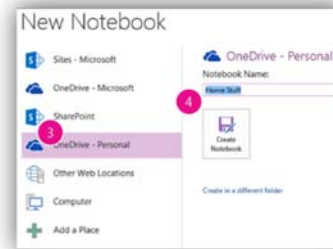


One Note Basic Instructions

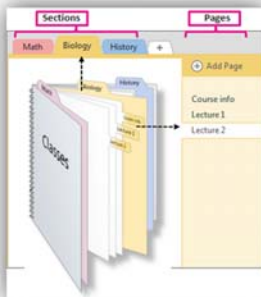
Create a notebook

1. Open OneNote (press WIN+SHIFT+N).
2. Choose **File > New**.
3. Choose **OneDrive – Personal**.
4. Under **Notebook Name**, type a name, and then click **Create Notebook**.



Open a notebook

1. Choose **File > Open** (press CTRL+O).
2. Under **Open from other locations**, choose **Recent Notebook**, and then choose the notebook.
3. To pin the notebook to the **Recent Notebook** list, click the pin.

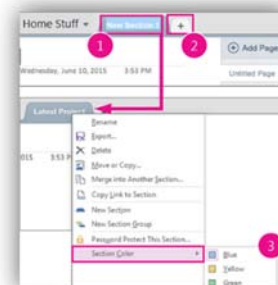


A OneNote notebook is organized into sections and pages, and it's easy to make them colorful. Like most notebooks, it fills up over time. But here are some amazing facts. A OneNote notebook never runs out of pages, the pages never run out of space, and you can add as many sections as you want.

Add sections

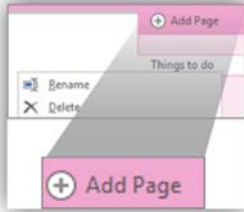
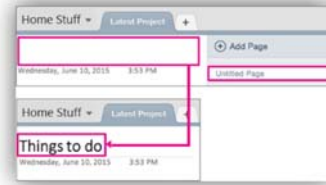
When you create a notebook, it creates a default section for you.

1. To rename a section, double-click **New Section 1**, type a name, and then press Enter.
2. To create another section, choose the Plus Sign (+).
3. To change the color, right-click the **Section** tab, choose **Section Color**, and then choose a color.



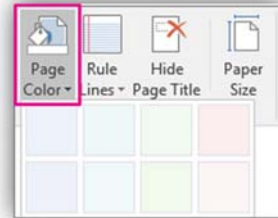
Add pages

1. When you create a page, a blank page header is added.
2. To rename the page header, type a title and press Enter.



3. To rename a page, right-click the **Page** tab, and choose **Rename**.
4. To add a page, choose **+ Add Page**.

5. To change the page color, choose **View > Page Color**, and choose a color.



Type notes

1. Click anywhere on the page, and then start typing words of wisdom.

Now is the winter of our discontent
Made glorious summer by this sun of York;

A note container appears around text as you type, and is a way to move notes on a page.

2. Keep typing within the note container, or click elsewhere on the page to create a new note.
3. To begin a bulleted list, type * (asterisk) on a new line, and press Space bar.

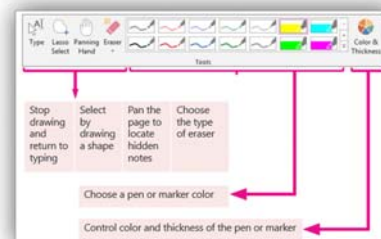


4. To begin a numbered list, type **1.** on a new line, and press Space bar.



Handwrite notes

1. On the ribbon, choose **Draw**.
2. In the Tools group, choose any of the color pens or highlighters, and then use your computer's stylus to write notes on the screen.



This is also called Ink.

3. To stop drawing, choose **Type**.

Convert handwriting to text

1. Choose **Draw > Type**.
2. On the page, drag a selection over the handwriting you want to convert.
3. Choose **Draw > Ink to Text**.

If the command is disabled, right-click the handwritten note, and then choose **Treat Selected Ink As > Handwriting**.

4. No conversion is perfect, so double-check for accuracy and make corrections.

Tip: If you can't convert handwriting to text, the image may be a drawing. To ensure OneNote creates handwriting when you use Ink, do the following:

1. Choose the down arrow to expand the Pen menu.



2. Choose **Pen mode > Create Handwriting Only**.

If you go to a meeting or lecture and don't feel like taking notes, don't worry-OneNote has you covered. Once the meeting starts, record the audio (click the Insert tab, then click the Record Audio button). Master tip: Test your microphone before the meeting.

Do sums add = and press spacebar to auto sum