

One Note

By Don Bremer

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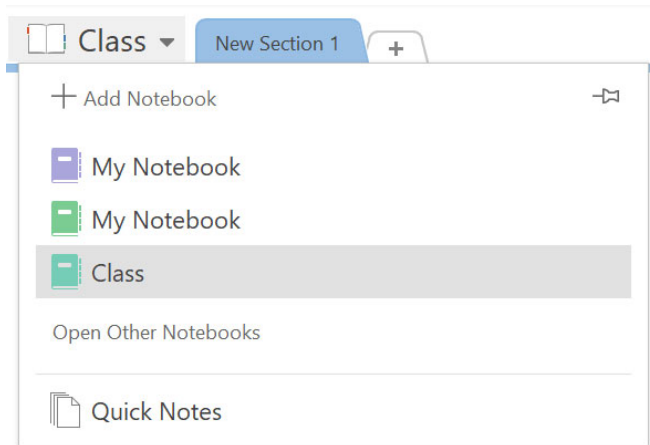
One Note

Create a New Notebook

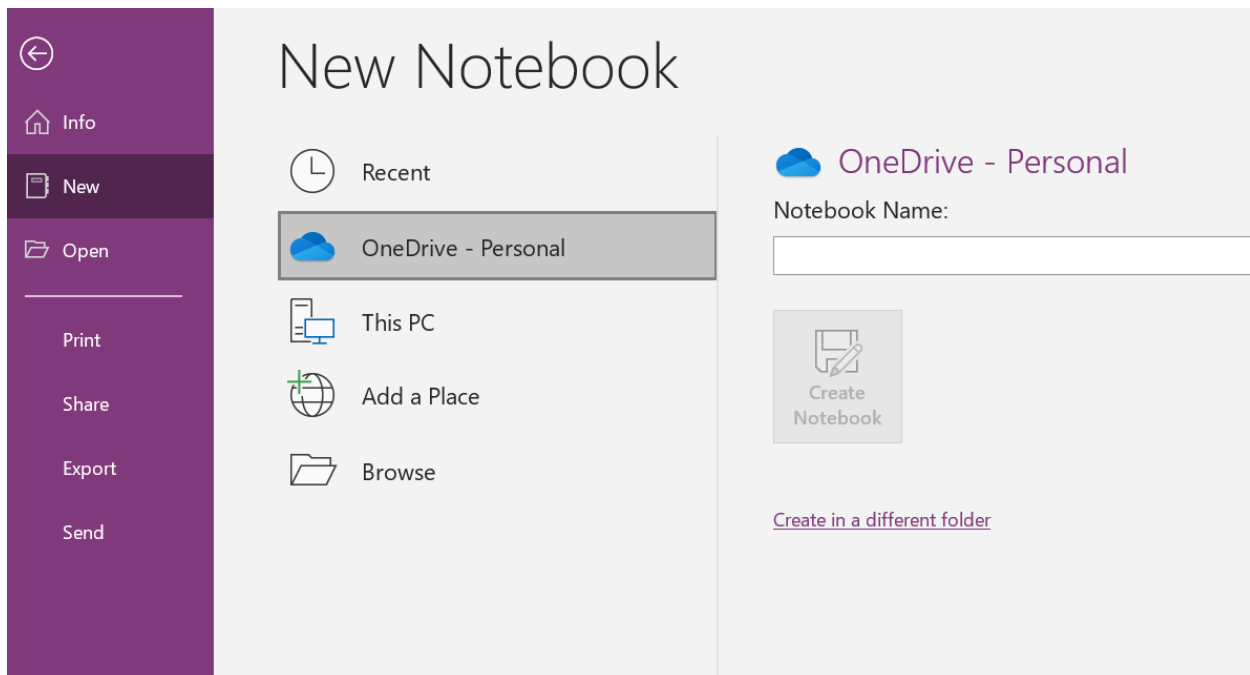
This notebook could be for a different project, different part of your life, or (in my case) a way to show off One Note without showing off my Notebook!

You can create a new notebook by:

Clicking on the dropdown to the upper left of the page:



Or backstage view:



A Notebook is made up of:

- Dividers
- Pages

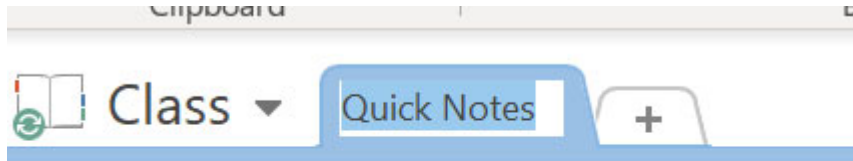
One Note

Dividers/Sections

Dividers are more of a “header” to a notebook item and the pages are individual items within the tabs. Even within the pages, you can create lists, have pictures, etc.

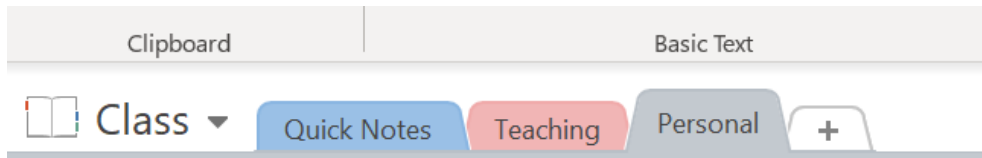
A divider that just says New Section 1 is useful – but not very descriptive. So, let’s rename the divider to something more useful.

- Right-Click on Tab
- Rename
- You can also double-click on it



A new section can be created by clicking on the plus sign. Let’s create 2 more sections:

- Teaching
- Personal

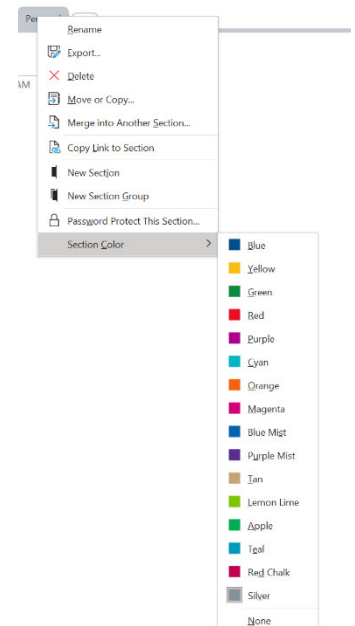


I’ve always thought of my personal stuff as being “green” – so let’s change the color:

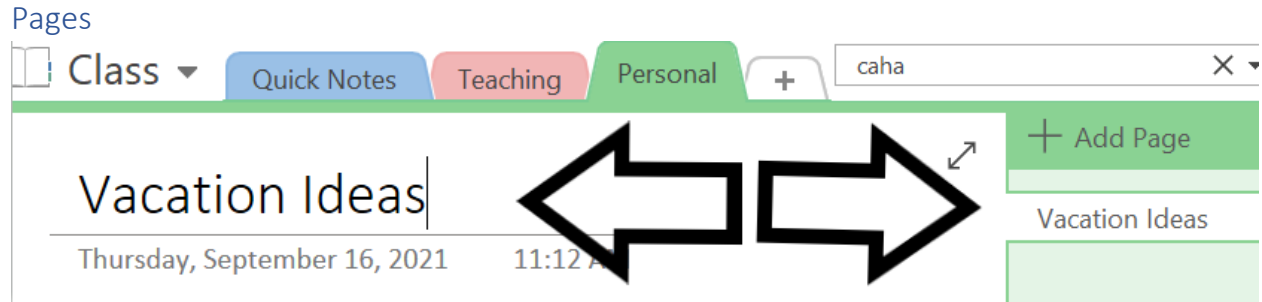
- Right-click
- Section Color
- Green

This can be used as a quick visual reference as to what section you are working in. So your personal notes don’t go into a work folder!

With sections down, let’s make a page. You can name this page by either typing in the title location or just in the tab location:



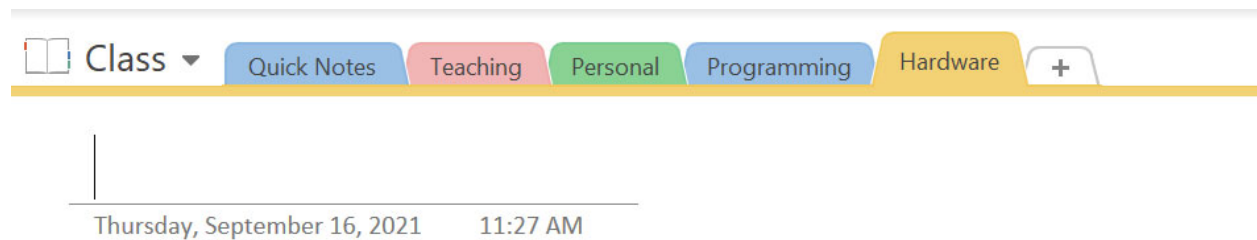
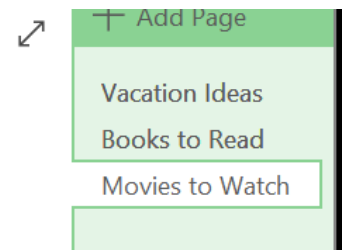
One Note



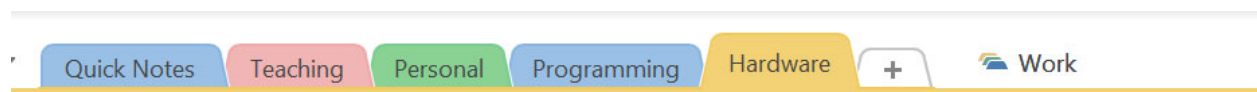
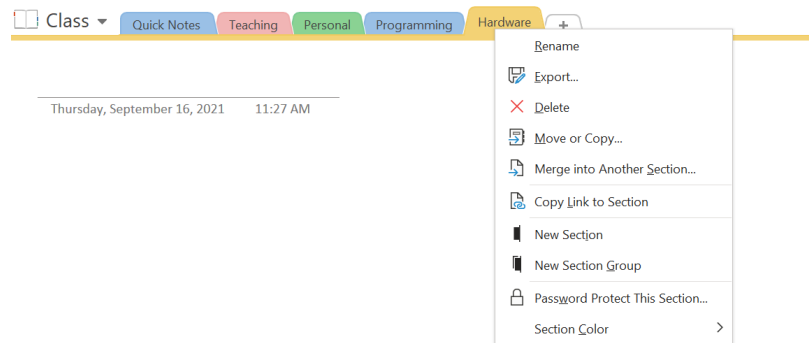
To add a new page, click on the +Add Page. Let's make Books to Read and Movies to See.

Now, when I got started with OneNote, I made lots of tabs. Probably, too many tabs! Some of those tabs had similar themes.

For example, not only do I teach, but I also write programs and build computers. So, I might create tabs for those.

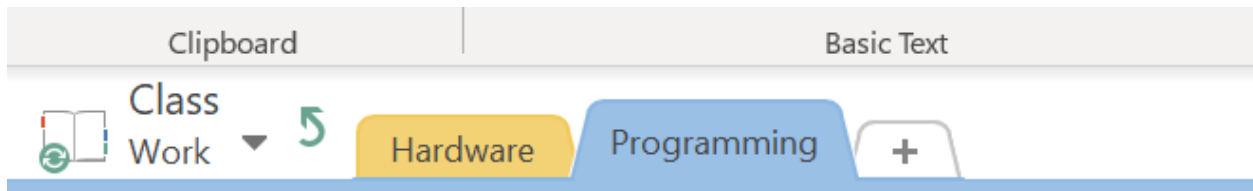


So, it might be better if I put those tabs in a group – a section group. To do this, right click on a tab and create a new section group (and call it work):



Now, to put stuff in there – just drag and drop (like solitaire!).

One Note

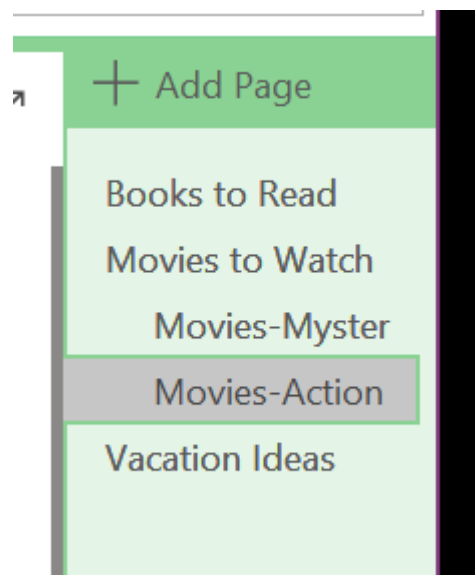
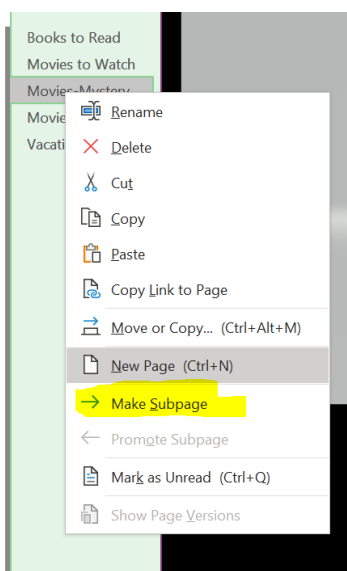
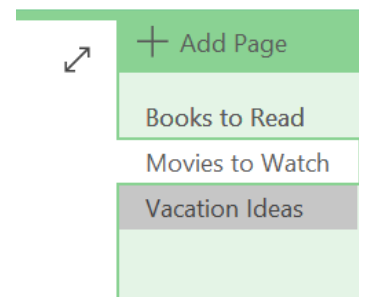


Thursday, September 16, 2021 11:26 AM

When something gets dropped in there – you will automatically see just that group. To get back, click on the back arrow near the name.

If you move it quick enough – it does not take you automatically to that new section. Likewise, you can change the order of the tabs or pages by simply dragging and dropping.

OK, maybe you have created a page that can be its own section. Something like Movies to Watch, perhaps we would like to break it down into genre. So, if we created pages Movies-Action and Movies-Mystery, we can make those pages subpages of Movies to Watch.



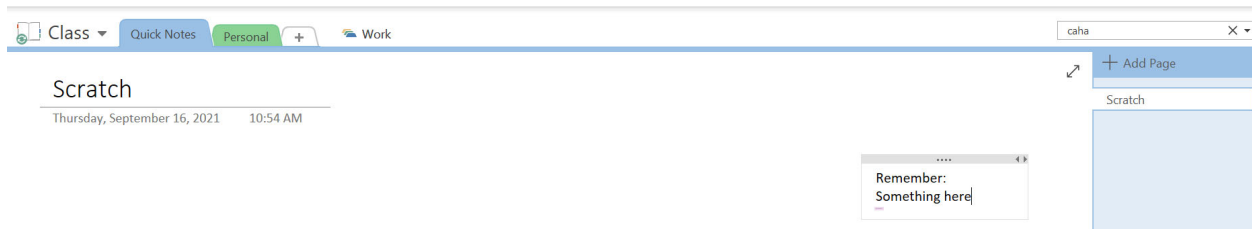
One Note

You now have a chevron to now hide those subpages:



Now that we have the structure of our notebook, it's time to start filling it out!

So, I'm going to Quick Notes and make a "scratch" sheet. And like a real scratch sheet, you can start anywhere!



Let's add a few more movies....

The Martian is a good Action Flick

Sherlock Holmes with RDJ and Mark Strong has a pretty gritty feel. Jude Law is also in the movie and even has a sequel.

Most of the time, the text goes to a certain size and then wraps. You can also set the size of the box just like Powerpoint.

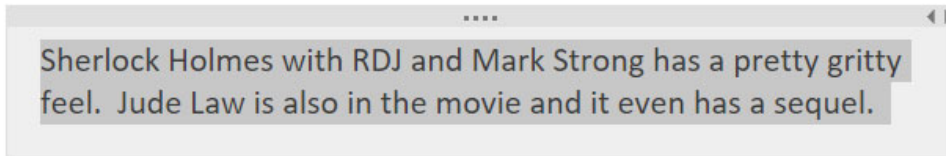
The Martian is a good Action Flick

Sherlock Holmes with RDJ and Mark Strong has a pretty gritty feel. Jude Law is also in the movie and it even has a sequel.

One Note

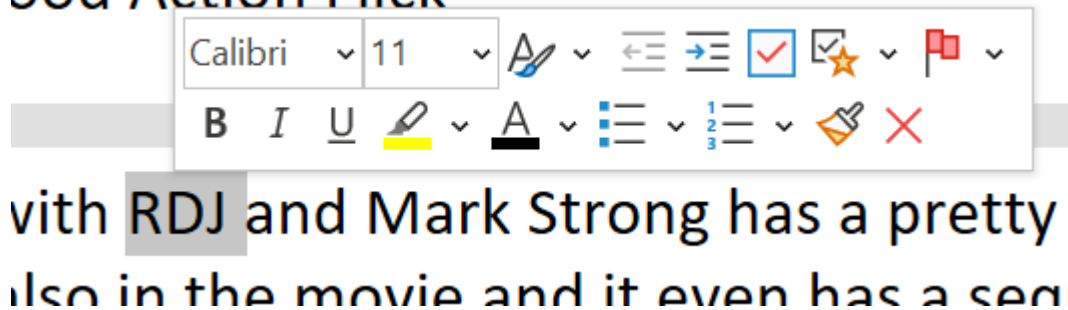
To-

The Martian is a good Action Flick



Just like Excel, you can zoom in and out by clicking ctrl and using the mouse wheel. You can also change the look of the text by selecting some text and a mini-toolbar comes up:

OOO ACTION FLICK



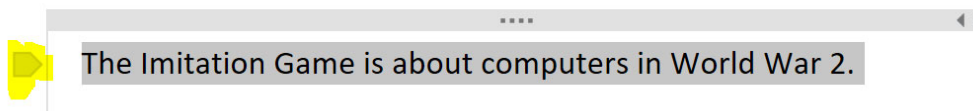
Now what if we put in two notes that should be the same note. Something like:

The Imitation Game is pretty good

The Imitation Game is about computers in World War 2.

You could move those two items separately, or if you move one with the nib on the side, you can join the two pieces together!

The Imitation Game is pretty good.



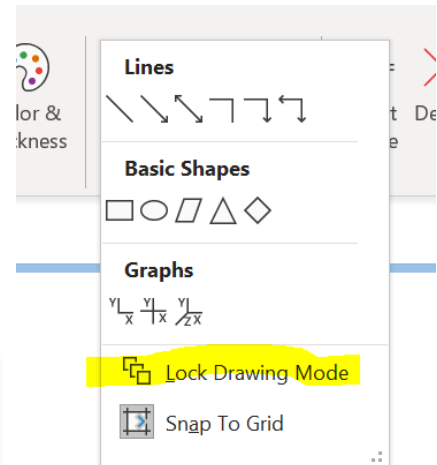
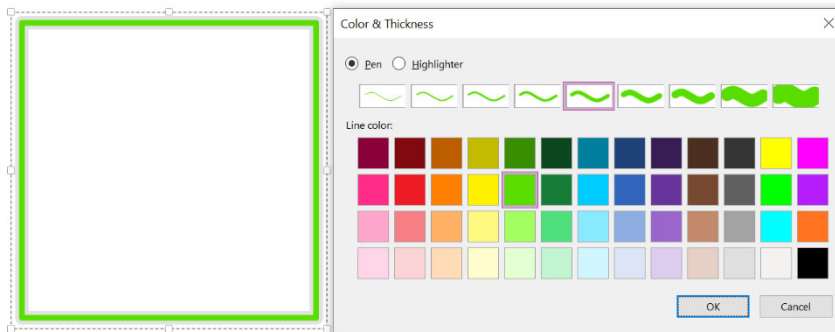
The Imitation Game is pretty good.
The Imitation Game is about computers in World War 2.

Drawing

I used to use the notes on my phone for everything. But, something happened – I wanted to draw things and use pictures. I couldn't do that back then.

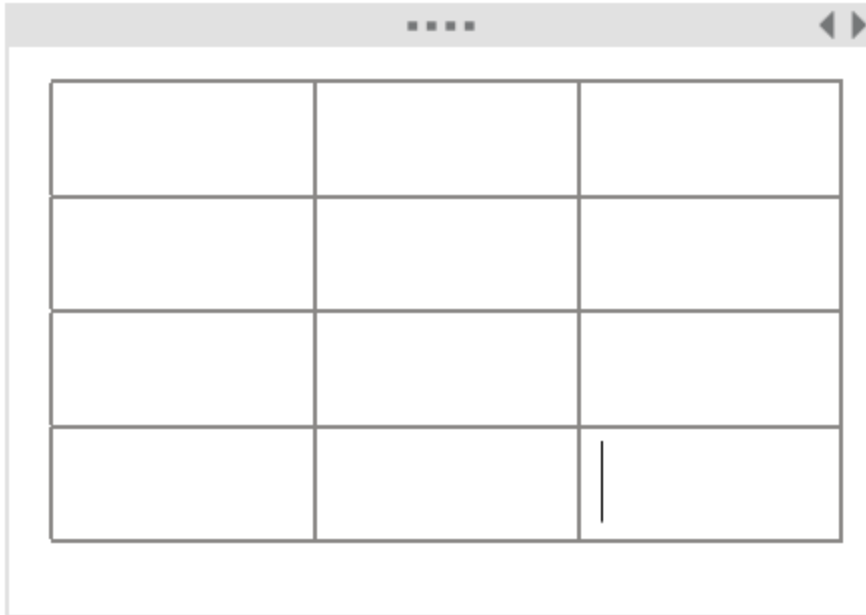
So, let's DRAW something! Let's draw a square.

If you don't like the look, click on the line and select pen properties.



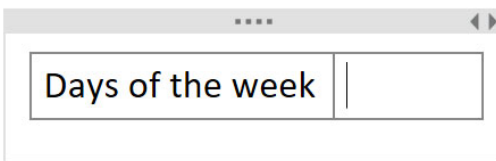
Or, if we want some more structure, we can insert things. Things like tables:

One Note



A screenshot of a OneNote window showing a 4x3 grid table. The table is empty, with a vertical cursor line in the bottom-right cell.

That's great if we know how big we want the table to be, but if we wanted to create them "ad-hoc", all we need to do is start typing and then hit the tab key.



A screenshot of a OneNote window showing a table with one row and two columns. The text "Days of the week" is in the first cell, and the cursor is in the second cell.

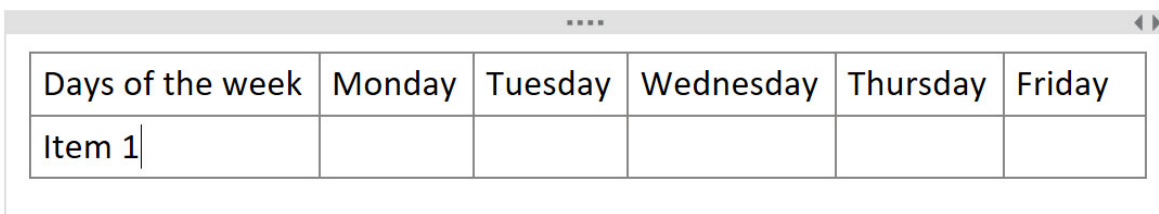
Days of the week	
------------------	--



A screenshot of a OneNote window showing a single cell containing the text "Days of the week" with a cursor at the end.

Days of the week

Tab gets you a new row, the enter key gets you a new row if you are at the end of the table:



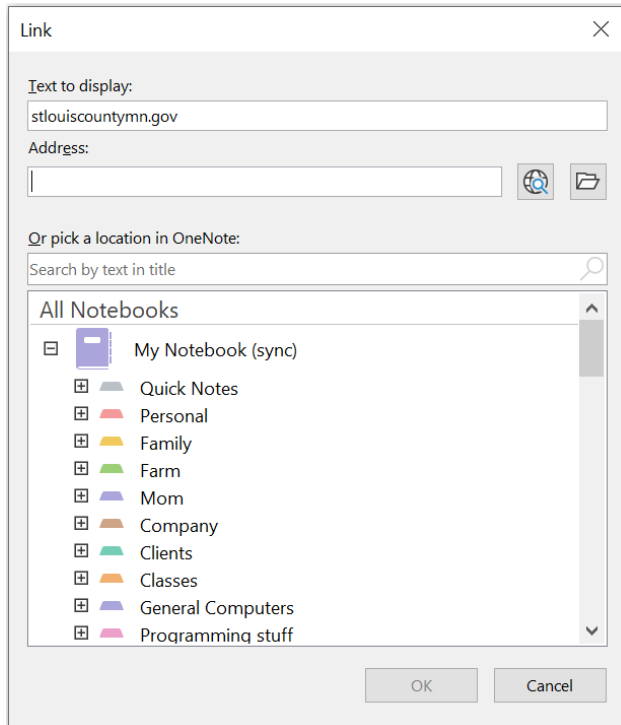
A screenshot of a OneNote window showing a table with two rows and six columns. The first row contains "Days of the week", "Monday", "Tuesday", "Wednesday", "Thursday", and "Friday". The second row contains "Item 1" and five empty cells.

Days of the week	Monday	Tuesday	Wednesday	Thursday	Friday
Item 1					

One Note

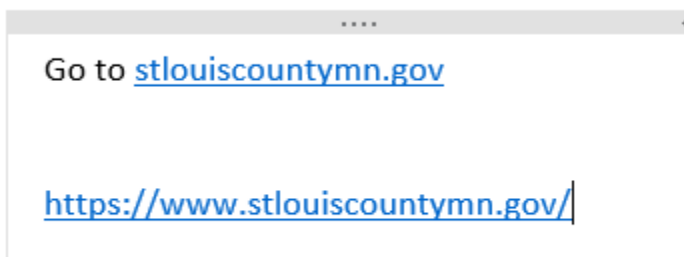
Embedding information and links

You can either type the text and make it into a hyperlink or copy the hyperlink into the note. So, let's begin by typing in the address for the St. Louis County website. Now, select the text and press CTRL+K or use the link button in Insert.



You can type in the location of where to go.

This is ok - but it's a lot of work. Instead, you can simply select the address of the website from your web browser and paste it into the note.



You don't actually have to have the text be a link - you can also make a picture into a link - just like the web! When you make a picture a link - you need to Ctrl+Click to get there - not just a click.

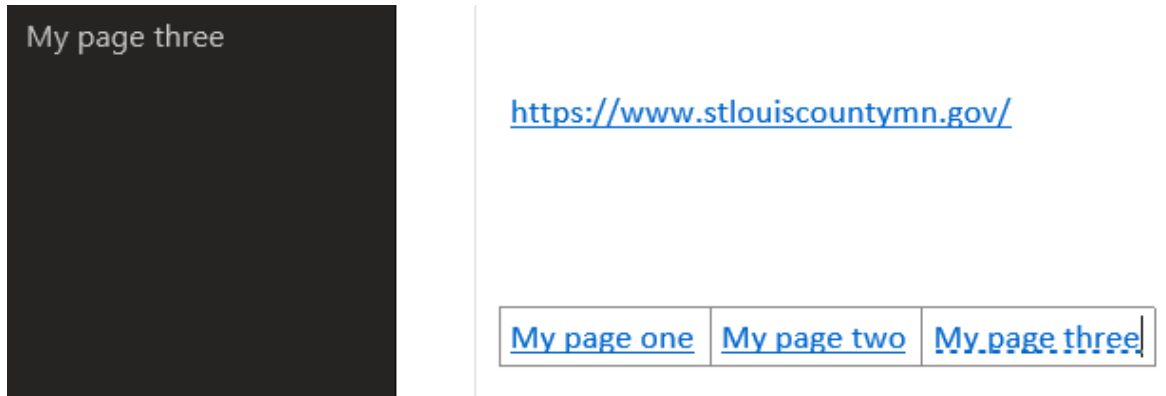
You can also hyperlink within a notebook - just like Wikipedia! If you want to create a wiki (Hawaiian for quick) link to another page - let's start by creating a page we want to link to. So, create a page called "My Page One" and put "First Page" within the body of that page.

One Note

Now, on the starting page, type [[My Page One]]. It instantly becomes a link!

You can also use the link button to go to a particular page within the notebook. Look toward the bottom of all the links where the notebooks are.

Now, if I create a wiki link to a page that doesn't exist yet (My Page Three) - it will make the link dotted (like wikipedia) and create the page for me.



Quickmath

Just like Excel - One Note can do math. It may not be as robust as Excel in the things you can do (we will get to that a little later) - but you can do some fun things.

For example, I can say that I worked a couple of days -

$$8+8+9+7+8$$

Now, if I put in an = sign and then enter, you get 40.

Ok, simple math. You can also use some of the functions from Excel in your formulas. For example, what is the square root (sqrt) of 52?

A screenshot of the OneNote interface showing a math formula. The text "Sqrt(52)=7.211102550927978" is displayed in a light blue font. A vertical cursor is positioned at the end of the text.

What if it is complex - something that we actually need Excel for? We can embed Excel into OneNote. And, you can do that one of 3 ways.

The first is to simply insert it as an attachment. This will be just like an icon on your desktop. You can open the file in the application if you have it.

The second way is to "Insert as a printout". Not only will it embed the file, but it will also embed a "printout" of the file so you can see what is in the file.

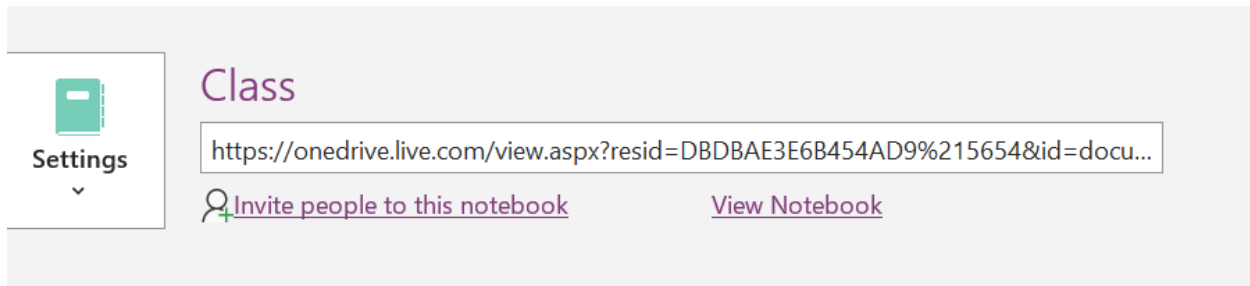
The last way is to "Upload to OneDrive and insert a link". This will embed the spreadsheet and will allow you to make changes to the spreadsheet right in OneNote. This is covered more at the end of the handout.

One Note

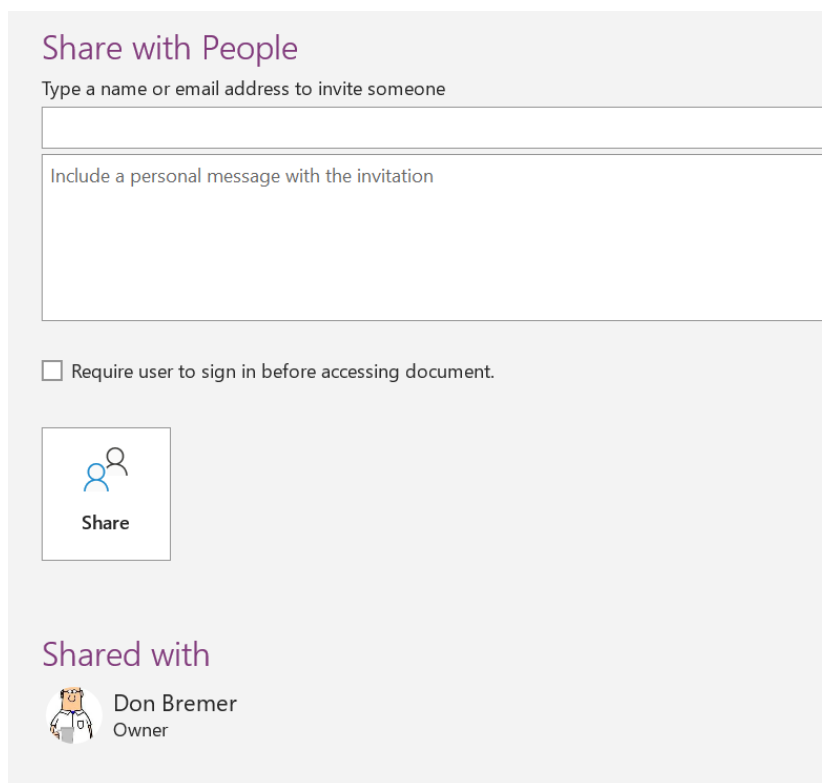
Saving

Notice we have never saved? When we are making changes, every-so-often we will see a green dot on the Notebook name. This means it is saving the information for you.

Because it is always saving - you can set this up to also share with people pretty easily. If you go to the backstage view, you can invite people to the Notebook. This is possible if you store it in your OneDrive.

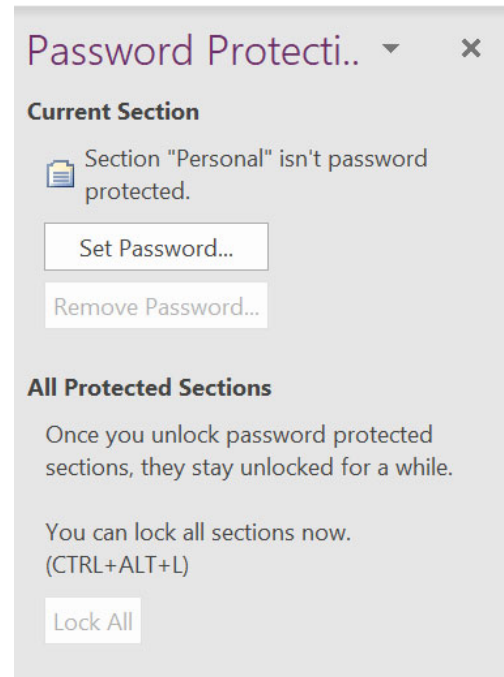
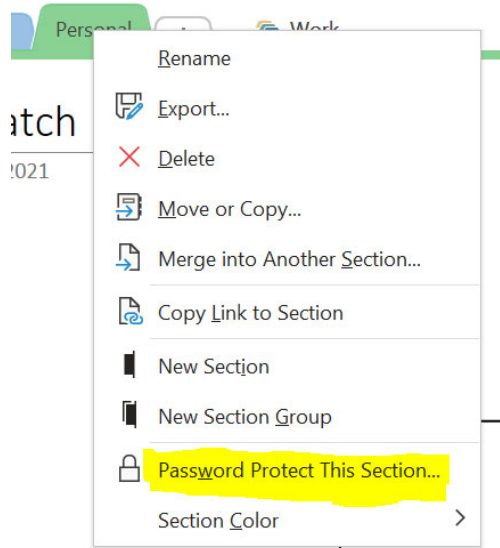


You can also make sure it is the right person by making them sign in before accessing the notebook and you can give them the type (read or read/write) of privileges they get.

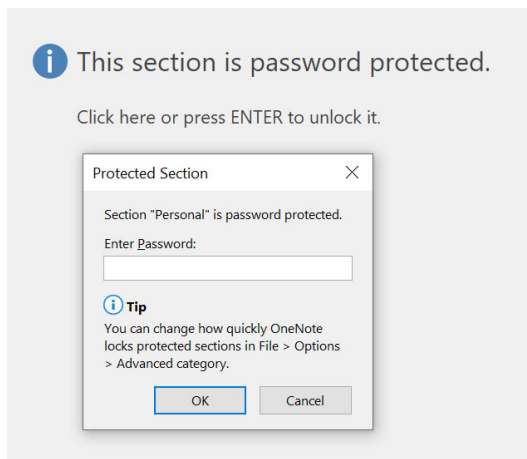


And now that we have shared our notebook with someone, we can now protect certain pieces of it that we may not want everyone to have access to. To do that, just right-click on the tab and go to password protect section.

One Note



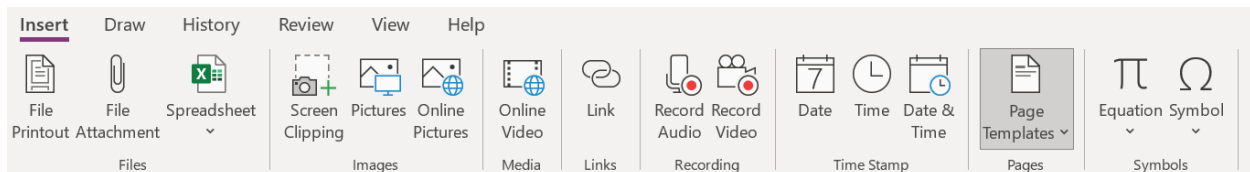
When you go to the section, it will ask you to unlock it.



Templates

Just like everything in Office, you can use templates to save lots of typing. There are many types of templates to choose from, depending on what you want to do.

Insert->Page Templates

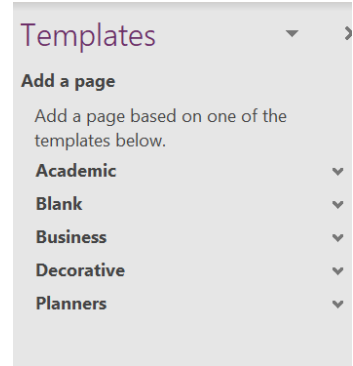
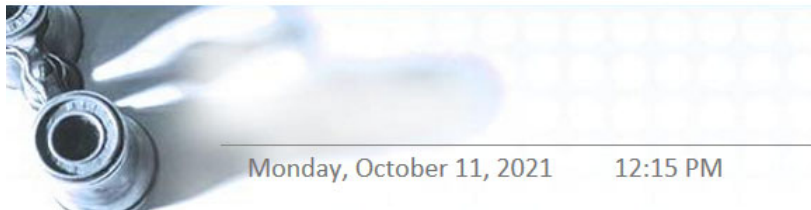


Academic, Blank, Business

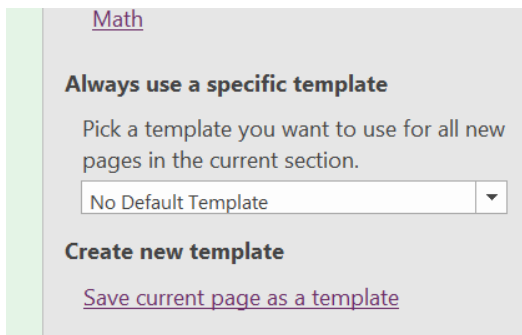
One Note

These have backgrounds and structure

Decorative has background - but no structure.



You can make this a default template.

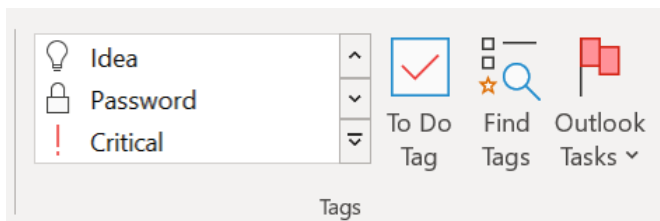


You cannot set a template to an already existing page. Also, a template will only be used in that section (tab). You will have to select the design for each new section.

You can set pages that have been created already as the templates.

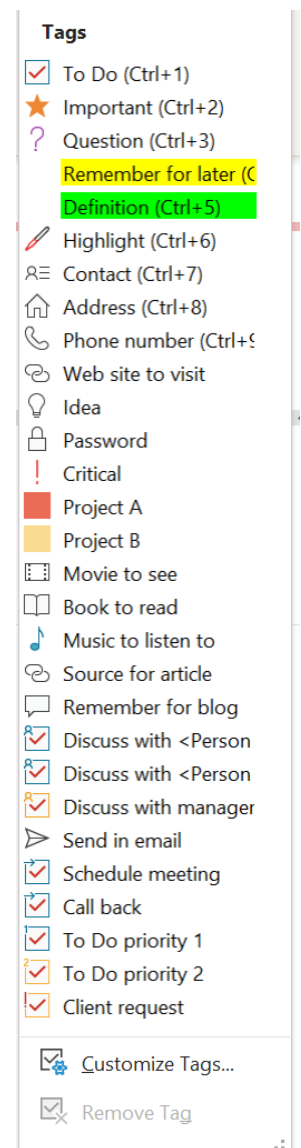
Tags

These are ways to give more context to what you write.



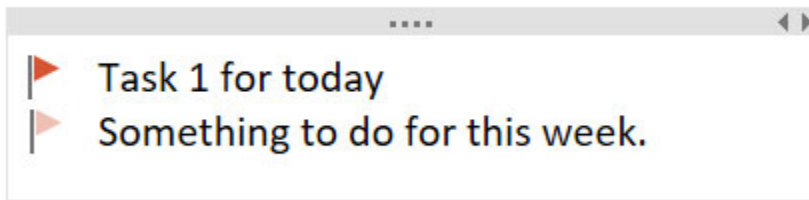
You are not limited to just one tag per item.

★ ? ! Something new



One Note

You can also utilize the fact that Outlook and OneNote are also tied together by automatically making Outlook tasks in OneNote.



And then in Outlook:



But, if you give your notes context, you can find them easier. For example, say we have some homework:

Homework:

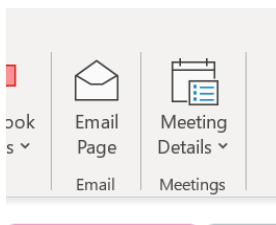
- 🏠 Chapter 5
- 🏠 1-3 questions

We can then search for tags that match what we are looking for.

Meetings

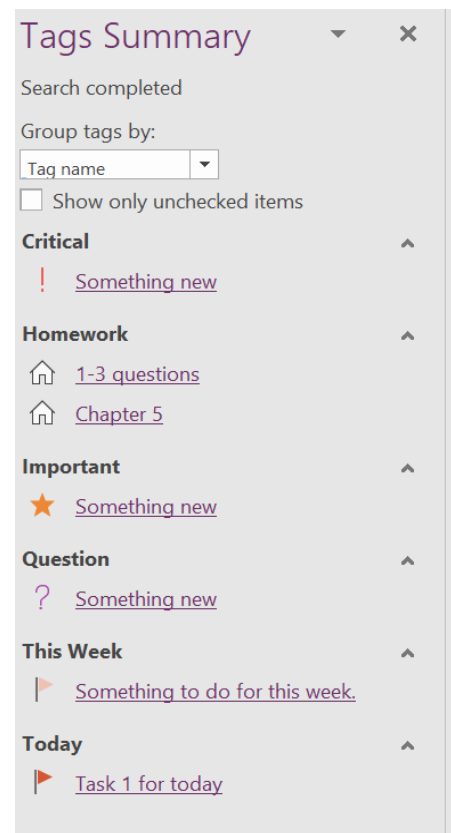
As we saw, you can have tasks from OneNote go to Outlook. In fact, we can control a few Outlook things from OneNote!

From the Home Tab, we can see Email Page and Meeting Details:



Email page does exactly what it says – emails the page of the Notebook to the recipients.

If we create a meeting in Outlook, we can share an external notebook for the meeting to all recipients.



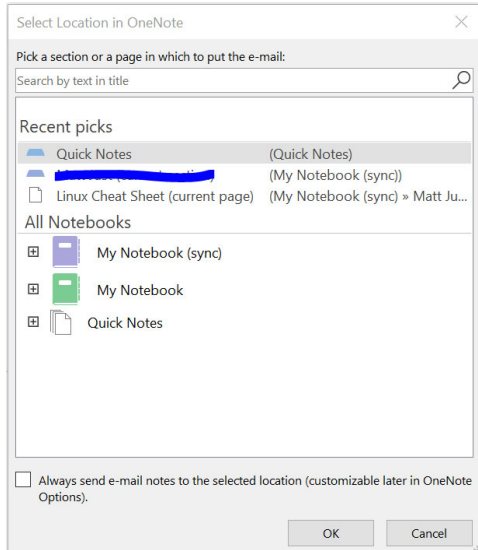
One Note

The screenshot shows the Microsoft OneNote interface. At the top is a blue ribbon with icons for Save, Undo, Redo, and other navigation functions. Below the ribbon are several tabs: File, Meeting (which is selected and underlined), Scheduling Assistant, Insert, Format Text, and Review. The Meeting ribbon contains three main groups: 'Actions' with icons for Delete, Copy to My Calendar, and Forward; 'Teams Meeting' with a Teams Meeting icon; and 'Attendees' with icons for Cancel Invitation, Address Book, and Check Names. Below the ribbon, a message states: "You haven't sent this meeting invitation yet." The meeting invitation form is displayed with the following fields: 'From' (dbremer@donneray.com), 'Title' (OneNote class), 'Required' (DonBremer@gmail.com), and 'Optional' (empty). The 'Start time' is set to Wed 2021-11-03 at 9:00 AM, and the 'End time' is set to Wed 2021-11-03 at 10:00 AM. There are also checkboxes for 'All day' and 'Make Recurring'.

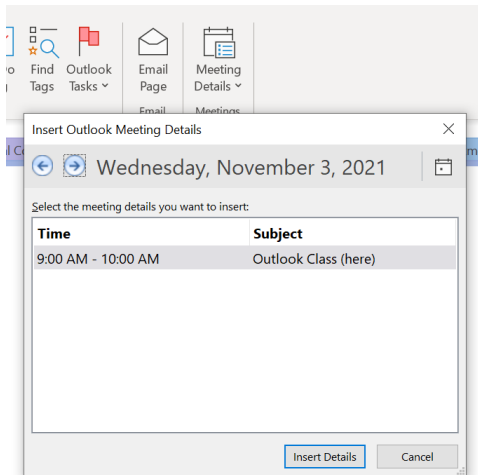
The screenshot shows a dialog box titled "Meeting Notes" with a question mark icon and a close button. It contains two main options: "Share notes with the meeting" (with a document and people icon) and "Take notes on your own" (with a document and pencil icon). A "CLOSE" button is located at the bottom right of the dialog.

We can also add emails from Outlook to one note, if we would like to reference this email in the meeting.

One Note



Or, if we are in OneNote, we can set meeting notes to a meeting-



Outlook Class

Monday, November 1, 2021 12:38 PM

Meeting Date: 2021-11-03 9:00 AM

Location: here

Link to Outlook Item: [click here](#)

Invitation Message ([Expand](#))

Participants ([Collapse](#))

 dbremer@donneray.com (Meeting Organizer)

 DonBremer@gmail.com

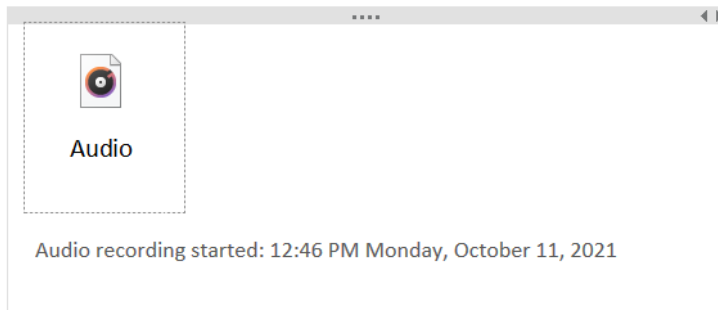
Notes

Audio

Now, I'm a pretty good typist – but if I don't have to type – if I can just sit back and listen AND take notes, that's a boon! In this case, I can have OneNote record the audio.

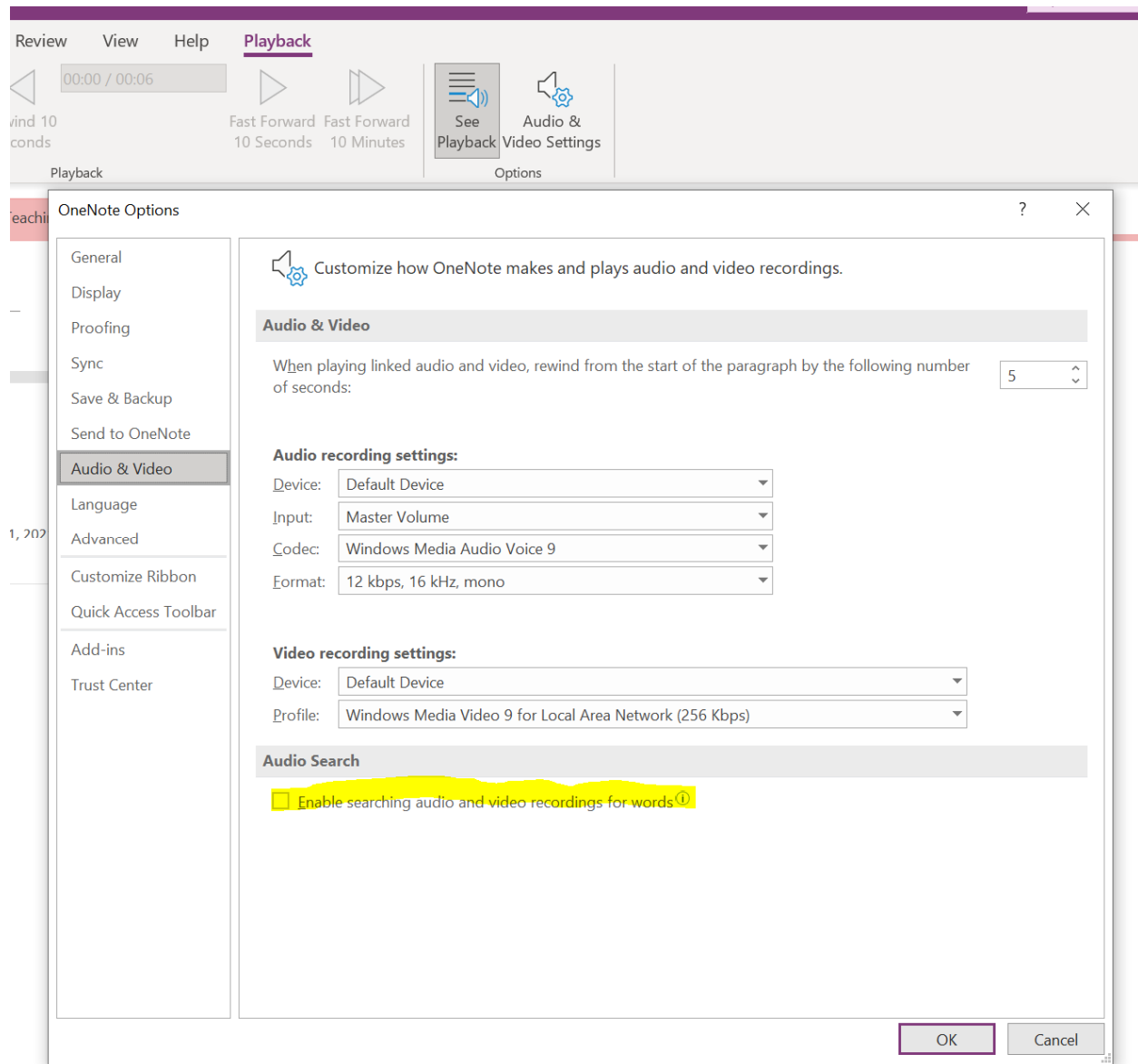
Audio

Monday, October 11, 2021 12:45 PM

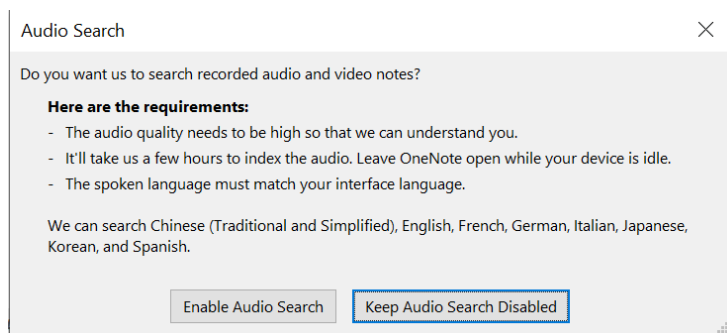


Now I like OneNote because I can search for something as text. If we made it audio, I wouldn't be able to do that, right? Wrong! We can get OneNote to do voice-to-text on what we recorded.

One Note



Warning! It takes some time for this to do this – some estimates say 30 minutes of computer time for every minute of audio. So, it's great, but – you may need to leave OneNote open overnight to make sure all text gets converted. And, it's not 100% - yet!

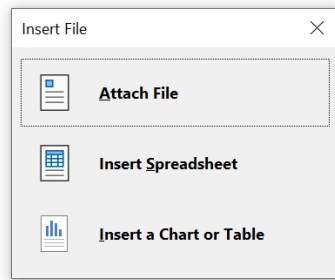


One Note

Embed Files

OK – most times you want to have just the ability to open another file in OneNote – but you can also view the file within OneNote.

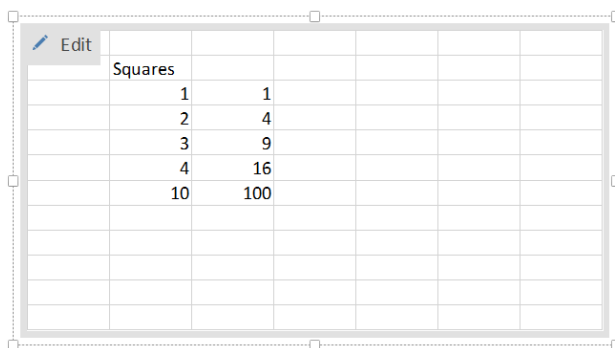
For Example, I'm going to bring in the file squares.xlsx



If we insert the spreadsheet – we get the actual data:

Squares	
1	1
2	4
3	9
4	16
5	25

And we can change it and have data update.



Squares	
1	1
2	4
3	9
4	16
10	100

One Note

You can also make images searchable if they have text. So, let's take the image of the Wikipedia article called Pets

Pet



From Wikipedia, the free encyclopedia

This article is about animals kept for companionship. For the use of "pet" as a verb, "petting", see [Social grooming](#). For other uses of the abbreviations "PET" and "PETS", see [PET](#) and [PETS](#).

A **pet**, or **companion animal**, is an *animal* kept primarily for a person's company or entertainment rather than as a *working animal*, *livestock* or a *laboratory animal*. Popular pets are often considered to have attractive appearances, *intelligence* and *relatable personalities*, but some pets may be taken in on an *altruistic* basis (such as a stray animal) and accepted by the owner regardless of these characteristics.

Two of the most popular pets are *dogs* and *cats*; the technical term for a cat lover is an *ailurophile* and a dog lover a *cynophile*. Other animals commonly kept include: *rabbits*; *ferrets*; *pigs*; *rodents*, such as *gerbils*, *hamsters*, *chinchillas*, *rats*, *mice*, and *guinea pigs*; *avian* pets, such as *parrots*, *passerines* and *fowls*; *reptile* pets, such as *turtles*, *alligators*, *crocodiles*, *lizards*, and *snakes*; *aquatic* pets, such as *fish*, *freshwater* and *saltwater* snails, *amphibians* like *frogs* and *salamanders*; and *arthropod* pets, such as *tarantulas* and *hermit crabs*. Small pets may be grouped together as *pocket pets*, while the *equine* and *bovine* group include the largest companion animals.

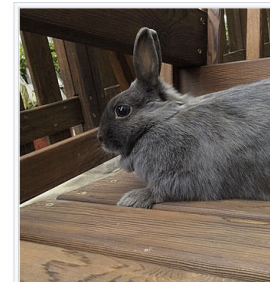
Pets provide their owners (or "guardians")^[1] both physical and emotional benefits. Walking a dog can provide both the human and the dog with exercise, fresh air and *social interaction*. Pets can give companionship to people who are living alone or elderly adults who do not have adequate social interaction with other people. There is a medically approved class of *therapy animals*, mostly dogs or cats, that are brought to visit confined humans, such as *children in hospitals* or *elders in nursing homes*. Pet therapy utilizes trained animals and handlers to achieve specific physical, social, cognitive or emotional goals with patients.

People most commonly get pets for companionship, to protect a home or property or because of the perceived beauty or attractiveness of the animals.^[2] A 1994 Canadian study found that the most common reasons for not owning a pet were lack of ability to care for the pet when traveling (34.6%), lack of time (28.6%) and lack of suitable housing (28.3%), with dislike of pets being less common (19.6%).^[2] Some *scholars*, *ethicists* and *animal rights organizations* have raised concerns over keeping pets because of the lack of autonomy and the objectification of *non-human* animals.^[3]

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3.1 Health benefits



A tabby cat and a mixed Mastiff-type dog



A Netherland Dwarf rabbit on a swing

We can right click on that picture and make it searchable...



