

Microsoft OneNote

Take notes of many types - OneNote saves automatically, so you don't lose anything.

Organize - Create as many notebooks, sections, and pages as you need. Drag tabs to indent and organize pages within a section.

Search- Jump to favorite pages quickly. Find even handwritten notes or text in pictures!

Share with yourself or others - Access your files from anywhere! Automatically syncs even offline.

Keep notes visible during other tasks - OneNote will link notes to documents and Web pages you view.

Select location when sending to OneNote - When sending from Outlook or Internet Explorer.

Collect screen clippings - Clip maps, diagrams, photos, weather, news, etc.

E-mail out meeting notes, instructions, status, work items, etc. - Recipients don't need OneNote.

Insert photos, tables, files, scanner printouts, date and time, equations and symbols - With the simple click of a button.

Drawing Tools – An array of tools for drawing, highlighting, shapes, and more.

Translate Languages – Easily translate to or from many languages

Mathematics – Includes a host of mathematics tools.

More Resources Online

[Videos, templates, training, help, and discussion groups.](#)