

Quick Reference

Getting Acquainted with OneNote

To start OneNote from the All Programs menu

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Click **Microsoft Office**.
- 4 Click **Microsoft Office OneNote 2003**.

To create a desktop shortcut for OneNote

- 1 On the **All Programs** menu, click **Microsoft Office**.
- 2 Right-click **Microsoft Office OneNote 2003**.
- 3 Click **Send To** on the shortcut menu.
- 4 Click **Desktop (Create Shortcut)**.

To run OneNote from the Start menu

- 1 Click the **Start** button.
- 2 Click **Microsoft Office OneNote 2003**.

To pin OneNote to the Start menu

- 1 Click the **Start** button, and click **All Programs**.
- 2 Click **Microsoft Office**.
- 3 On the submenu, right-click **Microsoft Office OneNote 2003**, and click **Pin to Start Menu**.

To open another section by using the Folder drop-down menu

- ✿ Click the **Folder** button, and click a section on the drop-down menu.

To specify a default folder for OneNote data

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Open and Save** category.
- 3 Click **My Notebook** in the **Paths** list.
- 4 Click the **Modify** button.
- 5 Click the folder in which you want to store OneNote data.
- 6 Click the **Select** button.
- 7 Click **OK** in the **Options** dialog box.

To open a folder

- 1 On the **File** menu, point to **Open**, and then click **Folder**.
- 2 Click the folder you want to open in the **Open Folder** dialog box.
- 3 Click the **Open** button.

To open a section

- 1 On the **File** menu, point to **Open**, and then click **File** (or press **H+O**).
- 2 Click the section you want to open in the **File Open** dialog box, and click the **Open** button.

To close a section

- 1 Right-click the section tab you want to close.
- 2 Click **Close**.

To specify how many section names appear on the File menu

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Open and Save** category.
- 3 Enter a number in the **Number of files to show in the recently used file list** box.
- 4 Click **OK**.

To open another section

- ✿ Click the **Folder** button to open the **Folder** drop-down menu, and click the section's name.
- ✿ Click a section tab.

To open another folder

- ✿ Click the **Folder** button to open the **Folder** drop-down menu, and click the folder's name.
- ✿ Click a folder tab.
- ✿ Click the **Back**, **Forward**, and **Navigate to Parent Folder** buttons.

Storing Notes

To create a new folder

- 1 Open the folder in which you want to create a new folder.
- 2 On the **Insert** menu, click **New Folder**.
- 3 Enter a folder name on the folder tab.

To create a new section

- 1 Open the folder where you want to create the new section.
- 2 Click the **New Section** button.
- 3 Enter a name on the section tab.

To color-code a section

- 1 Right-click a section tab, point to **Selection Color**, and click a color on the submenu.

To password-protect a section

- 1 Right-click the section tab, and click **Password Protection**.
- 2 Click the **Set Password** button.
- 3 Type a password in the **Enter Password** box.
- 4 Enter the password in the **Confirm Password** box.
- 5 Click **OK**.

To change the password of a section

- 1 Click the **Change Password** button.
- 2 Enter the current password in the **Old Password** box.
- 3 Enter the new password in the **Enter Password** box.
- 4 Enter the new password in the **Confirm Password** box.
- 5 Click **OK**.

To remove a password from a section

- 1 On the **File** menu, click **Password Protection**.
- 2 Click the **Remove Password** button.
- 3 Enter the password.
- 4 Click **OK**.

To lock a section

- 1 Click the **Password Options** link in the **Password Protection** task pane.
- 2 Select a **Lock** option in the **Passwords** category of the **Options** dialog box.

To create a new page

- ✿ Click the **New Page** button, and enter a page name.
- ✿ Press **H+n**, and enter a page name.
- ✿ Right-click a page tab, click **New Page**, and enter a page name.
- ✿ On the **Insert** menu, click **New Page**, and enter a page name.

To create a new subpage

- 1 Click the page tab of the parent page.
- 2 Click the **New Subpage** button.

To create a page group

- 1 Select the pages you want to include in the group.
- 2 On the **Edit** menu, click **Group Pages**.

To move from page to page

- ✿ Click a page tab.
- ✿ On the **View** menu, click **Page List**, and click a page in the **Page List** task pane.

To reorder pages

- 1 Select the page tab or page tabs.
- 2 Click any tab, hold down the mouse button, and slide the pointer slightly to the left or right.
- 3 Drag the mouse pointer up or down the list of numbered page tabs.

Writing Notes

To move a note container

- 1 Move the pointer over the container's selection bar.
- 2 Drag the container when the four-headed arrow appears.

To change the shade of a note container

- 1 On the **Tools** menu, click **Options**.
- 2 In the **Category** area, click **Display**.
- 3 On the **Adjust the Darkness of Note Container Shading** drop-down menu, click an option.
- 4 Click **OK**.

To enter a side note

- 1 Click the **OneNote** icon in the notification area.
- 2 Enter your note in the miniature OneNote window.

To combine notes

- 1 Select the note that you want to combine with another note.
- 2 Drag the first note onto the second note.

To add space on a page

- 1 Click the **Insert Extra Writing Space** button.
- 2 Position the mouse pointer in the middle of the page.
- 3 Drag the pointer down the page.

To format text in notes

- ✿ Click the **Boldface**, **Italic**, or **Underline** button.
- ✿ Open the **Font Color** drop-down menu, and click a color.
- ✿ Open the **Font** drop-down menu, and click a font style.
- ✿ Open the **Font Size** drop-down menu, and click a size.

To insert a date-and-time stamp

- 1 Click where you want to insert the stamp.
- 2 Click the **Data and Time** button.

To insert a symbol or special character

- 1 On the **Insert** menu, click **Symbol**.
- 2 Scroll through the **Symbol** dialog box, and click a symbol.
- 3 Click the **Insert** button.

To use AutoCorrect to enter hard-to-type words

- 1 On the **Tools** menu, click **AutoCorrect Options**.
- 2 In the **Replace** box, enter characters to trigger AutoCorrect.
- 3 In the **With** box, enter the hard-to-type word.
- 4 Click the **Add** button.
- 5 Click **OK**

To enter a word with AutoCorrect

- 1 Enter the Replacement text.
- 2 Press

To check the spelling of notes

- 1 Press *****.
- 2 Click the correct spelling in the Suggestions box.
- 3 Click the **Change** button.

Creating Free-Form Notes and Drawings

To draw a note

- 1 Click the **Pen** button or open the **Pen** button drop-down menu, and click a new pen.
- 2 Drag the pen in the OneNote window.
- 3 Click the **Pen** button again when you are finished drawing.

To handwrite a note

- 1 Click the **Pen** button or the **Pen** button drop-down menu, and click a new pen.
- 2 Drag the pen to shape letters.
- 3 Click the **Type/Selection Tool** button, and drag across the drawing canvas.
- 4 On the **Tools** menu, click **Treat Selected Ink As**, and click **Handwriting**.

To convert a drawing to a note or vice versa

- 1 Select the note.
- 2 On the **Tools** menu, click **Treat Selected Ink As**.
- 3 On the submenu, click **Handwriting** to convert a drawing note to a note, or click **Drawing** to convert a handwritten note to a drawing.

To edit a drawing

- ✦ Click the **Eraser** button, and drag over the parts of a drawing you want to remove.
- ✦ Select a the note, and then drag a corner resizing handle to change the drawing's size but keep its proportions, or drag a side resizing handle to change its size and proportions.

To highlight text in a note

- 1 Open the **Pen** drop-down menu on the **Pen** button, and click a highlighter.
- 2 Drag over the text.
- 3 Click the **Pen** button again when you are finished highlighting.

To customize the color or width of a pen

- 1 Click the **Pen** down arrow, and click a pen or highlighter to customize.
- 2 Click the **Pen** down arrow again, and click **Customize Current Pen**.
- 3 Enter a name for your new pen or highlighter in the **Pen Name** box.
- 4 Click the **Pen Color** down arrow, and click a color.
- 5 Click an option in the **Pen Thickness (mm)** drop-down list.
- 6 Click **OK**.

Using OneNote with a Tablet PC

To display writing guides

- 1 On the **View** menu, tap **Show Ink Groups**.

To switch pen modes

- 1 Tap the **Pen** button.
- 2 On the **Tools** menu, point to **Pen Mode**, and then tap **Create Handwriting Only**.

To handwrite a note on a Tablet PC

- 1 Tap once.
- 2 Start handwriting your note.
- 3 To start a new paragraph, move the pen to the next line, and start writing.
- 4 Tap the **Make Current Paragraph a Continuation of Previous Paragraph** button on the Drawing and Writing Tools toolbar if OneNote starts a new paragraph against your wishes.
- 5 Tap the **Eraser** button, and drag over the line if you make a mistake.
- 6 Tap outside the writing guide when you are finished handwriting.

To use rule lines to enter handwritten notes

- 1 On the **View** menu, tap **Rule Lines**, and then tap **Standard Ruled**.
- 2 Tap the **Show/Hide Rule Lines** button if you don't want to display rule lines on the page.

To turn a drawing into a handwritten note on a Tablet PC

- 1 Select the note by tapping the **Selection Tool** button and then tapping the selection bar at the top of the note container.
- 2 On the **Tools** menu, point to **Treat Selected Ink As**, and tap **Handwriting**.

To convert handwritten notes to text

- 1 Select the handwritten note by moving the pointer over its selection bar and tapping when the four-headed arrow appears.
- 2 Tap the **Convert Handwriting to Text** button on the Drawing and Writing Tools toolbar.

To use stationery designed for tablet PCs

- 1 On the **Format** menu, tap **Stationery**.
- 2 Tap **Tablet PC Portrait** in the **Stationery** task pane.
- 3 Select a stationery style.

To help your computer recognize and convert handwritten text

- 1 On the **Tools** menu, tap **Options**.
- 2 Tap the **Handwriting** category.
- 3 Select the **Use pen pressure sensitivity** check box.
- 4 Select the **Automatically switch between Pen and Selection Tool** check box.
- 5 Select the first option if you want the writing guide to make room for the next paragraph when you come to the right side of the page.
- 6 Select the second option if you want the writing guide to make room for the next paragraph before you reach the right side of the page.
- 7 Tap **OK**.

Revising and Reorganizing Notes

To select notes

- ✿ Click the note's selection bar.
- ✿ Hold down the **H** key, and click the selection bar on each note to select several notes.
- ✿ Click the **Type/Selection Tool** button, and drag across notes to select several notes.
- ✿ Click outside any notes, and press **H+a** to select all notes on a page.

To select pages

- ✿ Click a page tab to select one page.
- ✿ Hold down the **H** key, and click the page tab of each page you want to select.
- ✿ Open the parent page or any subpage in the group, and on the **Edit** menu, point to **Select**, and then click **Page Group**.

To activate (or deactivate) the Snap To Grid

- ✿ On the **Edit** menu, click **Snap To Grid**.

To place rule lines on a page

- 1 On the **View** menu, point to **Rule Lines**.
- 2 Select a **Ruled** or **Grid** option on the submenu.

To move or copy text

- 1 Select the text you want to move or copy.
- 2 Move (press **H+X**) or copy (press **H+C**) the text to the Clipboard.
- 3 Click the location where you want to paste the text.
- 4 On the **Edit** menu, click **Paste**.
- 5 Click **Paste Options** button.
- 6 Click a command **Paste Options** drop-down menu to format the moved or copied text.

To move paragraphs in notes

- 1 Click the paragraph.
- 2 Drag the paragraph selection tool.

To delete notes

- 1 Select the notes.
- 2 Click the **Delete** button.

To delete pages

- 1 Select the pages.
- 2 Press the **A** key.

To delete sections

- 1 Open the section.
- 2 On the **File** menu, point to **Current Section**, and then click **Delete**.

To delete folders

- 1 Open the folder.
- 2 On the **File** menu, point to **Current Folder**, and then click **Delete**.

To recover deleted pages

- 1 Click the **Folder** button.
- 2 On the drop-down menu, click **Delete Pages**.
- 3 Right-click the page, and click **Restore**.

To determine how long deleted pages remain in the Deleted Pages folder

- 1 On the **Tools** menu, click **Options**.
- 2 In the **Category** area, click **Editing**.
- 3 Clear the **Empty deleted pages folder on OneNote exit** check box.
- 4 Select the **Permanently delete pages in the deleted pages folder after the following number of days** check box.
- 5 Enter the number of days you want to keep the deleted pages on hand in the box.
- 6 Click **OK**.

To rename a section

- 1 On the **File** menu, point to **Current Section**, and click **Rename**.
- 2 Enter a name on the section tab.

To rename a folder

- 1 Open the folder.
- 2 On the **File** menu, point to **Current Folder**, and click **Rename**.
- 3 Enter a name in the **New Name of the Folder** box.
- 4 Click **OK**.

To move or copy pages to a different section

- 1 Select the pages.
- 2 On the **Edit** menu, point to **Move Page To**, and then click **Another Section**.
- 3 Select the name of a section.
- 4 Click the **Move** or **Copy** button.

To move sections to a different folder

- 1 Open the folder to which you will move the section.
- 2 Open the section you want to move.
- 3 On the **File** menu, point to **Current Section**, and click **Move**.
- 4 Select the folder that you want to place the section inside.
- 5 Click the **Move** button.

To designate the folder in which to keep OneNote backup data

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Open and Save** category.
- 3 In the **Paths** area, double-click **Backup Folder**.
- 4 Select the folder in which you want to store the backup data.
- 5 Click the **Select** button.
- 6 Click **OK**.

To view backup data

- 1 On the **File** menu, click **Open Backup**.
- 2 Select a backup file.
- 3 Click the **Open** button.

Getting More Out of Notes and Pages

To create a new page by using stationery

- 1 On the **Format** menu, click **Stationery**.
- 2 Click the plus sign next to the stationery category you want to open in the Stationery task pane.
- 3 Click a stationery name.

To create customized stationery

- 1 Create a page with the formatting you want.
- 2 On the **Format** menu, click **Stationery**.
- 3 Click the **Save Current Page as Stationery** link in the **Stationery** task pane.
- 4 Enter a name for the stationery in the **Stationery Name** box.
- 5 Click the **Save** button.

To share your customized stationery

- 1 Create and name a new section.
- 2 Create a new page using the stationery you want to share.
- 3 Delete the first page of the section.
- 4 In Windows Explorer or My Computer, open the C:\Documents and Settings*Your Name*\My Documents\My Notebook folder (or your default data folder).
- 5 Copy the section to a floppy disk or send it as a file attachment by e-mail.

To import customized stationery

- 1 In Windows Explorer or My Computer, double-click the *.one* section file with the customized stationery.
- 2 On the **Format** menu, click **Stationery**.
- 3 On the bottom of the **Stationery** task pane, click the **Save Current Page as Stationery** link.
- 4 Enter a descriptive name for the stationery in the **Stationery Name** box.
- 5 Click the **Save** button.

To create a bulleted list

- 1 Click the **Bullets** button.
- 2 Enter the list.

To customize a bulleted list

- 1 Select the list.
- 2 Click the **Bullets** down arrow, and click a new bullet, or click **More** on the dropdown menu, and click a bullet in the **Bullets** task pane.
- 3 In the **Spacing from Text** box, enter a value to specify the distance between the bullet and the item.

To create a numbered list

- 1 Click the **Numbering** button.
- 2 Enter the items for the list, pressing **F** as you finish typing each item.

To customize a numbered list

- 1 Select the list.
- 2 Click the **Numbering** down arrow, and click a new numbering scheme in the **Numbering** task pane.
- 3 On the **Format** menu, click **Numbering**.
- 4 Click the **Customize Numbering** link at the bottom of the **Numbering** task pane.
- 5 In the **Customize Numbering** task pane, choose formatting options.

To create a table

- 1 Enter column headings, pressing **D** to separate the columns.
- 2 Press the **F** key to create new rows.
- 3 Press **D** as you enter the data in each row.

To insert an image in a note

- 1 On the **Insert** menu, point to **Picture**, and then click **From File**.
- 2 Locate and select the image you want in the **Insert Picture** dialog box.
- 3 Click the **Insert** button.

To capture data in a screen clipping

- 1 Open the program in which you will capture the data.
- 2 Open OneNote, and click in a note container.
- 3 On the **Insert** menu, click **Screen Clipping**.
- 4 In the program from which you are capturing data, drag diagonally across the part of the screen you want to capture.

Finding Stray Notes

To find notes with the navigation buttons

- Click the **Back** button to return to a page you viewed previously.
- Click the **Forward** button to redisplay a page you exited by using the **Back** button.
- Click the **Navigate to Parent Folder** button to move up the folder hierarchy.

To search for notes

- 1 Click in the **Find** box.
- 2 Enter a word or words from the notes you want to find.
- 3 Click the **Change Search Scope** button, and click an option indicating where to search on the drop-down menu.
- 4 Click the **Find** button.

To examine notes by using the Find toolbar

- Click **Previous Match** or **Next Match** to move from note to note.
- Click the **View List** button to open the **Page List** task pane.
- Click a highlighted page tab.

To search by using operators with search terms

- 1 Enter search criteria in the Find box.
- 2 Use the OR operator to find notes with any search term; the AND operator to find notes with all the search terms; the NEAR operator to find notes with all search terms in the same paragraph; or quotation marks to search for an exact phrase in notes.
- 3 Click the Find button.

To sort notes in the Page List task pane

- Select an option on the **Sort List By** drop-down menu to arrange notes in alphabetical order by section, in alphabetical order by page title, or in order by section creation date.
- Click the **Sort** button to sort section or page names in alphabetical order from A to Z or Z to A, or to sort sections in date order from earliest to latest or latest to earliest.

Flagging Notes for Follow Up

To flag a note

- 1 Click the note you want to flag.
- 2 Click the **Note Flag** down arrow, and click a type of flag.

To mark a To Do task as complete

- Click the **To Do** flag symbol to enter a red check mark.

To create a customized note flag

- 1 On the **Format** menu, point to **Note Flags**, and click **Customize My Note Flags**.
- 2 Click an **Undefined** item in the **Current Note Flags** list.
- 3 Click the **Modify** button.
- 4 In the **Display Name** box of the **Modify Note Flag** dialog box, enter a name for your flag.
- 5 Open the **Symbol** drop-down menu, and click a symbol.
- 6 Open the **Font Color** drop-down menu, and click a color.
- 7 Open the **Highlight Color** drop-down menu, and click a color.
- 8 Click the **OK** button.

To search for flagged notes

- 1 Click the **Note Flags Summary** button.
- 2 On the **Group Note Flags By** drop-down menu, specify how you want to arrange notes in the task pane.
- 3 Select the **Show Only Uncheck Items** check box to see To Do notes that have been marked as complete.
- 4 On the **Search** drop-down menu, click a range for your search.
- 5 Click a note to open the page where it is located.

To assemble notes in the Note Flags Summary task pane

- 1 Click the **Note Flags Summary** button, and describe the notes you want to find.
- 2 Click the **Create Summary Page** button.

To dim flagged notes that were copied to a summary page

- 1 On the **Tools** menu, click **Options**.
- 2 In the **Category** list, click **Note Flags**.
- 3 Select the **Show original flagged notes as dimmed** option.
- 4 Select the **Show dimmed flagged notes in the note flags summary task pane** check box if you want original flagged notes to be dimmed as well in the Note Flags Summary task pane.
- 5 Click **OK**

To remove flags from notes

- 1 Select the notes.
- 2 Press **H+0** (the zero, not the capital letter O).

Taking Notes in Outline Form

To create an outline

- Click the item, and then click the **Increase Indent** button or press **J+G+O** to indent an item.
- Click the item, and then click the **Decrease Indent** button or press **J+G+L** to move an item closer to the left margin.

To change the distance items are indented

- 1 On the **Format** menu, click **List**.
- 2 Enter a measurement in the **Indent from Previous List Level** box.
- 3 Enter a measurement in the **Between List Items** box.

To make an outline item body text

- Click the **Make Body Text** button on the Outlining toolbar.

To hide or display body text in an outline

- Click an outline item with body text underneath it, and then click the **Hide Body Text** button or the **Show Body Text** button on the Outlining toolbar.

To expand or collapse an outline

- 1 Select the part of the outline you want to expand or collapse.
- 2 Click the **Expand** button or the **Collapse** button on the Outlining toolbar, and click a command on the drop-down menu to specify the levels you want to display.

To move an item in an outline

- Drag the paragraph selection tool next to the item you want to move.

To number the items in an outline

- 1 Select the note.
- 2 Click the **Numbering** button on the Formatting toolbar.

Taking Advantage of the Research Task Pane

To conduct basic research in the Research task pane

- 1 Click the **Research** button to open the **Research** task pane.
- 2 In the **Search For** box, enter a word or words that describe what you want to research.
- 3 Open the **Search For** drop-down menu, and click a search option.
- 4 Click the **Start Searching** button.

To select default search options

- 1 Click the **Research** button to open the **Research** task pane.
- 2 Click the **Research Options** link.
- 3 Select the check box next to each reference book, research site, or business or financial site you want to appear in the **Research** task pane.
- 4 Click **OK**.

To add a Research service to the Research task pane

- 1 Click the **Research Options** link in the **Research** task pane.
- 2 Click the **Add Services** button.
- 3 In the **Advertised Services** box, enter the URL of the service.
- 4 Click the **Add** button.
- 5 Click **OK**.

To look up a word's definition

- 1 Right-click the word, and click **Look Up**.
- 2 On the **Search For** drop-down menu, choose the name of a dictionary.
- 3 Click the **Start Searching** button.

To search for synonyms

- 1 Click the **Research** button.
- 2 On the **Search For** drop-down menu, click a thesaurus.
- 3 In the synonym list, open a synonym's drop-down menu, and click **Insert**.

To look up an Encarta encyclopedia article

- 1 Click the **Research** button.
- 2 In the **Search For** box, enter the name of a topic.
- 3 Open the **Search For** drop-down menu, and click Encarta Encyclopedia.
- 4 Click the **Start Searching** button.
- 5 Click a link to an article.

To translate a word into English

- 1 Select the word or phrase.
- 2 Click the **Research** button.
- 3 On **Search For** drop-down menu, click **Translation**.
- 4 On the **From** drop-down menu, click the language of the word or phrase.
- 5 On the **To** drop-down menu, click **English**.
- 6 Click the **Start Searching** button.

To get a stock quote

- 1 Click the **Research** button.
- 2 Click **MSN Money Stock Quotes** on the **Search For** drop-down menu.
- 3 Enter the ticker symbol in the **Search For** box.
- 4 Click the **Start Searching** button.

To search the Internet

- 1 Click the **Research** button.
- 2 Click **MSN Search** on the **Search For** drop-down menu.
- 3 Enter the search terms in the **Search For** box.
- 4 Click the **Start Searching** button.

Customizing OneNote

To choose a default font, size, and color

- 1 On the **Tools** menu, click **Options**.
- 2 In the **Category** list, click **Editing**.
- 3 In the **Default Font** area, open the **Font** drop-down menu, and click a font.
- 4 Open the **Size** drop-down list, and click a point size.
- 5 Open the **Font Color** drop-down list, and click a color.
- 6 Click **OK**.

To display rule lines on all new pages

- 1 On the **View** menu, click **Rule Lines**.
- 2 On the submenu, click the rule lines option you want.
- 3 On the **Tools** menu, click **Options**.
- 4 In the **Category** list, click **Display**.
- 5 Select the **Create All New Pages with Rules Lines** check box.
- 6 Click **OK**.

To specify how menus should appear

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Options** tab in the **Customize** dialog box.
- 3 Select the **Always show full menus** check box to display menus in their entirety when you open them.
- 4 Select the **Show full menus after a short delay** check box to display menus in their entirety after a moment.
- 5 Click **OK**.

To specify how toolbars and toolbar buttons appear on-screen

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Options** tab in the **Customize** dialog box.
- 3 Select the **Show Standard and Formatting Toolbars on Two Rows** check box to display the Standard toolbar and Formatting toolbar on two rows instead of one.
- 4 Select the **Large Icons** check box to display large icons on toolbars.
- 5 Select the **Show Shortcut Keys on ScreenTips** check box to display shortcut key combinations as well as button names in ScreenTips.
- 6 Click **OK**.

To rearrange menu commands

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Commands** tab in the **Customize** dialog box.
- 3 Click the **Rearrange Commands** button.
- 4 Click a menu on the **Menu Bar** drop-down menu.
- 5 Click a command name, and then click the **Move Up** or **Move Down** button to reorder the commands.
- 6 Click the **Close** button.
- 7 Click **OK**.

To move and remove commands on menu

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Commands** tab in the **Customize** dialog box.
- 3 To move a command to a different menu, open the menu with the command you will move, click the command, and drag the command to a different menu.
- 4 To remove a command, open the menu with the command you want to remove, and drag it off the menu.
- 5 Click **OK**.

To reset a menu to its original state

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Commands** tab in the **Customize** dialog box.
- 3 Right-click the menu, and click **Reset**.
- 4 Click **OK**.

To rename menus and menu commands

- 1 On the **Tools** menu, click **Customize**.
- 2 Right-click the menu or command whose name you want to change.
- 3 In the **Name** box, enter a new name.
- 4 Click **OK**.

To create your own menu

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Commands** tab.
- 3 On the **Categories** list, click **New Menu**.
- 4 Drag the **New Menu** command onto the menu or toolbar.
- 5 Release the mouse button.
- 6 Click the **Modify Selection** button in the **Customize** dialog box.
- 7 In the **Name** box, enter a descriptive name for your menu, and press **F**.
- 8 Add commands to your menu.

To move and remove toolbar buttons

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Toolbars** tab, and then click the name of a toolbar.
- 3 To remove a toolbar button, drag it from the toolbar.
- 4 To move a button to a different toolbar, drag it to the new location.
- 5 To copy a button to a different toolbar, hold down the **H** as you drag the button.
- 6 Click **OK**.

To restore a toolbar to its default setting

- 1 On the **Tools** menu, click **Customize**.
- 2 On the **Toolbars** tab, click the name of the toolbar.
- 3 Click the **Reset** button.
- 4 Click **OK**.

To add buttons to a toolbar

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Commands** tab.
- 3 Click a category in the **Categories** list, and then click a command in the **Commands** list.
- 4 Drag the command from the **Customize** dialog box to the toolbar.
- 5 To add an image to the button, right-click the button, click **Change Button Image**, and select an image on the submenu.

To create your own toolbar

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Toolbars** tab.
- 3 Click the **New** button.
- 4 Enter a name for your toolbar.
- 5 Click **OK**.
- 6 Move or copy toolbar buttons, menu commands, or menus onto your new toolbar.

To delete a toolbar you created

- 1 On the **Tools** menu, click **Customize**.
- 2 Click the **Toolbars** tab.
- 3 Click the toolbar's name.
- 4 Click the **Delete** button.
- 5 Click the **Close** button.

Sharing Notes with Co-Workers and Friends

To send notes by e-mail

- 1 Open the section with the pages you want to send.
- 2 Select the pages you want to send.
- 3 Click the **E-Mail** button.
- 4 Address the message.
- 5 In the **Introduction** box, write a description to accompany the notes.
- 6 Click the **Send a Copy** button.

To receive notes by e-mail

- 1 Open the message.
- 2 Double-click the attached section file's name, and click the **Open** button.

To create a signature for notes you send or publish

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **E-Mail** category.
- 3 Delete the signature in the text box, and write a new signature.
- 4 Click **OK**.

To print notes

- 1 On the **File** menu, click **Print**.
- 2 In the **Page Range** area, specify which pages you want to print.
- 3 Click the **Print** button.

To publish notes on a company intranet

- 1 Select the pages you want to publish.
- 2 On the **File** menu, click **Publish Pages**.
- 3 Click the folder on the intranet where you will publish the pages.
- 4 Enter a name for the Web page in the **File Name** box.
- 5 Click the **Publish** button.

To upload a document to a shared workspace

- 1 Open the section that you want to share.
- 2 On the **File** menu, click **Share with Others**.
- 3 Click the appropriate SharePoint site.
- 4 Click the **Browse and Move To** button.
- 5 Navigate to and select the SharePoint Web site where the shared workspace is located.
- 6 Select the document library in which you want to store the section.
- 7 Enter a name for the section file in the **File Name** box.
- 8 Click the **Save** button.

To open a section in a shared workspace

- 1 On the **File** menu, point to **Open**, and then click **File**.
- 2 Click **My Network Places**.
- 3 Double-click the name of the SharePoint site that contains the OneNote section you want to open.
- 4 Navigate to the folder in which the OneNote section is located.
- 5 Select the section, and click the **Open** button.

To give permission to edit a section

- 1 Open the section in the document library or upload a locally stored section to a shared workspace.
- 2 To allow other SharePoint users to edit a OneNote section, right-click the section tab, and click **Allow Others to Edit**.
- 3 To edit a OneNote section in a shared workspace, right-click the section tab, and click **Allow Only Me to Edit** on the shortcut menu.

To specify how to handle updates from the document library

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Other** category.
- 3 Click the **Service Options** button.
- 4 Click the **Shared Workspace** category.
- 5 In the **Workspace Updates** area, specify how often you want to be alerted to updates made to the section.
- 6 In the **Get Updates Every** box, enter the number of minutes that you want to pass before OneNote checks for updates.
- 7 Click **OK**.

To share a section on your computer

- 1 On the **Tools** menu, point to **Shared Session**, and then click **Start Shared Session**.
- 2 Enter the password in the **Session Password** box.
- 3 Select the pages that you want to share with a collaborator.
- 4 Click the **Start Shared Session** button.
- 5 Clear the **Allow Participants to Edit** check box to prevent others from editing the page or section.
- 6 Click the **Invite Participants** button.
- 7 Enter the e-mail address of each person you want to participate in the session.
- 8 Click the **Send** button.
- 9 Click the **Leave Shared Session** button to close the **Shared Session** task pane and cease working collaboratively.

To join a shared session

- 1 On the **Tools** menu, point to **Shared Session**, and then click **Join Shared Session**.
- 2 Enter the address from your e-mail invitation in the **Shared Session Address** box.
- 3 If a password is required to join the session, enter it in the **Session Password** box.
- 4 Click the **Join Session** button.

Using OneNote with Other Office Programs

To import data from another Office program

- 1 Select the data.
- 2 Copy the data to the Clipboard by pressing **H+C**.
- 3 Click the note container in which you want to move or copy the data.
- 4 Paste the data by pressing **H+V**.

To copy text or a graphic from a Web page

- 1 In your Web browser, select the text or graphic that you want to copy into a note.
- 2 Copy the data to the Clipboard by pressing **H+C**.
- 3 Open OneNote, and click in a note container.
- 4 Paste the text or graphic into the note by clicking the **Paste** button.

To export note pages to a Microsoft Word document

- 1 Select the pages you want to copy.
- 2 On the **File** menu, click **Send To**, and click **Microsoft Office Word** on the submenu.

To insert a picture of a Word document, Excel worksheet, or PowerPoint file onto a OneNote page

- 1 On the **Insert** menu, click **Document as Picture**.
- 2 Click the file you want to insert.
- 3 Click the **Insert** button.

To enter details about an Outlook appointment or meeting in a note

- 1 Click the **Insert Outlook Meeting Details** button.
- 2 Navigate to the date of the meeting whose details you want to enter in a note.
- 3 If more than one meeting or activity is listed, select the one whose details you want to use.
- 4 Click the **Insert Details** button.

To create an Outlook appointment, contact entry, or task inside OneNote

1. Click the **Create Outlook Appointment** button, the **Create Outlook Contact** button, or the **Create Outlook Task** button.
2. In the **Appointment**, **Contact**, or **Task** dialog box, enter information about the appointment, contact, or task.

Recording and Playing Audio Notes

To specify how to record audio notes

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Audio and Video** category.
- 3 In the **Device** drop-down menu, click the sound card you prefer to play sounds.
- 4 In the **Input** drop-down menu, click the input device through which you will record sound.
- 5 In the **Codec** drop-down menu, click a Windows Media Audio codec.
- 6 In the **Format** drop-down menu, click a sound quality format.
- 7 Click **OK**.

To record an audio note

- 1 Click the **Record** button.
- 2 Begin speaking when the date-and-time stamp appears in a note container.
- 3 As you record, type in the note container to describe what is being said.
- 4 Click the **Stop** or **Pause** button on the Audio and Video Recording toolbar to cease recording.
- 5 To resume recording after pausing, click the **Pause** button again.

To play back an audio note

- 1 Click a paragraph in a note.
- 2 Click the **Audio** icon or the **Play** button on the Audio and Video Recording toolbar.
- 3 Click the **Pause** or **Stop** button to stop playing the recording.

To delete OneNote audio files from your computer

- 1 Open the page whose audio files you want to delete.
- 2 Click the **Delete Recording** button.
- 3 Click the **Yes** button in the message box.

To send audio notes by e-mail

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **E-Mail** category.
- 3 Select the **Attach a copy of linked audio and video files** check box.
- 4 Click **OK**.