Basic tasks in OneNote 2010

Applies to: Microsoft Office OneNote 2010

Here are some basic tasks that you can do to help you learn how to use Microsoft OneNote 2010.

What is OneNote?

Microsoft OneNote 2010 is a digital notebook that provides a single place where you can gather all of your notes and information, with the added benefits of powerful search capabilities to find what you are looking for quickly, plus easy-to-use shared notebooks so you can manage information overload and work together with others more effectively.

Unlike paper-based systems, word processing programs, e-mail systems, or other productivity programs, OneNote delivers the flexibility to gather and organize text, pictures, digital handwriting, audio and video recordings, and more — all in one digital notebook on your computer. OneNote can help you become more productive by keeping the information you need at your fingertips and reducing time spent searching for information across e-mail messages, paper notebooks, file folders, and printouts.

OneNote 2010 is an integrated part of Microsoft Office 2010, which makes it easy to gather, organize, find, and share your notes and information more efficiently and effectively. Powerful search capabilities can help you locate information from text within pictures or from spoken words in audio and video recordings. And easy-to-use collaborative tools help teams work together with all of this information in shared notebooks, whether online or offline.

With all of your information at your fingertips, OneNote provides you a solution for information overload, enables you to work with others more effectively, and helps you stay on top of tasks, schedules, and team information. The familiar look and feel of the Microsoft Office system makes it easy to start using the program right away, minimizing wasted time and training costs.

Find and apply a template

OneNote 2010 allows you to apply built-in templates, to apply your own custom templates, and to search from a variety of designer templates available on Office.com.

To find and apply a template to a new page in OneNote 2010, do the following:

1. Open the notebook or section where you want to add a page.

2. In the page tabs list, click the arrow next to the **New Page** button.

3. In the **Templates** task pane, do one of the following:

- To use one of the built-in page templates, expand the type of template that you want, and then click the template that you want.

- To reuse a template that you've created, expand **My Templates**, and click the template that you want.

- To find a template on Office.com, click **Templates on Office.com**. On Office.com, click a template category,

- **Create a new notebook**

  1. Click the **File** tab, and then click **New**.

  2. Under **Store Notebook On**, select a place where your notebook will be stored.

  3. In the **Name** box, enter a name for your new notebook.

  4. In the **Location**, type or browse to a location for your notebook to be saved.

  5. Click **Create Notebook**.

Save a notebook

OneNote automatically and continuously saves your work while you take notes, whenever you switch to another page or section, and whenever you close sections and notebooks. There is no need to save our notes manually, even when you finish them.

To save a copy of a section of your notes to a different location, do the following:

  1. Click the **File** tab, and then click **Save As**.

  2. Under **Save Current**, do one of the following:

  - To save only the current, open page in your notebook, click **Page**.

  - To save the current, open section in your notebook, click **Section**.

  - To save the current, open notebook, click **Notebook**.

  3. Under **Select Format**, click the file format that you want to save as.

  4. Click **Save As**.

  5. In the **Save As** dialog box, navigate to the location where you want to save the file.

  6. In the **File name** box, enter a name for your notebook.

  7. Click **Save**.

Insert a new page

  1. Open the notebook or section where you want to insert a page.

  2. In the page tabs list, click **New Page**.

Type or write notes on a page

To make typewritten notes, click wherever on the page you want the notes to appear, and then type. OneNote creates a notes container for each block of text that you type or write.

Print a page

1. Click the **File** tab, and then click **Print**.

2. Do one of the following:

- To preview your file, click **Print Preview**.

 Tip   To go back to your file and make changes before you print it, click the **File** tab.

- To print your file and check or change the properties for your printer, click **Print**.