

Learning One note

Video: [How to Use One Note effectively](#)

Video: [5 Tips to unlock the power of OneNote](#)

How to use One Note effectively (1/2):

Hierarchy in One note:

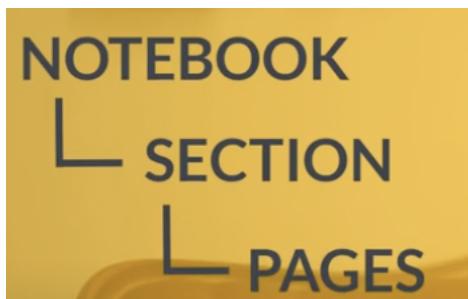


Figure 1: Hierarchy

The instructor uses sections for different things like brainstorming, research, scripting.

She has a notebook for private things like ideas, shopping, vacation and so on.

HunterxHunter

Season 1

Characters

Protagonist

Villains

Side Charact...

New Section

New Section Group

Episode 1

Thursday, 25 August 2022 11:39 PM

Gon Freecs is a young
just like his Father.
He lives with his aunt
Gon's Father left him

In the ambition to me
father footsteps.
Gon set himself to be

Figure 2: Idea of Section Groups

Screenshot of Microsoft OneNote on a Mac OS X desktop. The window title is "OneNote". The menu bar includes File, Edit, View, Insert, Format, Notebooks, Tools, Window, Help, and a date/time stamp "Fri 26 Aug 12:02 AM". The ribbon tabs are Home, Insert, Draw, View, Tell me, and OneNote. The Home tab is selected, showing tools for Cut, Copy, Paste, and Format. The Insert tab has "Calibri 18pt" selected. The View tab shows "Heading 1" and "Heading 2" with checkboxes for "To Do" and "Important".

The main content area is titled "Episode 1" and dated "Thursday, 25 August 2022 11:39 PM". It contains the following text:

Gon Freecs is a young kid, who wants to be a Hunter just like his Father.
He lives with his aunt.
Gon's Father left him for his journey that is Unknown.

In the ambition to meet his father and walk in his father footsteps.

- Gon set himself to become a Hunter.

Becoming Hunter is the most Dangerous profession to be Known.
Gon's aunt puts a mighty goal for him to conquer so he can calculate how difficult and dangerous becoming a hunter is.

A small image of Gon Freecs, a young boy with spiky black hair, wearing a green vest over a red shirt, holding a staff.

A larger image of Gon Freecs with a green background featuring the text "JAN KEN PON" repeated multiple times. The word "GON FREECSS" is written vertically on the left side of the image.

At the bottom of the screen is the macOS Dock with various application icons.

Another level we have is Sub pages.

To use subpages, you need to have atleast two pages in a specific section.

Screenshot of Microsoft OneNote showing a subpage structure. The sidebar navigation shows "Season 1" expanded, with "Characters" also expanded, showing "Protagonist", "Villains", and "Side Characte...". Under "Characters", "Episode 1" is selected, showing sub-sections "1-10 mins", "10-15 mins", "15-22 mins", and "Episode 2".

The main content area is titled "1-10 mins" and dated "Friday, 26 August 2022 12:07 AM". It contains the following text:

But I was powerless to do anything against him.

An image of Gon Freecs holding a spear.

An image of a large blue dragon.

An image of Gon Freecs with a large green tree growing out of his head.

..... Next 10-15

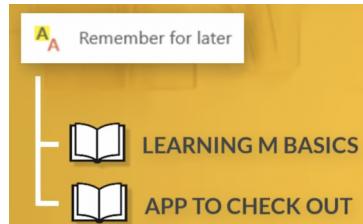
You can make a subpage.

{You right click on the below page to make it a subpage of the page above}*.

2. Use tags to find what you need



{Tags are great way to categorize and group notes together that aren't in the same notebook or section}*.



e.g.

A screenshot of a digital note-taking application. At the top, there are navigation icons: a list icon, a bold icon, a 'Remember for later' icon, a red X, and a 'Question' icon. Below these are two heading levels: 'Heading 1' and 'Heading 2'. A 'Remember for later' tag is placed in the middle of the page. The main content area contains text: 'But we sooner see, Gon is not some ordinary wild kid.' followed by 'He posses the same quality that his father did.' and 'He is his father's son.' At the bottom, another 'Remember for later' tag is placed over the text: 'When Gon brought the villager the Queen fish of that pond with his abilities at an age of 12.'

Figure 3: Placing Remember for later tag

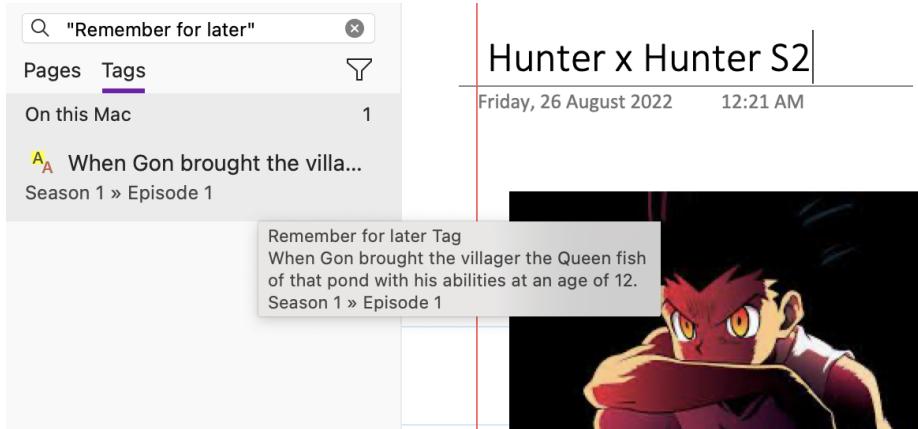


Figure 4: Using Remember for later tag in Season 2 Section for Hunter x Hunter

Gon is now 13 yrs old in season 2 hunter x hunter.

Tip-1: You can filter search if u like.

Consider another Notebook: House of Dragon.

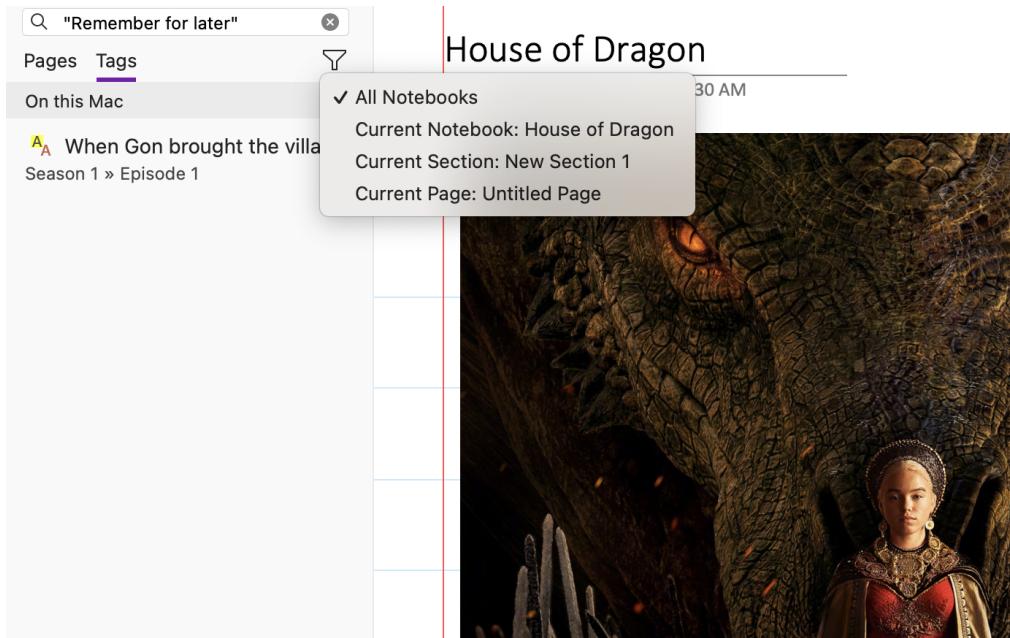


Figure 5: You can access "Tags" outside of ur current notebook and you can filter that if u dont want

Tip-2: You can create your own tags

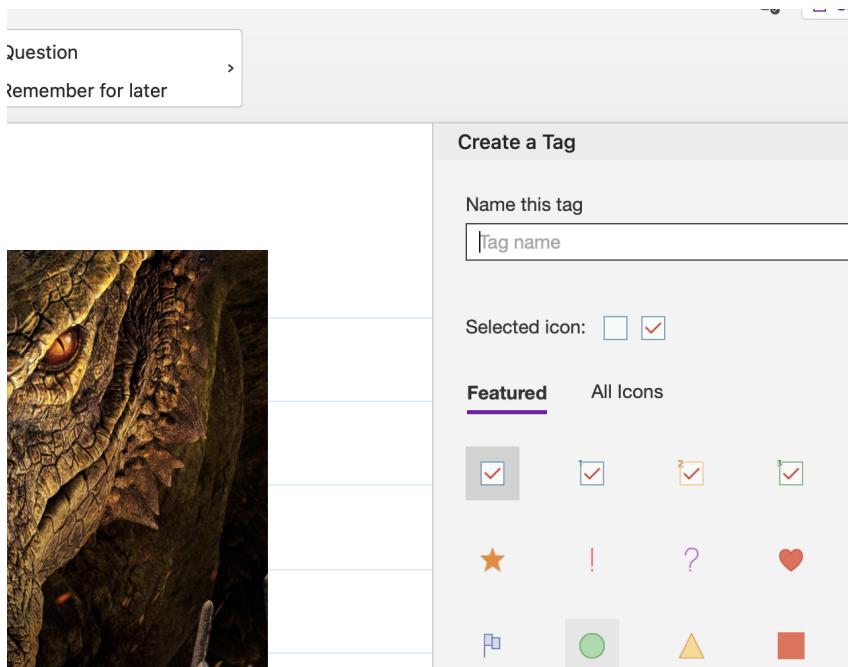
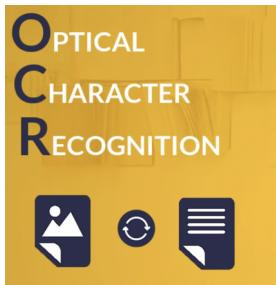


Figure 6: Create your Own tags

Tip-3: Use of tags



3. Extract text from Images



HunterxHunter

Season 1 > Episode 1

Season 2 Episode 2

> Characters Episode 3

Episode 2

Friday, 26 August 2022 12:00 AM

Gon Freecs is a young just like his Father.
He lives with his aun Gon's Father left him

Cut
Copy
Copy Text from Picture
Copy Text from This Page of th
Paste

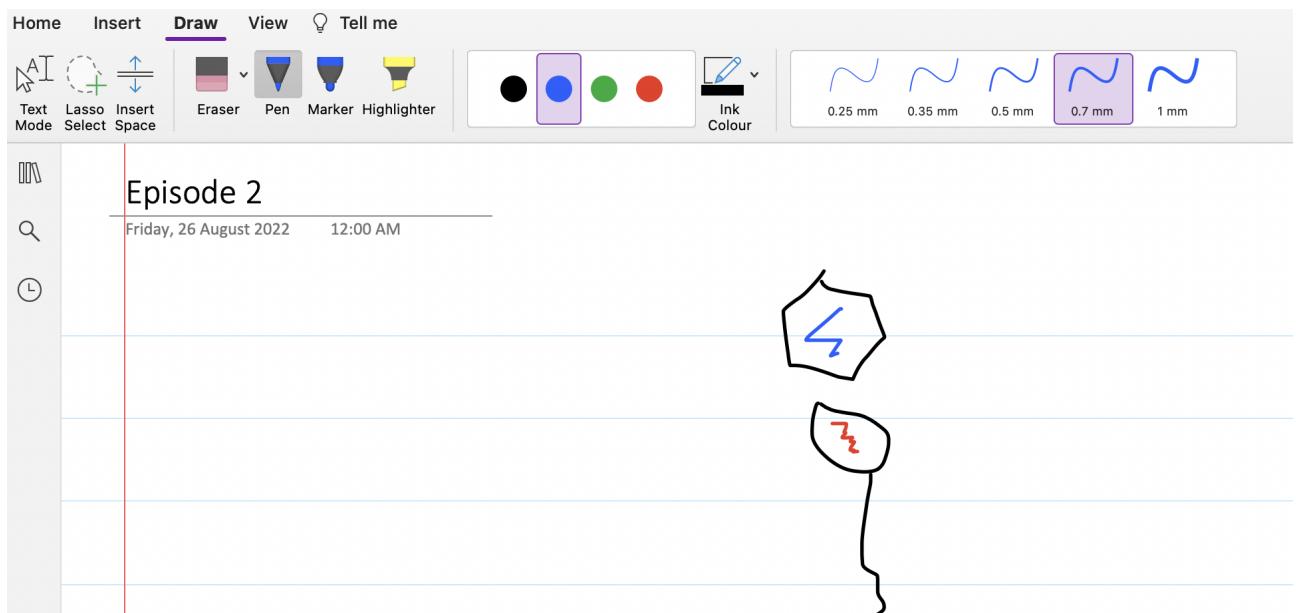
Figure 7: Copy text from picture

Tip: You can search for text in images

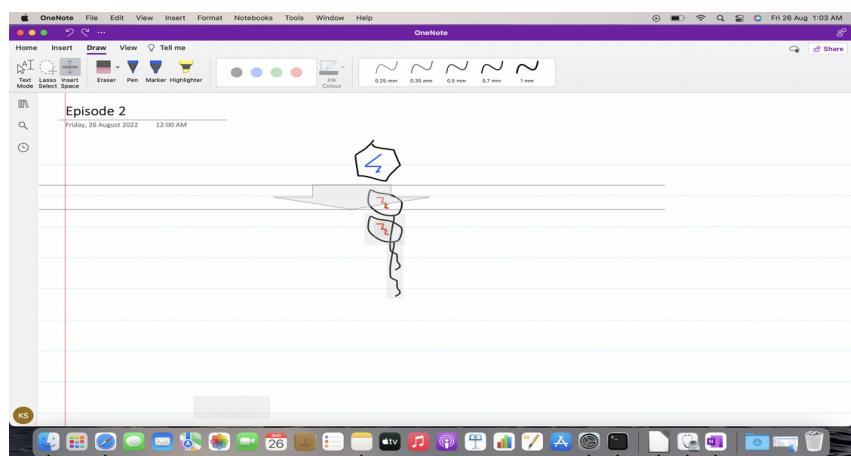


Figure 8: Tip 2 is GREAT

Small other things (Draw):



You can use Insert space which does



One note also has

ink to shape: meaning clicking on “ink to shape” button will convert it into straight edges hexagon.

It also work with your hand writing. Try it on Samsung tablet.

You also have maths which is not available in mac.

5 tips to unlock the power of One Note (2/2)

1. Protect your notes

You lock your personal info inside a section.



Figure 9: Password Protect

2. Share your notes, just like Google docs in Ms teams.

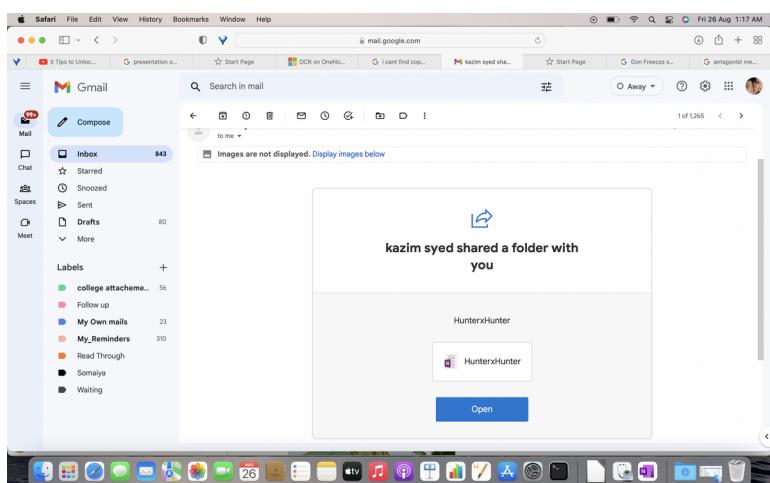
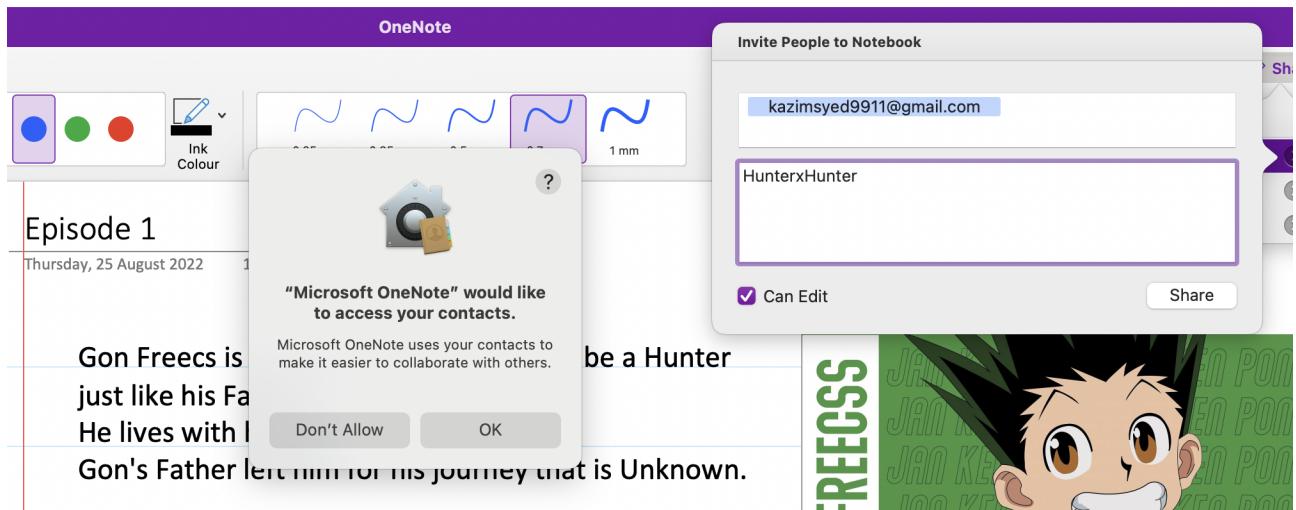


Figure 10: Surprisingly easy share.

Tip: You can also have a group who you can specifically grant exclusive access to.

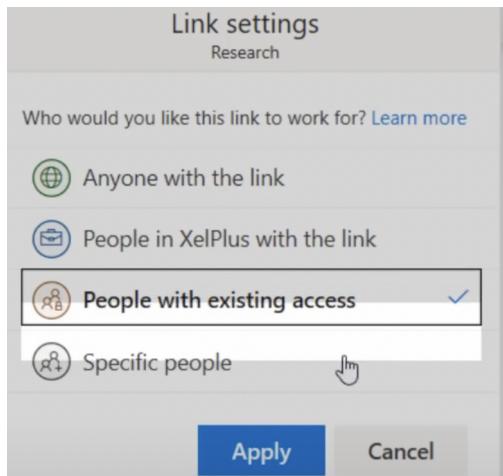


Figure 11: The instructor has XelPlus Group

3. You can use One Note web clipper.

It is available for Chrome, edge, Fireforx as of rn.

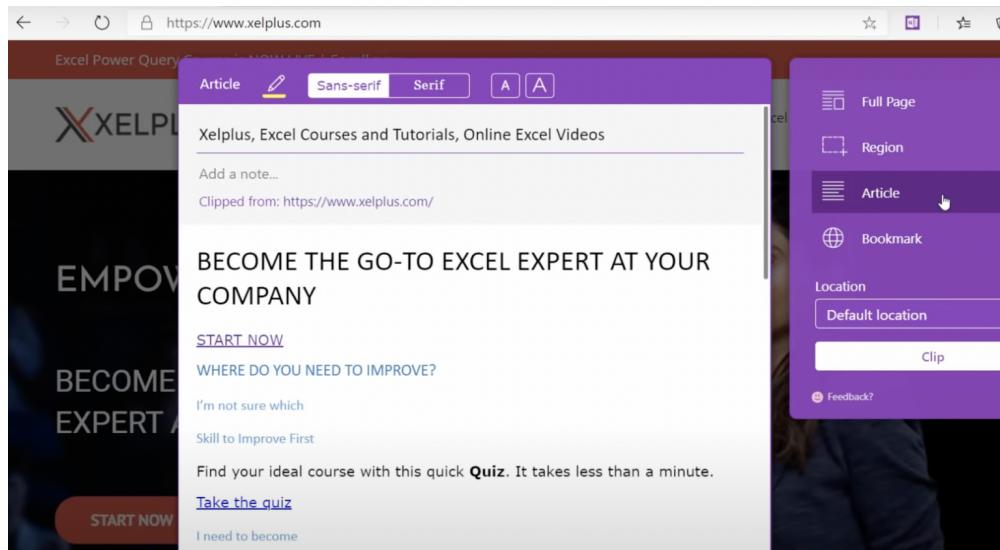
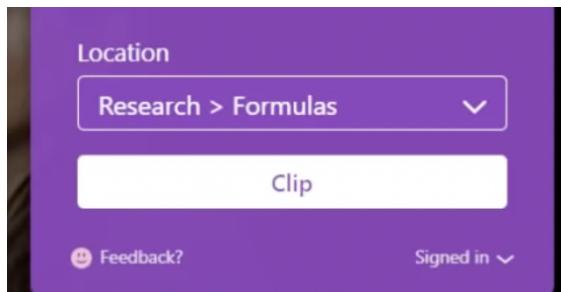


Figure 12: clipping the web or entire page in this case.



#Very Useful.

Figure 13: You can have this info easily put into your desired notebook.

4. Hyper link Your notes

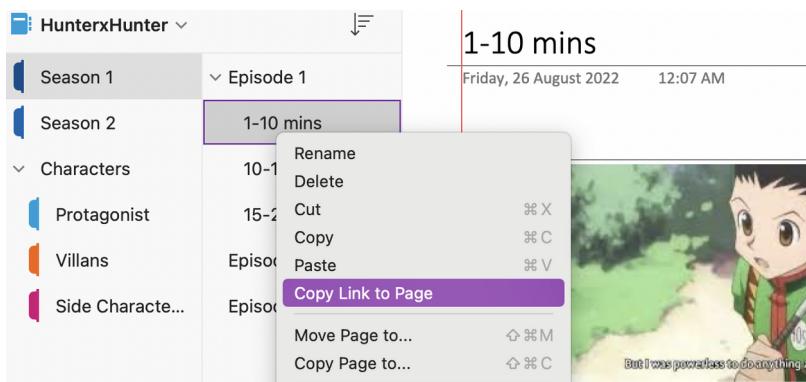
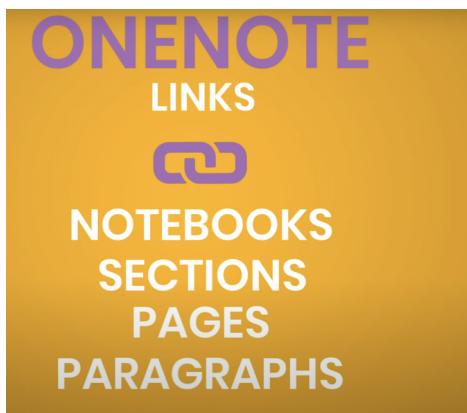


Figure 14: As simple as using the right click functionality

Tip:

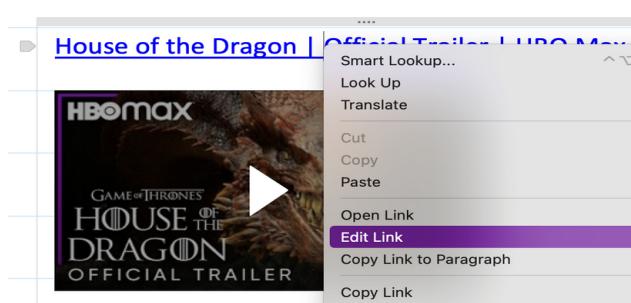


Figure 15: You can use some label instead of link

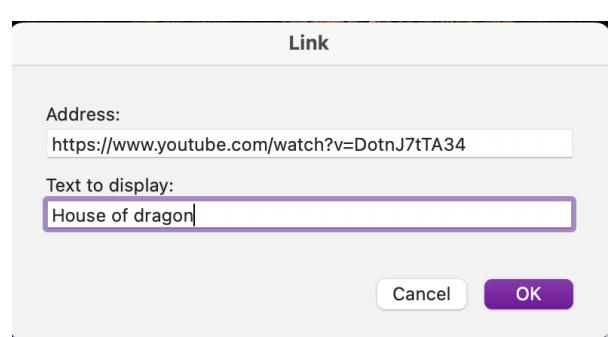


Figure 16: that's how

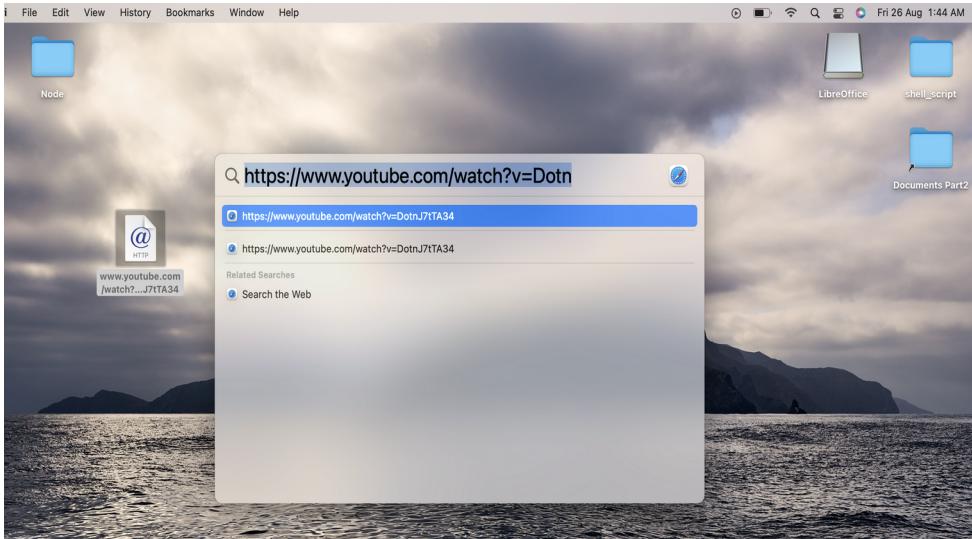


Figure 17: This way you can have a shortcut on ur desktop screen.

You can rename it too.



5. Meeting Details:

You can summarize the outcome, hold people accountable.

The screenshot shows the OneNote interface. On the left, there's a list of 'Meeting Notes' including 'Monthly Sales', 'Weekly Jour Fixe', and 'Sales Strategy'. A red box highlights this list. To the right, a specific meeting note for 'Monthly Sales' is displayed. The note includes a title 'Episode 3', date 'Friday, 26 August 2022 12:00 AM', and a 'Meeting Details' section. The 'Meeting Details' section shows a list of participants: 'MSc CS Sem IV Data Science 2021-22', 'Swati Maurya', and '31031520033-Singh Aditya Vinod'. Below the participants, there's a 'Notes:' section containing handwritten-style text: '// You can write stuff here. like what was talked about. You can hold people accountable. Since they were present.' On the far right, a 'Share' pane is open, allowing users to send a link to anyone with edit permissions or add a message before sending.

This screenshot shows a detailed view of a meeting note titled 'Episode 3'. It includes the meeting date ('1/6/2022 07:55 AM'), location ('Outlook Item'), invitation message, and participants ('MSc CS Sem IV Data Science 2021-22', 'Swati Maurya', '31031520033-Singh Aditya Vinod'). The 'Notes:' section contains handwritten text: '// You can write stuff here. like what was talked about. You can hold people accountable. Since they were present.'

This screenshot shows the 'Meeting Details' pane from OneNote. It lists meetings on Tuesday, Aug 9, and a canceled meeting for 'MSc CS Sem IV Data Science 2021-22' on 07:55 AM - 08:55 AM.

Use case:

This screenshot shows a note with a 'Notes:' section containing a link to a potential studio setup. Below it, a section titled 'The following action items were agreed:' lists three items: 'Leila - Oct 7, 2020 - Roadmap for new courses', 'Kamil - Sep 30, 2020 - Update on studio layout', and 'Chris - Nov 19, 2020 - Finalized agreement for merchandise'. A table summarizes these items.

Responsible	Due	Topic
Leila	Oct 7, 2020	Roadmap for new courses
Kamil	Sep 30, 2020	Update on studio layout
Chris	Nov 19, 2020	Finalized agreement for merchandise

Figure 18: You can assign action items to people.

Also you can immediately distribute the notes to the participants.

Just click on **Email meeting notes**.

KNOW THAT: The recipient must have access to your notebook that you're sharing.