# Top 10 reasons to try OneNote 2010

1 **Work seamlessly across applications.**
Dock Microsoft® OneNote® 2010 on the side of your screen to have it constantly available for note-taking or references. When you take notes while researching on the Web using Windows Internet Explorer, reviewing a document in Microsoft Word 2010, or creating a Microsoft PowerPoint® 2010 slide, the new Linked Notes feature enables you to jump right to the source of your information with just a click.
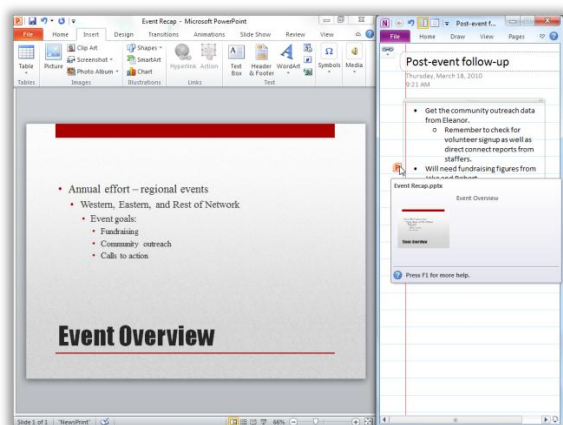
**2** **Discover new ways to organize your information.**
An improved notebook navigation bar offers the tools you need to easily organize and jump between your notebooks. You can also better visualize and expand page groups to improve note structure and placement. Additionally, new section tools make it easy to access or copy notebook sections, or to merge one section into another.

3 **Quickly file information into the right places.**
OneNote 2010 helps save you time by eliminating the need to regroup information after the fact. With quick filing, you can easily insert content into a specified notebook location from multiple sources, such as documents, Web pages, and e-mail messages.

4 **Stay on top of changes to group projects.**
When you work with multiple users on a shared notebook, automatic highlighting in OneNote 2010 provides you with a distinct view of changes since you last opened the notebook. Additionally, the new page versions feature provides a version history by date and author. If someone changes content inadvertently, just click to restore a previous version of the page. As with all of your shared notebook edits, changes sync automatically when you are online.
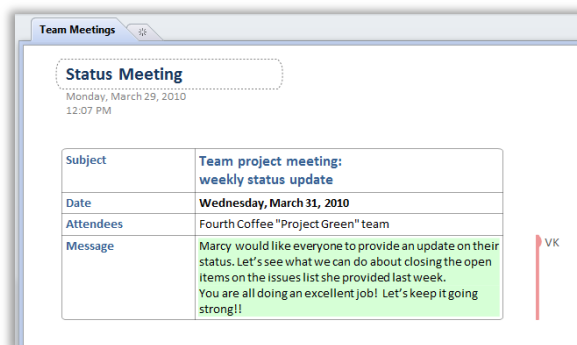
**5** **Gain instant access to your information.**
Improved search in OneNote 2010 shows you search results as you type. In addition, a new ranking system learns from past choices, prioritizing notes, pages, page titles, and recent picks, so you can get to your information faster and more easily.

Microsoft® Office 2010
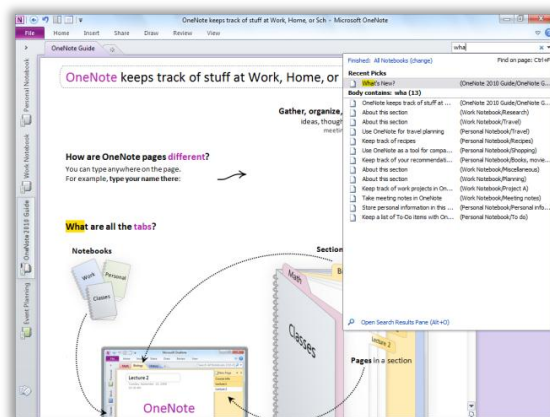
6 **Access your notebooks from virtually anywhere.**
It's easy to take your notebook everywhere when you can edit and review your notes from the Web or a Windows® phone. With OneNote 2010, you can access, edit, share, and manage your notes across multiple locations and devices.[1]

- **Microsoft OneNote Web App.** Extend your Office 2010 experience to the Web and enjoy high-quality viewing and editing of your notes. Store your notes online and edit your work through a Web browser when you're away from your office, home, or school.[2] When editing shared notebooks online, you can even view changes by author and manage page versions.
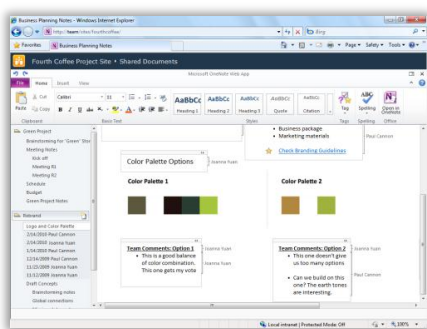

- **Microsoft OneNote Mobile 2010.** Stay up to the minute and take immediate action when necessary by using the mobile version of OneNote 2010 specifically suited to your Windows phone.[3]

7 **Easily reference pages and sections within a notebook.**
With wiki linking, you can easily reference and browse through related content such as note pages, sections, and section groups within a notebook. Create wiki links to new content so everyone using the same notebook is automatically pointed to the right place.

8 **Quickly apply styles to your text.**
New text styles give you more formatting options to structure and organize your thoughts. Save time by using the same shortcut keys found in Word 2010 for basic styling of text. Or, use the Format Painter, newly available in OneNote, to copy formatting between paragraphs.
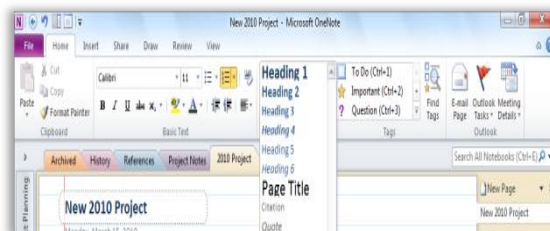

9 **Accomplish more with an enhanced user experience.**
OneNote 2010 simplifies how you access features. The new Microsoft Office Backstage™ view replaces the traditional File menu to let you share, print, and publish your notes with just a few clicks. New to OneNote 2010, the improved Ribbon lets you get to your favorite commands quickly and customize tabs or create your own to personalize the experience to your work style.

10 **Transcend communication barriers.**
Work and communicate more easily across different languages.[4] Hover over a word for instant translation or translate selected text in just a couple of clicks. You can also select separate language settings for editing, Help, display, and ScreenTips in OneNote 2010.

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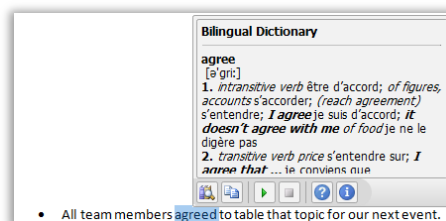
[1] Web and Windows phone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer, Firefox, or Safari browser and either Microsoft SharePoint® Foundation 2010 or a Windows Live™ ID. Mobile functionality requires 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.

[2] Requires SharePoint Foundation 2010 or a Windows Live ID.

[3] OneNote Mobile 2010 is not included in the Office 2010 applications or suites.

[4] Translation features are free and do not require any add-ins. The bilingual dictionary comes by default in the box (no download), and the language and availability depends on the SKU version of your Office 2010 application. Internet service is required for Machine Translation and languages vary by provider; this will be determined automatically depending on your selection.