



OneNote 2003™ is a Microsoft® note-taking program that allows you to capture, organize, and retrieve typed text notes, drawings, Web content, audio, and handwriting. With the electronic files that are created, OneNote facilitates the sharing and distribution of those files. Although OneNote software works on all computers, the program works optimally with tablet PCs. Concepts drawn on a tablet PC can be projected onto a screen and shared with a class or group. Handwritten notes can be converted to text, and audio notes can be recorded while you're on your way to a class or meeting.

The OneNote screen looks much like a lined notebook with tabs across the top representing various 'folders' of notes. Tabs for pages and sub-pages within the folders are located along the right side. The toolbars are similar to those in Microsoft® Word®. Read on for some basics to get you started with using OneNote.

### Open OneNote

1. **Start > Programs > Microsoft Office > OneNote.**
2. **File > Open.**

Begin exploring OneNote:

- 1) Let cursor pause over each icon on the Standard toolbar to become familiar with the tools available.
- 2) View > Task Pane (column opens on right of screen). Click tiny down arrow at top of Task Pane to see the functions that can be accessed.

### Change Screen Orientation

- Press button in lower left corner of computer monitor.

### Create New Folder or Section

- **Insert > New Folder** OR **New Section.**

### Insert Page or Subpage

- **Insert > New Page/New Subpage** OR click **New Page** /Subpage tab near bottom of page tabs on right of page.

### Writing Notes

- Click anywhere on the page and type or handwrite the notes desired. *Note: Tap to select your handwriting. On Tools menu, select **Convert Handwriting to Text.***

### Drawing Notes

- **Tools > Drawing and Writing Tools** OR select Pen icon on toolbar and select type of pen from the dropdown list. *Note: Drawings can float on top of other notes or Web pages for marking-up documents.*

### Add Line Space under a Note

- Click **Insert Extra Writing Space** icon on toolbar. Position cursor on page, then click and drag down for amount of line space desired.

### Correct or Change Notes

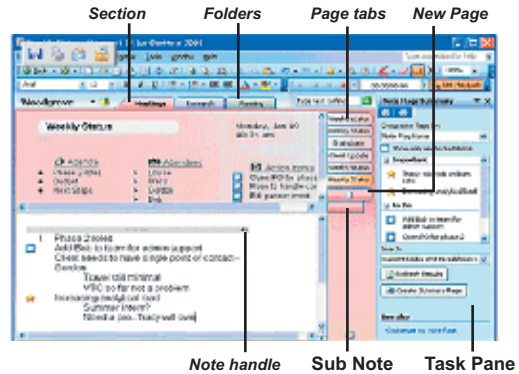
- Click **Undo** button or use **Eraser** tool on toolbar.

[www.csus.edu/ucsf/documents/quikrefsite](http://www.csus.edu/ucsf/documents/quikrefsite)



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OneNote



### E-Mail Notes

- Select page(s) to send, click **E-Mail** icon on toolbar.

### Grouping Notes

- Click on a note, then click and drag note to a position under another note block. Release mouse/pen button.

### Input Panel for Tablet PC

- Click tiny keyboard icon next to **Start** button.
- On bottom of panel, select **Writing Pad** or **Keyboard.**

### Move Block of Text

1. Select text. Click **Selection Tool** on toolbar.
2. Position pointer on the bar above the selected text.
3. When pointer changes to four-headed arrow, click and drag block of text to desired location.

### Note Flags

- Mouse click or tap pen to select text or drawing, click **Note Flags** icon on toolbar and select flag.
- Notes that are located across several pages and sections can be 'grouped' using Note Flags. A Note Flags summary window allows viewing the grouped notes when needed: **View > Task Pane > Notes Flag Summary.**


### Record Notes

- Click the **Start/Stop Recording** icon to record.

### Research Service

- **Tools > Research.** Enter search word in right column.

### Side Notes

- Click the OneNote icon in the system task bar (in lower right of screen where the clock is). Notes are stored in SideNotes section of notebook. 

### OneNote training

Access <http://office.microsoft.com/training/default.aspx>, click OneNote.

### Notes

- OneNote automatically saves every 30 seconds.
- Searching handwritten notes in OneNote is possible if using Microsoft Windows XP Tablet PC Edition. Searching typed text notes is possible using OneNote on any edition of Microsoft Windows.
- An organizational example: Create a folder and title it *Journal*. Inside the folder, create a section for each month of the year. In each section, add a page for each day of the month.

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