Microsoft OneNote Tips

Pull Text From An Image

Paste an image into OneNote, then right-click on the image and select **Copy Text From Picture**. The text will be copied to your clipboard.

Share A Notebook

Go to **File**, click **Share** and then enter email addresses. Recipients don't need to have an Office 365 account, just a free Microsoft account.

Capture Audio And Video

Go to **Insert**, then click **Record Audio** or **Record Video** and the timer will start. Click the stop button to finish.

Embed An Excel Spreadsheet

Go to **Insert**, select **Spreadsheet** and then either **New** or **Existing Excel Spreadsheet**. For an existing spreadsheet, you can embed it, attach the file, or insert a chart or table.

One Click Email

Click **Email Page** in the **Home** menu. This does not share editing permissions for the original.

Password Protect A Section

Go to **Review**, click **Password** and then choose **Set Password** in the right menu pane.

Take Meeting Notes

Click **Meeting Details** in the **Home** menu to select a meeting, or open the meeting in Outlook and select **Meeting**, then **Meeting Notes**. OneNote will import all the meeting information from Outlook.

Useful Shortcuts

Shift + F7 to open the thesaurus

Ctrl + K to insert a link

Ctrl + Shift + C to copy the formatting of selected text (Format Painter)

Ctrl + Shift + V to paste formatting of selected text (Format Painter)

Alt + N + F to insert a file

Alt + N + P to insert a picture

Ctrl + 1 to create a To-Do tag