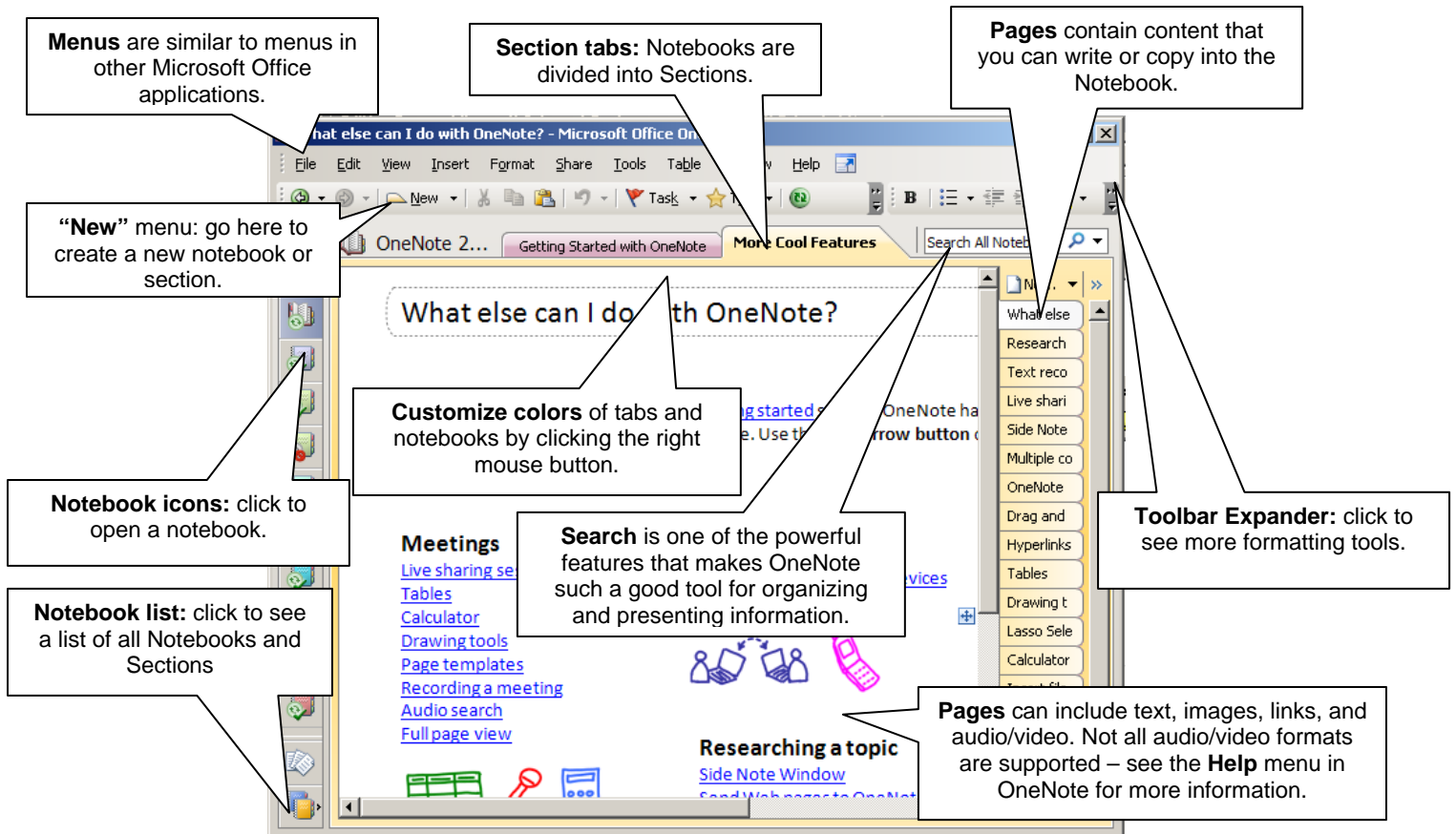


# OneNote at a Glance



## 1. Useful Resources

**Free training and other resources** available from Microsoft:  
<http://office.microsoft.com/en-us/onenote/default.aspx>

## 2. Copying Documents into a Notebook

**To make a full document appear**, open the document, copy all contents (Ctrl + c, Ctrl+a), then past it onto the page (Ctrl+v)

**To make the document icon appear** on a page, drag the icon directly onto the page.

## 3. Drag All You Want

Experiment by dragging things (photos, documents, whatever you want) onto a page. OneNote supports many file formats, but for some types of media files (audio or video), you are limited to Microsoft formats. You can also drag from one page, tab, or notebook to another.

## 4. Emailing Notebooks

If the recipient has OneNote, **Save as a packaged file** by going to **File** → **Save As...** → and selecting **OneNote Single File Package** in the Save as Type menu.

When the recipient opens the packaged file, it will create a new notebook and populate it with your content.

## 5. Publishing a Notebook as a Website

**Install the free OneNote Exporter**, available from <http://www.codeplex.com/ONWebber>. To download the installer, go to the “Releases” section. Instructions for installing and using the Exporter are available on the website. You may need to edit the HTML files to fix some of the links within your notebook.

**Post the web files** to a location of your choosing, such as those made available by the UW to students. For more information on editing the HTML and posting your files, go to:  
<http://www.washington.edu/computing/web/publishing/students.html>