

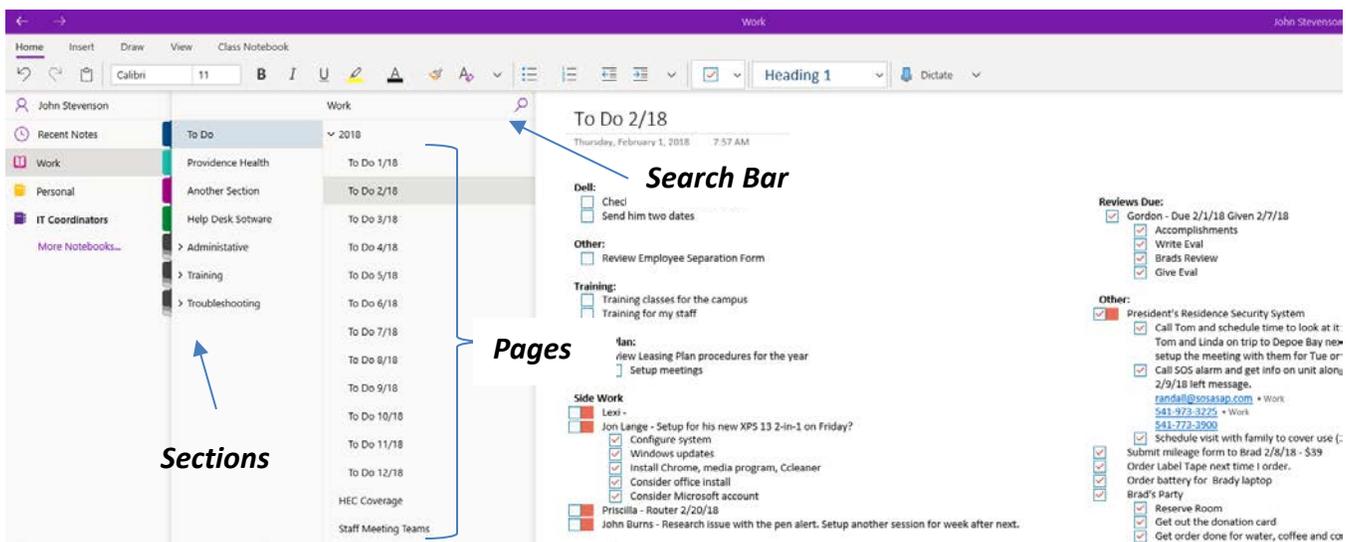
OneNote

The Power of OneNote is in the Cloud

By creating a Microsoft account, you will automatically get a 7 GB SkyDrive account that you can place your OneNote notebooks on. This makes them available to any PC computer, Android Phone or tablet or iPhone/iPad. Download the apps from the Windows Store (Windows 8), PlayStore for Android and Apple store for iPhone/iPad. All information in your devices automatically will synchronize across the devices when they connect. For your computer to work with SkyDrive it requires Windows 7 or better and Office 2010 or better.

Organization is the Key:

My Notebook



Saving Note Information

All of the information you enter into OneNote is automatically saved and there is no need to save it as you do in other programs.

Create Multiple Notebooks

OneNote allows for as many notebooks as you need. Create multiple tabs with multiple pages and use it to track meetings, to do lists, clients, etc. The uses are anything you might imagine.

Entering, Copying and Pasting Text

OneNote reacts to most functions just like Word with the exception that you can actually enter text anywhere on a page, then click it, and move it to any location on the page. You can copy and paste from OneNote to Word or just transfer the whole page via **File/Save As**.

Stationary

Use a standard stationary or create your own custom one. To use standard just click the drop down arrow next to **New Page** and choose the one you like or for more options click on **Page Templates**.

Rearrange Items

Click and drag Folders, Sections or Pages to rearrange them in any order you like. To rearrange Items on a page do the same... click and drag.

The Ribbon

Works the same in OneNote as it does in other Office programs. Use logic and move from Tabs to Groups then to the command. It has many commands that are unique to OneNote such as:

- **Tags**
Tags allow you to prioritize or identify certain lines or areas with icons such as checkboxes, stars, question mark, music notes, etc.
- **Recording**
Record audio or video from OneNote and then use search to find specific passages.
- **Time stamp**
Add date or time
- **OneNote system Tray Tool**
Use to take notes, take screen shots or clippings, record, etc. When you clip items from the Internet OneNote, will also add a link to the original and date the time you clipped it making it easy to see if things have changed.

It's Searchable

OneNote is searchable. It performs extensive but quick searches throughout single or multiple notebooks, tabs and pages; as shown to the right. This means that your notes and their locations don't have to be memorized. It's easy to find them no matter where they are stored.

It's Shareable

Easily share your OneNote notebooks with others and control their ability to update and change. You can also allow them "read only" access.

