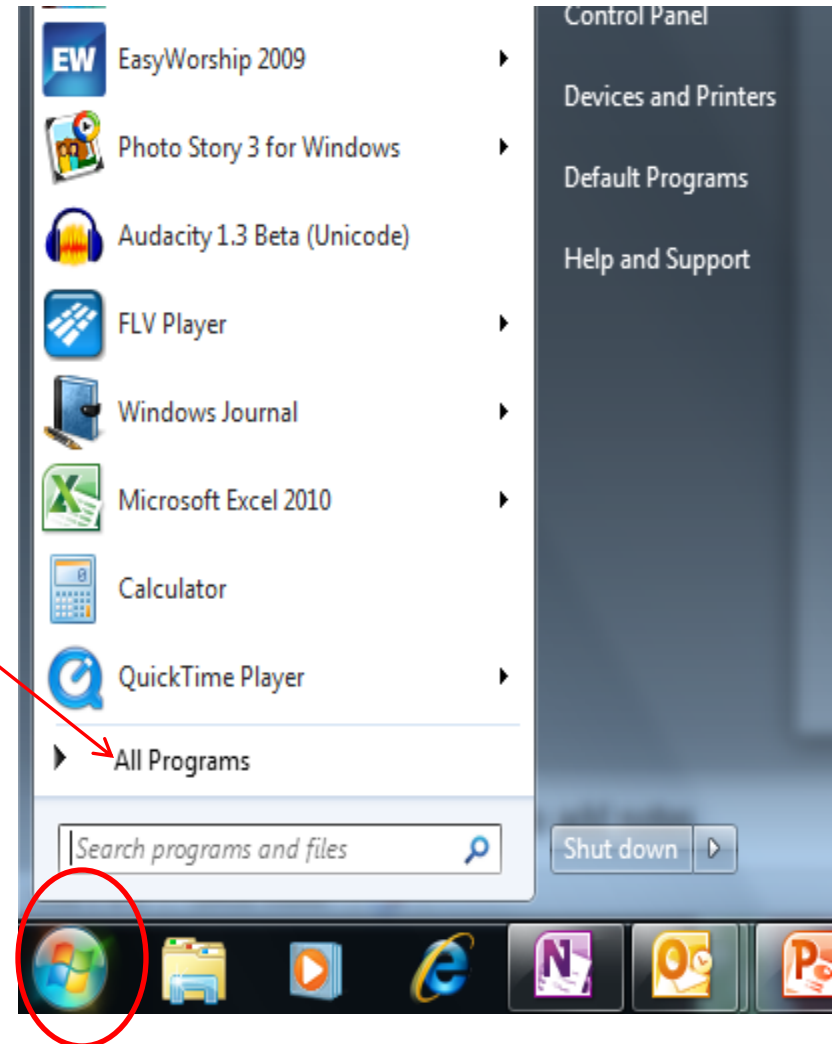


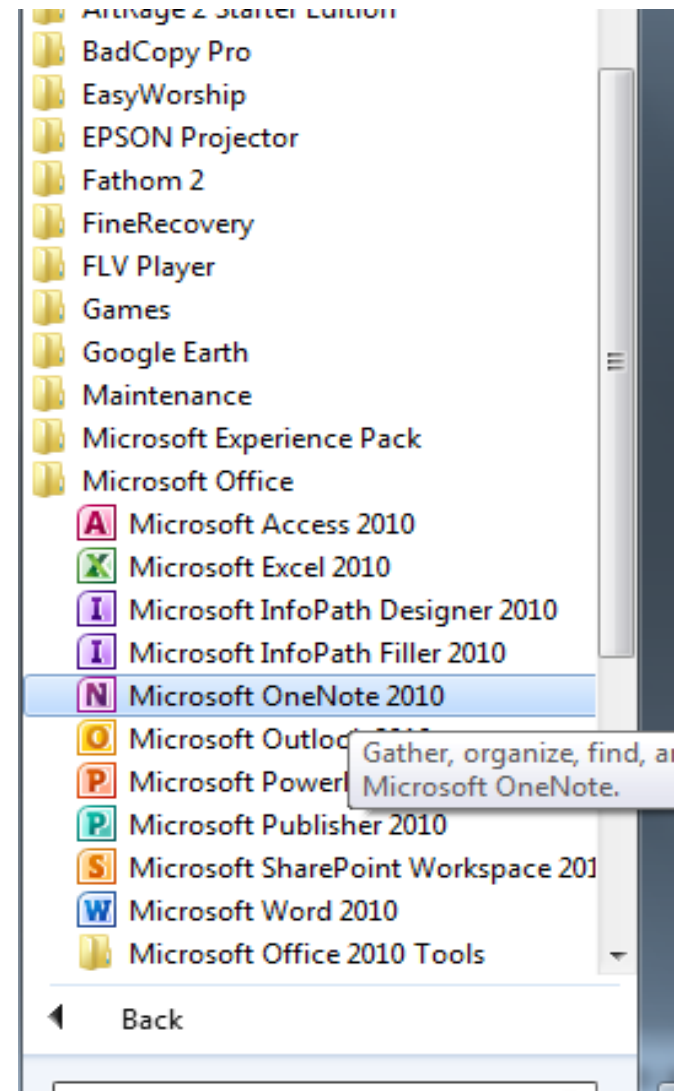
How do you get to Onenote 2010?

- Click on your start menu and click on all programs.



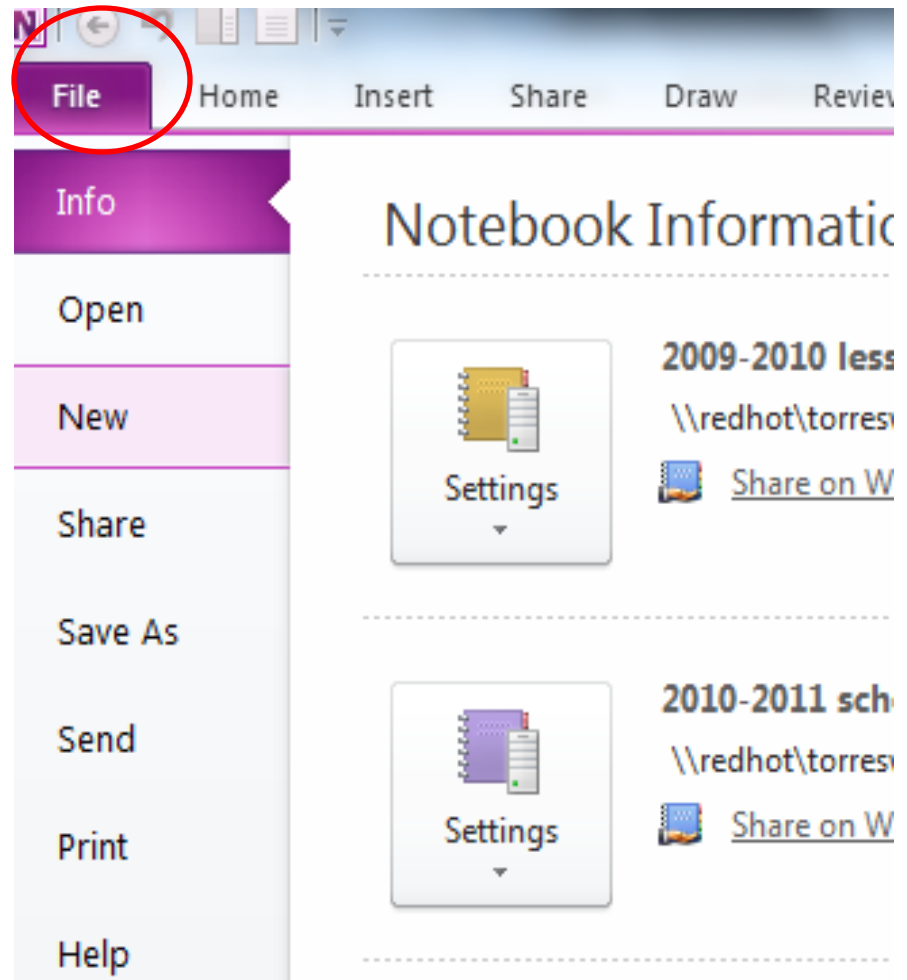
Then scroll down until you see a folder that says Microsoft office.

- Click on the folder.
- Click on the Onenote icon.

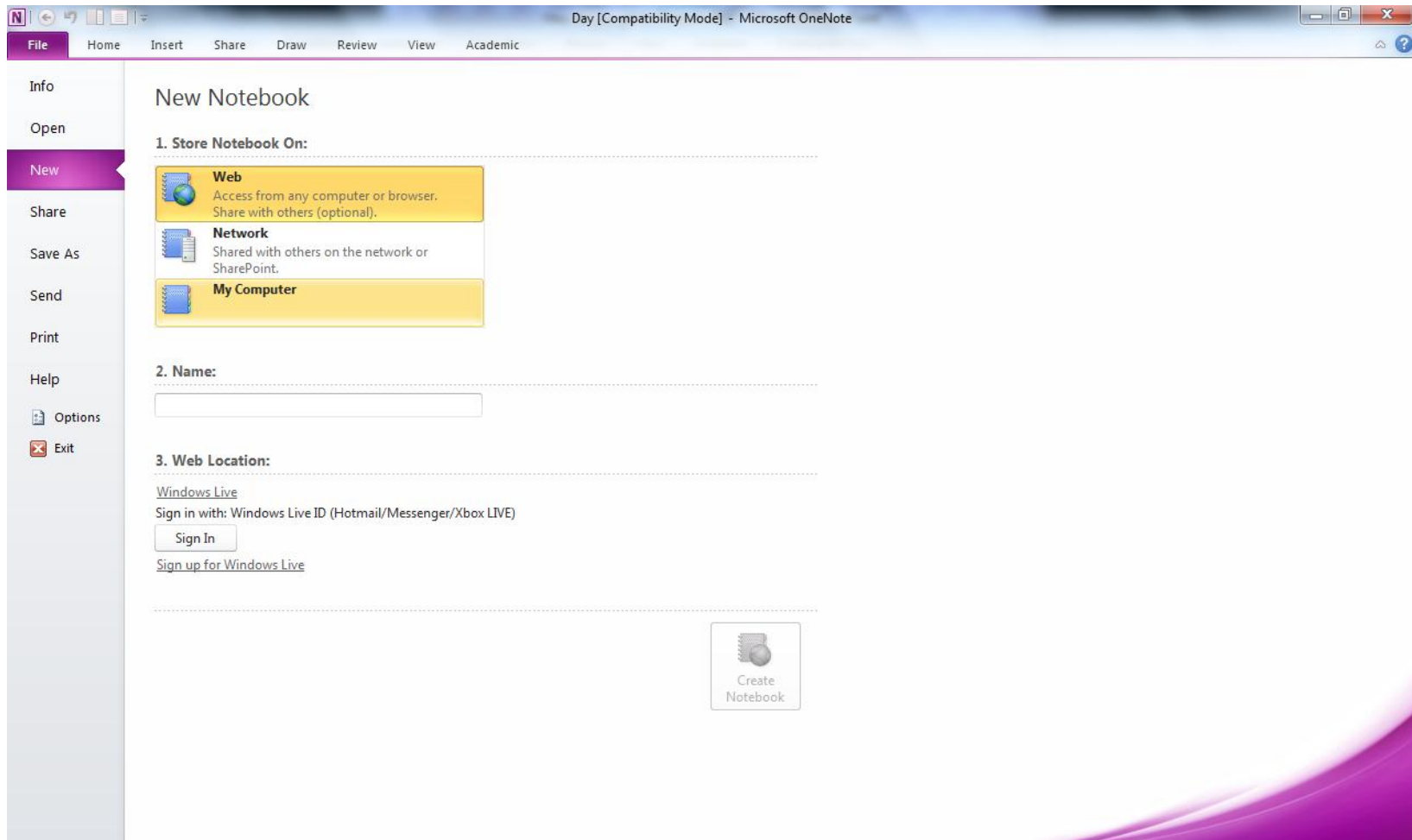


How to create a new notebook (on your computer-not a shared notebook):

- Once you are in onenote, click on the file tab and click on new.





When you do this, you will see a menu that looks like this:



- Info
- Open
- New**
- Share
- Save As
- Send
- Print
- Help
- Options
- Exit

New Notebook

1. Store Notebook On:

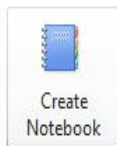
-  **Web**
Access from any computer or browser.
Share with others (optional).
-  **Network**
Shared with others on the network or SharePoint.
-  **My Computer**

2. Name:

test

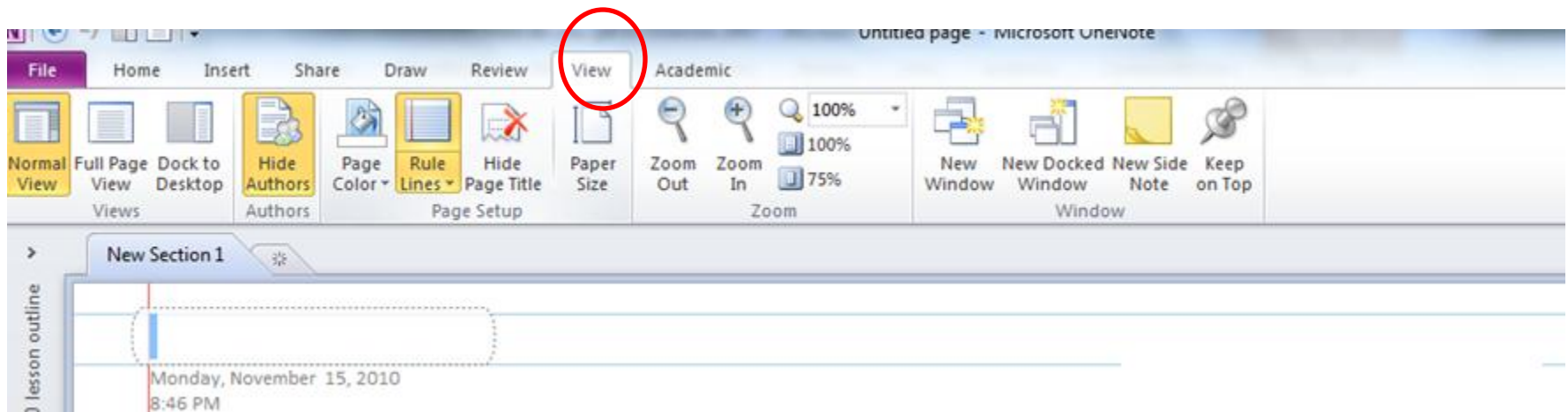
3. Location:

\\redhot\torresw\$\OneNote Notebooks



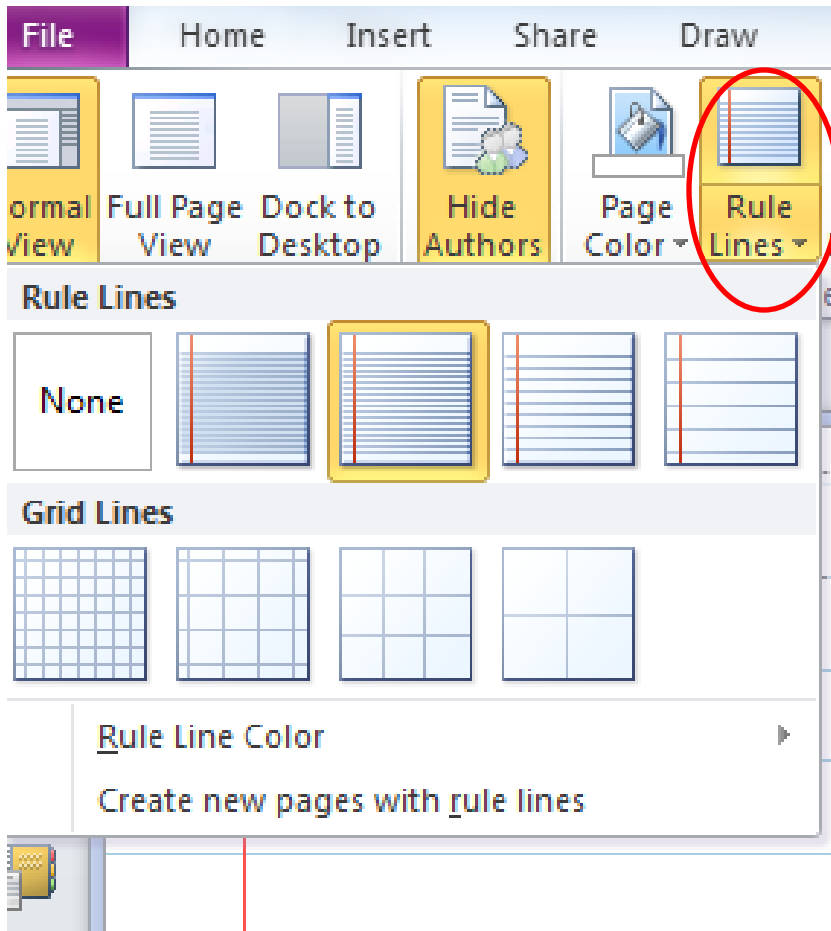
How do you change the way the page looks on onenote?

- Click on the view tab to see the view ribbon.



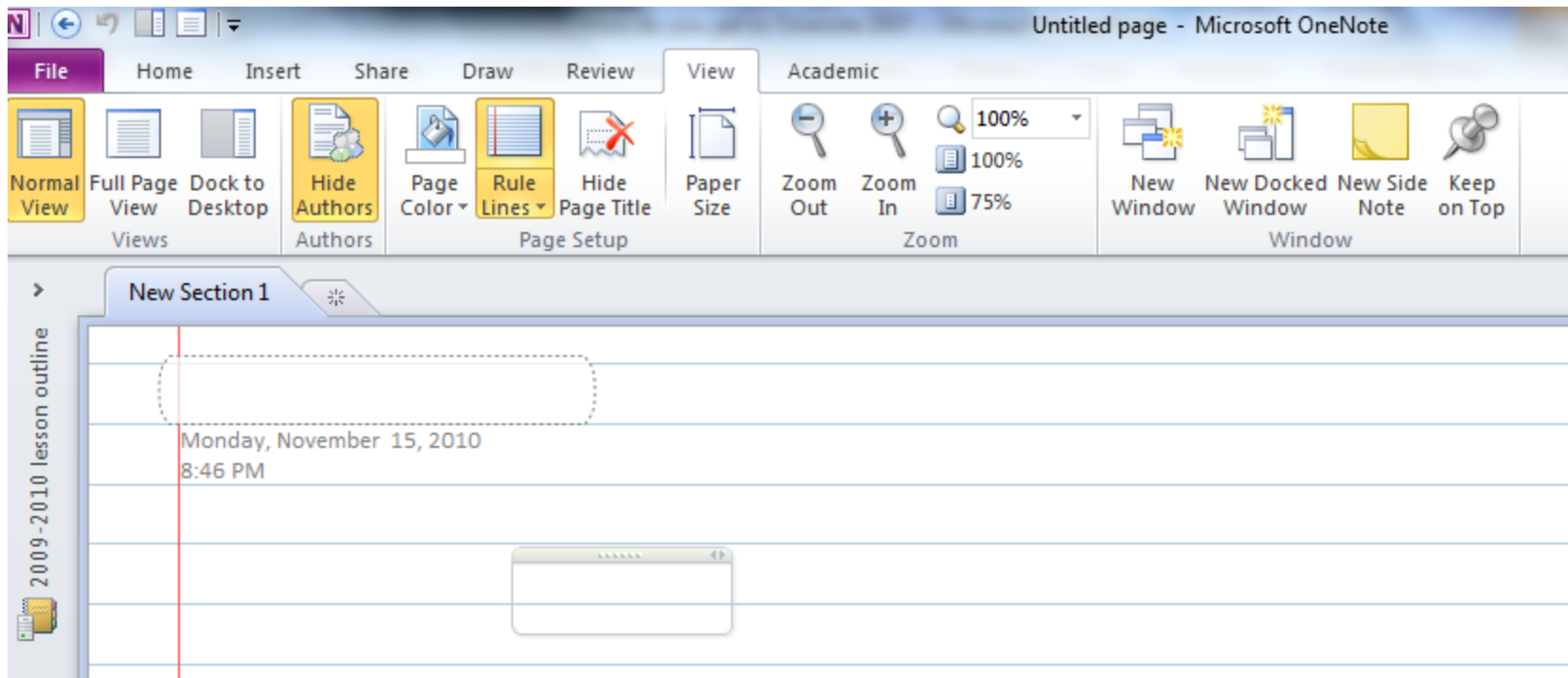
From the view ribbon, click on the upside triangle on the rule lines icon.

- Then click on picture that shows how you want your page to look.



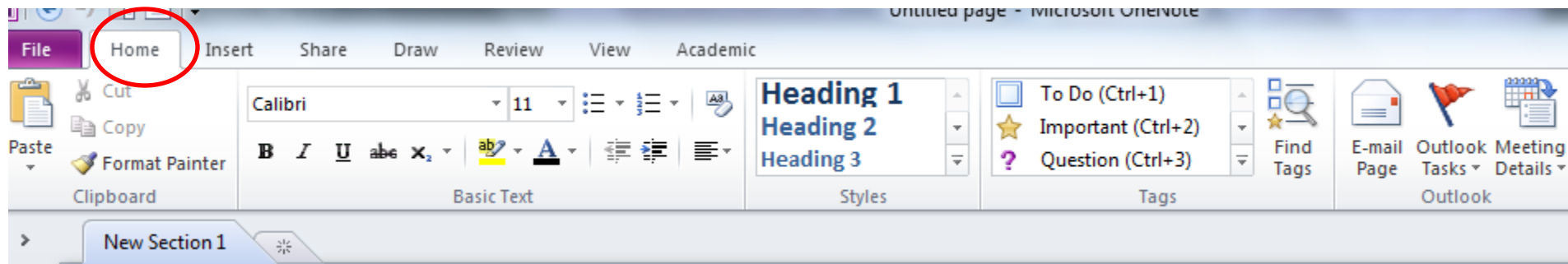
Typing on one note:

- To type on onenote, simply click your mouse anywhere on the page.
- A text box will show up. Then just type.



Great! Now how do I change the way my font looks?

- To change anything that relates to font style or size, simply click on the home ribbon. Then click on tools you want.



Okay, I've typed information into Onenote. How do I make a new page?

- Well there's two ways you can make a new page. You can either make a new tab or a new page.

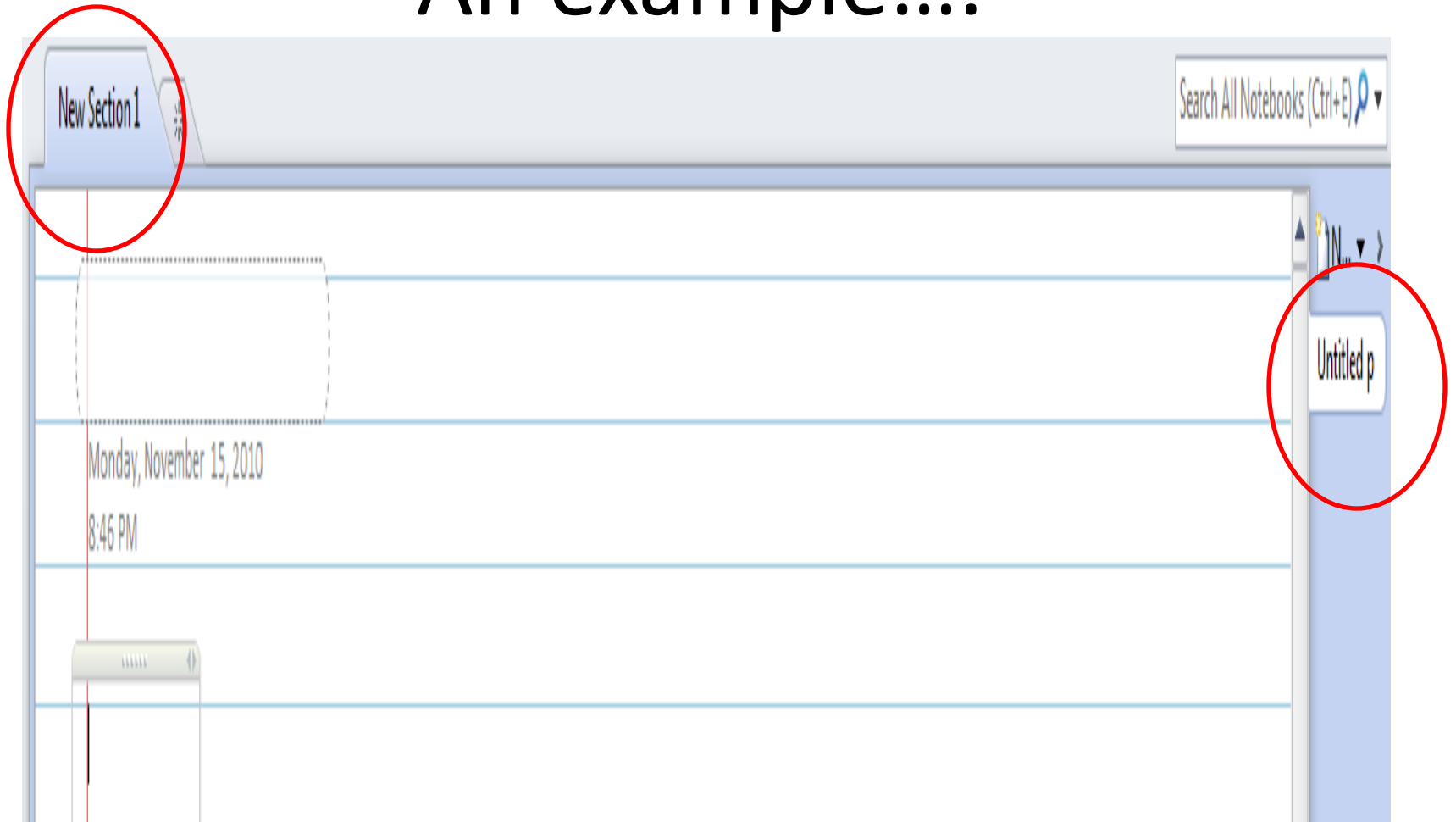


Tab? New page? What's the difference?

- Well, think of a traditional notebook. In a traditional notebook, you have papers and dividers. A tab is like a divider. A page is like another piece of paper in your notebook.

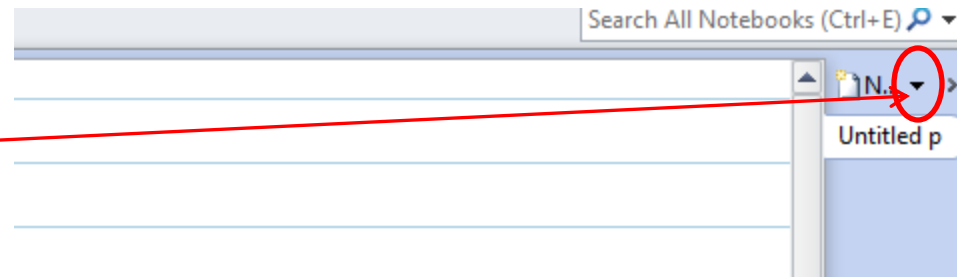


An example....

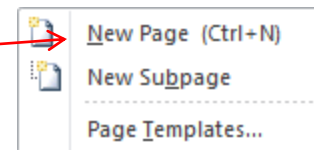


So...how do I make a new page?

- Click here.



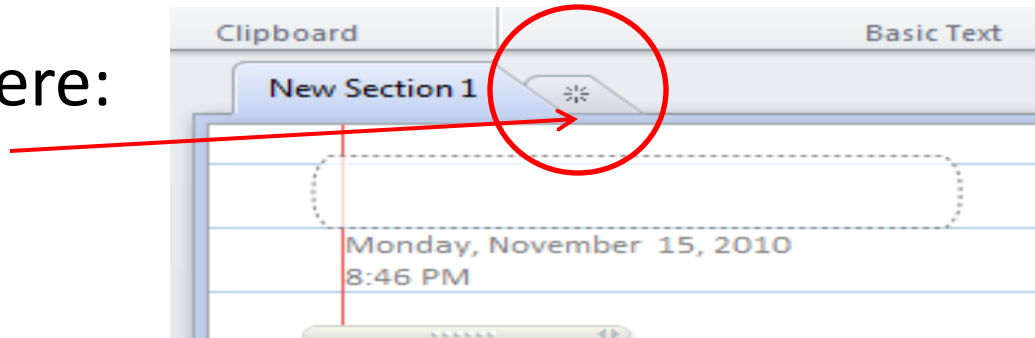
- Then you will see a menu that looks like this:



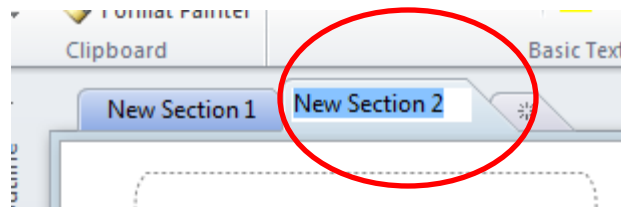
- Click on New page.

How do you make a new tab?

- Click here:



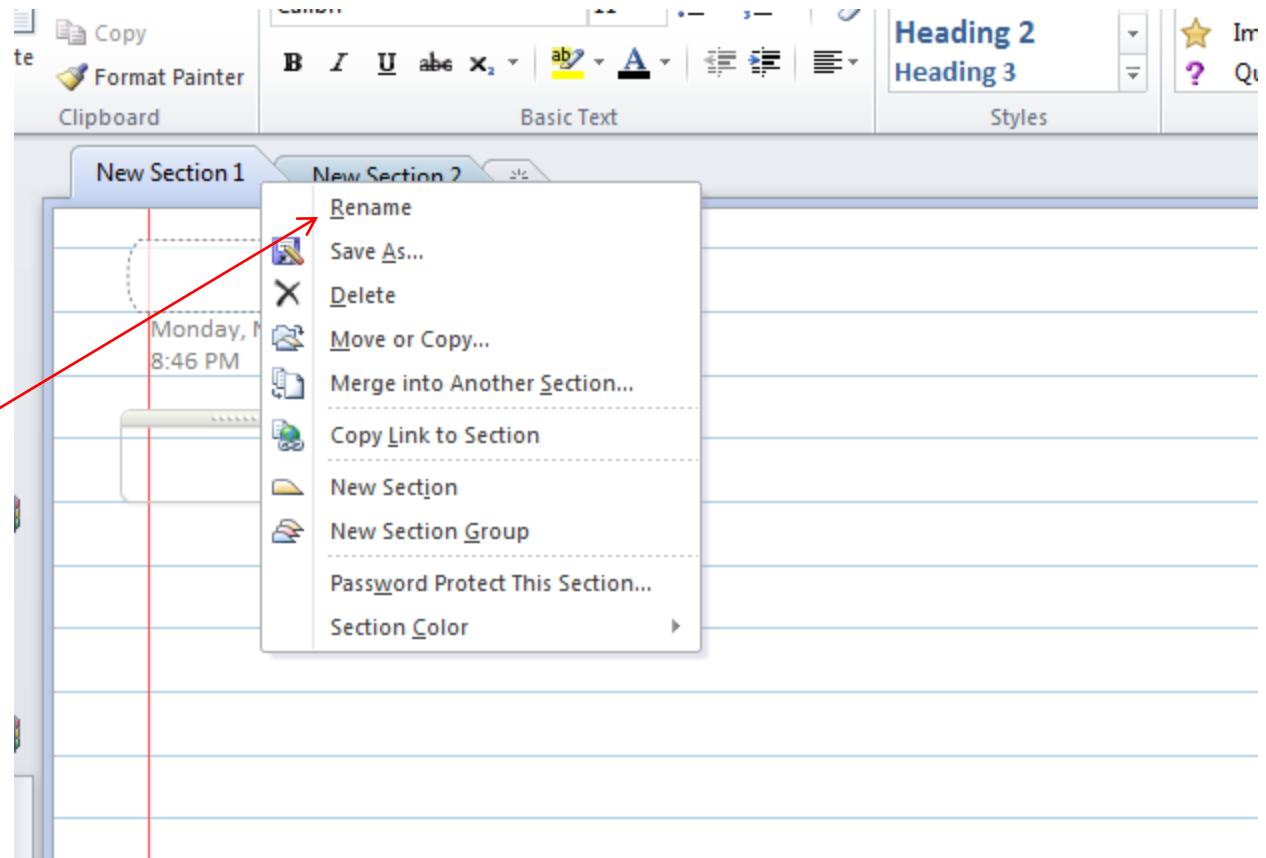
- You will see this come up:



Now, just type in the name you want to call your tab.

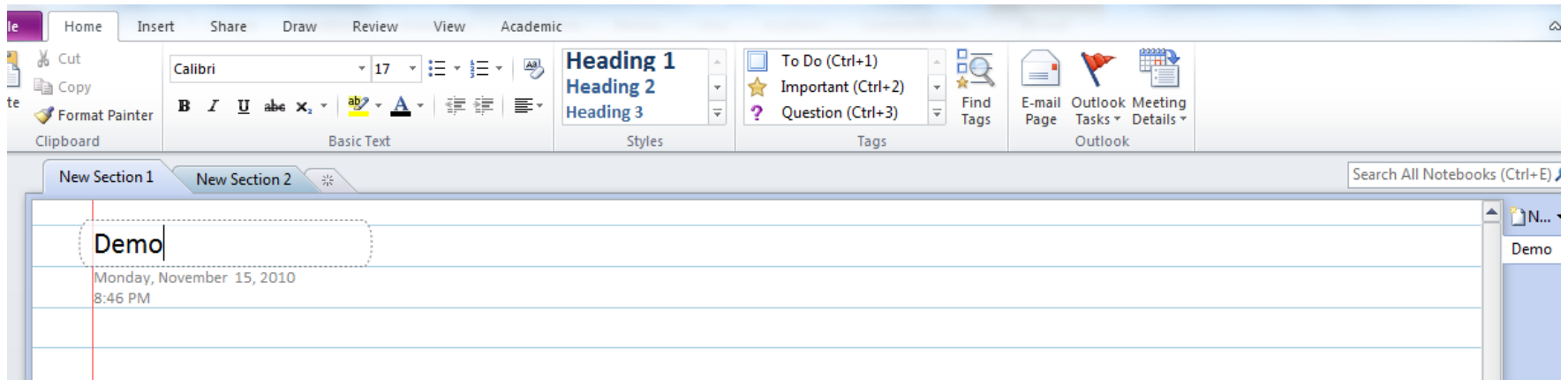
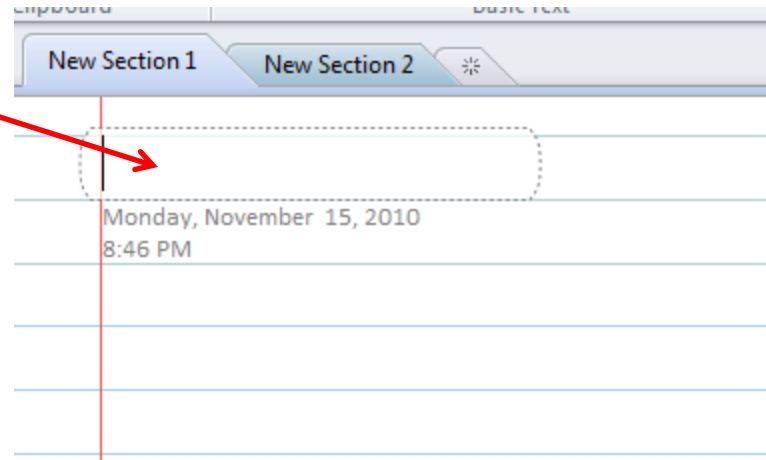
How do I change the name of my tab?

- Right click on the tab. You will see a menu, like this one:
- Now click on rename to change the name of your tab.



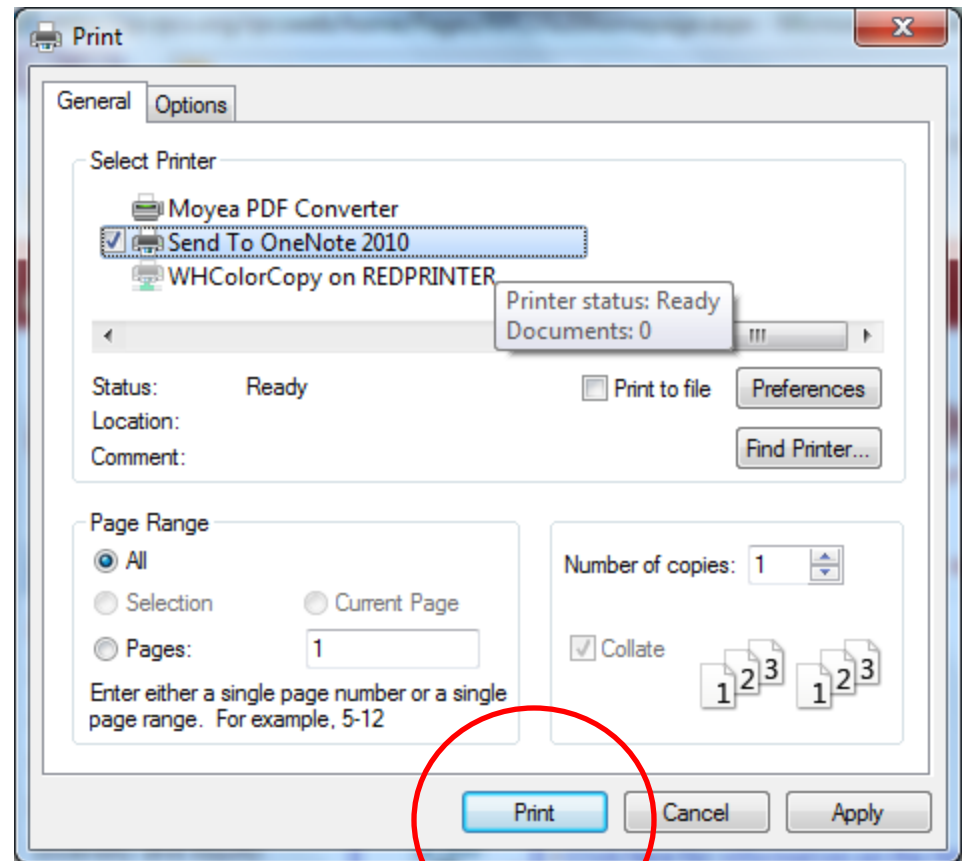
How do I change the name of my page?

- Simply click here.
- Then just type in what you want to call the page.



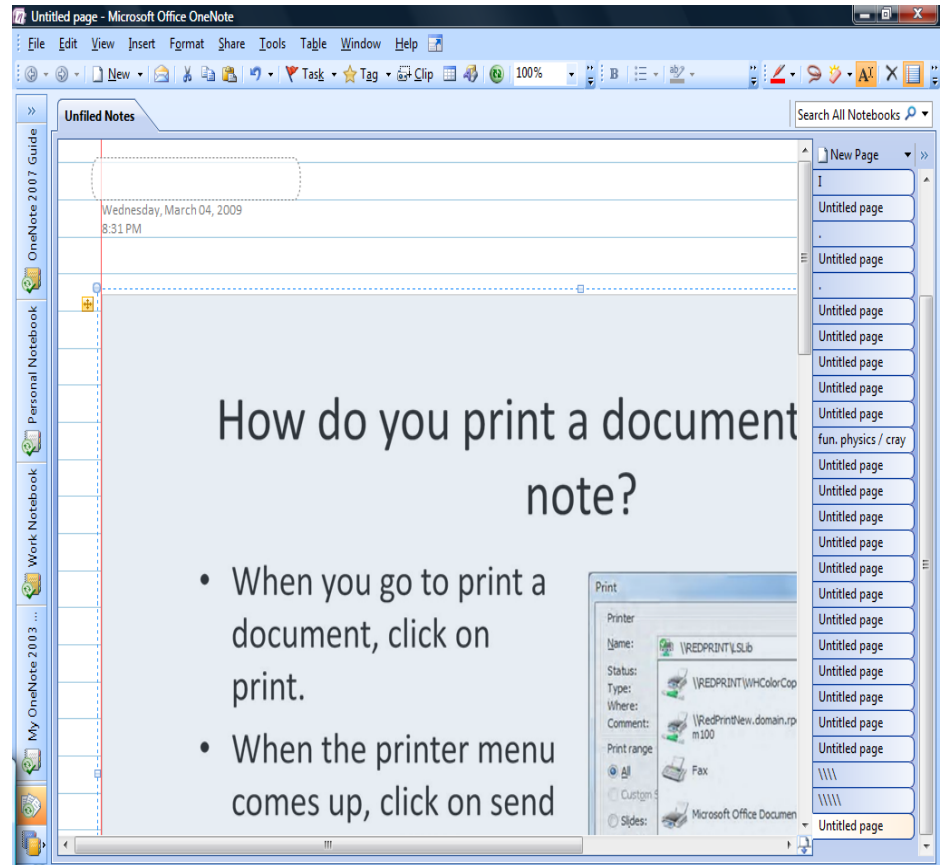
How do you print a document to One note?

- When you go to print a document, click on print.
- When the printer menu comes up, click on send to onenote 2010.
- Then click print.



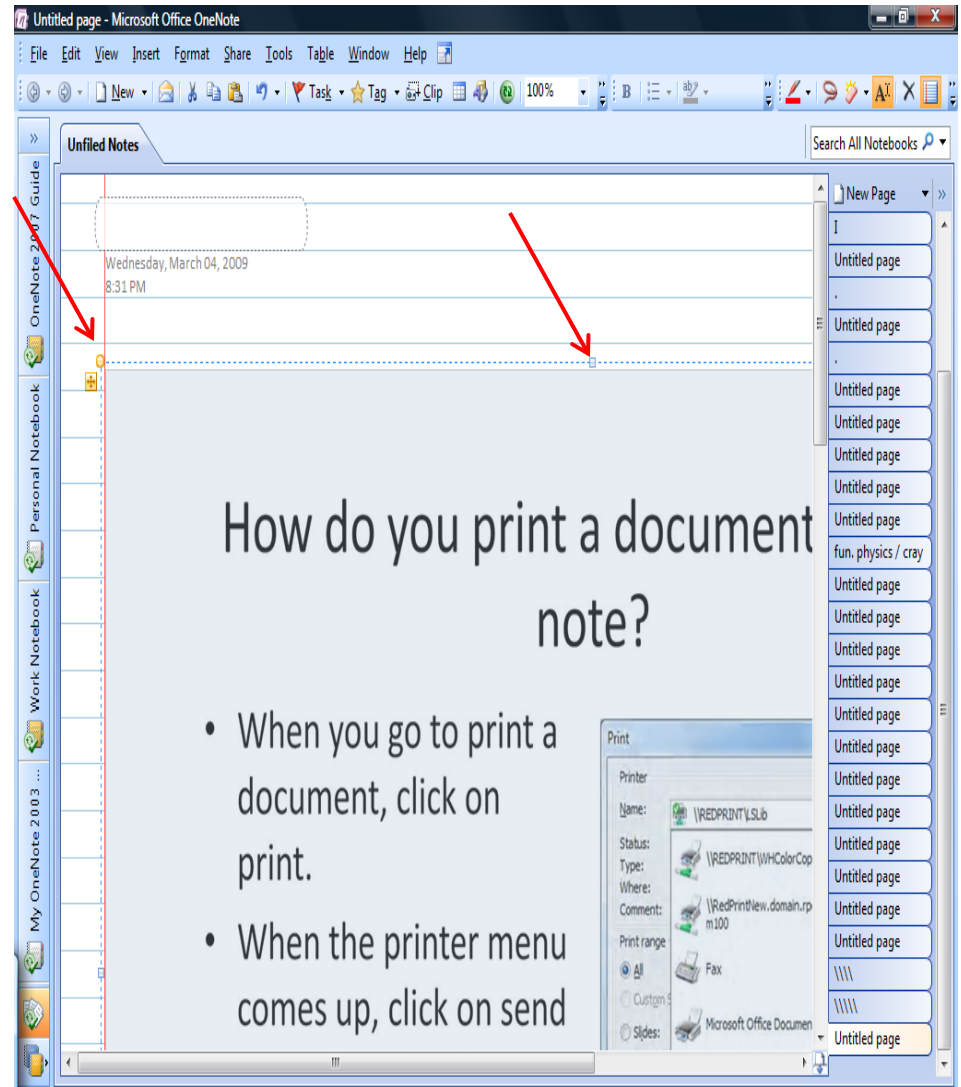
Now what?

- One note will automatically make your file a picture that you can draw, write or type on!



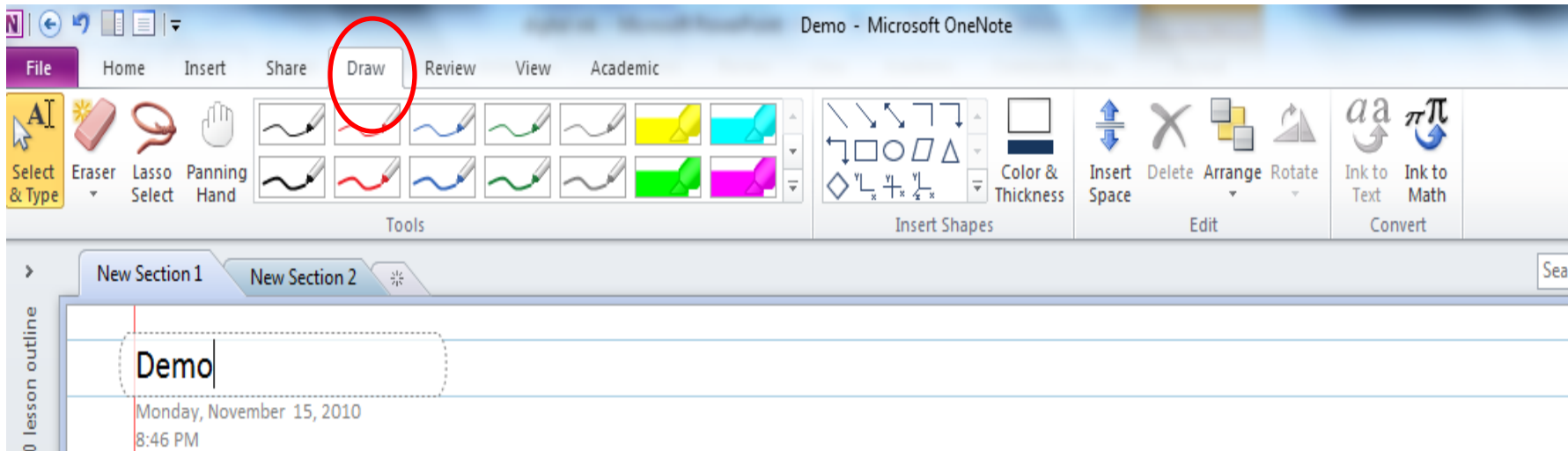
Cool!

- Because it is a picture, you can resize the file by dragging your mouse. This will make your picture bigger or smaller.



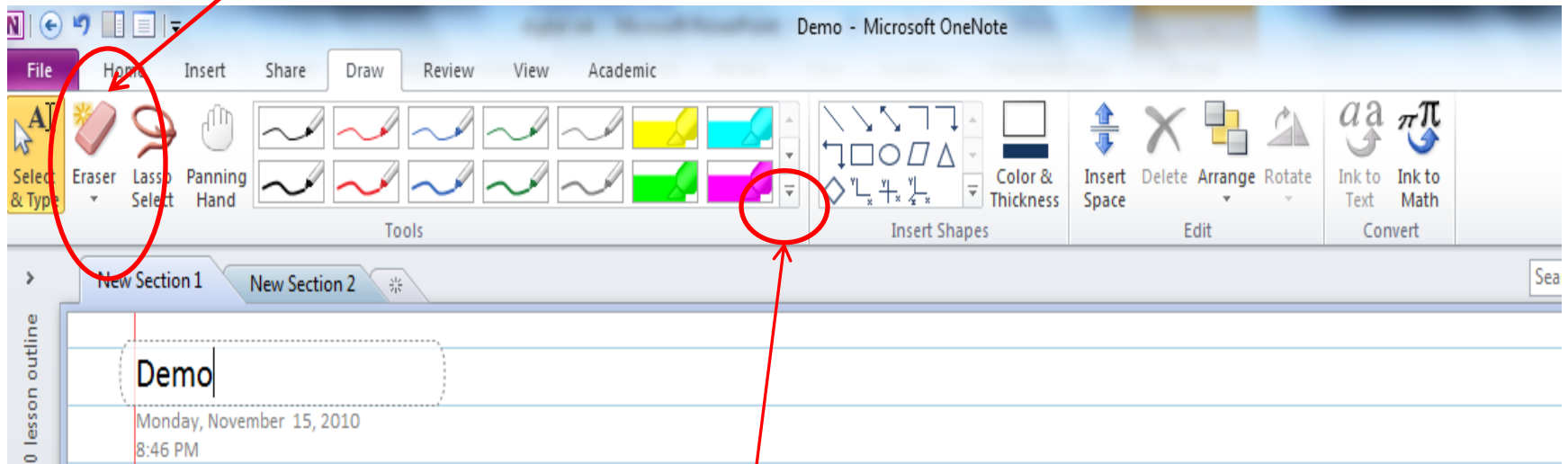
How do I write on one note?

- With the stylus(pen) click on the draw tab.



The Draw ribbon

Click here
to erase
your ink.

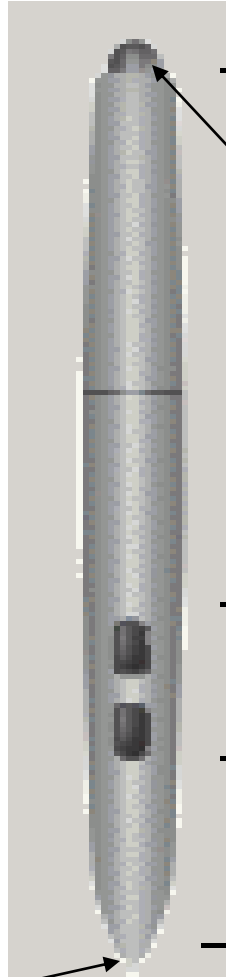


Click here to see your different pen options. Then simply just click on the pen you want and then write with your stylus.

The Stylus

The stylus is a pen and a mouse. You can use it as a pen for writing or as a computerized pen.

Even though you can use the stylus as a pen, **DO NOT USE TOO MUCH PRESSURE TO WRITE. PRESSING DOWN ON THE STYLUS IS NOT GOING TO MAKE WRITING WITH IT ANY EASIER!! YOU COULD BREAK THE LAPTOP SCREEN IF YOU PRESS TOO HARD!**



Eraser

The eraser can be used like a pencil eraser but if you press too hard it could also damage the laptop screen. Use the eraser on the tool bar instead to avoid damage.

Tip