



OneNote: If You've Got It – Use It!

OneNote is essentially an electronic binder that enables you to keep important “documents” and information with you at all times.

First, you have a **NOTEBOOK**. As you can see, I have 3: one for each area of my life

Each **NOTEBOOK** can have as many **SECTIONS** as you need.

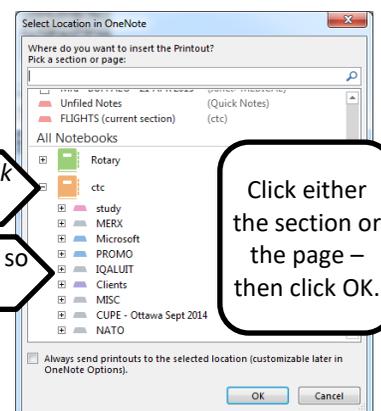
Each **SECTION** can have as many **PAGES** as needed.

How do you add documents/information to a OneNote notebook?

First, you need a Microsoft account – so your OneNote data will be stored on your (free) OneDrive (cloud storage). This is what enables what you store in your notebooks to be synced with your OneNote notebooks on all of your devices (phones, tables, iPad, etc.)

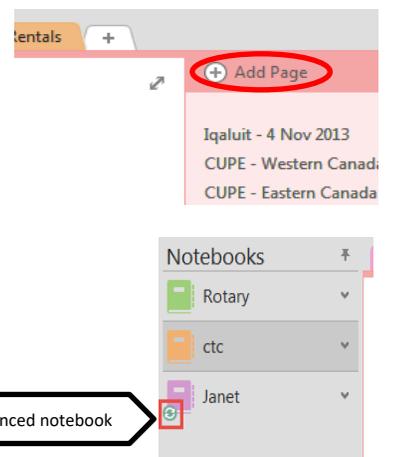
When OneNote is installed on your computer (as part of Microsoft Office Professional) – it becomes one of your “printers”.

1. In OneNote, make sure you have an appropriate SECTION created (by clicking the little + sign (circled above in red) and typing a name).
2. Then, in whatever program (or website) your document is in – click the PRINT option – and select ONENOTE as your printer.
3. At the Select Location in OneNote window, expand the appropriate notebook (by clicking the + beside its name) if necessary – then click the section that you want to add it to.
4. If you see, in the selected section, the appropriate PAGE that you want to add it to – click on the page name then click OK. Otherwise, just click OK – if you don't select a specific page, OneNote will create a new one for you. Just type a name for the new page (at the top of the new page).



You can also record your own notes:

1. Maneuver to the desired notebook/section.
2. If necessary, add a new page with the +ADD PAGE link at the top of the (right-hand) page list. Type a name at the top of the page (which will automatically appear on the page “tab” at the right).
3. Now just click anywhere on the page – and type your note.



Before leaving OneNote – it is a good idea to guarantee that your notes will sync to your other devices (onto which you've installed OneNote and logged in to the same Microsoft account) – so right-click the NOTEBOOK (in the left-hand panel) and choose SYNC THIS NOTEBOOK NOW.