# Mastering OneNote with Screen Readers

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## Introduction

Microsoft OneNote is a versatile digital notebook that helps users capture, organize, and share information. This guide focuses on accessibility features, emphasizing screen reader compatibility and keyboard navigation. The content spans four detailed sessions, covering both desktop and mobile usage, including the integration of Copilot for enhanced productivity.

## Section 1: Overview of OneNote Layout for Screen Reader Users

Understanding OneNote’s layout can be easier when you think of it as a digital version of a physical notebook system. Let’s break this down using familiar objects to help conceptualize how the structure works:

### The Main Layout

Imagine you’re sitting at a desk with multiple notebooks, each filled with dividers and pages. The OneNote interface is like that desk, where each area has a specific role:

* **Notebook Pane:** Think of a shelf holding all your notebooks. This is where you choose which notebook to work with.
* **Section Tabs:** When you open a notebook, you’ll see colored dividers sticking out. These represent sections.
* **Page List:** Each divider has pages behind it, which you can flip through. These are your individual pages in OneNote.
* **Content Area:** When you’re on a specific page, this is the flat surface of your desk where you can write notes, paste pictures, or attach items.

### Notebooks

Notebooks in OneNote are like actual physical notebooks you’d use for different subjects or projects. For example:

* You might have one notebook labeled **“Work Projects”** and another for **“Personal Ideas.”**
* Each notebook is its own separate file and holds all the related sections and pages for that topic.

### Sections

Sections are the dividers within a notebook. Think of the brightly colored plastic or paper tabs you use to separate content:

* For example, in your **“Work Projects”** notebook, you might have sections labeled **“Meetings,” “Research,”** and **“Deadlines.”**
* These dividers help you group similar types of information in one place, making it easier to find.

### Pages

Pages are the actual sheets of paper within a section.

* When you go to the **“Meetings”** section, you can flip through pages for each meeting you’ve had—just like flipping through a paper notebook to find your handwritten notes.
* Each page is a blank canvas where you can write notes, paste images, or create tables.

### Content Blocks

Here’s where OneNote differs from a physical notebook: instead of fixed lines or sections on a page, it’s more like having sticky notes or movable content cards.

* Each **content block** is like a sticky note, index card, or taped-in photo. You can move these around on the page wherever you want.
* One block might hold a to-do list, while another contains a picture, and yet another has text notes from a meeting.

### Additional Features

* **Search:** Imagine having a digital assistant who can instantly find a specific note, section, or phrase across all your notebooks, saving you from flipping through every page.
* **Tagging:** This is like putting colorful Post-it flags on your pages for easy reference. For example, you might use a red flag for urgent tasks or a green one for completed items.
* **Synchronization:** Think of all your notebooks being magically duplicated on every device you own, so you can grab the right one no matter where you are.

### Accessibility Impacts

For screen reader users, understanding this structure (notebook > section > page > content block) is like knowing how your desk is organized in the real world. Clear labels on sections and pages act like written titles on your notebook tabs, making it easier to navigate. Arranging content blocks in a logical order is like keeping your notes tidy and readable, so you can quickly find what you need.

### Bringing It All Together

OneNote is like a digital desk filled with notebooks, dividers, and sticky notes. Knowing how everything is organized helps you navigate confidently, just like keeping your physical desk orderly makes finding and using your materials easier.

## Session 2: Navigating and Organizing in OneNote

### Introduction to OneNote

Think of OneNote as a digital filing cabinet. Each notebook is a drawer, sections are folders within the drawer, and pages are individual documents inside the folders. This structure ensures you always know where to find your notes.

### Launching OneNote and Initial Setup

1. **Open OneNote:**
   * Press Windows key, type "OneNote," and press Enter.
2. **Create a Notebook:**
   * Press Ctrl + G to open the notebook pane.
3. To open an existing notebook:
   * Use the **Up/Down Arrow Keys** to navigate the list of notebooks.
   * Press **Enter** to open the selected notebook.
4. To create a new notebook:
   * Tab to the **Add Notebook** button and press **Enter**.
   * Type the name of your new notebook (e.g., "My New Notebook").
   * Press **Enter** to create it.

### Navigating OneNote with Keyboard Shortcuts

* **Cycle Through Areas:** Press F6 to move between the main areas.
* **Ribbon Navigation:** Press Alt to access the ribbon, then use arrow keys.

### Quick Notes

Quick Notes are like sticky notes you jot down on the go and place on your desk. They are instantly captured and synchronized to ensure you never lose track of those fleeting thoughts. They are automatically saved in a special notebook called **"Quick Notes"** and can be accessed from any device where your OneNote account is synced.

#### Features of Quick Notes

1. **Instant Creation**:
   * Use the keyboard shortcut Windows + Alt + N to quickly jot down your thoughts.
2. **Automatic Saving**:
   * Notes are saved in the Quick Notes section without requiring manual actions.
3. **Accessibility**:
   * Accessible from any device where your OneNote account is synced.

#### Managing Quick Notes

1. **Access Quick Notes**:
   * Press Ctrl + G to open the notebook list.
   * Navigate to the **Quick Notes** notebook.
2. **Organize Quick Notes**:
   * Move notes to specific notebooks or sections.
   * Tag important notes with Ctrl + 1 for "To-Do" or Ctrl + 2 for "Important."

### Creating Sections

1. Navigate to the current notebook by pressing **Ctrl + G** and selecting your desired notebook.
2. Press **Ctrl + T** to create a new section.
3. Type a name for the section (e.g., "Work Notes") and press **Enter**.
4. Repeat the process for additional sections (e.g., "Personal Notes," "Meeting Notes").

#### Organizing Sections

* To reorder sections:
  1. Use **Shift + Alt + Left/Right Arrow Keys** to move the selected section.
* To rename a section:
  1. Highlight the section using the arrow keys or by pressing **Ctrl + Shift + Tab**.
  2. Press **Shift + F10** (or **Context Menu key**) and choose **Rename Section**.
  3. Type the new name and press **Enter**.

### Adding Pages to a Section

1. Navigate to the desired section using **Ctrl + Tab** (next section) or **Ctrl + Shift + Tab** (previous section).
2. Press **Ctrl + N** to add a new page.
3. Type a name for the page (e.g., "Project Ideas") and press **Enter**.
4. Repeat for additional pages as needed.

#### Organizing Pages

* To reorder pages within a section:
  1. Highlight the page using **Arrow Keys** in the page list.
  2. Use **Shift + Alt + Up/Down Arrow Keys** to move the page.
* To rename a page:
  1. Navigate to the page title field and press **Enter**.
  2. Type the new name and press **Enter** to save.

### Deleting Sections or Pages

1. Navigate to the section or page you want to delete.
2. Press **Shift + F10** (or **Context Menu key**) and choose **Delete**.
3. Confirm the deletion by pressing **Enter**.

### Saving and Syncing Your Work

Imagine a magical backpack that keeps copies of your notes wherever you go. Syncing ensures all your notebooks are available across your devices, just like carrying everything you need without the weight.

1. OneNote automatically saves your changes, but you can manually sync:
   * Press **Shift + F9** to sync the current notebook.
   * Press **Ctrl + S** if you’re using a version of OneNote that supports manual saves.

### Exercises for Session 1

#### Exercise 1.1: Create a Notebook

1. Press Ctrl + G to open the notebook list.
2. Select **Add Notebook** and name it "Accessibility Training Notebook."

#### Exercise 1.2: Create Sections and Pages

1. Add a section named "Session Notes."
2. Add a page named "Day 1 Notes" to the section.

#### Exercise 1.3: Create and Manage Quick Notes

1. Press Windows + Alt + N to create a Quick Note.
2. Type the following: "Call John about the accessibility meeting."
3. Press Ctrl + S to save the note.
4. Access the Quick Note by opening the **Quick Notes** notebook (Ctrl + G).

#### Exercise 1.4: Organize Quick Notes

1. Open the Quick Notes notebook and locate the note created in Exercise 1.3.
2. Move the note into the "Session Notes" section of your main notebook.

### Additional Exercises

1. Create a notebook named "Learning OneNote."
2. Add three sections: "Work," "Personal," and "Ideas."
3. In the "Work" section, add three pages:
   * "Monday Agenda"
   * "Weekly Goals"
   * "Project Updates"
4. Reorganize the sections so "Personal" comes first.
5. Rename the page "Weekly Goals" to "Goals for the Week."

### Hands-On Practice

* **Exercise:** Create and organize a notebook with sections and pages.

### Accessibility Enhancements

#### High-Contrast Mode

1. Open the **View** tab in OneNote.
2. Navigate to the **Dark Mode** toggle and enable it.
3. Adjust page background colors for contrast:
   * Go to "View > Page Color" and select a high-contrast option.

#### Screen Reader Compatibility Tests

1. **For JAWS or NVDA Users**:
   * Use arrow keys to navigate the OneNote interface.
   * Press Ctrl + G to access notebooks and ensure all content is navigable.
2. **For VoiceOver Users**:
   * Use swipe gestures to navigate sections and pages.
   * Test actions such as opening pages, typing notes, and adding tags.

#### Exercises:

1. Enable high-contrast mode and adjust the page color.
2. Test navigating OneNote with JAWS or NVDA, ensuring all menus and controls are accessible.

## Session 3: Advanced Features and Content Management

### Inserting Content into Pages

* **Type Notes:** Press Tab to focus on the content area, then type.
* **Insert Tables:** Press Alt + N, then T.
* **Add Links:** Highlight text, press Ctrl + K, enter the URL, and press Enter. **Documentation: Accessible Content Blocks in Microsoft OneNote for Screen Reader and Keyboard Users**

### What are Content Blocks in OneNote?

Content blocks are the core building units of a OneNote page, enabling the addition and organization of different types of content, such as text, images, tables, and multimedia. They are designed to be flexible, allowing users to create, move, and customize content. This guide highlights how screen reader users and keyboard-only users can interact with content blocks effectively.

#### Types of Content Blocks

1. **Text Blocks**
   * Add and format text with headings, bullet points, or numbered lists.
   * Supports rich text formatting (e.g., bold, italics, underline).
2. **Image Blocks**
   * Insert images with support for resizing and annotation.
   * Add descriptive alt text for screen readers to improve accessibility.
3. **Table Blocks**
   * Create tables to organize data.
   * Use accessible table structures by ensuring headers are defined.
4. **Multimedia Blocks**
   * Embed audio or video files that can be played back directly within OneNote.
   * Include captions or transcripts for multimedia content when possible.
5. **File Attachment Blocks**
   * Attach external files (e.g., PDFs, Word documents) for easy access.
   * Label the attachments descriptively for clarity.
6. **Ink Blocks**
   * Use digital drawing tools for handwriting or annotations.
   * Provide text equivalents for handwritten content where feasible.
7. **Link Blocks**
   * Add hyperlinks to other pages, sections, or external resources.
   * Use descriptive link text (e.g., "Meeting Notes - March" instead of "Click here").

#### Navigating Content Blocks with a Keyboard

1. **Create a Content Block:**
   * Use the **Tab** key or arrow keys to navigate to an empty space on the page.
   * Press **Enter** to activate the block and start typing for a text block.
2. **Move Between Content Blocks:**
   * Use the **Tab** key to move forward and **Shift + Tab** to move backward between blocks.
   * Use **Ctrl + Alt + Arrow Keys** (Windows) or **Option + Command + Arrow Keys** (Mac) to reposition blocks.
3. **Resize a Content Block:**
   * Focus on the block using **Tab**.
   * Use **Ctrl + Arrow Keys** (Windows) or **Command + Arrow Keys** (Mac) to adjust the size.
4. **Edit Content:**
   * Activate a block with **Enter** and use standard text editing shortcuts (e.g., **Ctrl + B** for bold, **Ctrl + U** for underline).
5. **Select and Group Blocks:**
   * Navigate to a block and press **Ctrl + Space** to select it.
   * Select multiple blocks with **Shift + Arrow Keys**, then group them by pressing **Ctrl + G**.

#### Using Screen Readers with Content Blocks

1. **Identifying Blocks:**
   * Screen readers announce the type of block (e.g., "Text block" or "Table block") when it gains focus.
   * Ensure descriptive titles or alt text are added to content for clarity.
2. **Navigating Blocks:**
   * Use screen reader navigation commands (e.g., **Down Arrow** or **Tab**) to move through blocks sequentially.
   * Use block-specific commands (e.g., **Insert + F7** in JAWS to list links) for quick access.
3. **Editing Content:**
   * Focus on a block and press **Enter** to enter edit mode.
   * For tables, use arrow keys to navigate cells and ensure headers are defined for proper screen reader navigation.
4. **Annotating Images:**
   * After inserting an image, add alt text by selecting the image, pressing **Shift + F10** (Windows) or **Control + Option + Space** (Mac), and choosing "Alt Text" from the context menu.
5. **Playing Multimedia:**
   * Navigate to a multimedia block and press **Enter** to play.
   * Use keyboard shortcuts (e.g., **Spacebar** to pause/resume) for playback control.

#### Best Practices for Accessible Content Blocks

1. **Organize Information Logically:**
   * Arrange blocks in a linear, easy-to-navigate order.
   * Avoid overlapping blocks, which can confuse screen readers.
2. **Add Descriptive Information:**
   * Use clear titles, alt text, and captions for all content.
   * Ensure hyperlinks have meaningful text descriptions.
3. **Use Accessible Table Structures:**
   * Mark table headers and avoid using tables solely for layout purposes.
4. **Test with Screen Readers:**
   * Regularly review notes with screen readers to ensure all content is accessible.

#### Advanced Features for Accessibility

1. **Keyboard Shortcuts:**
   * Use OneNote-specific shortcuts for efficiency:
     + **Ctrl + T**: Create a new table.
     + **Ctrl + Alt + D**: Insert a current date block.
     + **Alt + Shift + Arrow Keys**: Move selected content blocks.
2. **Integration with Assistive Technology:**
   * Sync notes with screen readers and braille displays for enhanced usability.
   * Ensure embedded files are accessible (e.g., tagged PDFs).
3. **Accessibility Checker:**
   * Use OneNote's Accessibility Checker to review and resolve any accessibility issues in your notes.

### Formatting and Organizing Content

* **Text Formatting:** Use Ctrl + B for bold, Ctrl + I for italics, and Ctrl + U for underline.
* **Lists:** Create bullet points with Ctrl + . and numbered lists with Ctrl + /.

### Embedding Multimedia Elements

OneNote supports embedding multimedia elements, such as audio recordings, videos, and links.

#### Steps to Embed Multimedia

1. **Insert Audio**:
   * Press Alt + N, then R to start recording audio directly in OneNote.
2. **Insert Video**:
   * Press Alt + N, then V to insert a video.
   * Paste the video link when prompted.

### Notebook Hierarchy and Organization

#### Nesting Sections and Pages

1. **Create Subsections**:
   * Select an existing section in your notebook.
   * Right-click and choose "New Section Group."
   * Name the group (e.g., "Project Notes") and press Enter.
   * Drag and drop sections into the group to organize them hierarchically.
2. **Link Pages**:
   * Navigate to a page and right-click on it.
   * Select "Copy Link to Page."
   * Paste the link into another note to create an internal reference.
3. Create a section group titled "Work Projects" and move three sections into it.
4. Copy links from three pages and paste them into a new summary page.

### Advanced Search and Tag Management in OneNote

#### Overview

Efficiently finding and organizing your notes in OneNote can save time and improve productivity. This section explores advanced search features and effective tag management.

#### Advanced Search Features

### Steps for Conducting a Global Search

1. Press Ctrl + E to open the global search bar.
2. Type your search term (e.g., "meeting notes").
3. Use arrow keys to navigate through the results and press Enter to open the selected note.

#### Refining Search Results

1. **Filter by Tags**:
   * After searching, use keywords like "tag:To-Do" to find all notes with the "To-Do" tag.
2. **Filter by Date**:
   * Add "date:last week" to your search to find notes modified within the last week.
3. **Filter by Section or Notebook**:
   * Use keywords like "notebook:Work" to limit results to a specific notebook.

### Exercises for Search

1. Search for the term "project" across all notebooks.
2. Refine the search to show only notes tagged as "Important".
3. Find notes updated in the last 30 days in the "Personal" notebook.

### Tag Management

#### Steps to Create and Use Tags

1. **Applying Predefined Tags**:
   * Place the cursor on a note line and press:
     + Ctrl + 1 for "To-Do"
     + Ctrl + 2 for "Important"
     + Ctrl + 3 for "Question"
2. **Creating Custom Tags**:
   * Navigate to "Home > Tags" in the ribbon.
   * Select "Customize Tags" and click "New Tag".
   * Enter a name (e.g., "Follow-Up"), choose an icon, and click "OK".

#### Organizing Notes with Tags

1. Apply relevant tags to notes (e.g., use "Important" for action items).
2. Use the "Find Tags" feature (Ctrl + Shift + F) to generate a summary of tagged notes.
3. Group and organize tagged notes by dragging them into specific sections.

#### Exercises for Tags

1. Create a custom tag named "Urgent" with a red icon.
2. Tag three notes with "To-Do" and mark two as completed.
3. Use the "Find Tags" feature to list all "To-Do" items in a summary.

### Collaboration and Sharing

* **Share a Notebook:** Press Alt + F, go to "Share," and invite others.
* **Add Comments:** Highlight text, press Ctrl + Alt + M, and type your comment.

## Session 4: OneNote on Mobile Devices (iPhone)

### Introduction to OneNote for iOS

OneNote for iPhone brings the power of the desktop application to your mobile device, allowing you to capture notes, sync content, and stay productive on the go.

### Navigating OneNote on iPhone

#### Steps for Basic Navigation:

1. **Open the OneNote App**:
   * Locate the OneNote app on your iPhone and double-tap to open it.
2. **Switch Between Notebooks**:
   * Use the notebook icon at the top left corner to open the notebook list.
   * Swipe right or left with one finger to navigate through the list and double-tap to select.
3. **Navigate Between Sections**:
   * Swipe right or left to move focus between sections.
   * Double-tap a section to open it.
4. **Access Pages**:
   * Swipe right to move through pages within a section and double-tap to open a page.

### Exercises for Session 3

#### Exercise 3.1: Create a Note on iPhone

1. Open a section in your desired notebook.
2. Navigate to the "New Page" button and double-tap to create a new page.
3. Add a title to your page (e.g., "Shopping List").
4. Use the onscreen keyboard or dictation to add the following items:
   * Milk
   * Bread
   * Eggs

#### Exercise 3.2: Sync Notes Across Devices

1. Create a note titled "Meeting Notes" on your iPhone.
2. Add the following content: "Discuss Q1 goals and set project deadlines."
3. Wait a moment for the note to sync.
4. Open the note on your desktop version of OneNote to confirm synchronization.

#### Exercise 3.3: Use VoiceOver to Navigate Notes

1. Enable VoiceOver on your iPhone (Settings > Accessibility > VoiceOver).
2. Use swipe gestures to navigate through notebooks and sections.
3. Open the "Shopping List" note you created earlier and review its content.

### Using the Web Clipper and Scanning Features

#### Steps to Use the Web Clipper:

1. Open Safari on your iPhone and navigate to a webpage.
2. Tap the share icon and select "Send to OneNote."
3. Choose the notebook and section where you want to save the webpage.

#### Steps to Scan Documents:

1. Tap the camera icon in the OneNote app and select "Scan Document."
2. Align your document within the frame and capture the scan.
3. Save the scanned document to a page in your notebook.

## Session 5: Utilizing Copilot in OneNote with Screen Readers

### Introduction to Copilot

Copilot in OneNote leverages AI to help you summarize content, create structured notes, and perform tasks efficiently.

### Using Copilot for Summarization

1. **Summarize Notes:**
   * Open Copilot with Ctrl + ;, type "Summarize this page," and press Enter.
2. **Highlight Key Points:**
   * Ask Copilot to "Highlight key points" for a concise overview.

### Creating To-Do Lists with Copilot

* Type "Create a to-do list for [project]" in the Copilot pane and navigate tasks with Tab.

### Rewriting and Expanding Content

* Highlight text and type "Rewrite to make it more concise."

### Exercises for Session 4

#### Exercise 4.1: Summarize a Page with Copilot

1. Open a page with detailed content.
2. Press Ctrl + ; to open the Copilot pane.
3. Type "Summarize this page" and press Enter.
4. Review the generated summary and compare it to the original content.

#### Exercise 4.2: Create a To-Do List with Copilot

1. Open Copilot (Ctrl + ;).
2. Type "Create a to-do list for preparing a presentation."
3. Review the tasks generated by Copilot.
4. Use keyboard shortcuts to edit and reorganize the list.

#### Exercise 4.3: Rewrite Content with Copilot

1. Highlight a paragraph on a page.
2. Open Copilot (Ctrl + ;) and type "Rewrite this to make it more concise."
3. Review the rewritten content and make edits if needed.

#### Exercise 4.4: Brainstorm Ideas with Copilot

1. Type "Brainstorm ideas for a team-building event."
2. Save the generated ideas to a new page in your notebook.

### Additional Copilot Use Cases

#### Idea Generation for Projects

1. Open Copilot (Ctrl + ;) and type:
   * "Generate ideas for improving team collaboration."
2. Save the ideas generated to a new page titled "Team Collaboration Ideas."

#### Automating Repetitive Tasks

1. Open a page with several notes.
2. Type the command: "Organize these notes into categories."
3. Review and refine the AI-suggested categorization.

#### Identifying Patterns and Trends

1. Highlight content from multiple pages.
2. Open Copilot and type: "What are the key trends in this content?"
3. Save the summary to a new page titled "Content Insights."
4. Use Copilot to brainstorm ideas for a team-building event.
5. Ask Copilot to summarize trends from a notebook with meeting notes.
6. Automate tagging of a to-do list by asking Copilot to identify task priorities.

## Appendices

### Appendix A: Keyboard Shortcuts for OneNote (Windows)

**Note**: Some shortcuts may vary depending on the version of OneNote you are using.

#### General Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Open a new OneNote window | Ctrl + M |
| Create a new page | Ctrl + N |
| Create a new section | Ctrl + T |
| Open a notebook | Ctrl + O |
| Close the current notebook | Ctrl + W |
| Save changes | Ctrl + S |
| Print the current page | Ctrl + P |
| Sync the current notebook | Shift + F9 |
| Sync all notebooks | F9 |
| Undo the last action | Ctrl + Z |
| Redo the last action | Ctrl + Y |
| Cut selected content | Ctrl + X |
| Copy selected content | Ctrl + C |
| Paste content from clipboard | Ctrl + V |
| Select all content on the page | Ctrl + A |
| Search in all notebooks | Ctrl + E |
| Search on the current page | Ctrl + F |
| Open the context menu | Shift + F10 |
| Open the Help window | F1 |
| Dock the OneNote window | Ctrl + Alt + D |
| Create a Quick Note | Ctrl + Shift + M |
| Open the Send to OneNote tool | Windows + Shift + S |

#### Navigation Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Move to the next page | Ctrl + Page Down |
| Move to the previous page | Ctrl + Page Up |
| Move to the next section | Ctrl + Tab |
| Move to the previous section | Ctrl + Shift + Tab |
| Move to the next notebook | Ctrl + G, then Down Arrow |
| Move to the previous notebook | Ctrl + G, then Up Arrow |
| Jump to the first page in the section | Alt + Home |
| Jump to the last page in the section | Alt + End |
| Expand or collapse the navigation pane | F6 |
| Navigate to the page list | Ctrl + Alt + G |
| Navigate to the section list | Ctrl + Shift + G |
| Navigate to the notebook list | Ctrl + G |

#### Formatting Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Bold selected text | Ctrl + B |
| Italicize selected text | Ctrl + I |
| Underline selected text | Ctrl + U |
| Strikethrough selected text | Ctrl + Hyphen (-) |
| Highlight selected text | Ctrl + Shift + H |
| Increase font size | Ctrl + Shift + > |
| Decrease font size | Ctrl + Shift + < |
| Align text to the left | Ctrl + L |
| Align text to the center | Ctrl + E |
| Align text to the right | Ctrl + R |
| Create a bulleted list | Ctrl + . |
| Create a numbered list | Ctrl + / |
| Increase paragraph indent | Tab |
| Decrease paragraph indent | Shift + Tab |
| Apply Heading 1 style | Ctrl + Alt + 1 |
| Apply Heading 2 style | Ctrl + Alt + 2 |
| Apply Heading 3 style | Ctrl + Alt + 3 |
| Clear all formatting | Ctrl + Shift + N |

#### Inserting Content Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Insert a hyperlink | Ctrl + K |
| Insert a table | Ctrl + Alt + T |
| Insert a file attachment | Alt + N, then F |
| Insert a picture from file | Alt + N, then P |
| Insert a screen clipping | Windows + Shift + S |
| Insert the current date | Alt + Shift + D |
| Insert the current time | Alt + Shift + T |
| Insert the current date and time | Alt + Shift + F |
| Insert a line break without starting a new paragraph | Shift + Enter |

#### Tagging and Task Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Apply or remove the "To Do" tag | Ctrl + 1 |
| Apply or remove the "Important" tag | Ctrl + 2 |
| Apply or remove the "Question" tag | Ctrl + 3 |
| Apply or remove the "Remember for later" tag | Ctrl + 4 |
| Apply or remove the "Definition" tag | Ctrl + 5 |
| Apply or remove the "Highlight" tag | Ctrl + 6 |
| Apply or remove the "Contact" tag | Ctrl + 7 |
| Apply or remove the "Address" tag | Ctrl + 8 |
| Apply or remove the "Phone Number" tag | Ctrl + 9 |
| Remove all tags | Ctrl + 0 |

#### Table Shortcuts

|  |  |
| --- | --- |
| Action | Shortcut Key |
| Create a table | Tab after typing text |
| Add a new row below | Enter at the end of the last row |
| Add a new column to the right | Tab at the end of the last column |
| Move to the next cell | Tab |
| Move to the previous cell | Shift + Tab |
| Insert a row above | Ctrl + Enter |
| Insert a column to the left | Ctrl + Alt + E |
| Insert a column to the right | Ctrl + Alt + R |
| Delete the current row | `Ctrl + Shift |

### Appendix B: VoiceOver Gestures for OneNote (iOS)

#### Basic Navigation

|  |  |
| --- | --- |
| Gesture | Action |
| **Single-finger swipe right** | Move to the next item. |
| **Single-finger swipe left** | Move to the previous item. |
| **Single-finger double-tap** | Activate the selected item (equivalent to a "tap"). |
| **Single-finger double-tap and hold** | Initiate a drag and drop action. |
| **Single-finger triple-tap** | Perform a secondary action (e.g., open context menu). |
| **Two-finger swipe up** | Read all content from the top of the screen. |
| **Two-finger swipe down** | Read all content from the current position onward. |
| **Two-finger single-tap** | Pause or resume speech. |
| **Two-finger double-tap** | Start or stop the current action (e.g., play/pause media, answer/end a call). |
| **Two-finger scrub (Z-shaped gesture)** | Go back to the previous screen. |
| **Three-finger swipe up** | Scroll down one page. |
| **Three-finger swipe down** | Scroll up one page. |
| **Three-finger swipe left** | Scroll right one page. |
| **Three-finger swipe right** | Scroll left one page. |
| **Three-finger double-tap** | Toggle speech on or off. |
| **Three-finger triple-tap** | Toggle the screen curtain on or off (turns the display off while keeping the device active). |
| **Four-finger tap at top half of screen** | Move to the first item on the screen. |
| **Four-finger tap at bottom half of screen** | Move to the last item on the screen. |

#### Text Editing

|  |  |
| --- | --- |
| Gesture | Action |
| **Single-finger double-tap and hold, then drag** | Adjust the text selection. |
| **Two-finger double-tap while editing** | Start or stop dictation. |
| **Rotor gesture (rotate two fingers on screen)** | Change VoiceOver settings for navigation (e.g., navigate by characters, words, lines). |

#### Rotor Actions

|  |  |
| --- | --- |
| Gesture | Action |
| **Rotate two fingers clockwise or counterclockwise** | Navigate through rotor options (e.g., headings, links, form controls). |
| **Single-finger swipe up or down** | Perform the selected rotor action (e.g., move to the next heading or link). |

#### OneNote-Specific Gestures

|  |  |
| --- | --- |
| Gesture | Action |
| **Single-finger swipe right or left** | Navigate through sections and pages. |
| **Single-finger double-tap** | Open a selected page or section. |
| **Two-finger swipe left or right** | Switch between notebooks. |
| **Two-finger swipe down** | Start reading the current page from the top. |
| **Two-finger swipe up** | Read the status bar. |
| **Three-finger swipe left or right** | Navigate between open applications (requires iOS 12 or later). |
| **Note**: The effectiveness of these gestures may vary depending on the version of iOS and OneNote you are using. It's recommended to keep your device and applications updated to the latest versions to ensure optimal functionality. |  |
| For a more detailed list of VoiceOver gestures, you can refer to [Apple's official guide](https://support.apple.com/guide/iphone/use-voiceover-gestures-iph3e2e2281/ios). |  |

### Appendix C: Copilot Commands and Shortcuts

#### Copilot Commands in OneNote

|  |  |
| --- | --- |
| Command | Description |
| **Summarize** | Generate a summary of the current page or selected content. |
| **Draft a to-do list** | Create a to-do list based on the current page or selected content. |
| **List pros and cons** | Analyze and list the pros and cons of the current page or selected content. |
| **Rewrite this** | Rewrite the selected text to improve clarity or adjust tone. |
| **Generate ideas** | Provide ideas or suggestions based on the current context. |
| **Draft a plan** | Create a plan or outline based on the current page or selected content. |
| **Organize notes** | Organize the current page or selected content into a structured format. |
| **Create a summary** | Generate a concise summary of the current page or selected content. |
| **Extract tasks** | Identify and list tasks from the current page or selected content. |
| **Provide insights** | Offer insights or analysis based on the current page or selected content. |

#### Keyboard Shortcuts for Copilot in OneNote

|  |  |
| --- | --- |
| Action | Shortcut |
| **Open Copilot Pane** | Ctrl + Shift + I |
| **Close Copilot Pane** | Esc |
| **Navigate to Copilot Pane** | F6 |
| **Submit a Command in Copilot Pane** | Enter |
| **Navigate Between Copilot Suggestions** | Tab or Shift + Tab |
| **Accept Copilot Suggestion** | Enter |
| **Dismiss Copilot Suggestion** | Esc |
| **Note**: The availability of certain commands and shortcuts may vary depending on the version of OneNote and Copilot you are using. It's recommended to refer to the official Microsoft documentation for the most accurate and up-to-date information. |  |
| For more detailed information, you can refer to the [official Microsoft Support page on Copilot in OneNote](https://support.microsoft.com/en-us/office/welcome-to-copilot-in-onenote-34b30802-02ae-4676-a88c-82f8d5e586dd). |  |

### Appendix D: Additional Resources and Links

* [Microsoft Copilot Documentation](https://www.microsoft.com)
* [Keyboard Shortcuts for OneNote](https://support.microsoft.com/en-us/onenote)
* [OneNote Accessibility Documentation](https://support.microsoft.com/en-us/topic/accessibility-support-for-onenote-365c4f43-68e1-4df8-8fd4-4d6e67c6557c)