

Covers OneNote versions for tablets, smartphones, and the web

Microsoft®
OneNote® 2013
FOR
DUMMIES®
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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





by James H. Russell



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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.*

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Secondly, I've been an editor and sometime writer for John Wiley & Sons since March 1999 (then IDG Books Worldwide), and I wouldn't be writing this book if it weren't for a lot of IDGB/Wiley folks who've believed in me and helped me grow as an editor and as a writer over the last 14 years. Specifically, thanks are due to Leah Michael, Kyle Looper, Jodi Jensen, Kathryn Bourgoine, Jade Leah Williams, Andy Cummings, the "two Marys" Mary Bednarek and Mary C. Corder, Mark Enochs, Nicole Haims, Katie Feltman, Cherie Case, Melba Hopper, Sharon Mealka, and Megan Saur.

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OneNote 2013 For Dummies®

Visit

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to view this book's cheat sheet.*

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Introduction

OneNote 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 . . .

Conventions Used in This Book

This book uses two major text effects, one for typing items on your keyboard and one for computer output or hyperlinks within text. When I want you to type something, I use bold, as in, "In the Blah field, type **your monkey was a wookiee**." URLs and computer output appear like this, respectively: www.microsoft.com and www.facebook.com/onenotefordummies.

Also, because OneNote is on many platforms and now, with Windows 8, Windows is on touchscreens, the term "click" is no longer appropriate. Instead, you'll see that I write "click or tap" and "right-click or press and hold on" to include instructions for both keyboard/mouse and touch interfaces.



**A happy tale of your author and
OneNote**

In early 2002 while an in-house development editor at Wiley in Indianapolis, I gave a presentation to Wiley editors and brass on what I considered the future: How I was editing via pen marking up PDF chapters using a Wacom Intuos 2 tablet and Adobe Acrobat 5. Later that year, I bought a slightly used Acer tablet PC running Windows XP Tablet PC Edition — including the first version of OneNote. I fell in love with both the concept of the tablet and the OneNote app. Unfortunately, tablet PCs didn't have touchscreen capabilities and were just not "there" as tablet devices.

In late 2012, my agent pings me via e-mail that Wiley is interested in seeing a proposal from me on *OneNote 2013 For Dummies* — I'd often wondered whether that book would ever be written. My proposal was accepted (yay!), and I started writing the book.

Fast forward a little further to mid-February 2013 at which time I have three chapters of *OneNote 2013 For Dummies* left to write — including the stuff on ink. Amazingly, I score a Surface Pro (a device I've coveted for years) in the first available batch from Microsoft just in time to write the ink-related content for the book — which can't be properly written on anything other than a Surface Pro or a similar device.

So now I'm finishing up writing a book I've wanted to see for a decade using a machine I've wanted for as long. Can you say geek fate? I can.

Icons Used in This Book

I use a few standard icons in the book to visually call out information that's especially useful or noteworthy. Specifically, *OneNote 2013 For Dummies* uses the following icons.



Tips call out information that can save you time, is especially cool, or both. Read these to get the most out of the various versions of OneNote.



I use this icon when referring to something I want you to keep in mind or to remind you of something mentioned in earlier chapters.



This icon points out techie stuff that you may not want to bother reading but may find interesting if you do.



These icons aren't to be ignored; if you see one, read it because it can save you some kind of trauma in regard to your notes — such as losing them or the content within them.

How This Book Is Organized

This book is divided into logical parts and chapters to help you know where to look for the information you need. The following sections describe the book's four parts.

Part I: Getting Started with OneNote 2013

In this part, I get you up to speed with OneNote 2013, which is the most feature-rich version of OneNote. Early chapters orient you to the software, while later chapters describe more intermediate topics.

Part II: Taking Notes via Other OneNote Versions

With OneNote 2013, the software is now complemented by several mobile versions of OneNote plus a Windows 8 version that overhauls the way you use OneNote — or any Windows app, for that matter — as well as versions for Android and iOS devices and OneNote Web App,

which runs on any device that can access real (not mobile) web pages. This part gives you the skinny on all these versions.



Although Windows Phone isn't covered much in this book, the functionality of the Windows Phone version of OneNote is most similar to the Android version of OneNote. Although all the instructions in [Chapter 7](#) may not be accurate for OneNote on Windows Phone, the chapter will at least give you an idea about how to use OneNote on your Windows Phone.

Part III: Putting OneNote Through Its Paces

Sharing and collaborating are key features of OneNote, and the first chapter in this part shows you how to do so. The second chapter takes you through various fictional scenarios that show you how useful OneNote can be to helping you simplify your life whether you use the software at home, work, or school.

Part IV: The Part of Tens

Since the first *For Dummies* book *DOS For Dummies* by Dan Gookin, a staple of the series has been “The Part of Tens” chapters. In *OneNote 2013 For Dummies*, “The Part of Tens” chapters offer you ten cool resources and add-ins for OneNote as well as ten killer tips for using the software.

Where to Go from Here

For Dummies books include a Table of Contents at the beginning of the books and an Index at the back to help

you easily look up topics you want to know about. From here, I suggest that you go to [Chapter 1](#) if you've no idea how OneNote 2013 works. On the other hand, if you're using OneNote on a mobile device, see the chapter in Part II that covers your device.

This book is also more than just the pages between the covers. Because your author is a social media fiend, he's given the book a Twitter account (@OneNoteFD), a Facebook page, a Google+ page, and a Google+ community page — see [Chapter 12](#) for more information and how to find these sites.

Occasionally there are updates for tech books, and if there are any for this book, you can find them at www.dummies.com/go/onenote2013fd.