OneNote 2016

Quick Start Guide

New to OneNote 2016 or upgrading from a previous version? Use this guide to learn the basics.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote 2016 can do by clicking the ribbon tabs and exploring new and familiar tools.

Discover contextual commands
Select any part of an inserted table to reveal additional formatting tools.

Share your work with others
Sign in with your cloud account if you want to share your work with other people.

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

Hide the ribbon
Need more room? Click the arrow to turn the ribbon on or off.

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

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

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

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

Hotel & Flight Info

Transportation
- Arrive at airport at 6:00 AM
- Plane departs at 8:00 AM — Gate B1
- Plane lands at 2:00 PM local time

Reservation
- Reservations for the 12th through 16th
- Ask for view upgrade
- Ask about cost for 1-2 day extension

Microsoft

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Office

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.
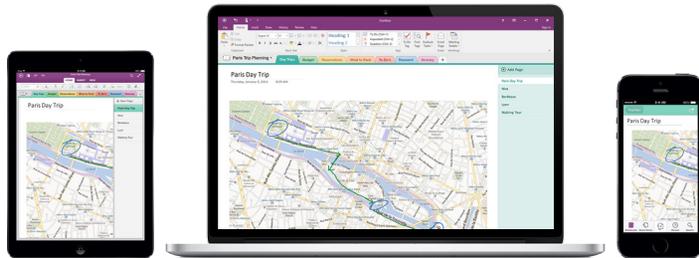
Save your work automatically

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**.
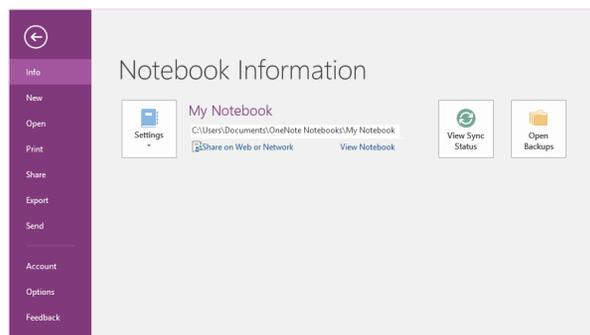

Never run out of paper

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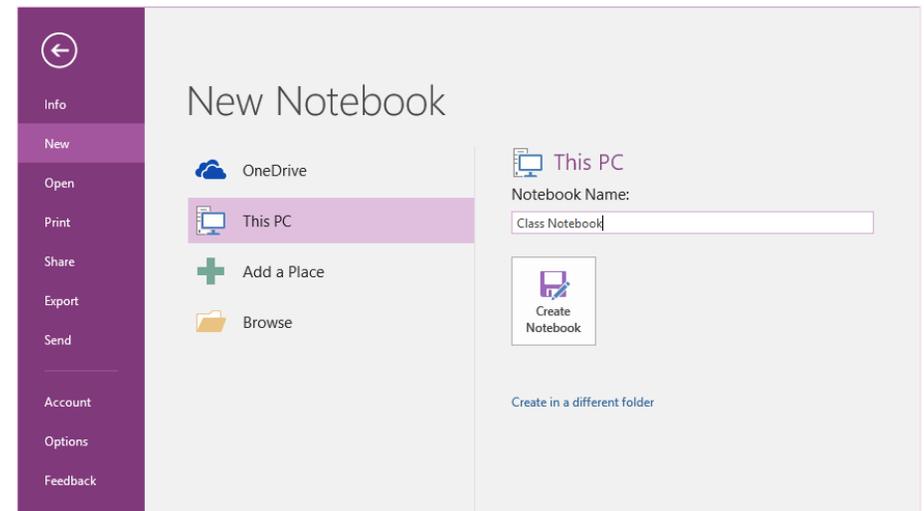
You can create new notebooks on your local hard drive, or you can store them on your free OneDrive account so your notes are always accessible on all your devices. The choice is yours!

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Tag selected 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.
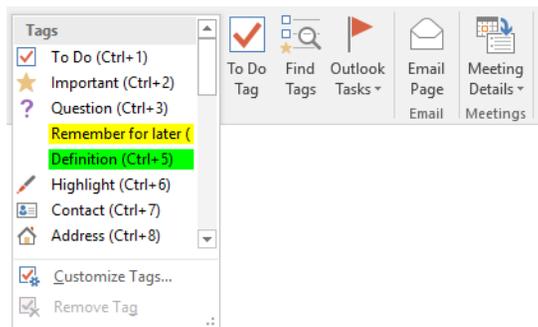

Create wiki-style hyperlinks

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.
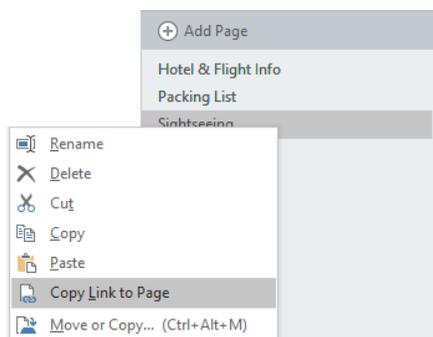

Organize information in tables

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.
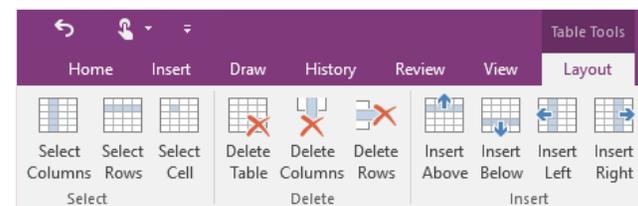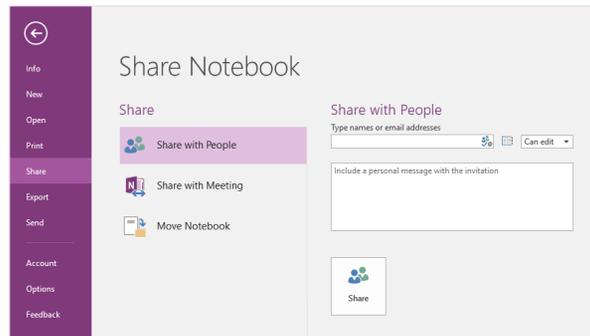

Copy text from pictures

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.

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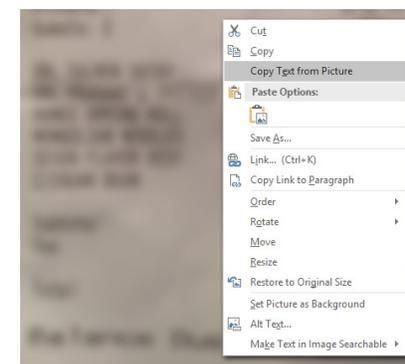
Share your work with others

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 help with OneNote

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

Get other Quick Start Guides

OneNote 2016 is just one of the newly designed apps in the new Office 2016. Visit **http://aka.ms/office-2016-guides** to download our free Quick Start Guides for the other new versions of your favorite Office apps.

If you have any feedback about our guides, please submit your comments at the bottom of the download page. Thank you!
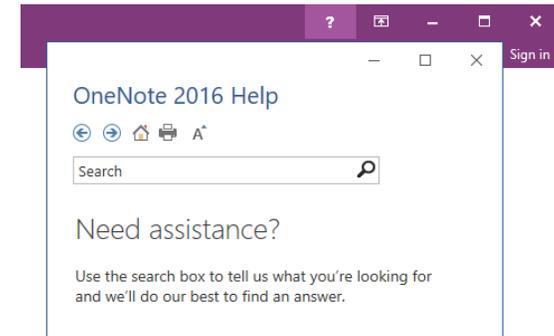
Send us your feedback

Love OneNote 2016? Got an idea for improvement? Click **File** > **Feedback** to open the Windows Feedback app, from where you can send kudos, gripes, and ideas directly to the OneNote development team.

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