

# OneNote Introduction

What does the product do?

# Agenda / Goals

- Give an overview of OneNote
- Preview the things it can do
- Show examples of how it can be used
- Q & A

# Customer Pain: Information Overload

- Ever growing volumes of information
- No single place to capture many types of information
- Searching is difficult, time-consuming
- Hard keeping teams on same page



- Reduces organizational effectiveness
- Valuable information is lost or forgotten
- Time wasted searching for information
- Excessive meetings and e-mails to stay synched

# The Solution: Office OneNote

## Gather Everything in One Place

- Be better prepared, make more informed decisions, and save time by having all note and information at your fingertips

## Find Information Quickly

- Increase productivity, get better results faster by organizing info as you see fit and quickly finding what you need

## Work Together More Effectively

- Efficiently work together in teams, online or offline, and share information with others



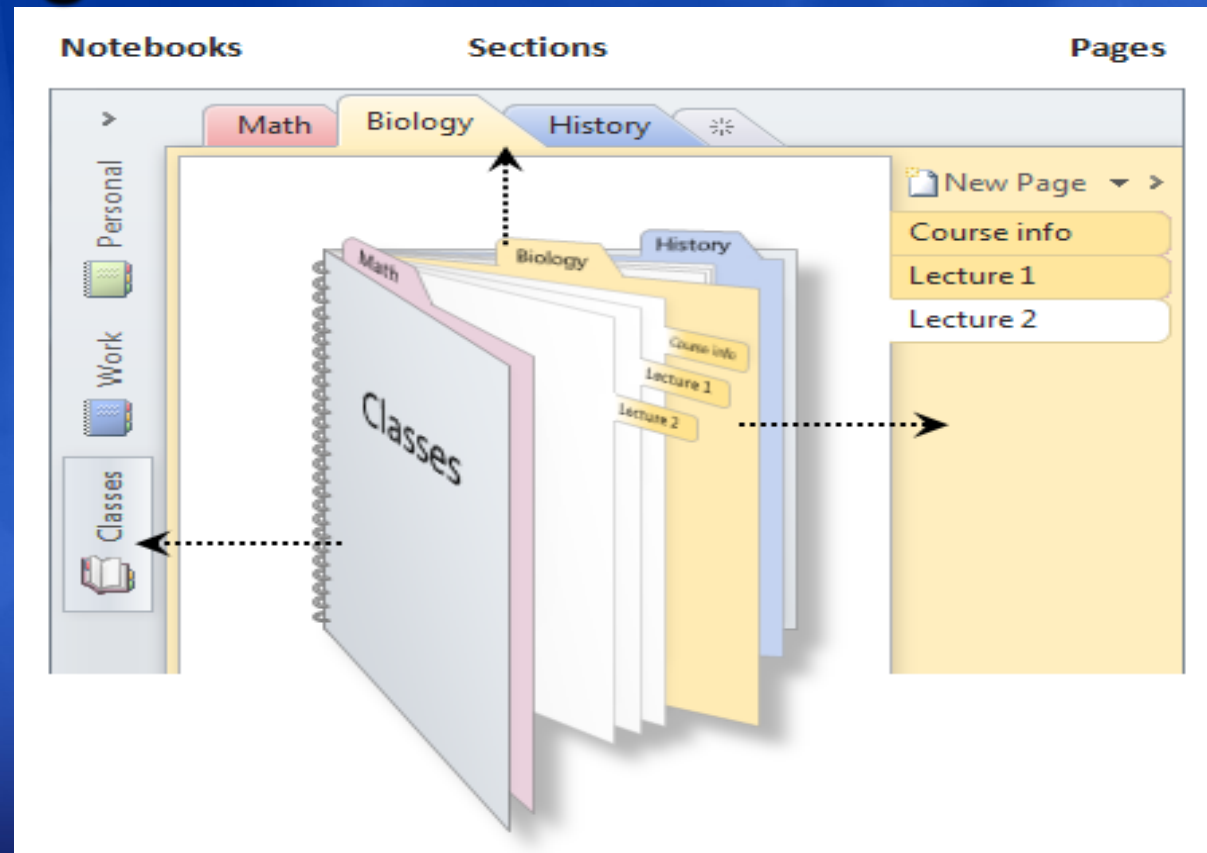
# Advantages of OneNote

- Collects notes and research all in one place.
- Allows for organization of research/notes
- Search across all notes at once
- Easy to move notes around from one place to another
- Good integration with other Microsoft Products.
- Gives the Tablet PC more purpose.

# How Does OneNote Differ From Other Office Products?

- There is no Save ( only Save As )
- It automatically saves your work every 3 seconds and you never loose work.
- Open and close is also very different. All of the available pages are always open.

# Basic Organization



# Ways Of Entering Data



Lists:

- 1. Numbers
- Bullets

Tables	

- Tagged
- Notes
- Outlook tasks

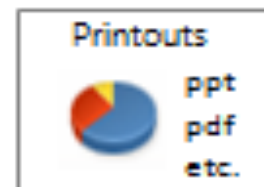
*Ink Notes*

$$\frac{(x^2 + y^2)}{3z}$$

[Note links](#)



Attachments



Audio/Video



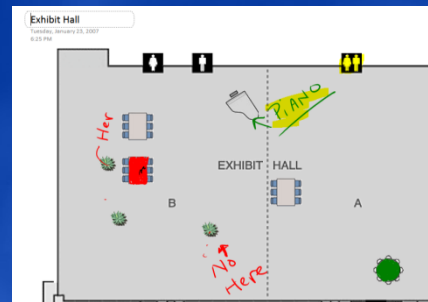


# Examples

**To Do List 2010**  
Monday, January 11, 2010  
10:25 AM

4,547,345 KB

- ☒ Rich Burton - replacement battery X40
- ☒ Soll & Zelner - install Dreamweaver
- ☒ Blair Sheppard - calendar events missing
- ☒ Blair Sheppard - check email security
- ☒ Pam Layh - laptop noise
- ☒ John Payne - create security on home wireless router
- ☒ Sharon Belenzon - order new systems
- ☒ Grainne Fitzsimons - Exchange "local failures", "sync issues"
- ☒ Wes Cohen - Polycom won't work
- ☒ Helmy Baligh - office desktop
- ☒ Mary Fran's calendar invites



**The Fuqua School of Business Technical Support Center Online**

What's in the Works?

**New e-mail/browser**  
Fuqua IT is working with the Faculty Technology Advisory Committee (FTAC) and the student Technology Advisory Committee (TAC) to update Fuqua plans and standards for the e-mail full client and web browsers software supported for faculty, staff, and public (student) systems. The current techniques browser (X40) is in need of replacement. Current plans are targeting Mozilla 1.5 for both as a web client and web browser capabilities. Internet Explorer and Outlook are not supported.

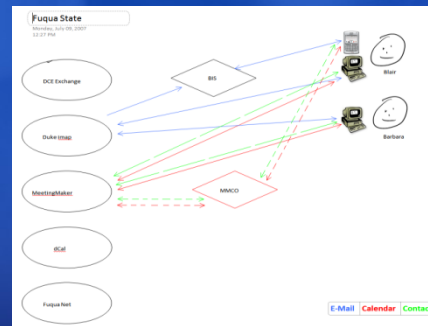
**Tablet Computing**  
Fuqua IT is looking for faculty who would be interested in experimenting with the iPads, in curriculum use of tablet computers during the Fall, Durland, Spring term period. We are working with a tablet vendor to obtain enough devices to make this a valuable experiment/pilot. Please contact Bill directly if you are interested in considering this as part of your teaching.

**Freightliner**  
Plans are under way for the extension of the new FuquaWorld Daytime MBA and Faculty portals to staff.

*Handwritten notes:* "who's 'I'?" and "Is this even current or last year?"

**Current Dell laptops**  
Monday, July 10, 2006  
3:50 PM

Latitude™ X1	Dell Precision™ M70	Latitude™ D410
Absolute mobility for the productive traveler	Exceptional Performance, Notebook Mobility	Ultimate Mobility - With No Compromises
<a href="#">Customize It</a>	<a href="#">Customize It</a>	<a href="#">Customize It</a>
<a href="#">Details on Latitude X1</a>	<a href="#">Details on Dell Precision M70</a>	<a href="#">Details on Latitude D410</a>
<b>Processor</b> Up to Intel® Pentium® M ULV Processor 730 (600MHz, 3MB L2 Cache)	<b>Processor</b> Up to Intel® Pentium® M Processor 770 (2.0GHz, 2MB L2 Cache)	<b>Processor</b> Up to Intel® Pentium® M Processor 760 (2.0GHz, 2MB L2 Cache)
<b>Operating System</b> Genuine Windows® XP Professional Genuine Windows® XP Home Edition	<b>Operating System</b> Genuine Windows® XP Professional	<b>Operating System</b> Genuine Windows® XP Professional Genuine Windows® XP Home Edition
<b>Screen</b> 12.1" XGA active matrix (TFT) wide aspect display	<b>Graphics</b> NVIDIA Quadro® FX 600 400 256MB OpenGL workstation graphics	<b>Screen</b> 12.1" XGA active matrix (TFT) displays
<b>Video</b> Integrated Intel® 915GM with Intel® Graphics Media Accelerator 900 featuring up to 128 MB shared graphics memory	<b>Screen</b> 15.4" anti-glare wide screen XGA display or WXGA and WUXGA active matrix (TFT) UltraSharp™ display	<b>Video</b> Intel® Graphics Media Accelerator 900 (up to 128MB shared)
<b>Weight &amp; Dimensions</b> 11.9" x 13.9" x 1.5" (W x H x D) 2.20kg	<b>Memory</b> Up to 2GB of DDR2 533MHz SDRAM memory	<b>Weight &amp; Dimensions</b> 11.9" x 13.9" x 1.5" (W x H x D) 2.20kg



**Capt Ronald Speirs**  
506th PIR Co E  
Commanding Officer

**Capt Richard D. Winters**  
506th PIR Co E/KO 2  
PSC Recipient

# Special Features

- Global search
- Note flags for follow up
- Audio (and video) recording along with notes
- Side notes
- Send notes as email messages
- Outlining feature for starting notes
- Create screen clippings
- Import documents as image
- Synchronously share notes with others
- Password protection of notes

# Searching

## Egyptian Pyramids



The Egyptian **pyramids** are ancient stone structures in Egypt that were built as tombs for the country's Pharaohs.

*There are over 100 **pyramids** in Egypt*

pyramid

Searching... All Notebooks

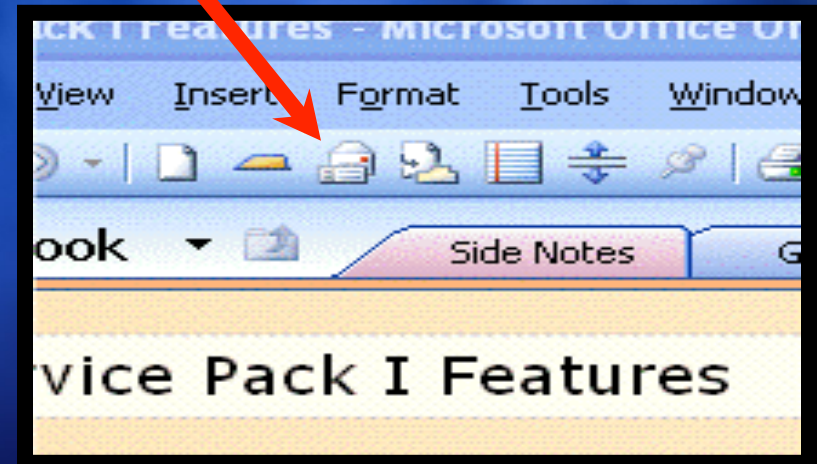
Title contains: pyramid (1)

- Egyptian **Pyramids**
- Pyramid** dates

# OneNote & Outlook

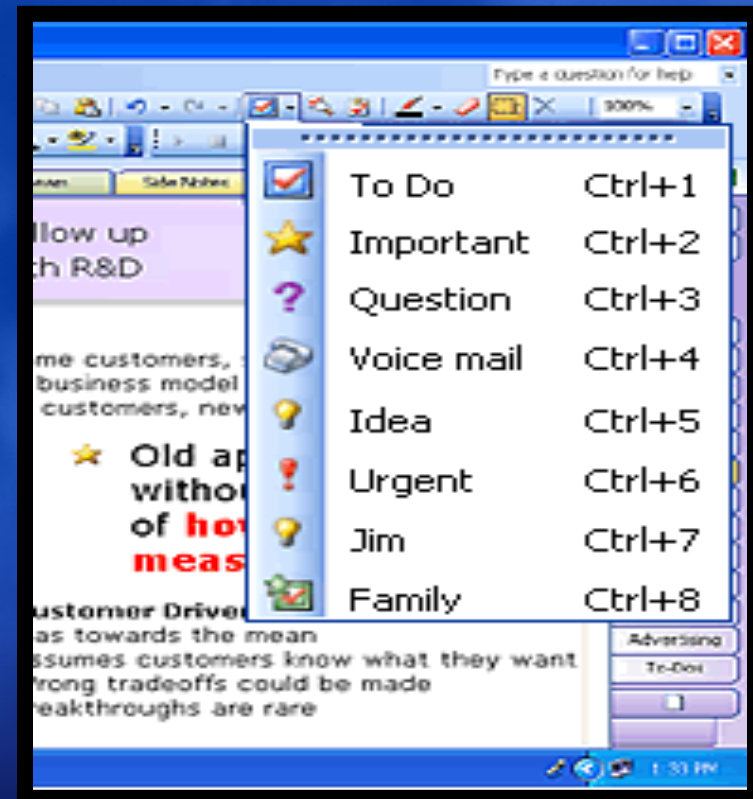
- Send Notes as Email

Microsoft Outlook 2007 or later must be installed and configured as the default mail application.



# Note Flags

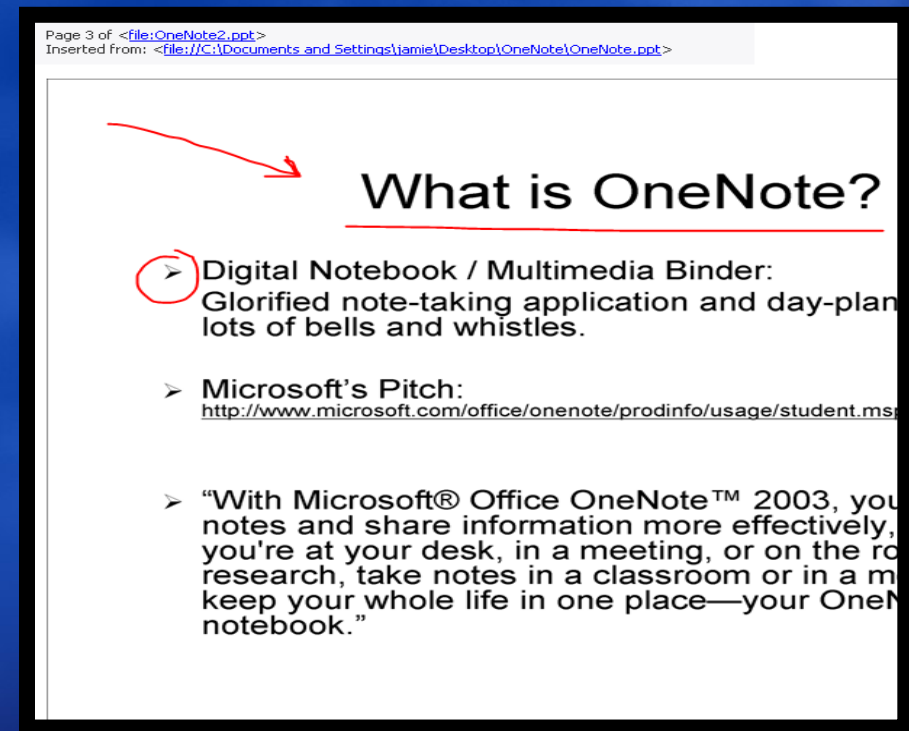
- Easy way to track items and mark them for follow-up.
- Create a Note Flags Summary page.
- Create custom Note Flags for specific information.





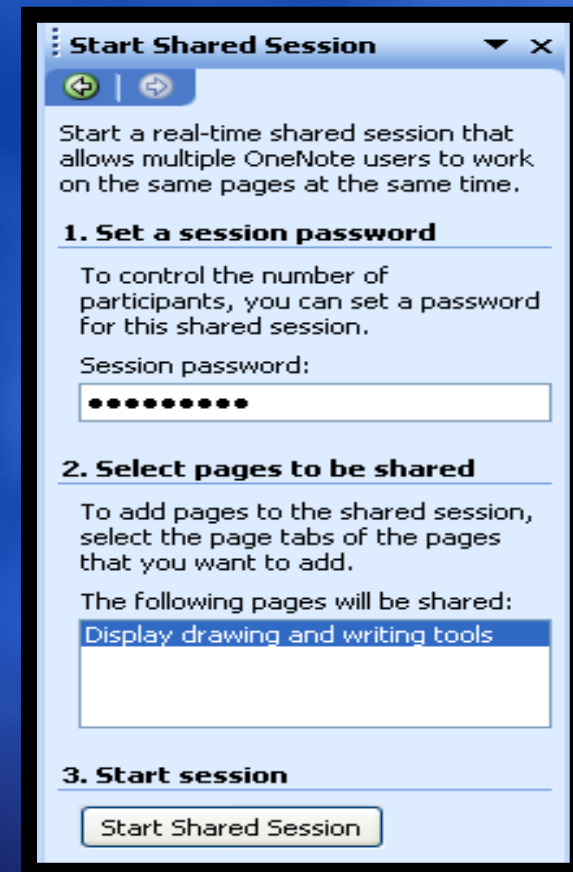
# Importing Documents

- Insert Word and Power Point, JPEG doc scans, etc.
- Inserted files appear in monochrome images, retaining original formatting and keeping file size to a minimum.
- If you are using OneNote on a Tablet PC, you can make annotations in your own handwriting.



# Sharing Notes

- “Chat” feature in OneNote
- Shared whiteboard or notespace.



# Tablet PC

- 8 Felt Tip Pens & Highlighters
- Rule lines helps OneNote recognize your handwriting more easily.
- You don't have to convert your handwritten notes to typed text in order to search them.

