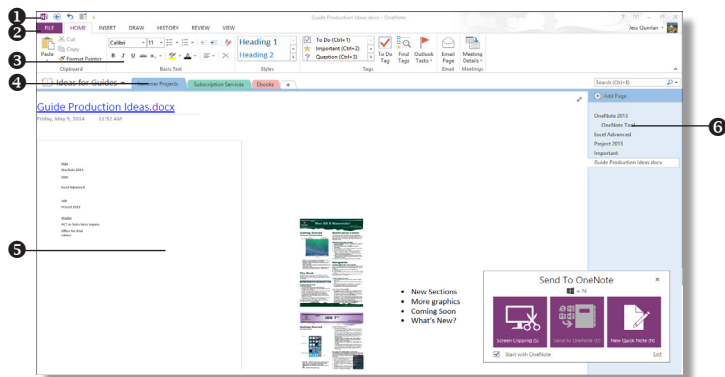




Getting Started

The OneNote Window



- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Backstage View** – contains tools to work with workbook files and manage OneNote settings.
- 3 **Ribbon** – contains groups of tools for use with OneNote 2013.
- 4 **Section Tabs** – displays the currently open sections.
- 5 **Note Page** – displays the currently open note page.
- 6 **Page Tabs Pane** – displays the note pages within the currently open section.

Customizing the Ribbon

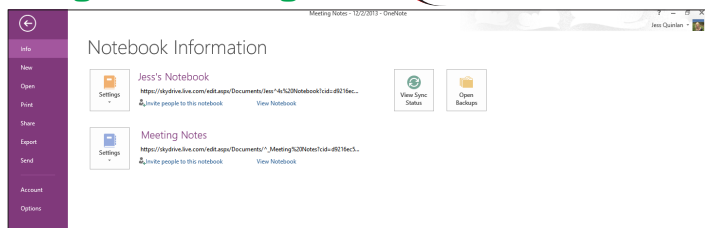
1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
 - To *hide or display a tab*, check or clear the box next to the group name in the box on the right.
 - To *rename a tab or group*, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
 - To *rearrange tabs and groups*, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

*Note: To hide the ribbon, click the **Customize the Ribbon** button in the top left corner of the screen.*

NEW! Using the OneNote Quick Access Toolbar

- To *customize the Quick Access Toolbar*, click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- To *move back to a previous section*, click the **Back** button in the top-right corner of the toolbar.
- To *undo an action*, click the **Undo** button in the top-right corner of the toolbar.

Using the Backstage View (NEW!)



The Backstage view replaces and expands on the File menu allowing you to quickly manage OneNote options. It also allows you to save a file, open a file, or print the current file. To access the Backstage view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.

Organizing Your Notebook

OneNote creates a hierarchy to organize your notes.

- **Notebooks** – are the top level of OneNote organization.
- **Sections** – are contained within notebooks. (Sections are stored on your computer as .one files.)
- **Pages** – are contained within sections and contain note information.
- **Subpages** – contain additional information under the same title as its corresponding page.

Creating a New Section

1. Click on the **Create a New Section** tab on the **Section** tabs.
2. Do any of the following:
 - To *name the section*, right-click the section name in the **Tab** bar, and select **Rename** from the resulting menu. Enter a name for the section and press the **Enter** key.
 - To *change the color of the section*, right-click the section name in the **Tab** bar, select **Section Color** and select a color from the resulting menu.
 - To *move a section*, click and drag the section name in the **Tab** bar.

Creating a New Page

1. Click on the **Section** tab of the section you want to create a new page in.
2. Click the **Add Page** button in the **Page Tabs** pane and do one of the following:
 - To *create a new blank page*, select **New Page**.
 - To *create a new template page*, click the **Insert** tab on the **Ribbon**. Click the **Page Templates** button in the **Pages** group. Click the arrow next to the template type you want to use and select a template.
3. Enter a page title in the box and press the **Enter** key.

Creating a New Notebook

1. Click on the **File** tab.
2. Select **New** from the left pane.
3. Select a place to create the notebook in the **Location** section.
4. Enter a name for the notebook in the **Notebook Name** box.
5. Click the **Create Notebook** button.

*Note: You might be asked whether or not you want to share the notebook with others at this time. Click **Share** or **Not now**.*