

# Microsoft OneNote 2007

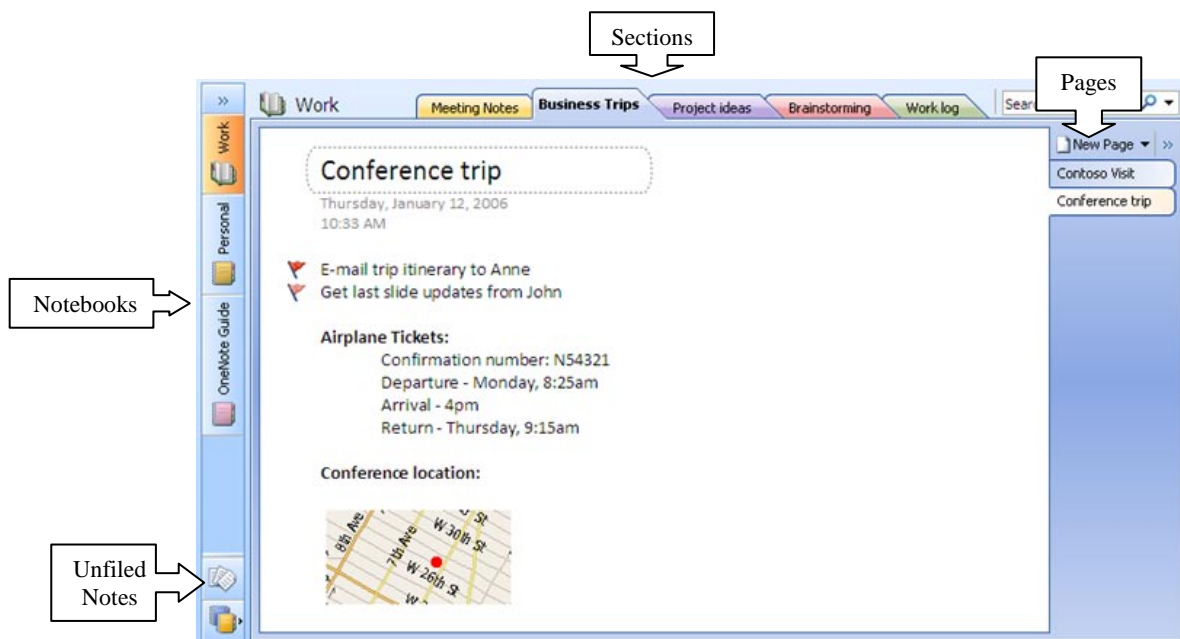


## Use the OneNote Guide

1. Start Microsoft Office OneNote 2007.
2. In the **Notebooks** navigation pane, click **OneNote Guide**.

*If you do not see the guide, it may have been closed. To open it, on the **File** menu, point to **Open**, and then click **Notebook**. In the **OneNote Notebooks** folder, click **OneNote 2007 Guide**, and then click **Open**.*


3. Click the **Getting Started with OneNote** section tab at the top of the note page.
4. In the side margin, click the tabs of the pages that you want to read.



## Take notes or draw


The blank central area in OneNote is called a **page**. To write your own notes, just click and type, or write, or draw.

If you copy any text from a Web page and paste it into OneNote, the URL of the course page is included for you, so you'll know later on where the information came from. If you copy a hyperlink, it retains its functionality; it doesn't turn into plain text.

You can draw freehand, or use buttons on the **Drawing Tools** toolbar. On the **Standard** toolbar, click the **Drawing Toolbar** button . The **Drawing Tools** toolbar appears in the bottom of the program window. Click the button you want on the toolbar, and then start your drawing.




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## Insert screen clips

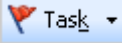
1. In your Web browser window (or any other program window) press the Windows logo key () + S.
2. Select an area of your screen using the mouse.
3. The screen clipping is automatically inserted into a separate OneNote window.
4. You can also choose to paste the screen clip into a particular page in OneNote: put the cursor where you want the clipping, and then on the **Insert** menu, click **Screen Clipping**.

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## Move notes and drawings on a page



1. Move notes around on a page by moving the note container. Position the pointer on the bar at the top of the container, and when the four-headed arrow  appears, drag the container to a new position.
2. Move text from one container to another by selecting the text and dragging it.
3. Move individual paragraphs by clicking and dragging the handle that appears to the left of the paragraph.
4. To move drawings, select each separate image and move it using the four-headed arrow , or resize it using the two-headed  arrow. Also, you can select groups of drawings using the **lasso** and move or resize them as one combined image.

## Use OneNote with other Office programs

- **To send notes to Word:** on the **File** menu, point to **Send To**, and then click **Microsoft Office Word**. You can send notes to an Outlook e-mail recipient or a blog post in Word from the same menu. First select the pages that you want to send in OneNote. To select more than one page, hold down SHIFT or CTRL while you click the page tabs you want.
  - **To mark a note as an Outlook task,** click the note, then click the arrow on the **Task** button  on the **Standard** toolbar. On the menu, click a date, such as **Today** or **Tomorrow**. A flag for the date appears on the OneNote page. Right-click the flag, and then click **Open Task in Outlook**.
  - **To create an Outlook contact,** first select the notes you want stored in the contact. Then, on the **Tools** menu, point to **Create Outlook Item**, and then click **Create Outlook Contact**.
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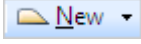
## Use Side Note

Side Note is a small version of OneNote that appears in its own small window and can stay on top of all the other windows on your desktop.

- On your keyboard, press the Windows logo key () + N to open the Side Note window.
  - This window will stay on top of all your other windows as long as the **Keep Window on Top** button  is selected.
  - Side Notes are added as pages to the **Unfiled Notes section** at the bottom of the notebook Navigation Bar and can be moved into any page.
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## Create notebooks and sections

A notebook is a container for a set of pages. Each notebook is divided into sections, and each section has pages. To create notebooks and sections:

1. On the **Standard** toolbar, click the arrow next to the **New Section** button .
2. On the menu, click what you want: **Section**, **Section Group**, or **Notebook**. (If you only want a section, you don't have to use the menu. Just click the **New Section** button.)
3. You can get a overview of all your sections, section groups, and notebooks in the Navigation Bar. Just click the **Expand Navigation Bar** button to see everything.

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## Move pages or sections

Moving sections and notebooks is easily accomplished in the Navigation Bar. Just drag notebooks, section groups, or sections from one location to another.

To move pages, drag the page tab. You can drag the page to another position in the same section, or to a completely different section.

To delete a section, right-click it, and then click **Delete**.

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## Delete pages, sections, or notebooks

1. To delete a page, right-click the page tab on the right, and then click **Delete**.
  2. To delete a section, right-click the section tab on the top of the window, and then click **Delete**.
  3. To delete a notebook, if the notebook is open, close it before deleting it. On the **File** menu, click **Close this Notebook**. Then:
    - Click the Windows **Start** button, at the bottom of the window on the left.
    - Click **Documents** (in Windows Vista) or **My Documents** (in Windows XP).
    - Double-click **OneNote Notebooks**.
    - Right-click the notebook you want to delete, and then click **Delete**.
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## File notes later on

You can start taking notes and sort them out later in the Unfiled Notes section, which is also where your screen clips and side notes go.

To open the Unfiled Notes section:

- On the Navigation Bar to the left of the notes page, click **Unfiled Notes**.