

[Master]► How to use Onenote

Monday, January 17, 2022 11:21 AM

Keywords or search phrases (mandatory)	Onenote documentation	How-to	search
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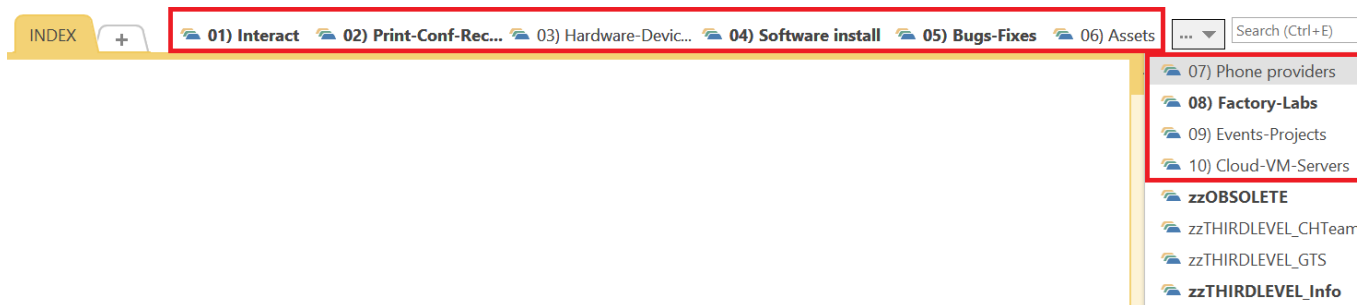
Procedure

Search by hand :

Use the [INDEX](#) to be at the "start" of the OneNote documentation.

You can also take a look at the [ADVANCED INDEX](#) for a more in-depth view where to find information.

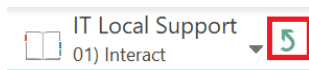
- The **INDEX** show you the list of all **SECTION GROUP** which are big categories



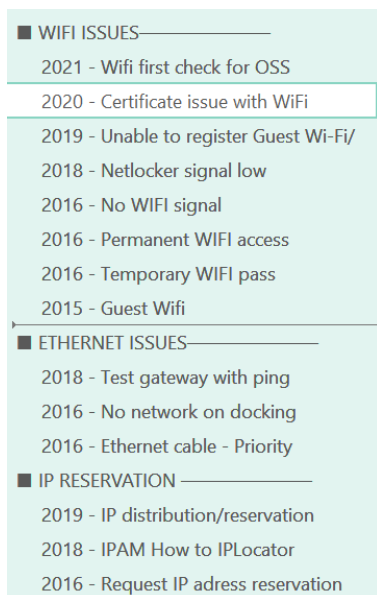
- Each **SECTION GROUP** contain one or more **SECTIONS**



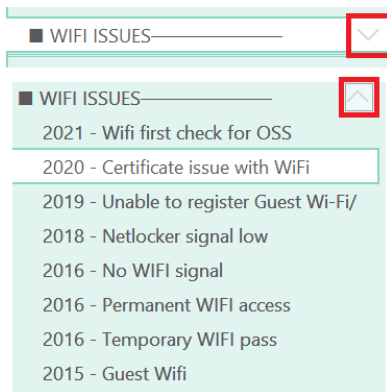
HINT : Click on the return arrow to get back to the INDEX



- Each **SECTION** contain one or more **ARTICLES** grouped together with **SUB-SECTIONS**



HINT : They can be open/closed using the arrow on the right



To search by hand effectively :

Look at the index to find the big category related to what you search (example for Autopilot devices issues it is in **05) Bugs-Fixes** Inside, search the **Autopilot issues** section, then look at the articles / subsections for more info

Examples :

For an Autopilot issue :

05) Bugs-Fixes -> Autopilot issues -> Article

For a MAC issue

3) Hardware-Devices -> Mac -> Article

Search with search feature :

In short :

Use the search bar with simple keywords, error codes

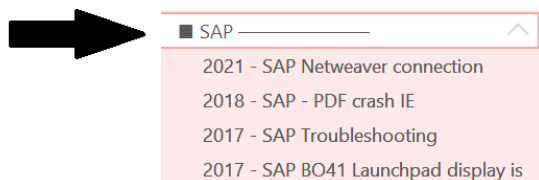
You can find at the top the latest articles you searched that use this term

Next search in the titles

Next inside articles.

Use subsections and master articles to your advantage

If you happen to find a subsection (like **SAP** -----) select this, this will send you directly to the sub-section that contain every article regarding the same subject).

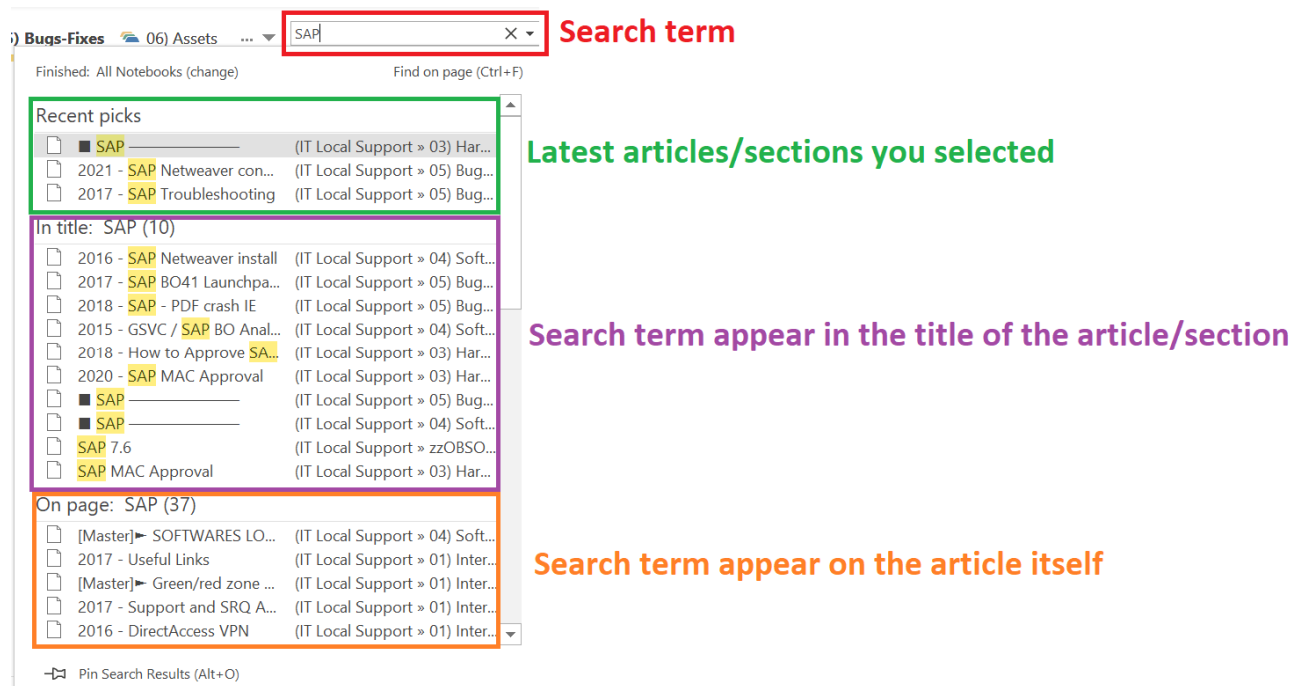


Also notes it exist multiples [Master] articles that should contain relevant/accessible/list like easy information, for that check [\[Master\] ► Master articles masterlist](#)

HINT : Doing search with keywords like this is more probable to give you an article than a big search phrase

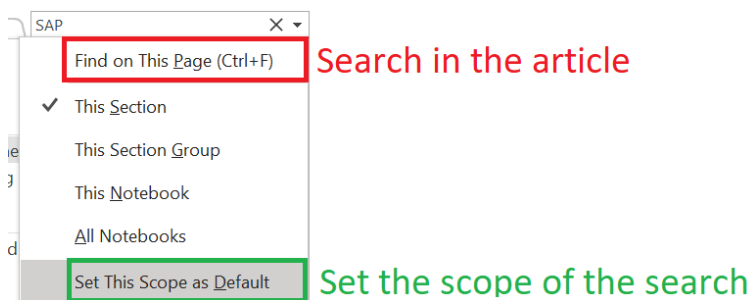
- autopilot error
- SAP update
- Building plan

Also take notes of spelling mistakes you do, or that can appear during the writing of an article.



Search on the page

Once you find the page you looked for, you can search the same term using **CTRL+F** or click on **Find on This page**. This will give you all matching terms inside the article, even sometime in images.



Finally you can also make it so that it search on all notebooks, or only one, or only a section, but you should always use **All notebooks** as default scope.