Get Organized with OneNote

What is OneNote?

OneNote is intended as a note taking and organizational tool. You can use it as a way to quickly take and sort notes during classes or meetings, as a personal planning system, as a collaborative project management tool, or all of the above. The different levels of security available and the ability to separate out your content into independent notebooks open up all possibilities.

Versions/Devices

OneNote is available across all platforms and devices. You can use it with a PC, a Mac, an Android device, or an iPhone. You can also choose to install the software on your computer or run it through the cloud. The current install version is a bit more robust and easy to work with than the cloud version so we will be demonstrating with that today. We will also look briefly at the Android version of the software. It is important to note that no matter how you access your information you can store it on the cloud.
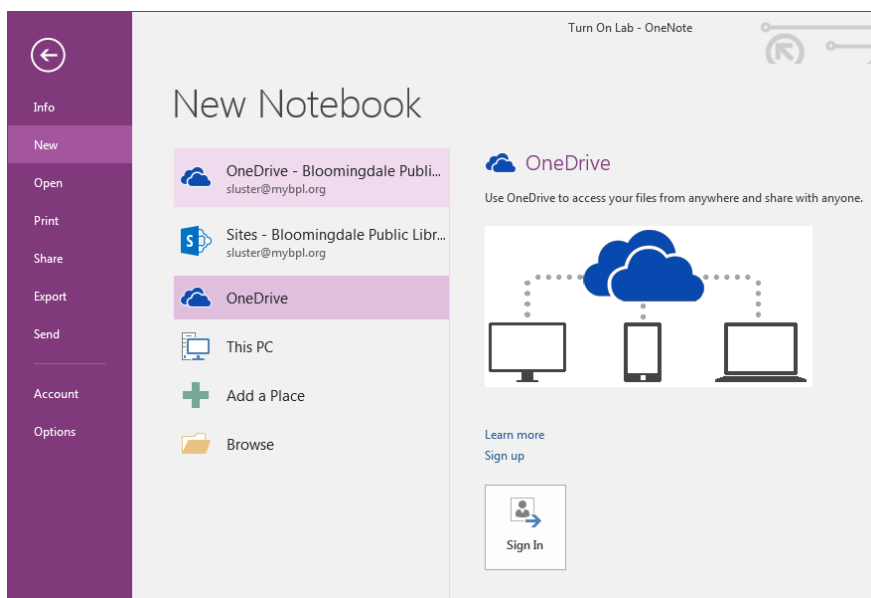
Organization

Once you have created an account you are ready to add content. The way your information is stored in OneNote is with the following hierarchy:

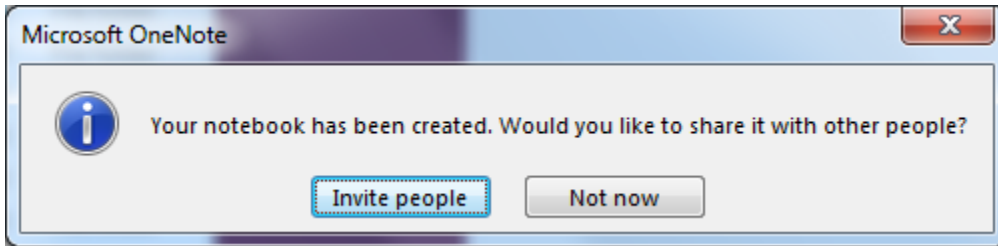*Accounts contain Notebooks → Notebooks contain Sections → Sections contain Pages*

We'll discuss how to create all of these items below:

Notebooks

1. Using the "File" option in the OneNote ribbon you can get to the new screen.
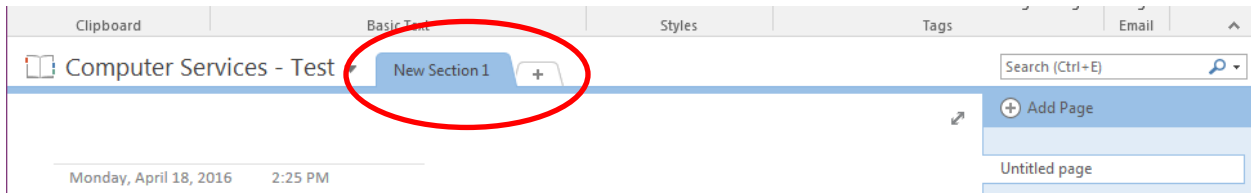2. Select the storage location

3. Name and create Notebook
4. Choose whether or not to invite others to use your notebook*

*NOTE: You can always go back later and share the notebook if you want to
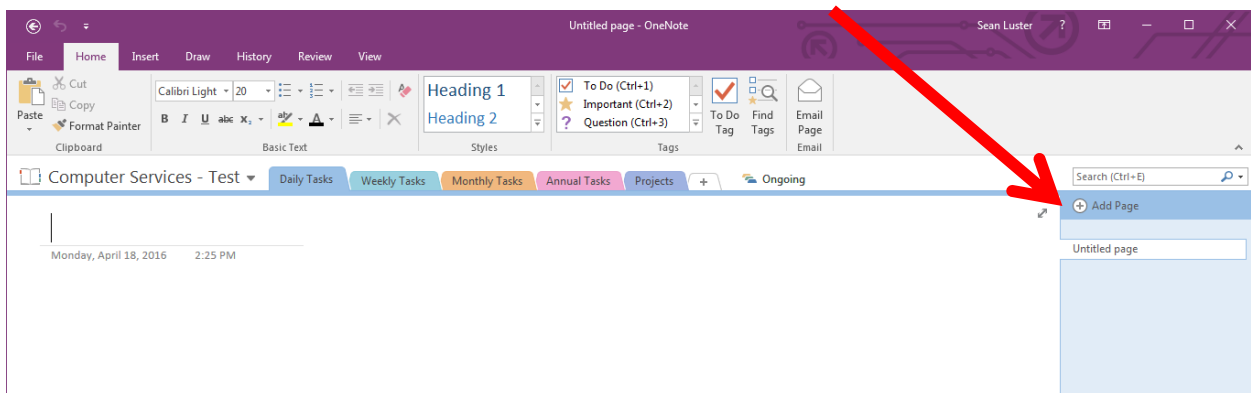
Sections

Sections and Section Groups are sub divisions within notebooks (Sections shown below):

To create a new section just click the plus symbol to the right of existing sections. If you wish to organize a number of sections together right-click on either an existing section tab or the blank space to the right of existing sections.

Pages

All sections start out with a default untitled page. You can create more pages by clicking the Add Page button to the right. Some content creation techniques will automatically create pages.

Creating Content

OneNote's editing features are an interesting hybrid of Word, Excel, and Publisher. Allowing you to insert a number of different content types into any spot you like on the page. We will explore several different ways to embed content in class with particular focus on a few items:

Tags
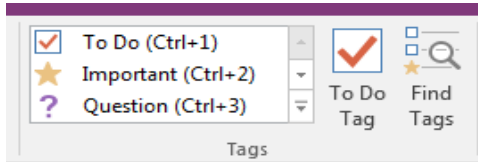
Tags are valuable as visual clues to the nature of your notes as well as a way to organize and find your data.

Insert Ribbon
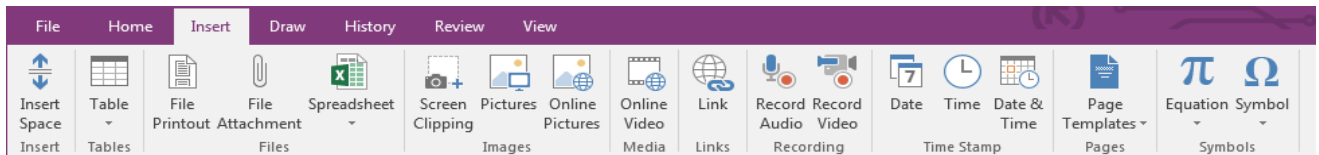
We will demonstrate how to insert several different objects from this menu into your notes, paying particular attention to files and online resources.

Draw Ribbon

The Draw features help to highlight information or quickly indicate the status of tasks or reminders. Cross things out, circle them, draw an arrow from one task to another, whatever best conveys the information you need to pass along.
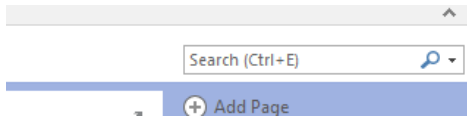
Review Ribbon
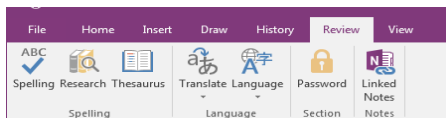
Typical MS Office spell check and translate features are available.

*NOTE: If content is added to OneNote without specifying where it goes, it will automatically be added to the default (top listed) Notebook.
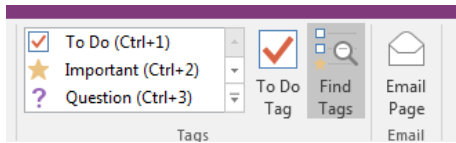
Searching Content

Search Feature

In the upper right near the Add Pages button a standard search widget is available. What's notable about this is it is capable of searching the text of files inserted into notes.

Tags

The Find Tags button (highlighted above) searches your account for tags. Settings can be adjusted to organize them by several different criteria, or to filter how many tags you see. This is an excellent way to quickly see all your important notes, to do items, etc.
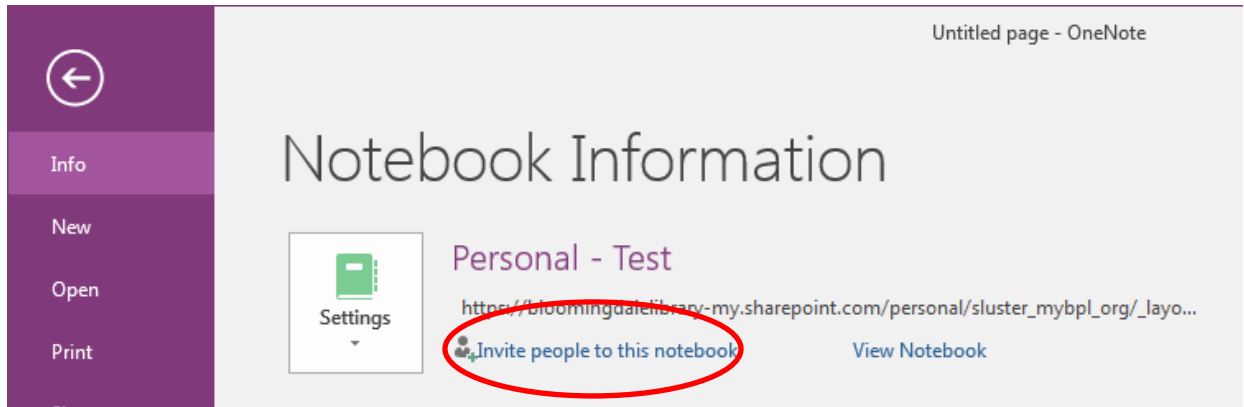
Links

If some information in one item is relevant to another page/section/notebook you can create a link between them. This is done by right clicking on whatever you want to link to, selecting Copy Link to [item], then going to the page where you want to place that link and pasting it in.
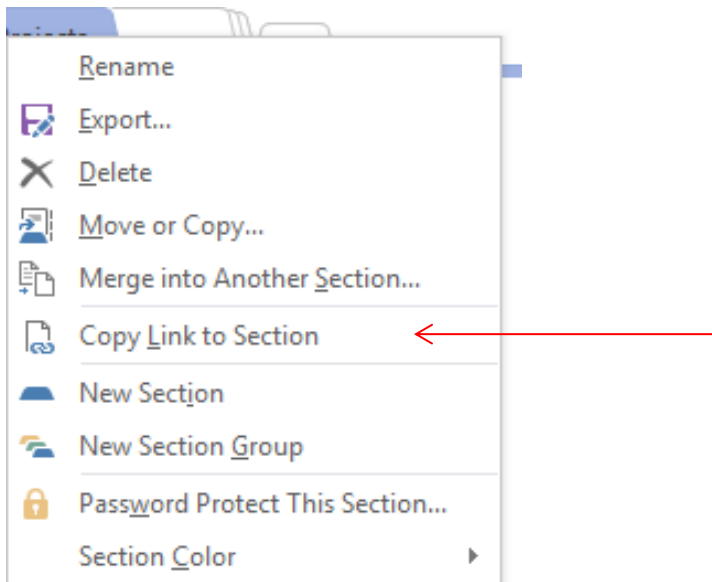
Collaborating

Sharing Notebooks

You can send invitations to view and edit your content either when you create the notebook or whenever after that you like by gong to the File option on the Ribbon and choosing to Invite people to this notebook.

Security

The Review tab in the ribbon also contains the Password controls, which allow you to control access to different sections of your content.