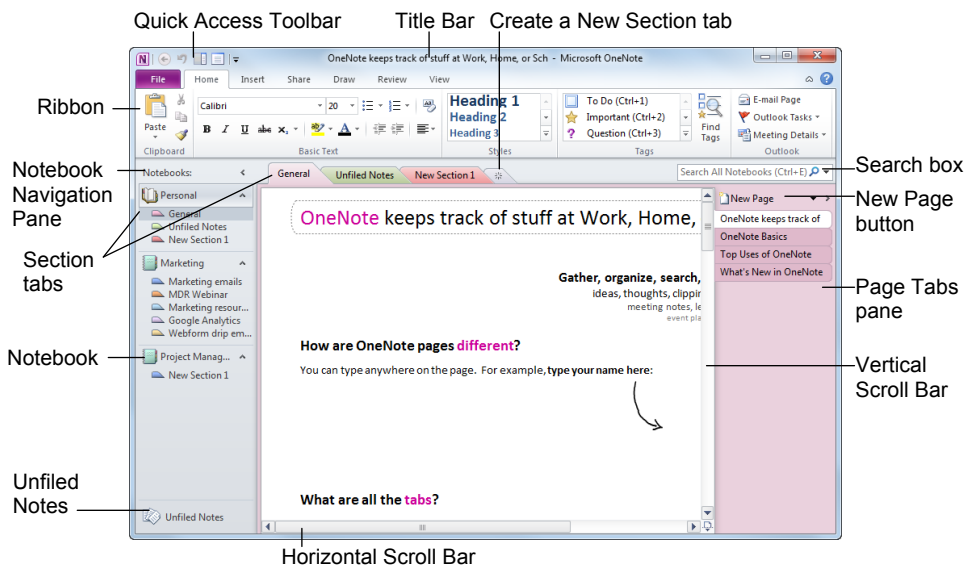


OneNote

Quick Reference Card

OneNote 2016 Screen



Keystroke Shortcuts

General

Open a Section	<Ctrl> + <O>
Create a New Page	<Ctrl> + <N>
Print a Page	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Help	<F1>
Full Page View	<F11>
Task Pane	<Ctrl> + <F1>
Create Outlook task	<Ctrl> + <Shift> + <1> thru <5>
Insert Hyperlink	<Ctrl> + <K>
E-mail Page	<Ctrl> + <Shift> + <E>
Select Page	<Ctrl> + <Shift> + <A>

The Fundamentals

Notebook Hierarchy:

- Notebook:** Notebooks are the largest component; they store sections and pages.
- Section:** Sections store pages that are related under a single topic.
- Page:** Pages contain specific notes and information on a particular topic.
- Subpage:** Subpages can be used if a page doesn't have enough room, or to further organize the content of a page.
- To Create a New Notebook:** Click the **File** tab on the Ribbon and select **New**. Choose where to store the notebook (Web, Network, or My Computer), name the notebook, and click **Create Notebook**.
- To Create a New Section:** Click the **Create a New Section** tab to the right of the other notebook tabs.
- To Create a New Page or Subpage:** Click the **New Page** button at the top of the Page Tabs pane. Or, press <Ctrl> + <N>. Or, point where you want to insert a new page in the Page Tabs pane and click the **New Page** button that appears.
- To Open a Notebook:** Click the notebook in the Navigation Pane. Or, click the **File** tab on the Ribbon and select **Open**, or press <Ctrl> + <O>.
- To View a Section:** Click the **section tab** in the Navigation Pane, or above the current page. Click the **Show the rest of the sections** button, which appears as a sack of section tabs, to view all sections in the notebook.
- To Add a Note:** Click where you want to insert the note on the page and begin typing.
- To Move a Note:** Click the top bar of the note and drag the note. To move text within a note, click the **+** next to the text and drag the text.
- To Delete a Note:** Select the note and press **<Delete>** or right-click and select **Delete**.
- To Print a Page:** Click the **File** tab on the Ribbon and select **Print**. Or, press <Ctrl> + <P>.
- To Get Help:** Press <F1> to open the Help window, type your question and press <Enter>.
- To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button in the Clipboard group of the Home tab on the Ribbon, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- To Paste:** Place the insertion point where you want to paste the text, click the **Paste** button in the Clipboard group of the Home tab on the Ribbon, or press <Ctrl> + <V>.
- To Undo or Redo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>. Click the **Redo** button on the Quick Access Toolbar or press <Ctrl> + <Y>.
- To Find Text:** Press <Ctrl> + <F> or click the **Instant Search** box.
- To Save a Page, Section, or Notebook in a Different Format:** Click the **File** tab on the Ribbon and select **Save As**. Under **Save Current**, select **Page**, **Section**, or **Notebook**. Under **Select Format**, select the format (e.g. *.docx, *.doc, *.pdf, *.xps) in which you want to save the selected item.

Navigation

Next Section	<Ctrl> + <Tab>
Previous Section	<Ctrl> + <Shift> + <Tab>
Open New Window	<Ctrl> + <M>
New Side Note Window	<Ctrl> + <Shift> + <M>

Text

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Font Task Pane	<Ctrl> + <D>
Check Spelling	<F7>

Tag

To Do	<Ctrl> + <1>
Important	<Ctrl> + <2>
Question	<Ctrl> + <3>
Remember for later	<Ctrl> + <4>
Definition	<Ctrl> + <5>
Highlight	<Ctrl> + <6>
Contact	<Ctrl> + <7>
Address	<Ctrl> + <8>
Phone number	<Ctrl> + <9>

Notebook Tasks

- **To Copy Part of the Screen into OneNote (Take a Screen Clipping):** Click the **Insert** tab on the Ribbon and click the **Screen Clipping** button in the Images group and drag the pointer over the area of the screen you want to copy. Or, press **<Win> + <S>**.
- **To Create an Outlook Task from a Note:** Click the **Home** tab on the Ribbon and click the **Outlook Tasks** button in the Outlook group. Select the type of task you want to create in Outlook. You may also press **<Ctrl> + <Shift> + <1-5>** to create a task from a note.
- **To Create a Link:** Click the **Insert** tab on the Ribbon and click the **Link** button in the Links group. Enter the link's display text and enter the URL of the web page to which you want to link. You can also link to another file or OneNote notebook.
- **To Create a Table:** Click the **Insert** tab on the Ribbon. Click the **Table** button and select the number of columns and rows from the grid.
- **To View Full Page Mode:** Click the **View** tab on the Ribbon and click the **Full Page View** button in the Views group. Or, click the **Full Page View** button on the Quick Access Toolbar. Or, press **<F11>**.
- **To Dock OneNote to the Desktop:** Click the **View** tab on the Ribbon and click the **Dock to Desktop** button in the Views group. Or, click the **Dock to Desktop** button on the Quick Access Toolbar.
- **To Insert Date and Time:** Click the **Insert** tab on the Ribbon and click the **Date**, **Time**, or **Date & Time** button in the Time Stamp group.
- **To Add Rule Lines to the Page:** Click the **View** tab on the Ribbon and click the **Rule Lines** button in the Page Setup group. Click the **Rule Lines** button list arrow to choose from a selection of rule lines and grids.
- **To Open a Side Note Window:** Click the **View** tab on the Ribbon and click the **New Side Note** button in the Window group.
- **To Keep OneNote on Top of All Other Windows:** Click the **View** tab on the Ribbon and click the **Keep on Top** button in the Window group.
- **To Move Sections:** Click and drag the section to rearrange the order of sections in the notebook. Or, click and drag the section into another open notebook in the Navigation Bar to move it into another notebook.
- **To Move Pages:** Click and drag the page tab and drag it to rearrange it in the section, or drag it to a section tab to move it into the section. Or, click and drag the page into another open notebook in the Navigation Bar to move it into another notebook.
- **To View Unfiled Notes:** Click the **Unfiled Notes** button at the bottom of the Navigation Bar.

Tagging

- **To Tag Text or a Note:** Select the text or note you wish to tag. Click the **Home** tab on the Ribbon and select a tag from the Tags group. You may also press **<Ctrl> + <1-9>** to apply a tag.
- **To View Tags:** Click the **Find Tags** button in the Tags group. The Tags Summary task pane appears, displaying tags in the current notebook.
- **To Change How Tags Are Grouped:** Click the **Group tags by** list arrow in the Tags Summary task pane and select how you would like tags to be grouped in the task pane.
- **To Display Unchecked Tags Only:** Click the **show only unchecked items** check box in the Tags Summary task pane and select how you would like tags to be grouped in the task pane.
- **To Change Which Tags are Displayed:** Click the **Search** list arrow in the Tags Summary task pane and select which tags you would like to see.
- **To Create a Summary of Tags:** Click the **Create Summary Page** button. All of the tags are compiled on a new page in the notebook.

Sharing

- **To E-mail Notes:** Click the **Home** tab or the **Share** tab on the Ribbon and click the **E-mail Page** button in the Outlook group.
- **To Share a Notebook:** Click the **Share** tab on the Ribbon and click the **Share This Notebook** button in the Shared Notebook group. Or, click the **File** tab on the Ribbon and select **Share**.
- **To Share a Notebook:** Click the **Share** tab on the Ribbon and click the **Share This Notebook** button in the Shared Notebook group. Or, click the **File** tab on the Ribbon and select **Share**. Select the notebook you wish to share, then choose if you want to share over the Web or the Network or SharePoint. You can also share over Windows Live SkyDrive with your Windows Live ID. Click **Share Notebook**.

Drawing and Graphics

The Draw tab



- **To Select Several Notes on a Page:** Click the **Lasso Select** button in the Tools group. Click and drag around the notes you want to select on the page.
- **To Scroll Through the Page:** Click the **Panning Hand** button in the Tools group. Click and drag to move around the notes on the page.
- **To Draw a Line or Shape:** Click the shape you want to insert, or click the **More** button to view a selection of shapes in the Insert Shapes group. Draw the shape by clicking on the page with the **+** pointer and dragging until the shape reaches the desired size.
- **To Erase a Line or Shape:** Click the **Eraser** button in the Tools group. Click and drag to erase content on the page.
- **To Change the Eraser:** Click the **Eraser** button list arrow and select an eraser from the list.
- **To Duplicate a Drawn Shape:** Click the **More** button in the Insert Shapes group and select **Lock Drawing Mode** from the list. Then click the button for the shape you want to draw. Draw the shape on the page. Then click anywhere on the page, and a duplicate of the previously drawn shape will appear.
- **To Change Shape Color and Thickness:** Click the **Color & Thickness** button in the Insert Shapes group and select the thickness and color you wish to use for the shape. Then click the button for the shape you want to draw and draw the shape on the page.
- **To Draw a Multi-Dimensional Line:** Select the type of line you want to draw from the Insert Shapes group: \square 2 dimensions, positive; \square 2 dimensions, full; \square 3 dimensions. Then click and drag on the page to draw the line.
- **To Use the Pen:** Click a pen style from the Tools group, or click the **More** button to view more pen styles. Begin writing on the page.
- **To Change the Pen Mode:** Click the **More** button of the Pen Tools gallery and select **Pen Mode**, then select a mode from the list.
- **To Rotate a Shape:** Click the **Rotate** button in the Edit group and select an option from the list.
- **To Add Writing Space:** Click the **Insert Space** button in the Edit group and click where you want to add writing space to the page.
- **To Insert a File Printout on a Page:** Click the **Insert** tab on the Ribbon and click the **File Printout** button in the Files group. Choose the document you want to insert and click the **Insert** button.
- **To Insert a Scanned Printout on a Page:** Click the **Insert** tab on the Ribbon and click the **Scanner Printout** button in the Files group. Choose the scanner you want to use and click the **Insert** button.