



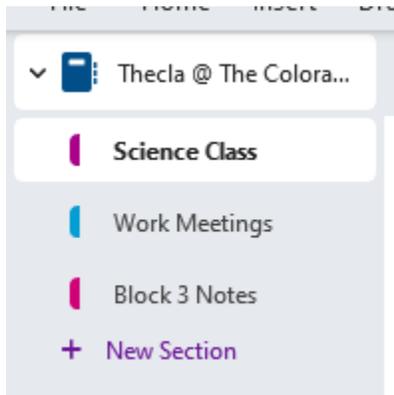
Quick Start Guide to OneNote

Office of Accessibility Resources

OneNote is a Microsoft Office notetaking tool that is free to all CC students. Users familiar with Microsoft Word or other Office products will likely find it easy to use. It offers a variety of features from transcribing meetings to visual notetaking tools.

Getting started:

When you open OneNote you will have a default notebook linked to your OneDrive account. You can add sections to this notebook by clicking “New Section” to separate notes by class, project, or other criteria.

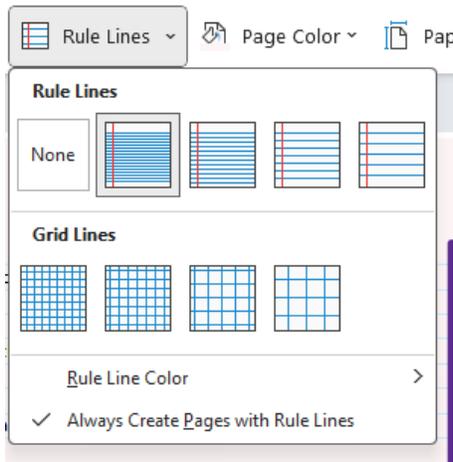


Under the “View” tab on the tool ribbon, you can select “tab layout” to change between vertical and horizontal tabs. Horizontal tabs tend to be better for smaller screens.

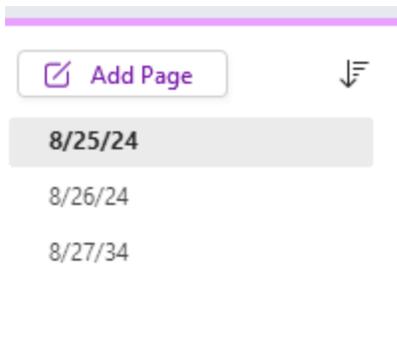
Once you have your section created, you can customize your page. Under “View” on the tool ribbon you can change the background, size, and layout of your page.



For example, you can add a grid or ruled background:

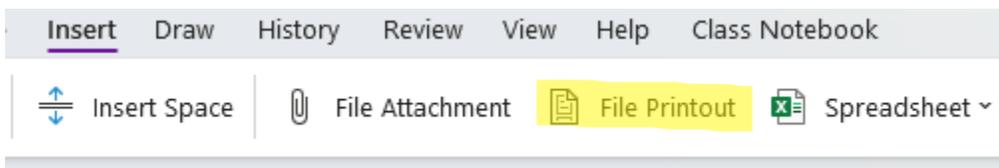


You can also add separate pages under each section to organize your notes by date or other criteria. To do so, click “add page” on the lefthand panel.



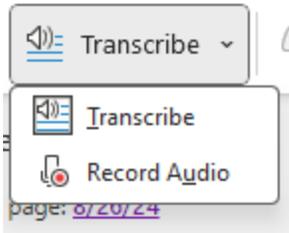
Uploading Class Slides/PowerPoints or other readings:

You can upload any PowerPoint Slide or PDF by selecting “File Printout” on the “Inset” tab of the tool ribbon and uploading the desired file. This will allow you to annotate slides and readings within the app.

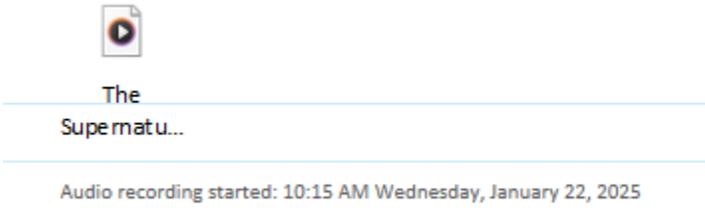


Recording and Dictating:

To record audio, navigate to the “insert” tab of the tool ribbon, and under “transcribe” select “Record Audio.”



This will then add an audio box to your notes:



It will also open a “recording” tab on the tool ribbon where you will have the option to stop or pause your recording.

As you record, take your notes as you normally would (either writing with the draw tools or typing).

Once you are done, click “stop recording.” Now you can replay your audio by clicking on the audio box (shown above) or the play button next to your notes:



You can also use OneNote’s dictation feature (also available in Microsoft Word) to dictate your notes. For more details about this and a list of grammatical voice commands visit [Microsoft’s support guide](#). The dictation feature is also found on the “Home” tab of the tool ribbon:



Drawing and Writing:

You can click anywhere on your page to add text. Once you have finished writing you'll also be able to click and drag your text to rearrange it.

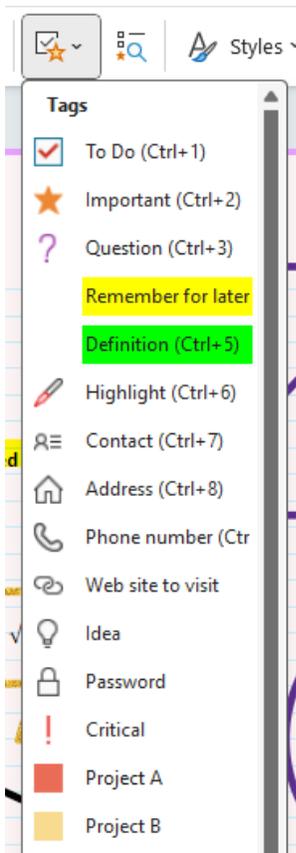
If you want to draw or handwrite you can use the tools under the “Draw” tab on the tool ribbon. These include a pen, marker, special effects marker, and highlighter. You can also add shapes from this menu.



Productivity and Organization Tools:

OneNote has a few different tools that can help with productivity and organization.

On the “Home” tab of the tool ribbon you can select from a variety of different tags – including to do lists, priority rankings, and more.



If you have utilized these features you can then view a summary of all the tags in your document by selecting the following button on the “Home” tab of the tool ribbon:



That will allow you to see all your tags in a panel on the right:

Tags Summary ∨ ×

Search completed

Group tags by:
 ∨

Show only unchecked items

Important ^

★ [Darwin came up with the theory o...](#)

Question ^

? [How do plant and animal cells diff...](#)

To Do ^

- [Discussion response \(Canvas\)](#)
- [Outline on paper](#)
- [Pages 5-7](#)
- [Practice labeling the parts of a cell](#)
- [Worksheet package](#)