

# Edge Hill University

## Getting Started with Microsoft OneNote

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### Introduction to Microsoft OneNote

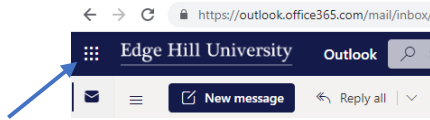
OneNote is part of the Microsoft Office 365 suit of applications and has been designed to provide a quick and easy way to create notes using text and images. When a note is made on one device it is also immediately available when logged into any other device that can access the internet with a browser. The notes are saved in OneDrive and can be shared with other users to enable viewing or collaborative work if required. Multiple notebooks can be created with unlimited pages in each.



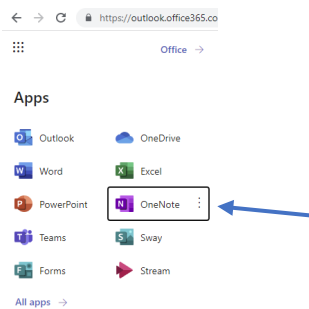
## Access Microsoft OneNote

OneNote can be accessed through a computer internet browser by logging into an Edge Hill University email account.

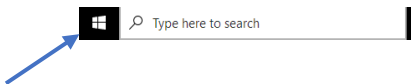
Once logged in click on the **App Launcher** button in the top left corner of the screen.



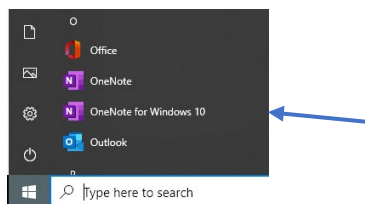
A drop-down menu overlay will be displayed - click on the **OneNote** option.



Alternatively, if the OneNote application is installed on a PC click on the **Windows Start** button.



Select **OneNote** from the application options displayed.



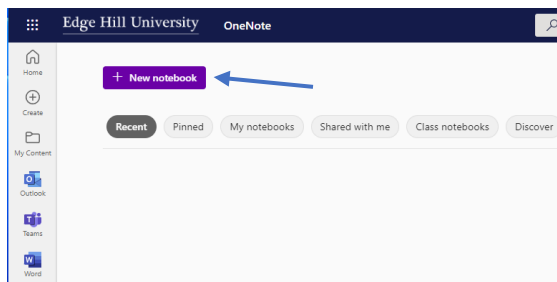
## Create a new notebook, section and page

OneNote consists of three main elements, notebooks, sections and pages.

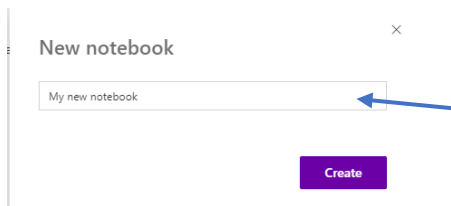
Pages are stored in sections and sections are stored in notebooks.

Multiple notebooks can be created, each having its own set of sections with pages within.

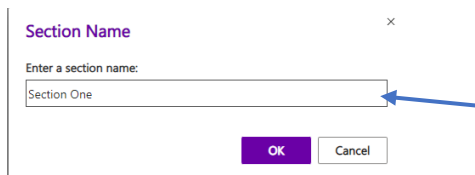
The first task is to create a new notebook so click on the +New notebook button in the top left corner of the interface.



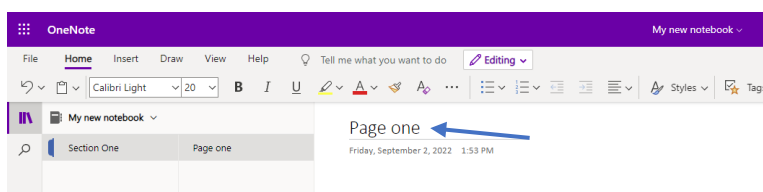
Now a dialog box will appear requesting a name for the new notebook. Enter **My new notebook** then click on the **Create** button.



A new notebook has been created. **Click** where indicated or press the keyboard **Enter** key to create a **new section**. A dialog box will appear requesting a name for the new section. Enter **Section One** then click on the **OK** button.

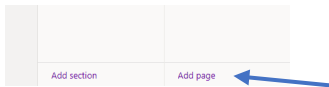


A new page within **Section one** of **My new notebook** has been created. Enter **Page one** as the page name in the space provided.

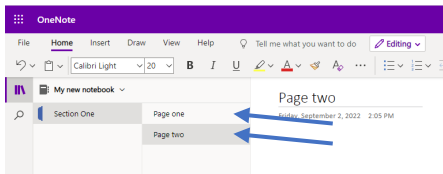


## Add more sections and pages

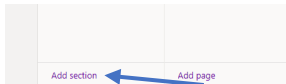
Section and page titles are displayed in two columns on the left of the interface. Add a further page by clicking on the **Add page** button at the bottom of the column.



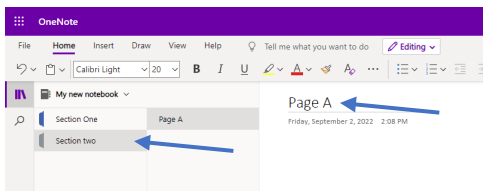
Name the new page **Page two**. There are now two pages available in **Section one** of the notebook.



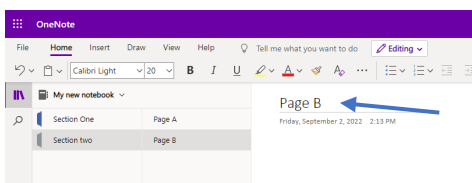
Now add a **new section** to the notebook using the **Add section** button at the bottom of the column.



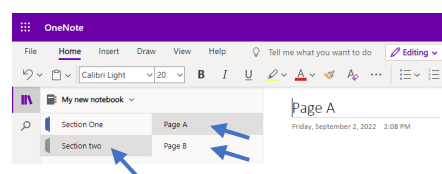
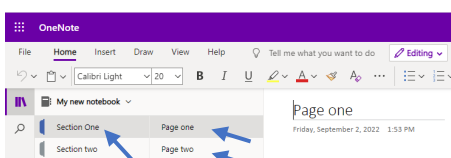
Name the new section **Section two**. Notice how a new page has automatically been created and requires a name. Name the new page in Section two **Page A**.



Add a new second page to **Section two** using the **Add page** button again. Name the new page **Page B**.

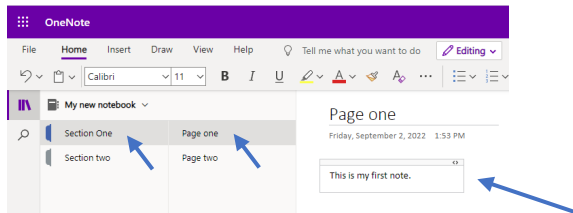


Click on **Section one** and then **Section two** and notice how the page names shown correspond the pages added to each section. **Section one** contains **Page One** and **Page two** while **Section two** contains **Page A** and **Page B**.

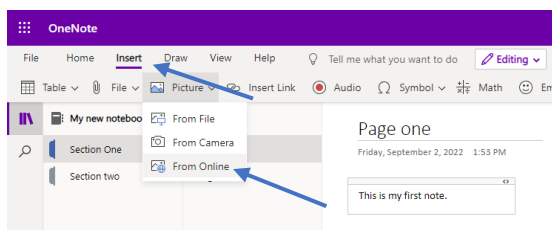


## Add a note and content to a page

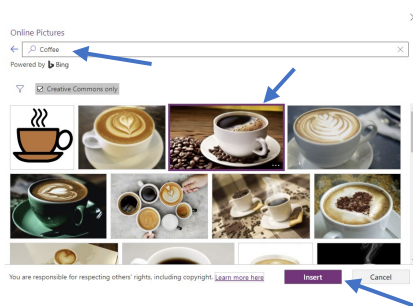
Click on **Section one** and then click on **Page one** to select it. The large area to the right of the Section and Page columns is the **Page Content** area where notes are added. Click anywhere in the Page Content area and type on the keyboard **This is my first note** then click in a blank area of the left columns away from the Page Content area. The note has now been created. **Hover** over the note with the mouse cursor and notice how the note text is now contained within a moveable and resizable container.



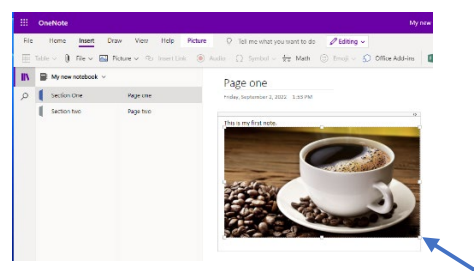
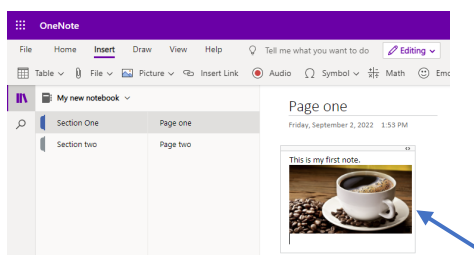
Click inside the note container then click on the **Insert** tab at the top of the interface. Click on the **drop-down arrow** to the right of the **Picture** button then select the **From online** option.



In the image search box enter **Coffee** then press the keyboard **Enter** key. Click on an image to select then click on the **Insert** button.

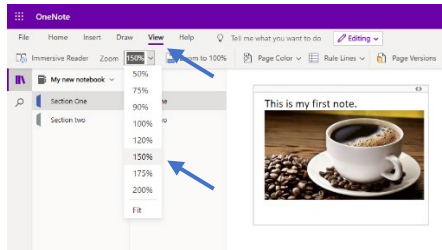


The image has been inserted into the note container. Click on the image and drag the handles in or out to resize if required. The container will automatically resize to suit the new image dimensions.

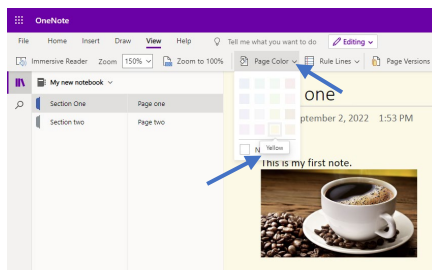


## Page options

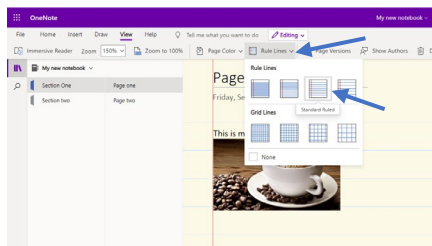
Pages can be viewed and modified in various ways. Click on the **View** tab at the top of the interface then click the **drop-down arrow** to the right of the **Zoom** button. Select **150%** from the options. The page resizes the note and content to 150% of its original size to facilitate easy viewing.



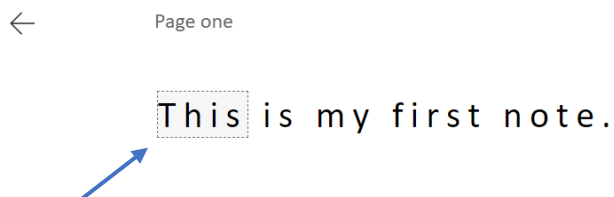
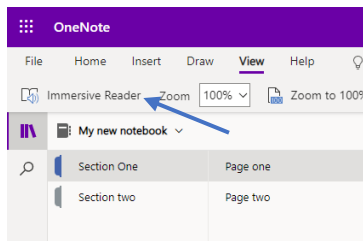
Pages can be given a unique background colour making it easy to identify inside a section. Click on the **drop-down arrow** to the right of the **Page Color** button. Select the **Yellow** option.



Pages can also be given a background of ruled lines. Click on the **drop-down arrow** to the right of the **Rule Lines** button. Select the **Standard Ruled** option.

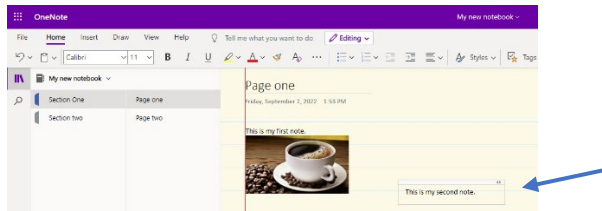


Clicking on the **Immersive Reader** button provides advanced options including telling the computer to read the page content aloud.

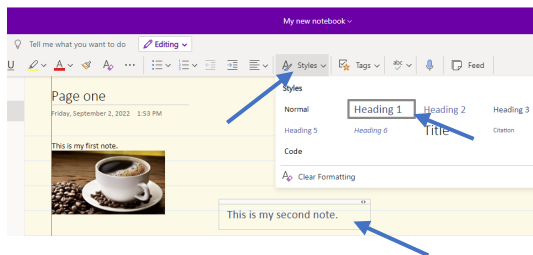


## Format note content and draw on a page

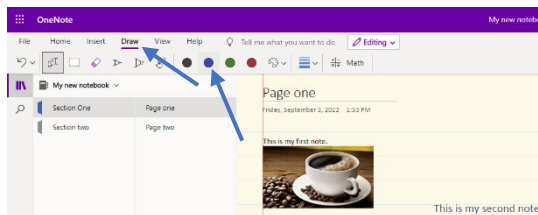
The content of a note can be formatted in the same way as content in a Microsoft Word document. Click on a blank area to the right of the existing note and type **This is my second note.**



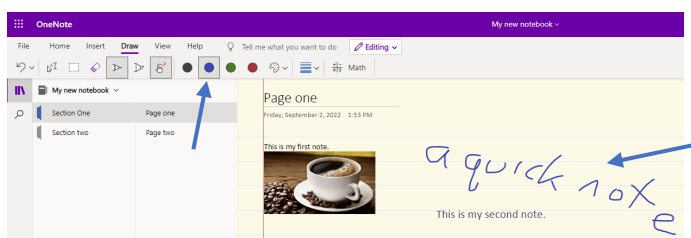
Select the text then click on the **Styles** button. Select the option to change the text size and colour.



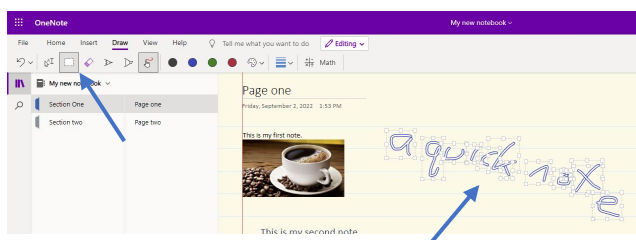
Drawing directly onto a page is a simple process. Click on the **Draw** tab at the top of the interface then select the **blue pen** option.



Draw some text or a picture with the mouse or a stylus if available, remember OneNote works on tablets and smartphones which often include a stylus as well as on desktop computers.



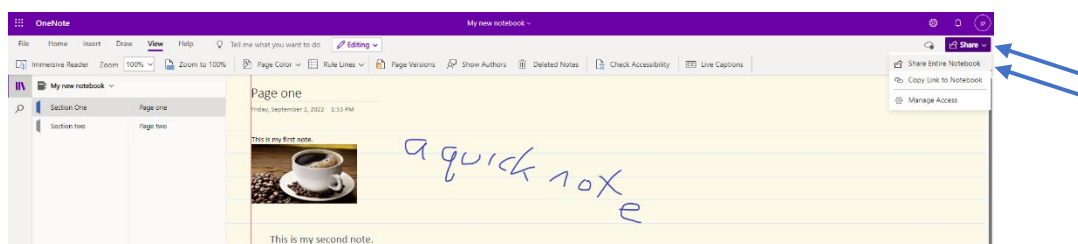
Click on the **Marquee** button at the top of the interface and drag the cursor over the drawn area. The drawn area can now be resized and moved anywhere on the page.



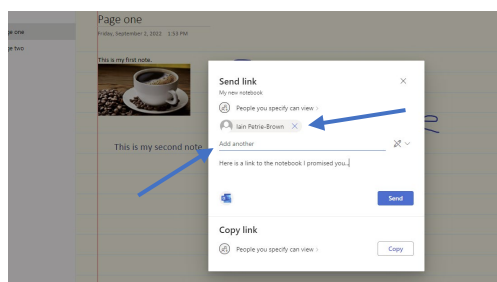
## Share a notebook to allow others to view or edit

Notebooks can be shared with other people and permission can be given for them to view the notebook only, or work collaboratively by being allowed to edit the content. An email with a link for the other person to access the notebook can be sent directly from within the OneNote application or a link can be copied from within the application ready to insert into a separate email message.

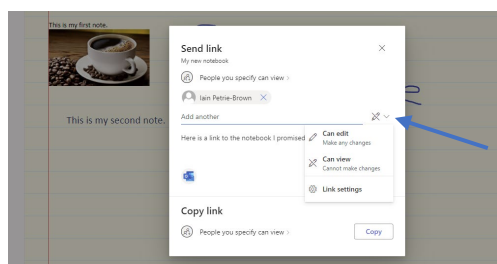
To share a notebook directly from within OneNote, click on the **Share** button in the top right of the interface. Click on the **Share entire notebook** option from the drop-down menu.



To send the email directly from within OneNote enter the email address of the person who you will be sharing the notebook with in the **top section** of the dialog box and add any other email addresses for other people in the **Add another** field. Add a message to the recipient(s) if required.



To select if the recipient(s) can only view the notebook or can edit it click on the **Can view** icon.



To copy a link for insertion into a **separate** email message click on the **Copy** button in the **bottom section** of the dialog box. Select the **Can view** link to choose whether to allow viewing only or editing as well.

