

Covers OneNote versions for tablets, smartphones, and the web

Microsoft®
OneNote® 2013
FOR
DUMMIES®
A Wiley Brand

Learn to:

- Take advantage of note saving and sharing tools
- Create notes from scratch and add electronic files
- Index your notes for easy searching
- Use OneNote on your Windows® 8 tablet



James H. Russell

OneNote® 2013

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by James H. Russell

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About the Author

James Russell has built and repaired PCs and installed, configured, and debugged most versions of Windows from Windows 3.1.1 for Workgroups to Windows 8. He began using OneNote in its initial release more than a decade ago and has loved the app ever since. He is a longtime editor and writer of technical books for John Wiley & Sons and other publishers. His latest book prior to *OneNote 2013 For Dummies* is *Windows 8 Kickstart* for McGraw-Hill. He is currently integrating social media strategy as a career focus and was recently named by Mashable.com as one of 101 social media experts to follow on Google+. James has had significant experience with the Mozilla open-source project since Mozilla's M4 milestone in 1999, having been responsible for Netscape 6's View Theme menu. He also rewrote the Linux and Windows release notes and README files for Mozilla's .6 and 1.0 releases. You can find and follow James at @Kovu_ on Twitter or by looking him up by name on Facebook and Google+.

Dedication

To my sister Julie Mae Donovan: *Always my touchtone, Emma.*

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Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Getting Started with OneNote 2013</i>	5
Chapter 1: OneNote Basics	7
Chapter 2: Managing Notes and Configuring OneNote.....	23
Chapter 3: Formatting Notes	41
Chapter 4: Inserting External Data and Taking Quick Notes	59
Chapter 5: Securing and Managing Notes with SkyDrive	77
<i>Part II: Taking Notes via Other OneNote</i>	
<i>Versions</i>	89
Chapter 6: Taking Notes with OneNote for Windows 8.....	91
Chapter 7: Taking Notes on Android Devices.....	107
Chapter 8: Taking Notes on iOS Devices	121
Chapter 9: Managing and Taking Notes with OneNote Web App....	131
<i>Part III: Putting OneNote Through Its Paces....</i>	141
Chapter 10: Sharing and Collaborating with OneNote.....	143
Chapter 11: Taking Notes in the Real World.....	155
<i>Part IV: The Part of Tens</i>	171
Chapter 12: Ten (or So) Resources and Add-Ins for OneNote.....	173
Chapter 13: Ten Killer Tips for OneNote.....	179
<i>Index</i>	185

Table of Contents

Introduction..... 1

Foolish Assumptions	1
Conventions Used in This Book.....	2
Icons Used in This Book.....	3
How This Book Is Organized	3
Part I: Getting Started with OneNote 2013.....	3
Part II: Taking Notes via Other OneNote Versions	3
Part III: Putting OneNote Through Its Paces	4
Part IV: The Part of Tens.....	4
Where to Go from Here	4

Part I: Getting Started with OneNote 2013..... 5

Chapter 1: OneNote Basics7

Setting Up OneNote 2013	8
Getting a Microsoft account.....	8
Logging in to OneNote.....	10
Creating Notebooks, Sections, and Notes.....	10
Creating a notebook	12
Creating a new section.....	13
Creating a new section group	14
Creating a new note page	14
Saving Files . . . or Not	15
Getting to Know the OneNote 2013 Interface.....	15
Identifying parts of the OneNote window.....	15
Acquainting yourself with the revised Ribbon	17
Drawing in OneNote.....	18
Introducing the pen.....	19
Navigating the Draw tab	20

Chapter 2: Managing Notes and Configuring OneNote23

Rearranging Notes	23
Moving or copying sections or pages	24
Merging sections.....	26
Renaming Notes	26
Deleting Notes or Sections.....	27
Retrieving Deleted Notes	27
Viewing Unfiled Notes	28

Syncing Notes	28
Syncing automatically	28
Syncing manually once	28
Configuring manual sync	29
Exporting Notes.....	30
Configuring OneNote	31
Changing account settings	32
Customizing the Quick Launch bar	33
Navigating OneNote's options	34
Configuring View options	38
Password-Protecting Sections.....	38
Adding a password to a section.....	39
Removing a password from a section	40
Chapter 3: Formatting Notes	41
Formatting Notes	41
Checking out the standard Office formatting tools	41
Highlight note content with tags	43
Adding and Manipulating Images.....	49
Adding images by copying and pasting	49
Adding images by inserting	50
Adding images via the Screen Clipping tool.....	51
Retrieve text from images.....	51
Adding Audio and Video to Notes	51
Embedding an existing clip in your note	52
Recording a new clip to add to your note	52
Extracting Text from Handwriting	53
Creating Notes from Templates	54
Discovering default OneNote templates	54
Creating a note using a template	55
Creating a template	56
Setting a default template.....	57
Chapter 4: Inserting External Data and Taking Quick Notes	59
Inserting Data from Office Apps.....	60
Inserting data as a printout	60
Inserting data as file attachments	60
Inserting file data manually	61
Managing Office Data.....	62
Inserting word data as text.....	63
Inserting Excel data	63
Inserting data from Outlook	66
Inserting Visio diagrams	67
Adding External Data with the Send to OneNote Tool.....	68
Checking out the OneNote tool interface	69
Capturing screen clippings.....	70

Inserting data via the Send to OneNote Tool..... 72
Taking quick notes 72
Inserting External Data with the Insert Tab 74

**Chapter 5: Securing and Managing Notes
with SkyDrive77**

Getting SkyDrive on Your Device..... 77
Managing Notebooks on SkyDrive..... 79
 Managing notebooks with the Windows 8
 SkyDrive app..... 79
 Managing notebooks with File Explorer or
 Windows Explorer 81
 Managing notebooks with SkyDrive on the web..... 82
 Managing notebooks with SkyDrive for iOS..... 84
 Managing notebooks with SkyDrive for Android..... 85
 Managing notebooks with SkyDrive for other
 platforms..... 87

***Part II: Taking Notes via Other OneNote
Versions 89***

**Chapter 6: Taking Notes with OneNote
for Windows 891**

Navigating the OneNote for Windows 8 Interface..... 92
 Scrolling from left to right 92
 Checking out key navigation tools 93
Introducing Radial Menus..... 95
 Comprehending radial menus..... 95
 Navigating radial menus 96
 Identifying various radial menus 98
Selecting Items 99
 Selecting with a mouse 99
 Selecting with the pen button..... 99
 Selecting with your finger..... 100
Adding Tags and Items..... 100
Formatting Notes 101
 Modifying and manipulating text..... 101
 Adding or removing lines 103
 Changing a section's color 103
Writing and Erasing Ink..... 104
 Writing with the pen..... 104
 Erasing with the pen..... 105
Managing Your Notes 105

Chapter 7: Taking Notes on Android Devices 107

Navigating the Interface	107
Writing Notes.....	109
Creating a new note.....	110
Opening existing notes.....	110
Adding list elements to notes.....	110
Recording notes	110
Adding a picture to a note.....	113
Deleting notes	116
Managing Notebooks and Notes	116
Checking Out OneNote Settings.....	116
Viewing the Options pane.....	116
Viewing the Settings menu	118
Viewing Android app settings.....	120

Chapter 8: Taking Notes on iOS Devices 121

Navigating OneNote for iOS.....	121
Checking out the OneNote interface.....	121
Writing Notes.....	125
Creating a new note.....	125
Opening existing notes.....	126
Adding a picture to a note.....	126
Naming and renaming a note	126
What you can't rename or add.....	126
Deleting notes	127
Searching Notes	127
Managing Notebooks	127
Configuring OneNote Settings	128
Viewing in-app settings.....	128
Viewing other settings	129
Managing note syncing	129
Configuring image settings.....	130

**Chapter 9: Managing and Taking Notes
with OneNote Web App 131**

Accessing the OneNote Web App	131
Exploring the OneNote Web App Interface	132
Getting familiar with tabs	133
Checking out the Reading View	135
Managing Your Notes	135
Making new notes	136
Opening existing notes.....	136
Adding formatting and tags.....	137
Renaming notes.....	137
Deleting notes	138
Changing section color	139
Creating subpages by indenting	139

Sharing Notes 140
Linking to a Note 140
Searching Your Notes 140

Part III: Putting OneNote Through Its Paces..... 141

**Chapter 10: Sharing and Collaborating
with OneNote 143**

Taking Notes as a Team 143
 Sharing via OneNote 2013 144
 Sharing via OneNote Web App 146
 Sharing via OneNote for Windows 8 147
 Sharing via mobile devices 148
Sending Notes to Share Them 149
Viewing Versions and Authors 150
 Viewing versions and authors in OneNote 2013 150
 Viewing versions and authors in OneNote
 Web App 152
Managing Permissions 153
 Managing permissions in OneNote 2013 153
 Removing permissions in OneNote Web App 154

Chapter 11: Taking Notes in the Real World 155

Oh, What a Difference a Day Makes! 156
Making OneNote Your Digital School Binder 156
Taking OneNote to Work 160
 Tracking charts in medical offices 161
 Simplifying corporate meetings 164
 Field work 166
Simplifying Your Life with OneNote at Home 167
 Prescriptions 167
 Recipes and grocery lists 168
 Dictating ideas 169
 Job application information 170

Part IV: The Part of Tens..... 171

**Chapter 12: Ten (or So) Resources and Add-Ins
for OneNote 173**

OneNote 2013 For Dummies Online 174
 Facebook page 174
 Google+ page 174
 Google+ community 174
 Twitter account 175
Microsoft's OneNote Blog 175
Office.com OneNote Templates 175

OneNote on Facebook	176
OneNote on Twitter	176
Engineering OneNote Blog	177
OneNote Testing Blog	177
Clip to OneNote Add-In	177
Onetastic and OneCalendar	178
Outline and Outline+	178
Office Labs and OneNote Blog	178

Chapter 13: Ten Killer Tips for OneNote 179

Backing Up Important Data	179
Accessing Entire Office Documents on iOS or Android	180
Dictating Notes Straight to Text	180
Retrieving Text from Images	181
Grabbing a Screen Clipping and Marking It Up	181
Marking Up Documents with a Pen	181
Copying Links to Specific Paragraphs	182
Searching Text in Images	182
Docking OneNote to the Desktop	182
Creating Outlook 2013 Tasks from OneNote	182

***Index*..... 185**

Introduction

OneNote celebrates its tenth birthday with Office 2013, and finally I get to offer you an accompanying *For Dummies* book! OneNote has come a long way from its beginnings in Windows XP Tablet PC Edition. It's become a powerful super-app that allows you not only to take notes but also to consolidate other Office content, and now you can even access your notes on all major smartphones and tablets whether or not they run a version of Windows. With OneNote Mobile for Android and iOS, the OneNote Web App, click-to-run versions for Office 365, and the Windows 8 version of OneNote, suddenly OneNote is everywhere.

All told, Microsoft's pet Office app of yore that so many loved but few publishers thought was worthy of a book has really grown up and achieved critical mass with the 2013 release. So welcome, friend, to the-long-lost-but-now-a-reality *OneNote 2013 For Dummies!*

Foolish Assumptions

Foolish as I am, I make assumptions. I kind of have to, actually; if not, I'd have to write a tome describing the fundamentals on how to use a computer, a smartphone, a tablet, and basic applications for all these devices — and you wouldn't buy the book because it would be so expensive and off-topic. So I assume.

Following is specifically what I assume about you, gentle reader, as I write this book:

- ✔ You have used a PC of some kind in the past, preferably running Windows 7 or Windows 8, as well as Windows apps.
- ✔ You have used the Internet at some point in your jolly existence on this mud ball we call Earth.
- ✔ You know what touchscreens, smartphones, and tablets are and how they work in general.
- ✔ You know that Android is an operating system from Google that runs on smartphones and tablets.
- ✔ You know that iOS is an operating system from Apple that runs on iPhones, iPads, and iPod touches.

Foolish assumptions done with. Groovy. Moving on . . .