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WHAT's New?



EXPOSING OneNote!

In its simplest form, OneNote is an electronic version of a paper notebook where you can write down notes, thoughts, ideas, scribbles, reminders, and all kinds of other information.

Read below to discover the basics of OneNote.

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EXPOSING OneNote!



Unlike the traditional document page format of other programs such as word-processing or spreadsheet programs, OneNote offers a free-form canvas where you can type, write, or draw notes in the form of text, graphics, and images wherever and however you want them.

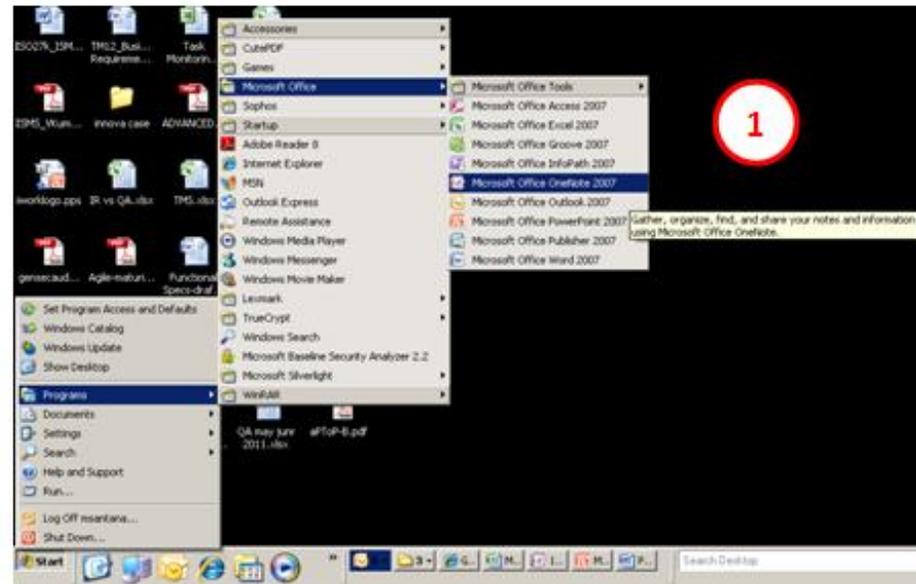
Unlike the notes in a paper notebook, OneNote lets you add, move, and delete anything on its pages and in its sections. You can add more space where and when you need it, and you can stay organized by dragging note items into their own sections or even into different notebooks. You can separate and organize your notes by subjects or projects, or keep separate notebooks for different places and interests. OneNote is easy to use, and it doesn't force everyone to work in the same way.

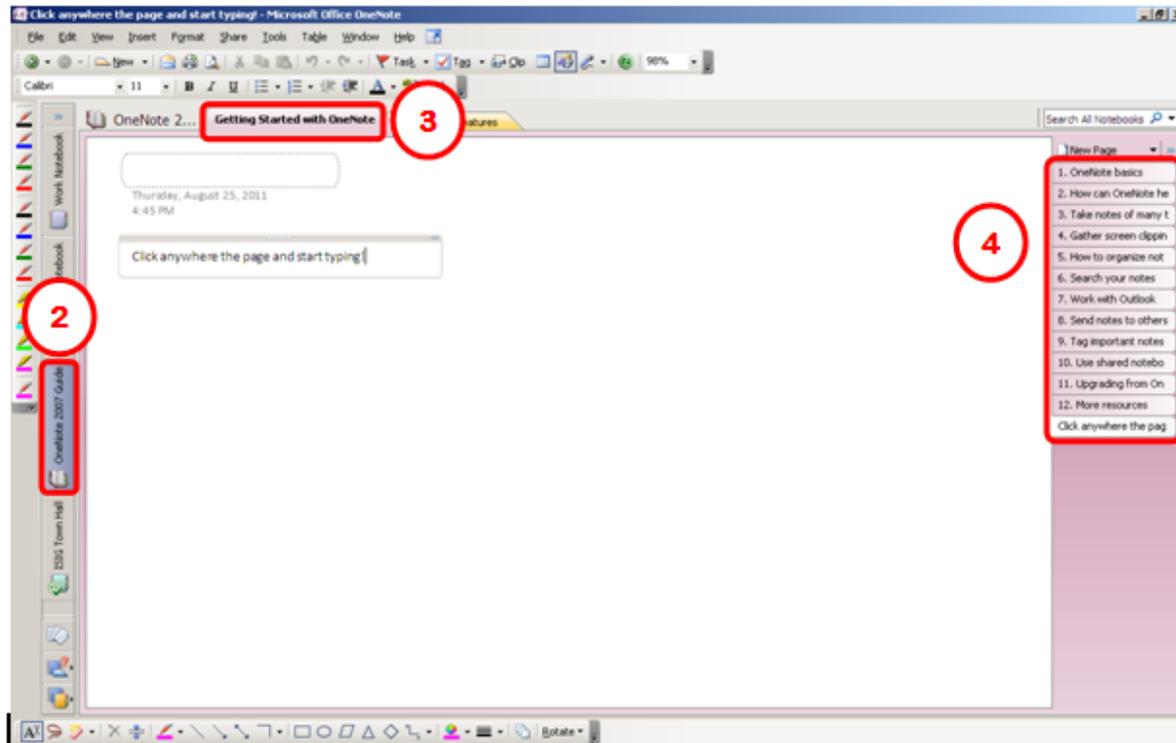
Follow the OneNote Guide!

For a visual overview of OneNote and its main benefits and features, the OneNote Guide is the best place to start.

To view the OneNote Guide, do the following:

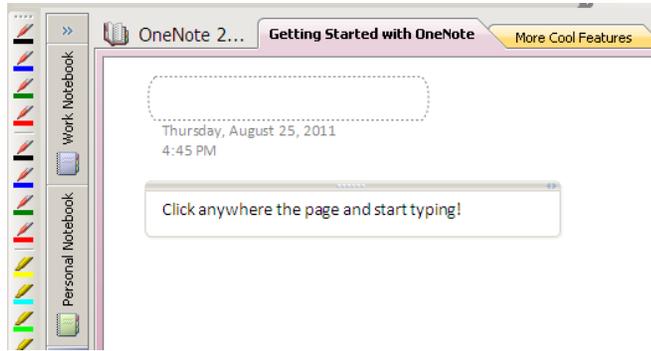
1. Start Microsoft Office OneNote.
2. In the Notebooks navigation pane, click OneNote Guide.
3. Click the Getting Started with OneNote section tab at the top of the note page.
4. In the side margin, click the tabs of the pages that you want to read.





How to use OneNote?

Just **CLICK** and **TYPE!** Click anywhere the page in OneNote and then type your text. You can even move the notes anywhere within the page using the Notes Container Tool.



- 1 Move handle
- 2 Sizing handle

What are all the tabs?

OneNote is a place for gathering, organizing, searching, and sharing notes, clippings, thoughts, reference materials, and other information. All your notes will be visible here – organized by notebooks, sections, and pages. You can create them by clicking **File → New**.

Notebooks:
Start with one or two.

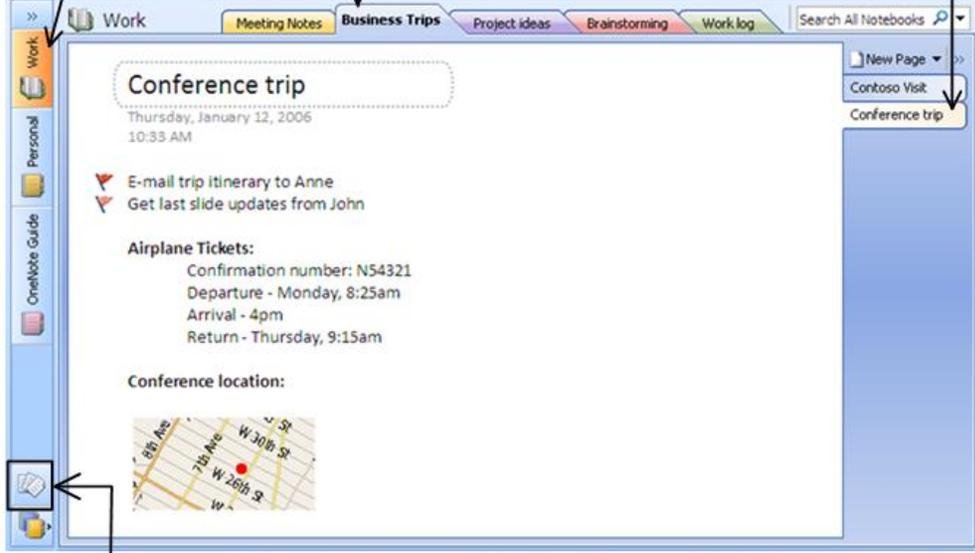


Sections in the current notebook:
Sections let you organize notes by activities, topics, or people in your life. Start with a few in each notebook.



Pages in the current section:
Create as many note pages in each section as you want.





Special **Unfiled Notes** section — for note pages you need to create in a hurry. You can drag them elsewhere later.

Save Notes!



If you will notice, there is no Save button on the toolbar because OneNote **saves all your notes automatically!**

OneNote automatically and continuously saves your work while you take notes, whenever you switch to another page or section, and whenever you close sections and notebooks. There is no need to save your notes manually, even when you finish them.

TIP: To save a copy of a section of your notes to a different location, use the **Save As** command on the File menu. OneNote will automatically save any further changes to that section of notes to that new location

Try to visit OneNote home page on [Microsoft Office Online](http://office.microsoft.com/en-us/onenote-help/get-started-with-microsoft-office-onenote-2007-HA010032521.aspx?CTT=5&origin=HA010168634) to view or download free content each month.

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