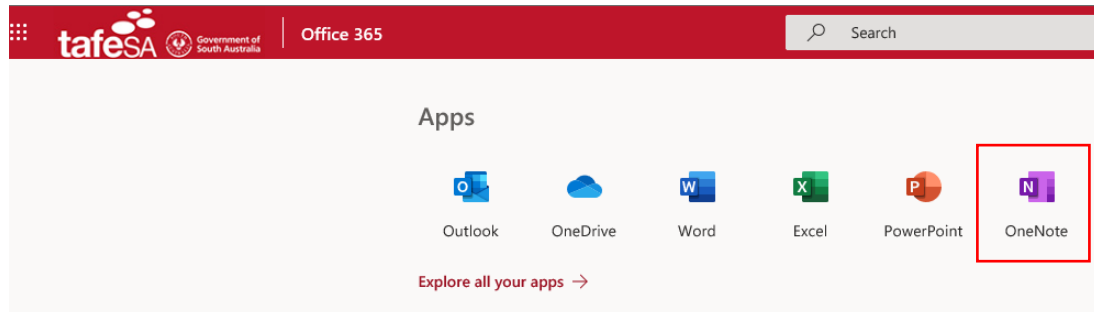


OneNote Office365 App

Study Guide



<https://portal.tafesa.edu.au/>

OneNote App requires no download, and is available via the **Office365** suite within the TAFE SA Portal. It lets you save, store and edit within a web browser. Ideal for note taking, brainstorming, project outlines, information gathering and multi-user collaboration. You choose who you wish to invite to share and collaborate.

File sharing is easy.

Any file you save to OneNote will be available for viewing and editing on any PC or personal device that you access the internet. This means that you can start working on your computer at TAFE or the office, and finish on your home computer.

Create a new OneNote notebook

Once signed in, you're greeted with



Click on **+Notebook - Create New Notebook**

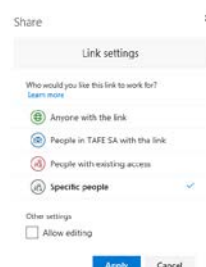
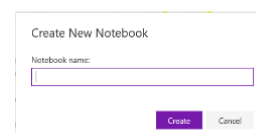
How to Share

Simply **File-Share-Share with People**

Specify sharing option **Specific people** Check **Allow editing** box – **Apply** then type in email addresses and add a message, then send link...

TIP: How to see who you're sharing with and edit rights...

File-Share-Share with people- click on 3 dots for more options **Manage Access**



Inserting images is easy

Insert –Picture

You can also insert **Stickers & Emojis** 😊

You can right click & **Save As** to download each picture as a JPEG

Inserting files from **MS Word or MS Excel** is just as easy...**Insert – File Attachment.**

You can extract or copy TEXT from an Image using OCR ability...

OneNote supports **Optical Character Recognition** (OCR), a tool that lets you copy text from a picture or file printout and paste it in your notes so you can make changes to the words. It's a great way to do things like copy info from a business card or a meme

Insert-Picture

Right-click the picture and click **Copy Text from Picture.**

Click where you'd like to paste the copied text, and then press **Ctrl+V.**

TIP: Depending on the complexity, legibility, and the amount of text shown in the picture you've inserted, this command may not be immediately available on the menu that appears when you right-click the picture. If OneNote is still reading and converting the text in the image, wait a few moments and then try again.

Save your notes

OneNote Online doesn't have a Save button. That's because you never have to save your work in OneNote.

As you work in your notebooks, OneNote Online automatically saves everything for you — no matter how small or large the changes.

Accidentally deleted stuff, but can't find an undo?

OneNote app doesn't have an undo option - so you use **Ctrl+Z** – removes the last thing added or replaces the last thing deleted .

More information

<https://support.office.com/en-au/onenote>

Search various tutorials via YouTube