OneNote for Mac

Microsoft

Quick Start Guide

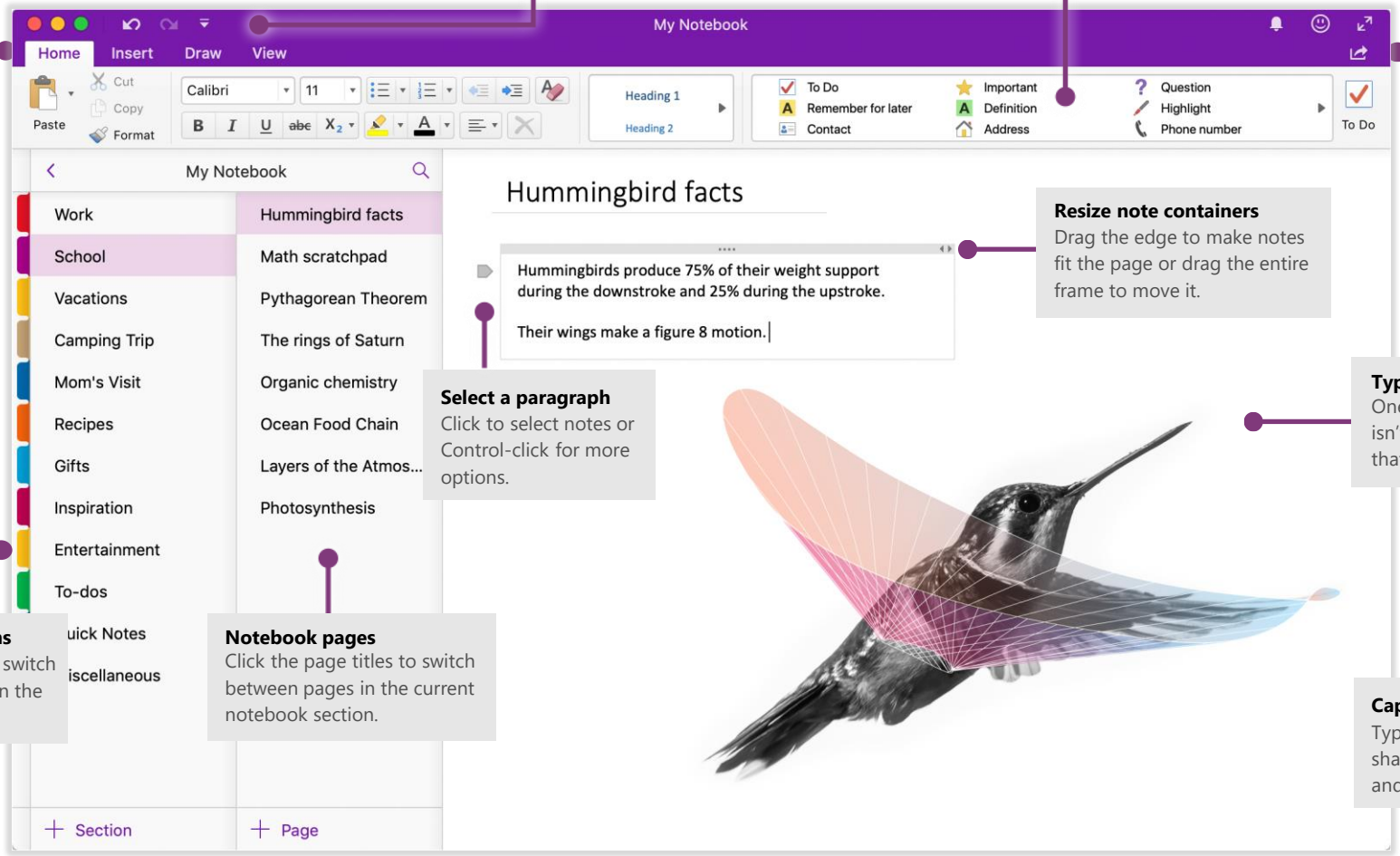
New to OneNote for Mac? Use this guide to learn the basics.

Get quick access to tools and commands
See what OneNote for Mac can do by clicking the ribbon tabs and exploring new and familiar tools.

Quick Access Toolbar
Keep popular commands right at your fingertips.

Tag important information
Categorize or prioritize important details by applying tags to selected notes.

Share your notes
Share your notebooks or invite others to edit.



Resize note containers
Drag the edge to make notes fit the page or drag the entire frame to move it.

Select a paragraph
Click to select notes or Control-click for more options.

Type anywhere on the page
OneNote's flexible canvas isn't limited to the constraints that many other apps have.

Notebook sections
Click these tabs to switch between sections in the current notebook.

Notebook pages
Click the page titles to switch between pages in the current notebook section.

Capture your ideas freely
Type, create tables, insert shapes and photos, or write and draw freehand.

OneNote for Mac

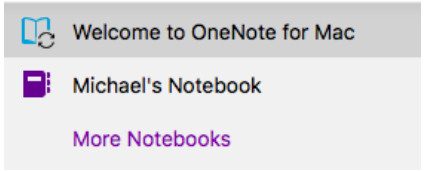
Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a hard drive? Always keep your notebooks available by signing in with your free Microsoft account when you first start OneNote on your Mac. There's even a free OneNote app for your iPhone and iPad or Android devices to help you stay in sync on the go.

Save your work automatically

OneNote automatically saves all your changes as you work — so you never have to. Even when you close the app, or your Mac goes to sleep, your notes are always saved so you can continue right where you left off.

A syncing icon appears over each notebook icon when an automatic sync is in progress. You can also sync notebooks at will. Control-click a notebook's title to initiate a manual sync.



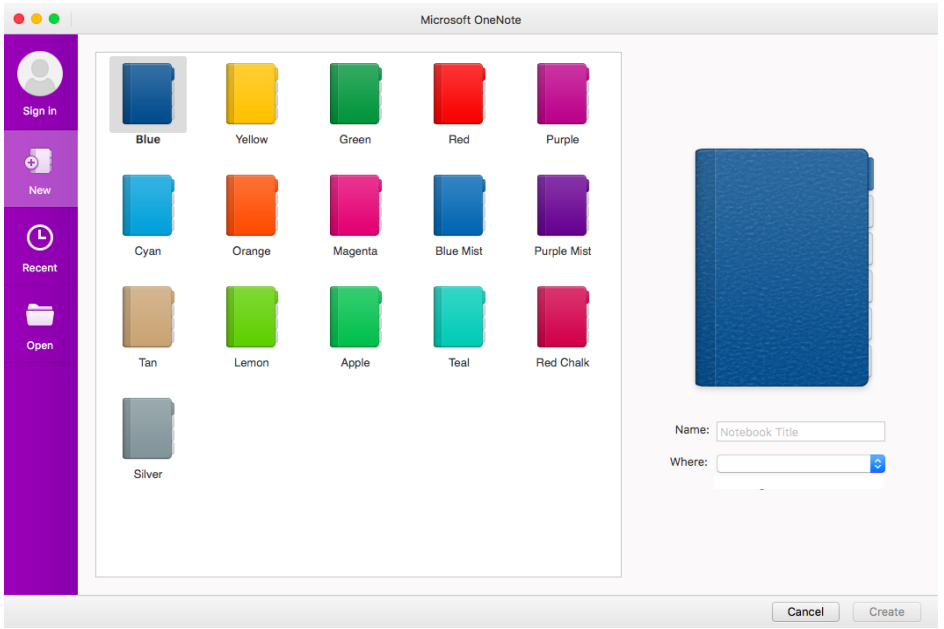
Never run out of paper

Want to create a new notebook? Click **+ Notebook** or **File > New Notebook** on the menu bar.

To create a new section in the notebook, click **+ Section**, or **File > New Section**. You can also create section groups. Click **File > New Section Group**.

To create a new page in the current section of your notebook, click **+ Page**, or **File > New Page**.

When you first launch OneNote, a default notebook with the **Quick Notes** section is created for you. Select a color, and then enter a name and where to create it.



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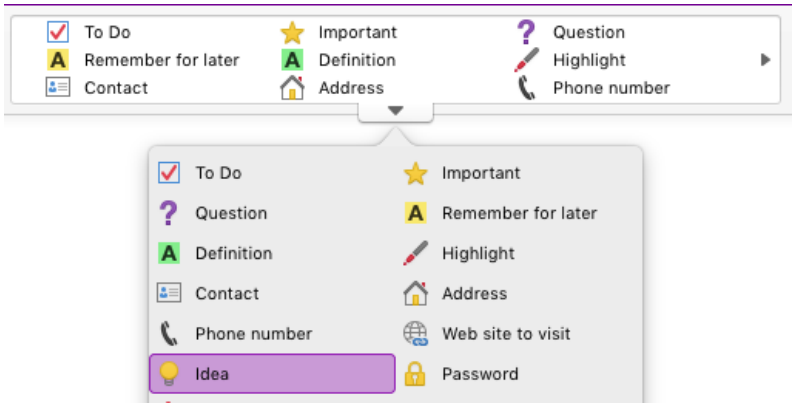
Tag selected notes

The Tags gallery on the **Home** tab lets you visually prioritize or categorize selected notes. Tagged notes are marked with icons that prompt you to follow up on important action items or to check off completed tasks on your to-do lists.

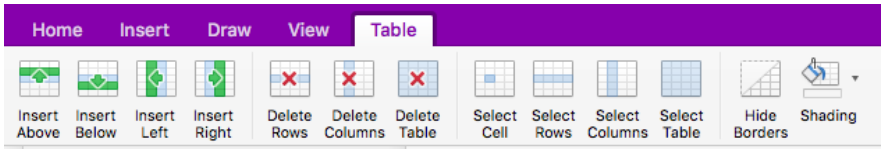


Organize information in tables

When you don't need a full spreadsheet, use simple OneNote tables to make sense of information.

Start on a new line of text by typing a word, phrase, or number, and then press the Tab key to create the next column. Press Return to create a new row. Or, you can click **Insert > Table** on the menu bar.

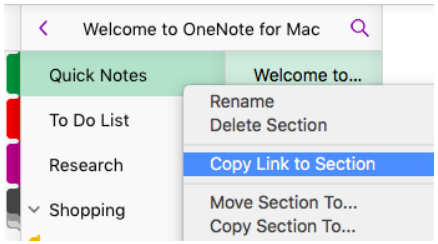
Once your table is created and selected, the **Table** tab on the ribbon shows additional commands.



Create wiki-style hyperlinks

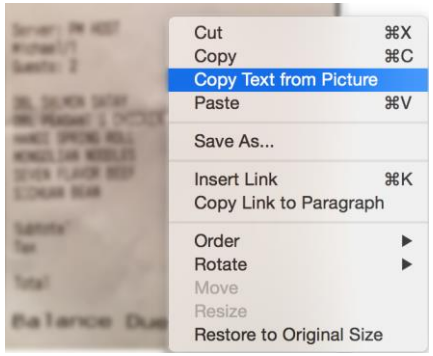
Turn your notebook into a functional wiki by creating links to specific sections, pages or paragraphs.

Hold the Control key while clicking the tab of the section or page, or clicking a paragraph that you would like to link to. Next, click **Copy Link to Section** or **Copy Link to Page** or **Copy Link to Paragraph**, and then paste the link wherever you want it.



Copy text from pictures

OneNote can recognize text in pictures. On any page, insert a picture containing legible text (a receipt, for example), hold the Control key while clicking the picture, click **Copy Text from Picture**, and then paste the copied text where you want it.



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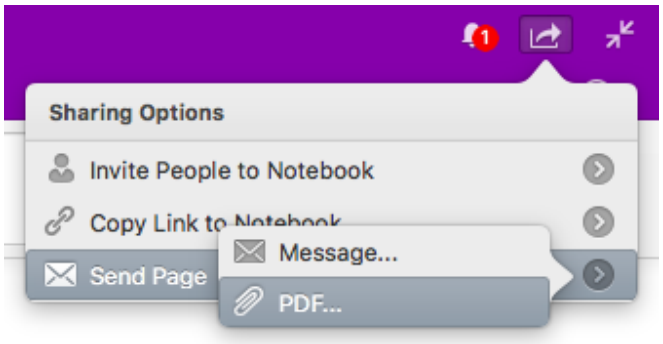
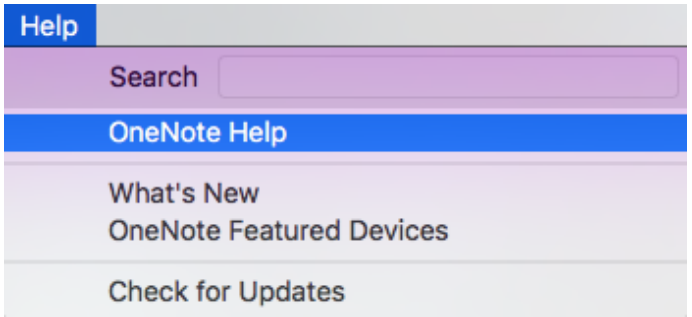
Share notes with others

Click the **Share** icon in the top right corner to invite others to edit your current notebook, to copy a link to its cloud location, or to send the current page as a message or PDF attachment from your preferred email service.



Get help with OneNote

On the menu bar, click **Help** to search for the OneNote features and commands that you need help with, or click **OneNote Help** to browse through popular content. To let us know if the information we've provided has been useful to you, use the feedback form at the bottom of each of our Help articles.



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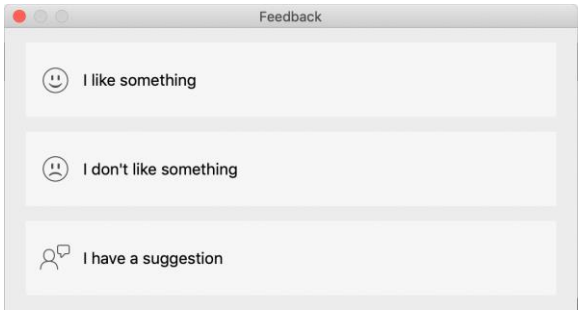
Love OneNote for Mac? Have an idea for improvement? Click the smiley face icon in the upper right corner of the app window to send your feedback directly to the OneNote development team.