

helping

teachers collect their thoughts, ideas, and more.

The vast amount of information a teacher must gather and arrange to conduct the school year can be both inspiring and overwhelming. Microsoft® OneNote® 2010 gives teachers the ideal place to store their myriad resources and materials in a single, easy-to-organize location.

It's the central, flexible, digital resource to help keep you productive.



Gather. Organize. Share.

Being a teacher requires a lot of gathering, organizing, and distilling of information. OneNote® 2010 is the smart, easy way to organize the school year and its boundless activity in one digital notebook. Now the content you work with is easier to find, use, and share.

Top 3 reasons to use OneNote 2010

1) Ultimate organizer for teachers.

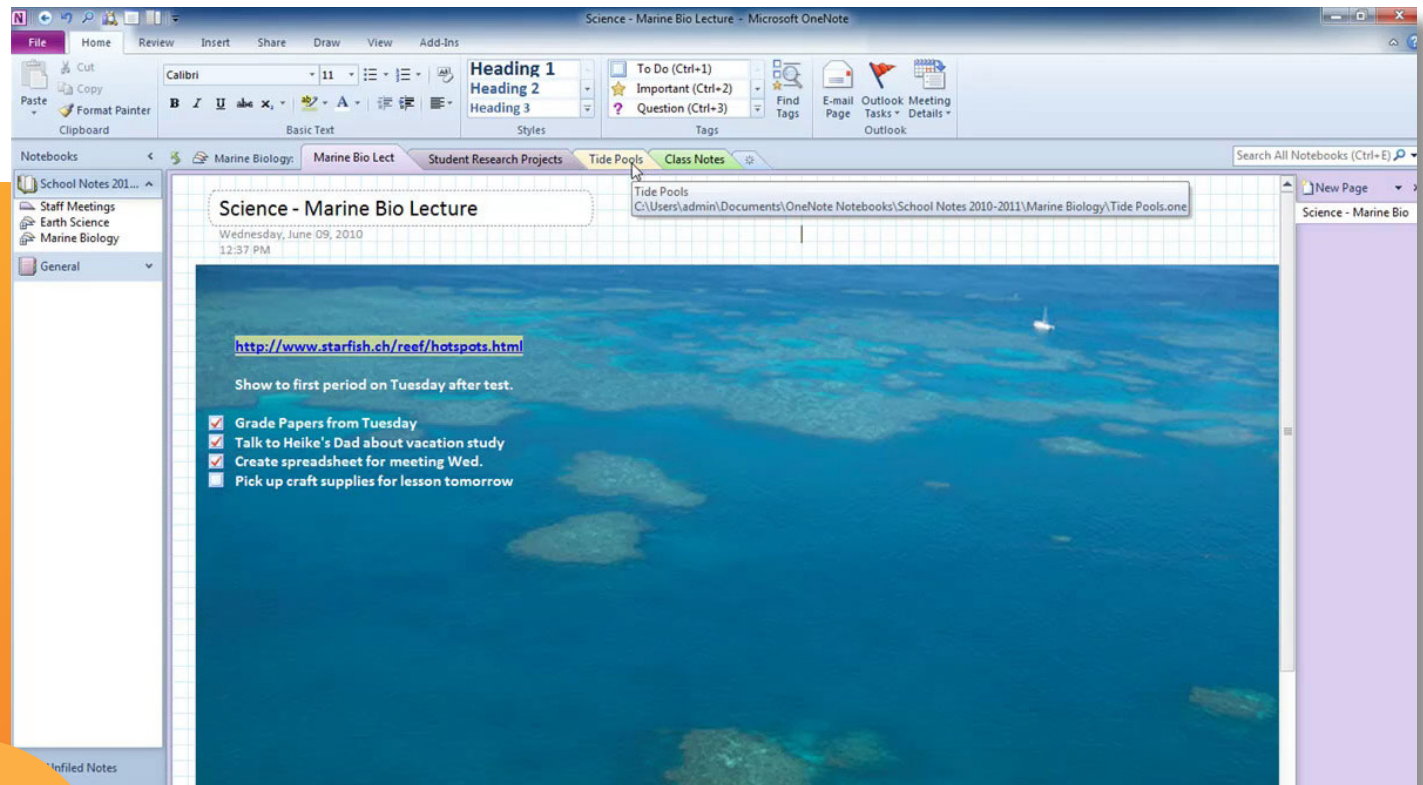
What if you had a digital notebook to capture your ideas, to-do lists, learning resources, and help manage your teaching life? Think of OneNote 2010 as a 3-ring binder in a digital form. Organize your work by classes, by subject area, by month, or however it makes sense to you.

2) Gather as you go.

You can grab many types of digital content and file them in your OneNote notebook. Photos, videos, student handouts, lesson plans, and other content that could help improve your students' learning outcomes can now live in one centralized, organized place.

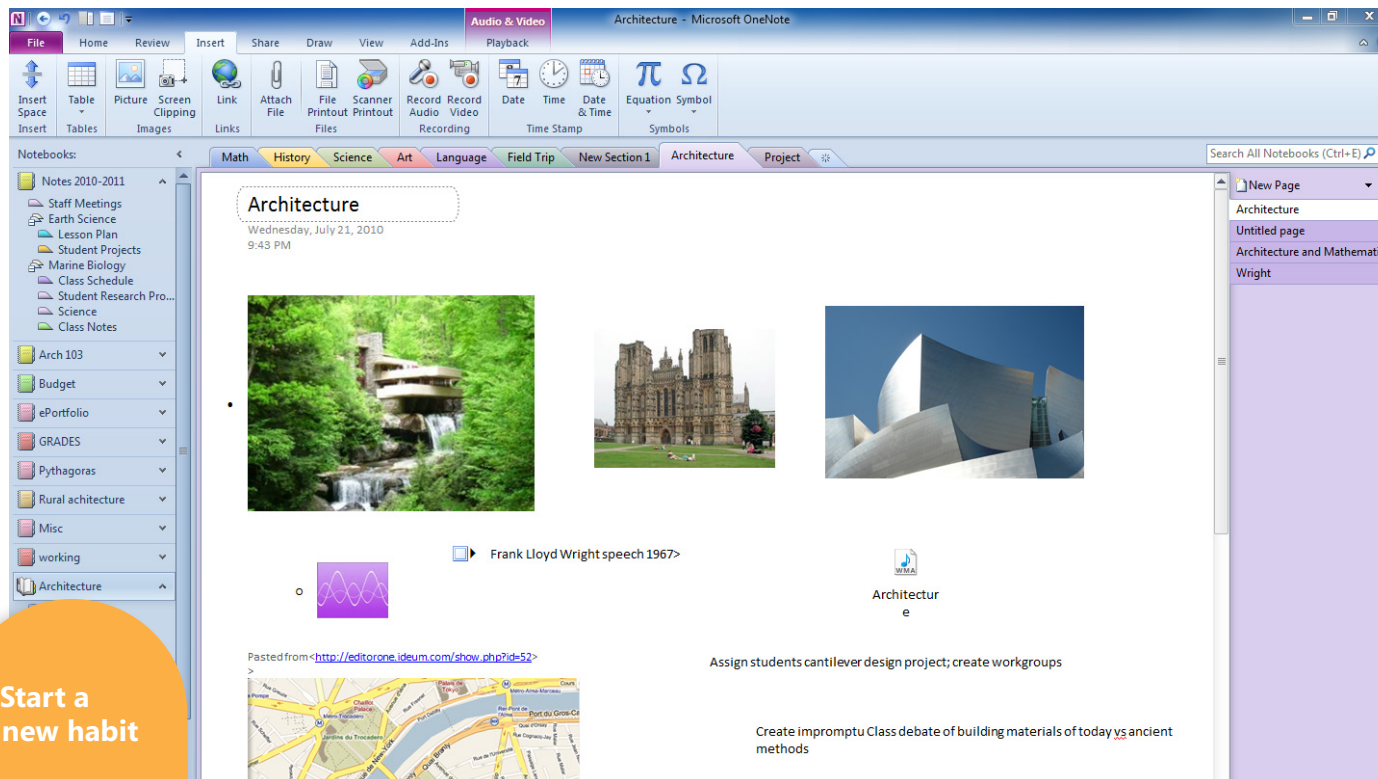
3) Collaborate conveniently.

If you work in a teaching team or have student workgroups, OneNote is perfect for collaboration. You can brainstorm with teachers over the school network. Everyone can view and edit each other's notes in real time. When the session ends, the group leaves with a complete copy of the same notes.



To improve your teaching life, take note.

Microsoft® OneNote® is an indispensable teaching tool. **Think of it as a digital notebook with unlimited potential** to collect subject material, thoughts, and details throughout the day and help you easily organize, store and find them.



Start a new habit

Time-saving tricks

Quick filing to OneNote.

Let's say you're busy working in another application such as Microsoft® Word, PowerPoint®, or Outlook®, and you wish you could copy the content you are working on and file it in your OneNote notebook. Now you can.

Say a fellow teacher sends an e-mail message with a great idea to include in an upcoming Language Arts lesson. You can save it to a specific location in your OneNote notebook right then, and refer to it later. Just go to the "Move" tab in Outlook, and click "Send to OneNote."

Hunt and gather.

Keep OneNote open on your PC desktop. Organize sections by class, subjects, research, or however you like. Then clip, collect, and copy articles, photos, videos, and research you come across. Now, it's all in one place.

Create and manage.

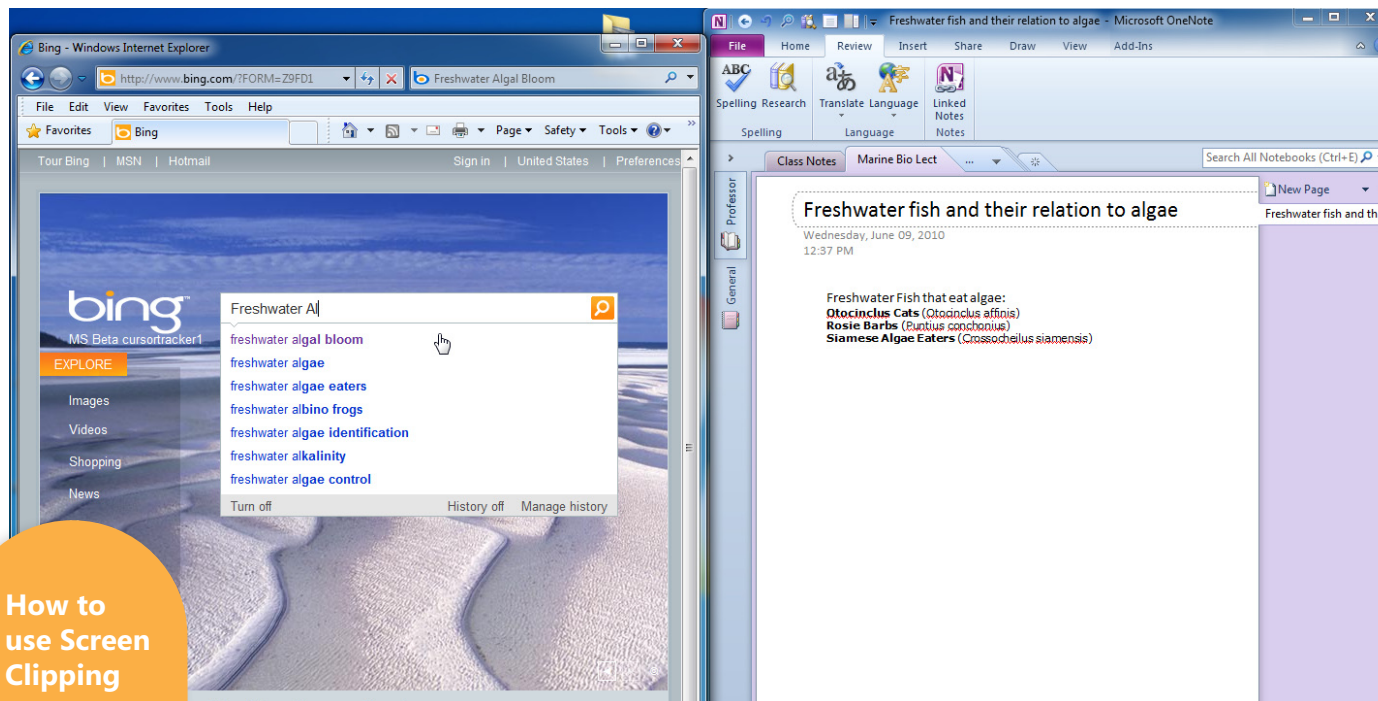
With your digital content within reach and organized in OneNote, you can quickly sort PowerPoint presentations, find student handouts, manage school activities, and more.

Find notes fast.

Simply enter a search term and OneNote will quickly group the results by category and highlight the term in yellow to easily find content—from a photo to lesson notes.

Clip and collect content to engage.

A lot of teachers tell us they like to keep OneNote 2010 open on the computer throughout their teaching day. **They use OneNote to capture brainstorming ideas** or to grab content off the Web to freshen a lesson or simply to jump to whatever resource they need as they move from subject to subject.



How to use Screen Clipping

- 1) First, find the digital content you want to clip from a web page, PowerPoint slide, e-mail message, document, photo, illustration, etc.
- 2) Open OneNote 2010 and click the **Insert** tab at the top of the screen.
- 3) Under the **Images** category on the left of the toolbar, click the icon that says **Screen Clipping**.
- 4) The OneNote screen will minimize and your cursor will change into a crosshair.
- 5) Simply drag your cursor across the segment of content you wish to capture. Click and OneNote opens a dialog box, prompting you to select where you wish to save the clipping.

How to slide OneNote to one side of your desktop.

Seeing two programs open at once with equal size windows makes it ideal to grab content to place in your OneNote notebook.

To slide OneNote to the right of your screen, look above the **View** tab up in the Ribbon and click on the **Dock to desktop** icon. Then, open Internet Explorer 8 to the left and search for multimedia content to engage your students on www.bing.com.

Get organized with OneNote.

To learn more about the many ways Microsoft OneNote 2010 can simplify your teaching life, go to **www.microsoft.com/education/onenote**

You will find helpful, informative videos relating to OneNote 2010 for teachers plus step-by-step instructions to guide you through selected features.

To discover more about the Microsoft Office suite for teachers, go to **www.microsoft.com/education/Office**

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