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WORKSHOPS

OneNote 2016

Stephanie Agnew
sagnew@library.msstate.edu

Thomas La Foe
tlafoe@library.msstate.edu

Rob McDougald
rmcdougald@library.msstate.edu

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Microsoft OneNote 2016

Microsoft OneNote 2016 is a note taking program that is built into Windows 10 and also available for free for Mac, iPhones and iPads, and android phones and tablets.

Syncing Notebooks

OneNote Notebooks can be stored locally, but the true power of OneNote comes when you sync notebooks across devices. To do this you will need to create a Microsoft account. Some employers who use Microsoft Office may have Microsoft accounts and OneDrive storage for employees, but you can also create your own account with a personal email address.
The Ribbon

Home

Insert

Draw

History

Review

View
Creating Content in OneNote

OneNote content is arranged in notebooks, sections, and pages. You can create multiple note books for collecting content, multiple sections in each notebook, and multiple pages in each section. You can even create groups of sections for further organization.

Creating Notebooks

When you open OneNote, you will see the notebook name below the ribbon and next to the section tabs. Click the name of the notebook to see the notebook options. At the top of the window you will see the link to add a new notebook, in the middle you will see recently opened or added notebooks, and at the bottom you can click for Quick Notes which have not been filed in a specific notebook.

Right clicking on a notebook and selecting properties will allow you to rename, recolor, and relocate notebooks.
Creating Sections

Sections appear across the top of the note area just below the ribbon. To add new sections, click the + sign after the last section. To create a section group, right click after the + sign and select “New Section Group.” Once you create the new group, you can click and drag sections to the group. To exit a group, click the green return arrow. You can move section out of a group by clicking and dragging them to the green return arrow.

Right clicking on a section tab will display options for that section. You can rename sections, export, delete, move or copy and more. You can also control the section colors from this context menu.

Creating Pages

Pages are created by using the pages panel on the right side of the screen. Clicking “Add Page” at the top creates a new blank page. All pages are created as “top level” pages, but you can right click on a page and create subpages. Creating subpages allows you to expand or collapse the list of pages for more organization.
Adding Content to Pages

Once aspect of OneNote that makes it different than any other Office application is that you can click anywhere on the page and begin typing. When you click and type, OneNote creates a text box in that location. These boxes can be moved and resized at any time.

When working with text, using the options in the Home tab will allow you to categorize and tag your notes. Notice in this example the use of the to-do lists. All notes can be tagged using the tag options in the Home tab. This helps locate notes across sections and pages as well as create summary pages. Summary pages also create links to the pages containing the tagged note.
OneNote for Tablets, Phones, and More

Search your app store to find the OneNote app that is right for your device.

Using OneNote from a mobile device gives additional abilities to the program. Images can be added to notes. This can be helpful for taking images of handwritten notes and storing them for safe keeping.

Drawing alongside Text

Drawing can be done on PC by using the mouse or a stylus-type mouse, but using the stylus on a tablet or phone makes it even easier.

Switching between text and drawing modes is easy using the Draw tab on the ribbon. Here you can customize the size and color of the line, add shapes, and even convert handwriting to typed text.
Contact Us
662-325-7676

Pattye Archer Coordinator of IMC
parcher@library.msstate.edu

Stephanie Agnew Instructional Technology Specialist
sagnew@library.msstate.edu

Dorothy Johnson Library Associate
djohnson@library.msstate.edu

Thomas La Foe Instructional Technology Specialist
tlafoe@library.msstate.edu

Rob McDougald Media Specialist
rmcdougald@library.msstate.edu

Jennifer Jones Graphic Designer
jjones@library.msstate.edu

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