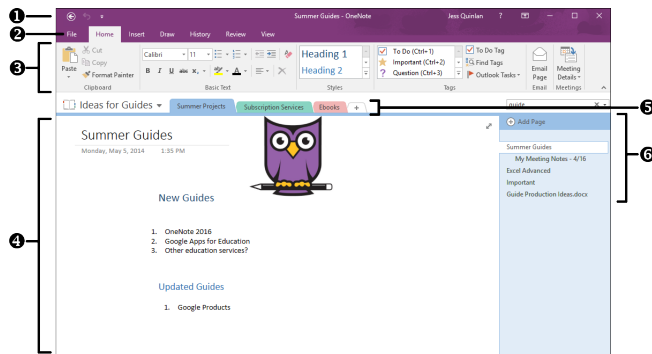


Getting Started

The OneNote Window



- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Backstage View** – contains tools to work with workbook files and manage settings.
- ❸ **Ribbon** – contains groups of tools for use with OneNote 2016.
- ❹ **Section Tabs** – displays the currently open sections.
- ❺ **Note Page** – displays the currently open note page.
- ❻ **Page Tabs Pane** – displays the pages within the open section.

Using OneDrive

OneDrive is Microsoft's online cloud storage system. You can save your notebook in OneDrive and access it from any computer or device with an Internet connection. Add a new file directly to OneDrive when you save it within OneNote, or use File Explorer to drag and drop files or folders into OneDrive. You can access OneDrive content by signing in to www.onedrive.com.

Opening a Notebook

1. Click on the **File** tab.
2. Select **Open** in the left pane.
3. Select the location you would like to open from. Choose from:
 - **Recent**: choose from a list of recently opened notebooks.
 - **OneDrive**: choose from a folder stored in the cloud.
 - **This PC**: choose from likely folders in the **Recent Folders** space or click **Browse** to manually search your computer.
 - **Add a Place**: select an additional location, such as an **Office 365** account or another **OneDrive** account.
4. Click the **Open** button.

NEW! Using the Quick Notes Section

The Quick Notes section opens automatically when you first launch OneNote. It contains suggestions and quick links to helpful features.

Using the Backstage View

The Backstage view expands on the File menu. The Backstage view allows you to manage OneNote settings and information. You can save, open, 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 **NEW!**

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 Notebook

1. Click on the **File** tab.
2. Select **New** from the left pane.
3. Select a place to create the notebook by clicking one of the available options in the **Location** section or click **Browse** to choose an additional place.
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 **Invite people** or **Not now**.*

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.
3. Enter a page title in the box and press the **Enter** key.

Using a Page Template

You can add ready-made designs to give your pages a more professional, consistent look.

1. Click on the **Insert** tab.
2. Click the **Page Templates** button in the **Pages** group.
3. Select a template category in the **Templates** pane that appears.
4. Click the name of the template to apply it to the page.
5. *Optional*: To try out different templates, click through the different template names.
6. *Optional*: To remove a template, click the arrow beside the **Page Templates** button in the **Pages** group. Click **Default**.

Creating a Subpage

You need at least two pages to create a subpage.

1. Click the name of the page you want to set as a subpage in the **Page** panel. (You can also click **Add Page** to create a new page to set as the subpage).
2. Drag the page to the right to indent it under the main page.