your computer</p> <p>Select: On my computer</p> <p>Click: Continue</p>	
<p>Electronic notebook will be saved on your computer under your accounts documents folder for OneNote 2010.</p> <p>Automatically, this notebook will be labeled and designed for you. This notebook contains explanations of how OneNote works.</p>	

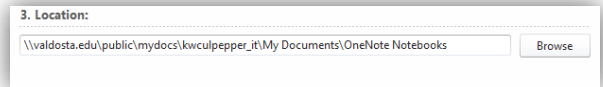


## OneNote 2010 Quick Reference Guide

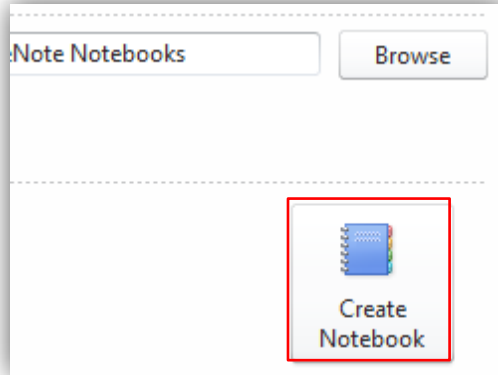
### *Creating a New Notebook*

Steps	What You See
<p>Select: File Tab</p> <p>Note: This is a backdoor to change settings and other options inside of OneNote.</p>	
<p>Select: New</p>	
<p>Select: My Computer</p> <p>Note: There are ways to share your notebook. This will be discussed at another time if you wish.</p>	
<p>Type: <b>Classes</b></p> <p>Note: This will be the name of your notebook.</p>	

The predefined location should be ...\\My Documents\\OneNote Notebooks. You can change the location of your notebook by clicking on Browse. **Do not** browse for a new file location while in class.



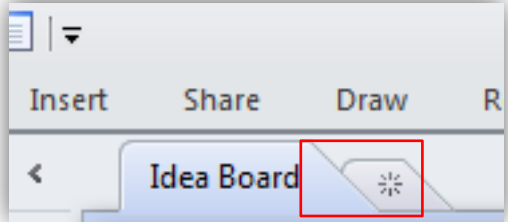
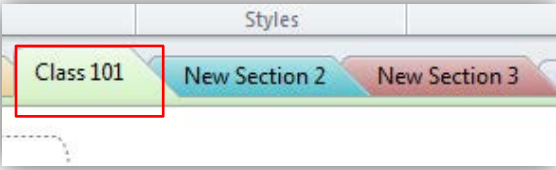
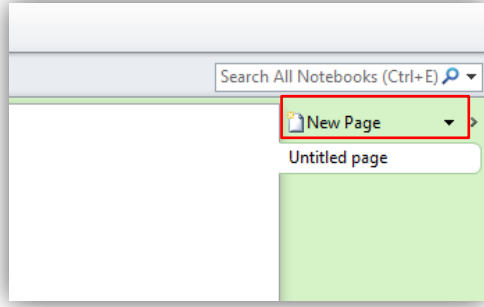
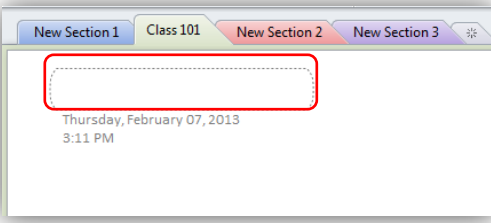
Click: Create Notebook





## OneNote 2010 Quick Reference Guide

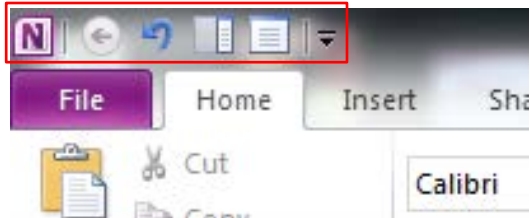
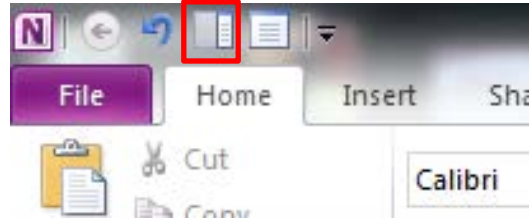
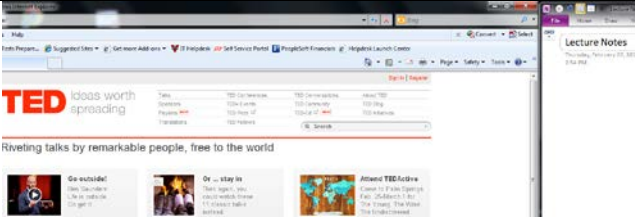
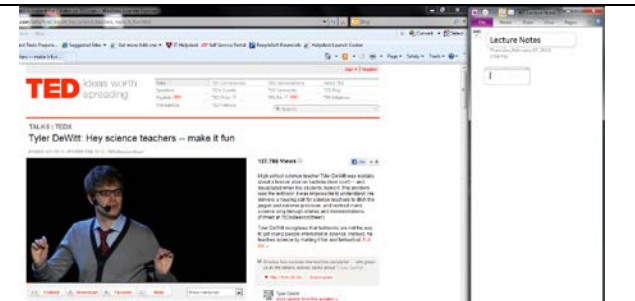
### Adding a New Section & Page

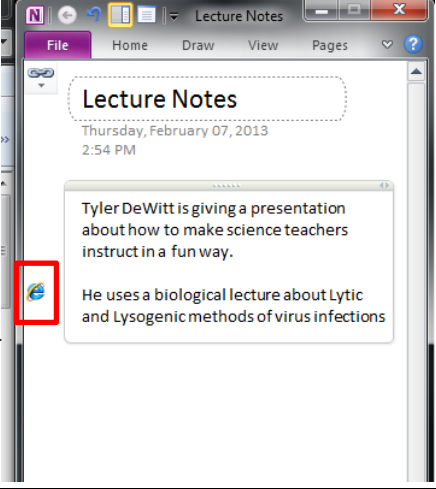
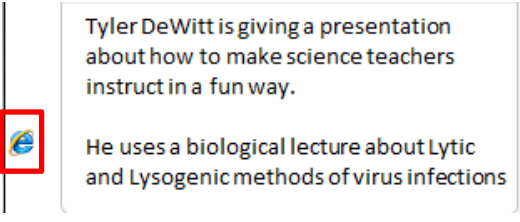
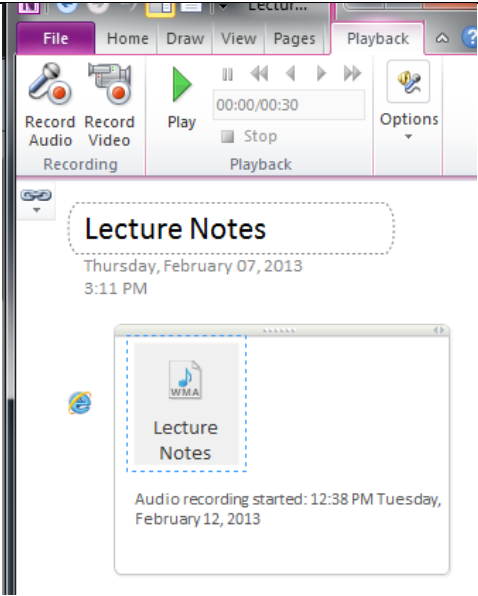
Steps	What You See
<p><b>For adding a new section</b></p> <p>Click: On the tab with the * symbol</p> <p>Note: This tab is located at the top center of the page in OneNote.</p>	
<p>Note: The first section you add will be called <b>New Section 1</b>. Each time you add a new section, this number will increase by 1</p> <p>Double Click: The New Section 1 tab to create a new name.</p> <p>Name: the section <b>Class 101</b></p>	
<p><b>For adding a new page</b></p> <p>Click: New Page</p> <p>Note: This will create a new “Untitled Page” in the section that is being used.</p>	
<p>Click: Inside of the dotted cylinder on the page. You should see a cursor appear.</p> <p>Type: <b>Lecture Notes</b></p> <p>Note: This will rename your page from <b>Untitled Page</b> to <b>Lecture Notes</b>. When this field is empty the page will default back to <b>Untitled Page</b>.</p>	



## OneNote 2010 Quick Reference Guide

### *Linked Notes*

Steps	What You See
<p>The Quick Access Toolbar is located at the top left corner in OneNote.</p>	 <p>A screenshot of the OneNote 2010 interface showing the Quick Access Toolbar (QAT) at the top left. The QAT contains three icons: a document icon (Save), a circular arrow (Undo), and a double circular arrow (Redo). A red box highlights these three icons. Below the QAT, the ribbon tabs for 'File', 'Home', 'Insert', and 'Share' are visible, along with some icons from the 'Home' tab like 'Cut' and 'Copy'.</p>
<p>Click: Dock to desktop</p> <p>Note 1: This quickly orients the OneNote application to be 1/3 the size of the display in a vertical left alignment.</p> <p>Note 2: All programs when maximized will be placed to the left of OneNote.</p>	 <p>A screenshot of the OneNote 2010 interface, similar to the previous one, but with a red box highlighting the 'Dock to Desktop' icon (a small square with a vertical line) in the Quick Access Toolbar.</p>
<p>Docking OneNote allows the use of <b>Linked Notes</b>.</p> <p>Open: Internet Explorer</p> <p>Type: In the address bar <a href="http://www.ted.com">www.ted.com</a></p>	 <p>A screenshot of an Internet Explorer browser window displaying the TED website. The address bar shows 'http://www.ted.com'. The page content includes the TED logo, the headline 'Ideas worth spreading', and several featured talks with images and titles like 'Go outside!', 'Or... stay in', and 'Attend TEDxIdeas'.</p>
<p>Note: This is an example of what you should see.</p>	 <p>A screenshot of the Internet Explorer browser window showing a specific TED talk page. The talk is by Tyler DeWitt, titled 'Hey science teachers -- make it fun'. It features a video player showing Tyler DeWitt speaking and a text area with the transcript of his talk.</p>

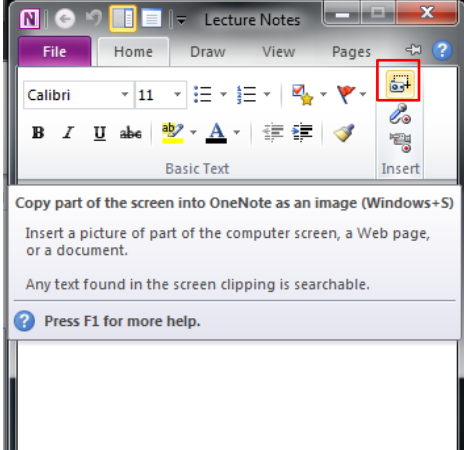

<p>Click: Inside of OneNote to form your cursor box.</p> <p>Type: A short description of the website you are adding as a link.</p> <p>Note: The icon for the program you have opened to the left of OneNote will appear.</p>	
<p>Close out of: Internet Explorer (IE)</p> <p>Click: The IE icon in OneNote.</p> <p>Note: This will open your browser with the same page you were taking notes from.</p>	
<p>Note: While OneNote is docked most items to its left will be stored next to the note created for future references.</p> <p>For example: the item to the right shows an audio recording made by a user while reading out thoughts over a video watched on the left of the docked OneNote program.</p> <p>Note: To use the audio recording feature you will need a computer microphone.</p> <p>Note: Linked notes works for the following:</p> <ol style="list-style-type: none"> <li>1. Internet Explorer Browser</li> <li>2. Office Documents</li> </ol>	





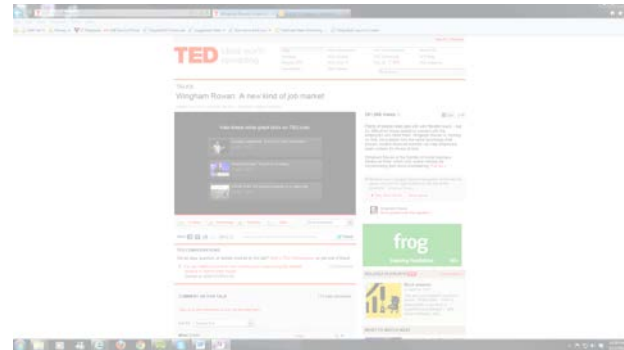
## OneNote 2010 Quick Reference Guide

### Screen Clipping

Steps	What You See
<p>To perform this action OneNote will not need to be docked.</p> <p>The screen clipping tool is located in different spots when in docked mode vs. full screen mode.</p> <p><b>While in docked mode:</b></p> <p>Click: The Home ribbon to locate screen clipping.</p> <p>Click: Screen clipping</p> <p style="text-align: center;">-OR-</p> <p>Type: Windows Key + S</p> <p>Note: Inside of the ribbon, the Home tab Clipping is located at the very top right corner under the insert options column.</p>	 <p>The screenshot shows the OneNote 2010 interface in docked mode. The ribbon is set to 'Home'. The 'Screen Clipping' icon, which depicts a camera with a plus sign, is highlighted with a red rectangular box. Below the ribbon, a tooltip is visible, containing the text: 'Copy part of the screen into OneNote as an image (Windows+S)', 'Insert a picture of part of the computer screen, a Web page, or a document.', 'Any text found in the screen clipping is searchable.', and 'Press F1 for more help.'</p>
<p><b>While in full screen mode:</b></p> <p>Click: The insert ribbon element to locate screen clipping.</p> <p>Click: Screen clipping</p> <p>Note: While using the keyboard shortcut (Windows Key + S) OneNote will not minimize.</p>	 <p>The screenshot shows the OneNote 2010 interface in full screen mode. The ribbon is set to 'Insert'. The 'Screen Clipping' icon, which depicts a camera with a plus sign, is highlighted with a red rectangular box. Other icons visible on the ribbon include 'Insert Space', 'Table', 'Picture', 'Link', 'Attach File', 'File Printout', and 'Scanner Printout'.</p>

OneNote will minimize and the screen becomes dimmed. (While not using the key shortcut)

Click and drag: Around a boxed area of interest

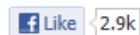


The screen clipping you have captured will appear inside of your page where your cursor was last located.

A citation of that page will appear beneath the screen clipping.

### Example:

251,596 Views ?



Plenty of people need jobs with very flexible hours -- but it's difficult for those people to connect with the employers who need them. Wingham Rowan is working on that. He explains how the same technology that powers modern financial markets can help employers book workers for slivers of time.

Wingham Rowan is the founder of social business Slivers-of-Time, which runs online markets for microworking and micro-volunteering. [Full bio »](#)

*“ Markets have changed beyond recognition in the last 20 years, but only for organizations at the top of the economy.” (Wingham Rowan)*

Wingham Rowan: A new kind of job market | Video on TED.com

[http://www.ted.com/talks/wingham\\_rowan\\_a\\_new\\_kind\\_of\\_job\\_market.html](http://www.ted.com/talks/wingham_rowan_a_new_kind_of_job_market.html)

Screen clipping taken: 2/12/2013 12:59 PM



## OneNote 2010 Quick Reference Guide

### *The OCR (Optical Character Recognition) Feature*

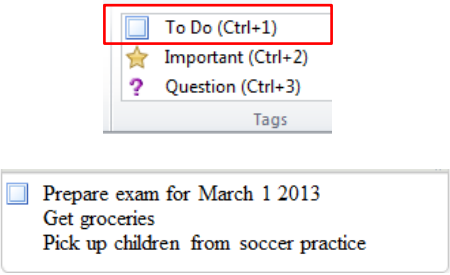
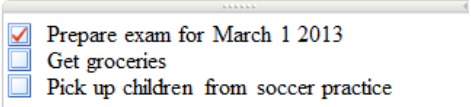
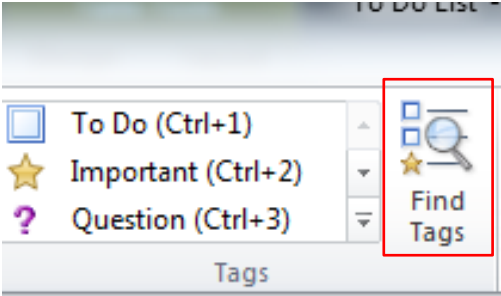
Steps	What You See
<p>OCR is a feature which allows you to make an editable text copy of an image file embedded in OneNote. Also, OCR will automatically index images by what text information is on it.</p> <p>Right Click: An image in OneNote.</p>	<p>The screenshot shows a video player interface for a TED talk by Wingham Rowan. A dashed blue selection box highlights the main text of the video. The text includes: "251,596 Views", "Like 2.9k", "Plenty of people need jobs with very flexible hours -- but it's difficult for those people to connect with the employers who need them. Wingham Rowan is working on that. He explains how the same technology that powers modern financial markets can help employers book workers for slivers of time.", "Wingham Rowan is the founder of social business Slivers-of-Time, which runs online markets for microworking and micro-volunteering. Full bio &gt;", and a quote: "Markets have changed beyond recognition in the last 20 years, but only for organizations at the top of the economy." (Wingham Rowan). At the bottom, it says "Wingham Rowan: A new kind of job market   Video on TED.com http://www.ted.com/talks/wingham_rowan_a_new_kind_of_job_market.html" and "Screen clipping taken: 2/12/2013 12:59 PM".</p>
<p>Click: On Copy Text from Picture</p>	<p>The screenshot is identical to the previous one, but a context menu is open over the text. The menu options are: Cut, Copy, Copy Text from Picture (highlighted in yellow), Paste Options (with icons for text, images, and links), and Save As... The text "Copy Text from Picture" is highlighted in yellow.</p>
<p>Paste: onto the page or any other page in OneNote or an outside application like Word to have the text version of the image.</p>	<p>The screenshot shows the text that was copied from the video player. The text is highlighted with a light blue background, indicating it has been copied. The text includes: "251,596 Views   Like 2.9k", "Plenty of people need jobs with very flexible hours -- but it's difficult for those people to connect with the employers who need them. Wingham Rowan is working on that. He explains how the same technology that powers modern financial markets can help employers book workers for slivers of time.", "Wingham Rowan is the founder of social business Slivers-of-Time, which runs online markets for microworking and micro-volunteering. Full bio &gt;", and a quote: "Markets have changed beyond recognition in the last 20 years, but only for organizations at the top of the economy." (Wingham Rowan).</p>



## OneNote 2010 Quick Reference Guide

### Tagging Lists

Steps	What You See
<p>Tagging is a feature with a large array of uses, which is why there are so many different tagging icons to choose from.</p> <p>What is featured to the right is not the full list.</p>	
<p><b>Make a To Do List:</b></p> <p>Create: A new page</p> <p>Name: The page To Do List</p>	
<p>Click: Somewhere on this page</p> <p>Type: Prepare exam for March 1 2013</p> <p>Type: Get groceries</p> <p>Type: Pick up children from soccer practice</p>	

<p>Click: Next to the sentence you wish to add a task</p> <p>Click: The To Do tag item located in the Home Ribbon</p> <p style="text-align: center;">-OR-</p> <p>Press: Ctrl + 1</p> <p>Repeat for the other items</p>	
<p>The checkbox is interactive; click it when you have completed a task.</p>	
<p><b>Search for Tagged items:</b></p> <p>If you are an extensive user of OneNote you may have used the tag feature heavily.</p> <p>This offers you a quick way to locate your note of interest in a simpler manner.</p> <p>Click: The Find Tags icon in the home ribbon.</p>	

The Tags Summary window will appear to the right column.

Search can be controlled by:

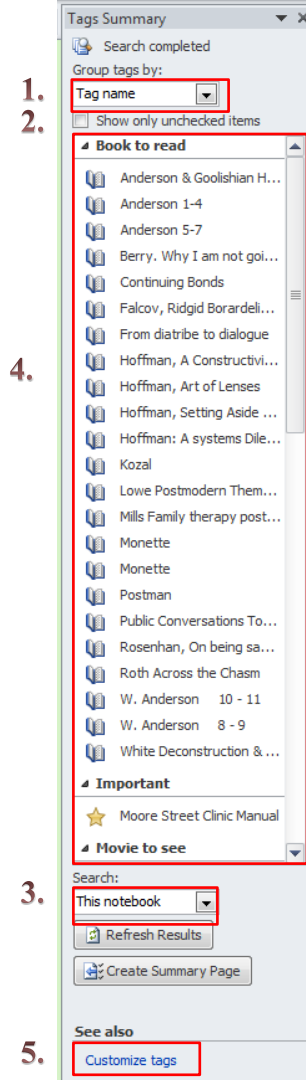
- 1.) Sort by tag type
- 2.) Show only unchecked items (great for to do lists)
- 3.) Sort by location
  - a. Section
  - b. Notebook
  - c. Page
  - d. Date created

Click: Refresh if tags are missing from list

Click: Create Summary Page

Note: Create a summary page that will hold all of the To Do items in it plus whatever is inside of your tag list section:

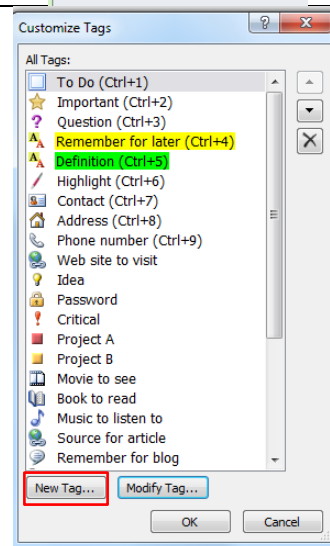
- 4.) If you click Refresh Results a duplication of all items from the summary page will appear in the list.



If OneNote is somehow missing a tag you would like to see, then you can adjust OneNote to include your needed tag by clicking customize tags.

Click: Customize Tags

Click: In the new window that appears New Tag



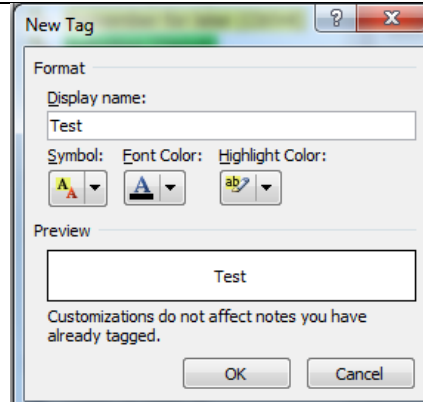
Type: In the Display name text area “Test”

Note: The preview window displays what your tag currently looks like. The tag will default to text.

Change this by:

Click: The symbol drop down menu.

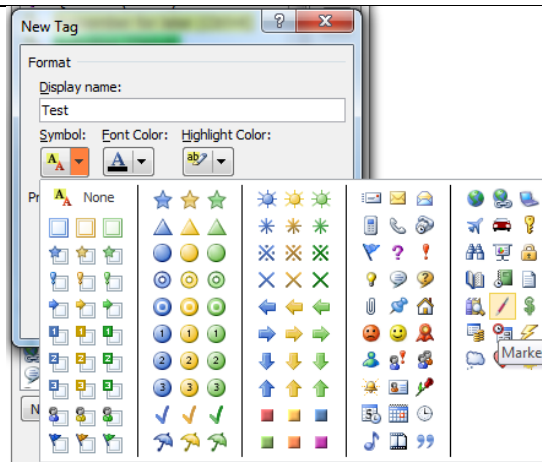
Note: You will move only the highlighted item by clicking the arrow buttons.





You will see something like this when you click on the dropdown menu for Symbol.

Click: Marker


Click: Ok when you are done making your new tag item.



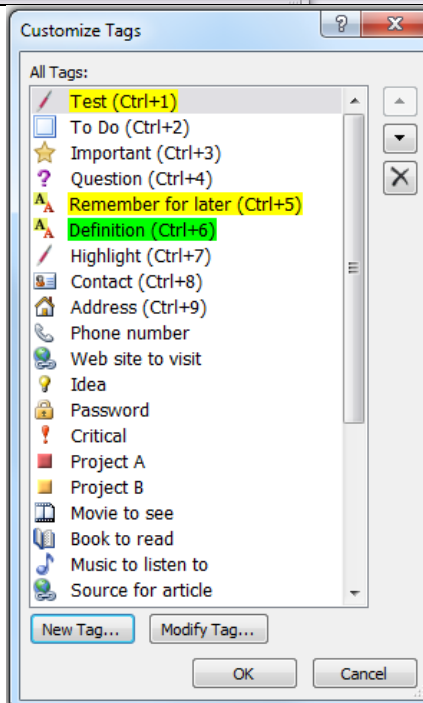
The tag you create will automatically appear at the top of the tags area. This could be problematic if you are accustomed to the To Do tag being associated with the keyboard command (Ctrl + 1).

Adjust: The order of your tag list by clicking on the  arrow, or  arrow.

Note: Whichever item is highlighted will be maneuvered.

Remove: Tags by clicking the  icon.

Click: Ok when done





## OneNote 2010 Quick Reference Guide

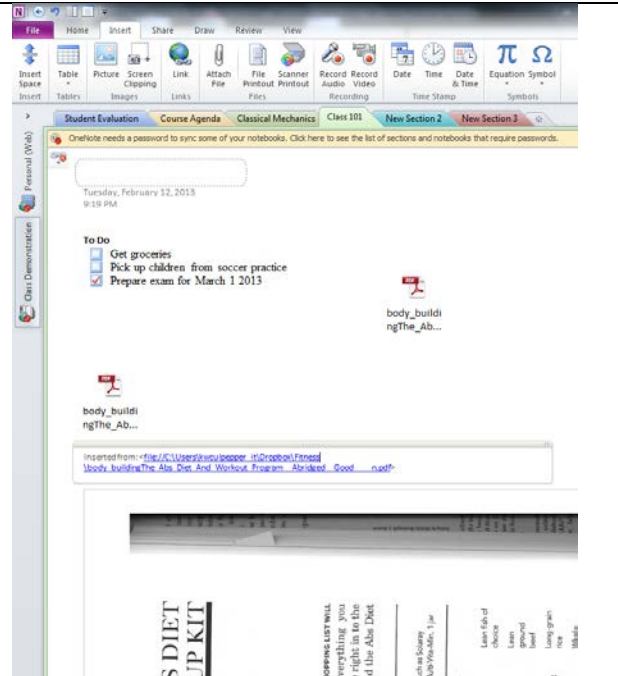
### Attach a File

Steps	What You See
<p>Click: Somewhere on the page you want to add your document</p> <p>Click: On the Insert Ribbon</p> <p>Click: Attach File</p>	
<p>Browse: File location of document you wish to add to One Note.</p> <p>Click: Insert</p>	
<p>Your document will appear on your page where your cursor was last located.</p> <p>Any document attached to OneNote is added to a local cache file on your PC.</p>	
<p><b>Add a Full Print Out in OneNote:</b> This function will make an exact copy on the OneNote page.</p> <p>Click: File Printout from the Insert Ribbon</p>	



Choose the same attachment as before.


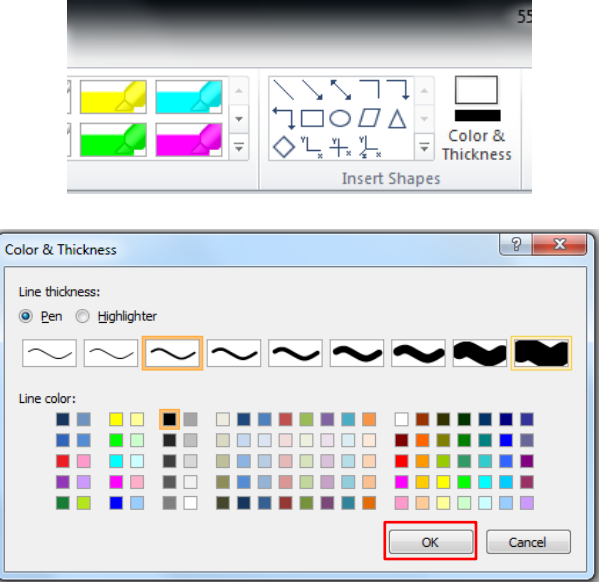

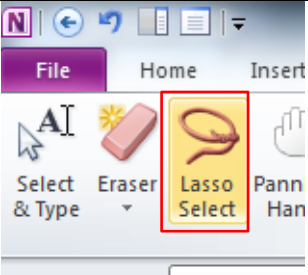
The file will be re-oriented to fit inside of the page boundaries.





## OneNote 2010 Quick Reference Guide

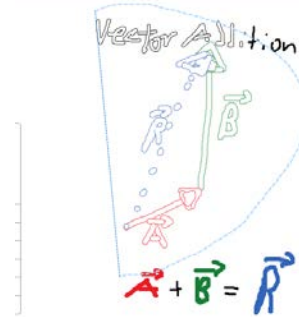
### *Draw on a Page*

Steps	What You See
<p>Click: On the Draw Ribbon</p> <p>Click: On a color you like</p>	
<p>Click: On Color &amp; Thickness to adjust these features of the lines you draw.</p> <p>Click: On desired thickness and color.</p> <p>Click: OK</p>	
<p>Draw: What you would like</p>	
<p><b>Use the Lasso Feature:</b> This can be used on all items on your page, but it works best on drawings.</p> <p>Make additions, subtractions, or alterations quickly to select areas of interest with the Lasso Feature.</p>	

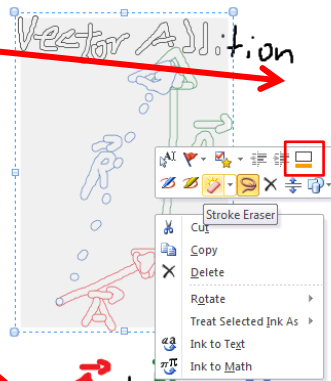
Hold down: left click and draw a shape surrounding the desired area to be worked on.

Right Click: the highlighted area

Note: a pallet of options will be available to you

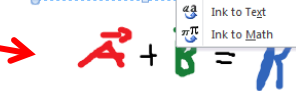


Select: Color & Thickness



Select: a new size from the Color & Thickness Window

This is a result of making the line thicker.



Note: This will only affect the region you have selected.



To go back to mouse mode:

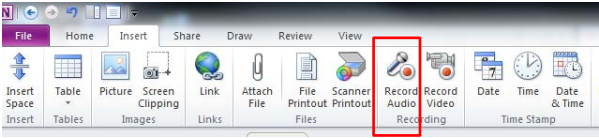
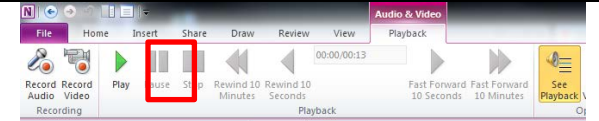
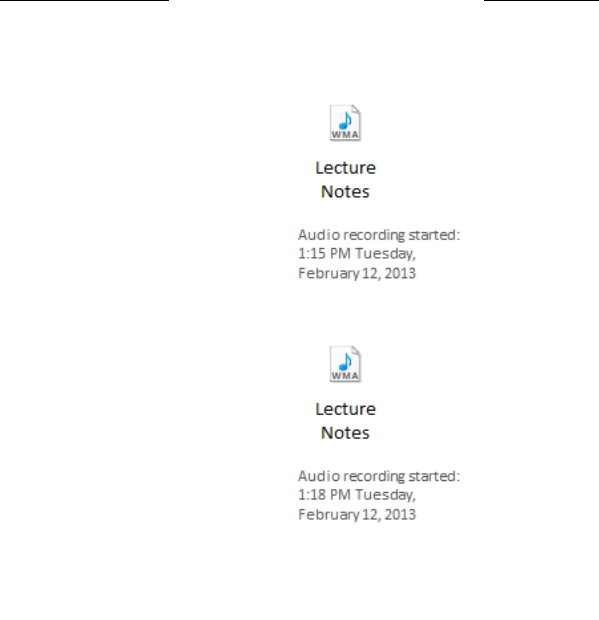
Click: Select & Type inside the Draw ribbon.





## OneNote 2010 Quick Reference Guide

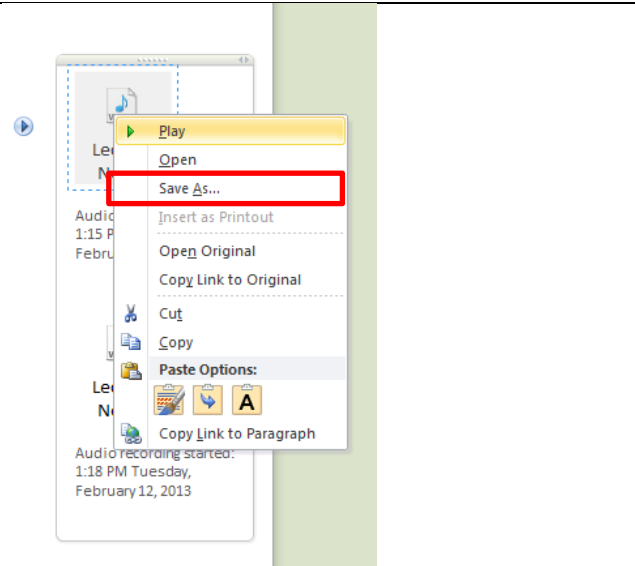
### Recording an Audio Note Demonstration Only

Steps	What You See
<p>The demonstration will be done while in Normal view.</p> <p>You will need a computer microphone to do this step.</p> <p>Click: On the Insert ribbon</p> <p>Click: Wherever on the page you would like your audio recording to be embedded.</p> <p>Click: Record Audio</p>	
<p>A new ribbon will appear called "Playback"</p> <p>Click: Stop when you are done recording.</p>	
<p>The file appears where your cursor was last located. It is labeled with the date, time and page title. Thus, the only distinguishing factor of your audio file is the date and time it was added. You can add information below the file to better label the item.</p> <p>The audio files are stored as .wma files.</p>	

**To save a recording outside of OneNote:**

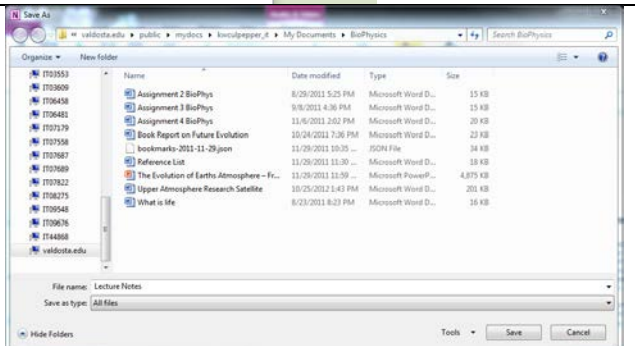
Right Click: The recording to reach the right click menu.

Click: Save As...



Browse: For a location to store your document.

Your .wma file will open through your default audio player when opened from the file location you stored it in.



**To check audio & video settings:**

Note: If you are running into issues then check your settings in OneNote.

Click: The Audio & Video Settings item, which is inside of the Playback ribbon.



Note: Verify that your device is selected

Neat Feature: If you “Enable searching audio and video recordings for words” then it will do just that for you.

Note: This may take a while to perform. Thus, keep your computer up and running for OneNote to add these to the index menu.

Click: Ok to finalize any changes made

