Using Microsoft® OneNote™ 2003:
A quick tutorial
ONENOTE™ ENHANCES PRODUCTIVITY BY ENABLING USERS TO EFFECTIVELY CAPTURE, EFFICIENTLY ORGANISE AND EASILY REUSE INFORMATION. WITH ITS INTUITIVE INTERFACE – ORGANISED JUST LIKE A PAPER NOTEBOOK – USERS CAN READILY MANAGE MULTIPLE SOURCES OF INFORMATION, INCLUDING: HANDWRITTEN OR TYPED NOTES, DRAWINGS, AUDIO RECORDINGS, WEB PAGE CONTENT AND OTHER INFORMATION. ONENOTE™ IS AN IDEAL TOOL FOR RESEARCH, MEETINGS, LECTURES, PERSONAL ORGANISATION AND OTHER INFORMATION-RELATED TASKS.

IN THIS QUICK TUTORIAL, YOU WILL LEARN THE BASICS OF HOW TO USE ONENOTE™ TO MANAGE THE FLOW OF INFORMATION AND IDEAS. CLICK ON ANY ONE OF THE FOLLOWING TOPICS TO LEARN MORE:

1. INTRODUCING THE E-NOTEBOOK INTERFACE
2. CREATE AND DELETE SECTIONS
3. CREATE AND DELETE PAGES
4. PRIORITISE IMPORTANT INFORMATION WITH NOTE FLAGS
5. ENTER NOTES IN A PAGE
6. SEARCH YOUR NOTES
7. INTEGRATE YOUR NOTES WITH OTHER APPLICATIONS
Here’s what you will see when you first open OneNote™:

**TIP:** Just like in other MS Office applications, you can organise your workspace in a way that works best for you. For example, you can move the formatting toolbar to a new location by dragging and dropping it to a new spot. You can also customise toolbars by adding or removing buttons from them.
2. CREATE AND DELETE SECTIONS

Create new sections in your electronic notebook to organise your notes in a way that makes sense to you. For example, if you are a student, you may want to create a section for each course you are taking. Each section can have as many pages in it as you want. See Lesson 3: Create and Delete Pages for more information.

Sections are saved as separate .One files. Therefore, after you have added a section, you cannot select the “undo” option. You must delete the section to remove it.

Section tabs are arranged horizontally along the top of a page. New sections are added to the right of the currently selected section.

TO CREATE A NEW SECTION:

1. Click the Insert menu.

2. Click New Section

A new section tab is added to the right of the currently selected section (e.g., “Computer Science”).
HINT: A new colour is automatically assigned each new section. To change the colour, click the Format menu, choose Section Colour, and then select a colour by clicking it.

3. Type a name for your new section.

TIP: You can also add a section by clicking the New Section icon on the Standard toolbar.

TO DELETE A SECTION:

1. Click the section tab of the section you want to remove.

2. Click the File menu.

3. Select Current Section, and then click Delete.
Pages in OneNote™ are where you capture your notes within the individual sections you have created. You can name each page for quick and easy access to the notes. For example, if you have a section for all the meetings you attend, you may want to add a new page for each individual meeting and name the pages according to the meeting date or type.

Page tabs are arranged vertically along the right side of a page. To move between pages, click the appropriate tab. New page tabs are added to the end of the list.

TO CREATE A NEW PAGE:

Click the tab of the section in which you want to add a new page.

For example, to add a new page within the Meetings section in the figure below, click the Meetings section tab.

1. Click the Insert menu, and then click New Page.

TIP: You can also add a page by clicking the New Page icon, which is located right below the page tabs as well as on the Standard toolbar.

3. A new page tab is added to the end of the list. Type a Title for your page in the Title box.
**TIP:** You can move pages to other sections by right-clicking the page tab, selecting Move Page To and clicking the section into which you want to move the page.

**TO DELETE A PAGE:**

1. Right-click the appropriate page tab, and then click **Delete**.

For example, to delete the “January 5” page in the “Meetings” section below, right-click the “January 5” page tab, and then click **Delete**.
4. PRIORITISE IMPORTANT INFORMATION WITH NOTE FLAGS

With OneNote™, you can prioritise information by adding note flags anywhere you want in your sections and pages. You can add notes to text, pictures and drawing canvases.

Adding note flags allows you to find important information quickly and easily. You can also prioritise your notes in a way that works best for you using any of the following types of flags: To Do, Important, Question, Remember for later and Definition. Each type of note flag has a different symbol, making it even easier for you to identify and find your high-priority notes.

TO ADD A NOTE FLAG:

1. Click in the paragraph you want to flag.

2. Click the Format menu, and then select Note Flags. Click a flag type.

3. You can add more than one type of flag.

In the example below, there are two note flags: Important and To Do. You can display shortcut icons to all the different note flag types. Click the View menu, Toolbars and Note Flags. The toolbar displays vertically along the left side of the page.
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TIP: Displaying your note flags in the Note Flags Summary task pane allows you to see all the notes you have flagged in your electronic notebook and creates direct links to those pages. Click the View menu, and then click Note Flags Summary.

With OneNote™, you can enter notes anywhere on the page, helping you capture your notes in a way that suits your style and the way you think. You can add text, pictures and audio, and you can draw directly on the page with digital ink. You can also format and edit your notes using a variety of features.
5. ENTER NOTES IN A PAGE

TO TYPE NOTES ON A PAGE:

Position the insertion point anywhere on the page, and then begin typing.

TIPS: Format text by clicking the paragraph you want to format or by positioning the insertion point in the single word to format. Then, use the options on the Standard toolbar, such as B, I and U for bold, italic and underlined text.

You can move groups of text around anywhere on the page by clicking the group and dragging it to a new location.

If you need more space on the page to write, click the Insert Extra Writing Space icon, click on the appropriate page, and then drag the arrow down.

TO ADD A PICTURE TO A PAGE:

1. Position the insertion point on the page where you want to add the picture.
2. Click the Insert menu, and then click Picture.
3. Select the picture you want, and then click the Insert button.

**TIP:** You can re-size pictures easily by selecting the picture and dragging the handles left, right, up or down.

**TO ADD A DRAWING TO A PAGE:**

1. Click the Pen icon.

2. Click anywhere on the page, and then use your mouse or stylus to draw.
6. SEARCH YOUR NOTES

In OneNote™, there are several ways to search your notes in order to quickly and easily retrieve the information you want. You can search by keyword, note flags or page creation and modification date.

TO SEARCH YOUR NOTES BY KEYWORD:

1. Enter the word(s) you need to find in the Search box, and then click the Find button.

2. Browse the results of your search by clicking the left and right arrows or by clicking the View List button.

Clicking the left and right arrows takes you to each of the pages where the search tool found your keyword.

By clicking the View List button you can see a summary of all the places where your keyword was found. The results are grouped by page. You can go directly to the page by clicking the page title.

TO SEARCH YOUR FLAGGED NOTES:

1. Click the View menu, and then click Note Flags Summary.
2. The Note Flags Summary task pane displays on the right side of your notebook.

3. Clicking the note you are looking for will bring you directly to the appropriate page.

**TIP:** You can group note flags in a way that works best for you. For example, you can group them by section or by date. Click the arrow beside the dropdown box and select a grouping method.

**TO BROWSE PAGES BY DATE:**

1. Click the **View** menu, and then click **Page List.**
2. The **Page List** displays on the right side of your notebook.

3. Click the arrow beside the dropdown menu, and then click **Date**. Pages are grouped according to when they were written or last updated. They are organised within 3 groups: **Yesterday**, **This Week** and **Last Week**.
7. INTEGRATE YOUR NOTES WITH OTHER APPLICATIONS

Integrating your notes helps you get more done in less time. You can gather, store and organise all your notes in one spot for efficient management of all your information.

OneNote™ makes it easy for you to integrate your notes with other Office applications. You can copy and paste text, pictures and graphics from other applications and insert links to other files in your OneNote™ pages.

TO PASTE TEXT, PICTURES OR GRAPHICS INTO YOUR ONENOTE™ PAGES:

1. Copy the item from the other application.
2. In OneNote™, click on the page where you want the text or graphic to be placed.
3. Click the Edit menu, and then click Paste.

TIP: To integrate pictures from web pages, simply drag the graphic from your browser window to the place you want it on your OneNote™ page. To add text from web pages, select the text, and then copy and paste it into your OneNote™ page using the steps outlined above.

TO COPY TEXT AND GRAPHICS FROM ONENOTE™ TO ANOTHER APPLICATION:

1. Click the item you want to copy.
2. Click the Edit menu, and then click Copy.
3. Open the application into which you want to paste the text or graphics.

4. Paste the item (in Office applications, the paste function is typically found in the Edit menu).

**TO INSERT A LINK TO ANOTHER FILE:**

Drag the file into your OneNote™ page and drop it where you want the link to be inserted.

In the example below, the Word file “Client List” was dragged and dropped into the “January 5” page. Click the link to go directly to the Word file.