

Bite Size Quick Reference Guide – OneNote Overview

OneNote allows you to create digital notebooks where you can store and organise notes, drawings, screen clippings and audio commentaries, and also search them. Refer to our lessons on OneNote and also refer to our Quick Reference Guide to get you started quickly. Here's what the desktop version looks like.

Whether you have a million ideas, a million things to do, or a million things to remember, OneNote is the perfect app for capturing pretty much everything.

The image shows a screenshot of the Microsoft OneNote desktop application interface. The interface is divided into several sections, each with a callout box pointing to a specific feature:

- Quick Access Toolbar:** Located at the top left, containing icons for Save, Undo, and Redo.
- Notebook List:** A vertical list of notebooks on the left side of the window.
- Notebook Sections:** A horizontal list of sections at the top of the page, including 'Holidays', 'To do list', 'Tenerife', 'Mexico', 'Greece', and 'italy'.
- Create new Sections:** A plus sign icon at the end of the section list.
- Show/Hide the Ribbon:** A small icon in the top right corner of the window.
- Collapse the Ribbon:** A small icon in the top right corner of the window.
- Container – use it to move and resize:** A callout box pointing to a floating window titled 'Things to do whilst there' containing a list of tasks: 'Visit the beach' and 'Drink a cocktail'.
- Search for anything:** A callout box pointing to the search bar at the top right of the page.
- Access and create new pages:** A callout box pointing to the '+ Add Page' button in the top right corner.
- Create To Do lists:** A callout box pointing to a list of tasks with checkboxes: 'Look at flights', 'Book flights', 'Buy Euros', 'Check passports are up to date', 'Vaccinations', 'Book Charlie into dog minder', 'Book hotel', 'Book car parking', and 'Go clothes shopping'.
- Insert Tables:** A callout box pointing to a small table with two columns and two rows.
- Start to type anywhere:** A callout box pointing to a text input area.
- Grabber – use it to move or right click more options:** A callout box pointing to a small icon in the top right corner of the page.

- **Send your notes via email** OneNote makes it extremely easy to send all your notes content to anyone via email. Recipients don't need to have OneNote to see the content, which can be seen in the email body and the attachments will be sent separately. To do so, click on the button "Email Page" located at the end of the "Home" tab. Now your default email client will open up along with all the data entered already. Just enter the email address of the person you want to send the email and "Send" to send the email.
- **Drag and drop files to attach in OneNote** Adding text to OneNote is not the only way to take notes, you can easily attach different types of files right inside OneNote, to illustrate/accompany your notes. For example, you can attach, Audio, Video, Photos and Documents like PDF, DOCX, XML, etc. All you have to do is drag-and-drop the files right inside your note where you want to add the file.
- **Automatically add sources** If you will copy/paste something from the web to OneNote, it will automatically add source of it below the content. This is perfect if you are creating a bibliography, as you won't have to manually paste the sources.
- **Take screenshots** You can use OneNote to take screenshots of any area of your screen and directly embed it in your notes. All you have to do is press Window & R button or click on "Screen Clipping" under the "Insert" tab, and then mark the area of which you need to take the screenshot.
- **Add notes without opening OneNote** You don't need to keep OneNote opened just to take some quick notes. OneNote has a tiny utility tool that will keep working in the taskbar, and when you need to take a quick note, just press Windows & N or click on the icon and select "New quick note" option. You can also use the same button to take quick screenshots and send them to your original OneNote notes.
- **Create a To Do list** You can easily create a To-Do list right inside OneNote alongside your other notes. Click on "To Do Tag" button under the "Home" Tab and you will see a To-Do list panel. Just type what you want to do and press the "Enter" key to move to the next point. A checkbox will be added next to each point, and you can check it if the task is completed.
- **Create basic calculations** You can do all types of basic calculations right inside OneNote, and it will provide the answers. While typing a note, just enter your equation, add "equals" (=) sign, and then press "Spacebar" to get the answer. For example, you can type "382×37%=" or "732/26=" and then press "Spacebar" to get the answer instantly. The answers calculated by OneNote for the above equations are $382 \times 37\% = 141.34$ and $732/26 = 28.1538$.
- **Password protect sections** If you have any confidential information inside any particular section, then you can also password protect it to ensure only the person with a password may open it. To do so, right click on the "Section" which you would like to password protect, and then click "Password Protect This Section" in the context menu. Now click on "Set Password..." and provide the password you want to add. You can change or remove the password by going to the same option again and click on "Change Password" or "Remove Password".
- **Using Templates** OneNote comes with built-in templates to help your take down notes easily without any need of organizing content yourself. These templates include, Academic and Business templates for taking down notes with an already-structured note, like meeting notes, postcard, letter and To-Do lists templates, etc. There are also decorative templates that will decorate your note according to your note type. Just click on "Page Templates" under the tab "Insert", and you will find all templates there.