OneNote Preview

Office

Quick Start Guide

We've created a touch version of OneNote for your Windows 10 tablet. Use this guide to learn the basics.

Explore the OneNote toolbox
Look through the ribbon to see what this version of OneNote can do. Tap the same tab to hide its commands.

Concentrate on your ideas instead of your files
OneNote saves your notebook files automatically and continually, so you can always focus on your work.

Undo your mistakes
When you're working in tablet mode without a keyboard, tap the Undo button to quickly erase mistakes.

Tag important notes
Tap here to browse and apply tags to selected notes on the current page.
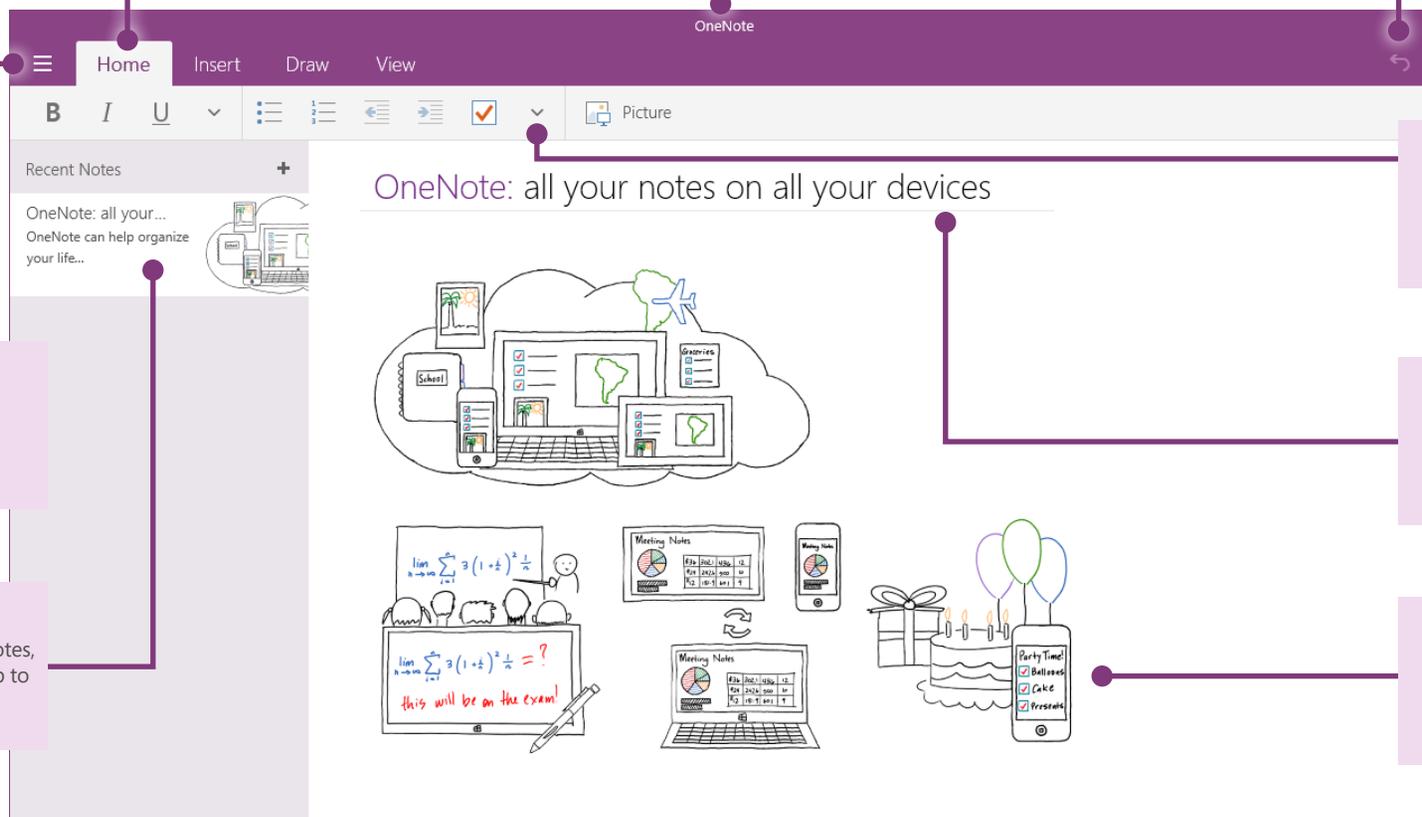
Navigate and search
Tap here to search or print your notes, go to a specific notebook, or set options.

Use page titles
Label your notes with meaningful titles for better search results later.

View and manage notes
Tap a page tab to view its notes, or press and hold a page tab to see more options.

Draw, write, or sketch
Notes don't have to be walls of text. Use the drawing tools to get creative.

OneNote

Home   Insert   Draw   View

Recent Notes

OneNote: all your...
OneNote can help organize your life...

OneNote: all your notes on all your devices

Microsoft

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Access your notes anywhere

What good are notes, plans, and ideas if they're trapped on a computer at home or at the office? Keep all of your notebooks available to you at every turn by signing into OneNote with your free Microsoft account when you first start the app.

Jot down and recall with ease

OneNote never runs out of paper. To create new pages, tap the plus sign [+] at the top of the sidebar. In the **Recent Notes** list, tap the name of the page that you want to edit. To find other notes, tap the [≡] icon and type into the search box.
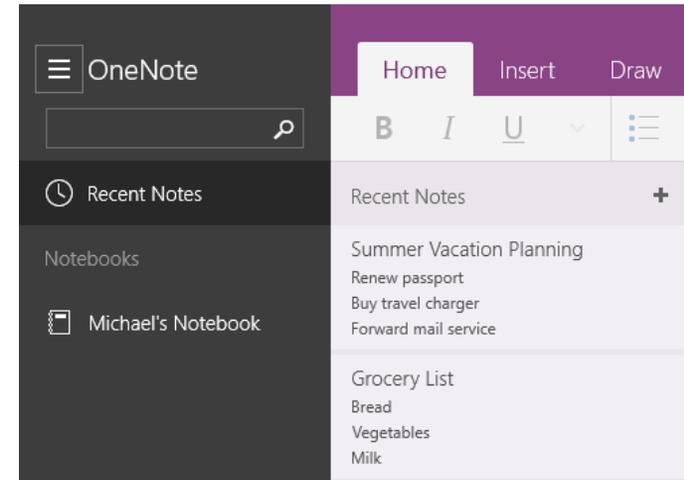

Save your work automatically

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

If you change your mind about recent edits, use the **Undo** icon near the upper right. If you have a keyboard attached, you can press CTRL+Z to do the same.

To manage your notes in the cloud, use any version of the OneDrive app to sign in and view your notebooks, or go to **www.onedrive.com** in any browser.

Right-click with your finger

Like all Office touch apps for Windows 10, OneNote gives you the option to work in tablet mode on the go, or in laptop mode when you have a mouse and keyboard attached. Haven't used the OneNote app on a tablet before? Don't be afraid to experiment!

Tap on a page or within a line of text to activate the cursor. Double-tap text to begin a selection, and then use the handles to extend it as needed. To right-click without a mouse, press and hold your finger on text or objects to open contextual menus that offer additional options and commands.

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Write, sketch, or draw notes

While you can easily type notes with a traditional or on-screen keyboard, notes don't have to be walls of text. Express your ideas and plans creatively with the drawing tools and handwriting support that OneNote offers.

Tap the **Draw** tab and then select the pen or highlighter you want. Draw on your screen with your finger or a stylus, and then select, move, copy, or erase ink as needed. To fine-tune your drawing, change the width and color of the pen.

Use touch to zoom pages

If you've owned a touchscreen device for a while, you're probably used to zooming the screen as needed. OneNote supports pinch-zooming, but it's switched off to avoid frustration with accidental magnification while you draw with a pen.

If you want to pinch-zoom pages in your notebooks, tap the [≡] icon in the upper left, tap **Settings** near the bottom, and then tap **Options**, where you can turn on the **Use touch to zoom** option.

Copy text from pictures

OneNote can recognize and copy text in pictures and screen captures. Insert the picture on any page in your notebook, press and hold the picture, tap the **Picture** menu, and then tap **Copy Text**. Now you can paste the text where you want it.
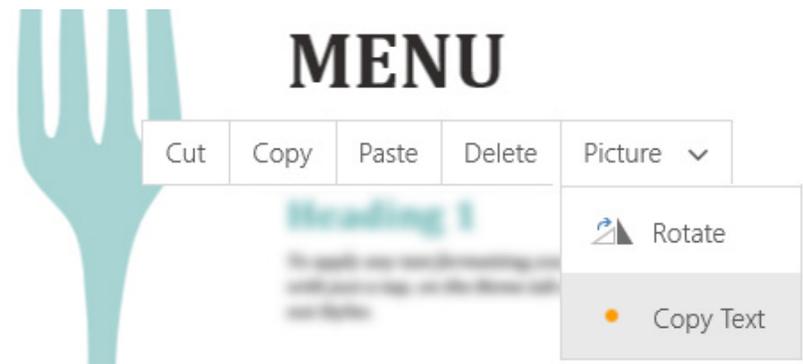
Organize information in tables

Whenever a spreadsheet might be overkill, you can use quick and easy tables in OneNote to make sense of any kind of information.
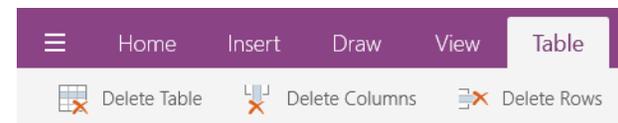
Tap **Insert** > **Table** to begin a table. Tap to select one of its cells, and then use the tools on the **Table** tab to insert, delete, or sort rows and columns. If you're using a keyboard, you can add additional columns or rows by pressing TAB and ENTER.

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Share notes the way you want

Syncing your notes to the cloud doesn't mean that they're automatically shared with others without your consent. Unless you give specific people or groups explicit permission to view and edit your notebook files, your notes are kept private.

When you decide that it's time to invite others to collaborate in your notebooks, you can easily manage your notebook sharing permissions in the desktop version of OneNote, in any version of the OneDrive app, or from **www.onedrive.com** in any browser.

Try the other Office touch apps

OneNote is just one of the new Office apps optimized for your tablet and other touch devices running Windows 10. To download the other apps, visit the **Windows Store** or go to **www.office.com**.

Get help with OneNote

Not sure where to turn for step-by-step help with OneNote? Tap the [≡] icon in the upper left, tap **Settings** near the bottom, and then tap **Help**, where you can view and search for OneNote articles.
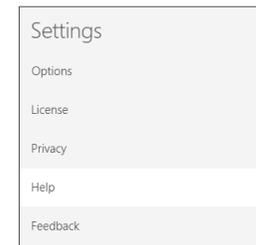
Our OneNote Preview content is not yet finalized, so please let us know which articles you've found useful and what specific features you still need help with.

Send us your feedback

Love this new version of OneNote? Got suggestions for improvement? We want to hear from you! Tap the [≡] icon in the upper left, tap **Feedback and Apps** near the bottom, and then tap **Feedback**. Follow the steps to submit your thoughts about the app directly to the product team. Thank you!