



Niagara  
College  
Canada  
APPLIED DREAMS

# OneNote 2016

Microsoft Quick Start

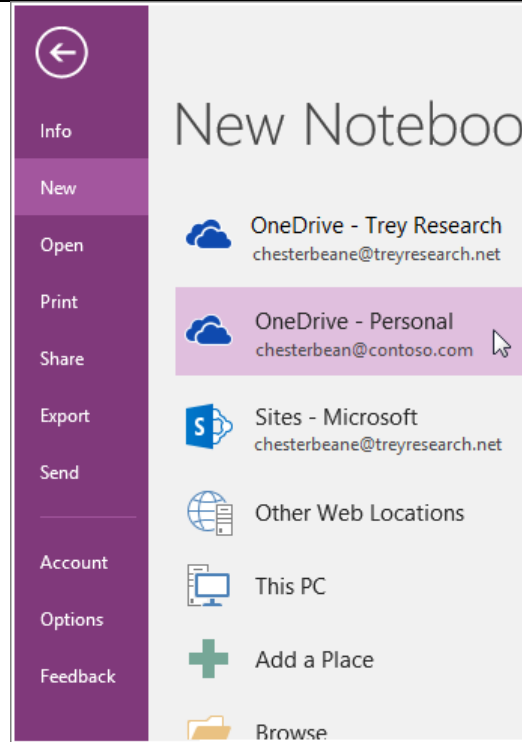
ITS (2017)

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## Create a notebook

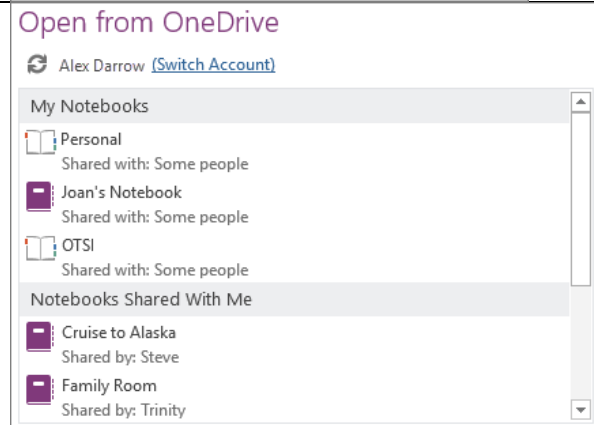
The first time you start OneNote, it creates a notebook for you. You can create additional notebooks for whatever you want.

1. Open OneNote.
2. Select **File > New**.
3. Select a cloud storage location such as **OneDrive** or **SharePoint**.
4. Type a name for the notebook in the **Notebook Name** box.
5. Select **Create Notebook**.




## Open a notebook

1. Select **File > Open**.
2. Do one of the following:
  - o Select the notebook in the **Open from OneDrive** pane.
  - o Select the notebook in the **Recent** list.
  - o Select the notebook storage location in the **Open from other locations** list, and then navigate to and select the notebook.



### Create a section

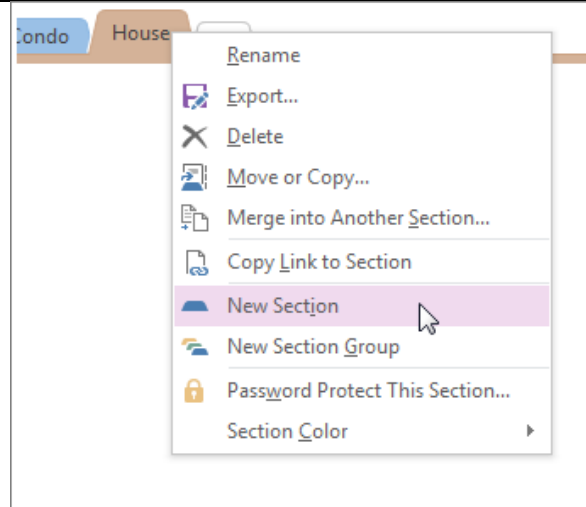
- Select **Create a New Section**  to the right of the existing section tabs.
- Right-click an existing section tab and select **New Section**.

### Rename a section


- Double-click the section tab, type the new name, and then press Enter.
- Right-click the section tab, select **Rename**, type the new name, and then press Enter.

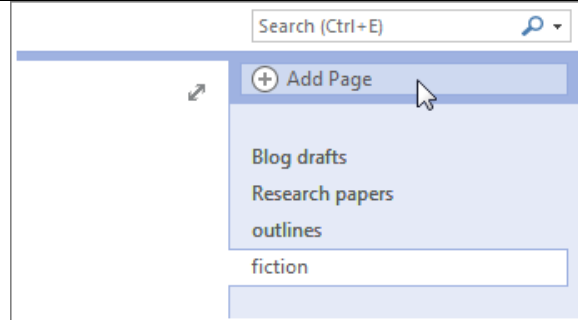
### Change the section color

- Right-click the section tab, select **Section Color**, and then select the color you want.



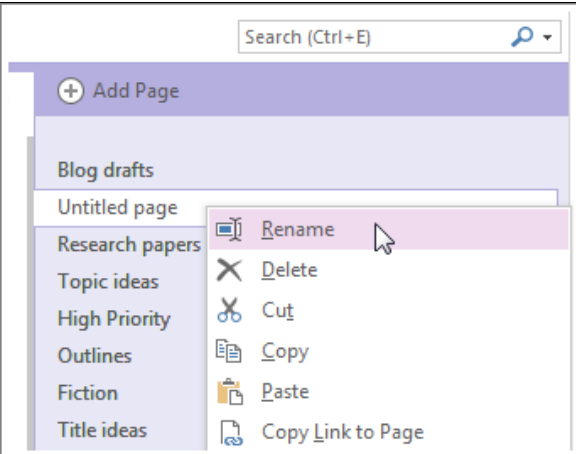
### Add a page

- Select  **Add Page** at the top of the right pane.
- Point to the left margin of the pages in the right pane and select the location where you want to insert a new page.



### Rename a page

- Select the page title at the top of the page and replace it with the page title you want.
- Right-click the page title in the right pane and select **Rename**. Then replace the page title.

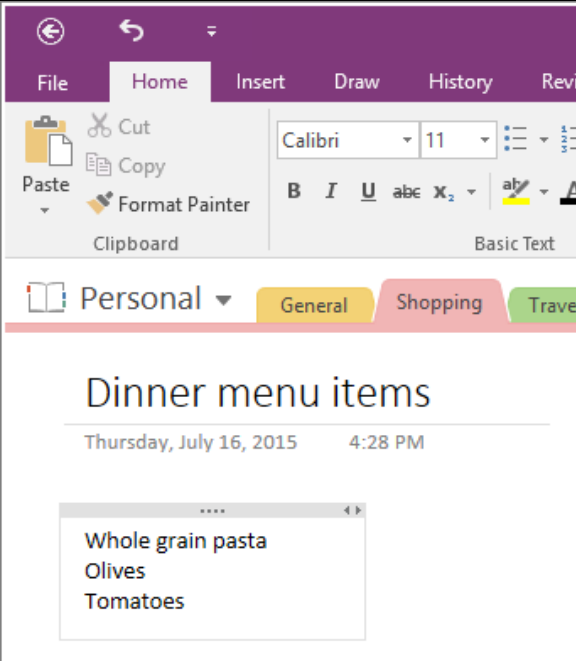


### Type notes

1. Click anywhere on the page, and then start typing words of wisdom.

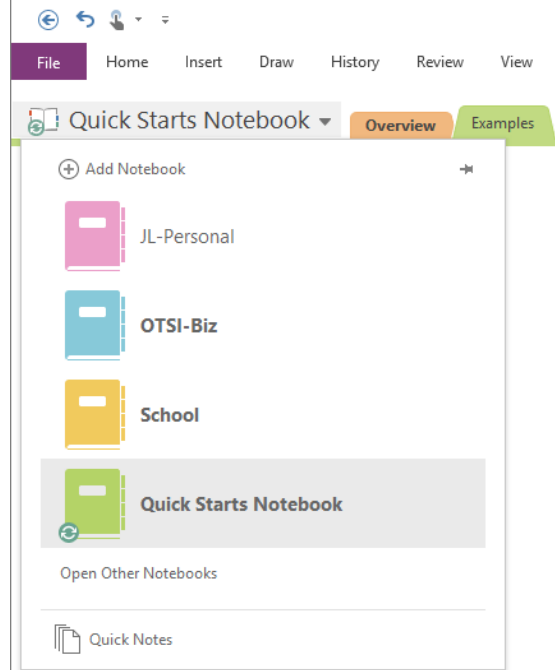
A note container appears around text as you type, and is a way to move notes on a page.

2. Keep typing within the note container, or click elsewhere on the page to create a new note.



## Switch among open notebooks

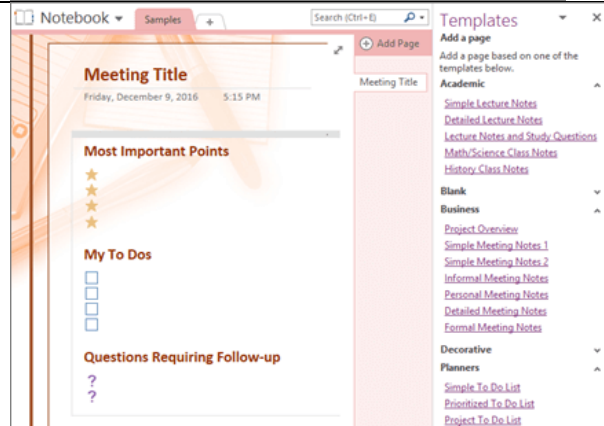
1. Select the current notebook at the left end of the section tab area.
2. Select the notebook you want to switch to, from the list of open notebooks.



## Create a page from a template

1. Select **Insert > Page Templates**.  
(Select the button, not the arrow.)
2. Expand the categories in the **Templates** task pane.
3. Select a template name from the list to create a page. Press Ctrl+Z if you don't want the page you created. Repeat until you find one you prefer.

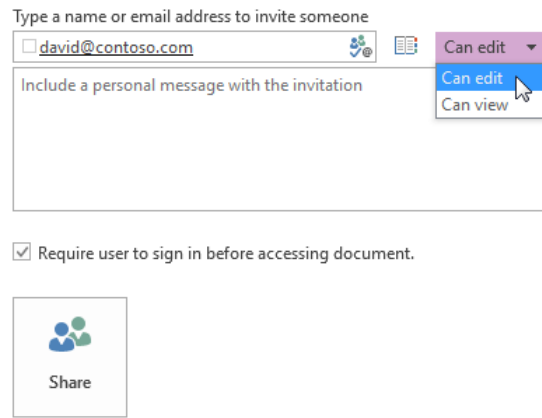
TIP: You can't apply a template to an existing note page. Instead, add a template page and then copy your notes to it.



### Share your notebook

1. Select **File > Share**.
2. Select **Share with People**.
3. Type the names or email addresses of people you'd like to share your notebook with.
4. Select **Can edit** to assign read/write permissions, or **Can view** to assign read-only permissions.
5. Add a personal note, if you'd like, and then select **Share** to email a sharing invitation to the specified recipients.

### Share with People



### View recent edits

1. Select **History > Recent Edits**.
2. Select the date range you want to see edits for.

The **Search Results** pane lists each page changed in the specified timeframe. Changes are highlighted on the active page, and each changed page in the current section is highlighted in the page list.

3. Select a page title in the **Search Results** pane to move to that page.

NOTE: To see who made specific changes, you can [show authors in a shared notebook](#).

