

Microsoft Office 2007



One Note Basics

One Note is an application that was particularly developed with the table pc notebook in mind. From *One Note* you can use a stylus from you tablet pc and jot down your notes immediatly into an electronic format just as you would use a paper notebook. You can take these notes and organize them just as you would a paper notebook with label tabs and multiple pages in each section. However, it does much more than paper! You can also incorporate all kinds of media, files, images into you *One Note* notebook and search!

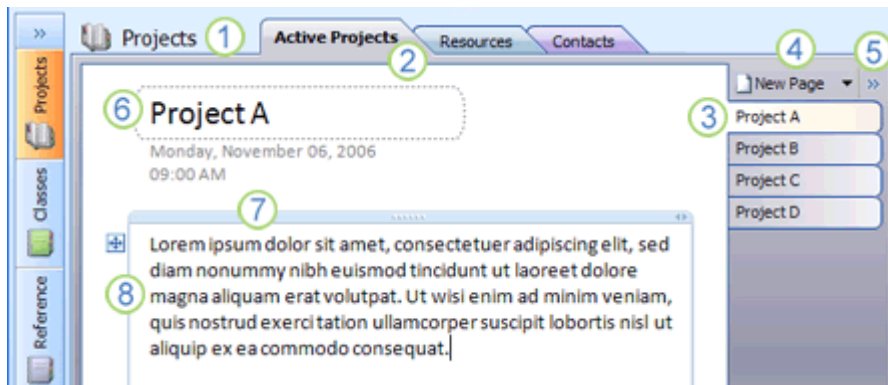
[One Note Demo](#)

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+ One Note Structure & Features

The notes page

The notes page is the actual work surface where you take and collect notes within a notebook.



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Notebook title

- The name of the notebook that you are currently working in appears here.

Section tabs

- A horizontal row of section tabs near the top of the notes page provide easy access to each section in the current notebook. You can drag section tabs left or right to the locations you prefer and right-click a tab to display formatting and organization options.

Page tabs

- A vertical row of page tabs in the margin of the notes page provide easy access to each page in the current notebook section. You can drag page tabs up or down to the locations you prefer and right-click a tab to display formatting and organization options.

Expand/Collapse Page Tabs

- This button enlarges or shrinks the page tabs for the current section. Larger page tabs make it easier to read the page titles, and smaller tabs leave more room for the current notes page.
- New Page
- This button quickly creates new pages at the end of the current notebook section. To create a subpage or to apply a template to a new page, click the arrow next to this button.

Page title

- In this text box, you can type or write a title for the current page. OneNote automatically duplicates the titles of your pages in their respective page tabs.

Notes container

- The boxes that contain typed or handwritten notes are called notes containers. Aside from typed or handwritten text, notes containers can also contain images, tables, graphics, and other objects. You can format, move, resize, and even merge notes containers on the pages in your notebook.

Paragraph handle


- This icon appears to the left of each paragraph of text as you move the pointer over the notes containers on the current page. Use paragraph handles to drag text paragraphs to new locations on the page, or right-click a paragraph handle to view additional information and formatting options.

Tips

Tips for getting started with OneNote

- To increase your note-taking area on a small screen, you can hide the titles of the page tabs by clicking the **Collapse Page Tabs** arrow in the page tabs column.
- To maximize your available screen space while taking notes, press F11 to use OneNote in Full Page view. (Press F11 again to exit Full Page view.)
- Page tabs appear on the right side of your notebook by default. To display the page tabs on the left side of your notebook, in the **Display** category in the **Options** dialog box (**Tools** menu), select the **Page tabs appear on the left** check box.
- To change the default color that is applied to a new section, right-click the section tab at the top of the page, point to **Section Color** on the shortcut menu, and then click the color that you want to apply. Click **None** to remove coloring from a section entirely.
- If you want to change the way OneNote is set up, you can customize any of the items on the menus and toolbars by right-clicking a toolbar and then clicking **Customize** on the shortcut menu.
- If you have a microphone and a webcam, run the Tuning Wizard before you attempt to record audio and video notes. On the **Tools** menu, click **Options**. In the **Options** dialog box, click **Audio and Video**, and then click **Tuning Wizard**.
- If you have a Microsoft Windows Mobile-based smartphone or Pocket PC, you can install OneNote Mobile and synchronize notes between your computer and your smartphone. Connect your mobile device to your computer while OneNote 2007 and Microsoft ActiveSync are running. Choose to install OneNote Mobile when prompted, or install it manually at a later time. (On the **Tools** menu, click **Options**. In the **Options** dialog box, click **OneNote Mobile**, and then click **Install OneNote Mobile**.)
- To view a list of useful keyboard shortcuts that make accessing OneNote tools, commands, and dialog boxes faster and easier, click **Keyboard Shortcuts** on the **Help** menu.

Tips for taking notes

- If copying and pasting text and graphics from a Web page to a page in your notebook doesn't seem to properly retain the formatting, try capturing the information in a screen clipping instead. On the **Insert** menu, click **Screen Clipping**, and then drag the pointer to create a rectangular selection around the content on your screen that you want to capture.
- Save time by creating AutoCorrect entries for words and phrases that you type repeatedly. When you type the short form of AutoCorrect text on a notes page, OneNote automatically replaces it with the full text that you specified. On the **Tools** menu, click **AutoCorrect Options**. In the **Replace** box, type a word or phrase that you want OneNote to automatically replace when typed. In the **With** box, type the text that should appear in place of the replaced word or phrase.
- To see when a block of notes was last written or updated, right-click the paragraph handle  preceding the text in any note container. The last two items on the shortcut menu will show you when the text was created or updated, and by whom.

- To move an item, such as a block of text or a picture, so that it appears over or under another item on the page, hold down ALT while moving the item.
- To quickly remove a note tag, place the cursor in the text that is tagged, and then press that note tag's keyboard shortcut (CTRL+1 through CTRL+9). You can also use this keyboard shortcut to quickly select or clear a To Do note tag.
- To hide notes that you already followed up on and marked as complete, select the **Show only unchecked items** check box in the **Note Tags Summary** task pane.
- You can easily modify the templates that are included with OneNote and create a custom design of your own. Start by applying an existing template to a new, blank page, and then add or change anything you like. On the **Format** menu, click **Templates**. In the **Templates** task pane, click **Save current page as a template**.

Tips for formatting notes

- To quickly create a numbered list, type **1.** followed by a space, type the list item, and then press ENTER. The next line of text will automatically begin with the number 2.
- To quickly create a bulleted list, type an asterisk (*) followed by a space, type the list item, and then press ENTER. The asterisk changes to a bullet, and the next line of text will automatically begin with another bullet.
- If you are typing in a bulleted list and you want to start a new paragraph of text within the same list item, press SHIFT+ENTER.
- To turn a numbered list on or off, press CTRL+SLASH MARK (/). To turn a bulleted list on or off, press CTRL+PERIOD.
- To quickly increase or decrease indentation for a line of text, place the cursor in front of the text that you want to reposition, and then press ALT+SHIFT+RIGHT ARROW to increase the indent, or ALT+SHIFT+LEFT ARROW to decrease the indent.
- To create a hyperlink to another page in your notebook, open the notebook section containing the page that you want to link to, right-click the tab of the page in the margin, click **Copy Hyperlink to this Page**, and then paste the hyperlink wherever you want it to appear in your notes.
- To create a hyperlink to another section in your notebook, right-click the tab of the section that you want to link to, click **Copy Hyperlink to this Section**, and then paste the hyperlink wherever you want it to appear in your notes.
- To create a hyperlink to another OneNote notebook on your computer, right-click in the Navigation bar the name of the notebook that you want to link to, click **Copy Hyperlink to this Notebook**, and then paste the hyperlink wherever you want it to appear in your notes.
- To create a hyperlink to a Web site whose URL contains spaces, type an angle bracket (< >) at the beginning and end of the URL (for example, type <http://wide world importers>).
- To create a hyperlink to an e-mail address, type **mailto:** and then type the e-mail address (for example, type **mailto:someone@example.com**).

- To create a hyperlink in your notes to a document on your computer, type **file://** and then type the document's location and file name (for example, type **file://C:\My Documents\Resume.doc**). If the file name contains spaces, type an angle bracket at the beginning and end of the path (for example, type **<file://C:\My Documents\My Resume.doc>**).

Tips for organizing and searching notes

- To rearrange the page tabs on the side of the current page in any notebook, drag any page tab to a new position.
- To rearrange the section tabs at the top of any notebook, drag any section tab to a new position.
- To rearrange your notebooks in the Navigation bar, drag any notebook tile to a new position.
- To search your notes faster, you can install Instant Search. On the **Tools** menu, click **Options**. In the **Options** dialog box, click **Other**, and then click **Install Instant Search**.
- After searching your notes, press ENTER to navigate through the search results.

Tips for sharing notes

- Before sharing your notes, check for spelling mistakes. Press F7 to open the **Spelling** task pane and start the spell check. If the task pane is already open, click **Start Spell Check**.
- To preserve the appearance of notes that contain special or complex formatting (for example, diagrams, overlapping note containers, or notes with a variety of handwritten annotations) and share them with someone who doesn't have OneNote, you can save notes as a Web page. On the **File** menu, click **Publish Pages**. In the **Publish** dialog box, click **Single File Web Page (Publish a copy) (*.mht)** in the **Save as type** list. After the file has been created, you can send it in e-mail, copy it to a shared location on a network, or publish it on a Web site.
- To quickly send notes in an e-mail message to another user, select one or more notes pages by clicking their page tabs. Next, click **E-mail** on the **Standard** toolbar, and then type the appropriate information in the **To**, **Cc**, and **Bcc** boxes. If necessary, modify the **Subject** of the e-mail message, and type any comments for the recipient in the **Introduction** box. If you change your mind before sending the message, click **E-mail** on the **Standard** toolbar again to cancel the message and return to your notes.
- If you frequently send your notes to others in e-mail, you can add an e-mail signature to your notes. Signatures can help identify the subject or the source of notes, such as your name or contact information. On the **Tools** menu, click **Options**. In the **Options** dialog box, click **Sending E-mail**. Select the check box **Add the following signature to e-mail messages and Web pages created in OneNote**, and then enter the text that you want OneNote to include in the footer of your notes pages.

- To quickly share your own customized stationery with other OneNote users, apply your stationery to a new, blank page, point to **Send to** on the **File** menu, and then click **Mail Recipient (as Attachment)**. Recipients who have Office OneNote 2007 installed can use the **Save current page as a template** option in the **Templates** task pane to add the design to their list of available templates.
- Use different colors to identify participants in a live sharing session. Ask each person to use a specific pen or font color when he or she adds notes to the shared page. For example, you can type your notes in blue text and use a blue pen to mark up a diagram. Another person can use green text or a green pen. Add a list of names and corresponding text colors at the top of the shared note page so that session participants know who is typing or writing.

Tips for doing research with OneNote

- Use OneNote to help you study for an exam. If you take notes by using an outline format, collapse your outline down to the highest level of information, and then quiz yourself about the details hidden in the collapsed levels. To work with outlines, turn on the **Outlining** toolbar. On the **View** menu, point to **Toolbars**, and then click **Outlining**.
- The audio feature in OneNote can help save time when you are doing research on the Web. As you drag information into side notes, try annotating that information with audio notes that you record.
- To begin recording audio without first starting OneNote, right-click the OneNote icon in the notification area (at the far right of the taskbar), and then click **Start Recording Audio** on the shortcut menu.
- You can keep an audio To Do list by recording notes to yourself by using the OneNote audio feature. To follow up on each item, add a To Do note tag to each audio clip, and then check off the items as you complete them.
- To quickly open a side note, even when OneNote isn't open, press the Windows logo key+N.
- Side notes are automatically saved to a special section called Unfiled Notes. On the notebook Navigation bar, click the **Unfiled Notes** button to display information you collected in side notes. You can copy or move information from side notes into any page, section, or notebook.

Tips for protecting personal notes

- To keep notes in a particular section safe from prying eyes, right-click the section tab, and then click **Password Protection** on the shortcut menu.
- To automatically lock a password-protected section in your notebook, you can set a time interval in the **Passwords** category in the **Options** dialog box (**Tools** menu).

Tips for customizing OneNote 2007

- To help you line up items on your pages (for example, note containers or pictures), OneNote automatically snaps the items to an invisible grid as you move and reposition them. To temporarily disable the grid, hold down ALT while you move an item on the current page. To permanently turn the page grid option on or off, click the **Snap To Grid** command on the **Edit** menu.

- If you accidentally turn off the **OneNote** icon in the notification area of the taskbar, you can turn it back on. On the **Tools** menu, click **Options**. In the **Options** dialog box, click **Other**, and then select the **Place OneNote icon in the notification area of the taskbar** check box.
- If you use OneNote on a portable computer or a Tablet PC, you can optimize the amount of battery power that OneNote consumes. On the **Tools** menu, click **Options**. In the **Options** dialog box, click **Other**, and then select the **Optimize for the following battery**