

Using the Formatting Toolbar

- Tells you what font you're using. You can change the font by clicking the drop-down arrow or by typing in the text box.
- Shows you what font size you're using. You can change the font size by typing in the box or by clicking the drop-down arrow.
- Bolds the selected text, or turns bold on.
- Italicizes the selected text, or turns italics on.
- Underlines the selected text, or turns underlining on.
- Creates a bulleted list.
- Creates a numbered list.
- Decreases the indent for the current line.
- Increases the indent for the current line.
- Changes text colour to the colour shown below the A. You can click the down arrow to pick a different colour.
- Highlights the selected text with the colour shown. You can click the down arrow to pick a different colour.

Using the Standard Toolbar

- Move back one page.
- Move forward one page.
- Create a new item (page, section, notebook, etc.).
- E-mail the current item.
- Print the current item.
- Opens Print Preview.
- Cut selected text or object.
- Copy selected text or object.
- Paste clipboard items.
- Undo the latest action.
- Redo the latest action.
- Add an Outlook task.
- Tag the current page or item.
- Create a screen clipping.
- Add a table.
- Toggles the drawing toolbar on or off.
- Create an audio or video recording.
- View sync status of shared notebooks.
- Zoom in or out.

Tagging Notes

This command is found on the Standard toolbar. This feature lets you add categories, reminders, and more to notes.

Tag	Shortcut
Show All Tagged Notes	
Customize My Tags...	
To Do	Ctrl+1
Important	Ctrl+2
Question	Ctrl+3
Remember for later	Ctrl+4
Definition	Ctrl+5
Highlight	Ctrl+6
Person	Ctrl+7
Address	Ctrl+8
Phone number	Ctrl+9
Website to visit	
Idea	
Password	
Important	

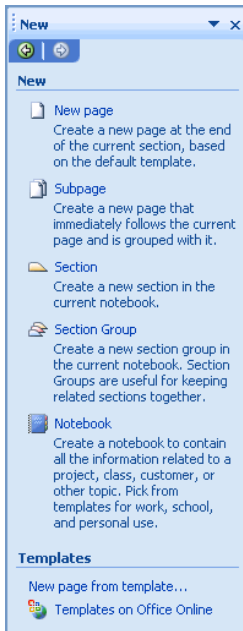
You can also click the Customize My Tags command to create your own tags or modify the existing ones. Or, click Show All Tagged Notes to see a list of notes and their associated tags.

Using the Find Tool

Microsoft Office OneNote 2007 offers a fantastic new Find feature. Simply type what you're looking for and then use the navigation buttons to browse the results.

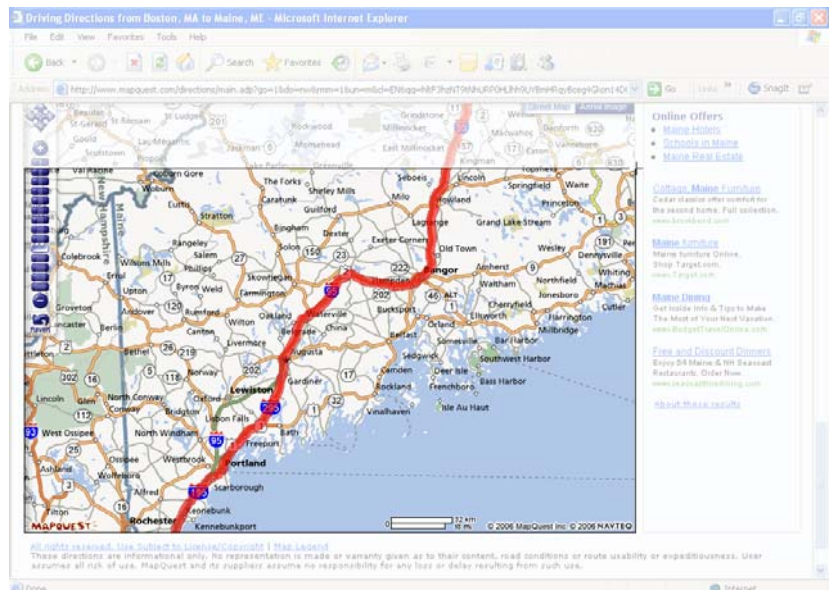
The New Task Pane

To open the New task pane, click Explain Choices on This Menu from either the New sub-menu in the File menu or the New button on the standard toolbar.



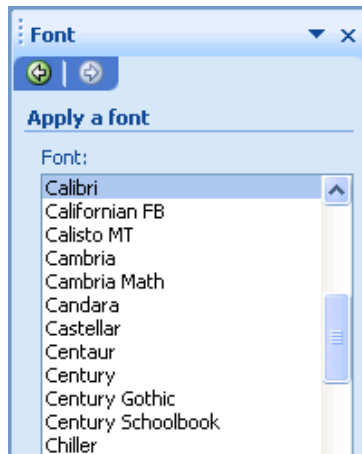
Taking a Screen Clipping

1. Open the area to clip.
2. Click the Clip command in OneNote or from the OneNote icon.
3. Click and drag to select the area.



Working with Fonts

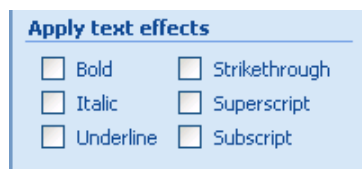
To apply fonts, highlight a word or sentence, and then click on the font name and size within the task pane.



Below the font size, you will find a colour palette. Click it to choose a colour for your font.

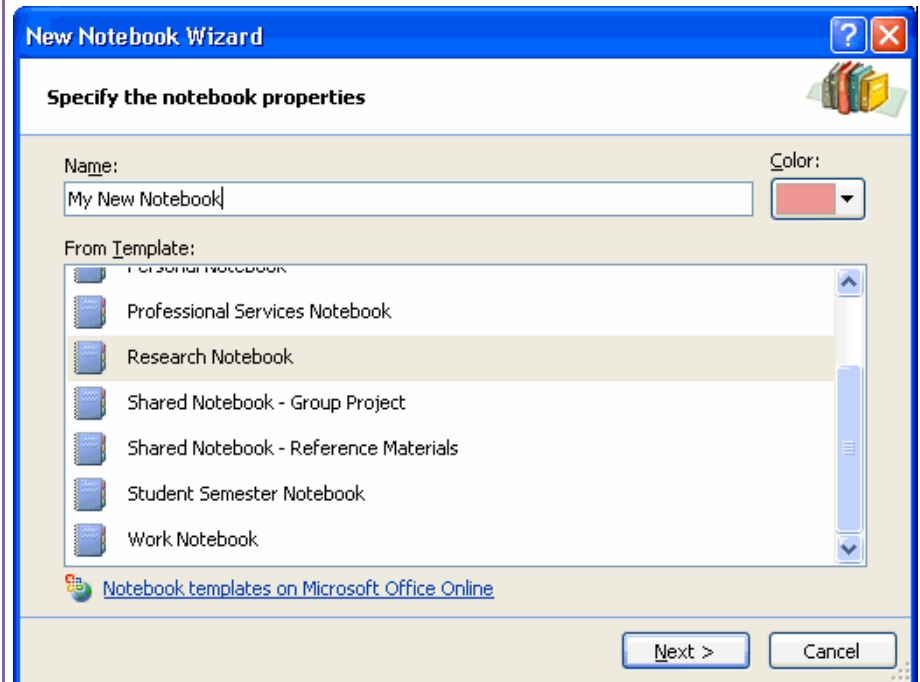


And, to apply font effects, simply use the checkboxes at the bottom of the pane.



Creating a Notebook

Click the File menu, choose New, and choose Notebook. The New Notebook wizard will open, allowing you to create and customize a new notebook.



1. Choose a name, colour, and template for your notebook.
2. Choose whether or not the notebook will be shared.
3. Choose a file location for the notebook. (If this is a shared notebook, the file location must be shared in Windows. OneNote will provide instructions for this; you can also consult help files in your version of Windows.)