

Quick Start Guide

New to OneNote 2016? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote can do by clicking the ribbon tabs and exploring available tools.

Discover contextual commands
Select any part of a table or an inserted recording to reveal additional tabs.

Get help with OneNote
Click the question mark icon to learn how to use OneNote.

Share your notes with others
Give other people permission to view or edit your notebooks.

Notebooks List
Click the notebook name to switch between notebooks or click the pin icon to keep the Notebooks pane open.

Select or move paragraphs
Click or drag the gripper to the left of a note to select or move it, or right-click it for more options.

Type anywhere on a page
OneNote's flexible canvas isn't constrained in the ways that other apps are.

Notebook Sections
Click these tabs to switch between sections in the current notebook.

Control the ribbon
Click the pin icon to keep the ribbon displayed, or hide it again by clicking the arrow.

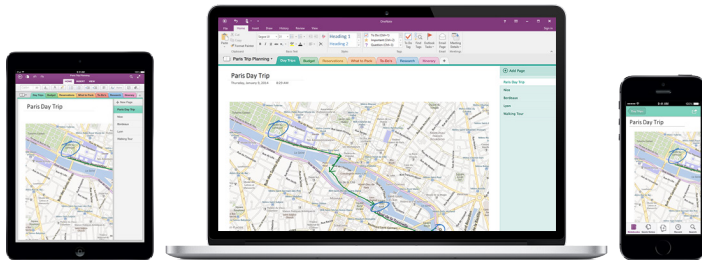
Instantly find everything
Search the current page or all notebooks at once and navigate the results with ease.

Notebook Pages
Click these tabs to switch between pages in the current notebook section.

Resize Note Containers
Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.

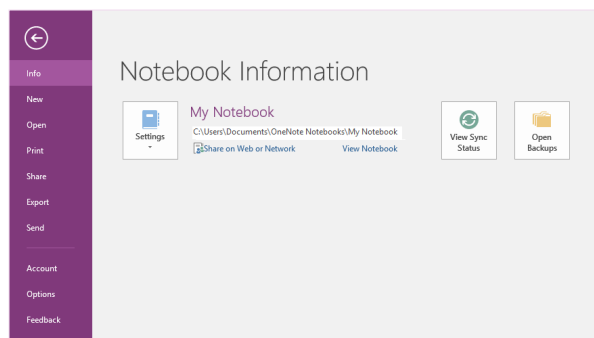
Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Keep your notebooks available to you by signing in with your free Microsoft account when you first start OneNote on your PC. There's even a free OneNote app for all of your preferred devices to stay in sync wherever you go.



Don't worry about saving

OneNote automatically saves all of your changes as you work — so you never have to. Even when you close the app or your PC goes to sleep, your notes are always saved, so you can continue right where you left off. To see when OneNote last synced your changes, click **File > Info > View Sync Status**.



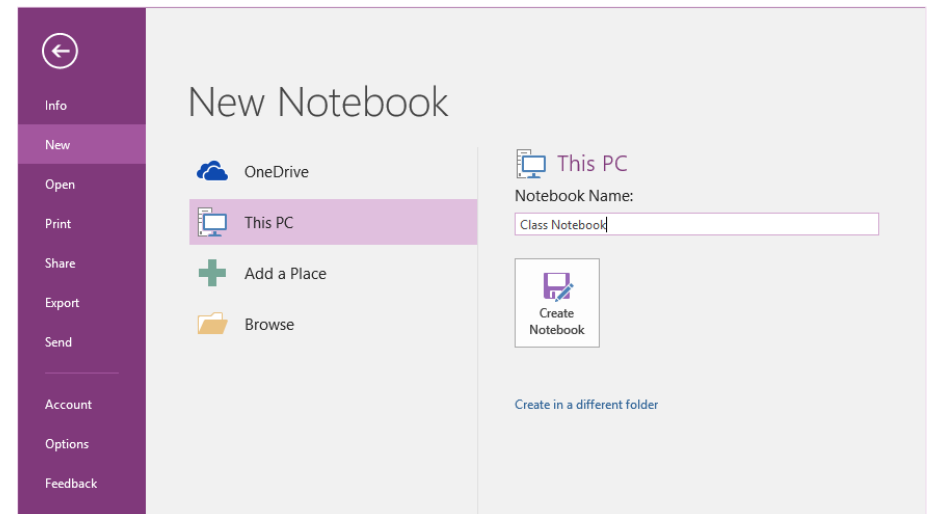
Never run out of paper

OneNote doesn't have any of the limitations of a traditional paper notebook. When you run out of room, you can just make more.

To create a new page in the current section, click the **(+) Add Page** button at the top of the page tabs column. You can also right-click any page tab and then click **New Page**, or press **Ctrl+N** on your keyboard.

To create a new section in the current notebook, click the small tab with the plus sign **[+]** to the right of the section tab bar, or right-click any section tab and then click **New Section**.

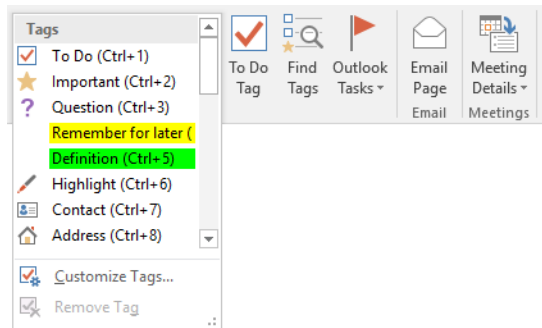
When you first launch OneNote, a default notebook with a **Quick Notes** section is created for you, but you can easily create any number of additional notebooks for the subjects and projects you want by clicking **File > New**.



You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

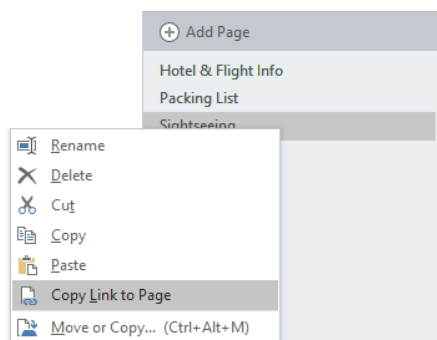
Tag important notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on your important action items or to check off completed tasks on your to-do lists.



Create wiki-style hyperlinks

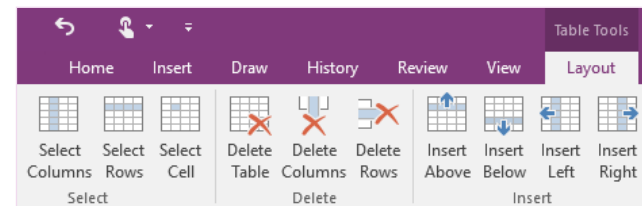
Turn your notebook into a functional wiki by creating links to specific sections or pages. Right-click the tab of the section or page that the link should point to. Next, click **Copy Link to Section** or **Copy Link to Page**, and then paste the link wherever you want it.



Organize information in tables

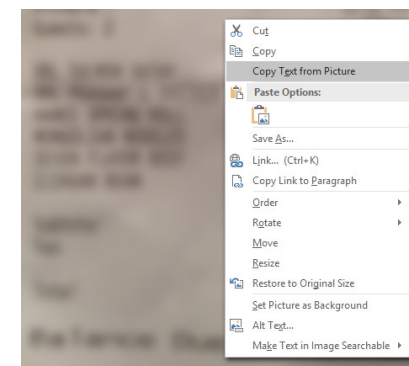
Whenever a spreadsheet is overkill, use simple OneNote tables to make sense of information. Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Enter to create a new row. Alternately, you can click **Insert > Table** on the ribbon to draw a table.

Once your table is created and selected, use the commands on the **Table Tools** tab on the ribbon, or right-click any part of your table for the same **Table** options.



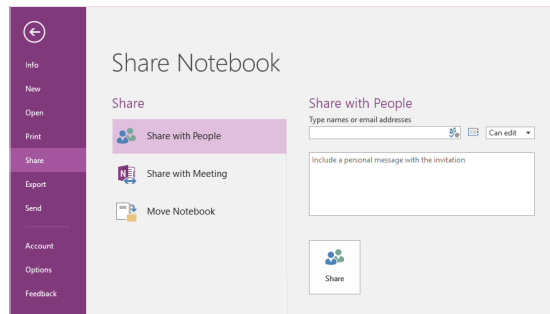
Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (for example, a cell phone photo of a receipt), right-click the picture, click **Copy Text from Picture**, and then paste the copied text where you want it.



Share notes with other people

In OneNote, your cloud-based notebooks remain private unless you choose to invite other people to view or edit information in the current notebook. To begin collaborating with others, click **File > Share**, and then choose what you want to do.



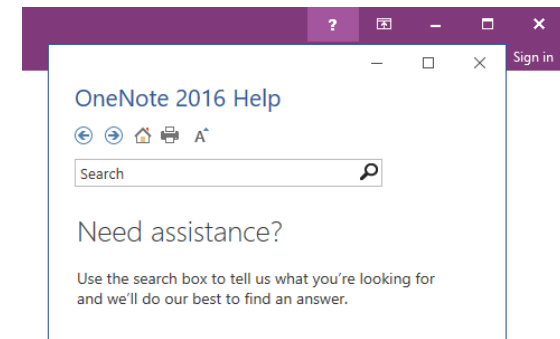
Get other Quick Start Guides

OneNote 2016 is just one of the newly designed apps in Office 2016. To download our free Quick Start Guides for any of the other new versions of your favorite apps, visit <http://aka.ms/office-2016-guides>.



Get help with OneNote

Near the top right of the ribbon, click the **?** icon to open the OneNote 2016 Help window, where you can enter keywords or phrases to look for assistance with OneNote features, commands, and tasks.



Next steps with OneNote

See what's new in Office 2016

Explore the new and improved features in OneNote 2016 and the other apps in Office 2016. Visit <http://aka.ms/office-2016-whatsnew> for more information.

Get free training, tutorials, and videos for Office 2016

Ready to dig deeper into the capabilities that OneNote 2016 has to offer? Visit <http://aka.ms/office-2016-training> to explore our free training options.

Send us your feedback

Love OneNote 2016? Got an idea for improvement to share with us? On the **File** menu, click **Feedback** and then follow the prompts to send your suggestions directly to the OneNote product team. Thank you!