

# Microsoft® OneNote® 2013 Quick Reference



## Exploring the Microsoft OneNote 2013 Interface

**Backstage view** – Provides access to a location where you can create, open, print, share, export, and send notebooks. You can also modify notebook properties such as its name, color, location, and default format, and connect to services using your Microsoft account. Click this button to return to the notebook.

**Quick Access Toolbar** – Provides quick access to button commands you use often. Click the button to select or deselect buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.

**Ribbon** – Provides access to commands. The Ribbon is organized into tabs, groups, and buttons (representing OneNote commands). To select Ribbon commands using the mouse, point to the desired items and click.

To use the keyboard.

1. Press the **ALT** key followed by the letter or number key associated with the desired tab or command, e.g., press **H** to select the **Home** tab.

2. If required, press the key(s) as indicated to select a command(s).

• If required, press **ESC** to backtrack or cancel the keyboard selection of a command(s).

To show Ribbon tabs and commands (as shown to the left), click the **Display Ribbon Options** button, and then select **Show Tabs and Commands**.

**Mini toolbar** – Appears automatically above selected text, and provides access to frequently used text and paragraph formatting commands.

**Notebook Pane** – Lists all of the open notebooks, each with an icon and a name.

Click a notebook icon to activate it. The Notebook Pane also contains other buttons used to display additional screen components.

- Click the **Pin Notebook Pane to Side** button to dock it as shown to the right.
- Click a button to display a notebook's sections and group sections, which can be used to navigate.
- Click a button to hide a notebook's sections and group sections.
- Click the **Unpin Notebook Pane from Side** button to undock it.

**Shared Notebooks** – Allows you to share notes and collaborate with others. Shared notebooks can be stored for either network or web access. See **“Working with Shared Notebooks”** on page 8 for more information.

**Quick Notes** – Stores all of the notes typed into the window. Quick Notes are useful for quick temporary notes. See **“Using Quick Notes”** on page 4 for more information.

**Notes** – There are various types of notes. In this image, there are text notes, a table, an image copied from a website, a file attachment, Outlook tasks, tagged items, and a drawing consisting of shapes and arrows. Regardless of the type of note, the data is stored in **note containers**, which appear on a page when the mouse pointer is positioned over them, or when they are selected, as shown in the example shown in the **Related Document** text note.

**Section and Section Groups** – Identifies the sections or section groups within a notebook.

To display the contents of a section, click a section tab.

To display the contents of a section group, click a section group (example) button.

To return from a section group, click the **Navigate to parent section group** button.

To create a new section, click the **Create a New Section** button.

**Page Tabs** – Identifies the pages and subpages of a section. Click a page tab to select a page or a subpage. Page tabs are named as the title at the top of each page.

To collapse the page tabs, click the button.

To expand the page tabs, click the button.

To insert pages at the end of the current section, click the **Add Page** button.

To insert pages between others, point to the page where the new page is to be inserted, point to the icon, and then click it.

## Featured Objectives

### PAGE 1

#### Exploring the Microsoft OneNote 2013 Interface

- Learn about the OneNote 2013 user interface, including its screen components and how to use them.

### PAGE 2

#### Getting Started

- Learn how to launch and close OneNote 2013, as well as open, navigate, create, export, and print notebooks.

### PAGE 3

#### Taking Notes

- Learn how to insert pages, sections, and manage text data.

### PAGE 5

#### Inserting Objects

- Learn how to insert tables, pictures, drawing shapes, calculations, screen clippings, files, as well as audio and video recordings.

### PAGE 6

#### Linking, Tagging, and Locating Notes

- Learn how to insert hyperlinks to sections, pages, websites, and files; add, remove, and manage tags; and search for text, as well as audio and video recordings in notebooks.

### PAGE 8

#### Using Templates and Sending Notebooks

- Learn how to insert pages based on page templates, create custom page templates, send notebook pages in different forms to people via e-mail, and to Word to create a new document.

#### Working with Shared Notebooks

- Learn how to share a notebook, view recent edits in a shared notebook, as well as turn automatic synchronization off and on.