

Beginner

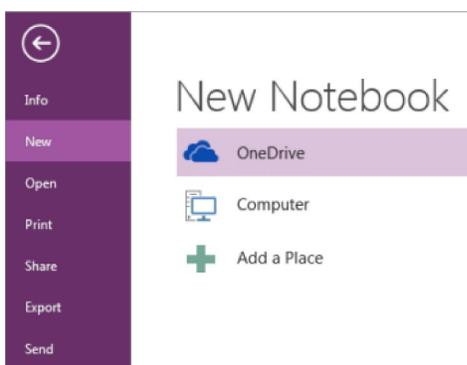
Friday, June 5, 2015 12:16 PM



Create a new notebook

When you first start OneNote, it creates a sample notebook for you. You can use this notebook or quickly create your own.

1. Click **File > New**.
2. Select **Computer** to tell OneNote where you want to store the new notebook.



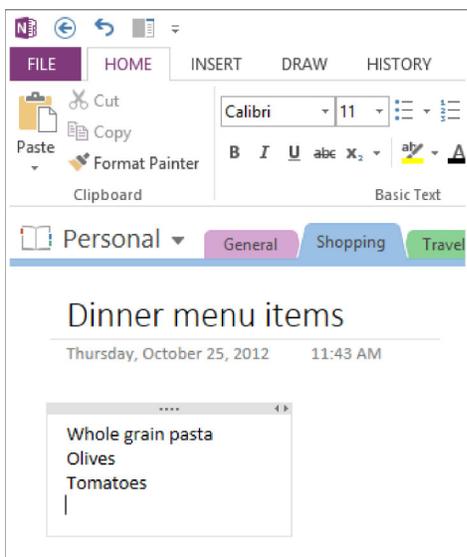
3. Follow the screen prompts you see. When your new notebook is ready, it will open to new section that has a single blank page in it.

TIP New pages are typically blank. If you prefer a more decorative design, you can apply a template to a new page by clicking **Insert > Page Templates > Page Templates**.

Type or write notes

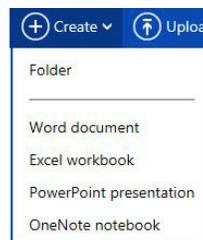
When you're ready to take notes, do any of the following:

- To type notes on a page in OneNote, click wherever you want them to appear, and then start typing.



Create a new notebook

Sign in to OneDrive or your team site and create a notebook in the browser. Click **Create > OneNote notebook**, and give the notebook a name.

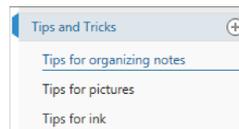


Type or write notes in the browser

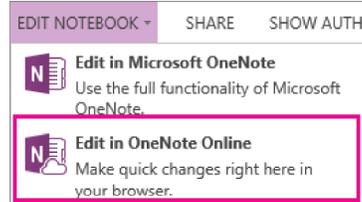
OneNote Online lets you edit your cloud-based OneNote notebooks by opening them in your browser and then typing anywhere on its pages. In addition to typing and formatting text, you can also add pictures and clip art to your notes.

There's no Save command in OneNote Online. All of your work is saved automatically and continuously. If you change your mind about something you've typed, added, or deleted in your notes, press **Ctrl+Z** (Windows) or **⌘+Z** (Mac) to undo your last action.

Tabs along the left side of the screen represent pages, which are grouped into sections, to help you organize your thoughts.



If you try to type in the notebook and nothing happens, you're probably in Reading view. Switch to Editing view: click **Edit Notebook > Edit in OneNote Online**.



Add links

Whenever you type text that OneNote Online recognizes as a link (also known as a hyperlink), it automatically formats it as one. For example, if you type www.microsoft.com into your notes, OneNote Online turns that into a link. In this example, clicking the link will open the Microsoft website in your browser. You can also manually insert links into your notes by doing the following:

1. Select the text you want to link.
2. Click **Insert > Link**.

- Whenever you want to begin a note elsewhere on the page, just click and start typing there.
- To add a page title, click the page header area at the top of the page and type the title. Titles also show up in the page tabs near the right of the page.



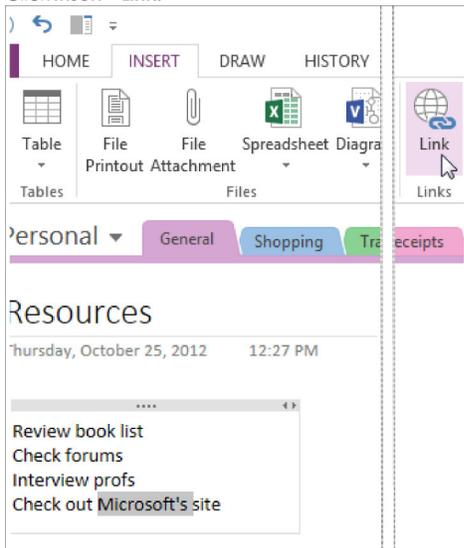
- If your computer supports handwriting, click the **Draw** tab on the Ribbon, select a pen, and then draw or write directly on your screen.

Add links

Whenever you type text that OneNote recognizes as a link (also known as a hyperlink), OneNote automatically formats it as one. For example, if you type www.microsoft.com into your notes, OneNote turns that into a link. Clicking it will open the Microsoft website in your browser.

You can also manually insert links into your notes (including links to text, pictures, and to other pages and sections of your notebooks), by doing the following:

- Select the text or picture you want to link.
- Click **Insert > Link**.

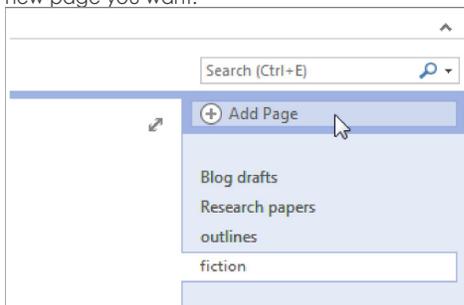


- In the **Link** dialog box, type the link's destination URL into the **Address** field and then click **OK**.

Add more pages

For more room in your notebook, add as many pages as you want.

- In the section of your notebook that you want to add pages to, near the right side of the page, click **Add Page** once for each new page you want.



- When you're ready to use one of the new pages, type a page title into its page header area, and then press Enter.

- In the **Link** dialog box, type the link's destination URL into the **Address** field and then click **Insert**.

NOTE To edit or remove a link, right-click it in your notes, and then click either **Edit Link** or **Remove Link**.

Insert pictures

With OneNote Online, you can easily insert pictures or clip art into your notes.

- On any page, put the cursor where you want to insert the picture.
- Click **Insert** and then do one of the following:
 - Click **Picture** to insert a picture file from your computer.
 - Click **Online Pictures** to search for and insert pictures from Bing Images.

When using pictures or clip art from Bing, you're responsible for respecting [copyright](#), and the [license filter in Bing](#) can help you choose which images to use.

Add more pages

For more room in any section of your notebook, you can add as many pages as you want.

Do either of the following:

- Click **Insert > New Page**, and then type a page title at the top of the new page.
- Right-click any existing page tab in the notebook, and then click **New Page**.

NOTE To change the order of your page tabs in the sidebar, click and drag any page tab to a new position.

Add more sections

To better organize your notebook into different categories, you can add as many sections as you want.

Do either of the following:

- Click **Insert > New Section**, and then type a name for the new section when prompted.
- Right-click any existing page tab in the notebook, and then click **New Section**.

NOTE To change the order of your section tabs in the sidebar, click and drag any section tab to a new position.

Save your notes

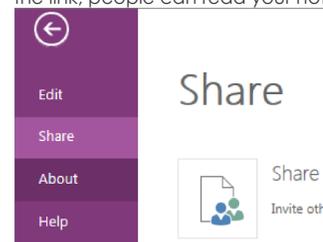
OneNote Online doesn't have a Save button. That's because you never have to save your work in OneNote like you do in other programs.

As you work in your notebooks, OneNote Online automatically saves everything for you — no matter how small or large the changes you've made. This frees your mind to let you think about your projects, thoughts, and ideas instead of thinking about your computer files.

If you change your mind about anything you've typed, added, or deleted in your notes, press Ctrl+Z (Windows) or ⌘+Z (Mac) to undo your last action.

Share OneNote notes online

Because your notebook is online, you can share it by sending a link instead of an email attachment. By clicking the link, people can read your notes in their web browser.



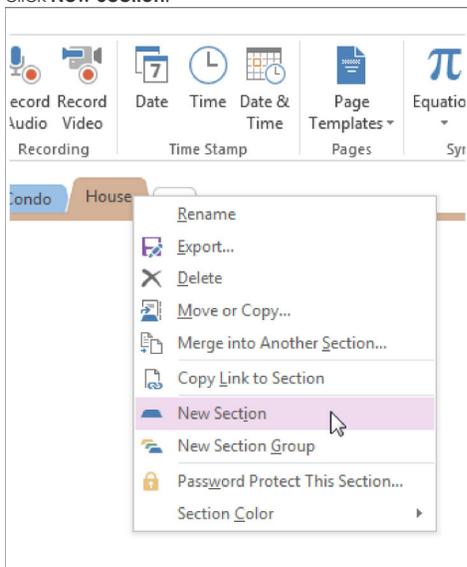
From <https://support.office.com/en-za/article/Basic-tasks-in-OneNote-Online-80b7e897-88df-49e7-8bfe-a3467a428da0>

TIP To change the order of your pages, click and drag any page tab to a new position.

Add more sections

Sections in OneNote are like the color tabs in a typical 5-Subject paper notebook. Unlike paper, however, OneNote lets you create as many sections as you want.

1. Right-click any section tab at the top of the current page, and click **New Section**.



2. Type a title for the new section, and then press Enter. New sections always contain one blank new page. You can start taking notes on this page or delete it and start with a page from your favorite template.

Save your notes

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As you work in your notebooks, OneNote automatically saves everything for you—no matter how small or large the changes you've made. This frees your mind to let you think about your projects, thoughts, and ideas instead of thinking about your computer files.

Print to OneNote

Rather than printing out emails or documents you can send them to OneNote. From your print screen choose "Send to OneNote." Select the notebook where you want your notes to go.



From <<https://support.office.com/en-za/article/Basic-tasks-in-Microsoft-OneNote-2013-da73c095-e082-4276-acf9-8728ca8b08ab>>