

# Gaining Your Effective EDGE™

with Microsoft  
OneNote 2013-2016 ®  
OneNote Quick Tricks



## Whitepaper

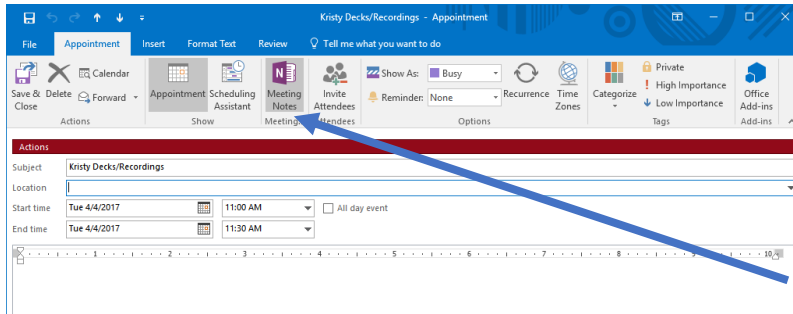
OneNote 2013 -2016 Quick Tips from Effective Edge

## Gaining Your EDGE

### OneNote 2013 -2016 Quick Tips from Effective Edge

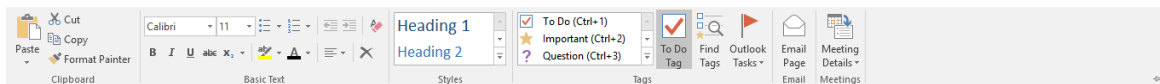
Link a Calendar appointment with the details from Outlook, in OneNote:

1. Open calendar appointment in Outlook
2. Click OneNote button in ribbon

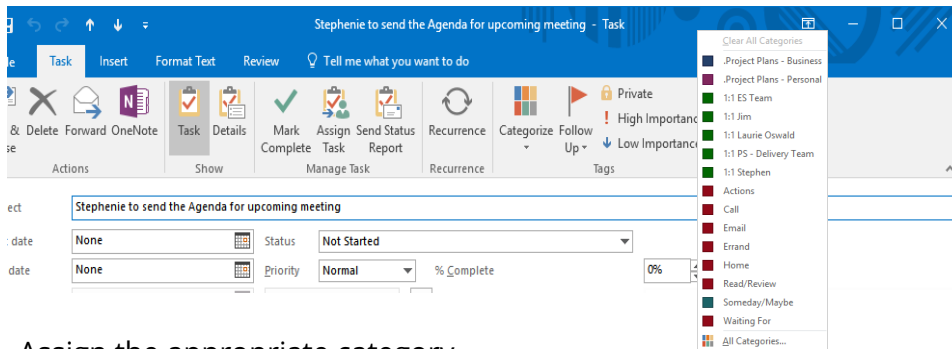


Link a **Task** in OneNote, to Outlook:

1. Highlight item in list and press Ctrl Shift K or right click on the text and select Outlook tasks



2. Or click on the Home Tab and select the To Do Tag from the ribbon

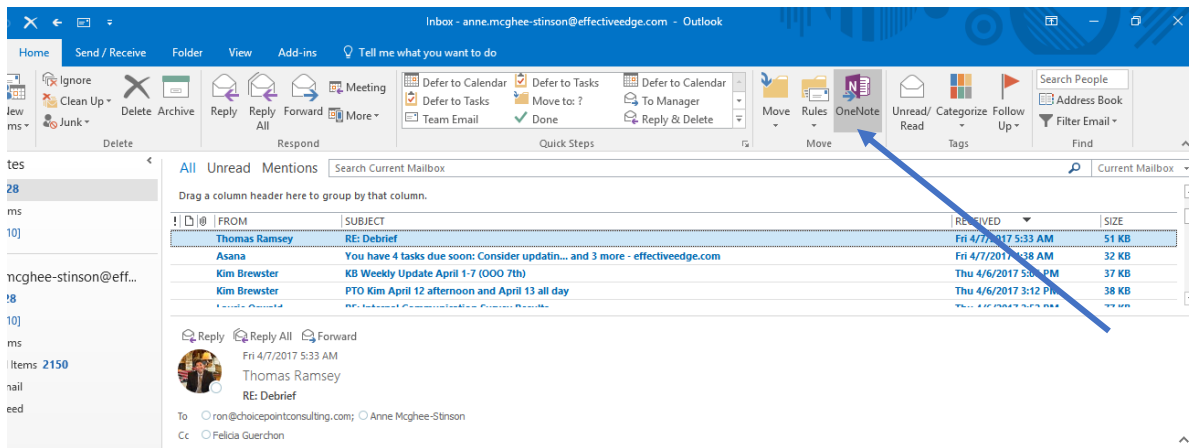


3. Assign the appropriate category

\*Once the item is complete, mark the task as complete in Outlook or OneNote, and it will update the task as complete in the other program.

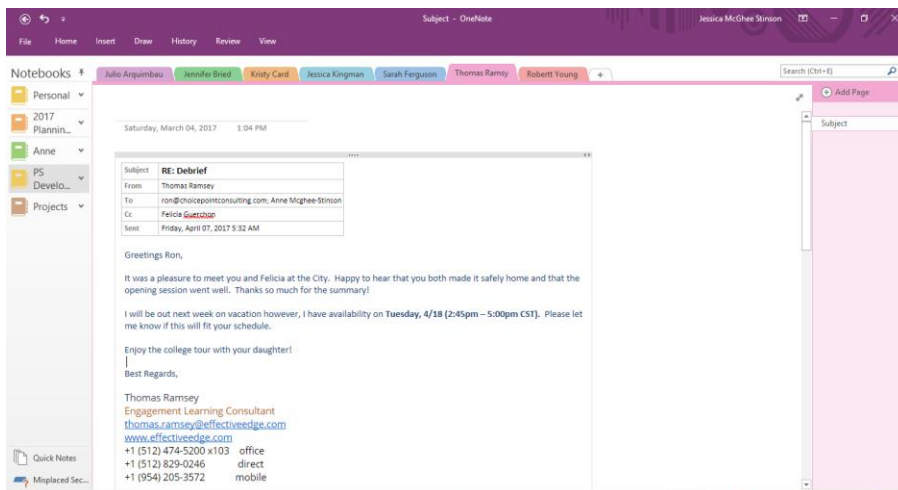
Copy an **Email** from Outlook, to OneNote:

1. Highlight the email from list and select OneNote icon in top ribbon



2. Select appropriate location in OneNote, for email

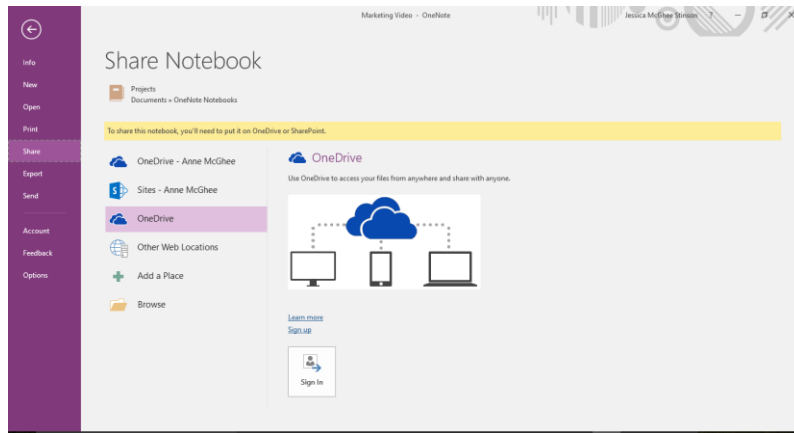
3. The email will copy over and appear as a page in the section you selected, or in an existing page- depending where you chose to send it.



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To **Share** a notebook or a section of a notebook with another person:

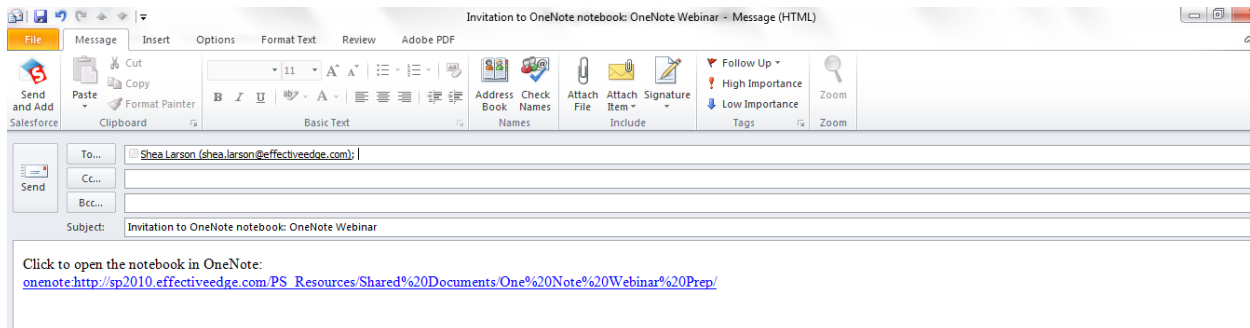
1. Click on the SHARE tab in OneNote Share This Notebook



2. Choose a method for sharing (web or network)

\*Recipient will need to have access to the same location through which you are sharing.

3. Email the link to a colleague or group that will give them access to the notebook.



### Additional helpful tricks:

- Right click on any section (tabs at the top) to Password Protect a section
- Ctrl F will search by keywords on the current page
- Ctrl E will search the whole notebook
- To tag text in OneNote, allowing you to personalize your notes, right click on the text and select Tag and choose the option that fits your needs. To search for by tags later, go to HOME Find Tags
- To enable the Audio Search capability, go to FILE Options Audio & Video and check the box: enable searching audio/video recordings
- To email a page as a PDF or send it to a Word doc, go to FILE Send
- To capture audio notes, go to Insert Record Audio
- To take a screen shot within OneNote, go to INSERT Screen Clipping

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