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SEE-HOW guide!




# Plain & Simple

## Microsoft OneNote 2013



Peter Weverka

# Learn the simplest ways to get things done with Microsoft OneNote 2013



See it.  
Learn it.  
In color.

## Here's WHAT You'll Learn

- Take notes, organize, and share them
- Add pictures, drawings, and spreadsheets
- Bookmark and tag notes for easier searching
- Clip and save information from the web
- Record and play audio and video notes
- Customize OneNote and get your work done faster

## Here's HOW You'll Learn It

- Jump in wherever you need answers
- Follow easy *steps* and *screenshots* to see exactly what to do
- Get handy *tips* for new techniques and shortcuts
- Use *Try This!* exercises to apply what you learn right away

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Microsoft Office/  
Microsoft OneNote



Microsoft

# OneNote 2013 Plain & Simple

*Peter Weverka*

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*For Al Smithee*



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# Taking notes to another level

Typewritten notes aren't the only kind of notes that you can write. Far from it. You can also **handwrite notes and convert them to text**, record audio notes, and record video notes.

Microsoft OneNote 2013 also comes with special tools for constructing outlines and math equations.

To include information from other sources, consider attaching a file to a note, copying contents to a note as a file printout, and scanning documents and placing the scanned images in notes.

OneNote 2013 makes it easy to insert pictures and screenshots in notes, too.

When you're in a hurry to write a note or you haven't decided yet where to store one, write a quick note. You can store quick notes temporarily in the Quick Notes section until you find a permanent place for them.

# 5

## In this section:

- Writing quick notes
- Reading, moving, and deleting quick notes
- Handwriting notes and converting them to text
- Creating and constructing outlines
- Attaching a file or copying a file's contents to a note
- Inserting a picture from your computer or network
- Inserting a picture from an Internet source
- Taking a screen clipping
- Constructing simple math equations
- Recording audio and video notes
- Playing back audio and video notes

### Writing quick notes

When you want to jot down a note but can't decide where to store it, or you want to jot down a note without first opening OneNote 2013, write a *quick note*. (In versions of OneNote prior to 2013, quick notes were called side notes.) After you write a quick note, it is stored in the Quick Notes section (located below the list of open notebooks in the Notebooks pane) until you delete it or move it to a page or section in a notebook.

### Write a quick note

- 1 In the notification area on the right side of the Windows taskbar, click the Send To OneNote icon. (If you don't see the Send To OneNote icon, in the notification area, click Show Hidden Icons.)
- 2 In the Send To OneNote window, click New Quick Note.
- 3 Write a quick note.
- 4 Continue to add to the note as needed. Click Close when you finish writing the note.

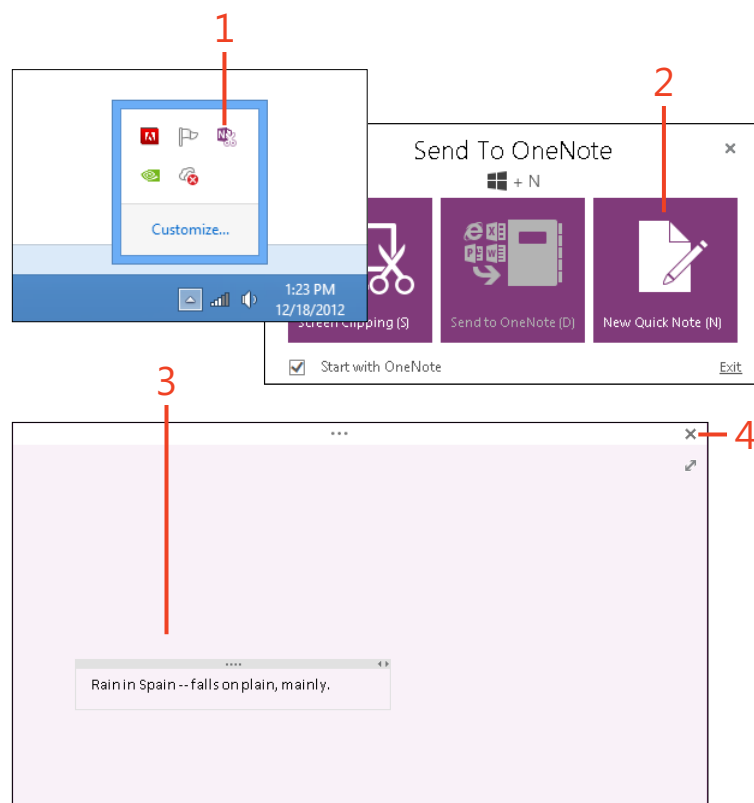


**TIP** You can also open the Send To OneNote window by clicking the Send To OneNote button on the View tab in OneNote or pressing Windows key+N. Also, if OneNote is open, the Send To OneNote icon might appear on the taskbar. Click it to open the Send To OneNote window.



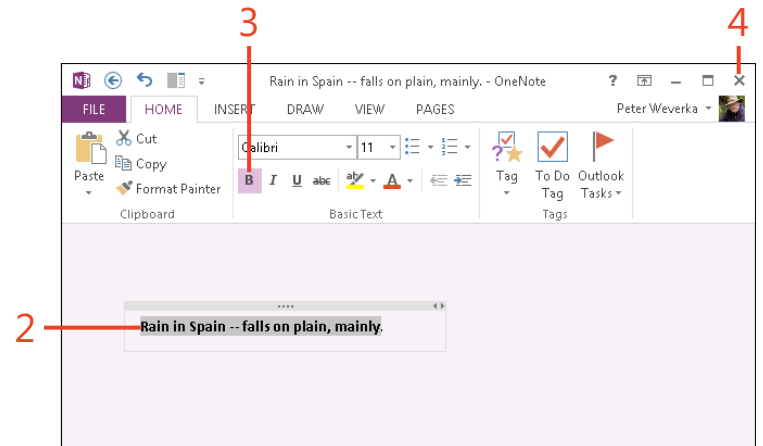
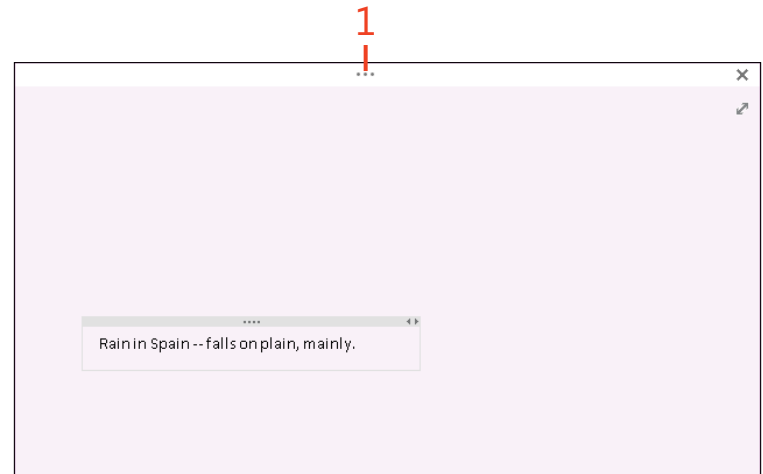
**TIP** If the Send to OneNote icon doesn't appear in the notification area, click File and then, in the Backstage view, click the Options tab. In the OneNote Options dialog box, click Display, select the Place OneNote Icon In The Notification Area Of The Taskbar check box, and then click OK.

Write quick notes in the Quick Note window. This window offers the Home, Insert, Draw, View, and Pages tabs for formatting and handling the quick notes you write. Click the Close button to close the Quick Note window after you write your quick note.



## Format a quick note

- 1 In the Quick Note window, click the Auto-Hide Ribbon button (the ellipsis character at the top of the window) to display the ribbon.
- 2 Select some text in the quick note.
- 3 Format the text by using a command on the Home tab.
- 4 Click Close.



**SEE ALSO** To learn how to move a quick note to a notebook, see “Reading, moving, and deleting quick notes” on page 78.

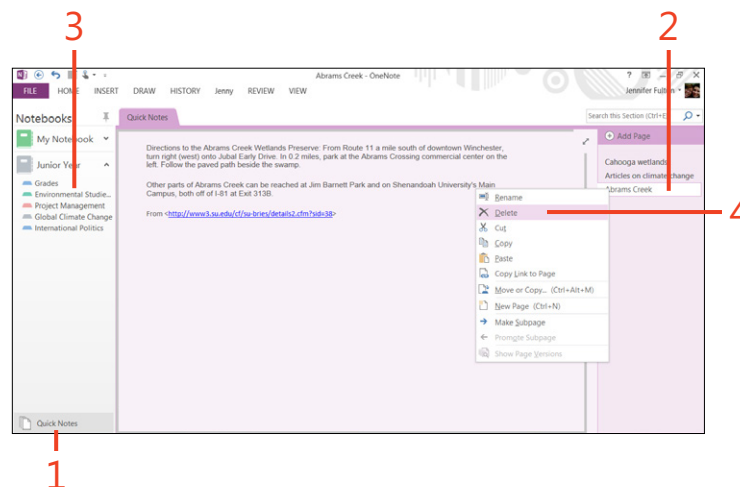
### Reading, moving, and deleting quick notes

Quick notes are kept in the Quick Notes section until you delete them or move them to a different section or page. To open the Quick Notes section, open OneNote 2013 (if necessary) and then, at the bottom of the Notebooks pane, click Quick Notes.

Quick notes are stored one to a page in the Quick Notes section. Click a page in the page tabs to read a quick note. The name of each quick note appears on a page tab. OneNote gets these names from the first bit of text in a quick note.

### Read, move, and delete quick notes

- 1 At the bottom of the Notebooks pane, click Quick Notes.
- 2 To read a quick note, click a page tab.
- 3 To move a quick note to a section in an open notebook, drag a page tab to a section in the Notebooks pane.
- 4 To delete a quick note, right-click a page tab and then, on the shortcut menu that appears, click Delete.



**TRY THIS** Edit a quick note. You can edit quick notes just like other notes. Click the quick note's page tab to display its contents and make your changes. You can insert a picture, draw in the note, or do any note-related task. Changes are saved automatically.

## Handwriting notes and converting them to text

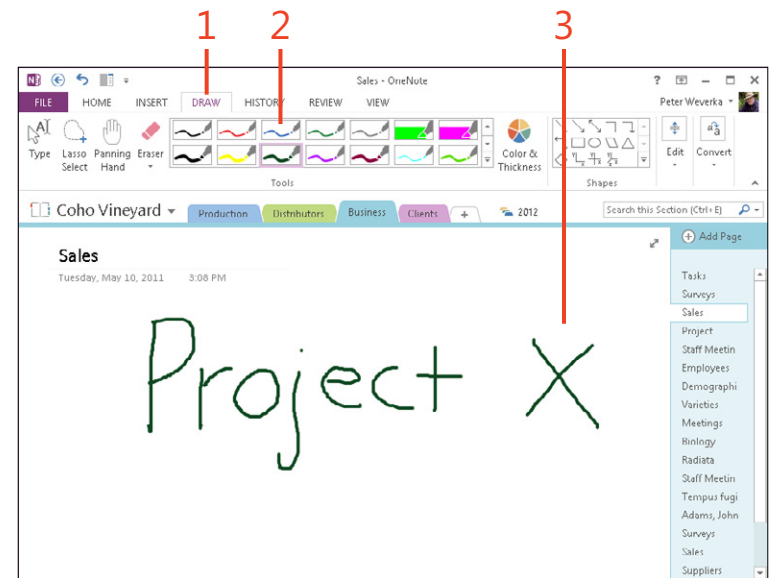
If you have a tablet, touch-enabled computer, or pen device, you can handwrite notes. In fact, if handwriting notes is easier for you, or if you share your notebooks with a collaborator and you believe handwritten notes are less formal, you might prefer to handwrite all your notes. To handwrite a note, select a pen, and drag your finger or pen device on the pad or screen. (You

can also, with unsatisfactory results, handwrite notes by dragging the mouse.)

You can convert handwritten notes to text. OneNote identifies each character as you write, then converts the result to typed text. You can edit this converted text just like typed text.

### Handwrite a note

- 1 On the ribbon, click the Draw tab.
- 2 In the Tools group, in the Pens gallery, select a pen.
- 3 Using your finger, a pen device, or the mouse, drag to handwrite a note.



**SEE ALSO** To learn how to choose a pen size and pen color for drawing and handwriting notes, read "Drawing free-form with a pen or highlighter" on page 146.



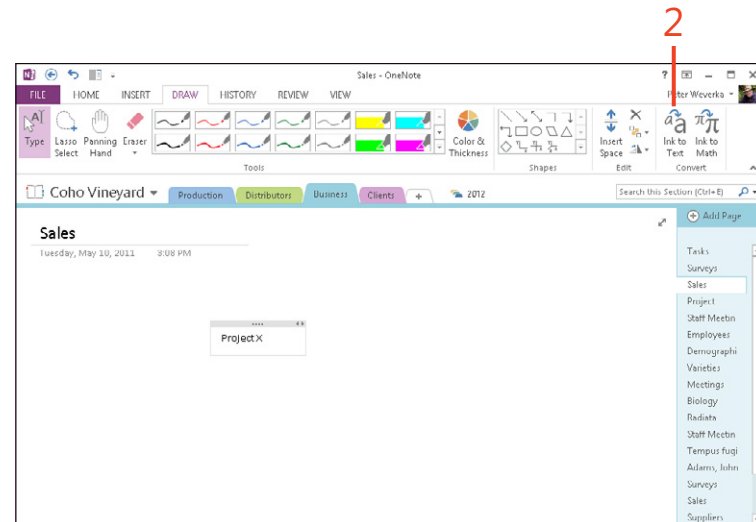
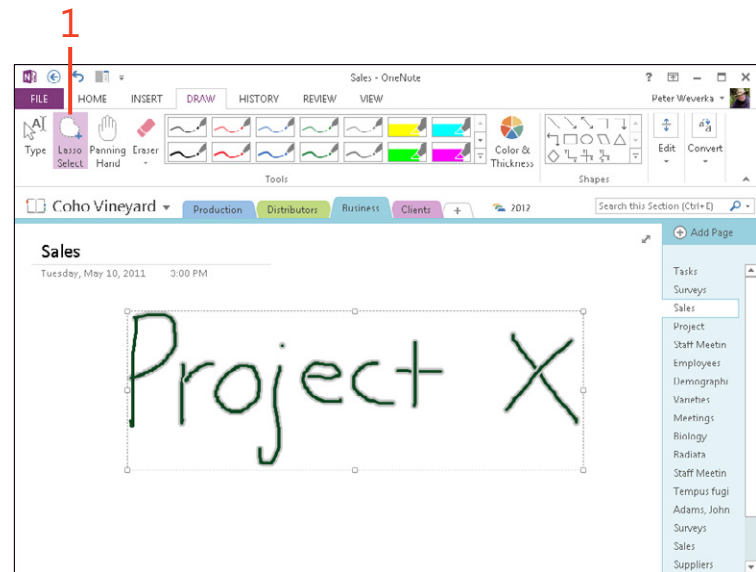
**CAUTION** If you can't handwrite notes, OneNote isn't in Create Handwriting Only mode or Create Both Handwriting and Drawings mode. To change pen modes, open the Pens gallery, click Pen Mode, and then choose either Create Handwriting Only mode or Create Both Handwriting and Drawings.



## 5: TAKING NOTES TO ANOTHER LEVEL

### Convert a handwritten note to text

- 1 Select the handwritten note that you want to convert to text.
- 2 In the Convert group, click Ink To Text.



**TIP** To convert all handwritten notes on a page to text, make sure no notes on the page are selected, and then click the Ink To Text button.



**CAUTION** You can't import handwritten text into OneNote and then convert it to text.

## Creating and constructing outlines

An outline is a list of important topics on a given subject. In a typical outline, topics are listed at different levels, with first-level topics not indented and sublevel topics indented to show they are subordinate.

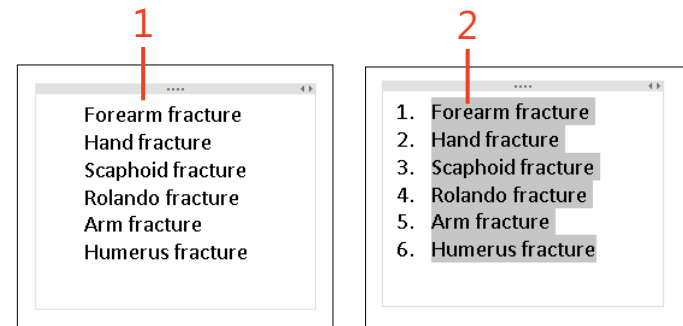
To help construct outlines, OneNote 2013 offers the paragraph handle. Move the pointer over a topic in the outline list to display its paragraph handle, which appears on the left, and then do the following to construct an outline:

- **Change the outline level (the amount of indentation)** Drag the paragraph handle to the left or right to change the topic's outline level. Dragging the handle to the right lowers the outline level; dragging the handle to the left raises it. You can also press Tab or, on the Home tab, click the Increase Indent Position button to move a topic to a lower level; press Shift+Tab or click the Decrease Indent Position button to raise a subtopic to a higher level.
- **Move a topic up or down in the outline** Drag the paragraph handle up or down in the note.
- **Select a topic and its subtopics** Click the paragraph handle.
- **Collapse or expand a topic's subtopics** Double-click the paragraph handle. You can also press Alt+Shift+minus sign to collapse or Alt+Shift+plus sign to expand subtopics.
- **Select topics at different levels** Right-click the paragraph handle and then, on the shortcut menu that appears, point to Select. On the submenu that appears, choose a level. Select all topics on the same level when you want to format text. For example, to italicize all level-3 subtopics, select them and click the Italic button.

## Create and construct an outline

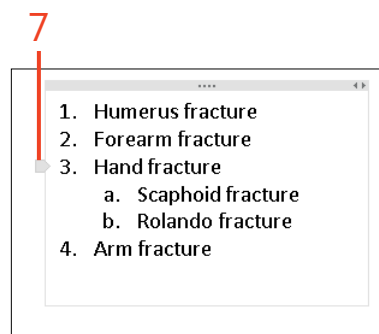
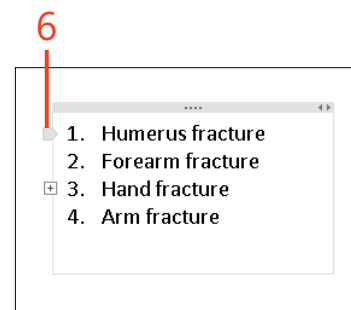
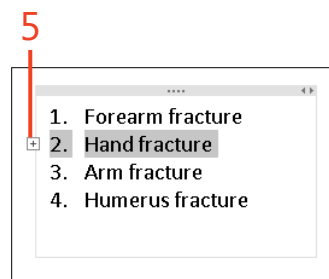
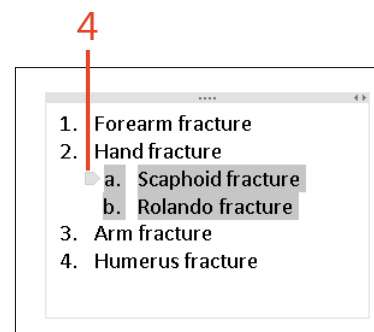
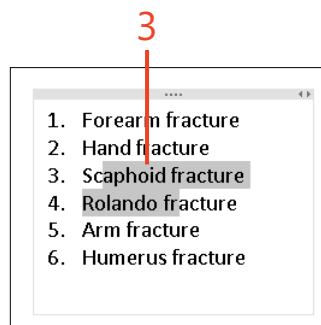
- 1 Create the initial outline as a list.
- 2 Select the items in the outline and press Ctrl+/ (or, on the Home tab, click the Numbering button) to number the outline. You can open the gallery on the Numbering button and select an alternative numbering scheme, such as a., b., c., or I., II., III.

*(continued on next page)*



### Create and construct an outline *(continued)*

- 3 Drag to select the items in the outline that you want to make subordinate.
- 4 Drag the paragraph handle next to one of the items to the right to indent the selected items.
- 5 Double-click an item's paragraph handle to collapse its subtopics.
- 6 Drag an item's paragraph handle upward to move that item higher in the outline.
- 7 Double-click the paragraph handle on a collapsed item to expand it.



**TRY THIS** Drag the paragraph handle upward and to the right to indent *and* move a topic in an outline at the same time.

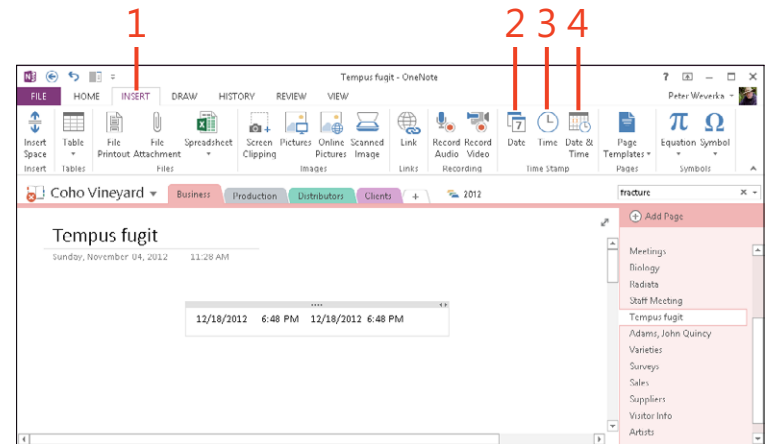
## Date-stamping and time-stamping notes

You can date-stamp and time-stamp notes to record when they were written so that have a record of when you took the notes. Or,

use the date- and time-stamping commands to insert the current date, time, or date and time in the middle of a note you're writing.

### Date-stamp and time-stamp a note

- 1 On the ribbon, click the Insert tab.
- 2 To insert the current date, in the Time Stamp group, click Date or press Alt+Shift+D.
- 3 To insert the current time, click Time or press Alt+Shift+T.
- 4 To insert the current date and time, click Date & Time or press Alt+Shift+F.



**TIP** To insert your name along with the current date and current time in a note, right-click the note and then, on the shortcut menu that appears, click the last option (for example, choose Joe Jones at 1/12/13 3:02 PM).



**TRY THIS** You can always tell when a note was written (and who wrote it). Right-click the paragraph handle on a note. On the shortcut menu that appears, the last entry lists the author's name along with the date and the time that the note was written.

## 5: TAKING NOTES TO ANOTHER LEVEL

### Attaching a file or copying a file's content to a note

Attach a file to a note to preserve a copy of a file or make it available in a notebook. After you attach a file to a note, you can double-click its icon to open it. You can also share a file attached to a note by sending the note via email (the attached file is sent along with the note).

You can attach more than one file in a note by using the File Attachment command.

Insert a file printout to copy the text from a file into OneNote and retain all the text formatting. After you insert the text, you can read and search it, but not edit it. Besides inserting the file text, OneNote inserts a shortcut icon to the file and a link to the file. You can double-click the shortcut icon or click the file link to open the file in its default application and edit it as needed.

### Attach a file to a note

- 1 On the ribbon, click the Insert tab.
- 2 In the Files group, click File Attachment.
- 3 In the Choose A File Or A Set Of Files To Insert dialog box, select the file to attach. (Ctrl+click to select more than one file).
- 4 Click Insert.
- 5 In the Insert File dialog box, choose Attach File.

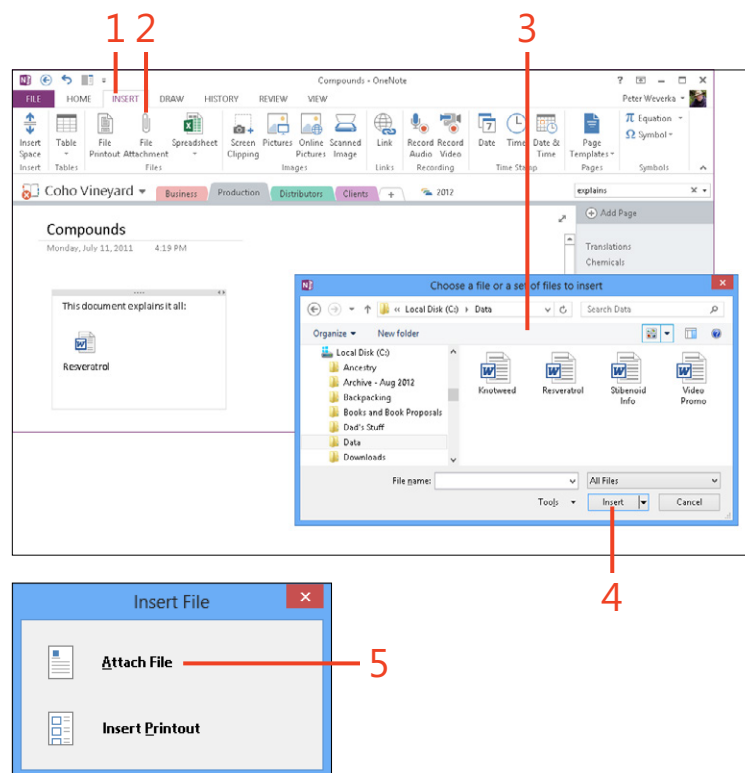
An icon, linked to a copy of the file, is inserted into the note.  
Double-click this icon to open the file later.



**CAUTION** Attached files are embedded in notebooks; they are not linked to their original versions. Editorial changes you make to the original file don't appear in the attachment file; likewise, changes you make to the attachment file don't transfer to the original.



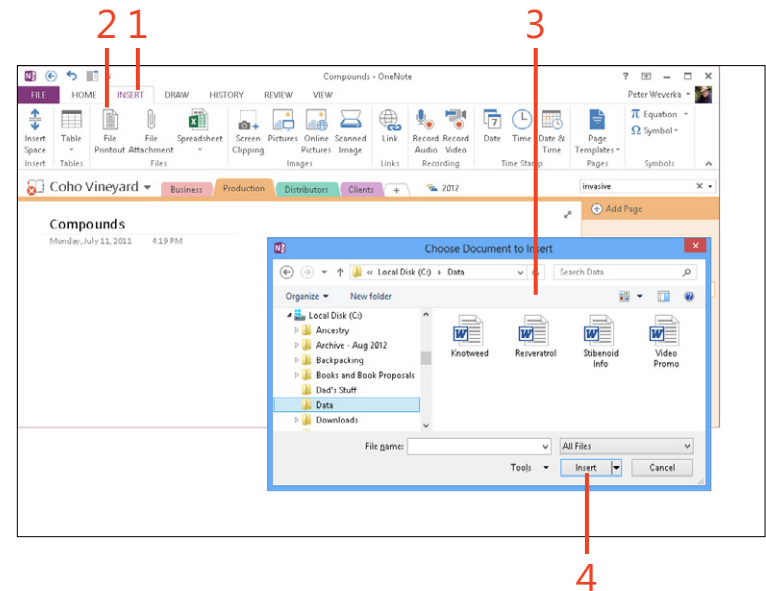
**SEE ALSO** To learn how to link a note to a file so that you can open and edit a file by clicking its link in OneNote, read "Creating a link to a file" on page 120.



## Insert a file printout

- 1 On the ribbon, click the Insert tab.
- 2 In the Files group, click File Printout.
- 3 In the Choose Document To Insert dialog box, select the file to copy. You can select multiple files if you want.
- 4 Click Insert.

The file's text is copied to OneNote, and a link to the file is created.



**TRY THIS** Move the pointer over the attached file icon. A ScreenTip shows you the file's name, when it was last modified, the folder from which it was originally copied, and its size.



**TRY THIS** Double-click the file printout's shortcut icon to open the file in its default application.



**TRY THIS** Make changes to the file you selected in step 3. Save those changes and then return to OneNote. Right-click the file printout icon and then, on the shortcut menu that appears, click Refresh Printout to update OneNote with the changes.

### Sending files to OneNote

When you installed Microsoft Office 2013, you installed a virtual printer called Send To OneNote 2013. You can use this virtual printer to copy the text of any file into OneNote, starting in any application. OneNote calls the copied text a “file printout.”

#### Send a file to OneNote

- 1 In the application from which you want to create a file printout, choose the Print command (or press Ctrl+P)
- 2 In the Print window or Print dialog box, choose the Send To OneNote 2013 printer.
- 3 Specify a print range (the pages you want to copy to OneNote).
- 4 Click Print.

The Select Location In OneNote dialog box appears.

- 5 In the Select Location In OneNote dialog box, select the page where you want the file printout to go and click OK. To create a new page for the file, select a section.

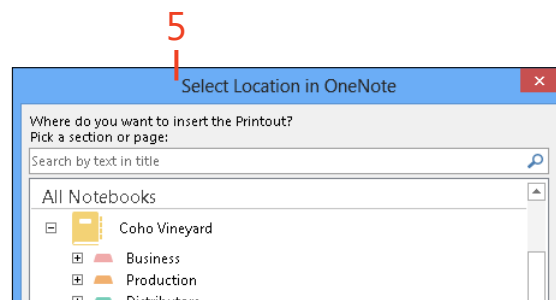
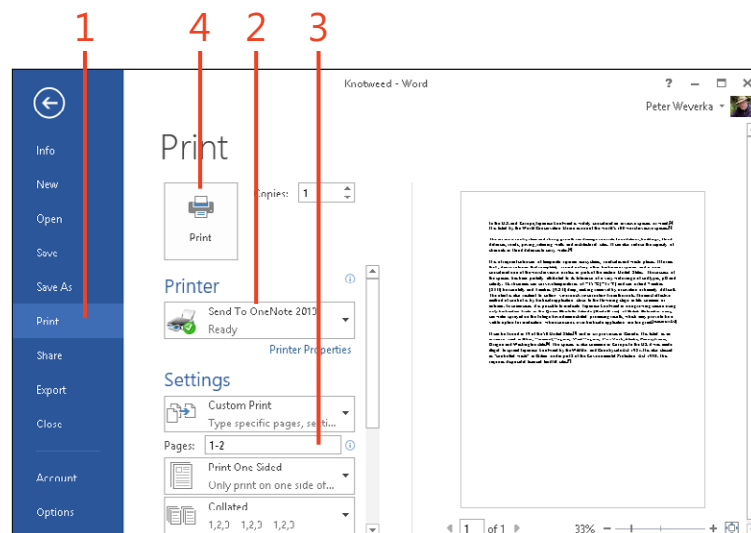


**TIP** To send a Microsoft Word, Microsoft Excel, or Microsoft PowerPoint file printout to OneNote, you can click Send To OneNote on the Windows taskbar and then, in the Send To OneNote window that appears, click Send To OneNote. Doing so opens the Select Location In OneNote dialog box. From there, you can choose a page for the printout.



**SEE ALSO** To learn how to create a link to a file in OneNote and be able to click the link to open the file, read “Attaching a file or copying a file’s contents to a note” on page 84.

The Send To OneNote command doesn’t provide a shortcut icon and link to the file along with its copied text in the manner that the File Printout command does, but you can choose which pages of the file to bring into OneNote (the File Printout command does not give you the ability to select the pages you want to copy and place in OneNote).



## Inserting images from a scanner or digital camera

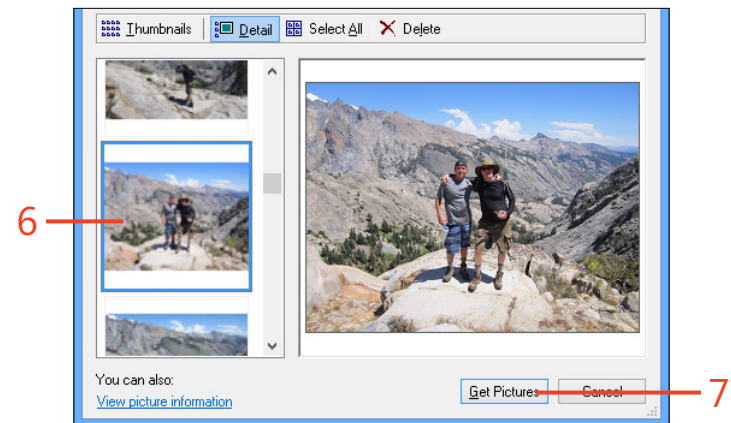
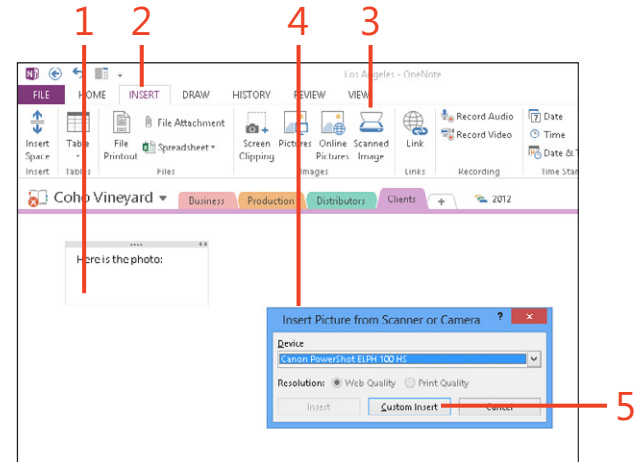
On the Insert tab, OneNote 2013 offers several commands for placing your own images in notes. Using the Scanned Image command, you can insert content from a scanner or digital camera into a note.

Before using the Scanned Image command, make sure that your scanner or digital camera is plugged into one of your computer's USB ports.

### Insert images from a digital camera

- 1 Click in a note.
- 2 On the ribbon, click the Insert tab.
- 3 In the Images group, click Scanned Image.
- 4 In the Insert Picture From Scanner Or Camera dialog box, in the Device list box, select a device.
- 5 Click Custom Insert.
- 6 In the Get Pictures From dialog box, select a photo. To select more than one, Ctrl+click the photos.
- 7 Click Get Pictures.

The picture(s) you selected are inserted into the note.



**TIP** You can change the size of a scanned image. Move the pointer over the lower-right corner. When you see the two-headed arrow, click and start dragging. Drag inward to make the picture smaller; drag outward to make it larger.

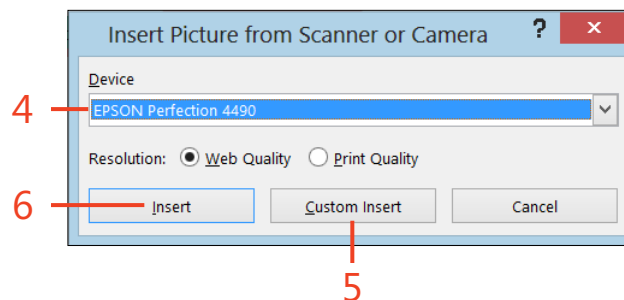
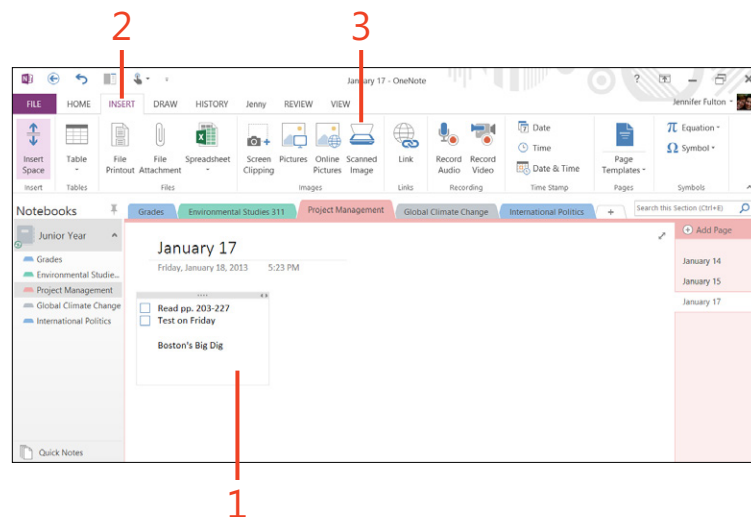


## 5: TAKING NOTES TO ANOTHER LEVEL

### Insert images from a scanner

- 1 Click in a note.
- 2 On the ribbon, click the Insert tab.
- 3 In the Images group, click Scanned Image.
- 4 In the Insert Picture From Scanner Or Camera dialog box, in the Device list box, select a device, and then click the desired resolution option.
- 5 Click Custom Insert to crop the scanned image and make other adjustments; otherwise, skip this step.
- 6 Click Insert. (If you clicked Custom Insert in step 4, click Scan instead.)

The scan is inserted into the note where you clicked.



## Inserting a picture from your computer or network

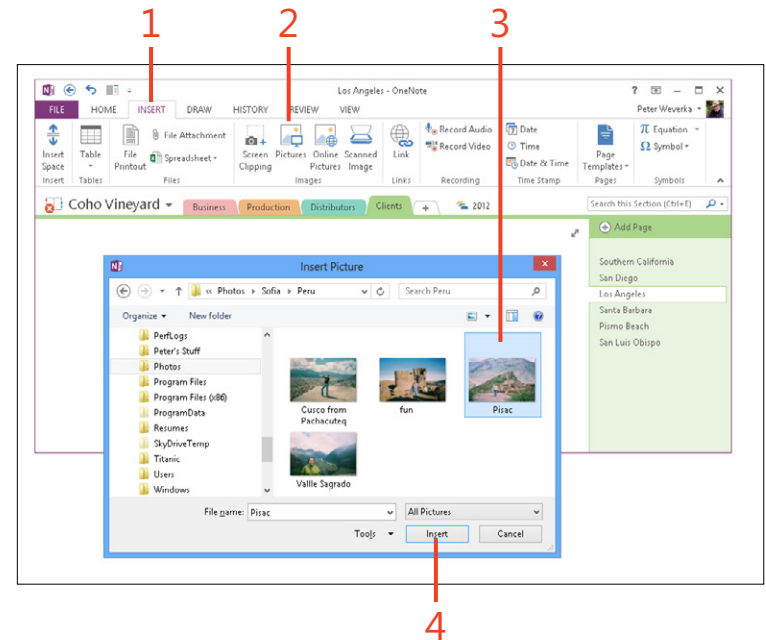
Using the Pictures command, you can insert a JPEG, PNG, TIFF, or other digital image from your computer or network into your

OneNote 2013 notes.. For that matter, you can insert more than one picture.

### Insert a picture from your computer or network

- 1 Click in a note and then, on the ribbon, click the Insert tab.
- 2 In the Images group, click Pictures.
- 3 In the Insert Picture dialog box, select a picture to insert.
- 4 Click Insert.

The picture you selected is inserted into the note where you clicked.



**TIP** To select and insert more than one picture, while in the Insert Picture dialog box, Ctrl+click the desired pictures.



**SEE ALSO** To learn how to insert a picture you keep in a SkyDrive folder, read "Inserting a picture from an Internet source" on page 90.

### Inserting a picture from an Internet source

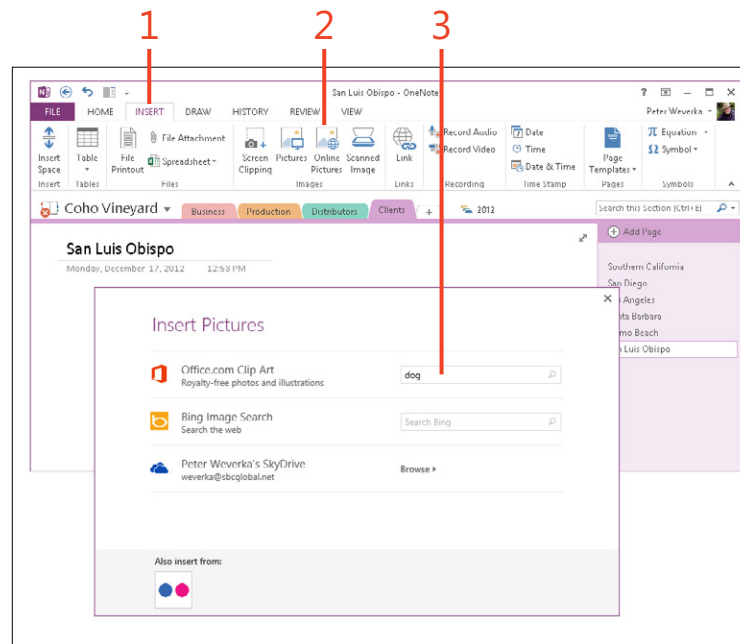
Need a picture to illustrate an idea or concept? You can obtain a picture from an Internet source. OneNote provides the means to

search for and obtain pictures from Office.com, the Internet (by way of the Bing search engine), and a SkyDrive folder.

### Insert a picture from an Internet source

- 1 On the ribbon, click the Insert tab.
- 2 In the Images group, click Online Pictures.
- 3 In either the Office.com Clip Art or Bing Image Search box, enter a search term that describes the picture that you want and then press Enter. To search your SkyDrive folders, click Browse, instead.

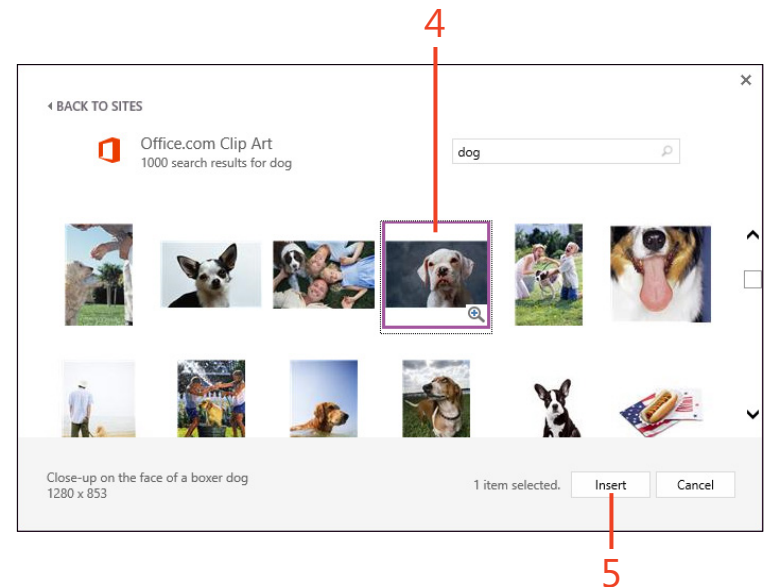
*(continued on next page)*



**TIP** To see a larger view of a picture in the Insert Pictures dialog box, select the picture, move the pointer over it, and then click the View Larger button.

## Insert a picture from an Internet source *(continued)*

- 4 Select a picture to insert. (You can select more than one picture if you want.)
- 5 Click Insert.



**TIP** You can also insert a picture from Flickr by clicking the Flickr icon at the bottom of the Insert Pictures dialog box. Follow the onscreen instructions to connect your Microsoft Account to Flickr.



**CAUTION** You cannot use a picture from a website without first obtaining permission to use it from the website's owner.



**TIP** To change the size of a picture, move the pointer over the lower-right corner. When you see the two-headed arrow, click and start dragging. Drag inward to make the picture smaller; drag outward to enlarge it.

### Taking a screen clipping

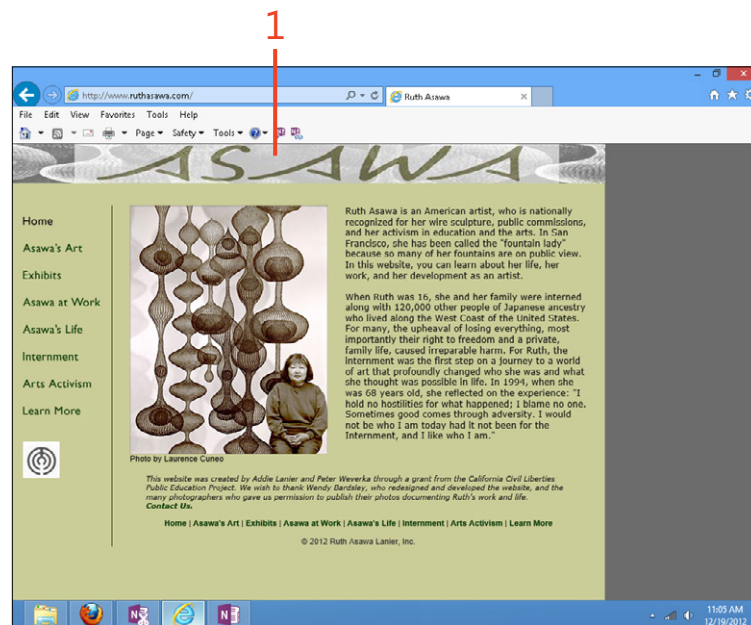
To capture part of an open window on your computer as a screenshot, take a screen clipping. For example, you can capture part of a webpage or application screen in a screen clipping to preserve it in a OneNote 2013 note or take notes about it.

### Take a screen clipping

- 1 Display the webpage, file, or application window that you want to capture.

*(continued on next page)*

Before you begin, display the item that you want to capture on your screen. For example, to capture part of a webpage, display the webpage in your browser. Then, switch to OneNote and take the screen clipping.



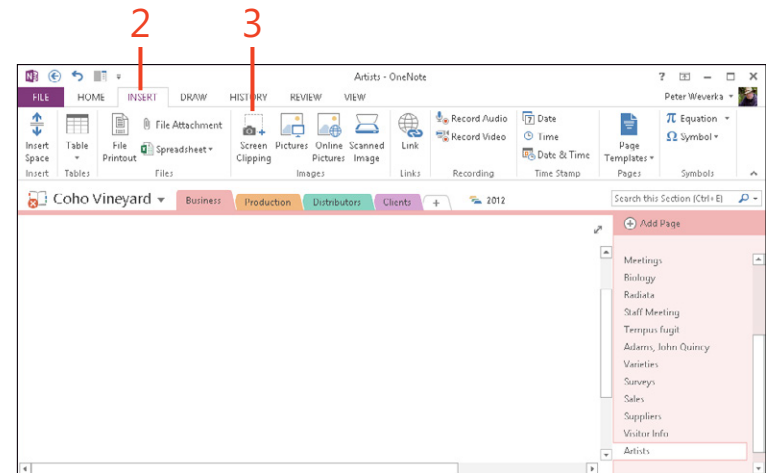
## Take a screen clipping *(continued)*

2 In OneNote, on the ribbon, click the Insert tab.

3 In the Images group, click Screen Clipping.

The screen dims temporarily.

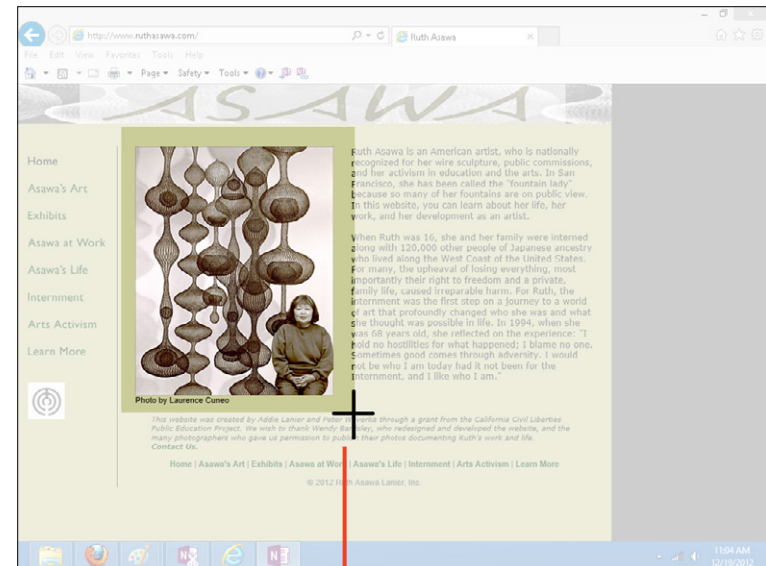
4 Drag on the screen to define the portion of the screen that you want to capture. When you release the mouse button, the area you defined is captured as a screenshot and inserted into the note.



**TIP** You can also take a screen clipping by using the Send To OneNote tool. On the taskbar, click Send To OneNote. Next, click the Send to OneNote icon in the Windows notification area or press Windows key+S. In the Send To OneNote window, click Screen Clipping. Drag on the screen to define the area that you want to capture. In the Select Location In OneNote dialog box, select the page where you want to place the screen clipping, and then click Send to Selected Location.



**TIP** If you select the wrong area of the screen, remember that you can click Undo and repeat these steps to try again.



4

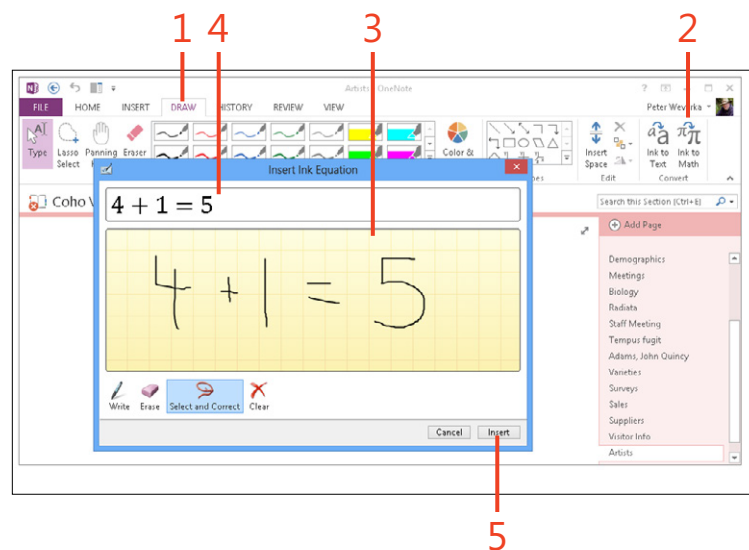
### Constructing simple math equations

Writing and drawing math equations can be difficult because of the special symbols that are required. To make constructing equations a little easier, OneNote 2013 offers two techniques for putting equations in notes. To write simple equations, draw

the equation in the Insert Ink Equation window. (To see how to build complex equations, read “Constructing complex math equations” on page 95.)

### Construct simple equations in the Insert Ink Equation window

- 1 On the ribbon, click the Draw tab.
- 2 In the Convert group, click Ink To Math.
- 3 In the Insert Ink Equation dialog box, using the mouse, a pen device, or your finger, draw an equation.
- 4 Look at the Preview area to see whether OneNote interpreted your drawing correctly. If not, you can make corrections.
- 5 Click Insert.



**TIP** The Insert Ink Equation dialog box offers these tools for constructing equations:

- Click Erase and drag over part of an equation to erase it. Then, click Write to write your correction.
- Click Select And Correct and drag over an equation to repair it. A menu appears with numbers and symbols that you can select to replace what you dragged over.
- Click Clear to remove all edits from the window and start over.

## Constructing complex math equations

OneNote 2013 offers two techniques for entering math equations in notes. Writing and drawing complex math equations might seem daunting, but with the special tools OneNote offers, it's relatively easy.

### Construct complex equations by using equation tools

- 1 On the ribbon, click the Insert tab.
- 2 In the Symbols group, click Equation.
- 3 Type your equation.

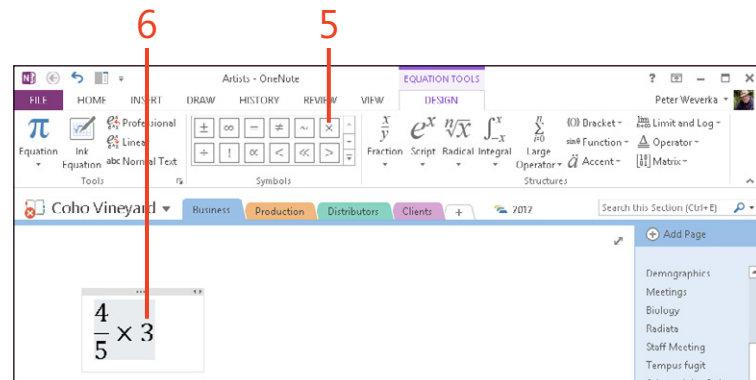
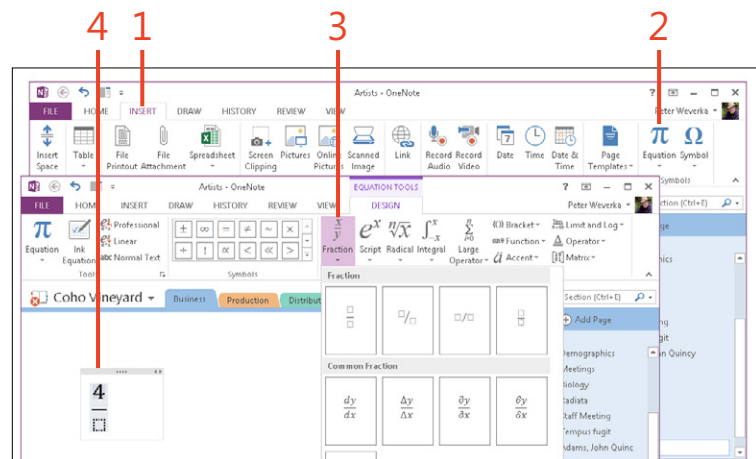
You don't need to insert spaces between symbols, variables, or numbers. Sometimes it's easier to start with a mathematical structure, and then fill in the blanks. To insert a mathematical structure such as a fraction, script, radical or integral, on the Equation Tools | Design contextual tab, in the Structures group, click the appropriate button. For example, click Fraction and choose a fraction structure in the gallery that appears.

- 4 Enter the appropriate values in the placeholders. For example, in the fraction placeholders, enter a numerator and a denominator.
- 5 Insert symbols such as a multiplication, division, or not-equal sign from the Symbols gallery, as needed.
- 6 Type numbers, variables, and insert other symbols as desired to complete the equation.



**TRY THIS** In the Equation Tools | Design contextual tab, click Equation and choose a common equation on the gallery as a starting point for constructing your equation. You can also do this on the Insert tab by opening the gallery on the Equation button.

To construct a complex equation, use the Equation Tools Design tab and its special tools. This tab provides mathematical structures and symbols for constructing equations. (To see how to create simple equations, read "Constructing simple math equations" on page 94.)





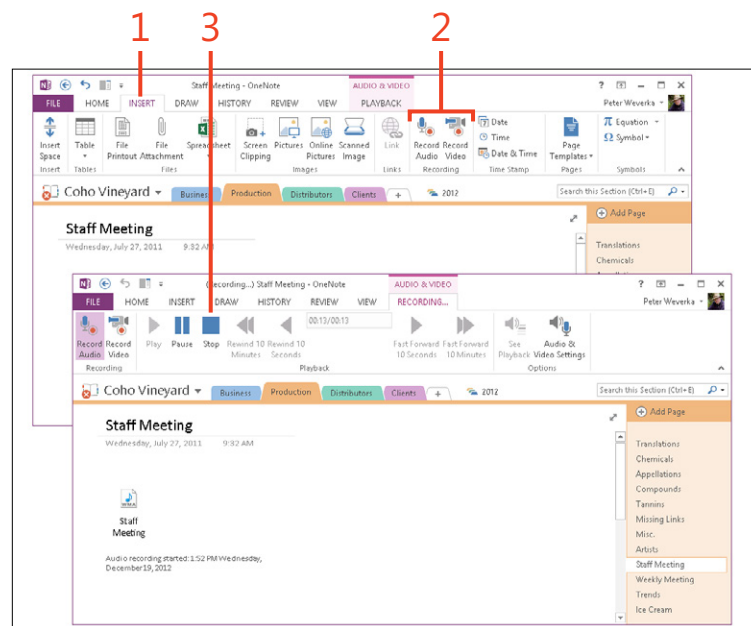
### Recording audio and video notes

If your computer is equipped with audio-recording and video-recording capability, you can record audio and video notes and play back the recordings on the Audio & Video Playback tab of OneNote 2013.

### Record an audio or video note

- 1 Click in a note and then, on the ribbon, click the Insert tab.
- 2 In the Recording group, click either Record Audio or Record Video and make your recording.
- 3 When you finish recording, on the Audio & Video | Recording contextual tab, click Stop.

OneNote stores audio recordings as .wma files; it stores video recordings as .wmv files. The icons for .wma and .wmv files appear in notes when you record audio and video notes.



**TIP** You can click the Pause button to suspend the recording. Any notes you type during the recording are linked to the recording.



**TRY THIS** The Audio & Video | Playback contextual tab also offers a Record Audio and a Record Video button. Click one of these buttons to record another audio or video note on the page.

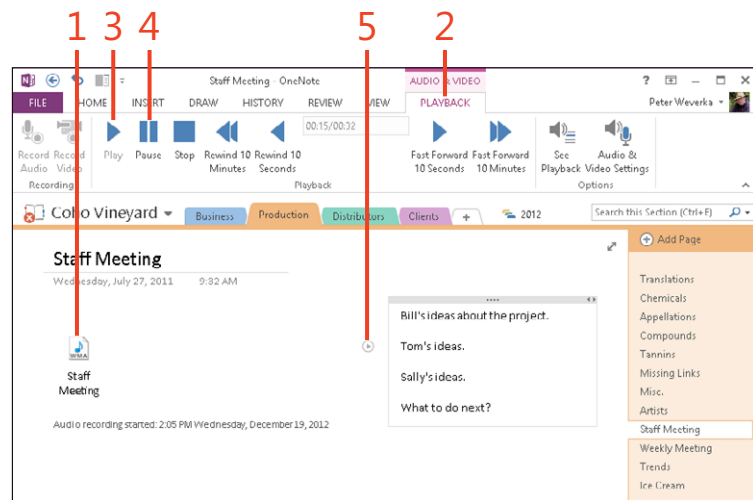
## Playing back audio and video notes

After you've recorded audio or video on a note, you can play back the recording. The Audio & Video | Playback contextual

tab offers commands for playing, pausing, stopping, rewinding, and fast-forwarding an audio or video recording.

### Play back audio or video notes

- 1 Click the note that contains the audio or video recording.
- 2 On the ribbon, click the Audio & Video | Playback contextual tab.
- 3 In the Playback group, click Play. You can also play a recording by double-clicking its icon.
- 4 Click Pause to suspend the recording temporarily.
- 5 Click the Play button next to a paragraph or note to play one portion of the recording (the portion you made while writing the note).



**TIP** OneNote links recordings to notes that you take while a recording is being made or played back, and you can click these playback links to revisit different parts of a recording. To play back your supervisor's speech at a staff meeting, for example, you can select the note that you wrote while your supervisor spoke and then click the playback link attached to the note. In this way, you can write notes about meetings and events, and use your notes as a means to return to the parts of meetings and events that you recorded.

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# About the author

Peter Weverka is a veteran author of several dozen computer books about Microsoft Office software, including *Microsoft OneNote 2010 Plain & Simple*.

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