One Note Agenda

What is OneNote?

OneNote is an idea processor, a notebook and an information organizer. You can quickly capture meeting notes, brainstorming notes, ideas and thoughts, audio from discussions, video from interviews, diagrams, and so on using the keyboard or the recording capabilities in OneNote. You can also gather clippings from the Web, email, miscellaneous materials for projects, files, and pictures.

If you're using OneNote (or any other Office 365 products) for the first time, you'll be prompted with a screen that claims you'll be limited to the 'Read-Only' mode until you either sign up for a free trial, or take the plunge and purchase a monthly subscription for $6.99 every 30 days ($9.99 for the "Home" edition which lets you store up to four users on the same account at one time).

However if you're logging in using a Microsoft account rather than a local account, if you just click past this, you'll find that OneNote for Windows 10 is fully functional without signing up for any extra subscriptions. So just click the "Start using OneNote" button and ignore the "read-only" part of it.

You can also download an app called "Send to OneNote"

Send to OneNote lets you "print" from any app to a OneNote page. Once it's in OneNote, you can access it from any device, even if you're offline.

Open any file or webpage, select the Print option, and choose Send to OneNote. OneNote automatically captures a copy of the file so you can access it on all your devices.

Print any file to OneNote as easily as if you were sending it to an actual printer. Easily reference or annotate your documents once they are in OneNote.
• Documents
• Spreadsheets
• Emails
• Drawings
• Web pages
• Diagrams

This app requires OneNote for Windows 10.

Check out the website, like us on Facebook, follow us on Twitter, and visit our blog for the latest news:
onenote.com
facebook.com/onenote
twitter.com/msonenote
blogs.office.com/onenote

Create a notebook

The first time you start OneNote, it creates a notebook for you. You can create additional notebooks for whatever you want.

1. Open OneNote.
2. Select **File** > **New**.
3. Select a cloud storage location such as **OneDrive** or **SharePoint**, or you can save it to your computer.
4. Type a name for the notebook in the **Notebook Name** box.
5. Select **Create Notebook**.

Open a notebook

1. Select **File** > **Open**.
2. Do one of the following:
   o Select the notebook in the **Open from OneDrive** pane.
   o Select the notebook in the **Recent** list.
   o Select the notebook storage location in the **Open from other locations** list, and then navigate to and select the notebook.

Create a section

- Select **Create a New Section** to the right of the existing section tabs.
- Right-click an existing section tab and select **New Section**.
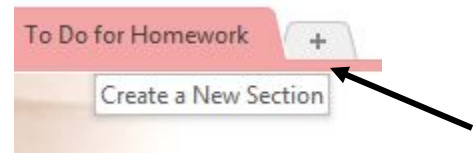

Rename a section

- Double-click the section tab, type the new name, and then press Enter.
- Right-click the section tab, select **Rename**, type the new name, and then press Enter.

Change the section color

- Right-click the section tab, select **Section Color**, and then select the color you want.

Add a page

- Select **Add Page** at the top of the right pane.
- Point to the left margin of the pages in the right pane and select the location where you want to insert a new page.
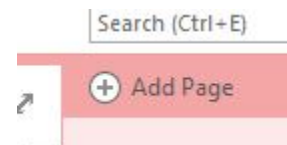
Rename a page

- Select the page title at the top of the page and replace it with the page title you want.
- Right-click the page title in the right pane and select **Rename**. Then replace the page title.

Type notes

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

   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.

Switch among open notebooks

1. Select the current notebook at the left end of the section tab area.
2. Select the notebook you want to switch to, from the list of open notebooks.

Create a page from a template

1. Select **Insert** > **Page Templates**.

   (Select the button, not the arrow.)

2. Expand the categories in the **Templates** task pane.
3. Select a template name from the list to create a page. Press Ctrl+Z if you don't want the page you created. Repeat until you find one you prefer.
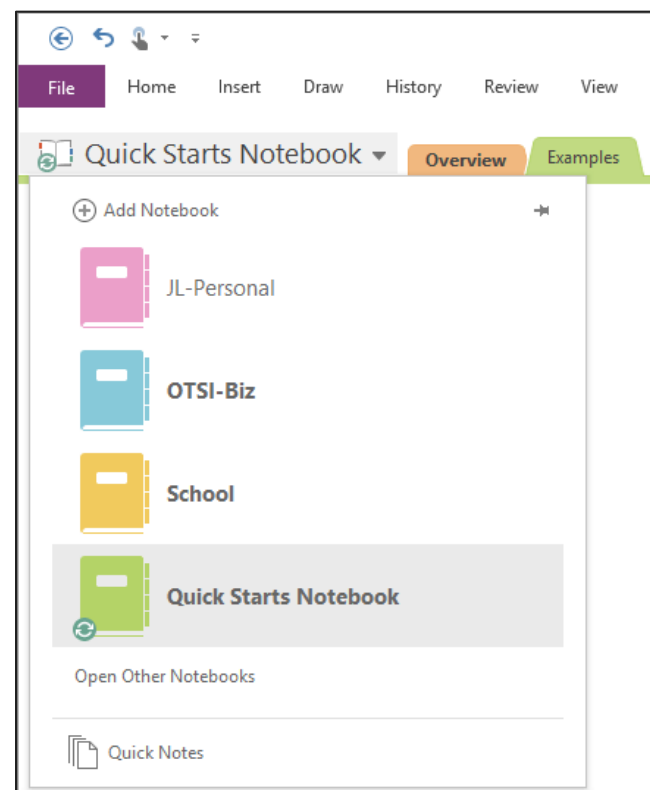
Tip: You can't apply a template to an existing note page. Instead, add a template page and then copy your notes to it.

Share your notebook

1. Select **File** > **Share**.
2. Select **Share with People**.
3. Type the names or email addresses of people you'd like to share your notebook with.
4. Select **Can edit** to assign read/write permissions, or **Can view** to assign read-only permissions.
5. Add a personal note, if you'd like, and then select **Share** to email a sharing invitation to the specified recipients.
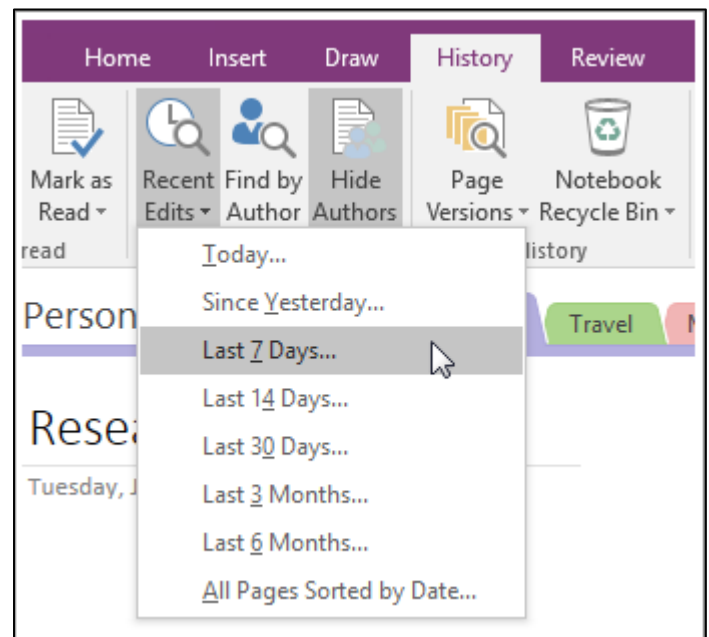
View recent edits

1. Select **History** > **Recent Edits**.
2. Select the date range you want to see edits for.

   The **Search Results** pane lists each page changed in the specified timeframe. Changes are highlighted on the active page, and each changed page in the current section is highlighted in the page list.

3. Select a page title in the **Search Results** pane to move to that page.

Note: To see who made specific changes, you can show authors in a shared notebook.

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