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University Information
Technology Services

Microsoft Office
OneNote 2016 for Mac

Introduction to OneNote

University Information Technology Services

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Introduction

This booklet is the companion document to the OneNote 2016 workshop. OneNote is an application that will let you take notes and store them in a digital notebook. This booklet will show users how to navigate the interface, create, format, edit, insert content, organize notebooks, and easily find content.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Identify the components of the OneNote 2016 interface
- Create a new notebook, sections, and pages
- Add and change the formatting of your notes
- Insert different types of content
- Use the draw tools
- Easily search your notebooks to find your notes

Note: This document frequently refers to right-click. If your set-up does not include a mouse with two buttons, Mac users can configure their single-button mouse to do a right-click by accessing the *System Preferences > Mouse* settings and setting the right-button to **Secondary Button**. Right-click can also be enabled by holding **Control ⌃ + click** (See Figure 1).
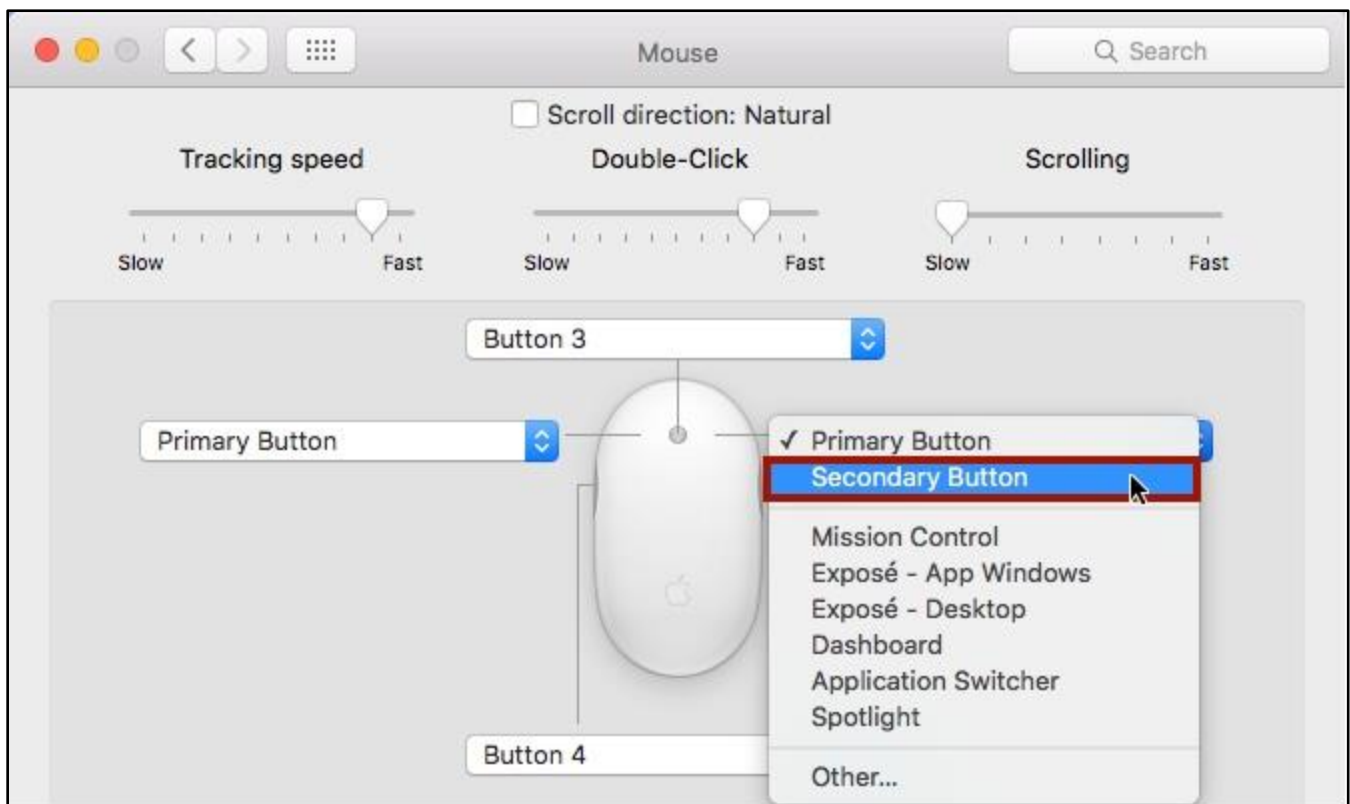

Figure 1 - Setup Right-Click on a Mac

OneNote 2016 Interface

The OneNote 2016 Interface is different from previous version of OneNote. The following illustrates the interface and where OneNote features are located.

1. **File Tab** - Create new notebooks and open previously created notebooks (See Figure 2).
2. **Quick Access Toolbar** - Keep shortcuts to your favorite tools (See Figure 2).
3. **Ribbon** - Where you can access the tools for formatting your notebook (See Figure 2).
4. **Contextual Tools** - A tab that appears by selecting relevant objects in your notebook (See Figure 2).
5. **Search All Notebooks** - Allows you to search all notebooks open (See Figure 2).
6. **Ribbon Display Options** - You can collapse or show the whole ribbon (See Figure 2).
7. **Notebook List** - List of notebooks you currently have open (See Figure 2).
8. **Notebook Sections** - List of sections in the notebook (See Figure 2).
9. **Notebook Pages** - List of pages in the section of the notebook (See Figure 2).
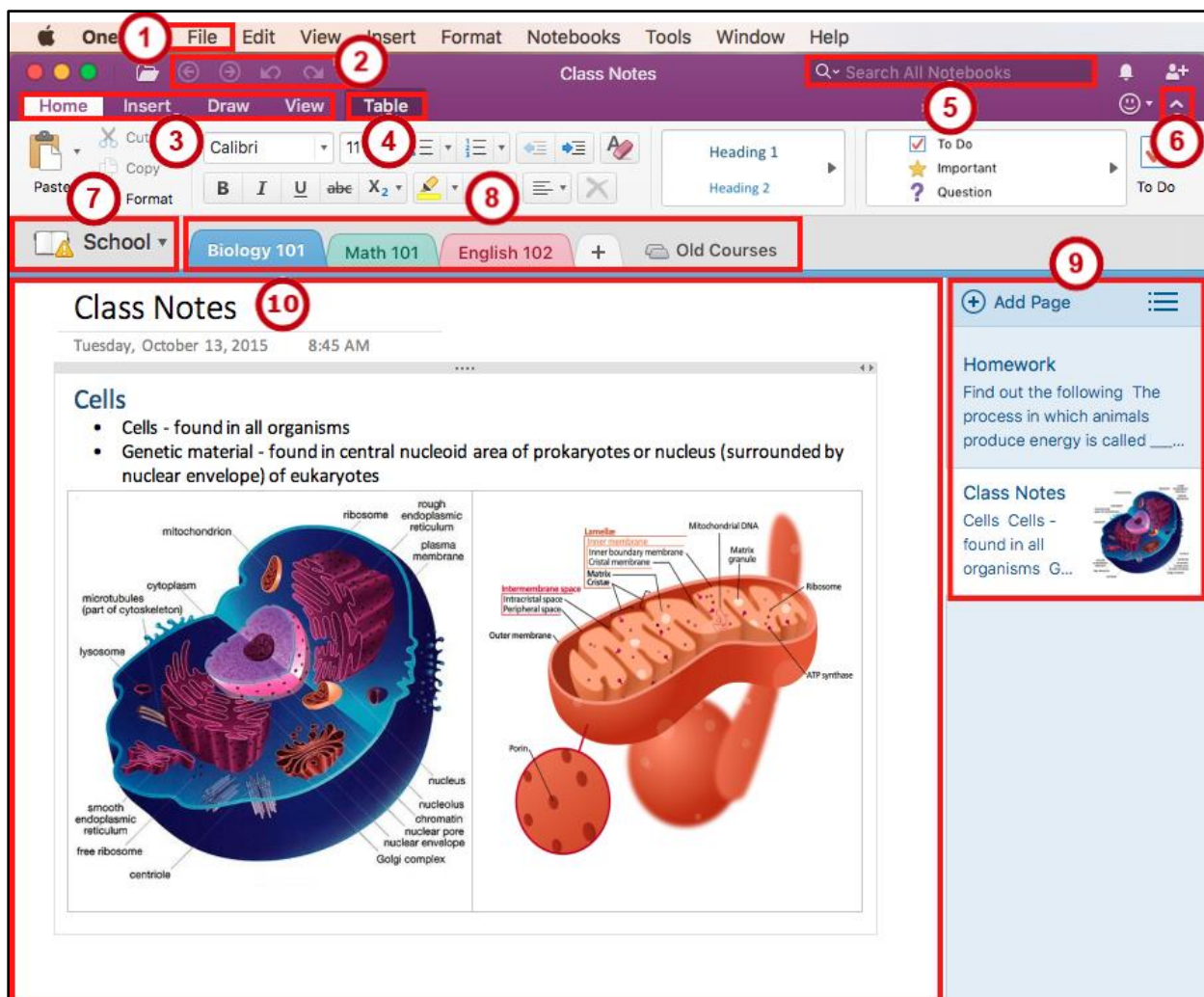10. **Document** - This is where you type, edit, insert content in your notebook (See Figure 2).

Figure 2 - OneNote 2016 Interface

The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task
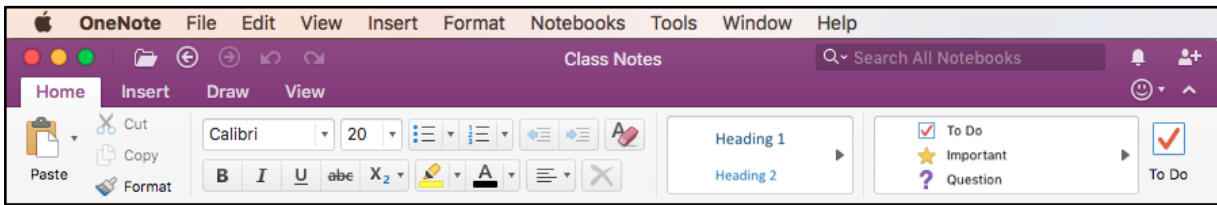

Figure 3 - The Ribbon

The File Button

The file tab takes you to a centralized location called the *Microsoft Office Backstage* view. This is where you can create, open a recently opened notebook, and open a notebook.
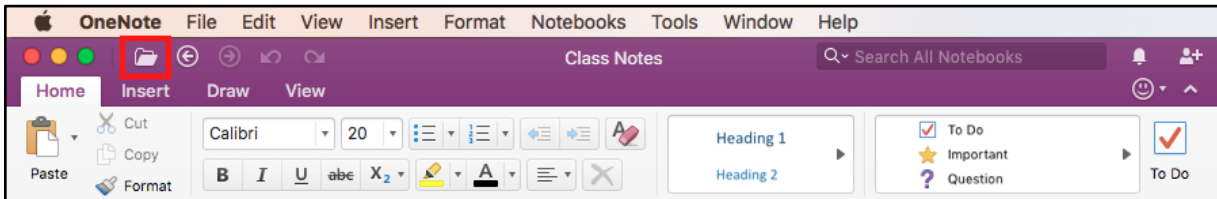
1. Click the **File** button.

Figure 4 - Accessing The Backstage View through the File Button

2. You can do the following from the *Backstage view*.
   a. **New** - Create new notebooks (See Figure 5).
   b. **Recent** - Open a recently opened notebook (See Figure 5).
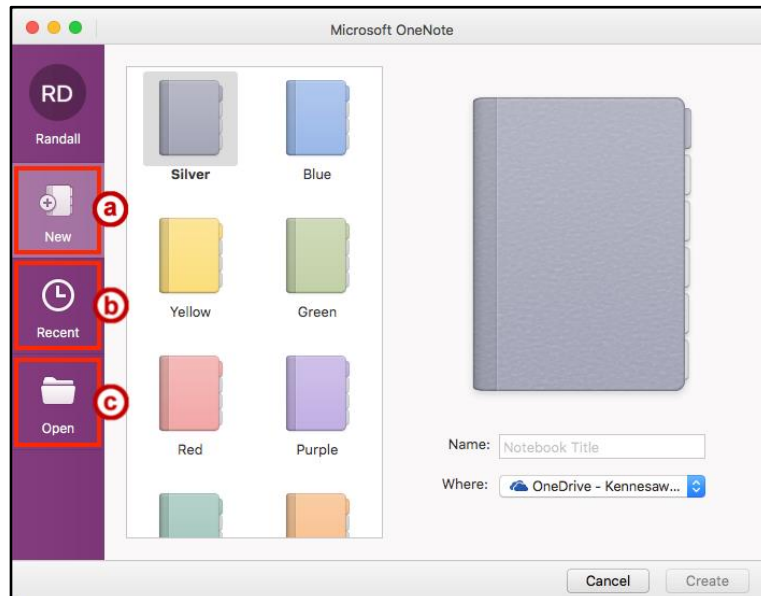   c. **Open** - Open existing notebooks (See Figure 5).

Figure 5 - The Backstage View

Creating a Notebook

You can create multiple notebooks. Within a notebook you can create multiple sections and multiple pages to each section. The following shows how to create a blank notebook with sections and pages.

Notebook

Notebooks are like binders that store your information in a central location. Example notebooks can be; School, Work, Personal, etc.
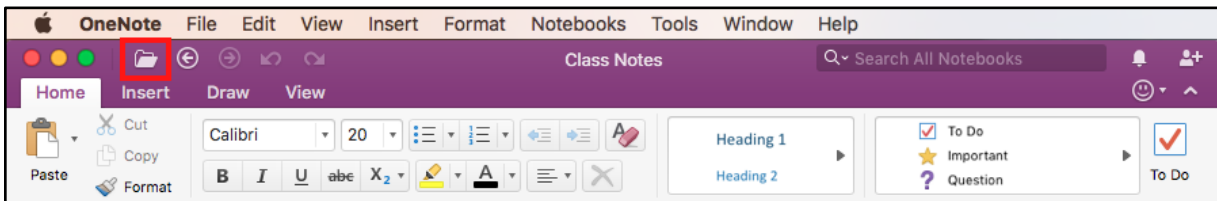
1. Click the **File** button.

Figure 6 - File Tab

2. To create a new notebook, click **New** (See Figure 7).
3. Choose a **notebook color** (See Figure 7).
4. **Type** the *Notebook Name* (See Figure 7).
5. Choose **where** you would like to save the notebook (See Figure 7)
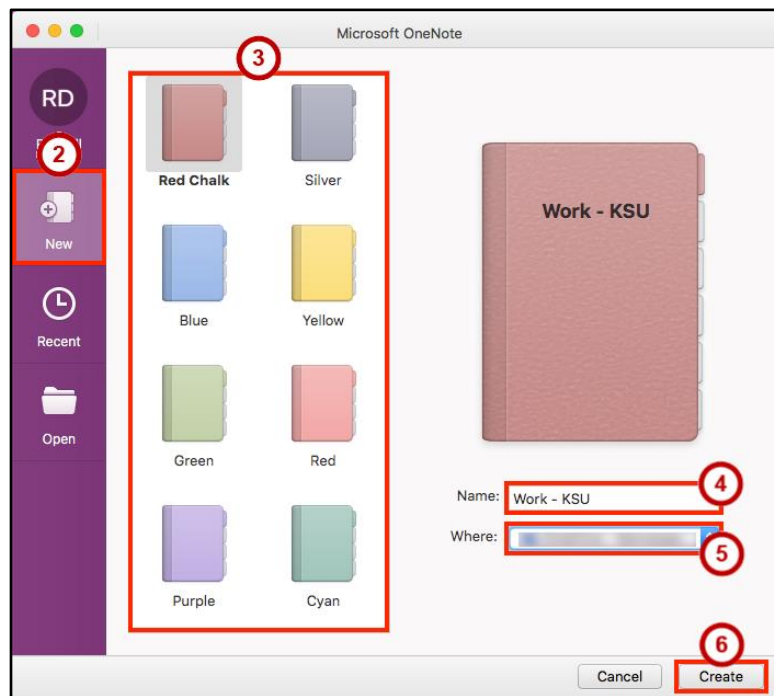6. Click the **Create** button (See Figure 7).

Figure 7 - New Notebook

7. A *Blank Notebook* will open.

Section

Sections are the tabs in your notebook that create categories. Example sections for a Work notebook can be; Meetings, Tasks, Agenda, etc.

Create a Section

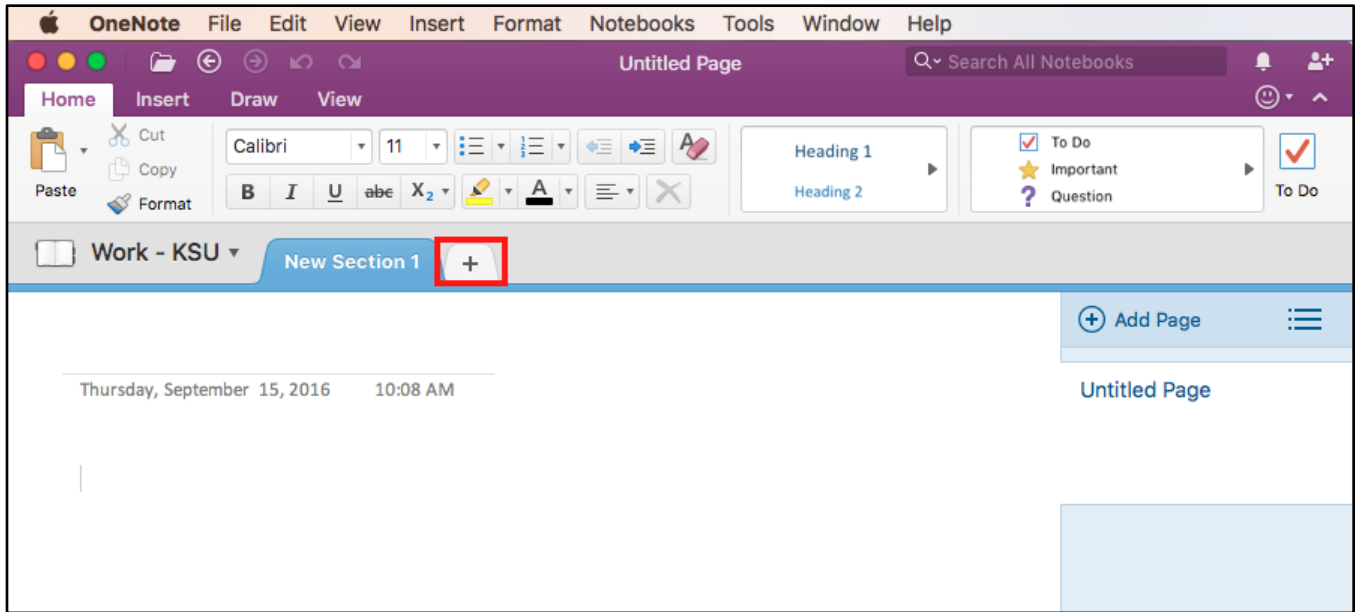1. In a *notebook,* click the **Create a New Section** tab.

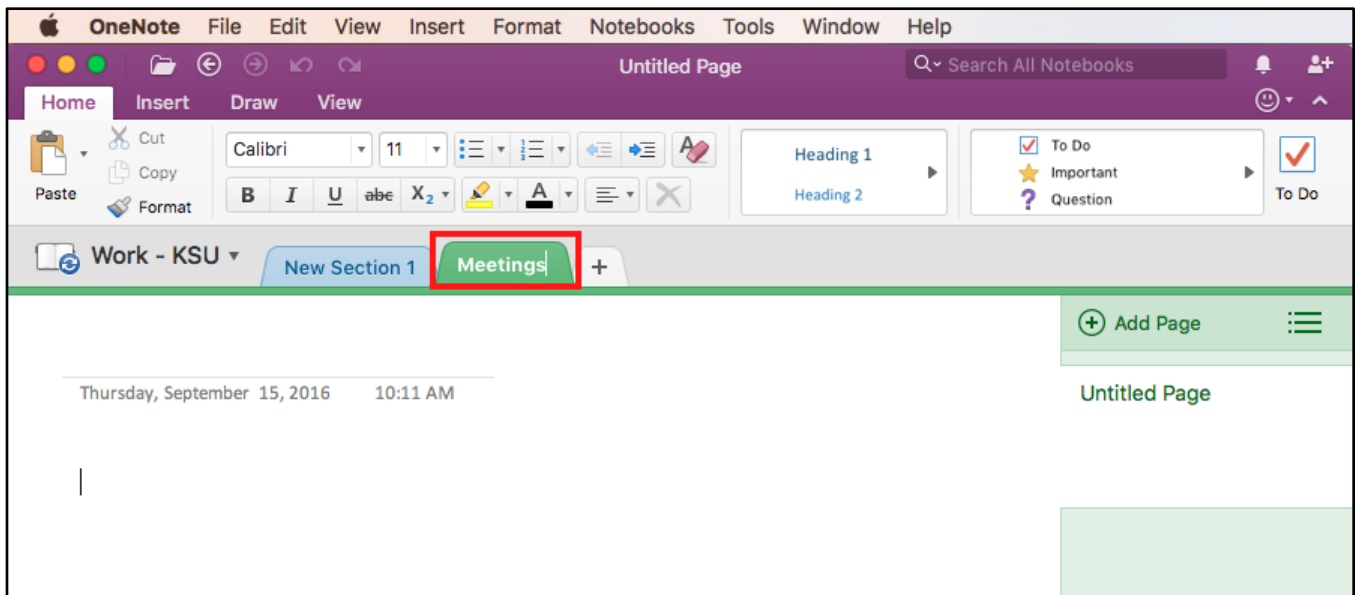Figure 8 - Create a New Section

2. **Type** a name for the section.

Figure 9 - Type a Name for the Section

3. Press the **Enter** key on your keyboard to confirm the section name.

Rename a Section

1. **Right-click** on a section name (See Figure 10).
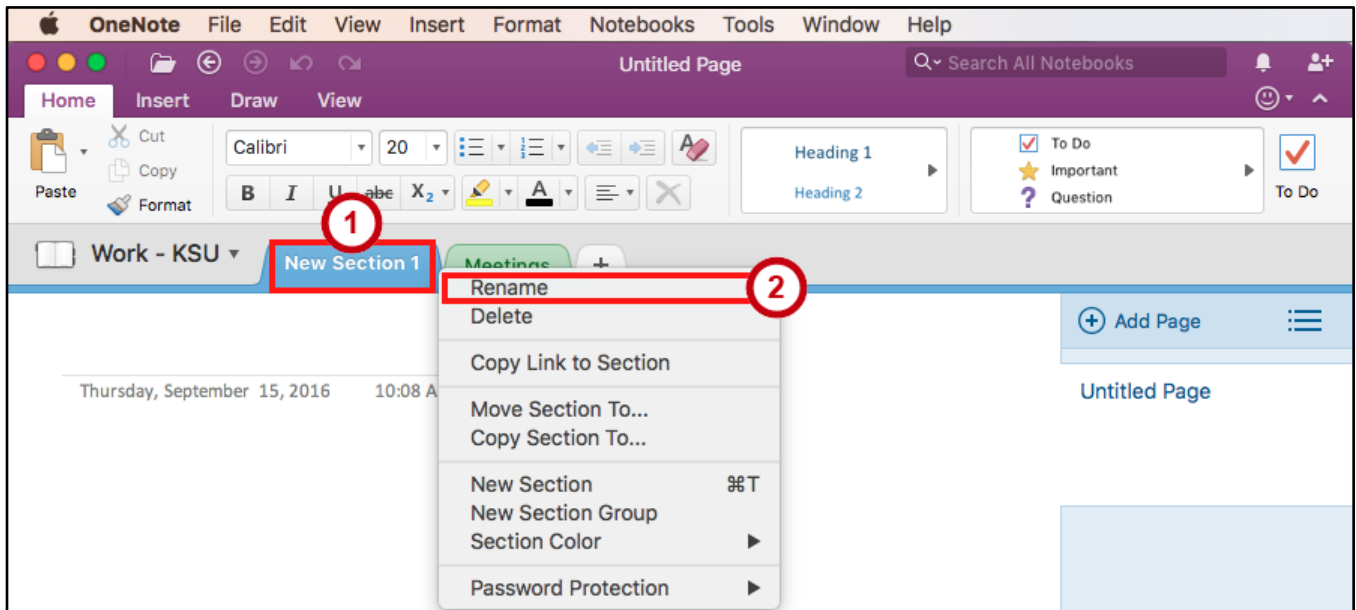2. Click **Rename** (See Figure 10).

Figure 10 - Rename a Section
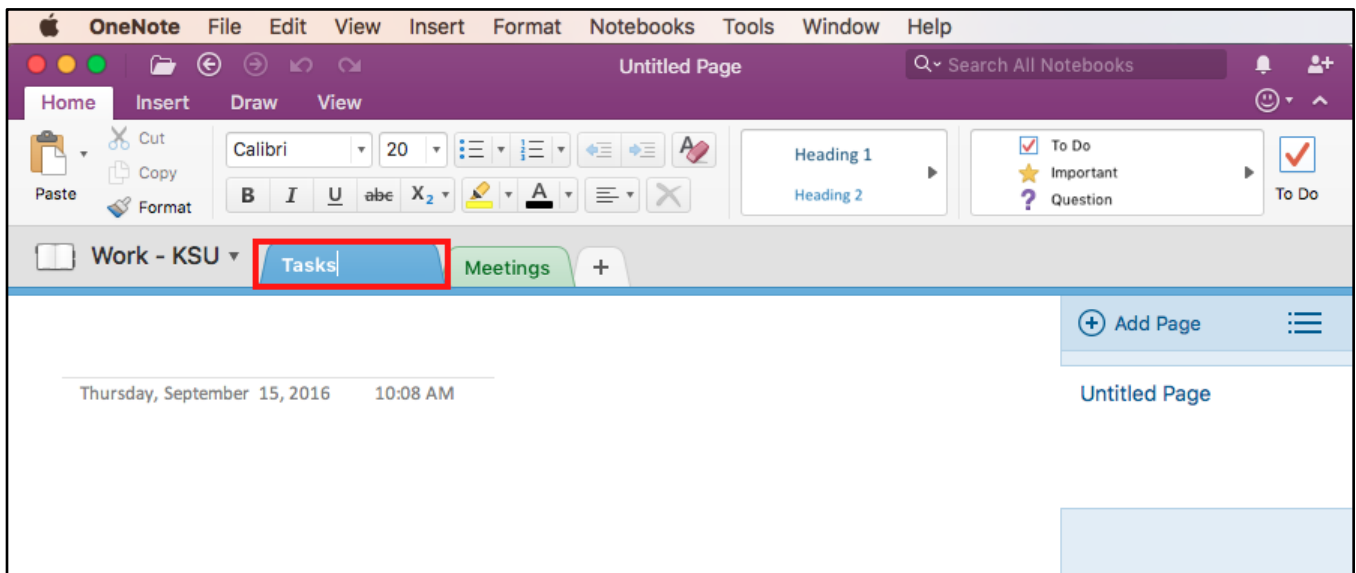
3. **Type** a name for the section.

Figure 11 - Type a Name for the Section

4. Press the **Enter** key on your keyboard to confirm the section rename.

Move a Section

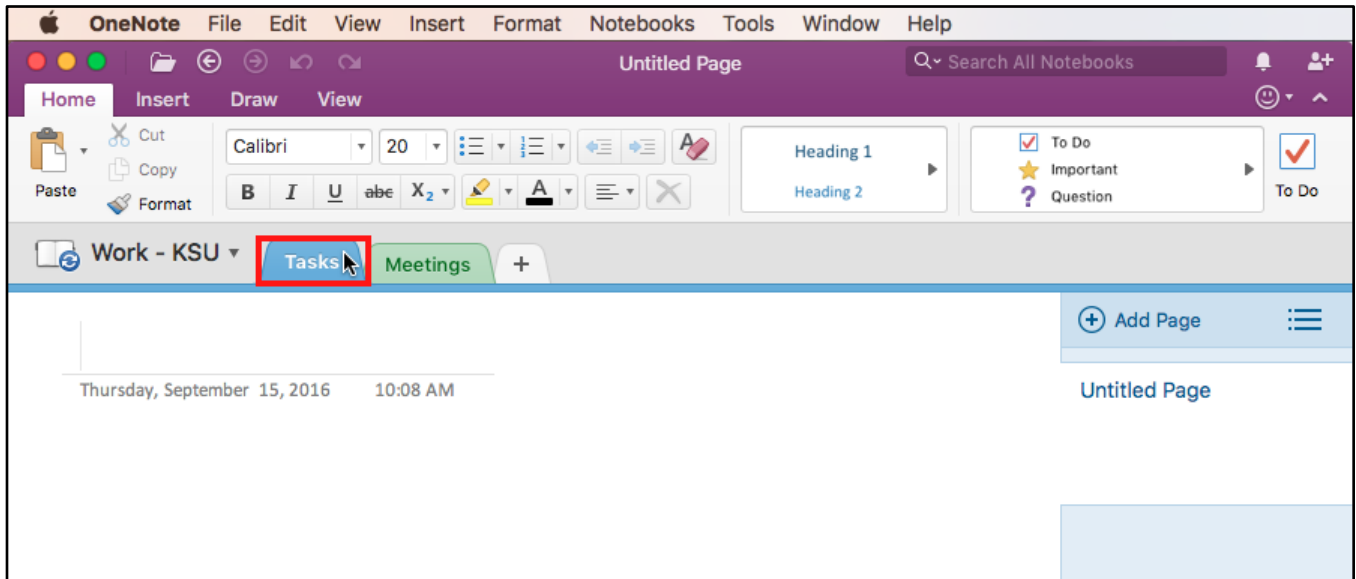1. **Left-click and hold** a section tab with your mouse.

Figure 12 - Left-Click and Hold

2. While holding the section, **drag** the section left or right of the other sections.
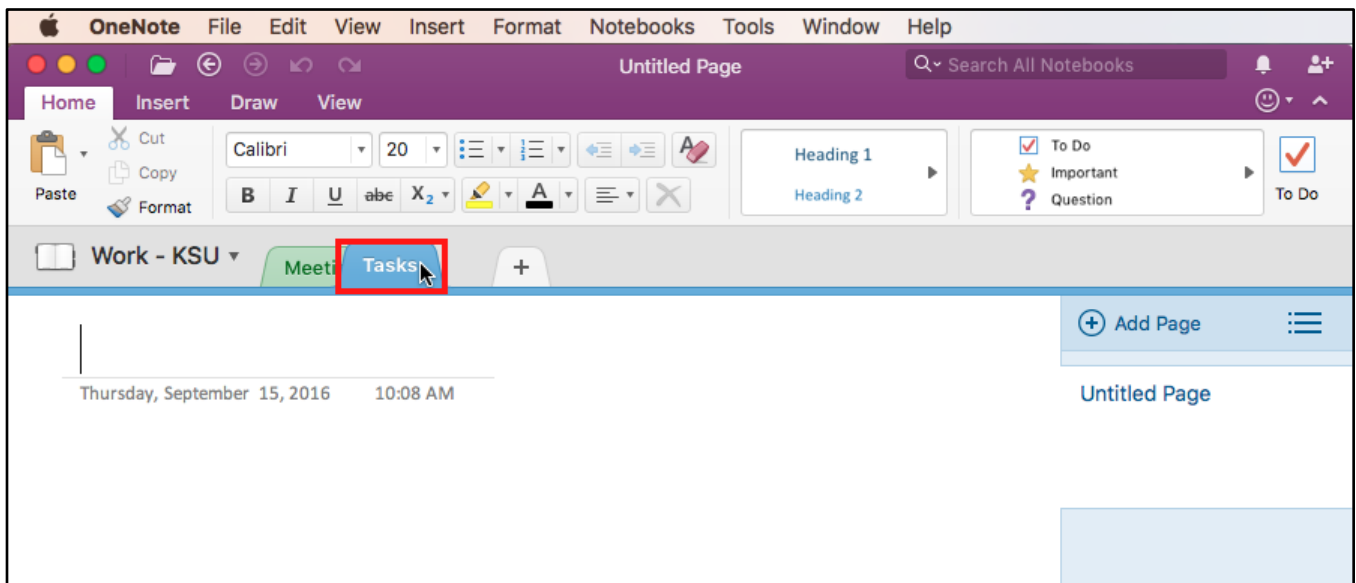

Figure 13 - Move a Section

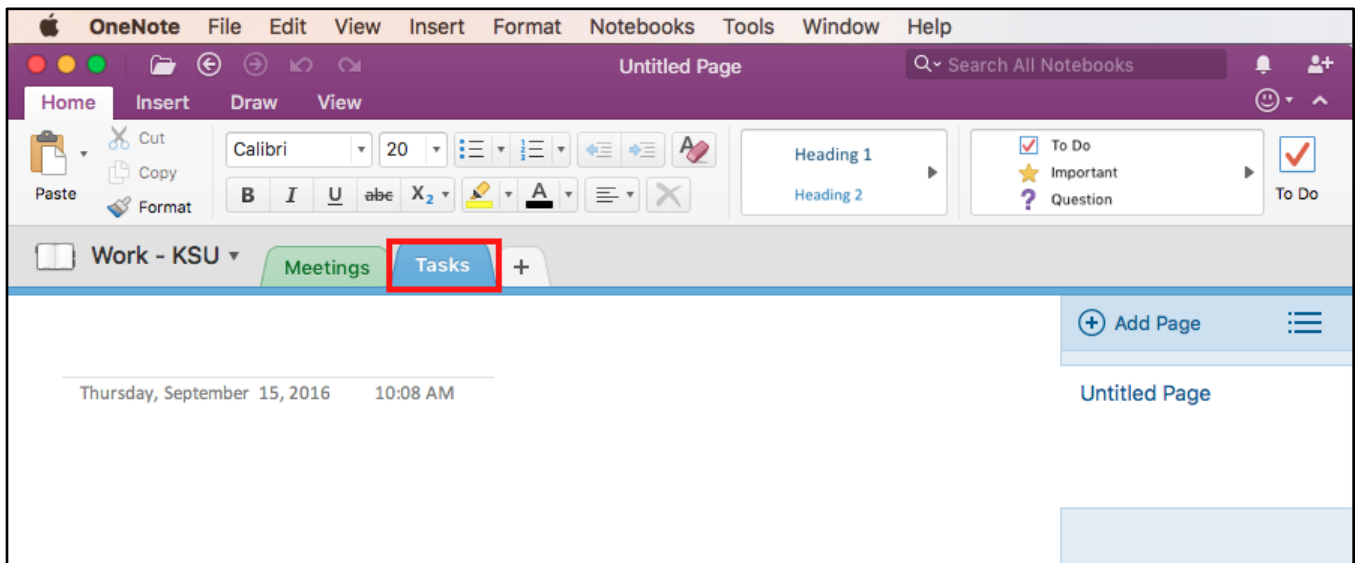3. When the section is where you want to place it, **let go of the left-click** on your mouse.

Figure 14 - Let go of Left-Click

Delete a Section

1. **Right-click** on a section name (See Figure 15).
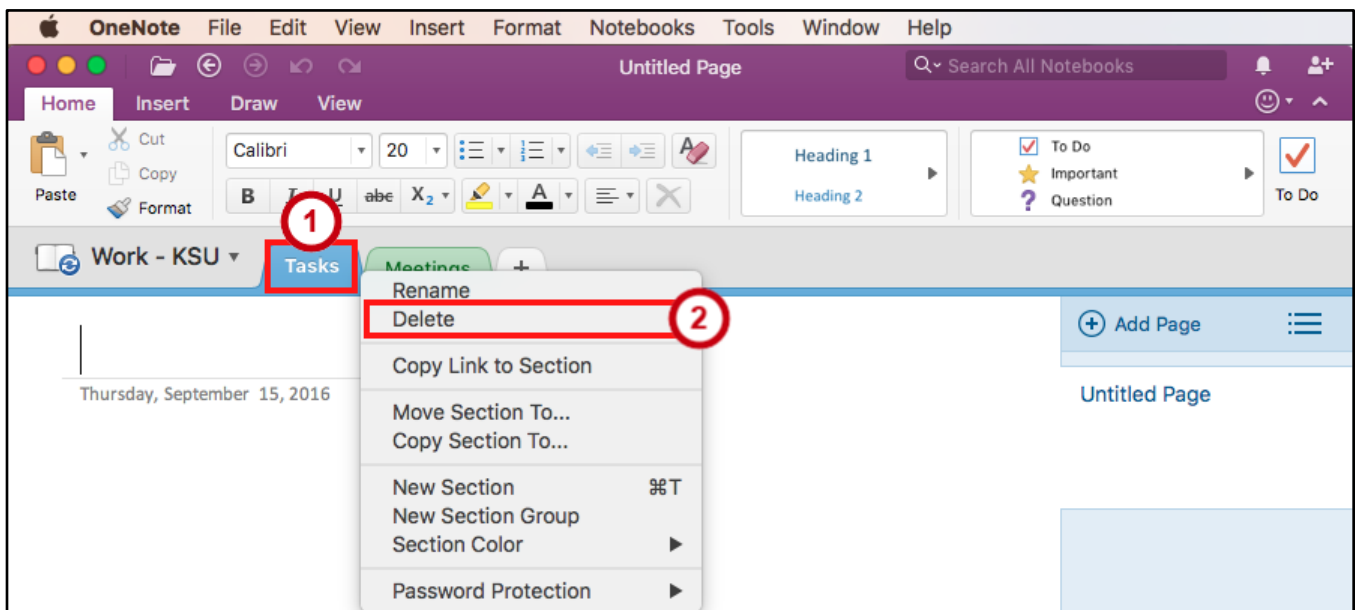2. Click **Delete** (See Figure 15).

Figure 15 - Delete a Section

Pages

Pages hold the notes in your sections for your notebook. Example pages for the Meetings section in a Work notebook can be; Group Meeting, Team Meeting, Department Meeting, etc.

Create a Page

1. Click on the **section** where you want to create a *Page* (See Figure 16).
2. Click on the **Add Page** button (See Figure 16).

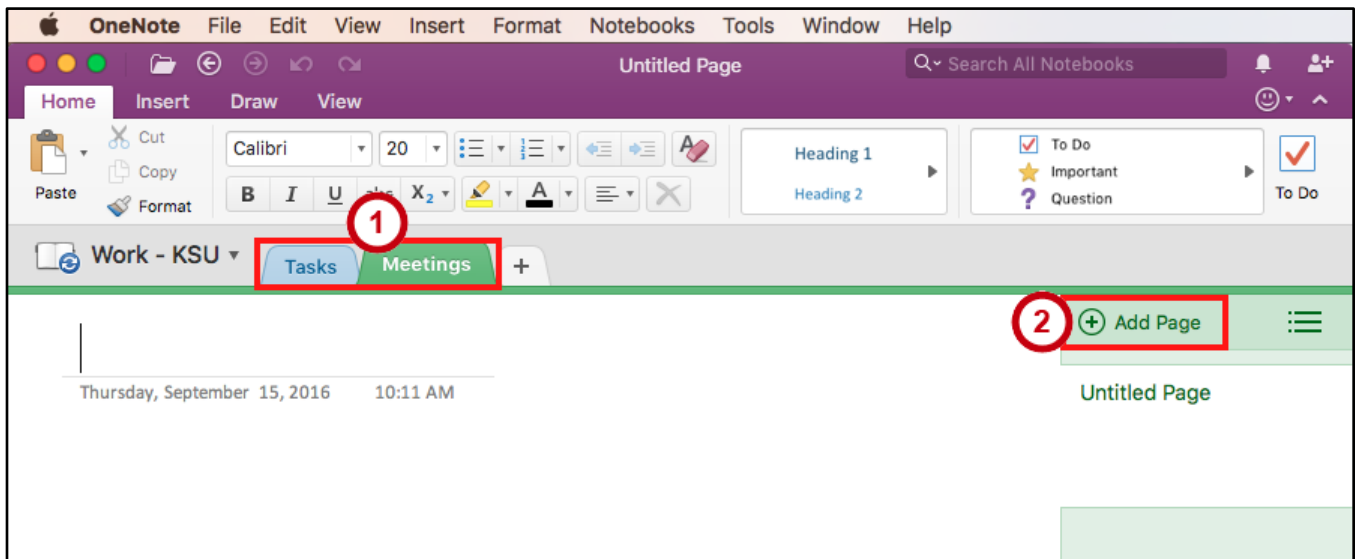
Figure 16 - Add a Page

Name a Page

1. Click on a **page** that you want to give a name (See Figure 17).
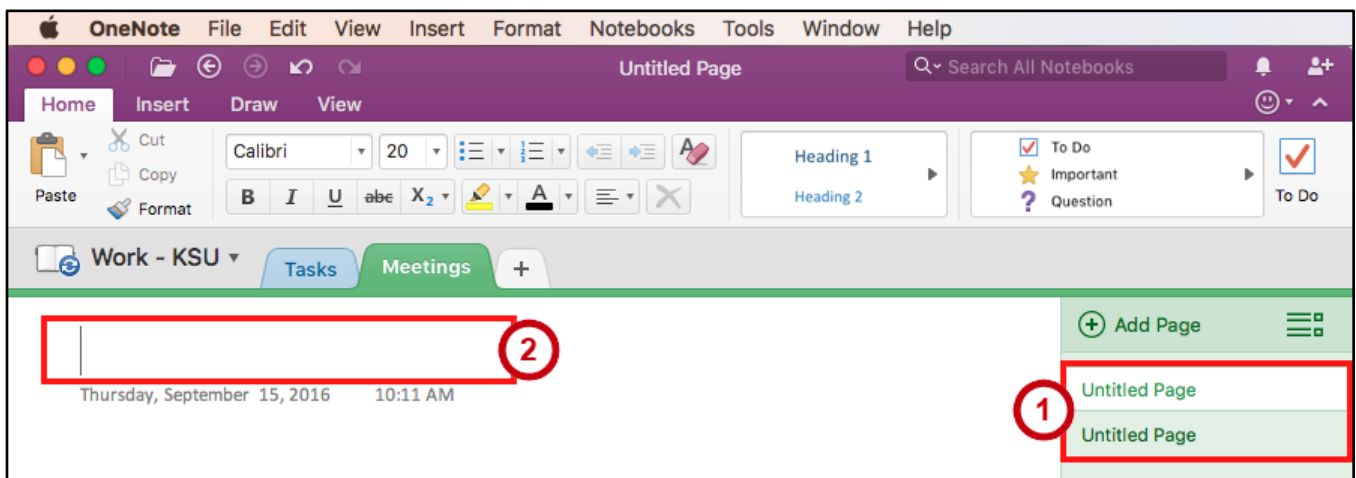2. Click on the **Page Title** textbox (See Figure 17).

Figure 17 - Select a Page

3. **Type** a name for the page.

Move a Page

1. **Left-click and hold** a page tab with your mouse (See Figure 18).
2. While holding the page, **drag** the page up or down of the other pages. You will see a *blue line* showing where the page will be placed (See Figure 18).
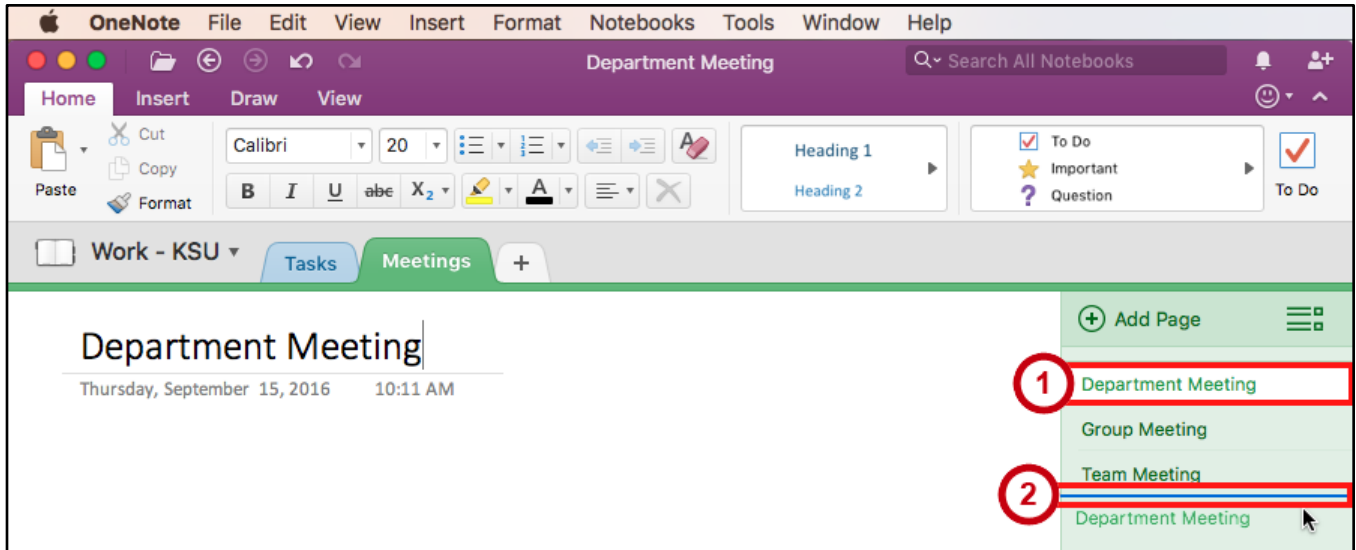

Figure 18 - Move a Page

3. When the page is where you want to place it, **let go of the left-click** on your mouse.

Delete a Page

1. **Right-click** on a page name (See Figure 19).
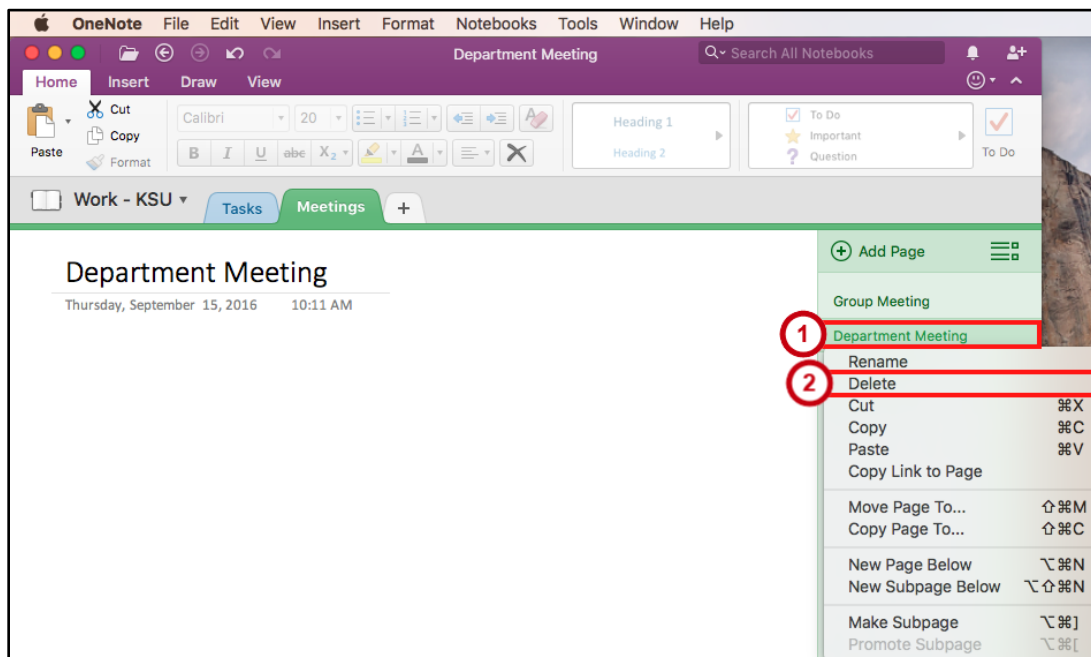2. Click **Delete** (See Figure 19).

Figure 19 - Delete a Page

Adding Content

With OneNote, you can add different types of content onto a page such as text, links, tags, screen clippings, pictures, audio and video recordings, and drawings.

Text

Text can be added anywhere on the page. You can also change the formatting of the text.

Entering Text

1. Click the page where you want to enter text on (See Figure 20).
2. **Left-click** anywhere on the page (See Figure 20).
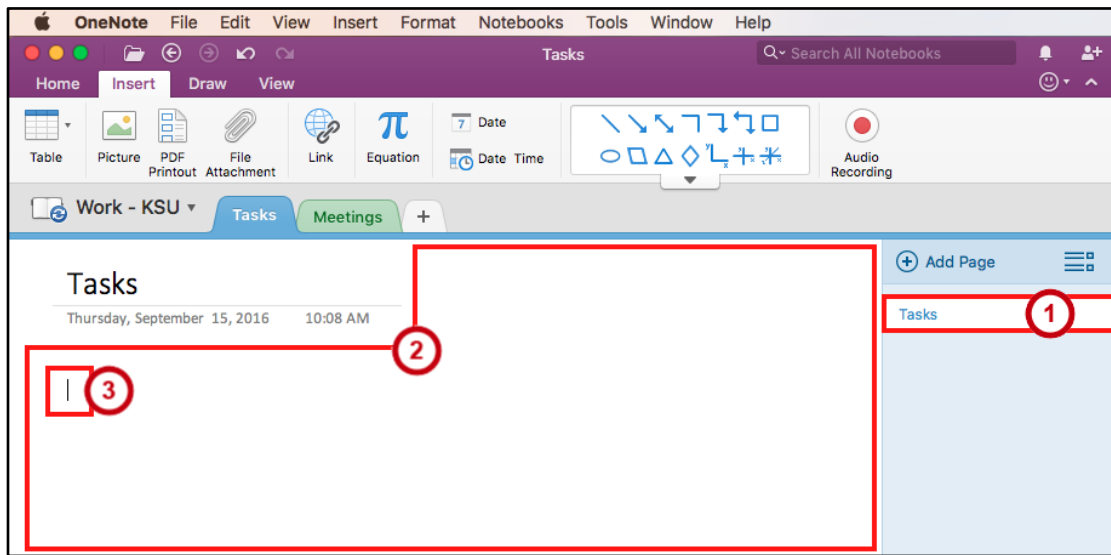3. When you see a cursor flashing, **type** your text (See Figure 20).

Figure 20 - Type Text

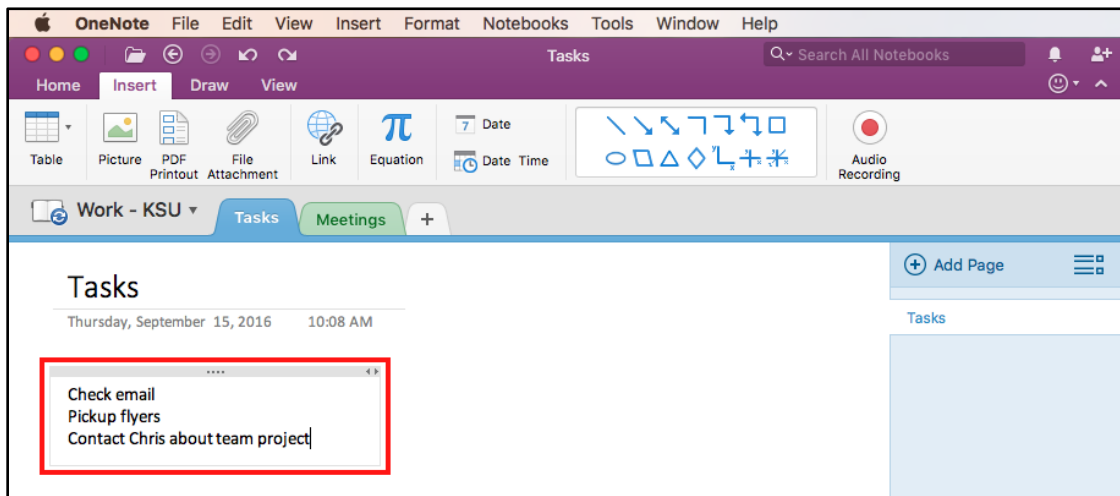4. After you start typing, you will see a **text placeholder**.

Figure 21 - Text Placeholder

Formatting Text

1. **Select** the text you wish to change the formatting for (See Figure 22).
2. Click the **Home** tab (See Figure 22).
3. Now make your **formatting changes** using the *Basic Text* or *Styles* group (See Figure 22).
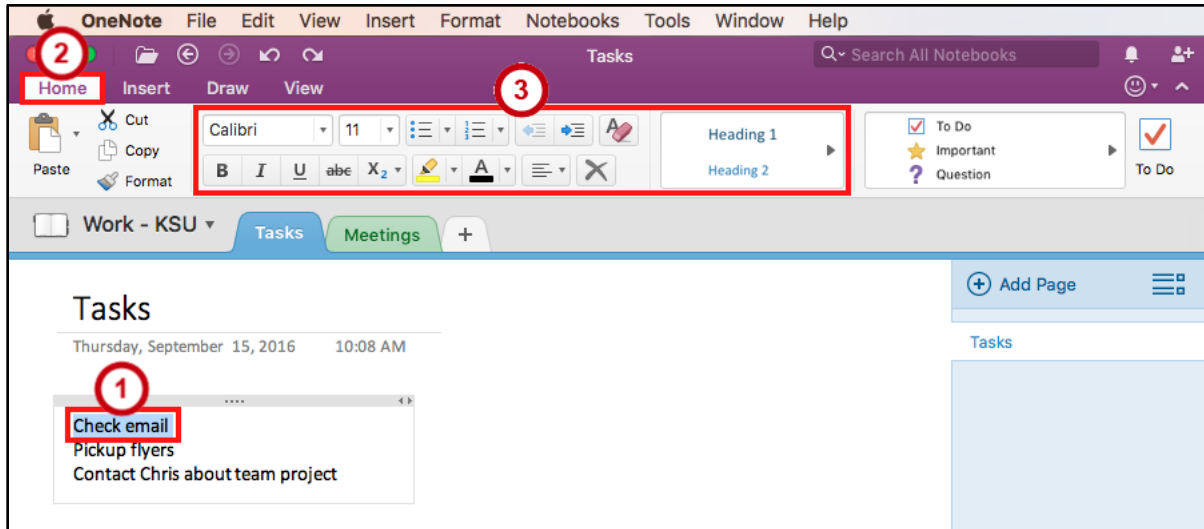

Figure 22 - Formatting Text

Tags

You can mark your notes with tags. Tags help you to make checklists, mark for follow up, and highlight.

Add Tags

1. Click on the **beginning of a line** where you want to place a tag (See Figure 23).
2. Click the **Home** tab (See Figure 23).
3. Now **select the tag** you wish to add from the *Tags* group (See Figure 23).
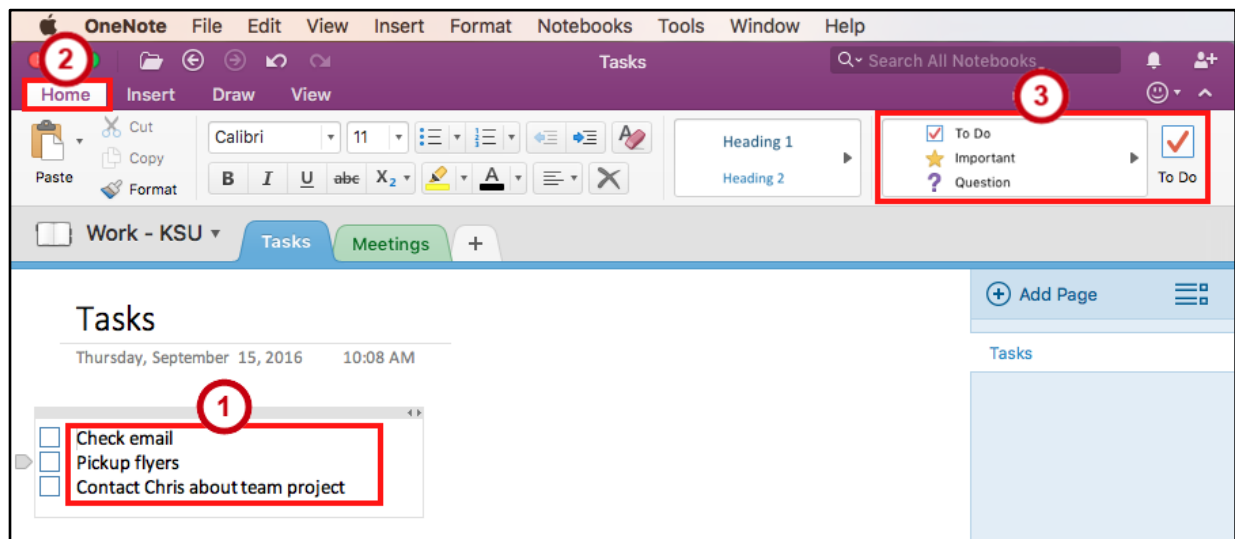

Figure 23 - Add a Tag

Remove Tags

1. **Right-click** on the tag you want to remove (See Figure 24).
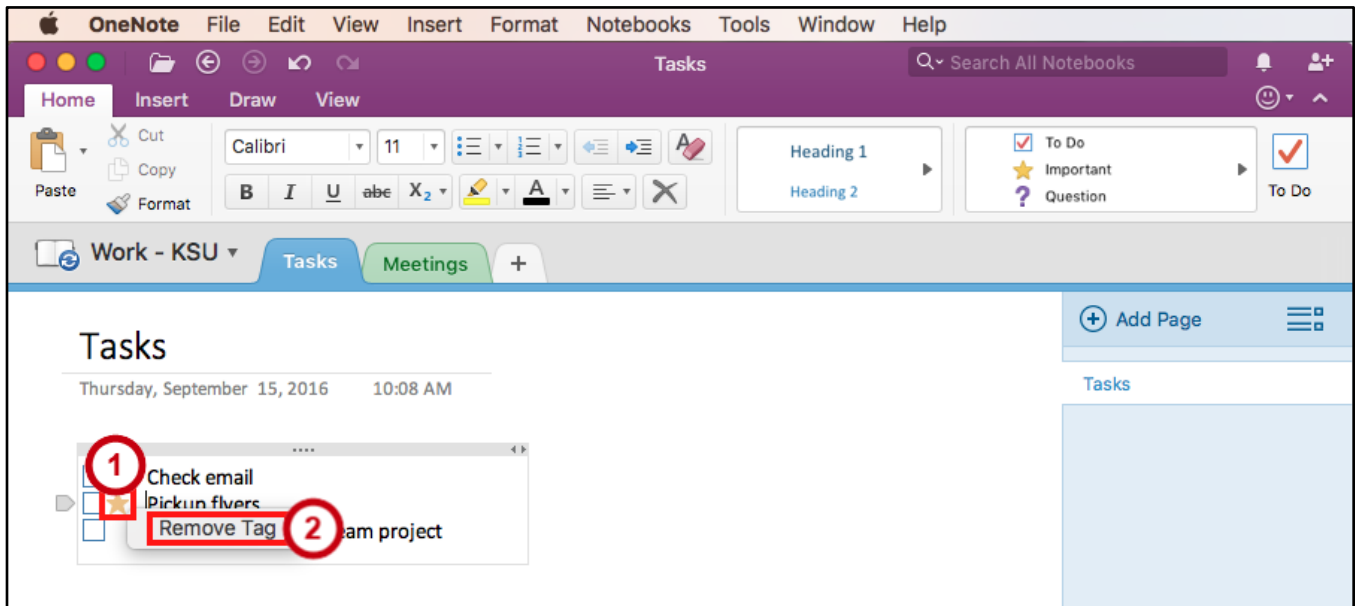2. Click **Remove Tag** (See Figure 24).

Figure 24 - Remove Tag

File Attachment

Add files directly into OneNote so you don't have to re-type information or link a document.

1. Click the **Insert** tab (See Figure 25).
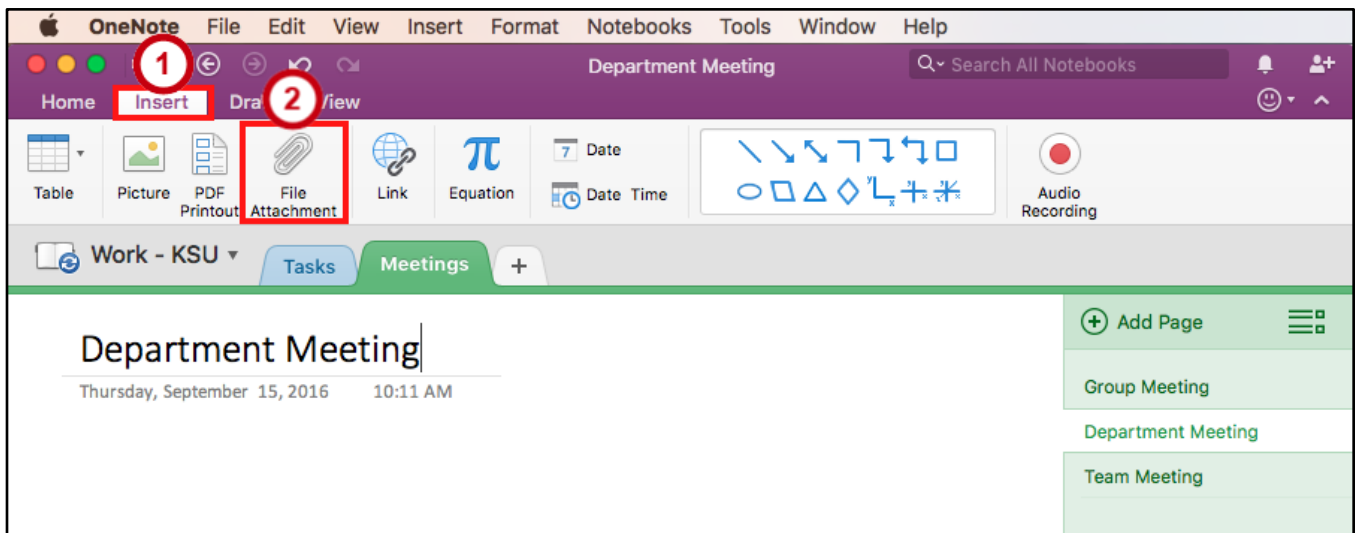2. Click the **File Attachment** button (See Figure 25).

Figure 25 - File Attachment

3. From the *File Attachment* window, **navigate to and select your file** (See Figure 26).
4. Click the **Insert** button (See Figure 26).
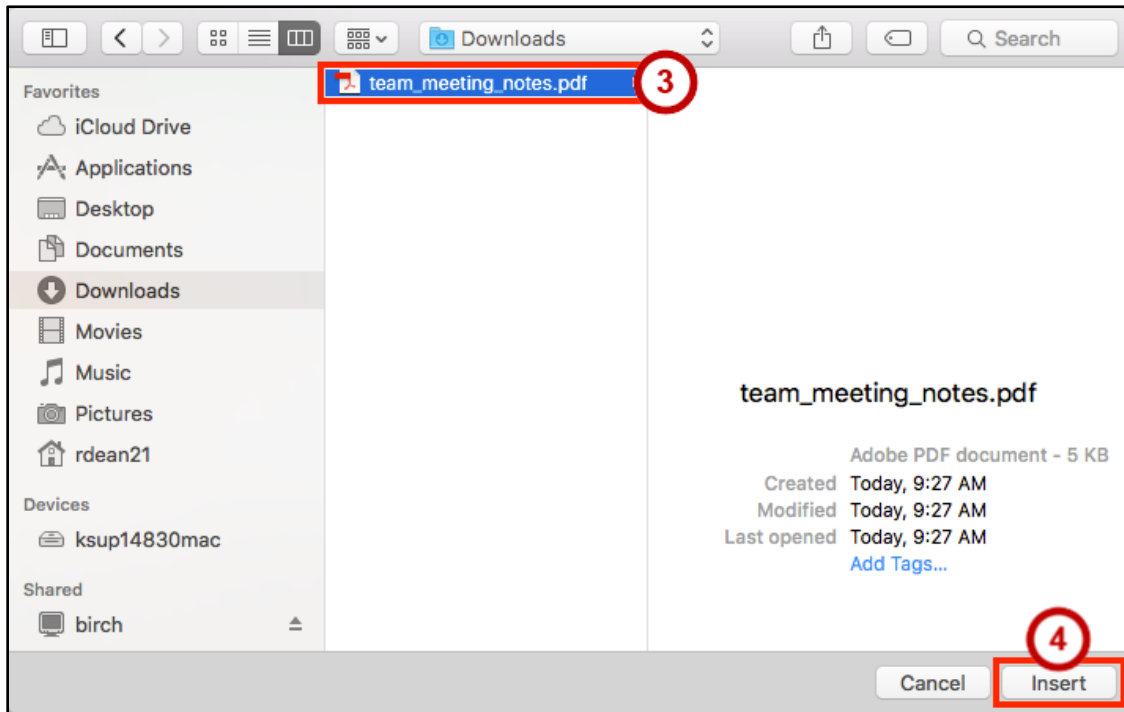

Figure 26 - Select a File

Images

Insert images from a pictures saved on your machine.

Pictures

1. Click the **Insert** tab (See Figure 27).
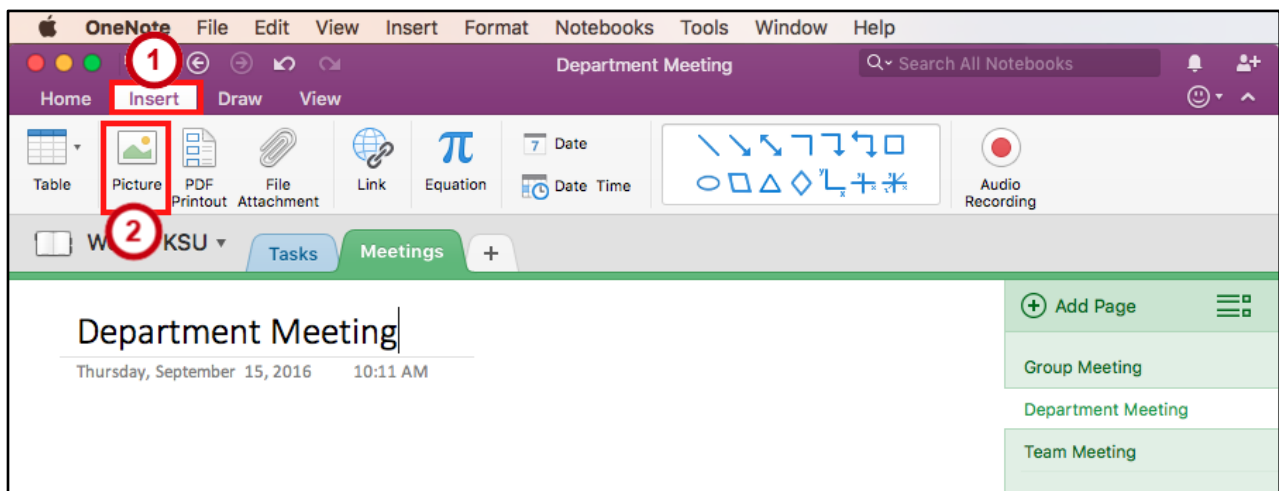2. Click the **Pictures** button (See Figure 27).

Figure 27 - Insert Picture

3. From the *Insert Picture* window, navigate to the picture.
   a. **Click on the file** to select it (See Figure 28).
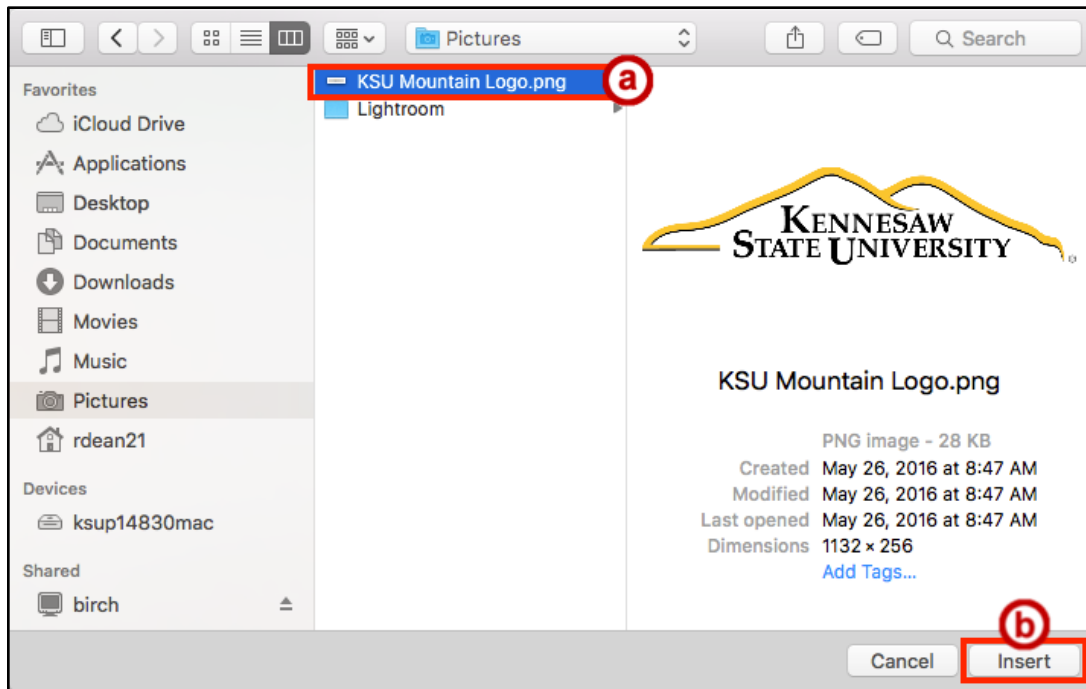   b. Click the **Insert** button (See Figure 28).

Figure 28 - Select Picture to Insert

Links

Create website links in your page for quick access. You can also create links for sections or pages.

Typing a Website URL

1. **Left-click** anywhere on the page (See Figure 29).
2. When you see a cursor flashing, start **typing the full website URL** (See Figure 29).

Note: OneNote 2016 will detect a website URL and automatically create the hyperlink for you.
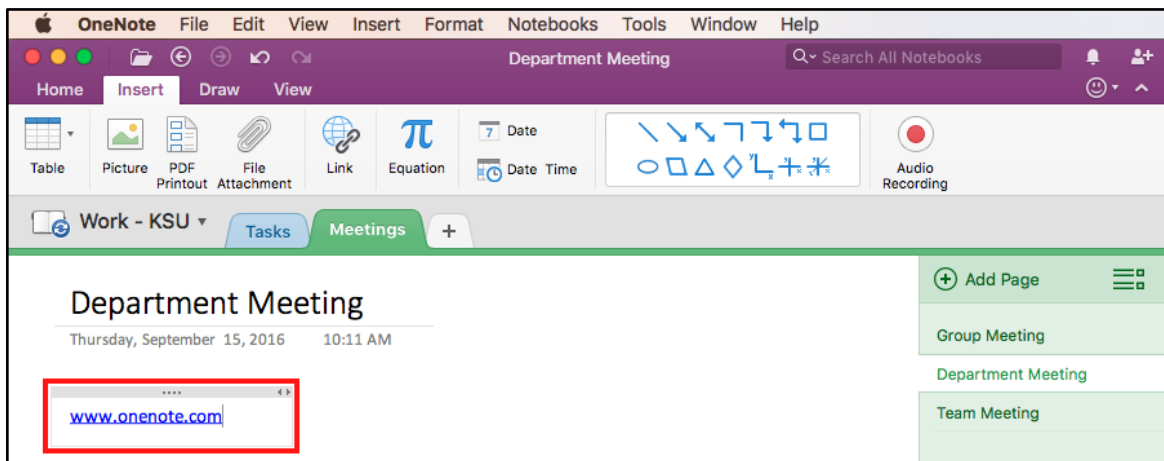

Figure 29 - Typing a Website URL

Hyperlinking Text

1. **Highlight** the text to create a link (See Figure 30).
2. Click the **Insert** tab (See Figure 30).
3. Click the **Link** button (See Figure 30).
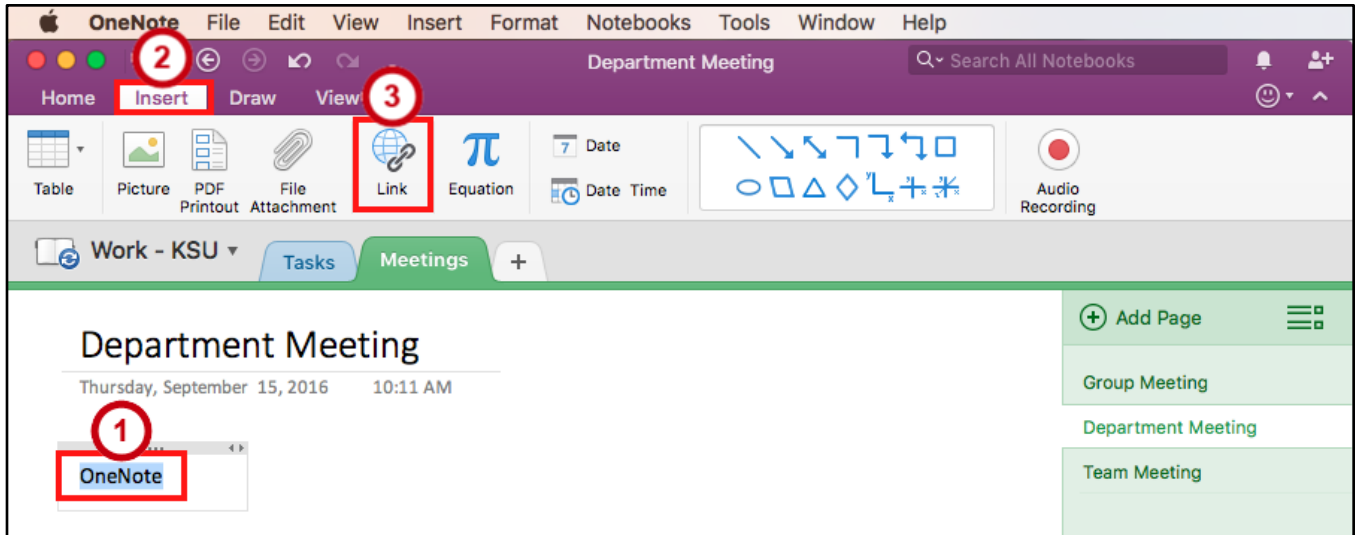

Figure 30 - Highlight the Text to Create a Website Link

4. From the *Link* window, in the *Address* box **type the website URL** (See Figure 31).
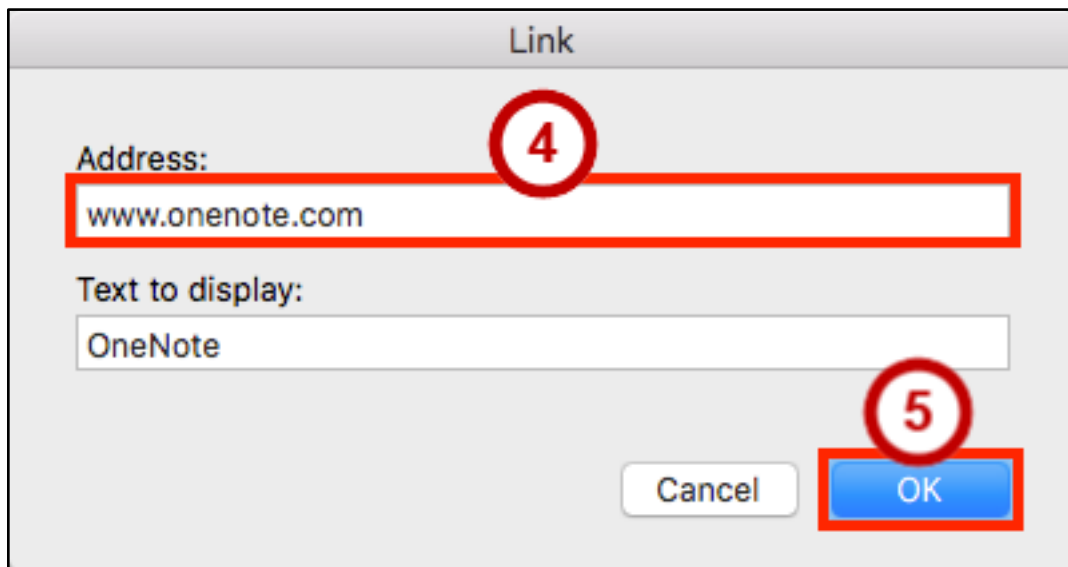5. Click the **OK** button (See Figure 31).

Figure 31 - Link to a Website URL

Recording Audio

OneNote gives you the capability to record audio directly into your notes while retaining the ability to enter text.

Note: To record audio, you will need a microphone.

Record Audio

1. Click the **page** where you want to insert the recording (See Figure 32).
2. Click the **Insert** tab (See Figure 32).
3. Click the **Audio Recording** button (See Figure 32).
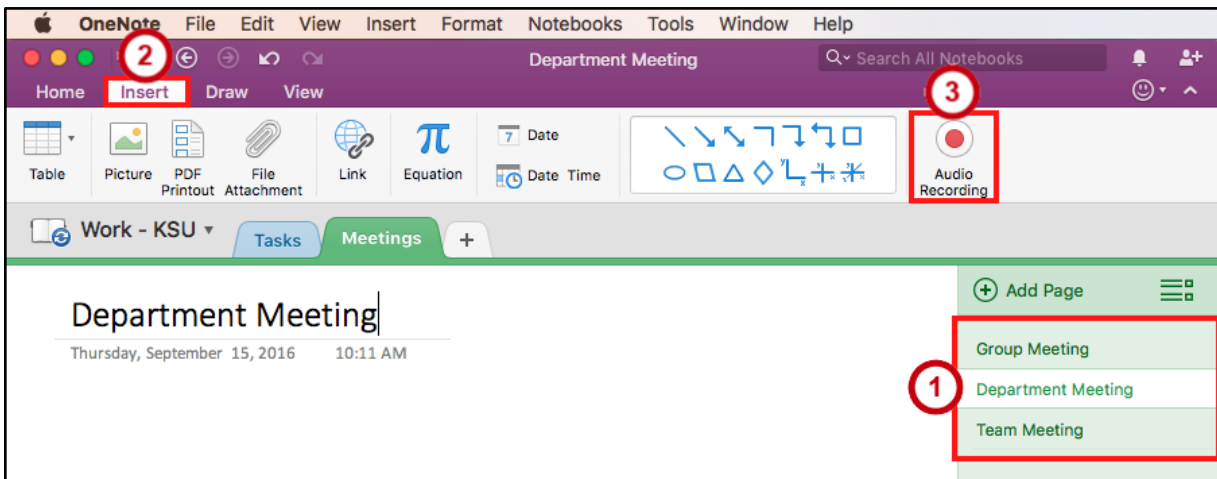

Figure 32 - Record Audio

4. It will start recording and open up the *Audio* tab (See Figure 33).
5. To stop the recording, press the **Stop** button (See Figure 33).
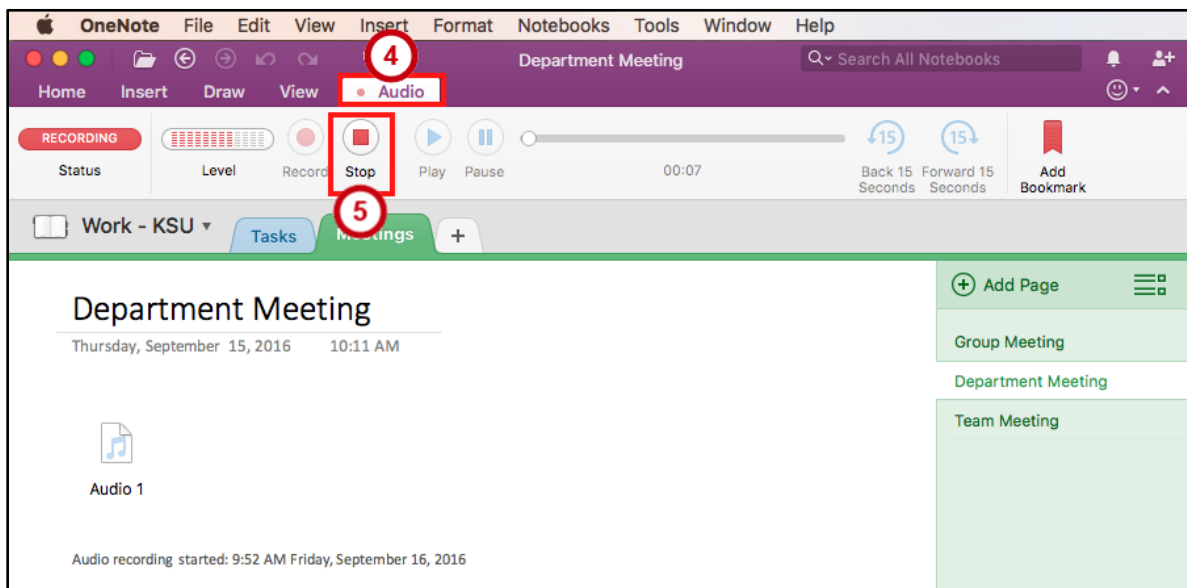

Figure 33 - Audio & Video Recording Tab

6. Use the **Playback** buttons to listen to your recorded audio (See Figure 34).
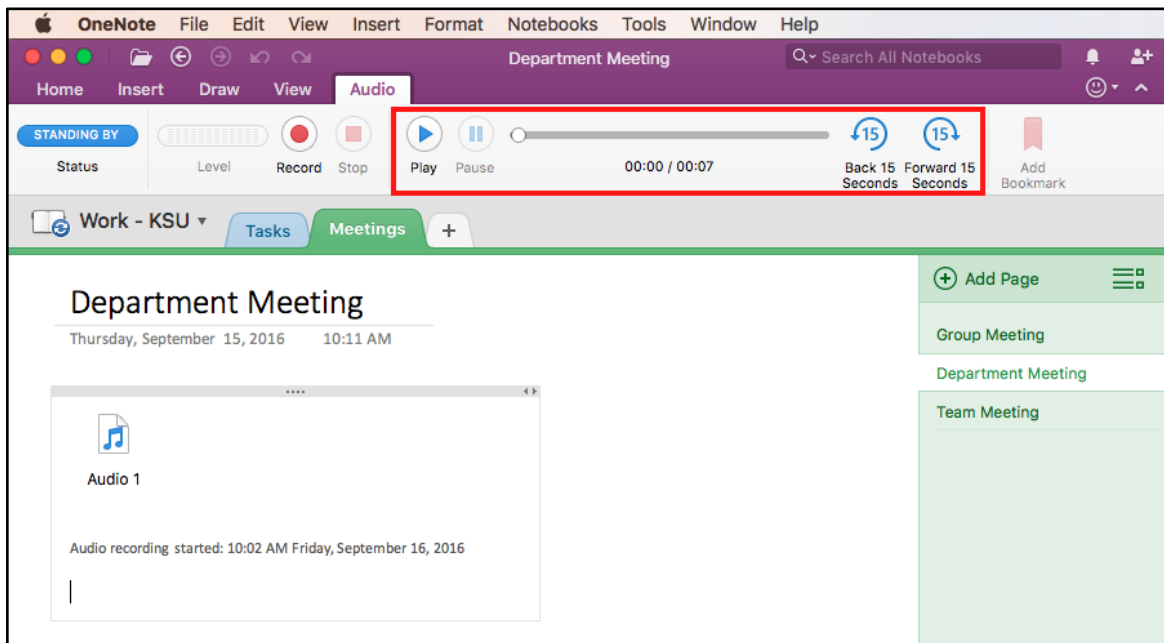

Figure 34 - Audio & Video Playback Tab

Drawing

With the drawing tools, you can type, create digital ink by pen, marker, or highlighter, and erase.

1. From the *Draw* tab, you can use the following tools:
    a. **Text Mode** - You can click anywhere on a page and type text (See Figure 35).
    b. **Lasso Select** - Freely select by drawing around what you want to select (See Figure 35).
    c. **Eraser** - Erase parts of an object or the entire object with *Stroke Eraser* (See Figure 35).
    d. **Pen, Marker, & Highlighter** - Use the pen/marker to digitally write notes and the highlighter to highlight important text (See Figure 35).
    e. **Ink Color & Thicknes** - You can change the *Ink Color & Thickness* for the pen, marker, & highlighter (See Figure 35).
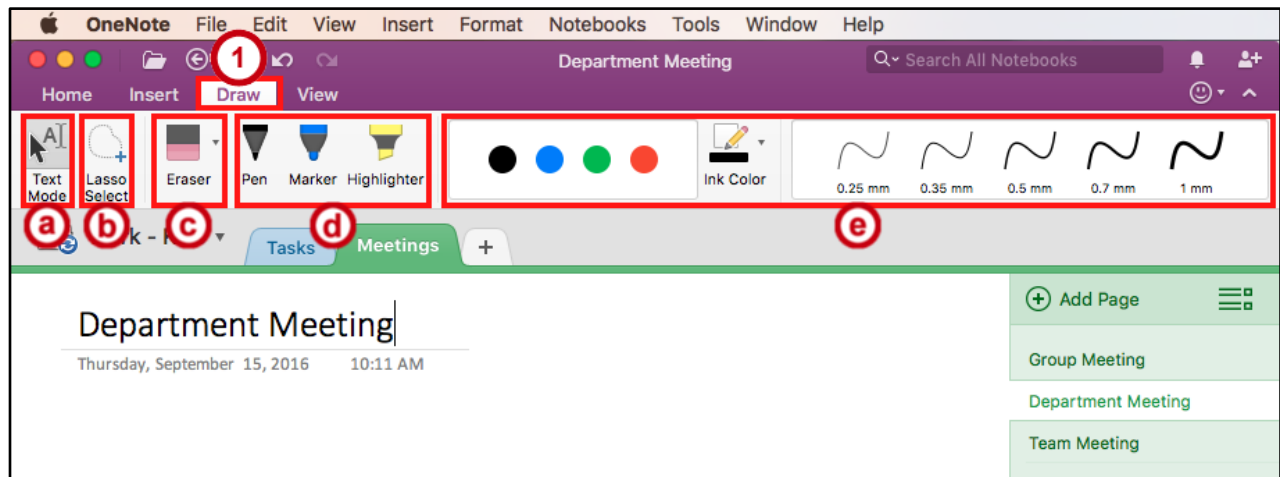

Figure 35 - Draw Tab

Deleted Notes

1. Click the **View** tab (See Figure 36).
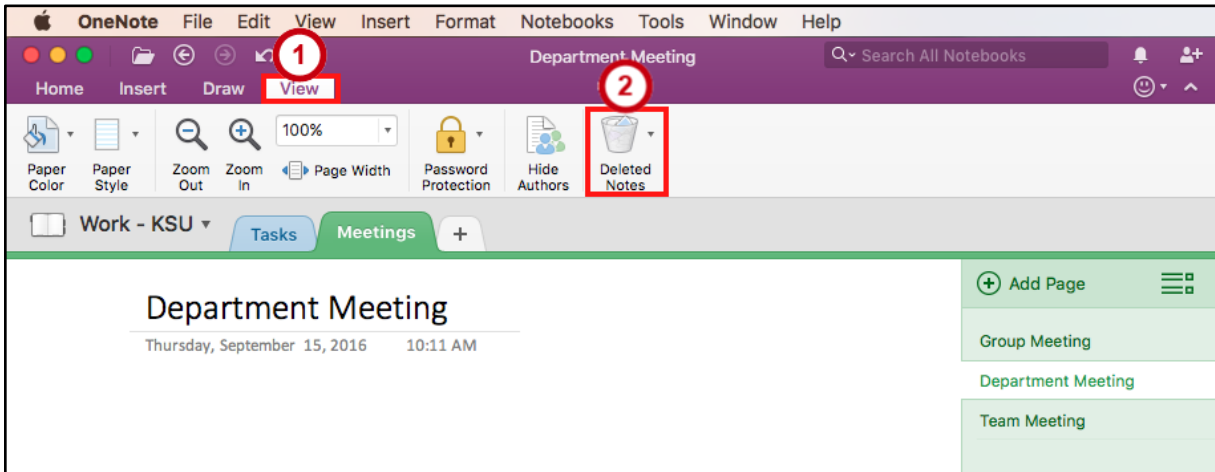2. Click the **Deleted Notes** button (See Figure 36).

Figure 36 - Notebook Recycle Bin

3. In the *Deleted Notes*, **right-click** on the section or page (See Figure 37) and you can do the following:
   a. **Delete Permanently** - Permanently remove the section or page (See Figure 37).
   b. **Restore To** - Restore the section or page from the recycle bin back to the notebook (See Figure 37).

Note: Items are permanently deleted after 60 days. Right-click a **page** or **section** to move it out of the Recycle Bin.
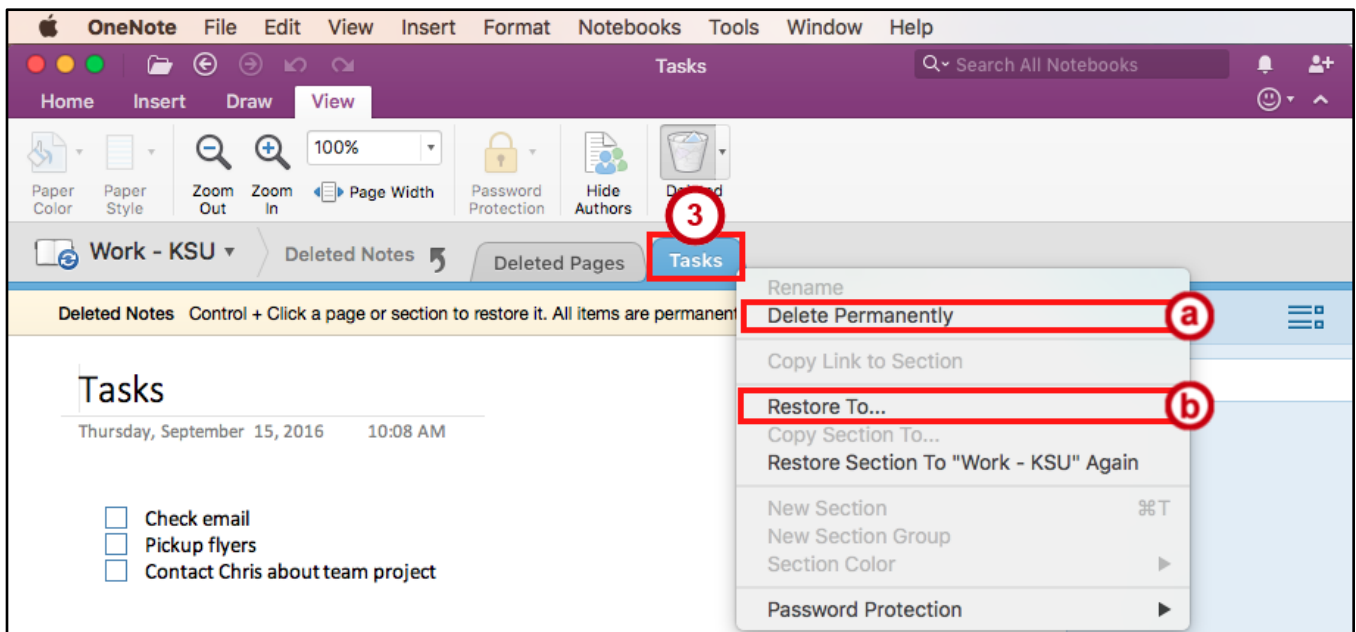

Figure 37 - Remove or Restore a Section or Page

Searching

Use OneNote's built in search feature to search for any open notebooks, sections, or pages.

1. From anywhere in *OneNote* you can find the **search field** in the top right corner (See Figure 38).
2. To change the search criteria, click on the **Search drop-down arrow** (See Figure 38).
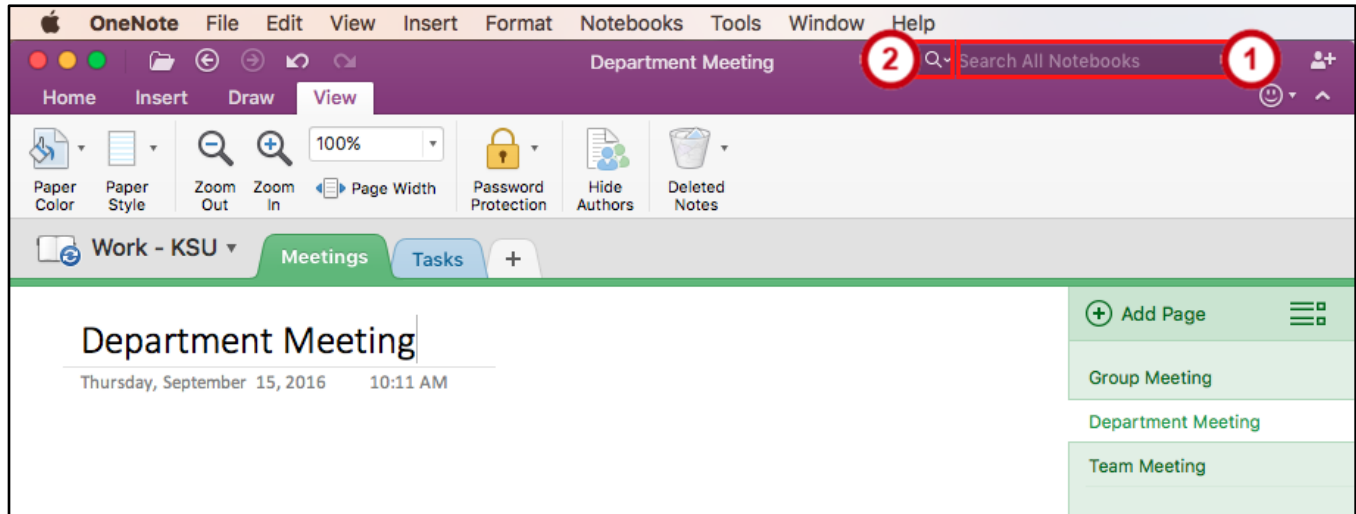

Figure 38 - Search Field

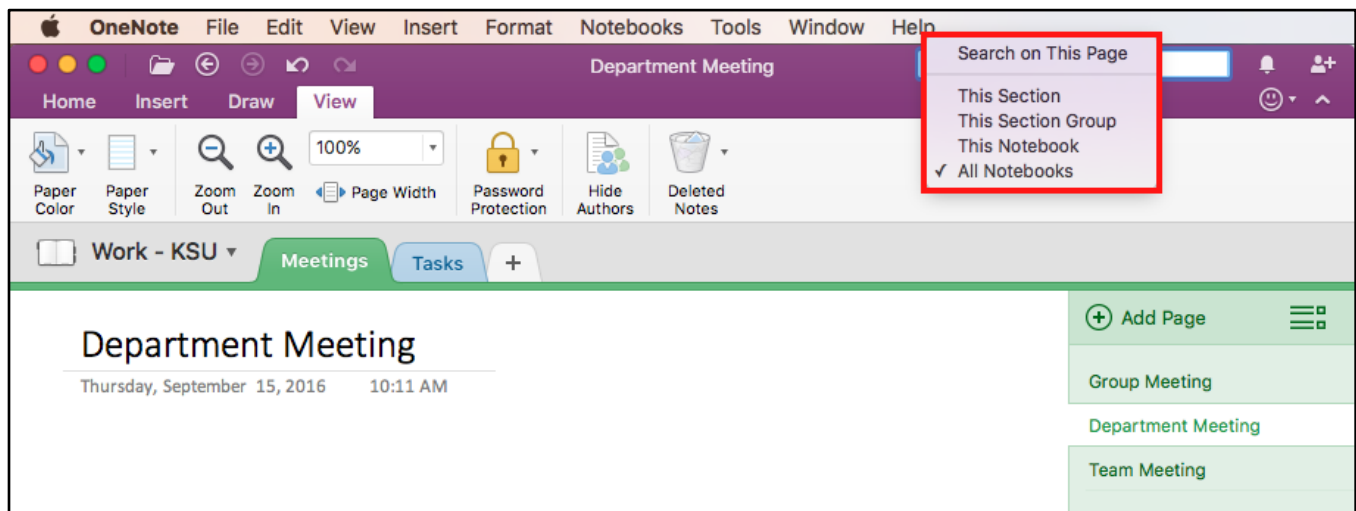3. **Select** how you want to search *OneNote*.

Figure 39 - Select Search Criteria

4. **Click** in the Search Field and **start typing** what you want to search for.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: http://uits.kennesaw.edu

KSU Student Helpdesk
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu