Getting Started with OneNote

This tutorial contains images of Office 2010 and 2013 programs when the directions vary. The 2010 image will be on the left and the 2013 image will be on the right when there is a significant screen difference.

Microsoft OneNote, the best software programs you’ve never heard of, provides an integrated environment for taking lecture notes, developing study materials, organizing histopathology lab atlases, collecting research materials for Small Group or PBL, and building your USMLE Step 1 databank. The application supports a “notebook” model for organizing information, much like a collection of 3-ring binders with section dividers, tabs, and individual document pages, an organizational framework you already know and understand.

This walkthrough illustrates some basic OneNote terminology and skills to bring you up to speed quickly for medical school. The best advice is to thoroughly get to know how OneNote works, so you can quickly decide how to best employ its facilities to augment your existing study and work habits.

Launch OneNote

Do this by clicking the Windows Start Menu in the lower left hand corner of your screen, or press the Windows Start Key in the lower left hand portion of your keyboard (they both do the same thing). You can pin the program to your Start menu or to the Taskbar at the bottom of the screen. Just Right-click on the program icon in the start menu, and pin it where you want it.
Start >> Select Microsoft OneNote 2010 or Microsoft OneNote 2013

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If you have trouble finding it (or anything really), just type “OneNote” in the **Start Search** box at the bottom of the **Start menu**.

This finds all OneNote related items and groups them at the top of the dialog box.
Here is an example of the main OneNote application screen.

Three main tab zones control content access: 1) Notebooks, 2) Sections, and 3) Pages.
1. Notebooks:
You can start a new Notebook for each Module.

2. Sections in notebooks:
You can have separate sections for Lectures, Labs, Preceptor visits, Small Group, etc. in each notebook.

3. Pages in sections:
Create a new page for each lecture, topic, lab, meeting, etc. You can also create page groups.

1. Observe the notebook tabs on the left side.
2. Examine the section headings along the top.
3. Flip through the page tabs on the right-hand side.

Click New Page on the upper-right-corner of the document area.

You can type, write with your stylus, and paste from the clipboard.
The Title of the new page is automatically generated from the uppermost text entry, unless you type or paste directly into the title box.

The Search all notebooks field can read as well as locate handwriting and text within images. Select the drop down arrow to change Search Scope.
Use F11 to hide notebook Details (i.e., tabs) so you can focus on the document.

Create a New Page to practice writing a new note.

Write your notes on the empty, lined page. You can choose not to have page lines. Select the View tab on the Ribbon: select Page Lines: None.
You can also type notes. Note: I typed the title in the title box and then a line of text in the body.
Taking Notes

Some students like to hand-write their notes; others type theirs (it’s about 50/50 in most classes). Try it, and see which way you like.

Handwriting is usually done by using a tablet or tablet laptop with the screen up and rotated. Normally, students type with the screen open, thus exposing the keyboard. For those students with a non-touchscreen device, you can purchase a USB Pen Tablet device; the Wacom Bamboo Splash Pen Tablet is approximately $40 - $60.

First, you need to print the PowerPoint “lecture slides” to OneNote so you can take notes in class using the prepared lecture materials.

Download a copy of the PowerPoint presentation for your lecture from JayDocs. You should put this somewhere in the “My Documents” folder, so that you can easily back it up. Probably the best place to put documents is in a folder within your OneNote Notebook (which looks like any other folder in “My Documents.” You could store all of your Foundations of Medicine files within your Foundations notebook folder, for example.

Print to OneNote

The ability to print to OneNote is a hallmark feature you will use repeatedly. There are two methods to complete this. One will automatically insert spaces for notes (page 11) and one looks more like the PowerPoint files (follows here).

PowerPoint view method:
Open a PowerPoint presentation or an Office document and press <CTRL + P>.

The Print dialogue box is displayed.

Or -

Click on the File Button, choose Print and then –
Change the selected printer to “Send to OneNote 2010” as your printer. Click Print.

In Office 2013, click File, Print and then choose Print On the next screen, choose Send to OneNote 2013
OneNote then displays this dialogue box, unless you printed something tiny.

OneNote will ask where you want the file sent. Select the location for your file and click “OK.”

**OneNote 2010**

**One Note 2013**
Notes Printing Method –
Open a PowerPoint presentation or an Office document and press <CTRL + P>.

The Print dialogue box is displayed.
Or -
Click on the File Button, choose Print and then –
Office 2010 - Choose “Save and Send” and then “Create Handouts.”

Office 2013 – Click on Full Page Slides dropdown and choose Notes Page. Click Print.
Office 2010 - Click on the next “Create Handouts” button that appears in the Right viewing pane.

Choose “Notes below slides” in the next window.
This sends the PPT to Word and may take a little time to process. Once it is completed, “Print” to OneNote from Word (see next page for a demo).
You may want to try changing where the notes space is located in the last step, and whether you use portrait or landscape, in order to customize this to your needs.
Print to OneNote 2010/2013 from Word (for Histopath, just copy from Word and Paste to OneNote)

Click on File and choose Print (or use the keyboard shortcut Ctrl P),
Click on the name of your printer and choose “Send to OneNote 2010/2013” from the list. Then click “Print.”

This is a video of cell division. Quickly the cell can divide, and rearranged.
If OneNote is not open yet, it will open on its own. A “Select Location” window will pop up and you will choose where to send the file within your OneNote files. Select the location for your current file and click “OK.”

**OneNote 2010**

**OneNote 2013**

If your file is large, it may take a minute or two to finish “printing.” ***In OneNote 2013, if your file prints to separate pages, click on File, Options, Advanced, and scroll down towards the bottom where it says Printouts. Uncheck the box “Insert Long Printouts on multiple pages.” You will then be given a choice of multiple pages or one long page when the file prints.***
When it finishes, you will have the PowerPoint with the notes and images. I never named this page when I used it before, so I can name it now by typing in the “title” box. As I type, the name changes in the corresponding tab.
Now you can write or type on the notes.

The cytoskeleton undergoes rapid and dynamic changes during cell division. The microtubules are green, the actin is red, DNA is brown. The microtubules are critical to the separation of the chromosomes, and the actin is critical for the cleavage of the cell. These functions are in addition to the normal cell functions for these cytoskeletal...
You might want to change your view size. Click on “View” in your ribbon and change the percentage to see what you like.
If you need more space, you can insert blank space.

**Introduction to Pathology**

Pathology is the study (logos) of disease (pathos). More specifically, it is devoted to the study of the structural, biochemical, and functional changes in cells, tissues, and organs that underlie disease. By the use of molecular, microbiologic, immunologic, and morphologic techniques, pathology attempts to explain the whys and wherefores of the signs and symptoms manifested by patients while providing a rational basis for clinical care and therapy. It thus serves as the bridge between the basic sciences and clinical medicine, and is the scientific foundation for all of medicine.

Traditionally the study of pathology is divided into general pathology and systemic pathology. The former is concerned with the reactions of cells and tissues to abnormal stimuli and to inherited defects, which are the main causes of disease. The latter examines the alterations in specialized organs and tissues that are responsible for disorders that involve these organs. In this book we first cover the principles of general pathology and then proceed to specific disease processes as they affect particular organs or systems.

The four aspects of a disease process that form the core of pathology are its cause (etiology), the mechanisms of its development (pathogenesis), the biochemical and structural alterations induced in the cells and organs of the body (molecular and morphologic changes), and the functional consequences of these changes (clinical manifestations).

**Etiology or Cause.**

The concept that certain abnormal symptoms or diseases are "caused" is as ancient as recorded history. For the Arcadians (2500 BCE), if someone became ill it was the patient’s own fault (for having sinned) or the effects of outside agents, such as bad smells, cold, evil spirits, or gods. We now recognize that there are two major classes of etiologic...
Use this to make room for more notes – click and drag down between the slides.

To add space, start at the place you would like to add, hold down the left mouse button and drag downward. When you release the mouse button, the space will be added.

To remove space, start at the place you would like to delete, hold down the left mouse button and drag up. When you release the mouse button, the space will be deleted.
When you release the left mouse button, the indicated space is inserted.
Hyperlinks (Video: Hyperlinks)

The **second most important concept** when taking notes is building **hyperlinks**.

Locate the pertinent information you want to hyperlink. It can be a OneNote page, Word document, Powerpoint, or a webpage. **Right-click** the area you want to link and select “**Copy Hyperlink to this Paragraph.**”
Return to your target document & Paste the hyperlink where you want it.
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The link will copy in and then you can add text to further identify the link (I added “See notes pages for more information:”)

**Click** on it to jump directly to the spot you linked in the second document.

You have done it. Congratulations! You have made your first OneNote hyperlink. Good linking strategies include disease names, lab values, treatments, procedures, drug names, diagnostic criteria, formulas, structures, genes, tumors, and organ systems, really anything that helps you learn medicine and pass the NBME Step 1 USMLE. Think of it as creating your own external neural network of medical information.
Inserting Documents

It is sometimes quite helpful to insert a document in OneNote, such as a web page, a Word document, an image file, and suchlike. These may contain imbedded link information.

Many students copy and paste the entire contents of the histopathology Word document directly into OneNote. This allows them to go through and insert Snips of Aperio slides for each specimen covered. The basic technique is illustrated here:

Open the Word document containing the text you are interested in copying.
Press **CTRL + A** to select all text, or select just the items needed.

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**Onenote Tutorial**

Copy selected text.
Open the OneNote page you select to receive the copy.
Insert or Paste copied text into OneNote document.

Good histopathology review sites:

- http://www.kumc.edu/instruction/medicine/anatomy/histopathology
- http://www.kumc.edu/emrl/cell ultrastructure atlas.htm
- http://www.bu.edu/histology/m/t_electr.htm
- http://library.med.utah.edu/WebPath/webpath.html
- http://www.bscb.org/?url=softcell/index


If the faculty member inserted shapes, the shapes may move – double check for placement.
1. Macrophages (histiocytes). Tissue: Blue plus both; dye (see EM, Roes and Pavlin. Fig. 6.22 and Fig. 18.9) and para (5) – the Kupffer cells are macrophages of the liver, but the principle of phagocytosis of a vital dye is similar.

Notice that these cells have ingested the Trypan blue dye. This is a dye – not a stain.
Organizing Documents

There are many strategies to organizing your course documents. Everyone will do it a little bit differently.

Last year someone sent out their template that had every week of class listed as a OneNote Section (folder) for each module (for the whole year!), with each module created as a different notebook. This may be logical for some, or others may choose to do it by subject or anatomic location.

While this may seem (to some) to be taking things to the extreme, you will certainly find that your document organization paradigm will shift from the simple to more complex as the year wears on. Thus, the smart money is on starting simple, then letting your OneNote hierarchy evolve as your study techniques evolve to adapt to the overwhelming amount of information. You will have less rearranging to do that way, with much less over-thinking of the problem.

That said, you might also find yourself completely lost if you just dump everything into the Unfiled notes section.

Not to fear, though, documents will appear in chronological order, the default is to open where you last left off, and the search function (described below) is excellent.

Try not to bother rearranging your notebooks and sections until you have created at least several dozen documents.

Perhaps when you begin to study in earnest for the first Foundations of Medicine test is a good time to create your first document “map.” Use hyperlinks to create a Table of Contents or Study Guide. There is even a OneNote “Powertoy” that can create a Table of Contents for you (just Google it). This is not a Microsoft product, however, so it’s not guaranteed to work.

Moreover, after you see your grade on the first test, you may want to rearrange things so they work more optimally!
A good starting point might be to create one notebook for each module, plus maybe a couple of additional ones for the curriculum learning objectives (not the module objectives) and for all diseases (as a guide to the USMLE).

Within diseases, you could have a separate section for each organ system and a separate document for each major disease.

Within learning objectives, you could also arrange by organ system, since this meshes well with the curriculum.
Searching Documents

OneNote searches everything. Including what you type, write by hand, or include in an image. Moreover, you must reorganize the files regularly. Come exam time, you can search to find everything in your notebook referencing “diabetes,” for example. Here are a few key techniques. Type your search phrase in the Search window.
Limit the scope of your search as needed (e.g., this module or All Notebooks)

Choosing “Open Search Results Pane” will give you a detailed list of information.
In addition, OneNote highlights search phrase where it appears in the document.

Note the search is imperfect.

**Annotating Documents**

Here are notes on a PowerPoint lecture slide printed to OneNote.
Example shows annotations for an Aperio image pasted in a OneNote page.

Flags and Shapes

OneNote incorporates a powerful feature called Note Flags. The name is a bit odd, though, because inside the application, all references to this feature are associated with the concept of Tags, at least since Office 2007 came out. It still refers to the same thing: the capability of flagging and tagging your OneNote documents (much like you might do in a three ring binder with Post-it notes or tape flags) and organizing information contained therein. One common use of tags is to build a to-do list. Another is to track phone numbers, addresses, or other contact information imbedded in random notes. One powerful tool is Note Flag Summaries. This quick overview shows you the basic tools and interfaces for using Note Flags to your advantage.

The Tag icon on the Home tool bar tab gives you one way to access the feature.
Position the cursor, click Tag, type an optional description, and you are through.

This tag marks the designated spot in your document as “important.”

Try the drop down list to find a different type of tag. Use the icon identified with the arrow:
This green area was tagged as a **definition**.

You can quickly locate all your note tags using the **Find Tags** button on the **Home Tab**.
This shows the search result for tagged notes, which can be customized.

Listening to Podcasts

You will probably spend a lot of time listening to lecture podcasts.

If you take notes (typed or handwritten) while playing back a podcast file in OneNote, then OneNote will index the audio stream to the notes you’re taking. Later, when you look at your notes you will see a little audio speaker icon next to a line of text when you hover over it. You can click on it, and it will start playing the audio from the point in the stream when that note was taken. This is ideal for recording lectures and taking notes at the same time, but it can also be used for creating something like chapter indexes for a podcast. To do this you just drop the podcast recording onto a page in OneNote. Start playing it. Then at each of the significant points in the recording where you want a “chapter index” point, you just type in the title of what you want to call it, and hit Return. That line of text will be indexed to that point in the recording. In this way you can create index / chapter point markers for the recording. If it is a critical principle or fact, you can even mark it with a tag, so it will be easier to find later.
Miscellaneous:

These topics are either supplemental or less frequently used.

**Backing up OneNote:** This setting is **critical** to keep OneNote Notebooks from taking up **too much space** on your hard disk. The Backup Versioning (Number of backup copies to keep) should be set to 1 (or even 0, if you feel you have a good backup system in place). OneNote usually keeps a working copy and a backup copy.

Open this screen by selecting from the menu **File >> Options >> Save and Backup.**

**Optimizing files**

You must optimize OneNote files regularly to make indexing and searching efficient. Heavy users may need to optimize daily, just before running backup. You can set OneNote to do this automatically, on the same screen shown above.
From the OneNote Ribbon **File** menu, select **File >> Options >> Save and Backup**.

Be sure the percentage of unused space is set to fifteen, and the idle time is fairly short (not more than half an hour). Click **Optimize Now** to implement immediately.
**QuickNote**

QuickNote is for that quick note you used to write on the back of an envelope and stuff in your purse or wallet.

Press Windows Key + N, and the Quick Note option appears.

![QuickNote screenshot](image)

**Microsoft’s OneNote Tutorial**

An online resource you probably do not have time for. However, it is excellent, if you are having trouble.

[Get OneNote Help, Demos, and Training here - free!](#)

[Click here to visit the OneNote site on Office Online](#)