Tips to working with Side Notes

To open a Side Note, click the OneNote icon in the notification area of the Taskbar. (The icon is installed the first time you open the OneNote application. Therefore, if you don’t see the icon, open the application.)

- Each new Side Note is automatically saved as an unfiled note. You can file it later in a specific notebook.
- To create, delete and access other unfiled notes in the same window, use the buttons on the toolbar.

- To make the Side Note window stay on top of other application windows, select the pin . Make sure you reduce the window to a suitable size.
- To view the standard OneNote interface, click the ‘Full View’ button and maximise the window. Toggle back to Side Note view by clicking the same button.
- To access unfiled Side Notes so you can move them to a notebook, go to Full View and click on the ‘Unfiled Notes’ icon in the left-hand menu.
- If you toggle to Full View and back again, when you right click on the toolbar, you can open other toolbars such as the drawing tools.

Collecting information in a OneNote Side Note

You can select and drag text or images into a Side Note from other programs. You can also do the following:

- Take a picture clipping of all or part of the screen.
  After selecting the icon, the previous window automatically comes to the front. Drag to select the area you want to copy. The image is placed in the OneNote page.

- Record audio or video to a OneNote page.
  You can record audio via a microphone, line in, or master volume (which enables you to record sounds from websites, for example).

Right-click on the OneNote icon in the notification area of the Taskbar to display the contextual menu and select:

- Start Recording Audio
- Create Screen Clipping
- Options, to choose default settings.