OneNote 2016 Tips & Tricks

Shortcuts and timesavers for your favorite note-taking app

Applies to OneNote 2016 for Windows

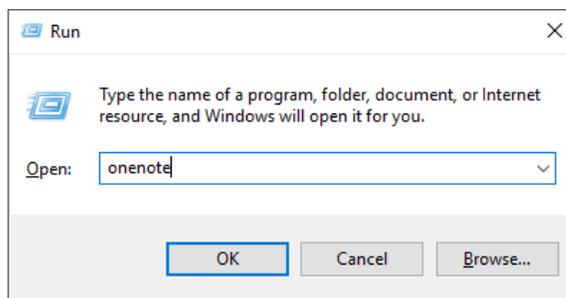**N** OneNote

1. Get to your notes fast

Got a ton of apps open, but want to start up OneNote fast? Here's how.
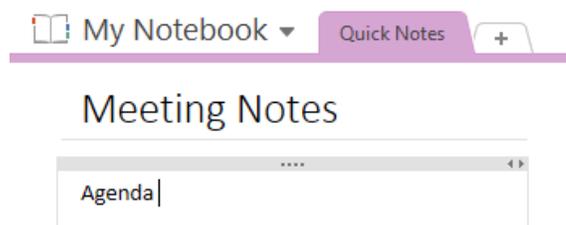
1   Press these keys:

⊞ **+** R

2   Type **onenote** and then press the **Enter** key.

Run   ✕

Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.

Open: onenote

OK   Cancel   Browse...

3   When OneNote starts, press these keys to create a new page:

Ctrl **+** **N**

4   Click anywhere on the page to start typing notes.

📖 My Notebook ▼   Quick Notes   +
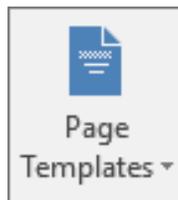
Meeting Notes

Agenda

2. Add a design when creating new pages

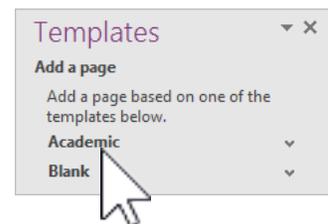Page templates let you create new pages with decorative backgrounds or useful starter content.

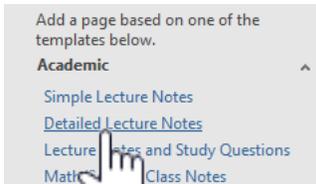**1** On the ribbon, click **Insert**.
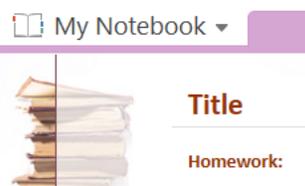
Insert

2 Click **Page Templates**.

Page Templates

3 Under **Templates**, click a category.

Templates
Add a page
Add a page based on one of the templates below.
Academic
Blank

4 Click any template to preview it.

Add a page based on one of the templates below.
Academic
Simple Lecture Notes
Detailed Lecture Notes
Lecture Notes and Study Questions
Math Class Notes

5 Like it? Keep it — or choose another.

My Notebook
Title
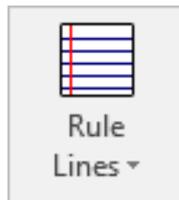Homework:

You're done!

3. Add guides for handwriting and drawing

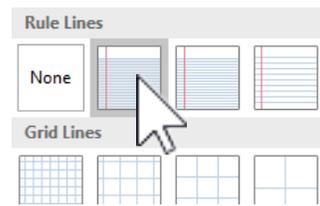Writing or drawing notes on a tablet? Stay on point by adding rule lines or grids.
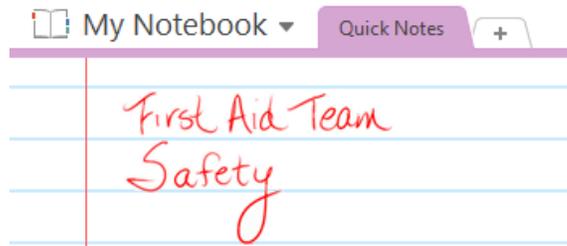
1 On the ribbon, click **View**.

2 Click **Rule Lines**.

3 On the menu, click any style.

4 Like it? Keep it — or choose another.
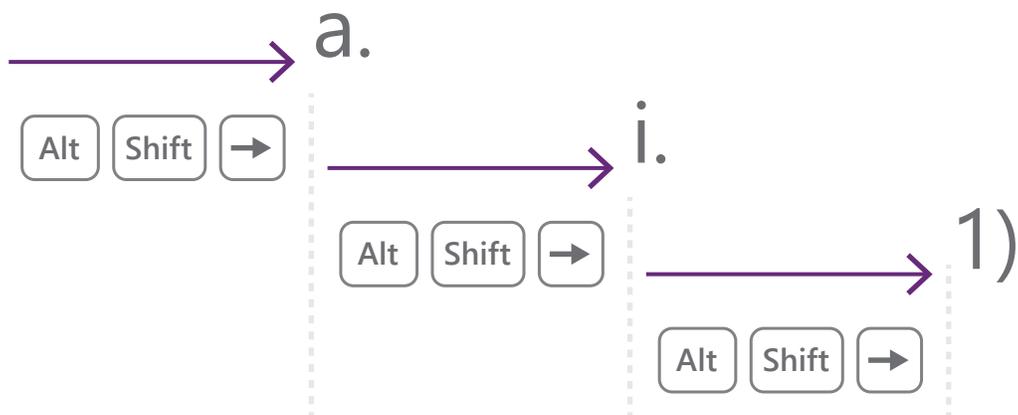

You're done!

NOTE Want all new pages to include rule lines? Click **Always Create Pages with Rule Lines** on the **Rule Lines** menu to apply your last used style each time.

4. Indent and outdent with shortcut keys

Save a few seconds. Instead of grabbing the mouse, indent or outdent text with your keyboard.
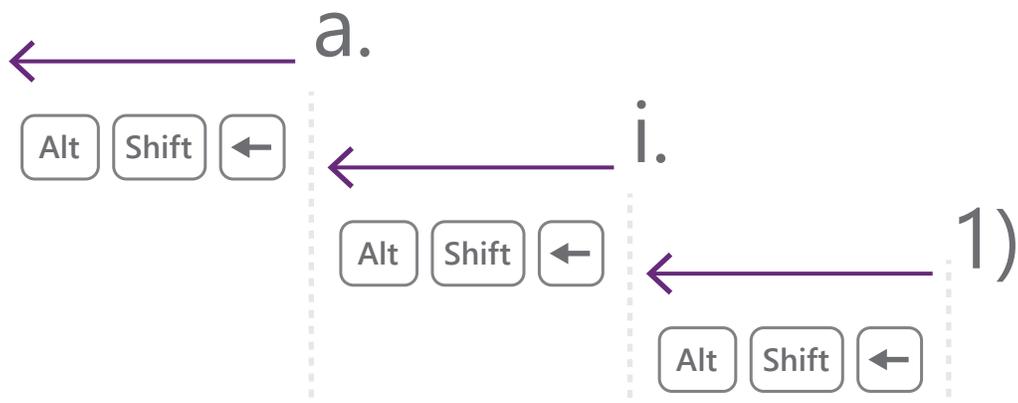
Indenting

1.

a.

⟶

`Alt` `Shift` `→`

i.

⟶

`Alt` `Shift` `→`

1)

⟶

`Alt` `Shift` `→`

Outdenting

1.

a.

⟵

`Alt` `Shift` `←`

i.

⟵

`Alt` `Shift` `←`

1)

⟵

`Alt` `Shift` `←`

5. Rearrange your thoughts and ideas

Easily change your mind about the order of things by moving selected text up or down.

Move a line down

`Alt` `Shift` `↓`

1. Take out the trash
2. Vacuum
3. File papers

`Alt` `Shift` `↓`

1. Vacuum
2. Take out the trash
3. File papers

Final result

1. Vacuum
2. File papers
3. Take out the trash

Move a line up

`Alt` `Shift` `↑`

1. Vacuum
2. File papers
3. Take out the trash

`Alt` `Shift` `↑`

1. Vacuum
2. Take out the trash
3. File papers

Final result

1. Take out the trash
2. Vacuum
3. File papers

6. Tag important notes for easy follow-up

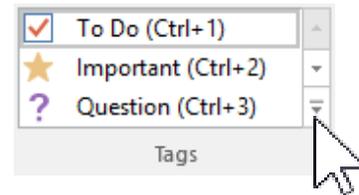Classify and prioritize important notes with tags that you can later search for.
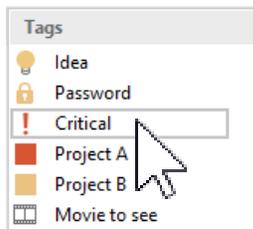
1 Click the line of text you want to tag.

Action Items
Call client about pricing
Follow up with James
Reschedule budget meeting
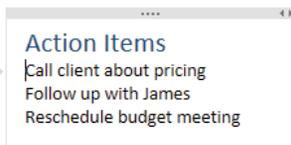
2 Click any recent tag in the gallery...

☑ To Do (Ctrl+1)
★ Important (Ctrl+2)
? Question (Ctrl+3)
Tags
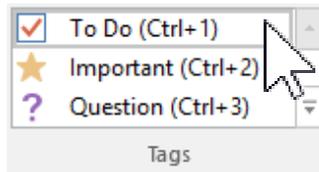
3 ...or click the lowest scrollbar arrow to see all available tags.

☑ To Do (Ctrl+1)
★ Important (Ctrl+2)
? Question (Ctrl+3)
Tags

4 Click any tag on the menu that appears.

Tags
Idea
Password
Critical
Project A
Project B
Movie to see

5 Apply multiple tags to important notes.

Action Items
☑ ! Call client about pricing
Follow up with James
★ Reschedule budget meeting

You're done!

7. Take action on tagged notes

Create a summary of your tags to quickly find and follow up on important notes.

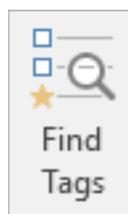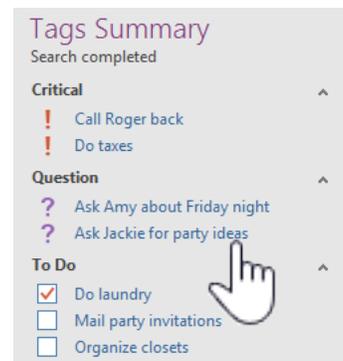**1** So, you have a bunch of notes that you've tagged—great!

> ☑ Do laundry
> ☐ Organize closets
> ! Call Roger back
> ? Ask Amy about Friday night
> ? Ask Jackie for party ideas
> ! Do taxes
> ☐ Mail party invitations
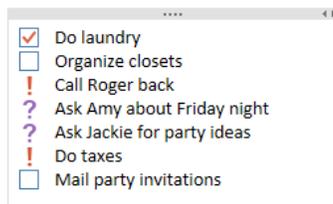
2 On the ribbon, click the **Home** tab.

> Home

3 Click the **Find Tags** button.

> Find Tags

4 In the **Tags Summary** pane, click any tagged note to go to its page.

> **Tags Summary**
> Search completed
> **Critical**
> ! Call Roger back
> ! Do taxes
> **Question**
> ? Ask Amy about Friday night
> ? Ask Jackie for party ideas
> **To Do**
> ☑ Do laundry
> ☐ Mail party invitations
> ☐ Organize closets

8. Skip the calculator and do math in any note

Believe it or not, OneNote can perform simple math within typed notes. Try it and see.

1 In your notes, type any simple math equation.
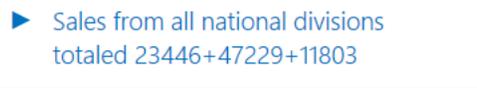
> ▶ Sales from all national divisions
> totaled 23446+47229+11803

2 Type an equal sign (**=**) and then press the **Spacebar** key.
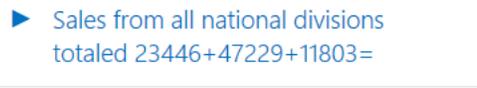
> ▶ Sales from all national divisions
> totaled 23446+47229+11803=

3 OneNote inserts the calculated total into the text.
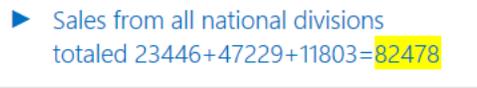
> ▶ Sales from all national divisions
> totaled 23446+47229+11803=82478

4 Delete the original equation and then format the text in any way you want.

> ▶ Sales from all national divisions
> totaled **$82,478.00** this quarter

9. Take screen clippings and instantly file them

Use this easy shortcut to create screen clippings and tell OneNote where you want to file them.

1 Press these keys:

[⊞] + [Shift] + [S]

2 Drag a selection around any part of your screen that you want to capture.
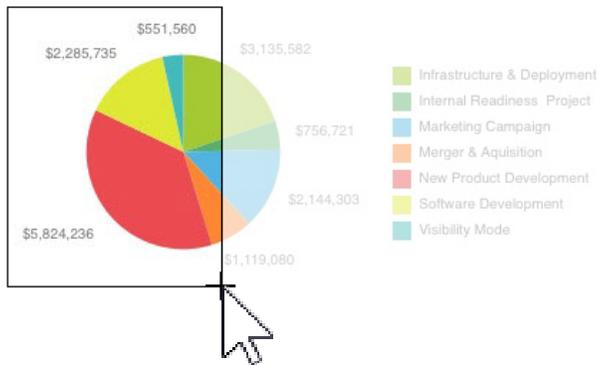
3 Select where to save the image and then click **Send to Selected Location**.
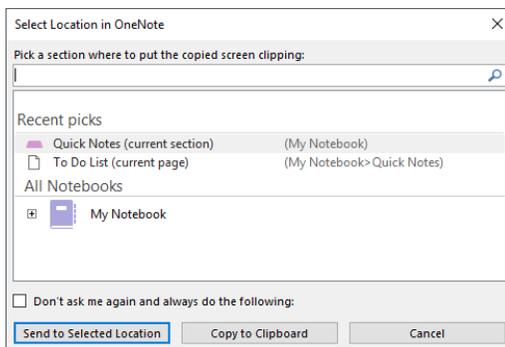
10. Don't feel like typing? Record audio!

Let OneNote capture every word with audio recordings that are saved to your notebook.

1 On the ribbon, click **Insert**.

2 Click **Record Audio**.

3 OneNote starts recording.
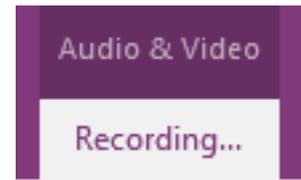
4 The audio file is saved to your page.
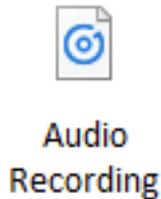
5 Press the **Stop** button.
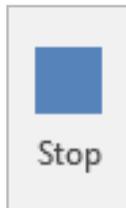
You're done!

11. Search audio notes just like normal text

With Audio Search enabled, OneNote can find keywords or phrases in your audio recordings.

1 On the ribbon, click the **File** tab.

2 Click **Options**.
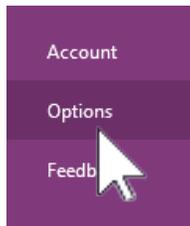
3 Click the **Audio & Video** category.
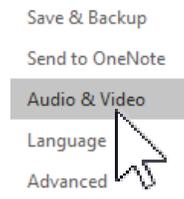
4 Click the checkbox and approve the dialog box prompt.
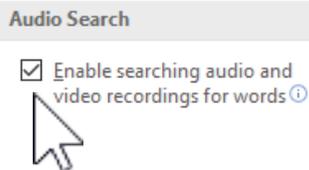
5 Searching notes now finds words in audio & video clips.
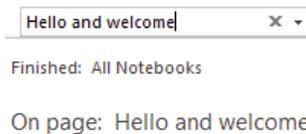
You're done!

12. Add a table of contents to a notebook

Sharing a notebook? Make it easy for others to navigate with links to its pages and sections.

1 Create a new Table of Contents page.
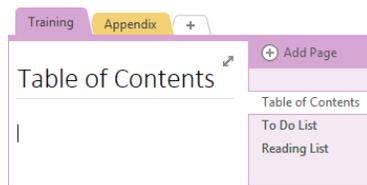
2 Right-click any page tab to copy its link.
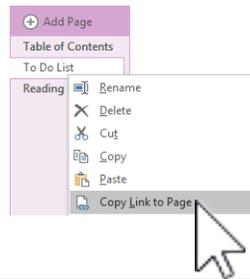
3 Press Ctrl+V to paste the link to the Table of Contents.
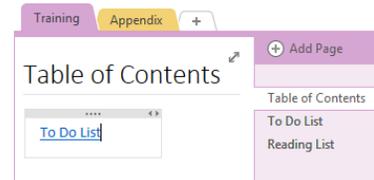
4 Repeat for other page or section tabs.
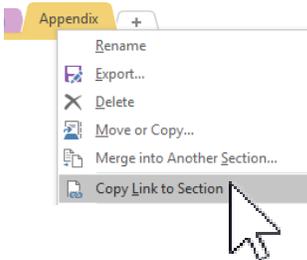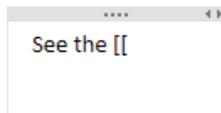
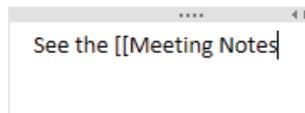**5** Share your notes so others can browse.
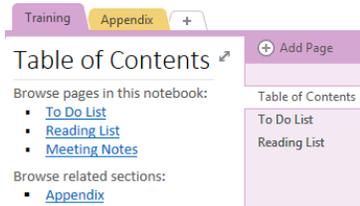
You're done!

13. Build a wiki with easy links

Create automatic cross-reference links to any page by typing its title inside double brackets.
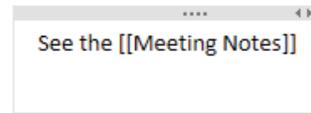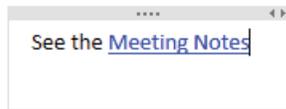
1 Within any line of text, type two left brackets (**[[**).

See the [[

2 Type the page title of an existing page in your notebook.

See the [[Meeting Notes

3 Type two right brackets (**]]**)after the page title.

See the [[Meeting Notes]]

4 OneNote creates a link to that page in your notebook.

See the Meeting Notes

You're done!

NOTE If you type a title for a page that doesn't exist, OneNote creates a new, blank page that the link will point to. The link underline will appear dotted until you add notes to that new page.
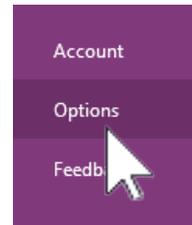
14. Swap the page list from right to left

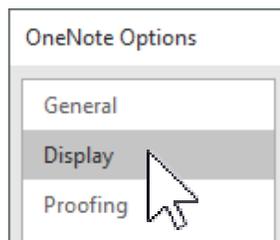Prefer to see your page list on the left side of the screen instead of the right? Here's how.

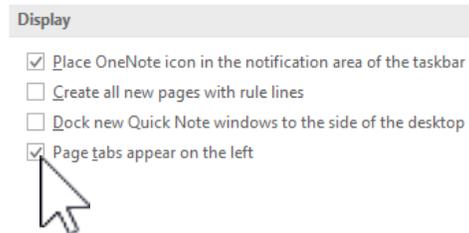**1** On the ribbon, click the **File** tab.
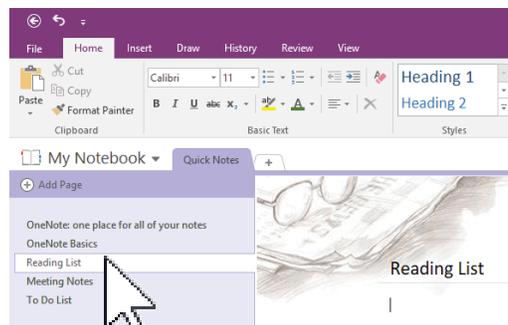
2 Click **Options**.

3 Click the **Display** category.

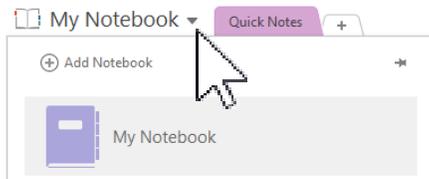**4** Click the **Page tabs appear on the left** checkbox.

5 Click **OK**, and the page list will now appear on the left side of the OneNote window.
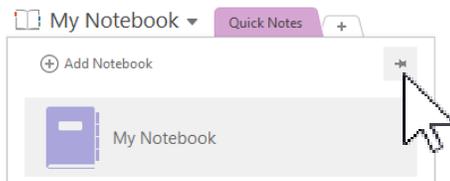
15. Keep your notebook structure visible

Too many section tabs on your screen? Pin and expand the Notebooks list for easy navigation.
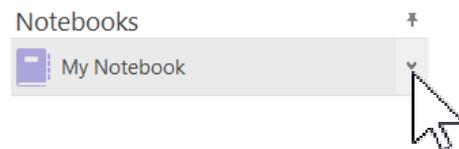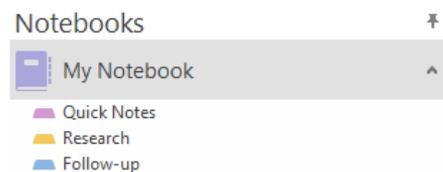
1   Click the arrow after the notebook name.

2   Click the pin icon in the upper right corner of the menu that appears.

3   Click the arrow next to the notebook that you want to expand.

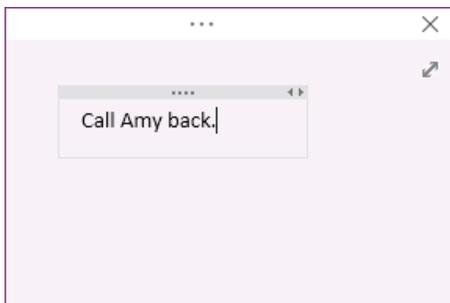**4**   Now you can see and easily navigate between all notebooks and their sections.

16. Put a digital sticky note on your screen

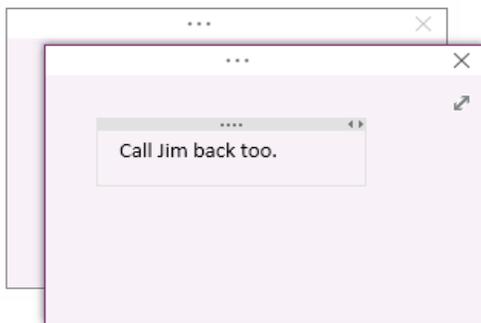Need to jot something down quickly? Create easy Quick Notes with the press of two keys.

1 Press these keys:

⊞ **+** N

2 Start typing your note.

Call Amy back.|

3 Press the keyboard shortcut again to create additional Quick Notes.

Call Jim back too.

NOTE Click the ⬈ icon in the corner of any Quick Note to expand it to a full OneNote window. Quick Notes are automatically saved to your notebook as soon as they are created so you never lose them.

Thanks for reading!

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Microsoft