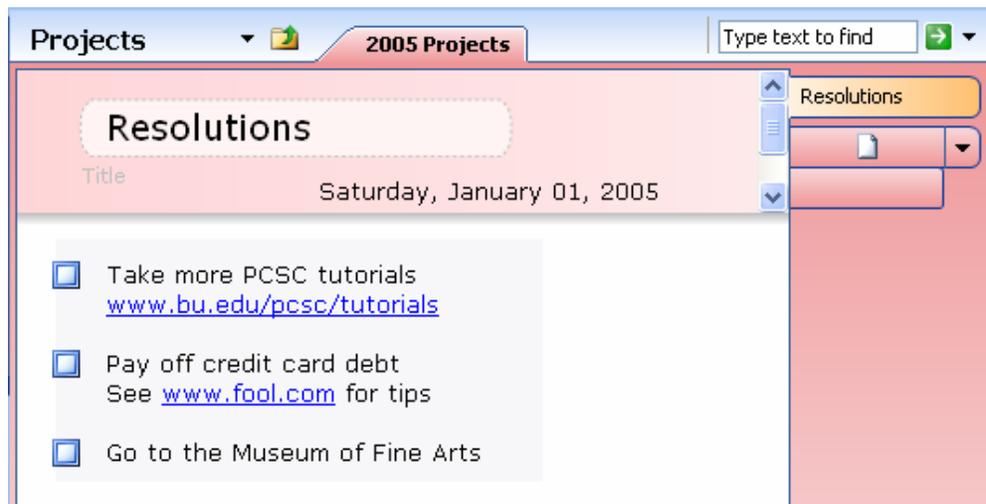


Course Guide

Introduction to Microsoft OneNote

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About OneNote

What is OneNote?

Microsoft OneNote is an intelligent notepad that you can use to keep different types of tasks and information organized, categorized and easily accessible. It's small, flexible, and works well with other programs.

How do I get OneNote

You can purchase OneNote from University Computers for \$45 if you are a student or for \$11 if you are a faculty or staff member buying licenses for a department. You can also download a free 60-day evaluation from www.microsoft.com/office/onenote/

Note that if you want to use *all* the features of OneNote, you need to have Microsoft Office 2003 for Windows installed on your computer. However, most features of OneNote will work just fine without Office 2003.

What we'll do today

1. Discover what OneNote can do and how it fits in with your other programs.
2. Make an active to-do list in OneNote
3. Use OneNote to organize notes, images and web citations for a report or presentation
4. Learn where to go to find out more about OneNote

Getting Started

1. Go to your **Start** menu and click on **Programs**
2. Now locate the **Microsoft Office** folder and click on Microsoft Office **OneNote**.



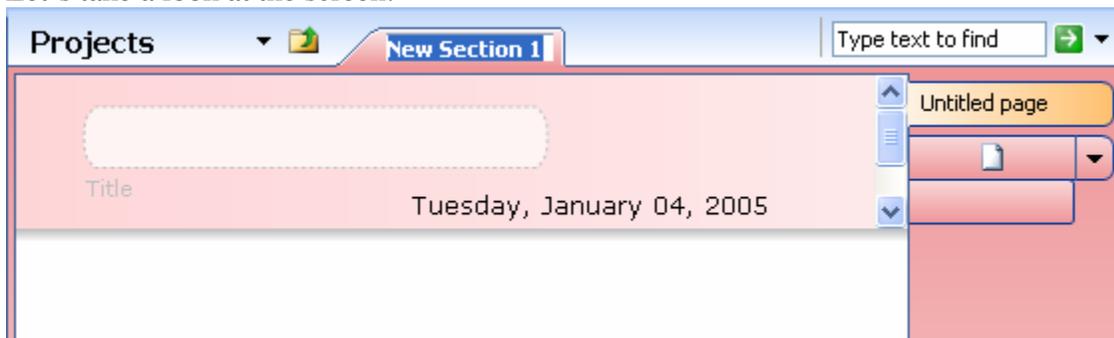
3. If you are opening OneNote for the first time, you may see a window like this.



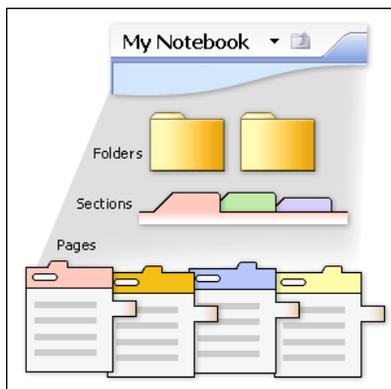
4. If you see this message, click anywhere on the window to automatically get a New Section.

What are we looking at?

Let's take a look at the screen:



To start with, let's imagine OneNote as a large binder notebook.



Now, in this notebook, we have a tabbed section divider up top, currently called **New Section 1**, and we have tabs on the right that represent each page in the section.

We can add new sections and new pages very easily as we add information into this notebook.

We can also create folders to organize our sections and pages.

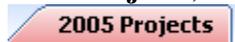
We'll work with all these during the class today.

Let's go ahead and put OneNote to work.

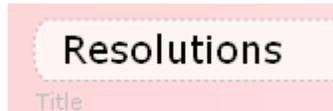
Make a To Do list

To learn our way around OneNote, we'll make a simple To Do list.

1. Let's name this section of our notebook. Double-click on the section tab, type **2005 Projects**, and then press **Enter**.



2. Now click in the **Title** area, type **Resolutions**, and then press **Enter**



3. Time to write our resolutions. To do this, just click and type anywhere on the blank page. We are going to enter 3 resolutions right now.

- o For your first resolution, please type the following.



Don't worry, OneNote will format the web address for you automatically.

- o Press **Enter** twice. Now for your second resolution, please type:



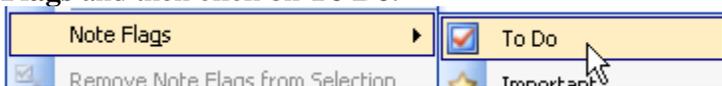
- o Press **Enter** twice. For your third resolution, you may type anything you want.

Your resolutions will now look something like this, though of course your third resolution will be different.

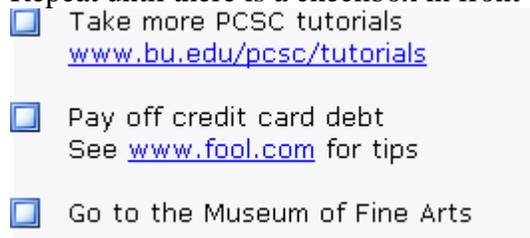


Make the list into a checklist

Let's add some checkboxes so that you can mark your progress. To do this **right-click** anywhere on the first list item ("Take more PCSC tutorials"). A pop-up menu appears. Pull down to **Note Flags** and then click on **To Do**.



Repeat until there is a checkbox in front of each resolution.



Resize and rearrange your list

Now that you have your list items, you might feel like rearranging them.

Let's move the credit card goal down to the end of the list.

1. To do this, first highlight (select) any lines you would like to move – just click in front of the P in *Pay* and hold down your mouse button as you drag your mouse down and past the word *tips* to the blank line underneath. Then let go of the mouse button.

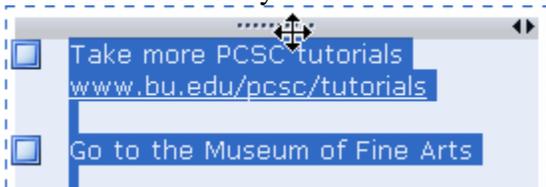


2. Move your mouse over to the left of the checkbox. See that four-pointed arrow?   Click and drag your list item up or down the list. Notice that you can even drag it all the way off the list if you like! If you do that, it turns into its own little 1-item list, like this:

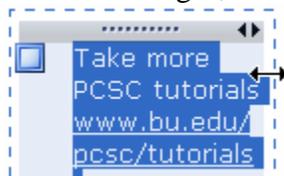


3. You can always drag this item back on the list if you like, but for this class it does not matter what you do.

You can also resize your list. First click on the title bar of the list.

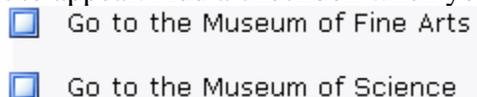


This title bar click will show you a dashed line around the list. Now, put your mouse on any of the dashed edges, and you can drag to make the list wider or narrower, taller or shorter.



New items and new lists on the same page.

- Of course you can add *new items* to your list at any time: just click on the list and type the item where you want it to appear. Add a checkbox when you are done.



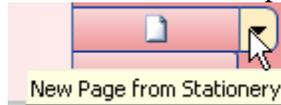
- If you want to start a *new list* on the same page, just double-click on some blank part of the page and start typing.



Make a To Do list with stationery instead

You can also make a To Do list quickly by using a built-in page format (or *stationery*) that comes with Microsoft OneNote. Note: you must have OneNote Service Pack 1 for this to work. (This is a free upgrade available from www.microsoft.com/onenote.)

Move your mouse to the right-hand side of the screen and click on the **New Page from Stationery** icon. Choose **Simple To Do List** from the drop-down menu.



Your list of Resolutions has disappeared and a new empty list has appeared. Don't worry, you have just made a new page, and you can switch back to your resolution list easily. Find the page tabs on the right and click on **Resolutions**.



Now switch back to the new **To Do List** and play with it a little. It works just like the list we made by hand, even though it looks a little fancier. You might turn it into a shopping list: Just add some items and try moving them around.

Notice that you will preserve the stationery formatting best if you use the down-arrow key to move down the list after you type each item. If you press Enter instead, you will add extra blank lines, but you can easily remove them with the Backspace key.



How do you make the indents, as with the different types of bread?

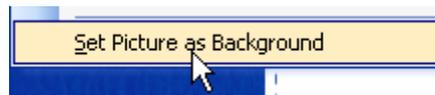
Just click in the line you want to indent and use the **Increase Indent** button on the toolbar.



What about that cool background? How did they do that?

It looks fancy, but it is easy. Let's put a background image on our resolution list.

1. Switch back to the **Resolutions** page. Click **above** your list (not within the list text, but above the whole list).
2. Go to the **Insert** menu and choose **Picture** and then **From File**. Select the file **Blue hills.jpg** located in the OneNote folder and click **OK**.
3. The image appears at the top of your OneNote page. You can resize it if you like by clicking on it then dragging a corner handle until the picture is a good size. Now **right-click** on the image, and from the pop-up menu that appears, choose **Set Picture as Background**.



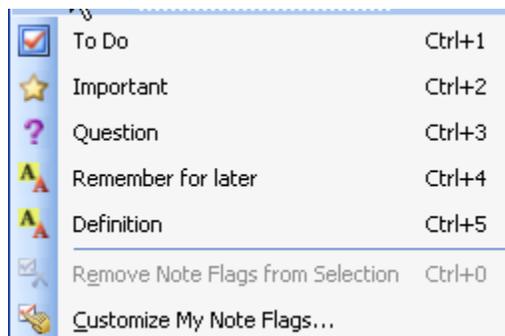
4. You can now rearrange your notes on top of the new background.

If you ever want to change or move the background picture, simply right-click again on the background and this time click to *remove* the checkmark next to **Set Picture as Background**. Then make any changes you want before setting the picture to be the background again.

Organizing and finding information

Using Note Flags to organize information

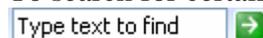
The checkboxes we used on our shopping list and To Do list are a type of Note Flag. You access these flags by right-clicking on an item and choosing Note Flags, or by using the Note Flags tool on the toolbar. You can use different styles of note flags for different items; notice also that you can customize the flags to meet your own needs.



You can then view all your different flagged items by category. To do this, click **Note Flags Summary** on the **View** menu.

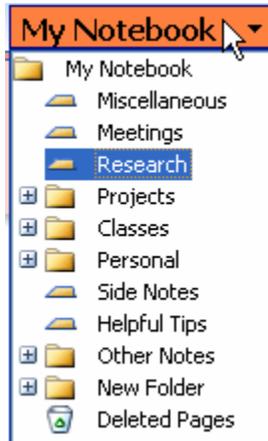
Using the Search function

To search for certain items in your notebook, use the Search box at top right.



Finding where you are

As your notebook grows, it is sometimes hard to figure out where in your notebook you are. One way to get oriented is to click on **My Notebook** and choose the area you want to go to.



Using OneNote to organize research

For our next project, we'll be organizing some web research for a report on Screech Owls. We'll be using some material from the web and some saved Word, Excel, and audio files.

We'll put our owl research in a new section of the notebook.

- Go to the **File** menu and choose **New**.
- Then choose **Section** from the menu that appears on the right. Name this section **Screech Owls**.



Now we will create several different pages for our research.

- From the **Insert** menu choose **New Page**.
- Repeat until you have a total of five pages.
- Click on each new page in turn and give it a name.



Images

We have a couple of saved images on the computer already. Let's add them to the **Images** page.

- Click on the **Images** page tab.
- Go to the **Insert** menu and choose **Picture** and then from the pop-out menu choose **From File**.



- Insert the saved images of the owl and the egg.

Facts

Now let's pull some information from the Web and place it on the *Facts* page. When you use Internet Explorer to do this, any clipping you pull from your browser to your OneNote notebook will automatically have the web page address (URL) appended to it. If you prefer another browser such as Firefox, you will just need to copy and paste the URL yourself as a separate step.

Quotes

We've previously saved an excerpt from Thoreau's **Walden** in a Word file. Let's put this on the *Quotes* page. Go to your desktop and open the Word file *Thoreau.doc*. Now copy and paste the information into OneNote.

Sounds

In our classroom, only the instructor machine has sound turned on, so I will demonstrate the sound for you. You just copy and paste the sound file as you would any other file. You'll be asked if you want to copy the actual file or a link to the file. It's generally best to copy the actual file.

Resources

And now let's add a web link or two on the *Resources* page.

- We'll type one in by hand: www.owlpages.com
- Now you can drag in (or copy and paste) a URL you found in your search, too.

Add some Excel data

We have some Excel data we can add, too. Let's put that on the page of your choice.

- From Windows, open the Excel file **Screech Owl Chart**.
- Make the Excel window a little smaller so you can see OneNote in the background.
- Now drag the information into OneNote.

Great! Now we have some information to work with. If you were really doing some college-level research, you'd just keep adding information to your pages as you researched.

Look through your pages

To quickly review your pages, click a page tab, and then hold down the mouse button while you move over the other page tabs. This lets you flip through the pages as if you are flipping through an actual notebook.

Put your notes together in Word

Finally, we're going to pull our notes together into an existing Word file. Open the Word file **Screech Owls**, then make the Word window a little smaller so you can see OneNote in the background. Now you can click and drag items from OneNote onto the document.

OneNote Templates

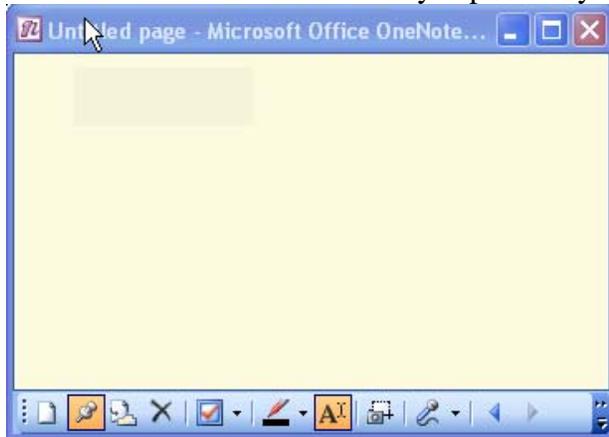
You can download some very specialized OneNote templates from the www.microsoft.com/onenote site. In our class folder, we have the Monthly Calendar and Trip Planner templates. Let's take a few minutes to try them out.

Side Notes

A **Side Note** is a small OneNote page that stays floating on top of other programs on your screen. You open a Side Note by clicking on the Side Note icon on the far right of the taskbar at the bottom of your screen.



This little Side Note window stays open and you can type into it or drag content onto it.



If you maximize the window, you will find yourself in full OneNote.

Any side notes you have typed automatically appear as pages on their own tab in OneNote.



Screenshots

Whenever you have OneNote (or Side Note) running somewhere on your computer, you are able to take a screenshot within any program. This feature can be very handy. To take the screenshot, just hold down the **Windows** key (found between the Ctrl and Alt keys on most keyboards) and while you hold that down, tap the **S** key. You will then be able to click and drag across any part of your window to make an image of that part of the screen.

The screenshot appears on the Side Notes tab in OneNote – and from there you can move it anywhere you want.



What versions of Office work with OneNote?

You can use most of the features of OneNote with any version of Office. However some of the Office integration features, such as the ability to send notes directly from OneNote to Word (without copying and pasting) require Office 2003.

Where to go from here

If you are interested in learning more about OneNote, you can find a number of demonstrations and support pages at <http://office.microsoft.com/onenote/>.

If you have enjoyed learning about OneNote, you might like to download the 60-day evaluation from that page to your computer. There's also an online hosted evaluation, which runs over the web, lasts 15 minutes, and does not download anything to your computer.

Thank you for coming today!

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