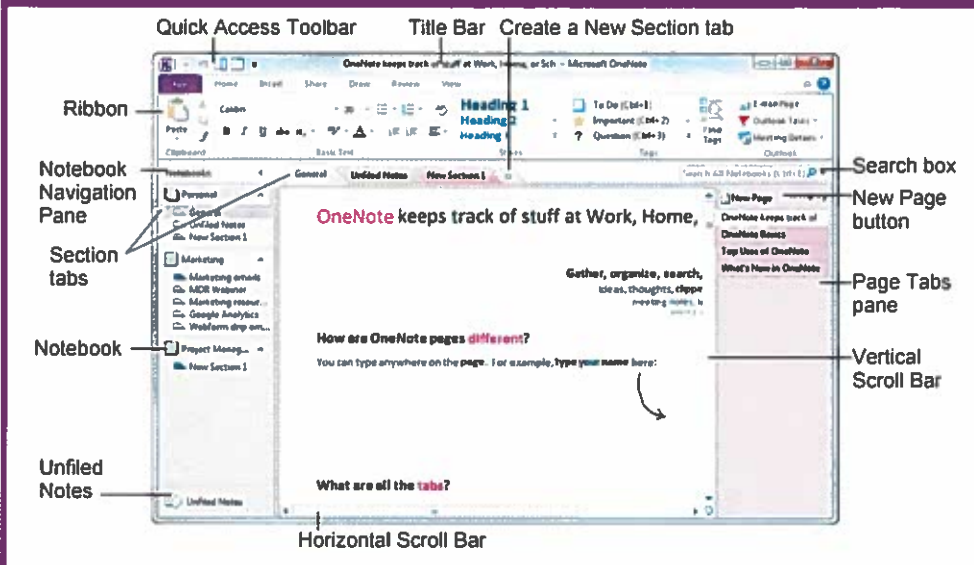


# OneNote 2010

## Quick Reference Card

### OneNote 2010 Screen

### Keystroke Shortcuts



#### General

|                     |                                 |
|---------------------|---------------------------------|
| Open a Section      | <Ctrl> + <O>                    |
| Create a New Page   | <Ctrl> + <N>                    |
| Print a Page        | <Ctrl> + <P>                    |
| Undo                | <Ctrl> + <Z>                    |
| Redo                | <Ctrl> + <Y>                    |
| Help                | <F1>                            |
| Full Page View      | <F11>                           |
| Task Pane           | <Ctrl> + <F1>                   |
| Create Outlook task | <Ctrl>+ <Shift><br><1> thru <5> |
| Insert Hyperlink    | <Ctrl> + <K>                    |
| E-mail Page         | <Ctrl> + <Shift><br>+ <E>       |
| Select Page         | <Ctrl> + <Shift><br>+ <A>       |

### The Fundamentals

#### Notebook Hierarchy:

- Notebook:** Notebooks are the largest component; they store sections and pages.
  - Section:** Sections store pages that are related under a single topic.
  - Page:** Pages contain specific notes and information on a particular topic.
  - Subpage:** Subpages can be used if a page doesn't have enough room, or to further organize the content of a page.
- **To Create a New Notebook:** Click the **File** tab on the Ribbon and select **New**. Choose where to store the notebook (Web, Network, or My Computer), name the notebook, and click **Create Notebook**.
  - **To Create a New Section:** Click the **Create a New Section** tab to the right of the other notebook tabs.
  - **To Create a New Page or Subpage:** Click the **New Page** button at the top of the Page Tabs pane. Or, press <Ctrl> + <N>. Or, point where you want to insert a new page in the Page Tabs pane and click the **New Page** button that appears.
  - **To Open a Notebook:** Click the notebook in the Navigation Pane. Or, click the **File** tab on the Ribbon and select **Open**, or press <Ctrl> + <O>.
  - **To View a Section:** Click the **section tab** in the Navigation Pane, or above the current page. Click the **Show the rest of the sections** button, which appears as a sack of section tabs, to view all sections in the notebook.

- **To Add a Note:** Click where you want to insert the note on the page and begin typing.
- **To Move a Note:** Click the top bar of the note and drag the note. To move text within a note, click the next to the text and drag the text.
- **To Delete a Note:** Select the note and press <Delete> or right-click and select **Delete**.
- **To Print a Page:** Click the **File** tab on the Ribbon and select **Print**. Or, press <Ctrl> + <P>.
- **To Get Help:** Press <F1> to open the Help window, type your question and press <Enter>.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button in the Clipboard group of the Home tab on the Ribbon, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- **To Paste:** Place the insertion point where you want to paste the text, click the **Paste** button in the Clipboard group of the Home tab on the Ribbon, or press <Ctrl> + <V>.
- **To Undo or Redo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>. Click the **Redo** button on the Quick Access Toolbar or press <Ctrl> + <Y>.
- **To Find Text:** Press <Ctrl> + <F> or click the **Instant Search** box.
- **To Save a Page, Section, or Notebook in a Different Format:** Click the **File** tab on the Ribbon and select **Save As**. Under Save Current, select Page, Section, or Notebook. Under Select Format, select the format (e.g. \*.docx, \*.doc, \*.pdf, \*.xps) in which you want to save the selected item.

#### Navigation

|                      |                             |
|----------------------|-----------------------------|
| Next Section         | <Ctrl> + <Tab>              |
| Previous Section     | <Ctrl> + <Shift><br>+ <Tab> |
| Open New Window      | <Ctrl> + <M>                |
| New Side Note Window | <Ctrl> + <Shift><br>+ <M>   |

#### Text

|                |              |
|----------------|--------------|
| Cut            | <Ctrl> + <X> |
| Copy           | <Ctrl> + <C> |
| Paste          | <Ctrl> + <V> |
| Bold           | <Ctrl> + <B> |
| Italics        | <Ctrl> + <I> |
| Underline      | <Ctrl> + <U> |
| Font Task Pane | <Ctrl> + <D> |
| Check Spelling | <F7>         |

#### Tag

|                    |              |
|--------------------|--------------|
| To Do              | <Ctrl> + <1> |
| Important          | <Ctrl> + <2> |
| Question           | <Ctrl> + <3> |
| Remember for later | <Ctrl> + <4> |
| Definition         | <Ctrl> + <5> |
| Highlight          | <Ctrl> + <6> |
| Contact            | <Ctrl> + <7> |
| Address            | <Ctrl> + <8> |
| Phone number       | <Ctrl> + <9> |

## Notebook Tasks

- **To Copy Part of the Screen into OneNote (Take a Screen Clipping):** Click the **Insert** tab on the Ribbon and click the **Screen Clipping** button in the Images group and drag the pointer over the area of the screen you want to copy. Or, press **<Alt> + <S>**.
- **To Create an Outlook Task from a Note:** Click the **Home** tab on the Ribbon and click the **Outlook Tasks** button in the Outlook group. Select the type of task you want to create in Outlook. You may also press **<Ctrl> + <Shift> + <1-5>** to create a task from a note.
- **To Create a Link:** Click the **Insert** tab on the Ribbon and click the **Link** button in the Links group. Enter the link's display text and enter the URL of the web page to which you want to link. You can also link to another file or OneNote notebook.
- **To Create a Table:** Click the **Insert** tab on the Ribbon. Click the **Table** button and select the number of columns and rows from the grid.
- **To View Full Page Mode:** Click the **View** tab on the Ribbon and click the **Full Page View** button in the Views group. Or, click the **Full Page View** button on the Quick Access Toolbar. Or, press **<F11>**.
- **To Dock OneNote to the Desktop:** Click the **View** tab on the Ribbon and click the **Dock to Desktop** button in the Views group. Or, click the **Dock to Desktop** button on the Quick Access Toolbar.
- **To Insert Date and Time:** Click the **Insert** tab on the Ribbon and click the **Date, Time, or Date & Time** button in the Time Stamp group.
- **To Add Rule Lines to the Page:** Click the **View** tab on the Ribbon and click the **Rule Lines** button in the Page Setup group. Click the **Rule Lines** button list arrow to choose from a selection of rule lines and grids.
- **To Open a Side Note Window:** Click the **View** tab on the Ribbon and click the **New Side Note** button in the Window group.
- **To Keep OneNote on Top of All Other Windows:** Click the **View** tab on the Ribbon and click the **Keep on Top** button in the Window group.
- **To Move Sections:** Click and drag the section to rearrange the order of sections in the notebook. Or, click and drag the section into another open notebook in the Navigation Bar to move it into another notebook.
- **To Move Pages:** Click and drag the page tab and drag it to rearrange it in the section, or drag it to a section tab to move it into the section. Or, click and drag the page into another open notebook in the Navigation Bar to move it into another notebook.
- **To View Unfiled Notes:** Click the **Unfiled Notes** button at the bottom of the Navigation Bar.

## Tagging

- **To Tag Text or a Note:** Select the text or note you wish to tag. Click the **Home** tab on the Ribbon and select a tag from the Tags group. You may also press **<Ctrl> + <1-9>** to apply a tag.
- **To View Tags:** Click the **Find Tags** button in the Tags group. The Tags Summary task pane appears, displaying tags in the current notebook.
- **To Change How Tags Are Grouped:** Click the **Group tags by** list arrow in the Tags Summary task pane and select how you would like tags to be grouped in the task pane.
- **To Display Unchecked Tags Only:** Click the **show only unchecked items** check box in the Tags Summary task pane and select how you would like tags to be grouped in the task pane.
- **To Change Which Tags are Displayed:** Click the **Search** list arrow in the Tags Summary task pane and select which tags you would like to see.
- **To Create a Summary of Tags:** Click the **Create Summary Page** button. All of the tags are compiled on a new page in the notebook.

## Sharing

- **To E-mail Notes:** Click the **Home** tab or the **Share** tab on the Ribbon and click the **E-mail Page** button in the Outlook group.
- **To Share a Notebook:** Click the **Share** tab on the Ribbon and click the **Share This Notebook** button in the Shared Notebook group. Or, click the **File** tab on the Ribbon and select **Share**.
- **To Share a Notebook:** Click the **Share** tab on the Ribbon and click the **Share This Notebook** button in the Shared Notebook group. Or, click the **File** tab on the Ribbon and select **Share**. Select the notebook you wish to share, then choose if you want to share over the Web or the Network or SharePoint. You can also share over Windows Live SkyDrive with your Windows Live ID. Click **Share Notebook**.

## Drawing and Graphics

### The Draw tab



- **To Select Several Notes on a Page:** Click the **Lasso Select** button in the Tools group. Click and drag around the notes you want to select on the page.
- **To Scroll Through the Page:** Click the **Panning Hand** button in the Tools group. Click and drag to move around the notes on the page.
- **To Draw a Line or Shape:** Click the shape you want to insert, or click the **More** button to view a selection of shapes in the Insert Shapes group. Draw the shape by clicking on the page with the **+** pointer and dragging until the shape reaches the desired size.
- **To Erase a Line or Shape:** Click the **Eraser** button in the Tools group. Click and drag to erase content on the page.
- **To Change the Eraser:** Click the **Eraser** button list arrow and select an eraser from the list.
- **To Duplicate a Drawn Shape:** Click the **More** button in the Insert Shapes group and select **Lock Drawing Mode** from the list. Then click the button for the shape you want to draw. Draw the shape on the page. Then click anywhere on the page, and a duplicate of the previously drawn shape will appear.
- **To Change Shape Color and Thickness:** Click the **Color & Thickness** button in the Insert Shapes group and select the thickness and color you wish to use for the shape. Then click the button for the shape you want to draw and draw the shape on the page.
- **To Draw a Multi-Dimensioned Line:** Select the type of line you want to draw from the Insert Shapes group: **2 dimensions, positive**; **2 dimensions, full**; **3 dimensions**. Then click and drag on the page to draw the line.
- **To Use the Pen:** Click a pen style from the Tools group, or click the **More** button to view more pen styles. Begin writing on the page.
- **To Change the Pen Mode:** Click the **More** button of the Pen Tools gallery and select **Pen Mode**, then select a mode from the list.
- **To Rotate a Shape:** Click the **Rotate** button in the Edit group and select an option from the list.
- **To Add Writing Space:** Click the **Insert Space** button in the Edit group and click where you want to add writing space to the page.
- **To Insert a File Printout on a Page:** Click the **Insert** tab on the Ribbon and click the **File Printout** button in the Files group. Choose the document you want to insert and click the **Insert** button.
- **To Insert a Scanned Printout on a Page:** Click the **Insert** tab on the Ribbon and click the **Scanner Printout** button in the Files group. Choose the scanner you want to use and click the **Insert** button.

## Quick Start Guide

Microsoft OneNote 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

### Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

### Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

### View or switch between online accounts

Click your account ID to change settings or switch accounts.

### Manage files

Open, create, share, and print your notes. You can also change your account settings here.

### Show notebooks

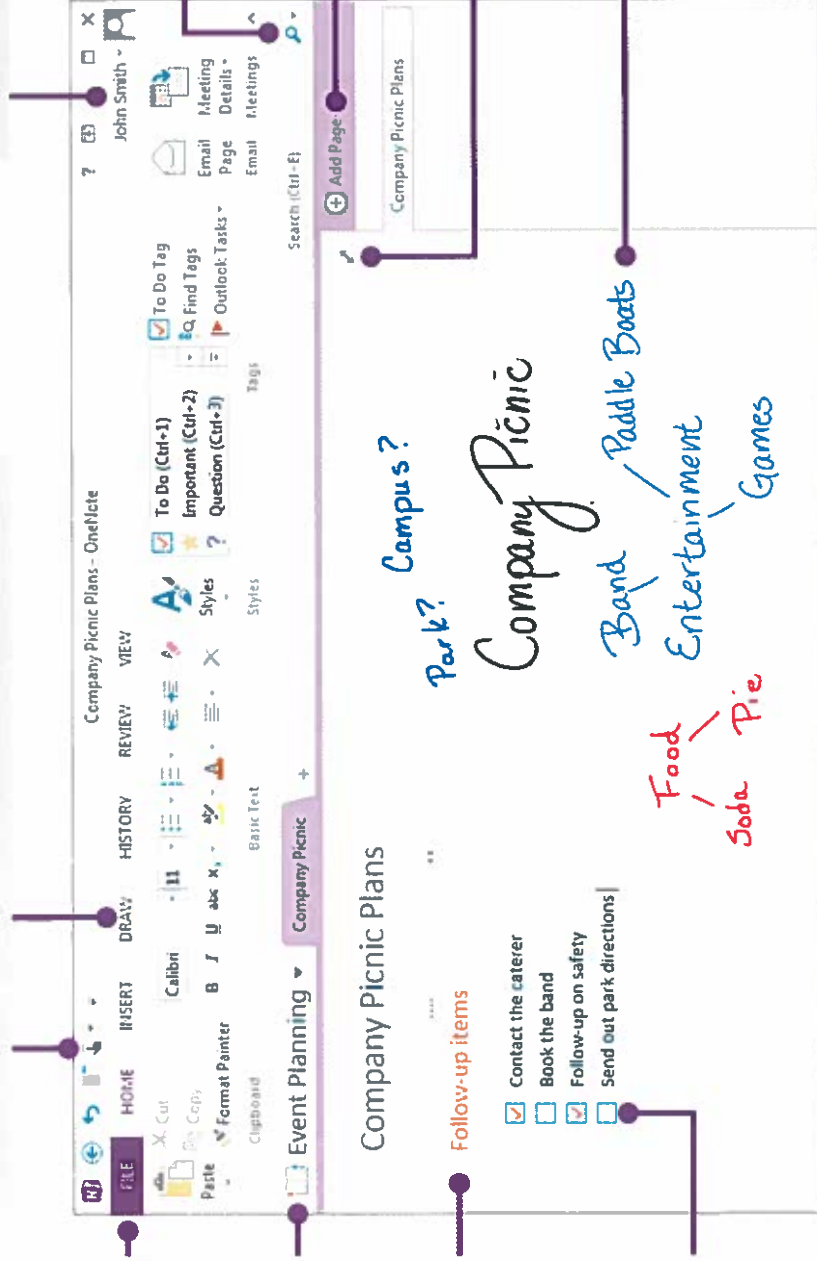
Click the notebook icon to see all of your open notebooks.

### Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

### Tag important information

Prioritize and organize notes with instantly searchable tags.



### Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

### Create pages

Click **Add Page** to insert a new page.

### View a full page

Click the double arrow for Full Page View.

### Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.

## Cheat Sheet

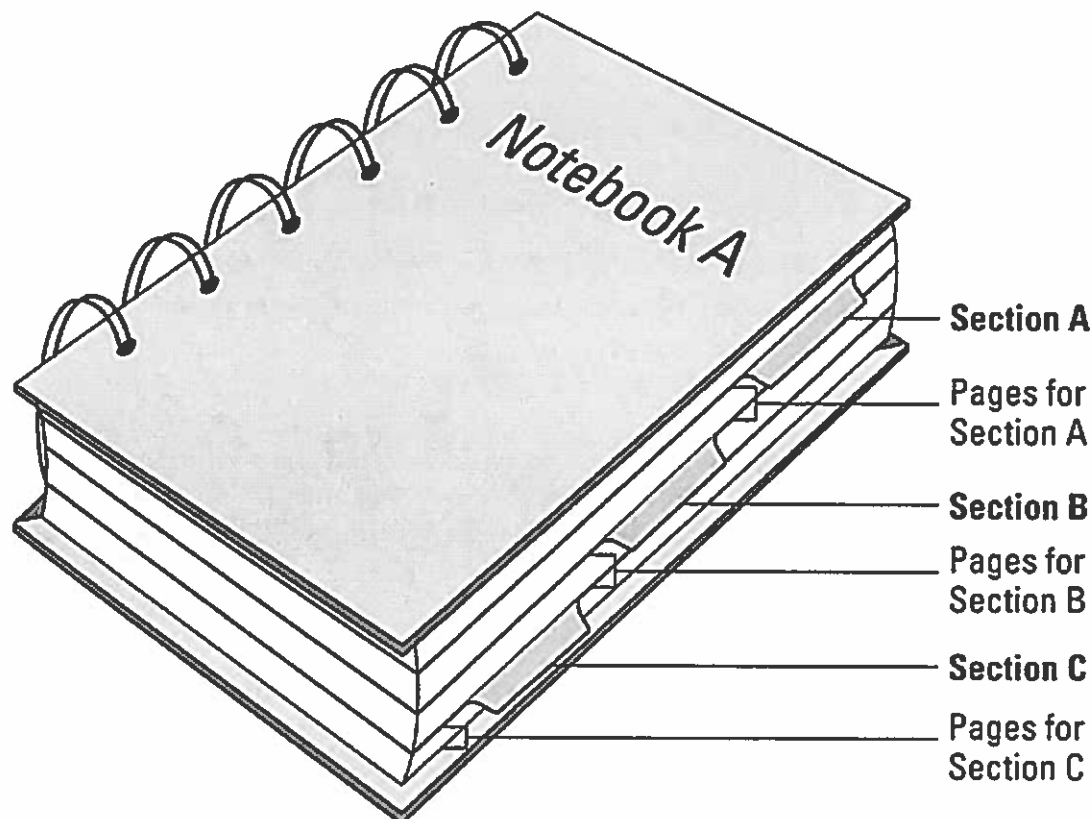
# OneNote 2013 For Dummies

From OneNote 2013 For Dummies by James H. Russell

OneNote 2013's a powerful super-app that allows you to take notes and consolidate other Office 2013 content, and now you can even access your notes on all major smartphones and tablets whether or not they run a version of Windows. Check out this Cheat Sheet for helpful tips and reminders.
















## The Anatomy of a Notebook in OneNote 2013














A note in OneNote is set up like a *notebook* containing *sections* and *pages*, and you'd write your notes on the pages between the section tabs.



## OneNote 2013 Content Tags

With OneNote 2013 tags, you can format individual parts of notes for easy searches, quick access, and easy organization. The following list describes the tags:

|   |  |
|---|--|
|    | <b>To Do (Ctrl+1):</b> Place an empty checkbox next to the item.   |
|    | <b>Important (Ctrl+2):</b> Place a yellow star next to the item.   |
|    | <b>Question (Ctrl+3):</b> Mark questions you need answers to with purple question mark next to the item. |
|    | <b>Remember for Later (Ctrl+4):</b> Highlight item in yellow to remind yourself to review an item.       |
|    | <b>Definition (Ctrl+5):</b> Call out a definition in green highlighting.                                 |
|    | <b>Highlight (Ctrl+6):</b> Place a small icon of a highlighter pen next to the item.                     |
|   | <b>Contact (Ctrl+7):</b> Place a contact icon next to the item.  |
|  | <b>Address (Ctrl+8):</b> Place a house icon to the item.   |
|  | <b>Phone Number (Ctrl+9):</b> Mark the item as a phone number.   |
|  | <b>Website to Visit:</b> Indicate a page you need to visit later.  |
|  | <b>Idea:</b> Add a light bulb icon to an item.   |
|  | <b>Password:</b> Indicate that a password is required for the item.                                      |
|  | <b>Critical:</b> For super-important items.  |
|  | <b>Project A and Project B:</b> Indicate an item that belongs to a certain project.                      |
|  | <b>Movie to See:</b> Remind yourself to see a movie.   |

|   |  |
|---|--|
|    | <b>Book to Read:</b> Remind yourself to read a book.   |
|    | <b>Music to Listen To:</b> Remind yourself to listen to music.                                     |
|    | <b>Source for Article:</b> Mark a source for an article.   |
|    | <b>Remember for Blog:</b> Mark items that you want to post about on your blog.                     |
| <br><br> | <b>Discuss with . . .:</b> Discuss with Person A; Discuss with Person B; and Discuss with Manager. |
|    | <b>Send in E-mail:</b> Mark an item to send to someone via e-mail.                                 |
|    | <b>Schedule Meeting:</b> Remind yourself to schedule a meeting.                                    |
|   | <b>Call back:</b> Call a contact back.   |
|    | <b>To Do Priority:</b> Two priorities: 1 and 2.  |
|    |  |
|    | <b>Client Request:</b> Call out items that were requested by a client.                             |

## OneNote 2013's Killer Keyboard Shortcuts

You can work faster and more efficiently with these handy keyboard shortcuts for the most common commands and actions you will be performing in OneNote 2013.

| Purpose                 | Shortcut     |
|-------------------------|--------------|
| Open new OneNote window | Ctrl+M       |
| Dock OneNote            | Ctrl+Alt+D   |
| Highlight selected text | Ctrl+Shift+H |

|  |                          |
|--|--------------------------|
| Insert a link                                  | Ctrl+K                   |
| Open current link                              | Enter                    |
| Copy formatting of currently selected text     | Ctrl+Shift+C             |
| Start playback of selected audio/video         | Ctrl+Alt+P               |
| Rewind current audio/video a few seconds       | Ctrl+Alt+Y               |
| Fast forward current audio/video a few seconds | Ctrl+Alt+U               |
| Toggle full-screen view                        | F11                      |
| Move cursor to page title                      | Ctrl+Shift+T             |
| Move to search box and search all notes        | Ctrl+E                   |
| E-mail selected pages                          | Ctrl+Shift+E             |
| Create new section                             | Ctrl+T                   |
| Move or copy current page                      | Ctrl+Alt+M               |
| Zoom in  | Ctrl+Alt+Shift+Plus Sign |
| Zoom out                                       | Ctrl+Alt+Shift+Hyphen    |

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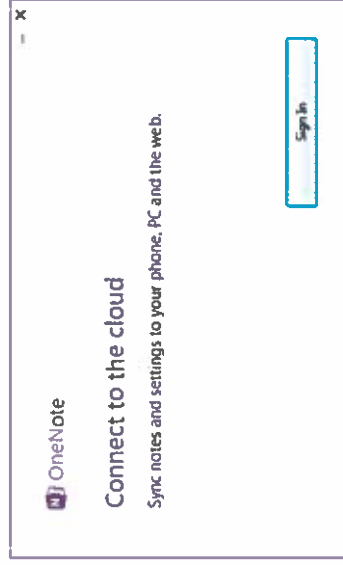


# OneNote 2013



## Keep your notes in the cloud

If you're brand-new to OneNote, you'll be asked to connect to the cloud, where OneNote will create your first notebook. You can use your Microsoft account (for example, MSN, Hotmail, or Messenger) to use with OneNote. If you don't already have an account, you can create one for free.



Keeping your notebooks in the cloud means you can access them from just about anywhere, such as any other computers you use, your phone, a tablet, or even a Web browser.



## What happened to the Share tab?

If you're upgrading to OneNote 2013 from an older version, you probably have at least one notebook stored on your computer. You can easily move these notes online so you can access them from anywhere. Click **File** > **Share** to begin.



SkyDrive is the best and easiest option for your personal notes. If you're working in an organization that uses SharePoint to collaborate online, you can click the **Add a Place** button on this screen to set up your existing SharePoint account.

Any OneNote notebooks that you store online are kept private unless you give other people permission to view the folders in which your notebooks are stored.



# OneNote 2013



## Things you might be looking for

Use the list below to find some of the more common tools and commands in OneNote 2013.

| To...  | Click...       | And then look in the...   |
|--|----------------|---|
| Open, create, share, convert, export, send, or print notes   | <b>File</b>    | <b>Backstage view</b> (click the commands in the left pane).      |
| Apply formatting to text, apply note tags, and email a notebook page   | <b>Home</b>    | <b>Basic Text, Styles, Tags, and Email</b> groups.                |
| Insert tables, pictures, links, files, audio and video clips, or apply page templates                                    | <b>Insert</b>  | <b>Tables, Files, Images, Links, Recording, and Pages</b> groups. |
| Draw sketches or shapes, takes notes in your own handwriting, customize pens, rotate objects, or convert ink to text     | <b>Draw</b>    | <b>Tools, Shapes, and Edit</b> groups.                            |
| Mark notes and read or unread, find notes by author, view page versions and history, or empty the Notebook Recycle Bin   | <b>History</b> | <b>Unread, Authors, and History</b> groups.                       |
| Check spelling, do online research, translate text, protect notes with a password, or take linked notes                  | <b>Review</b>  | <b>Spelling, Language, Section, and Notes</b> groups.             |
| Maximize screen space, turn rule lines and page titles on or off, set page margins, zoom the page, or create Quick Notes | <b>View</b>    | <b>Views, Page Setup, Zoom, and Window</b> groups.                |

## Save time with templates

OneNote templates can give the pages in your notebook a consistent look by applying colorful, decorative backgrounds. Templates can also save you time by adding functional content to pages, such as to-do lists, calendars and planners, and forms that you can fill out or customize.



You can browse through the built-in collection of templates by clicking **Insert > Page Templates**.

In the **Templates** task pane, click to expand any of the categories, and then click each template name to view it. When you've found a template you like, you can begin taking notes on its page.

You can customize any of the built-in templates to suit your needs, or download more free templates by visiting the OneNote website on Office.com.

If you like, you can even create your very own template designs from any of your notebook pages.

### Templates

#### Add a page

Add a page based on one of the templates below.

Academic

[Simple Lecture Notes](#)

[Detailed Lecture Notes](#)

[Lecture Notes and Study Questions](#)

[Math/Science Class Notes](#)

[History Class Notes](#)

[Blank](#)

[Business](#)

[Decorative](#)

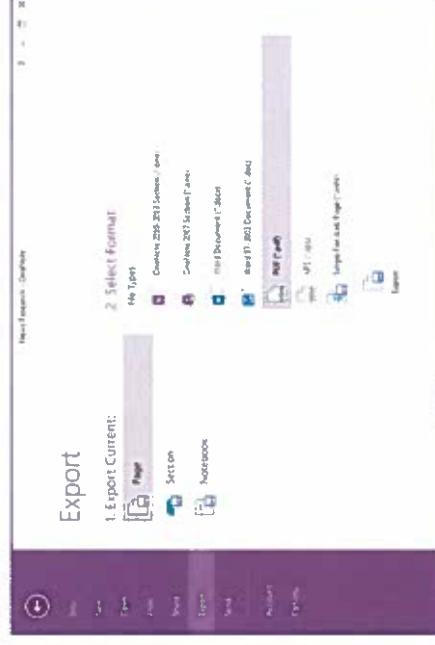
[Planners](#)

## Where is the Save button?

OneNote doesn't have a Save command because it automatically saves everything as you work — no matter how small or large the changes. This lets you think about your thoughts and ideas instead of your computer files.

## Export notes whenever you need to

If you need to send a snapshot of a notes page (or a section or an entire notebook) to someone who doesn't have OneNote, you can easily export a static snapshot of such notes by clicking **File > Export** and then selecting the format you want.

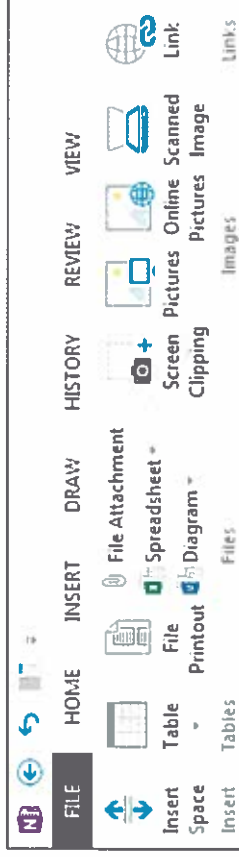
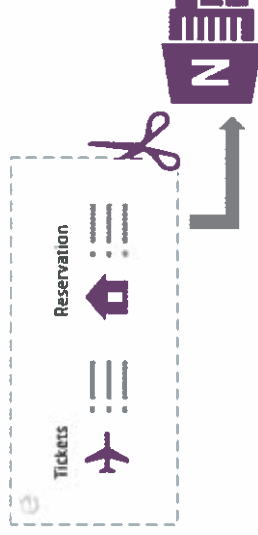


# OneNote 2013



## Capture anything with Screen Clippings

An easy way to bring stuff into OneNote is to insert a screen clipping, which lets you capture anything on your computer screen so you can keep it as part of your notes.



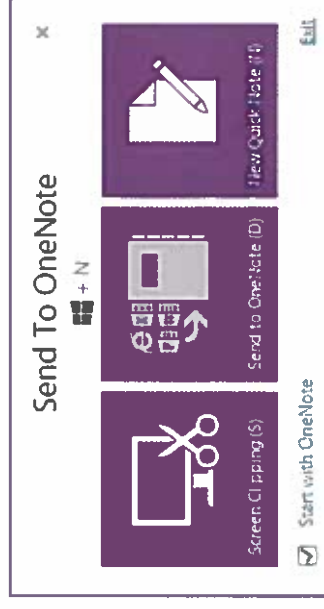
Start by bringing into view whatever you want to capture — for example, a travel itinerary in Internet Explorer or a chart in an Excel spreadsheet.

Switch to OneNote and then click **Insert** > **Screen Clipping**. As soon as the screen dims and OneNote disappears, drag a selection over what you want to capture.

When you release the mouse button, a picture of the screen region you selected is sent to OneNote, where you can move or resize the picture exactly how you want it to appear in your notes.

## Meet the new Send to OneNote

On your keyboard, hold the **Windows** key and then press the **N** key to launch the redesigned Send to OneNote tool, which makes it easier than ever to import random information from other programs and files into your notes.



Here, you can create a screen clipping without switching between apps, import entire web pages or documents to your notes, or create quick sticky notes that automatically become part of your notebook.

You can click the command buttons in the Send to OneNote tool, or use the additional keyboard shortcuts that are shown in parentheses next to every command (for example, press **S** to take a screen clipping).

Using the Send to OneNote tool is optional, which means you can keep it running while you're in the middle of a research project and then turn it off again when you don't need it.

# OneNote 2013



## How to work with people who don't have OneNote 2013

Here are some things to keep in mind when sharing or exchanging files with people who are using an older version of OneNote.

| In OneNote 2013...   | What happens?  | What should I do?   |
|--|--|---|
| <b>You open a notebook that was created with OneNote 2007.</b> | <p>The notebook opens in OneNote 2013, but you'll see the words <b>[Compatibility Mode]</b> on the title bar. This tells you that the notebook is currently saved in the older file format, which doesn't recognize newer features like math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin.</p> <p>If you want to use all of the available features that OneNote 2013 offers, you'll need to convert the notebook to the newest file format.</p> | <p>Before converting an older notebook to the newest file format, consider if you need to collaborate with people who are still using OneNote 2007. If the answer is yes, you should continue working in Compatibility Mode.</p> <p>If no one you share notes with is using OneNote 2007, it's best to convert the notebook to the newest format. To do this, click <b>File &gt; Info</b>, and then click the <b>Settings</b> button for the notebook you want to convert. Click <b>Properties</b>, and then click <b>Convert to 2010-2013</b>.</p> |
| <b>You open a notebook that was created with OneNote 2010.</b> | <p>The notebook opens in OneNote 2013 without any feature limitations.</p>   | <p>No file format conversion is needed. Notebooks created in the OneNote 2010 and OneNote 2013 formats can be shared and used together without any conversion.</p>  |
| <b>You convert your notebook to the OneNote 2007 format.</b>   | <p>Downgrading a notebook to OneNote 2007 turns off the newer features that are available in OneNote 2013 (including math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin), but doing so makes the notebook compatible for sharing with other people who are still using OneNote 2007.</p>   | <p>After converting a notebook from OneNote 2013 to the older OneNote 2007 format, be sure to inspect the pages where you might have used newer features like math equations, linked notes, and multi-level subpages. Content that was created by newer features may not be visible or editable when the notebook is downgraded to the OneNote 2007 format.</p>   |