Microsoft[®] OneNote[®] 2013



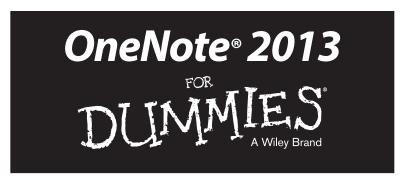
Learn to:

- Take advantage of note saving and sharing tools
- Create notes from scratch and add electronic files
- Index your notes for easy searching
- Use OneNote on your Windows 8 tablet



James H. Russell

OneNote® 2013 FOR DUMMIES® A Wiley Brand



by James H. Russell



OneNote® 2013 For Dummies®

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About the Author

James Russell has built and repaired PCs and installed, configured, and debugged most versions of Windows from Windows 3.1.1 for Workgroups to Windows 8. He began using OneNote in its initial release more than a decade ago and has loved the app ever since. He is a longtime editor and writer of technical books for John Wiley & Sons and other publishers. His latest book prior to OneNote 2013 For Dummies is Windows 8 Kickstart for McGraw-Hill. He is currently integrating social media strategy as a career focus and was recently named by Mashable.com as one of 101 social media experts to follow on Google+. James has had significant experience with the Mozilla open-source project since Mozilla's M4 milestone in 1999. having been responsible for Netscape 6's View Theme menu. He also rewrote the Linux and Windows release notes and README files for Mozilla's .6 and 1.0 releases. You can find and follow James at @Kovu on Twitter or by looking him up by name on Facebook and Google+.

Dedication

To my sister Julie Mae Donovan: Always my touchtone, Emma.

Author's Acknowledgments

First and foremost, I thank my amazing agent Carole Jelen, who pushed for me to have the chance to write a proposal for this book; and Steve Hayes, senior acquisitions editor at Wiley, for giving me extra time to prepare a proposal and for accepting said proposal. Thank you two for believing in me and giving me the opportunity to write a *For Dummies* book on a product I adore. Thanks are also due to Kara Berman and Melissa Dingle Hood at Waggener Edstrom Worldwide for helping me with general questions and for getting me Windows Phone screenshots. A special shout out also to Samantha Kristine for providing me with the screen shot of the Nexus 7 version of OneNote with absolutely *zero* notice.

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Introduction

neNote celebrates its tenth birthday with Office 2013, and finally I get to offer you an accompanying *For Dummies* book! OneNote has come a long way from its beginnings in Windows XP Tablet PC Edition. It's become a powerful super-app that allows you not only to take notes but also to consolidate other Office content, and now you can even access your notes on all major smartphones and tablets whether or not they run a version of Windows. With OneNote Mobile for Android and iOS, the OneNote Web App, click-to-run versions for Office 365, and the Windows 8 version of OneNote, suddenly OneNote is everywhere.

All told, Microsoft's pet Office app of yore that so many loved but few publishers thought was worthy of a book has really grown up and achieved critical mass with the 2013 release. So welcome, friend, to the-long-lost-but-now-a-reality *OneNote 2013 For Dummies!*

Foolish Assumptions

Foolish as I am, I make assumptions. I kind of have to, actually; if not, I'd have to write a tome describing the fundamentals on how to use a computer, a smartphone, a tablet, and basic applications for all these devices — and you wouldn't buy the book because it would be so expensive and off-topic. So I assume.

Following is specifically what I assume about you, gentle reader, as I write this book:

- ✓ You have used a PC of some kind in the past, preferably running Windows 7 or Windows 8, as well as Windows apps.
- You have used the Internet at some point in your jolly existence on this mud ball we call Earth.
- ✓ You know what touchscreens, smartphones, and tablets are and how they work in general.
- You know that Android is an operating system from Google that runs on smartphones and tablets.
- ✓ You know that iOS is an operating system from Apple that runs on iPhones, iPads, and iPod touches.

Foolish assumptions done with. Groovy. Moving on . . .