

# OneNote 2013

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INFORMATION TECHNOLOGY  
UNIVERSITY *of* WASHINGTON

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Odegaard 220  
Greg Frick



# From the Top

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## Outline

- About OneNote
- Usage examples
- Anatomy of OneNote
- Recommended practices
- Learn more

# About: OneNote is....

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## For...

- Free-form information gathering
- Multi-user collaboration

## Content can be...

- Handwritten or typed, drawings, screen clips, audio clips, camera photos, files

## Shared via ...

- SharePoint, OneDrive and OneDrive for Business





# About: OneNote – Where do I get it?

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- OneNote is included with Office 2013 so you can get it via Office 365 or via uware (for institutional use).
- OneNote for the Mac is available from the Mac App Store.
- OneNote Apps for Android, iOS, Windows Phone are available at their respective App Stores



# About: OneNote has an open API and there are a number of Apps available for OneNote



Office Lens



Web Connection



Chegg



Cloud Magic



Mobile Scanner



Email OneNote



Document Capture



Feedly



Office Lens



IFTTT



JotNot Scanner



Livescribe 3



# About: OneNote – Apps and Integrations

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- As a general rule OneNote Apps and Integrations are available on Microsoft products first.
- Apps that integrate with OneNote tend to connect to the consumer OneDrive first (vs. OneDrive for Business). OneDrive for Business support is added later. This is just my observation.



# About: OneNote – App examples

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- > **Clipper** - It will clip a web page to my personal OneDrive (Not OneDrive for Business)
- > **me@onenote.com** – I registered with OneNote.com so when I send an email to me@onenote.com from @Hotmail.com (or other designated address) the email is inserted into a page on my personal OneNote (on my consumer OneDrive).



# Demo: Create a new Notebook and share it

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SharePoint via Windows or Mac Client

1. Open OneNote
2. File | New
3. Pick a Location from “recent” or enter another site
4. Choose a \*document library on the site
5. File | Invite people to this notebook

\* Create a library with recommended settings for OneNote first.



# Demo: Create a new Notebook and share it

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## Take aways

1. The OneNote Client sync's your Notebook to your computer.
2. Create and Manage Notebooks (Share, Move, Export, etc.) from the File Menu in the client.

\* Create a library with recommended settings for OneNote first.



# Usage Examples: Freeform Information

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When you select and copy from webpages and paste into OneNote, OneNote includes the URL of the source content. This is perfect for collecting relevant information and preserving the location so you can return later.

- Testing – Screenshots, error messages, links to online resources
- Research – Gathering requirements, Whitepapers



# Usage Examples: Teamwork and Collaboration

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- Insert files into OneNote as a simple way to share files. The files are sync'd with your Notebook and they are available on your computers and devices.
- Use shared notes in Skype for Business, this will open OneNote for meeting attendees to the same page and insert their names at the top of the meeting notes (Windows Only).
- Create worklogs and checklists for operational tasks, these can include screen clips and reference links.



# Usage Examples: Use it with your phone

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- Open a page in the OneNote App on your phone, select the camera icon to take a picture and insert it directly into the OneNote page.
- Save links in OneNote on your Mac or PC that you will need to open on your phone later. This is much easier than typing web addresses on your mobile browser. I have used this for testing a batch of mobile URL's.
- Office Lens is a very promising App for capturing whiteboards and documents directly into OneNote from your phone. Unfortunately the Android version needs work.



# Usage Examples: Thoughts and Suggestions from the UW Community

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- Having OneNote be multi-platform...completely changes the game and makes it much more likely that it can be widely used by folks on campus.
- F2 Administration uses it for office coordination. Sean also uses it for his personal Kanban (which I would like to see).
- Steven says, talk about how you should move OneNote Notebooks from one location to another.
- Kerry says 75% of his notes are long hand



# Recommended Practices

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- Store your OneNote files in the cloud and sync locally
- Open in the Windows or Mac client so your notebooks sync locally. The OneNote client keeps track of versions and it has a recycle bin.
- Manage your Notebooks from the client. This is particularly true for moving Notebooks from one location to another.



# Resources: Learn More

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- Business Critical OneNote–Part 1: Anatomy of a Notebook,  
<http://www.justinkobel.com/post/2014/09/17/Business-Critical-OneNote-Part-1-Anatomy-of-a-Notebook>
- OneNote.com
- more links the UW SharePoint Community of Practice Notebook [https://uwnetid-my.sharepoint.com/personal/jrpowell\\_uw\\_edu/spig](https://uwnetid-my.sharepoint.com/personal/jrpowell_uw_edu/spig)



# Resources: This slide deck

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The latest version of this deck is saved in the UW OneDrive for Business. If you search for “OneNote tech talk” this deck will be returned at or near the top of your search results.

