

# Microsoft OneNote 2010 from the Keyboard



**Karen McCall, M.Ed.**

## Copyright

Microsoft OneNote 2007 from the Keyboard, written by Karen McCall, M.Ed.  
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## **Author's Note**

This book is based on the work and experience of Karen McCall. This book was written as a best practices guide for working with Microsoft OneNote 2007 based documents if you are using a keyboard rather than a mouse. These are the techniques that have worked or not worked for me and I decided to share them with others who are working with OneNote.

## **Dedication**

This book is dedicated to Joyce Malombe, Aimee and Greg Todd ...and to my "live in" friends Barnaby Edmund and Olivia Zane...who all keep me focused and somewhat sane.



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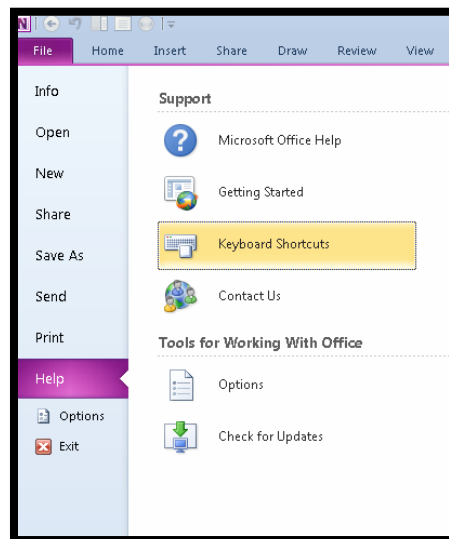
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# Introduction

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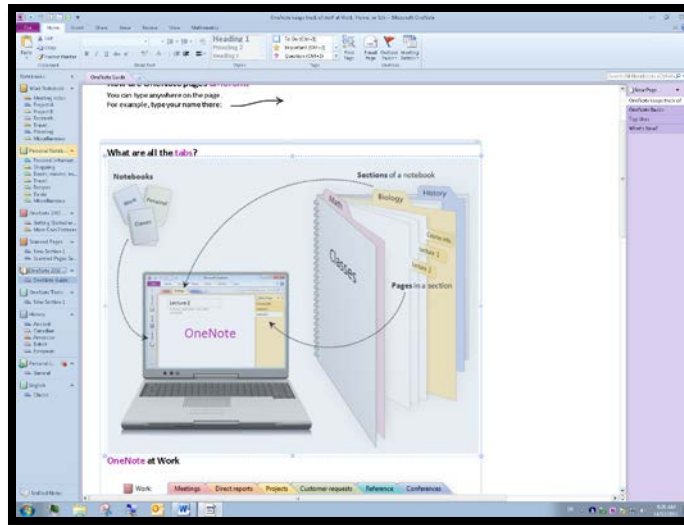
Microsoft OneNote is a tool that you can use with a slate or convertible tablet or with a tablet mouse on a desktop or laptop computer. You can also use it with a keyboard. It lets you enter information using handwriting or the keyboard into what can be called a highly organized free form digital binder.

There are several built-in accessibility features to OneNote. The most impressive is that keyboard commands are an item on the Help menu in OneNote and can be found in the Help section of the File/Backstage area.



**Figure 1 Keyboard commands from the File/Backstage Help area of OneNote 2010.**

The other helpful thing about OneNote is that the first time you launch the application you'll find a "how to use OneNote notebook. You can read and review it anytime you want or need to.



**Figure 2 OneNote 2010 how to notebook.**

For students who use screen magnification, lectures can be recorded, annotations can be inserted using either your handwriting or the keyboard and drawings can be added to the notes.

Both MAGic from Freedom Scientific and ZoomText from AiSquared have problems when entering information using a digital pen. Both companies are aware of the problem but to date OneNote is not a priority for support. It is the same with screen readers, although Microsoft has built in the hooks for the adaptive technology there is no support for this application. Whatever works is inherent in the design of OneNote and not the adaptive technology.

Magnifier works well if you need magnification support. Magnifier is a tool available in the Windows operating system. There is a tip to using this tool on a Windows Vista or Windows XP system. Launch Magnifier first and change its docking position so that it sits at the top of your screen. Then turn on the Input Panel. This will let you view the magnified Input Panel without having your arm or hand get in the way. It will also let the Input Panel expand as you write in it in a more natural manner. Once the Input Panel is launched, you can launch the applications you want to use. It will take a bit of practice to use the Magnifier tool with handwriting or the on-screen keyboard as your view will move with the flow of your handwriting and movements across the on-screen keyboard. It is quite usable though and another tool you can choose from.

In Windows 7 if you choose an Aero Theme you will be able to take advantage of the full screen or lens views of screen magnification. This does not work with current versions of adaptive technology as the Aero Themes use a newer model of accessibility.

To activate Magnifier on a Windows Vista or Windows 7 system, press the Windows key to open the Start Menu and type "Magnifier" without the quotes. Once it is shown in the list of found items, press Enter on it to launch it.



Another tip for using magnifier on a tablet computer with the digital ink tool is to dock the Input Panel at the top of your screen. This alleviates a lot of the cognitive disconnect between the areas you are working on. Docking the Input Panel at the top of the screen also gives you more flexibility in entering information in one larger piece rather than smaller pieces of sentences and thoughts.

OneNote uses the built-in microphone on the slate, or traditional laptop for recording. If you are in a classroom environment, you will want to look at investing in something like the [Sony ECM F03 flat boundary effects microphone](#)<sup>1</sup>. You will also need to sit close to the speaker so that the audio can be picked up. Some of the newer lecture halls like the ones at Northcentral Technical College in Wausau Wisconsin have built-in connections to the lecture sound system which means you don't need a microphone, just the cables to connect your computer to the sound system.

OneNote can be used as a stand-alone application on your computer. OneNote comes with the Microsoft Office Home/Student version and all other versions of Microsoft Office. Many people have OneNote and don't know they do or don't know what it is.

This document will provide information on using OneNote on a slate, traditional laptop, and desktop computer.

## **OneNote and People with Disabilities**

One of the advantages of using OneNote on a slate rather than a convertible or laptop computer is that you have more global access to the method of input you prefer according to your working environment or task. Using the Input Panel on a slate, you have the ability to switch between:

- On-screen keyboard.
- Speech Tool [limited voice recognition].
- External keyboard.
- Handwriting.

The slate gives you access to tools for tasks. You can also use any or all of these in OneNote. If you use the handwriting tool in Microsoft Office XP or later on a non-tablet operating system, your handwriting is automatically converted to text, not left as handwritten notes.

Of course, you still have access to the Windows Text-to-Speech [TTS] tool, Narrator; and the screen magnification tool, Magnifier. Even if you don't have the need for what is categorized as adaptive technology, these tools are ones you can use when you can't see the screen the way you want, or if you are reading or proofreading documents and suffer from eye strain.

We need to begin thinking of tools for tasks, not tools for disabilities.

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<sup>1</sup> Sony Boundary Effects Microphone:  
<http://www.sonystyle.com/webapp/wcs/stores/servlet/ProductDisplay?catalogId=10551&storeId=10151&langId=-1&partNumber=ECMF01&Dept=pa>

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# Input Panel and Digital Ink

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On a tablet, there is an Input Panel that lets you change digital ink input modes on the fly as you need them. This is typically found either next to the Start button or to the immediate left of the System Tray items on tablet computers. If you are using a laptop or desktop computer you do not have access to the Input Panel and will be using the keyboard to enter information or a tablet mouse.



**Figure 3** Input Panel button to the right of the Start button.

By default, the Input Panel on-screen keyboard is available on computer start-up.

**Note:** The Input Panel is not accessible by keyboard. You must use the mouse to work with it and adaptive technology doesn't "see" it. If the Input Panel is visible, it is ignored by adaptive technology.

You can still use standard methods of input such as a keyboard, alternate input device, voice recognition, or the Windows based on-screen keyboard. The Input Panel is strictly for use with the digital ink tools.



**Figure 4** Keyboard in Input Panel.

You can minimize the Input Panel and use an external keyboard to enter information into the application if you want to.

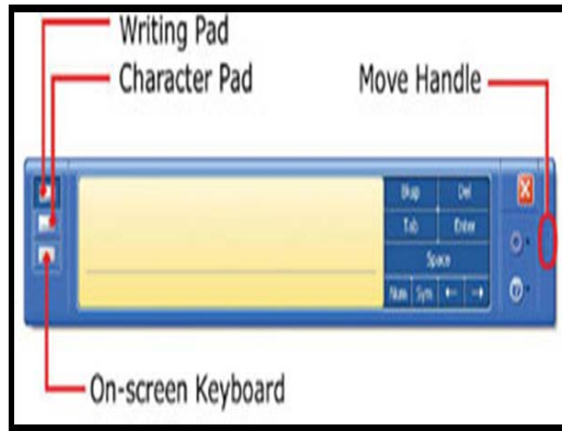


Figure 5 Handwriting Input Panel option.

The preceding image is from a help document on the Input Panel that was on the Microsoft web site for Windows XP. The page has since been retired.

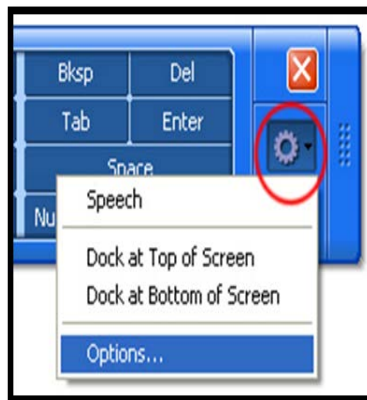
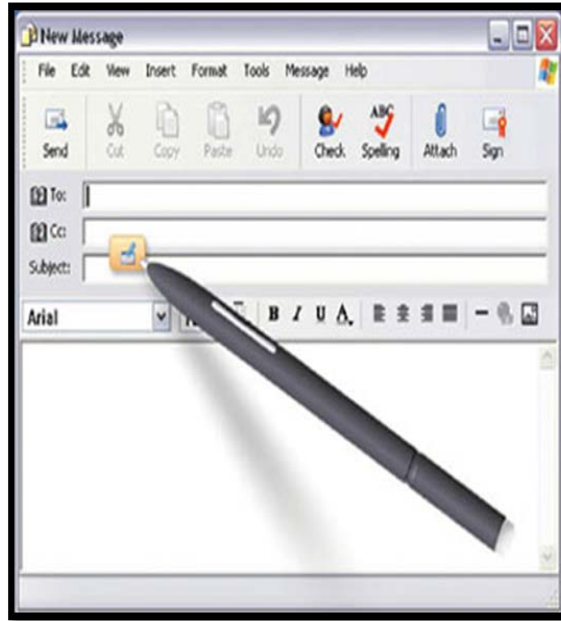


Figure 6 Input Panel options.

The preceding image is from the article [“Using Input Panel in Windows XP Tablet Pc Edition<sup>2</sup>.”](#)

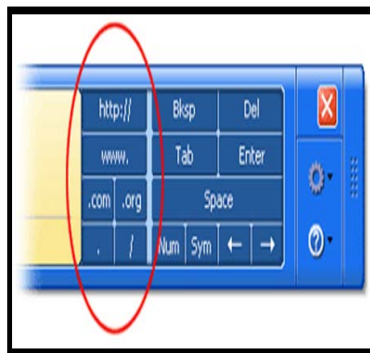
The Input Panel tools are available while the Input Panel is minimized. The Following image from a Microsoft help document now retired shows how a small icon appears when you move the digital pen over an editable form area of an Outlook e-mail message. This icon also appears when you are in a browser such as Internet Explorer and hover over the Address Bar.

<sup>2</sup> Using Input Panel in Windows XP Tablet PC Edition:  
[http://www.microsoft.com/windowsxp/using/tabletpc/expert/vanwest\\_newtip.msp](http://www.microsoft.com/windowsxp/using/tabletpc/expert/vanwest_newtip.msp)



**Figure 7** Image of Input Panel icon showing as the cursor/focus is in an e-mail edit field. [Linked to web page article.](#)

The following images are from a Microsoft help document now retired and show the changes in the Input Panel when working in Outlook or Internet Explorer. In Outlook there are pre-defined entries common to e-mail messages while in Internet Explorer there are pre-defined entries common to web addresses.



**Figure 8** Input Panel Quick Keys for web browser article link.



Figure 9 Quick keys for e-mail on Input Panel.

You can also use gestures in the Input Panel. Gestures are a type of shorthand for common tasks such as pressing the Enter key.

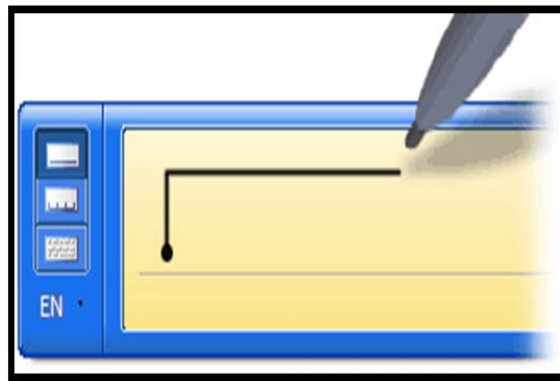


Figure 10 Image of the gesture to insert a Tab Stop into a document.

## Handwriting

Digital ink lets you enter your own handwriting into the computer and either keep it as your handwriting, or have it converted to text. This is not the Graffiti of PDA's, this is your own handwriting. You can also use Gestures to perform activities such as Enter or Tab.

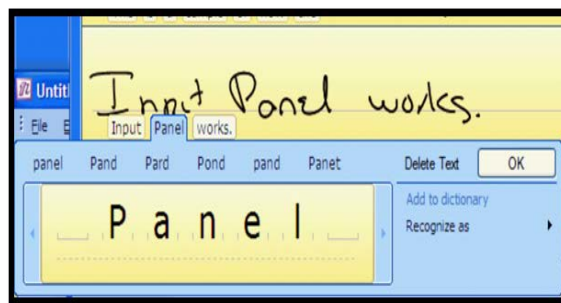


Figure 11 Correction dialog open in the Input Panel.

If the word prediction tool indicates a misinterpretation of your handwriting you can either choose from a suggested list of words or make a correction.

You can also use the digital pen to erase or scratch out words that might be unreadable or that aren't what you wrote. Once you scratch out or erase the word it disappears from the prediction box in the Input Panel.

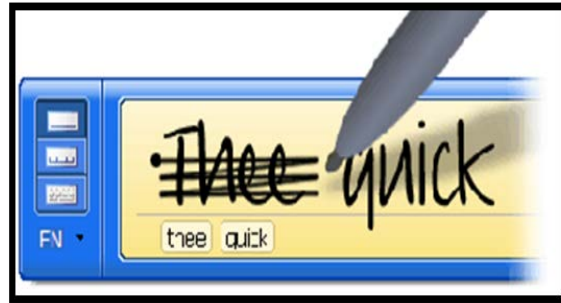


Figure 12 Correct and edit text in the Input Panel.

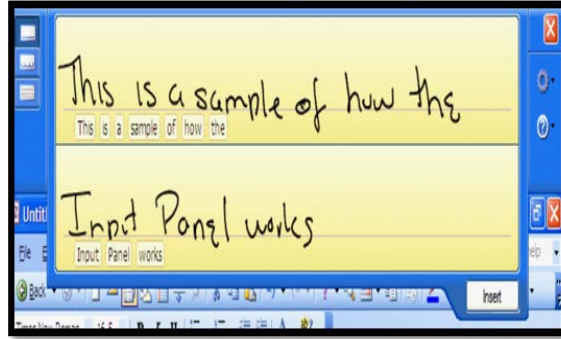
By using the word prediction tool you can adjust your handwriting or printing to lessen errors. It does tend to make you a neater writer.

In OneNote, you can use your handwriting; have it converted to text, or draw diagrams directly into note containers/OneNote documents. The addition of digital ink technology allows you to search your handwriting for content. For example, you could have a combination of handwriting and text in a section and search for a work. OneNote would identify each instance of the word whether it was handwritten or text.

You can also select handwritten content and convert it to text. This is mouse driven. Select a word or phrase that is handwritten. Press the right mouse button and choose "convert handwriting to text."

This is not a tool that is trained in the same way voice recognition is trained. There is a database of left and right handed writing samples that are compared to your individual style and interpreted.

You have the option of using the Writing Pad which gives you some guiding lines on which to write, or the Write Anywhere option which lets you write anywhere on the page and that is where your handwriting is displayed. The Writing Pad inserts your converted text at the current cursor point. You turn on automatic recognition in the Tools > Options > Handwriting category. Automatic recognition is turned on by default.



**Figure 13** Karen's handwriting in the Input Panel.

If you are using a non-tablet version of the Windows XP operating system, your handwriting will automatically be converted. This is because you don't have the digital ink technology as a component of your operating system.

## **Other Input Methods**

You don't have to use the digital ink technology on a tablet computer. You can use your adaptive technology which works just fine (with the exception of MAGic which does not work on tablet computers at all). One of the nifty things about the digital ink is that you can use it in combination with tools such as Narrator, Magnifier or even to some extent the JAWS screen reader.

### **Narrator**

You have access to the narrator Text-to-Speech tool on a tablet computer. This tool lets you read documents and access most of the elements of your computer with audio feedback. If you are reading a long document and your eyes get tired, if you're proofreading, or if you are in an environment where you can't see the screen easily, this is a useful tool and access method.

To launch Narrator on a Windows Vista or Windows 7 computer press the Windows key and type "Narrator" in the edit field without the quotes. Once you see Narrator in the list of found items, press Enter on it to launch it. Keep in mind that it is a TTS or Text-to Speech tool and not a fully functioning screen reader.

### **Magnifier**

Magnifier is another tool you have access to. This will magnify part of the screen in a narrow band at the top of your screen. This is helpful for those documents in tiny fonts that you can't adjust, proofreading documents with accents or symbols that may not be clear, or in environments where you may not be able to see the screen clearly.

You can find Magnifier by pressing the Windows key in Windows Vista or Windows 7 and typing "Magnifier" without the quotes. Once you see it in the list of found items, press Enter on it to open it. If you are using Windows 7 and have an Aero Theme in chosen you can use Magnifier in full screen or lens view rather than the split view.

## **On-Screen Keyboard**

On a tablet computer, the on-screen keyboard in the Input Panel is the default input method.

Windows does have a built-in on-screen keyboard. This is not the same as the keyboard on the Input Panel.

To use the Windows on-screen keyboard press the Windows key and type “on-screen keyboard” without the quotes into the edit field in Windows Vista or windows 7. When you see the on-screen keyboard item in the found items list, press Enter on it to launch it.

## **External Keyboard**

I recommend [Motion Computing tablet computers](#)<sup>3</sup>. They are durable and flexible. This is a slate configuration. The external keyboard with the Motion Computing slate is lightweight and usable by those of us with large fingers. It is not a compact or reduced in size keyboard and has most its keys in places we are familiar with. It is a USB keyboard although the slate is Bluetooth enabled so you can use wireless or Bluetooth technology with it. The bundle included the USB keyboard which works well.

## **Speech Recognition**

The speech recognition tool in Vista and Windows 7 has improved greatly since the Windows XP operating system. It is a more global tool and works best with a USB headset.

There is a short training process you go through and then you can use speech recognition to enter information into OneNote and other applications.

If you are using Dragon NaturallySpeaking you will need to create macros that correspond to the keyboard commands for working in OneNote. I’ve done this and it is a great way to learn how to create DNS macros for an unsupported application.

On a tablet computer, speech recognition includes sounds to let you know when recognition is finished as well as sounds associated with changes from dictation to voice command mode and other audio clues. In environments where you can’t clearly see the screen, these sounds are quite helpful in orienting you to what is happening as you dictate. Generally, these sounds aren’t picked up by the speech tool.

Another environment where you would want the microphone and the speakers or output to be different is when you are listening to a screen reader or TTS tool and recording a meeting or lecture. This will let you annotate your audio file as you go.

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<sup>3</sup> Motion Computing tablet computers: <http://www.motioncomputing.com/index.asp>



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# OneNote Organizational Structure

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Now that we've explored the advantages of digital ink and a tablet computer, let's turn to Microsoft OneNote which can be used quite effectively from the keyboard.

In OneNote 2010 the Ribbons are along the top of the application window, the Navigation Pane is down the left side of the currently open notebook and section, the currently open notebook and section are in the centre of the screen, and the tabs for the pages and sub-pages are down the right side of the currently open notebook and section. Use F6 and Shift + F6 to move forward and backward through these components. There are keyboard commands for moving through the notebooks and sections down the left side of the document and keyboard commands for moving through pages and sub-pages. They are provided in this book as we come across the specific topics.

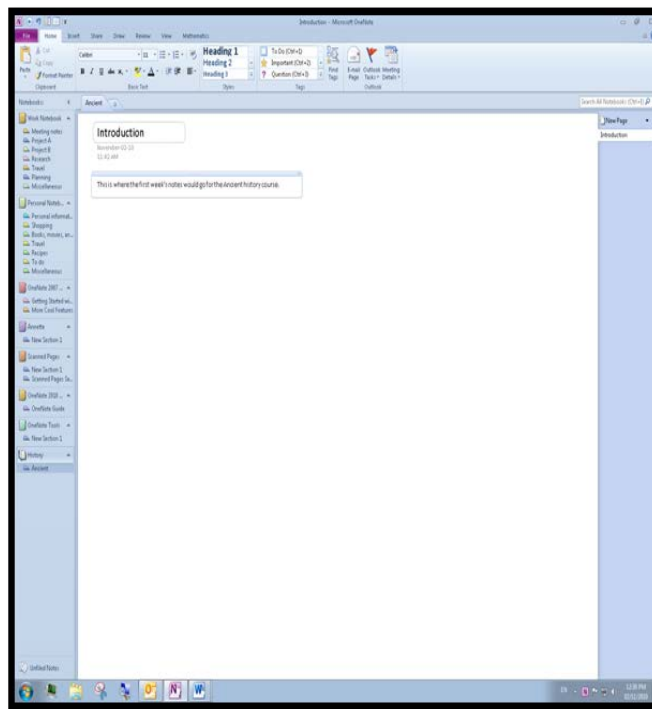


Figure 14 Karen's OneNote sample section in OneNote 2010.

When you first open OneNote, you will see the OneNote user guide notebook. This has helpful tips and techniques for using OneNote. The instructions are mouse dependent but will give you some good ideas.

The hierarchy of OneNote content is as follows:

- Notebook
- Section.
- Page.
- Sub-Page.
- Note Containers.

For example, you can have a notebook called History, and a section called Ancient. In the Ancient section, you can have pages for each week of the course and under each page which might represent a week; you can have several sub-pages of notes which are held in note containers. The notebooks, sections and pages can have names, but the sub-pages don't. Sub-pages are organized in descending order of their creation under each page. When you move to a sub-page, the header of the page remains, but you have new writing space, or sub-pages.

You need to have at least one section in a notebook or you will see the message in the middle of the page saying there are no sections in the current notebook and to click anywhere to open a section. Sometimes when you create a notebook a section is automatically added.

## OneNote Notebooks

My Notebook is the root folder for OneNote 2010. OneNote creates this automatically when installed. Your notebooks are found within this folder. It is a good idea to begin organizing your OneNote information in notebooks. This helps you find related information quickly.

Press Alt + F for the File/Backstage area and then N for New.

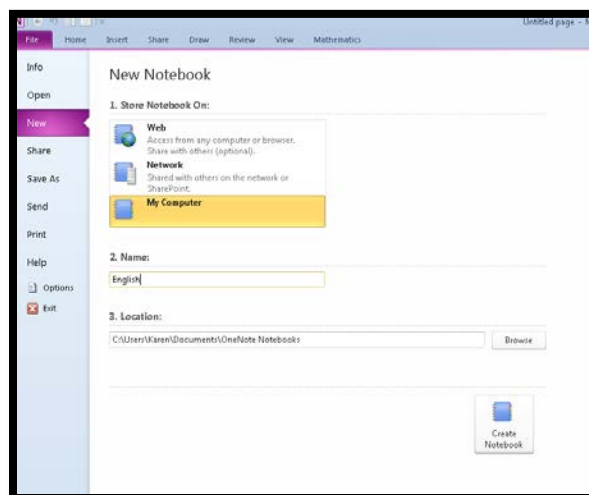


Figure 15 Create a new Notebook in OneNote 2010.

You can choose to create a web or shared notebook, a notebook on the network or one on your computer. Give the notebook a name and then Tab to the Create Notebook button and press Enter. The notebook is created and your focus is on the Title edit area for the current page.

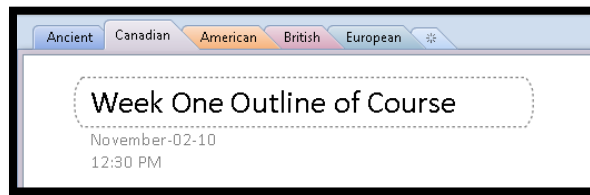
Once you've created a notebook it is easy to find in the Navigation pane. To move to the new notebook, press Ctrl + G which moves focus to the Navigation Pane and the list of notebooks and sections. Use the Tab key to move from notebook to notebook and the up and down arrows to find a section in a notebook. Note that if you are using a screen reader, you are not selecting these items; you are merely taking focus to them. Select the folder or section you want by pressing the Spacebar to move to it. Once a notebook is selected, it is opened and ready to work with.

To move through notebooks while in the Navigation Pane [after pressing Ctrl + G.]:

1. Press Tab or Shift + Tab to move among the list of notebooks.
2. Use the Up or Down Arrows to move through the sections within a notebook.

While looking through Sections using the Arrow keys, your cursor will not move to another notebook until you press the Tab key.

Notebooks have sections which are “secondary level containers” for organizing your notes.



**Figure 16 Sections in a notebook.**

In OneNote 2010 the name of the notebook is not displayed along with the section tabs as it was in previous versions of OneNote.

If you go to the OneNote Notebook or the My Notebook folder on your hard drive and look at the files you find there, you will see that each notebook is an “OneNote file.” If you have linked any documents to an OneNote document, a copy of them is also stored in the OneNote Notebooks folder. This is why it is important to begin thinking of how you organize your notes.

If you decide to create notebooks after you've created sections, you will need to move all associated content to the new folder. This includes any audio files you've recorded with meetings and lectures. Audio files recorded using OneNote are identified as Windows Media files by default.

## Renaming Notebooks

To rename a notebook press Ctrl + to move focus to the current section tab, press the AppKey and choose Rename.

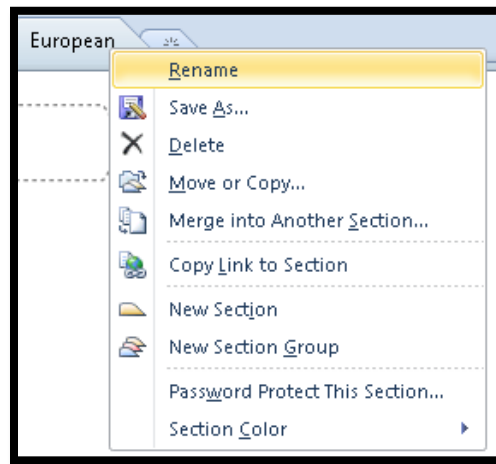


Figure 17 Context menu showing ability to rename a section.

You can select the notebook in the Navigation Pane, press the AppKey and choose Rename.

## Deleting Notebooks, Side Note, Sections, Pages and Sub-Pages

You can delete a notebook, section, page, sub-page or side note in OneNote.

To delete a side note or notebook press Ctrl + G to open or put focus on the Navigation Pane and go to the side note or notebook you want to delete, press the AppKey and choose Delete.

To delete a section, press Ctrl + Shift + G and use the Arrow keys to find the Section you want to delete if it is in the open notebook. If it is the Section you are in, press the AppKey and choose Delete. You can also delete Sections by pressing Ctrl + G and locating the Section in the Navigation Pane, pressing the AppKey and choosing Delete.

If you delete a notebook from My Documents, OneNote Notebooks it will also be deleted.

You can't delete a section without deleting all of the Pages or Sub-Pages in that section.

To delete a page or sub-page– press Ctrl + Shift + A, then press the Delete key; or once the page is selected, press the AppKey and choose Delete.

To delete using the mouse, Right Click on the Side Note or any section or folder title. Choose Delete. To delete pages or sub-pages, Right Click on any page or sub-page and choose Delete.

## Sharing Notebooks and Sections

You can easily copy and paste notebooks and sections from one computer to another. Make sure that if you have any associated content or files, they are copied as well. OneNote can be set up on a network so that staff can share notes they've created. For students, one student can take notes during project meetings and then share them with other group members. For students with disabilities who are using transcribers, the lecture notes can be copied to a pen drive or flash card, CD or floppy disk [if there is no audio file or associated content] and used by the student on their own computer. There are details on this tool later in this book. Shared sessions in OneNote 2007 have been replaced by cloud based applications in OneNote 2010.

## Sections

Under the notebook levels are your sections. If you think of notebooks as binders, then your sections will be individual "books" within the binder.

You don't need to have individual notebooks to create sections. You can keep them all in the OneNote Notebooks folder although if you are taking and keeping a lot of notes, this can get quite messy and chaotic.

To add a new section in OneNote 2010 press Ctrl + T. A new section with the words "new section" is inserted and the text is selected ready for you to replace it with your title for the section.

The OneNote section based keyboard commands:

- Ctrl + Alt + Shift + letter O will open a new section.
- Ctrl + Tab will move you to the next section.
- Shift + Tab will move you to the previous section.

## Renaming Sections

It is easy to rename a section in OneNote 2010. Press Ctrl + Shift + G to put focus on the current section. Press the AppKey and choose Rename from the context menu.

If you want to rename another section use the Left and Right Arrow keys once you press Ctrl + Shift + G to move forward or backward through the sections for the current notebook. Once the section you want to rename is located, press the AppKey and choose Rename.

You can rename a Section while in the Navigation pane by pressing the AppKey while it is selected and choosing Rename.

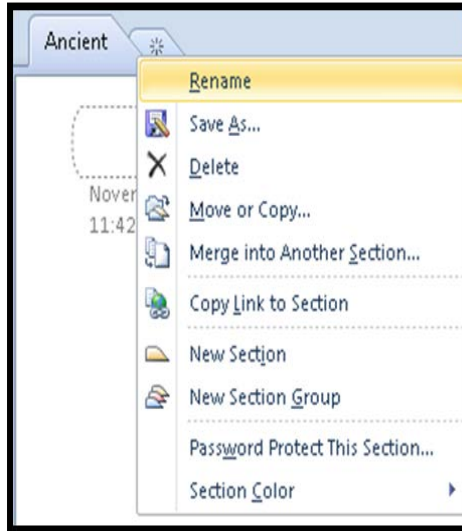


Figure 18 Context menu with Section Rename option in OneNote 2010.

Sections have pages and sub-pages. The pages and sub –pages are where you enter, copy or paste information.

## Moving Sections

You can move Sections around if needed. If you’ve worked in Excel and rearranged worksheets, the process is similar. To rearrange the sections using the keyboard put focus on the section tab you want to move and press the AppKey. Choose Move from the context menu which will open a dialog with all of the notebooks visible.

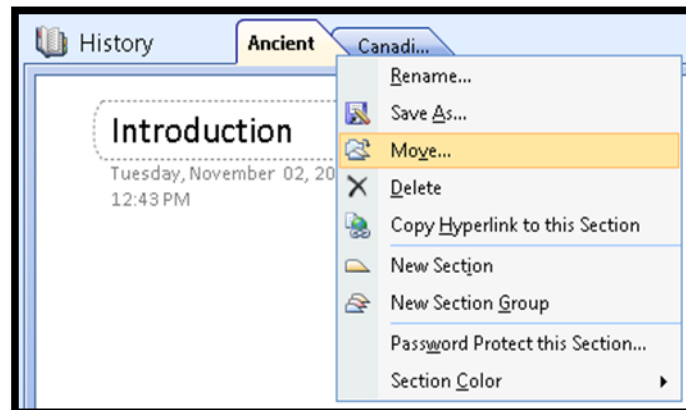


Figure 19 Context menu for moving a Section.

Once you choose to move a Section another dialog opens with the options for moving the Section. Choose the notebook where you want the section to be moved to and Tab to the Move Before or Move After button to place it in a specific place in the notebook.

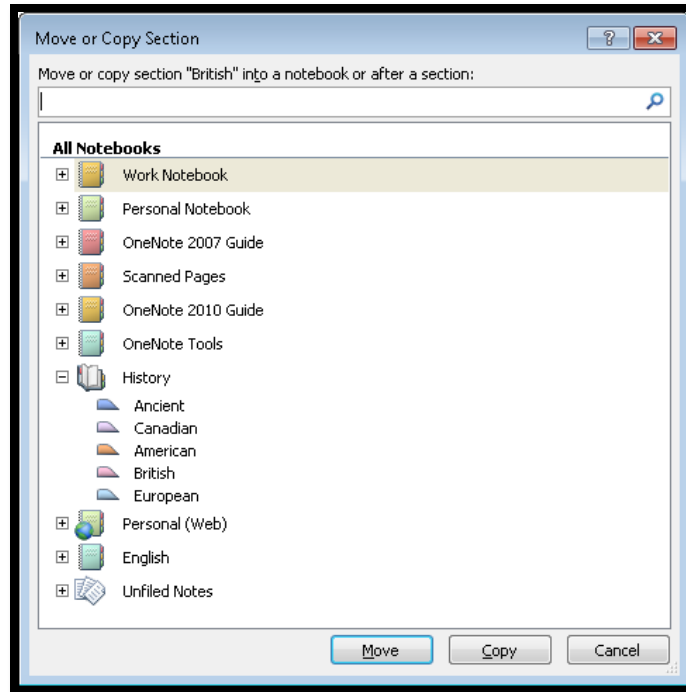


Figure 20 Move or copy dialog.

## Pages and Sub-Pages

Pages and Sub-Pages are where your work is done and stored. Content on a page can include hand drawn diagrams, text, handwriting, links to files, links to URL's, information copied from web pages, images or audio files of lectures or meetings you've recorded.

By default, each section has one page which will have your focus once you enter a name for the page, and markers along the right hand side that let you add pages and sub-pages by clicking on them.

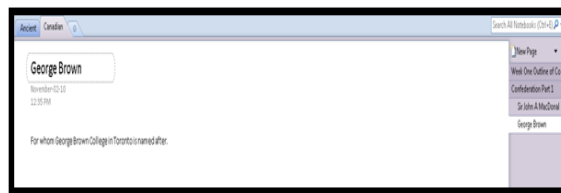


Figure 21 Notebook Section with Pages and Sub-Page.

The keyboard commands for adding Pages or Sub-Pages are:

- Ctrl + N to add a new Page at the end of the current set of pages.
- Ctrl + Shift + Alt + N to add a sub-page after the current page or sub-page in **OneNote 2010**.

To move Pages or sub-Pages using the keyboard:

- Alt + Shift + Up Arrow moves the selected Page Up.
- Alt + Shift + Down Arrow moves the selected page down.

**Note:** If you are using adaptive technology such as the JAWS screen reader you may need to use the Pass Through keyboard command [JawsKey + Number Row 3] in order to use these commands. These two commands may be used by your adaptive technology for other functions.

You don't have to save side notes, sections, pages or sub-pages in OneNote; they are saved automatically when you close the application. However if you are in the habit of saving documents, Ctrl + S will save your work as you go.

## Page Headers

Pages have headers that contain the name or title of the page, the day it was created and the time it was created.

Press Ctrl + Shift + T to move focus to the Title edit area and select its contents. This is not a toggle. The entire text in the page header is selected. Press the Home key to remove selection or simply type the new page title/header information.

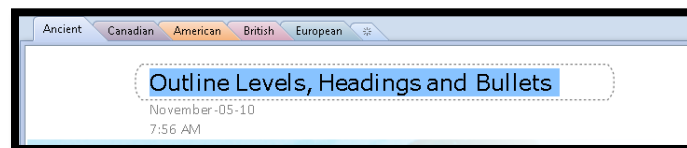


Figure 22 Sections and page header identified in OneNote 2007.

The date and time in the header area of a page can be changed by selecting it and pressing the Enter key. Pressing the AppKey in this case will give you different options. There is a date navigator for changing the date and while the numbers for the days of the months are accessible, the area where the name of the month is currently not supported by adaptive technology.

There are also keyboard commands for inserting the date and time:

- Press Alt + Shift + D to insert the current date.
- Press Alt + Shift + F to insert the current date and time.
- Press Alt + Shift + T to insert the current time.

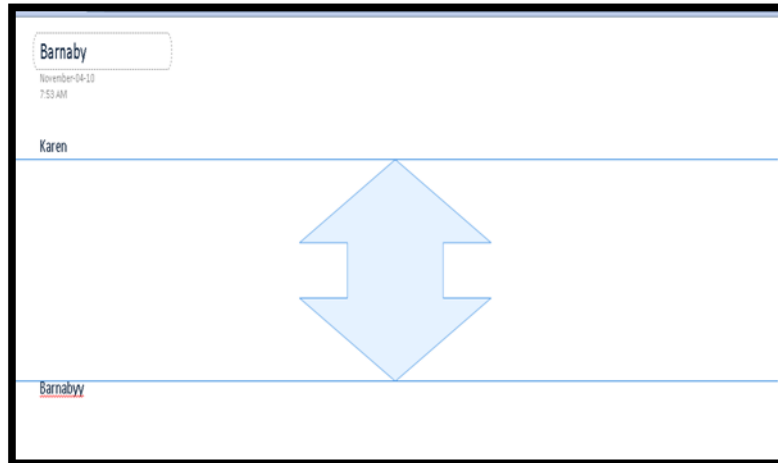
These keyboard commands can be used anywhere on a page or sub-page.

Side note Pages don't have headers.



## Inserting Extra Writing Space

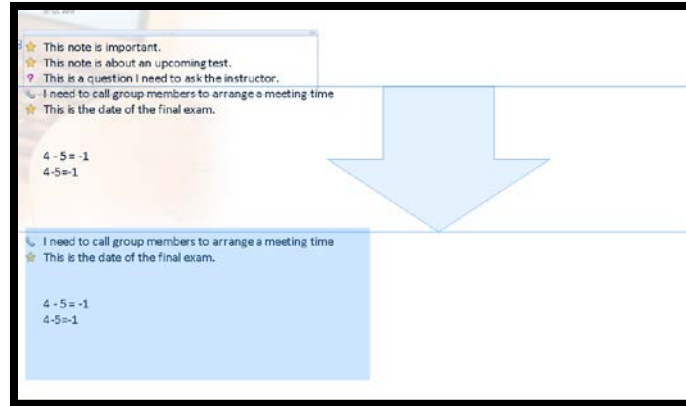
OneNote may look like a traditional notebook, but it is computer-based. This means that it can behave in a way that is different from a traditional notebook. One of the differences is in setting up printing options so that your customized notes are printed in a readable and reasonable format. We will look at printing later in this document. One of the other “wow, do I need that” tools is the ability to add extra writing space anywhere on a page or sub-page. You can extend pages if you are writing a lot on one topic and want it kept all together. You can also insert extra space between text fields or note containers.



**Figure 23 Adding extra writing space on a page or sub-page.**

For example, if you are in a meeting or lecture, and the person talking suddenly remembers something associated with a point they made five or ten minutes ago, you may look at a piece of paper and wonder where you are going to put that information so that it is contextually situated – related to the original topic. In OneNote, you can easily insert the extra space you need and add the associated content.

From the keyboard, press Alt + N, letter I, number 1 to Insert Writing space. Your cursor changes to a line with an arrow on either side, one pointing up or one pointing down. Using your up or down arrow, position your cursor where you want the white space to begin and press the Enter key. Press the Down Arrow until you feel you have enough extra writing space and then press the Enter key again. This will automatically insert the specified amount of white space. Note that OneNote has some predetermined increments of extra space so you can't go on into infinity.



**Figure 24 Adding extra writing space.**

The preceding image shows how to select the amount of extra writing space. It is the process just before pressing the final Enter to confirm a specific amount of extra writing space.

Using the mouse, click on the Insert Ribbon and then Extra Writing Space. Once you've clicked on this item and move your pointer onto a page or sub-page, the pointer looks like the image on the icon. Click where you want the extra space to begin, hold down the left mouse button and drag the mouse pointer down to where you want the extra space to end. Once you have enough extra space let go of the mouse button.

Whether you use the keyboard or the mouse, you can't remove extra space once it is inserted.

### **Selecting Pages and Sub-Pages.**

You can select pages and sub-pages and move or delete them.

From the keyboard, press Ctrl + Shift + A to select the current page or sub-page. You can press Ctrl + A to select the page and sub-pages in a group. For example, if your focus is on a sub-page of Week One and you press Ctrl + Shift + A, this will select that sub-page. Pressing Ctrl + A with that one sub-page selected, will select the page Week One and all of its sub-pages.

Pressing Ctrl + A while in a text edit area will only select all the text in that edit area. You will need to continue pressing Ctrl + A to begin selecting incrementally, note containers, page and sub-page respectively. Whereas Ctrl + Shift + A will automatically select the current page.

## Note and Object Containers

Note and object containers are the smallest containers in the OneNote organizational structure. Note containers up here on pages or sub-pages and contain any type of content. Content includes text, handwriting, external audio files, multimedia, images, or links to files or web addresses.

Note containers don't behave in the same way that you organize information in a word processor or other application. These containers can be anywhere on the page. You can organize them all in a linear fashion, so that they line up along the left margin, but you don't have to. They can also be different sizes. For those of you using adaptive technology, this means further organization skills. You will need to keep track of content locations for notes you create. Fortunately, this is relatively easy.

If you have done any work with PowerPoint the process is similar to navigating between placeholders on a slide. The difference is that pressing Escape removes selection and places the cursor at the end of text in a note container and pressing Enter which would put you into edit mode in PowerPoint, inserts a blank line will also put your cursor at the end of text in a note container. If an image or file is selected a blank line will be inserted just after the container with the attached file, scanned printout or image.

A note container can contain paragraphs, lines, lists, and other formatted text, except heading titles. We can think of each note container as a small document. If you are annotating an audio file as you go, you need to put each annotation into a separate note container. You move to a new note container by pressing the Down Arrow on the last line of text in the current note container.

It is a good habit to get into pressing the Home key on that last line of text before moving to the next container. When we look at stationary, we will see that doing this before leaving the current note container helps focus your insertion point off of any stationary being used.

When you press the Down Arrow, you are moved down one pre-determined increment of space on a page or sub-page. In OneNote 2010 your cursor is automatically put to the left margin when you press the Down Arrow.

If you are using a mouse, simply click near the left margin to move your cursor point to the left margin. As a free form writing tool, clicking anywhere on the page will put the insertion point at that place on the page.

If you are in doubt as to where you are on a line, Pressing the Home key will move your insertion point to the left margin.

You can move around note containers using the standard Windows keyboard commands such as Ctrl + Left or Right Arrow to move word by word, Left or Right Arrow to move character by character, and Ctrl + Up or Down Arrow to move among the paragraphs within a note container. If you're using a mouse, you can also use typical mouse clicks to accomplish this. There are keyboard commands that let you move among note containers and they are listed in the section above.

When you are adding content, each piece of content may have its own container. If it is text or handwriting [handwriting on a tablet operating system], it is a note container that has a slightly shaded background and a bar along the top with which to size it horizontally. Handwriting on a non-tablet operating system is converted to text. If it is a photo or image, the container looks like a dotted line around the image with handles for resizing.

You can Select and move containers using the keyboard or the mouse. If you are a screen reader user, there is no indication that one note container is on top of another so good organization is even more important.

## **Selecting, Moving and Resizing Note Containers**

To select a note container from the keyboard, press Ctrl + A while in the container. This will initially select the current line or a portion of the text.

If you are using JAWS, it will say “outline item open” when you press Ctrl + A the first time and the line at the cursor point in the note container is selected. Pressing Ctrl + A again will select the Note container and JAWS will say “outline tree view, to move through or expand items press the Arrow keys.” This is a false report by JAWS since pressing Arrow keys will remove selection from the note container.

Once a note container is selected, press the AppKey and you can choose to Move or resize the note container. If you choose resize, you will be returned to the container and focus will be on the handle in the middle right side of the container. Pressing the Right Arrow will expand the container to the right. Note that if you don’t have enough text to go to the right margin, once you press Escape to get out of resize mode, the container will snap to the size of the content.

If you choose move, you can move the container using the Up, Down, Left or right Arrows. Once you get it positioned where you want, press the Enter key to anchor it. If you press Escape, the container will snap to its original location.

You can resize or move an image by simply landing on the photo or image. This automatically selects it. Press the AppKey and choose Resize. Use the same keystrokes as above to resize the image. If you press the Right Arrow, you will increase the size horizontally, and then use the Down Arrow to resize vertically. You can alternate using the arrows to get the size you want. Press the Escape key once you’ve finished and your image is resized.

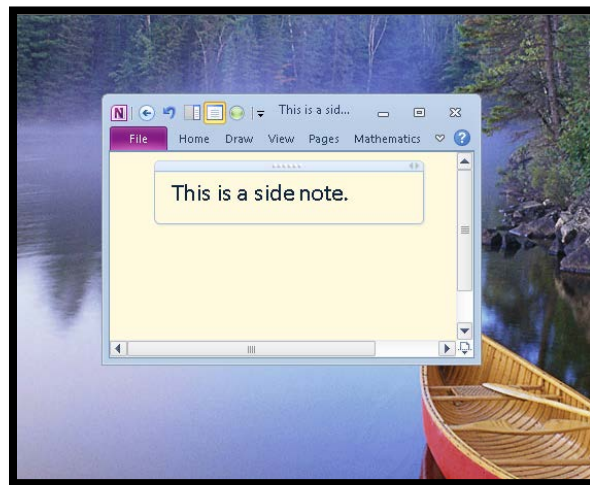
If you are using the mouse, you can left click on handles and resize images. For containers, once you move your mouse pointer over a note container, you will see the small graphic to the left and the container sizing bar at the top. If you click on the resizing bar, you will select the container. Then you can move it to the location you want. To resize it, hold down the left mouse button on the left/right arrow in the upper right corner of the container and drag it toward the right. As with using the keyboard, if your text doesn’t span the entire line, once you release the container resizing bar, it will snap to the content.

## Side Notes

This tool perplexed me for the longest time. At first I thought that if I created one while in Microsoft Word, it would somehow be associated with my document so I could make notes about editing or contacts related to the document. I thought that if I opened a side note or the assumed associated document, both would be open and available for use. This is not true.

This is what I know about side notes. They are a separate section in OneNote and any side note you create [Ctrl + N from the keyboard] will be a page in this section.

You can change the colour of the side note section. The default stationary or page colour is yellow although you can change this. Each time you press Ctrl + N, you create a new page in the side notes section. If you are using a mouse, there is an icon in the System Tray you click on. Whatever the first line of text is in a side note, is the title or name that appears on the page tab in the right margin area of the document Window. You can do anything in a side note that you can do in a regular section page or subpage. You can view any side notes in OneNote.



**Figure 25 Side note on the desktop.**

Side notes have no header. As with pages and sub-pages, there is a faint numbering scheme in the upper right corner of each page or sub-page to a side note.

If you access a new side note from the System Tray icon or by using Ctrl + N, a small sticky note size Window will open and your focus will be on the first line where you can begin typing. You can also record a side note and the controls are on the bottom of the side note Window.

If you are using a tablet computer, this is a good alternative to the sticky Notes included in the operating system, which are not completely accessible using the keyboard.

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# OneNote Tools

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This section of the book is a collection of the tools you have available in OneNote including the ability to search for items in both handwritten and typed form, zooming in and out of a page, and getting help.

## Zoom Tool

As well as using Magnifier, OneNote has its own Zoom tool. Since OneNote is meant to be primarily digital, using larger fonts isn't as much of an issue as it is with word processing documents. You may want to use a combination of larger fonts and zoom to get a view that works for you. Of course, zoom will only magnify the documents, not the toolbar, menu items or dialogs. For these components, you will need to use Magnifier.

- To zoom out press Ctrl + Alt + the Minus Sign [on the NumPad].
- To zoom in press Ctrl + Alt + the Plus Sign [on the NumPad].

Note: If you are using the NumPad to control adaptive technology, you will need to turn the NumLock on to do this.

## OneNote Panes

Many of the tools in OneNote are accessed through panes to the right of the main page or sub-page you are working on. For example spell check is done through the Spell Check pane rather than the dialog you may be used to in Word or PowerPoint.

- In OneNote 2010 Alt + 5 from the Number Row will show or hide the Templates pane.
- Ctrl + F1 shows or hides the Ribbons.
- Pressing F7 opens the spell check pane.

To close panes in OneNote 2010 make sure the pane has focus then press Ctrl + Spacebar, C for Close.

Pressing F6 when a Pane is open will toggle you through the Pane and the OneNote document.

You can use Tab and Shift + Tab to move forward and backward through items in a pane.

In the following image showing the Templates pane, use the Arrow keys to move through the individual Templates available to you. Use the Left and Right Arrows to expand or collapse the categories to see the individual templates.

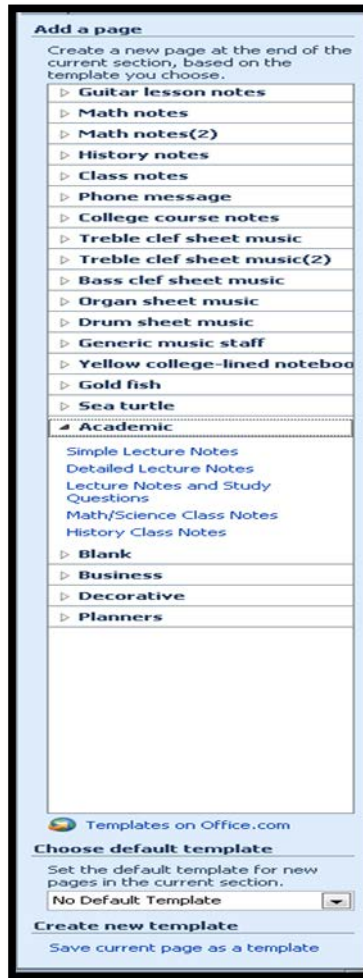


Figure 26 Templates Pane in OneNote.

**Note:** Not all Pane items or “controls” are arranged in a logical order for keyboard access. Since there are no shortcut keys or keyboard commands for the buttons, you may end up having to Tab or Shift + Tab several times to find the button or option you want. If you have RSI or repetitive stress injury to your wrists or arms, using the keyboard may not be viable in a Pane. May have to switch to the pen or on-screen keyboard. If you are a screen reader user with RSI, you may need assistance in using Pane controls.

## OneNote Help

The fastest way to get Help in OneNote is to press F1.

The Help Window will open and your focus is in the “type in text” edit box. Once you type in the item you are searching for, press Enter. Once the results are shown you can get a list of links if you are using a screen reader or screen magnification that has this type of tool.

Pressing Alt + F4 will close the Help Window.

## Finding Content

It is easy to find information in OneNote. One of the powerful tools available to you on a tablet operating system is the ability to search your own handwriting for content. OneNote will search both handwriting and text entries for the criteria you identify.

The following two images are from OneNote 2003 when I had a tablet computer and I thought they were worth including in this book as a demonstration of the flexibility of digital ink and tablet computers.

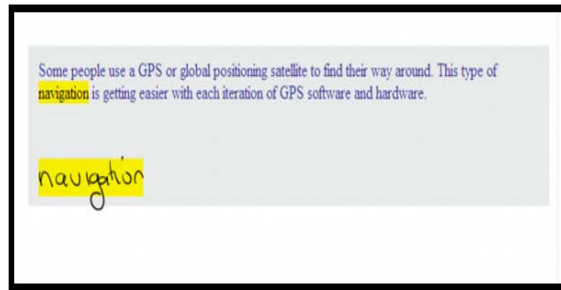


Figure 27 The word navigation found in both text and handwriting.

When used on a tablet computer landscape orientation, the page List Pane adjusts to the screen orientation.



Figure 28 List of found items in a view summary format.

To start finding content in OneNote 2010, press Ctrl + F to move to the Find edit box. You could also press F6. F6 will toggle you through the main document Window, any Task Pane that is open and the



find edit box. Type in the word or phrase you want to find and press Enter. If you are using a screen reader, you do not need to turn on forms mode.

When you press enter, the instances of the search criteria are highlighted in the page of the current section. You look for information in the current page by default.

Press F6 to move into the main document Window and then press Ctrl + Page Up or Down to move through the iterations of your text in the entire section.

You can also use F3 to move to the next found item or Shift + F3 to move to the previous found item.

To view the results in the page List pane press Alt + letter O.

**Note:** When in find mode, you can't use Ctrl + Page Up or Down to move through pages and sub-pages. Exit Find mode by pressing the Escape key. This is the same behaviour you encounter when working with Word.

By default you will search the current page. There is a button to the right of the search button that will let you search sections and notebooks.

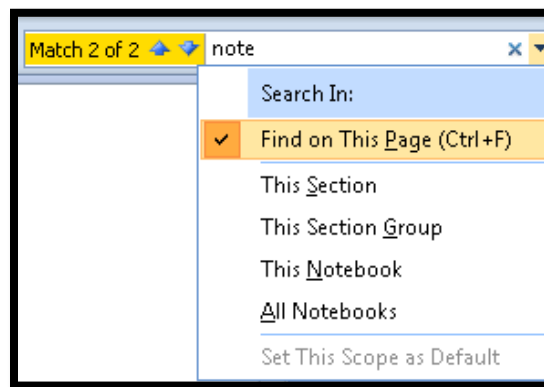


Figure 29 Find options in OneNote 2010.

There is a keyboard command to access these options. If you press Ctrl + E, Tab and then Spacebar the context menu with the notebook, sections and pages options will be available to you.

If you press Ctrl +E and then use the Down Arrow you will be able to move through a list of your notebooks, pages and sections using the Arrow keys. As you move through notebooks and sections they will appear in the main document area of OneNote.

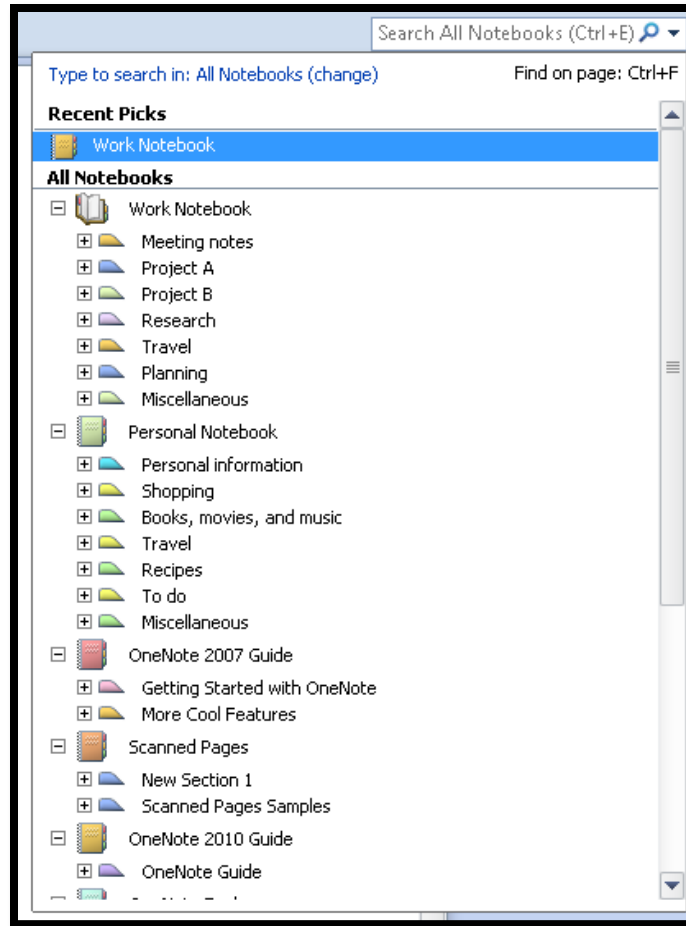


Figure 30 Dialog to choose where content is added.

## Section Colours

You can quickly change the colour of a section in OneNote by pressing Alt + the letter O for Format, then C for Section Colour. Your options are: blue, yellow, green, red, purple, orange, cyan, magenta or none. This only affects the current section. Typically the section colours cycle through all available colours.

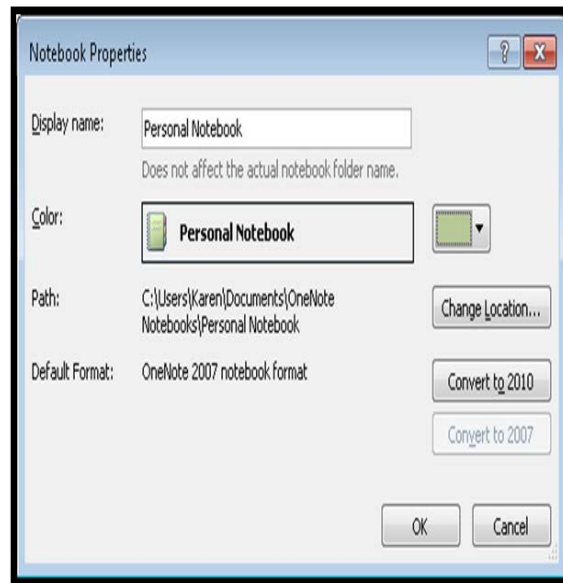


Figure 31 Change Notebook colour in OneNote 2010.

## Templates

You can use templates for your notes. OneNote comes with several categories of templates to choose from. There are also many templates online on the Microsoft web site.

Press Alt + Number Row 5 to show the Templates pane. You can use the Left or Right Arrow keys to expand or collapse a template category and the Up and Down Arrows to move through the categories and template options.

If you press the AppKey while the template is selected, for example the Blue Wave template, you can choose to use that template as the default for that Section. This will not affect existing pages but any page created from this point on will use the chosen template.

Press F6 to move focus to the Templates Pane, press Ctrl + Spacebar then C to close the Templates Pane. While the Templates Pane is open pressing Ctrl + Page Up or Down will move you through the last searched for items if you've searched for anything during this session of OneNote.

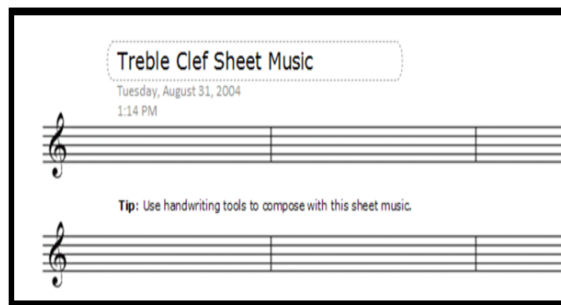
One of the caveats to using templates is that they often obscure some of the writing area. Keep this in mind when using a template for a Section. Although attractive, readability might be compromised if you can't see where the stationary images are on the page or sub-page.



**Figure 32** Sea Turtle template obscuring text.

The preceding example is of the Sea Turtle template. You might not be able to see it clearly but the first insertion point for text is just under the date and time for the Page. Only someone using a screen reader or Text-to-Speech would be able to read this clearly.

There are templates available on the Microsoft web site that includes various types of sheet music. If you are using a tablet computer with digital ink, you can create musical scores in OneNote.



**Figure 33** Description: Sheet Music template for treble clef.

You can create custom stationary by setting it up on a page and choosing the “Save current page as stationary” option at the bottom of the New Page Task Pane [Ctrl + F, then N for New]. You will be prompted for a name for your stationary. Your custom stationary will be added in a section called “My Stationary” in the list of stationary choices. You must go through the File > New > “insert the name of your stationary here” in order to have it repeat across subsequent pages. Just pressing Ctrl + N on the page you used to create the stationary won’t work; you need to choose it as stationary in order to use it.

## Note Taking Without Audio Recording

For those of us using adaptive technology, we must remember that OneNote is designed to behave like a digital notebook. This means that we can write anywhere on a page at any time. There are note containers which help structure information, but we need to keep track of where we place note containers and information. If you are someone who can't work with chaos on a page, then some of the tips for those of us using adaptive technology will be helpful. If you are someone who thrives on the freedom to doodle, scribble and put information anywhere you want, OneNote is a great tool and liberates you from traditional paper.

Within a note container, you can have text that is bold, italicized, underlined, a different font size, style and colour, bulleted or numbered lists, links to web pages or associated documents and Tags to denote tasks or importance of information. You can't have an image in a note container. Image containers can be placed over or under note containers. Typically you will want to move out of a note container to insert an image.

Note containers are as wide as the text they contain. If you have a small amount of text in one note container, that is the size used for all subsequent note containers on a page unless you resize them so that they extend horizontally across the page.

Select the text you want to remove formatting from and press Alt + H, E which is the same keyboard command as you use in Word and other Office applications.

## Outline Structure

Within a note container, you can mimic an outline structure. There are no structural heading levels in OneNote. With OneNote 2010 we have visual representations of headings without the underlying structural elements we are used to in Word. OneNote interprets the first line of information as the first level "heading" in an outline structure. By indenting information or out-denting information, you identify hierarchy in the document.

For example, this line would be level one in an outline.

This indented line would be level two.

This increased indent would be level 3. I've pressed the Tab key three times.

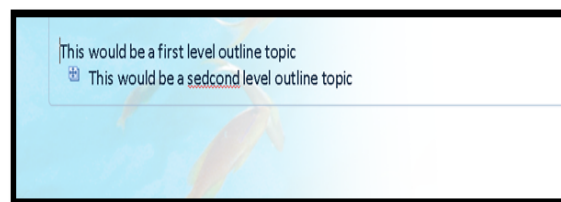


Figure 34 Indented levels collapsed after level 2 on an OneNote Page.

I used the "Goldfish" template for this image and a few others in this book in case you're wondering.

You can hide levels in an outline by pressing:

- Alt + Shift + 2 to collapse everything below level 2. A graphic image of a plus sign is shown beside the collapsed level. At this point in time, screen readers are not able to determine a collapsed outline in OneNote.
- Alt + Shift + 3 to collapse everything below level 3.
- Alt + Shift + 4 to collapse everything below level 4.
- Alt + Shift + 5 to collapse everything below level 5.
- Alt + Shift + 6 to collapse everything below level 6.
- Alt + Shift + 7 to collapse everything below level 7.
- Alt + Shift + 8 to collapse everything below level 8.
- Alt + Shift + 9 to collapse everything below level 9.
- Alt + Shift + the number 0 to show all levels.

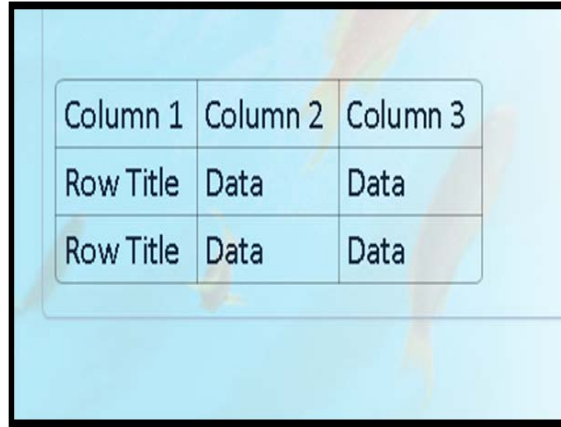
You can have body text under a heading. You can identify this for OneNote by pressing Ctrl + Shift + the number 0 with your cursor anywhere in the paragraph that is body text. You can hide body text by pressing Alt + Shift + the Dash and show it again by pressing Alt + Shift + the Equal sign. When body text is hidden, there is a graphic plus sign beside the level containing the body text.

Pressing the Tab key will increase the indent by one level and pressing Shift + Tab will decrease the indent by one level.

If you are using the mouse, as you move the mouse to the left of each level, you will see the graphic plus sign. Right click on it and choose the option you want, to show or hide levels or to show or hide body text.

## Tables in OneNote

When you type a short phrase, this is seen by OneNote as “column” one if you then press the Tab key to the next Tab stop and type in another short phrase. This becomes column two.



Column 1	Column 2	Column 3
Row Title	Data	Data
Row Title	Data	Data

Figure 35 Table in OneNote.

The keyboard commands for working with tables in OneNote are:

- Press Tab to add another column to the table.
- Press Enter once at the end of a row to add another row to the table.
- Press Enter twice to exit the table.
- Press Ctrl + Enter to add another row to the table when you are at the end of a row.
- Press Alt + Enter to create another paragraph in the same cell
- Press Ctrl + Alt + R to create a column to the right of the current column.
- Press Ctrl + Alt + E to create a column to the left of the current column.
- Press Enter when the cursor is at the beginning of any row to create a row above the current one.
- Press Delete twice when the cursor is at the beginning of a row to delete that row.

Pressing Tab or Shift + Tab will take you to the next or previous cells as they do in Word. Keep in mind that Tab at some point will also add columns or rows. If you are using a screen reader, listen to the information given to you. Tables in OneNote do not currently have the ability to designate column or row titles.

In OneNote 2010 you can use the Insert Ribbon to add a table to a page or sub-page.

Press Alt + N, T for Insert Ribbon, Table which opens the Table Gallery. You can use either the Table Gallery or the Insert Table option to add a table to a page or sub-page.

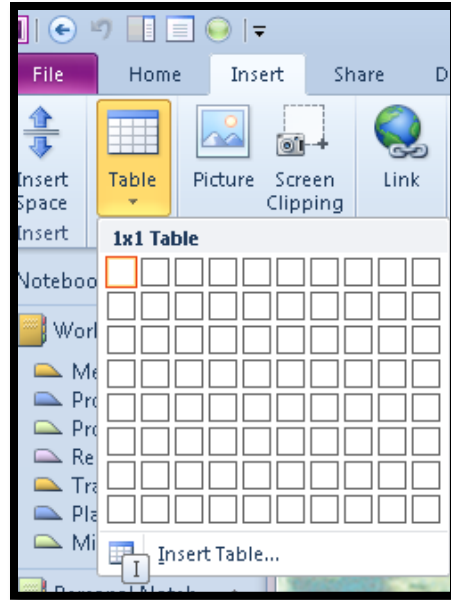


Figure 36 Table Gallery in OneNote 2010.

Choosing to Insert Table will result in a dialog that lets you choose the number of rows and columns for the Table.

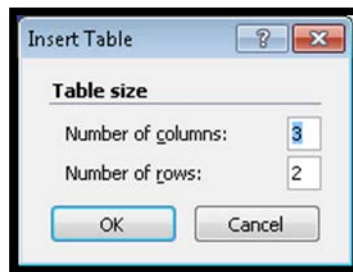


Figure 37 Insert Table dialog.



## Bullets and Lists

You can format information in note containers as bullets or numbered lists in OneNote. With OneNote 2010 the method of doing this is now aligned with the way you would do this in Word or other Office applications.

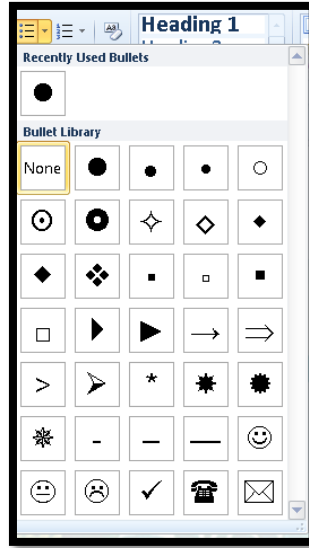


Figure 38 Bullet Gallery in OneNote 2010.

Bulleted or numbered lists can be formatted from the Home Ribbon.

- Press Alt + H, U to open the Bullets Gallery.
- Press Alt + H, N to open the Numbering Gallery.

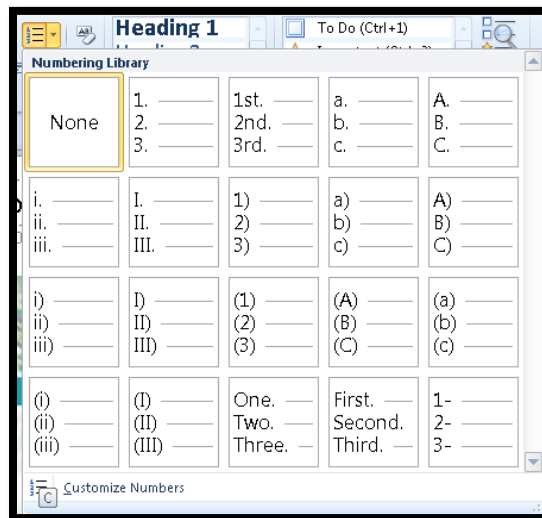


Figure 39 Numbers Gallery in OneNote 2010.

Using a keyboard, here are the keyboard commands for formatting information as a list or outline. Remember that the text or items, including handwritten entries should be selected.

- Press Ctrl + Shift + the letter O to format information as a numbered list.
- Press Ctrl + Shift + L to format information as a bulleted list. This will use the last chosen bullet style.
- Press Tab to indent the list item by one level.
- Press shift + Tab to out-dent the list item by one level.

You can use the keyboard commands Ctrl + Shift + L and Ctrl + Shift + the letter O respectively.

Two other keyboard commands that work in OneNote are Ctrl + Period which removes a bullet from content and ctrl + Slash which removes a numbered list from content. Neither of these keyboard commands remove the indentation associated with a list structure so once again you will need to press Shift + Tab at the beginning of the line to move the content back to the margin.

## **Formatting Information**

In a note container you can format text for emphasis and decoration.

Here are some other formatting keystrokes. Remember to format text, you need to select the text to be formatted before using the keyboard command. This prevents the overlapping of formatting and the potential for a visual mess in your document.

In OneNote press Ctrl + D to open the Formatting Task Pane. If you are using a screen reader, you can use standard navigation keystrokes. Whatever font you are on in the list, is reflected visually on the selected text. Pressing Ctrl + F1 will close this Task Pane when you're finished.

The following keyboard commands can be used for selected content:

- Press ctrl + Hyphen to Strikethrough text. This is a toggle.
- Press Ctrl + the Equal Sign to make the text Subscript. This is a toggle.
- Press Ctrl + Shift + the Equal Sign to make the text Superscript. This is a toggle.
- Press Ctrl + L to left align content.
- Press Ctrl + R to right align contents.
- Press Ctrl + E to centre align content.
- Press Ctrl + Shift + N to return formatting to the Normal paragraph style. Note that this still does not remove the indentation from content that has been structured as a list.
- Press Ctrl + Shift + > to increase the font size.
- Press Ctrl + Shift + < to decrease the font size.
- Ctrl + Shift + R shows or hides rule lines on the current page.

## Spell Check and AutoCorrect

OneNote has spell check and AutoCorrect tools. The AutoCorrect dictionary is connected to Microsoft Office 2003 if you have it installed on your computer. This means you don't have to re-enter information into the AutoCorrect dialog.

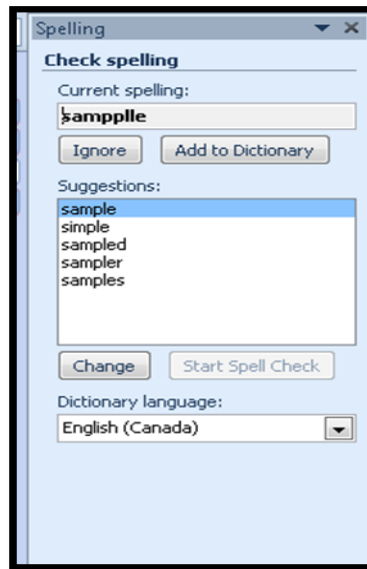


Figure 40 Spell check Pane in OneNote.

The spell check is done through a pane. To activate the spell check from the keyboard, press F7. A Pane opens and your focus is in an edit box with the first misspelled word. There are no keyboard commands for quickly ignoring or changing the spelling, you have to tab to the button you want. The visual layout of the Spell Check Pane is the misspelled word under which is the Ignore button and the Add to Dictionary button followed by the list of suggested spellings under which is the Change button and the Start Spell Check button if you have left the Spell check Pane open.

In the spell check Pane, there are links to set both spelling and Autocorrect options. These links are located at the bottom of the Spell Check Pane.

You can use the AutoCorrect tool in OneNote. As you are reviewing and proofreading your content, you can press the AppKey or the Right Mouse button to get a context menu with spelling options. This context menu is similar to the one you find in other Microsoft Office applications.

## Tagging Information

OneNote includes some default Tags so that you can identify information for tasks or attention. You can also create some customized Tags for information. The Tags are described below with their corresponding keystrokes.

The To Do Tag is a small check box that is empty the first time you press Ctrl + the number 1. If you press Ctrl + 1 again, you will check this check box indicating you've done this task, and pressing Ctrl + 1 a third time will deselect the To Do icon.

To give information a high importance, press Ctrl + 2. This icon is a yellow star. Important items have a small yellow star beside them. This is a toggle and pressing this keystroke again will delete the icon.

If there is something you need to ask about or is an important exam question, use Ctrl + 3 to put the question mark icon next to information. The icon for this is a small question mark. This is a toggle and pressing this keystroke again will delete the icon.

Press Ctrl + 4 to mark something you need to remember. This will highlight the paragraph in yellow highlighter. This is a toggle and pressing this keystroke again will delete the highlight.

Press Ctrl + 5 to mark something as a definition. This will highlight the paragraph in a lime green colour. This is a toggle and pressing this keystroke again will delete the highlight.

Ctrl + 6 marks something to be highlighted but not by using colour. This icon is what looks like a pencil on an angle. This is a toggle and pressing this keystroke again will delete the highlight.

Ctrl + 7 marks a contact. It is represented by an icon similar to the contact icon used in Outlook. This is a toggle and pressing this keystroke again will delete the highlight.

Ctrl + 8 marks an address and is represented by the icon used for your web site home page. This is a toggle and pressing this keystroke again will delete the highlight.

Ctrl + 9 marks a phone number and is represented by a phone headset. This is a toggle and pressing this keystroke again will delete the highlight.

Ctrl + number 0 removes all Tags from text.

There are other tags you can use for identifying things such as "movie to see," "Book to read," "Call back," or "Send in e-mail."

You can customize Tags by choosing that option. The Customize Tag dialog is accessible if you are using a screen reader however the Modify dialog for a Tag is not accessible by some screen readers. The screen reader will simply say "button, button, button" as you Tab around that dialog.

Press Alt + H, T for the Tags Gallery.

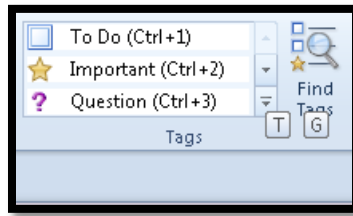


Figure 41 Tags Group on the Home ribbon.

From the Tags Group, this keyboard command will open the Tags Gallery.

To show the list of Tags used in a section press Alt + H, G.

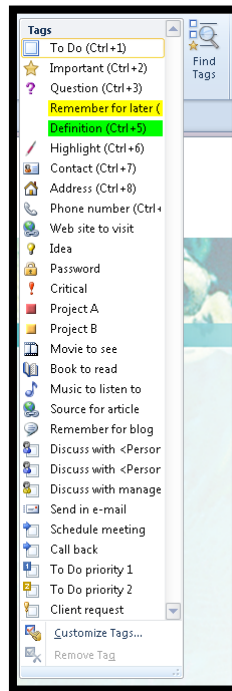


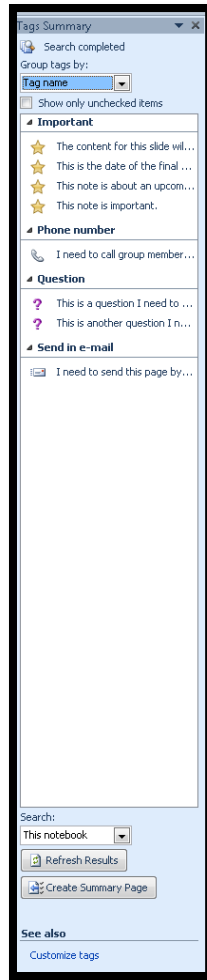
Figure 42 Tags Gallery in OneNote 2010.

As stated previously you can use the list of keyboard commands such as Ctrl + 1, Ctrl + 2 and so forth to apply specific Tags to content.

## Listing Tags

If you are using a screen reader or just want a summary of the Tags in a Section you can get a list of Tags.

Press Alt + H, G for Home Ribbon, Find Tags.



**Figure 43 Tags pane in OneNote 2010.**

If you lose focus from the Pane press F6 to move back to it and Shift + F6 to move back to your OneNote page or sub-page. Use the Tab key to move to the list of found Tags and then use the Up or Down Arrows to move among the Tags. Press Enter on the Tag you want and you will be taken to that Tag in the Section and the text will be highlighted. If you are using a screen reader you may have to press Shift + F6 to move back to the page or sub-page in order to see the found Tag.

If you press Enter on one of the found Tags you are taken to that point in the Section and the text associated with the Tag is highlighted.

Press F6 to move focus to the tags List Pane or Shift + F6 to move focus back to your OneNote page or sub-page.

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# Adding Content to a Page or Sub-Page

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This chapter explores how to add images, PDF documents; web based information and scanned information into an OneNote Section, Page or Sub-page.

## Linking and Associating Information

In OneNote, you can include content from several sources in a note container. You can select text and copy then paste it into a note container. You can also copy then paste links to files in a note container.

To copy information from another application, select the information to be copied or moved and press Ctrl + C for Copy or Ctrl + X for Cut, switch to OneNote using Alt + Tab and ensure that your cursor is in the right location, then press Ctrl + V to paste it into position. You can copy or move small or large amounts of information. The information will either be set in a new note container, or if you are already in a note container, it will be added.

In OneNote there is no paste special to let you include formatting from another application. If you select a heading level, this will be translated by OneNote into bolded text but have no hierarchy in the content. There is also no equivalent to the Styles Pane or Apply Styles Pane to view formatting.

## Linked Notes

In OneNote 2010 you can use the ‘Linked Notes’ function that will let you make a connection with the Word, PowerPoint or Internet Explorer document you want to refer to.

You can only do this with a notebook in the 2010 format. If you look at the title bar in the OneNote window and see the words “compatibility mode” you will not be able to use this tool with this notebook. For those using screen readers, use the keyboard command of your screen reader to review the title bar information.

**Note:** If you are using a screen reader you will not be able to accurately locate linked notes in a OneNote Page or sub-page. Screen readers do not see the small icons next to text or the indicator at the top of a linked OneNote page or sub-page. Although you can use the AppKey to open documents and move to linked content, you have no idea where the linked content is in your notes unless you remember where it is or use method of notifying yourself of linked content.

You will also need to make sure that you have access to the documents you are linking to for when you come back to the OneNote page or sub-page in the future.

OneNote will need to be docked to one side of your desktop. To do this press Alt + W, D. OneNote is moved to one side of the desktop and the other application is visible on the remainder of the desktop.

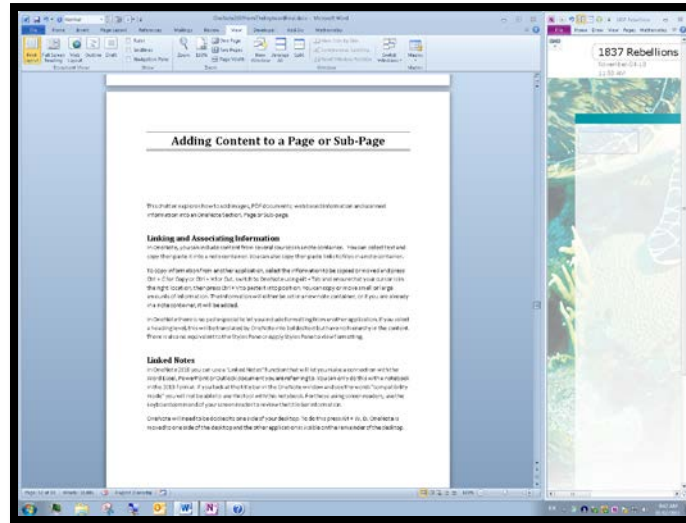


Figure 44 OneNote docked to desktop for linked note taking.

Place your cursor at the point in the Word or PowerPoint document that you want to link to your OneNote page or sub-page. Press Alt + Tab to switch to OneNote and begin taking notes. The content will be linked. The first time you do this for any individual session, you will get a message indicating that the ability to link the content has been turned on.

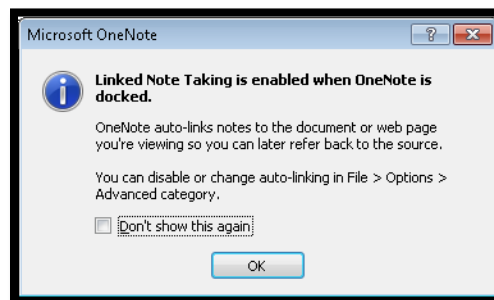


Figure 45 Message notifying you that content will be linked.

You can choose to not have this message show again. Activate the OK button to continue.

As you type or write notes on the OneNote page or sub-page an icon representing the type of document you've linked to is displayed to the left of the text it applies to. These icons are not accessible/visible to screen readers.



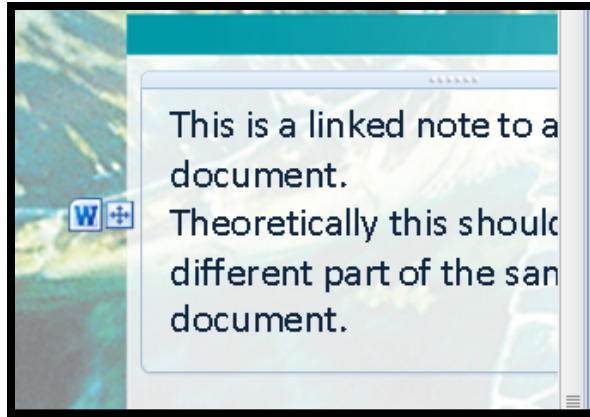


Figure 46 Link to a specific place in a Word document.

As you press Enter for a new line and link to a different type of document, the icon changes so that you know which type of application the content is linked to. Again, this information is not available to screen readers.

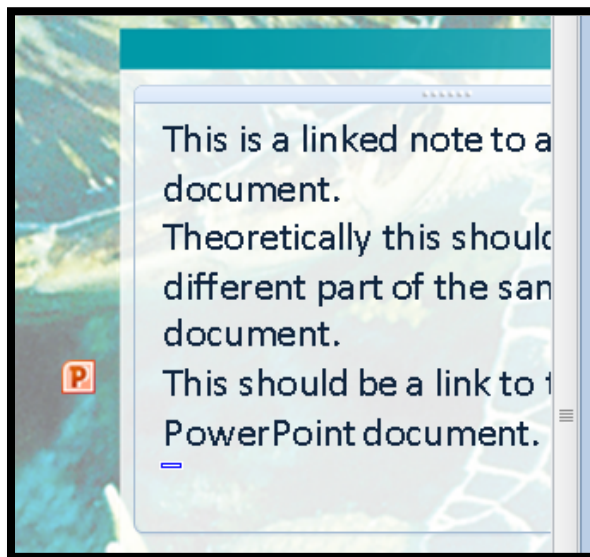


Figure 47 Content in OneNote linked to a PowerPoint slide.

If you know content is linked you can access it using the keyboard. Place your cursor in the text that references the linked content. In the example shown in the following image the content linked to is a PowerPoint slide.

Once the AppKey has been pressed press the letter L for "Linked Notes" which opens a sub-menu. The first option in the sub-menu is to "Open Linked File" and the keyboard command is the letter F. Whether the document is open or not, you are taken to the specific document and to the place in the document, in this example the specific slide referred to.

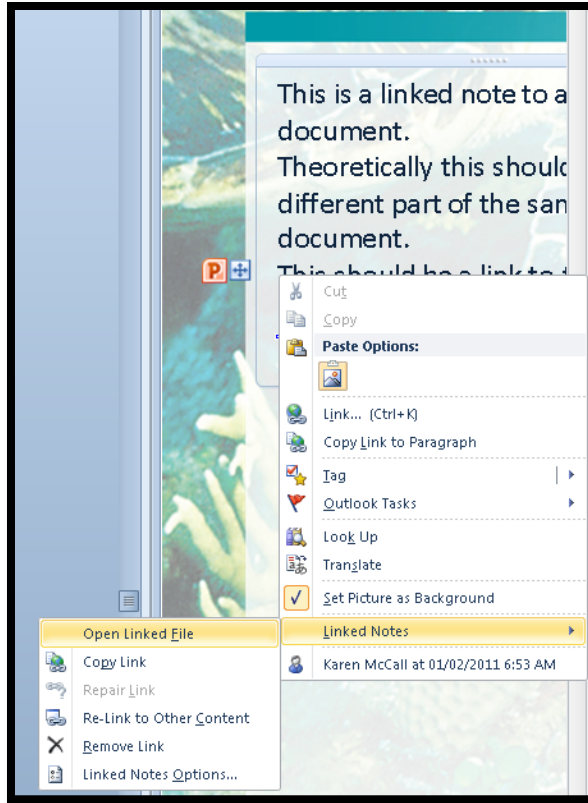


Figure 48 Context menu for moving to linked content in OneNote.

A message will appear notifying you that you should not open content from someone you don't know. You can choose not to see this message again. Move to and activate the OK button to open the document if it is not currently open. You shouldn't get this message if the document linked to is already open.

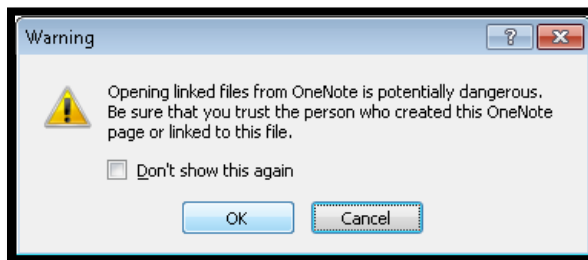
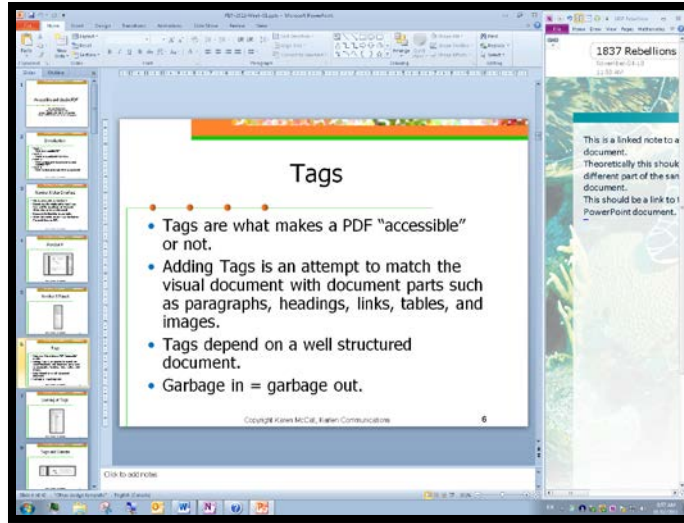


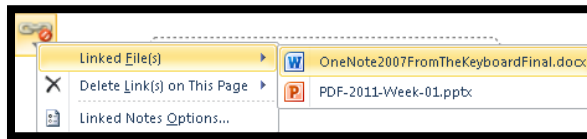
Figure 49 Notification that you shouldn't open unfamiliar content.

The following image shows the PowerPoint slide linked to in the OneNote page. When you activate a link to content the application will open if it is not currently open and you will immediately go to the specific point in the document. If the application and document are already open, you the document will gain focus and you will be at the specific place in the document linked to your OneNote page or sub-page.



**Figure 50 Document containing linked content opens and takes focus.**

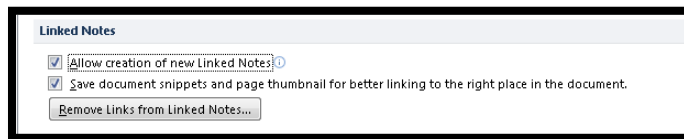
When you are linking to content in a OneNote page or sub-page there is a visual cue in the upper left corner of the page or sub-page. It is a link icon. As with other small icons in OneNote, this is not visible/available to screen readers.



**Figure 51 Visual confirmation of linked content on a page or sub-page.**

The icon has a context menu that provides a list of documents linked to as well as the ability to remove links to content. Access to this icon is mouse dependent. I haven't found a way to navigate to it using the keyboard or to get the same information in another way.

There are two settings in the OneNote Options and a button to remove the links. To view these settings press Alt + T, A for OneNote Options, Advanced. There is more than one category of settings that begin with the letter A. By default both check boxes are checked so all settings are turned on.



**Figure 52 Linked Notes settings in Advanced settings of OneNote.**

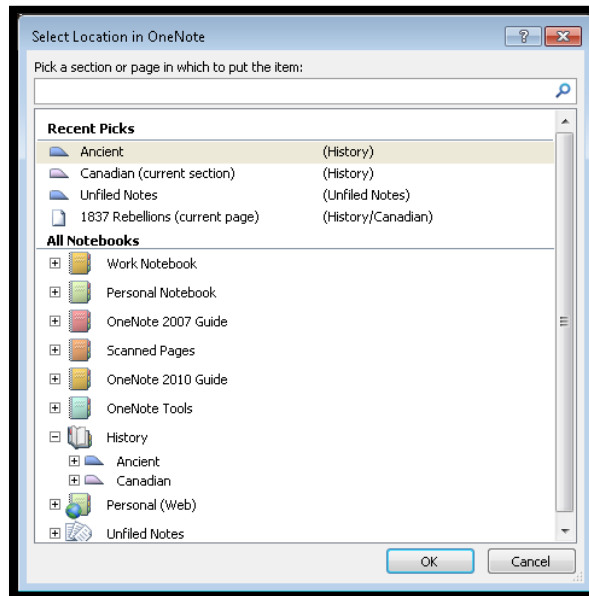
To stop linking to content from Word, PowerPoint or Internet Explorer press Alt + W, D in OneNote. This keyboard command is a toggle to turn the linking mode off and on. OneNote will be restored to either

maximized view or restored view whichever you were working in last. You will need to resize the other open applications to maximized view if this was the view you were working in.

If you want to turn on “Link to Notes” functionality in Word, PowerPoint or Internet Explorer:

- Word: press Alt + R, letter O, N for Review, Link to OneNote.
- PowerPoint: press Alt + W, letter O, N or View, Link to OneNote.
- Internet Explorer 9: Alt + T, K for Tools, OneNote Linked Notes.

If you do not have OneNote docked to the desktop and you want to link content from Internet Explorer you will be asked where you want to place the content once you activate the “Link to OneNote” option.



**Figure 53** Linked content location when working in Internet Explorer 9.

Linked content does not “travel” with a OneNote section or page sent by e-mail or placed on a network. The linked content has to be available to anyone who uses the OneNote section or page.

## Adding Files or Documents to OneNote

You can include files of any type on a page or sub-page. Go to the location of the file in My Documents or on another form of media such as a pen drive, flash card or CD and select the file or files you want associated with your section content. For students, this might be an instructors PowerPoint presentation or a video or audio file for the lesson. For those of you in business meetings, this might include an Excel workbook or PDF document.

Use the keyboard command Ctrl + C to copy the file to the clipboard, then switch to OneNote and make sure your cursor is where you want it to be; then press Ctrl + V. The name of the file appears between a < and > sign, for example <filename.pdf>. You can move your cursor anywhere in this filename and press Enter to launch the file. A copy of the file is also brought into the folder containing the section in OneNote Notebooks. This is why it is important to organize your notes in folders as well as sections. If you don't organize your sections into folders, you will have a huge chaotic pile of files at the end of a few months. You will then have to sort through all of them and move them into new folders you create as you try to better organize your notes and information. Everything will now be contained in OneNote Notebooks.

You can insert files onto a page or sub-page by pressing Alt + letter I, F to Insert, Attach File. This opens a dialog where you can choose the file you want.

## Contextual Links

In OneNote you can use contextual links. This means that you can select text, press Ctrl + K and either link to another Section, Page or Sub-Section or link to a web address. The user interface or process is a bit different in each version once you press Ctrl + K.

In OneNote 2010 select the text you want to be the link and press Ctrl + K. You are in an edit box where you can either enter the information for a section, page or sub-page or type or copy/paste a web address.

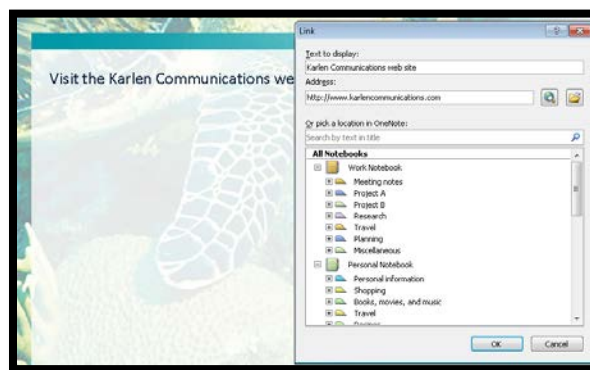


Figure 54 Create Link dialog next to text selected for link.

If you have a long web address you can also edit the text that will be used on the page or sub-page for that link. This makes recognizing links easier.

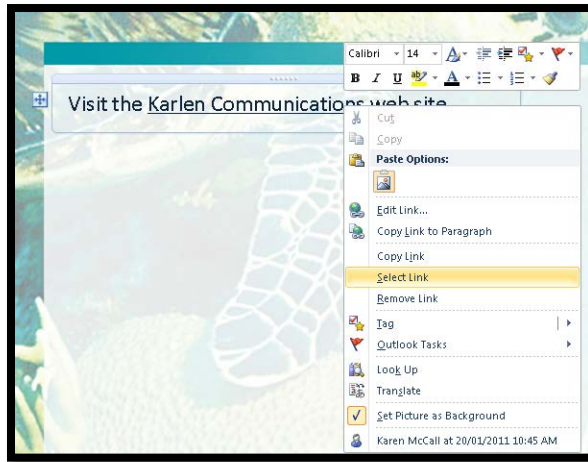


Figure 55 Context menu for a link on a page or sub-page.

There is no option to open the link however you can open the link by pressing Enter while the cursor is anywhere in the linked text or web address.

Jaws currently does not identify links on pages or sub-pages. In the following image, the link has adjusted in colour to the colour I choose as my regular font , size and colour. This is an issue with JAWS not recognizing the underlying link structure in OneNote.



Figure 56 Link on a page or sub-page.

## Internet Explorer Integration

There are two other ways to put web based content into OneNote. We've looked at making contextual links in an OneNote document. Another method is to press Alt + D to go to the Address Bar of either Internet Explorer or Firefox and press Ctrl + C to copy it, switch to OneNote and press Ctrl + V to paste it into a note container.

A web address copied to a page or sub-page appears as <http://www.karlencommunications.com>.

In OneNote you can provide context or "text to display" for a long web address by selecting the long web address and pressing Ctrl + K which opens the Link dialog. Press Tab to move to the "Text to display" edit area and type in the text you want displayed instead of the long web address. Once you are finished, either press Enter or Tab to activate the OK button to confirm your changes.

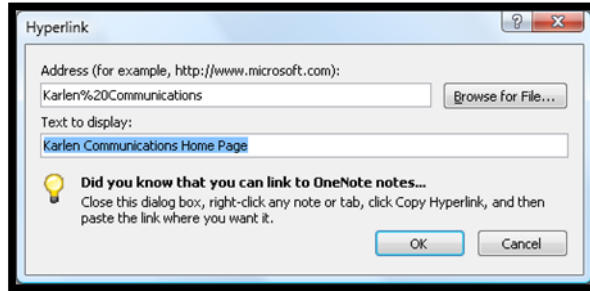


Figure 57 Add text for a link in OneNote.

The other method to include content into your OneNote notes is to “Send to OneNote” which is available in Internet Explorer. If you are using Mozilla Firefox you can only “Print to OneNote.” The complete integration is available if you are using Internet Explorer.

In Internet Explorer press Alt + T, N for Tools, Send to OneNote.

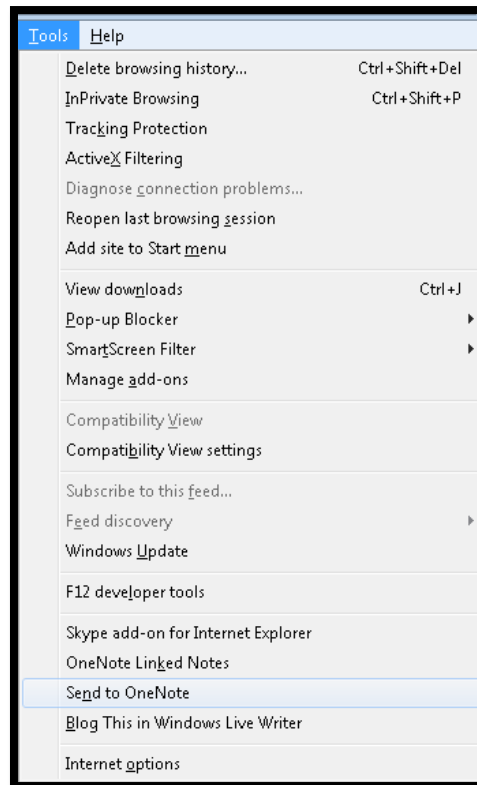


Figure 58 Send to OneNote from Internet Explorer.

For Internet Explorer 9 and OneNote 2010 a dialog opens where you can choose where you want the web based content to be placed.

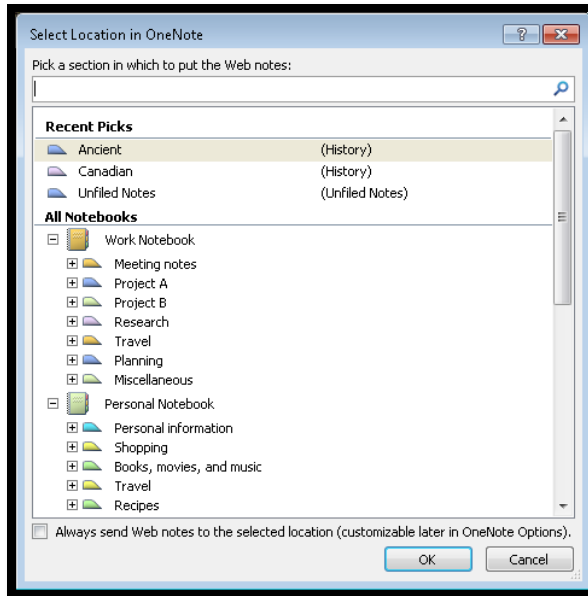


Figure 59 Send to OneNote from Internet Explorer 9 dialog.

Some of the formatting of the web page will be lost however the text of the page is readable if you are using a screen reader. If you are not using a screen reader the content is still fairly easy to navigate.

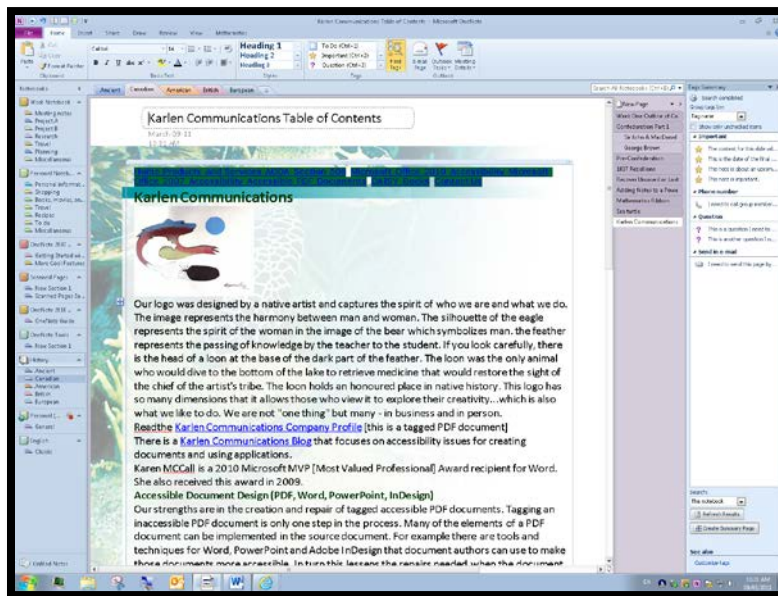


Figure 60 Web page sent to OneNote.

Once you return to OneNote you'll find the full web address at the bottom of the copied content. It will read as follows: "Inserted from <<http://www.karlencommunications.com/Blog/>> which is the web address for the Karlen Communications Blog article used in this example.



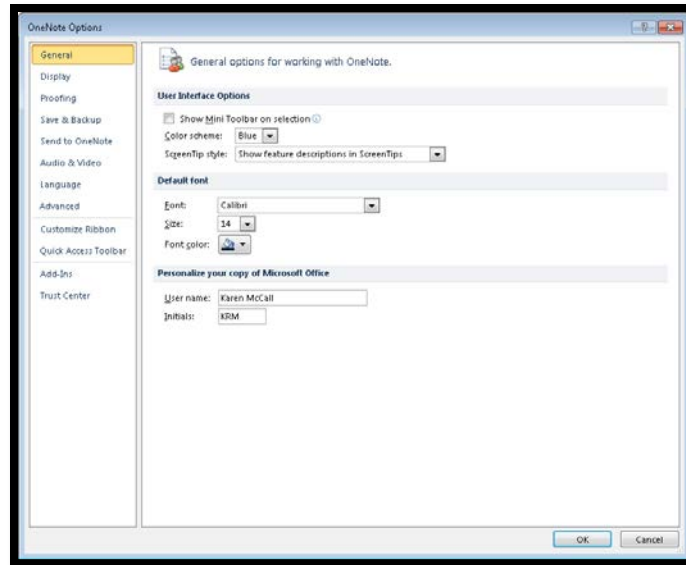


Figure 61 OneNote options.

## Print to OneNote

From OneNote you have the ability to use the Print dialog, Ctrl + P, to “Print to OneNote” which inserts a page or document into an OneNote container as a scanned image of the page or document. This content can then be made searchable. Making the text searchable is the equivalent to performing OCR or Optical Character Recognition on an image of text. You wouldn’t want to do this for documents that are already accessible. You would use this tool for documents coming from applications other than Microsoft Office.

Open a document from any application. Press Ctrl + P and choose “Send to OneNote 2010” as the printer. Tab to and activate the Print button.

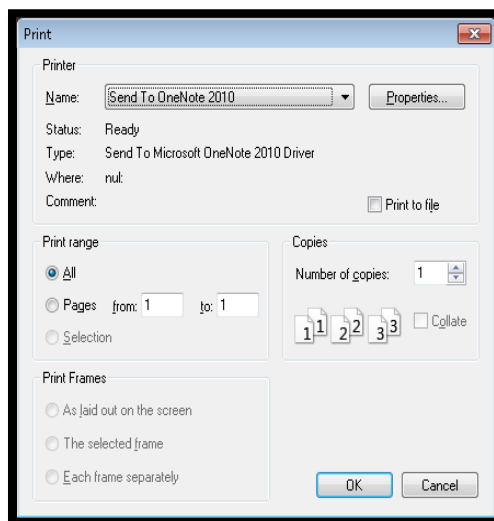
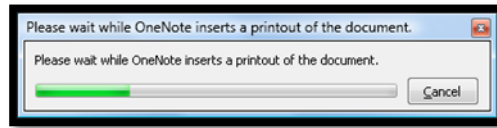


Figure 62 Send to OneNote 2010.

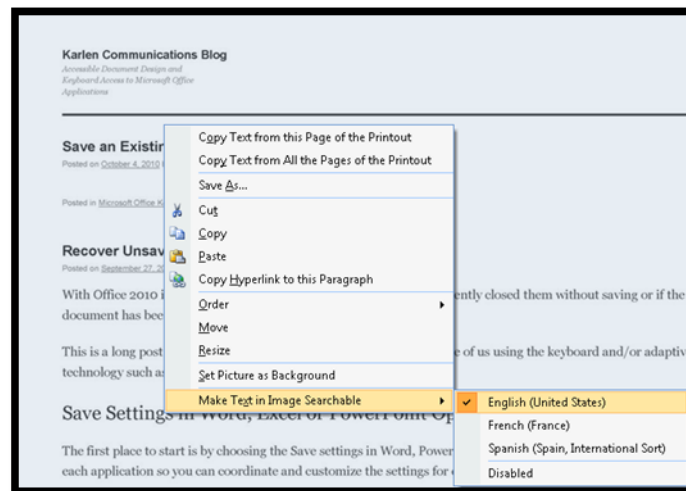
While the document or content is being printed or sent to OneNote you will have a progress dialog updating the conversion.



**Figure 63 Progress of content being printed to OneNote.**

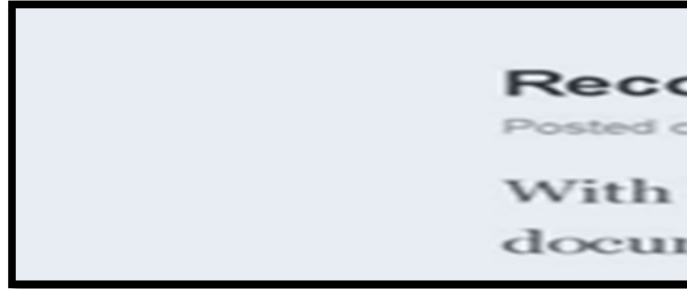
Some screen readers have problems finding this type of content. This is one of those areas that needs more support from adaptive technology. If you use the technique of putting focus on a note container and using Tab or Shift + Tab to move through containers, you will come across something that says “Machine generated text” which is a page of scanned text or an image. Because you know the content of the page you can determine whether this is the scanned page you want to make searchable. You can verify this by pressing the AppKey to see if “Make Text Searchable” is an option.

If you can locate and select the container that the document is in, press the AppKey and choose “Make Searchable.” A sub-menu opens with your language choices. Press Enter on the one you want...of course it will depend on the content you just printed to OneNote. This is not a translation tool but a text recognition tool.



**Figure 64 Make Searchable options from context menu on printed to OneNote content.**

Once you’ve made the content searchable, select the container again if it loses focus and press the AppKey again for the context menu. Choose to either copy the current page or the entire document to the windows Clipboard.

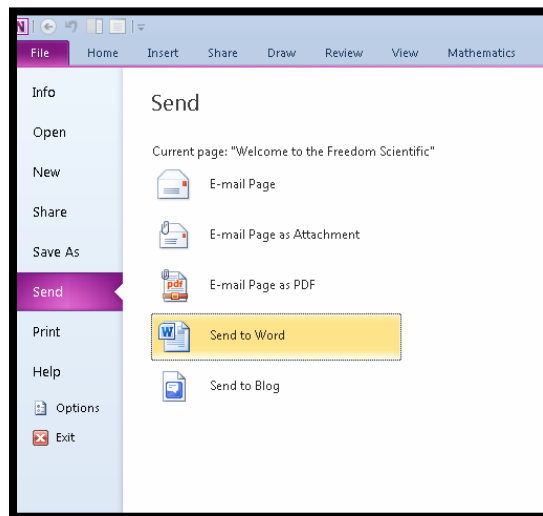


**Figure 65 Copy entire content document option selected from context menu.**

You can now move to another page or sub-page and paste the content using Ctrl + V. You can also copy this content into a Word document.

I mention the need to put the content you make searchable in another page or sub-page for people using screen readers as it will be easier for the screen readers to locate and read this content. If you have a learning, cognitive or visual disability or aren't using a screen reader you can leave the content in its original container.

There is also an option in the File/Backstage area to send the content directly to Word without copying and pasting. It can be found under File/Backstage, Send, Send to Word.



**Figure 66 Send to Word option.**

## Adding Scanned Documents to a Page or Sub-Page

If you have a scanner connected to your computer you can scan a page or document right into OneNote then make the text searchable as we did in the last topic and use it in other applications; or put it into a more readable container in OneNote.

I mention the need to put the content you make searchable in another page or sub-page for people using screen readers as it will be easier for the screen readers to locate and read this content. If you have a learning, cognitive or visual disability or aren't using a screen reader you can leave the content in its original container.

To scan directly into OneNote, create a new page or sub-page or place your cursor where you want the content to be placed in an existing page or sub-page. Press Alt + N, S for Insert Ribbon, Scanned Document. Once you tell OneNote to insert information from a scanner you will be prompted to choose the scanner and then insert the page.

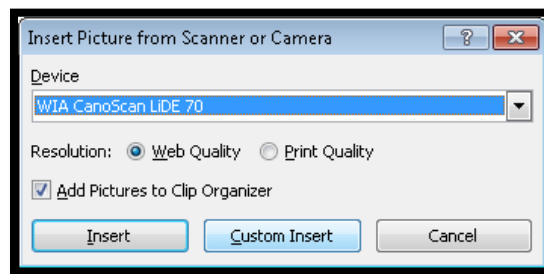


Figure 67 Insert scanned document dialog.

## Inserting Files and Printouts to a OneNote Section

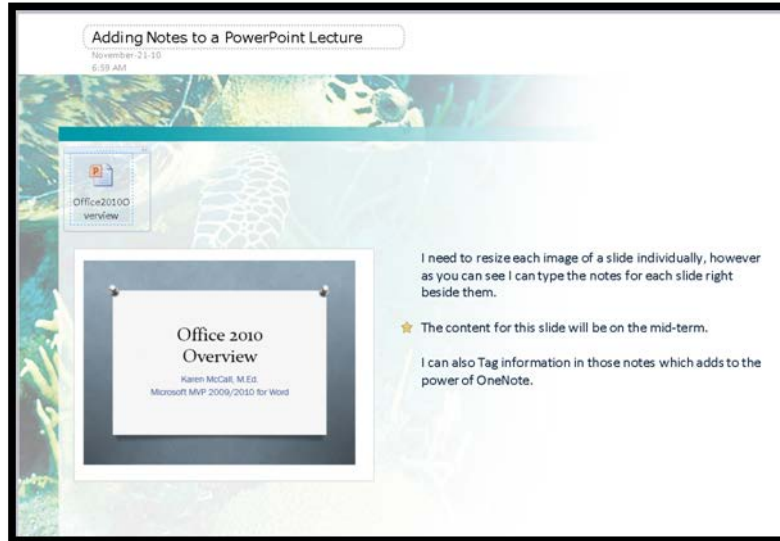
If I already have files or documents such as PDF, PowerPoint, Excel or Word documents I can add them to my OneNote Pages or Sub-Pages.

You can have both the document and the printout on the same page. I recommend this approach to adding this type of content to OneNote.

Having a searchable version of the document that can be easily accessed without actually opening the document is handy at times, while at other times you might need to check or review the original document. By putting both on the same page it is easier to locate and use both.

The staff at Seneca College in Ontario Canada showed me this great use of the insert as printout tool for students with learning, cognitive or visual disabilities. The slides from the PowerPoint document can be on one side of the page and the notes you take can be right beside them.

At the same time if I need to review the PowerPoint document in its native form, I can move to the top of the page or sub-page and access the attached file. It provides the best of both worlds.



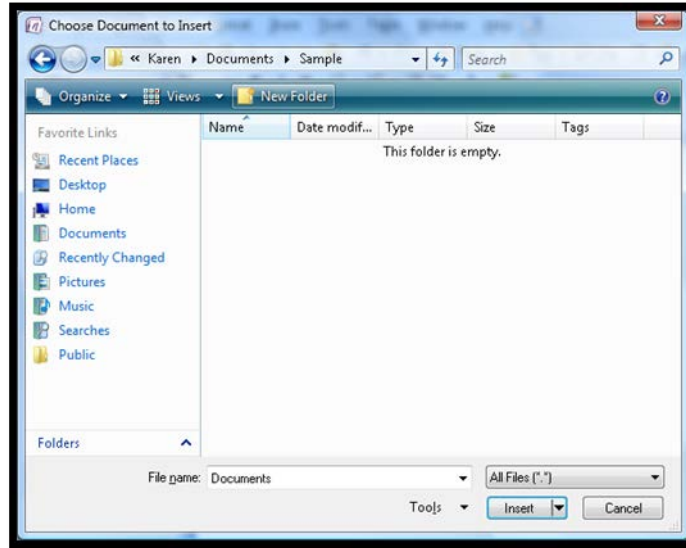
**Figure 68 A slide on a OneNote page with the class notes beside it.**

You will need to resize both the image of each slide and the note container if you want them both to fit on the screen side by side.

If you are using a screen reader you will need to make the text searchable in the slides. This may not be a practical use for those of you using screen readers, however try it and see if you can use this technique. The problem for those of us using screen readers is that we currently don't have information on our location on a line or anywhere else in an OneNote page or sub-page. Once we have access to this level of information in OneNote, we will be able to use this technique more effectively.

Press Alt + N, F to choose Insert Ribbon, Attach File.

The "Choose Document to Insert" dialog opens and you can locate the document you want to add to the OneNote Section.



**Figure 69** Insert file or printout dialog.

You can open the document using the context menu for the attached/inserted file or you can add it to the current page or sub-page by choosing to “Insert as Printout.” This will put the document on the page or sub-page as an image of the document which will then need to be made searchable. However this would let you see the contents of the document and still have access to the actual document linked to on the page or sub-page.

Keep in mind that if you move the notebook or the document you are linked to, the link will be broken. This might be another good reason to include a searchable printout of the document on the same page as the linked to document.

If you are using the keyboard and/or a screen reader you can locate the icon representing the attached document, press the AppKey for the context menu and choose Open from the context menu to open the document in its native application, in this example Word 2010.

If you are using Windows 7 you might get a warning about the security of the document even if it was attached from your computer.

Notice that in the context menu you can also open the document as a printout. Of course this would mean that you would have to perform OCR on it to read it using adaptive technology.

As shown in the following image you could have a direct link to the document as well as a quick way to review its contents on the same OneNote page or Sub-Page. Each page of the document is in its own note container. In performing this task, unlike scanning into OneNote, I didn’t have to resize the note container to accommodate the width of the page.

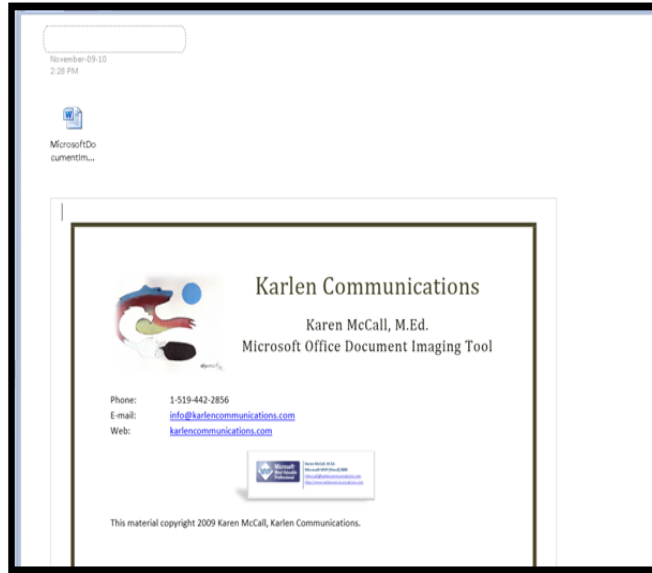


Figure 70 Attached document and document as printout on the same OneNote 2010 Page.

## Adding Images to Pages and Sub Pages

There are two ways to use images on a page or sub-page. You can link to an image, or you can insert the image into a container.

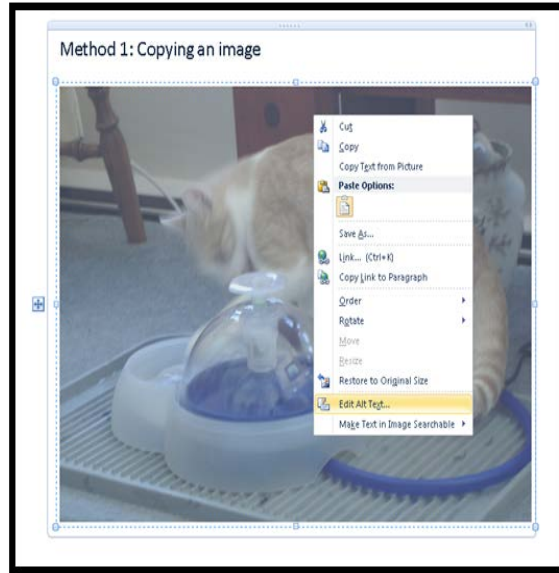
### Copying Images into OneNote

The first method of adding an image to an OneNote page or sub-page is to locate the picture, select it, press Ctrl + C to copy it, switch to OneNote, and paste it at the cursor point.

Versions of screen readers that work with Office 2010 often don't report images but tend to ignore them and be silent. Some of the current screen readers might read images as "picture, 4 inches wide by 3 inches high."

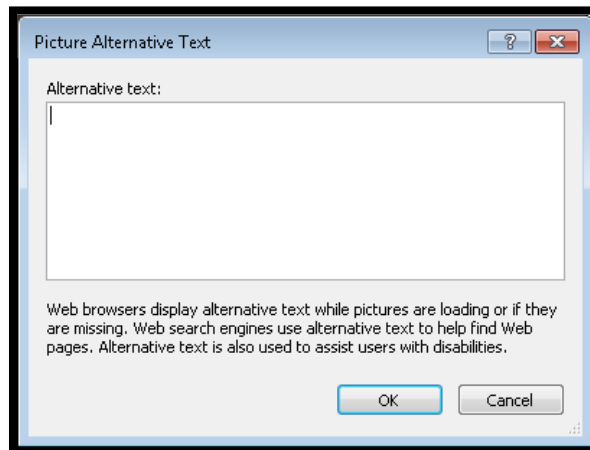
The author should also write a "caption" under images. There is no caption tool in OneNote. For instructors providing information for students in OneNote it is important to identify images or diagrams and provide a brief description of them.

In OneNote 2010 to add Alt Text to images on pages or sub-pages select the image and press the AppKey. Choose Edit Alt Text from the context menu.



**Figure 71 Image copied into OneNote with context menu showing "Edit Alt Text."**

Once you choose to Edit Alt Text a dialog opens where you can type a brief description of the image.



**Figure 72 Alt Text dialog in OneNote 2010.**

It is highly recommended that you add a caption under each image. This will need to be done manually as there is no Insert Caption in OneNote. A caption will help if the OneNote page or sub-page is printed. Currently there is no type of paper that lets you hover your finger over an image to see the Alt Text and the image may not be easy to decode visually.



## Inserting Images into OneNote

The second method of adding images to OneNote is to use the Insert Ribbon in OneNote 2010.

Press Alt + N, P for Insert Ribbon, Picture.

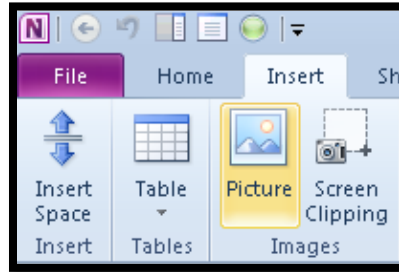


Figure 73 Insert Picture from the Insert Ribbon.

This will open the Pictures folder in Vista or the My Pictures folder in Windows 7. Locate the image you want included on the page or sub-page and either press enter or Alt + letter O to “open” it on the current page or sub-page at your cursor point.

Versions of screen readers that work with Office 2010 often don’t report images but tend to ignore them and be silent. Some of the current screen readers might read images as “picture, 4 inches wide by 3 inches high.”

Be sure to add both Alt Text and a caption to images as described in the preceding topic.

To add Alt Text select the image, press the AppKey and choose Edit Alt Text from the context menu. There is no caption tool in OneNote 2010 so this will need to be done manually.

You may need to resize the image. Sometimes you have access to the resize tools and sometimes you don’t. It depends on where you insert the picture. If it is inserted into an existing container it tends to resize itself to fit the container. If you are out of a container it will be inserted at its normal size.

## Adding Video or Audio to a OneNote Page or Sub-Page

You can add audio or video directly into OneNote. You will need an external microphone or connection directly into the room’s sound system for audio and a connection to a video camera for adding video based content directly into OneNote.

However you can add existing audio or video files to your OneNote pages or sub-pages.

In OneNote press Alt + N, F to insert a File or document. There is no distinction between a text based document or an audio or video file you have on your computer or storage device. Follow the same steps as for inserting documents but locate and select the audio or video file you want from the Music or Video folder in Vista or the My Music or My Videos folder in Windows 7.

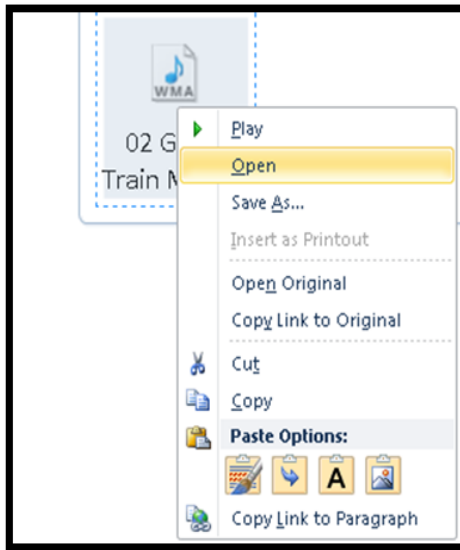


Figure 74 Inserted audio file on an OneNote 2010 page showing context menu.

Notice that the icon in the previous image for an audio file is the same icon used in Windows Explorer to identify audio files. It will be the same with video files...the icon will reflect the type of content.

### Note Taking With Audio and Annotation

One of the nifty features of OneNote is that you can record meetings and lectures. This is not the Voice Recorder tool that you can access from the Accessories menu; it is a tool that will create a Windows Media file that is linked to your note containers in OneNote. The files are stored with your notebook. You can also play the audio file through Windows Media Player when you aren't in OneNote.

The recording tool uses the SpeakAnywhere technology available on tablet operating systems. You can use it on a desktop, but the effects aren't as spectacular since your desktop computer isn't terribly portable. If you are trying to record conference sessions or lectures, you need to sit near the speaker/lecturer and you might need to use something like the [Sony ECM F03 boundary effects microphone](#). This credit card size microphone has a boost switch which may help in larger rooms.



Figure 75 Audio and video recording buttons on Insert Ribbon.

The keyboard commands for adding audio or video recordings to your page or sub-page are:

- Alt + N, A for Audio Recording.
- Alt + N, V for Video Recording.

When you launch the audio recording function for the first time you are asked if you want to make the audio searchable. This is a dialog that opens automatically when you first press Alt + N, A.

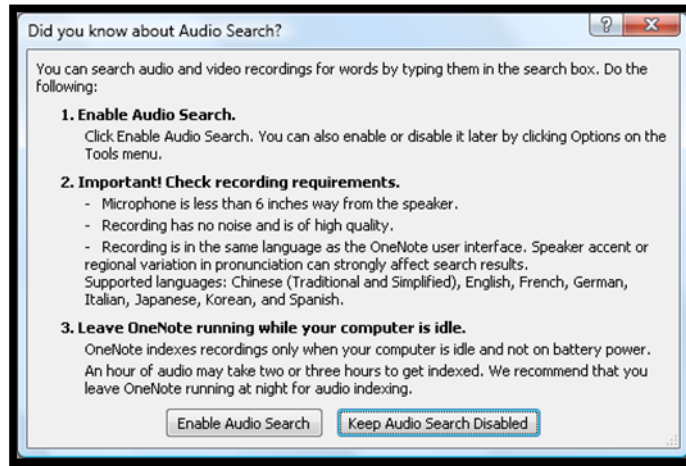


Figure 76 Make audio searchable dialog.

You can set this in the OneNote Options dialog if you miss this dialog or accidentally exit it without reading it. Press Alt + T, letter O to open the OneNote Options dialog and then choose Audio and Video.

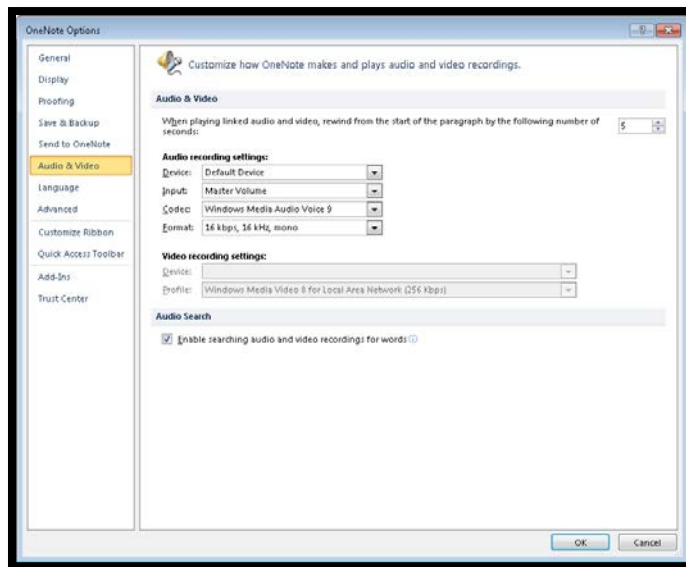
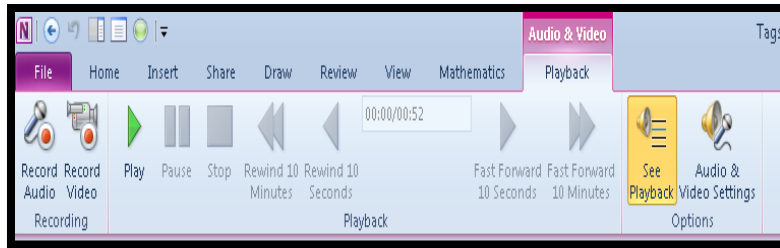


Figure 77 Audio and Video settings in OneNote.

There is a check box to turn on audio search.

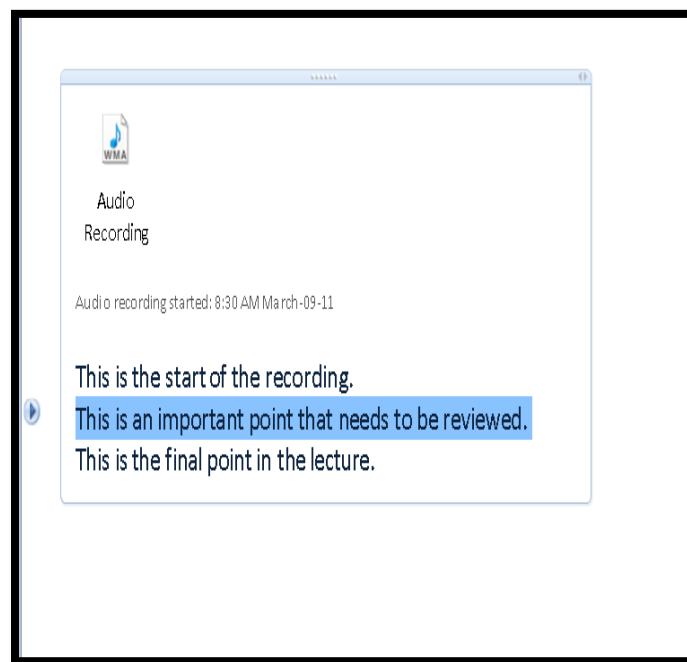
The Audio and Video Playback Sub-Ribbon is available once you press Alt + N, A or Alt + N, V to insert an audio or video recording.



**Figure 78 Audio and Video Playback Sub-Ribbon.**

The left side of the Sub-Ribbon has the playback controls, the centre displays the time codes for the duration of the recording and shows you where you are in the playback process and the tools to the right of the time coding let you have a visual marker as you move through the playback and set options for recordings.

Once you press Alt + N, A for Insert, Audio Recording, an icon for an audio recording is placed at the cursor point, the Recording toolbar is launched if it isn't visible in the Toolbars and recording begins. The same process occurs when you press Alt + N, V for Insert, Video if a video camera is connected to the computer.



**Figure 79 Playback of audio recording showing your position in the audio file.**

Along with the audio file icon, a notation on the current page at the current cursor location will let you know that the recording has started. As you add notes under this line of text, the notes become the annotation or connection to the recording at that specific point in the recording. For example if you type or write "this will be on the test" that will mark that point in the audio file where the instructor

identifies what you will need to study. In reviewing your notes you can quickly go to a specific point in the audio file

If you move the cursor down through the notes you will be able to see the time differences in the Audio and Video Playback Sub-Ribbon..

If you want to save the audio file to play on a device such as an MP3 player or the Victor Reader stream, select the icon for the entire recording, press the AppKey and choose Save As... which will let you save the file as a WMA or Windows Media Audio file.

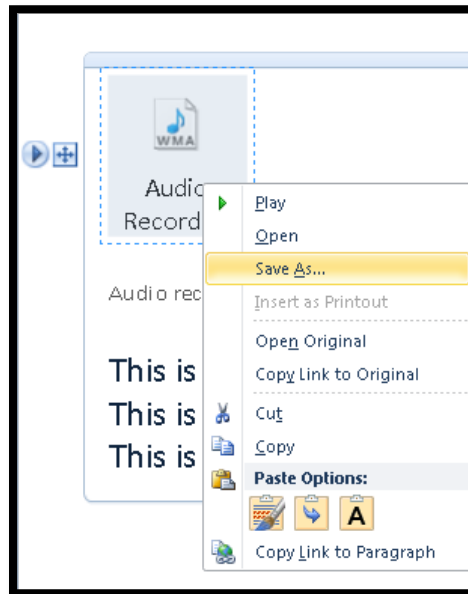


Figure 80 Context menu for audio recording showing Save As option.

To playback the audio or video file use the context menu for the recording or use the controls on the Audio and Video Playback Sub-Ribbon.

To use the controls for playback on the Audio and Video Sub-Ribbon, press Alt + J, then:

- A for Audio Recording.
- V for Video Recording.
- P for Play.
- U for Pause.
- S for Stop.
- W for Rewind 10 Minutes
- R for Rewind 10 Seconds.
- T to access the time code.
- F for Fast Forward 10 Seconds.
- E for Fast Forward 10 Minutes.
- B for See Playback which is a toggle.

- Letter O to open the Audio and Video options dialog which you can also access from the OneNote Options dialog by pressing Alt + F, T.

Audio files take up a lot of room. You will need a large hard drive if you are going to create an archive of audio files associated with notes.

There are other OneNote 2010 playback keyboard commands:

- Ctrl + Alt + P will start playing a selected audio or video recording. You can also press Ctrl + Alt + S to do this.
- Ctrl + Alt + Y will rewind the selected audio or video file by a few seconds.
- Ctrl + Alt + U will fast-forward the selected audio or video file by a few seconds.

You can't edit audio files unless you have an application that allows you to edit Windows Media files. Typically these are applications you purchase.

## Send to Word or Outlook

You can share your OneNote content with other people who have OneNote or those who do not. One of the ways OneNote is being used in education is by note takers for students who are deaf. The notes are taken in OneNote and then sent to students using e-mail or through a shared notebook on a server.

To send an OneNote page or sub-page to Word press Alt + F, D, W for File/Backstage area, Send, Send to Word.

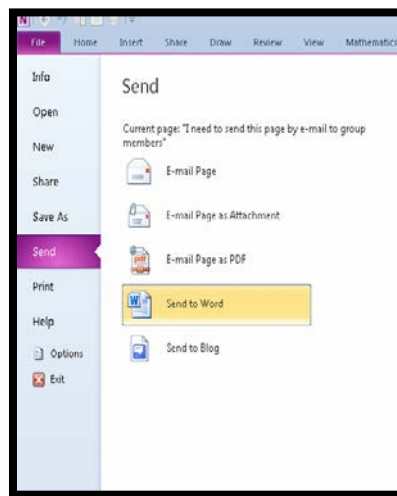
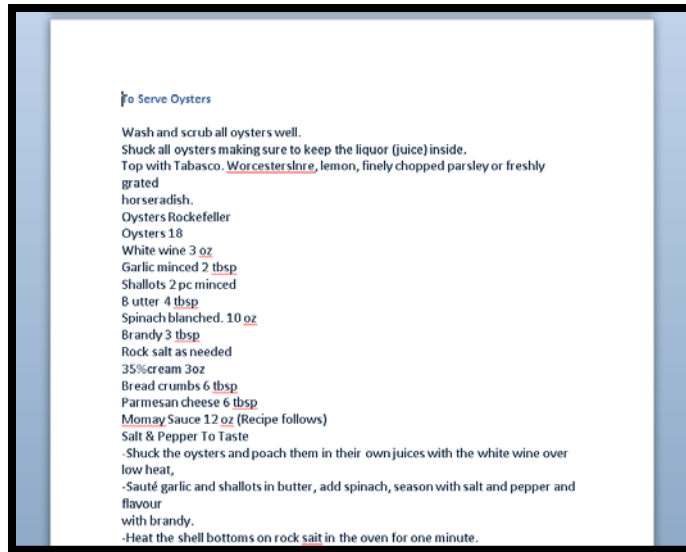


Figure 81 Send to Word from OneNote.

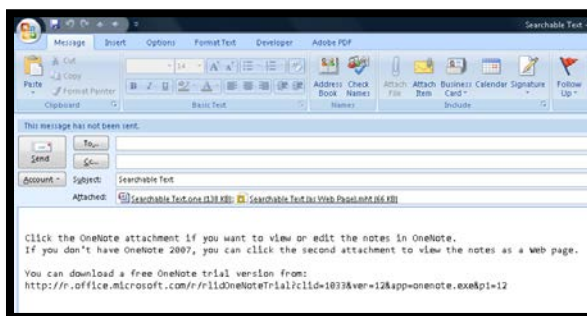
The following image shows scanned content from a OneNote page that was made searchable then copied to another OneNote page, then sent to Word.



**Figure 82 Content sent to Word from OneNote.**

The text is not in a text box and is readable if you are using adaptive technology. You will have to add structural elements such as headings or lists to the Word document.

If you choose to send the OneNote page or sub-page to an e-mail recipient it will be an attachment in both OneNote and HTML format. This lets someone who may not have OneNote on their computer open and read the OneNote content.



**Figure 83 OneNote page sent to e-mail recipient as attachment.**

If you choose to send the OneNote page or sub-page as a PDF document, the PDF document attached to the e-mail will be tagged. You will need to install the Save as PDF or XPS add-in to have this option available.

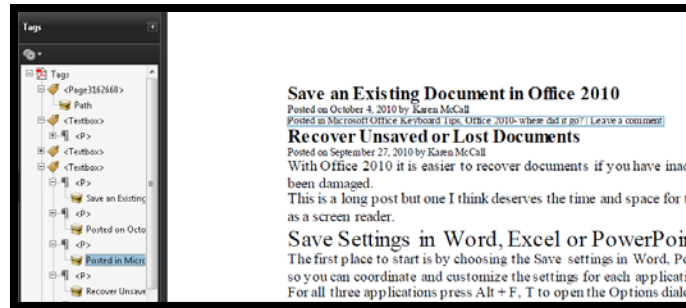


Figure 84 Tagged PDF OneNote page with Tags.

The tagged PDF has no structure other than the <P> Tag or paragraph Tag. If there are headings and lists you will need to repair the PDF to more accurately reflect the content structure. You can also save a page or sub-page as a tagged PDF document by choosing PDF as the format in the Save As...dialog.

You can also send the contents of a OneNote page or sub-page to a Blog. This opens a blog template in Word. This may require permission for password and login information to be “visible” to web based “entities” and you will have a dialog advising you that using this tool requires the use of secure and non-secure content. Review this option carefully before blogging from OneNote.

The keyboard commands for the Send File/Backstage area are:

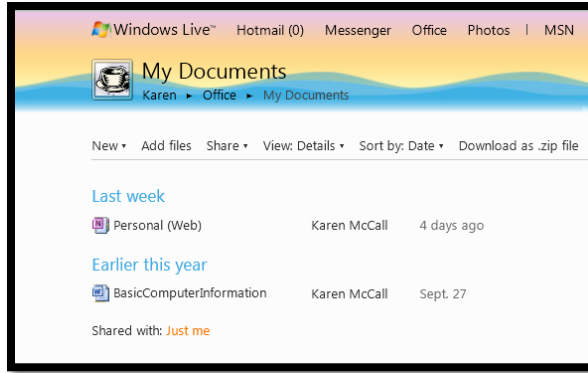
- Alt + F, E to send as an e-mail page.
- Alt + F, A to send as an e-mail attachment.
- Alt + F, P to send as tagged PDF.
- Alt + F, W to send to Word.
- Alt + F, B to send to Blog.

## Working in the Clouds

With Office 2010 OneNote is now available in the cloud. The Office Web Apps replace the sharing tool in previous versions of OneNote. This means you can store your notebooks on SkyDrive or a business specific cloud-based location and access them from anywhere.

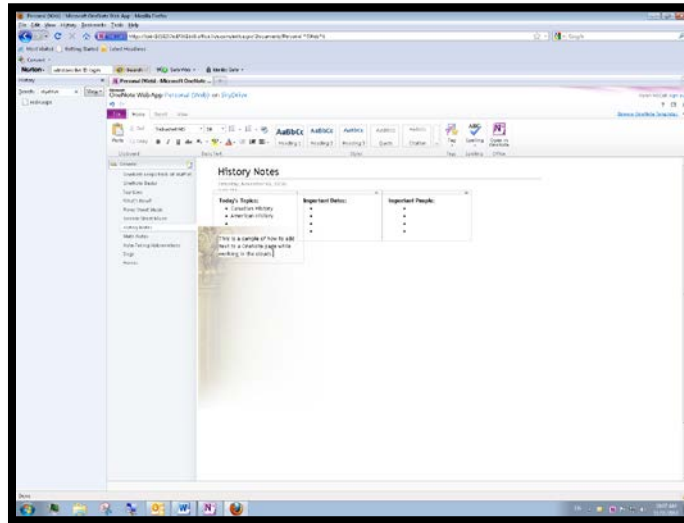
The Office Web Applications are not full desktop versions of the applications and are not intended to be full versions, however they do let you review and make edits to documents. You can also have several people working on the same document at the same time. Everyone’s changes are seen in real-time and added to the document once it is saved.





**Figure 85 OneNote 2010 notebook on SkyDrive.**

The following image is of a OneNote 2010 notebook open on SkyDrive in the Office Web Apps. This is the History template and all of the text except for the words “History” were added in the cloud version of this page. This notebook was created as a Web notebook.



**Figure 86 OneNote notebook in the clouds.**

You can open this notebook in OneNote and continue working on it if you find the tools in OneNote more familiar.

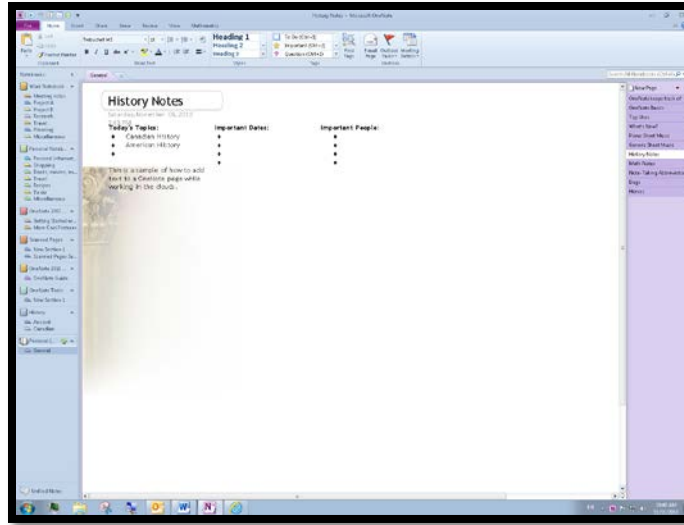


Figure 87 Web notebook open in OneNote 2010.

You can make changes to the page or sub-page in OneNote and the changes are reflected when you return to the clouds.

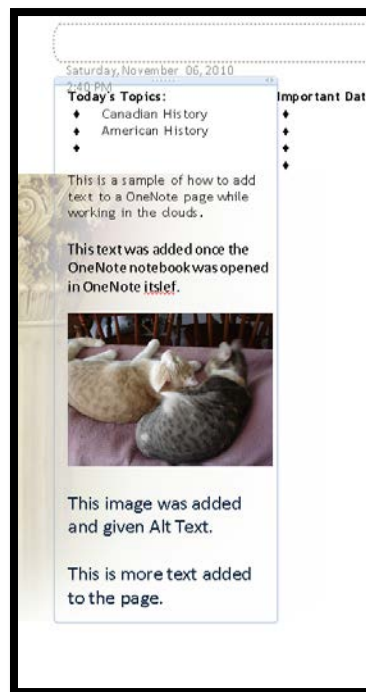


Figure 88 Content added when web based notebook was edited.

In the cloud, the revised content would appear the next time you open the notebook.

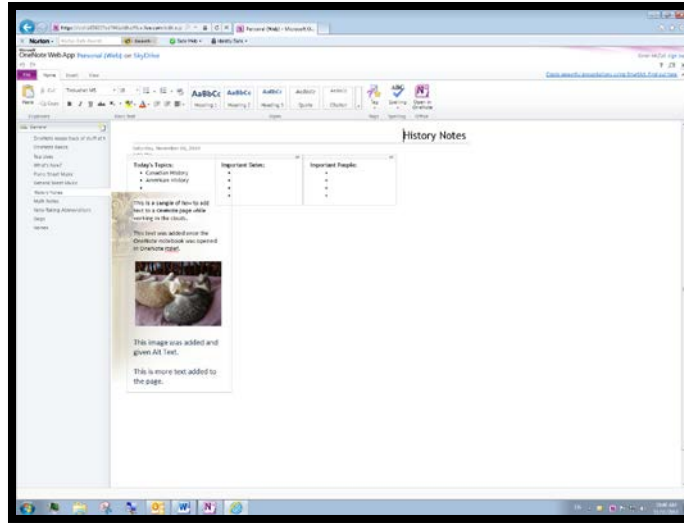


Figure 89 Image showing updated content in the cloud once notebook is reopened on SkyDrive.

You also have access to the tools on the Ribbons and Sub-Ribbons in the Office Web Apps. The following image is of the Home Ribbon tools for OneNote in the OneNote Web App.

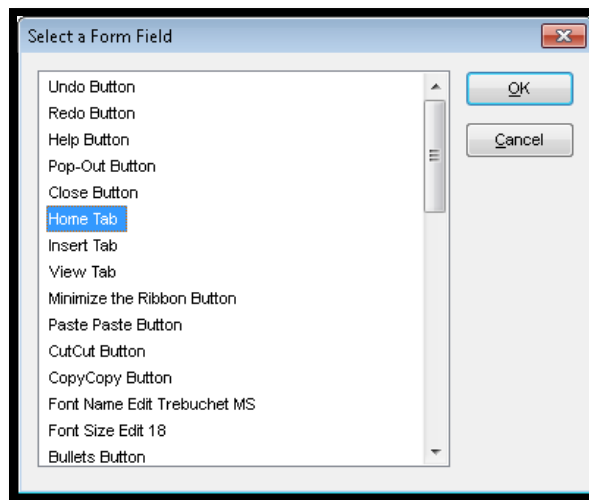
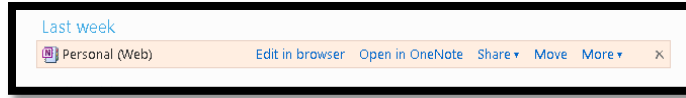


Figure 90 List of form controls on SkyDrive for cloud access to OneNote notebook.

There are some items that you currently don't have access to while in the Office Web Apps. Some of them are important if you are working collaboratively. Others are important if you want to open a document in its native application such as Word, PowerPoint or OneNote. These options are available to you if you are not using the keyboard and/or a screen reader.

The Microsoft Web Apps are created using the ARIA guidelines from the W3C. There is also a bit of JavaScript and I suspect that it is this part of the Web Apps user interface that is causing the problems and inaccessible content.



**Figure 91 Tools on SkyDrive currently not available to screen readers.**

The preceding image is of the tools available to you only if you hover the mouse over the filename on My Documents page of the Microsoft Office Web Apps. The Microsoft Office Web Apps are still relatively new and being modified all the time for improved access. As more of us who use adaptive technology and who are not mouse dependent use these tools, the access to them will improve.

## **OneNote Mobile**

OneNote Mobile is no longer available as part of the Office suite in 2010. You can find more information on [OneNote Mobile at the Windows Phone web site](http://www.microsoft.com/windowsmobile/en-hk/help/v6-5/OneNote-Mobile-touch.aspx)<sup>4</sup>.

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<sup>4</sup> Windows Phone, OneNote Mobile web site: <http://www.microsoft.com/windowsmobile/en-hk/help/v6-5/OneNote-Mobile-touch.aspx>

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# Outlook Integration

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OneNote 2010 has integration with Microsoft Outlook. OneNote was designed to integrate with other Office applications and this is where you will find seamless workflow opportunities. OneNote 2010 will also integrate with Lotus Notes and other e-mail clients, however its strength is still in its integration with Outlook.

The settings for Outlook Integration are found by pressing Alt + F, T for File/Backstage area, OneNote Options.

In OneNote to work with Outlook Tasks or Meeting Details press:

- Alt + H, letter O for Outlook Tasks which opens a sub-menu.
- Alt + H, D for Meeting Details which opens a dialog where you can choose the date and participants for meetings.

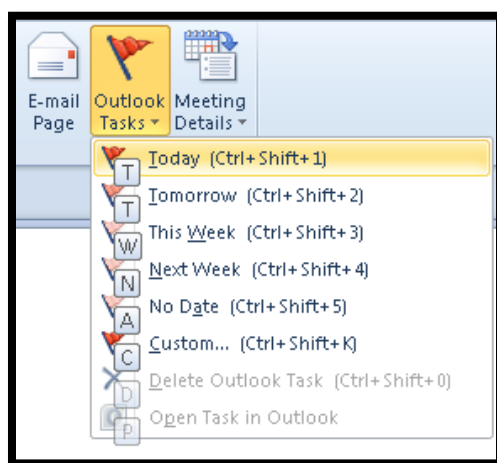


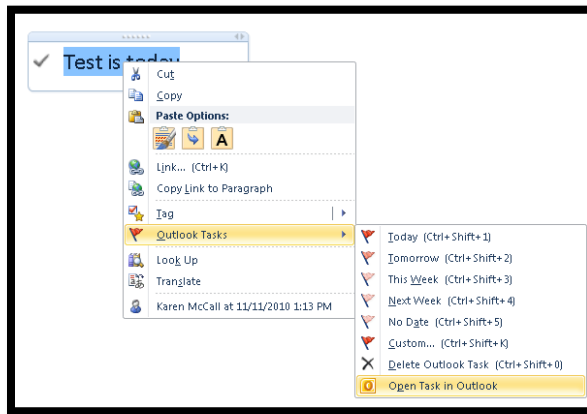
Figure 92 Outlook Group on the Home Ribbon with Outlook Tasks options visible.

While working in OneNote 2010 the keyboard commands for Outlook tasks are:

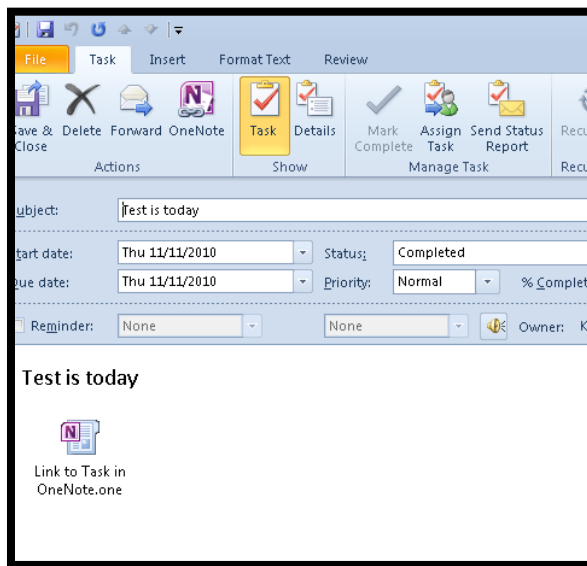
- Ctrl + Shift + number 1 to create a task for today in Outlook from the selected text.
- Ctrl + Shift + 2 to create a task for tomorrow in Outlook from the selected text.
- Ctrl + Shift + 3 to create a task for this week in Outlook from the selected text.
- Ctrl + Shift + 4 to create a task for next week in Outlook from selected text.

- Ctrl + Shift + 5 will create a task with no due date in Outlook from selected text.
- Ctrl + Shift + K will open the selected Outlook task in Outlook.
- Ctrl + Shift + 9 will mark the selected Outlook task as complete in OneNote. The icon next to the item in OneNote changes to a check mark.
- Ctrl + Shift + number 0 removes the selected Outlook task in OneNote and Outlook.

The following images show OneNote keyboard commands for Outlook tasks visualized.

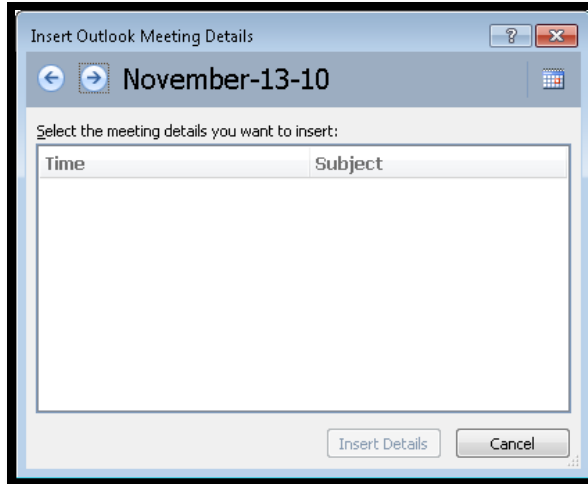


**Figure 93 Create Today task from selected note.**



**Figure 94 Outlook task created in OneNote 2010.**

You can set meeting dates by pressing Alt + H, D for Home Ribbon, Meeting Details, however this assumes you want to use the date picker to choose a group of people for a meeting.

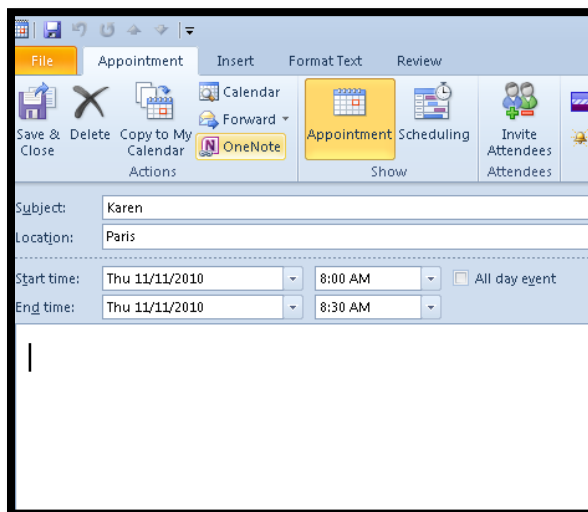


**Figure 95 Meeting date picker in OneNote 2010.**

There is no real tool in OneNote to add a date to your Outlook calendar. You can just create Outlook tasks.

The improved integration in Outlook is where you can attach OneNote notes to appointments, Tasks and Contacts.

Switch to Appointments in Outlook by pressing Ctrl + 2. Use Ctrl + N to create a new appointment and you have access to linking to an OneNote item from the “Appointment” Ribbon [Alt + H, letter O, N].



**Figure 96 Outlook appointment with optional link to OneNote content.**

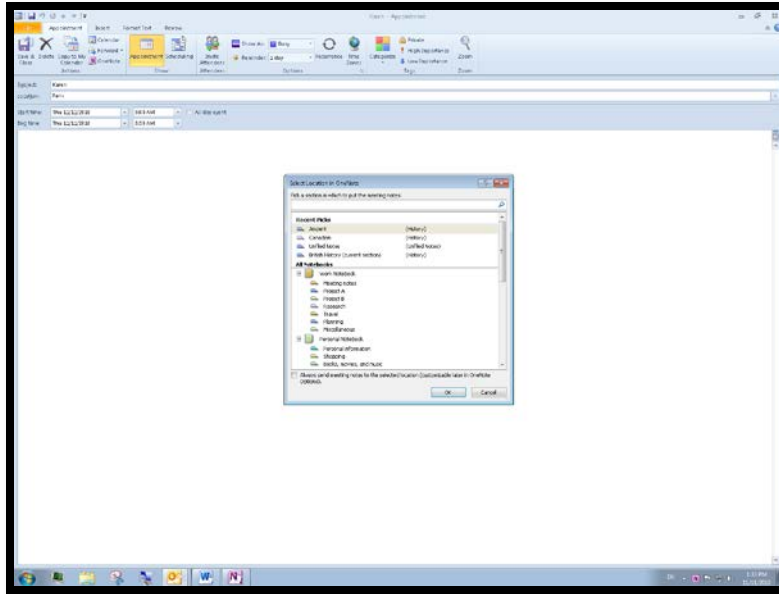


Figure 97 Dialog to choose which OneNote item you link to an appointment.

In Outlook access your Contacts by pressing Ctrl + 3. Create a new Contact by pressing Ctrl + n and you'll find a OneNote button in the Contact Ribbon by pressing Alt + H, letter O, N.

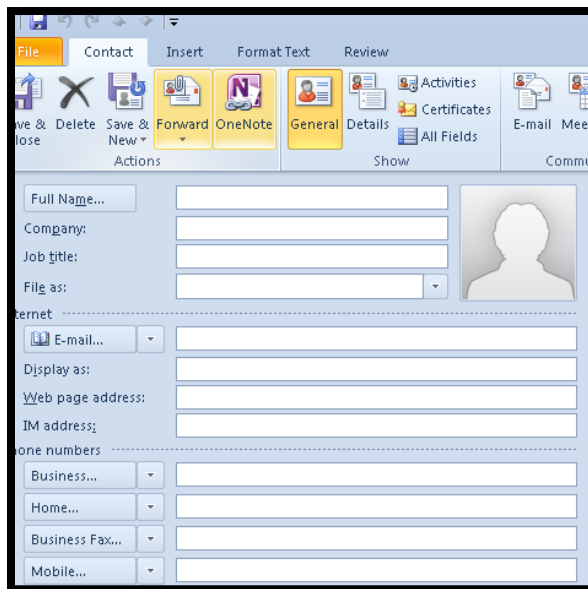
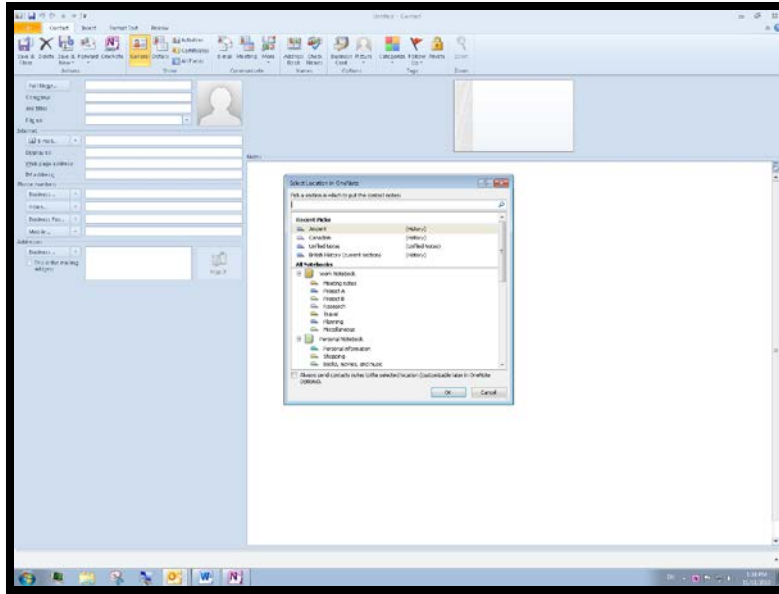


Figure 98 OneNote button in Contacts Ribbon of Outlook.

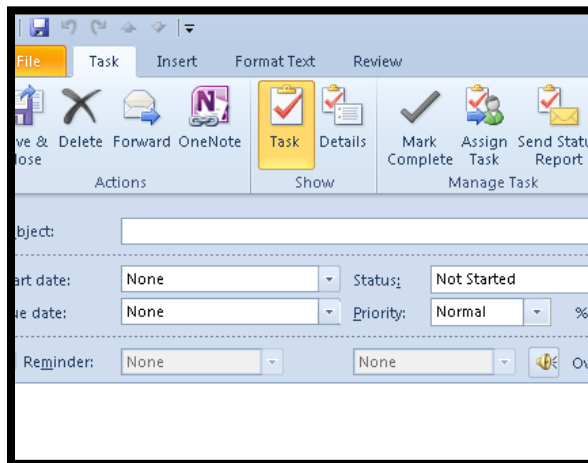
When the OneNote item is activated you have a dialog where you can choose the OneNote item you link to this Contact.





**Figure 99 Choose a OneNote item to link to a Contact in Outlook.**

You can access Outlook Tasks by pressing Ctrl + 4. Create a new Task by pressing Ctrl + N. You will have the option of linking to OneNote content but only once the task has been saved. For the other two tools, Calendar and Contacts, you can add the OneNote content before saving the new appointment or contact. The keyboard command is Alt + H, letter O, N.



**Figure 100 Link to a OneNote item from a Task in Outlook.**

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# Resources

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There are resources available for using OneNote with or without access to digital ink on a tablet computer.

[OneNote 2007 Microsoft resource page.](#)<sup>5</sup>

[OneNote 2010 resource page from Microsoft.](#)<sup>6</sup>

[Using the writing pad and touch screen on a tablet PC.](#)<sup>7</sup>

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<sup>5</sup> OneNote 2007 resource page from Microsoft: <http://office.microsoft.com/en-us/welcome-to-the-2007-microsoft-office-system-FX101829962.aspx?CTT=6&origin=EC001023000>

<sup>6</sup> OneNote 2010 resource page from Microsoft: <http://www.microsoft.com/office/make-it-great/en-ca/default.aspx?wt.srch=1>

<sup>7</sup> Windows home page, Using the writing pad and touch screen on a tablet Pc: <http://windows.microsoft.com/en-US/windows7/Using-the-writing-pad-and-touch-keyboard-in-Tablet-PC-Input-Panel>