

Guidance for Using OneNote

OneNote is available for free to all Dickinson students – Just go to: Gateway → Office365 → All apps → OneNote.

Here are online guides for using OneNote with [Windows](#) and [Mac](#) computers,
and here are [Microsoft's collection of OneNote video tutorials](#)
(These tutorials will walk you through all the cool features described below.)

So what's so great about OneNote? SO MUCH! READ ON...

IT ORGANIZES!

OneNote enables students to essentially create online notebooks that you can access from anywhere, with tabs for each section/subject, and pages where you can type class notes and notes on readings and also insert just about anything, including: drawings, online articles, videos, power points, and even books in digital format.



- If you want to store your handwritten notes in OneNote, we recommend using the [Office Lens](#) app, available to all Dickinson students for free on both [iOS](#) and [Android](#).
 - Open Lens on your phone. Take a photo of your notes.
 - Then export it directly to your notebook in OneNote.



IT CAN RECORD AS YOU TAKE NOTES!

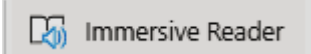
...and then you can go back to any part of your notes and click there to play back precisely what was recorded when you typed those notes!



IT CAN TURN SPEECH INTO TEXT!

Its built-in dictation feature enables you to click on the microphone icon  and it will type what you say.

IT CAN READ TEXT ALOUD TO YOU!


 Click "View" and then "Immersive Reader." Then select any text and it will read it outloud. (Even from a document that you've inserted into the page)!



IT WILL CONVERT HANDWRITTEN NOTES INTO TYPED NOTES!

Using the Draw feature, you can write words and then select it & click "Ink to Text" and it will make it typewritten.

[This video](#) has great guidance on some of the more advanced features of OneNote, such as:

- [0:33](#) - **Math** – Draw a formula with your mouse and it will show you the steps to take to solve it. (And make graphs of those formulas!)
- [1:45](#) - **Replay text** – It will "replay" like a video all that you've entered, whether notes or drawings
- [2:45](#) - **Ink to text** – Converts what you handwrite into typed text
- [3:20](#) - **Research tools** – Enter a topic in "Researcher" and it will pull up web info about that topic
- [4:39](#) - **Immersive reader** – Also called "Text-to-Speech," OneNote reads aloud any text you select
- [6:01](#) - **Web clipper extension** – Add OneNote to a browser to instantly save webpages to a notebook
- [7:12](#) - **Save emails to OneNote** – Have important emails you want to keep in one place? You can create an add-on your email toolbar so that you need only to click  to save an email to OneNote.

OneNote can be backed up to OneDrive for fast syncing between devices. Here's [more info on OneDrive](#).

Questions? Email notes@dickinson.edu and we'll be happy to assist!