

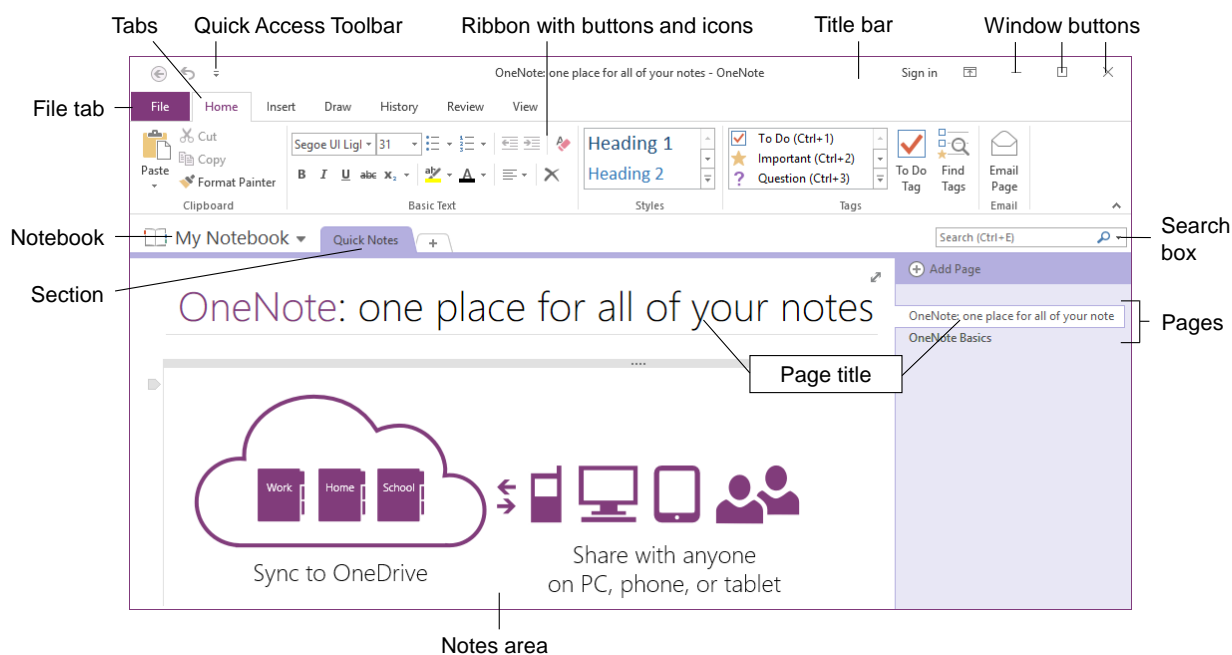
**Fachverlag – Lehrmaterialen für IT
Seminare und EDV Schulungen
als Word-Dokument zum Ausdrucken und
fürs Intranet**

Aus technischen Gründen wurde in dieser
Musterunterlage dieses Deckblatt zusätzlich eingefügt,
und anders als im Original-Worddokument haben wir
das Inhaltsverzeichnis am Ende platziert.
Darüber hinaus entsprechen hier auch die Kopf- und
Fußzeilen nicht dem Original.

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1 The OneNote Screen



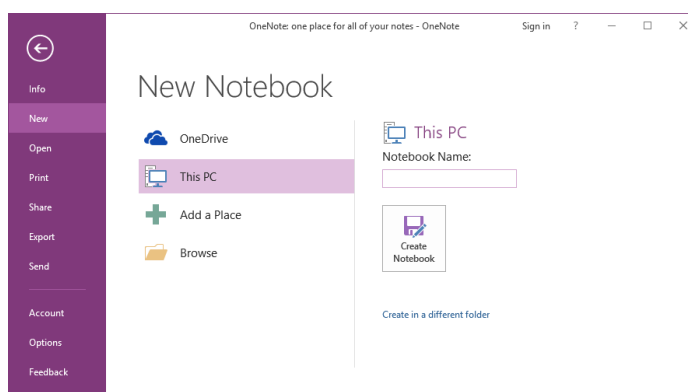
With Microsoft OneNote you can use your computer as a digital notebook. It is easy to gather notes, files, web content, pictures etc., as well as to format, organize, and even share them with others.

2 Creating and Customizing a Notebook

To create a new notebook proceed as follows:

1. Switch to the **File** menu and click **New**.
2. Select where you want to save the notebook, e.g. **This PC**.
3. Type a notebook name of your choice into the designated text box.
4. Click the **Create Notebook** button.


OneNote creates a new notebook with *one* section and *one* blank page.

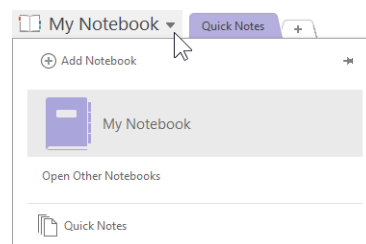


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Switching Between Notebooks

Click the small arrow ▼ next to the name of the current notebook and then the name of the desired notebook in the notebooks list.


 The **Add Notebook** command opens the **New Notebook** page of the **File** menu.

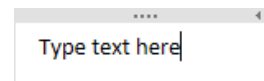


2.1 Inserting Text

- Click anywhere on the page and start typing
- or copy and paste text. Links are recognized and automatically formatted as hyperlinks.

OneNote places the text in note containers which can be moved anywhere on the page using the mouse ↕.

 To add text in a *new* note container you often have to double-click where you want it to appear or else the consisting container is enlarged and expanded by the new text.




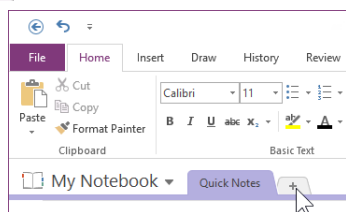
Formatting Text

Select the text (select all by clicking the upper border of the note container) and format it as usual with the icons and buttons of the **Home** tab or the mini toolbar.

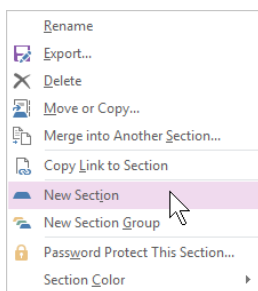
2.2 Sections

Creating Additional Sections

- Click  next to the tabs






- or right-click an existing tab to open its context menu and select **New Section**.



Creating Section Groups

Section groups help to arrange your notebooks more clearly, especially when you have a large number of sections:

1. Click the **New Section Group** command in the context menu.
2. Type a name for the section group and hit **Enter**  on your keyboard.
3. Click each desired section tab, drag it onto the group's tab and release the mouse button.

 Within a group click  to get to the next higher level (notebook) or ▼ to switch to a specific notebook.

Renaming Sections

1. Double-click the tab
2. or click the **Rename** command in the context menu of the tab.

Moving Sections

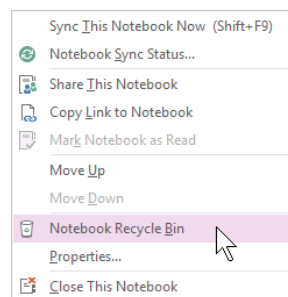
1. Click and drag the section tab to the new position
2. or move the section from the current notebook to another: right-click the tab to open the context menu, click the **Move or Copy** command, select the desired location in the list of the dialog box, and click either the **Move** or the **Copy** button.

Deleting Sections

Click the **Delete** command in the context menu.

Undoing the Deletion

1. Open the context menu of the notebook by right-clicking the notebook name and click the **Notebook Recycle Bin** command:



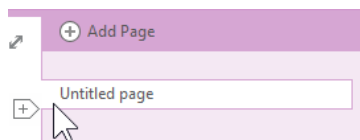
2. In the recycle bin, right-click the relevant section and click the **Move or Copy** command.
3. Select the desired location in the list of the dialog box and click either the **Move** or the **Copy** button.

2.3 Pages

Creating New Pages

Click the **+ Add Page** button above the page tabs on the right-hand side of the OneNote window

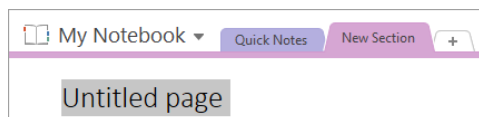
or point the mouse slightly above/under a page title (here: **Untitled page**) or between two pages and click the appearing **+>** icon:



Renaming Pages

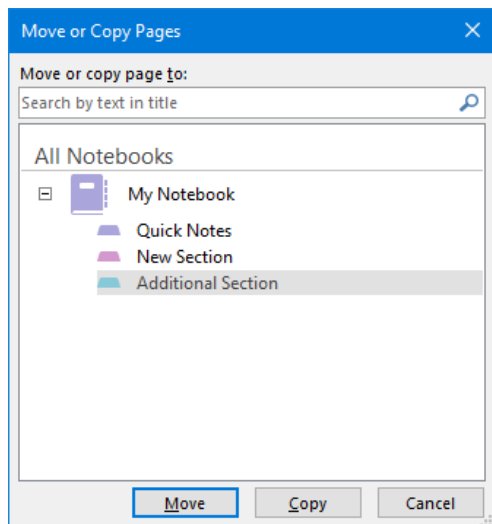
Right-click the page tab to open the context menu and click the **Rename** command. The title is selected in the title area of the page and can be overwritten.

Or simply type a different title into the title area of the page:



Moving Pages

- **Within a section:** Click the page tab, drag it to the new location, and release the mouse button.
- **To another section or notebook:** Right-click the page tab, click the **Move or Copy** command, select the new location in the dialog box, and click either the **Move** or the **Copy** button.



3 Saving Notes

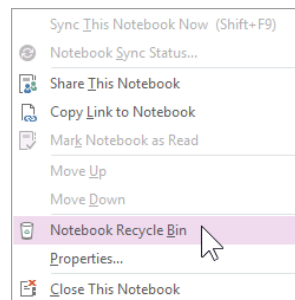
OneNote automatically saves your notes so you never have to save them yourself. However, you can save a copy of a notebook, section or page in a different location.

Deleting Pages

Right-click the page tab and click the **Delete** command.

Undoing the Deletion

1. Open the context menu of the notebook (right-click the notebook name) and click the **Notebook Recycle Bin** command:



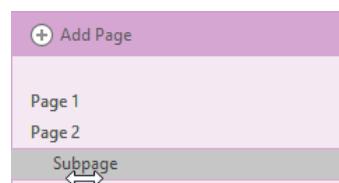
2. In the recycle bin, right-click the relevant page and click the **Move or Copy** command.
3. Select the desired location in the list of the dialog box and click either the **Move** or the **Copy** button.



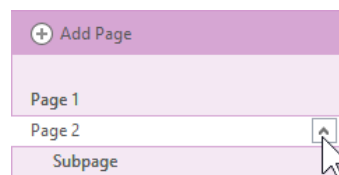
In the recycle bin, click **5** to get to the next higher level (notebook) or **▼** to switch to a specific notebook.

Creating Subpages

- Click the tab of the page you want to convert into a subpage (simultaneously press the **Ctrl** key to select several tabs), open the context menu, and click the **Make Subpage** command.
- Or click the tab and drag it slightly to the right.




Subpages can be hidden (collapsed) and expanded by clicking the arrows **▲** or **▼** respectively. The arrows appear when you point the mouse to the page tab.

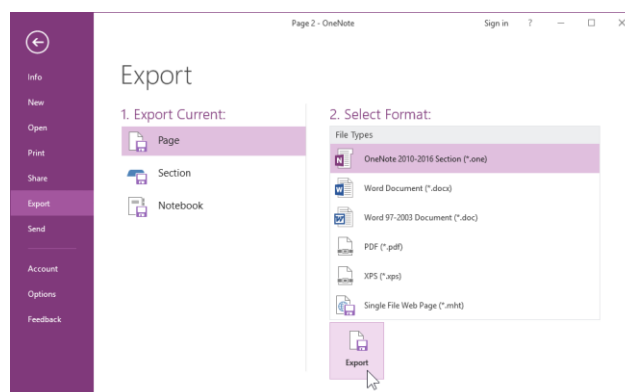


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Saving a Copy of a Notebook / Section / Page in a Different Location


1. Switch to the **File** menu and click **Export**.
2. Select the element you want to export (current **page, section** or **notebook**).
3. Select the format and
4. click the **Export** button.
5. The **Save as** window appears. Choose a location, change the file name (optional), and click the **Save** button.

 Depending on the chosen format your notes will also be available in other programs.

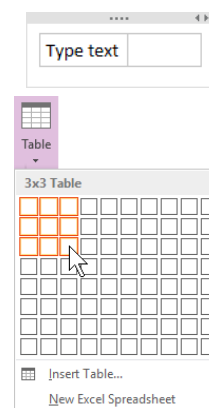


4 Adding Content Other Than Text

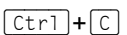
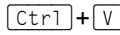
4.1 Tables

- Type your text and hit the tab key . The text is automatically put into a table cell and another cell is created beside it.
- Or click the **Table** button on the ribbon (**Insert** tab, **Tables** group) and either select the rows and columns from the grid or click the **Insert Table** command and enter their number in the dialog box.

OneNote reveals the **Table Tools** tab on the ribbon whenever the mouse pointer is somewhere within the table or the note container holding the table is selected. Here, you can modify and format the table, e.g. convert it into an Excel spreadsheet in order to use a wider range of functions.



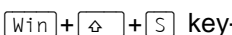

4.2 Copies of Web Pages

1. Copy text and pictures on the web page using the  keyboard shortcut.
2. In OneNote, right-click where you want to insert the content and select a paste option or use the  shortcut.

A link to the web page is automatically included underneath. (Further methods for inserting contents from web pages are described on page 12.)


4.3 Screen Clippings

Precondition: the relevant window (e.g. program, web page) is already open *on the desktop*.

1. On the **Insert** tab of the ribbon, in the **Images** group, click **Screen Clippings** or use the  keyboard shortcut. The OneNote window is minimized and the last active window is shown whitishly dimmed.
2. Click and drag the pointer over the area that you want to capture to create a rectangular selection and release the mouse button or terminate the process by hitting the  key.

The selection is automatically inserted as a picture with date and time, and in case of a web page clipping, with an additional link to the page.

Windows 10-Apps

Some Windows 10 apps, like **Microsoft Edge** or the **Photos** app, allow you to insert a screenshot of the whole page (not only the visible part) or a photo into OneNote via the **Print** feature: Open the menu of the app by clicking the 3-dot icon  in the top right corner of the window, click the **Print** command, select **Send to OneNote 2016** as the printer, click the **Print** button, and select the location in OneNote. Please note: In the **Photos** app, for example, you first have to open the photo you want to send to OneNote.

4.4 Pictures, Online Pictures, Scanned Images

Ribbon: **Insert** tab, **Images** group:

Pictures

Select one or several pictures in the **Insert Picture** window and click **Insert**:

Online Pictures

Type a search term into the **Bing Image Search** box of the **Insert Pictures** window, click the magnifier icon, select a picture from the list of results, and click **Insert**: