



University Information  
Technology Services

# Microsoft Office OneNote 2016 for Windows

---

Introduction to OneNote

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

---

**Copyright © 2016 KSU Division of University Information Technology Services**

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Division (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Division. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Division is expressly prohibited.

**Published by Kennesaw State University – UITs 2016**

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

Microsoft product screenshot(s) reprinted with permission from Microsoft Corporation.

Microsoft, Microsoft Office, and Microsoft OneNote are trademarks of the Microsoft Corporation.

---

# University Information Technology Services

## Microsoft Office: OneNote 2016 for Windows

### Introduction to OneNote

#### Table of Contents

Introduction .....	5
Learning Objectives.....	5
OneNote 2016 Interface .....	6
The Quick Access Toolbar .....	7
Customize the Quick Access Toolbar .....	7
The Ribbon .....	8
The File Tab .....	9
Creating a Notebook .....	10
Notebook .....	10
Section.....	11
Create a Section .....	11
Rename a Section .....	12
Move a Section .....	13
Delete a Section .....	13
Pages .....	14
Create a Page .....	14
Name a Page .....	14
Move a Page.....	15
Delete a Page .....	15
Page Templates.....	16
Adding Content .....	18
Text.....	18
Entering Text .....	18
Formatting Text.....	19
Tags .....	19
Add Tags.....	19

Find Tags .....	20
Remove Tags .....	21
File Attachment.....	21
Images .....	23
Screen Clipping.....	23
Pictures .....	24
Links .....	25
Typing a Website URL .....	25
Hyperlinking Text .....	25
Linking to Another Section or Page .....	26
Recording Audio or Video .....	27
Record Audio.....	27
Record Video .....	29
Drawing .....	31
History .....	32
Recent Edits .....	32
Page Versions.....	33
Notebook Recycle Bin .....	34
Searching.....	35
Additional Help .....	36

## Introduction

This booklet is the companion document to the OneNote 2016 workshop. OneNote is an application that will let you take notes and store them in a digital notebook. This booklet will show users how to navigate the interface, create, format, edit, insert content, organize notebooks, and easily find content.

## Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the OneNote 2016 interface
- Create a new notebook, sections, and pages
- Add and change the formatting of your notes
- Insert different types of content
- Use the draw tools
- Review your notebook with the history and review tools
- Easily search your notebooks to find your notes

# OneNote 2016 Interface

The OneNote 2016 Interface is different from previous version of OneNote. The following illustrates the interface and where OneNote features are located (See Figure 1).

1. Quick Access Toolbar
2. Ribbon
3. Notebooks
4. Sections
5. Search
6. Pages
7. Page Title
8. Note taking area
9. Quick Notes

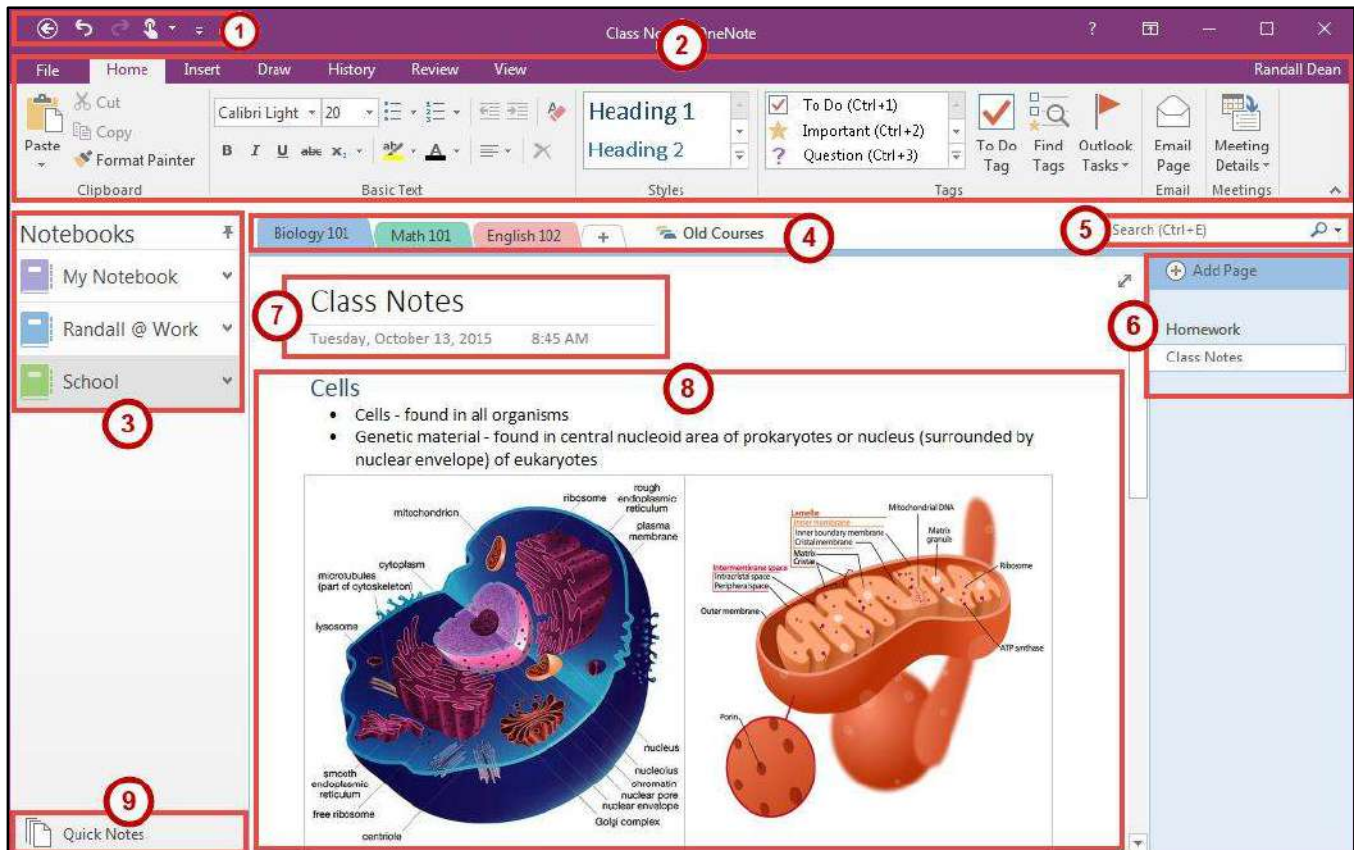


Figure 1 - OneNote 2016 Interface

## The Quick Access Toolbar

The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain buttons for the functions that you use most often.



Figure 2 - Quick Access Toolbar

## Customize the Quick Access Toolbar

1. Click the **drop-down arrow** on the far right (See Figure 3).
2. Click any **listed command** to add it to the *Quick Access Toolbar* (See Figure 3).
3. Click **More Commands** to choose from a comprehensive list of commands (See Figure 3).

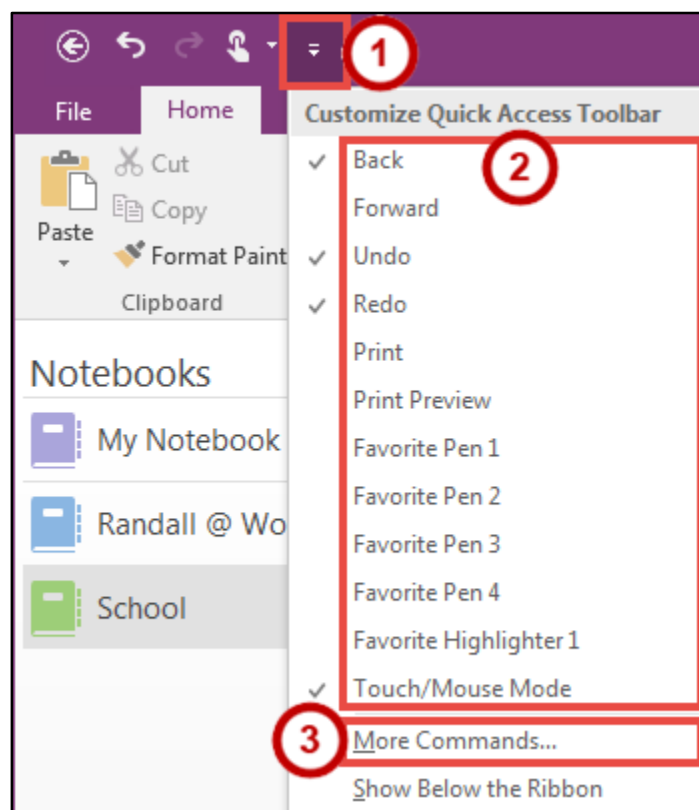


Figure 3 - Quick Access Toolbar More Commands

4. Select a **command** from the list by clicking on it (See Figure 4).
5. Click the **Add** button (See Figure 4).
6. Repeat steps 4 & 5 to add additional commands.
7. Click the **OK** button to confirm your selection (See Figure 4).

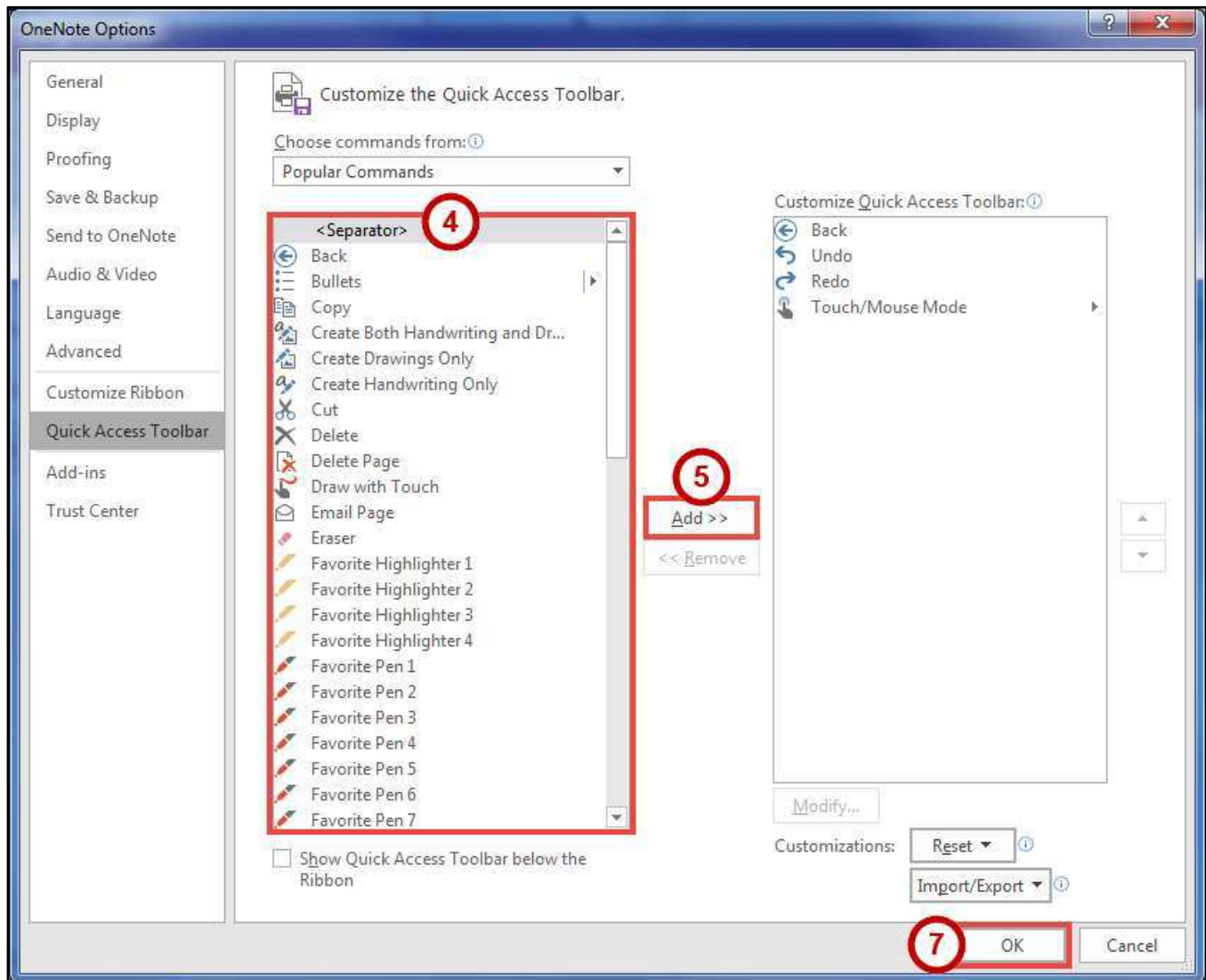


Figure 4 - Add Commands to the Quick Access Toolbar

## The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task

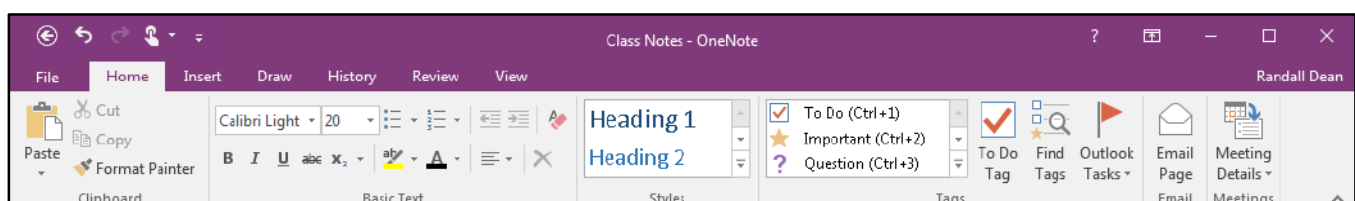


Figure 5 - The Ribbon



## The File Tab

The file tab takes you to a centralized location called the *Microsoft Office Backstage* view. This is where you can open, create, share, and print your notes. You can also change your account settings here.

1. Click the **File** tab.

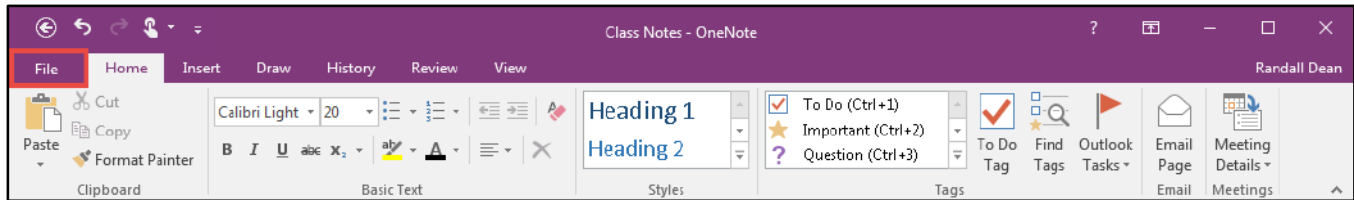


Figure 6 - Accessing The Backstage View through the File Tab

2. You can do the following from the *Backstage* view (See Figure 7).
  - a. **Info** - Obtain information about your notebooks.
  - b. **New** - Create new notebooks.
  - c. **Open** - Open existing notebooks.
  - d. **Print** - Print notebooks and see a preview of your notebook.
  - e. **Share** - Share notebooks with people.
  - f. **Export** - Export pages, sections, or notebooks to different file formats.
  - g. **Send** - Send notebooks to people through email.
  - h. **Account** - Access your Microsoft Office 2016 account information.
3. To leave the *Backstage* view and return to your notebook, click the **left arrow** button above *Info* (See Figure 7).

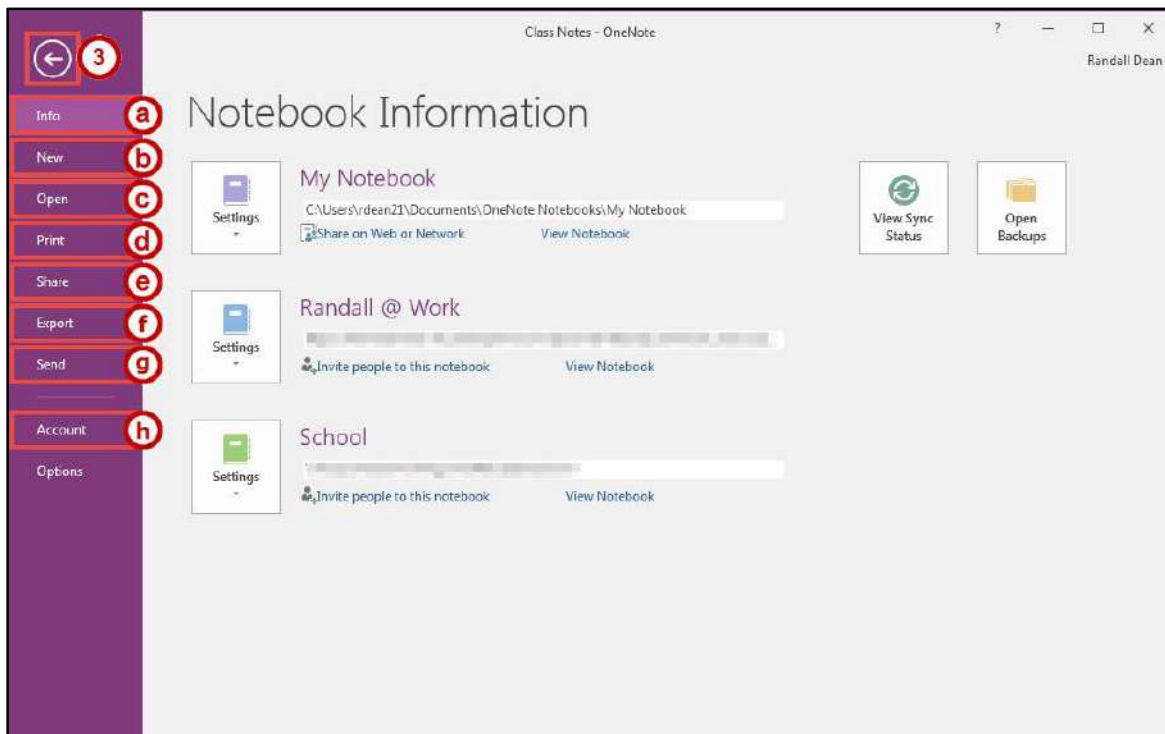


Figure 7 - The Backstage View

## Creating a Notebook

You can create multiple notebooks. Within a notebook you can create multiple sections and multiple pages to each section. The following shows how to create a blank notebook with sections and pages.

### Notebook

Notebooks are like binders that store your information in a central location. Example notebooks can be; School, Work, Personal, etc.

1. Click the **File** tab.

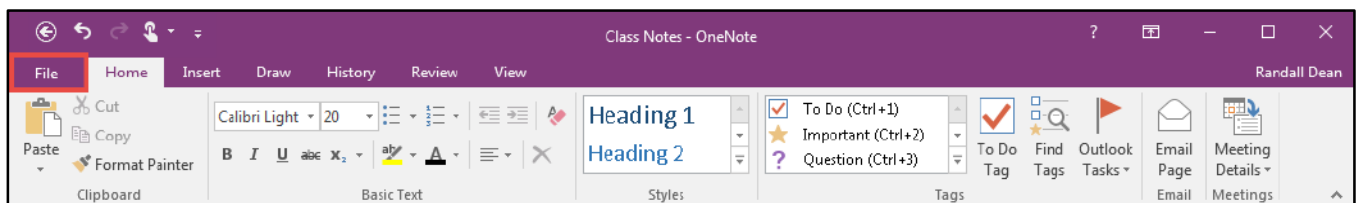


Figure 8 - File Tab

2. To create a new notebook, click **New** (See Figure 9).
3. Click on **This PC** (See Figure 9).
4. **Type** the *Notebook Name* (See Figure 9).
5. Click **Create Notebook** (See Figure 9).

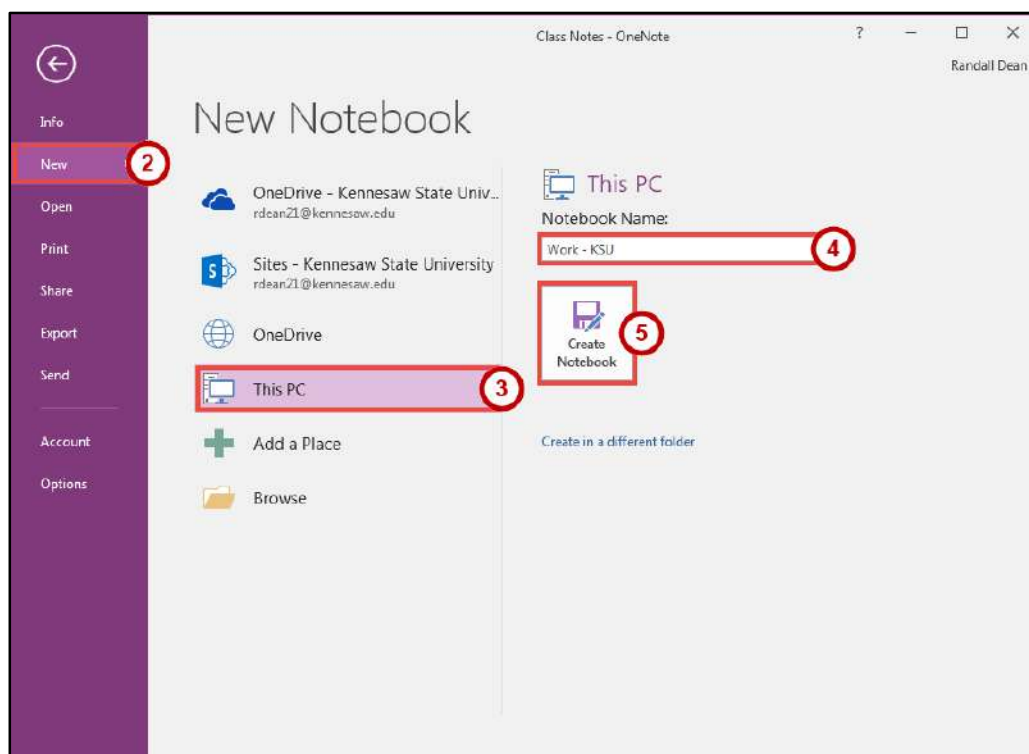


Figure 9 - New Notebook

6. A *Blank Notebook* will open.

## Section

Sections are the tabs in your notebook that create categories. Example sections for a Work notebook can be; Meetings, Tasks, Agenda, etc.

### Create a Section

1. Click the **Create a New Section** tab.

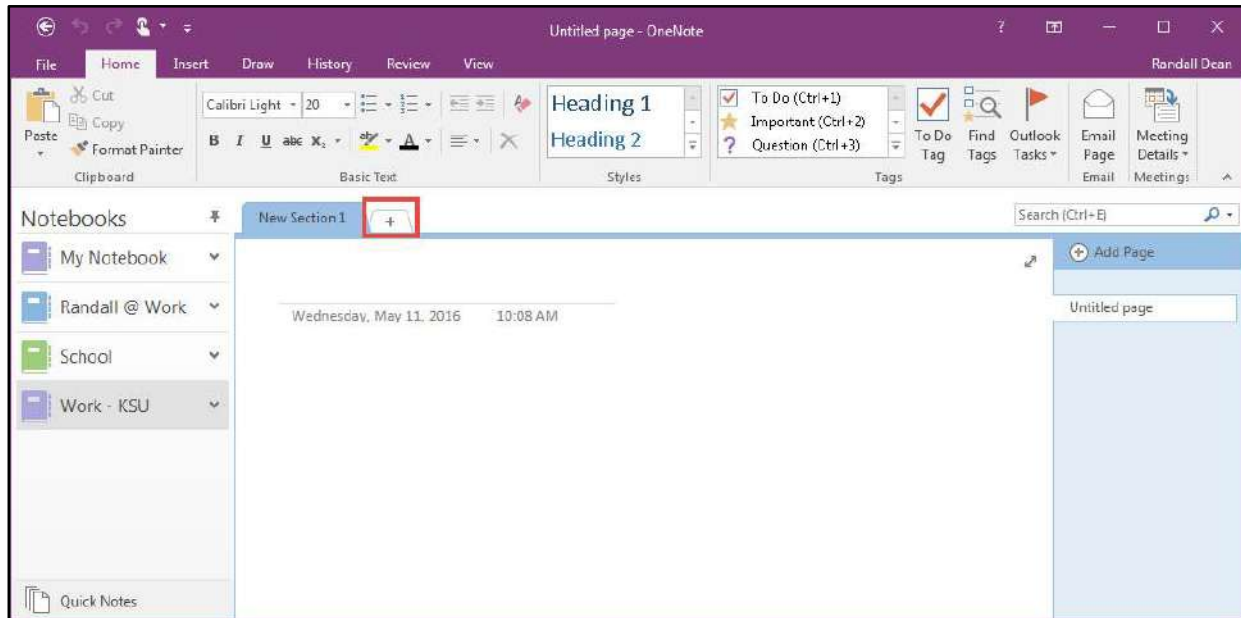


Figure 10 - Create a New Section

2. **Type** a name for the section.

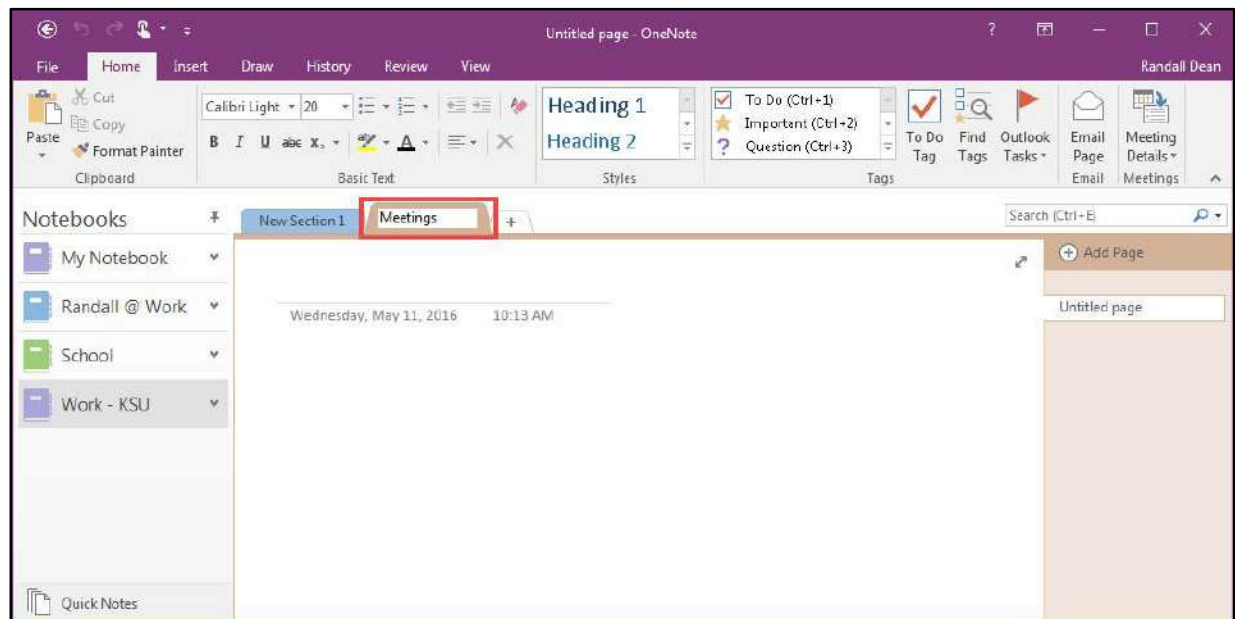


Figure 11 - Type a Name for the Section

3. Press the **Enter** key on your keyboard.

## Rename a Section

1. **Right-click** on a section name (See Figure 12).
2. Click **Rename** (See Figure 12).

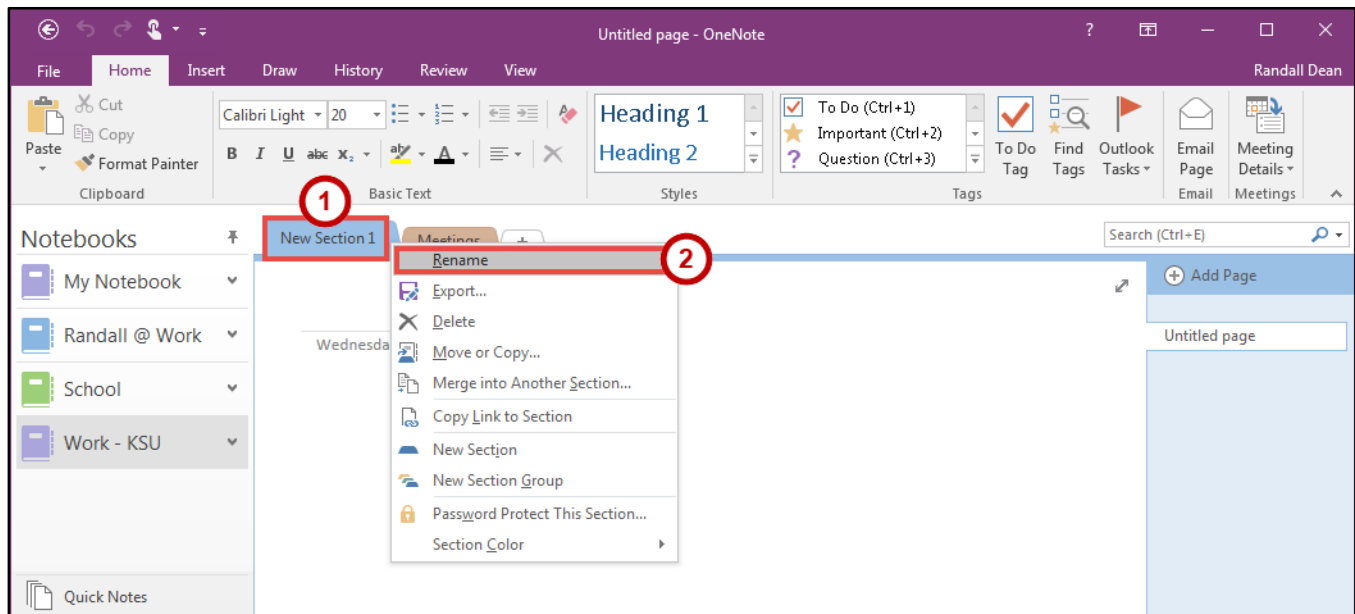


Figure 12 - Rename a Section

3. **Type** a name for the section.

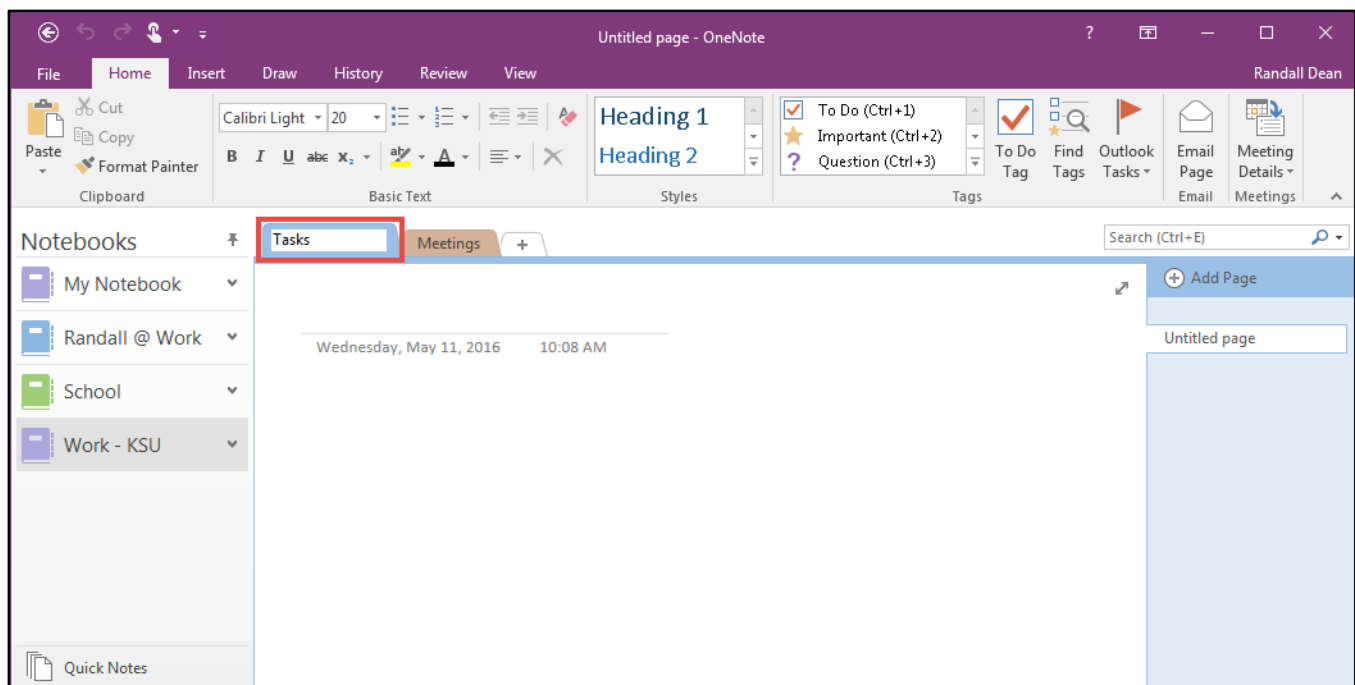


Figure 13 - Type a Name for the Section

4. Press the **Enter** key on your keyboard.

## Move a Section

1. **Left-click and hold** a section tab with your mouse (See Figure 14).
2. While holding the section, **drag** the section left or right of the other sections. You will see a *downward facing arrow* showing where the section will be placed (See Figure 14).

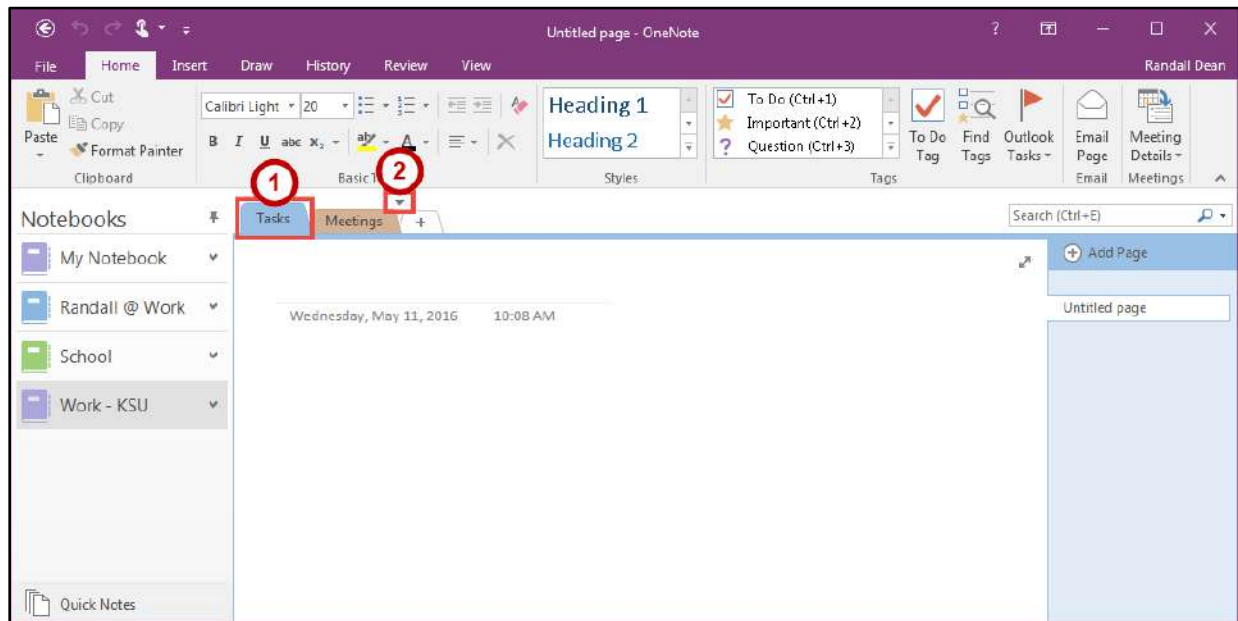


Figure 14 - Move a Section

3. When the section is where you want to place it, **let go of the left-click** on your mouse.

## Delete a Section

1. **Right-click** on a section name (See Figure 15).
2. Click **Delete** (See Figure 15).

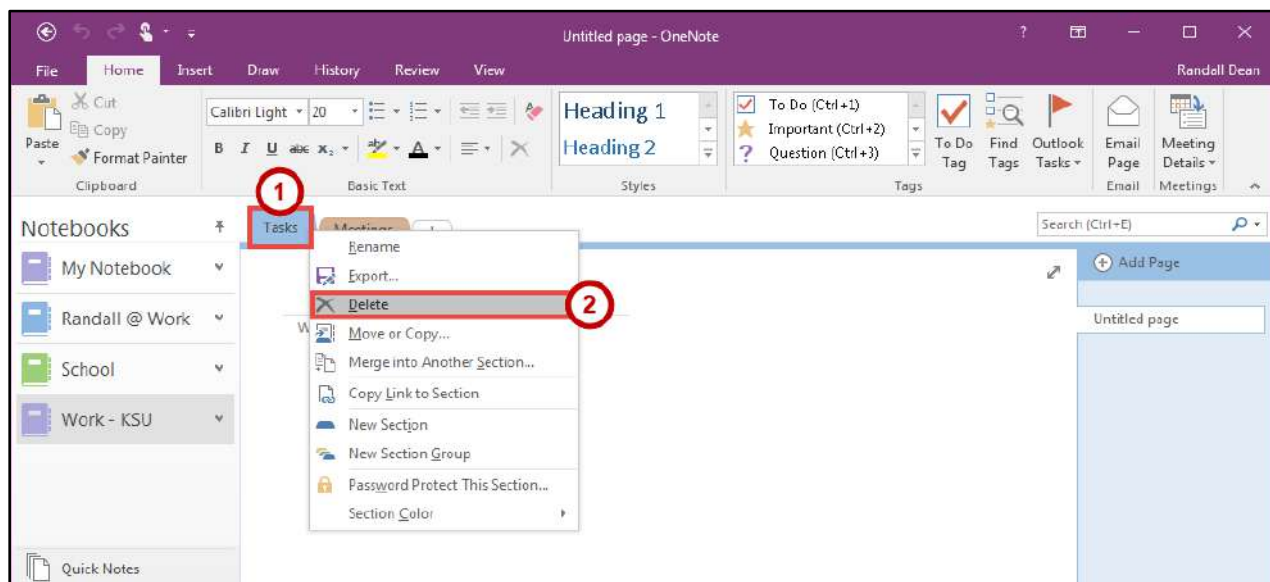


Figure 15 - Delete a Section

## Pages

Pages hold the notes in your sections for your notebook. Example pages for the Meetings section in a Work notebook can be; Group Meeting, Team Meeting, Department Meeting, etc.

### Create a Page

1. Click on the **section** where you want to create a *Page* (See Figure 16).
2. Click on the **Add Page** button (See Figure 16).

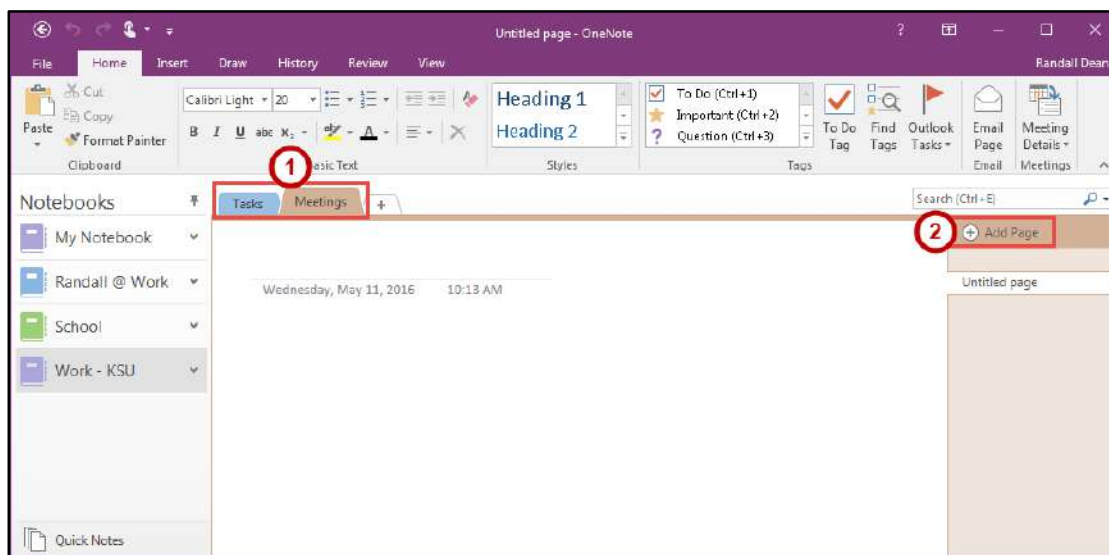


Figure 16 - Add a Page

### Name a Page

1. Click on a **page** that you want to give a name (See Figure 17).
2. Click on the **Page Title** textbox (See Figure 17).

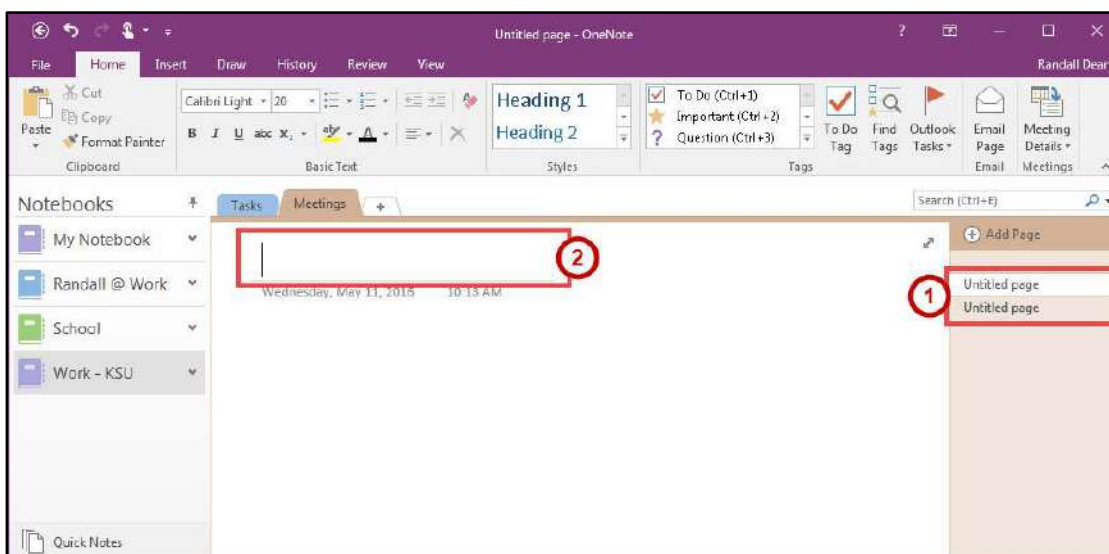


Figure 17 - Select a Page

3. **Type** a name for the page.



## Move a Page

1. **Left-click and hold** a page tab with your mouse (See Figure 18).
2. While holding the page, **drag** the page up or down of the other pages. You will see a *right arrow* and a *line* showing where the page will be placed (See Figure 18).

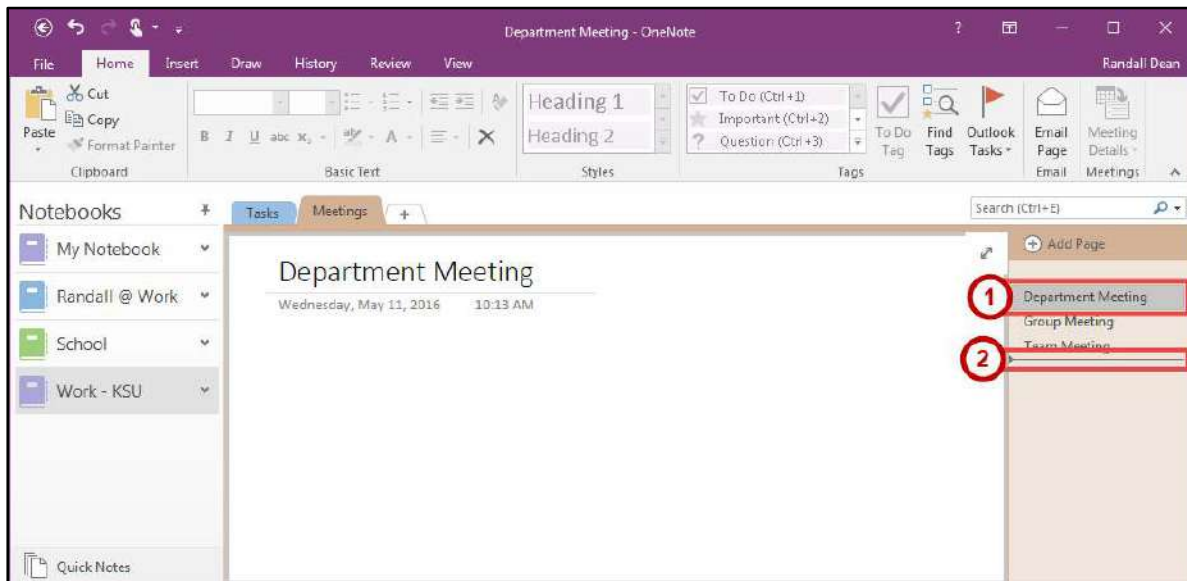


Figure 18 - Move a Page

3. When the page is where you want to place it, **let go of the left-click** on your mouse.

## Delete a Page

1. **Right-click** on a page name (See Figure 19).
2. Click **Delete** (See Figure 19).

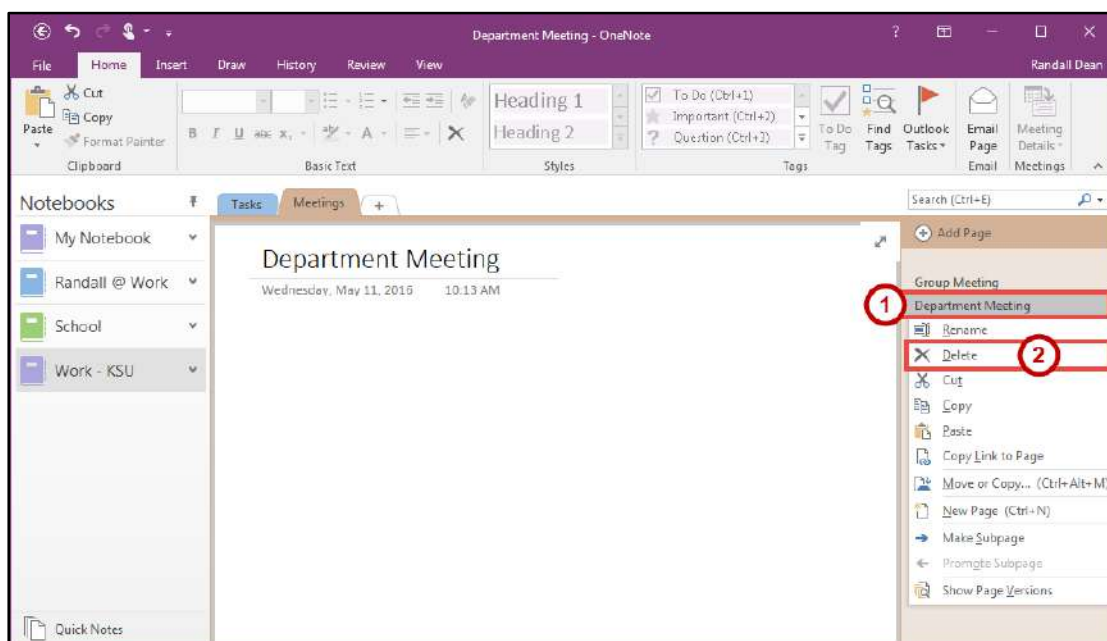


Figure 19 - Delete a Page

## Page Templates

Page Templates give you pre-formatted pages that consist of backgrounds, colors, to-do lists, calendars, and other functional content. The following steps explain how to insert a page template.

1. Click the **Insert** tab (See Figure 20).
2. Click the **Page Templates** button (See Figure 20).

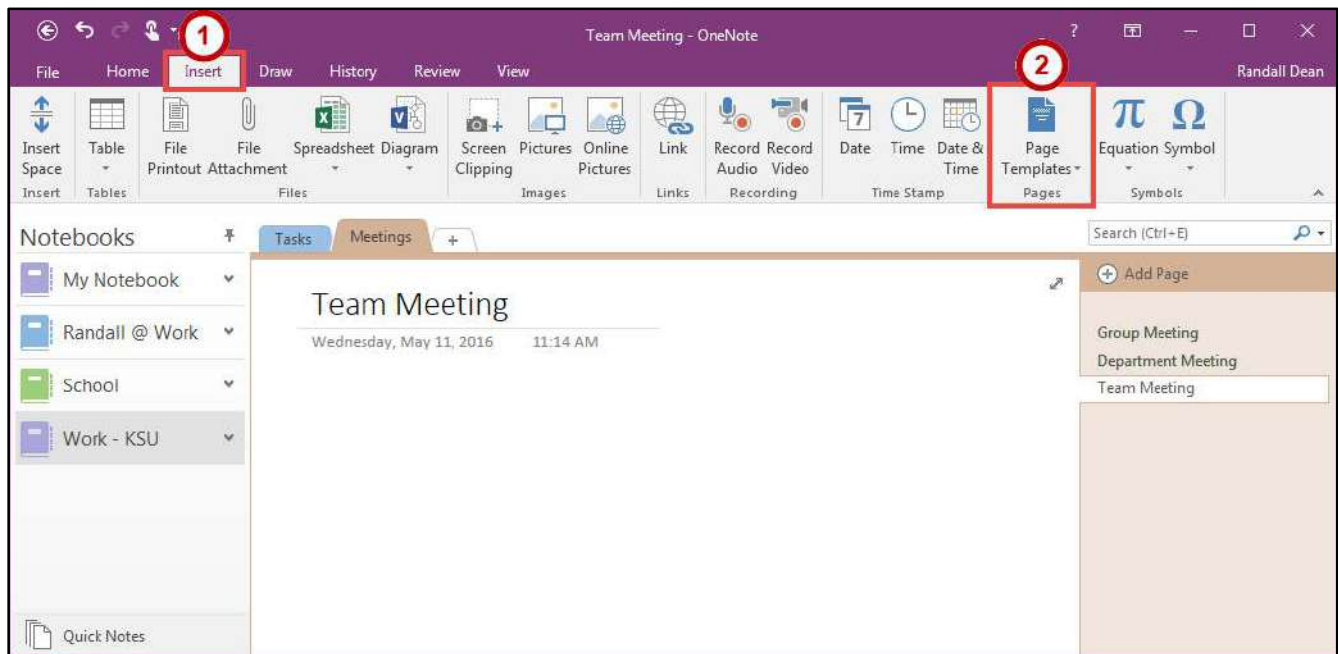


Figure 20 - Page Templates

3. In the *Templates* pane, click a **category** to expand.

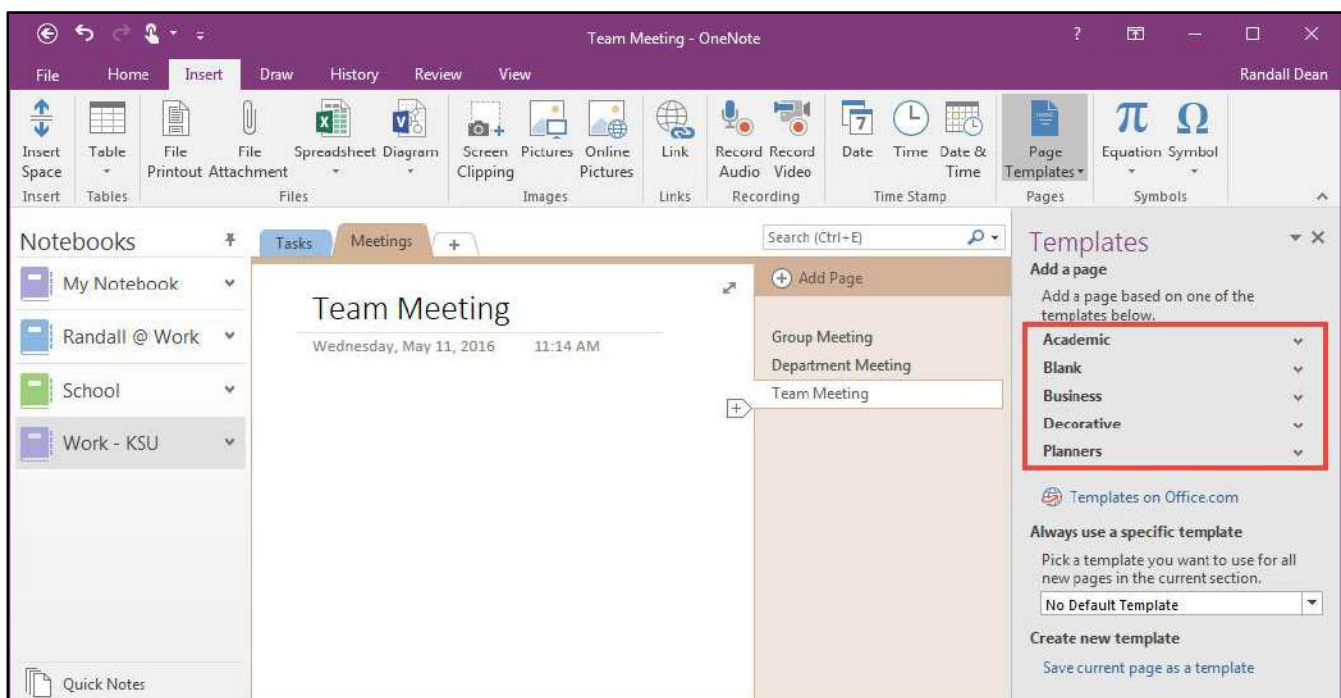


Figure 21 - Templates Pane



4. Click a **page template** you would like to add.

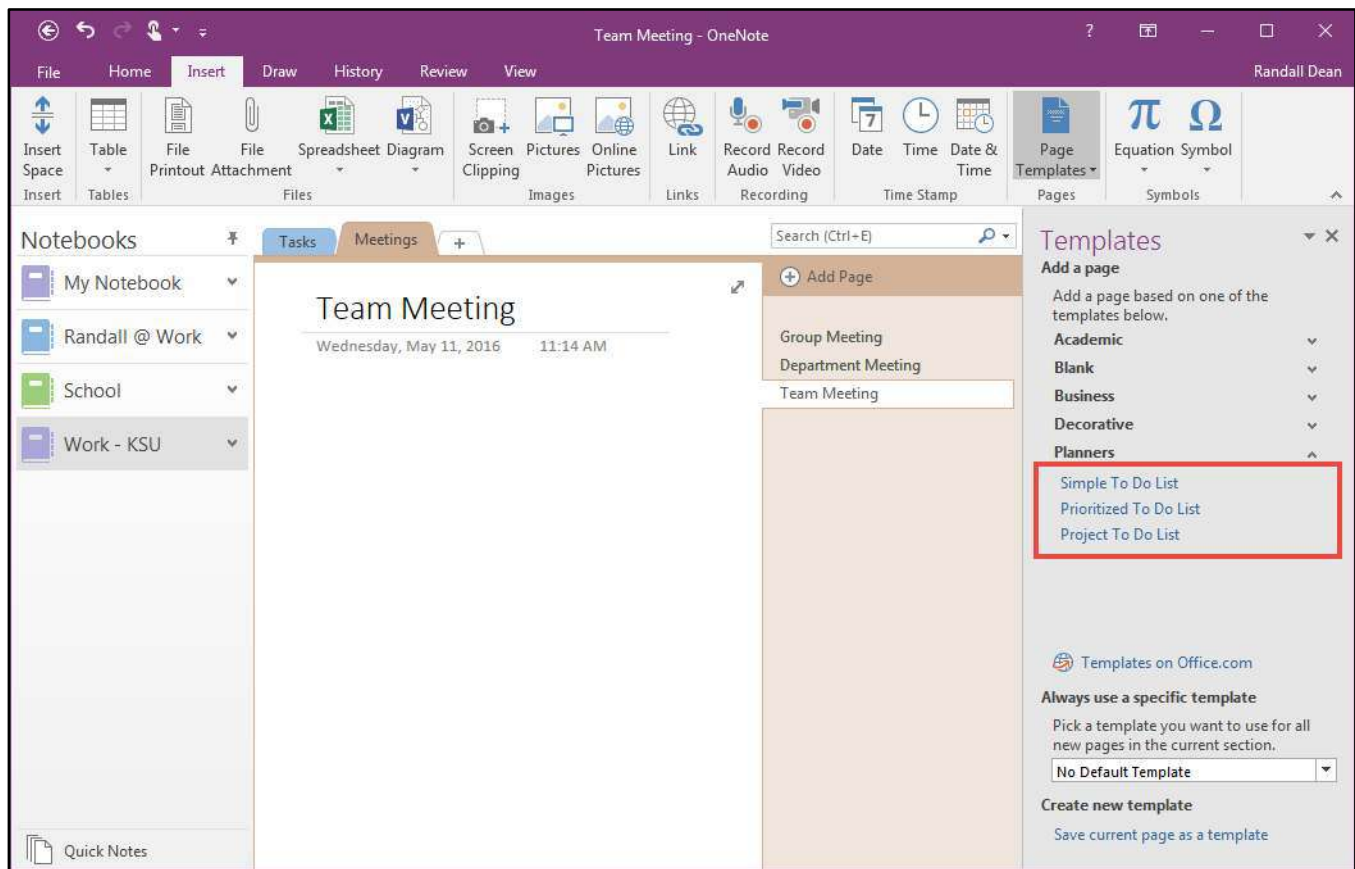


Figure 22 - Add a Page Template

## Adding Content

With OneNote, you can add different types of content onto a page such as text, links, tags, screen clippings, pictures, audio and video recordings, and drawings.

### Text

Text can be added anywhere on the page. You can also change the formatting of the text.

### Entering Text

1. Click where you want to enter text on the **page** (See Figure 23).
2. **Left-click** anywhere on the page (See Figure 23).
3. When you see a cursor flashing, **type** your text (See Figure 23).

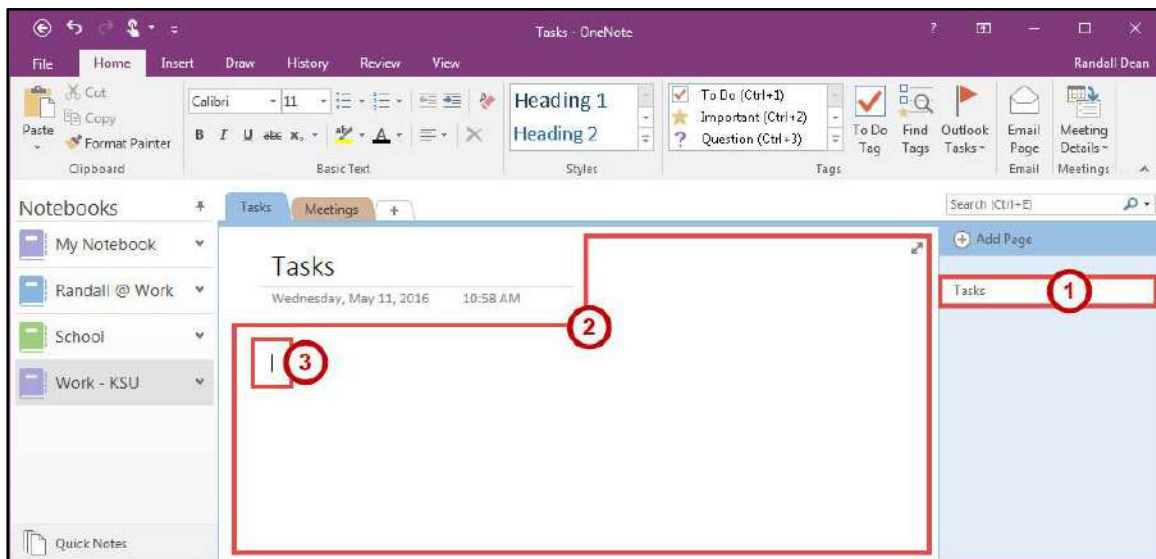


Figure 23 - Type Text

4. After you start typing, you will see a **text placeholder**.

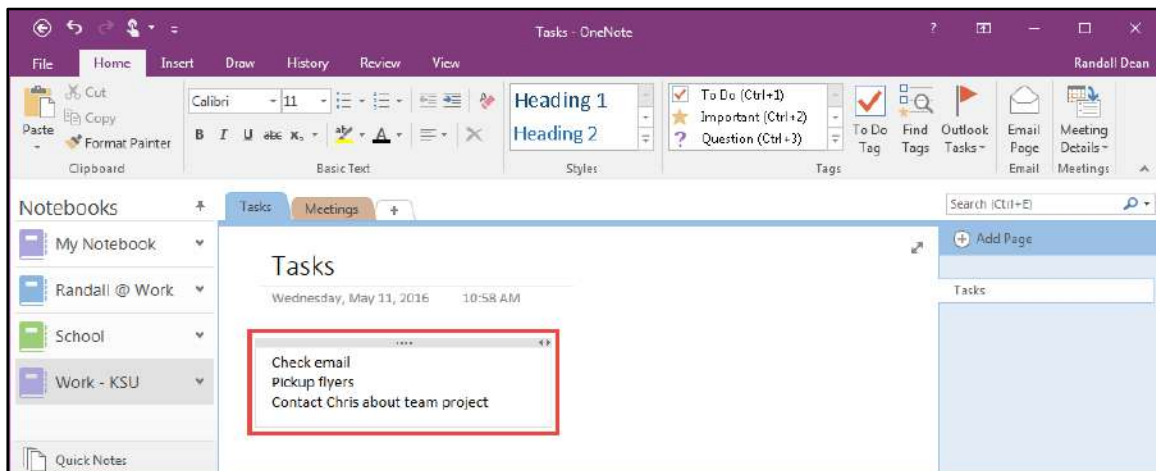


Figure 24 - Text Placeholder

## Formatting Text

1. **Select** the text you wish to change the formatting for (See Figure 25).
2. Click the **Home** tab (See Figure 25).
3. Now make your **formatting changes** using the *Basic Text* or *Styles* group (See Figure 25).

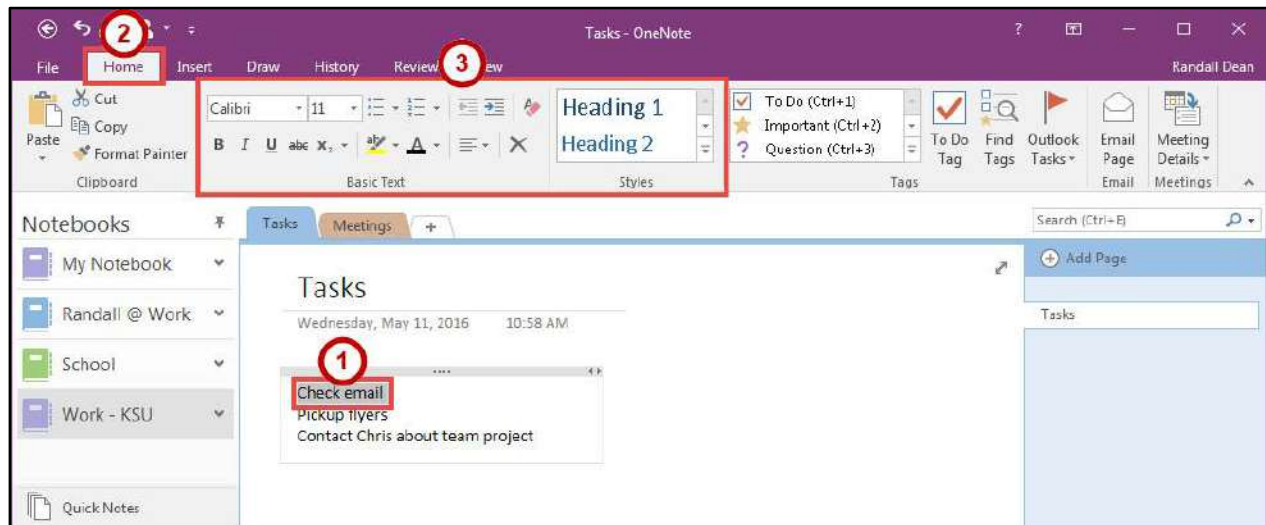


Figure 25 - Formatting Text

## Tags

You can mark your notes with tags. Tags help you to make checklists, mark for follow up, highlight, and make your own custom tags.

## Add Tags

1. Click on the **beginning of a line** where you want to place a tag (See Figure 26).
2. Click the **Home** tab (See Figure 26).
3. Now **select the tag** you wish to add from the *Tags* group (See Figure 26).

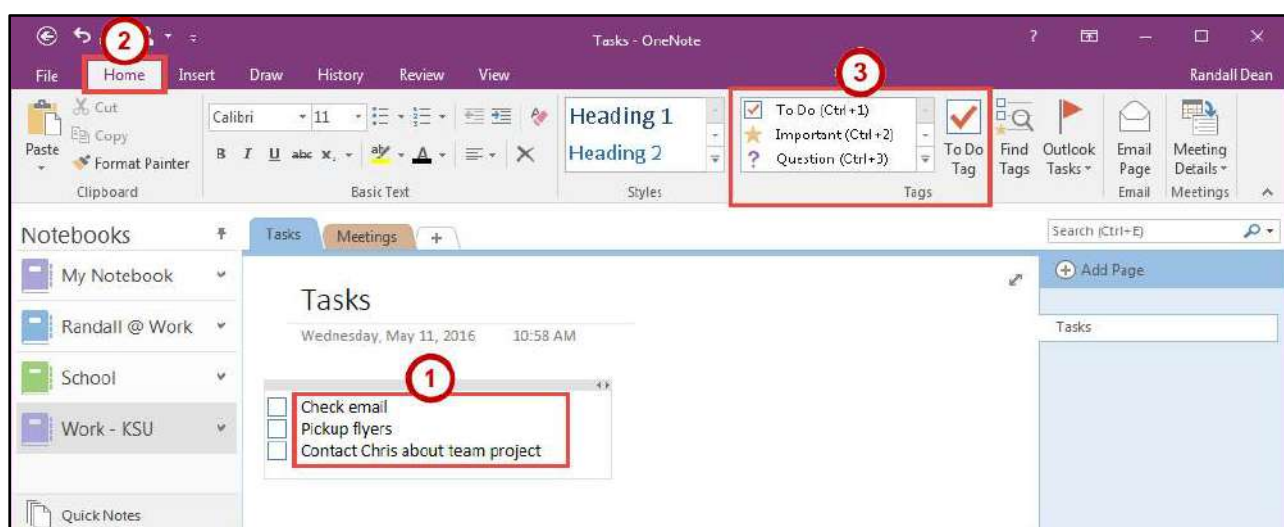


Figure 26 - Add a Tag

## Find Tags

1. Click the **Home** tab (See Figure 27).
2. In the *Tags* group, click **Find Tags** (See Figure 27).

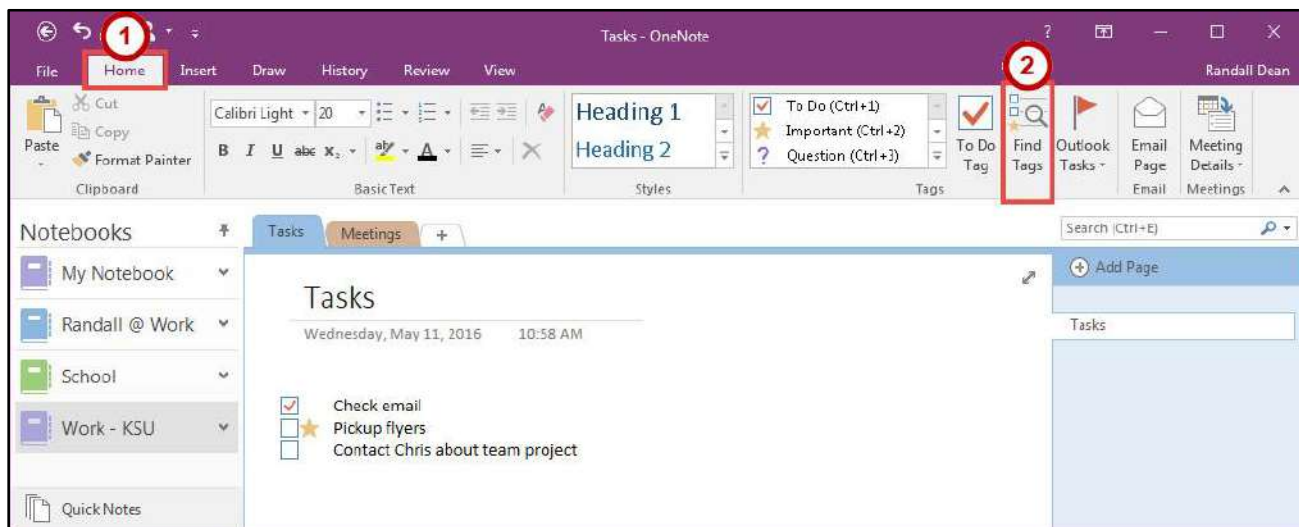


Figure 27 - Find Tags

3. In the *Tags Summary* pane, you can do the following:
  - a. **Group tags by** - Sorts the tags in the *Tag List* (See Figure 28).
  - b. **Tag List** - Shows the tags created. Selecting a tag will display that tag in your notebook (See Figure 28).
  - c. **Search** - Change how you want to search for tags (See Figure 28).

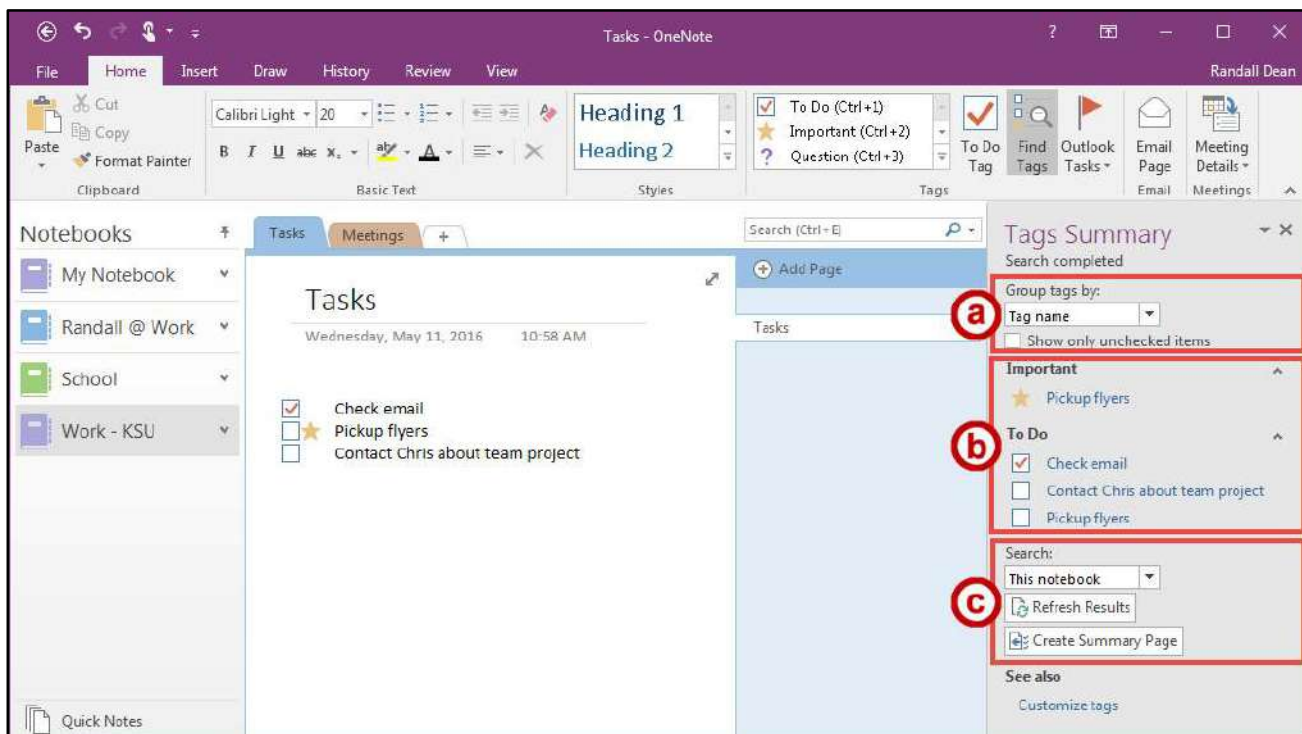


Figure 28 - Tags Summary

## Remove Tags

1. **Right-click** on the tag you want to remove (See Figure 29).
2. Click **Remove Tag** (See Figure 29).

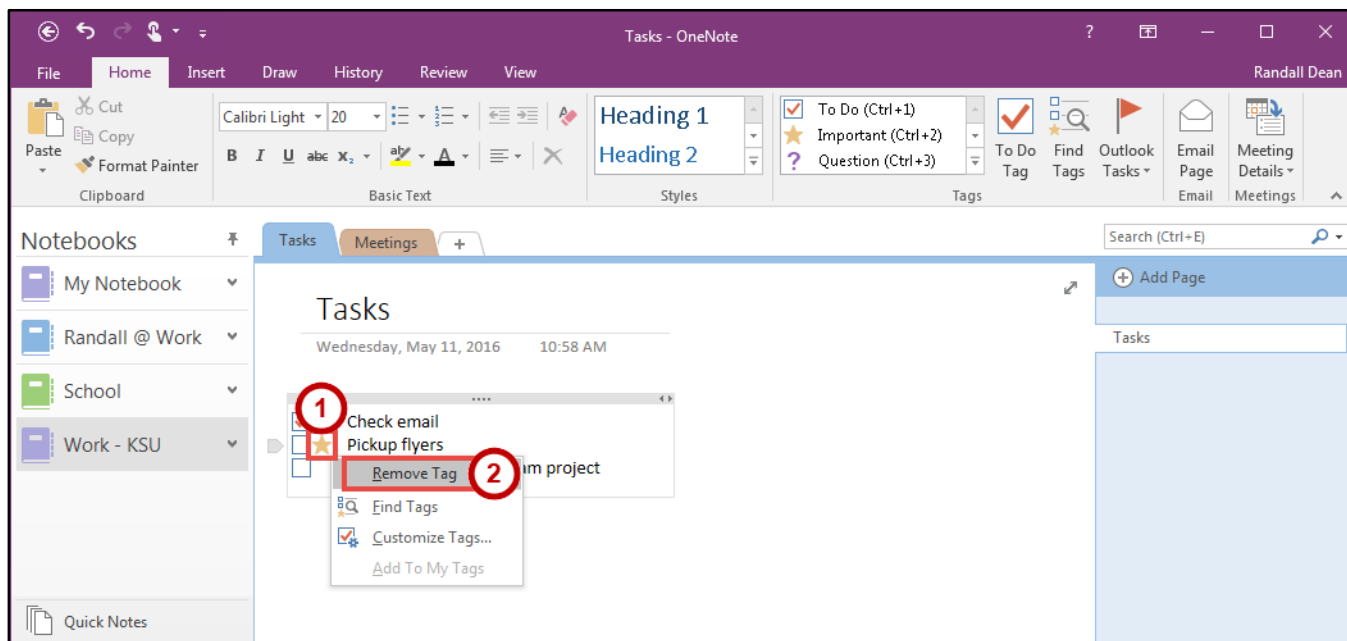


Figure 29 - Remove Tag

## File Attachment

Add files directly into OneNote so you don't have to re-type information or link a document.

1. Click the **Insert** tab (See Figure 30).
2. Click the **File Attachment** button (See Figure 30).

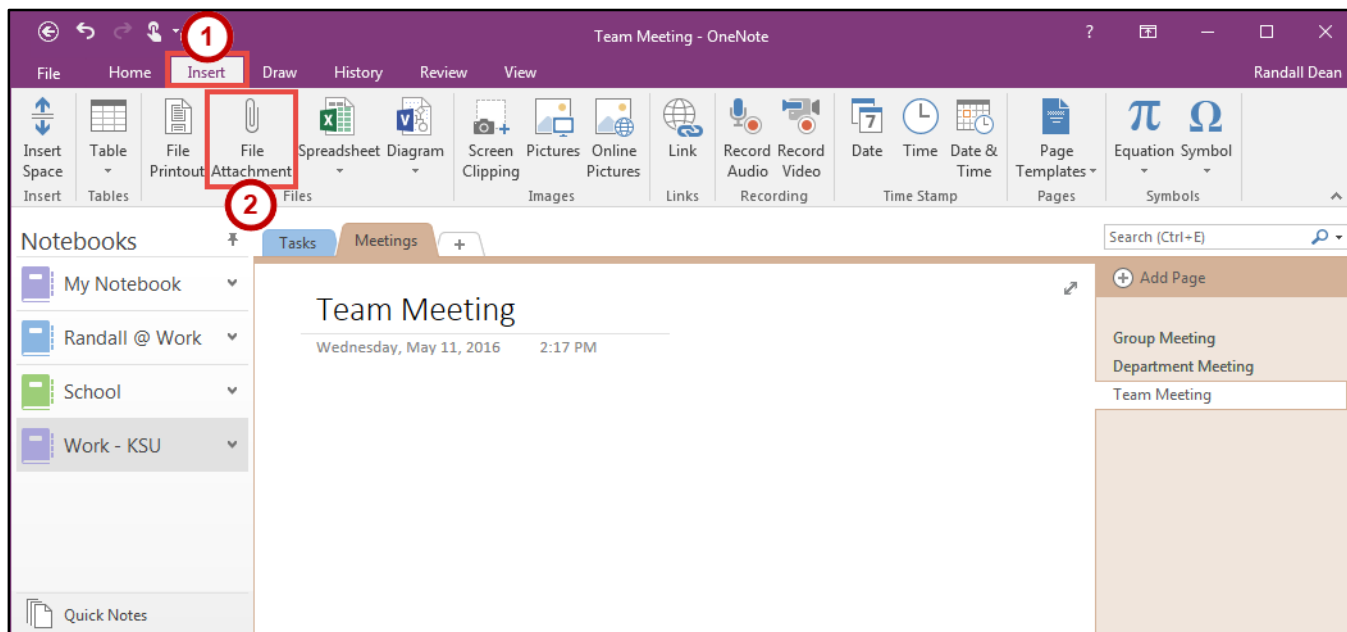


Figure 30 - File Attachment



3. From the *Choose a file or a set of files to insert* window, **navigate to and select your file** (See Figure 31).
4. Click the **Insert** button (See Figure 31).

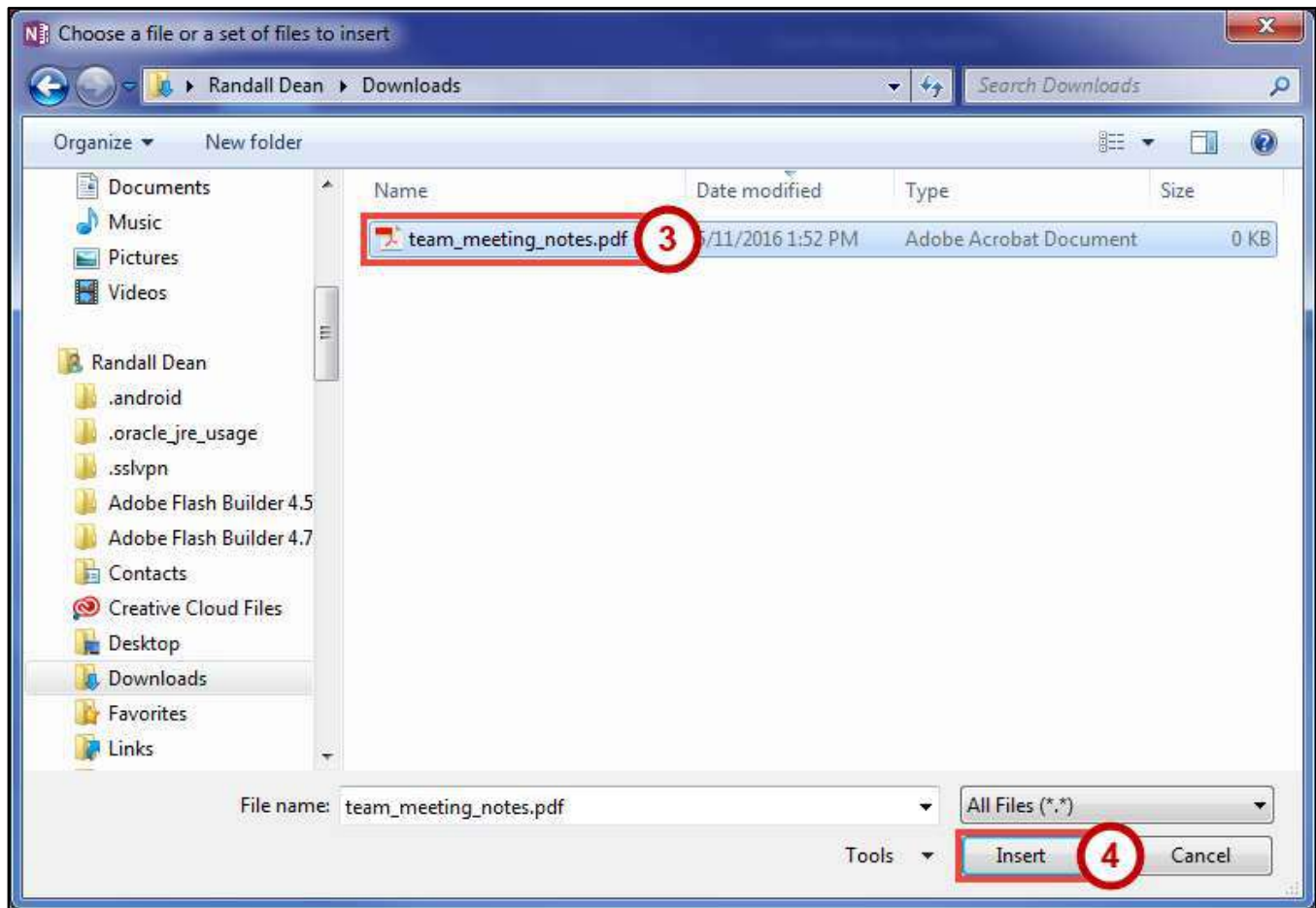


Figure 31 - Select a File

5. From the *Insert File* window, click **Attach File**.

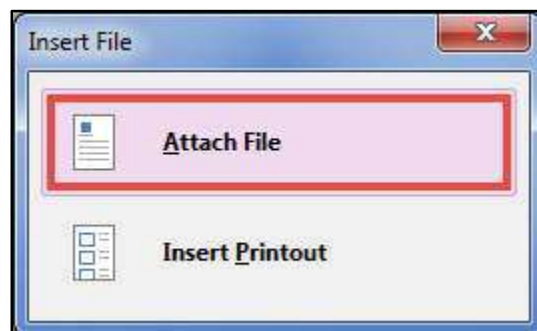


Figure 32 - Attach File

## Images

Insert images from a screen clipping, pictures saved on your machine, online pictures, or a scanned image.

### Screen Clipping

1. Click the **Insert** tab (See Figure 33).
2. Click the **Screen Clipping** button (See Figure 33).

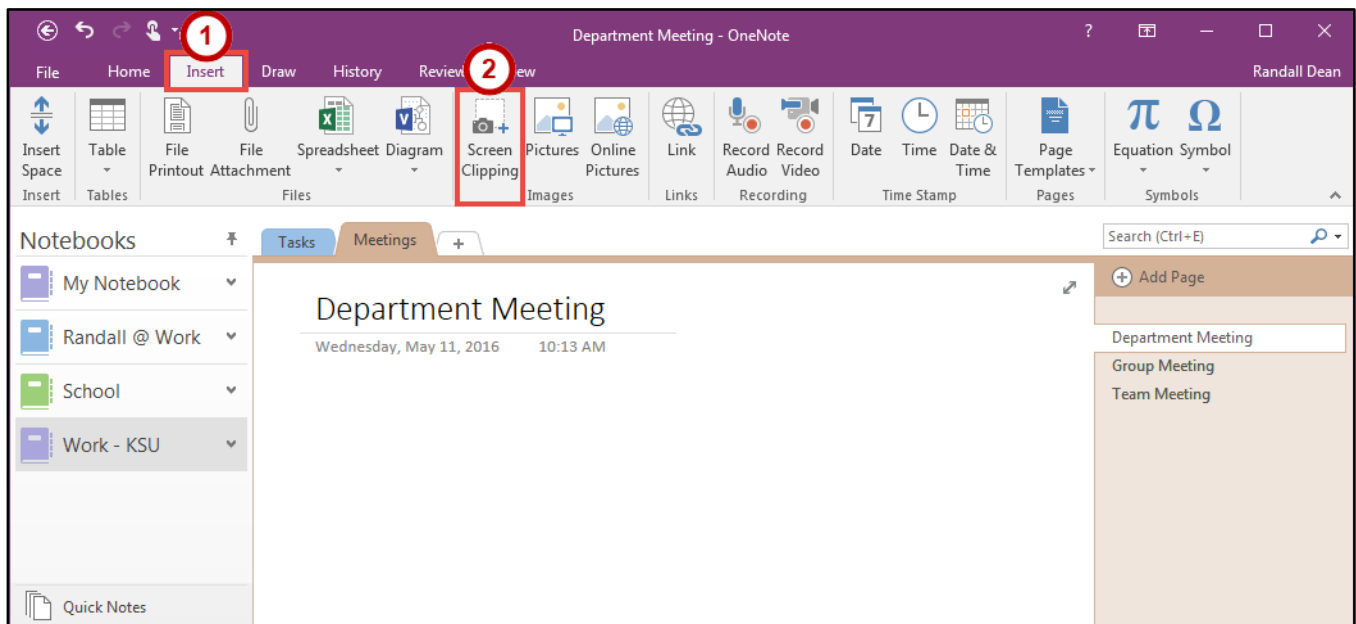


Figure 33 - Insert Screen Clipping

3. **Select** what you want to capture on your computer screen.

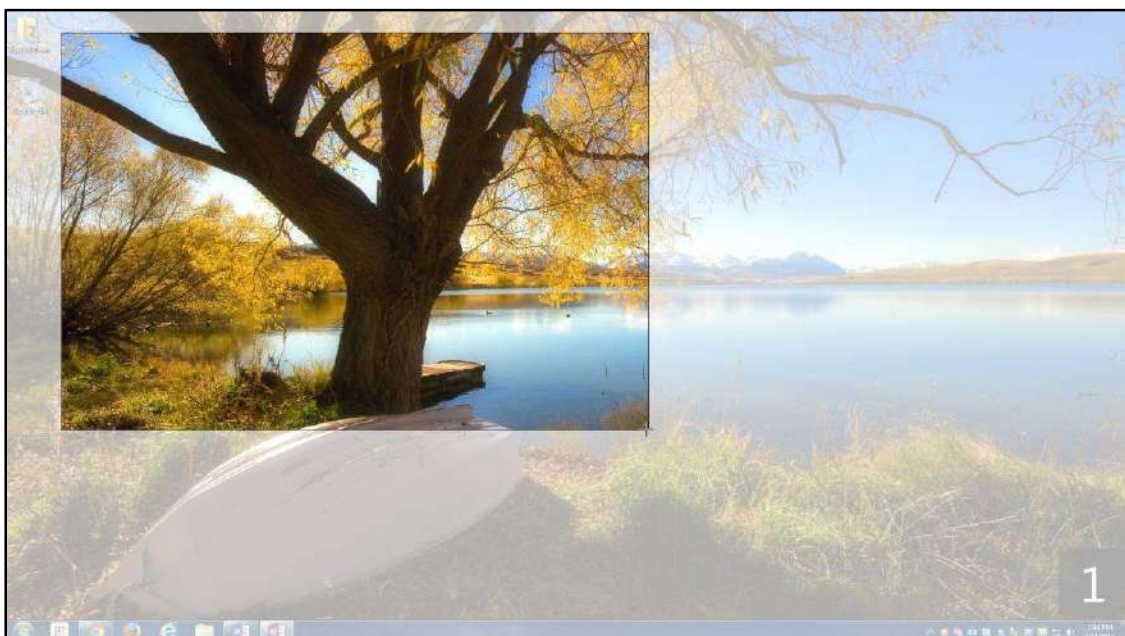


Figure 34 - Select Screen Clipping

## Pictures

1. Click the **Insert** tab (See Figure 35).
2. Click the **Pictures** button (See Figure 35).

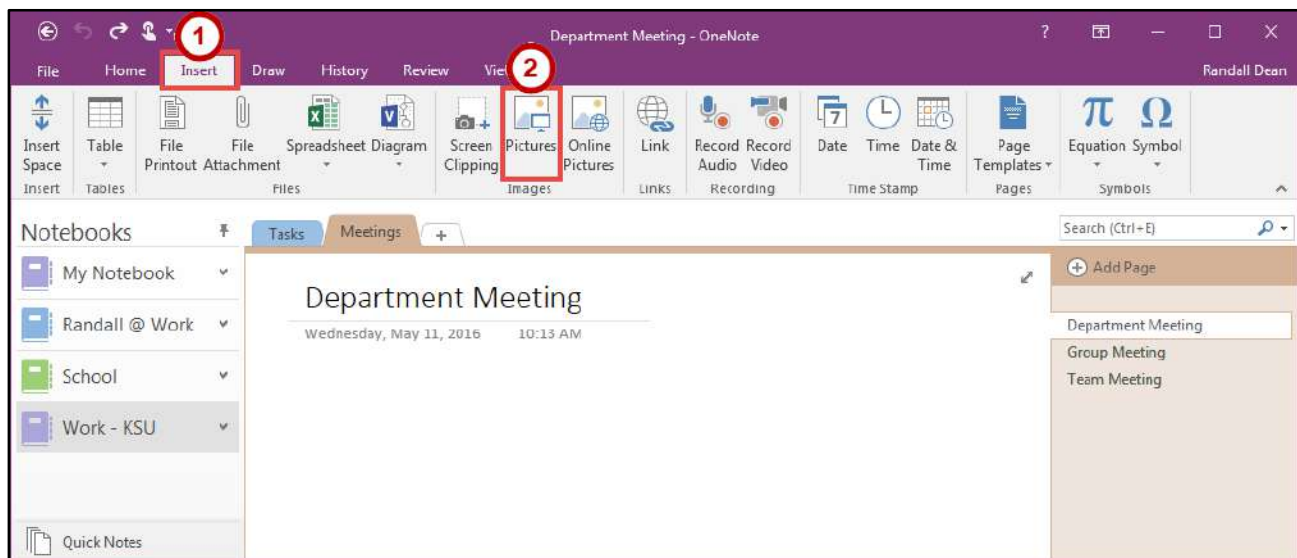


Figure 35 - Insert Picture

3. From the *Insert Picture* window, navigate to the picture.
  - a. **Click on the file** to select it (See Figure 36).
  - b. Click the **Insert** button (See Figure 36).

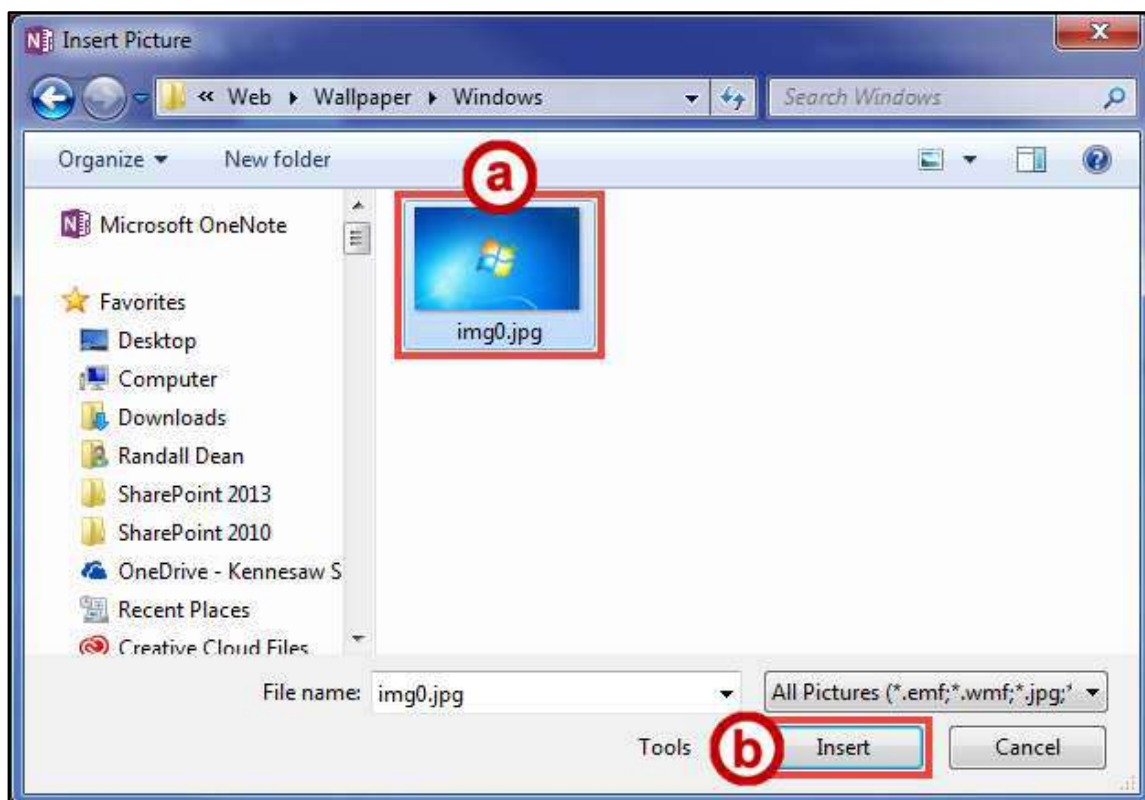


Figure 36 - Select Picture to Insert



## Links

Create website links in your page for quick access. You can also create links for sections or pages.

### Typing a Website URL

1. **Left-click** anywhere on the page (See Figure 37).
2. When you see a cursor flashing, start **typing the website URL** (See Figure 37).

**Note:** OneNote 2016 will detect a website URL and automatically create the hyperlink for you.

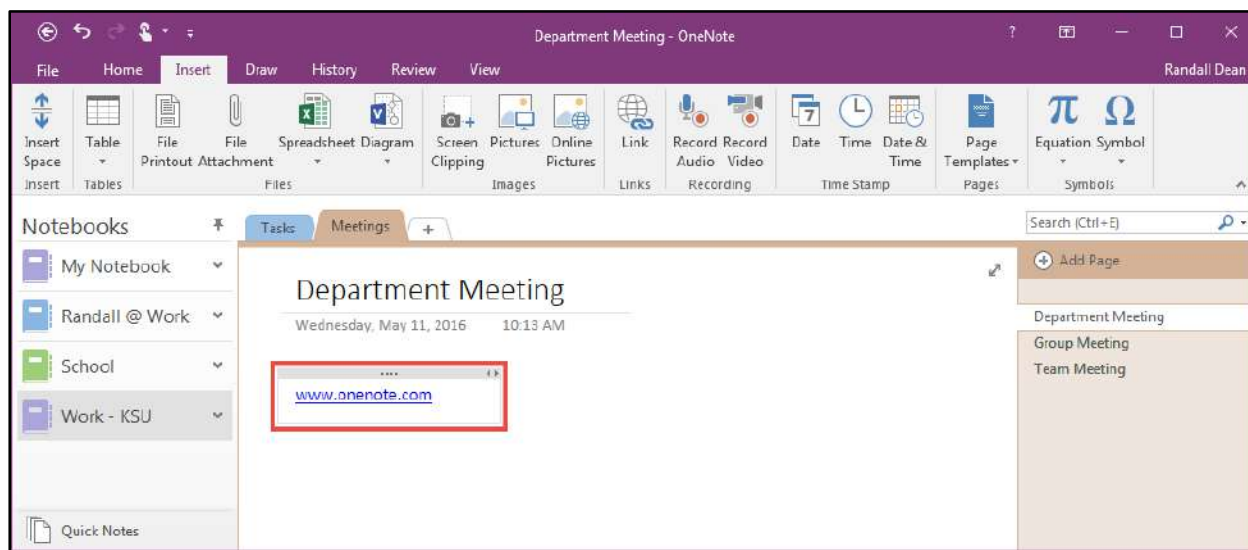


Figure 37 - Typing a Website URL

### Hyperlinking Text

1. **Highlight** the text to create a link (See Figure 38).
2. Click the **Insert** tab (See Figure 38).
3. Click the **Link** button (See Figure 38).

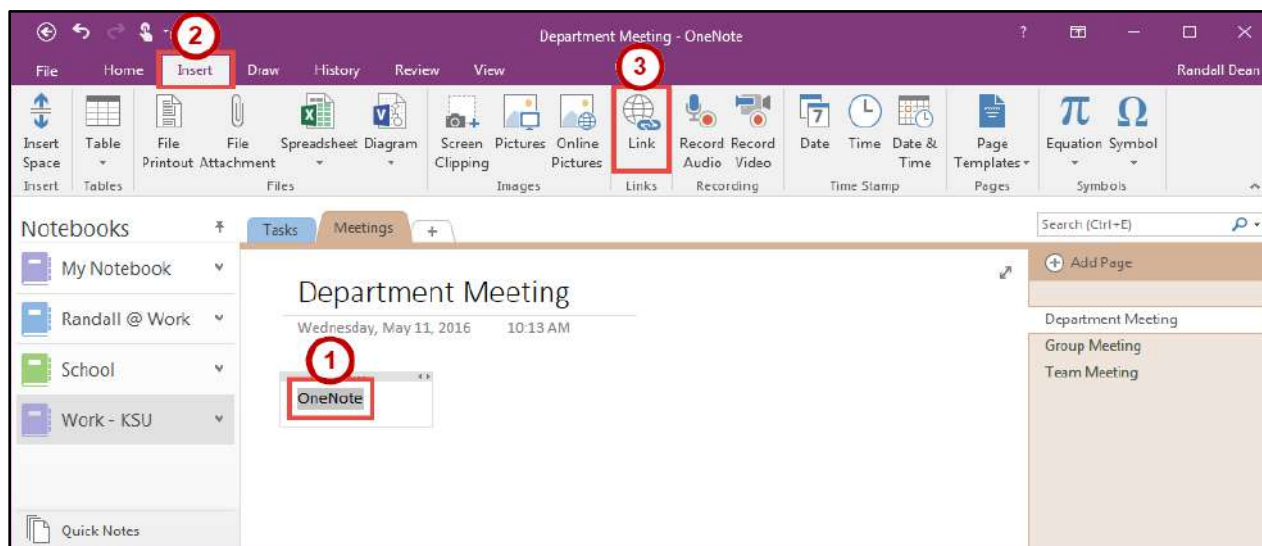


Figure 38 - Highlight the Text to Create a Website Link

4. From the *Link* window, in the *Address* box **type the website URL** (See Figure 39).
5. Click the **OK** button (See Figure 39).

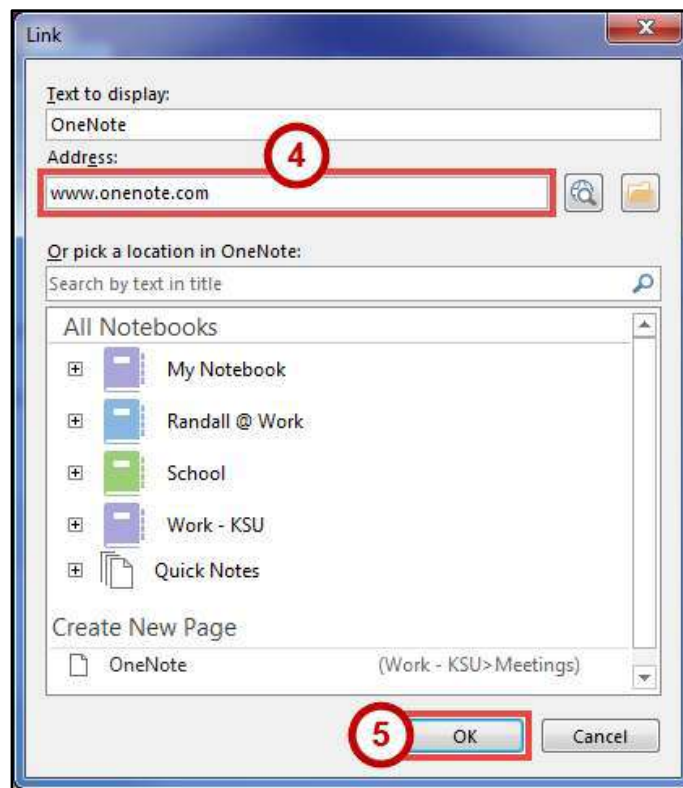


Figure 39 - Link to a Website URL

### Linking to Another Section or Page

1. **Highlight** the text to create a link (See Figure 40).
2. Click the **Insert** tab (See Figure 40).
3. Click the **Link** button (See Figure 40).

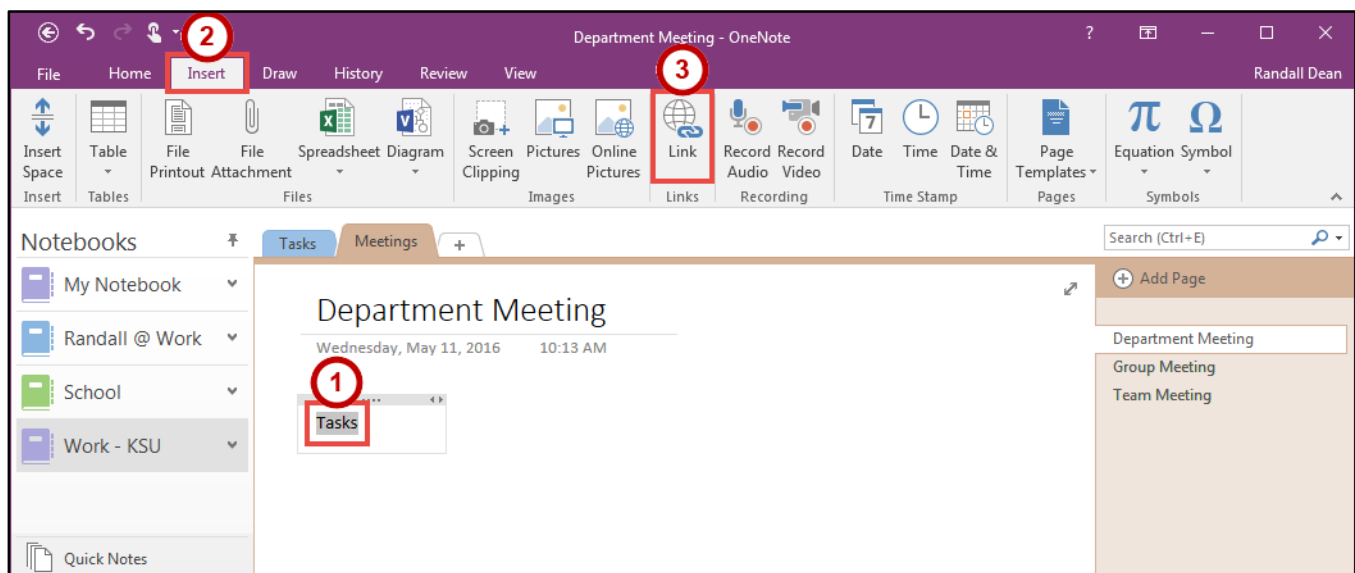


Figure 40 - Highlight the Text to Create a Section or Page Link

4. From the *Link* window, in the *Or pick a location in OneNote* box **select a section or page** (See Figure 41).
5. Click the **OK** button (See Figure 41).

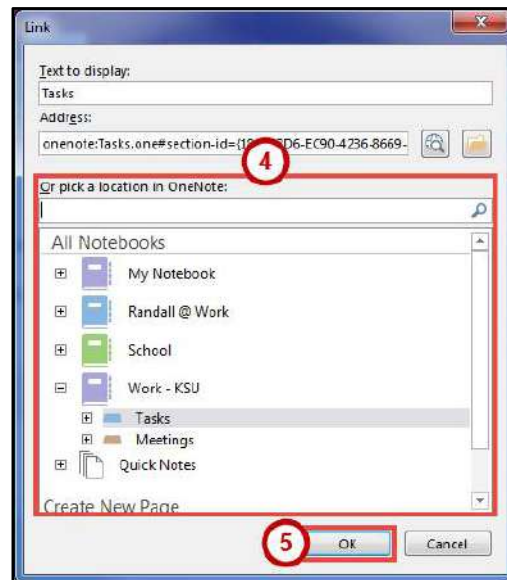


Figure 41 - Link to a Section or Page

## Recording Audio or Video

OneNote gives you the capability to record audio and video directly into your notes while retaining the ability to enter text.

**Note:** To record audio, you will need a microphone. To record video, you will need a web camera.

### Record Audio

1. Click on the **page** where you want to put the recording (See Figure 42).
2. Click the **Insert** tab (See Figure 42).
3. Click the **Record Audio** button (See Figure 42).

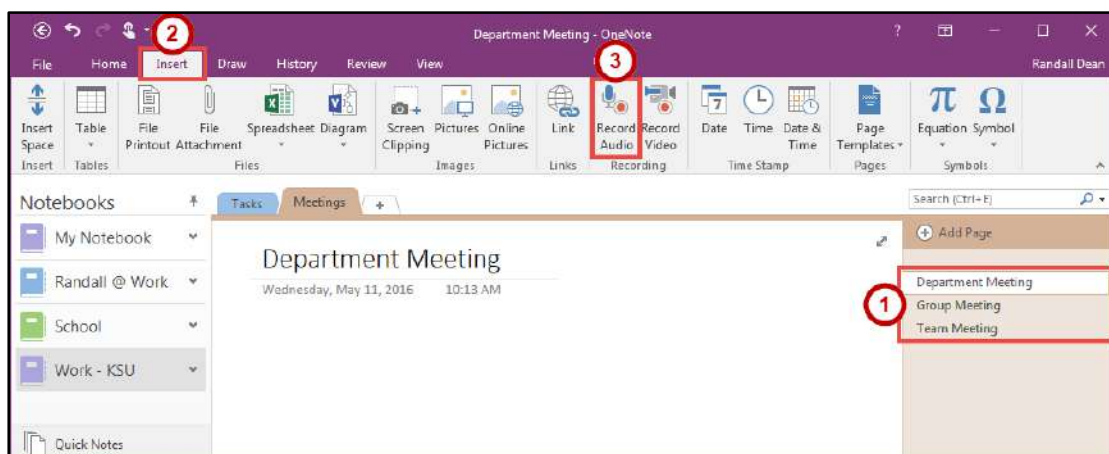


Figure 42 - Record Audio

4. It will start recording and open up the *Recording* tab (See Figure 43).
  - a. To pause the recording, press the **Pause** button (See Figure 43). To resume the recording, press the **Pause** button once again (See Figure 43).
  - b. To stop the recording, press the **Stop** button (See Figure 43).

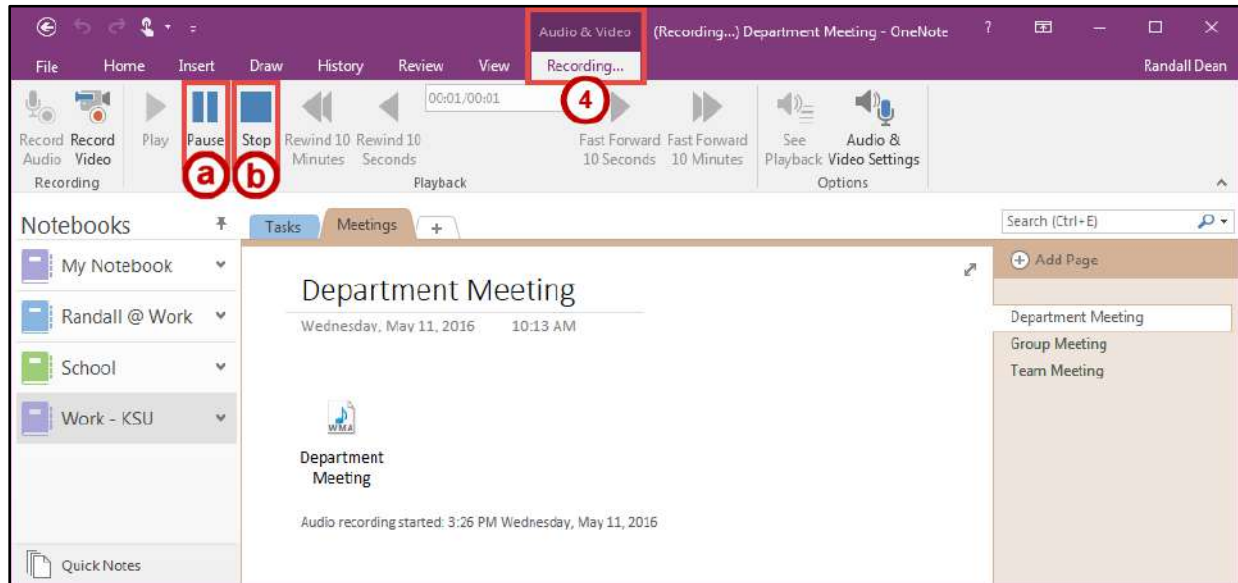


Figure 43 - Audio & Video Recording Tab

5. After pressing the *Stop* button, the *Recording* tab will change to the *Playback* tab (See Figure 44).
6. Use the **Playback** buttons to listen to your recorded audio (See Figure 44).

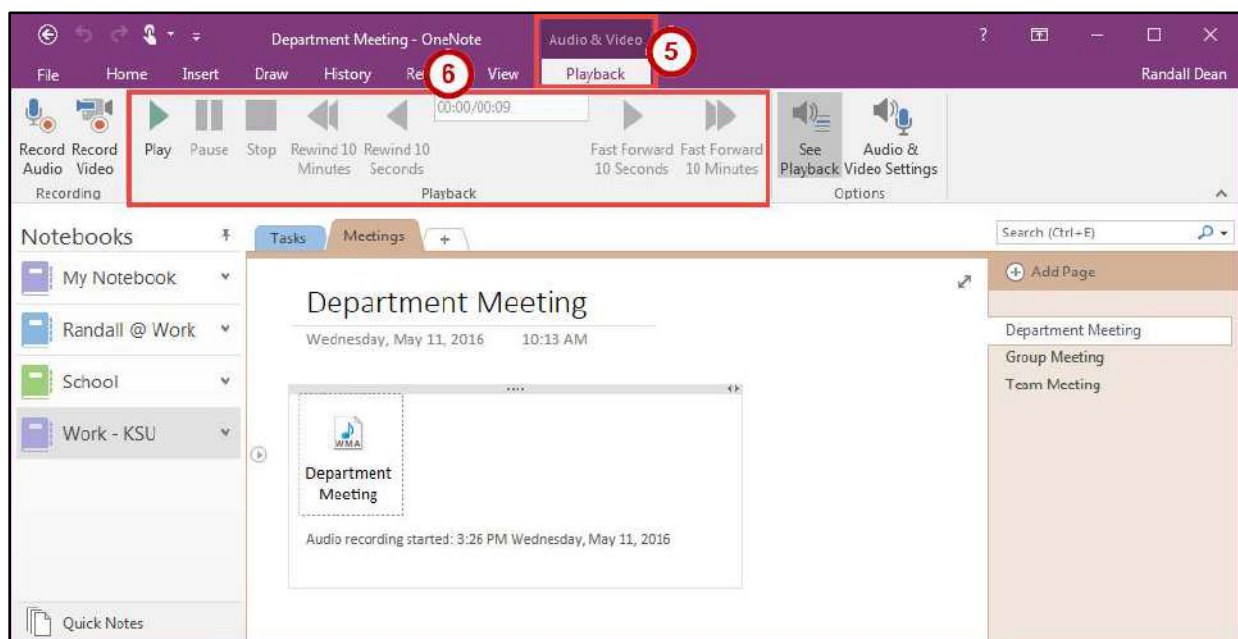


Figure 44 - Audio & Video Playback Tab

## Record Video

1. Click on the **page** where you want to put the recording (See Figure 45).
2. Click the **Insert** tab (See Figure 45).
3. Click the **Record Video** button (See Figure 45).

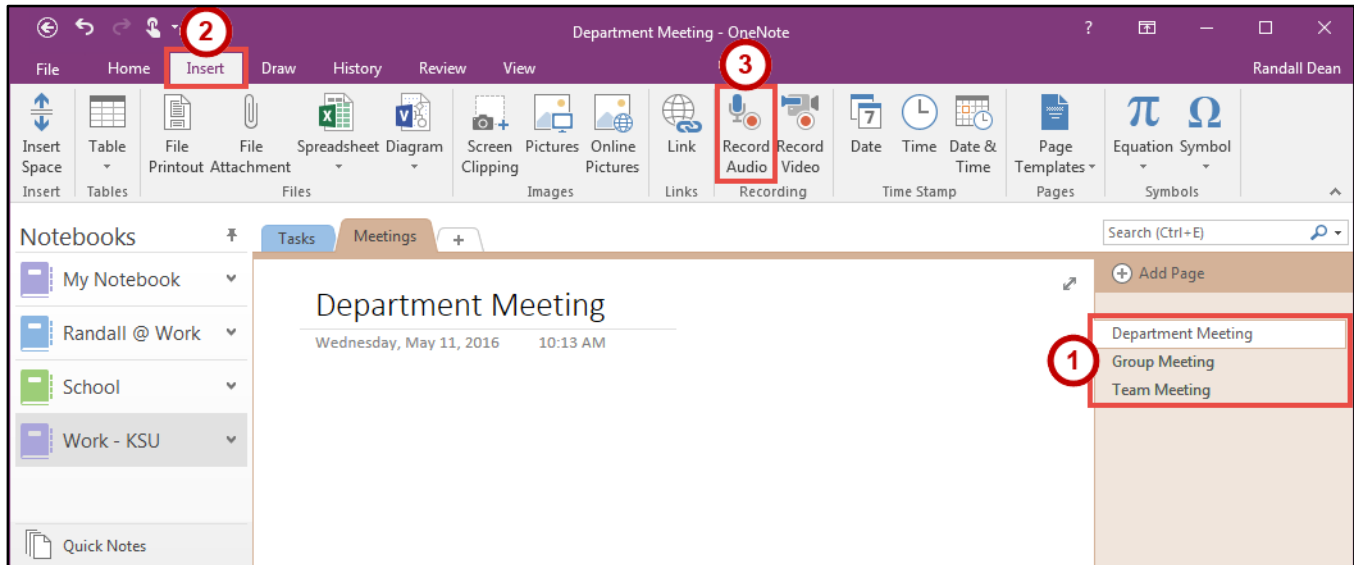


Figure 45 - Record Video

4. It will start recording and open up the *Recording* tab (See Figure 46) and a preview *Video* window (See Figure 47).
  - a. To pause the recording, press the **Pause** button (See Figure 46). To resume the recording, press the **Pause** button (See Figure 46).
  - b. To stop the recording, press the **Stop** button (See Figure 46).

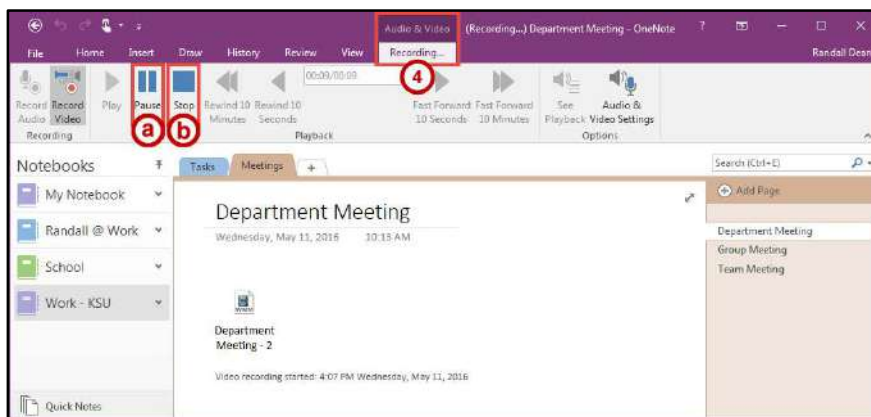


Figure 46 - Audio & Video Recording Tab

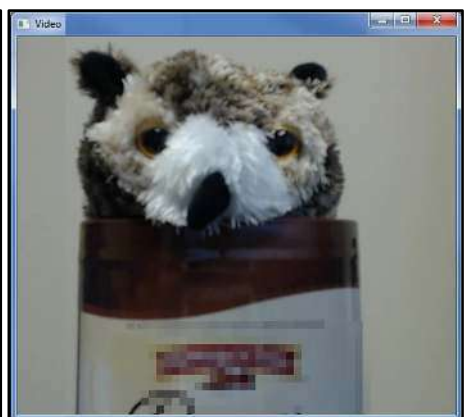


Figure 47 - Record Video Preview Window

5. After pressing the *Stop* button, the *Recording* tab will change to the *Playback* tab (See Figure 48).
6. Use the **Playback** buttons to watch to your recorded video (See Figure 48).

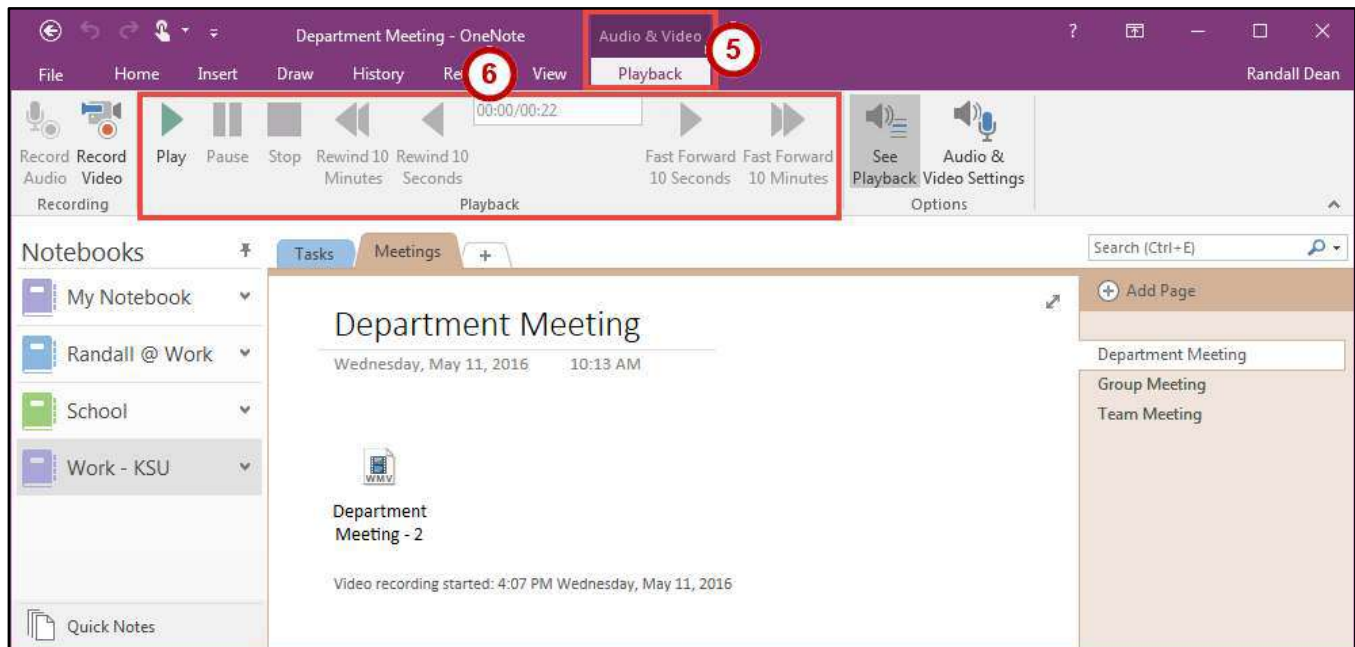


Figure 48 - Audio & Video Playback Tab



## Drawing

With the drawing tools, you can type, create digital ink by pen or highlighter, draw shapes, erase, and convert the ink to text or math equations.

1. From the *Draw* tab, you can use the following tools (See Figure 49).
  - a. **Type** - You can click anywhere on a page and type text.
  - b. **Lasso Select** - Freely select by drawing around what you want to select.
  - c. **Panning Hand** - Move the page around without grabbing the objects.
  - d. **Eraser** - Erase parts of an object or the entire object with *Stroke Eraser*.
  - e. **Pen & Highlighter** - Use the pen to digitally write notes and the highlighter to highlight important text. You can change the *Color & Thickness* of both.
  - f. **Shapes** - Place predefined objects that you can place quickly.
  - g. **Ink to Text** - Convert your digital writings to text. Use this to turn your hand written notes into text quickly.
  - h. **Ink to Math** - Convert your digitally written math to text. Use this to turn your hand written math equations to text.

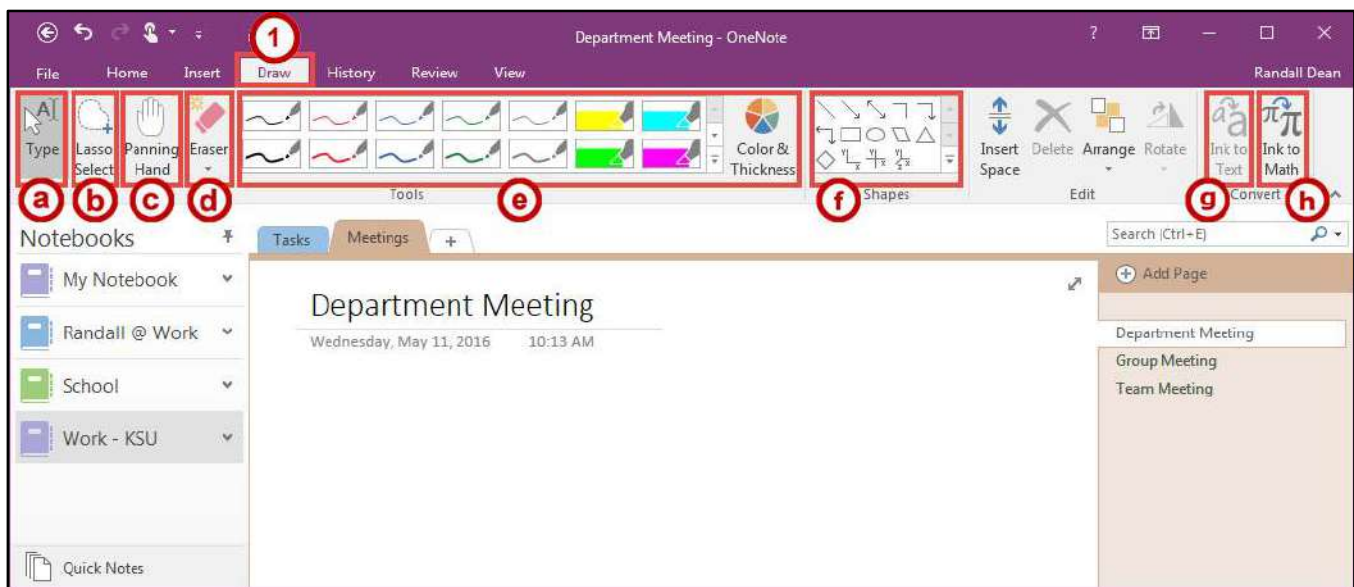


Figure 49 - Draw Tab

## History

Tracking activity can be found in this tab. You can see who edited, view versions of pages where something has been changed, and restore or delete pages or sections that were deleted in the past.

### Recent Edits

1. Click the **History** tab (See Figure 50).
2. Click the **Recent Edits** button (See Figure 50).
3. Select a **date range** to search for *Recent Edits* (See Figure 50).

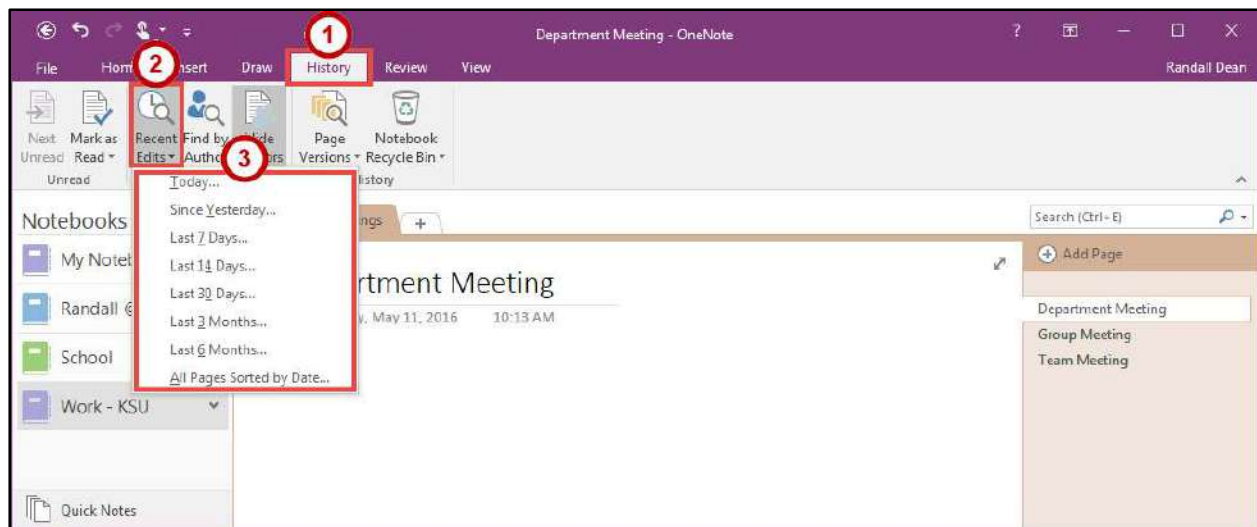


Figure 50 - Recent Edits

4. In the *Search Results* pane for Recent Edits, you can do the following.
  - a. **Search** - Search by Section, Section Group, Notebook, or All Notebooks (See Figure 51).
  - b. **Sort** - Sort by Section, Title, Date Modified, or Author (See Figure 51).
  - c. **List** - Displays a list of pages and when they were last edited (See Figure 51).

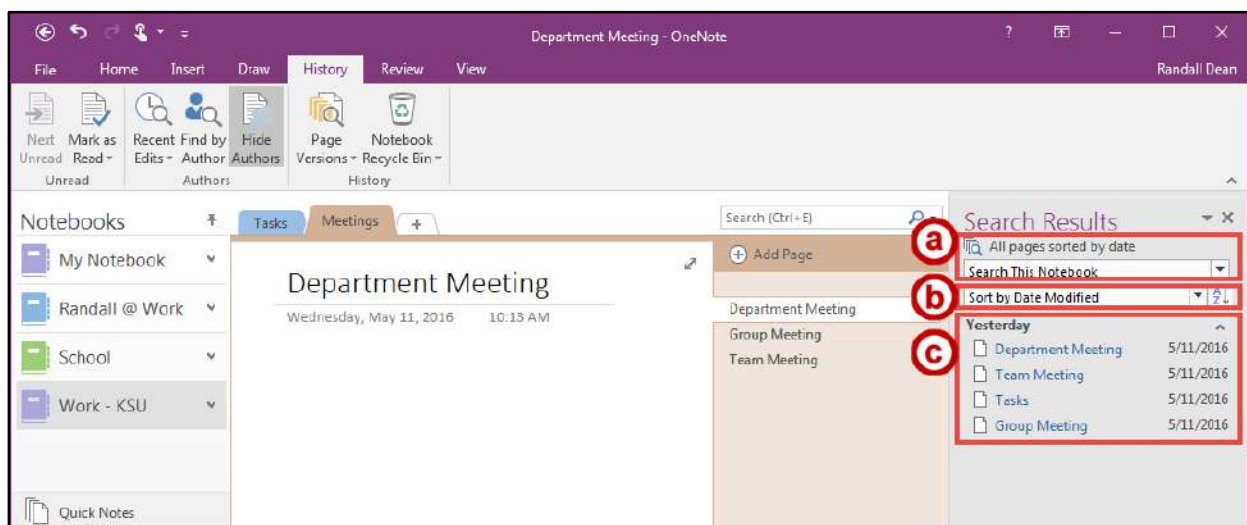


Figure 51 - Search Results for Recent Edits



## Page Versions

1. Click on the **page** where you want to see the previous versions (See Figure 52).
2. Click the **History** tab (See Figure 52).
3. Click the **Page Versions** button (See Figure 52).

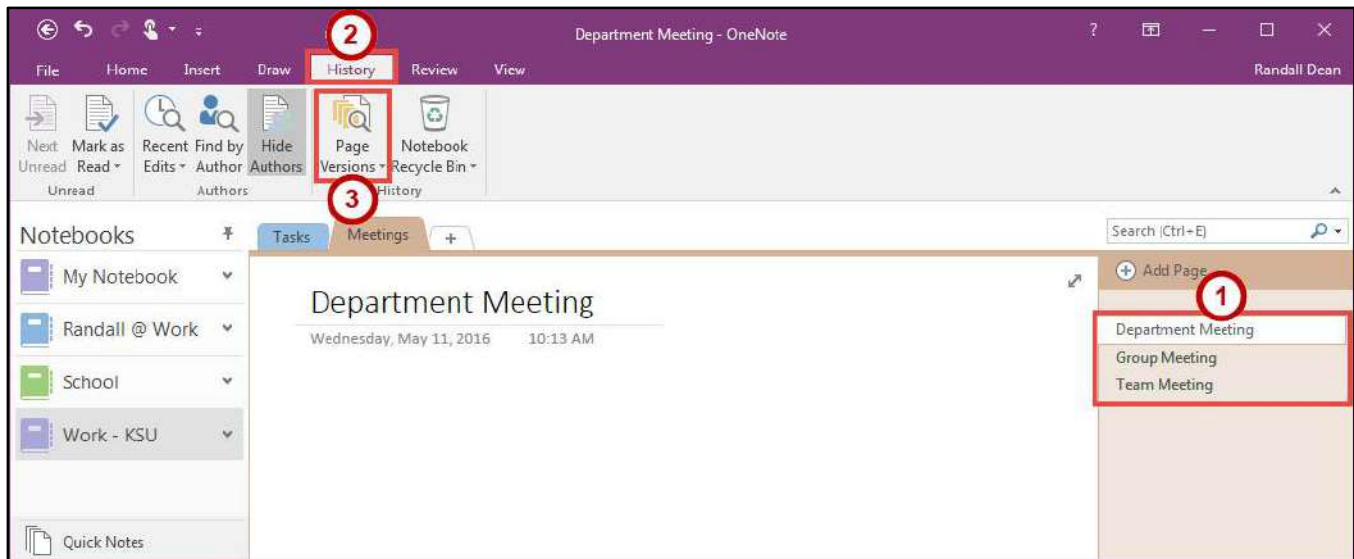


Figure 52 - Page Versions

4. You will see a list of versions of the page that you selected.

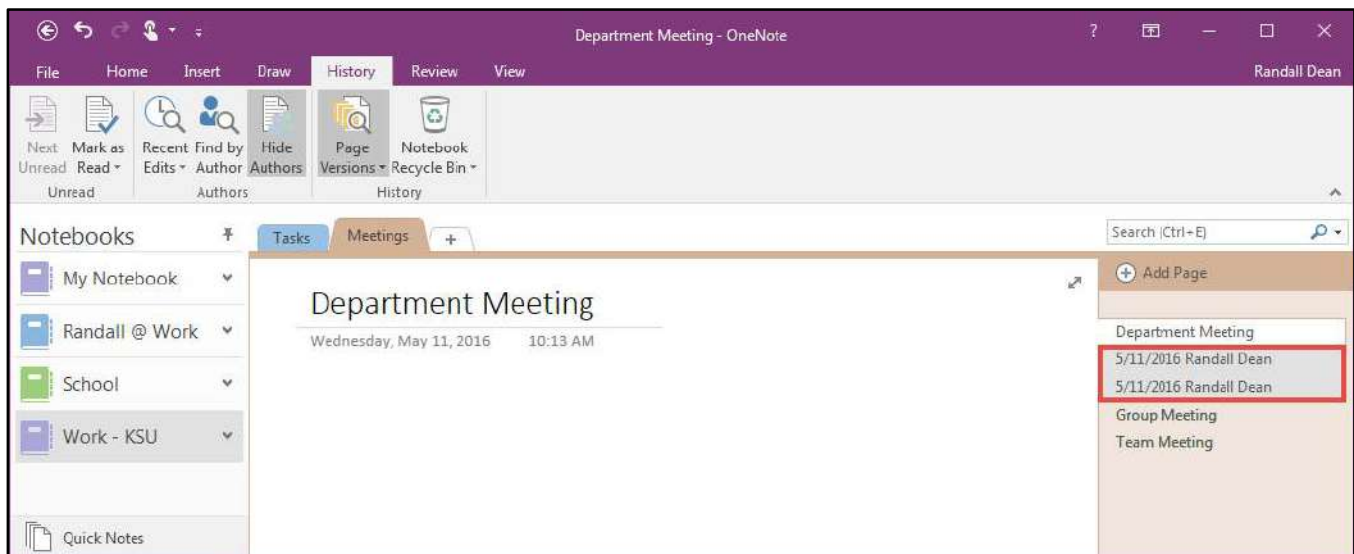


Figure 53 - List of Page Versions

## Notebook Recycle Bin

1. Click the **History** tab (See Figure 54).
2. Click the **Notebook Recycle Bin** button (See Figure 54).

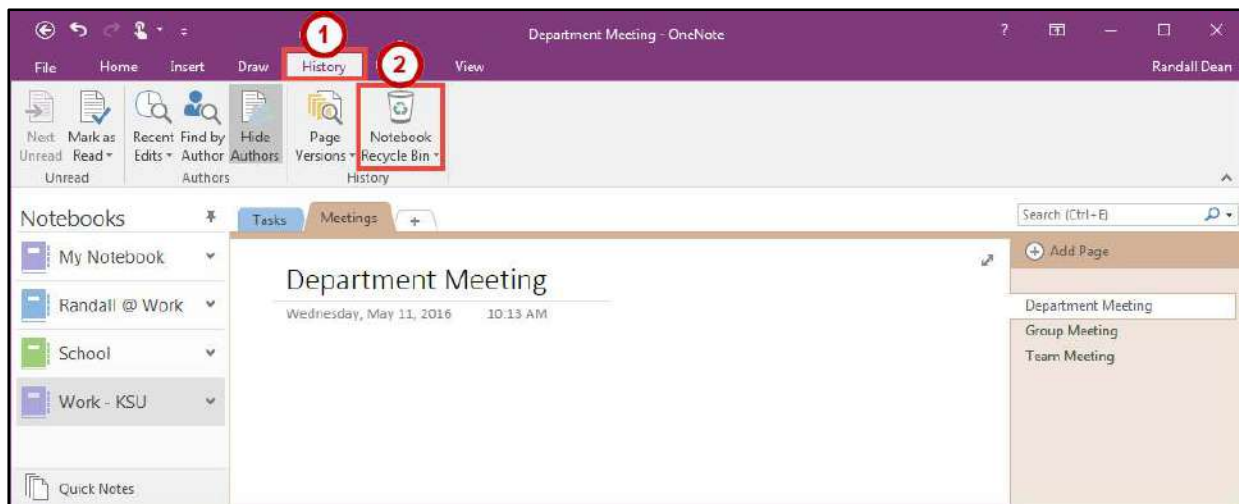


Figure 54 - Notebook Recycle Bin

3. In the *Notebook Recycle Bin*, **right-click** on the section or page (See Figure 55) and you can do the following.
  - a. **Delete** - Permanently remove the section or page (See Figure 55).
  - b. **Move or Copy** - Move (Restore) or Copy the section or page from the recycle bin back to the notebook (See Figure 55).

**Note:** Items are permanently deleted after 60 days. Right-click a page or section to move it out of the Recycle Bin.

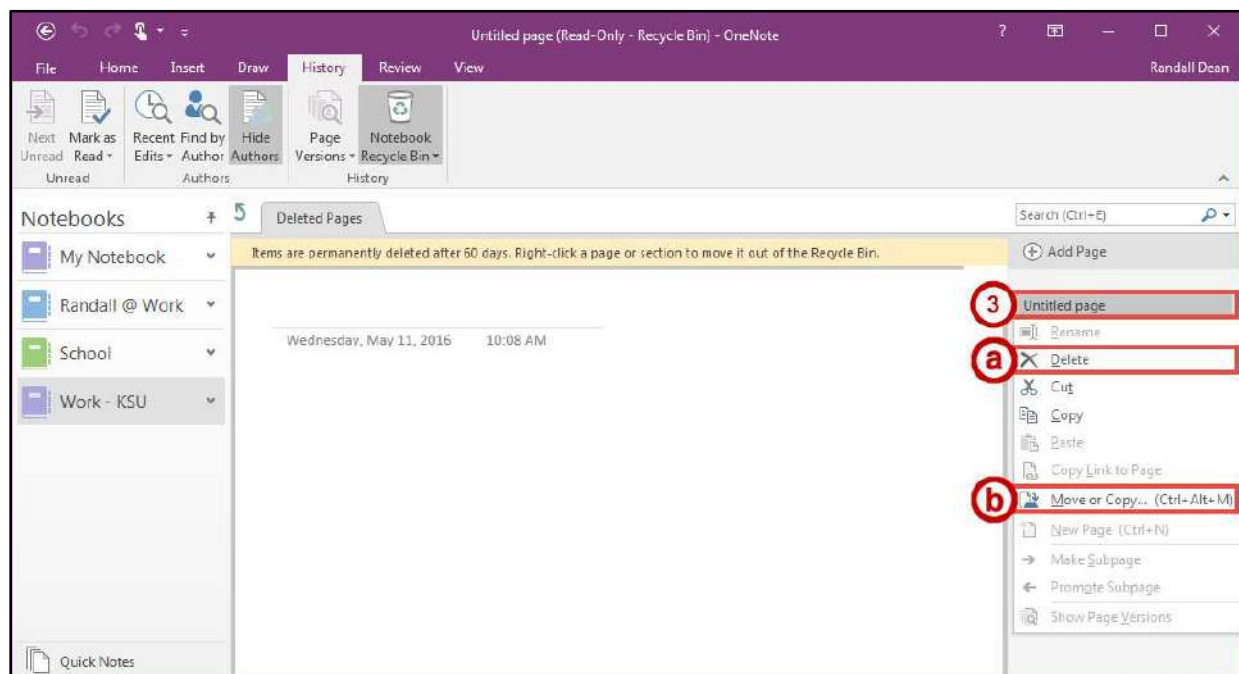


Figure 55 - Remove or Restore a Section or Page

## Searching

Use OneNote's built in search feature to search for any open notebooks, sections, or pages.

1. From anywhere in *OneNote* you can find the **search field** in the top right corner.

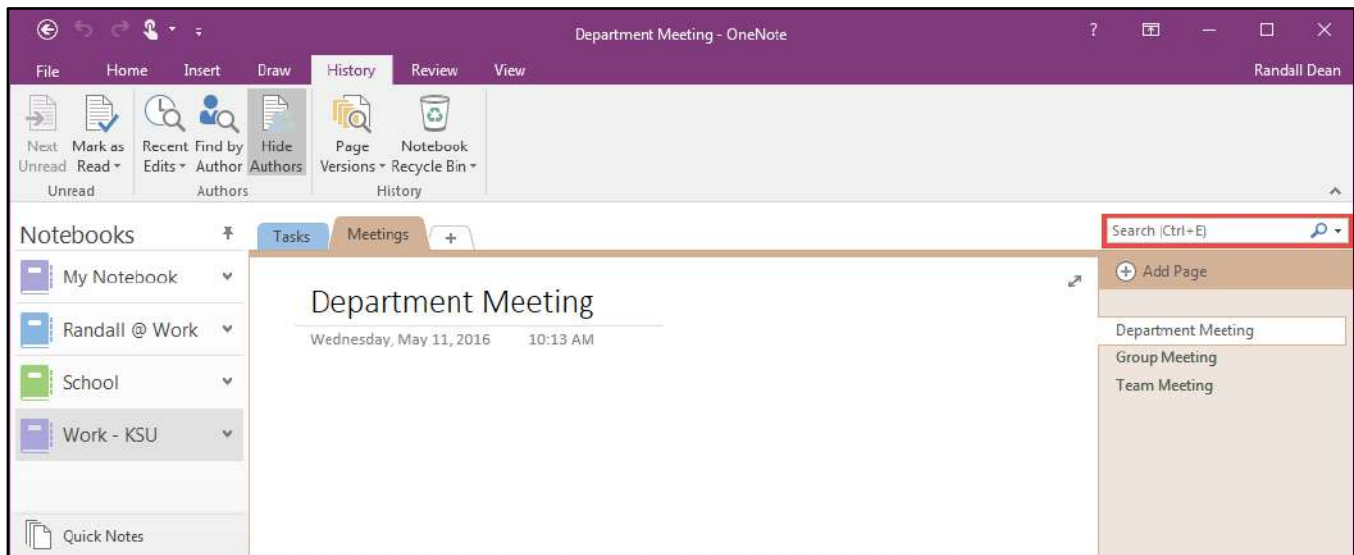


Figure 56 - Search Field

2. To change the search criteria, click on the **Search drop-down arrow** (See Figure 57).
3. **Select** how you want to search *OneNote* (See Figure 57).

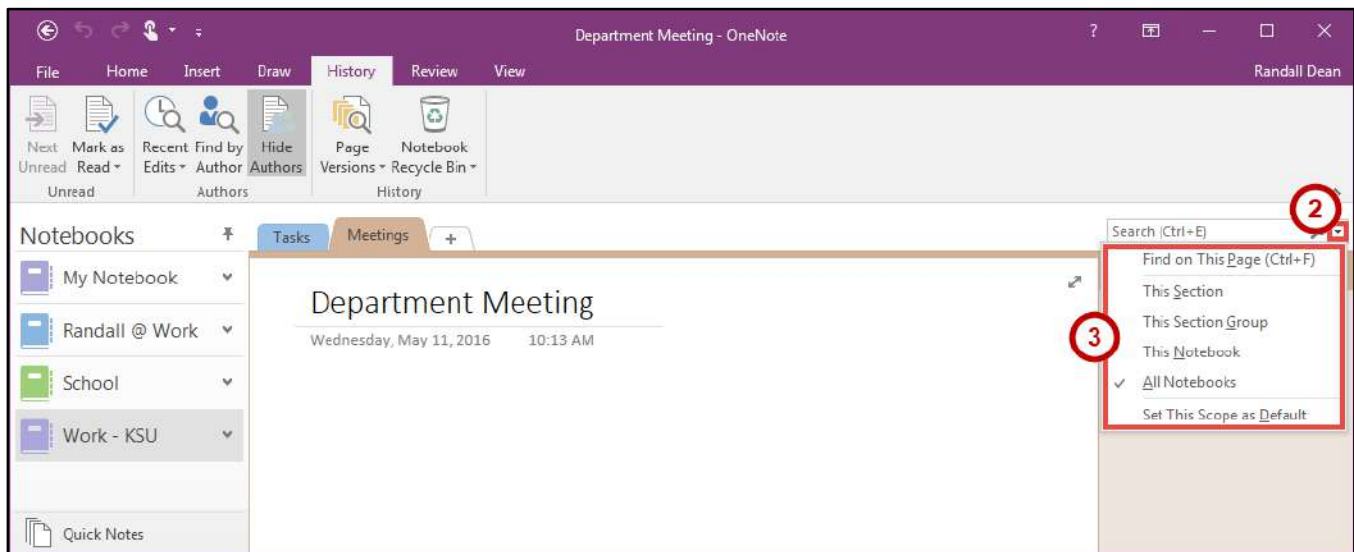


Figure 57 - Select Search Criteria

4. **Click** in the Search Field and **start typing** what you want to search for.

## Additional Help

For additional support, please contact the KSU Service Desk:

### KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>

### KSU Student Helpdesk

- Phone: 470-578-3555
- Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)
- Website: <http://uits.kennesaw.edu>