Microsoft OneNote

Microsoft OneNote 2010 is a digital notebook that provides a single place where you can gather all of your notes and information, with the added benefits of powerful search capabilities to find what you are looking for quickly, plus easy-to-use shared notebooks so you can manage information and work together with others more effectively. Like many of Microsoft’s products OneNote has many features and functions: the following only provides a high-level overview of using OneNote. OneNote is included in Microsoft Office 2010.

OneNote Benefits and Features
OneNote allows you to take meeting notes on the fly and email them instantly. Additionally OneNote allows you to easily embed links and images, format and add tables. OneNote also provides custom templates and uses the same functionality as other Microsoft applications (Word, PowerPoint, etc.). Adding formatting and new pages can be done quickly, often in a single click.

Support

➢ If you do not have Microsoft Office 2010, contact the Web Help Desk (whd.ewu.edu) to request an upgrade. If you do not want to upgrade to Office 2010 you can request OneNote for Office 2007 via the Help Desk.

➢ Need more information?
  o Try Lynda Campus (http://access.ewu.edu/oit/services/it-training/documentation-and-resources/lyndacampus-information.xml),
  o Microsoft (http://www.microsoft.com/office/onenote/), or
  o OneNote online information:

Getting Started
The following provides basics on accessing OneNote and getting started:
Accessing OneNote

1. To access OneNote:
   - Click the system tray Start icon > select All Programs > Microsoft Office > Microsoft Office 2010 OneNote

2. When accessing OneNote after the first time, the What's New? page may display.

3. If the What's New? page does not display, click the Personal folder icon in the Notebooks section.

The following tools are available.

- **The tool bar:**
  - The ribbon:
  - Notebooks:
  - Notebook tabs:

New Page:
Creating New Notebooks

1. To create a new notebook, right click in the left-hand Notebooks column and select **New Notebook**.

2. The **New Notebook** page displays.

3. Select where to store the new notebook and name the notebook.

4. Click the **Create Notebook** icon:

5. The new Notebook and a new page and section tab displays.

6. To name the new page in the new notebook, right click the New Section tab and select Rename.

> Type the desired page name.
Creating New Notebook Pages

1. To add pages to a notebook, click on the desired notebook in the **Notebooks** column.
   - The icon changes from a closed book to an open book when selected.

2. Click the tab with the asterisk icon.

3. A new tab displays. Type the desired name.

   ![Diagram](image1.png)

To add additional pages to a notebook page, click the New Page icon:

- Tags allow you to quickly add check boxes, question marks and stars to your notes. Click the **Home** tab and select the desired tag.

- To email your page from the **Home** tab, click the **E-mail Page** icon. Outlook opens. Enter the **To** address.

![Diagram](image2.png)