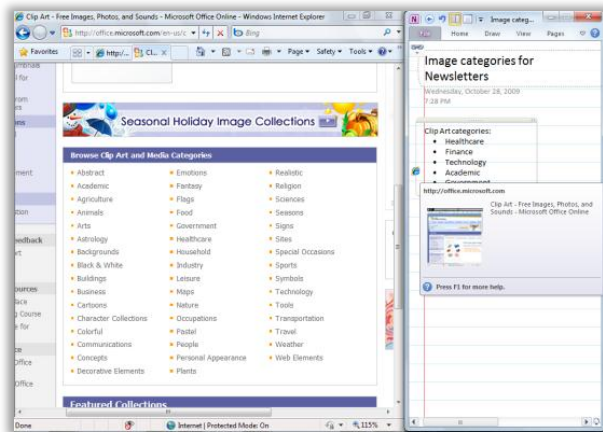


# Microsoft OneNote 2010 Overview

Microsoft® OneNote® 2010 gives you the ultimate place to store and share your information in a single, easy-to-access location. Capture text, images, video and audio notes with OneNote 2010 to keep your thoughts, ideas and important information readily available. By sharing your notebooks, you can simultaneously take and edit notes with other people on your network, or just keep everyone easily in sync and up to date. You can also take OneNote 2010 on the road with you by posting your notebooks online and accessing them from virtually anywhere using the Web or a smartphone.<sup>1</sup>

## 1 Work seamlessly across applications

You can place OneNote 2010 to the side of your screen to have it constantly available for note-taking or references while researching on the Web through Windows® Internet Explorer®, reviewing a document in Microsoft® Word 2010 or creating a Microsoft® PowerPoint® 2010 slide. When you need to remember where your ideas came from, the Linked Notes feature enables you to jump right to the source of your information with just a click.

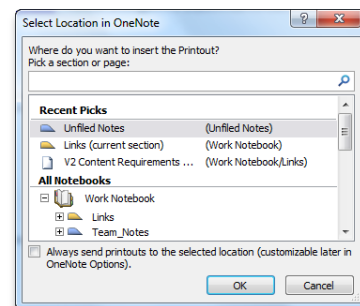


## 2 Discover new ways to organize your information

An improved Navigation Bar offers the tools you need to easily organize and jump between your notebooks. You can also better visualize and expand page groups to improve note structure and placement. In addition, new section tools make it easy to access or copy notebook sections, or to merge one section into another.

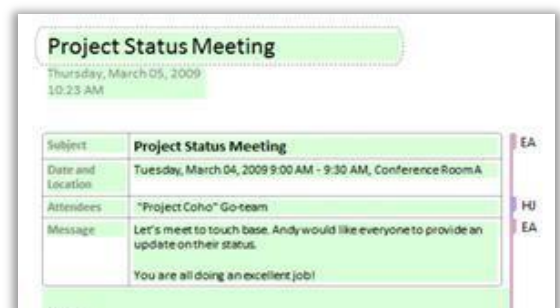
## 3 Quickly file information into the right places

OneNote 2010 helps save you time by eliminating the need to regroup information after the fact. With quick filing, you can easily pick a notebook to send your notes to as you insert them from multiple sources, including documents, Web pages and e-mail messages.



## 4 Stay on top of changes to group projects

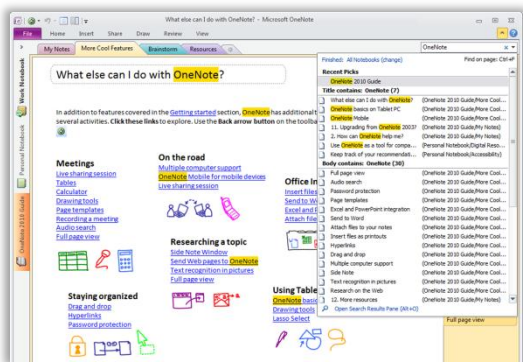
When you work with multiple users on a shared notebook, automatic highlighting in OneNote 2010 provides you with a distinct view of changes since you last opened the notebook. In addition, the new page versions feature provides a version history by date and author. If someone changes content inadvertently, just click to restore a previous version of the page. As with all your shared notebook edits, changes sync automatically when you are online.



<sup>1</sup> Web access requires Microsoft® SharePoint® Foundation 2010 or a Windows Live™ account. An appropriate device, Internet connection, and supported Internet Explorer, Firefox or Safari browser are required. Some mobile functionality requires Office Mobile 2010, which is not included in Office 2010 applications, suites or Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

## 5 Gain instant access to your information

Improved search in OneNote 2010 shows you search results as you type. In addition, a new ranking system learns from past choices, prioritizing notes, pages, page titles and recent picks so you can get to your information faster and easier.



## 6 Access your notebooks from virtually anywhere

It's easy to take your notebook everywhere when you can edit and review your notes from the Web<sup>2</sup> or a smartphone.<sup>3</sup> With OneNote 2010, you can access, edit, share and manage your notes across multiple locations and devices.

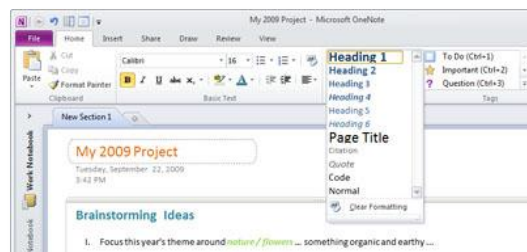
- **Microsoft® OneNote® Web App.** Extend your Office 2010 experience to the Web and enjoy high-quality viewing and editing of your notes. Store your notes online and edit your work through a Web browser when you're away from your office, home or school.<sup>2</sup> When editing shared notebooks online, you can even view changes by author and manage page versions.
- **Microsoft® OneNote® Mobile 2010.** Stay up to the minute and take immediate action when necessary using a mobile version of OneNote 2010 specifically suited to your smartphone.<sup>3</sup>

## 7 Easily reference pages and sections within a notebook

With wiki linking, you can easily reference and browse through related content such as note pages, sections and section groups within a notebook. Create wiki links to new content so everyone using the same notebook is automatically pointed to the right place.

## 8 Quickly apply styles to your text

New text styles give you more formatting options to structure and organize your thoughts. Save time by using the same shortcut keys found in Microsoft® Word 2010 for basic styling of text. Or, use the Format Painter, newly available in OneNote, to copy formatting between paragraphs.



## 9 Accomplish more with an enhanced user experience

OneNote 2010 simplifies how you access features. The new Microsoft® Office Backstage™ view replaces the traditional File menu to let you share, print and publish your notes with just a few clicks. New to OneNote 2010, the improved Ribbon lets you access your favorite commands quickly and customize tabs or create your own to personalize the experience to your work style.

## 10 Transcend communication barriers

OneNote 2010 helps you work and communicate across different languages.<sup>4</sup> Hover over a word for instant translation or translate selected text in just a couple of clicks. You can also select separate language settings for ScreenTips, Help content and displays.

*This information is about pre-release software and therefore is subject to change. It is provided without warranty of any kind, express or implied.*

<sup>2</sup> Requires SharePoint Foundation 2010 or a Windows Live account, and supported browser.

<sup>3</sup> An appropriate device, Internet connection, and supported Internet Explorer, Firefox or Safari browser are required. OneNote Mobile 2010 is not included in Office 2010 applications, suites or Office Web Apps.

<sup>4</sup> Translation features are included and do not require any add-ins. The bilingual dictionary comes by default in the box (no download), and the language and availability depends on the SKU version of your Office 2010 application. Internet service is required for Machine Translation, and languages vary by provider; this will be determined automatically depending on your selection.