

Features of OneNote Client

This guide is based on the use of **OneNote 2016** which is currently part of the Office 365 install.

The **OneNote** for Windows 10 app and **OneNote Online** which is part of OWA have very similar features.

Due to the popularity of **OneNote 2016** (desktop client) and its additional features Microsoft changed their plans and have agreed to continue to support it until 14 October 2025.

OneNote 2016 allows storage of files locally as well as in the Cloud whereas **OneNote** for Windows 10 only allows files to be stored in the Cloud. Cloud storage is advised for sharing Notebooks. For more details on the comparison see [here](#).

Why use OneNote?



- **OneNote** is an application that is included in Office 365.
- It is easy to create and organise notes and add content to a Notebook.
- **OneNote** saves a Notebook automatically
- You can share a Notebook with others.
The easiest way to do this is to save your Notebook in your OneDrive for Business or on SharePoint.
- In Teams you can add a OneNote notebook to a Team which can be useful for Agendas/Minutes of project meetings.



NOTE: As staff and students are now on the same tenancy, groups can share a **OneNote** file from OneDrive for Business or SharePoint or in Teams.

My Notebook

Double click on the **OneNote** icon to start the application.

You will be asked if you want to **sign into** your **OneDrive**.

To do this use your University credentials in the following format:

Type your University **username**, followed by @abdn.ac.uk e.g. s01jb7@abdn.ac.uk

Type in your **password** and **Sign In**.

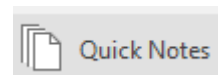
- If you choose not to sign in **OneNote** will still open.
- The first Notebook you see is My Notebook which is created in the Documents folder of the computer you are working on. This contains pages of information on using **OneNote** including notes on features and video tips.

Quick Notes

The Quick Notes section can be found at bottom left of the OneNote window.

To create a Quick Note, do one of the following:

- Press Windows – N
- Right-click on scissors Icon on the taskbar and choose New Quick Note



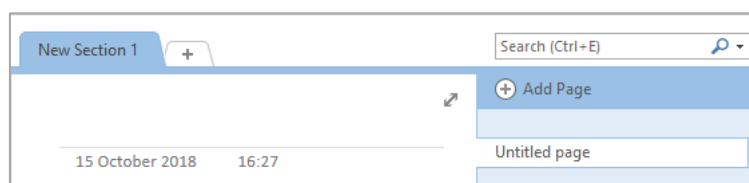
Linked Notes

- Within an application e.g. Word or PowerPoint, go to the Review tab and click on Linked notes.
- Choose where you want to save the linked note – in a Page or Section of an existing Notebook, or in Quick Notes.

Sections and Pages

A Notebook consists of Sections and Pages.

A new Notebook has one Section - New Section 1, with one Page – Untitled page.

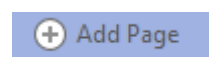


Sections

- Click on + to add another Section.
- To name Sections, right click on a Section tab and choose Rename.

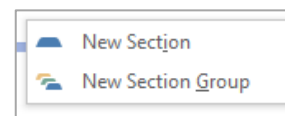
Pages

- Type on the line at top of a Page to give the Page a name.
- Click on Add Page to add another Page.
- To create a Subpage, create a new Page, right-click on it and choose Make Subpage.



Section Group

- Right click on the bar near the Section tabs and choose New Section Group.
- Drag existing Sections to the New Section Group.
- To name the Section Group right click on the tab and choose Rename.



Add Content



NOTE: When adding content to your Notebook be aware of Copyright¹.

¹ For guidance on Copyright see: <https://www.abdn.ac.uk/library/support/copyright-216.php>

Content can be added in many ways.

Text

- Start typing on a Page to create a note container which you can move around.
- Copy and paste text from another document e.g. a word document
- Drag and drop text from websites.
- Right click on a picture with text and choose copy text from picture, paste this text somewhere else in your Notebook.
- Click on To Do Tag under Tags on the Ribbon to create a To Do list.
- Choose Insert Space from the Insert tab to create space between text or containers of text.

Pictures or graphics

- Copy and paste images from another document e.g. a word document
- Drag and drop images from websites.
- Go to the Insert tab to Insert a picture or Online picture.
- Go to Screen Clipping in the Images section of the Insert tab.

File

There are a few ways in which you can insert a file.

- Go to the Insert tab and Spreadsheet
- Choose Insert existing spreadsheet and browse for and select your file
- You get 3 options
 - Attach file
 - Insert spreadsheet
 - or Insert chart or table

Alternatively Go to Insert - File Attachment.

- If the file you choose is an xlsx file, the same options will appear.
- If it is a pdf or doc file, choose either
 - Attach file or
 - Insert Printout

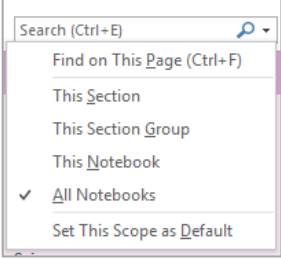
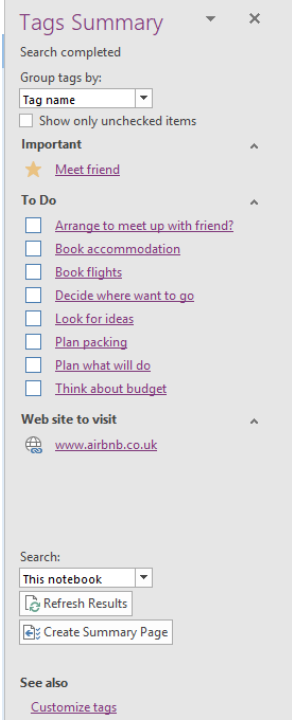
Insert more ...

Choose Table and then size you want or choose new Excel spreadsheet.

Select some text and then choose Insert Link.

You can choose to link to a web page; a location in **OneNote** or a file

Search and Tag

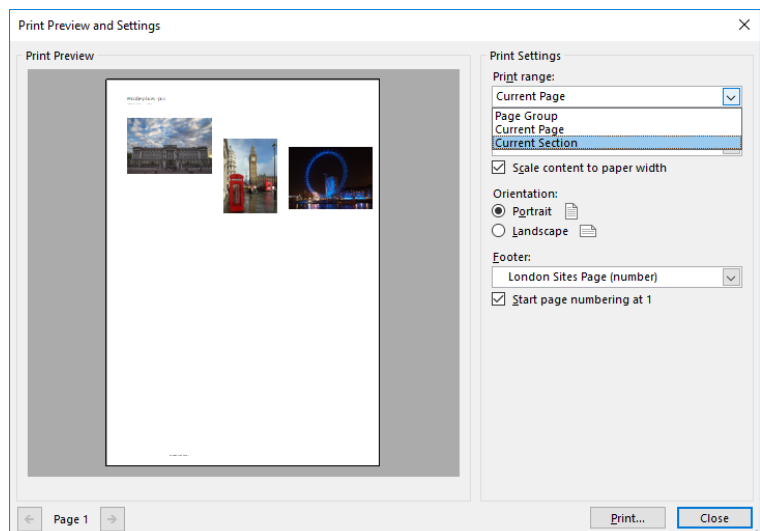
| | |
|---|--|
| <p>You can search within your Notebook or Notebooks using the Search bar.</p> |  |
| <p>You can search for tagged items using the Find Tags option in the Tags section of the Home tab on the ribbon.</p> |  |

Print, share and export

Print

Go to File – Print.

There is an option to Print Preview, within which you can choose whether to print a Page, Group of Pages or Section.

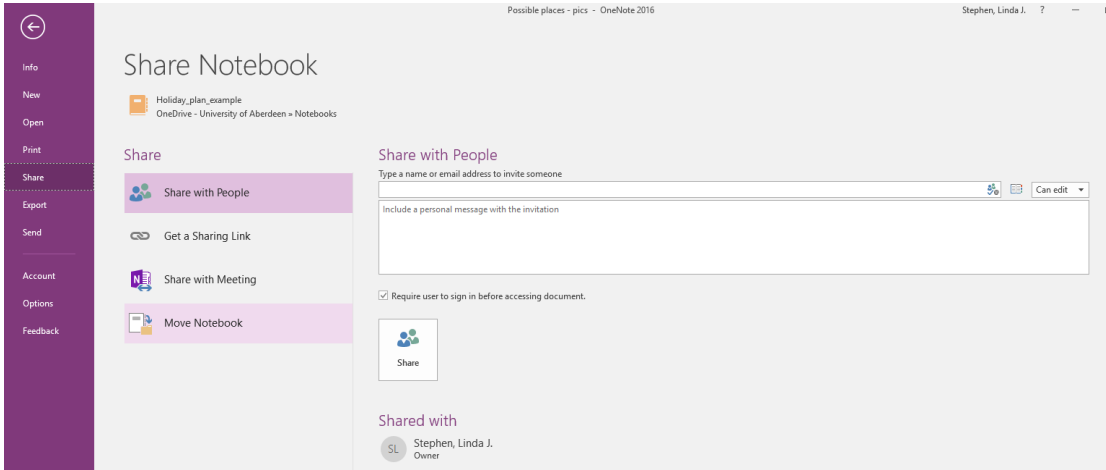


Share

If the Notebook is stored on a Shared Drive it can be accessed by anyone who can get to it.

To share a Notebook with specific people it should be stored on OneDrive or SharePoint.

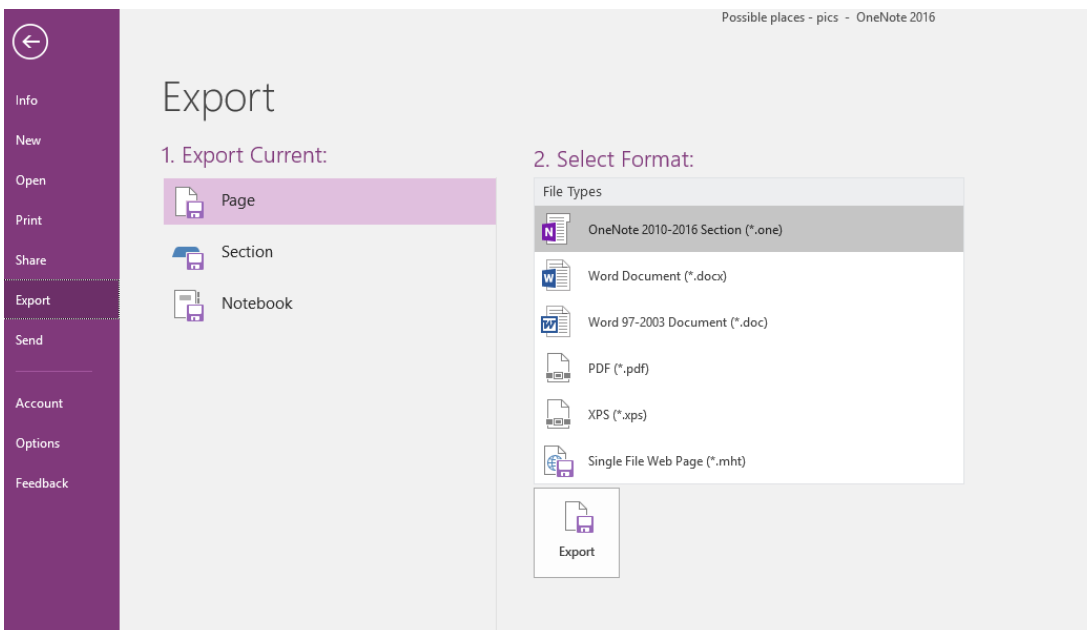
Permissions can be set to View only or Can Edit.



Export

If you want to share the contents of a Notebook with someone who does not have **OneNote**, you can Export the file in various formats including Word and PDF.

Again, you can choose to Export a Page, Section or the entire Notebook.



Further Information and Help

See [OneNote support](#) and [OneNote Online support](#).

Use MyIT to log a call with Service Desk: <https://myit.abdn.ac.uk>