

# OneNote 101

- ▶ Great tool for staying organized - operates as a combination of Excel, Word and a generic notepad app
- ▶ Organized by Notebooks, Sections, Pages
  - **Notebooks** are used for larger sections: School, Work, Personal
  - **Sections** are used within notebooks for various topics (meeting notes, recipes, books)
  - **Pages** are used within each section to organize notes or topics for that particular section
- ▶ You never have to save!

## Tips & Tricks

- ★ Click anywhere on the screen to insert a text box - drag & drop to reposition
- ★ Tags: use the tags to insert To Do checkbox, star as "important", highlight to remember later, etc.
- ★ Use the "Find Tags" option to search one or all notebooks for specific tag. Use the "Create Summary" to gather all tagged items on one page
- ★ Insert>Date & Time stamp to track notes
- ★ Home> Meeting Details to insert details of meetings, synced with Outlook
- ★ Insert> Page Template to create meeting notes outline
- ★ Home> Email Page to send notes to a colleague, share a recipe, etc.
- ★ View> Rule Lines to add notebook lines to a page
- ★ Insert > File Printout or File Attachment to add attachment
- ★ Insert> Screen Clipping to grab something to insert in OneNote page
- ★ From web, click "Print - Send to OneNote" and it will add web page info to OneNote page