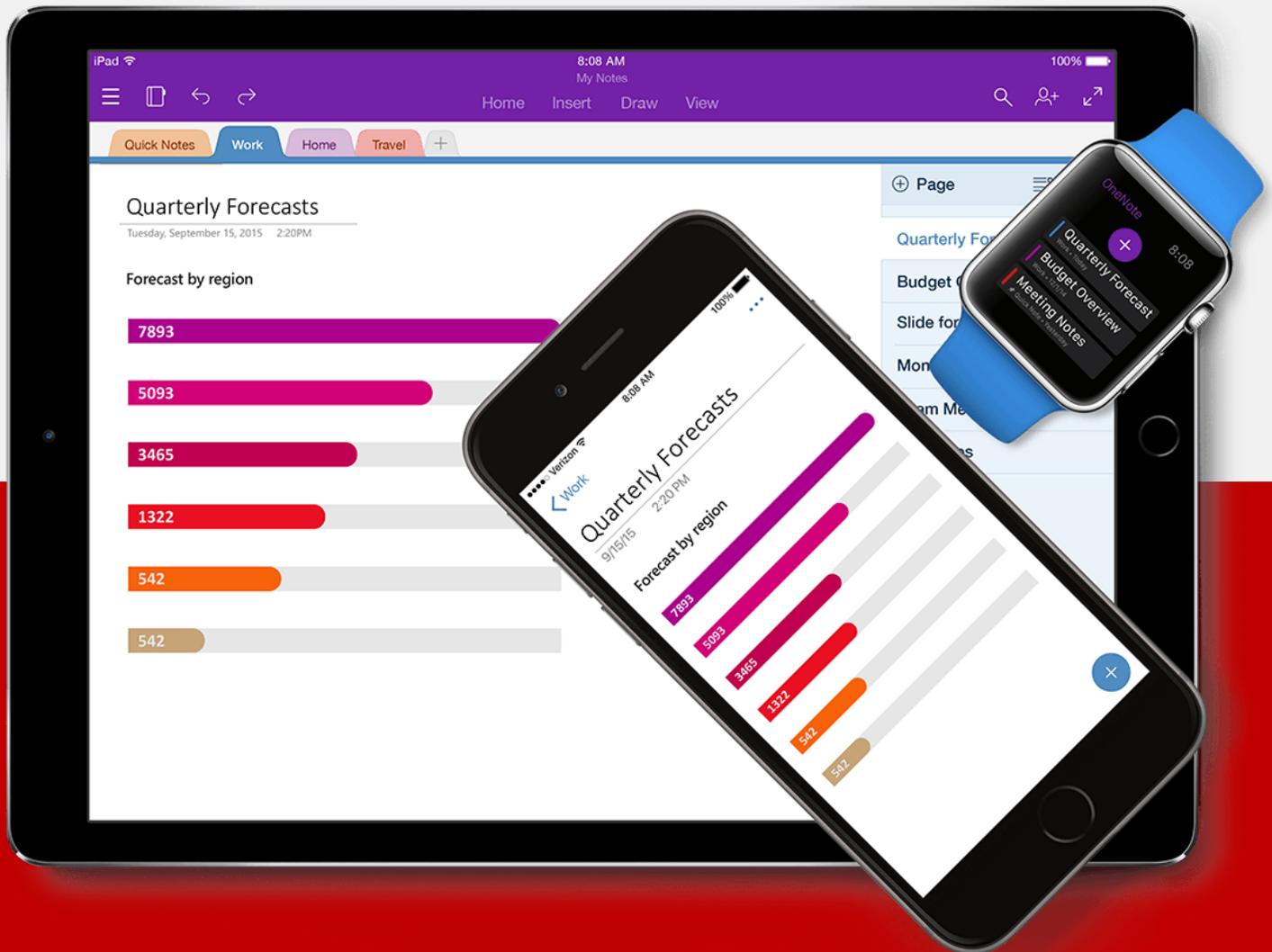


Microsoft OneNote



A Guide for Staffordshire University Employees





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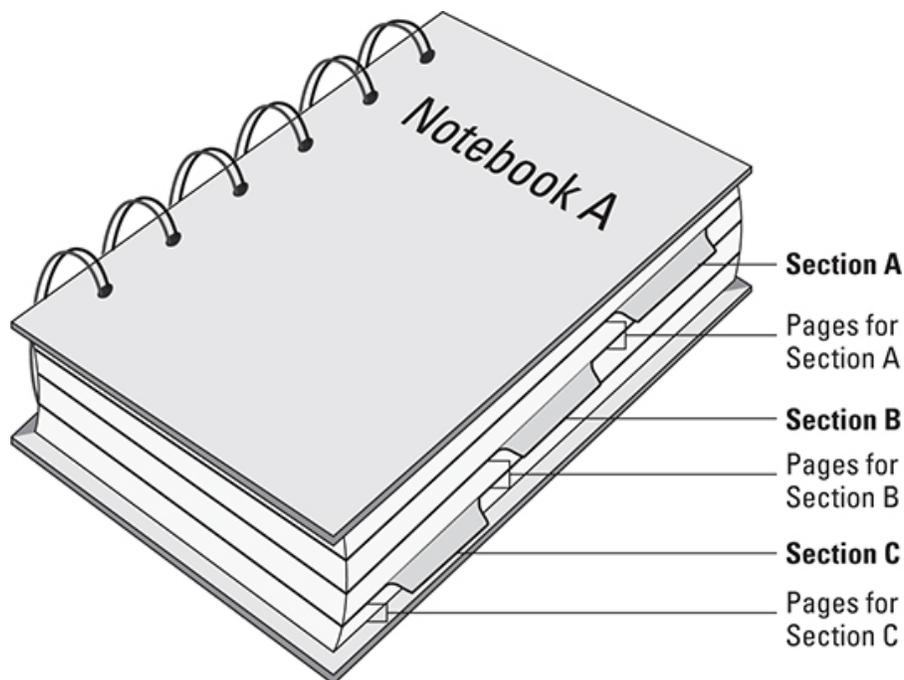
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What is OneNote and Why is it Important?

OneNote can be likened to a super-powered, actual, physical notebook – full of blank pages, places to insert your notes, photographs, scribble down web-addresses etc. and when you begin using it, it really is worth keeping the Notebook metaphor in mind. To further illustrate this, consider the



graphic below; image **Notebook A** contains all of the information you have inserted into your real-world notebook – split into **Sections** (or chapters) and with each chapter containing a one or more **Pages**, just like a real notebook. **OneNote** allows us to build an identical structure to populate. These Notebooks are then stored on the 'Cloud' (more about the Cloud later).



Together with **OneDrive**, **Outlook** and the rest of the **Office 2016** cloud apps, all Staffordshire University stakeholders: employees and students, can fully embrace digital capabilities and generate, share and work collaboratively with ease.

Head in the 'Cloud'

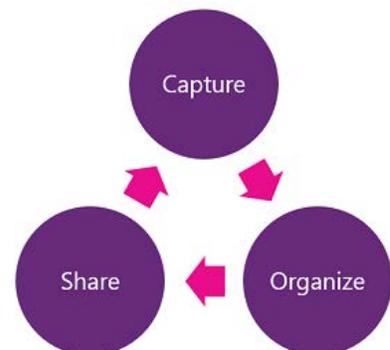
Of course, there is more, much more to OneNote and much of its power and use lies in it being stored on, and accessed from, the 'Cloud'. Not heard of the cloud? You may have heard of Netflix, Drop-Box, iCloud, Google Drive and Office 365; all of these are examples of 'cloud services'.

By cloud, we simply mean the 'Internet' – these services are all hosted (or stored) on the Internet and accessed using a network connection and almost any digital device capable of running a browser. Thusly, Netflix can be accessed using your smartphone, a games console or your desktop PC.

The Master of Note-taking and Collaboration

You can capture almost anything using OneNote including handwriting, photographs, videos and audio dictations and, once captured, simply inserted into whichever Notebook you wish. Once captured, inserted and organised you are then ready to share with colleagues or students.

Microsoft does, in fact, suggest that OneNote can be summed up in three words – **Capture**, **Organise** and **Share**.



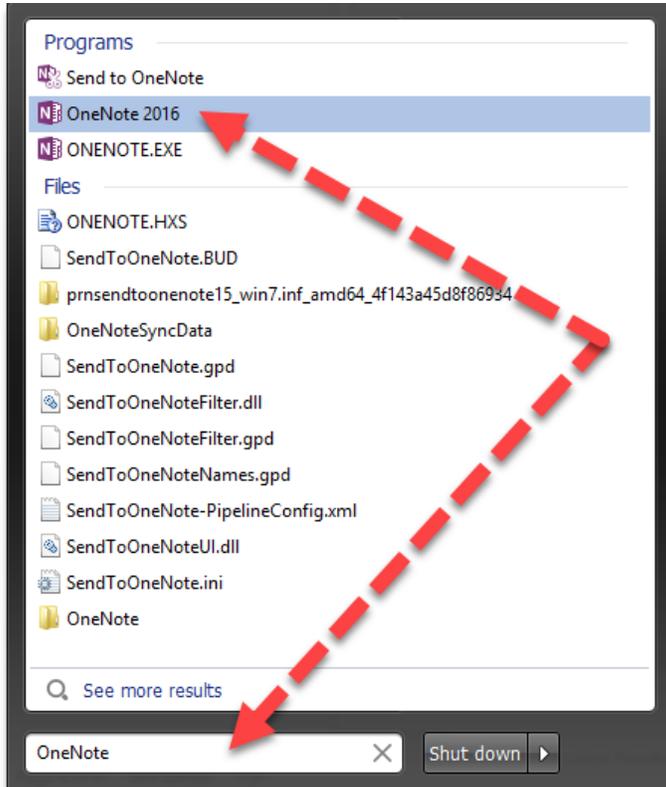
Starting OneNote

Please note, if you are logged onto a Staffs Uni PC running the **Staff Image** you **should not** be required to sign in to start using OneNote.

If are using, for example, your own laptop at home, you will need to either install **Office 2016** (see info bar on next page) or login to your **Online Office 2016 account** (next page).

Starting OneNote from your Desktop

Click on the Windows **Start Button** and, in the search box enter **OneNote**; you can also look in the applications list but, if you're unsure as to where to look, the search box is your best-bet.



STAFF IMAGE



The Staff Image is simply the entire suite of applications, including the operating system (Windows) that is deployed onto all of our devices: Desktops, Laptops and Windows phones.

From Windows 8 onwards, you should be able to use Microsoft OneNote; If you're unsure, please contact a colleague on 3800 who will be able to assist you.

Starting OneNote from Office 2016 Online

Go to the **Office 2016** logon page by entering

www.staffs.ac.uk/onedrive/logon

If you are asked to provide your full university identity (which you will if you're logging in at home), then format your email address thusly:

Username.staff.staffs.ac.uk

After providing your full email address and password, you may then be asked to provide further information. This will be similar to the image below; **staff\username** should be entered here followed by your password. You then need to simply click **Sign In**.

OFFICE 2016

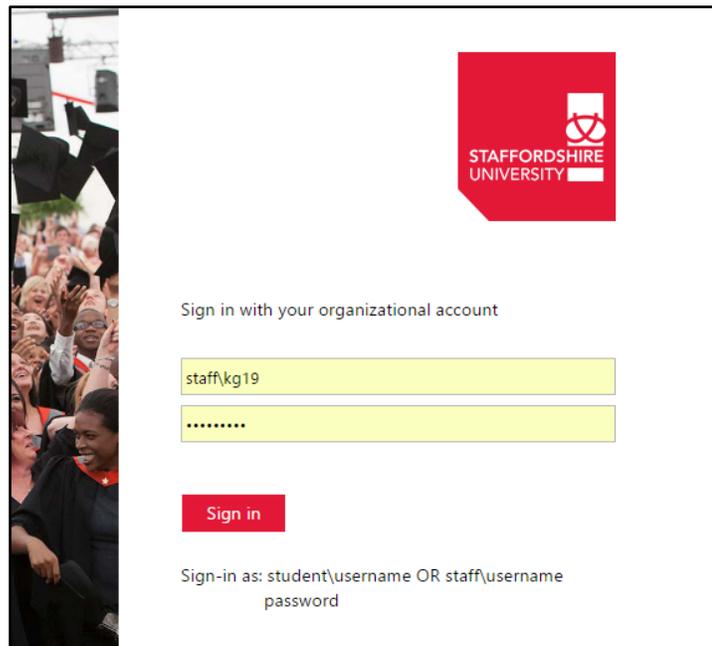


All members of Staffs Uni, employees and students, are entitled to a total of 10 Microsoft Office 2016 licenses each; 5 for laptops and desktops and 5 for portable devices such as smartphones and tablets.

You can access this free software by pointing your browser to:

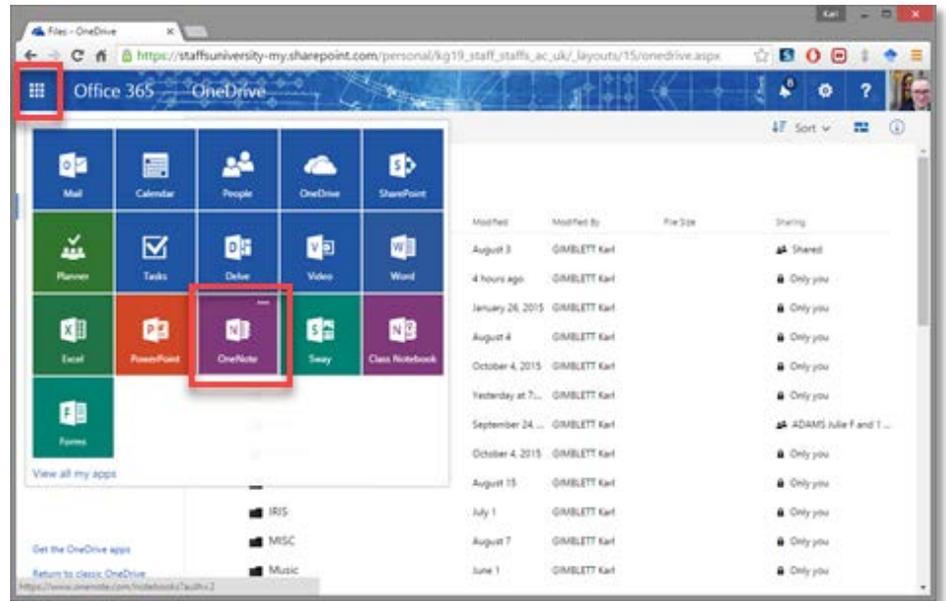
www.staffs.ac.uk/software

Install a fully-feature copy of Office 2016 for yourself!



Once logged in, you will be taken to your Office Online **default view**.

OneNote can be accessed by clicking on the **apps button** and selecting **OneNote**.



Starting OneNote from your Mobile Device

You can download **OneNote** from:

Microsoft App Store –

<https://www.microsoft.com/en-gb/store/p/onenote/9wzdncrfhvjl>

Apple iTunes Store –

<https://itunes.apple.com/gb/app/microsoft-onenote-lists-photos/id410395246?mt=8&ign-mpt=uo%3D4>

Google Play –

https://play.google.com/store/apps/details?id=com.microsoft.office.onenote&hl=en_GB

Once downloaded and installed, simply click on the icon placed on your smart device's desktop to start OneNote

Your First Notebook

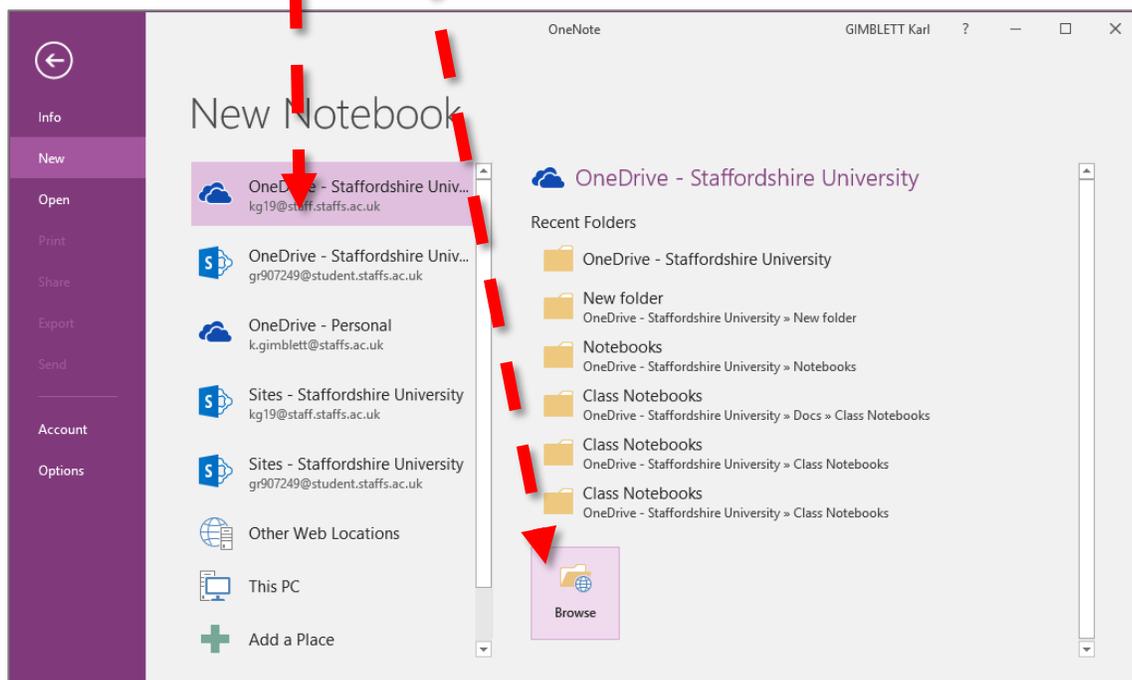
When you open OneNote for the first time, you won't have created any notebooks yet; Click on **File** and select **New**. Depending on your own particular setup, you will be presented with a number of locations in which to create your new notebook. Because I want to store mine in 'the cloud', so that myself and everyone I share it with can access it at all times and from any device, I'm going to select my **University staff OneDrive account** to store mine in.

I know need to let OneNote know where in my OneDrive area I want to store my notebook in by pressing on the **Browse button**.

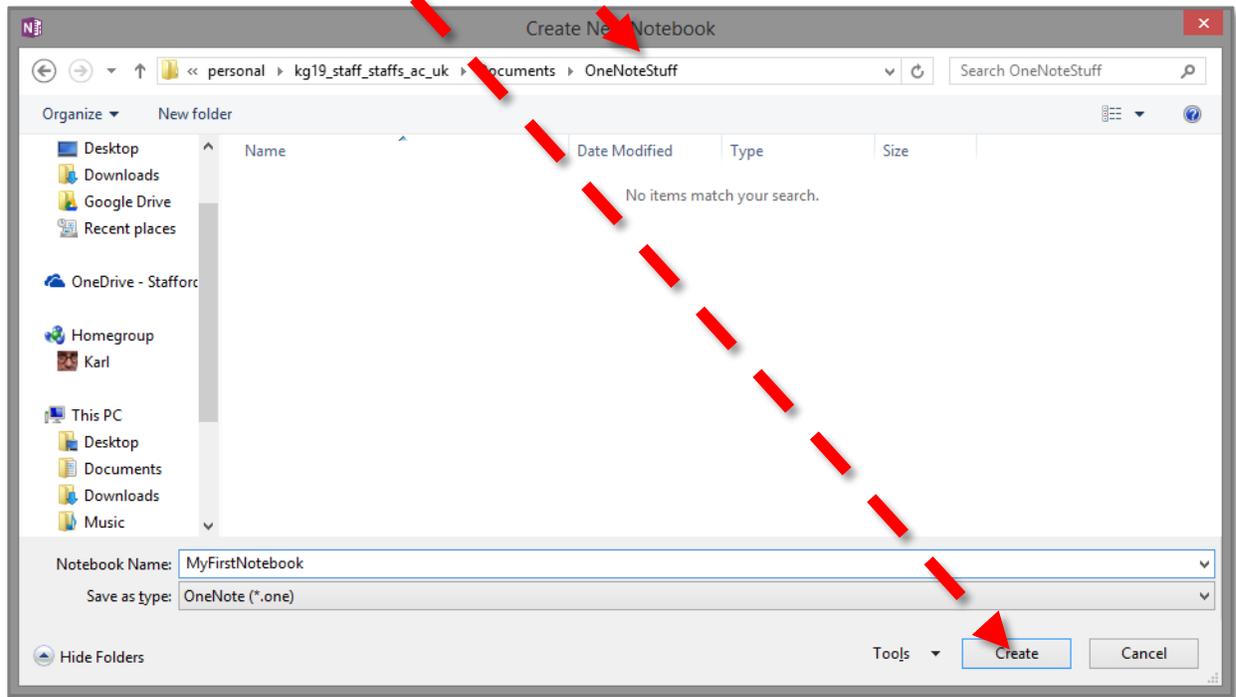
CLOUD STORAGE



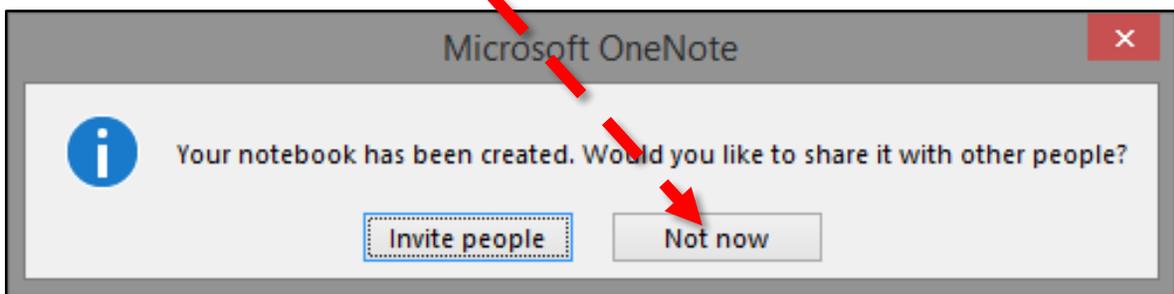
If you create a document when you're using Office Online, your file is automatically saved to your OneDrive area. If you create something using a desktop Office application, you are presented with the option to save to OneDrive or, if you wish, you can still save your Office documents to your local hard drive.



As you should be able to see from the below window, I've selected a folder on my OneDrive area called **OneNoteStuff**. Now that I know where I'm going to store my notebook, I can click **Create**.

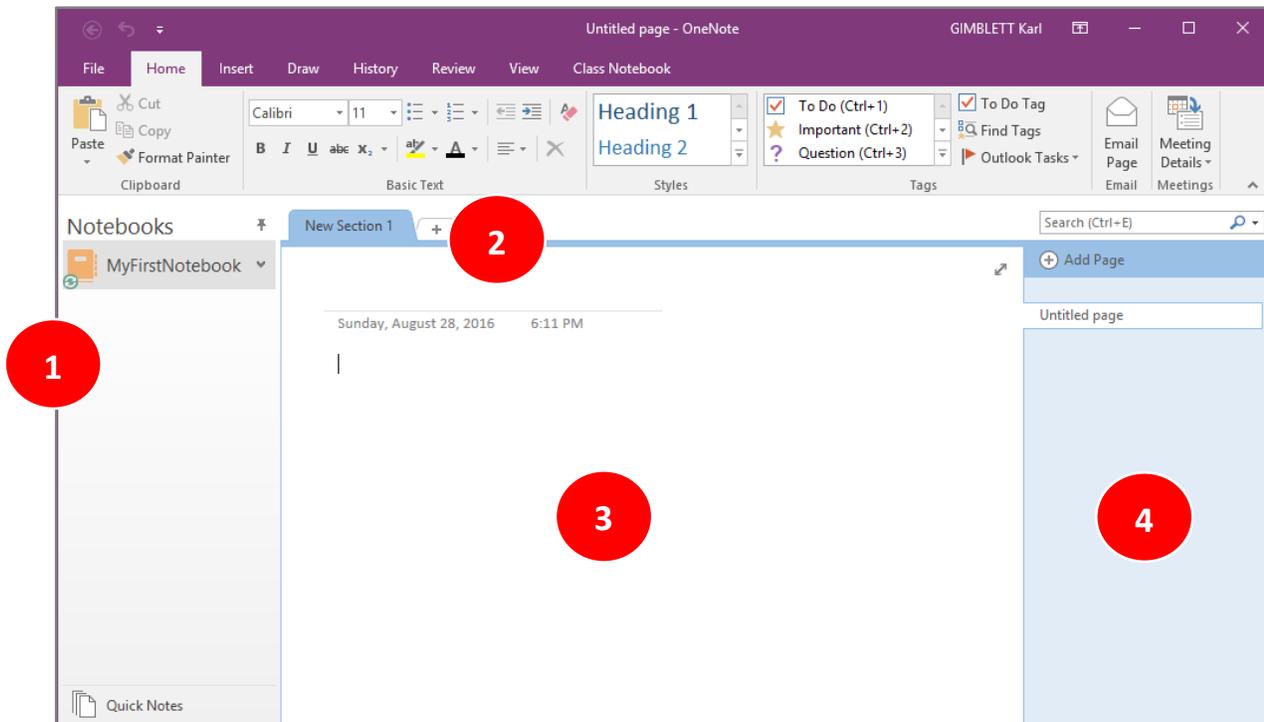


Finally, OneNote will ask you if you want to invite others to share your new notebook. Personally, I **don't** share a notebook at this stage, I wait until I've set the notebook up or inserted some content first.



The OneNote Interface – First Impressions

Similar to all other Microsoft applications, you have the standard menu options, File, Insert etc. and ribbon sets such as **Basic Text** and **Styles**. This is where the similarity ends though, let's take a look at the rest of the options.

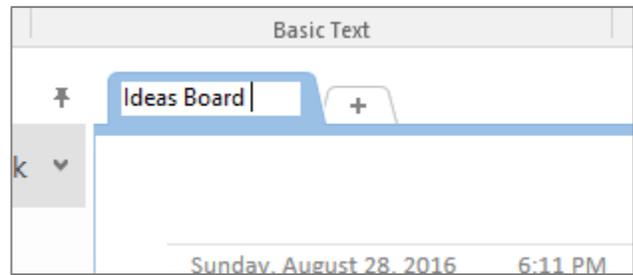


- 1 List of Notebooks.** From here we can see how many notebooks we have open. But just because you don't have one of your notebooks open here, doesn't mean it is not being edited/collaborated on elsewhere.
- 2 Section Tabs.** Remember the physical notebook metaphor? Section tabs are like chapters in our notebook and helps us organise our notebook.
- 3 Page Contents.** Each section can contain one or many pages, each one full of your 'stuff'. This is where
- 4 Page List.** Each section has its own list of pages and these are listed in this panel.

Naming a Section

New Section 1 isn't really a very good descriptor for our first section so, for the purpose of this guide, we will change the name to something more useful... **Ideas Board** for example.

To change the name of our first section we can either **double-click** on its tab or **right-click** and select **Rename**. I've opted to double-click and then I've entered the name of my brand new section – **Ideas Board**.

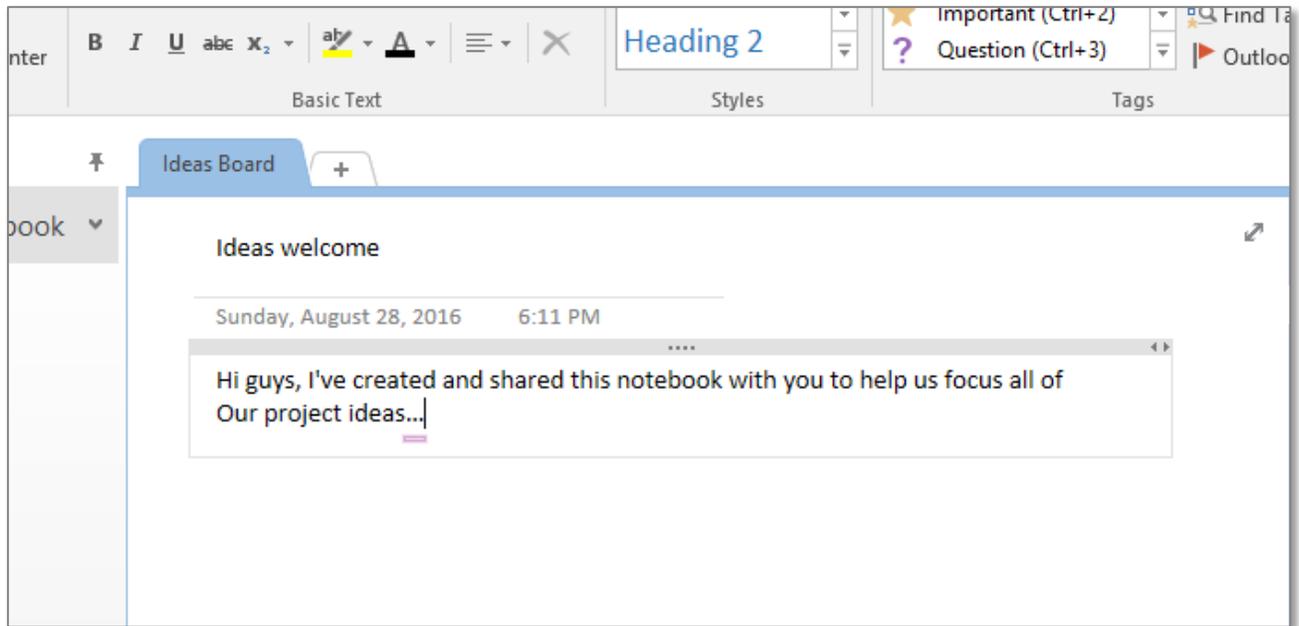


Adding Some Content

Now that we have a notebook section with a sensible name, we can add some content. Since I'm going to share my notebook with some colleagues, I'll use the first/default page in the section to write a message introducing the purpose of the notebook. This isn't strictly necessary but I personally try to construct my notebooks as much like a website as possible so, in this case, the first page is like the 'landing page' of a website (what you see when you first arrive).

To add the content, I simply clicked on the content area of the page and a OneNote created a box for me to input text into. Clicking away from the box tells OneNote that you have finished entering text on this occasion and your content is saved.

The image below shows the piece of text I have just added.

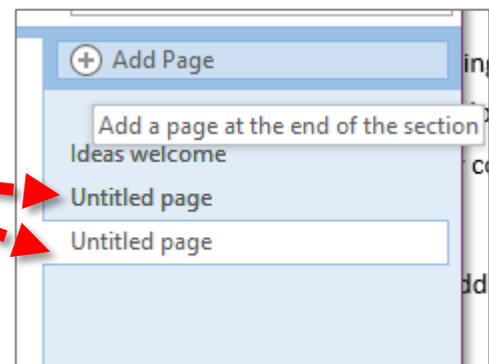


Adding a New Page

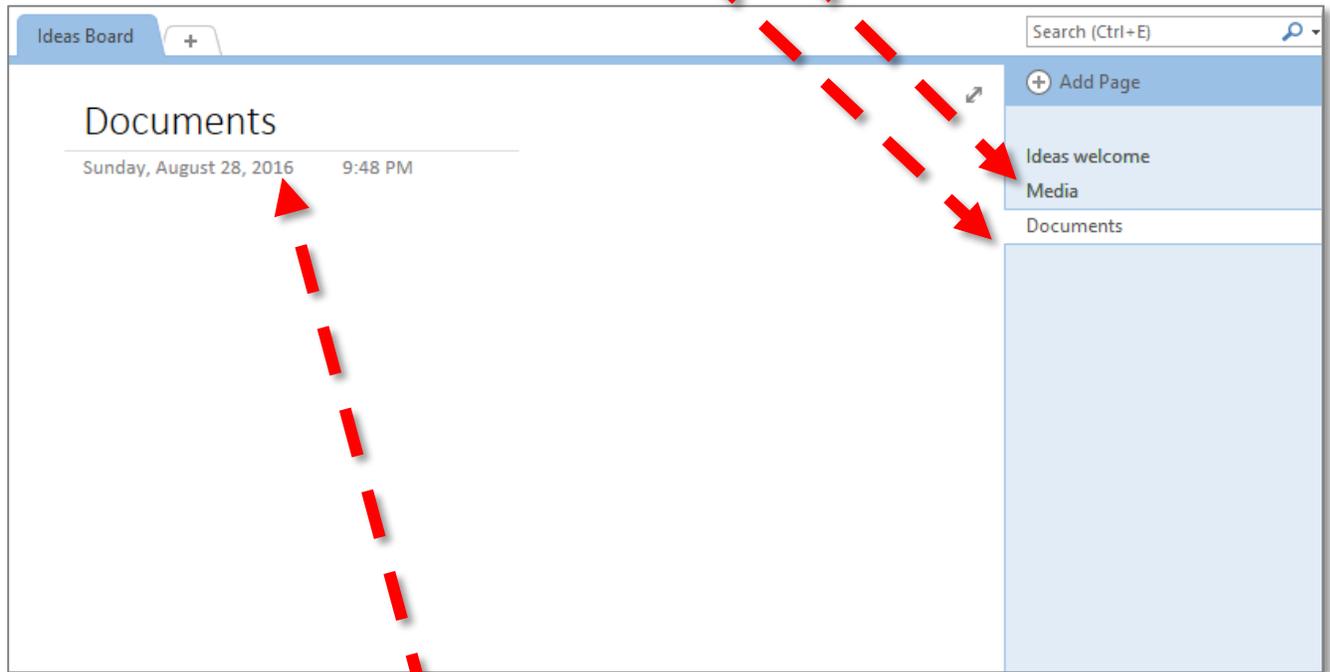
If my colleagues and I just started adding things to this one page, things would look very confusing, very quickly. So, to help organise my **Ideas Board section** I will add a couple of pages. We have already come across the pages panel on page 10.

To add a new page, we simply click on the add page tool; I've clicking on the tool twice and have thusly added **two new pages**.

The default name for new pages is **Untitled Page** and the name we give it normally comes from the first line of text we type at the top of the page's content area.



So, for our first page we will enter **Media** onto the first line of the content area and, for the second, we will enter **Documents** at the top of the content area, like so:



As soon as we enter the text, our page names change. It's also worth noting at this point that OneNote **date-stamps** each new page or section we create.

So, we have created a notebook, added some text and added a couple of pages but, you guessed it, the real power of OneNote doesn't lie in the fact that it's a fancy text-editor! So next, let us take a look at some of the advanced insertion options as well as considering saving our work as well sharing our notebook with our colleagues.

Inserting Images, Audio, Video & Documents

Both you and others you collaborate on your notebook with can add a variety of materials to its pages. Emails, Word Documents, Photographs, Clipart, Charts, Dictated Audio clips, Video – all of these objects, plus others, are capable of being inserted, copied or imported in our notebooks.

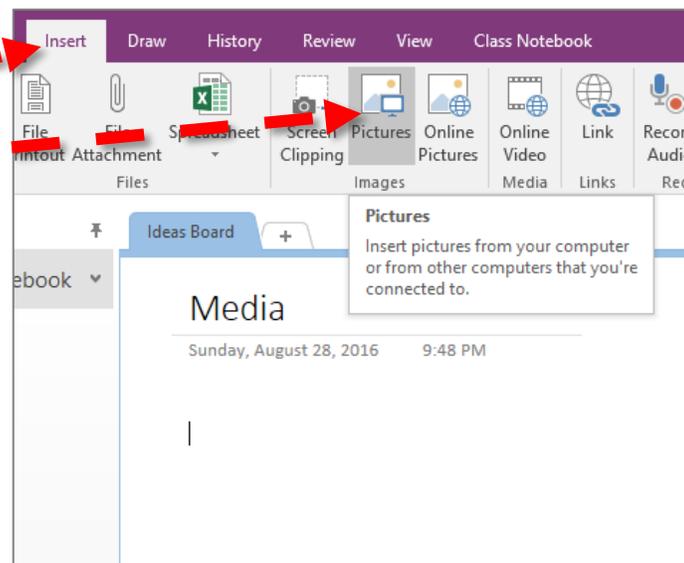
Inserting an Image

The first image we will insert will be one stored on our own PC. First of all, we need to make sure we're on the correct page of the Ideas Board section by selecting the Media page that we created earlier.

Next, similar to apps like Word and PowerPoint, we can click on **Insert** and then **Pictures**.

The familiar box appears asking us to locate our image. I have a pie chart that I'd like to insert into this page and so I simply navigate to where it's stored, in this case the

Desktop of my PC, **select it** and then press the **Insert** button.

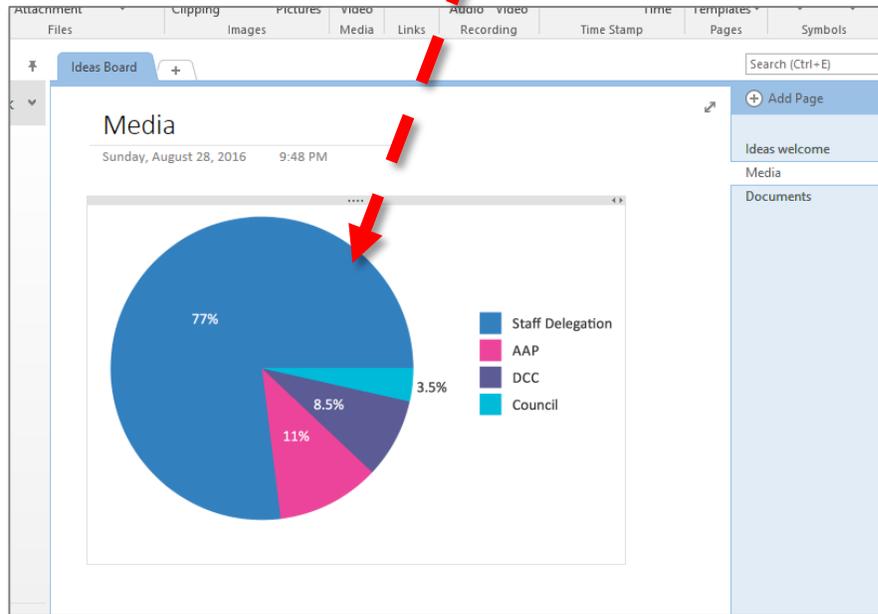


INSERTING 'STUFF'



Inserting materials is the same whether you're inserting them into a notebook you own (such as the one we have just created) or contributing to a notebook that a colleague has shared with you – the technique is the same.

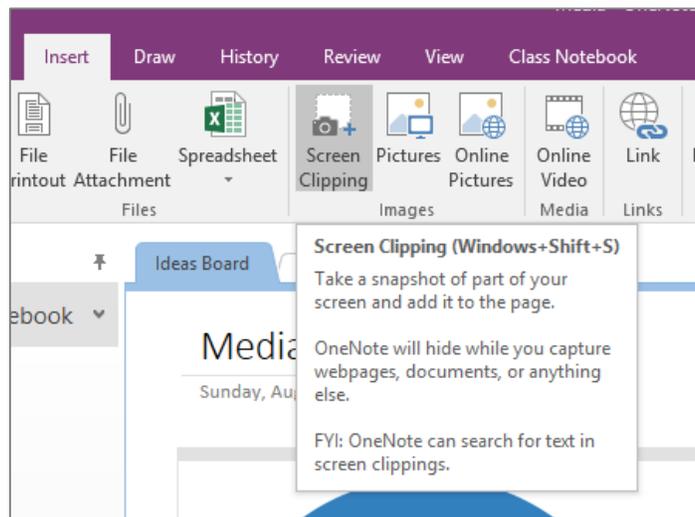
I now have my pie chart sitting nicely on my **Media** page, where everyone I share my notebook with can also see it, comment on it etc.



Inserting a Screen Clip

As well as images stored on our local storage media (hard drives, network shares etc.) we can also **clip** images from live environments such as webpages, Twitter feeds, other applications etc.

So, for our notebook I think it would be useful if we inserted a clip of a news story I have found.



To capture a screen clip, first of all we should ensure we are in the page of our notebook where we wish to place it. For our example I will again choose our Media page.

Next, we go to **Insert**, and select **Screen Clipping**. OneNote will then disappear and a semi-transparent layer will cover the screen and a crosshair will also appear.

We simply locate the section of the screen we wish to capture, hold down the **left mouse button**, drag over whatever we wish to capture and then, release.

Whatever we have captured will now appear on our notebook page. For our example, I have clipped a section of a news story from the CNN website containing an image of an underground structure in Munich, Germany. The clip now appears underneath our graph.

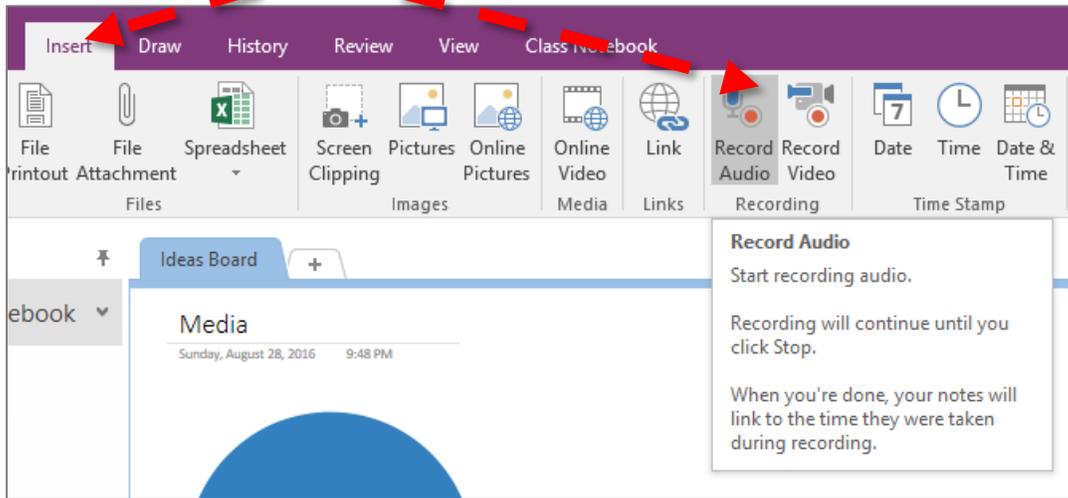


Inserting a Voice Recording

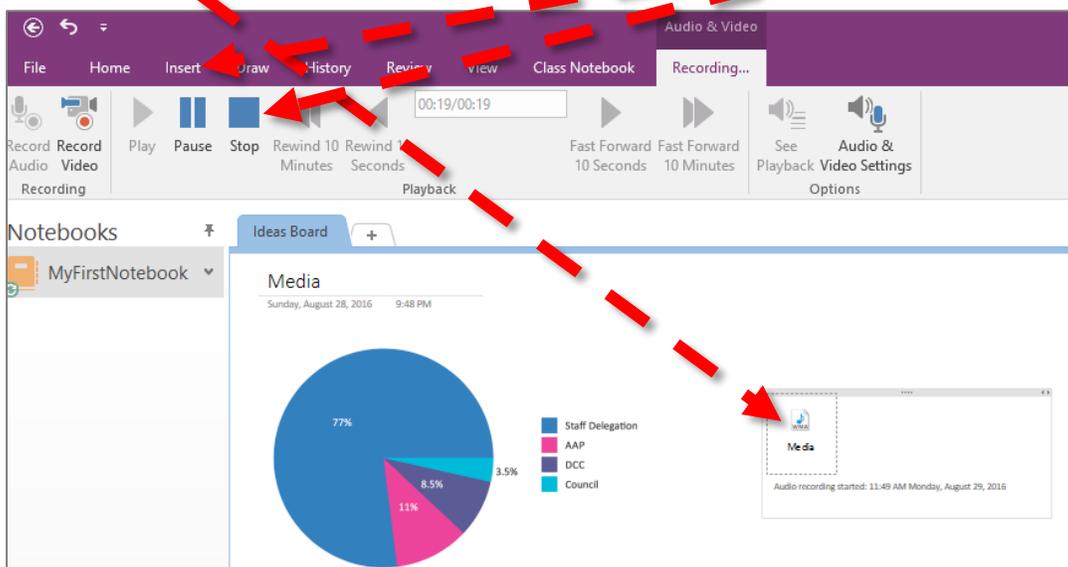
Sometimes, it would be useful if we could insert audio and video into our notebooks, such as an audio clip of an important podcast or some audio dictation as something springs to mind whilst we're sat at home or on the train.

OneNote makes this process fairly simple.

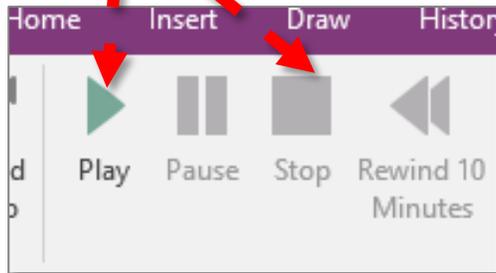
As with other media, we begin by clicking on **Insert** and follow this by clicking on **Record Audio**.



An icon containing the recording, long with a date and time stamp now appears on our **Media** page. You will also be presented with a set of controls to either **stop** or **pause** your recording.



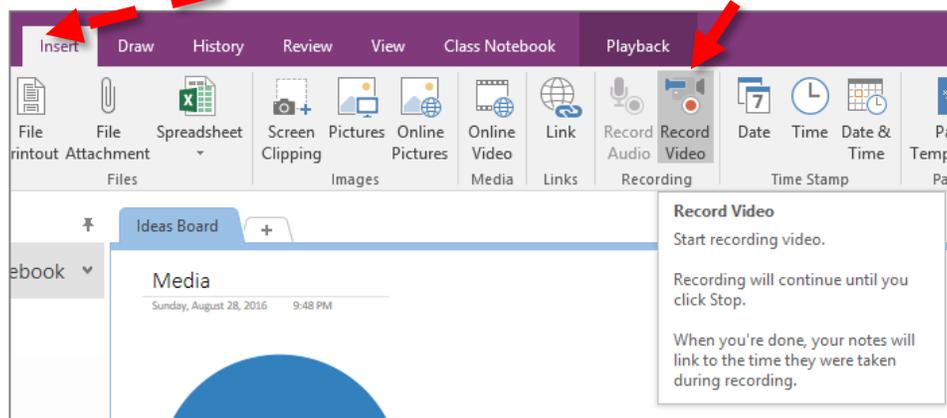
After you have finished recording, you simply need to press the **stop** button. To listen to what you have recorded, press **play**



As with other media and text you place on your pages, audio recordings will be accessible by not only you but by anyone you give read or edit access to.

Inserting a Video

To insert a video recording we select **Insert** followed by **Record Video**.



RECORDING STUFF

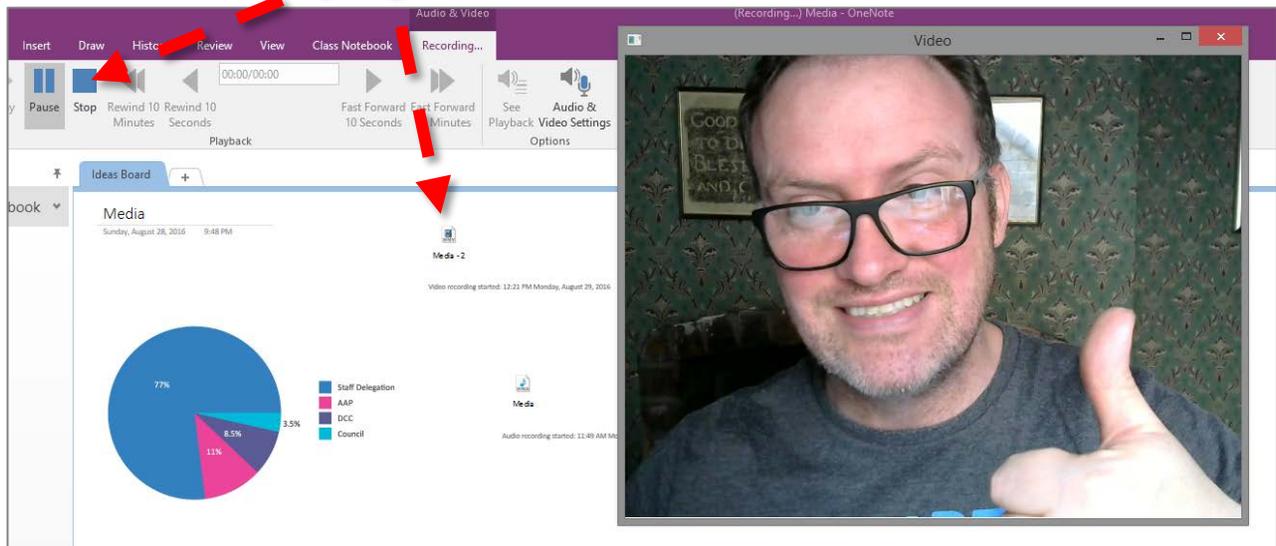


Before you begin recording, audio or video, you need to make sure you have the correct hardware. If you're using a laptop, OneNote will use the built-in mic and webcam.

If you're using a PC, you will need to have a webcam attached.

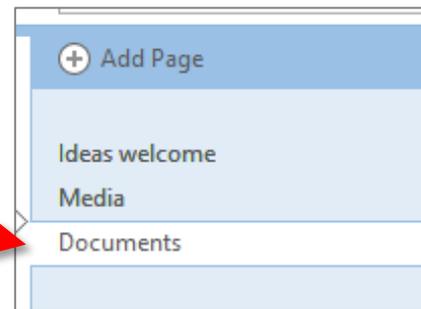
If you are in any doubt, contact 3800 who will be able to advise you.

Your webcam will display a window containing whatever your camera is pointing at. For the purpose of this guide, it's pointing at me; sorry. When you have finished recording, you simply need to press **stop** and OneNote will place the recording in the currently-selected page.



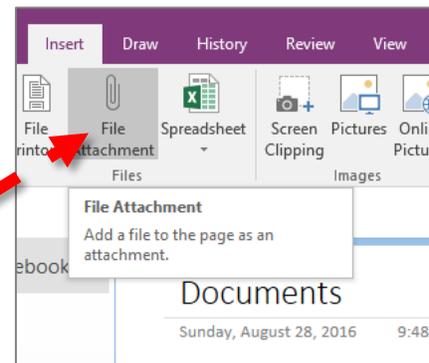
Inserting a Document

Before we start looking at techniques, we will first click on the page called **Documents**.



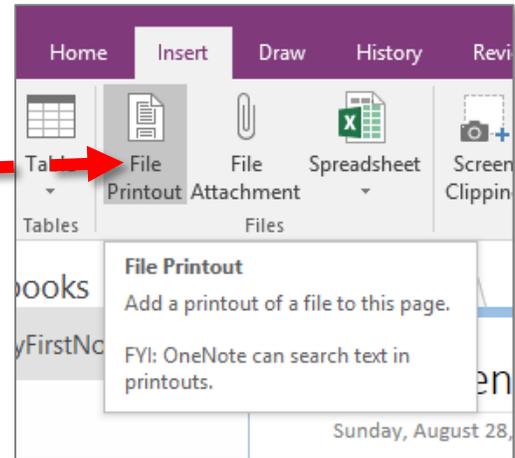
OneNote gives us two ways of inserting a document; first of all, we can insert the document so that it acts like an attachment in an email – it just sits there until it's opened.

To do this we, you guessed it, begin by clicking on **Insert** and then selecting **File Attachment**.

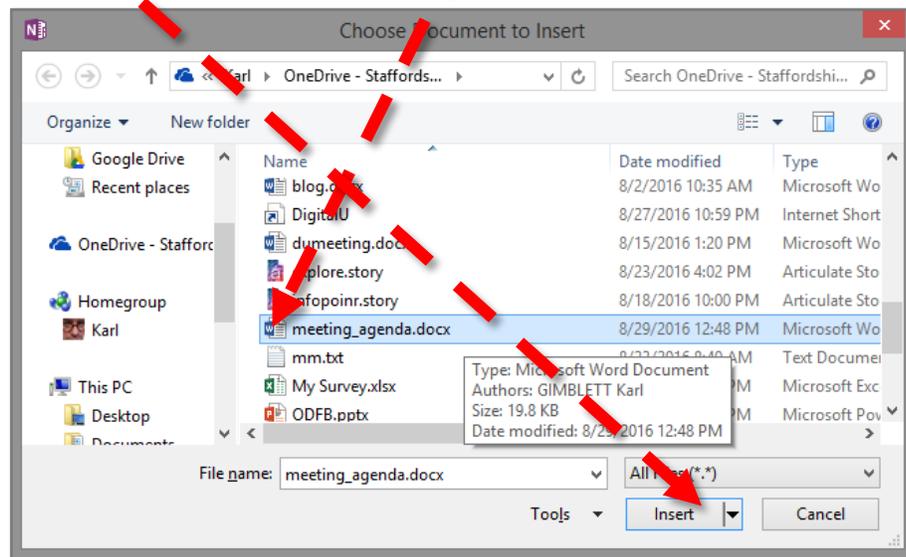


The second technique, which I'm going to use with our notebook, is to insert a **File Printout**.

To do this, we click on **File Printout**

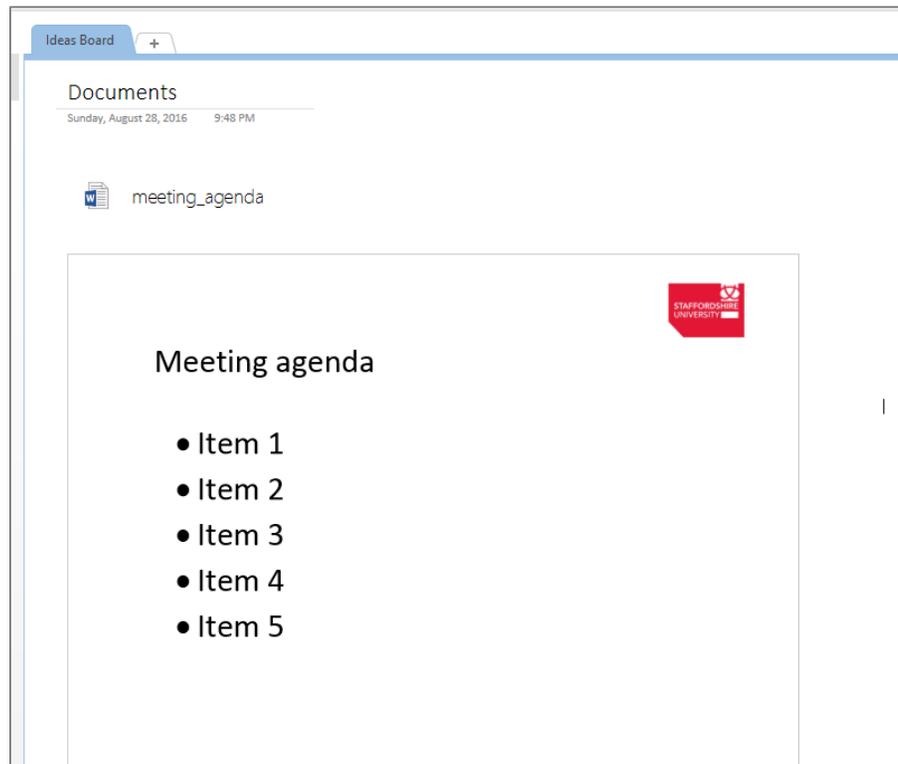


The next step is to simply locate the document we would like to display as a printout. I have a meeting agenda word document I would like to insert in my NoteBook so all I need to do is **locate** it and press **Insert**.



As you can see from the below image, our entire document is inserted into the **Documents** page of our workbook, along with the file in attached form,

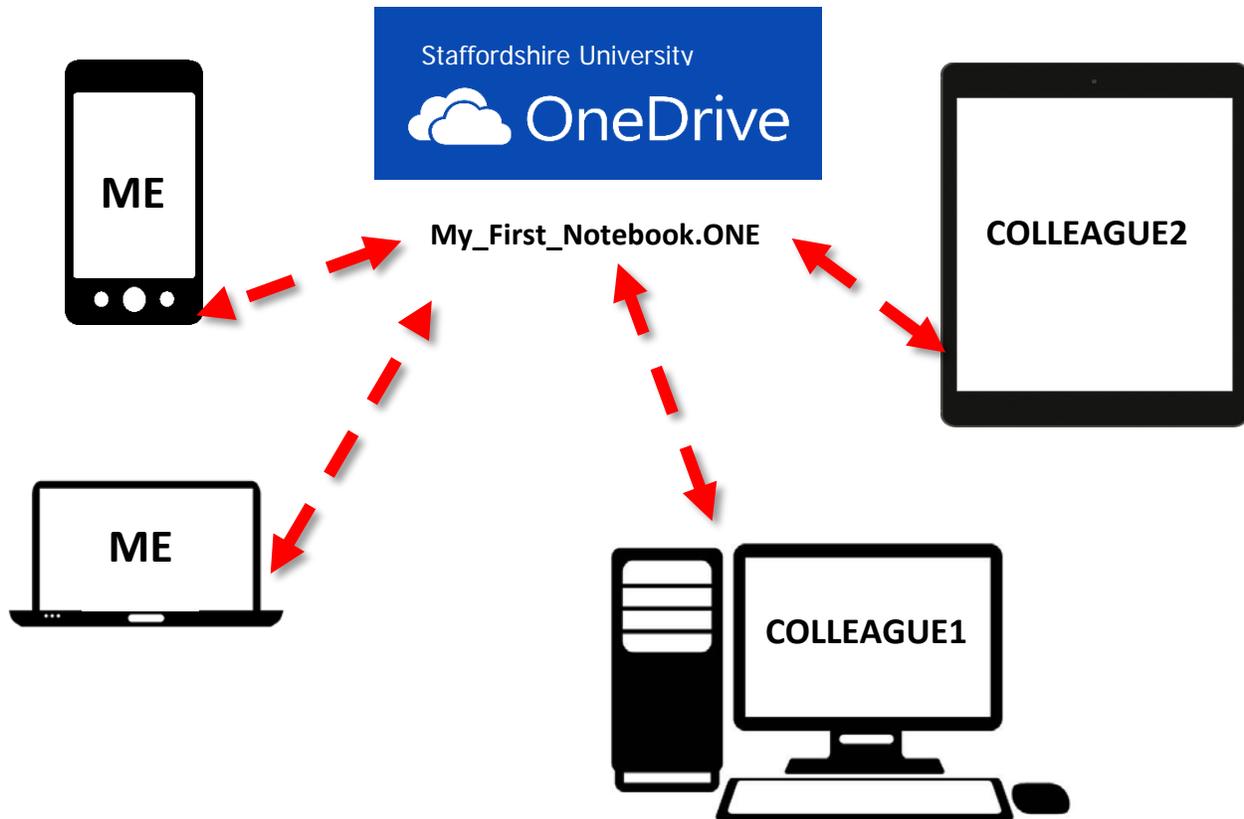
As long as OneNote can understand the format of the file you try to insert as a **print out**, it will appear in full and this includes Excel spreadsheets, PowerPoint presentations etc.



Saving, Syncing and Sharing

The wonderful thing about using **Office 2016** is it's connected to your **OneDrive** account. OneDrive isn't to be covered here but, for the purpose of this guide, let us just define it as an infinitely large, personal storage area stored, securely, on the Internet. Whenever we use our Office 2016 programs, the default place to save them is your **University OneDrive area**. In fact, for documents either saved to OneDrive or created using Office Online, they should no longer need you to manually save them since they will save automatically and **synchronise** with your current and any other device you have connected to your university **OneDrive** account.

The implications of this are that our documents are always in one place, accessible by ourselves and those we choose to share them with. You can access your notebook from any device you have connected to your OneDrive account, as can anyone you have given permission to access your stuff. Hopefully, the below graphic will further illustrate this.



Syncing to your University OneDrive space

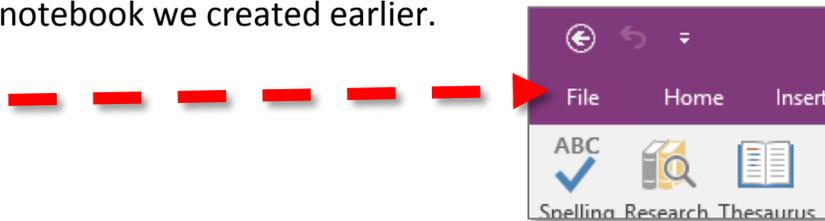
In the above illustration, I have my laptop and smartphone connected to the notebook we created earlier, **My_First_Notebook.one**. I have also given shared write access to two of my colleagues; When any of us edits the notebook on any of our devices the changes are sent to the original copy which, in turn, updates itself. This is the real power behind OneNote – sharing and collaboration.

Sharing is Caring

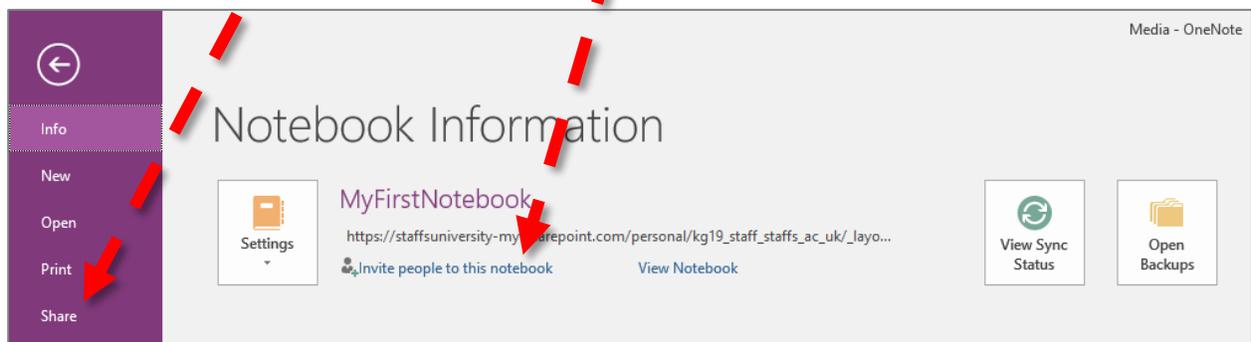
Hopefully, by now you will have realised that, whilst constructing our own notebooks full of images, videos and clippings is great, the real power is when our notebooks reach out to a wider audience and an entire community is contributing, using lots of different media!

As with all of **Office 2016**'s applications, OneNote makes it very simple to invite colleagues and students to view or contribute towards our own documents. Let us return to the notebook we created earlier.

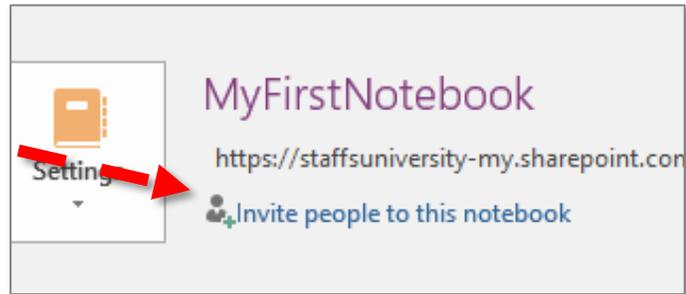
Click on **File**



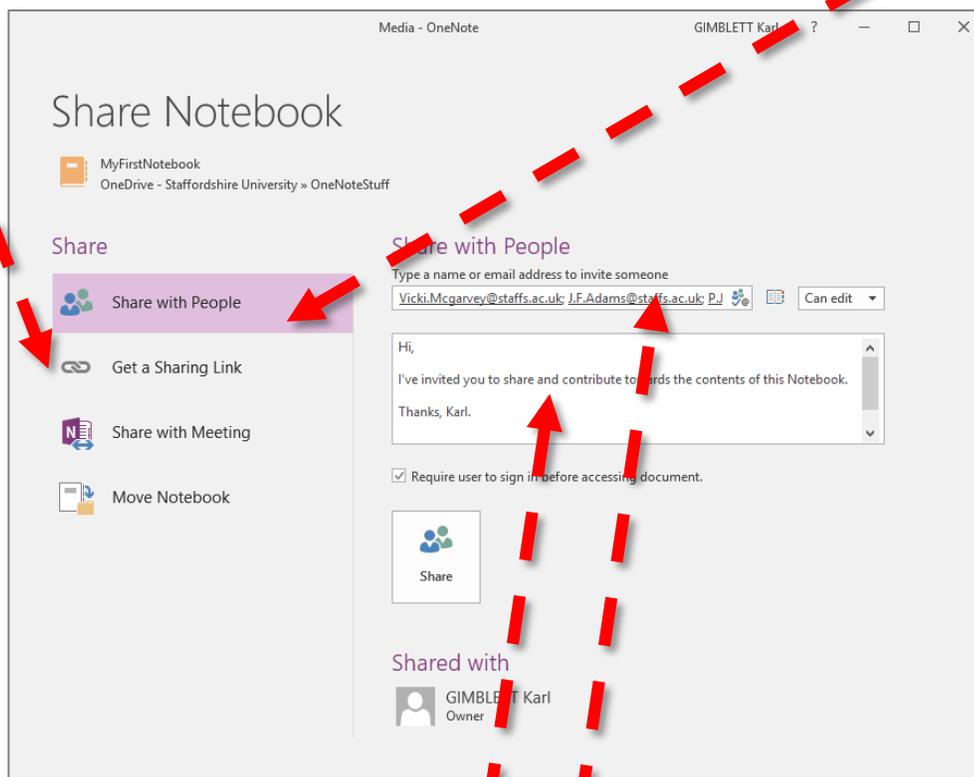
We are taken to the **Notebook Information** page, centre of important information about our notebook. The only thing we're interested at the moment though are the bits that allow us to **share** our notebook. If you look closely, you will see there are two such options. **Share** and **Invite people to this notebook**.



I've decided to use the **invite people to this notebook** method.



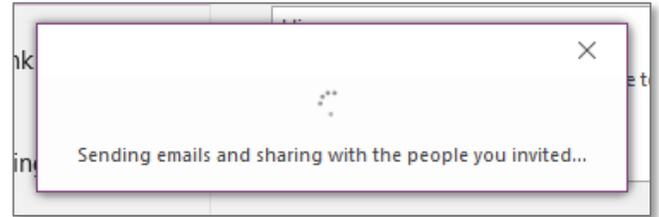
We are now presented with the Share details page. I could have selected **Get a Sharing Link** and sent the link via email but I want to be more selective and have greater control over what I share and who with so I will opt for **Share with People**.



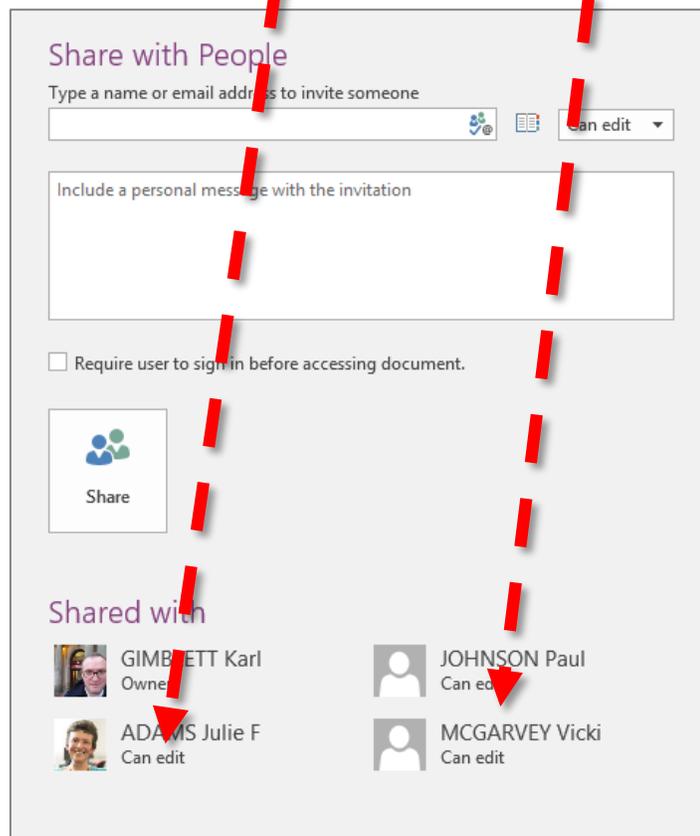
The next step is to specify whom I would like to share my Notebook with; you can enter colleagues' names directly into the **invite box** and add them to your list of collaborators. You can also **specify a message** that will be sent to them along with

the invite. Finally, we should ensure that our collaborators have to sign-in before accessing our notebook.

When you have completed this screen, click the **Share** button. You will then see this message for a few seconds while your invitations are sent.



I can now see the list of colleagues I am **sharing my notebook with** and their level of access (in this case, they **can all edit**).



From this point on, unless I tell OneNote otherwise, all of the colleagues in the **Shared with** list can access and contribute to my notebook.

And Finally

Alas, we have come to the end of this guide. We have merely scratched the surface of what is possible using OneNote, especially when we begin using it with portable devices and sharing our notebooks with colleagues and students, at which point it's use as a tool to enhance everything from running project groups to providing a quick place for students to send materials is really realised.

If you've enjoyed this guide and are hungry for more information about either OneNote or other Digital Skills, please contact either myself or the Digital U team, we're all here to help you use the electronic tools around you to improve your digital capabilities.

e: digitalu@staffs.ac.uk

w: <http://libguides.staffs.ac.uk/digitalu>

OneNote 2016 Shortcut Cheat-Sheet

Here is a list of basic OneNote shortcuts you might find useful if you begin using OneNote on a frequent basis (and let's face it, who wouldn't).

Purpose	Shortcut
Open new OneNote window	Ctrl+M
Dock OneNote	Ctrl+Alt+D
Highlight selected text	Ctrl+Shift+H
Insert a link	Ctrl+K
Open current link	Enter
Copy formatting of currently selected text	Ctrl+Shift+C
Start playback of selected audio/video	Ctrl+Alt+P
Rewind current audio/video a few seconds	Ctrl+Alt+Y
Fast forward current audio/video a few seconds	Ctrl+Alt+U
Toggle full-screen view	F11
Move cursor to page title	Ctrl+Shift+T
Move to search box and search all notes	Ctrl+E
E-mail selected pages	Ctrl+Shift+E
Create new section	Ctrl+T
Move or copy current page	Ctrl+Alt+M
Zoom in	Ctrl+Alt+Shift+Plus Sign
Zoom out	Ctrl+Alt+Shift+Hyphen