Microsoft® OneNote® 2016
Quick Reference

DIGITAL CONTENT FACTORY

Exploring the Microsoft OneNote 2016 Interface

Backstage view – Provides access to pages 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, as well as connect to online services using your Microsoft account or your Office 365 account. Click the **File** tab to open the Backstage view. Click this button to return to the notebook.

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

Ribbon – Contains the commands used to perform tasks. It 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 select Ribbon commands using the keyboard, press the **ALT** key followed by the letter or number key associated with the desired tab and/or command. If required, press **ESC** to backtrack or cancel the keyboard selection of a command(s).

To show Ribbon tabs and commands (not shown to the left), click the **Display Ribbon Options** button, and then select **Show Tabs and Commands**.

Mini toolbar – Appears as a small floating toolbar automatically above selected text. It provides direct access to frequently used text and paragraph formatting commands.

Tasks (Outlook)

image from website

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 buttons used to manage its display.

- Click the **Pin Notebook Pane to Side** button to dock it as shown to the right.
- Click an **Expand** ⌄ button to display a notebook's sections and group sections, which can be used to navigate.
- Click a **Collapse** ^ 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.
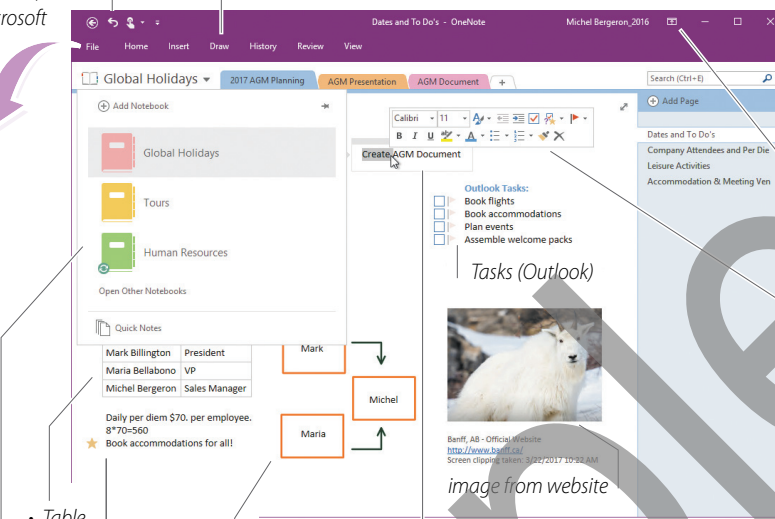
- Table
- Text (with a tag (star))
- Drawn shapes and arrows

Note Containers – Stores the various types of data that may be inserted into a notebook. In this image, there are text notes, a table, an image copied from a website, a file attachment, tasks (integrated with Outlook), tagged items, and a drawing consisting of shapes and arrows. A note container appears on a page when the mouse pointer is positioned over data within it, or when data is selected, as shown in the example above where the text "Create" is selected.

Sections – Allows you to organize data into specific segments within a notebook.
- To display the contents of a section, click a section tab.
- To create a new section, click the **Create a New Section** button.
- To assign a name to an existing section, right-click a section tab, and then select **Rename**.

Page Tabs – Allows you to organize data within a section. Page tab names appear on the associated page tab, as well as at the top of each page (as a title).
- To select a page or a subpage, click the associated page tab.
- 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 (shown above), and then click it.
- To collapse page tabs (to hide subpages), click the ^ button (shown above).
- To expand page tabs (to show subpages), click the ⌄ button.

Featured Objectives

Getting Started

▸ **Launching Microsoft OneNote 2016**
- If using Windows 10, click in the **Start** menu search box, type **OneNote 2016**, and then select **OneNote 2016** from the results.
- If using Windows 8 or Windows 8.1, from the Start screen, type **OneNote 2016**, and then click the **OneNote 2016** icon.
- If using Windows 7, click the 🪟 button, point to **All Programs** > **Microsoft Office 2016**, and then select **OneNote 2016**.

▸ **Closing Microsoft OneNote 2016**
- Click the OneNote application **Close** ❌ button, or press **ALT**+**F4**.
 **Note:** The arrangement of open notebooks will be preserved.

▸ **Opening Notebooks**
1. Click the **File** tab, and then select **Open**.
2. To open a recent notebook, select **Recent**, and then select the desired notebook from the list.
   – OR –
   To open a notebook that is stored locally, select **This PC**, navigate to the folder where the notebook is stored, and then click the desired notebook. Notebooks are stored in the *Documents\OneNote Notebooks* folder by default. Subfolders of the *OneNote Notebooks* folder represent notebooks, while files within a notebook folder represent sections in a notebook.
   Note: You can also open notebooks stored on OneDrive (if you sign in with a Microsoft account) or from OneDrive for Business, as well as SharePoint (if you sign in with an Office 365 account).
   See "Connecting to Online Storage" on page 8 for information regarding how to access these services.

OneDrive (Microsoft account)

Local folders   *Recent Notebooks list*
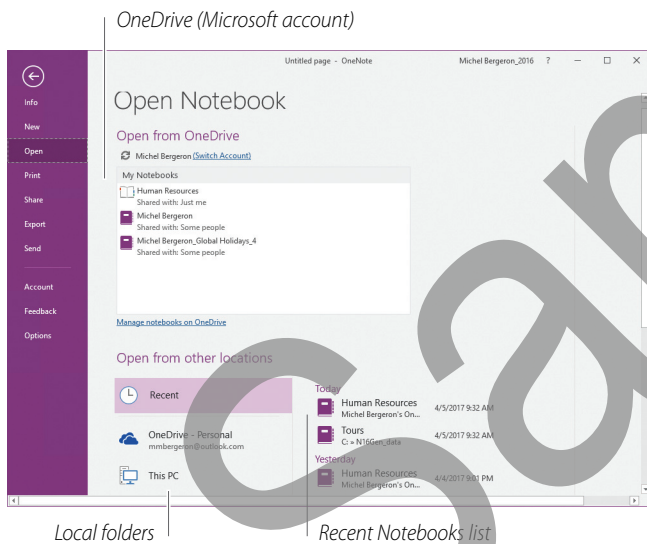
▸ **Navigating Notebooks**
1. If the Notebook Pane is not docked, click the 🔽 drop-down button next to the current notebook name, and then select the desired notebook in the Notebook Pane (shown to the right) to activate it.

- To select a different section, click a section tab at the top of the notebook.
  – OR –
- If the Notebook Pane is docked, you can click a ⌄ button to display a notebook's sections, and then select the desired section.
- To select a different page, click a page tab at the right of the notebook.
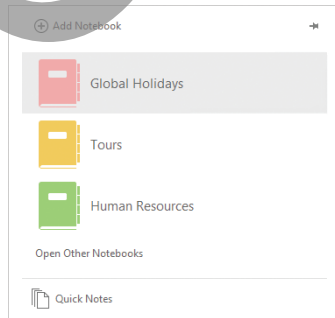
Getting Started... cont'd

▸ **Creating New Documents**
1. Click the **File** tab, and then select **New**.
2. To create a new notebook locally, select **This PC**.
   – OR –
   To create a new notebook online, select **OneDrive - Personal** (signed in with Microsoft account), **OneDrive**, or **Sites** (signed in with Office 365 account).

OneDrive for Business and SharePoint


OneDrive (Microsoft account)
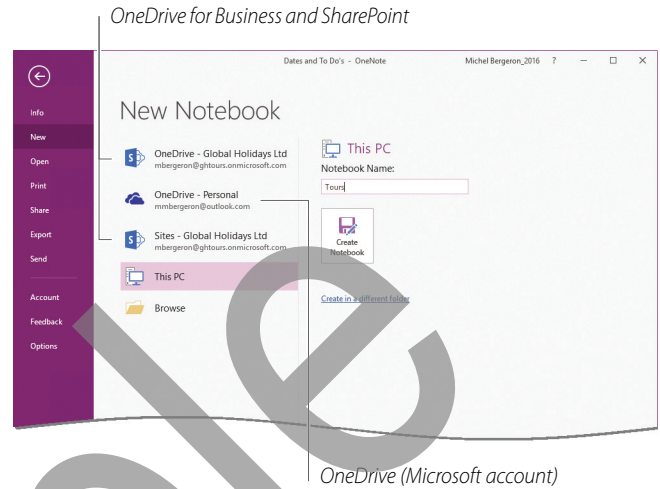
3. If required, click the **Create in a different folder** link or click the **Browse** button to specify a different local or online folder than the default.
4. Type the name for the notebook in the *Notebook Name* text box, and then click the **Create Notebook** button.
5. If creating a new notebook online and you want to share it, click the **Invite people** button to set share permission and send an e-mail invitation; otherwise, click the **Not now** button.

▸ **Exporting Notebooks**
Notebooks are saved automatically at timed intervals. However, you can export an entire notebook or a portion of it (such as a section or a page) as a Microsoft Word, PDF, or XPS document, or as an MHT single-file webpage.
1. Activate the notebook that contains the data to be exported. If exporting only a portion of the notebook such as a section or a page, ensure that item is selected.
2. Click the **File** tab, and then select **Export**.
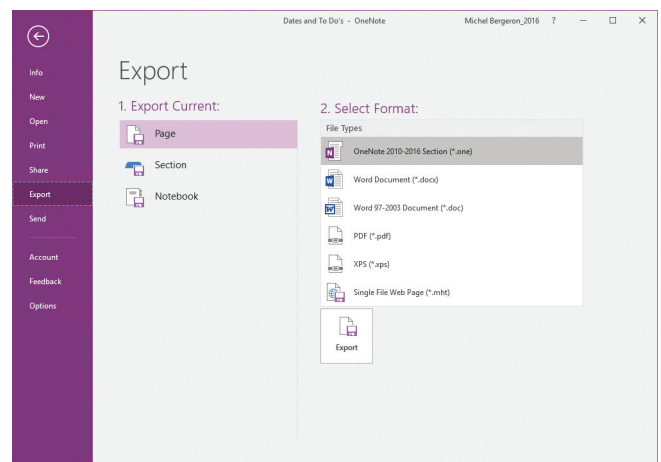

3. Select **Page**, **Section**, or **Notebook** in the *Export Current* list to select the portion of the notebook to be exported.
4. Select the desired file type from the *Select Format* list, and then click the **Export** button.
5. Select the folder where the data is to be exported, type the notebook file name in the *File name* text box, and then click the **Save** button.

Getting Started... cont'd

▶ **Previewing and Printing Notebooks**

1. Activate the notebook that contains the data to be printed.
2. Click the **File** tab, and then select **Print**.
3. To preview and then print the notebook, click the **Print Preview** button and change the default print settings such as *Print range*, *Paper size*, *Orientation*, etc., as required.
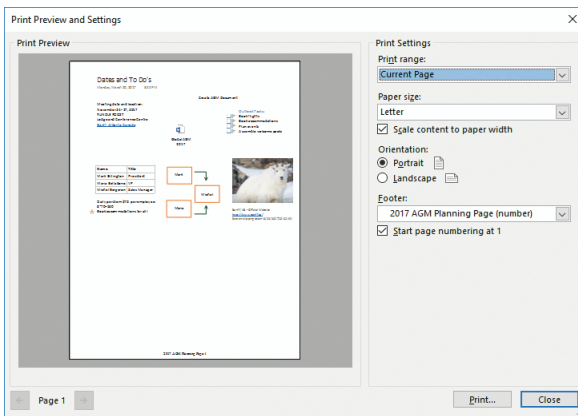
– OR –

To print the notebook, click the **Print** button and change the default print settings such as *Select Printer*, *Page Range*, *Number of copies*, etc., as required.
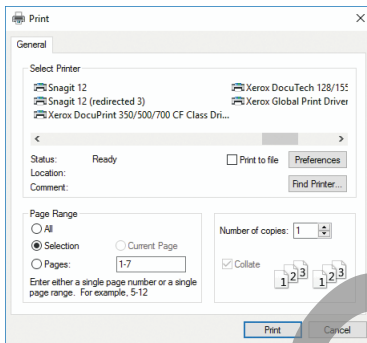
4. Click the **Print** button.

▶ **Closing Notebooks**

- Right-click the notebook that is to be closed in the Notebook Pane, and then select **Close This Notebook**.
  Note: Data is saved automatically when you close a notebook.

▶ **Using OneNote Views**

- To activate the Full Page View, click the **Full Page View** button located at the top-right corner of a page or press **F11**.
  Note: The Notebook Pane, section tabs, and page tabs are hidden.
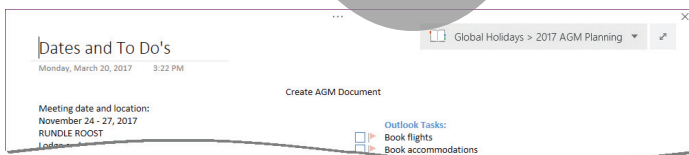
- To dock the OneNote application window to the side of the Desktop, which is useful for taking notes while working in other programs, click the **Dock to Desktop** button in the *View* > *Views* group.

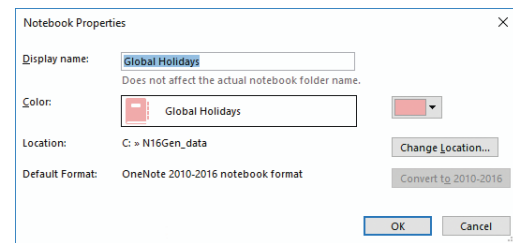Windows Desktop   OneNote window

Getting Started... cont'd

- To restore the view, click the **Normal View** button at the top-right corner of a page or press **F11** until the desired view appears.

▶ **Changing Notebook Properties**

1. Right-click the notebook (in the Notebook Pane) whose properties are to be changed, and then select **Properties**.

- To change the display name, edit the name in the *Display name* text box, and then click **OK**.
- To change the color of a notebook's icon, select the desired color from the *Color* drop-down list, and then click **OK**.
- To change the location where the notebook is stored, click the **Change Location** button, specify a new path/location, and then click the **Select** button. If prompted, click **OK** to acknowledge that the notebook is now synchronizing to the new location.
  Note: Within File Explorer, notebooks appear as folders while sections appear as files.
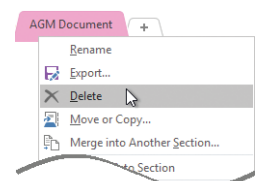
Taking Notes

▶ **Inserting and Deleting Pages**

1. Ensure that the notebook section—where a page(s) is to be inserted or deleted—is active.

- To add a new page at the end of the current section, click the **Add Page** button.
- To insert a page between existing pages, point to the page where the new page is to be inserted, point to the ⊕ icon, and then click it.
- To create a subpage, right-click the desired page tab, and then select **Make Subpage** (shown to the right). Repeat this step to further demote the page.
- To promote a subpage, which will reverse the action of creating a subpage, right-click the desired subpage tab, and then select **Promote Subpage**. Repeat this step to further promote the page.
- To collapse page tabs (to hide subpages), right-click the appropriate page tab, and then select **Collapse Subpages**; or click the ⌃ button on the parent page tab.
- To expand page tabs (to show subpages), right-click the desired page tab, and then select **Expand Subpages**; or click the ⌄ button on the parent page tab.
- To delete a page, right-click the page or subpage to be deleted, and then select **Delete**. If required, click **Yes** to confirm deletion.
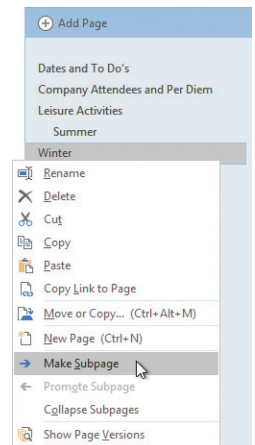
▶ **Inserting and Deleting Sections**

1. Ensure that the notebook—where a section(s) is to be inserted or deleted—is active.

- To insert a section, click the **Create a New Section** button at the top of the notebook, type the desired name, and then press **ENTER**.
- To delete a section, right-click the section, select **Delete**, and then click **Yes** to confirm deletion.
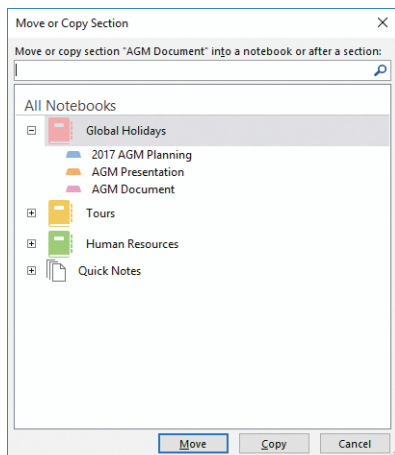
Moving and Copying Sections and Pages

Sections and pages may be moved or copied within the active notebook, or to a different notebook.

1. Right-click the section or page to be moved or copied, and then select **Move or Copy**.

2. Select the location (notebook and/or section) where the section or page is to be moved or copied.

3. Click the **Move** button or the **Copy** button.

   Note: You can also drag a page or section to a new location within the respective pane to reorder the item.

Managing Note Containers

- To delete a note container, position the mouse pointer over its title bar, click when the ✥ appears (shown below), and then press **DELETE**.
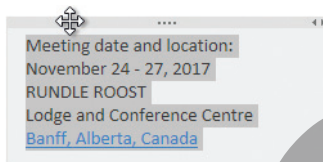
- To move a note container, position the mouse pointer over its title bar, and then drag it to a new location.

- To resize the width of a note container, position the mouse pointer over the right border title bar and when the ↔ appears, drag left or right.

- To move text from one note container to another, select the characters/text/paragraph to be moved, and then drag the selected data to the desired location.

Inserting and Formatting Text

1. Click at any location on the desired page, and then type to insert text.

2. Select the characters or paragraphs to be formatted.

   See "Selecting Text and Objects" on page 4.

   Note: The Mini toolbar will appear automatically above selected text to provide quick access to frequently used formatting commands.
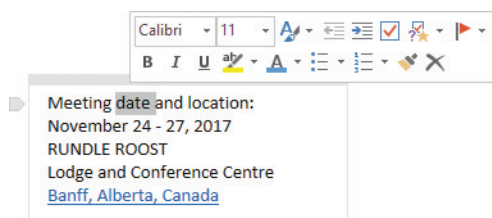
- To apply formatting, click the required buttons on the Mini toolbar, or in the *Home > Basic Text* group.

  – OR –

Taking Notes... cont'd

To apply formatting to headings, titles, quotes, citations, etc., click the **Styles** button in the *Home > Styles* group to expand the Styles Gallery, and then select the desired style.

– OR –

To copy existing formatting, click the **Format Painter** button in the *Home > Clipboard* group.
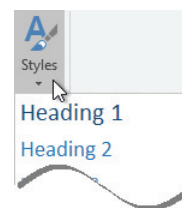
Selecting Text and Objects

There are several methods that may be used to select text and objects:

- To select individual characters, drag the mouse pointer over the desired characters.

- To select a single word, double-click the word.

- To select an entire paragraph of text, point to the paragraph in the note container, and then click the ▯ that appears.

- To select a single object, such as a note container or a shape, click the note container's title bar or the object.

- To select multiple objects, click the **Lasso Select** button in the *Draw > Tools* group, and then drag around the perimeter of the objects to be selected.

Text and file attachment selected

Global AGM 2017
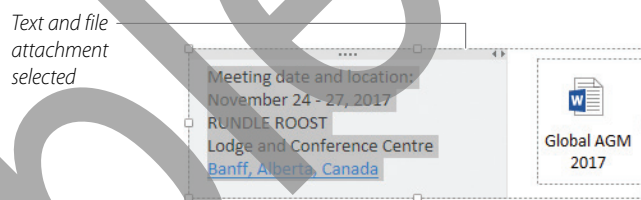
Inserting Dates and Times

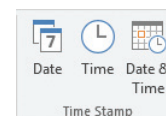1. Click at the location where the date and/or time is to be inserted.

- Click the **Date** button in the *Insert > Time Stamp* group.

  – OR –

- Click the **Time** button in the *Insert > Time Stamp* group.

  – OR –

- Click the **Date & Time** button in the *Insert > Time Stamp* group.

Managing Page Versions

1. Select the page where you wish to view previous page versions, click the **Page Versions** drop-down button in the *History > History* group, and then select **Page Versions** from the list.

   Note: The previous page version(s) appears in the Page Tabs pane showing the version edit date and the user name (shown to the right).

- To display a previous page version, click the desired page tab.

- To restore a previous version, right-click the desired page tab, and then select **Restore Version**.

- To delete a previous version, right-click the desired page tab, and then select **Delete Version**.

- To restore the view, click **Hide Page Versions**.
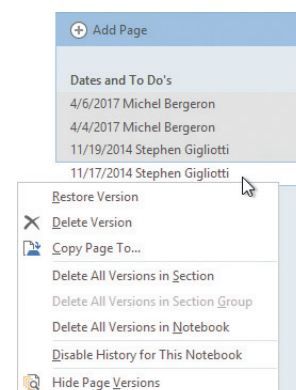
Using Quick Notes

1. Click the **New Quick Note** button in the *View > Window* group, and then type or insert the desired content in the window that appears.

2. Close the window when finished.

- To display inserted Quick Notes, select **Quick Notes** in the Notebook Pane, and then click page tabs as required to display specific notes.

Inserting Objects

▶ Inserting Tables

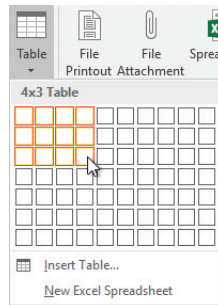1. Click at the location where the table is to be inserted, and then click the **Table** button in the *Insert > Tables* group.
2. Click in the grid to specify the desired number of columns and rows (shown to the right).

– OR –

1. Click at the location where the table is to be inserted.
2. Type the required text, and then press **TAB** to insert a column.
3. Repeat step 2 to insert all of the desired columns (first row) with text.
4. Press **ENTER** to insert a row.
5. Type the required text, and then press **TAB** to move to the next column.
6. Repeat steps 4 and 5 to insert all of the desired rows with text.

▶ Inserting and Resizing Pictures

1. Click at the location where the picture is to be inserted, and then click the **Pictures** button in the *Insert > Images* group.
2. Locate and select the desired picture file, and then click the **Insert** button.

• To resize a picture, click the picture to select it, and then drag a corner handle to the required size.
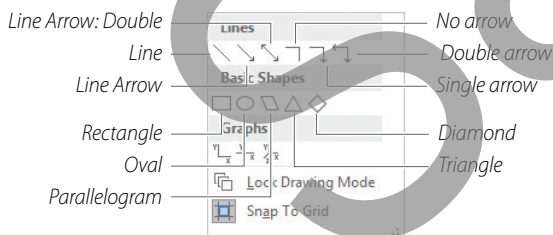
Corner resizing handles

▶ Inserting Drawing Shapes

1. If required, click the **Color & Thickness** button in the *Draw > Tools* group, select the desired line thickness and color, and then click **OK**.
2. Click any of the buttons in the *Shapes* group, and then drag on a page to draw the shape.

   Note: The example below is of the *Shapes* Gallery. Click the **More** button in the *Shapes* group to display it.

Line Arrow: Double
Line
Line Arrow
Rectangle
Oval
Parallelogram

No arrow
Double arrow
Single arrow
Diamond
Triangle

▶ Calculating Numbers

You can perform basic mathematical calculations by typing values and mathematical operators to create a formula ending with an equal sign.

Create formulas using the mathematical order of operations (brackets, multiply, divide, add, and subtract). The calculation is performed by positioning the insertion point after the equal sign, and then pressing the **SPACE BAR**. Some examples of formulas are shown to the right.

```
1200*6=7200
500/5=100
2+3*6=20
(2+3)*6=30

6^6=46,656
5!=120
10*20%=2

Sin(90)=1
Pmt(6%;12;5000)=596.385146903318
```

Note: You can also use certain functions to perform calculations, such as the examples shown above.

Inserting Objects... cont'd

To access other mathematical equations and functions or to build your own equations using OneNote's library of mathematical symbols, click the **Equation** button in the *Insert > Symbols* group.

▶ Using Screen Clippings

1. Ensure that the area to be captured is visible on the screen.
2. Click at the location where the screen clip is to be inserted, and then click the **Screen Clipping** button in the *Insert > Images* group.

   Note: OneNote is minimized, and the screen to be captured should reappear.
3. Drag the mouse around the area to be captured, and then release the mouse button.

   Note: The screen clip appears on the active page; the date and time it was captured will be displayed below the screen clip.

Screen clipping taken: 4/6/2017 1:06 PM

▶ Copying Data from Webpages

1. In an Internet Explorer window, right-click the required webpage data such as an image, text, or a page, and then select **Send to OneNote**.
2. Select the location (notebook and/or section) where the data is to be inserted.
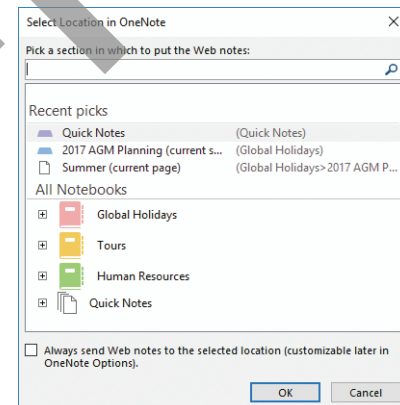
3. Click **OK** to close the *Select Location in OneNote* dialog box.

▶ Inserting Files

There are different options for inserting files:

• Files can be inserted as attachments, from which they can be opened and edited.
• Files can be inserted as a printout, which will display the contents of the file as it appears in its native application.
• New or existing Excel workbooks may be inserted.

1. To insert a file as an attachment, click the **File Attachment** button in the *Insert > Files* group.

   – OR –

   To insert a file as a printout, click the **File Printout** button in the *Insert > Files* group.

   – OR –

   To insert an existing Excel workbook, click the **Spreadsheet** drop-down button in the *Insert > Files* group, and then select **Existing Excel Spreadsheet**.
2. Select the file to be inserted, and then click **Insert**. If inserting a file attachment, click the **Attach File** button.

Inserting Objects... cont'd

Note: If desired, you can right-click an attachment, and then select **Insert as Printout**. Also, you can right-click a "file printout" and select **Copy Text from This Page of the Printout**, or **Copy Text from All the Pages of the Printout**, and then paste the data to the desired location.

▶ **Recording Audio and Video**

You will need a microphone to record audio and/or a webcam or other video capture device to record video.

1. Click at the location where the audio or video is to be inserted.
2. To record audio, click the **Record Audio** button in the *Insert > Recording* group.

   – OR –

   To record video, click the **Record Video** button in the *Insert > Recording* group.

   Note: The recording date and time will appear on the page. The *Audio & Video* contextual tab will also appear on the Ribbon with the word "Recording" displayed.
3. Record the audio or video as required.
4. Click the **Stop** button in the *Audio & Video > Playback* group when finished.

▶ **Inserting and Deleting Extra Writing Space**

You can insert additional space on a page where notes currently exist. Alternatively, you can also reduce white space on a page.

1. Click the **Insert Space** button in the *Insert > Insert* group.

   Note: A horizontal or a vertical line will appear on the page and the mouse pointer shape will change to either ↕, ⊤, ▸, or ◂ depending on where the mouse pointer is positioned.
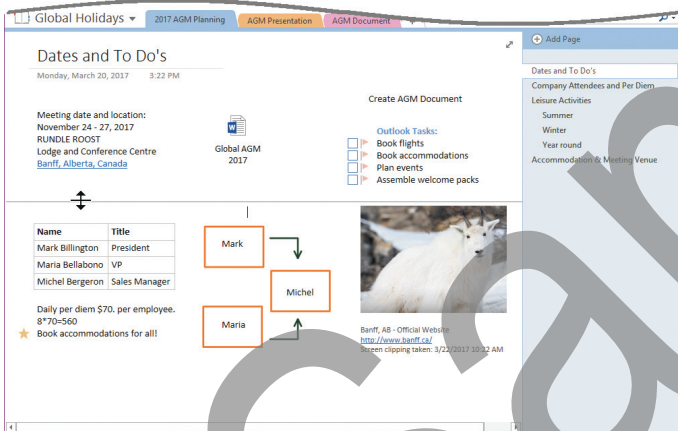
- To insert writing space between two note containers, position the mouse pointer between the two notes (shown above), and then drag down.
- To decrease writing space between two note containers, position the mouse pointer between the two notes, and then drag up.
- To increase writing space above a note container, position the mouse pointer over the note container above where writing space is to be inserted, and then drag down.
- To increase writing space left or right of a note container, position the mouse pointer on the left or right side of the page, and then drag left or right.

   Note: These methods of increasing and decreasing writing space move multiple note containers as a group.
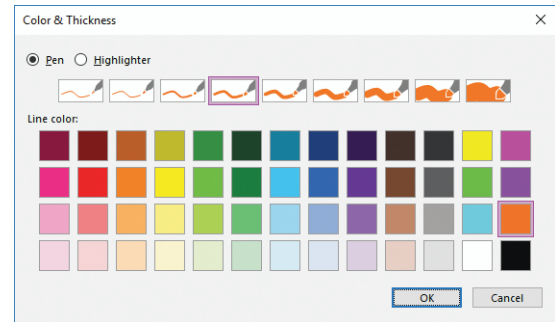
▶ **Drawing and Writing Notes**

1. To select a predefined pen type, line thickness, and/or pen color, click the **More** ▾ button in the *Draw > Tools* group, and then select the desired item.

   – OR –

   To define a custom pen type, line thickness, and/or pen color, click the **Color and Thickness** button in the *Draw > Tools* group, select the desired items (shown in the next column), and then click **OK**.

Inserting Objects... cont'd

2. Using the Tablet PC pen or the mouse pointer, draw or write notes directly on the page.
3. Press **ESC** to cancel drawing/writing notes.

▶ **Deleting Drawing and Writing Notes**

1. To delete entire ink strokes, click the **Eraser** button in the *Draw > Tools* group, and then click the stroke to be deleted.

   – OR –

   To delete a portion of an ink stroke, click the **Eraser** drop-down button, select the desired eraser size, and then drag over the portion of the ink stroke to be deleted.
2. Press **ESC** to cancel erasing ink strokes.
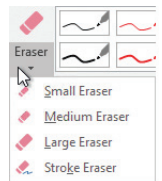
▶ **Converting Handwriting to Text**

Handwritten notes can be converted to typewritten text.

1. Drag the mouse pointer around the written object/text to select it.
2. Click the **Ink to Text** button in the *Draw > Convert* group.

Linking, Tagging, and Locating Notes

▶ **Creating Hyperlinks to Existing Sections or Pages**

1. Right-click the section tab or page tab, where the link will navigate.
2. Select **Copy Link to Section** or **Copy Link to Page**.
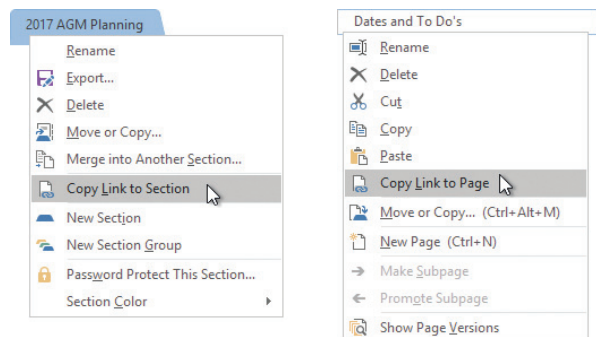
3. Position the insertion point where the hyperlink is to be inserted, and then click the **Paste** button in the *Home > Clipboard* group.

▶ **Creating Hyperlinks to Websites and Files**

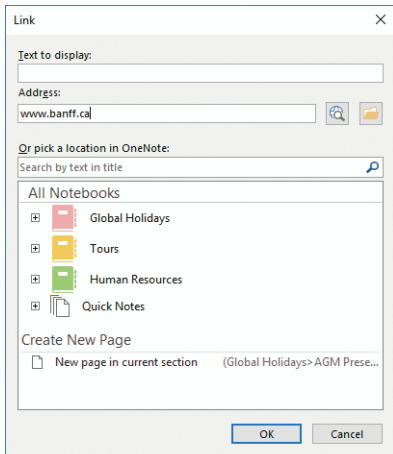1. Click at the location where the hyperlink is to be inserted or select the text where the link is to be applied, and then click the **Link** button in the *Insert > Links* group.

Linking, Tagging, and Locating Notes... cont'd

2. To create a link to a website, type the address (URL) in the *Address* text box.

– OR –

To create a hyperlink to another file, click the **Browse for File** 📁 button, locate and select the desired file, and then click **OK**.

3. Click **OK** to accept the settings and close the *Link* dialog box.

▶ **Adding and Removing Tags to and from Notes**

1. If you wish to apply a tag to an existing note, select the note container or the specific text where the tag is to be applied.

– OR –

If creating a new text note, click at the location where it is to be inserted.

2. Click the **More** ▾ button in the *Home > Tags* group to open a list of available tags.

3. Click the desired tag. If required, type the desired text.

   Note: The **To Do** tag specifically inserts a blank check box ☐, which is used to indicate an outstanding to-do item. Clicking the check box inserts a check mark ☑ indicating that the item has been completed.

   • To remove a tag from a note, right-click the tag (not the note container), and then select **Remove Tag**.

▶ **Managing Custom Tags**

1. Click the **More** ▾ button in the *Home > Tags* group, and then select **Customize Tags**.
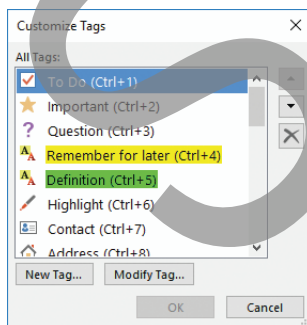
• To create a new tag, click the **New Tag** button, type the tag's display name, select a symbol (which will define the tag's appearance). If desired, select a font color and/or a highlight color, and then click **OK** twice.

• To delete a tag, select the desired tag, click the **Remove** ✖ button, and then click **OK**.

• To modify a tag, select the desired tag, click the **Modify Tag** button, change the tag attributes as desired, and then click **OK** twice.

• To reorder tags in the list, select the tag to be moved up or down, and then click the **Move Tag Up** ▲ button or the **Move Tag Down** ▼ button as required. Repeat this step until the list is reordered as desired, and then click **OK**.

Linking, Tagging, and Locating Notes... cont'd

▶ **Showing and Managing Tagged Notes**

1. Click the **Find Tags** button in the *Home > Tags* group.

   Note: Tagged notes appear automatically in the *Tags Summary* pane, grouped by tag names (by default).

   • To navigate to a note, click its link.

   • To group tagged notes accordingly, click the **Group tags by** ▾ drop-down button in the pane, and then select the desired group by option.

   Note: Enable the **Show only unchecked items** check box to view unchecked tags only. This will show only the items that may need attention.

   • To locate tagged notes based on their location or when they were created, click the **Search** ▾ drop-down button, and then select the desired search criteria.

   • To create a page listing all the tagged items (in the order as specified in the pane), click the **Create Summary Page** button.
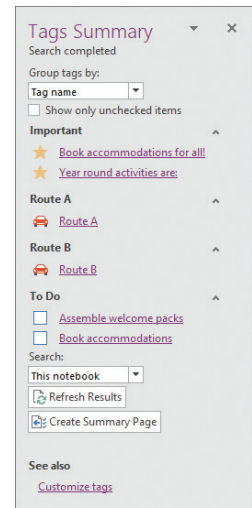
▶ **Searching for and Navigating to Text**

1. Type search text in the *Search* box located above the page tabs.

   Note: Search results appear as you type text, displaying the notebook name and section where the text is located.

2. If required, to change the search scope (e.g., to locate search text in the current notebook as opposed to all notebooks), click the **change** link (above the results), and then select the desired item.

3. Click the desired item from the list of results that appears.

   Note: Text that the search was based on appears highlighted on a page.

   • If desired, click **Pin Search Results** (below the results) to pin the *Search Results* pane to the window, and then sort and view them as required.

▶ **Searching Notebooks for Audio and Video**

You can also search your audio and video recordings for words, similar to searching text notes. You should note however, that the recordings should be of good quality, with limited background noise. To search recordings for words, you must first enable the *Audio Search* option.

1. Click the **File** tab, select **Options**, and then click the **Audio & Video** button.

2. Enable the **Enable searching audio and video recordings for words** check box, click the **Enable Audio Search** button (that appears), and then click **OK**.

   Note: You will not be able to search for audio or video recording immediately, as the data needs to be indexed. Indexing happens only when the computer is left idle and OneNote is running.

3. Perform the search as instructed in the "Searching for and Navigating to Text" topic above.

   Note: Locating audio and video recordings can be more challenging. Below is a list of hints that may help you to locate the desired results.

   • Try using longer words that were captured in the recording such as words with three or more syllables.

   • Try using phonetic spelling to locate acronyms or numbers (e.g., "area code two zero four" to locate "area code 204."

Using Templates and Sending Notebooks

▶ **Inserting Pages Based on OneNote Page Templates**

1. Select the section where the new page is to be inserted.

2. Click the **Page Templates** button in the *Insert > Pages* group.

3. Click the ▾ button beside the desired category in the *Templates* pane, and then click the desired page template link.

   Note: A new page will be inserted at the end of the section.

## Using Templates and Sending Notebooks... cont'd

▶ **Creating and Deleting Custom Page Templates**

1. Select the page on which the custom page design is to be based.
2. If required, specify the required options from the *View > Page Setup* group. Options include page color, rule lines, hide the page title, and paper size (such as width, height, orientation, and print margins).
3. If required, change the arrangement of content objects on the page by adding, removing, resizing, and/or moving them.
4. Click the **Save current page as a template** link at the bottom of the *Templates* or the *Paper Size* pane, type the template name, and then click the **Save** button.

   Note: Custom page templates can be applied from the *My Templates* category of the *Templates* pane.

   • To delete a custom template, right-click the template name in the *Templates* pane, and then select **Delete**.

Custom page templates
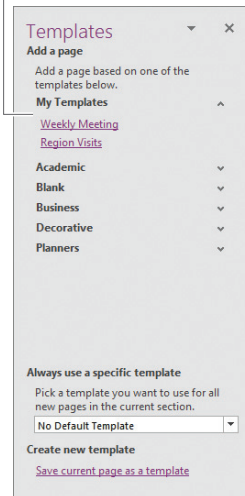
▶ **Sending Notebook Pages**

1. Select the page to be sent, click the **File** tab, and then select **Send**.
   • To send the page as non-editable content using e-mail, select **Page**, address the e-mail message, and then send it.
   • To send the page as an editable attachment (assuming that the recipient has OneNote 2016), select **Send as Attachment**, address the e-mail message, and then send it.
   • To send the page as a PDF file, select **Send as PDF**, address the e-mail message, and then send it.
   • To create a Word document, select **Send to Word**.

Working with Shared Notebooks

▶ **Connecting to Online Storage**

1. Click the **File** tab, and then select **Account**.
2. Click the **Add a service** button, point to **Storage**, and then select the desired service such as **OneDrive** or **Office 365 SharePoint**.
3. Type the appropriate e-mail address, and then click **Next**.
4. Type the appropriate password, and then click **Sign in**.
5. Once connected to a service, the appropriate user details appear on the *Account* page below *Connected Services*.

▶ **Sharing Notebooks**

Notebooks that are stored locally can be uploaded to an online storage service such as OneDrive - Personal, OneDrive for Business, or SharePoint. They may then be accessed from other locations/devices, provided that an Internet connection is available. They may also be shared with others.

1. Activate the notebook that is to be shared, click the **File** tab, select **Share**, and then click the **Move Notebook** button.

Working with Shared Notebooks... cont'd

   Note: If you have not already connected to an online storage service, you will have to sign in at this point.

2. Once the notebook has been synced to the share location, click **OK**.
3. With the *Share with People* tab active, type the names or the e-mail addresses of the users with whom you want to share the notebook in the *Type a name or e-mail address to invite someone* text box; or click the **Search the Address Book for contacts** button to select them.
4. If required, click the **Can edit** ▼ button, and then select **Can view** to reduce the permissions.
5. If desired, type a message to be included with the invitation e-mail.
6. Click the **Share** button.

   Note: To determine which open notebooks are shared or not, click the **File** tab, and then select **Info**. Also, shared notebooks synchronize automatically at regular intervals, displaying ⟳ during synchronization.

▶ **Viewing Recent Edits**

Content added/changed is indicated by a color-coded bar and the editor's initials.

1. Activate the shared notebook, and then click the **Recent Edits** button in the *History > Authors* group.
2. Select a time frame from the list.

   Note: Recent edits appear highlighted and the *Search Results* pane also appears.
3. Click a link in the *Search Results* pane to view specific editing changes.
4. If required, to locate specific editing changes, change the search scope, and/or apply a different sort in the *Search Results* pane.
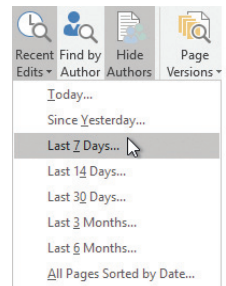
▶ **Turning Synchronization Off and On**

1. Right-click a notebook in the Notebook Pane, and then select **Notebook Sync Status**.
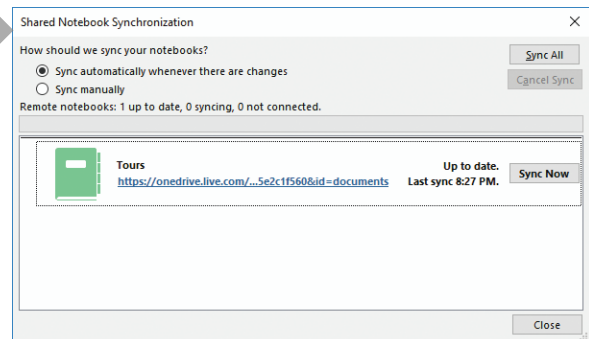
   Note: The default setting is to synchronize automatically.
2. Select the **Sync manually** option to disable automatic synchronization.
   – OR –
   Select the **Sync automatically whenever there are changes** option to enable automatic synchronization.
3. Click the **Close** button.

   Note: If disabling automatic synchronization, notebook icons appear as ⊗ in the Notebook Pane.