

# Microsoft OneNote Introduction – Quick Tips

OneNote is Microsoft's digital notebook and all-in-one productivity solution within Office.

- Electronic "TrapperKeeper" ☺
- More recently- Online, Collaboration Notebook
- Compare with Google Keep or Evernote
- Extremely versatile; Many use-cases
  - o Business & Personal
  - o Desktop clients & Mobile clients; web clients

## 1) Local vs Network/Share vs Cloud

- a. Local ("This PC" > Documents > OneNote Notebooks)
- b. Network / Share
  - i. **SharePoint 2016**
- c. OneDrive for Business (Office365)
  - i. Microsoft's file hosting service/storage in the cloud (online)
  - ii. Outlook.com / Office.com / Office365 / SharePoint.com
  - iii. Using GatorLink or Shands credentials
  - iv. GatorCloud ?
    1. UF's collection of cloud-based services

## 2) Create a new Notebook

- a. Go to File > New. Next, select a location to where the new notebook will be created/located.
  - i. Selecting "This PC" will save it to the "OneNote Notebooks" folder within the Documents folder by default.
  - ii.

## 3) QuickNotes

- a. Shortcut: **Windows key + N** (From anywhere in Windows)
- b. Automatically Saved (instantly)
- c. Saved into Quick Notes section (colored tab) under My Notebook

## 4) Sections (Colored tabs)

- a. Groups or organizes your pages (i.e. notes) into a common area/folder
- b. Click the "+" tab (or right-click Section area and click "New Section")
- c. **Section Group** (is a group of sections)
  - i. Helps to cluster/group or organize common sections
  - ii. Right-click on Section area and click "New Section Group"

## 5) Pages (Notes)

- i. Individual Pages of notes
- ii. Click the "+ Add Page" or right-click and click "New Page" (Shortcut: **Ctrl + N**)

iii. Automatically Saved

## 6) Screen Clipping

- a. Screenshot or capture (???) directly into a note/page
- b. Click **Insert** tab (ribbon) > Screen Clipping. Select the area to be captured.
  - i. Shortcut: **Windows + Shift + S**
- c. **Searchable!** Text within an image may be found using search

## 7) OneNote Web Clipper plugins

- a. Chrome extension; Firefox add-on; MS IE Favorites bar (bookmark)
- b. Will need to Sign-in

## 8) Inserting documents

- a. Insert Attachment vs Print-Out
- b. Print to OneNote

## 9) PDF Annotation

- a. **Formatting**
- b. **Copy Text** – Right-click > Copy Text from ...

## 10) Links

- a. Shortcuts embedded within notes to other notes/sections
  - i. Right-click > “Copy to [ELEMENT]”
    1. ELEMENT will depend on what you click:
      - a. Section, Page, Paragraph
      - b. Next, Go to where you want to place the link and paste (CTRL-V)

## 11) Password Protection on Sections

- a. Right-click on a Section > “Password Protect This Section”
- b. Encrypts the entire Section
  - i. Password CANNOT be recovered
  - ii. Data CANNOT be recovered if password is forgotten
- c. Password-protected section will not be included in search results
  - i. Will need to be unlocked first before searching

## 12) Sharing

- a. Notebooks can be shared and collaborated on in SharePoint or OneDrive
- b. Click on File > Share > Share with People (add email addresses), select “Can edit” or “Can view” > Share

## 13) EXPERIMENT!

- a. More than one way to do things.
- b. **Challenge-** Start importing a few different types of documents
- c. Best Practices?