



OneNote: What is it? How do you use it?

This is not the usual hands-on kind of tip. It's more of a "what's out there" kind of reading tip. Don't whine – just read it.

Rarely, when I ask my students "who uses OneNote?" does anyone raise their hand. It's such a handy program – doubly-so for anyone with a tablet (Android or iPad). I have to think it's simply because you don't know it exists or what to use it for.

First of all – what is it?

It's basically an electronic binder. I have three: one "binder" for business (called CTC) and one for personal (JANET) and one for my Rotary work (ROTARY).

All stored electronically (on "the cloud" storage space somewhere out there, owned by Microsoft – you get a chunk of it) and together.

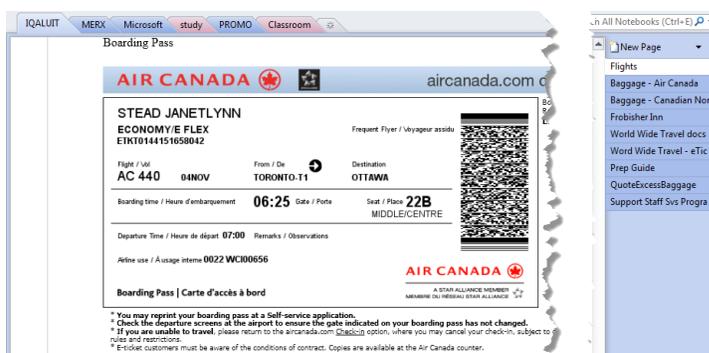
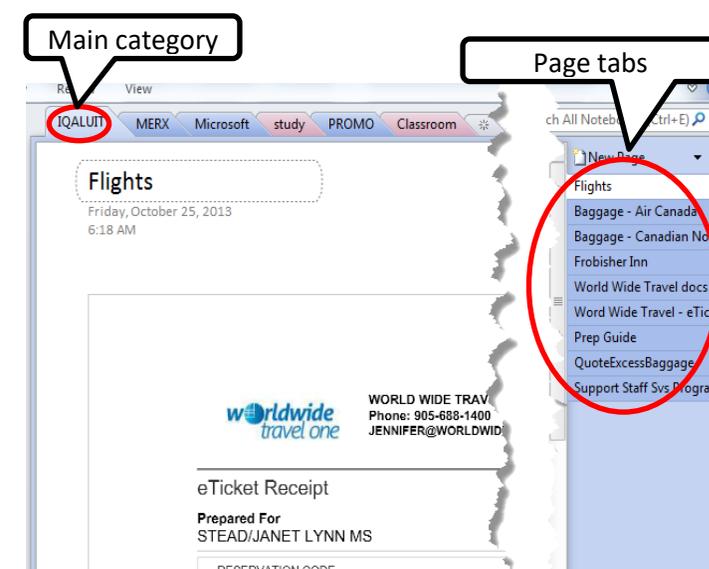
Because they are stored on the cloud you can access anything you stored in your binders wherever you are. If you *sync* your devices you can access your information without even having to have internet access.

A binder has main-category *tabs*. My CTC binder tabs are: Hotels, Flights, NATO, Car Rentals, Study, Microsoft, Promo, Purchases-Receipts. My JANET binder tabs are: Trips, Cool Things, Languages, Medical, Purchases, Recipes, Writing, Misc.

And each main-category tab has page tabs.

What do you store in your binders? Anything you wish you had a copy of on your person.

See the picture above? There, on the right, are the page tabs that my Iqaluit category tab is divided into. My FLIGHT page tab contains copies of my eTickets and Boarding Passes (here, at right). I walked up to the Air Canada check-in counter, whipped out my iPad and they scanned the barcode of my boarding pass – right on my OneNote page.



I have to send a bank transfer to Iran for new mouse pads. My supplier emailed me his bank information (transit numbers, etc.) – and I need to take that information to the bank. And I'd like to keep a copy for future reference. So, I did a screen capture and issued the PRINT command. Instead of choosing one of the printers in my office – I chose OneNote as the printer (when you install OneNote on your computer/devices – it installs itself as one of your printers). The OneNote screen appears – so that you can indicate which binder/category tab/page tab you want it stored on. And voila – I now have that information in my OneNote binder (on my office desktop, my iPad (which I will take to the bank with me) and my travel laptop. Of course, OneNote is installed on all three of these devices.

As far as I'm concerned, if you're on the road a lot – this program is an invaluable tool.