

Faster than your memory, more searchable than a stack of file folders, Microsoft® OneNote® 2010 gives you one place to store all of your thoughts and information. Capture text, images, video and audio notes to keep all of your important content easily accessible and instantly searchable. Quickly consolidate copies of content from multiple applications. Brainstorm and collaborate when and where you need to—simultaneously edit the same notebook with others, even if they don't have OneNote installed. OneNote 2010: one easy, flexible, powerful space for all of your ideas.

### New to OneNote?

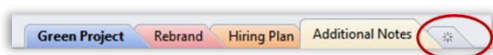
Get started with quick help for accessing many core OneNote features. Some improvements are also included here, such as multilevel page tabs and tools for managing sections.

#### Create a notebook

- Click the **File** tab to open the new Microsoft Office Backstage™ view and then click **New**.

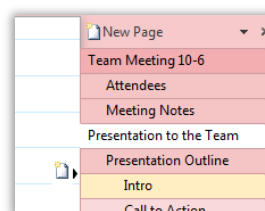
#### Create a section

- Click the **Create a New Section** icon that appears at the end of the section tab set for the active notebook, as shown here.



#### Create a page

- Click the **New Page** command that appears at the top of the page tabs in the active section or press CTRL+N. Or, click the new in-place new page icon that's new to OneNote 2010 (shown here between the Presentation Outline page and the Intro subpage).



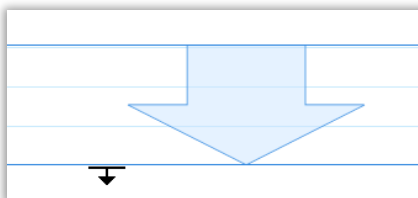
**Note:** The text you add in the title area that appears at the top of the page automatically becomes the page tab name.



**Share notebooks:** Notebooks saved to a shared location are automatically shared with those who have access to the location. You can simultaneously edit shared notebooks with anyone who has access to that notebook. To share a notebook that is not currently in a shared location, click the **File** tab to open Backstage view and then click **Share**.

#### Add space to a page

- On the **Insert** tab, in the **Insert** group, click **Insert Space**. When you move your insertion point over the page, you see a line showing where the new space will begin. Click when the line is positioned where you want the new space to begin and then drag to create the desired space.



#### Rearrange sections or pages

- Just drag a section tab left or right to move it within the current notebook or drag a page tab up or down to move it within the current section.
- To rearrange sections or pages outside of the current scope, right-click the section tab or page tab and then click **Move** or **Copy**.



**Search:** Find the search box to the far right of the section tabs that appear at the top of the note page window. Click the dropdown arrow in the search box to select the search scope (ranging from the current page to all notebooks).

#### Create a side note

- By default, when you click the OneNote icon in the Windows® system tray, a new side note opens. Right-click the OneNote icon in the system tray for side note options.

#### Insert a screen clipping

- From within OneNote, on the **Insert** tab, in the **Images** group, click **Screen Clipping**.
- When the OneNote icon appears in the Windows system tray, you can create a OneNote screen clipping from any open window by pressing the Windows key+S.

#### Send content to OneNote

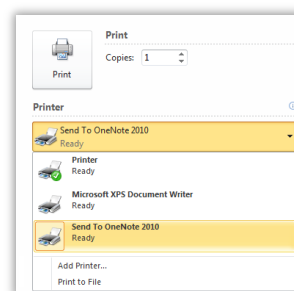
- To send a copy of content from virtually any application to OneNote, print that content to the Send to OneNote 2010 virtual printer. Just select **Send to OneNote 2010** as the printer in your application's print interface.

#### Insert a file printout

- From within OneNote, on the **Insert** tab, in the **Files** group, click **File Printout**.

#### Insert a picture

- From within OneNote, on the **Insert** tab, in the **Images** group, click **Picture**.



### Insert audio or video

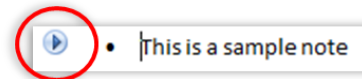
- To insert an existing audio or video object on the page, on the **Insert** tab, in the **Files** group, click **Attach File**.

### Record audio or video

- On the **Insert** tab, in the **Recording** group, click **Record Audio** or **Record Video**.

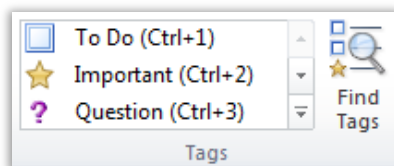
### Use contextual audio or video notes

- When you record audio or video while taking notes, OneNote adds an icon beside each paragraph that you can click to playback what was being recorded at the time you took the specific note.



### Use note tags

- On the **Home** tab, in the **Tags** group, expand the Tags gallery to select a tag or for the option to customize tags. Or, in the **Tags** group, click **Find Tags** to search for tags in your notebooks.



### Create an Outlook task

- On the **Home** tab, in the **Outlook** group, click **Outlook Tasks**.

### Insert Outlook meeting details

- On the **Home** tab, in the **Outlook** group, click **Meeting Details**.

 **Tip:** For more help getting started with OneNote, see the **OneNote 2010 Guide notebook** that opens automatically when you first open OneNote 2010.


## Connect, share and accomplish more together

New and improved technologies help break down barriers so you can share and collaborate more efficiently and effectively.

### Work together without waiting your turn

Now you can share notebooks with other people whether or not you share a common network location (such as a shared network drive or a shared folder on a home network). Just save your notebooks to a SharePoint Foundation 2010 or SharePoint Online site and then access, share, and simultaneously edit them with others virtually anywhere.

- When your notebook is saved to a SharePoint Server 2010 or SharePoint Online site, you can simultaneously edit that notebook with others who are using either OneNote 2010 or Microsoft OneNote Web App.
- When you save a notebook to a SharePoint site and then open it either in OneNote Web App or in OneNote 2010 on any computer, the notebook syncs automatically while you're online. So, you can access, edit, and keep the same notebook in sync from your desktop, laptop, and on the Web.
- For the option to save your active notebook to an online location for sharing, click the **File** tab on the Ribbon to open **Backstage** view. Click **Share** and then, under the heading **Share On**, click **Web**.

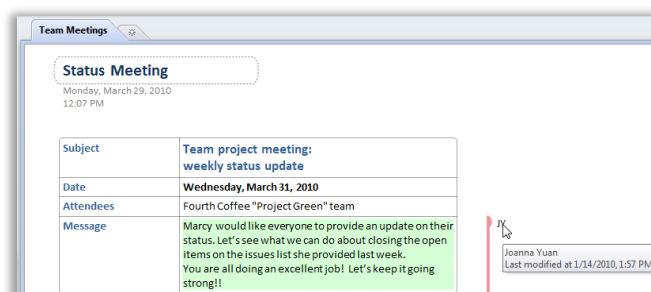
 **Tip:** To share your personal notebooks at home, save your notebook to docs.live.com and then open, edit, and share the notebook with others who are using either OneNote 2010 or OneNote Web App.

**Note:** Simultaneous editing of OneNote 2010 notebooks with others outside of your computer network requires an appropriate device, Internet connection, and SharePoint Foundation 2010 or SharePoint Online (Office 365) for business use or a free Windows Live ID for personal use. SharePoint Online available in Microsoft Office 365 service plans.

### See what's new and who wrote it

- When you open a shared notebook, recent changes made by other authors are automatically highlighted, so that you easily stay on top of what's new. OneNote 2010 also adds the initials of the author who made each change so that you can quickly see who wrote what. Point to the author initials for a ScreenTip showing the author's full user name and the time of the edit.

**Note:** After you've reviewed recent changes, you can still quickly find previous changes. On the **Share** tab, click **Recent Edits** and then select a time period for which you want to browse changes.

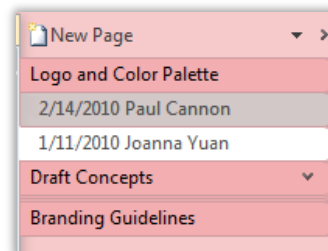


## Share your content with confidence

The new Page Versions feature in OneNote 2010 preserves earlier versions of each page as different people make changes. So, if someone changes content inadvertently, you can view the change history and restore a previous version with just a couple of clicks.

To view and restore previous page versions:

1. On the **Share** tab of the Ribbon, click **Page Versions** to display versions for the active page. Or, right-click the page tab for the **Show Page Versions** option. (Note that this option is only available if previous page versions exist). Previous page versions appear with the date and author name visible on the page tab, as shown here.
2. At the top of a previous version you see a banner providing the option to restore or delete the page. Or, right-click the page tab for these options and others, such as to copy the page to another location.



This is an earlier version of the page. It will be deleted over time. Click here to restore or delete this version.



**Tip: A Notebook Recycle Bin is available for each of your notebooks and stores deleted pages and sections for 60 days. Find the Notebook Recycle Bin on the Share tab of the Ribbon, in the History group.**

## Find what you need instantly

OneNote 2010 makes a great search experience even better.

With OneNote 2010, see search results as you type. Search now also remembers your past choices to save you time by automatically prioritizing search results.

- Search all notebooks at once or search individual pages, sections or notebooks. OneNote searches your keywords in text and within the images in your notes. OneNote 2010 can even search audio for your keywords in the audio and video recordings that you include in your notebooks.
- To begin a search, just start to type your keywords in the search box that appears above the page area on the right side of your OneNote window. You can also click the arrow that appears on the right side of the search box to change the scope of the search.

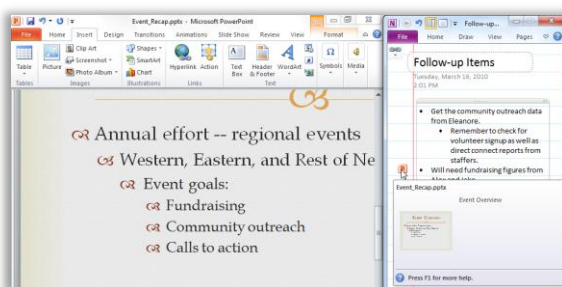


**Tip: Keyboard users, just type CTRL+E to begin a search and then type a few characters to match the page you want. Use the arrow keys to move up or down in the search results list and then press ENTER to select the page you want. Because OneNote learns from past choices, these keyboard commands can quickly become shortcuts to your favorite pages.**

## Stay connected to the source

Take notes while working in Microsoft PowerPoint® 2010, Microsoft Word 2010, or Windows Internet Explorer® and your notes link automatically to your location in the source program at the time you took the note.

Dock OneNote on the side of your desktop and take notes while you work on a document or presentation, or while browsing Web pages. As you see here, OneNote adds an icon in the margin beside your notes. Just click that icon when reviewing your notes later to open the source file and jump straight to the slide, paragraph, or Web page that was active when you took the note.



To start taking Linked Notes:

- On the **Review** tab of the Ribbon in Word 2010 or PowerPoint 2010, in the **OneNote** group, click **Linked Notes**. Or, on the **Tools** menu in Internet Explorer 6 or later, click **OneNote Linked Notes**.
- To dock OneNote on the side of your desktop while taking notes in any program, in OneNote, on the **View** tab, click **Dock to Desktop**. Notes automatically begin linking if you are working in a supported file type for Linked Notes.

**Note:** Linked notes are available when working in a Word 2010 document or a PowerPoint 2010 presentation, or when viewing a Web page in Internet Explorer 6 or later.

## Access your notebooks on the Web

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, explore OneNote Web App.

Save your OneNote notebooks online and then access, edit, and share them from virtually any computer with an Internet connection.

- Simultaneously edit the same shared notebook with others who are using OneNote Web App or OneNote 2010.
- Create new pages and sections and use other familiar features that you know from OneNote, including AutoCorrect, spell-checking as you type, font and paragraph formatting, text styles, tags, and more.
- See who authored specific content in a shared notebook and access previous page versions.
- Insert pictures, tables, and even Office.com ClipArt.

To access, edit and share your notebooks using OneNote Web App:

1. Save your notebook to a SharePoint Server 2010 or SharePoint Online site. To do this for the active notebook, click the **File** tab to open **Backstage** view. Click **Share** and then, under the heading **Share On**, click **Network** to select a location on your SharePoint site.
2. When you click a OneNote notebook that is saved on your SharePoint site, your notebook automatically opens for editing in OneNote Web App if your organization has Office Web Apps installed.

**Tip:** In addition to OneNote Web App, Office Web Apps include Microsoft Word Web App, Microsoft PowerPoint Web App, and Microsoft Excel® Web App. To use Office Web Apps at home, upload your personal documents, workbooks, presentations, and notebooks to docs.live.com and then open them for editing in your browser.

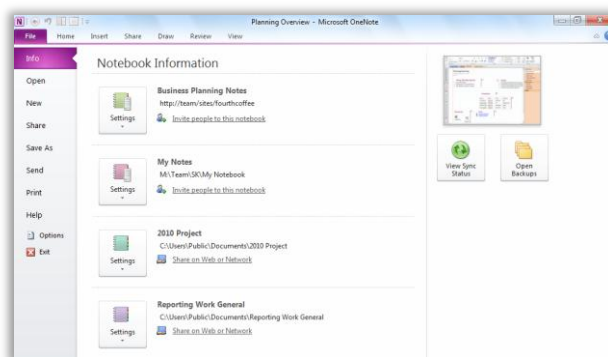
**Note:** Office Web Apps require SharePoint Foundation 2010 or SharePoint Online (Office 365) for business use or a free Windows Live ID for personal use, as well as an appropriate device, Internet connection and a supported Web browser. Supported browsers include Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux. There are some differences between the features of Office Web Apps and the Office 2010 applications.

## Backstage view: Prep your work for prime time

Print, share, and manage your notebooks, and customize your OneNote 2010 experience, all from one convenient location.

Click the File tab on the Ribbon to open the new Backstage view. Click the File tab again, or any tab on the Ribbon, to return to your notebook window.

The tabs in Backstage view, as you see here, give you fast, easy, and organized access to tools and options that were previously spread across several locations. For example, when you first open Backstage view, you're on the Info tab shown here. From this one location, you can manage settings and properties for all of your open notebooks, share a notebook, and manage notebook syncing.



**Tip:** For help using the Ribbon, including how to customize the Ribbon in OneNote 2010, see the Office 2010 Getting Started Guide or visit <http://office.com>.

### Keyboard shortcut tips:

- Press the Alt key to view KeyTips. KeyTips appear on the Ribbon as letter or number combinations that you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.
- Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)
- Many common commands use Ctrl + the first letter of the command. Here are some examples:  
**New page:** Ctrl + N • **Open:** Ctrl + O • **Print:** Ctrl + P

### Select keyboard shortcuts for formatting:

- Copy and paste text formatting. Copy formatting and then paste as often as needed during your active OneNote session:  
**Copy formatting:** Ctrl + Shift + C  
**Paste formatting:** Ctrl + Shift + V
- Add a list bullet or number to the active paragraph:  
**Bullet:** Ctrl + . • **Number:** Ctrl + /
- On the **Home** tab, in the **Tags** group, view the **Tags** gallery to view shortcuts from Ctrl + 1 through Ctrl + 9 for commonly-used tags.
- Apply styles to text with some of the same shortcuts available in Word:  
**Normal:** Ctrl + Shift + N • **Headings 1 - 3:** Ctrl + Alt + 1, 2, or 3