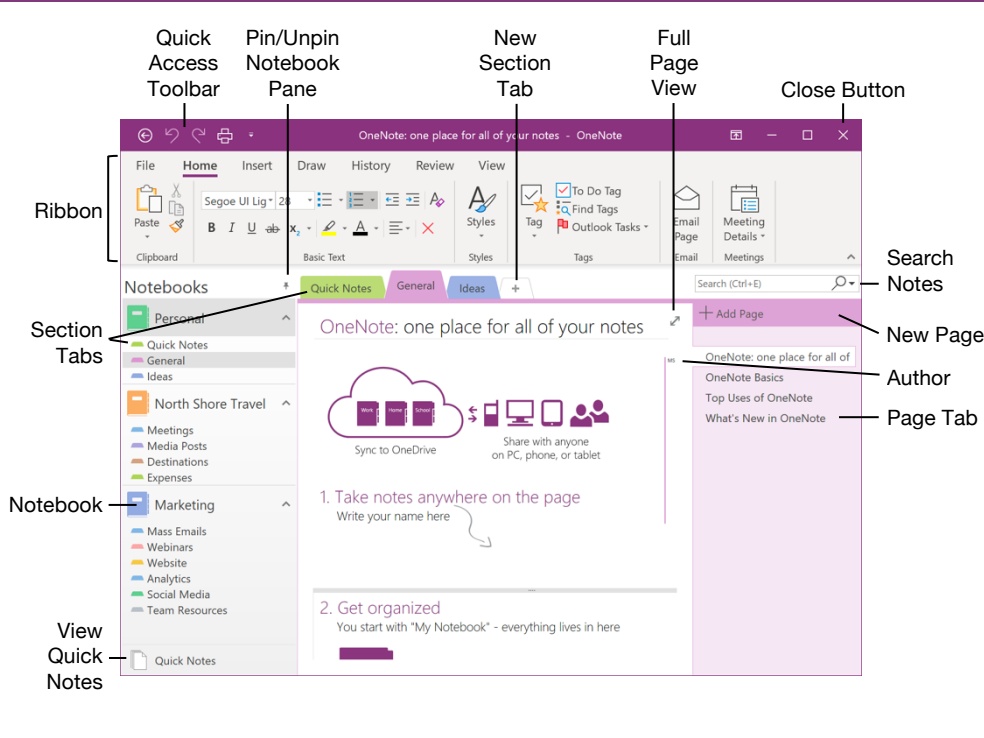




Microsoft®  
**OneNote**  
Quick Reference Card



## The OneNote Program Screen



## Keyboard Shortcuts

General	
Create an item.....	<b>Alt + N</b>
Open a section.....	<b>Ctrl + O</b>
Create new page.....	<b>Ctrl + N</b>
Create new subpage.....	<b>Ctrl + Shift + Alt + N</b>
Print page.....	<b>Ctrl + P</b>
Undo.....	<b>Ctrl + Z</b>
Redo.....	<b>Ctrl + Y</b>
Help.....	<b>F1</b>
Full page view.....	<b>F11</b>
Task pane.....	<b>Ctrl + F1</b>
Create an Outlook task.....	<b>Ctrl + Shift + 5</b>
Insert a link.....	<b>Ctrl + K</b>
Email page.....	<b>Ctrl + Shift + E</b>
Select page.....	<b>Ctrl + Shift + A</b>
Sync shared notebooks.....	<b>F9</b>

Navigating	
Next section.....	<b>Ctrl + Tab</b>
Previous section.....	<b>Ctrl + Shift + Tab</b>
Open new window.....	<b>Ctrl + M</b>
Open Side Note window.....	<b>Ctrl + Shift + M</b>

Editing	
Cut.....	<b>Ctrl + X</b>
Copy.....	<b>Ctrl + C</b>
Paste.....	<b>Ctrl + V</b>
Bold.....	<b>Ctrl + B</b>
Italic.....	<b>Ctrl + I</b>
Underline.....	<b>Ctrl + U</b>
Highlight.....	<b>Ctrl + Shift + H</b>
Font Task pane.....	<b>Ctrl + D</b>
Check spelling.....	<b>F7</b>

Tags	
To Do.....	<b>Ctrl + 1</b>
Important.....	<b>Ctrl + 2</b>
Question.....	<b>Ctrl + 3</b>
Remember for later.....	<b>Ctrl + 4</b>
Definition.....	<b>Ctrl + 5</b>
Remove all note tags.....	<b>Ctrl + 0</b>

## Getting Started

- Open an Existing Notebook:** Click the **File** tab, click **Open**, select a save location, and click the notebook.
- Create a New Notebook:** Click the **File** tab, click **New**, and select a save location. Type a name in the **Notebook Name** field and click **Create**.
- Close a Notebook:** Click the **File** tab, click the **Settings** button next to the notebook you want to close, and select **Close**.
- Add a Section:** Click the **Create New Section** + button to the right of existing sections, type a section name, and click outside the tab.
- Move a Section:** Click a section tab and drag it to a new location.
- Delete a Section:** Right-click a section tab and select **Delete** X.
- Add a Section Group:** Right-click in the blank space next to the existing sections, select **New Section Group**, and type a new name for the group.
- Add Sections to a Section Group:** Click a section tab and drag it over the section group.

- Add a Page:** Click the **Add Page** + button above existing page tabs and type a page name.
- Move a Page:** Click a page tab and drag it to a new location.
- Create a Subpage:** Select one or more page tabs, right-click the selected page tab(s), and select **Make Subpage** →.
- Delete a Page:** Right-click a page or page tab and select **Delete** X.
- Change a Notebook's Name:** Click the **File** tab, click the **Settings** button, and select **Properties** [P]. Click in the **Display name** field, type a name, and click **OK**.
- Change a Notebook's Color:** Click the **File** tab, click the **Settings** button, and select **Properties** [P]. Click the **Color** list arrow, select a new color, and click **OK**.
- Restore Deleted Items:** Click the **History** tab and click the **Notebook Recycle Bin** [R] button. Click the current notebook's list arrow and click the **Pin Notebook Pane to Side** [M] button. Expand the notebook's sections. Click and drag deleted pages or sections to an open notebook.


## Add Notebook Content

**Type Notes:** Select the page where you want to add notes, click anywhere on the page, and type your notes.




**Move Notes:** Click the top bar of a note box and drag it to a new location.


**Resize Notes:** Click and drag the edge of a note.




**Delete Notes:** Select a note and click **Delete** .


**Write Notes:** Click the **Draw** tab and click the **Color & Thickness**  button. Select a thickness, select a color, and click **OK**. Write your notes or sketch an image.

**Delete Writing:** Click the **Draw** tab and select the **Type**  or **Lasso Select**  tool. Click an item to remove and press the **Delete** key.



**Convert Writing to Text:** Click the **Type**  or **Lasso Select**  tool, select the writing you want to convert, and click **Ink to Text** .


**Add a Tag:** Click in the paragraph you want to tag, click the **Tag**  button on the Home tab, and select a tag.

**Create a Quick Note:** Click the **Show hidden icons**  icon on the Windows System tray, select **New quick note** , type a note, and click the **Close**  button.


**Open a Quick Note:** Click the current notebook's name, click **Quick Notes** , and select a page tab.

**Capture a Screen Clipping:** Click the **Insert** tab, click **Screen Clipping** , and click and drag over a region of the screen.


**Link to Content within OneNote:** Right-click in the text you want to link to and select **Copy Link to Paragraph** . Navigate to and click where you want to place the link and click **Paste**  on the Home tab.

**Link to External Content:** Select the text you want to link, click the **Insert** tab, and click the **Link**  button. Enter the content's address in the **Address** field and click **OK**.

**Insert an Image:** Click the **Insert** tab, click **Pictures**  or **Online Pictures** , locate an image to insert, and click **Open**.

**Add a Table:** Click the **Insert** tab, click the **Table**  button, and select the number of rows and columns.

## Format Notebooks

**Apply a Style:** Select the text, click the **Styles**  button and select a style.


**Change the Font:** Select the text, click the **Font** list arrow, and select a new font.



**Change the Font Size:** Select the text, click the **Font Size** list arrow, and select a font size.

## Format Notebooks


**Change the Font Color:** Select the text, click the **Font Color**  list arrow, and select a new color.

**Apply Bold, Italic, or an Underline:** Select the text and click **Bold** **B**, **Italic** **I**, or **Underline** **U** from the Home menu.



**Copy Formatting with the Format Painter:** Select the formatted text you want to copy. Click the **Format Painter**  button on the Home tab. Then, select the text you want to apply the copied formatting to.

**Create a List:** Select the text you want to make into a list and click the **Numbering**  or **Bullets**  button.

**Add a Date or Time Stamp:** Click where you want the stamp, click the **Insert** tab, and click the **Date**  or **Time**  button.

**Spell Check:** Click the **Review** tab and click the **Spelling**  button. For each possible error, click **Ignore**, **Add**, or **Change**. Then, click **OK**.


## Templates

**Use an Existing Template:** Click the **Insert** tab and click the **Page Templates**  button. Click a template category, select a template, and click the Templates pane's **Close**  button.

**Save a Custom Template:** Create a notebook page with the desired text and formatting. Click the **Insert** tab and click the **Page Templates**  button. Click **Save current page as a template**, type a template name, and click **Save**.




**Use a Custom Template:** Click the **My Templates** expansion arrow, select the custom template, and click the Templates pane's **Close**  button.


## Using OneNote with Office

**Send Notes to Word:** Navigate to the page you want to send, click the **File** tab, click **Send**, and then click **Send to Word** .

**Add a File Attachment:** Click the **Insert** tab, click the **File Attachment**  button, select a file to attach, and click **Insert**.

**Add a File Printout:** Click the **Insert** tab, click the **File Printout**  button, select a file, and click **Insert**.


**Add Outlook Meeting Details:** Click where you want to add the details, click **Meeting Details**  on the Home tab, and select **Choose a Meeting from Another Day** . Click the **calendar**  icon, select a date, select a meeting, and click **Insert Details**.

**Create Outlook Task from a Note:** Select a note, click the **Outlook Tasks**  button, and select a task due date.




## Using OneNote with Office

**Send Notes as Attachment:** Click the **File** tab, click **Send**, and select **Send as Attachment** . Add a recipient to the **To** field and click **Send** .

**Embed a Spreadsheet:** Click the **Insert** tab, click the **Spreadsheet**  button, and select **Existing Excel Spreadsheet**. Select a file and click **Insert**.


**Convert a Table to a Spreadsheet:** Click the table, click the **Layout** tab, and click **Convert to Excel Spreadsheet** .


## Share and Collaborate

**Export a Page, Section, or Notebook:** Click the **File** tab, click **Export**, and select **Page** , **Section** , or **Notebook** . Select an export format, click **Export**, select a save location, and click **Save**.


**Create a New Shared Notebook:** Click the **File** tab, click **New** and double-click **OneDrive** . Type a name in the **Notebook Name** field and click **Create**.


**Share an Existing Notebook:** Click the **File** tab, click **Share**, and select a shared location. Type a name in the **Notebook Name** field and click **Move**.


**Invite People to a Shared Notebook:** Click the **File** tab, click **Share**, type people's names or email addresses in the recipient field. Click in the message field, type a message, and click **Share** .



**Create a Sharing Link:** Click the **File** tab, click **Share**, and click **Get a Sharing Link** . Click **Create a view link** or **Create an edit link**.

**Sync Changes:** Click the **File** tab, click **View Sync Status** , click **Sync Now**, and click **Close**.

**View Edits by Author:** Click the **History** tab, click **Find by Author** , select a name to see their changes, and click a change to jump to it.

**View Recent Edits:** Click the **History** tab, click **Recent Edits** , select a date range, and select a page in the Search Results pane.

**Add a Password:** Click the **Review** tab, click the **Password**  button, and click **Set Password**. Type a password, click in the **Confirm Password** field, retype the password, and click **OK**.

**Restore a Previous Page Version:** Click the **History** tab, click the **Page Versions**  button, and select an earlier version. Click the yellow notification above the page and select **Restore Version**. Click the **Page Versions**  button again to hide the other versions.

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