

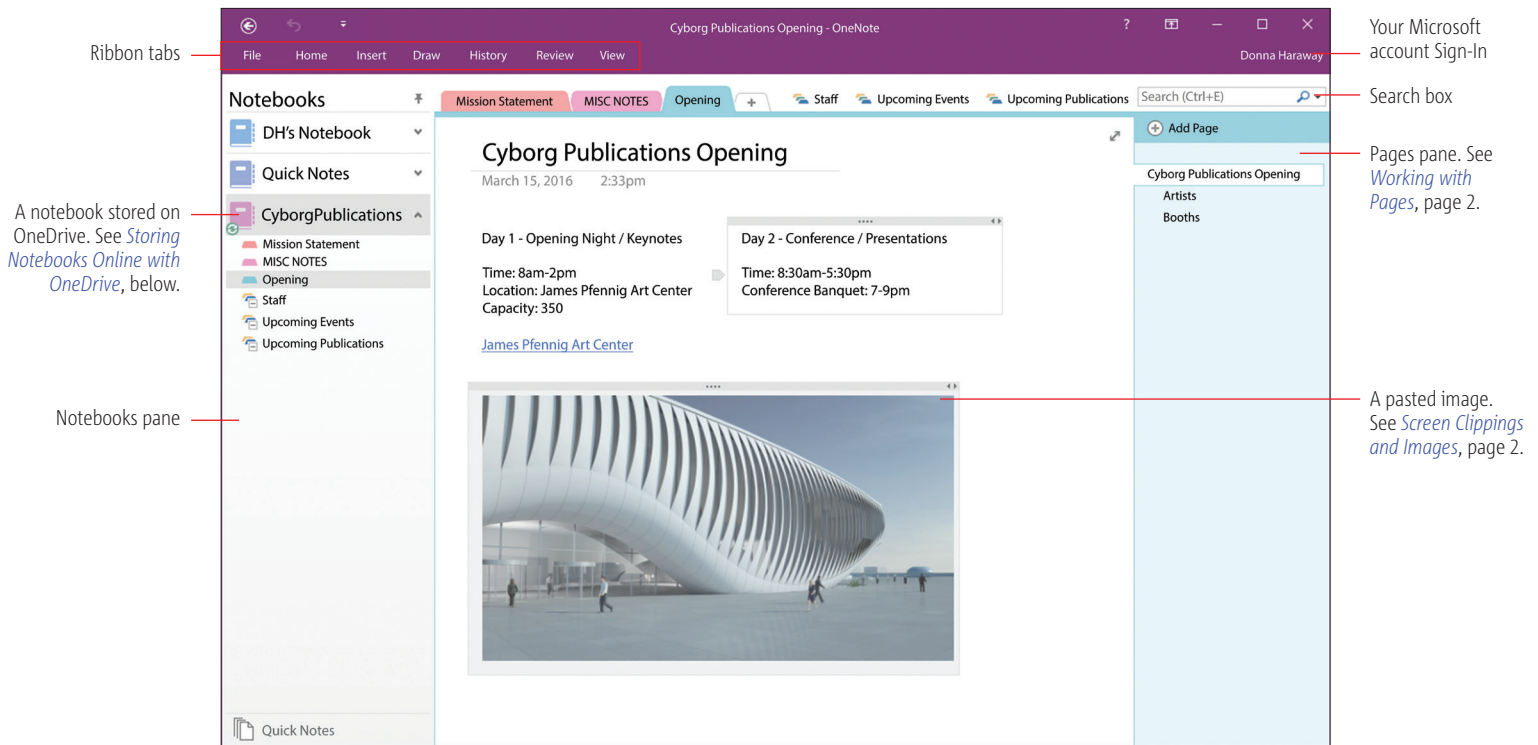


Microsoft®

OneNote 2016



Microsoft OneNote is a notebook application designed to help you organize and share various types of information, independently or in collaborative environments with a OneDrive account. OneNote 2016 features several powerful enhancements for capturing data. Clipper is a browser-based tool allowing you to clip webpages and online articles directly into your notebook; use the “me@onenote.com” service to email information on the fly to a notebook of your choice; and download the Office Lens app for your phone to capture whiteboard information, signs, and notices directly to OneNote.

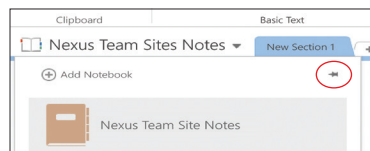


Creating a New Notebook

Click **File** ► **New**. Choose a save location, then name the notebook and click **Create Notebook**. Your new notebook will have one section, which contains one page.

Displaying the Notebooks Pane

The **Notebooks** pane shows a list of all open notebooks. If the pane is hidden (see the image on the right), click the menu button next to the open notebook heading, and then click the pin to keep it open. Click the pin again to close it.



Storing Notebooks Online with OneDrive

Storing a notebook online with OneDrive Pro gives you access to the notebook from anywhere with an Internet connection.

To store a notebook in OneDrive Pro: when saving or creating a notebook, select your **OneDrive** account, name the notebook and click **Create Notebook**. You can choose to invite people immediately, or invite them later.

A syncing icon will appear beside Notebooks that are stored in OneDrive, letting you know that changes are being saved and updated automatically.



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