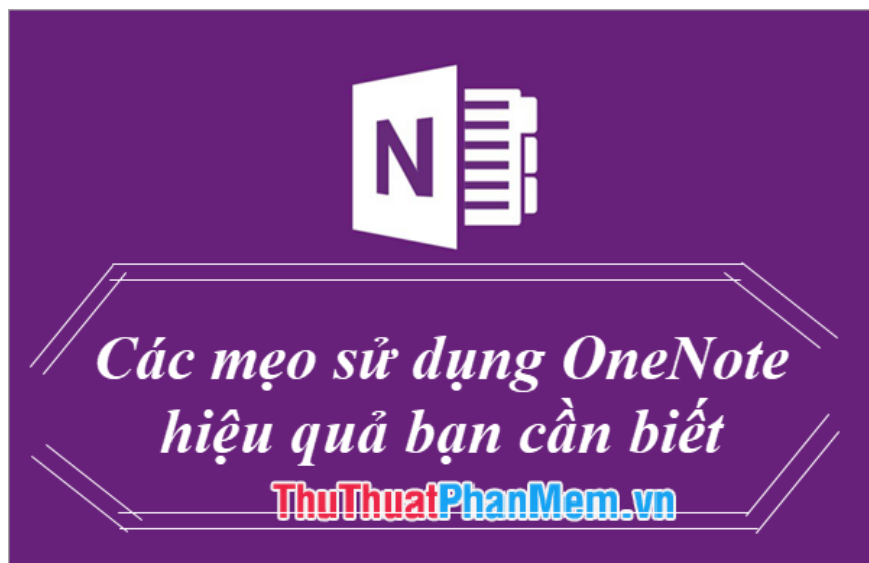


Effective OneNote tips you need to know

You are using OneNote and want to find tips on using OneNote most effectively. Here the article shares with you the tips to use OneNote effectively you need to know, let's find out. OneNote provides Quick Notes feature so that you can take notes quickly without fear of losing data thanks to the automatic save feature.

You are using OneNote and want to find tips on using OneNote most effectively. Here the article shares with you the tips to use OneNote effectively you need to know, let's find out.



Here TipsMake.com share to you some tips to use OneNote to achieve the best effect, invite you to refer.

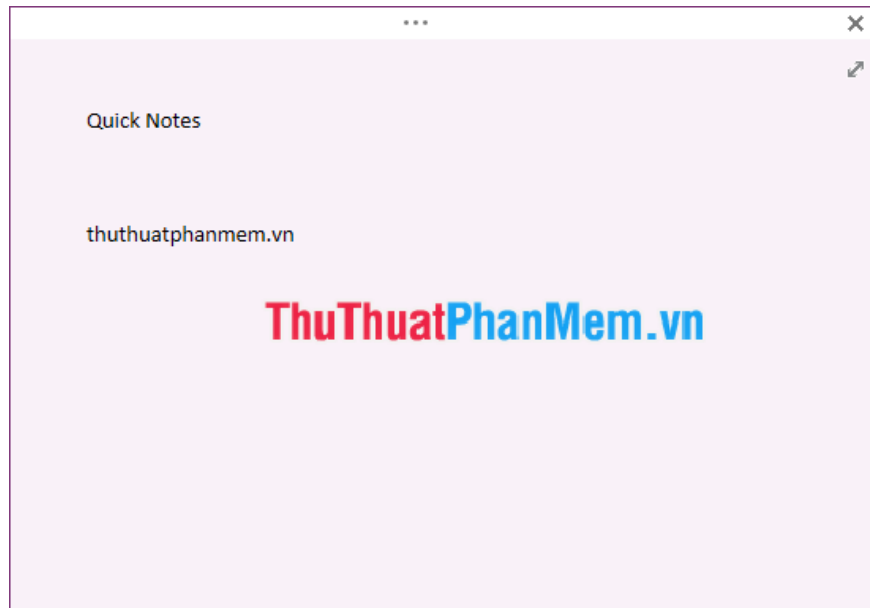
Use Quick Notes (quick notes)

OneNote provides the Quick Notes feature so that you can take notes quickly without fear of losing data thanks to the automatic saving feature of Microsoft OneNote. To start Quick Notes, there are two ways you can use it.

+ When not opening OneNote to open Quick Notes, click **Windows + N** combination on the keyboard.

+ If OneNote has been opened, on the OneNote interface, select **View -> New Quick Note** .

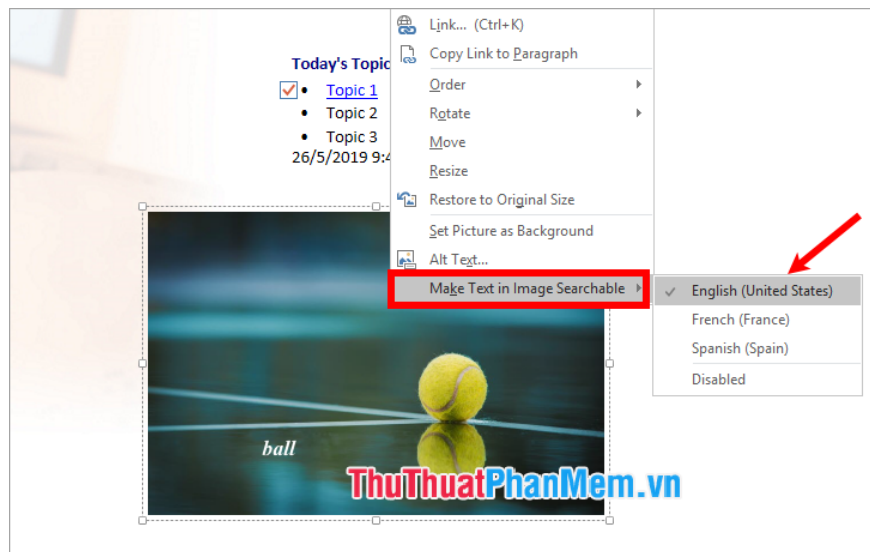
So a Quick Note window will appear like a pop-up, you can easily take note of the content you want. Quick Notes are automatically saved in the QuickNotes section of the notebook - Notebook. Quick Notes has a minimalist interface with an customizable platform. You can click on the row of buttons at the top if you want to access the **Ribbon** .



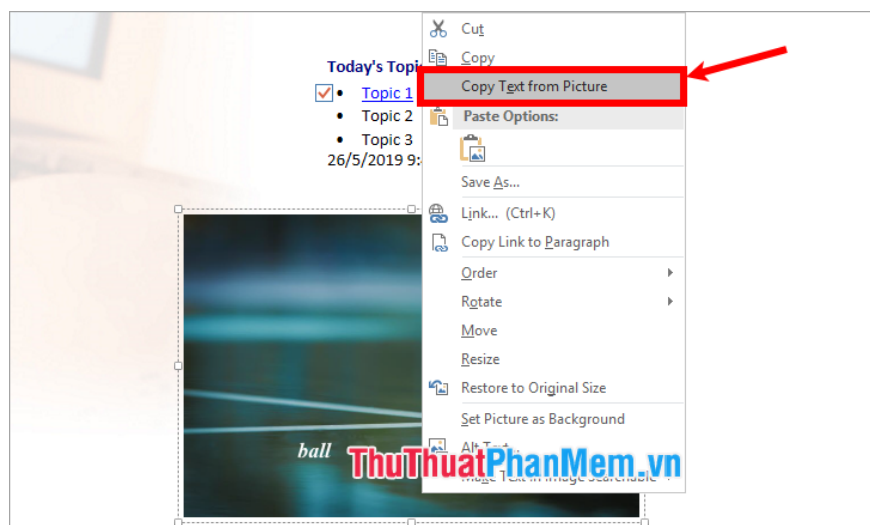
Use OCR

If you want to insert an image into a note, you simply need to **Insert** -> **Pictures** . As if the image you inserted contains text, you can search for keywords contained in this image. **OCR** function will help identify the text contained in the image file.

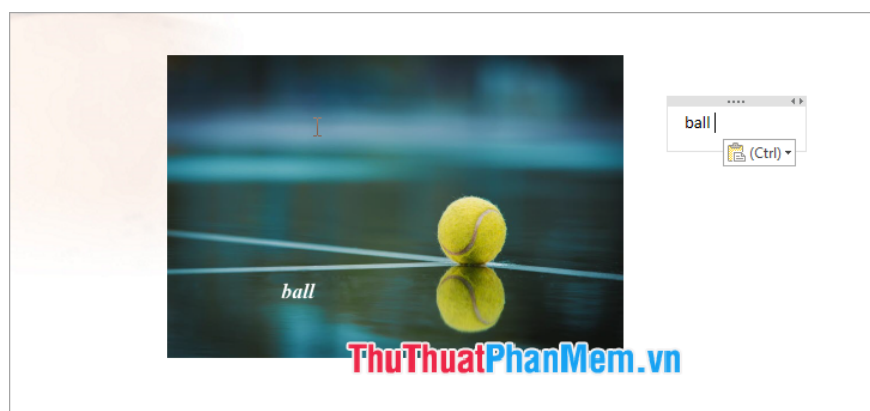
Just right-click on the image and choose **Make Text In Image Searchable** and select the language on the image.



If you want to extract the text contained in the image for other purposes, right-click the image and select **Copy Text From Picture** .



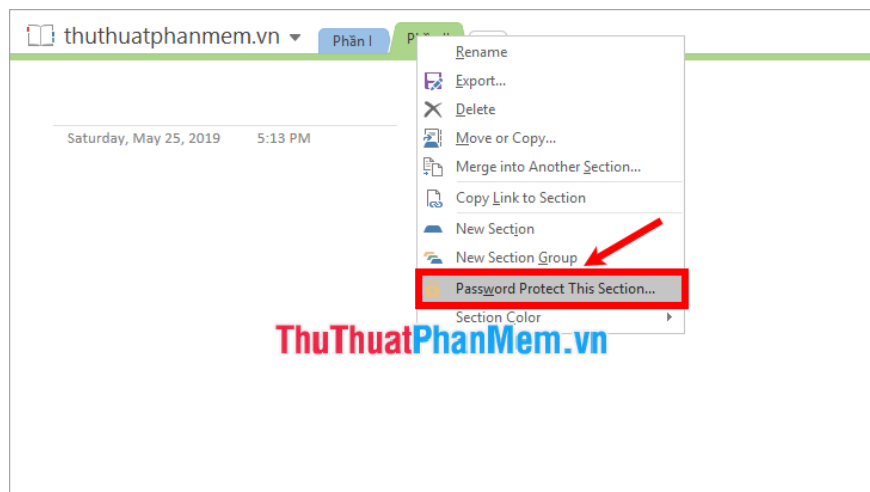
Then paste it anywhere on your note.



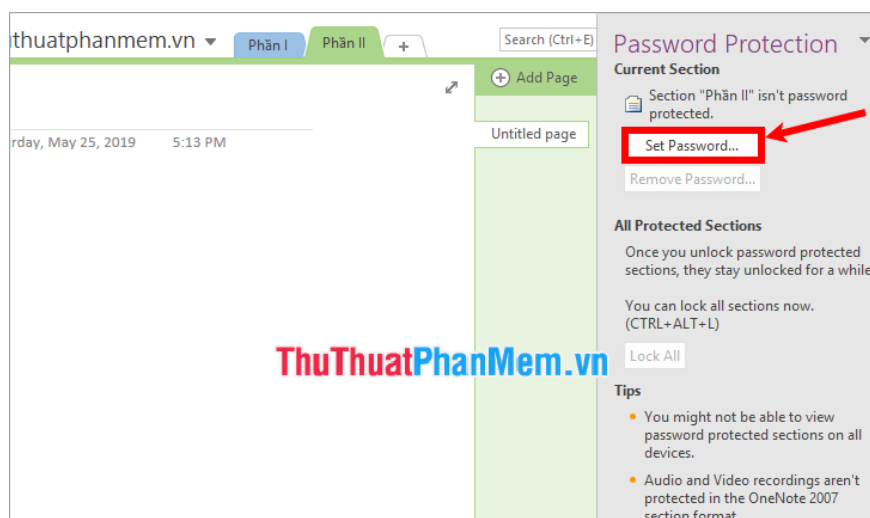
Protect private notes

Many notes are important information in your work, business, personal diary or account information . You want to protect these notes.

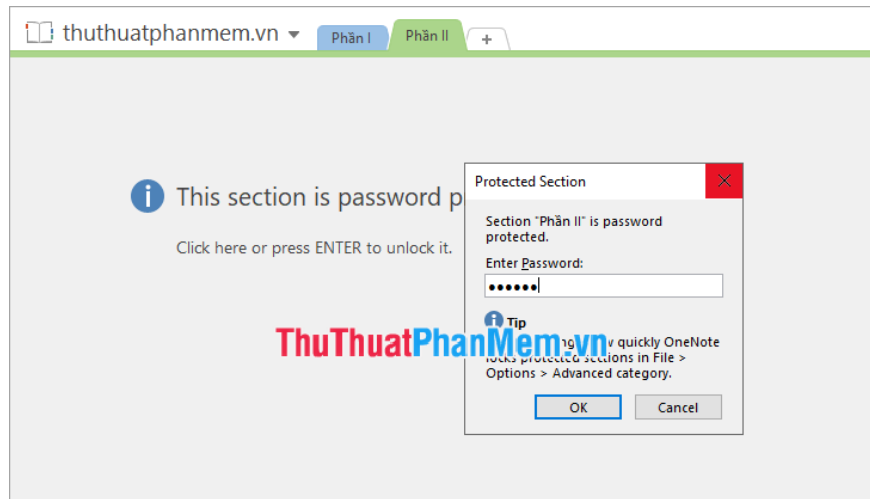
To lock a section, right-click the tab containing the section and select **Password Protect This Section** .



Next appears the **Password Protection** section you click **Set Password** to set a password for it.



You need to create a secure note for your passwords in case you forget them, because OneNote does not allow you to recover encrypted notes. When a section is encrypted, you must enter the password before you can read and edit it. To unlock, click on the **Section** or press **Enter** on the Section, then enter the password to unlock.



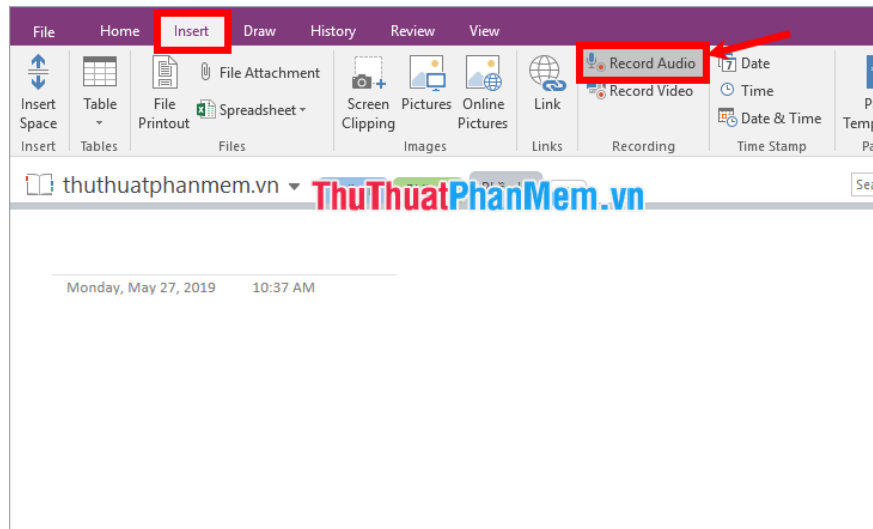
Shortcuts in OneNote

Some shortcuts to help you work with OneNote faster:

1. Press **Win + R** and enter *OneNote* into the command box. It will open your **OneNote** Notebook in real time.
2. To create a new page, press **Ctrl + N** .
3. **Ctrl + R** brings your cursor to the right side and **Ctrl + L** will bring it to the left pole.
4. **Windows key + S** is a shortcut of grab **Screen Clipping** .
5. **Ctrl + Enter** adds new row in your table.
6. **Ctrl + 1** to create a list of **tasks** .
7. **Ctrl + 2** stars an item in your list.
8. **Ctrl + M** opens another OneNote window.
9. **Ctrl + Alt + 1/2/3** create a title.

Take quick notes with your voice

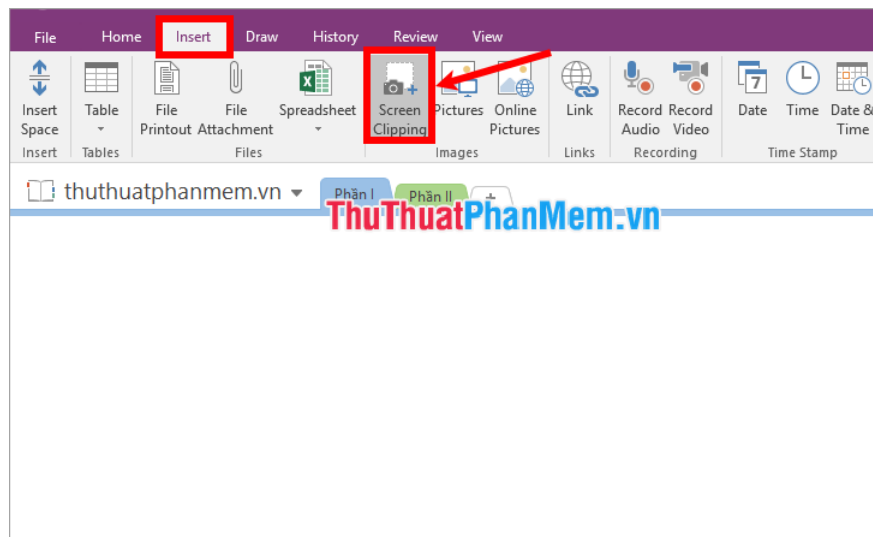
If you do not want to enter notes with the keyboard, you can record your voice notes right on OneNote by **Insert** -> **Record Audio** .



After recording the audio file will be automatically saved to the OneNote page, press the **Stop** button to stop recording.

Take screenshots and captions

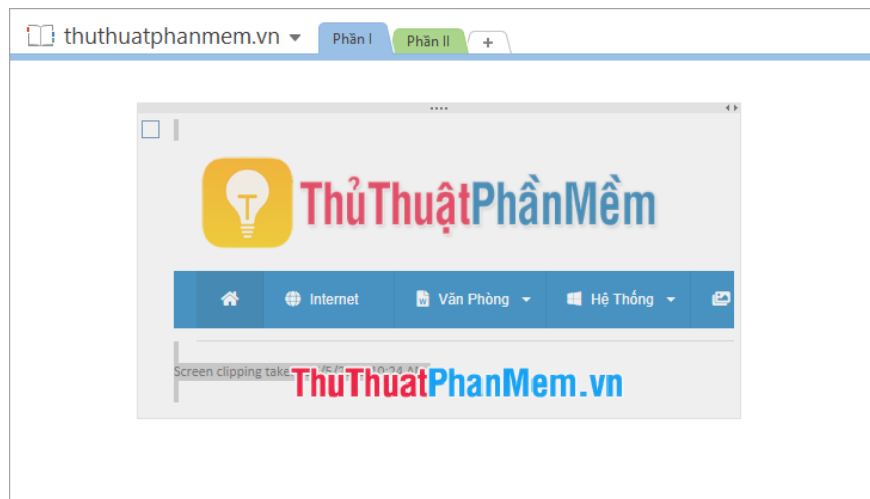
OneNote supports screen capture tool, so you can quickly take screenshots and save images on OneNote. To take a screenshot, select **Insert -> Screen Clipping** .



Then you drag the area to capture on the screen.



So the image you screenshot will be added to your OneNote page.



Above TipsMake.com has shared with you tips for using OneNote effectively. Hopefully with some tips that the article shared above you will be able to use OneNote more effectively. Good luck!

You finished reading the article "**Effective OneNote tips you need to know**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.