

## Quick Start Guide

Microsoft OneNote 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

### Switch between touch and mouse

If you're using OneNote on a Touch device, you can add this switch to the Quick Access Toolbar.

### Display or hide the ribbon

Click any ribbon tab to display its commands. To keep it open, click the small pin icon near the lower right.

### View or switch between online accounts

Click your account ID to change settings or switch accounts.

### Manage files

Open, create, share, and print your notes. You can also change your account settings here.

### Show notebooks

Click the notebook icon to see all of your open notebooks.

### Show note containers

Mouse over any text to show its container. Grab the top bar to move it around.

### Tag important information

Prioritize and organize notes with instantly searchable tags.

### Find your notes

Use the Search box to find anything in your notebook. Press **Ctrl+E**.

### Create pages

Click **Add Page** to insert a page.

### View a full page

Click the double arrow for Page View.

### Handwrite, draw, and sketch

Take notes in your own handwriting on a Touch-capable device.



