

## Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

## Manage files

Open, create, share, and print your notes. You can also change your account settings here.

## Show notebooks

Click the notebook icon to see all of your open notebooks.

## Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

## Tag important information

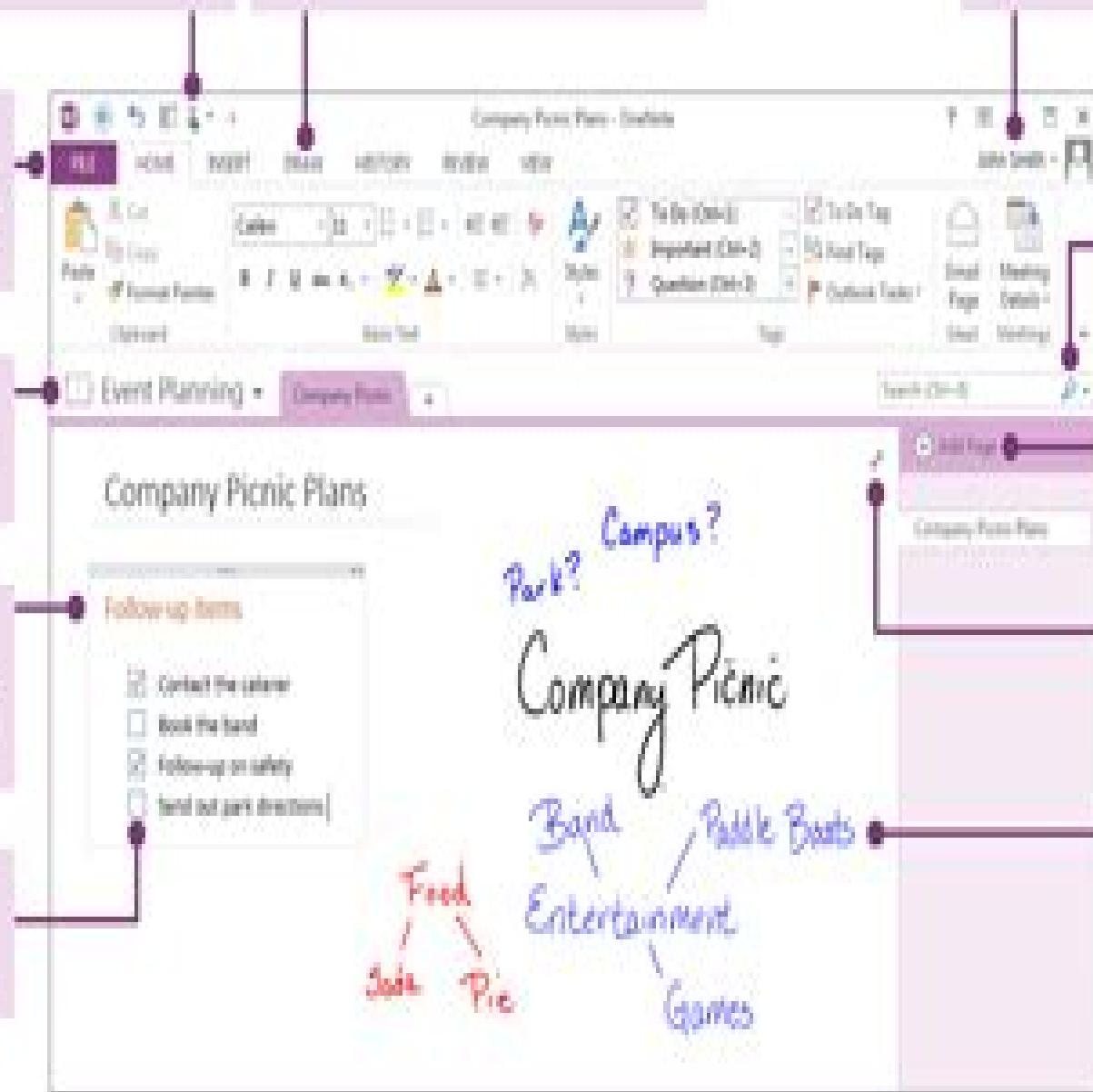
Prioritize and organize notes with instantly searchable tags.

## Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small plus icon near the lower right.

## View or switch between online accounts

Click your account icon to change settings or switch accounts.



## Find your notes

Use the search bar to find anything in your notebooks or press **Ctrl + F**.

## Create pages

Click **Add Page** to start a new page.

## View a full page

Click the double arrow for Full Page View.

## Handwrite, draw, and sketch

Take notes in your own handwriting on a touch-capable PC.

# Onenote User Guide

**Martin Conner**

## Onenote User Guide:

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**Microsoft OneNote for Windows 10 Introductory Quick Reference Guide** TeachUcomp Inc.,2020-05

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**OneNote** Jack Ecko,2015-05-02

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