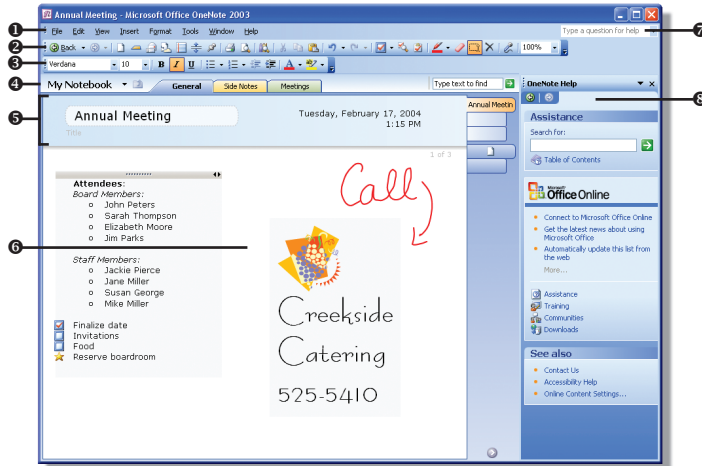




## Getting Started

### The OneNote Window



- 1 **Menu Bar** – contains tools for use with OneNote 2003.
- 2 **Standard Toolbar** – contains shortcuts for standard OneNote actions and tools.
- 3 **Formatting Toolbar** – contains shortcuts for applying formatting features to text.
- 4 **Folder List** – contains a list of the open sections and folders within My Notebook.
- 5 **Page Header** – displays the page title, as well as the time and date the page was created.
- 6 **Note Page** – displays the page that you are currently working on.
- 7 **Type a Question for Help Box** – provides quick access to help when you have a question.
- 8 **Task Pane** – displays tasks according to the selected category.  
*Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.*

### Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu, the **New** task pane will appear.

- To change the task category, click the down arrow on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back** and **Forward** buttons.
- To open or close the task pane, select **Task Pane** from the **View** menu or press **Ctrl + F1**. To quickly close the task pane, click the **Close** button in the upper-right corner of the pane.

### Using Smart Tags

Smart Tags enable you to perform actions that you would normally need to open other features to do. For example, when you paste text, the **Paste Options** smart tag button will appear. Click the button to select from a list of options.

*Note: To turn off the **Paste Options** feature, select **Options** from the **Tools** menu. In the **Category** pane, click **Editing**. Clear the **Show Paste Options** button box and click the **OK** button.*

### Organizing Your Notebook

OneNote creates a hierarchy to organize your notes.

- **My Notebook** is the main OneNote file.
- **Folders** are created within My Notebook. Folders contain sections.
- **Sections** are created within folders or within My Notebook. Sections contain pages. (*Sections are stored as .one files on your computer.*)
- **Pages** contain note information. Pages are identified by the page title.
- **Subpages** contain additional note information under the same title as its corresponding page.

### Working with Sections and Folders

- To create a new section or folder, select **New** from the **File** menu, and the **New** task pane will appear. In the **New** section, click the **Section** or **Folder** shortcut. Enter a name for the section or folder on the tab and press the **Enter** key.
- To move a section or folder, right-click the section or folder tab and select **Move** from the pop-up menu. Select a location and click the **Move** button.
- To rename a section or folder, right-click the section or folder tab and select **Rename** from the pop-up menu. Enter a name and press the **Enter** key.
- To delete a section or folder, right-click the section or folder tab and select **Delete** from the pop-up menu. Click the **Yes** button to confirm deletion.
- To change the color of a section, right-click the section tab and select **Section Color** from the pop-up menu. Select a color from the resulting menu.

### Opening a Section

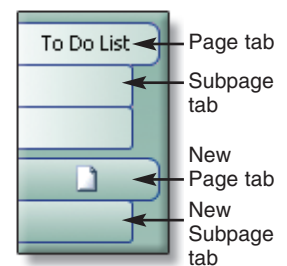
1. Select **Open** from the **File** menu.
2. Locate and select the section you want to open.
3. Click the **Open** button.

*Note: To close a section, right-click the section tab and select **Close** from the pop-up menu.*

### Creating a New Page

1. Select **New** from the **File** menu. The **New** task pane will appear.
2. In the **New** section, click the **New page** shortcut.
3. Enter a page title for the page and press the **Enter** key.

*Note: To quickly create a new page, click the **New Page** tab or click the **New Page** button on the **Standard** toolbar.*



### Creating a New Subpage

1. Click the page tab of the page you want to add a subpage to.
2. Select **New** from the **File** menu. The **New** task pane will appear.
3. In the **New** section, click the **Subpage** shortcut.

*Note: To quickly create a new subpage, click the page tab of the page you want to add a subpage to and click the **New Subpage** tab.*

### Saving Note Information

All of the information entered into OneNote is automatically saved, just as if it was written on a piece of paper. OneNote saves this information continuously as you are entering it, as well as when you close a notebook and when you exit the program.