

Instructions for Inserting PDF Slides into OneNote

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Introduction:

This guide is intended for students who want to insert PDF lecture slides into OneNote. This is useful if you want to take notes on top of the lecture slides on a touchscreen, or are unable to see the slides on the board from where you sit in the classroom.

Materials Required:

- Windows 10/11 PC
- OneNote

VERSION NOTE: Microsoft has two versions of OneNote available for Windows 10/11 PCs: OneNote (formerly known as OneNote 2016) and OneNote for Windows 10. This guide assumes you have downloaded “regular” OneNote and not OneNote for Windows 10. The easiest way to check is to see where the Pages panel opens: right side for OneNote and left side for OneNote for Windows 10.

Step One: Download Adobe Acrobat

Navigate to <https://get.adobe.com/reader/> on your web browser and click the link to download Adobe Acrobat Reader DC (Figure 1).

Note: The optional offers on the left side of the are not required and can be left unchecked.

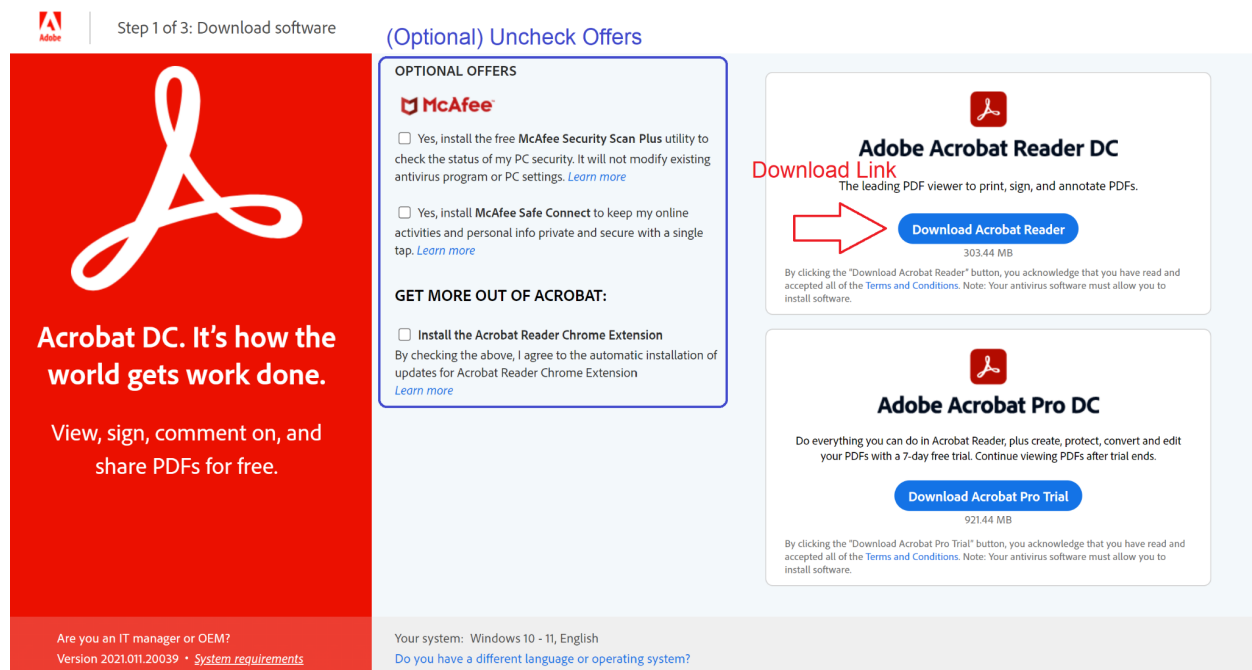


Figure 1.

This should begin downloading the installer into your Downloads folder. Navigate to your Downloads folder and double click the installer to finish the installation. The install should be named reader[xxx]_install.exe. Once the install finishes click Finish.

Step Two: Download The Slides

Navigate to wherever your class keeps the course documents. On Blackboard this is Course Documents on the left side of the class's homepage (Figure 2a), on Piazza this is Resources on the top of the class's homepage (Figure 2b).

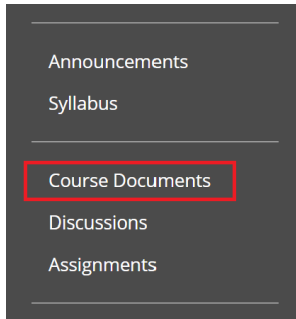


Figure 2a.



Figure 2b.

Click the link to the slides you want to insert. This will open the slides for you to view. In the upper right you should see a download symbol (Figure 3).



Figure 3.

Choose the location you want to download the slides to and press save. Remember this location as you will need it to open the slides again.

Step Three: Creating OneNote Page

Open OneNote and select File in the top right. Select New and type in the course number of the class that you downloaded the slides from (e.g. BIO 201) and click Create Notebook (Figure 4). If a popup asks you if you would like to share this notebook with other people, select Not Now.



Notebook Name:

BIO 201

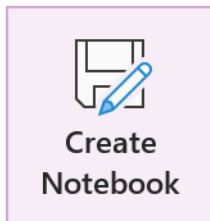


Figure 4.

After this point your OneNote will be open to a blank page. Do not close OneNote.

Step Four: Opening in Adobe Acrobat

Open your file explorer and go to the location of the lecture slides. Right click the lecture slides in the file explorer and select Open With Adobe Acrobat DC. This will open the slides in Adobe Acrobat. In the upper left select the print button with a symbol of a printer on it or press Ctrl+P. From the Printer drop down menu select OneNote (Desktop), select Shrink oversized pages, and choose Orientation: Landscape as seen in Figure 5. Press print in the bottom right.

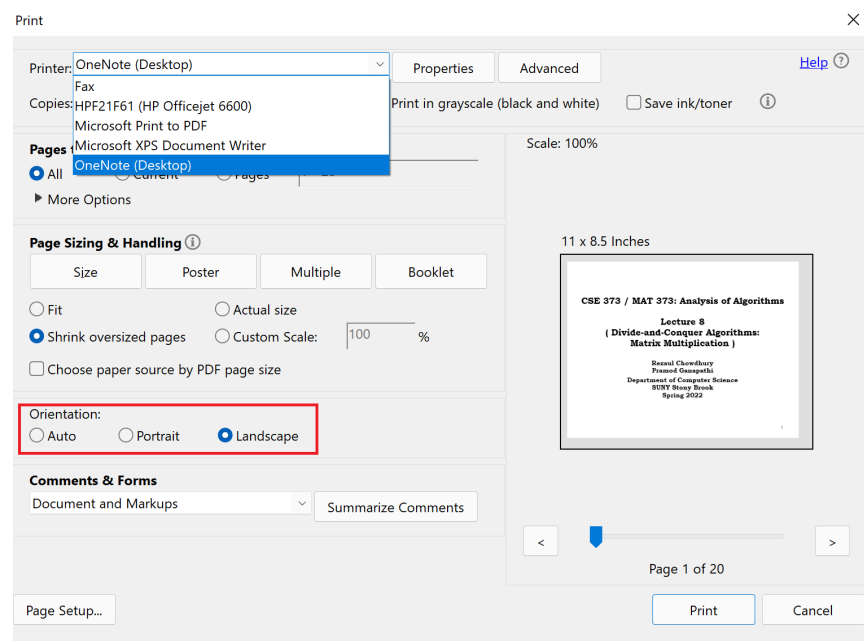


Figure 5.

This will start converting the slides and you will see a progress indicator on your screen. You may see that Acrobat is flattening the slides, this is normal (Figure 6).

Progress



Figure 6.

Step Five: Inserting Slides

Change windows back to OneNote. You should see a popup titled Select Location in OneNote. Find the page you are currently on in the list, it should have “(current page)” next to its name (Figure 7).

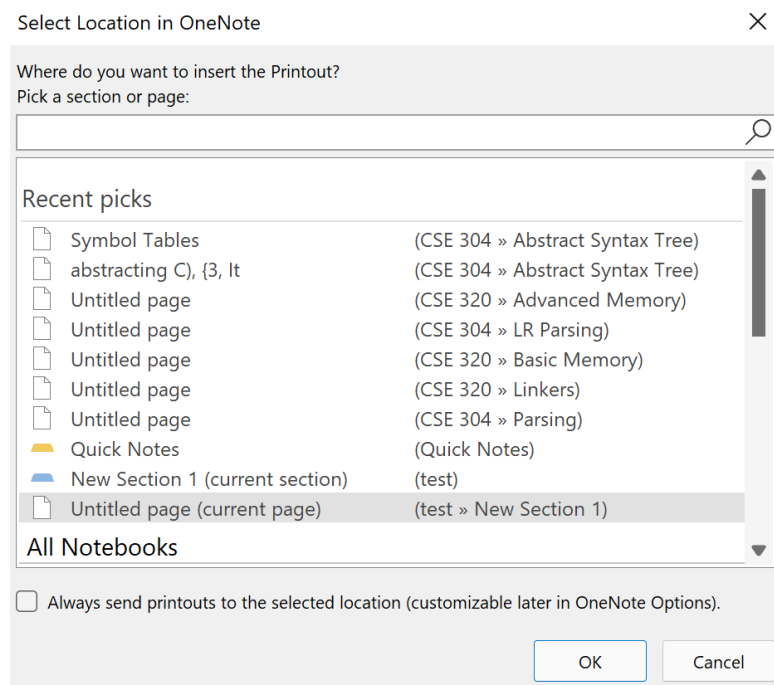


Figure 7.

Select OK. Your slides should now be pasted into the document. To make sure that the slides do not move once they are placed, press Ctrl+A to select all of the slides, right click the slides and select Set Picture as Background near the bottom of the menu (Figure 8).

Tip: If the slides are not where you want them, you can drag them around after you press Ctrl+A to select all the slides.

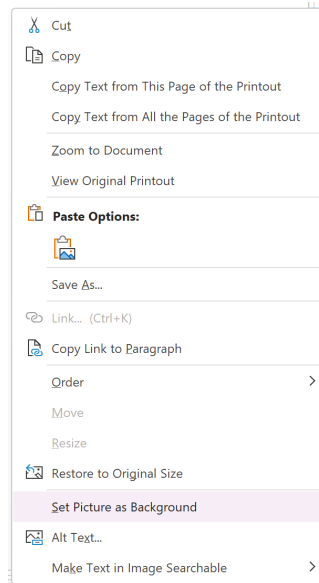


Figure 8.

Conclusion:

Congratulations, you have successfully inserted slides into OneNote and can mark them up while in class. It is also more convenient to look at diagrams and notes when they are on your own screen instead of on the board. If you would like to add another slide set, place them in a new section under the class notebook, and if you would like to make a new class then simply create a new notebook as seen in Step 3.