

# OneNote 2010 Features & Benefits

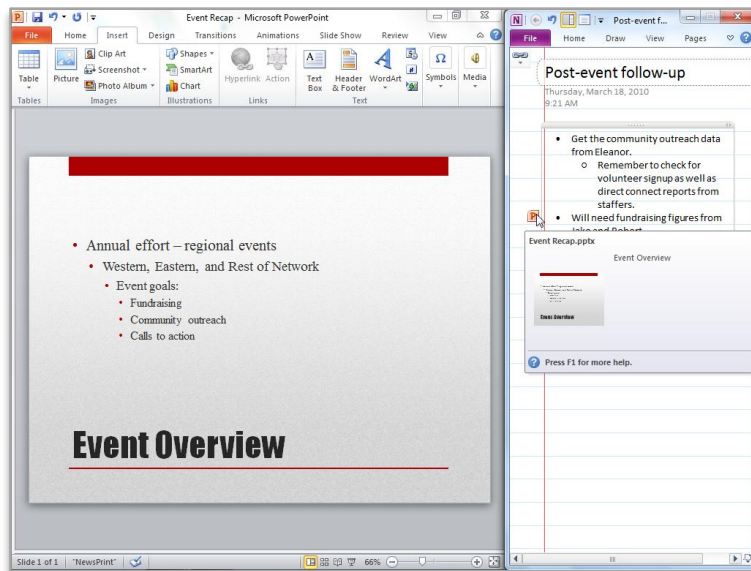
Faster than your memory, more searchable than a stack of file folders, Microsoft® OneNote® 2010 gives you one place to store all of your thoughts and information.

Capture text, images, video, and audio notes to keep your important content easily accessible. By sharing your notebooks, you can simultaneously take and edit notes with people in other locations, or just keep everyone in sync and up to date. You can also take your OneNote 2010 notebooks with you—view and edit your notes from virtually any computer with an Internet connection or your Windows® phone.<sup>1</sup>

## Create one centralized resource for all of your ideas.

OneNote 2010 delivers an array of new and improved tools that make it easy for you to capture and reference your important information.

- Take notes while working in Microsoft Word 2010, Microsoft PowerPoint® 2010, or Windows Internet Explorer using the new Linked Notes feature. OneNote provides a link to where you were in the source document at the time you took the note, keeping your ideas automatically connected to the content you create.



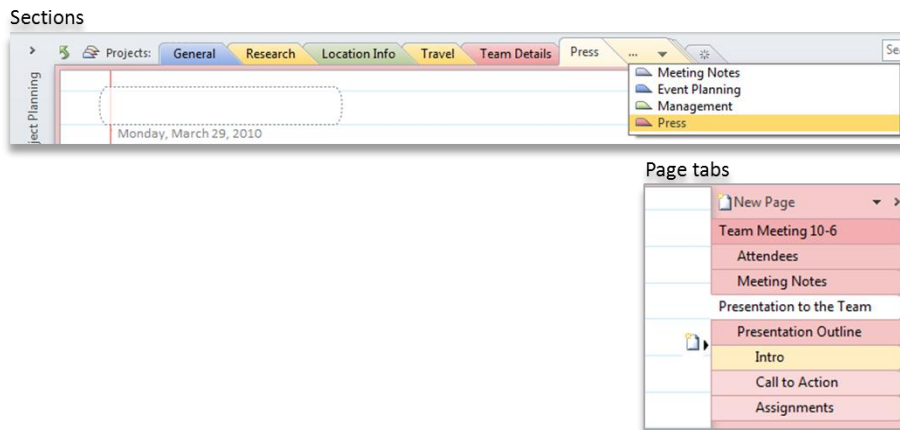
- Save time and make your important content easily accessible. Use the new quick filing feature to collect information while working in other programs. Send a copy of content from documents, Web pages, e-mail messages, or almost any program to the exact location you want in your OneNote notebooks.

<sup>1</sup> Web and Windows phone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Microsoft Office Web Apps, which require a supported Windows Internet Explorer, Firefox, or Safari browser and either Microsoft SharePoint® Foundation 2010 or a Windows Live™ ID. Mobile functionality requires Microsoft Office Mobile 2010 which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile 2010 and the Office 2010 applications.

## Manage information with tools that save time and simplify your work.

It's much easier to manage information when you can customize the way you work.

- Explore and manage your notebooks more effectively with an enhanced notebook navigation bar, improved tools for managing sections, and multi-level page groups.

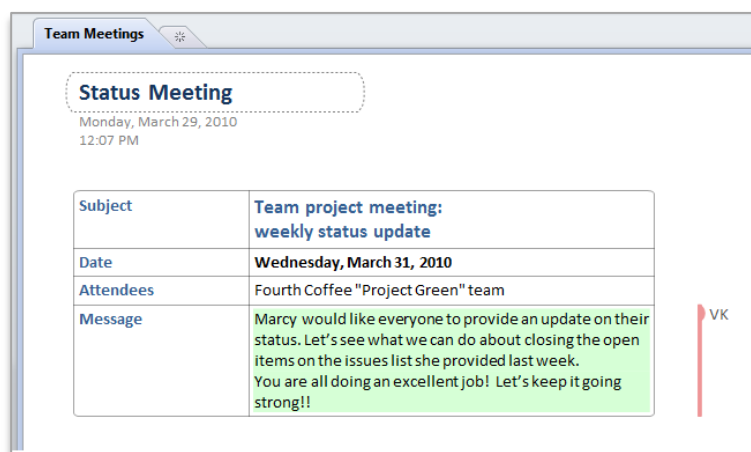


- Save time with an advanced search experience that shows results as you type. OneNote 2010 learns from your searches and prioritizes results. You can also add wiki links to pages, sections, and section groups within your notebook to ensure that related content is always easily accessible.

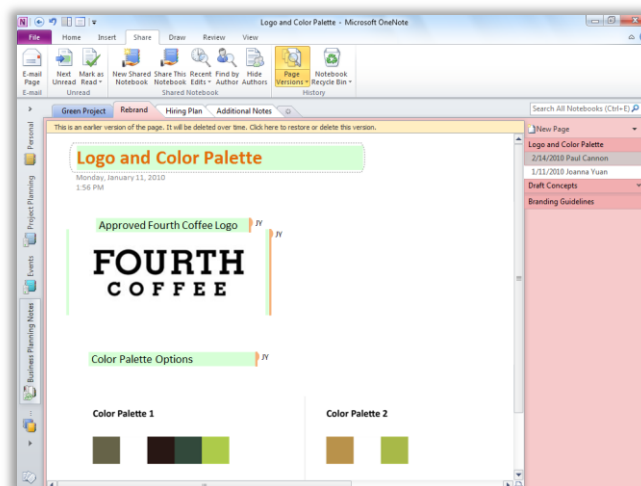
## Work together more successfully.

OneNote 2010 offers improved tools for shared notebooks that make it easier than ever to work with others on projects.

- Automatically see what's new and who wrote it. Recent changes are now highlighted automatically when you open a shared notebook along with an indicator showing who made each change.



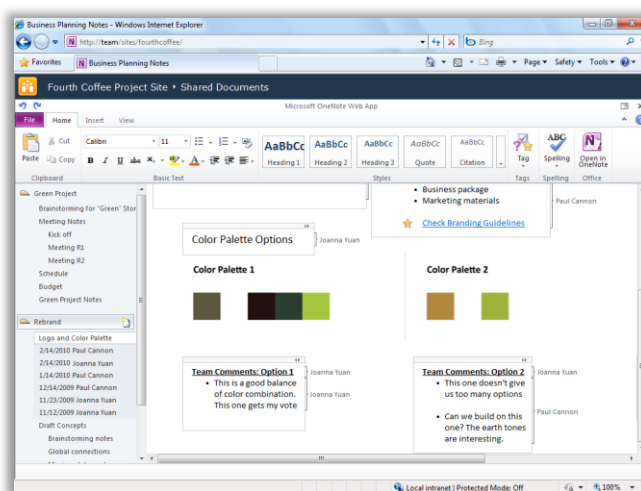
- Share notebooks with confidence, knowing that you don't have to worry about others making changes to notes you need. OneNote 2010 preserves earlier versions of each page as different people make changes. You can restore a previous page version with just a few clicks. Or retrieve content that you inadvertently discarded from the new Notebook Recycle Bin.



Collect information, brainstorm, and share ideas from more places.

Your ideas, deadlines, and work emergencies don't always occur conveniently when you are at your computer.

- OneNote Web App** is an online companion to OneNote which enables you to extend your OneNote experience to the browser. Store your notes online and edit them from a Web browser. View and copy notes quickly, view edits by author, access previous page versions, and even edit shared notebooks simultaneously with others who are using OneNote Web App or OneNote 2010.<sup>2</sup>



- OneNote Mobile 2010** gives you a lightweight viewing and editing tool for your notes that's especially designed for easy use on your Windows phone.<sup>3</sup>

Whether you're collecting information, making a plan, working with a team on an important project, or getting work done on the run, OneNote 2010 gives you the power to manage all of your information more easily, with more flexibility, and with better results.

<sup>2</sup> Requires SharePoint Foundation 2010 or a Windows Live ID.

<sup>3</sup> OneNote Mobile 2010 is not included in the Office 2010 applications or suites.