



Microsoft® OneNote 2010



Microsoft OneNote is a tool designed to replace pen and paper note-taking. Collect your thoughts by creating notes with text, formatting, screenshots, and graphics, and organize notes within notebooks and sections so you can easily find them later. New in OneNote 2010 is the

introduction of the Office Ribbon interface, web-based note sharing and access, and quick-linking between notes, web pages, and other documents.

Annotations for the OneNote 2010 interface:

- Quick Access Toolbar
- Click to access Backstage View.
- Web notebook. See *Accessing Notebooks Online*, page 4.
- Click the Sync Status icon to view connection settings.
- The Navigation Pane. See *Navigating in OneNote*, page 2.
- Hyperlink. See *Using Links*, page 3.
- Screenshot. See *Working with Screenshots and Images*, page 3.
- Click to access OneNote help.
- Office Ribbon
- Search box. See *Quick Search*, page 4.
- Pages. See *Working with Pages*, page 2.
- Work area
- Tag icon. See *Using Tags*, page 3.

Using the Backstage View

The Backstage View replaces the File menu and Office Button from previous versions of Microsoft Office. You can access common commands such as **Open**, **Save As**, and **Print** here.

To create a new notebook: click **File**, then click **New**. Choose a place to store your notebook (e.g. **Web**, **Network**, **My Computer**), and type a name for the new notebook. Sign into your Windows Live account (**Web**) or specify a location for the notebook (**Network**, **Computer**). Click the **Create Notebook** button.

Tip: Your notes are automatically saved as you work in OneNote.

To open a notebook: press **CTRL+O** or click **File**, then click **Open**. Select the notebook and click **Open**.

To access program preferences: click **File**, then click **Options**.

Using the Ribbon

The Ribbon contains common commands and tasks used to make changes in OneNote, grouped in context-sensitive tabs.

To fully customize the Ribbon: right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

Using the Quick Access Toolbar

To add a command to the Quick Access Toolbar: right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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