

Ribbon Basics

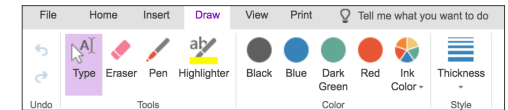
Taking your note on the OneNote Online software can be a productive way to keep yourself organized. OneNote keeps track of all your documents by separating them into sections, times, dates, and Notebooks. Whether that be for Classes, Ideas, Cooking, or Scheduling.

File **Home** **Insert** **Draw** **View** **Print** **Tell me what you want to do** **Open In Desktop** **Give Feedback To Microsoft**

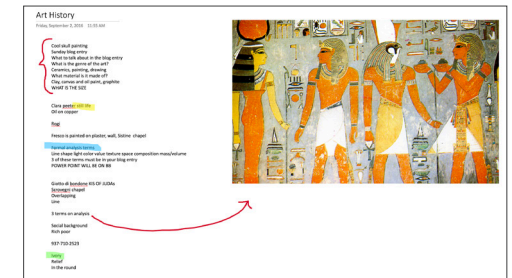
Undo **Redo** **Paste** **Cut** **Copy** **Format Painter** **Clipboard** **Calibri Light** **20** **B** **I** **U** **abc** **x₂** **ab** **A** **Basic Text**

Normal **Heading 1** **Heading 2** **Heading 3** **Heading 4** **AaBbCc** **AaBbCc** **AaBbCc** **AaBbCc** **AaBbCc** **Styles**

Callouts:
 - **Undo**: Undo
 - **Redo**: Redo
 - **Paste**: Paste objects/text into the document
 - **Cut**: Cut, Copy, and Paste objects/text into the document
 - **Copy**: Copy
 - **Format Painter**: Copy, highlight, or underline information
 - **Clipboard**: Add pictures or tables. Comments can also be added
 - **Basic Text**: Draw, highlight, or underline information
 - **Styles**: Set up for reading your notes out loud or book style
 - **Heading 1-4**: Print out your notes for other studying purposes
 - **Open In Desktop**: For further help, trying asking a question
 - **Give Feedback To Microsoft**: Clicking on this will give you the option to open up Microsoft word which is downloaded to your computer and comes with more helpful tools.

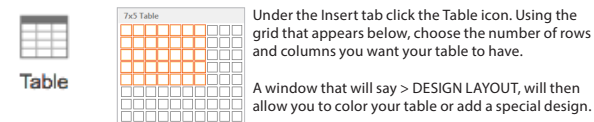
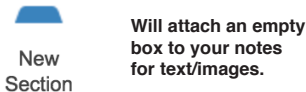
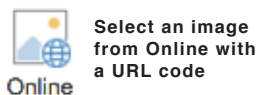
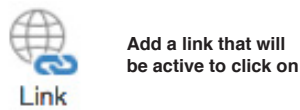
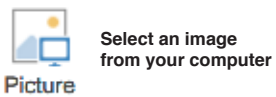


The Drawing Tab in OneNote is the most unique option that comes with the program. Here, you can draw in all different colors and highlight quickly.



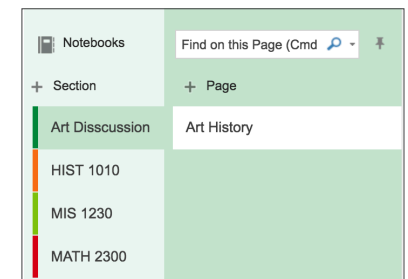
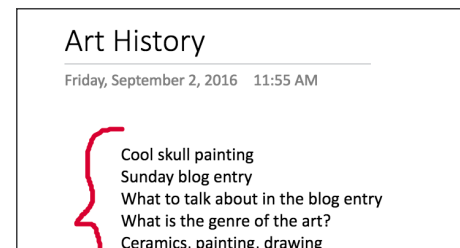
Insert Tab

When jotting down information it may be important to add a photo, link, or table to better understand your note taking.



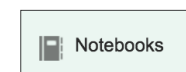
Notes

In the Section tab, you can add a note book for each class, idea, or any desired segment. Choose a color scheme to separate the sections in a more organized way



On the day that you add to a section it will date each part with a day, month, year, and time.

Each Notebook contains its own sections. You can have multiple notebooks with multiple sections



Printing

If you are **printing from the library**, click **Print**, then enter your Ohio User Name (ex. AL180417) or if you are a community member, enter the number on the bottom right of your printer card. Click **Yes** on next window and swipe your OU card/Printer card at the designated printer. Press **Print** on the touch screen.

The screenshot shows a 'Print' dialog box with the following settings and callouts:

- Choose a Printer:** Points to the 'Destination' field showing 'Alden B&W Only HP LaserJet M806'.
- Pages to Print:** Points to the 'Pages' section with 'All' selected.
- Copies of document:** Points to the 'Copies' field set to '1'.
- Page Size:** Points to the 'Paper size' dropdown set to 'US Letter'.
- Double Sided:** Points to the 'Scale' field set to '96'.

Other settings include 'Options' with 'Fit to page' checked and 'Two-sided' unchecked. Links for 'Print using system dialog...' and 'Open PDF in Preview' are at the bottom.

Inserting a Form

OneNote has a convenient option to insert a Office Form/quiz right into your notes. The quiz/form will also be interactive in the notes which could be handy for studying for a class or collecting data.

The 'Forms for OneNote' window displays a list of forms:

- + New Form** and **+ New Quiz** buttons.
- Ohio University Quiz** (dated 6/19/2017) with **Insert** and **Edit** icons.
- Pizza Form** (dated 6/14/2017).

Under the **Insert Tab**, click on the **Form** button, this will give you a window that will appear on the right hand side of your browser. From there, you select which form/quiz you would like to enter.

A window like this will appear on your notes. Here, you can scroll down to see the rest of the question to answer. You can even make notes beside the quiz/form to discuss the importance of the matter.

The screenshot shows a quiz form titled 'Ohio University Quiz' with the following content:

Hi , when you submit this form, the owner will be able to see your name and email address.

1. Where is Ohio University? (5 Points)

- Athens Ohio
- Columbus Ohio