

## Getting Started with OneNote

OneNote is a tool to create virtual notebooks stored in the cloud. They can be accessed on Ara computers, personal laptops or phones, or at home.

OneNote has the following features and functionality:

- Typing out notes.
- Inserting images or diagrams.
- Inserting files such as documents, pdfs, PowerPoints.
- Recording and inserting audio.
- Creating Tables.
- Drawing or Highlighting.

## Accessing OneNote

OneNote is included as a part of the Office 365 package. This can be accessed in **My Ara** at <https://myara.ara.ac.nz/>



1. Click the **Office 365** tile
2. Select **OneNote**

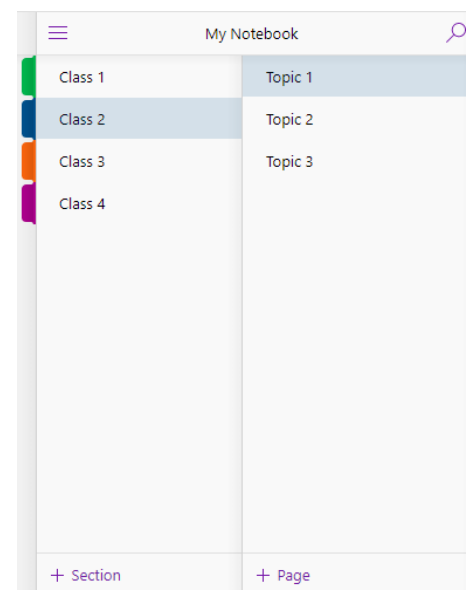


## OneNote Sections and Pages

OneNote works like a physical notebook. You can separate the notebook into different sections, such as one for each class you take. You can also have separate pages for each topic or week. You can also have multiple notebooks arranged in whatever form suits you.

OneNote highlights the section and page you have open. In this example, the page Topic 1 is open from the Class 2 section.

- To add a section, click the **+ Section** button at the bottom of the list, and provide a suitable name for the section.
  - Right Clicking on a section will provide additional options such as renaming the section, or changing the tag colour.
- To add a Page to a notebook section, click the **+ Page** button at the bottom of the page list, and provide a suitable name for the page.



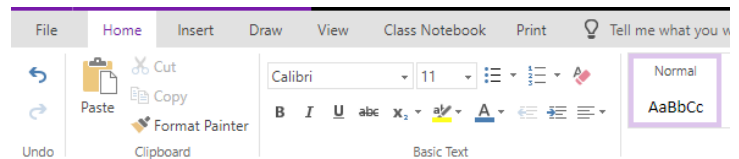
## Inserting Text

Click on the page and type to insert text in OneNote. Much like Word and other applications, you are able to copy and paste text to and from OneNote.

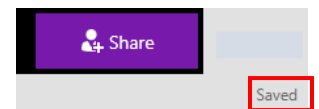
Please Note: When using OneNote using a web browser, you are required to use the shortcut keys.

- Cut= Ctrl + X
- Copy= Ctrl + C
- Paste= Ctrl + V

OneNote offers basic formatting options such as bold, italics, and headings. You can access these options from the home tab in OneNote.

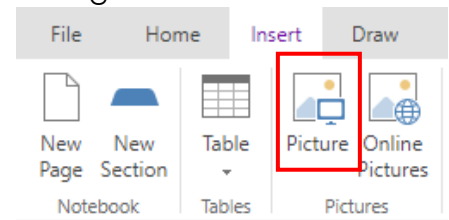


On the right side of the screen, OneNote indicates when changes are saved.



## Inserting Images

1. To insert images, click the location on the page you wish to insert the image.
2. Click on the **Insert** tab on the ribbon, then click **Picture**.
3. From the dialog box that appears click **Choose File**, and navigate to the location of the image you wish to insert, and select the image.
4. Click **Open**, then click **Insert** and your image should appear in your notebook.

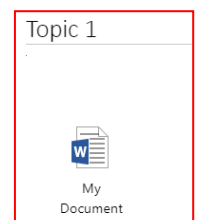
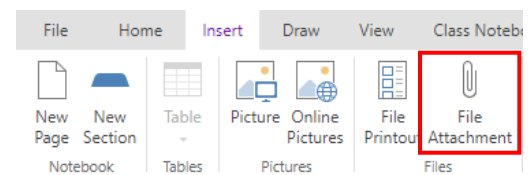


Clicking Online Pictures will allow you to use the Bing Image Search system to find online pictures.

## Inserting Attachments

You are able to insert files to your notebook such as documents or pdfs. To insert an attachment:

1. Click in the page you wish to insert the file into.
2. Click **Insert**, and then click **File Attachment**.
3. In the dialog box that appears, Click **Choose File**, and navigate to the location of the file you wish to insert and select the file.
4. Click **Open**, then click **Insert** and the file should appear in your notebook.



**Note:** We recommend accessing OneNote via a web browser. When using the OneNote 2016 desktop application, it will require you to sign in and sync your notebook again each time you use a different computer.