



# Microsoft OneNote 2010 Product Guide



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# Introduction

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 all of your important content easily accessible.

- Instantly search across all of your notebooks at once. OneNote even finds your search terms in images and audio.
- Quickly consolidate content from multiple applications for easy access and organization.
- Don't lose your important information—OneNote automatically saves content as you add it to your notebooks.
- Brainstorm and collaborate when and where you need to —simultaneously edit the same notebook with anyone you choose, even if they don't have OneNote 2010 installed.

Plan a pitch, a project, or your next vacation. Research a new car, a new market development, or a new topic for your term paper. Take meeting notes, class notes or recipe notes. Keep everyone up-to-date and key information at-hand, whether it's for your clients, your team, or your favorite hobby.

OneNote 2010: one easy, flexible, powerful space for all of your ideas.

## New to OneNote?

If you're new to OneNote or would like to explore key features that may be new to you even if they're not new to OneNote, read on. This section provides a brief introduction to some of the key features that make OneNote your own expandable, accessible resource center. Otherwise, jump ahead to the next section and [explore what's new in OneNote 2010](#).

### Get Started with OneNote

OneNote takes the concept of a digital notebook to a new level, giving you one easy-to-use, customizable, central source for capturing, organizing and accessing all of the information that you need to keep at hand.

- Create **multiple notebooks**, and add as many sections, pages and subpages as you need in each notebook. You can have multiple notebooks open at once and even **search all of your notebooks simultaneously**. OneNote **automatically saves and indexes content** as you add it to a notebook, so the information you need is right at your fingertips.
- **Share notebooks** with others and even take notes in the same notebook (even on the same page) simultaneously. When you store your notebooks to a shared location, you have an instant teamwork and brainstorming tool.
- Customize OneNote notebooks and work the way you want. You can **color-code pages and sections**, drag-and-drop to **rearrange pages and sections**, and choose whether to use **rule lines** on pages as well as customize the width of rule lines. You can also just click to **type or insert content anywhere on the page**—above, below, or beside other notes.
- Need more space on the page? Just click and drag to **add space** horizontally or vertically—OneNote pages don't run out of room, so it's easy to keep related information together.

### Collect your thoughts—and keep them handy

You type notes while in a meeting or in class, when doing research, or when organizing your own thoughts. But text notes are far from the only type of information you need to store and access. Explore the many other types of content you can capture in OneNote for easy access whenever you need it.

- Peel the sticky notes off of your monitor and desk and use **OneNote side notes** instead. You can quickly create a side note regardless of what program you're working in and the notes you take are saved automatically in OneNote where you can file or search them later.
- Insert **screen clippings** from your other open windows, such as to grab a screenshot of a news article that you need to reference for that paper you're working on. OneNote inserts your screenshot on the page along with a date and time stamp showing when the shot was taken. If you take a screenshot from a Web page, OneNote also includes the Web address and page title automatically.
- **Send a copy of content from almost any program** to OneNote using the Send to OneNote virtual printer.
- **Insert digital printouts of files, photos, and audio and video** recordings. When you search for keywords, OneNote also searches the text in files you send to OneNote, digital printouts, screenshots, pictures inserted from your files, and the audio tracks in your audio and video files.
- **Record audio or video from within OneNote.**<sup>1</sup> When you record audio or video while taking notes—such as in a lecture, meeting, or presentation—OneNote adds an icon in the note margin. Click the icon beside any note later to **play back what was being said or shown at the time you took that specific note**. (Of course, always remember to get the permission of those present before you start recording!)
- If you use a Tablet PC or other ink-enabled device, you can use OneNote like a traditional notebook and **write with digital ink**. OneNote learns your handwriting to make your ink notes searchable just like text and enables you to convert ink to text with just a click.

## Tap into your resources how and when you need them

Because OneNote automatically saves and indexes content as you add it to your notebooks, searching your notes is virtually instantaneous. OneNote also provides a host of features that make it easy for you to organize and access your information when and how you choose. For example:

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<sup>1</sup> Available to computers that include or are connected to appropriate audio or video recording devices.



- Mark notes with **Note Tags**, such as To Do, Important, Question, or Idea. When you apply a tag, an icon appears next to the note. You can create or customize your own tags and search for tagged notes. You can even use tags interactively, such as by placing a checkmark in a To Do tag when the task is complete.
- Create **Microsoft Outlook® tasks** from OneNote notes. Or **insert Outlook calendar details** into your notes to effortlessly keep meeting information together with the notes you take.

## Ready for more?

See the [Where to Find It](#) section of this guide to learn how to access features discussed in this section. And if you're ready to explore more of what OneNote 2010 can do, read on to learn about new and improved OneNote features—from the ability to access and share your notebooks on the Web to advancements in search, organization, customization tools and more.

# OneNote 2010: At-a-Glance

## Work together more effectively

When working with others, it's important to stay on the same page. OneNote 2010 provides a better way to keep up with your team by giving you the power to create and collaborate seamlessly in near real-time.

## Redefine working together

OneNote 2010 helps you break down barriers so you can share, brainstorm and get things done together, more efficiently and effectively.

- Simultaneously edit **shared notebooks** with other people in different locations, whether or not they are connected to your personal or business computer network.<sup>2</sup>
- Stay up to date effortlessly when sharing notebooks with others. When you open a shared notebook in OneNote 2010, see **recent changes highlighted automatically** along with **author indicators** showing who wrote what. You can also **find changes by author** to quickly see who made specific contributions.
- You never have to worry about someone making a change to notes you need with the ability to restore previous **Page Versions**. You can also use the **Notebook Recycle Bin** to retrieve content that you inadvertently discarded.

## Anywhere access to your work

If your ideas and deadlines don't always occur conveniently when you are at your desk, you are certainly not alone. Fortunately, OneNote 2010 gives you the power to get things done when and where you want.

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<sup>2</sup> Simultaneous editing of shared notebooks with those outside of your network requires an appropriate device, Internet connection, and either Microsoft SharePoint® Foundation 2010 (for business) or a free Windows Live™ ID (for personal use). The ability to use this functionality via Windows Live will become available in the second half of calendar year 2010.



## Work when and where you choose

It's easy to take your notebooks with you and stay on top of your content on the go.

- **Microsoft OneNote Web App** enables you to store your notes online and edit them from a Web browser. View, share and copy notes quickly and easily. You can even edit shared notebooks simultaneously with others who are using OneNote Web App or OneNote 2010.<sup>3</sup>
- **Microsoft OneNote Mobile 2010** gives you a lightweight editor for your notes that's especially designed for easy use on your Windows phone.<sup>4</sup>

## Bring your ideas to life

Everyone has more to keep track of today. Whether you're managing a business or your next home project, information comes in many forms and you want to stay on top of them all.

OneNote 2010 keeps you easily connected to all of the important details.

## Find and organize your information

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

- Explore and organize your notebooks more effectively with an enhanced **notebook navigation bar**, improved **tools for managing sections**, and new **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 to get you to the information you need quickly.
- Add **wiki links** to pages, sections, and section groups within your notebook to ensure that related content is always easily accessible.

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<sup>3</sup> Microsoft Office Web Apps require an appropriate device, Internet connection, supported Windows® Internet Explorer®, Safari, or Firefox browser, and either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use). For Office Web Apps on Windows Live, OneNote Web App will become available in the second half of calendar year 2010. There are some differences between the features of Office Web Apps and the Office 2010 applications.

<sup>4</sup> An appropriate device is required. Some mobile functionality requires an Internet connection. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be available at the final release of Microsoft Office 2010 on Windows phones (Windows Mobile 6.5 or above). There are some differences between the features of Office Mobile 2010 and the Office 2010 applications.



- Apply new text **styles** for easy formatting to help structure your thoughts. And, use the **Format Painter**, newly available in OneNote, to keep your organization consistent by quickly copying formatting between pages, sections, and notebooks.

## Capture and file information with ease

Easily capture and organize the content you need, from almost any source.

- 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.
- 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 using the new **quick filing** capability.

## Get easier access to the right tools, at the right time

New and improved features can help you be more productive, but only if you can find them when you need them.

The customizable **Ribbon**, new to OneNote 2010, makes it easy to uncover more commands so you can focus on your information, not how to get to it. And, the new **Microsoft Office Backstage™ view** helps you more easily print, share, and manage your notebooks, and customize your OneNote 2010 experience, all from one convenient location.

# OneNote 2010: A Closer Look

## Work together more effectively

### Redefine working together

Shared notebooks enable you to edit the same notebook simultaneously with other people in different locations. OneNote 2010 provides several new and improved features that add power and flexibility to your shared notebooks so that you can brainstorm and collaborate more easily than ever.

#### **Shared Notebooks Improved!**

Now you can share notebooks with other people whether or not you share a common network location (such as a shared network drive or a shared folder on a home network). Just save your notebooks to a Microsoft SharePoint® Foundation 2010 site or a Windows Live™ SkyDrive folder and then access, share, and simultaneously edit them with others virtually anywhere.<sup>5</sup>

#### **Automatic Highlighting of Unread Changes New!**

When you open a shared notebook, recent changes made by other authors are automatically highlighted, so that you easily stay on top of what's new. OneNote 2010 also adds the initials of the author who made each change so that you can quickly see who wrote what. Point to the author initials for a ScreenTip showing the author's full user name and the time of the edit.

**Quick Tip:** After you've reviewed recent changes, you can still quickly find changes you'd like review. On the **Share** tab, in the **Shared Notebook** group, click **Recent Edits** and then select a time period for which you want to browse changes (available time periods range from today to the past 6 months). You can also mark any text as unread for ease of review. To do this, just press CTRL+Q. Or, find this option on the **Share** tab, in the **Unread** group, under the **Mark as Read** options.

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<sup>5</sup> Simultaneous editing (also referred to as co-authoring) of shared notebooks with those outside of your network requires an appropriate device, Internet connection, and either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use). Co-authoring via Windows Live will become available in the second half of calendar year 2010.

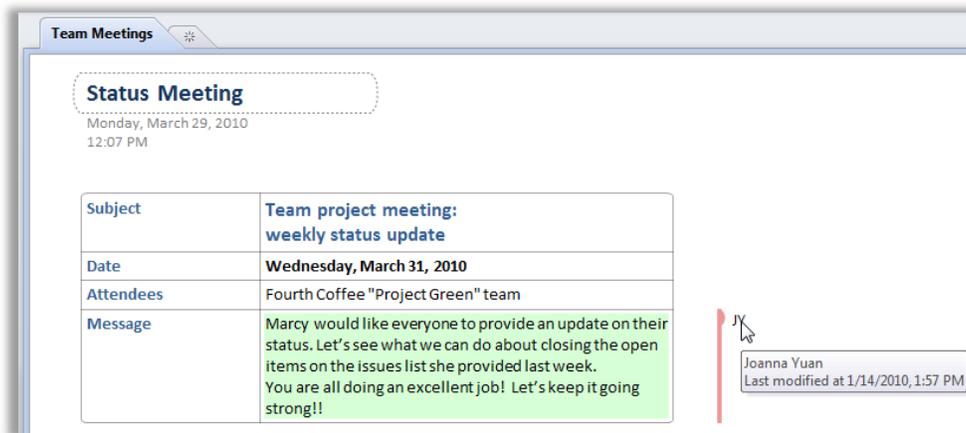


Figure 1: When you open a shared notebook, you automatically see new changes highlighted along with initials of the author who made the change.

### Show/Hide Authors and Find by Author New!

When you work in a shared notebook, OneNote 2010 automatically shows you author initials where others have made changes, so that you automatically see who made each contribution. You can also find all edits by author for the active notebook, the active section, or all of your open shared notebooks, as shown in Figure 2.

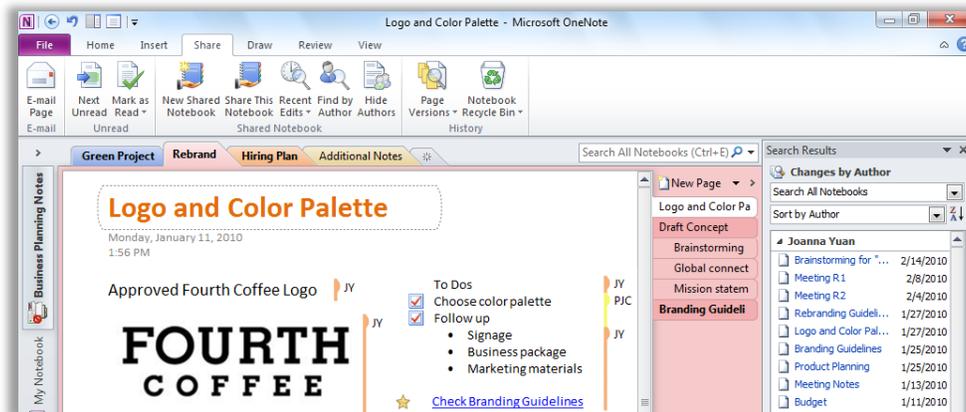


Figure 2: Instantly see who made changes to the active page. Or, quickly find all edits by the author who made them.

**Quick Tip:** Author initials remain on shared notebook pages for easy reference. If you prefer to work without author initials visible, on the **Share** tab, click **Hide Authors**.

## Page Versions New!

Share notebooks with confidence, knowing that you don't have to worry about others making changes to notes you need. OneNote preserves earlier versions of each page as different people make changes. So, if someone changes content inadvertently, you can view the change history and restore a previous version with just a couple of clicks.

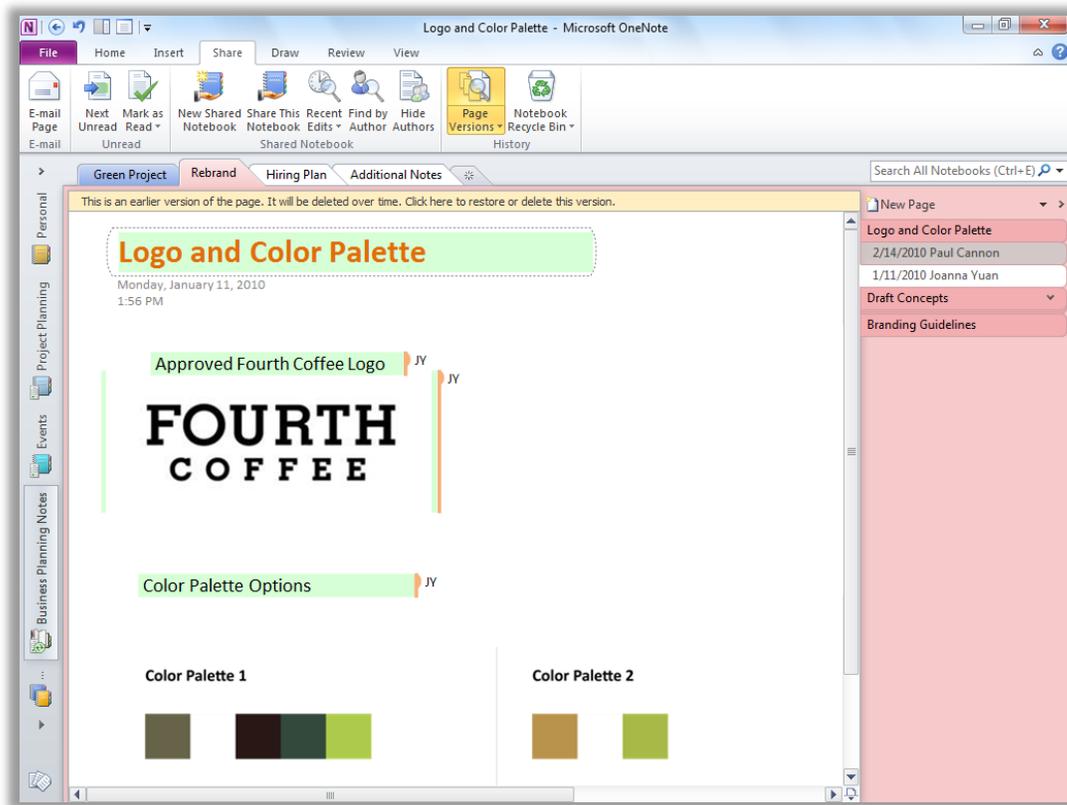


Figure 3: Previous page versions are identified by an information bar at the top of the page. The date of each version and the name of the person who made the changes appear on the page tab for each previous version.

**Quick Tip:** Right-click a page tab for quick access to the **Show Page Versions** command. The menu available from the **Page Versions** button on the **Share** tab also gives you the options to quickly delete all previous page versions for the active section, section group, or notebook. You can also disable history for a given notebook so that previous page versions are not saved.

## Notebook Recycle Bin New!

Did you or another author discard a page that you still want to use? Perhaps you deleted an entire section only to remember that it included content you need. OneNote 2010 makes it easy to change your mind or to get back content that other editors delete.

A Notebook Recycle Bin is available for each of your notebooks and stores deleted pages and sections for 60 days.

**Quick Tip:** The menu available from the **Notebook Recycle Bin** command on the **Share** tab gives you the option to empty the recycle bin as well as to disable history for the active notebook. When you disable history from either this location or the Page Versions menu noted earlier, both versions and recycle bin are disabled.

## IRM Protection Improved!

When you need to include information in shared notebook content that should not be accessible to everyone, use Information Rights Management (IRM) protection to limit access to sensitive content. OneNote 2010 makes it easy by giving you the ability to insert IRM-protected XPS documents into your notebooks as printouts.

**Quick Tip:** When you create an XPS version of an IRM-protected document in any Office 2010 program, IRM protection settings are retained by default. To change this setting, in the **Publish as PDF or XPS Document** dialog box, click **Options**. To insert your IRM-protected XPS document into OneNote as a printout, on the **Insert** tab, in the **Files** group, click **File Printout**.



## Anywhere access to your work

Work when and where you choose

### OneNote Web App New!

When you want to leave your computer behind or need easy, shareable tools for collaborating with others, do you have what you need to get things done easily and effectively? Now you do.

Save your OneNote notebooks online and then access, edit, and share them from virtually any computer with an Internet connection.<sup>6</sup>

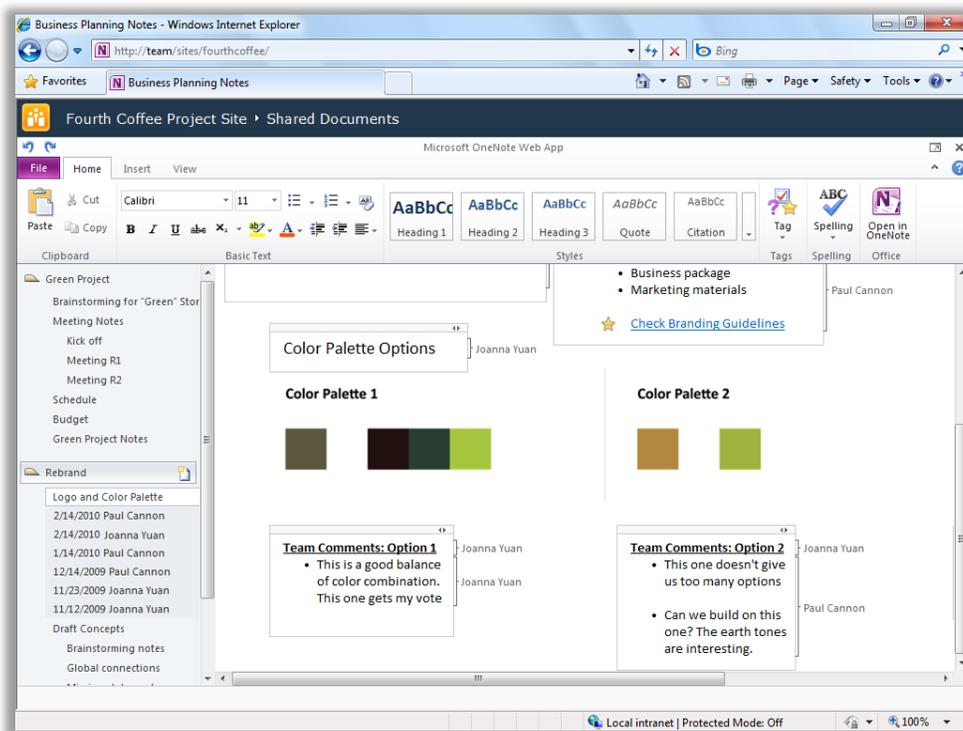


Figure 4: Collaborate with virtually anyone, anywhere using OneNote Web App.

<sup>6</sup> Requires an appropriate device, Internet connection, supported Internet Explorer, Safari, or Firefox browser, and either SharePoint Foundation 2010 (for business) or a free Windows Live account (for personal use). For Office Web Apps on Windows Live, OneNote Web App will become available in the second half of calendar year 2010. There are some differences between the features of Office Web Apps and the Office 2010 applications.



- Simultaneously edit the same shared notebook with others who are using OneNote Web App or OneNote 2010.
- Create new pages and sections and use other familiar features that you know from OneNote, including AutoCorrect, spell-checking as you type, font and paragraph formatting, text styles, tags, and more.
- See who authored specific content in a shared notebook and access previous page versions.
- Insert pictures, tables, and even Office.com ClipArt.

Office Web Apps—including OneNote Web App, Microsoft Excel<sup>®</sup> Web App, Microsoft PowerPoint<sup>®</sup> Web App, and Microsoft Word Web App—give you flexible access, a familiar editing environment, and a selection of features that you already know to help you get your work done on your terms.

**Quick Tip:** OneNote Web App makes it easy to share files with people who work on earlier versions of Microsoft Office for Windows or Mac, or even with those who don't have Microsoft Office on their computer.

## OneNote Mobile 2010

Sometimes you've got to work when you're moving between point A and point B. Fortunately, OneNote Mobile 2010 enables you to easily take action while you're on the road.<sup>7</sup>

- Make a quick list, insert voice clips or pictures. You can even capture pictures in your notes on the go with your camera phone.
- Enjoy a familiar experience when creating or editing notes on your mobile device. Use AutoCorrect and essential authoring capabilities, such as bullets, numbering, and font formatting.

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<sup>7</sup> Office Mobile 2010 includes OneNote Mobile 2010 as well as Word Mobile 2010, Excel Mobile 2010, PowerPoint Mobile 2010 and SharePoint Workspace Mobile 2010. Outlook Mobile 2010 comes pre-installed on Windows phones and is the default e-mail client. Office Mobile 2010 is not included in Office 2010 applications, suites, or Office Web Apps. It will be available at the final release of Microsoft Office 2010 on Windows phones (Windows Mobile 6.5 or above). There are some differences between the features of Office Web Apps and the Office 2010 applications.

- View rich graphics captured in your notes full screen. Easily pan and zoom or export the image for use in other applications.

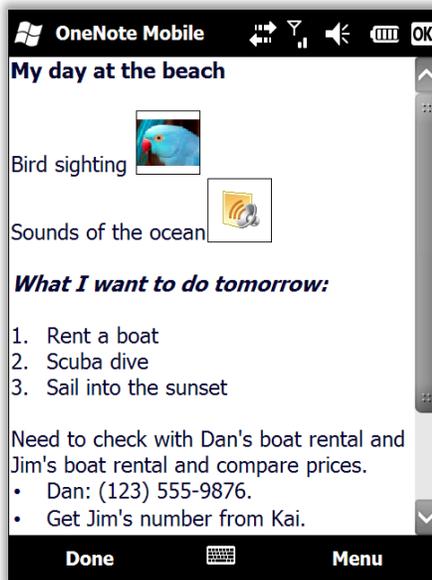


Figure 5: Stay connected to your notes from wherever you need to be with OneNote Mobile 2010.

**Quick Tip:** Keep organized and in sync. Synchronize your notes with OneNote 2010 on your PC using the Windows Mobile Device Center, available on Windows 7.<sup>8</sup>

<sup>8</sup> Windows Mobile Device Center is compatible with Windows 7 and Windows Vista<sup>®</sup>.

## Bring your ideas to life

Find and organize your information

### Notebook Organization Tools *New and Improved!*

Get to your information more easily and organize it just as you like it. OneNote 2010 provides a streamlined, flexible work environment that gives you more options to get things done the way you want.

- New and improved, **more flexible page tabs** that you see in Figure 6 give you two levels of subpages, enable you to drag-and-drop to create subpages, display subpage names indented from left for ease of organization, and provide an in-place New Page icon that appears wherever you point so that you can create pages exactly where you need them.

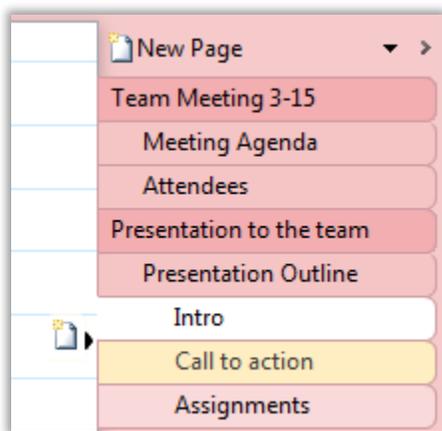


Figure 6: More flexible page tabs give you exactly the organization you need without extra steps.

**Quick Tip:** OneNote 2010 also makes it easier to edit notes regardless of how much screen real estate you have. When you have a note page with a single container in a narrow window (such as when using the new Dock to Desktop feature discussed later in this guide), your text now automatically wraps within your view.

- Improved **notebook navigation** provides handles that enable you to see and access all of your notebooks or all of the sections in a notebook with ease.

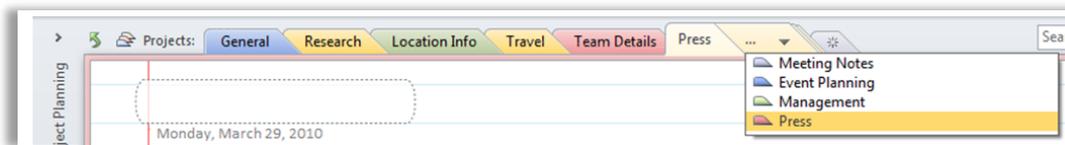


Figure 7: Navigation improvements give you easy, instant access to all of your open notebook sections.

- Improved **tools for managing sections** enable you to copy or merge one section into another.

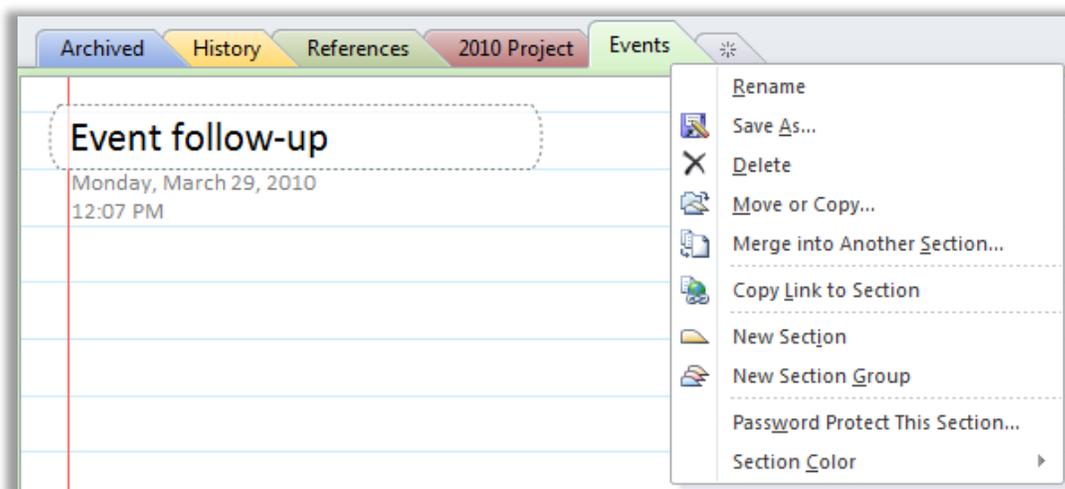


Figure 8: Right-click a section tab for new options to copy or merge sections.

## Search Experience Improved!

OneNote 2010 makes a great search experience even better by showing you search results as you type. Search now also remembers your past choices to save you time by automatically prioritizing search results.

Search all notebooks at once or search within individual pages, sections or notebooks. OneNote searches your text as well as the text within images in your notes. OneNote 2010 can even search audio for your keywords in the audio and video recordings that you include in your notebooks.

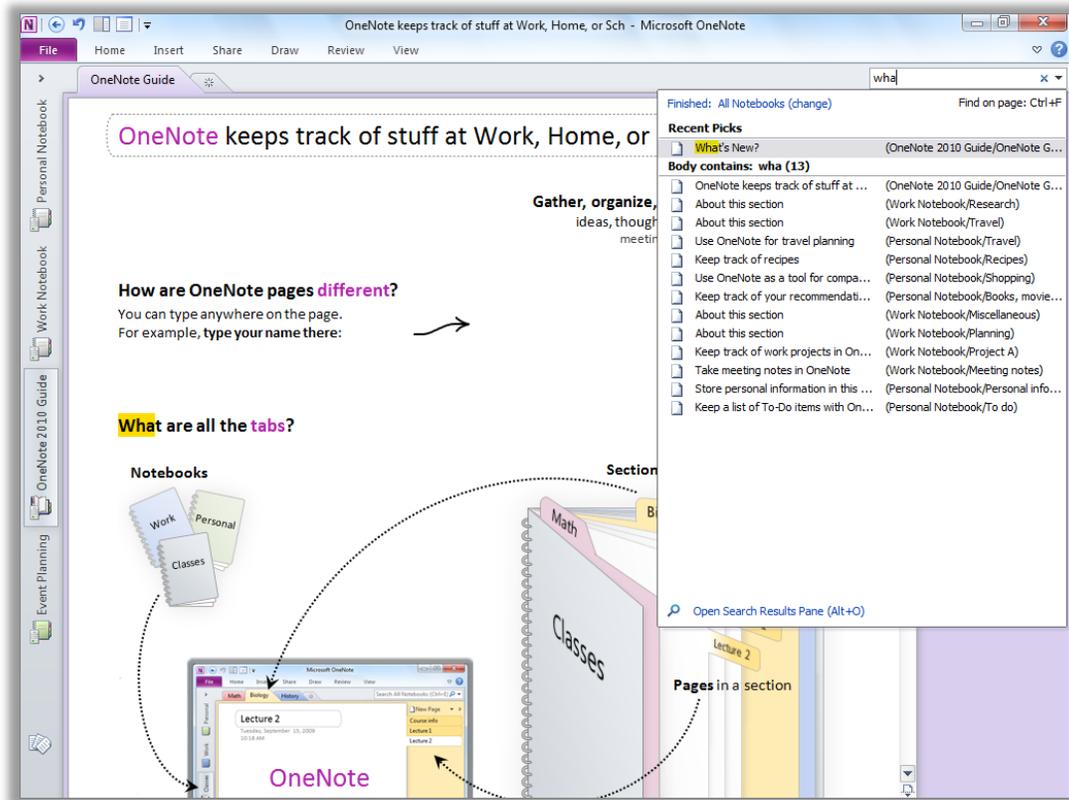


Figure 9: View prioritized search results as you type.

### Quick Tips:

- Keyboard users, utilize search to quickly access whatever notes you need. Just type CTRL+E to begin a search and then type a few characters to match the page you want. Use the arrow keys to move up or down in the search results list and then press ENTER to select the page you want. Because OneNote learns from past choices, these keyboard commands can quickly become shortcuts to the pages you need most often.
- OneNote 2010 now supports 64-bit optical character recognition (OCR). So, whether you work on a 32-bit or 64-bit PC, OneNote 2010 can search within the text of images that you include in your notebooks.

## Wiki Linking New!

Quickly generate and customize links to new content in your notebooks so that everyone using the same notebook is automatically pointed to the right place. With wiki linking, you can easily reference and browse through related content such as note pages, sections and section groups within a notebook.

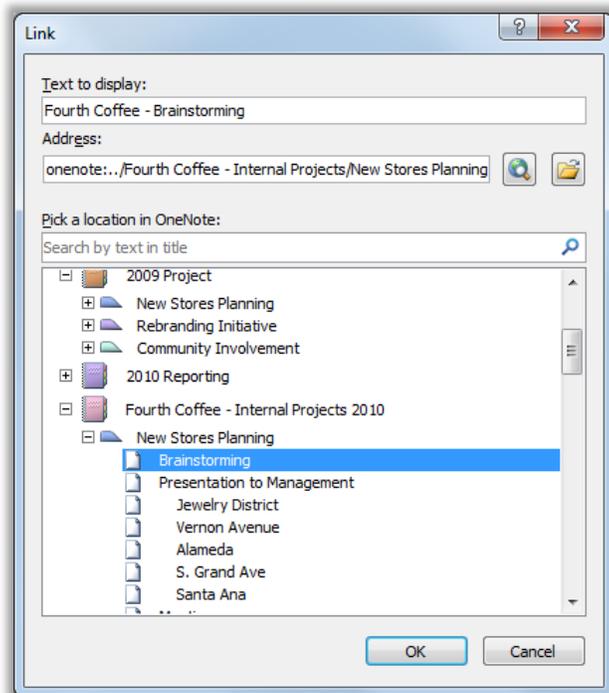


Figure 10: The new **Pick a location in OneNote** option in the Link dialog box gives you easy access for creating your own wiki within your OneNote notebooks.

### Quick Tips:

- Right-click a paragraph, page tab, section tab or notebook for the option to copy a link to that location. You can then use any paste method (such as CTRL+V) to paste the link on the page where you are creating your wiki links. Right-click the pasted link for the option to **Edit Link** where you can easily customize the text to display, as shown in Figure 10.
- To quickly create a wiki link right on the page, type the name of a page, section, or notebook inside double brackets. Your text automatically converts to a link. If the name you type is not recognized, OneNote creates a new page with that name in the active section.

## Text Formatting Tools New!

A little bit of formatting can go a long way to helping you structure and organize information. Now, formatting your notes is easier than ever with new text styles that you can apply with just a click. You can even use many of the same shortcut keys that you know from Microsoft Word for applying styles to your text.

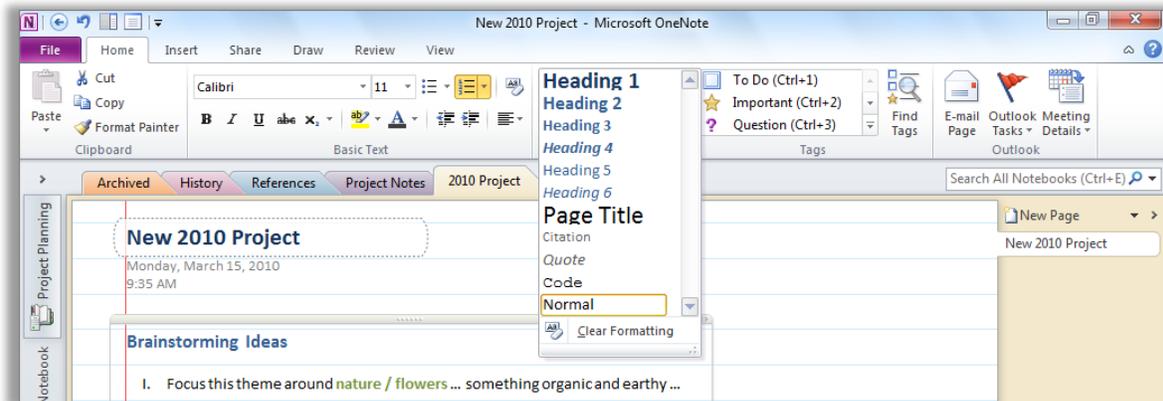


Figure 11: Quickly apply styles and formatting to text in your notebooks.

### Quick Tips:

- Apply styles from the Home tab, as shown in Figure 11. Or use keyboard shortcuts CTRL+ALT+1, 2, or 3 to apply Heading styles 1-3 and CTRL+SHIFT+N to apply Normal style.
- Formatting lists is now faster and simpler as well. When you start a bulleted or numbered list in OneNote 2010, the first level of your list is automatically indented.
- Whatever type of formatting you apply to text in OneNote 2010, you can now use the **Format Painter** that you know from other Microsoft Office programs to easily reuse that formatting for consistent organization across your notebooks. Access the Format Painter on the **Home** tab, in the **Clipboard** group, as shown in Figure 11.

## Capture and file information with ease

### Linked Notes New!

You take notes or gather data while working on a document or presentation, or while doing research on the Web. But, how do you keep all of the pieces connected and find the information you need when you need it?

OneNote 2010 makes it easy by creating links not just to the file you're working on while you take notes, but to where you were in that file when you took a given note. Dock OneNote on the side of your desktop and take notes while you work on a Word 2010 document or PowerPoint 2010 presentation, or while browsing Web pages in Internet Explorer. As you see in Figure 12, OneNote adds an icon in the margin beside your notes. Just click that icon when reviewing your notes later to open the source file and jump straight to the paragraph, slide, or Web page that was active when you took the note.

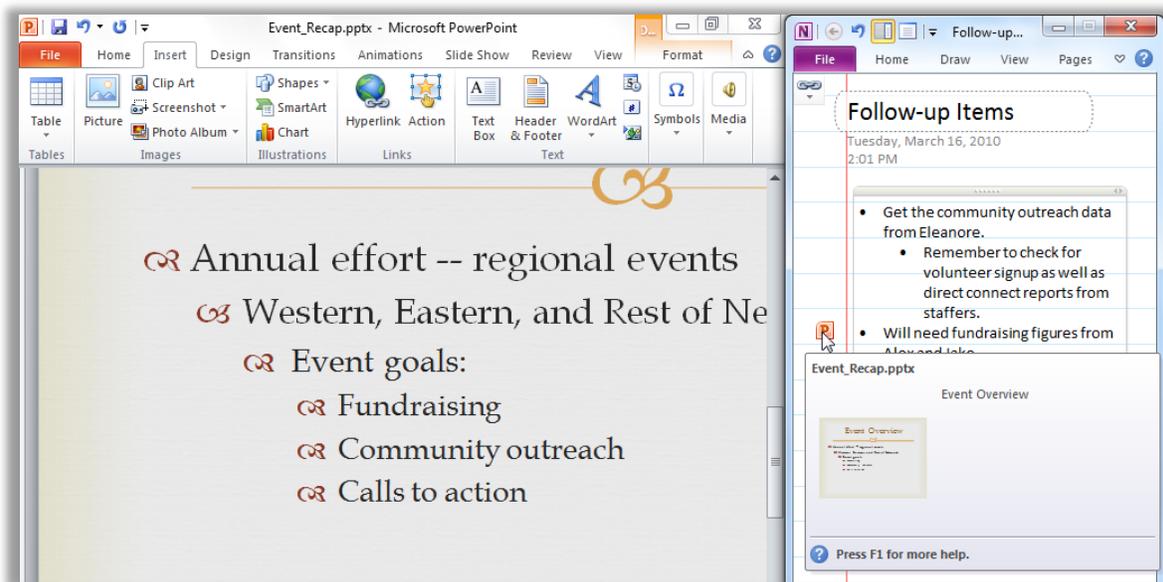


Figure 12: The OneNote Linked Notes feature adds an icon in the margin of each paragraph as you take notes in the OneNote window docked on the side of your screen, indicating the source program and providing a link to your location in the source file.

### Quick Tips:

- You can enable OneNote Linked Notes from the **Review** tab in Word 2010 or PowerPoint 2010, or from the **Tools** menu in Internet Explorer 6 or later.
- Linked Notes is available when working in OneNote 2010 notebooks, and is enabled in Word and PowerPoint for previously saved Microsoft Office 2010 documents or presentations.
- If you need to share Linked Notes with others—such as when sending notes by e-mail—and you don't want to include links, you can quickly remove all links from Linked Notes in the active notebook. To do this, click the **File** tab to open Backstage view, click **Options**, and then click **Advanced**. Under the heading **Linked Notes**, find the option **Remove Links from Linked Notes**.
- Need to take notes while working in other programs? On the **View** tab, click **Dock to Desktop** to keep OneNote 2010 docked on the right side of your screen while you work in any program. Notes automatically begin linking if you're working in a supported file type for Linked Notes as indicated above. But, regardless of the program you're using, you can always keep OneNote easily accessible.

### Quick Filing New!

You're working on a project that has several components—documents, Web pages, graphics files, you name it—and you need an easy way to collect and organize information that you capture in all of those programs. Or, maybe you just bought something online and need to grab a copy of the confirmation page.

Whatever the information you need to save, the new quick filing capability in OneNote 2010 makes it easy to get that content to the right place without extra work. When you take a screen clipping from OneNote 2010, send an Outlook 2010 e-mail message to OneNote, start a linked note-taking session or print a document to the Send to OneNote 2010 virtual printer, you get a dialog box from which to select the exact location in your OneNote notebooks to place that content.

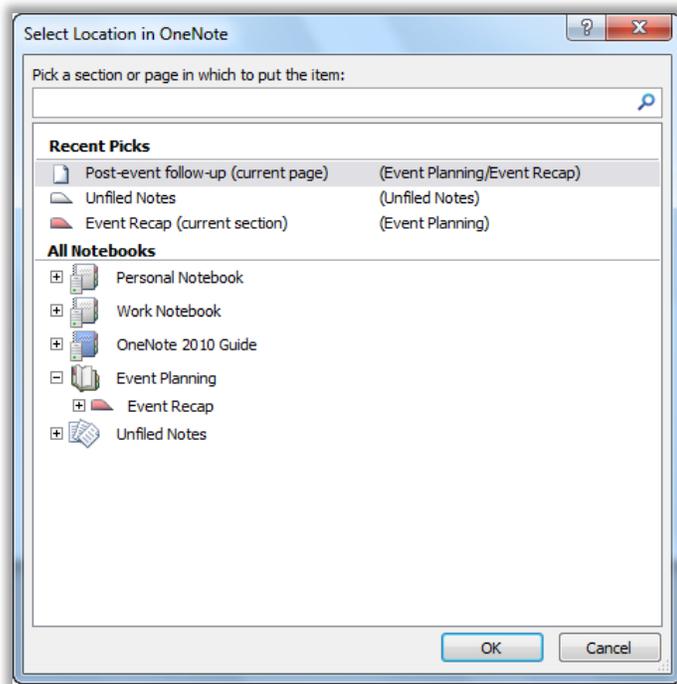


Figure 13: Save time by using quick filing to select a location as you send content to OneNote, take a screen clipping or begin taking Linked Notes.

**Quick Tip:** People using both 32-bit and 64-bit PCs can now use the Send to OneNote printer. OneNote 2010 includes a 64-bit printer driver for the Send to OneNote 2010 virtual printer.

Get easier access to the right tools, at the right time

### Ribbon New!

Locate the commands you need when you want them and where you want them. The customizable Ribbon, new to OneNote 2010, is available in all Office 2010 applications. The Ribbon replaces traditional menus and toolbars to give you a more personalized work experience. It's designed to help you more easily find and use the full range of features that OneNote provides—so that you can get more done in less time.

- Create your own tabs or customize built-in tabs on the Ribbon to personalize the OneNote 2010 experience to your work style.
- The standard tabs that you see on the Ribbon are organized to display commands relevant to a given task, so that you can find what you need more quickly.

- The Ribbon also provides contextual tabs to give you exactly the tools you need, just when you need them. For example, when you click in a table, a Table Tools Layout tab appears to provide all the tools you need for working with that table.

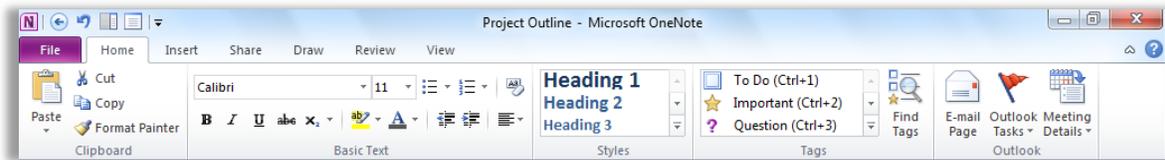


Figure 14: The customizable Ribbon in OneNote 2010 helps you get to the features you need more quickly.

## Microsoft Office Backstage View New!

On the left edge of the Ribbon you see the File tab. Just click that tab for an all-access pass that makes it easier than ever to customize your OneNote 2010 experience.

The new Backstage view replaces the traditional File menu to provide a single location for managing your notebooks as well as sharing, printing, and publishing your notes. For example, when you first open Backstage view, you're on the Info tab shown in Figure 15. From this one location, you can manage settings and properties for all of your open notebooks, share a notebook, and manage notebook syncing.

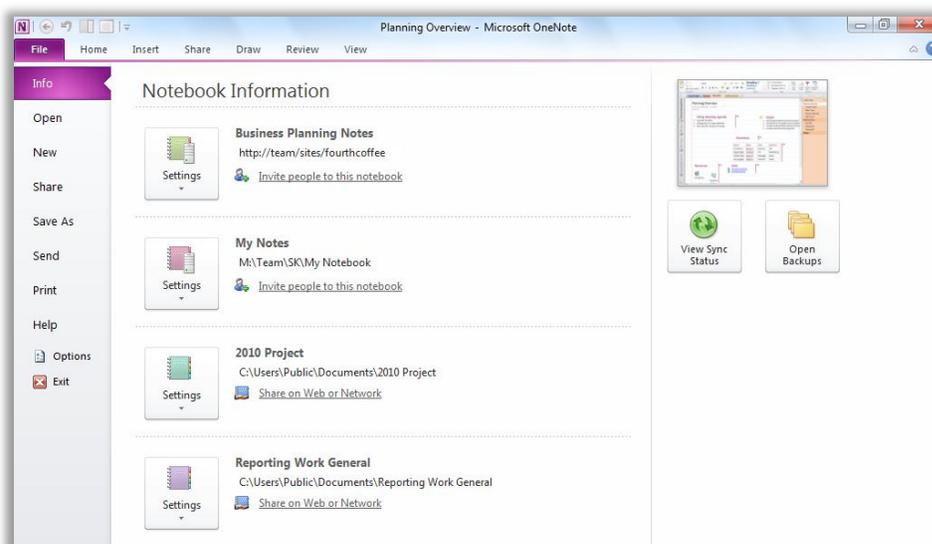


Figure 15: The new Backstage view gives you a single, convenient location for all of your notebook management tasks.

## Translation Tools New and Improved!

OneNote 2010 makes it easier than ever to communicate across multiple languages. Get easy access to translation tools from the Review tab in OneNote 2010. Translated selected text or use the new Mini Translator for on-the-spot translations as you work.

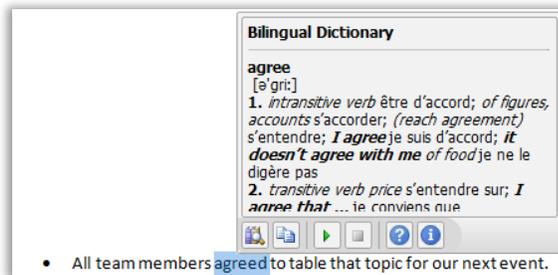


Figure 16: Enable the Mini Translator from the translation options on the Review tab.

**Quick Tip:** English assistance and Windows English text-to-speech playback (along with additional text-to-speech languages for download) are available from the toolbar at the bottom of the Mini Translator, shown in Figure 16.<sup>9</sup>

## Language Tools Improved!

If you're one of the many people who work across multiple languages, you now have more flexibility to work as you choose. Simplify and customize your multilingual experience with separate language settings for editing, Help, display, and ScreenTips.

### Quick Tips:

- If you add a language for which proofing tools or keyboard layout are not installed, you see notification with links to help you easily correct the issue, as shown in Figure 17.
- Access language preferences in the OneNote Options dialog box from the **Review** tab, in the **Language** group, or from Backstage view.
- When you set your language preferences in OneNote 2010, you set them for all applicable Office 2010 programs, including Microsoft Word, Excel®, PowerPoint, Outlook, Publisher, and (excluding ScreenTip settings) Access® and SharePoint® Workspace.

<sup>9</sup> Additional text-to-speech languages are free and available to download from the Microsoft Download Center: <http://www.microsoft.com/download>.

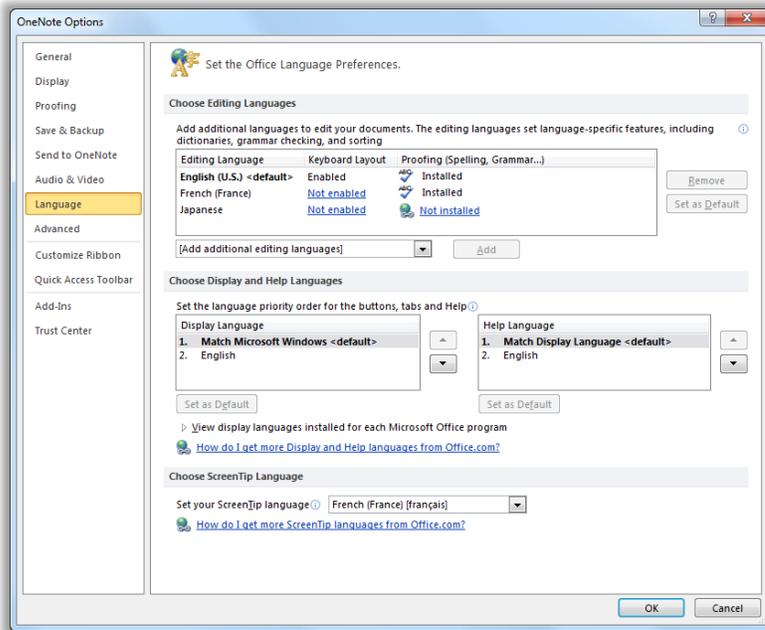


Figure 17: Easily set separate editing, Help, display, and ScreenTip languages.

## Equation Tools New!

Whether you're taking trigonometry this semester or you're a professional engineer, use new equation tools to easily create and display equations in your notes. Select from several pre-created equation types to help you get started—from a basic theorem (such as  $a^2 + b^2 = c^2$ ) to more complex mathematical constructs as shown in Figure 18—or create your own equation from scratch with the rich set of intuitive tools available on the Equation Tools Design tab.

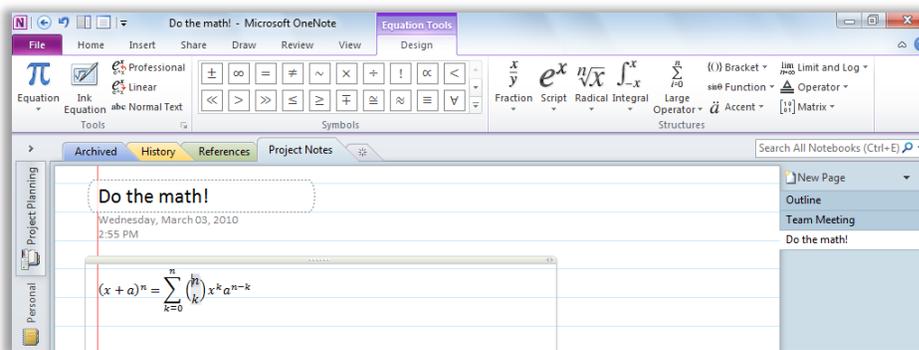
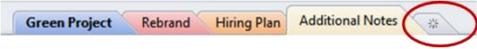


Figure 18: Use a powerful set of equation editing tools to craft whatever math you need.

**Quick Tip:** If your computer runs Windows 7 and you use an ink device, such as a Tablet PC, you can also write math in your notes and convert it to an equation using the **Ink to Math** command on the **Draw** tab.

# Where to Find It

## New to OneNote?

Features and Benefits	Where to Find
Create a notebook	<ul style="list-style-type: none"><li>Click the <b>File</b> tab to open Backstage view and then click <b>New</b>.</li></ul>
Create a section	<ul style="list-style-type: none"><li>Click the <b>Create a New Section</b> icon that appears at the end of the section tab set for the active notebook, as shown here.</li></ul> 
Create a page	<ul style="list-style-type: none"><li>Click the <b>New Page</b> command that appears at the top of the page tabs in the active section or press CTRL+N. Or, use the new in-place new page icon that's new to OneNote 2010.</li></ul> <p><b>Note:</b> The text you add in the title area that appears at the top of the page automatically becomes the page tab name.</p>
Create a subpage	<ul style="list-style-type: none"><li>Just drag the name that appears on the page tab to the right to turn a page into a subpage. OneNote 2010 has two levels of subpages.</li></ul> <p><b>Note:</b> You can also right-click a page tab for the option to promote, demote, or collapse subpages.</p>
Search	<ul style="list-style-type: none"><li>Find the search box to the far right of the section tabs that appear at the top of the note page window. Click the dropdown arrow in the search box to select the search scope (ranging from the current page to all notebooks).</li></ul>
Share a notebook	<ul style="list-style-type: none"><li>Notebooks saved to a shared location are automatically shared with those who have access to the location. You can simultaneously edit shared notebooks with anyone who has access to that notebook.</li><li>To share a notebook that is not currently in a shared location, click the <b>File</b> tab to open Backstage view and then click <b>Share</b>.</li></ul>

Features and Benefits	Where to Find
Rearrange sections or pages	<ul style="list-style-type: none"><li>• Just drag a section tab to move it within the current notebook or drag a page tab to move it within the current section.</li><li>• To rearrange sections or pages outside of the current scope, right-click the section tab or page tab and then click <b>Move or Copy</b>.</li></ul>
Change section color	<ul style="list-style-type: none"><li>• Right-click a section tab for several section-management tools, including <b>Section Color</b>.</li></ul> <p><b>Note:</b> Section and page colors do not print.</p>
Change page color	<ul style="list-style-type: none"><li>• On the <b>View</b> tab, in the <b>Page Setup</b> group, click <b>Page Color</b>.</li></ul>
Add or customize rule lines	<ul style="list-style-type: none"><li>• On the <b>View</b> tab, in the <b>Page Setup</b> group, click <b>Rule Lines</b> to access rule line options.</li></ul>
Add space to a page	<ul style="list-style-type: none"><li>• On the <b>Insert</b> tab, in the <b>Insert</b> group, click <b>Insert Space</b>. When you move your insertion point over the page, you see a line showing where the new space will begin. When the line is positioned where you want the new space to begin, click and then drag to create the desired space.</li></ul> <p><b>Note:</b> When your insertion point is near the right or left edge of the page, you see a vertical line for adding space on the left or right side of the page. Otherwise, when your insertion point is over the page you see a horizontal line for adding space above or below the insertion point.</p>
Create a side note	<ul style="list-style-type: none"><li>• By default, when you click the OneNote icon in the Windows system tray, a new side note opens. Right-click the OneNote icon in the system tray for side note options.</li></ul>
Insert a screen clipping	<ul style="list-style-type: none"><li>• From within OneNote, on the <b>Insert</b> tab, in the <b>Images</b> group, click <b>Screen Clipping</b>.</li><li>• When the OneNote icon appears in the Windows system tray, you can create a OneNote screen clipping from any open window by pressing the Windows key+S.</li></ul>

Features and Benefits	Where to Find
Send content to OneNote	<ul style="list-style-type: none"><li>• To send a copy of content from virtually any application to OneNote, print that content to the Send to OneNote 2010 virtual printer. Just select <b>Send to OneNote 2010</b> as the printer in your application's print interface.</li></ul>
Insert a file printout	<ul style="list-style-type: none"><li>• From within OneNote, on the <b>Insert</b> tab, in the <b>Files</b> group, click <b>File Printout</b>.</li></ul>
Insert a picture	<ul style="list-style-type: none"><li>• From within OneNote, on the <b>Insert</b> tab, in the <b>Images</b> group, click <b>Picture</b>.</li></ul>
Insert audio or video	<ul style="list-style-type: none"><li>• To insert an existing audio or video object on the page, on the <b>Insert</b> tab, in the <b>Files</b> group, click <b>Attach File</b>.</li></ul>
Record audio or video	<ul style="list-style-type: none"><li>• On the <b>Insert</b> tab, in the <b>Recording</b> group, click <b>Record Audio</b> or <b>Record Video</b>.</li></ul>
Use contextual audio or video notes	<ul style="list-style-type: none"><li>• When you record audio or video while taking notes, OneNote adds an icon beside each paragraph that you can click to playback what was being recorded at the time you took the specific note.</li></ul>
Use note tags	<ul style="list-style-type: none"><li>• On the <b>Home</b> tab, in the <b>Tags</b> group, expand the Tags gallery to select a tag or for the option to customize tags. Or, in the <b>Tags</b> group, click <b>Find Tags</b> to search for tags in your notebooks.</li></ul>
Create an Outlook task	<ul style="list-style-type: none"><li>• On the <b>Home</b> tab, in the <b>Outlook</b> group, click <b>Outlook Tasks</b>.</li></ul>
Insert Outlook meeting details	<ul style="list-style-type: none"><li>• On the <b>Home</b> tab, in the <b>Outlook</b> group, click <b>Meeting Details</b>.</li></ul>

## Work together more effectively

	Features and Benefits	Where to Find
<b>Improved!</b>	Shared notebooks	<ul style="list-style-type: none"> <li>To create a shared notebook, on the <b>Share</b> tab of the Ribbon, in the <b>Shared Notebook</b> group, click <b>New Shared Notebook</b>.</li> </ul> <p><b>Note:</b> To share an existing notebook, click the <b>File</b> tab to open Backstage view. Then, click the <b>Share</b> tab for the option to save your notebook to a shared location.</p>
<b>New!</b>	See what's new	<ul style="list-style-type: none"> <li>When you open a shared notebook, newly added content is automatically highlighted along with author initials showing who wrote what.</li> </ul> <p><b>Note:</b> Point to author initials to see the author's full user name and the date and time of the change.</p>
<b>New!</b>	Find by Author	<ul style="list-style-type: none"> <li>On the <b>Share</b> tab, in the <b>Shared Notebook</b> group, use the <b>Hide Authors</b> and <b>Find by Author</b> commands.</li> </ul>
<b>New!</b>	Page versions	<ul style="list-style-type: none"> <li>On the <b>Share</b> tab, in the <b>History</b> group, click <b>Page Versions</b>.</li> </ul>
<b>New!</b>	Notebook Recycle Bin	<ul style="list-style-type: none"> <li>On the <b>Share</b> tab, in the <b>History</b> group, click <b>Notebook Recycle Bin</b>.</li> </ul>
<b>Improved!</b>	IRM protection	<ul style="list-style-type: none"> <li>On the <b>Insert</b> tab, in the <b>Files</b> group, click <b>File Printout</b> and select an IRM protected XPS document.</li> </ul>

## Anywhere access to your work

	Features and Benefits	Where to Find
<b>New!</b>	Access your notebooks on the Web	<ul style="list-style-type: none"> <li>• Visit <a href="http://office.com/web-apps">http://office.com/web-apps</a> for information on how to get started with Office Web Apps</li> </ul>
<b>Improved!</b>	OneNote Mobile 2010	<ul style="list-style-type: none"> <li>• Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps. It will be available concurrently with the final release of Office 2010.</li> </ul>

## Bring your ideas to life

	Features and Benefits	Where to Find
<b>Improved!</b>	Page tabs	<ul style="list-style-type: none"> <li>• By default, find page tabs on the right of the screen, below the Search box.</li> </ul>
<b>Improved!</b>	Notebook navigation bar	<ul style="list-style-type: none"> <li>• Find the notebook navigation bar on the left of the screen, below the Ribbon.</li> </ul>
<b>Improved!</b>	Search navigation	<ul style="list-style-type: none"> <li>• In the <b>Search</b> box (found on the right of the screen below the Ribbon), begin to type a search term. An expanded search navigation pane appears as you type, displaying results in your recent locations, text in titles, and text in body.</li> </ul>
<b>New!</b>	Wiki linking	<ul style="list-style-type: none"> <li>• On the <b>Insert</b> tab, in the <b>Links</b> group, click <b>Link</b>.</li> </ul> <p><b>Note:</b> To quickly create a wiki link on a OneNote 2010 page, type the name of the OneNote location to which you want to link surrounded by double brackets (i.e., [[name]]). The text automatically converts to a link when the page, section, or notebook name is recognized.</p>

	Features and Benefits	Where to Find
<b>New!</b>	Apply styles to your text	<ul style="list-style-type: none"><li>Find the <b>Styles</b> group on the <b>Home</b> tab.</li><li>Or, use familiar keyboard shortcut keys including CTRL+ALT+1,2,3 to apply Heading styles and CTRL+SHIFT+N to apply Normal style.</li></ul>
<b>New!</b>	Format Painter	<ul style="list-style-type: none"><li>On the <b>Home</b> tab, in the <b>Clipboard</b> group, click <b>Format Painter</b>.</li></ul> <p><b>Note:</b> To paste the same formatting to multiple locations without reselecting <b>Format Painter</b>, double-click the <b>Format Painter</b> command.</p>
<b>New!</b>	Dock to Desktop	<ul style="list-style-type: none"><li>On the <b>View</b> tab, in the <b>Views</b> group, click <b>Dock to Desktop</b>.</li></ul>
<b>New!</b>	Linked Notes	<ul style="list-style-type: none"><li>On the <b>Review</b> tab, in the <b>Notes</b> group, click <b>Linked Notes</b>.</li><li>Then, open a saved Word 2010 document, PowerPoint 2010 presentation, or a Web page in Internet Explorer 6 or later, and take notes as you work.</li></ul> <p><b>Note:</b> An icon representing the application you're working in appears beside your OneNote notes. Click that icon to open the source document.</p>
<b>New!</b>	Quick filing	<ul style="list-style-type: none"><li>When you begin a linked note-taking session, create a screen clipping from within OneNote, send an e-mail message from Outlook 2010 to OneNote, or print content from another program to the Send to OneNote 2010 virtual printer, the <b>Select Location in OneNote</b> dialog box opens in OneNote so that you can specify where to place your printout.</li></ul>

	Features and Benefits	Where to Find
<b>New!</b>	Ribbon	<ul style="list-style-type: none"> <li>The Ribbon replaces the menus and toolbars found at the top of the screen.</li> <li>To customize the Ribbon, in Backstage view, click <b>Options</b> and then click <b>Customize Ribbon</b>.</li> </ul>
<b>New!</b>	Backstage view	<ul style="list-style-type: none"> <li>Click the <b>File</b> tab on the Ribbon to open Backstage view.</li> </ul>
<b>Improved!</b>	Language tools	<ul style="list-style-type: none"> <li>On the <b>Review</b> tab, in the <b>Language</b> group, click <b>Language</b> and then click <b>Language Preferences</b>.</li> </ul> <p><b>Note:</b> Changing these settings from any application changes them for all applicable Office 2010 applications.</p>
<b>New and Improved!</b>	Translation tools	<ul style="list-style-type: none"> <li>On the <b>Review</b> tab, in the <b>Language</b> group, click <b>Translate</b>.</li> </ul>
<b>New!</b>	Math equation support	<ul style="list-style-type: none"> <li>On the <b>Insert</b> tab, in the <b>Symbols</b> group, click <b>Equation</b>.</li> </ul> <p><b>Note:</b> You can also convert ink to a math equation and then use the same rich equation tools for editing. On the <b>Draw</b> tab, in the <b>Convert</b> group, click <b>Ink to Math</b>.</p>

# Version Comparison

Feature\Benefit Included     Improved     New

## Work together more effectively

Redefine working together

	2003	2007	2010
<p><b>Shared notebooks</b></p> <p>Working with others in a shared notebook is now even easier and more flexible with automatic highlighting of unread changes, related features such as Find by Author, and more. Additionally, when you store your shared notebook online, you can simultaneously edit that notebook with others using both OneNote 2010 and OneNote Web App.</p>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Automatic highlighting of changes</b></p> <p>Content added since you last opened a shared notebook is automatically highlighted along with author initials to show who wrote what.</p>			<input checked="" type="checkbox"/>
<p><b>Find by author</b></p> <p>Instantly see who added new information in a shared notebook.</p>			<input checked="" type="checkbox"/>
<p><b>Page Versions</b></p> <p>Access previous versions of pages in your shared notebooks.</p>			<input checked="" type="checkbox"/>

2003                      2007                      2010

---

### Notebook Recycle Bin

Review and restore previously deleted pages.

---

### IRM protection

Insert IRM protected XPS documents as printouts in your notebook to ensure that only the right people view sensitive information. In OneNote 2007, IRM protected XPS documents could be inserted as embedded objects.

■

## Anywhere access to your work

Work when and where you choose

2003                      2007                      2010

---

### OneNote Web App

View and do lightweight editing of OneNote notebooks from virtually any computer with a Web browser. Simultaneously edit notebooks with other people who are using either OneNote Web App or OneNote 2010.

## Bring your ideas to life

Find and organize your information

	2003	2007	2010
<b>Notebook navigation bar</b>			
Improved navigation gives you instant access to all of your open notebooks or all sections in your active notebook.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sections</b>			
Copy sections between your notebooks and merge sections together for easier notebook management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Page tabs</b>			
Create multi-level subpages, collapse subpages, and even drag and drop to create subpages. Additionally, a floating New Page icon enables you to create a new page exactly where you want it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Search navigation</b>			
Get to your information faster with search results as you type, prioritized based on your past choices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Wiki linking</b>			
Generate links to OneNote content so everyone using the same notebook is automatically pointed to the right place.			<input checked="" type="checkbox"/>

	2003	2007	2010
<b>Styles</b>			
Apply text styles to easily help structure and organize your thoughts.			<input checked="" type="checkbox"/>
<b>Format Painter</b>			
Quickly copy the formatting of selected text to easily apply the same formatting elsewhere in your notebooks.			<input checked="" type="checkbox"/>
<b>Lists</b>			
When you start a bulleted or numbered list, the first level of bullets is now automatically indented.	<input checked="" type="checkbox"/>	■	■
Capture and file information with ease			

	2003	2007	2010
<b>Linked Notes</b>			
Take notes while working in a Word 2010 document, a PowerPoint 2010 presentation, or in Internet Explorer 6 or later, and notes link automatically to the active location in the source file.			<input checked="" type="checkbox"/>
<b>Dock to Desktop</b>			
Dock OneNote to your desktop to easily take notes while working in other applications.			<input checked="" type="checkbox"/>

**2003                      2007                      2010**

**Quick Filing**

Pick a location in your notebook to place your notes as you insert them from multiple sources, including documents, Web pages and e-mail messages, and when using Linked Notes.

Get easier access to the right tools, at the right time

**2003                      2007                      2010**

**Ribbon**

The Ribbon is designed to help you find the features you need fast. You can also customize the Ribbon to meet your personal work style.

**Backstage View**

Backstage view replaces the traditional File menu to let you share, print, and publish your notes with just a few clicks.

**Translation tools**

Use on-demand translation and a Mini Translator to easily work across languages.                                            

**Language tools**

Access a single dialog box in OneNote 2010 to set preferences for editing, display, ScreenTip, and Help languages.                                            

**Math equation support**

Create and display math equations in your notes, using a rich set of equation editing tools.

## FAQ

### About Microsoft OneNote 2010

1. [What is OneNote 2010?](#)
2. [How can I use OneNote 2010?](#)
3. [What are some of the major updates to OneNote 2010 from earlier versions?](#)
4. [Where can I get more information about OneNote 2010?](#)

### OneNote 2010 System Requirements & Compatibility

1. [Are there special system requirements for running OneNote 2010?](#)
2. [Can I open previous versions of Microsoft OneNote notebooks in OneNote 2010?](#)
3. [Can I open OneNote 2010 notebooks using previous versions of Microsoft OneNote?](#)
4. [Do I need other products in order to use OneNote 2010 features?](#)
5. [Which browsers are supported for the new OneNote Web App?](#)

### Using OneNote 2010

1. [Are there free OneNote 2010 resources and training available from Microsoft?](#)
2. [Can I customize OneNote 2010 based on how I use the product?](#)
3. [Can I access my notebooks when I am away from my primary computer?](#)
4. [How do I access OneNote 2010 notebooks from a Web browser?](#)
5. [What can I do with my OneNote 2010 notebooks in OneNote Web App?](#)
6. [What can I do with my OneNote 2010 notebooks in OneNote Mobile 2010?](#)

### Buying OneNote 2010

1. [Which editions of Microsoft Office 2010 will include OneNote 2010?](#)
2. [Will OneNote 2010 be available for standalone purchase?](#)
3. [Can I try OneNote 2010 before I buy it?](#)
4. [Is there a Macintosh version of OneNote 2010?](#)
5. [Is there a cost for using OneNote Web App?](#)
6. [When will Office Mobile 2010 be available and how do I get it?](#)

### OneNote 2010 Shared Notebooks

1. [What is a shared notebook?](#)
2. [Do I need to be on the same computer network with other editors to share notebooks in OneNote 2010?](#)
3. [Which Office 2010 applications enable co-authoring?](#)

## About Microsoft OneNote 2010

### 1. What is OneNote 2010?

OneNote 2010 is your go-to source for brainstorming, organizing, and storing all of your thoughts and ideas. A powerful, flexible digital notebook, OneNote 2010 automatically saves the information you add to your notebooks—typed, written, audio, video, and images—and gives you powerful, intuitive tools for accessing exactly the content you need when you need it. Additionally, OneNote 2010 helps you collaborate and brainstorm more easily with others by giving you the power to simultaneously edit shared notebooks with others virtually anywhere and anytime.

### 2. How can I use OneNote 2010?

Use OneNote 2010 to store and manage all of the information you need to access easily. Whether you're simply taking notes in a meeting or planning a major project, lose the legal pad and take advantage of tools that turn your notebook into a digital resource center. For example, take notes while working on a document and your notes automatically link to the relevant portion of the document; search keywords across all of your notebooks and access them immediately, whether they appear in text, pictures, audio, or video. You can also use OneNote 2010 to work more easily with other people than you might imagine, by seamlessly editing the same notebook at the same time as others who are working on their computers or on the Web.

### 3. What are some of the major updates to OneNote 2010 from earlier versions?

[Explore some of the top reasons to upgrade to OneNote 2010.](#)

### 4. Where can I get more information about OneNote 2010?

A good place to start for more information about OneNote 2010 is the OneNote Guide notebook that is automatically available when you open OneNote 2010. Additionally, you can learn more through a variety of online resources including blogs from members of the OneNote 2010 product team and the OneNote Community. For example, explore [Nota Bene: The OneNote Blog](#), [Daniel Escapa's OneNote Blog](#), and the [I ♥ OneNote Community](#).



## OneNote 2010 System Requirements & Compatibility

### 1. Are there special system requirements for running OneNote 2010?

Office 2010 was built to maximize performance across the hardware you already own, while also positioning you for future hardware innovations such as 64-bit chips, advanced graphics cards, multi-core processors and alternative form factor devices.

Following are minimum system requirements for Microsoft Office Professional Plus 2010:

<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, Outlook with Business Contact Manager, and certain advanced functionality.
<b>Hard disk</b>	3.0 GB available disk space
<b>Display</b>	1024x768 or higher resolution monitor
<b>Operating system</b>	Windows XP with Service Pack (SP) 3 (32-bit operating system (OS) only) or Windows Vista® with SP1, Windows 7, Windows Server® 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32- or 64-bit OS.
<b>Graphics</b>	Graphics hardware acceleration requires a DirectX® 9.0c graphics card with 64 MB or more video memory.
<b>Additional Notes</b>	<ul style="list-style-type: none"><li>• Certain advanced functionality requires connectivity to Microsoft Exchange Server 2010, Microsoft SharePoint Server 2010, Microsoft Office Communications Server 2007 R2, and/or Microsoft SharePoint Foundation 2010.</li><li>• Certain features require Windows Search 4.0.</li><li>• Internet functionality requires an Internet connection.</li><li>• Certain online functionality requires a Windows Live ID.</li><li>• Certain features require Internet Explorer (IE) 6 or later, 32-bit browser only.</li><li>• Viewing a PowerPoint presentation broadcast requires one of the following browsers: Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, or Firefox 3.5 or later for Windows, Mac or Linux.</li><li>• Certain OneNote features require Windows Desktop Search 3.0, Windows Media® Player 9, Microsoft ActiveSync® 4.1, microphone, audio output device, video recording device, TWAIN-compatible digital camera, or scanner. Send to OneNote Print Driver and Integration with Business Connectivity Services require Microsoft .NET Framework 3.5 and/or Windows XPS features.</li><li>• Product functionality and graphics may vary based on your system configuration. Some features may require additional or advanced hardware or server connectivity; visit <a href="http://www.office.com/products">http://www.office.com/products</a>.</li></ul>

To obtain system requirements for all Microsoft Office 2010 suites and standalone applications, visit [Office.com](http://Office.com).

## **2. Can I open previous versions of OneNote notebooks in OneNote 2010?**

Yes, you can open notebooks created with OneNote 2003 or OneNote 2007 in OneNote 2010. When you open a notebook that was created using OneNote 2003, a prompt appears at the top of the page to upgrade the notebook to OneNote 2010 format before the notebook can be edited.

## **3. Can I open OneNote 2010 notebooks using previous versions of OneNote?**

To open OneNote 2010 sections or pages in OneNote 2007, save the file as a OneNote 2007 section. To do this, click the **File** menu to open Backstage view. Click **Save As** and then click either **Page** or **Section** to see the option to save as a OneNote 2007 section.

## **4. Do I need other products in order to use OneNote 2010 features?**

None of the features for creating and editing notebooks in OneNote 2010 require other products. However, some features do work with other Office 2010 applications and additional requirements exist for extending the capabilities of shared notebooks beyond your computer network:

- To simultaneously edit a shared notebook with others who are using OneNote Web App, either SharePoint Foundation 2010 (for business) or a free Windows Live ID (for personal use) is required.
- The Linked Notes feature is available for use with Word 2010, PowerPoint 2010, or Internet Explorer.
- The Send to OneNote feature is available in any program on your computer from which you can print.
- The capabilities to e-mail a note page, flag a note as a task for follow-up, and insert meeting details into your notes are designed for use with Outlook 2010.

## **5. Which browsers are supported for the new OneNote Web App?**

Supported browsers include Windows Internet Explorer 7 or later for Windows, Safari 4 or later for Mac, and Firefox 3.5 or later for Windows, Mac, or Linux.

## Using OneNote 2010

### 1. Are there free OneNote 2010 resources and training available from Microsoft?

You can access numerous free, self-help resources on [Office.com](http://Office.com). Resources range from how-to training and demos to obtaining answers from your peers and independent experts—such as the [Microsoft Most Valuable Professionals](#)—in the Microsoft Office communities.

### 2. Can I customize OneNote 2010 based on how I use the product?

You can customize many aspects of OneNote 2010, including the following:

- **Set your preferences for a wide range of notebook and program behavior, ranging from how proofing and AutoCorrect features behave, to how notebook pages and the OneNote window appear, how save and backup is managed, and audio and video default settings.** Find all of these settings and many more in the OneNote Options dialog box. To do this, click the **File** tab to open Backstage view and then click **Options**.
- **Customize and create your own templates and tags.** You can apply, customize, or save your own page templates and customize or create your own tags. To access available page templates or save your customized page as a template, click the arrow beside the **New Page** button and then click **Page Templates**. To customize tags, on the **Home** tab, in the **Tags** group, expand the Tags gallery and then click **Customize Tags**.
- **Customize tabs on the Ribbon or create your own tabs.** Click the **File** tab to open Backstage view. Click **Options** and then click **Customize Ribbon**.
- **Add the commands you use frequently to the Quick Access Toolbar.** Right-click a command on the Ribbon and then click **Add to Quick Access Toolbar**.
- **Set separate language settings for editing, Help, display and ScreenTips.** On the **Review** tab, in the **Language** group, click **Language** and then click **Language Preferences**.
- **Set a default language for translation.** On the **Review** tab, in the **Language** group, click **Translate** and then click **Choose Translation Language**.

### 3. Can I access my notebooks when I am away from my primary computer?

Using the new OneNote Web App, you can save your notebooks online and then access, view, search, edit, and share them from virtually any computer with an Internet connection.



Additionally, using OneNote Mobile 2010, you can access and edit your notebooks from your Windows phone.<sup>10</sup>

#### **4. How do I access OneNote 2010 notebooks from a Web browser?**

Save your notebooks to a SharePoint 2010 site or Windows Live SkyDrive and then view and edit them using OneNote Web App.<sup>11</sup>

#### **5. What can I do with my OneNote 2010 notebooks in OneNote Web App?**

View your OneNote 2010 notebooks with high-fidelity, copy notebook content, and see who authored notebook content. Use many of the same formatting, editing, and file management features you use every day in OneNote 2010, including automatic spell check, AutoCorrect, tags, font and paragraph formatting, styles, the ability to insert tables and pictures, and access to previous page versions. You can also simultaneously edit a shared notebook with others using OneNote Web App and OneNote 2010.

#### **6. What can I do with my OneNote 2010 notebooks in OneNote Mobile 2010?**

OneNote Mobile 2010 provides an enhanced mobile version of OneNote specifically suited to your Windows phone. View, search, and do lightweight editing of your OneNote 2010 notebooks on the go.

## Buying OneNote 2010

#### **1. Which editions of Microsoft Office 2010 will include OneNote 2010?**

OneNote 2010 2010 is available for purchase as part of all Office 2010 suites. To view a suite comparison for Microsoft Office 2010 so you can determine which suite is right for you, visit [Office.com](http://Office.com).

#### **2. Will OneNote 2010 be available for standalone purchase?**

Yes.

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<sup>10</sup> Office Web Apps require either SharePoint Foundation 2010 or a free Windows Live account. Office Mobile 2010 will be available current with the release of Office 2010 and is not included in Office 2010 products or suites.

<sup>11</sup> OneNote Web App via Windows Live will become available in the second half of calendar year 2010.



### **3. Can I try OneNote 2010 before I buy it?**

Yes. Following general availability of Office 2010, you will be able to obtain a trial version. Visit [Office.com](http://Office.com) for more information.

### **4. Is there a Macintosh version of OneNote 2010?**

There is not a Mac version of OneNote 2010. However, you can find Notebook Layout View in Word for Mac 2008, which contains many features that are similar to OneNote, including the ability format and edit notes, create sections, and record audio notes in context while typing written notes.

### **5. Is there a cost for using OneNote Web App?**

Office Web Apps are available in two ways:

- Businesses that have a volume license agreement for Office 2010 have access to install Office Web Apps on SharePoint 2010 in their organization.
- Individuals can access Office Web Apps on Windows Live, using a free Windows Live ID.

### **6. When will Office Mobile 2010 be available and how do I get it?**

Office Mobile 2010<sup>12</sup> will be available concurrent with the release of Office 2010 and will be shipped with most smartphones running Windows Mobile 6.5 or later.

## OneNote 2010 Shared Notebooks

### **1. What is a shared notebook?**

A shared notebook is a notebook that you store in a shared location (such as on a network drive or on a SharePoint or a Windows Live SkyDrive site), which can be edited simultaneously by multiple people.

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<sup>12</sup> Office Mobile 2010 includes OneNote Mobile 2010, Word Mobile 2010, PowerPoint Mobile 2010, Excel Mobile 2010, Outlook Mobile 2010, and SharePoint Workspace Mobile 2010.



## **2. Do I need to be on the same computer network with other editors to share notebooks in OneNote 2010?**

When you save your OneNote 2010 notebook to a SharePoint 2010 site or to Windows Live SkyDrive, you can share the notebook with people outside of your computer network who use OneNote 2010 or OneNote Web App.<sup>13</sup>

## **3. Which Office 2010 applications enable co-authoring?**

Co-authoring (the ability to simultaneously edit the same file) is available in Word 2010, PowerPoint 2010, and OneNote 2010. This functionality is also available in OneNote Web App and Excel Web App.

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<sup>13</sup> The ability to simultaneously edit OneNote notebooks that are stored in a Windows Live SkyDrive folder will become available in the second half of calendar year 2010.



## Requirements\Disclosures

### Office Mobile 2010

- Office Mobile 2010 is not included in Office 2010 applications, suites, or Web Apps.
- Office Mobile 2010 will be released on Windows phones (Windows Mobile 6.5 or above) by the general availability of Office 2010.

### Office Web Apps

Office Web Apps are online companions to Microsoft Office and require the following:

- **For businesses and institutions:** Office Web Apps require SharePoint Foundation 2010.
- **For personal use:** Office Web Apps require a free Windows Live ID. OneNote Web App and editing via Word Web App will become available on Windows Live in the second half of calendar year 2010.
- Supported browsers for Office Web Apps include Windows Internet Explorer 7 or later for Windows, Safari 4 or later for Mac and Firefox 3.5 or later for Windows, Mac, or Linux.
- Supported mobile viewers for Word, Excel, and PowerPoint Web Apps on SharePoint 2010 include Internet Explorer on Windows Mobile 5 or later, Safari 4 on iPhone 3G or 3GS, BlackBerry 4.x and later, Nokia S60, NetFront 3.4, 3.5 and later, Opera Mobile 8.65 and later, and Openwave 6.2, 7.0 and later.

### Links provided in this product guide

Some links provided in this guide will not be available until after the general availability of Microsoft Office 2010.



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