

MS OneNote

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Practice Task for Participants

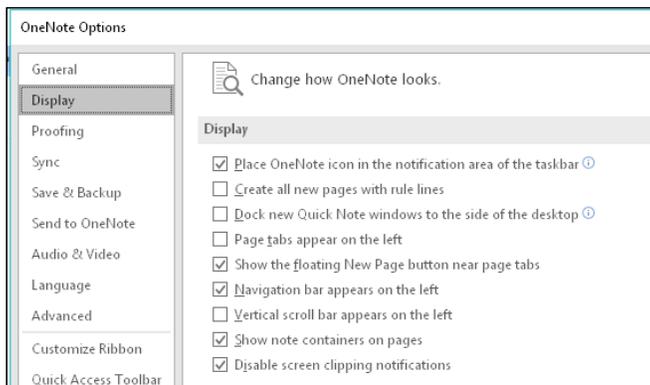
Work with your notes

Many of the notes you make in your OneNote notebooks will consist of text that you type or write onto a page. If you want to make a quick note without opening OneNote, you can do so by using tools on the Windows taskbar. After you create the quick note, you can add it to your notebook. You can also organize your data by using tables, attach files and printouts, and add images to help make your notes clear.

If you want to create a clickable link to an outside source, such as a webpage, file, or location within a OneNote notebook, you can do so. You can also add media content by recording an audio or video note, identify when you made a note by adding a time and date stamp, and capture mathematical information by using symbols and equations.

This chapter guides you through procedures related to creating quick notes, adding tables, attaching files and printouts, adding images and screen clippings, creating links to resources, recording audio and video notes, inserting time and date stamps, and adding symbols and equations.

Options: Good ones to know



Display Section in Display category of OneNote Options Explained

1. Icon will appear in the Taskbar
2. Rule lines on all new pages all standard pages created (not templates).
3. Dock Quick Note window on the right side of desktop
4. Put the page tabs on the left side of OneNote, default is right.
5. Suppose to cause the new page to be added after the selected page.

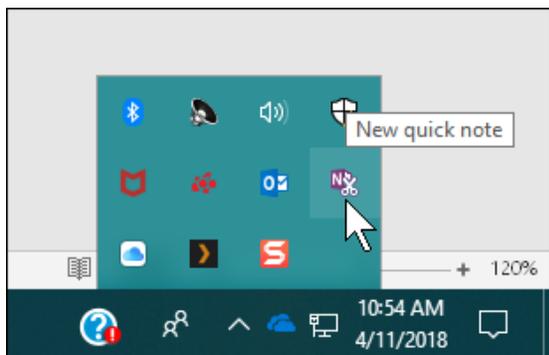
*If it does not work, then you can press **Ctrl + Alt + N***

Your new page will be right after the selected page.

6. Place your page tabs on the left side of OneNote.
 7. Main notes window scroll bar on the left
 8. Yes, we want to see containers
 9. Disable screen clipping notifications
- When you click the Screen Clip button you will have a note appear on the screen telling you what action to take.*

Create quick notes

Great ideas come from articles you read, videos you watch, and associations you make when you're doing other work. You can capture those ideas in OneNote by creating a quick note. Installing OneNote adds the OneNote icon (an icon of the letter N with a pair of scissors) to the hidden icons tray on the Windows taskbar. The default behavior of this icon is to create a quick note when it is clicked.



Use the OneNote icon to create a quick note

When you create a new quick note, OneNote opens a small window where you can enter your note and format its text.



TIP You can change the behavior of the icon in the tray on the Windows taskbar so that clicking it takes a screen clipping or opens the full OneNote app.

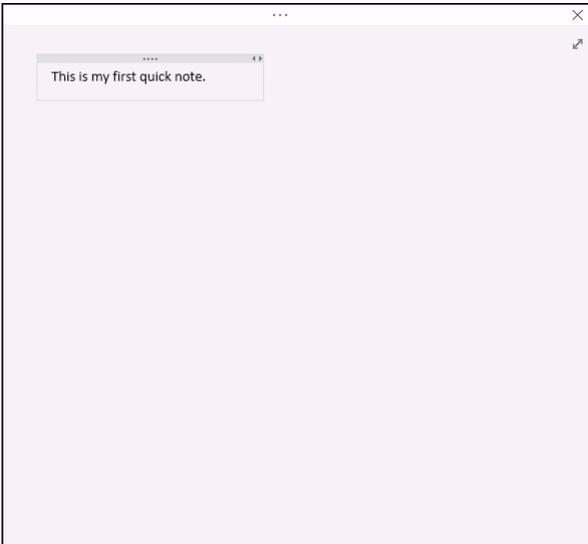
After you create a quick note from Windows, you can view it within your OneNote notebook, copy it to a new location in OneNote, or get rid of it entirely. You can also use the OneNote icon options to capture a screen clipping, which is an image of a portion of your computer display.



SEE ALSO For more information about working with screen clippings, see [Add images and screen clippings](#) later in this chapter.

To create a quick note

1. Do either of the following:
 - On the *Windows* taskbar, click the **Show hidden icons** arrow, and then click the **OneNote**  icon.
- Or
 - Press **Windows logo key+N**.
2. In the quick note window, type: **This is my first quick note.**



Tip: How to change Default settings is on the next page

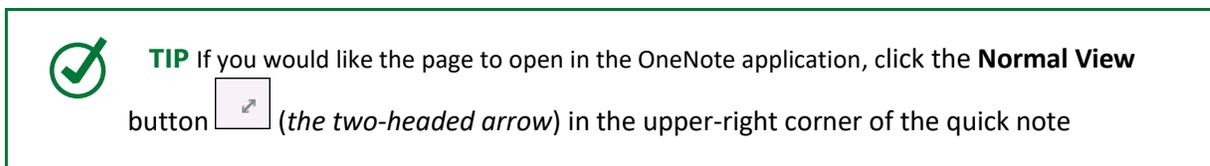
Add text to a quick note without starting the main OneNote application.

To format a quick note

1. Select the text: "This is my first quick note.", in the text box container.
2. Click the **Auto-Hide Ribbon** button (*the three dots*) at the center of the quick note window title bar to display the ribbon.
3. Click the **Bold** button to make your text bold

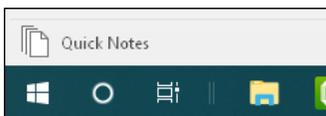
OR

1. Select the text, **right-click** the text to activate the *Mini Toolbar* if needed.
2. Click the **Bold** button to make your text bold.
3. Click the **Close (X)** button in the upper-right corner of the quick note window to close the window.



To open a quick note after closing

1. Open **OneNote**.
2. In the bottom-left corner of OneNote click the **Quick Notes** section bar.



3. Click the **Quick Notes** section bar to view your quick note page(s).
4. Right-click the page name, "This is my..." page, click **Rename**, type a new name for the page, and Type: **Learning Quick Note**
5. Press **Enter**.



TIP If you have OneNote open, this might open a second instance. When your quick note appears as a page in OneNote, you will know it's a quick note because it has a pink or salmon-colored background (instead of white), and it won't have the page title section at the top like the other OneNote pages.

To change the default quick note operation

On the Windows taskbar, click the Show hidden icons button, right-click the OneNote icon, point to OneNote icon defaults, and click one of these options:

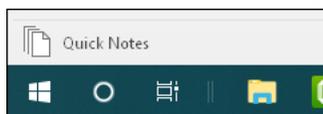
- New quick note
- Open **OneNote**
- Take screen clipping

To turn off quick notes

- ✓ On the **Windows** taskbar, click the **Show hidden** icons button, right-click the **OneNote** icon, and then click **Close**.

To view a quick note within a notebook

1. File **Open**
2. In *Recent* list click **School** notebook (*if needed*).
3. At the bottom of the list, click **Quick Notes section bar**.



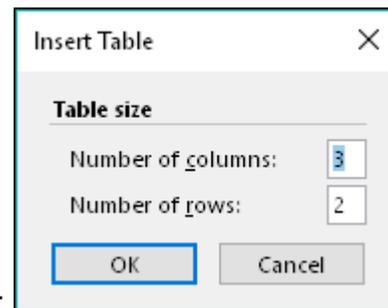
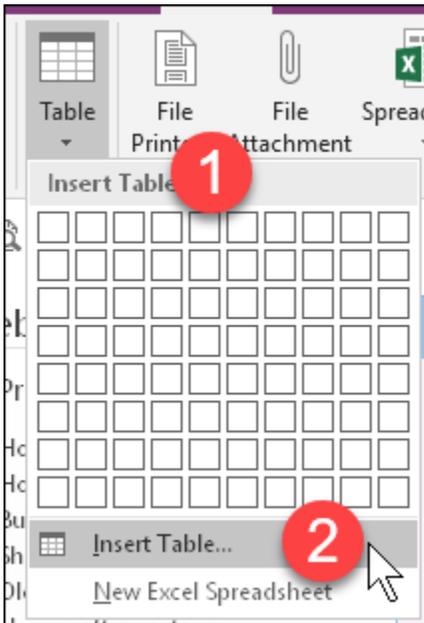
Add tables

One of the strengths of OneNote is that you can use it to type or write notes anywhere on a page, creating layouts that capture the information you want to retain and displaying the notes in a way that helps you process what you learned. Some data, however, is more suited to a table, with well-defined rows and columns.

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

Use tables to organize numerical data and other data

When you create a table, you specify the number of rows and columns it will contain. After your table is in place, you can add or remove rows or columns, change the height of a row or the width of a column, and select columns or rows so you can format or delete their contents in one action.



The **Insert Table** dialog:

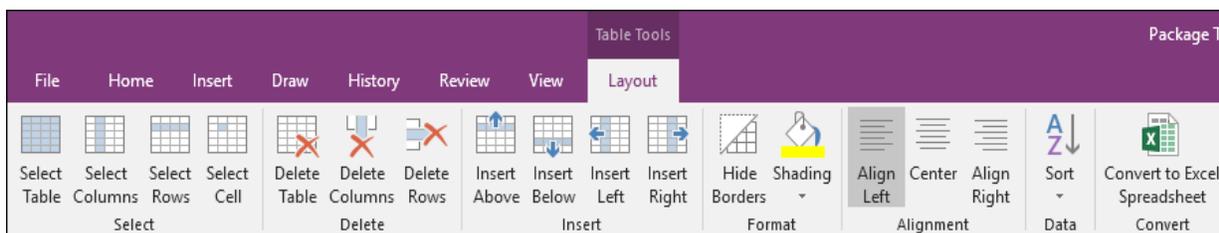
You can move your mouse over the squares (1) to view the selection or you can click the (2) Insert Table... menu to add numbers.



TIP One common way to format table column headers (the top row) is to align their text with the center of the column and add bold formatting.

You can change the appearance of your table's text by selecting the cells you want to format and applying the formatting you want. If you want to affect the table, such as by showing or hiding cell borders or adding a background color to selected table cells, you can do so quickly. You can also

format the position of text within a cell, aligning the text with the left edge, center, or right edge of a cell.

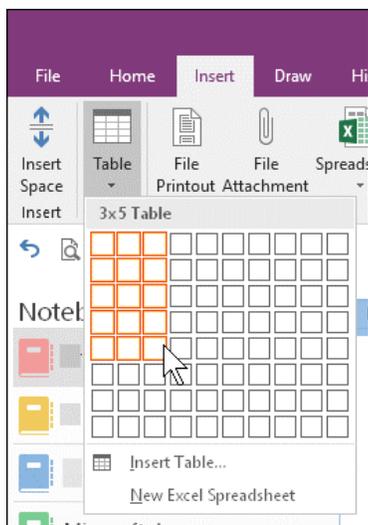


Use the Table Tools, Layout tab to edit and format your table

If you record business data in a notebook, such as monthly sales for various departments, you might find it useful to sort the data based on the contents of a column. You can sort from the largest value to the smallest, or smallest to largest, as your analysis requires. To focus on a subset of your data, you can also sort a subset of the rows in your table.

To create a table

1. Click the **Add Page** button to add a new page.
2. Type, **Package Tracking - OneNote** and press [**Enter**].
3. On the **Insert** tab of the ribbon, in the **Tables** group, click the **Table** button.
4. Move the mouse over the box that represents the number of columns and rows (**3X5**) you want in your table.



Select the number of rows and columns to include in your table

Or

1. In the **Insert Table** dialog box, in the Number of columns box, enter the number **3** for the columns.
2. In the Number of rows box, enter the number **5** for rows you want in your table.
3. Click **OK**.

To enter or edit the contents of a table cell

1. Click in the **first cell** where you want to enter or edit content.
2. **Create** the following table on the page.

Package Tracking - OneNote

Saturday, April 7, 2018 7:53 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

When building a table, use data entry, editing, and formatting techniques, such as typing, pasting, and inserting attachments or images, to change the content of the cell.

To move within a table

1. Use any of the following techniques to move within a table:
 - Press **Tab** to move one cell to the right.



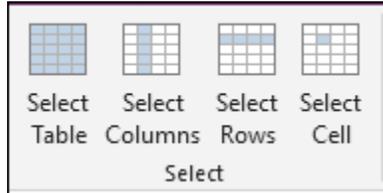
TIP Pressing Tab when you are in the last cell in a row selects the cell at the start of the row below the active row. If you are in the last cell of the table, pressing Tab creates a new row.

- Press **Shift+Tab** to move one cell to the left. (*The cursor stops when you reach the first cell.*)
- Press an **arrow** key to move in the direction of the arrow (*left, right, up, or down*), as follows:
 - Press the **Right Arrow** key when the cursor is in the last cell in a row to select the cell at the start of the row below the active row.
 - If there is a line of text already below the table, press the **Right Arrow** key in the last cell of the table to move below the table. (*If the table is at the bottom of the active note, the cursor stops in the last cell of the table.*)
 - In any cell in the bottom row of the table, press the **Down Arrow** key to move below the table. (*If the table is at the bottom of the note, this action creates a new line.*)
 - Press the **Left Arrow** key when the cursor is in the first cell in a row to select the cell at the end of the row above the active row.

- If the cursor is in the first cell of the table, press the **Left Arrow** or **Up Arrow** key to move to the line above the table.

To select a table cell

1. Click in the **Category** cell.
2. Do either of the following:
 - On the **Layout** tab, in the **Select** group, click **Select Cell**.



Or

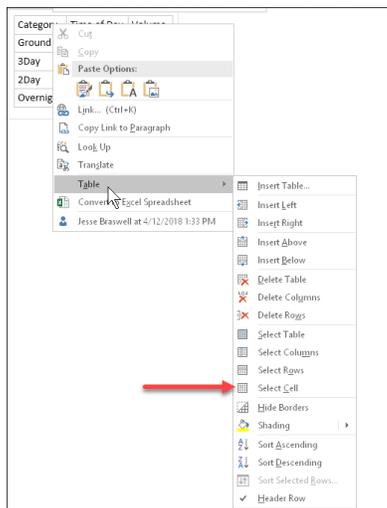
- Press **Ctrl+A** twice.



TIP Double-click a word in a cell to select just the word. Triple-click in a cell to select all the **content** within that cell. If you click the very left of a cell, before any characters, you can't select the word or the cell content.

Or

1. Right-click in the cell you want to select, point to **Table** menu.
2. Click the **Select Cell** menu.



Your screen will look like this.

Package Tracking - OneNote

Thursday, April 12, 2018 1:26 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To select multiple table cells

1. Click within the "2Day" cell, and then **drag** the pointer down to "**Overnight**" cell.

Package Tracking - OneNote

Thursday, April 12, 2018 1:26 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

Select cells in multiple rows or columns

To select the entire table

1. Click any cell in the table.
2. Do either of the following:
 - On the **Layout** tab, in the **Select** group, click **Select Table**.
 - Press **Ctrl+A** four times.

Or

1. Right-click any cell in the table, point to **Table**, and then click **Select Table**.

Package Tracking - OneNote

Thursday, April 12, 2018 1:26 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To select a table column

1. Click in the **Category** column.

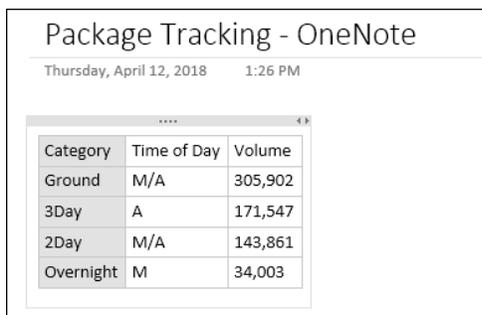
2. On the **Layout** tab, in the **Select** group, click **Select Columns**.

Or

1. Point to the area just above the top of the column you want to select.
2. After your cursor changes to a **black downward-pointing arrow**, click to select the column.

Or

1. **Right-click** any cell in the column, point to **Table**
2. Click the **Select Columns**.



Package Tracking - OneNote
Thursday, April 12, 2018 1:26 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To select multiple table columns

1. Click the **left** column of the group of columns you wish to select.
2. Do either of the following:
 - On the **Layout** tab, click **Select Columns**.
 - Right-click the selected cells, point to **Table**, and then click **Select Columns**.
3. To select the other columns, hold the [**Shift**] key and press the **Right Arrow** twice.
The whole table is selected.

To select a table row

1. Click any cell in the row you want to select.
2. Do either of the following:
 - On the **Layout** tab, in the **Select** group, click **Select Rows**.
 - Press **Ctrl+A** three times.

Or

1. Point to the row you want to select.

- Click the **row indicator** to the left of the row.

	2Day	M/A
■	Overnight	M

Or

- Right-click any cell in the row you want to select. Point to **Table**, and then click **Select Rows**.

To select multiple table rows

- Click in the **Ground** cell.
Normally this will be the top row of the group you wish to select.
- Do either of the following:
 - On the **Layout** tab, click **Select Rows**.
 - Right-click the selected cells, point to **Table**, and then click **Select Rows**.
- Hold down the [**Shift**] key and press the **down arrow** three times.

Package Tracking - OneNote

Thursday, April 12, 2018 1:26 PM

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To insert a table row

- Click in the **Ground** cell.
You normally click the row above or below where you want to insert the row.
- On the **Layout** tab, in the **Insert** group, do the following:
 - Click **Insert Above** to insert a row above the row that contains *Ground*.
*You can click **Insert Below** to insert a row below the row that contains the cursor.*

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

Or

- Right-click the **Ground** cell.

2. Point to **Table**, and do either of the following:
 - Click **Insert Above** to insert a row above the row that contains the active cell.
*You can click **Insert Below** to insert a row below the row that contains the cursor.*

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To insert multiple table rows

1. Click the **Ground** cell, select rows in the same number of rows as the rows you want to insert.
2. Select the **row**.
3. Hold the [**Shift**] key down and press the **down arrow** twice to select additional rows.

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

4. On the **Layout** tab, in the **Insert** group, do either of the following:
 - Click **Insert Above** to insert the rows above the selected cells rows.
*You can click **Insert Below** to insert rows below the rows that are selected.*

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

Or

1. Below where you want to insert the rows, select rows in the same number as the rows you want to insert.
2. **Right-click** the selected cells, point to **Table**, and do either of the following:
 - Click **Insert Above** to insert rows above the rows that contain the active cells.
*You can click **Insert Below** to insert rows below the rows that are selected.*

To insert a table column

1. Click in the **Time of Day** column to insert the new column to the right.

2. On the **Layout** tab, in the **Insert** group, do either of the following:

- Click **Insert Right** to insert a column to the right of the active cell.
*You can click **Insert Left** to insert column to the left of the active cell.*

Category	Time of Day		Volume
Ground	M/A		305,902
3Day	A		171,547
2Day	M/A		143,861
Overnight	M		34,003

Or

1. Right-click **Time of Day** cell to the left of where you want to insert the new column.
2. Point to **Table**, and do either of the following:
 - Click **Insert Right** to insert a column to the right of the current column.
*You can click **Insert Left** to insert column to the left of the active cell*

To insert multiple table columns

1. Select the **blank** column and the **Volume** column.
At this point you will insert two new columns.
2. On the **Layout** tab, in the **Insert** group, do either of the following:
 - Click **Insert Left** to insert the columns to the left of the selected columns.
*You can click **Insert Right** to insert columns to the right of the selected columns.*

Category	Time of Day			Volume
Ground	M/A			305,902
3Day	A			171,547
2Day	M/A			143,861
Overnight	M			34,003

Or

1. Select the **blank** column and the **Volume** column.
2. **Right-click** the selected columns, point to **Table**:
 - Click **Insert Left** to insert the columns to the left of selected.
*You can click **Insert Right** to insert columns to the right of the selected columns.*

To delete column(s)

- Using the **black arrow**, select the blank columns across the top.

Category	Time of Day			Volume
Ground	M/A			305,902
3Day	A			171,547
2Day	M/A			143,861
Overnight	M			34,003

- On the **Layout** tab, in the **Delete** group, click **Delete Columns**.

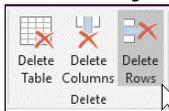


To delete row(s)

- Click the **row indicator** to the left of the first blank row.
- Hold the **[Shift]** key down and press the **down arrow** three times.

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

- On the **Layout** tab, in the **Delete** group, click **Delete Rows**.



To hide or show table borders

- Click any cell in the table.
- On the **Layout** tab, in the **Format** group, click **Hide Borders**.



Or

- Right-click** any cell in the table, point to **Table**, and then click **Hide Borders**.

Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

To change the background color of table cells

1. Select the Title row – top row of table.
2. Do either of the following:
 - On the **Layout** tab, in the **Format** group, click bottom half of **Shading** button.
 - **Right-click** the selected row, point to **Table**, point to **Shading** and click the **arrow head**.
3. Do either of the following:
 - In the palette that appears, click the **light grey** color to apply.
You can click **More Colors** to pick a custom color.

To sort data based on a table column values

1. Click in the **Category** column.
2. Do either of the following:
 - On the **Layout** tab, in the **Data** group, click **Sort** button.



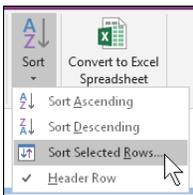
- Click the **Sort Ascending** menu.

Or

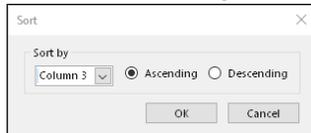
- **Right-click** the cell, and point to **Table**, click the **Sort Ascending** menu.

To control the column using menu

1. Click the **Select Table** button.
2. Click the **Sort** button.
3. Click the **Sort Selected Rows...** menu.

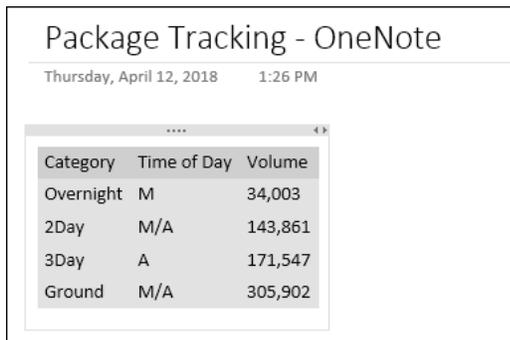


4. In the **Sort** dialog box, click the **down arrow** and select **Column 3**.



5. Confirm that **Ascending** is selected and click **OK** button.

Your screen should look like this.



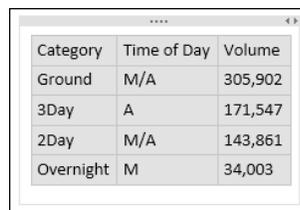
Category	Time of Day	Volume
Overnight	M	34,003
2Day	M/A	143,861
3Day	A	171,547
Ground	M/A	305,902

To delete a table

1. Click in any cell in the table.
2. Do either of the following:
 - On the **Layout** tab, in the **Delete** group, click **Delete Table**.

Or

- Press **Ctrl+A** four times.



Category	Time of Day	Volume
Ground	M/A	305,902
3Day	A	171,547
2Day	M/A	143,861
Overnight	M	34,003

3. Press **Delete** on the keyboard.

Attach files and printouts

OneNote works well with other Microsoft Office apps. One of the ways you can work with other files is to include them as printouts or attachments. In OneNote, a printout displays the contents of another file in its entirety. If you have a one-page description of service levels saved as a Microsoft Word document, for example, you can display the document as a printout on a OneNote page.

Include a file as a printout to see its full contents in OneNote



IMPORTANT When you insert a file as a printout, the entire file appears on the page.

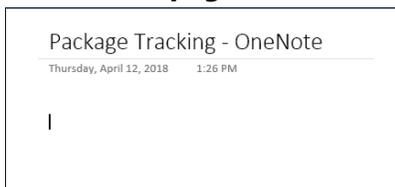
Word files appear as multiple images in OneNote, where each page of the document gets its own image on the page.

After you add a printout to your notebook, you can change its label, refresh the printout if you believe the source file has changed, or even save the file under a new name on your computer. If you want to work with a file that has been included as a printout, you can open the file in its original program, if you have the program installed on your computer. When you no longer need the printout in your notebook, you can delete it.

Attaching a file creates a link to the file but doesn't include its contents in your notebook like adding a printout does. Instead, you can double-click the icon that represents the attached file to view or edit it in its source program. You can, if you want, convert the attached file to a printout. If you no longer need a reference to the attached file, you can delete it.

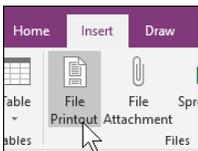
To include a printout in a notebook

1. Click **on the page** below the heading to insert the printout.



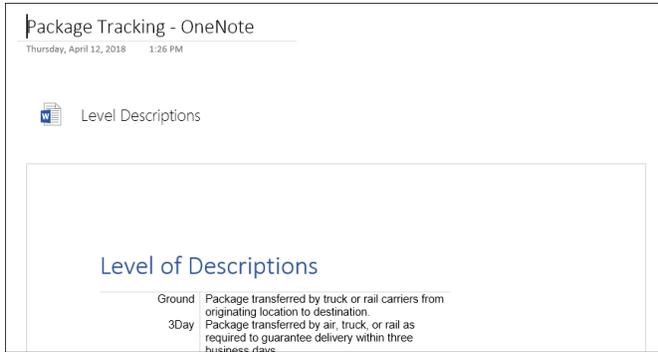
TIP The printout might be multiple pages, depending on the length of the original file. The first page starts immediately after your current page and is given the name of the original file. Subsequent pages are named Page 2, Page 3, and so on, and are indented one level below the first page.

2. Click the **Insert** tab on the ribbon, in the **Files** group, click **File Printout**.



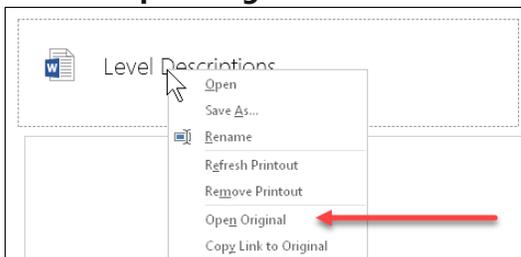
3. In the **Choose Document to Insert** dialog box, click the **Level Descriptions** file, and then click **Insert**.

Your screen should look like this.



To open the original printout source file in its native program

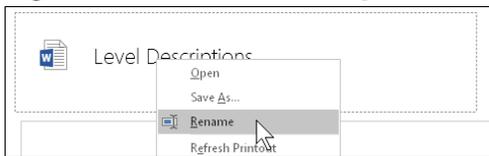
1. At the top of the first printout page, **right-click** the icon for Level Descriptions file, and then click the **Open Original** menu.



2. After *MS Word* opens, **close** the *MS Word* application. *If prompted do not save.*

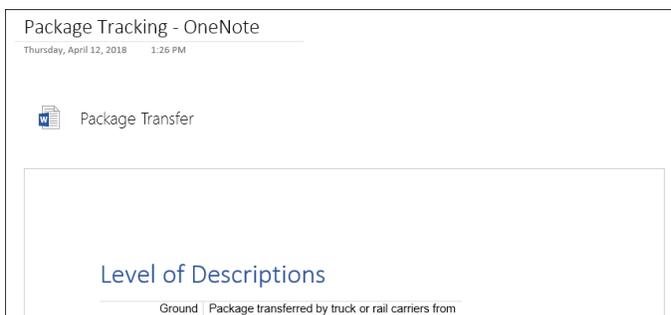
To change the printout label in OneNote

1. Right-click the **Level Descriptions** icon, and then click **Rename**.



2. In the *Rename* dialog box, enter **Package Transfer** for the file label.
3. Click the **OK** button.

Your screen should look like this.



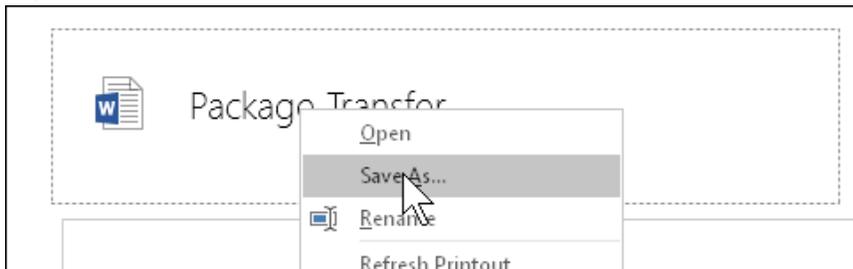
Re-Saving File or File Printout

There are two ways to after you have added a File Printout to a OneNote page to save results. When you add a File Printout to your OneNote page you have the File title as the heading and the Printout.

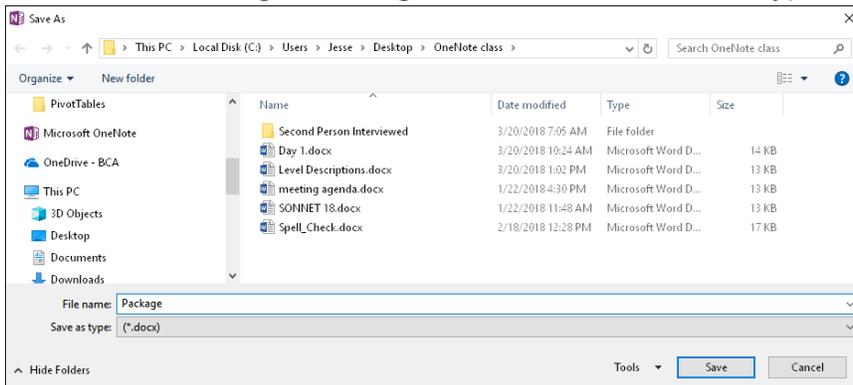
The Title that appears at the top of the Printout is just like an attachment. You can rename it as we did in the prior section, double click it to open it, or right click and save it as a new file. The File Printout is a little different in that it is a graphic once it is printed to the page. You can still save this printout, but it will be saved as a graphic file.

To save the (attached file) title above the Printout - source file

1. Right-click the icon that represents the printout, and then click **Save As**.



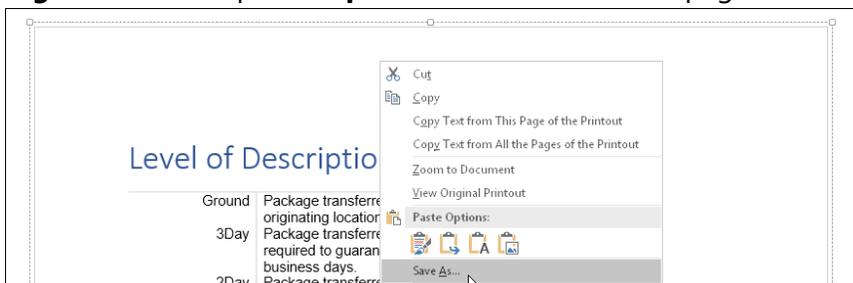
2. In the Save As dialog box, navigate to the OneNote folder, type: **Package**.



3. Click the **Save** button.

To save a copy of the printout

1. **Right-click** the top of the **printout** on the OneNote page.



2. Click the **Save As...** menu.

- In the Save As dialog box, type: **Printout copy**
You should be in the OneNote folder and the save as type should be PNG.
- Click the **Save** button to save your graphic of the page.



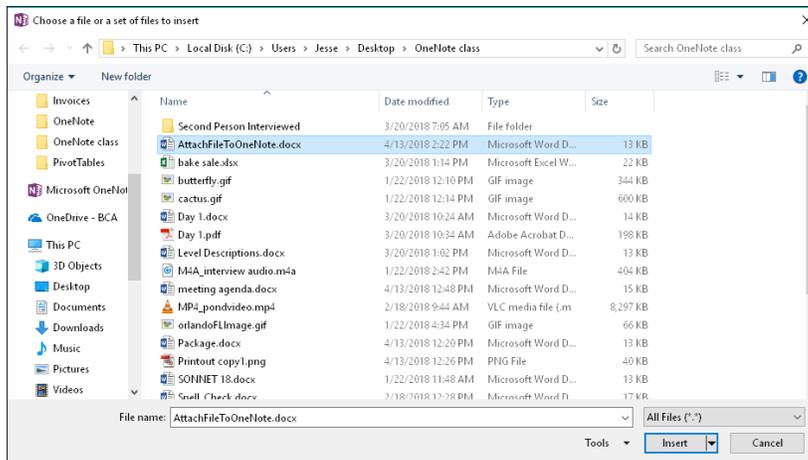
IMPORTANT When you open the graphic file you just saved, you will notice it is only one page.
Remember each page is independent of each other when you are saving a Printout with-in OneNote.

To delete a printout

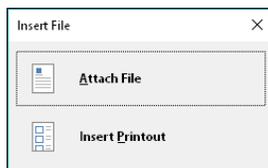
- Right-click** the top of the printout.
- Click the **Cut** menu.
Remember your printout may have multiple pages.

To attach a file to a notebook page

- Click on the **right side** of the *Package Tracking* page.
- On the **Insert** tab, in the **Files** group, click the **File Attachment** button.
- In the **Choose a file or set of files to insert** dialog box, browse to and select the file **AttachFileToOneNote**.



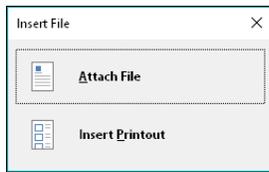
- Click the **Insert** button.
- In the **Insert File** dialog box, click the **Attach File** menu.



Your file is attached to the right side of the OneNote page.

Attaching a file from the File Explorer

1. Open the **File Explorer**, browse to the **OneNote class** folder.
2. Locate the **AttachFileToOneNote** file, **drag** it onto the OneNote page and **drop it** to the right of the first attached file.
3. Click the **Attach File** menu.



To open an attached file

1. Double-click the first attached file, **AttachFileToOneNote** icon of the attachment.
2. If a dialog box opens and displays a warning about the potential dangers of opening unknown files, click **OK** to open the file.

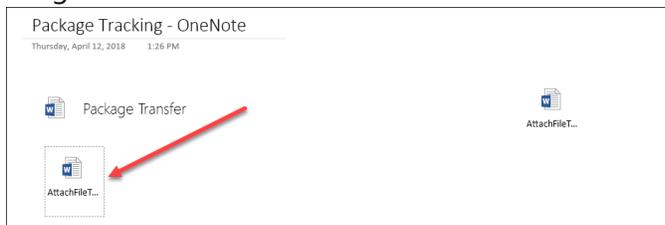


IMPORTANT To open the attached file, you must have the source program installed, such as Microsoft Word or Excel.

1. Click on the current Printout for **Level of Descriptions**.
2. Press **Delete** to remove it from the current page.
This is to prepare for the next step in the lesson.

To convert an attached file to a printout

1. Drag the **AttachFileToOneNote** file icon under the *Package Transfer* file.



2. Right-click the icon for **AttachFileToOneNote**, and then click **Insert as Printout**.
3. Click the **OK** button.
MS Word will be opened and a print will be sent to the OneNote page.
4. Press the **[Ctrl] + [Home]** key to return to the top of the document.

To delete an attachment

1. Click the second **AttachFileToOneNote** attachment on the right of the page.
2. Press the **Delete** key.

Add images and screen clippings

Most of the notes you add to your OneNote notebooks will probably be in the form of written and typed text. That said, there are many occasions when the appropriate image provides much more information than a few sentences could. Whether you insert an image related to a product prototype or capture an image of part of your screen to share software instructions with your team, images add substantial value to your notes.

You can add images from a variety of sources, including your computer, your OneDrive account, or Bing Image Search. You can use Bing Image Search to search online for images that are licensed under a Creative Commons license, but you should be sure that the conditions applied to a specific image, such as no commercial use, permit you to use the image in your notebook.



IMPORTANT If you aren't sure whether an image's licensing terms permit your usage, consult with an intellectual property attorney. If any doubt remains, it's safest to use an image with licensing terms that clearly allow for your planned use.

Another method for adding an image to a notebook is to capture part of your screen as a screen clipping, which you can then add to your notebook.

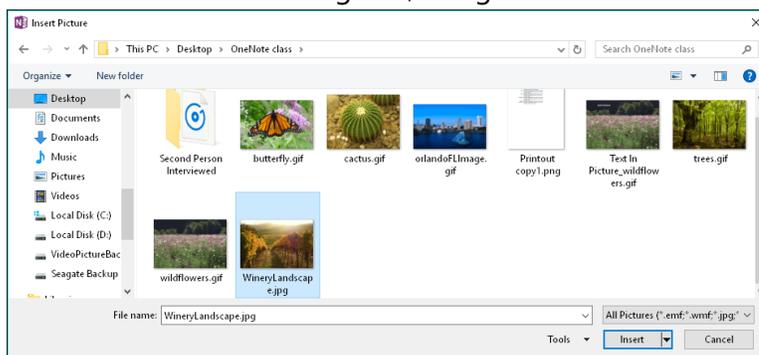
When your image is part of your notebook, you can move it, resize it, make it the page's background image, add alternative text for screen readers or web browsers, and save the image as a separate file for use in other programs. If your image contains text, you can have OneNote copy text from the image so you can use it elsewhere, and you can make the image's text searchable.



TIP OneNote's text recognition routines are good, but not completely accurate. It's likely you will need to edit the text after it's been extracted.

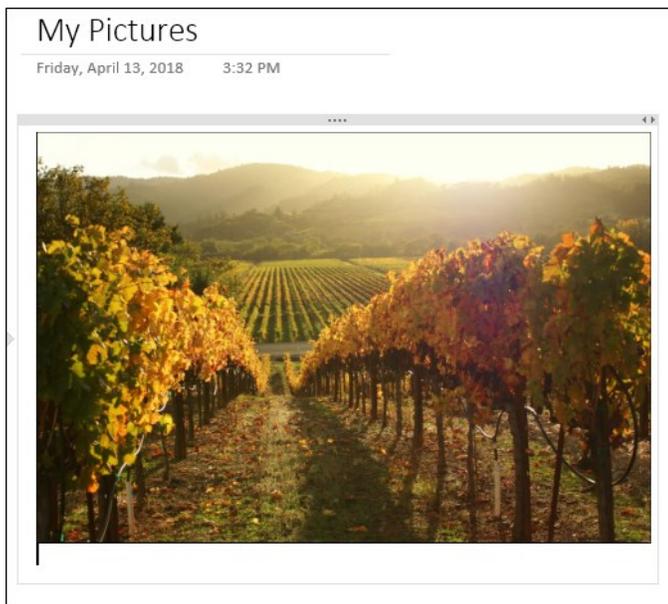
To insert an image from your computer

1. **Add** a new page, name it **My Pictures** and press **[Enter]**.
2. Click the **Insert** tab, in the **Images** group, click **Pictures**.
3. In the **Insert Picture** dialog box, navigate to the **OneNote** folder.



4. Click the **WineryLandscape** image, and then click the **Insert** button.

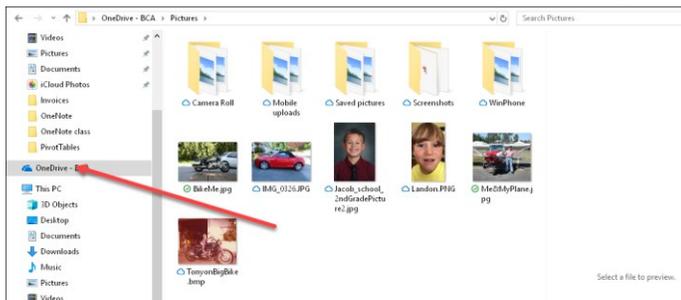
Your screen should look like this.



Insert images to add information and appeal to your notebook

To insert an image from OneDrive

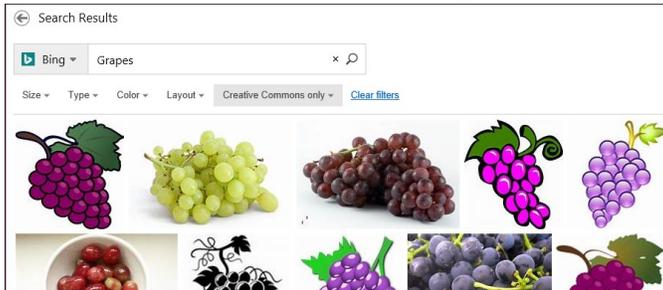
The key is to select the cloud icon in the File Explorer.



1. Click the page where you want to insert the image.
2. On the **Insert** tab, in the Images group, click **Online Pictures**.
3. In the **Insert Pictures** dialog box, click **OneDrive** or your Cloud folder.
4. Navigate to the folder that contains the image you want to add.
5. Click the **image**, and then click **Insert**.

To insert an image from Bing Image Search

1. Click below the **WineryLandscape** picture on the page.
2. Click the **Insert** tab, in the **Images** group, click **Online Pictures**.
3. In the **Online Pictures** search dialog box, enter **Grapes** in the text box.



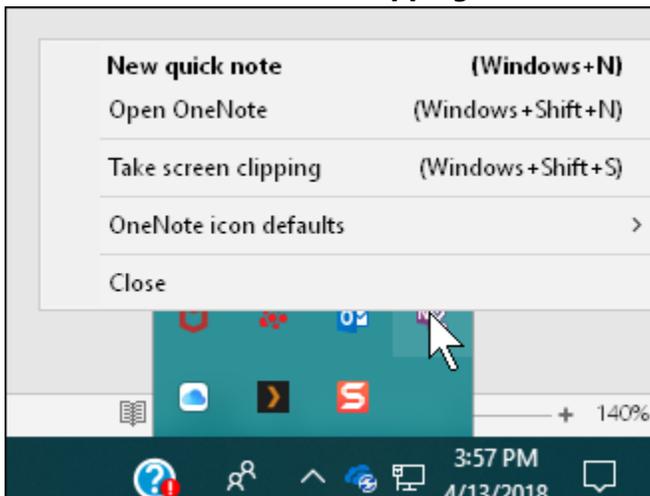
4. Click the **second** picture in the **top row**.
5. Click the **Insert** button.
6. Scroll down the page if needed to see the grapes.



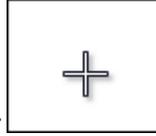
TIP You can also insert images from Facebook and Flickr. To sign in to those services and access the images, in the Also Insert From section at the bottom of the Insert Pictures dialog box, click the Facebook or Flickr icon and follow the appropriate sign-in procedure.

To capture a screen clipping

1. Click below the grapes picture on the current page.
2. On the **Windows** taskbar, click the **Show hidden** icons button, **right-click** the OneNote icon, and then click **Take screen clipping**.

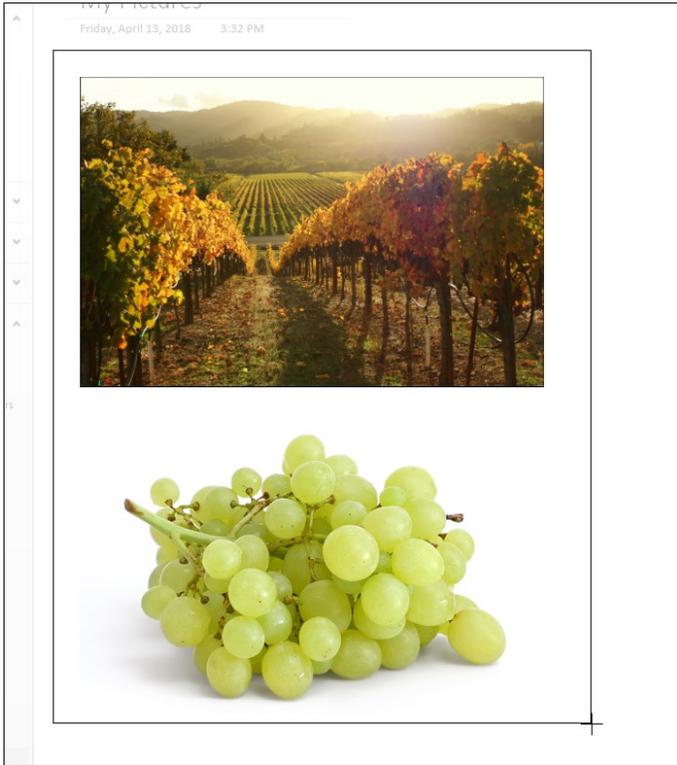


You could press **Windows** logo key+**Shift+S**.



The screen will dim and a **pulse** will appear

2. **Click** and **drag** over the area to select the part of the screen you want to *capture as an image*.



3. Once you have drawn around the area you wish to capture, **release** the mouse button the picture is *captured* and *appears* in OneNote.

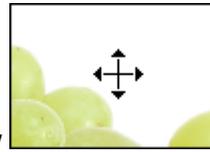
To rotate an image

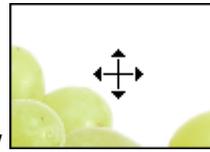
1. **Right-click** the grapes, point to **Rotate**, and then click the **Rotate Right 90°** to flip the image.



To move an image

1. Place the mouse pointer on the grapes image.



2. When the pointer changes to a four-headed arrow , drag the image to the **right side** of the page.

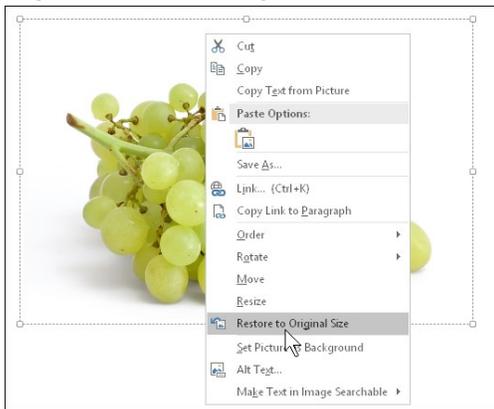
At first it may appear that your image is staying in the container, just keep dragging to the right.

To resize an image

1. Click the **grapes** image to select it.
2. Drag any of the **object handles** on the corners or sides of the image to change the image's size.

To restore an image to its original size

1. **Right-click** the image, and then click **Restore to Original Size** menu.



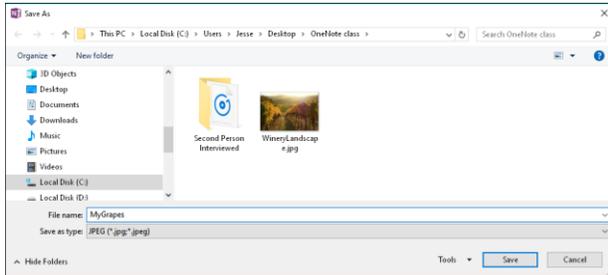
To save an image as a separate file

1. **Right-click** the image, and then click **Save As** menu.



2. In the **Save As** dialog box, navigate to the **OneNote** folder to save the image.

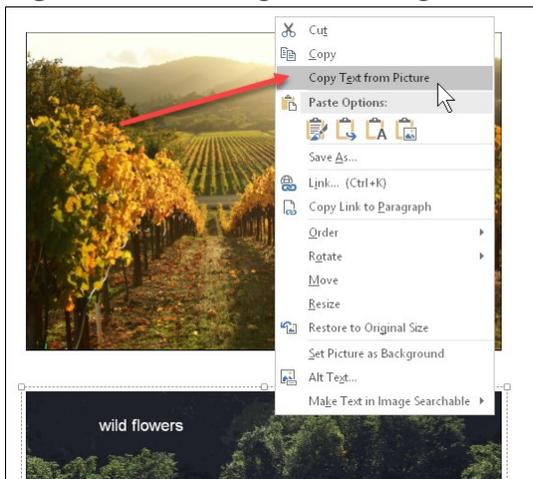
3. In the **File name** box, enter **MyGrapes** for the new file name.



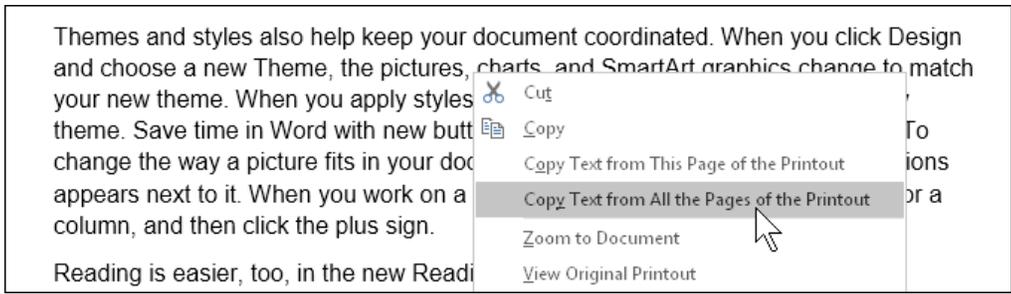
4. Click the **Save** button.

To copy text from an image

1. Insert the "Text In Picture_wildflowers" from the **OneNote** folder, right below **WineryLandscape** picture on the page.
2. **Right-click** the image containing the text **wild flowers**, and then click **Copy Text from Picture**.



TIP. Remember that pages that you print to OneNote are pictures. You can right click that text page, (which is really a picture of the page) copy it and paste the text to another location.

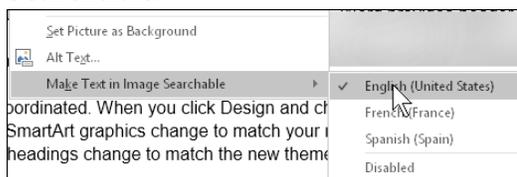


You have two menu selections; you can copy the single page or All the pages.

3. Click in MS Word or on another page in OneNote and **Paste**.

To make text within an image searchable

1. **Right-click** the image that contains the text you want to copy, point to **Make Text in Image Searchable**.



2. Click the language of the text. (Only **English**, French, and Spanish are currently available.)

To remove image text from the notebook's collection of searchable text

1. **Right-click** the image that contains the text you want to remove from the collection
2. Point to **Make Text in Image Searchable**, and then click **Disabled**.

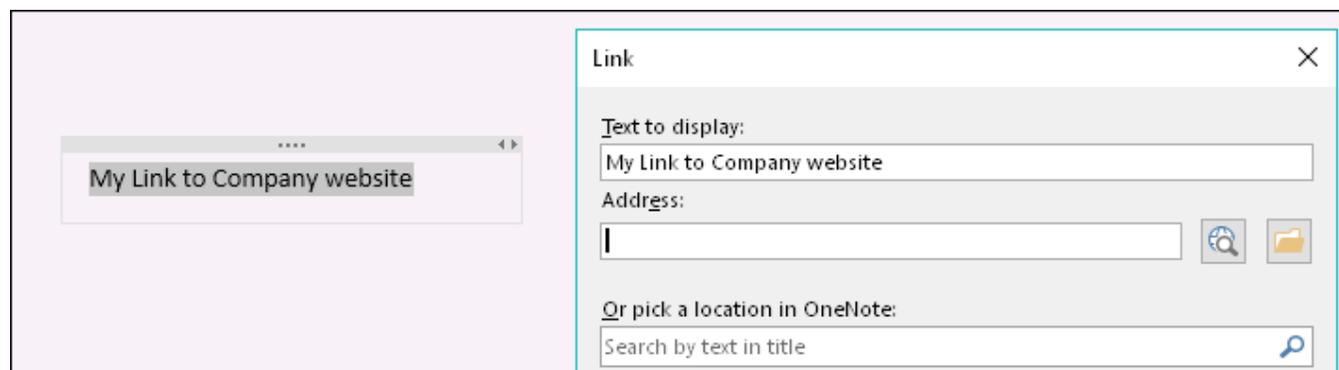
Create links to resources

The Office apps work well together and provide terrific access to web-based resources via links. You can use links (*link is short for hyperlink*) to create clickable text, images, and shapes that lead users to the webpages, files, or OneNote notebook locations you identify. If needed, you can find the link address of an object in your notebook.

Define a link to a resource by using the Link dialog box

Following a link just requires the reader to click the link within the notebook. After the resource appears, the reader can move back to the notebook page from which he or she started or move forward to the linked resource. Editing a link lets you change its characteristics (*such as the object pointed to by the link*), whereas deleting a link removes the connectivity but leaves the text or object you used as a base.

You can right click any object and click the menu; Copy Link to Original, Copy Link to Page or Copy Link to Paragraph. To create a link by selecting text or an object press **[Ctrl] + K** keyboard combination.



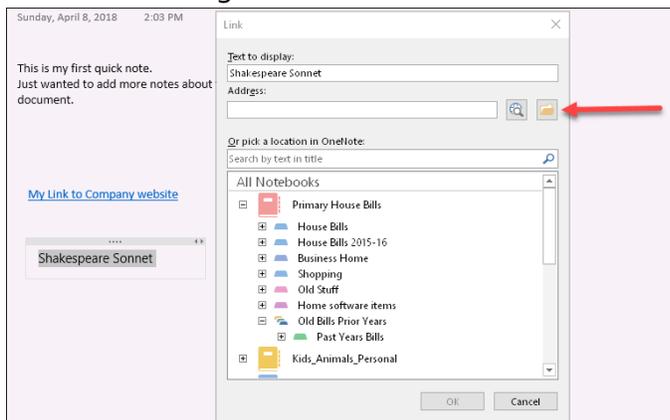
With this Link dialog box, you can type the address (URL) or select a OneNote location or file.

To create a link to a web resource

1. Do the following; on the page type: **My Link to Company website**
2. Select the **text** to be formatted as a hyperlink.
3. On the **Insert** tab, in the **Links** group, click **Link**.
*You could press the **Ctrl + K** hotkey.*
4. In the **Address:** text box in the **Link** dialog box, type: **boeing.com**
5. Click the **OK** button.

To create a link to a file

1. Click **below** the link to boeing.com.
2. Type: **Shakespeare Sonnet** and **select** the text.
3. Click the **Insert** tab, in the **Links** group, click the **Link** button.
*You could press the **Ctrl + K** hotkey*
4. In the **Link** dialog box, click the **folder** icon to the right of *Address* text box.

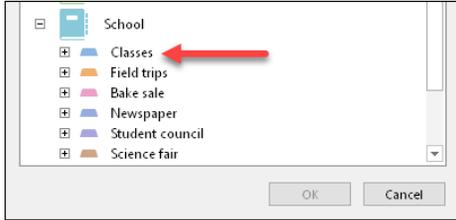


5. Navigate to the *OneNote* folder and click on **SONNET 18** and then click the **OK** twice.
You now have a link to the MS Word file SONNET 18.

To create a link to a location in OneNote

1. Click **below** the link to *Shakespeare's Sonnet*:
2. Type: **Classes Day 1** and select the **text**.
3. Click the **Insert** tab, in the **Links** group, click the **Link** button.
*You could press the **Ctrl + K** hotkey*

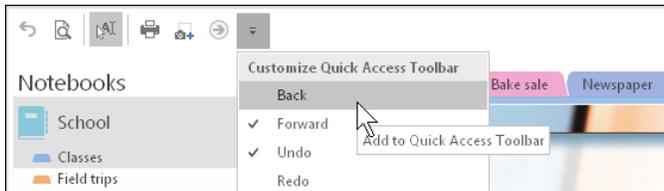
4. In the **Link** dialog box, in the School notebook, click the **Plus** next to **Classes** to expand.



5. Click the **Day 1** page to create the link.
6. Click the **OK** button.
7. Click the **Classes Day 1** link.
8. Click the **Back** button on the *Quick Access Toolbar*.

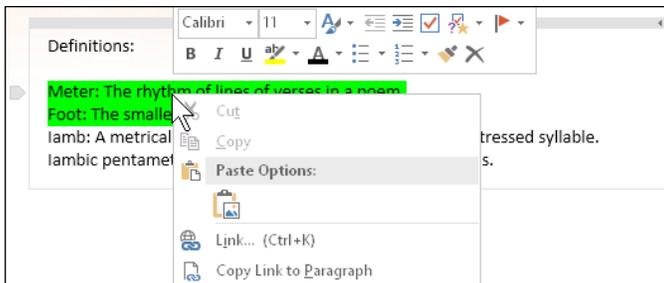


If the back button is not showing on your Quick Access Toolbar, click the more button and click Back on the menu.



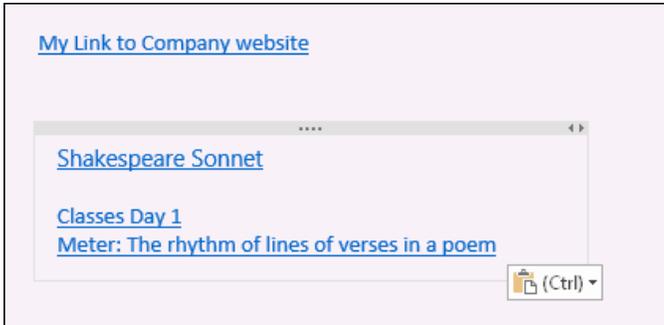
To copy the link address of a OneNote object

1. Click the link to **Classes Day 1**, again.
2. In the **Definitions** container, right-click the **Meter** line of text.
3. On the menu, click the **Copy Link to Paragraph** menu item.



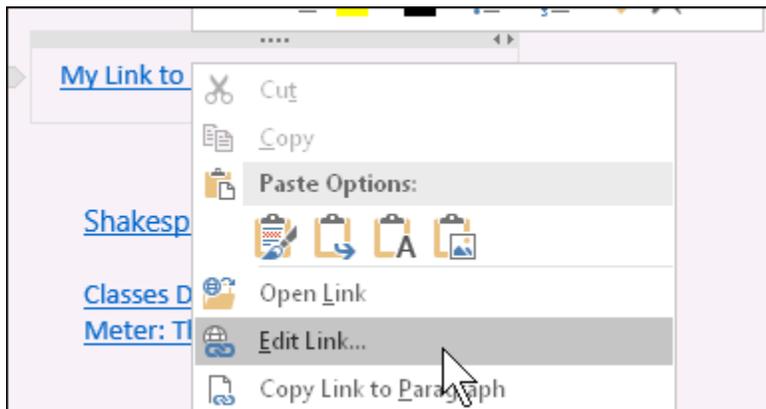
4. Click the **Back** button on the Quick Access Toolbar.
5. Click below the **Classes Day 1** link.
6. Right-click and **paste** the copied link into the page.

Your page should look like this.



To edit a link

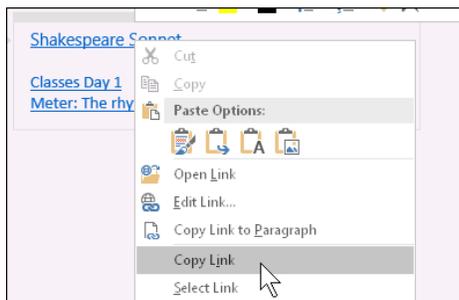
1. Right-click the linked text, **My Link to Company website**, select **Edit Link...** menu. *You could select the text and click the **Insert** tab, in the **Links** group, click **Link**.*



2. In the Link dialog box, select the "W" in website and make it an uppercase **W**.
3. Click the **OK** button.

To copy a link

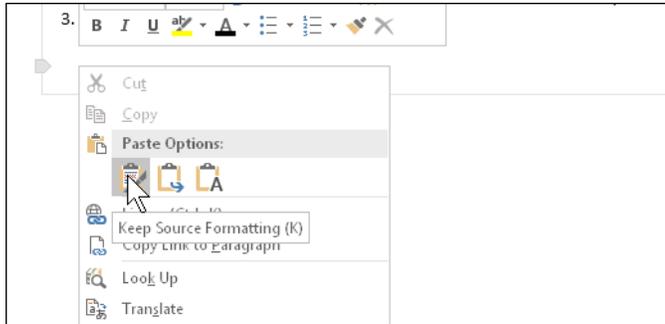
1. Right-click the *Shakespeare Sonnet* link and then click **Copy Link** on the menu.



- In the *School* notebook, click the **Newspaper** section.
*You should now be on the **Opinion Article** page.*



- Click below the list of three number items, right-click and **paste**.

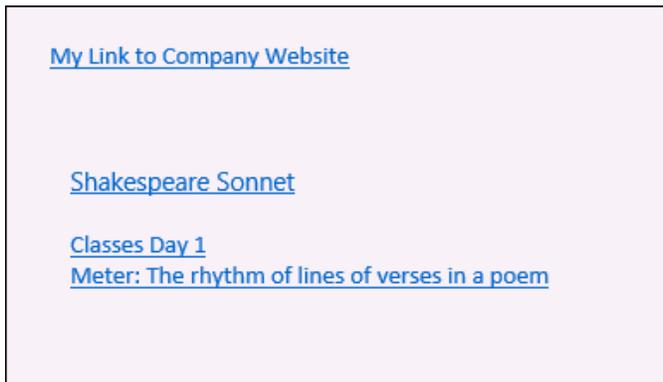


- Click at the *right end* of the link and type: **Click this link to open document.**

To remove a link

- Click the **Back** button on the *Quick Access Toolbar*.

Your screen should look like this.



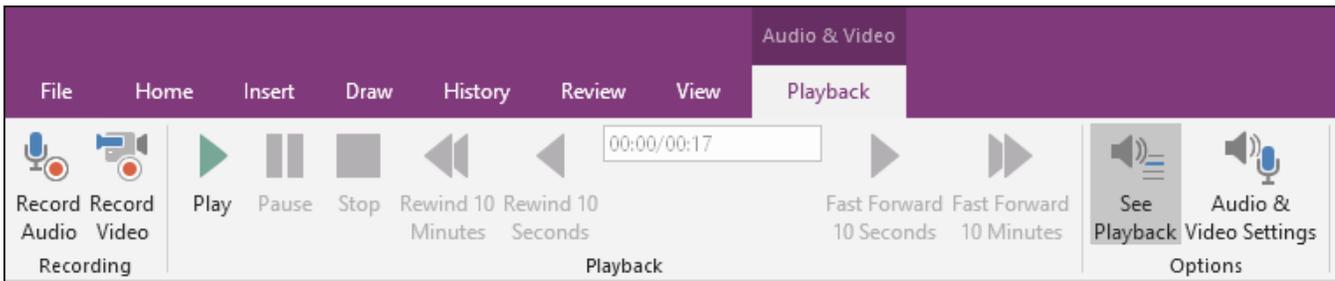
- Right-click the *Shakespeare Sonnet* link, and then click **Remove Link**.
The text remains but the link is gone.

Record audio and video notes

Contemporary computers are powerful enough to handle audio and video files easily, so it makes sense that you would be able to capture audio and video notes in OneNote. Before you record an audio or video note, you should make sure to identify the devices to use for those tasks and set the format for

your recording. Choosing a higher resolution improves the audio or video quality of your recording, at the expense of taking up more room on your hard drive.

After you record an audio or video note, you can play it back in OneNote. The controls you use will be familiar if you've watched video online or by using a DVD player.

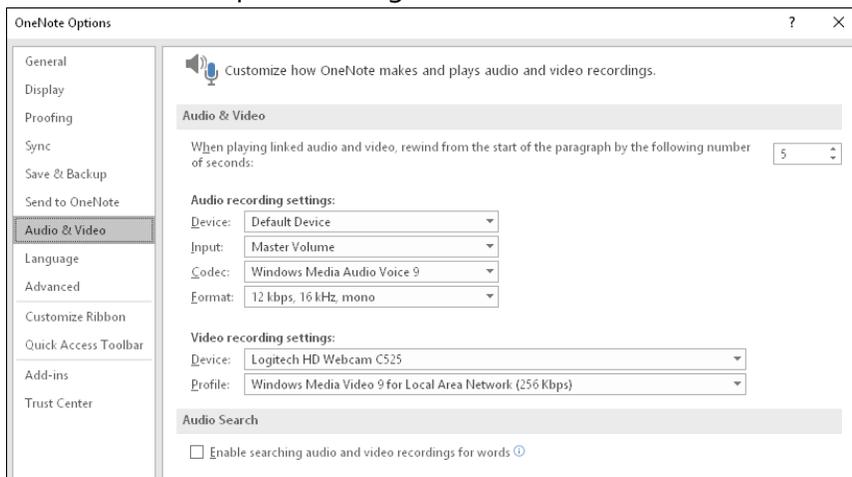


Control audio and video playback by using these buttons

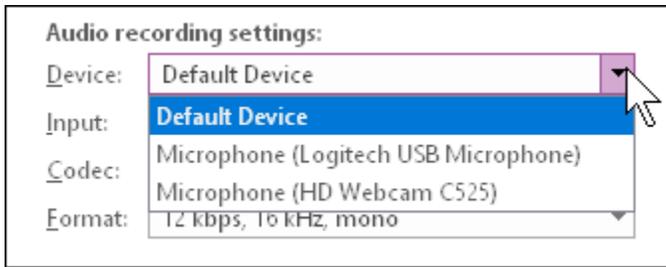
Finally, you can change the text associated with a recording, or delete the recording if you no longer need it.

To select an audio input device

1. Click the **File** tab to open the **Backstage** view, and then click **Options**.
2. In the OneNote Options dialog box, click **Audio & Video** in the navigation pane on the left.



3. On the **Audio & Video** page, in the *Audio recording settings* area, in the Device list, click the device to use for audio input.



You list of Devices will vary based on what is installed on your PC.

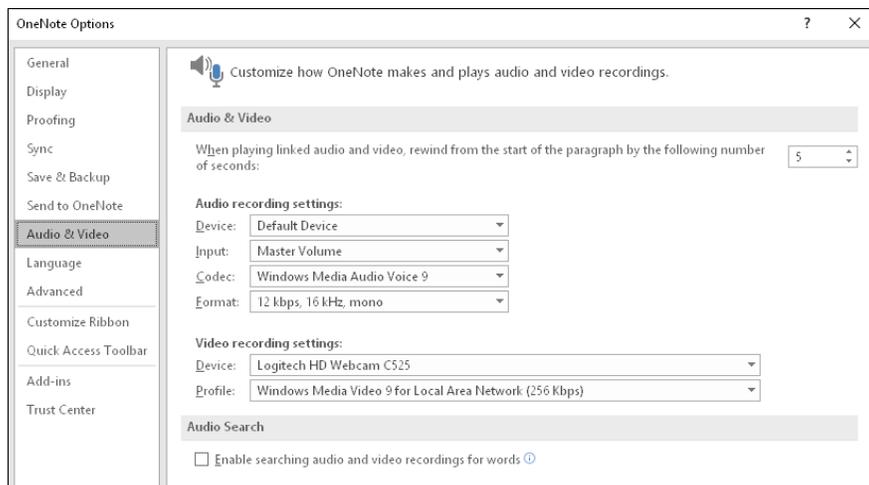
4. If necessary, in the Input list, click the input setting you want to use.
5. If necessary, in the Codec list, click the encoding scheme you want to use.
6. If necessary, in the Format list, click the format you want to use.

 **TIP** The default video settings will work under most circumstances, but you can change them if your information technology department recommends another configuration.

7. Click the **OK** button to close the *Options* dialog box.

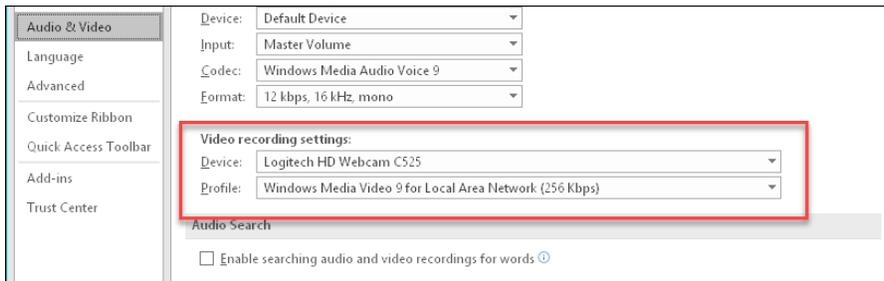
To select a video input device

1. In the *OneNote Options* dialog box, click **Audio & Video**.



Set your audio and video options by using tools in the OneNote Options dialog box.

- On the *Audio & Video* page, in the *Video recording settings* area, in the **Device** list, click the device to use for video input.



- If necessary, in the *Profile* list, click the encoding scheme you want to use.

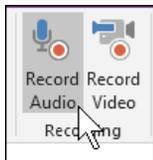


TIP The default video settings will work under most circumstances, but you can change them if your information technology department recommends another configuration.

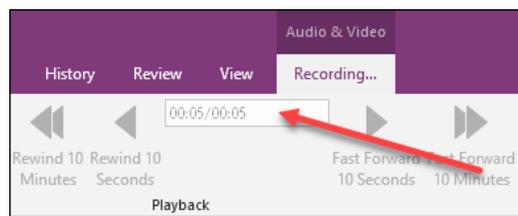
- Click the **OK** button.

To record an audio note

- On the notebook page, click below the **Meter:** line of text.
- On the **Insert** tab, in the **Recording** group, click **Record Audio** button.



The ribbon will change, and you will see the **Recording...** tab appear. The *length of recording* window will show the number of seconds as you record.



- On the *Playback* tab, in the *Playback* group, click the **Stop** button.

Your recording will appear on the page. The title of the audio will be the title of the page you recorded on.

- To hear your audio file, click the **Play** button.

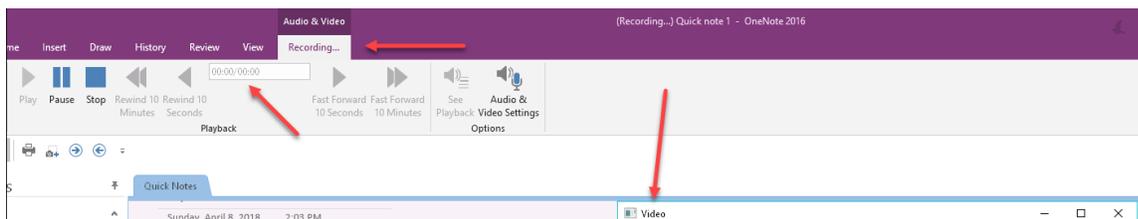
To record a video note

- Click on the page **below** the audio file you just recorded.

- Click the **Insert** tab, in the **Recording** group, click **Record Video**.

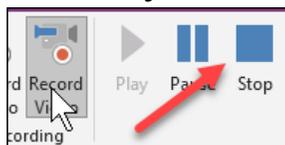


Your screen should look like this.



There are three items to notice. The tab reads “**Recording...**” and the *length of recording* window will show the number of seconds as you record. The third item is a video screen showing what you are recording. This could be a webcam of yourself or you PC screen depending on what device you are using to record video.

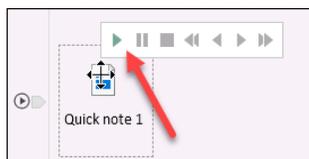
- Record your video note as needed (*for class 5 seconds or so*).
- On the **Playback** tab, in the **Playback** group, click the **Stop** button.



TIP While recording an audio or video note, you can take notes (typed or written with a stylus) and insert images or objects. After you click Stop to end the recording, small Play buttons appear to the left of each note. You can click each play button to jump to the time of the recording when that note was taken and understand the note in context.

To play an audio or video note

- Click the icon representing the audio or video note.
- In the *control bar* that appears, click the **Play** button.

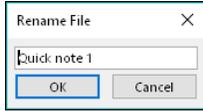


Or

- On the **Playback** tab, in the **Playback** group, click the **Play** button.
- Use the remaining controls on the Playback tab to *pause, rewind, and fastforward* as you may need.

To rename an audio or video note

1. Right-click the *icon* representing the audio/video note, and then click **Rename**.
2. In the *Rename File* dialog box, enter a new name for the note.



3. Click the **OK** button.

To delete an audio or video note

1. Right-click the icon representing the note, and then click **Cut**.

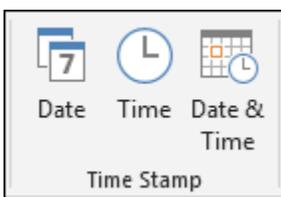
Or

1. Click the audio or video note to select it.
2. Press the **Delete** key on the keyboard.

Insert time and date stamps

In many cases, when something happens is as important as what happens. For example, you might want to note the exact time a colleague brought up an idea in a meeting or record the time and date when you finished working on a proposal.

In OneNote, you can add the current time, the current date, or both the current date and time to your notebook. Unless you edit their text, these values don't change when you close and reopen your notebook, so you have a record of when you added the time or date stamp.



To insert only the current date

1. Click below the video you just recorded where you want the date inserted.
2. On the **Insert** tab of the ribbon, in the **Time Stamp** group, click **Date**.
Press **Alt+Shift+D**. (*D is for date good way to remember also this is the same hotkey for inserting a date in MS Word.*)
3. Press the **[Enter]** key.

To insert only the current time

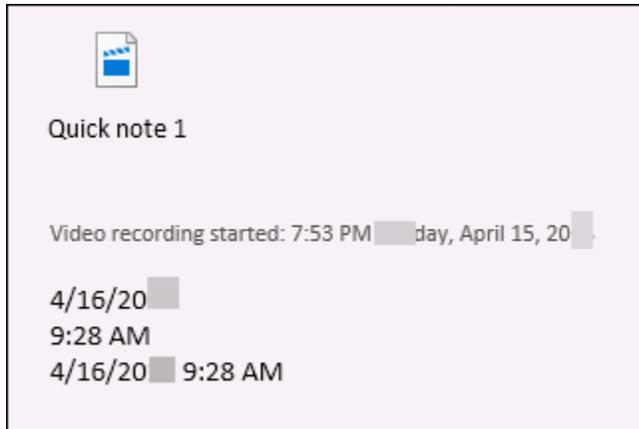
1. Click below the date you just inserted where you want to insert the time.
2. On the **Insert** tab, in the **Time Stamp** group, click **Time**.
Press **Alt+Shift+T**. (*T is for time, good way to remember also this is the same hotkey for inserting a time in MS Word.*)

3. Press the **[Enter]** key.

To insert the current date and time

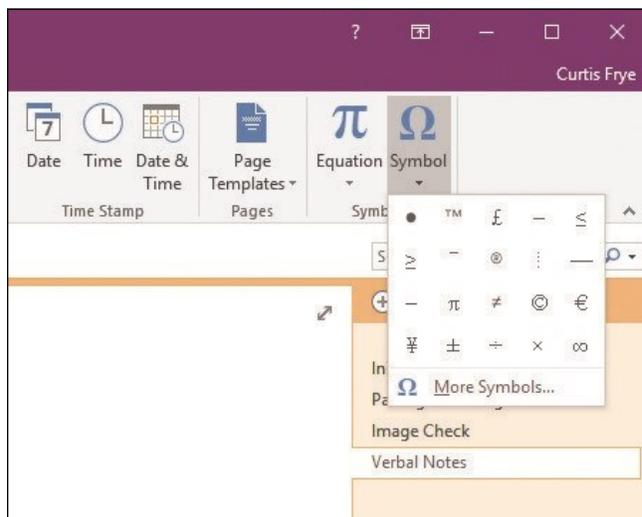
1. Click **below** where you just inserted the time.
2. On the **Insert** tab, in the **Time Stamp** group, click **Date & Time**.
3. Press the **[Enter]** key.

Your screen should look something like this.



Add Symbols and Equations

Much of the work you do in OneNote will use standard letters and numbers. If you work in a legal or technical field, though, you might use special characters such as the copyright or trademark symbols in your work. In OneNote, you can quickly add any of a set of frequently used symbols.



Add frequently used symbols from the Symbol list

If the gallery of frequently used symbols doesn't contain the symbol you want to add, you might be able to find it in the character set of a font installed on your system. You can look through your fonts to find

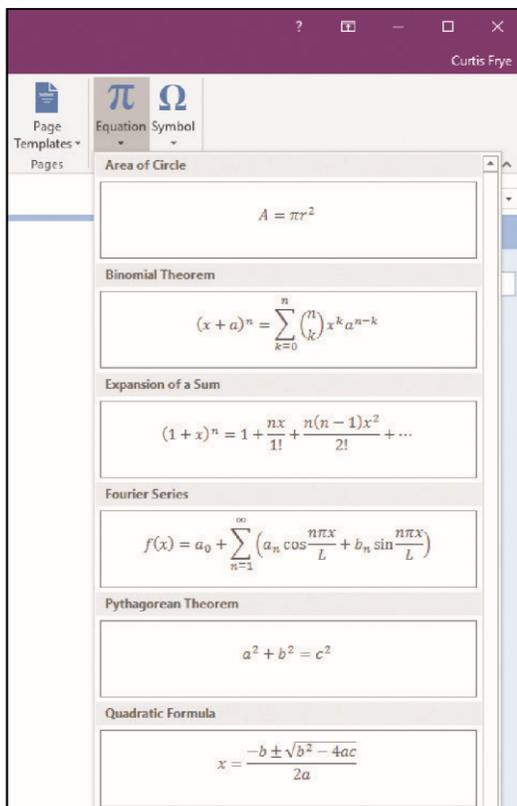
the character you want. OneNote and other Office apps divide each font into subsets of characters, such as mathematical symbols, Cyrillic alphabet characters, Latin and Roman alphabet characters, to make searching for the character you want easier.



IMPORTANT If you do locate the symbol you want, be sure to write down its Unicode or ASCII character code and the font name so you can find it again.

For mathematical applications, such as statistical analysis or calculus, you can represent equations on a page by using mathematical notation.

OneNote has a gallery of pre-built equations, such as the Pythagorean Theorem and the quadratic formula, that you can add from the ribbon.



Add common equations from the Equation list

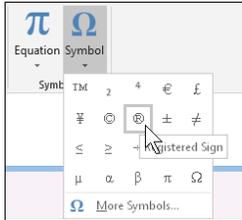
You can also build equations from a series of frameworks, which you can find on the Equation Tools Design tab that appears when you select an equation.



TIP If the equation's text boxes are too small for you to edit its contents effectively, select the equation and increase its font size until you can work with the text easily. After you finish editing your equation, you can select it again and reduce the font size for sharing and publication.

To add a frequently used symbol

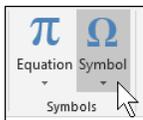
1. Position the cursor below the *Date and Time* to add the symbol.
2. Click the **Insert** tab on the ribbon, in the **Symbols** group, click the down arrow for **Symbol**.
3. In the gallery that appears, click the **Registered Sign** symbol to add to your page.



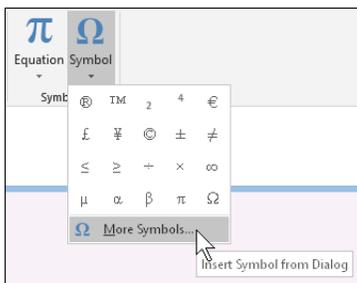
4. Press the **[Enter]** key.

To add a character from any available font

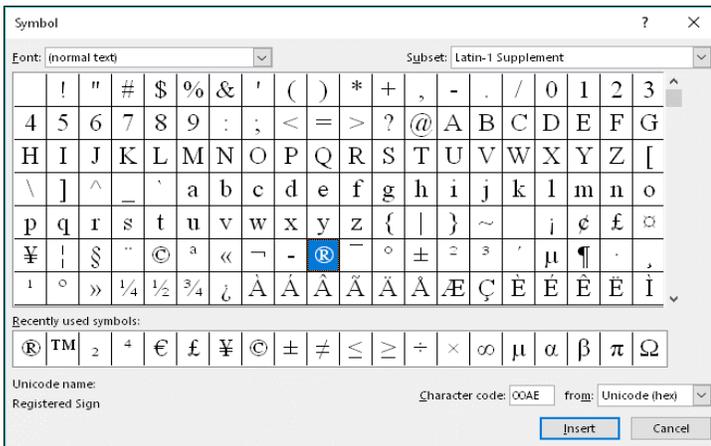
1. With the cursor below the **Registered Sign** ® symbol.
2. Click the **Insert** tab, in the **Symbols** group, click the **Symbol** down arrow.



3. In the gallery that appears, click **More Symbols** menu.



Your screen should look like this.

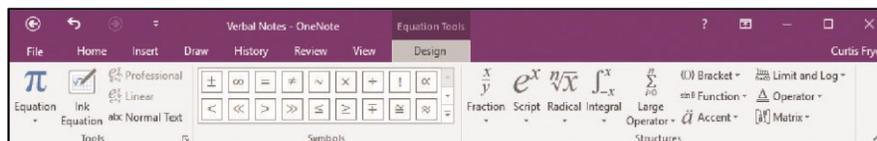


Select a symbol to insert into a notebook by using the Symbol dialog box

4. In the **Symbol** dialog box, click the Font down arrow, and then click the **Arial** font.
5. Click the **Subset** down arrow, and then click the **Latin Extended-A** subset.
6. Click the Œ symbol to include.
7. Click the **Insert** button.
8. Click the **Close** button.
9. Press the **[Enter]** key.

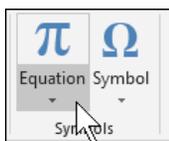
To create a custom equation

You can change the way OneNote displays the equation or edit the equation's contents. Editing an equation is a matter of clicking within the body of the equation to activate it, and then editing its contents to create exactly the equation you want. If you decide you no longer need an equation, you can always delete it. Once activated the Design ribbon will appear giving you all the tools you need to create equations.

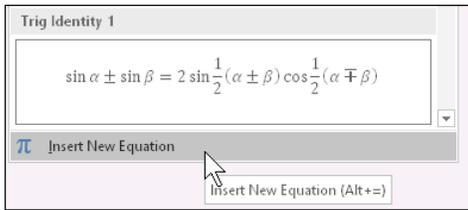


Use the tools on the Equation Tools Design tab to create a custom equation

1. Confirm the cursor is located below the Œ symbol.
2. Click the **Insert** tab, in the **Symbols** group, click the **Equation** down arrow.

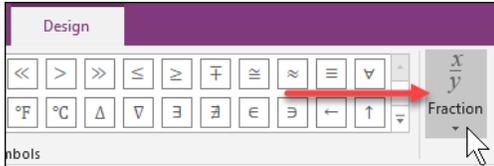


- At the bottom of the menu, click the **Insert New Equation** menu.

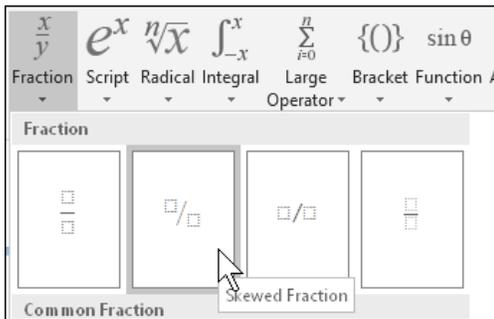


You can press the **[Alt] +=** hotkey to activate the Equation Tools ribbon.

- Click the **Fraction** down arrow on the *Design* ribbon.

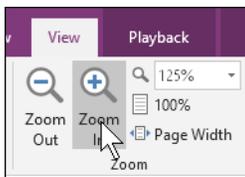


- Click the **Skewed Fraction** in the first row.



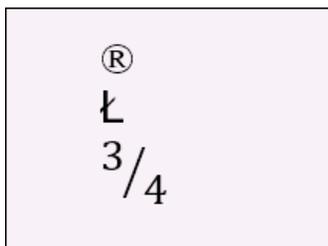
The fraction will appear small on the page. You will use Zoom to enlarge.

- Click the **View** tab, In the **Zoom** group, click the **Zoom in** button.



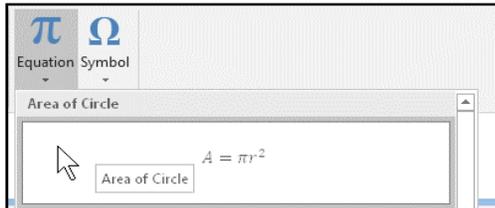
- Increase the Zoom percentage until **200%** is reached.
- Click the *first blank* box on the left side, type: **3**
- Click the second blank box on the right side, type: **4**

Your screen should look like this.

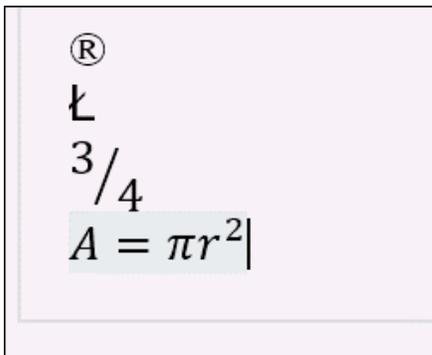


To add a common equation

1. Position the cursor below the $\frac{3}{4}$ fraction.
2. On the **Insert** tab, in the **Symbols** group, click **Equation**.
3. Click the **Area of Circle**.



4. Your *area of circle* has been added.



Skills review

In this chapter, you learned how to:

- Create quick notes
- Add tables
- Attach files and printouts
- Add images and screen clippings
- Create links to resources
- Record audio and video notes
- Insert time and date stamps
- Add symbols and equations



Practice tasks

The practice files for these tasks are located in the OneNote folder for this class. The results of the tasks will be automatically saved into the same file in the same folder.

Create quick notes

In Windows, perform the following tasks:

1. Open any notebook in OneNote, and then use the tools on the Windows taskbar to create a quick note on the active notebook page.
2. In the quick note window, display the ribbon and add **bold** formatting to the note you created.
3. Open the quick note you just created in the OneNote app.

Open a new OneNote page and Add a Table, and then perform the following tasks:

1. Create a table with two columns and four rows. In the first row, enter **Month** in the first cell and **Sales** in the second cell. Format these cells by using the Heading 1 style.
2. In the second row, add the values *January* and *2,095*; in the third row, *February* and *3,478*; and in the fourth row, *March* and *2,561*.
3. Sort the table's rows in **ascending** order based on the values in the **Sales** column.

4. **Add** a table row with the values *April* and *1,702*.
5. Sort the bottom **three rows** in the table in descending order based on the values in the *Sales* column.
6. Change the background color of the *February* and *3,478* cells to **yellow**.

Attach files and printouts

1. Create/add a new page, add the title **Attach Files**, and then perform the following tasks:
2. Attach the **Level Descriptions** document to the active notebook page.
3. Edit the label of the attachment icon to read **Details on delivery service levels**.
4. Include the *Level Descriptions* document as a **printout** on the same notebook page as the attachment.
5. **Delete** the attachment.
6. Save the printout file in the practice files folder with the new name *Revised Descriptions*.

Add images and screen clippings

1. Create/add a new page, add the title **Add Images**, and then perform the following tasks:
2. Add the **WineryLandscape.jpg** image from the practice file folder to the active notebook page.
3. Move the image to the right side of the page out of the current container.
4. Resize the image so it is about half its original height and width.
5. Add the **OrlandoFLImage.gif** image on the left side of the page.
6. Enlarge the picture to about **twice** its size.



TIP Remember that OneNote hides when you capture a screen clipping, so you will need to open the file in the Windows Photo Viewer (*or a similar viewer*), because you can't capture the image from OneNote, unless you use the Windows Snipping Tool.

7. Take a screen clipping of the **water fountain** in the middle of the photo and paste it just below the current image of Orlando.

Create links to resources

1. Create/add a new page, title it as **Create Links**, and then perform the following tasks:
2. Type the text, "**Official Microsoft OneNote site**" and use it as the base for creating a link to the web address www.onenote.com.
3. Click a blank spot below the above link on the page and create a link to the **LevelDescriptions** Word document in the practice file folder.
4. Click the **link** you just created to open the file.

5. Close the **Level Descriptions** document, and then edit the text of the link to read **Service Level Details**.

Record audio and video notes

1. Create/add a new page, add title **Audio Notes**, and then perform the following tasks:
2. Use the tools on the Audio & Video page of the OneNote Options dialog box to identify your audio and video inputs and the output formats you want to use.
3. Click below the Audio Note heading on the active notebook page.
4. Insert and record an audio note that is about 10 seconds in length, and then play it back.
5. Edit the audio note's label to reflect its contents. (*What every you make up.*)

Now Video

1. Create/add a new page, add title **Video Notes**, and then perform the following tasks:
2. Click below the Video Note heading.
3. Record a video note of about 10 seconds in length.
4. Play back the video note, pausing a few seconds into playback, and then restarting playback to let the note run to the end.

Insert time and date stamps

1. Click the **Insert** tab, go to *Time Stamp* group in OneNote, and then perform the following tasks:
2. On the Video page, below your recorded video, insert a **Date** stamp.
3. Press **[Enter]** and insert a **Time** stamp.
4. Press **[Enter]** and insert a **Date & Time** stamp.

Add symbols and equations

1. On the *Insert* tab, go to the *Symbols* group, and then perform the following tasks:
2. From the gallery of common symbols, add a British pound currency symbol, £, and type the number 1450.
3. Press **[Enter]** and add the pre-built equation to calculate the **area of a circle**.
4. Press **[Enter]** and create a custom equation that includes any **fraction** you like.