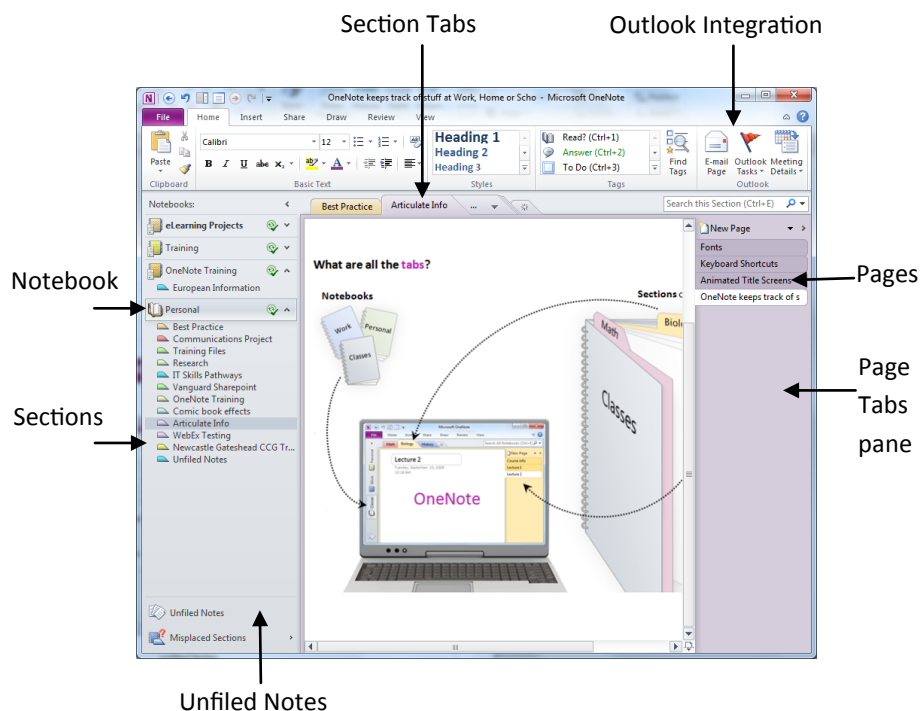


Keyboard Shortcuts OneNote 2010 Screen

General

Open a Section	Ctrl + O
Create New Page	Ctrl + N
Print a page	Ctrl + P
Undo	Ctrl + Z
Redo	Ctrl + Y
Help	F1
Full Page View	F11
Task Pane	Ctrl + F1
Create Outlook Task	Ctrl + Shift + 1 thru 5
Insert Hyperlink	Ctrl + K
Email Page	Ctrl + Shift + E
Select Page	Ctrl + Shift



Text

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Bold	Ctrl + B
Font Task Pane	Ctrl + D
Check Spelling	F7

Navigation

Next Section	Ctrl + Tab
Open New Window	Ctrl + M
Previous Section	Ctrl + Shift + Tab
New Side Note	Ctrl + Shift + M

Tag

To Do	Ctrl + 1
Important	Ctrl + 2
Question	Ctrl + 3
Remember	Ctrl + 4
Definition	Ctrl + 5
Highlight	Ctrl + 6
Contact	Ctrl + 7
Address	Ctrl + 8
Phone Number	Ctrl + 9

The Essentials



Notebooks store sections and pages.



Sections store related pages.



Pages are where information is stored.



Subpages are for information that relates to a parent page.

To Create a New Notebook:

Click File > **New**. Choose where to store the notebook (Web, Network, or My Computer), name the notebook, and click **Create Notebook**.

To Create a New Section:

Click the **Create a New Section** tab to the right of the other notebook tabs.

To Create a New Page or Subpage:

Click **New Page** at the top of the Page Tabs pane. Or, press Ctrl + N. Or, point where you want to insert a new page in the Page Tabs pane and click the New Page button that appears.

To Add a Note: Click where you want to insert the note on the page and begin typing.

To Move a Note: Click the top bar of the note and drag the note. To move text within a note, click next to the text and drag the text.

To Delete a Note: Select the note and press **Delete** or right-click and select **Delete**.

To Print a Page: Click File > **Print** or Ctrl + P.

To Find Text: Press Ctrl + F or click the Instant Search box.

To Save a Page, Section, or Notebook in a Different Format: Click File > **Save As**. Under Save Current, select Page, Section, or Notebook. Under Select Format, select the format (e.g. *.docx, *.doc, *.pdf, *.xps)

To Undo or Redo: Click the **Undo** button on the Quick Access Toolbar or press Ctrl + Z. Click the **Redo** button on the Quick Access Toolbar or press Ctrl + Y.

OneNote 2010

Notebook Tasks

To Copy Part of the Screen into OneNote (Take a Screen Clipping): Click the Insert > Screen Clipping and drag the pointer over the area of the screen you want to copy. Or, press Windows + S.

To Create an Outlook Task from a Note: Click Home > Outlook Tasks. Select the type of task you want to create in Outlook. You may also press Ctrl + Shift + 1-5 to create a task from a note.

To Create a Link: Click Insert > Link. Enter the link's display text and enter the URL of the web page to which you want to link. You can also link to another file or OneNote notebook.

To Create a Table: Click the Insert tab on the Ribbon. Click the Table button and select the number of columns and rows from the grid.

To View Full Page Mode: Click View > Full Page View. Or, click the Full Page View button on the Quick Access Toolbar. Or, press <F11>.

To Dock OneNote to the Desktop: Click View > Dock to Desktop. Or, click the Dock to Desktop button on the Quick Access Toolbar.

To Insert Date and Time: Click Insert > Date, Time, or Date & Time button in the Time Stamp group.

To Open a Side Note Window: Click View > New Side Note.

To Add Rule Lines to the Page: Click View > Rule Lines. Click the Rule Lines button list arrow to choose from a selection of rule lines and grids.

Tagging

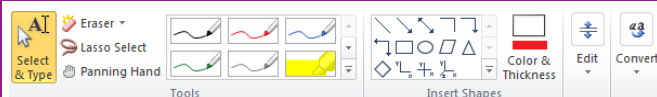
To Tag Text or a Note: Select the text or note you wish to tag. Click Home > select a tag from the Tags group. You may also press Ctrl + 1-9 to apply a tag.

To View Tags: Click Home > Find Tags. The Tags Summary task pane appears, displaying tags in the current notebook.

To Display Unchecked Tags Only: Click the **show only unchecked items** check box in the Tags Summary task pane and select how you would like tags to be grouped in the task pane.

To Create a Summary of Tags: Click **Create Summary Page** in the Tags Summary task pane. All of the tags are compiled on a new page in the notebook.

The Draw Tab



To Select Several Notes on a Page: Click the **Lasso Select** button in the Tools group. Click and drag around the notes you want to select on the page.

To Scroll Through the Page: Click the **Panning Hand** button in the Tools group. Click and drag to move around the notes on the page.

To Draw a Line or Shape: Click the shape you want to insert, or **More** to view a selection of shapes in the Insert Shapes group. Draw the shape by clicking on the page with the pointer and dragging until the shape reaches the desired size.

To Erase a Line or Shape: Click Draw > **Eraser** button. Click and drag to erase content on the page.

To Change Shape Colour and Thickness: Click Draw > **Color & Thickness** button and select the thickness and colour you wish to use for the shape. Then click the button for the shape you want to draw and draw the shape on the page.

To Add Writing Space: Click Draw > **Insert Space** button and click where you want to add writing space to the page.

To Insert a File Printout on a Page: Click Insert > **File Printout**. Choose the document you want to insert and click **Insert**.

To Insert a Scanned Printout on a Page: Click Insert > **Scanner Printout** button in the Files group. Choose the scan-

Sharing

To E-mail Notes: Click Home > **E-mail Page** or Share > **E-mail Page**.

To Share a Notebook: Click Share > **Share This Notebook**. Or, click File > **Share**.

To Share a Notebook: Click Share > **Share This Notebook**. Or, click File > **Share**. Select the notebook you wish to share, then choose if you want to share over the Web or the Network or SharePoint. You can also share over Windows Live SkyDrive with your Windows Live ID. Click **Share Notebook**.

Note on Sharing: It is not recommended to save work related material over the Web or on a hard disk. A shared network location is best for data security and shared data storage.