

plain
simple



Microsoft®
OneNote® 2010

Your easy, colorful, SEE-HOW guide to OneNote!

Peter Weverka

Learn the simplest ways to get things done with Microsoft® OneNote® 2010!



**See it.
Learn it.
IN COLOR.**

Here's WHAT You'll Learn

- Take notes and organize them with ease
- Arrange notes in pages, sections, and notebooks
- Add pictures, drawings, and audio and video clips
- Apply readymade and custom tags to your notes
- Link notes to web pages and Microsoft Office files
- Share your notes and collaborate with others

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Easy-to-follow **STEPS** and **SCREENSHOTS** show exactly what to do
- Handy **TIPS** teach new techniques and shortcuts
- Quick **TRY THIS!** exercises help apply what you learn right away

ISBN: 978-0-7356-6054-0



Microsoft Office/
Microsoft OneNote

U.S.A. \$24.99

Canada \$26.99

[Recommended]



Is this the right book for you?

For help, see inside the back cover.

Microsoft®

Microsoft®

Microsoft®

OneNote® 2010 Plain & Simple

Peter Weverka

Published with the authorization of Microsoft Corporation by:
O'Reilly Media, Inc.
1005 Gravenstein Highway North
Sebastopol, California 95472

Copyright © 2011 by Peter Weverka

All rights reserved. No part of the contents of this book may be reproduced or transmitted in any form or by any means without the written permission of the publisher.

ISBN: 978-0-7356-6054-0

2 3 4 5 6 7 8 9 10 TI 7 6 5 4 3 2

Printed and bound in Canada.

Microsoft Press books are available through booksellers and distributors worldwide. If you need support related to this book, email Microsoft Press Book Support at mspinput@microsoft.com. Please tell us what you think of this book at <http://www.microsoft.com/learning/booksurvey>.

Microsoft and the trademarks listed at <http://www.microsoft.com/about/legal/en/us/IntellectualProperty/Trademarks/EN-US.aspx> are trademarks of the Microsoft group of companies. All other marks are property of their respective owners.

The example companies, organizations, products, domain names, email addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, email address, logo, person, place, or event is intended or should be inferred.

This book expresses the author's views and opinions. The information contained in this book is provided without any express, statutory, or implied warranties. Neither the authors, O'Reilly Media, Inc., Microsoft Corporation, nor its resellers, or distributors will be held liable for any damages caused or alleged to be caused either directly or indirectly by this book.

Acquisitions and Developmental Editor: Kenyon Brown

Production Editor: Jasmine Perez

Technical Reviewer: Kristen Merritt

Copyeditor: Nancy Sixsmith

Proofreader: John Pierce

Indexer: Seth Maislin

Cover Design: Karen Montgomery

Illustrator: Rob Romano

[2012-03-23]

For Dolly Schiller

Contents

Acknowledgments xi

1

Introduction: About This Book **1**

No Computerese!	2
A Comprehensive Approach	2
A Quick Overview	2
A Few Assumptions	3
What's New in OneNote 2010	3
A Final Word	3

2

What's New in Microsoft OneNote 2010 **5**

Using the Ribbon	6
Using the Quick Access Toolbar	8
Formatting Text with the Styles Gallery	9
Linking to Other Notebooks, Sections, and Pages	10
Docking OneNote on the Side of the Screen	11
Reviewing and Restoring Page Versions	12
Sending Outlook Data to OneNote	13
Using the Mini-Translator	14
Formulating and Drawing Math Equations	14



What do you think of this book? We want to hear from you!

Microsoft is interested in hearing your feedback so we can continually improve our books and learning resources for you. To participate in a brief online survey, please visit:

www.microsoft.com/learning/booksurvey/

3

Getting Started with OneNote 2010 **15**

What's Where in OneNote 2010	16
Taking Advantage of the Notebook-Section-Pages Hierarchy	17
Creating a Notebook.	18
Renaming a Notebook	20
Opening a Notebook	21
Closing a Notebook.	22
Collapsing and Expanding Notebooks on the Navigation Bar.	23
Navigating in OneNote.	24
Converting OneNote 2007 Notebooks to 2010	26

4

Storing Your Notes **27**

Creating Sections	28
Creating Section Groups.	29
Creating Pages	30
Creating Subpages for Page Groups.	34
Revisiting and Restoring a Different Version of a Page	37
Password-Protecting a Section	39

5

Writing Basic Notes **43**

Writing a Note with the Keyboard	44
Selecting, Moving, and Deleting Notes	46
Entering Symbols and Unusual Characters	48
Selecting Text	49
Copying and Moving Text	50
Formatting Text	52
Applying Styles to Text	54
Creating Numbered and Bulleted Lists.	55

6

Taking Notes to Another Level **57**

Writing Side Notes	58
Handwriting Notes and Converting Them to Text	61
Creating and Constructing Outlines	62
Date- and Time-Stamping Notes	64
Placing Files and Printouts in Notes	65
Placing Images in Notes	68
Constructing Math Equations	70
Recording Audio and Video Notes	72

7

Putting a Table in a Note **75**

Creating a Table	76
Inserting and Deleting Columns and Rows	77
Selecting Parts of a Table	79
Handling Table Borders	80
Changing the Width of Columns	81
Aligning Text in Tables	82

8

Linking Your Notes **83**

Linking to Other Places in OneNote	84
Creating Links to Web Pages and Files	87
Editing and Managing Links	90
Taking Linked Notes	91

9

Making OneNote Easier to Use **95**

Handling the Navigation Bar and Page Tabs	96
Minimizing and Expanding the Ribbon	98
Changing Screen Views	100

Docking OneNote to the Desktop	102
Opening Another OneNote Window	104
Zooming In and Out	106

10

Spell Checking Your Notes **107**

Running a Spell Check	108
Customizing the Spell Checker	110
Spell Checking Foreign-Language Text	112
Correcting Common Misspellings	113

11

Drawing Notes **115**

Drawing Free-Form with a Pen or Highlighter	116
Creating a Free-Form Pen or Highlighter	118
Drawing Lines, Shapes, and Graphs	120
Using the Eraser	122
Panning to See Your Work	123
Manipulating Lines and Shapes	124
Arranging Overlapping Lines, Shapes, and Containers	128
Rotating and Flipping Lines and Shapes	129

12

Organizing Your Notes **131**

Moving, Copying, and Merging Pages and Sections	132
Tagging Notes for Follow Up	136
Customizing Tags	138
Finding Tagged Notes	141
Color-Coding Notebooks, Sections, and Pages	142

13

Searching for Stray Notes 145

Searching a Page	146
Searching a Section, Section Group, or Notebook	147
Searching All Open Notebooks	148
Refining Searches with the Search Results Pane	149
Choosing the Default Search Scope	151

14

Housecleaning in OneNote 153

Deleting a Page	154
Deleting a Section	155
Restoring Pages and Sections from the Recycle Bin	156
Backing Up Notebooks Manually	158
Choosing How to Back Up Notebooks	159
Opening a Backup Copy of a Notebook Section	160

15

Conducting Research in OneNote 2010 163

Handling the Research Task Pane	164
Researching a Topic	167
Customizing the Research Task Pane	169
Translating Text	170

16

Distributing Your Notes 173

Printing a Section	174
Emailing a Page	175
Saving Pages, Sections, and Notebooks in Alternative File Formats	176
Transferring a Notebook to Another Computer	178

17

Using OneNote with Other Office 2010 Applications 181

Opening a Page in Word	182
Creating an Outlook Task in OneNote	183
Entering Meeting Details from Outlook in a Note	186
Entering Outlook Information (Email, Meeting, Contact, Task) on a Page	187

18

Sharing Notebooks with Others 191

Sharing a Notebook	192
Finding Unread Notes.	194
Finding Notes by Specific Authors	196
Finding Recently Edited Notes.	197

19

Customizing OneNote 2010 199

Customizing the Quick Access Toolbar.	200
Customizing the Ribbon.	206

20

Using OneNote Web App 215

Introducing Web Applications.	216
Getting Ready to Use OneNote Web App.	216
Creating a Notebook.	218
Exploring OneNote Web App	219
Opening a Notebook in OneNote 2010.	220
Inviting Others to Coauthor a Notebook.	222
Finding Out Who Wrote Notes	224
Using OneNote Web App in Office 365.	225

Index	227
-----------------	-----

Acknowledgments

Thanks to Ken Brown of O'Reilly Media for giving me the opportunity to write this book and for his many suggestions for making it better. I also want to thank technical editor Kristen Merritt for making sure all instructions are accurate, copy editor Nancy Sixsmith for going over the text so carefully, and the O'Reilly team for their excellent layout work.



6

Taking Notes to Another Level

In this section:

- Writing Side Notes
- Handwriting Notes and Converting Them to Text
- Creating and Constructing Outlines
- Date- and Time-Stamping Notes
- Placing Files and Printouts in Notes
- Placing Images in Notes
- Constructing Math Equations
- Recording Audio and Video Notes

Typewritten notes aren't the only kind of notes you can write. Far from it. You can also handwrite notes and convert them to text, record audio notes, and record video notes.

Microsoft OneNote 2010 also comes with special tools for constructing outlines and math equations.

To get information from elsewhere for a note, consider attaching a file to a note, showing the printout of a file in a note, and scanning documents and putting the scanned images in notes.

OneNote 2010 makes it easy to put pictures and screen shots in notes, too.

When you're in a hurry to write a note or you haven't decided yet where to store one, write a side note. You can store side notes temporarily in the Unfiled Notes folder until you find a permanent place for them.

Writing Side Notes

When you want to jot down a note but can't decide where to store it, or you want to jot down a note without first opening OneNote 2010, write a *side note*. Side notes are kept one to a page in the Unfiled Notes folder until you delete them or move them elsewhere.

Use these techniques to open the Side Note window and write a side note:

- When OneNote is open, go to the View tab and click the New Side Note button (or press Ctrl+Shift+M).
- When OneNote is closed or open, click the Open New Side Note icon in the notification area of the Windows taskbar (or press Windows key+N). The notification area is located in the lower-right corner of the screen, next to the clock (you may have to click the Show Hidden Icons button in the notification area to see all the icons).

The Side Note window offers the Home, Draw, and View tabs for formatting, drawing, and viewing side notes as you write them. Use the Pages tab to read, search for, create, delete, and move side notes. Click the Close button to close the Side Note window after you write your side note.

To read side notes, open OneNote (if necessary) and click Unfiled Notes at the bottom of the Navigation bar. The Unfiled Notes folder opens. Side notes are stored one to a page in this folder. Use these techniques to manage pages in the Unfiled Notes folder:

- Reading: Click a page tab to read a note.
- Moving and copying: Right-click a page tab, and choose Move or Copy to move or copy a page from the Unfiled Notes folder to a notebook.
- Deleting: Right-click a page tab and choose Delete to delete a note.

Write a Side Note

- 1 Click the View tab.
- 2 Click the New Side Note button.
- 3 Write the side note.
- 4 Click Close to close the window.
- 5 In the Notification area, click the Open New Side Note icon.
- 6 Write another side note.
- 7 Click the Expand the Ribbon button.
- 8 Click the Pages tab.
- 9 Click Previous Page to see your previous side note.
- 10 Click Close.

Tip ✓

If the Open New Side Note icon doesn't appear in the notification area, follow these steps to place it there:

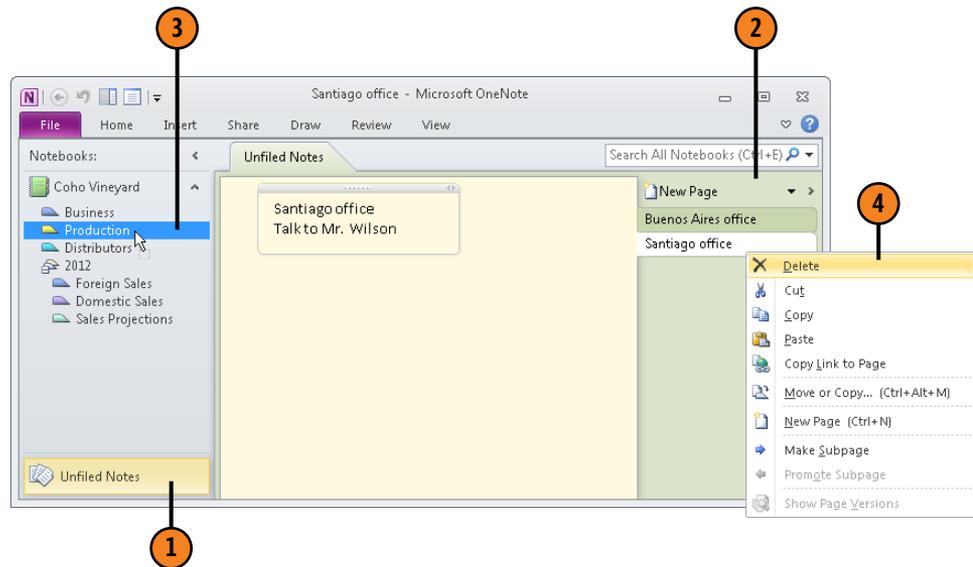
- 1 Click File.
- 2 Choose Options.
- 3 In the OneNote Options dialog box, click Display.
- 4 Select Place OneNote Icon in the Notification Area of the Taskbar.
- 5 Click OK.

10 Open New Side Note

1:43 PM
7/20/2011

Manage Side Notes in the Unfiled Notes Folder

- 1 In the Navigation bar, click Unfiled Notes.
- 2 Click a page tab to read a note.
- 3 Drag a page tab to a section in the Navigation bar to move a page to a section in an open notebook.
- 4 Right-click a page tab and choose Delete to delete a side note.



Try This!

Edit a side note in the Side Note window. Notes in this window work just like other notes.

Handwriting Notes and Converting Them to Text

People with tablet PCs, touch-enabled PCs, or pen devices can handwrite notes. To do so, go to the Draw tab, select a pen and pen color, and drag your pen device on the pad or finger on the screen. (You can also, with unsatisfactory results, handwrite notes by dragging the mouse.)

When OneNote recognizes what it thinks are handwritten notes on a page, the Ink to Text button on the Draw tab becomes available for clicking. When this button is available, use one of these techniques to convert all handwritten notes on the page to text:

Handwrite a Note and Convert It to Text

- 1 Click the Draw tab.
- 2 Select a pen (not a highlighter) from the Pens gallery.
- 3 Using a pen device, your finger, or the mouse, drag to handwrite a note.
- 4 Click the Ink to Text button to convert the note to text.

See Also

“Drawing Free-Form with a Pen or Highlighter” on page 116 to learn how to choose a pen size and pen color for drawing and handwriting notes.

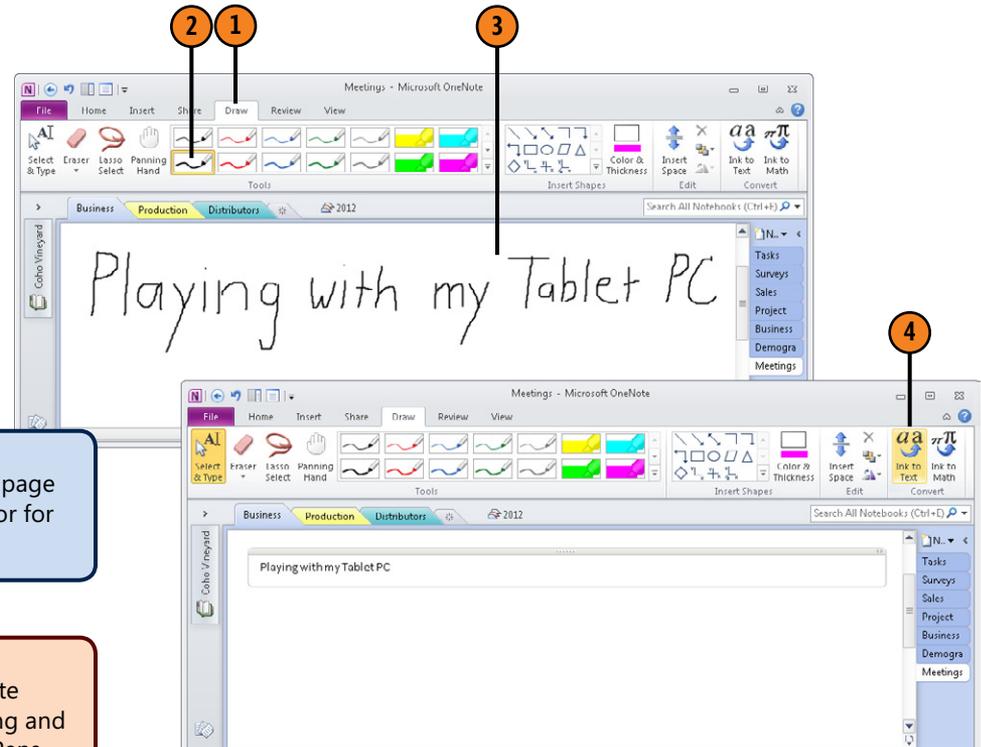
Caution

If you can't handwrite notes, OneNote isn't in Create Handwriting Only mode or Create Both Handwriting and Drawings mode. To change pen modes, open the Pens gallery, choose Pen Mode, and choose an option.

- Click the Ink to Text button on the Draw tab.
- Right-click a handwritten note, choose Convert Ink on the shortcut menu, and choose Ink to Text on the submenu.

Click the Select & Type button on the Draw tab when you finish handwriting notes and want to resume typing them.

To be able to handwrite notes, OneNote must be in Create Handwriting Only mode or Create Both Handwriting and Drawings mode. To choose a pen mode, open the Pens gallery on the Draw tab, select Pen Mode, and choose an option on the submenu.



Creating and Constructing Outlines

An outline is a list of important topics in a given subject. In a typical outline, topics are listed at different levels, with first-level topics not indented and sublevel topics indented to show they are subordinate.

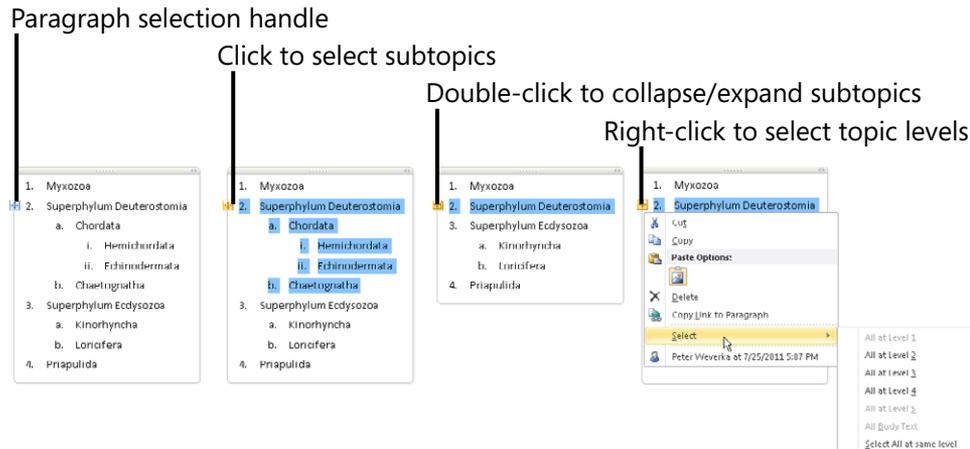
To create an outline, enter the topics in a list with one topic per line. Then, to show which topics are subtopics, indent the subtopics. To number the outline, either select the list and click the Numbering button or click the Numbering button before you start entering topics and subtopics (the Numbering button is located on the Home tab).

To help construct outlines, OneNote offers the paragraph selection handle. Move the pointer over a paragraph to make its paragraph selection handle appear on the left. Do the following with the paragraph selection handle to construct an outline:

- Change the indentation level: Drag the handle to the left or right to indent a topic. You can also press Tab or click the Increase Indent Position button on the Home tab to move a topic to a lower level; press Shift+Tab

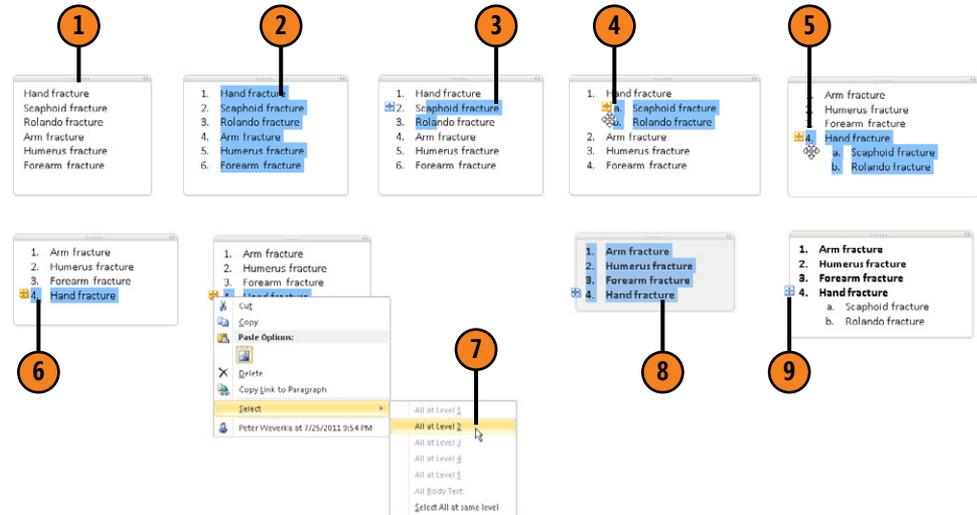
or click the Decrease Indent Position button to raise a subtopic to a higher level.

- Move a topic higher or lower in the outline: Drag the paragraph selection handle up or down in the note.
- Select a topic and its subtopics: Click the paragraph selection handle.
- Collapse or expand a topic's subtopics: Double-click the paragraph selection handle. You can also press Alt+Shift+minus sign to collapse or Alt+Shift+plus sign to expand subtopics.
- Select topics at different levels: Right-click the paragraph selection handle, choose Select, and choose a level on the submenu. Select all topics on the same level when you want to format text. For example, to italicize all level-3 subtopics, select them and click the Italic button.



Create and Construct an Outline

- 1 Create the initial outline by entering a six-item list.
- 2 Select the list and press Ctrl+ (or click the Numbering button on the Home tab).
- 3 Drag over parts of the second and third item so that all or part of each item is selected.
- 4 Drag the paragraph selection handle to the right to indent items 2 and 3 in the outline.
- 5 Drag the paragraph selection handle on item 1 downward until item 1 becomes item 4 in the outline.
- 6 Double-click the paragraph selection handle on item 4 to collapse its subtopics.
- 7 Right-click any paragraph selection handle in the outline, choose Select, and choose All at Level 2.
- 8 Press Ctrl+B to bold all level-2 topics in the outline.
- 9 Double-click the paragraph selection handle on item 4 to expand its subtopics.



Try This!

Drag the paragraph selection handle upward and to the right. When dragging this handle, you can indent and move a topic in an outline.

Date- and Time-Stamping Notes

Date- and time-stamp notes to record when they were written. Or use the date- and time-stamping commands to insert the date, time, or date and time in the middle of a note you're writing.

To date- and time-stamp notes, go to the Insert tab and click a button: Date (or press Alt+Shift+D), Time (or press Alt+Shift+T), or Date & Time (or press Alt+Shift+F).

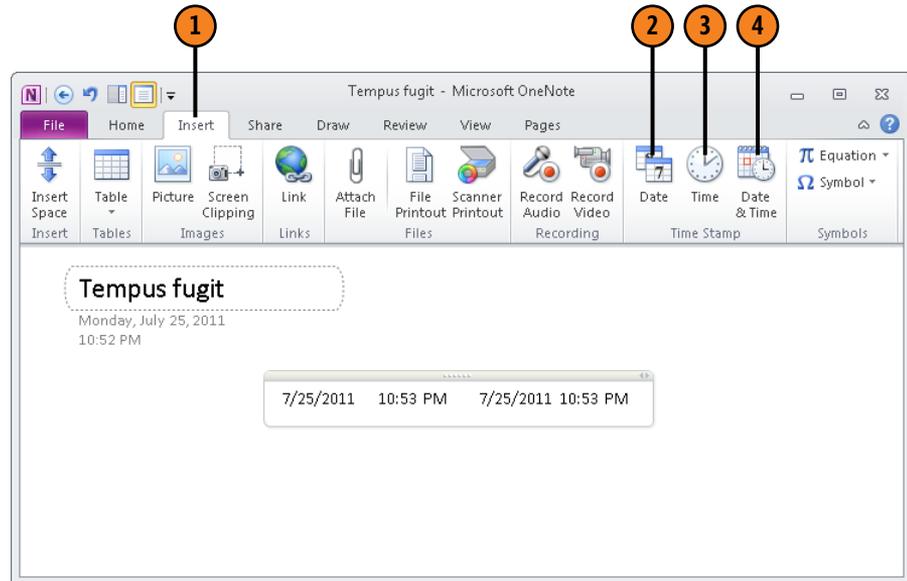
Date- and Time-Stamp a Note

- 1 Click the Insert tab.
- 2 Click Date.
- 3 Click Time.
- 4 Click Date & Time.

Tip



To insert your name, the current date, and the current time, right-click and choose the last option on the shortcut menu.



Placing Files and Printouts in Notes

OneNote offers three commands for importing files into a notebook. These commands are available on the Insert tab:

- **Attach File:** Embeds files with a notebook. After you attach a file, double-click its shortcut icon to open it.
- **File Printout:** Inserts files so that you can read and search (but not edit) their content in OneNote.
- **Scanner Printout:** Imports scanned paper documents and digital photos into OneNote so that you can view their content.

Attach a File to a Note

- 1 Click the Insert tab.
- 2 Click Attach File.
- 3 Select the file in the Choose a File dialog box (Ctrl+click to select more than one file).
- 4 Click Insert.

Try This!

Move the pointer over the attached file icon. A ScreenTip shows you the file's name, when it was last modified, the folder from which it was originally copied, and its size.

See Also

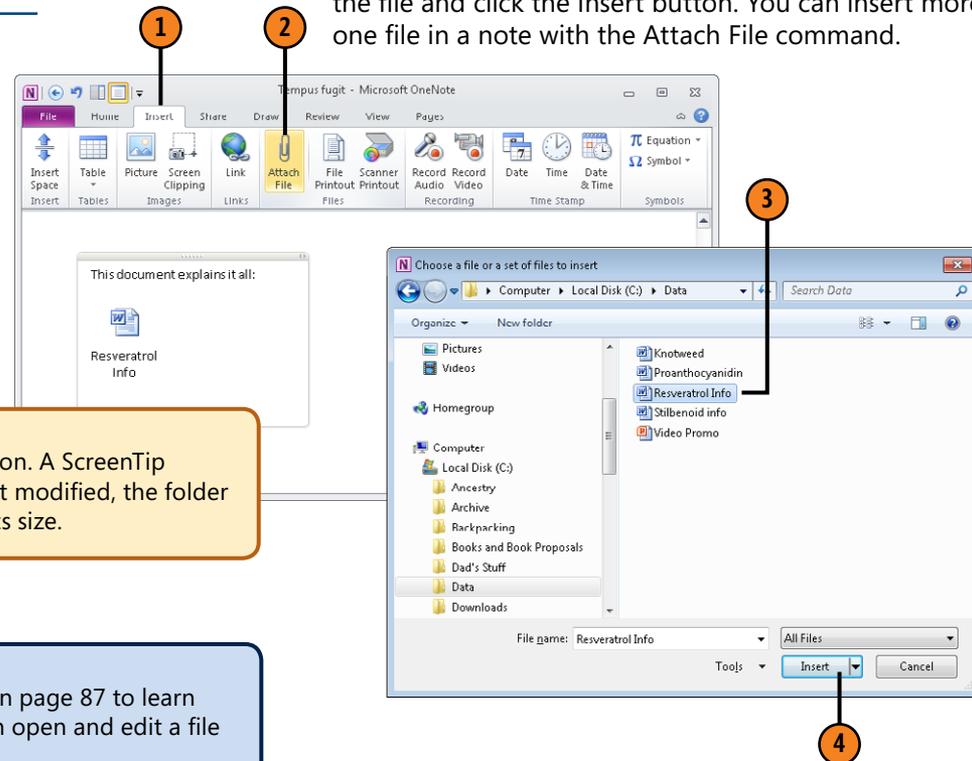
"Creating Links to Web Pages and Files" on page 87 to learn how to link a note to a file so that you can open and edit a file by clicking its link in OneNote.

Attaching a File to a Note

Attach a file to a note to preserve a copy of a file or make the file available in your notebook. After you attach a file, you can double-click its icon to open it.

Attached files are embedded in notebooks; they are not linked to their original versions. Editorial changes you make to the original file don't appear in the attachment file; changes you make to the attachment file don't transfer to the original.

To attach a file to a note, go to the Insert tab and click the Attach File button. Then, in the Choose a File dialog box, select the file and click the Insert button. You can insert more than one file in a note with the Attach File command.



Inserting a File Printout

Insert a file printout to copy a text file into OneNote and retain all the text formatting. After you insert the text file, you can read and search it, but not edit it.

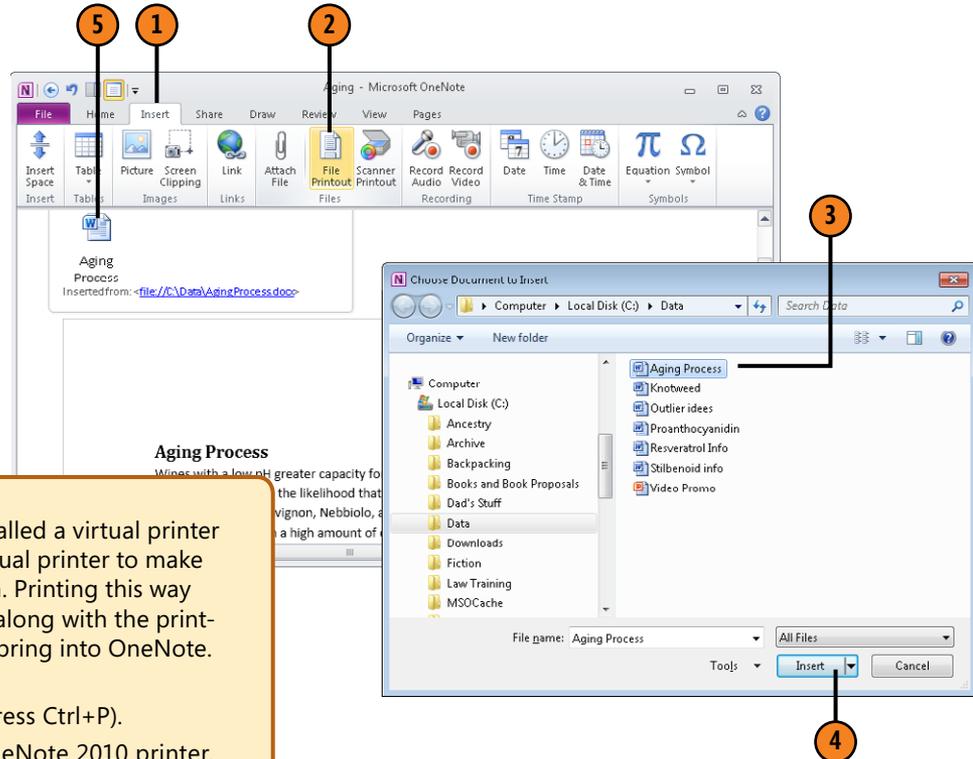
Besides inserting the file text, OneNote inserts a shortcut icon to the file and a link to the file. You can double-click the

shortcut icon or click the file link to open the file in its default application.

To insert a file printout, go to the Insert tab and click the File Printout button. Then select a text file in the Choose a File dialog box and click the Insert button.

Insert a File Printout

- 1 Click the Insert tab.
- 2 Click File Printout.
- 3 Select the file in the Choose Document to Insert dialog box.
- 4 Click Insert.
- 5 Double-click the file's shortcut icon to open the file in its default application.



Try This!

When you installed Microsoft Office 2010, you installed a virtual printer called Send To OneNote 2010. You can use this virtual printer to make a file printout of any file, starting in any application. Printing this way doesn't get you a shortcut icon and link to the file along with the printout, but you can choose which pages of the file to bring into OneNote. Follow these steps:

- 1 Choose the application's Print command (or press Ctrl+P).
- 2 In the Print dialog box, choose the Send to OneNote 2010 printer.
- 3 Choose a print range.
- 4 Click OK.
- 5 In OneNote, in the Select Location in OneNote dialog box, select the page where you want to file printout to go, and click OK.

Inserting Content from a Scanner or Digital Camera

Use the Scanner Printout command to scan paper documents from a scanner or photos from a digital camera and place an image of the document or photos in OneNote.

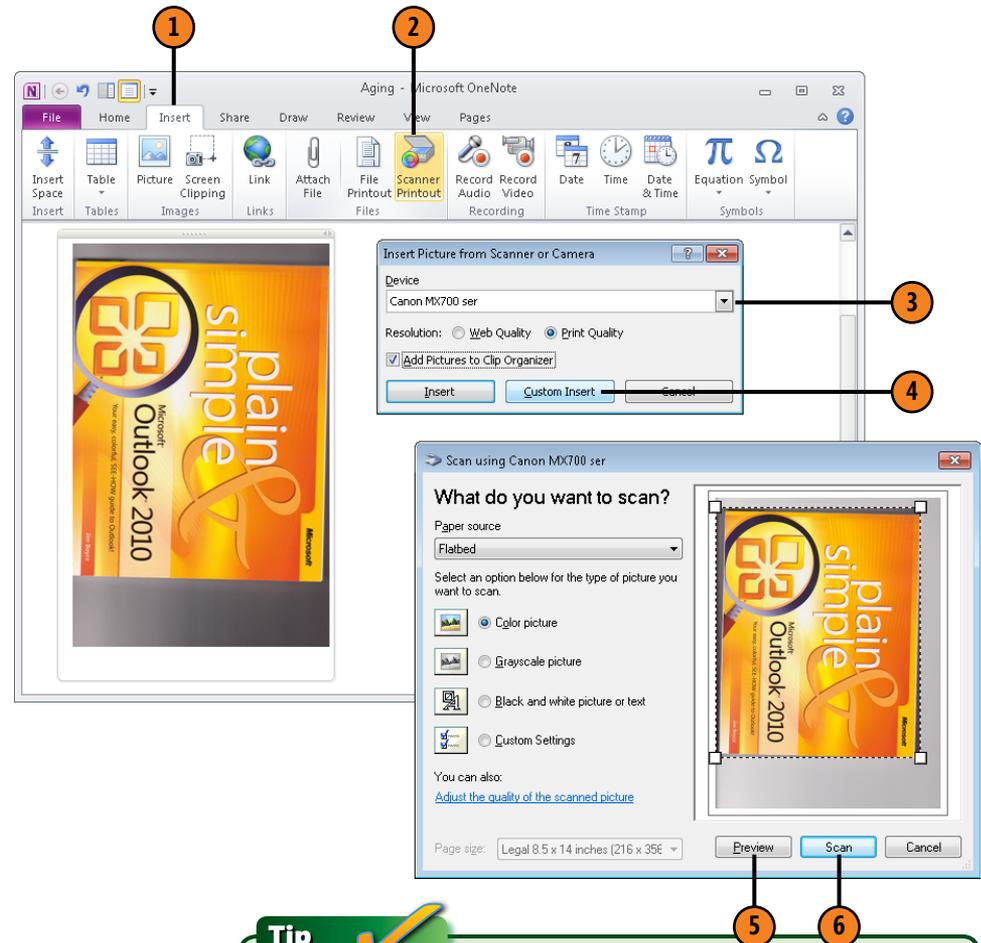
To start, make sure that the scanner or digital camera is plugged into one of your computer's USB ports. Then go to the Insert tab and click Scanner Printout. The Insert Picture from Scanner or Camera dialog box appears. Choose a device and resolution setting, and click Insert to begin scanning or Custom Insert to select more scanning options.

Insert Content from a Scanner or Digital Camera

- 1 Click the Insert tab.
- 2 Click Scanner Printout.
- 3 In the Insert Picture from Scanner or Camera dialog box, select a device and resolution.
- 4 Click Custom Insert.
- 5 In the Scan Using dialog box, click Preview.
- 6 Click Scan.

Tip

You can change the size of a scanned image. Move the pointer over the lower-right corner; when you see the two-headed arrow, click and start dragging.



Tip

Select Add Pictures to Clip Organizer in the Insert Picture from Scanner or Camera dialog box to place the image in the Microsoft Clip Organizer. The Clip Organizer is an application for storing and editing images. To open it, click the Start button, choose All Programs, choose Microsoft Office, choose Microsoft Office 2010 Tools, and choose Microsoft Clip Organizer.

Placing Images in Notes

On the Insert tab, OneNote offers two commands for placing images in notes:

- **Picture:** Insert a JPEG, PNG, TIFF, or other digital image.
- **Screen Clipping:** Take a screen clipping, a screen shot of part of any open window on your computer screen.

Pictures and screen clippings are images. You can change the size of a picture or screen clipping by dragging its lower-right corner.

Insert a Picture

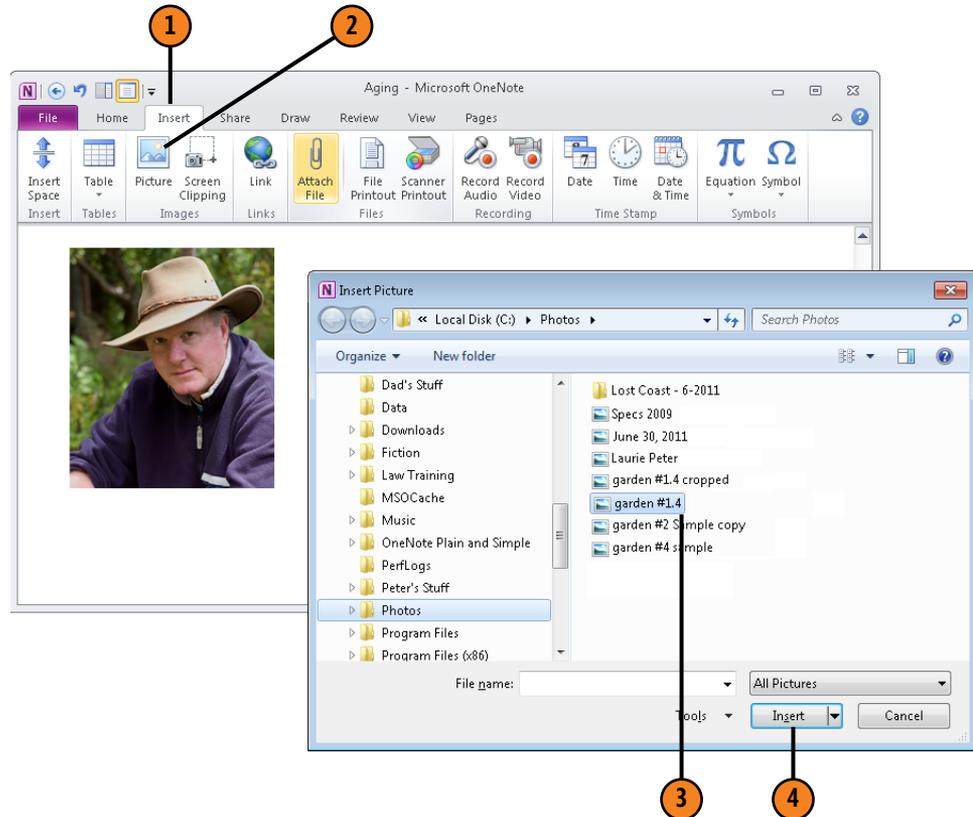
- 1 Click the Insert tab.
- 2 Click Picture.
- 3 In the Insert Picture dialog box, select a picture.
- 4 Click Insert.

Tip

Ctrl+click pictures in the Insert Picture dialog box to select and insert more than one picture.

Inserting a Picture

To insert a picture, go to the Insert tab and click Picture. The Insert Picture dialog box appears. Select a picture and click Insert.



Taking a Screen Clipping

To capture part of an open window on your computer as a screen shot, take a *screen clipping*. For example, capture part of a web page or application screen in a screen clipping.

Before you begin, display the item that you want to capture on your screen. For example, to capture part of a web page, display the web page in your browser. Then switch to OneNote, go to the Insert tab, and click Screen Clipping (or press Windows key+S). You return to the application you were in previously. Drag the pointer across the part of the screen you want for your clipping. You return to OneNote, where the screen clipping appears in a note along with a notice saying when it was taken (a URL appears as well if the clipping was taken from a web page).

Take a Screen Clipping

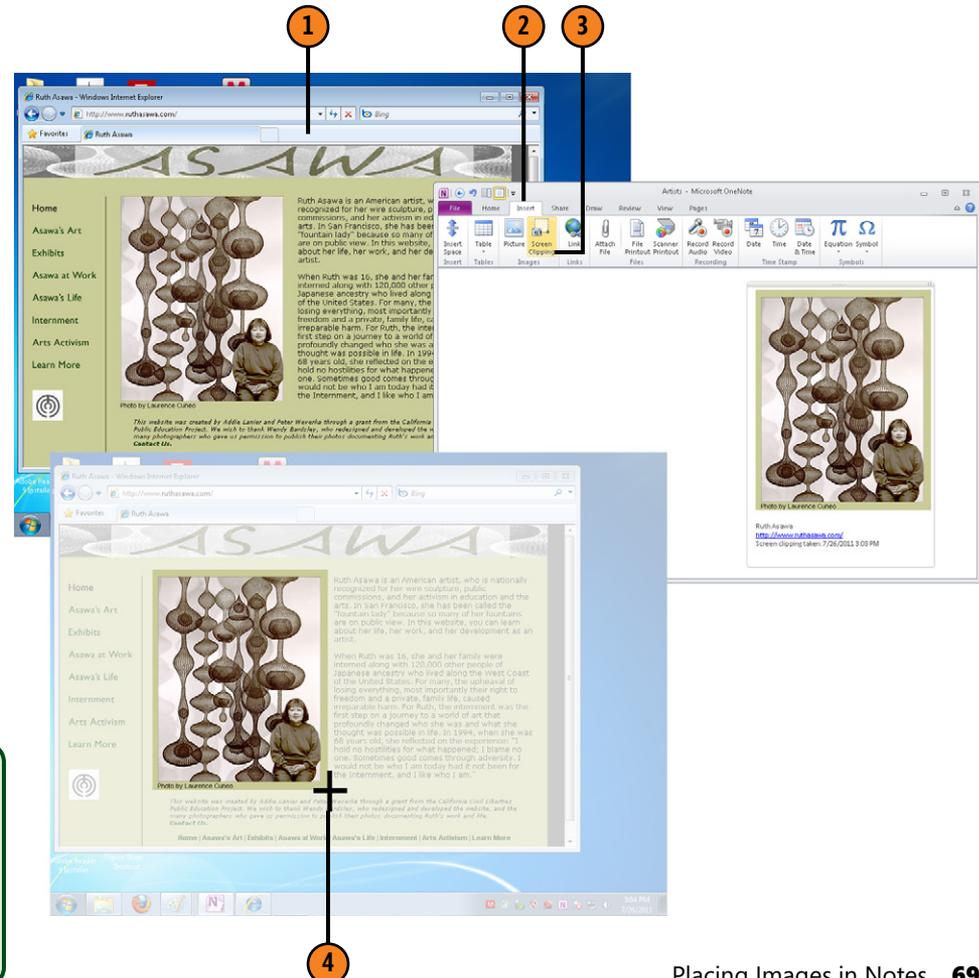
- 1 Display the web page, file, or application window you want to capture.
- 2 In OneNote, click the Insert tab.
- 3 Click Screen Clipping.
- 4 Drag on the screen to define which portion of the screen you want to capture.

Tip



If you want to take a screen clipping of the OneNote screen, display the screen and press Windows key+S or right-click the OneNote icon in the notification area and choose Create Screen Clipping. You can't do it by clicking the Screen Clipping button on the Insert tab.

The other way to create a screen clipping is to right-click the OneNote icon in the notification area of the taskbar and choose Create Screen Clipping. After you drag to capture part of the screen, the Select Location in OneNote dialog box appears so you can choose a page for the screen clipping.



Constructing Math Equations

Writing and drawing math equations can be difficult, and to make constructing equations a little easier, OneNote offers two techniques for putting equations in notes.

One technique is to construct an equation using the Equation Tools Design tab. On the Insert tab, click the Equation button. Then, on the Equation Tools Design tab, use the tools, symbols, and structures to fashion an equation:

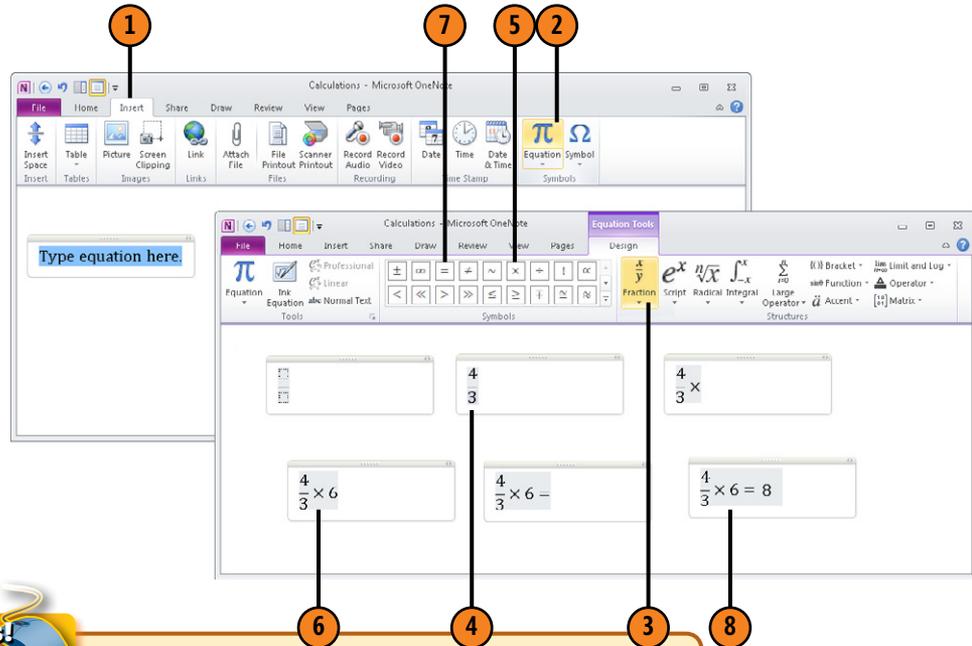
- Tools: Offers commands for inserting and constructing equations, as well as converting between one- to two-dimensional displays.

- Symbols: Provides a gallery of symbols to insert in equations.
- Structures: Provides a gallery of components, including fractions, integrals, and radicals, to insert in equations.

The other technique is to draw the equation in the Insert Ink Equation dialog box. Use this technique to write simple equations. On the Draw tab, click the Ink to Math button to open the Insert Ink Equation dialog box. After you click the Insert button in this dialog box, OneNote converts your hand-drawn equation to text.

Use Equation Tools to Construct an Equation

- 1 Click the Insert tab.
- 2 Click Equation.
- 3 Click Fraction and choose the first fraction in the gallery.
- 4 In the fraction placeholders, enter 4 and 3.
- 5 Click to the right of the fraction and then click the Multiplication Sign.
- 6 Type 6 on your keyboard.
- 7 Click to the right of the number 6 and click the Equal Sign.
- 8 Type 8 on your keyboard.

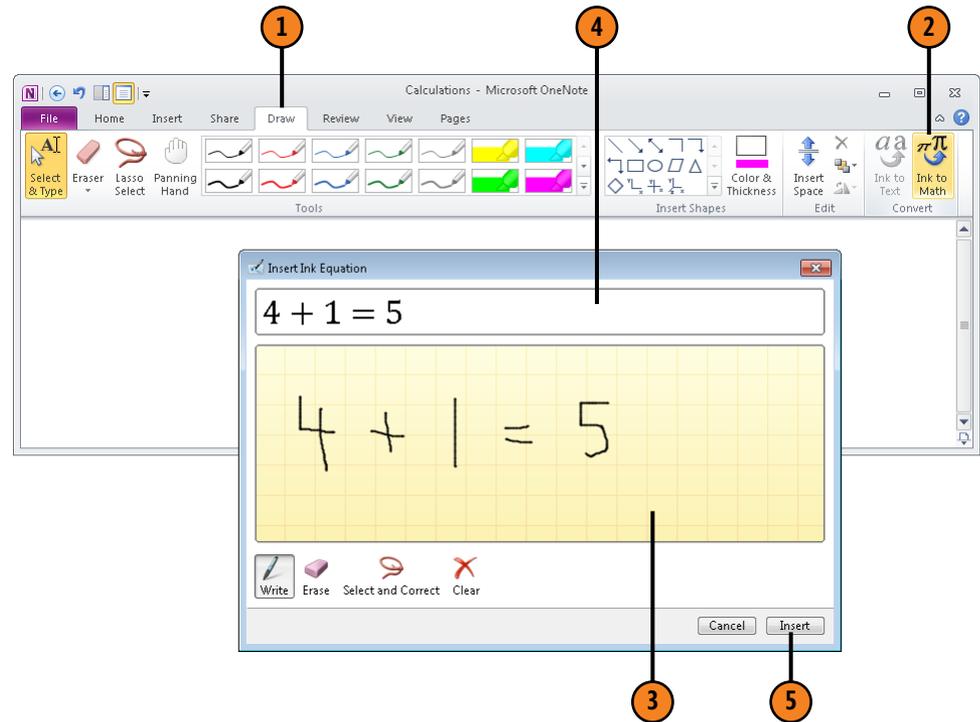


Try This!

In the Equation Tools Design tab, click Equation and choose a common equation on the gallery as a starting point for constructing your equation. You can also choose a common equation starting on the Insert tab by opening the gallery on the Equation button.

Construct an Equation in the Insert Ink Equation Window

- 1 Click the Draw tab.
- 2 Click the Ink to Math button.
- 3 Using the mouse, a pen device, or your finger, draw the following equation: $4 + 1 = 5$.
- 4 Look at the Preview area to see whether OneNote interpreted your drawing correctly.
- 5 Click Insert.



Recording Audio and Video Notes

If your computer is equipped with audio and video capability, you can record audio and video notes and play back the recordings on the Audio & Video Playback tab.

What's more, OneNote links recordings to notes you take while a recording is being made or played back, and you can click these playback links to revisit different parts of a recording. To play back your supervisor's speech at a staff meeting, for example, you can select the note that you wrote while your supervisor spoke and then click the playback link attached to the note. In this way, you can write notes about meetings and events, and use your notes as a means to return to the parts of meetings and events that you recorded.

To record an audio or video note, go to the Insert tab and click the Record Audio or Record Video button. The recording starts and the Audio & Video Recording tab opens. You can click the Pause button to pause the recording. Any notes you type during the recording are linked to the recording.

To play back an audio or video recording, open the Audio & Video Playback tab, select a recording, and click the Play button. If you wrote notes about the recording, click a note or a paragraph in a note and then click its playback link to hear or view the portion of the recording that was made while you wrote the note.

The Audio & Video Playback tab offers commands for playing, pausing, stopping, rewinding, and fast-forwarding.

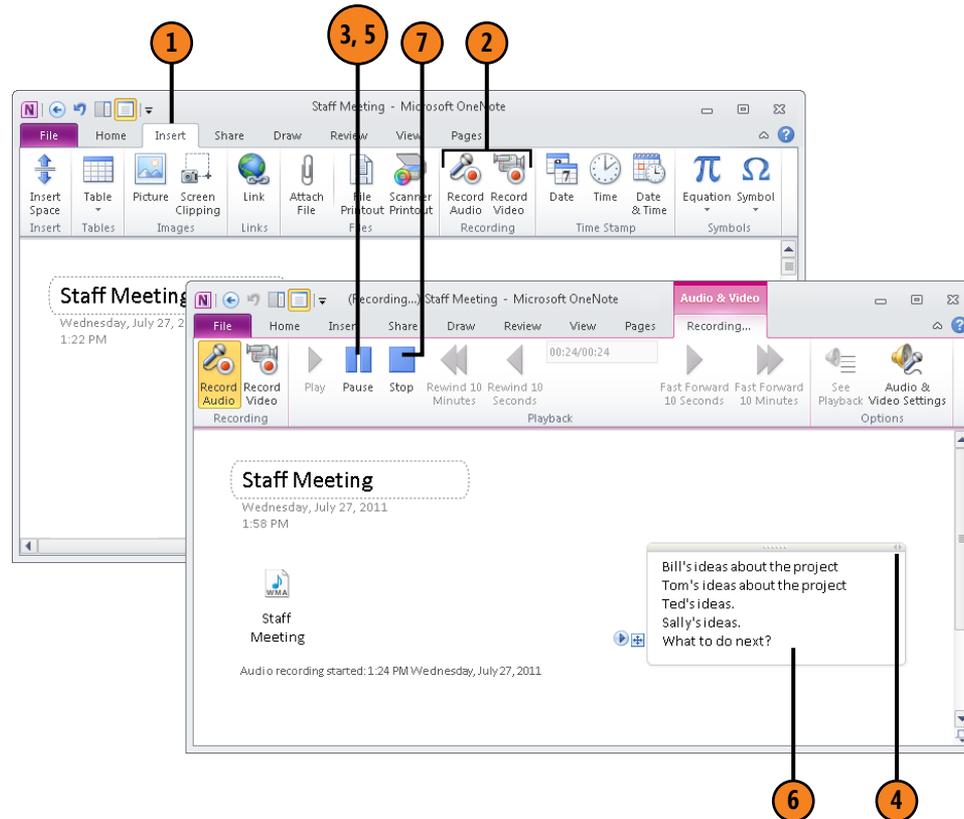
To write notes about a recording you already made, play the recording and start taking notes. The notes you take will be linked to the recording.

Record an Audio or Video Note

- 1 Click the Insert tab.
- 2 Click Record Audio or Record Video.
- 3 Click Pause to pause the recording.
- 4 Click a different part of the screen to begin writing descriptions of the recording there.
- 5 Click Pause again to resume recording.
- 6 Write several descriptive paragraphs about the recording as it occurs.
- 7 Click Stop.

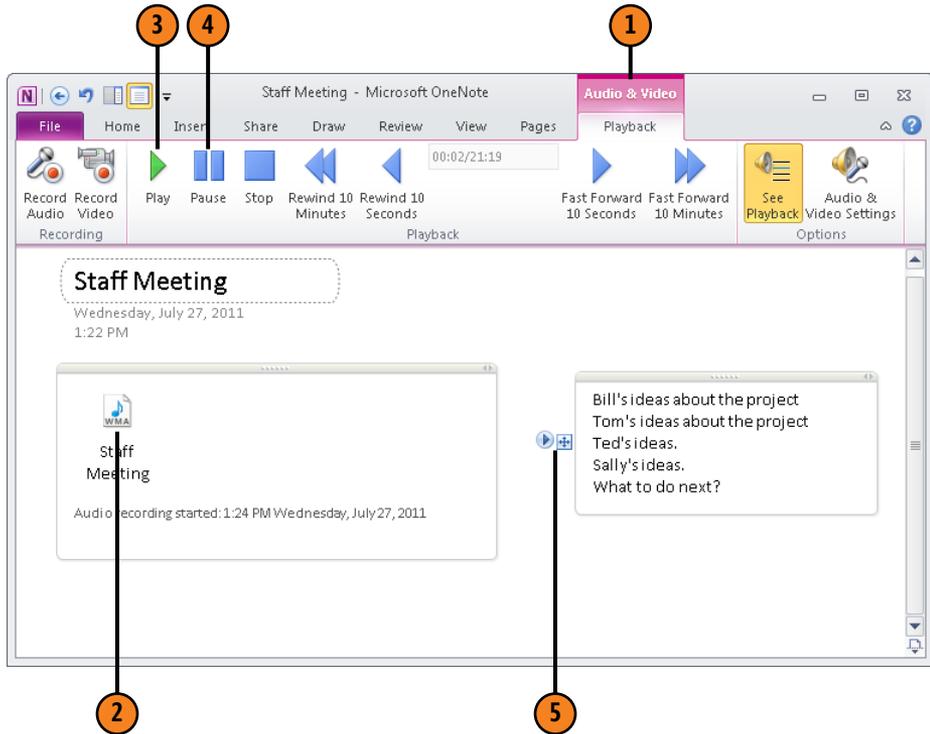
Try This!

The Audio & Video Playback tab also offers a Record Audio and Record Video button. Click one of these buttons to record another audio or video note on the page.



Play Back an Audio or Video Note

- 1 Click the Audio & Video Playback tab.
- 2 Select the audio or video note.
- 3 Click Play on the ribbon.
- 4 Click Pause.
- 5 Click the Play button next to a paragraph or note to play one portion of the recording.



Index

Symbols

90-degree angles, drawing lines at, 120
(*) asterisk, creating bulleted lists, 56
.doc (file extension)
 Word 97-2003 document, 176
.docx
 Word document, 176
= (equal sign) button, 70
@ (in email address), ignoring in spell check, 110
.mht (file extension)
 Single File Web Page, 176
.one (file extension), 160
 OneNote 2007 section, 176
 OneNote 2010 section, 176
.onepkg (file extension)
 OneNote Package, 176, 178
.pdf (file extension), 176
" " quotation marks
 searching for phrases using, 147
/ (slash)
 ignoring in spell check, 110
 starting AutoCorrect replacement entries with, 113
[] (square brackets)
 using for linking, 85
.xps (file extension), 176

A

accented foreign words in spell check, 110
adding words to spelling dictionary, 108
Add Pictures to Clip Organizer, 67
Add to Dictionary button, 108–109

After (paragraph spacing option), 44
aligning text in tables, 82
Align Left (paragraph alignment option), 44–45
Alignment buttons (tables), 82
Align Right (paragraph alignment option), 44
Arrange button, 128
arrows, drawing, 120
asterisk (*), creating bulleted lists, 56
Attach File button, 65
audio notes, recording, 72–74
Audio & Video Playback, 72–74
 commands, 72–74
author names and initials, finding, 196
authors of notes, finding out, 224
AutoCorrect dialog box, 113
AutoCorrect feature
 in spell check, 113
 triggering unexpectedly, 113
AutoCorrect Options link, 113
Automatically Back Up My Notebook option, 159

B

Backstage, 7
Back Up All Notebooks Now option, 158
Backup folders, locating, 161
backups
 copying sections from notebooks for, 161
 notebook, 158–159
 opening notebook section, 160–161

Basic Math gallery, 14
Before (paragraph spacing option), 44
bold text, 52
Bring Forward Arrange command, 128
Bring to Front Arrange command, 128
broken file links, 89
Browse the Web button, 88
built-in pens, 117
bulleted lists, creating, 55–56
business and financial sites and books, 167
buttons
 Add to Dictionary, 108–109
 Alignment (tables), 82
 Arrange, 128
 Attach File, 65
 Bold, 52
 Browse the Web, 88
 Bullets, 56
 Change Password, 41
 Close
 in Spell Check, 109
 using to close Research task pane, 166
 Collapse, 23, 36
 Collapse/Expand, 34
 Collapse Navigation Bar, 96–97
 Color & Thickness, 120
 Convert (OneNote) to 2010, 26
 Copy, 50
 Create a New Section, 28
 Create Notebook, 18
 Create Summary Page, 141
 Customize Quick Access Toolbar, 201
 Cut, 50
 Date & Time, 64

buttons, *continued*

Delete

in Merge Was Successful dialog box, 134

in Spell Check, 109

on Draw tab, 124

Delete Columns, 78

Delete in the Merge Was Successful dialog box, 134

Delete Rows, 78

Delete Table, 78

Docked Window, New, 104

Dock to Desktop, 11

E-Mail Page, 175

Equal Sign, 70

Equation, 70

Eraser, 122

Expand, 36

Expand Navigation Bar, 96–97

Expand, notebook, 23

Expand the Ribbon, 99

Expand the Ribbon (side notes), 58

Favorite, 169

File Printout, 65, 66

Find by Author, 196

Find Tags, 141

Font, 52

Font Color, 52

Font Size, 52

Format Painter, 52

Fraction, 70

Full Page View, 100–101

Hide Borders, 80

Ignore, 109

Ink to Math button, 71

Ink to Text, 61

Insert, for table rows and columns, 77

Insert Space, 47–48, 123

Italic, 52

Keep on Top, 104–105

Lasso Select, 124

Link, 85, 88

Linked Notes, 93

Mark As Read, 194

Meeting Details, 186

Merge, 134

Minimize/Maximize ribbon, 7

More in Pens gallery, 116–117, 118

More in the Tags gallery, 139

Multiplication Sign, 70

Navigate to Parent Section Group, 29, 156–157

New Docked Window, 104–105

New Group, 209

New Page, 30

New Shared Notebook, 192–193

New Side Note, 58

New Tab, 208–209

Next Match, 146

Next Unread, 194

Normal view, 100–101

Notebook Recycle Bin, 156, 159

Numbering, 55

Numbering on Home tab, 63

Open Notebook, 21

Outlook Tasks, 183

Page Color, 142

Page Versions, 12, 37, 196

Panning Hand, 123

Paste, 50, 86

Pause, 72–74

Picture, 68

Play, 72, 72–74

Previous Match, 146

Properties, 169

Quick Access toolbar, 200–205

Recent Edits, 197

Record Audio, 72–74

Record Video, 72–74

Remove (Ribbon), 208–209

Rename (Ribbon), 208–209

Research, 164

Reset (Ribbon customizations), 213

Rotate, 129

Save As, 177

Scanner Printout, 65, 67

Screen Clipping, 68, 69

Select & Type, 116–117

Send, 175

Send to Word, 182

Share This Notebook, 192–193

Spelling, 109

Strikethrough, 52

stripping formatting from text, 52

Subscript/Superscript, 52

Symbol, 48

Table, 76

Text Highlight Color, 52

Time, 64

Translate, 170

Underline, 52

Undo, 133, 154

Zoom, 99, 106

C

Calendar, schedule meetings in Outlook, 186

cells (tables)

aligning table, 82

selecting, 79

Center (paragraph alignment option), 44

Change Password button, 41

Change Search Scope menu, 146–148, 150

changing

default font, color, and size, 53

default search scope, 151

- free-form lines, 121
- lines, 121, 124
- order of buttons (Quick Access toolbar), 203
- passwords, 41
- position of sections on Navigation bar or section tabs, 28
- position of sections on section tabs, 28
- screen views, 100–101, 147
- shapes, 121, 124–127
- task due date, 183
- width of table columns, 81
- characters, entering unusual, 48
- Check spelling as you type option, 110
- Choose a File dialog box, 65
- Choose a Meeting from Another Day option, 186
- Choose Document to Insert dialog box, 66
- Clipboard, pasting options from, 50
- Clip Organizer, 67
- closing
 - notebooks, 22
 - Research task pane, 166
 - Search Results list, 146
 - spell check, 109
- coauthor notebooks, inviting others to, 222–223
- Collapse button, 23, 36
- Collapse/Expand button
 - on first page tab, 34
- Collapse Navigation Bar button, 96–97
- color code pages or sections, 142
- Color & Thickness button, 120
- Color & Thickness dialog box, 120–121
- columns (tables)
 - deleting, 78
 - inserting, 77
 - selecting, 79
- contacts, entering Outlook information on pages, 187

- containers. *See* note containers
- Contextual tabs, 6
- Convert to (OneNote) 2010 button, 26
- copying
 - and moving text, 50–51
 - pages, 132–133, 135
 - sections, 135
 - sections from backup notebooks, 161
- corner handles, using for resizing shapes, 127
- Create a New Section button, 28
- Create Handwriting Only mode, 117
- Create Notebook button, 18
- Create Summary Page button, 141
- creating
 - free-form pen or highlighter, 118–119
 - links to web pages, 87–88
 - numbered and bulleted lists, 55–56
 - page groups, 34
 - pages, 30
 - pages from Templates, 31
 - Page Templates, 32
 - passwords for password-protected sections, 39
 - section groups, 29
 - sections, 28
 - Side Notes, 58–59
 - SkyDrive folders for storing notebooks, 217
 - subpages, 34
- Creating Drawings Only mode, 117
- current date and current time, inserting, 64
- customizing
 - dictionaries, 110
 - Quick Access toolbar, 201
 - Ribbon, 206–208, 212–213
 - spell check, 110
 - tags, 138–139

- cut-and-paste method
 - of moving shapes and lines, 126
- Cut button, 50

D

- data, sending Outlook data to OneNote, 13
- date-stamping notes, 64
- default font, color, and size
 - changing, 53
- Default PageTemplate for Section Pages
 - choosing, 33
- default program, choosing, 89
- default search scope, changing, 151
- Delete button
 - in Merge was Successful dialog box, 134
 - on Draw tab, 124
 - using in Spell Check, 109
- deleting
 - columns (tables), 78
 - lines and shapes, 124
 - notes, 46–47
 - Outlook task, 183
 - pages, 154
 - pages or sections (OneNote Web App), 219
 - page tabs, 156
 - page versions, 38
 - rows (tables), 78
 - sections, 155
 - side notes, 60
 - tags from Tags gallery, 140
- dialog boxes
 - AutoCorrect, 113
 - Choose a File, 65
 - Choose Document to Insert, 66
 - Color & Thickness, 120–121
 - Copy Pages, 132–133

dialog boxes, *continued*

- Custom Dictionaries, 110
- Custom Tags, 138
- Existing Section Backups, 39
- Insert Picture from Scanner or Camera, 67
- Link, 85, 89
- Merge Section, 134
- Merge Was Successful, 134
- Move or Copy Pages, 156
- Move or Copy Section, 135, 157
- New Tag, 138
- OneNote, 66, 93
- OneNote Options, 111, 158, 187, 196, 201
- Open Backup, 161
- Open Notebook, 21
- Options, 53
- Password Protection, 39
- Pen Properties, 118
- Print, 174
- Remove Password, 41
- Rename (Ribbon), 208–209
- Research Options, 169
- Save As, 177, 178
- Scan Using, 67
- Symbol, 48

diamonds, drawing, 120

dictionary

- installing foreign-language, 112
- spell check options, 110

digital cameras, inserting content from, 67

Disable History for This Notebook, 38

displaying

- table borders, 80
- wavy redlines appearing under misspellings, 110

Display Name text box, 20

distributing notes

- emailing pages, 175
- printing sections for, 174
- saving in alternative file formats, 176–177
- transferring from one computer to another, 178

docked window

- handling linked notes in, 92
- opening, 91–92

docking

- in Research task pane, 165
- to desktop, 11
- to side of screen, 11

document snippets, seeing, 94

double-arrow, using to resizing shapes, 127

dragging

- border of pages, 96
- corner handle for resizing shapes, 127
- moving
 - lines and shapes by, 126
 - or copying pages by, 133
 - or copying sections by, 135
 - text by, 51
- notes, 46–47
- paragraph selection handles, 63
- rotating lines by, 129
- to enlarge note container, 81
- to insert multiple rows and columns, 77
- to insert table rows and columns, 77
- to select parts of tables, 79
- to select text, 49

Dragging eraser, 122

drawing

- lines, shapes, and graphs, 120–121
- math equations, 14, 70–71
- several instances of lines, shapes and graphs, 121
- two- and three-dimensional graphs, 120

drawing notes

- creating free-form pen or highlighter, 118–119
- drawing free-form, 116–117
- drawing lines, shapes and graphs, 120–121
- free-form or handwritten, 116–117
- manipulating lines and shapes, 124–127
- using Eraser, 122

Draw tab

- Arrange button, 128
- Delete button, 124
- Eraser on, 122
- Ink to Math button, 71
- Ink to Text button, 61
- Insert Shapes gallery, 120
- Insert Space button, 123
- Panning Hand, 123
- Pens gallery
 - creating free-from pen or highlighter, 118–119
 - selecting pens and highlighters, 116–117
- Rotate button, 129
- Select & Type button, 116–117

duplicate words in spell check, flagging, 110

E

editing

- links, 90
- side notes, 60

emailing pages, 175

emails

- entering on pages Outlook, 187
- using for inviting others to coauthor notebooks, 222–223

Enforce accented uppercase in French option, 110

- Equal Sign button, 70
- Equation button, 70
- Equation Tools Design tab, 70
 - constructing math equations, 14
- erasers, types of, 122
- Excel, web application, 216
- Existing Section Backups dialog box, 39
- Expand button, 23, 36
- Expand Navigation Bar button, 96–97
- Expand the Ribbon button, 99
- Expand the Ribbon button (side notes), 58
- Explorer browser, Internet
 - OneNote save as option, 176
 - opening notebooks in, 21

F

- Favorite button
 - in Research Options dialog box, 169
- Favorite Pens list, 118
- File
 - Choose Options, 159
 - Open notebook selection, 21
 - options, 213
 - Print, 174
 - Save As button, 177
 - Send button, 175
- File extensions. *See* Save As
- File Printout button, 65, 66
- file printout, inserting, 66
- files
 - addresses in spell check, 110
 - linking, 87, 89
 - opening linked, 92, 94
- File tab
 - changing default font, color, and size in, 53
 - New notebook selection, 18

- financial and business sites and books, 167
- Find by Author button, 196
- finding notes
 - by specific authors, 196
 - recently edited, 197
 - unread, 194–195
- finding out authors of notes, 224
- Find on This Page command, 146
- Find Tags button, 141
- flagging in spell check
 - repeated words, 110
 - uppercase letters, 110
- folders
 - renaming notebooks and, 20
 - SkyDrive, 217–218, 222–223
 - unfiled notes, managing side notes in, 60
- following up on notes, 136–137
- fonts, managing, 52–53
- foreign-language text
 - spell checking, 110, 112
- Format Painter, 52
- formatting
 - paragraphs, 44–45
 - pasting options, 50
 - stripping from text, 52
 - text, 52–53
- formulating math equations
 - about, 14
- Fraction button, 70
- free-form
 - drawing, 116–117
 - lines, changing, 121
 - pen, creating, 118–119
- French modes option, 110
- Full Page View, 100–101
- Full Screen View, 147

G

- graphs, drawing two- and three-dimensional, 120
- Group names, location of, 6
- groups on Ribbon
 - adding commands to, 212
 - creating and removing, 209
 - relocating, 211
 - removing commands from custom, 212
 - renaming, 210

H

- handwritten notes, 61, 116–117
- heading styles, applying, 54
- Hide Borders button, 80
- hiding
 - spelling errors options, 110
 - table borders, 80
 - wavy redlines appearing under misspellings, 110
- highlighters
 - creating, 118–119
 - selecting, 116–117
- History for This Notebook, Disable, 38
- Home tab
 - copying, cutting, and pasting from, 50–51
 - E-mail Page button, 175
 - Find Tags button, 141
 - Format Painter button, 52
 - formatting text, 52–53
 - Meeting Details button, 186
 - Outlook Tasks button, 183
 - paragraph formatting options, 45
 - Paste button, 86
 - Style menu, 54
 - Tags gallery on, 136

- Hotmail account, sharing notebooks using, 216
- hyperlinks for inviting others to coauthor notebooks, 222–223

- Ignore button, 109
- ignoring word options in spell check, 108, 110

images

- formats for, 68
- placing in notes, 68
- resizing scanned, 67
- Ink to Math button, 71
- Ink to Text button, 61
- Insert buttons
 - for table rows and columns, 77

inserting

- columns (tables), 77
- content from scanner or digital camera, 67
- file printout, 66
- table rows and columns, 77

- inserting space between notes, 46

- Insert Picture from Scanner or Camera dialog box, 67–68

- Insert Shapes gallery, 120, 121

- Insert Space button, 47–48, 123

Insert tab

- Attach File button, 65
- Equation button, 70
- File Printout button, 65, 66
- Insert Space button, 47–48
- Link button, 88
- Picture button, 68
- recording menu, 72
- Scanner Printout button, 65, 67

- Screen Clipping button, 69
- Table button, 76
- Time-stamping menu, 64
- Internet
 - addresses in spell check, 110
 - researching topics on, 167
- Internet Explorer browser
 - OneNote save as option, 176
 - opening linked notes in, 93
- Italic text, 52

K

- Keep on Top button, 104–105
- Keep Source Formatting pasting option, 50
- Keep Text Only, pasting option, 50
- keyboard shortcuts
 - aligning table cells, 82
 - applying heading styles, 54
 - applying Normal style, 54
 - Bold, 52
 - closing Search Results list, 146
 - converting Unicode character code to characters, 48
 - Copying text, 50
 - Create a New Section, 28
 - creating side notes, 58
 - creating subpages, 34–35
 - Cutting text, 50
 - date- and time-stamps, 64
 - displaying ribbon, 7
 - docking OneNote on side of screen, 11
 - Find on This Page, 146
 - Font, 52
 - Font Color, 52
 - Font Size, 52
 - hiding and displaying ribbon, 7

- inserting table rows and columns, 77
- Italic, 52
- left-align paragraphs, 45
- linking, 85
- Mark As Unread, 194
- minimizing and expanding ribbon, 98–99
- Move or Copy, 157
- moving paragraphs up or down, 50
- narrow page tabs, 96
- Next Match, 146
- Normal view, 147
- Numbering button, 63
- opening another OneNote window, 104
- opening Move or Copy Pages dialog box, 133
- opening Open Notebook dialog box, 21
- opening Print dialog box, 174
- opening Styles menu, 54
- Open Search Results Pane, 149
- Pasting text, 50
- Previous Match, 146
- Promote Subpage, 34–35
- Screen Clipping, 69
- selecting
 - all notes on page, 47
 - multiple files, 65
 - words in sentence, 49
- Strikethrough, 52
- Subscript/Superscript, 52
- tagging notes, 136
- Text Highlight Color, 52
- underlining text, 52
- undo copy, 133
- widening page tabs, 96
- zooming in and out, 106

L

- labels, alignment of, 82
- Lasso Select button, 124
- Lasso Select tool, 122
- Layout tab
 - Alignment buttons, 82
 - Hide Borders button, 80
 - Insert buttons, 77
- left-align paragraphs, 45
- Line Color option in Pen Properties dialog box, 118
- lines
 - arranging overlapping, 128
 - changing, 121, 124–127
 - choosing thickness of, 120
 - drawing, 120
 - resizing, 124, 127
 - rotating and flipping, 129
- Line Spacing at Least (paragraph spacing option), 44
- lining up, shapes and note containers, 126
- Linked Notes button, 93
- Linked Notes icon, 94
- linking
 - editing and managing links, 90
 - files, 87, 89
 - folders for inviting others to coauthor notebooks, 222–223
 - notebooks, 84–85
 - notes, 84–85, 86, 91
 - Outlook information, 187
 - pages, 84–85
 - sections, 84–85
 - web pages, 87–88
- Link to Task in OneNote link, 185
- Lock Drawing Mode, 121

M

- Make Subpage, 34–35
- managing tasks, techniques for, 183
- manipulating lines and shapes, 124–127
- Mark Notebook As Read., 194
- math equations, 14, 70–71
- Meeting Details button, 186
- meetings, entering Outlook information on pages, 187
- Merge button, 134
- Merge Formatting
 - pasting option, 50
- Merge into Another Section command
 - accessing, 132
 - using to move or copy all pages in section to different section, 132
- Merge Section dialog box, 134
- Microsoft Clip Organizer., 67
- Microsoft Excel, web application, 216
- Microsoft Office 365
 - using OneNote Web App in, 225–226
- Microsoft Office 2010 applications
 - OneNote Options dialog box and, 111
 - techniques to expand and minimize Ribbon, 99
- Microsoft Office 2010, virtual printer in, 66
- Microsoft Office Backstage, 7
- Microsoft Office Web Applications, 216, 225
- Microsoft OneNote 2007, save as option, 176
- Microsoft OneNote 2010
 - converting to Outlook 2010, 26
 - creating Outlook tasks in, 183–185
 - entering from Outlook meeting details in, 186
 - goal of, 17
 - navigating in, 24–25
- new in
 - docking on side of screen, 11, 165
 - formulating and drawing math equations, 14, 70–71
 - Mini Translator, 14, 171
 - Quick Access toolbar, 8. *See also* Quick Access toolbar
 - reviewing and restoring page versions, 12, 37, 196
 - Ribbon, 6–7. *See also* Ribbon
 - sending Outlook data to OneNote, 13. *See also* Microsoft Outlook 2010
 - Styles gallery, 9
 - purpose of, 16
 - section save as options, 176
- Microsoft Outlook 2010
 - converting Outlook 2007 to, 26
 - creating tasks in OneNote, 183–185
 - emailing OneNote pages, 175
 - entering information on pages, 187–189
 - entering meeting details in notes, 186
 - OneNote button in, 187
 - sending data to OneNote, 13
- Microsoft PowerPoint 2010
 - opening docked window, 91–92
 - web application, 216
- Microsoft SharePoint websites
 - sharing notebooks on, 192–193
- Microsoft Translator toolbar, 14, 172
- Microsoft Windows 7
 - choosing default programs, 89
 - XPS Viewer, 176
- Microsoft Windows Vista, XPS viewer, 176
- Microsoft Word 97-2003, document and OneNote save as option, 176
- Microsoft Word 2007, OneNote save as option, 176

- Microsoft Word 2010
 - OneNote save as option, 176
 - opening a page in, 182
 - opening docked window, 91–92
 - web application, 216
- Minimize/Maximize ribbon button, 7
- Minimize the Ribbon button, 98–99
- Mini Translator, 14, 171–172
- More button
 - in Pens gallery, 116–117, 118
 - in Tags gallery, 139
- More Color and Thickness Options in Pens gallery, 118
- mouse
 - using to draw, 116–117
 - using to open Research task pane, 166
 - using to open Task Pane Options menu, 165
- mouse shortcuts
 - changing width of table columns, 81
 - inserting multiple rows and columns, 77
 - selecting all notes on page, 47–48
 - selecting text, 49
- Move or copy pages, 132–135
- Move or Copy Pages dialog box, 156
- Move or Copy Section dialog box, 135, 157
- moving
 - lines or shapes, 124, 126
 - notes, 46
 - Research task pane, 164
 - text, 50
- Multiplication Sign button, 70
- My Computer
 - opening notebooks in, 21
 - storing notebooks on, 18

N

- name, inserting, 64
- narrowing page tabs, 96
- Navigate to Parent Section Group button, 29, 156–157
- Navigation bar
 - about, 16–17
 - changing position of sections on, 28
 - closing notebooks on, 22
 - collapsing and expanding, 96–97
 - collapsing and expanding notebooks, 23
 - expanding, 96
 - renaming notebooks on, 20
 - switching between sections in, 24
 - switching to a different notebook on, 24
 - Unfiled Notes, 60
- network folders, sharing notebooks on, 192–193
- network, storing notebooks on, 18
- New Docked Window button, 104–105
- New Group button, 209
- New Notebook window, selecting
 - Network, 18
- New Page button, 30
- New Section 1, 18
- New Section Group, 29
- New Shared Notebook button, 192–193
- New Side Note button, 58
- New Tab button, 208–209
- New Tag dialog box, 138
- New Tag dialog box, New, 138
- Next Match button, 146
- Next Unread button, 194
- Normal style, applying, 54
- Normal view, 100–101
- Notebook Recycle Bin button, 156, 159

- notebooks
 - about, 17
 - backing up
 - automatically, 159
 - manually, 158
 - choosing how to back up, 159
 - closing, 22
 - collapsing and expanding, 23
 - color-coding, 142
 - copying sections from backups, 161
 - creating, 18–19
 - creating using Office 365, 225–226
 - finding notes
 - by specific authors, 196
 - recently edited, 197
 - unread, 194–195
 - linking, 84–85
 - online storage, 217–218
 - opening, 21
 - opening backup copy of section, 160–161
 - opening on Navigation bar, 21
 - renaming, 20
 - save as options, 176
 - searching all open, 148
 - searching for stray notes, 147
 - sharing, ways of, 192–193
 - storing, 18
 - switching, 24
 - transferring to another computer, 178
- notebook-section-pages hierarchy, 17
- note container
 - enlarging, 81
 - widening, 45
- note containers
 - arranging overlapping, 128
 - lining up, 126
- note pages. *See* pages

notes

- applying styles to text in, 54
- audio and video, 72–74
- color-code notebooks, sections, and pages, 142–143
- copying
 - pages and sections, 132–135
 - text, 50–51
- creating
 - numbered and bulleted lists, 55–56
 - outlines, 62–63
 - side notes, 58–59
- customizing tags, 138–139
- date- and time-stamping, 64
- deleting
 - notes, 46–47
 - side notes, 60
 - tags from tags gallery, 140
- distributing
 - emailing pages, 175
 - printing sections for, 174
 - saving in alternative file formats, 176–177
 - transferring from one computer to another, 176–177
- dragging, 46
- drawing. *See also* drawing notes
- editing side notes, 60
- entering symbols, 48
- entering unusual characters, 48
- finding
 - tagged, 141
 - unread, 194–195
- formatting text, 52–53
- handling linked, 92
- handwriting and converting to text, 61
- linking, 84–85, 86
- making room for, 97
- managing side notes, 60
- merging pages in section, 134

- modifying tags, 139
- moving, 46
 - pages and sections, 132–135
 - text, 50–51
- notebook-section-pages hierarchy, 17
- placing files and printouts in, 65
- placing images in, 68
- putting space between, 46
- removing tags, 137
- running spell check, 108–109
- searching for stray, 146
- search options, 147–152
- selecting
 - notes, 46–47
 - text, 49
- tagging for follow up, 136–137
- taking linked, 91, 93
- taking linked notes, 91
- time-stamping, 64
- writing
 - with free-form pen, 118–119
 - with keyboard, 44–45
- notes, saving, 18
- numbered lists, creating, 55–56
- Numbering button, 55, 63
- numbers, alignment of, 82



- Office 365, using OneNote Web App in, 225–226
- Office Web Applications, 216, 225
- OneNote 2007, section save as option, 176
- OneNote 2010
 - converting to Outlook 2010 to share notebooks with, 26
 - entering from Outlook meeting details in, 186
 - goal of, 17

- navigating in, 24–25
- new in
 - docking on side of screen, 11, 165
 - formulating and drawing math equations, 14, 70–71
 - Mini Translator, 14, 170
 - Quick Access toolbar, 8. *See also* Quick Access toolbar
 - reviewing and restoring page versions, 37, 196
 - Ribbon, 6–7. *See also* Ribbon
 - sending Outlook data to OneNote, 13. *See also* Outlook 2010
 - Styles gallery, 9
 - purpose of, 16
 - section save as option, 176
 - using with OneNote Web App.
See OneNote Web App
- OneNote button in Outlook, 187
- OneNote dialog box, 66, 93
- OneNote Options dialog box, 111, 158, 187, 196, 201
- OneNote Package format file, 176, 178–179
- OneNote Web App, 216
 - about, 216
 - converting to Outlook 2010 to share notebooks with, 26
 - doing tasks that can be done in OneNote 2010 but not, 220
 - exploring, 219
 - finding out authors of notes, 224
 - opening notebooks in, 220–221
 - SkyDrive folders
 - creating notebooks from, 218
 - for storing notebooks, 217
 - using for inviting others to coauthor notebooks, 222–223
 - using in Office 365, 225–226
 - using with OneNote 2010. *See* OneNote 2010

- OneNote windows, opening multiple, 104–105
- online applications
 - about, 216
 - creating notebooks with, 218
 - finding
 - out authors of notes, 224
 - inviting others to coauthor notebooks, using, 222–223
- OneNote Web App
 - exploring, 219
 - opening notebooks in, 220–221
 - online notebook storage, 217
 - using in Office 365, 225–226
- online notebook storage, 217
- Open Backup dialog box, 161
- opening
 - notebooks, 21
 - notebooks in OneNote Web App, 220–221
 - password-protected sections, 40
 - Research task pane, 164, 167
- opening a notebook in OneNote 2010, 220–221
- Open New Side Note icon, 58, 59
- Open Notebook file, selecting, 21
- Open Search Results Pane link, 149
- Open Sections tab, 160
- Options Customize Ribbon category, 213
- Options dialog box, 53
- organizing notes
 - color-code notebooks, sections, and pages, 142–143
 - customizing tags, 138–139
 - deleting tags from Tags gallery, 140
 - finding tagged notes, 141
 - merging pages in section, 134
 - modifying tags, 139
 - moving, copying and merging pages and selections, 132–133

- moving or copying sections, 135
- removing tags, 137
- tagging notes for follow up, 136–137
- outline handles
 - moving paragraphs up or down using, 50
 - selecting text using, 49
- outlines, creating, 62–63
- Outlook 2010
 - converting Outlook 2007 to, 26
 - creating tasks in OneNote, 183–185
 - emailing OneNote pages, 175
 - entering information on pages, 187–189
 - entering meeting details in notes, 186
 - OneNote button in, 187
 - sending data to OneNote, 13
- Outlook Tasks button, 183
- ovals, drawing, 120

P

- Page Color button, 142
- page groups
 - about, 34
 - collapsing and expanding, 36
 - creating, 34–35
- pages
 - about, 16
 - color-code, 142–143
 - copying, 132–133, 135
 - creating, 30
 - creating from Templates, 31
 - deleting, 154
 - entering Outlook information on, 187
 - linking, 84–85, 92
 - merging in section, 134
 - moving or copying, 132–133
 - opening in Word, 182
 - opening linked, 94
 - renaming in OneNote Web App, 219
 - reordering, 30
 - restoring from Recycle Bin, 156
 - save as options, 176
 - searching for stray notes, 146
 - subpages and, 17
 - tabs, 16, 96
 - tab (side notes), 58
 - templates, 31–32
 - thumbnails, seeing, 94
- page versions
 - deleting, 38
 - reviewing and restoring, 12
 - revisiting and restoring, 37–38
- Page Versions button, 12, 37, 196
- Panning Hand button, 123
- paragraphs
 - alignment options, 44–45
 - applying styles to, 54
 - formatting, 44
 - selecting, 49
 - spacing options, 44–45
 - starting new, 45
- paragraph selection handles, dragging, 63
- parallelograms, drawing, 120
- passwords
 - changing, 41
 - creating, 39
 - protected sections, 39–41
 - removing, 41
- Paste button, 50, 86
- Paste Options, 51
- Pause button, 72–74
- PDF (Portable Document Format file), OneNote save as option, 176
- Pen Mode menu, 117
- Pen Properties dialog box, 118
- pens and highlighters, difference between, 116–117

- Pens gallery
 - Color and Thickness button, 120
 - creating free-form pen or highlighter, 118–119
 - Pen Mode menu, 117
 - selecting pens and highlighters, 61, 116–117
- percentages, in Zoom menu, 106
- photos
 - formats for, 68
 - inserting from scanner or digital camera, 67
- Picture button, 68
- pictures
 - image formats for, 68
 - inserting from scanner or digital camera, 67
 - pasting option, 50
- Play button, 72–74
- Play option in Microsoft Translator toolbar, 172
- pointer
 - seeing document snippets and page thumbnails, 94
 - using in resizing shapes, 127
 - using to manipulate lines or shapes, 124
 - using to move lines and shapes, 126
 - using to see ScreenTips, 7
- PowerPoint 2010
 - opening docked window, 91–92
 - web application, 216
- PowerPoint Web App, 216
- Previous Match button, 146
- Print dialog box, 174
- printing, sections, 174
- Print Preview and Settings screen, 174
- Promote Subpage, 34–35

- proofreading skills and using spell check, 109
- Properties button, in Research Options dialog box, 169

Q

- Quick Access toolbar
 - about, 8
 - about customizing, 200
 - adding and removing buttons, 201–202
 - changing order of buttons, 203
 - Full Page View button on, 100–101
 - OneNote on side of screen from, 11
 - repositioning, 204
 - reset customizations, 205
- quotation marks (" "), searching for phrases using, 147

R

- Recent Edits button, 197
- Recently Closed Notebooks list, 21
 - arranging, 21
- Record Audio button, 72–74
- recording audio and video notes, 72–74
- Record Video button, 72–74
- rectangles, drawing, 120
- Recycle Bin
 - about, 153
 - pages with search terms in, 148
 - restoring pages from, 156
 - restoring sections from, 157
- red flag, task icon, 183
- reference book, 167
- reference books and Internet sites, 167
- Remove button (Ribbon), 208–209
- Remove from Quick Access Toolbar, 202

- Remove Password dialog box, 41
- removing. *See* deleting
- Rename button (Ribbon), 208–209
- Rename dialog box (Ribbon), 208–209
- renaming
 - notebooks, 20
 - pages or sections (OneNote Web App), 219
- renaming sections, 28
- reordering pages, 30
- Research button, 164
- Research Options dialog box, 169
- research sites and books, 167
- Research task pane
 - closing techniques, 166
 - customizing, 169
 - docking, 165
 - moving, 164
 - navigating, 167
 - opening, 164
 - researching topics, 167–168
 - resizing, 164
- Reset button (Ribbon customizations), 213
- resizing
 - graphs, 121
 - lines, 124–127
 - Research task pane and, 164
 - scanned images, 67
 - shapes, 124–127
- restoring and revisiting version of page, 37–38
- restoring page versions, 12
- reviewing page versions, 12
- Review tab, 109
 - Linked Notes button, 93
 - Research button, 164
 - Translate button, 170
- revisiting and restoring version of page, 37–38

Ribbon
about, 6–7
about customizing, 206–207
adding commands to custom groups, 212
creating and removing groups on tabs, 209
creating and removing tabs, 208
minimizing and expanding, 98–99
relocating tabs and groups, 211
removing commands from custom groups, 212
renaming tabs and groups, 210

Rotate button, 129

rows (tables)
deleting, 78
inserting, 77
selecting, 79

S

Save As, 176–178
Save & Backup option, 159
saving notes, 18
scanned images, resizing, 67
scanner, inserting content from, 67
Scanner Printout button, 65, 67
Scan Using dialog box, 67
Screen Clipping button, 68, 69
screen clippings, taking, 69
ScreenTips, using pointer to see, 7
screen views
Full Page View, 100
Full Screen, 147
Normal, 100–101

Search For gallery, choosing reference books, 167
Search For text box, 167

Search In box, 147
searching
choosing default search scope, 151
for phrases, 147
for stray notes, 146
open notebooks, 148
pages for stray notes, 146
refining searches, 149–150
sections, section groups, or notebooks, 147–152

Search Results pane, 149
Search Results task pane, 196

section groups
about, 17
creating, 29
searching for stray notes, 147

sections
about, 17
changing position of, 28
color-code, 142–143
creating, 28
deleting, 155
file extension of, 160
linking, 84–85
merging pages in, 134
moving or copying, 135
opening backup copy of, 160–161
password-protecting, 39–41
printing, 174
renaming, 28
renaming in OneNote Web App, 219
restoring from Recycle Bin, 156, 157
save as options, 176
searching for stray notes, 147
switching between on Navigation bar, 24

section tabs
about, 16
changing position of sections on, 28

security. *See* passwords

Select buttons (tables), 78–79
selecting
cells (tables), 79
columns (tables), 79
multiple lines and shapes, 124–125
notes, 46
parts of tables, 79
pens and highlighters, 61, 116–117
tables, 79
text, 49

Select Save & Backup option, 158
Select & Type button, 116–117
Send Backward Arrange command, 128
Send button, 175
Send to Back Arrange command, 128
Send To OneNote 2010, in Microsoft Office 2010, 66
Send to Word button, 182

shapes
arranging overlapping, 128
changing, 121, 124–127
drawing, 120–121
lining up, 126
resizing, 127
rotating and flipping, 129

SharePoint site, storing notebooks on, 18

Share tab
E-mail Page button, 175
Find by Author button, 196
Mark As Read button, 194
New Shared Notebook button, 192–193
Next Unread button, 194
Notebook Recycle Bin button, 156, 159
Page Versions button, 37
Recent Edits button, 197
Share This Notebook button, 192–193

- sharing notebooks
 - finding notes
 - by specific authors, 196
 - recently edited, 197
 - unread, 194–195
 - ways of, 192–193
- shortcut menu
 - Add to Dictionary, 108
 - Bold, 52
 - Close This Notebook, 22
 - Copy Link to Paragraph, 86
 - Copy Link to Section, 85
 - creating numbered and bulleted lists, 55
 - Customize the Ribbon, 208
 - Edit Link, 90
 - Font, 52
 - Font Color, 52
 - Italic, 52
 - Make Subpage, 34–35
 - New Notebook, 18
 - New Section Group, 29
 - Outlook Tasks, 183
 - Password Protect This Section, 39, 41
 - Paste Options, 51
 - Promote Subpage, 34–35
 - Properties, 26
 - Rename, 20
 - Select Color, 142
 - Strikethrough, 52
 - Subscript/Superscript, 52
 - Tag option, 136
 - Text Highlight Color, 52
 - Translate, 170
 - Underline, 52
- show Quick Access Toolbar
 - above the Ribbon, 204
 - below the Ribbon, 204
- Show Unread Changes in This Notebook, 194

- side notes
 - deleting, 60
 - editing, 60
 - managing, 60
 - writing, 58–59
- sizing. *See* resizing
- SkyDrive folders
 - creating notebooks from, 218
 - for storing notebooks, 217
 - using for inviting others to coauthor notebooks, 222–223
- slash (/)
 - ignoring in spell check, 110
 - starting AutoCorrect replacement entries with, 113
- Snap to Grid option, deselect to turn off, 126
- snippets of documents, seeing, 94
- space between notes, inserting, 46
- Spanish modes, 112
- Spanish modes option, 110
- spell check
 - customizing, 110–111
 - foreign-language text, 110, 112
 - running, 108–109
- spelling
 - button, 109
 - dictionary, 108
 - options link, 111
 - task pane, 111
- square brackets ([]), using for linking, 85
- straight lines, drawing, 120
- strikethrough text, 52
- stripping formatting from text, 52
- Stroke Eraser, 122
- Styles gallery, formatting text with, 9
- Styles menu, 54
- subpages, creating, 34–35
- Subscript/Superscript
 - button, 52

- keyboard shortcut, 52
- shortcut menu, 52
- Suggest from main dictionary option, 110
- switch to different notebook on
 - Navigation bar, 24
- Symbol buttons, 48
- Symbol dialog box, 48
- Symbol gallery, 48

T

- Tab key, creating tables with, 76
- table borders, handling, 80
- tables
 - aligning text, 82
 - columns
 - deleting, 78
 - inserting, 77
 - selecting, 79
 - creating, 76
 - handling table borders, 80
 - inserting and deleting columns and rows, 77–78
 - making room for titles, 76
 - rows
 - deleting, 78
 - inserting, 77
 - selecting, 79
- Table Tools Layout tab, 76
 - Alignment buttons, 82
 - Hide Borders button, 80
 - Insert buttons, 77
- tabs on Ribbon
 - creating and removing, 208
 - creating and removing groups in, 209
 - relocating, 211
 - renaming, 210

- tagging
 - choose tag, 136
 - customizing, 138–139
 - deleting tags from Tags gallery, 140
 - finding tagged notes, 141
 - modifying, 139
 - notes for follow up, 136–137
 - paragraphs, 136
 - remove tag, 137
 - titles, 136
 - updating existing tags, 139
- Tags gallery, 136, 139–140
- Tags Summary task pane, 141
- taking linked notes, in docked windows, 91
- task icon, red flag, 183
- Task Pane Options menu, 164–165
- tasks
 - creating a To Do tag, 139
 - creating in Outlook, 183–185
 - entering Outlook information on pages, 187
 - finding tagged notes, 141
 - techniques for OneNote 2010 tasks not doable in OneNote Web App, 220
 - To Do tag, 137
- techniques
 - for closing Research task pane, 166
 - for customizing Ribbon, 207
 - for doing OneNote 2010 tasks not doable in OneNote Web App, 220
 - for inviting others to coauthor notebooks, 222–223
 - for managing tasks, 183
- Templates, creating pages from, 31
- Templates task pane, 31
- text
 - aligning text in tables, 82
 - applying styles to, 54

- copying and moving text, 50–51
- dragging paragraph selection handles, 63
- formatting, 52–53
- handwriting and converting, 61, 116–117
- searching
 - for phrases, 147
 - selecting, 49–50
 - translating, 170–172
- Text Highlight Color
 - button, 52
 - keyboard shortcut, 52
 - shortcut menu, 52
- thumbnails of pages, seeing, 94
- time-stamping notes, 64
- To Do tag, creating, 137, 139
- transferring notebook to another
 - computer, 176, 178–179
- translating text, 170–172
- triangles, drawing, 120
- two- and three-dimensional graphs, drawing, 120

U

- underlining text, 52
- Undo button, 133, 154
- undocking OneNote, 11
- Unfiled Notes Folder, managing side notes in, 60
- Unicode character codes, entering, 48
- Untitled Page, 18
- uppercase words, ignoring in spell check, 110
- URLs, ignoring in spell check, 110

V

- verb forms, handling in spell check, 110
- version of page, revisiting and restoring, 37–38
- video notes, recording, 72–74
- views
 - Full Page, 100
 - Full Screen, 147
 - Normal, 100–101
- View tab
 - docking OneNote on side of screen, 11, 165
 - Keep on Top button, 104–105
 - New Docked Window button, 104–105
 - New Side Note button, 58
 - Page Color button, 142
 - Views menu, 100–101
 - Zoom menu, 99, 106
- virtual printer, in Microsoft Office 2010, 66

W

- web applications
 - about, 216
 - creating notebooks with, 218
 - finding out authors of notes, 224
 - inviting others to coauthor notebooks, using, 222–223
 - OneNote Web App
 - exploring, 219
 - opening notebooks in, 220–221
 - online notebook storage, 217
 - using in Office 365, 225–226
- web pages
 - linking, 87–88, 92
 - opening linked notes, about, 93
- widening page tabs, 96

- width of columns (tables), changing, 81
- Windows 7
 - choosing default programs, 89
 - XPS Viewer, 176
- Windows Live
 - notebook storage on, 217
 - sharing notebooks on, 192–193
 - signing up for, 216
- Windows Vista, XPS Viewer, 176
- Word 97–2003, and OneNote save as option, 176
- Word 2007, and OneNote save as option, 176
- Word 2010
 - OneNote save as option, 176
 - opening a page in, 182
 - opening docked window, 91–92
 - web application, 216
- words
 - selecting, 49
 - spell check options, 108, 110
- Word Web App, 216
- writing
 - math equations, 70–71
 - side notes, 58–59
- writing notes
 - by hand, 61, 116–117
 - with keyboard, 44–45

X

- XML Paper Specification file, OneNote
 - save as option, 176
- XPS Viewer, 176

Z

- Zoom menu, 99, 106