

Quick Start Guide

New to OneNote? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands
Select any part of a table or an inserted recording to reveal additional tabs.

Instantly find everything
Search the current page or all notebooks at once and navigate the results with ease.

Stay organized with Feed
View a feed of your sticky notes and OneNote pages all in one place.

Notebooks List
Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.

Notebook Pages
Select these tabs to switch between pages in the current notebook section.

Notebook Sections
Select these tabs to switch between sections in the current notebook.

Type anywhere on a page
OneNote's flexible canvas isn't constrained in the ways that other apps are.

Resize Note Containers
Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

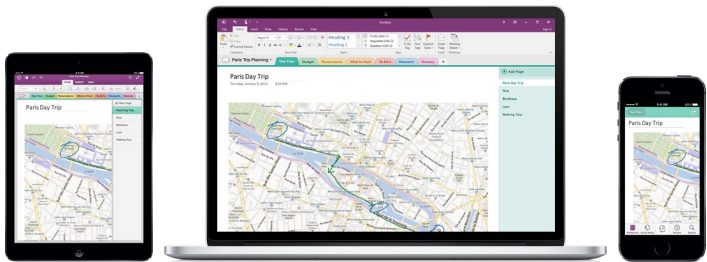
Select or move paragraphs
Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.

Control the ribbon
Select the arrow to switch between the Classic Ribbon and the Simplified Ribbon.

OneNote

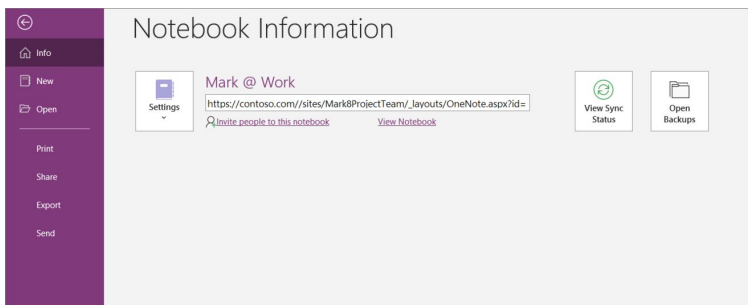
Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, select **File > Info > View Sync Status**.

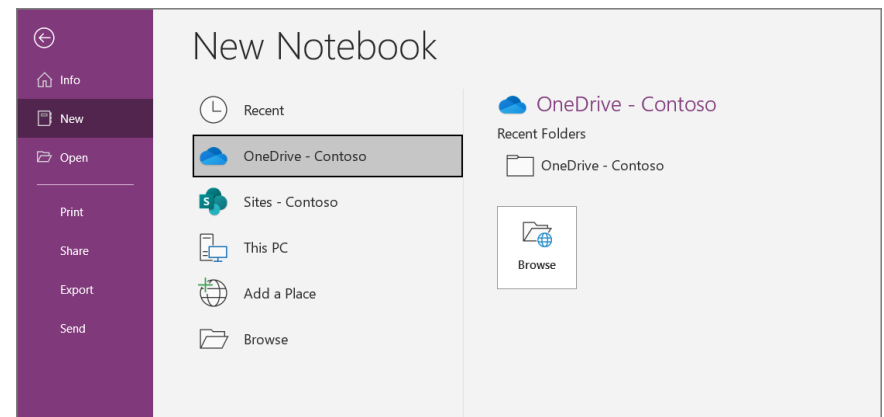


Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, select the **[+]** button at the top of the page tabs column. You can also right-click any page tab and then select **New Page**, or press **Ctrl+N** on your keyboard.

To create a new section in the current notebook, select the small tab with the plus sign **[+]** to the right of the section tab bar, or right-click any section tab and then select **New Section**.

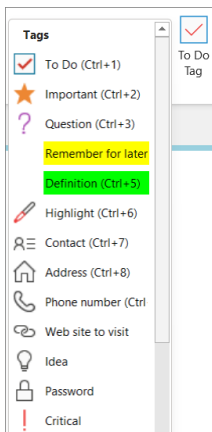


To create a new notebook, click **File > New**, and then select where to store the new notebook. You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

OneNote

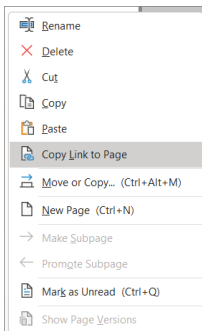
Tag important notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



Create wiki-style hyperlinks

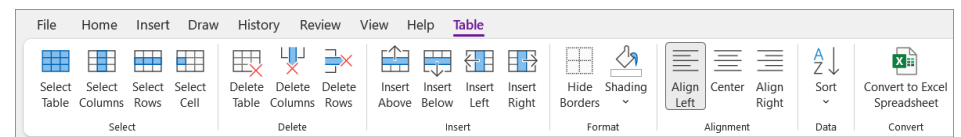
Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, select **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want.



Organize in tables

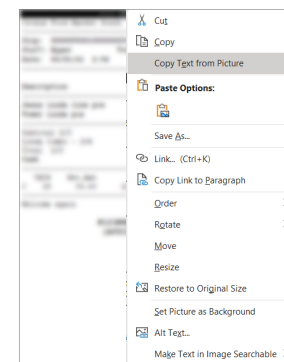
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Alternately, you can select **Insert > Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table** tab on the ribbon, or right-click any part of your table for more options.



Copy text from pictures

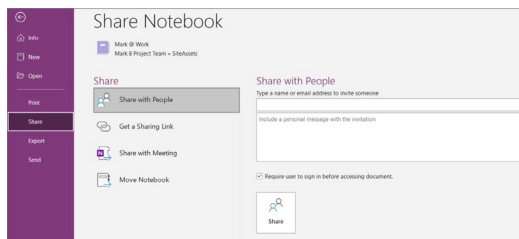
OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, select **Copy Text from Picture**, and then paste the copied text wherever you want.



OneNote

Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, select **File > Share**, and then choose what you want to do.



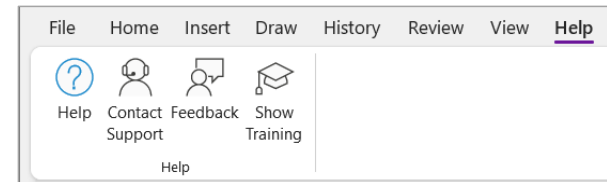
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Get help with OneNote

From the toolbar, select **Help > Help** to open the OneNote Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.



Next steps with OneNote

See what's new in Office

Explore the new and improved features in OneNote and the other apps in Office. Visit <https://go.microsoft.com/fwlink/?linkid=871117> for more information.

Get free training, tutorials, and videos for Office

Ready to dig deeper into the capabilities that OneNote has to offer? Visit <https://go.microsoft.com/fwlink/?linkid=871123> to explore our free training options.

Send us your feedback

Love OneNote? Got an idea for improvement to share with us? On the **File** menu, select **Feedback** and then follow the prompts to send your suggestions directly to the OneNote product team. Thank you!