

## Quick Start Guide

Microsoft OneNote 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

### Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

### Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

### View or switch between online accounts

Click your account ID to change settings or switch accounts.

### Manage files

Open, create, share, and print your notes. You can also change your account settings here.

### Show notebooks

Click the notebook icon to see all of your open notebooks.

### Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

### Tag important information

Prioritize and organize notes with instantly searchable tags.

### Find your notes

Use the Search box to find anything in your notebooks, or press **Ctrl+E**.

### Create pages

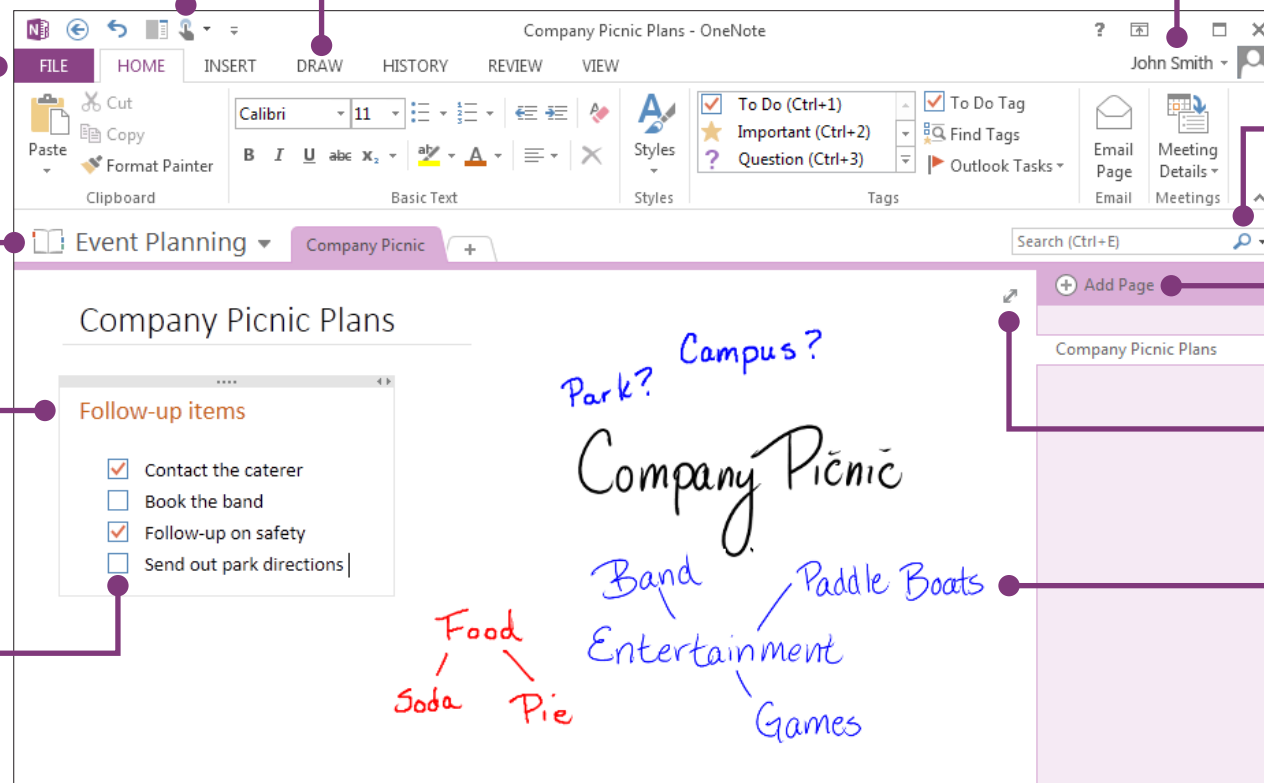
Click **Add Page** to insert a new page.

### View a full page

Click the double arrow for Full Page View.

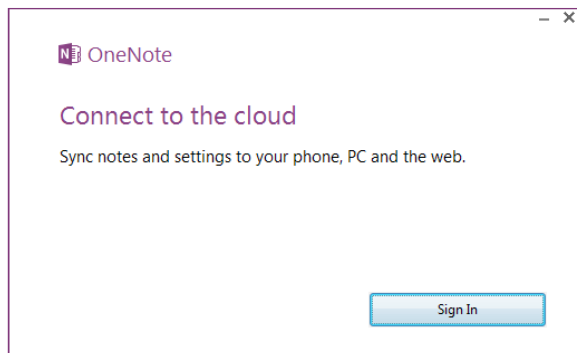
### Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable PC.



## Keep your notes in the cloud

If you're brand-new to OneNote, you'll be asked to connect to the cloud, where OneNote will create your first notebook. You can use your Microsoft account (for example, MSN, Hotmail, or Messenger) to use with OneNote. If you don't already have an account, you can create one for free.

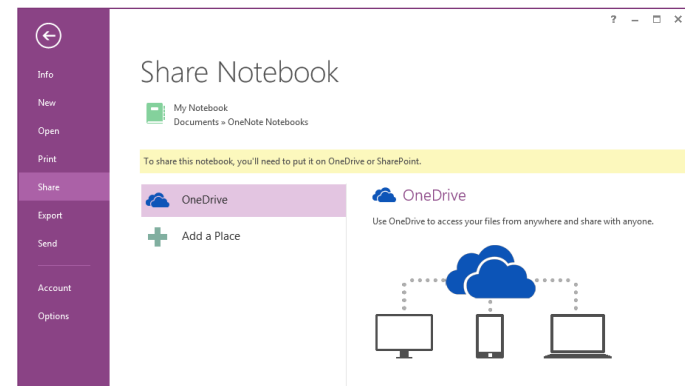


Keeping your notebooks in the cloud means you can access them from just about anywhere, such as any other computers you use, your phone, a tablet, or even a Web browser.



## What happened to the Share tab?

If you're upgrading to OneNote 2013 from an older version, you probably have at least one notebook stored on your computer. You can easily move these notes online so you can access them from anywhere. Click **File > Share** to begin.



OneDrive is the best and easiest option for your personal notes. If you're working in an organization that uses SharePoint to collaborate online, you can click the **Add a Place** button on this screen to set up your existing SharePoint account.

Any OneNote notebooks that you store online are kept private unless you give other people permission to view the folders in which your notebooks are stored.

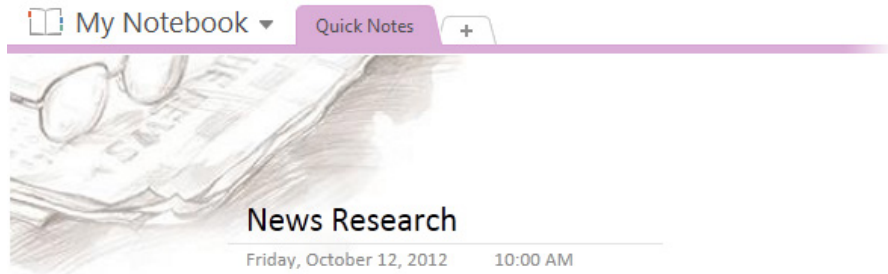
## Things you might be looking for

Use the list below to find some of the more common tools and commands in OneNote 2013.

| To...  | Click...       | And then look in the...   |
|--|----------------|---|
| Open, create, share, convert, export, send, or print notes   | <b>File</b>    | Backstage view (click the commands in the left pane).             |
| Apply formatting to text, apply note tags, and email a notebook page   | <b>Home</b>    | <b>Basic Text, Styles, Tags, and Email</b> groups.                |
| Insert tables, pictures, links, files, audio and video clips, or apply page templates                                    | <b>Insert</b>  | <b>Tables, Files, Images, Links, Recording, and Pages</b> groups. |
| Draw sketches or shapes, take notes in your own handwriting, customize pens, rotate objects, or convert ink to text      | <b>Draw</b>    | <b>Tools, Shapes, and Edit</b> groups.                            |
| Mark notes and read or unread, find notes by author, view page versions and history, or empty the Notebook Recycle Bin   | <b>History</b> | <b>Unread, Authors, and History</b> groups.                       |
| Check spelling, do online research, translate text, protect notes with a password, or take linked notes                  | <b>Review</b>  | <b>Spelling, Language, Section, and Notes</b> groups.             |
| Maximize screen space, turn rule lines and page titles on or off, set page margins, zoom the page, or create Quick Notes | <b>View</b>    | <b>Views, Page Setup, Zoom, and Window</b> groups.                |

## Save time with templates

OneNote templates can give the pages in your notebook a consistent look by applying colorful, decorative backgrounds. Templates can also save you time by adding functional content to pages, such as to-do lists, calendars and planners, and forms that you can fill out or customize.



You can browse through the built-in collection of templates by clicking **Insert > Page Templates**.

In the **Templates** task pane, click to expand any of the categories, and then click each template name to view it. When you've found a template you like, you can begin taking notes on its page.

You can customize any of the built-in templates to suit your needs, or download more free templates by visiting the OneNote website on Office.com.

If you like, you can even create your very own template designs from any of your notebook pages.

### Templates

**Add a page**  
Add a page based on one of the templates below.

**Academic**

- [Simple Lecture Notes](#)
- [Detailed Lecture Notes](#)
- [Lecture Notes and Study Questions](#)
- [Math/Science Class Notes](#)
- [History Class Notes](#)

**Blank**

**Business**

**Decorative**

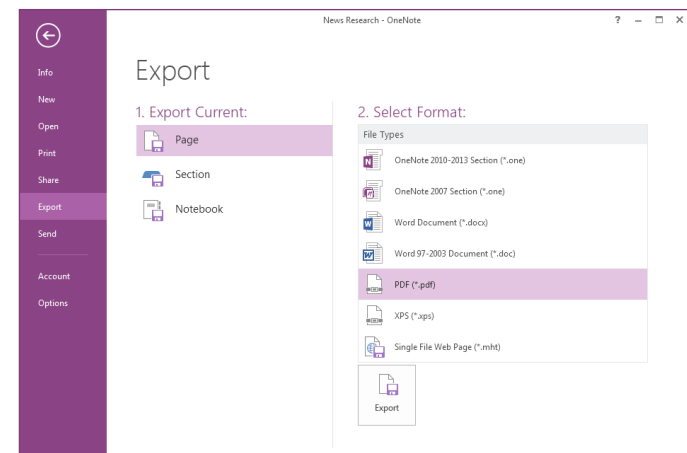
**Planners**

## Where is the Save button?

OneNote doesn't have a Save command because it automatically saves everything as you work — no matter how small or large the changes. This lets you think about your thoughts and ideas instead of your computer files.

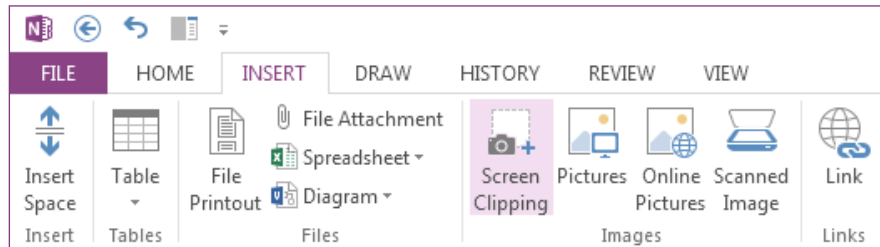
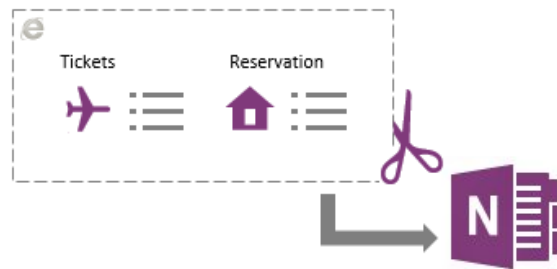
## Export notes whenever you need to

If you need to send a snapshot of a notes page (or a section or an entire notebook) to someone who doesn't have OneNote, you can easily export a static snapshot of such notes by clicking **File > Export** and then selecting the format you want.



## Capture anything with Screen Clippings

An easy way to bring stuff into OneNote is to insert a screen clipping, which lets you capture anything on your computer screen so you can keep it as part of your notes.



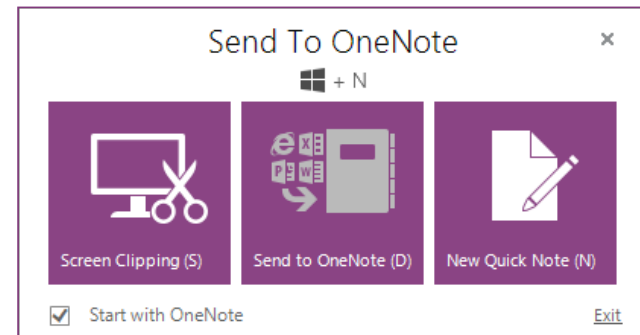
Start by bringing into view whatever you want to capture — for example, a travel itinerary in Internet Explorer or a chart in an Excel spreadsheet.

Switch to OneNote and then click **Insert > Screen Clipping**. As soon as the screen dims and OneNote disappears, drag a selection over what you want to capture.

When you release the mouse button, a picture of the screen region you selected is sent to OneNote, where you can move or resize the picture exactly how you want it to appear in your notes.

## Meet the new Send to OneNote

On your keyboard, hold the **Windows** key and then press the **N** key to launch the redesigned Send to OneNote tool, which makes it easier than ever to import random information from other programs and files into your notes.



Here, you can create a screen clipping without switching between apps, import entire web pages or documents to your notes, or create quick sticky notes that automatically become part of your notebook.

You can click the command buttons in the Send to OneNote tool, or use the additional keyboard shortcuts that are shown in parentheses next to every command (for example, press **S** to take a screen clipping).

Using the Send to OneNote tool is optional, which means you can keep it running while you're in the middle of a research project and then turn it off again when you don't need it.

## How to work with people who don't have OneNote 2013

Here are some things to keep in mind when sharing or exchanging files with people who are using an older version of OneNote.

| In OneNote 2013...   | What happens?  | What should I do?  |
|--|--|--|
| <b>You open a notebook that was created with OneNote 2007.</b> | <p>The notebook opens in OneNote 2013, but you'll see the words <b>[Compatibility Mode]</b> on the title bar. This tells you that the notebook is currently saved in the older file format, which doesn't recognize newer features like math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin.</p> <p>If you want to use all of the available features that OneNote 2013 offers, you'll need to convert the notebook to the newest file format.</p> | <p>Before converting an older notebook to the newest file format, consider if you need to collaborate with people who are still using OneNote 2007. If the answer is yes, you should continue working in Compatibility Mode.</p> <p>If no one you share notes with is using OneNote 2007, it's best to convert the notebook to the newest format. To do this, click <b>File</b> &gt; <b>Info</b>, and then click the <b>Settings</b> button for the notebook you want to convert. Click <b>Properties</b>, and then click <b>Convert to 2010-2013</b>.</p> |
| <b>You open a notebook that was created with OneNote 2010.</b> | <p>The notebook opens in OneNote 2013 without any feature limitations.</p>   | <p>No file format conversion is needed. Notebooks created in the OneNote 2010 and OneNote 2013 formats can be shared and used together without any conversion.</p>   |
| <b>You convert your notebook to the OneNote 2007 format.</b>   | <p>Downgrading a notebook to OneNote 2007 turns off the newer features that are available in OneNote 2013 (including math equations, linked notes, multi-level subpages, versioning, and the Notebook Recycle Bin), but doing so makes the notebook compatible for sharing with other people who are still using OneNote 2007.</p>   | <p>After converting a notebook from OneNote 2013 to the older OneNote 2007 format, be sure to inspect the pages where you might have used newer features like math equations, linked notes, and multi-level subpages. Content that was created by newer features may not be visible or editable when the notebook is downgraded to the OneNote 2007 format.</p>  |