

Quick Start Guide

New to OneNote 2016? Use this guide to learn the basics.



Microsoft

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Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, click **File** > **Info** > **View Sync Status**.



Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, click the **(+)** Add Page button at the top of the page tabs column. You can also right-click any page tab and then click **New Page**, or press Ctrl+N on your keyboard.

To create a new section in the current notebook, click the small tab with the plus sign [+] to the right of the section tab bar, or right-click any section tab and then click **New Section**.

When you first launch OneNote, a default notebook with a **Quick Notes** section is created for you, but you can easily create any number of additional notebooks for the subjects and projects you want by clicking **File** > **New**.



You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

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Tag important notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



Create wiki-style hyperlinks

Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, click **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.

		🕂 Add Page
		Hotel & Flight Info
		Packing List
		Sightseeing
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	Copy <u>L</u> ink to F	Page
	Move or Copy	(Ctrl+Alt+M)

Organize information in tables

Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Enter to create a new row. Alternately, you can click **Insert** > **Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table Tools** tab on the ribbon, or right-click any part of your table for the same **Table** options.

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Sele	ct			Delete			Ins	ert	

Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, click **Copy Text from Picture**, and then paste the copied text where you want it.

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	Copy Text from Picture	
ß	Paste Options:	
	Save <u>A</u> s	
8	Link (Ctrl+K)	
	Copy Link to Paragraph	
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	Rotate	Þ
	Move	
	Resize	
5	Restore to Original Size	
	Set Picture as Background	
R	Alt Text	
	Make Text in Image Searchable	Þ



Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, click **File** > **Share**, and then choose what you want to do.



Get other Quick Start Guides

OneNote 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit **http://aka.ms/office-2016-guides**.



Get help with OneNote

Near the top right of the ribbon, click the ? icon to open the OneNote 2016 Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.

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OneNote 2016 Help					
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Need assistance?					
Use the search box to tell us what and we'll do our best to find an ar		looking	g for		

Next steps with OneNote

See what's new in Office 2016

Explore the new and improved features in OneNote 2016 and the other apps in Office 2016. Visit **http://aka.ms/office-2016-whatsnew** for more information.

Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that OneNote 2016 has to offer? Visit **http://aka.ms/office-2016-training** to explore our free training options.

Send us your feedback

Love OneNote 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the OneNote product team. Thank you!