



# SOS Guide

## Microsoft OneNote 2010

Karen Spear Ellinwood, PhD, JD

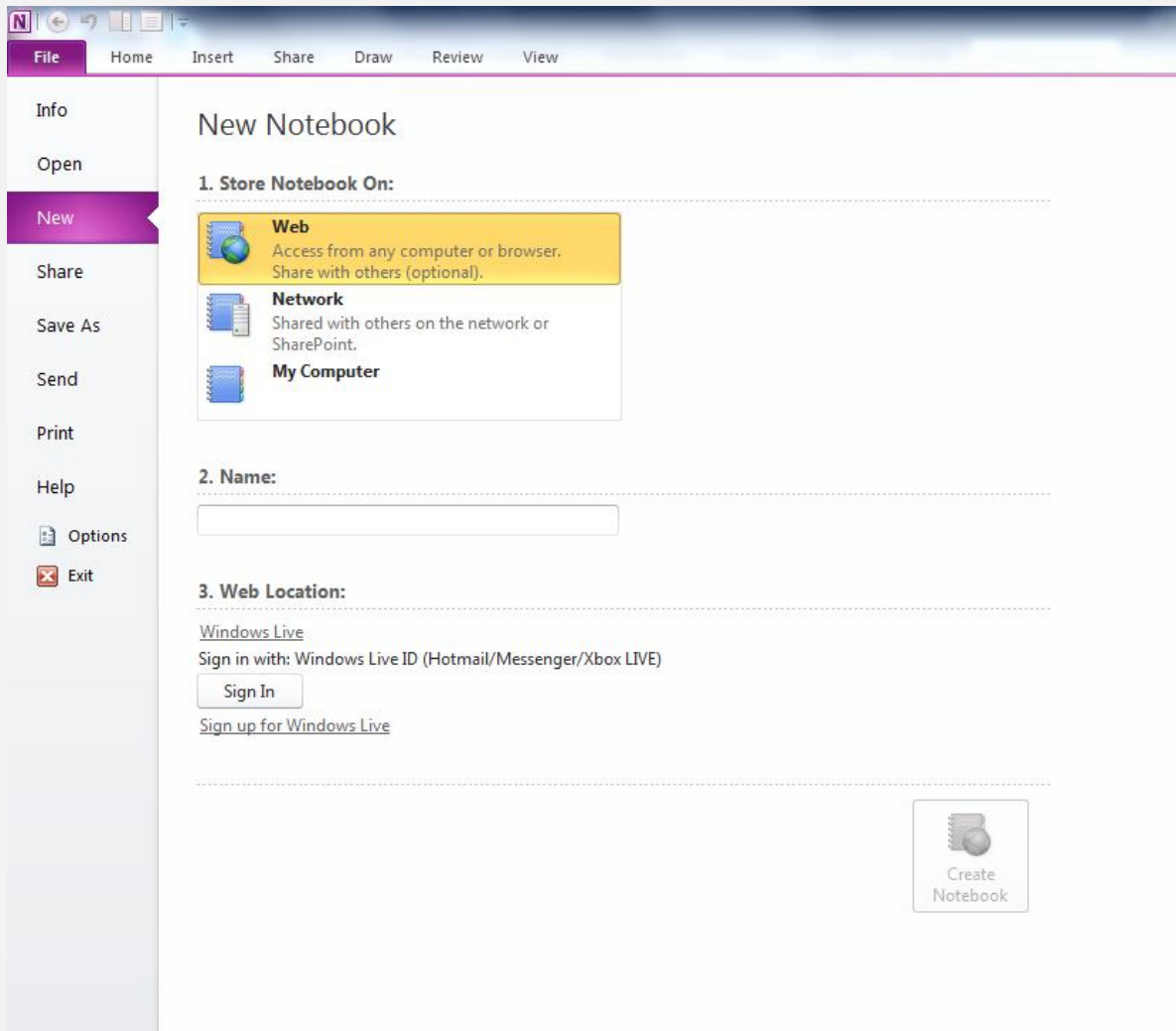
Director, Faculty instructional development

Support for Office Staff program

Office of Medical Student Education

# Why can you do with Microsoft Office OneNote?

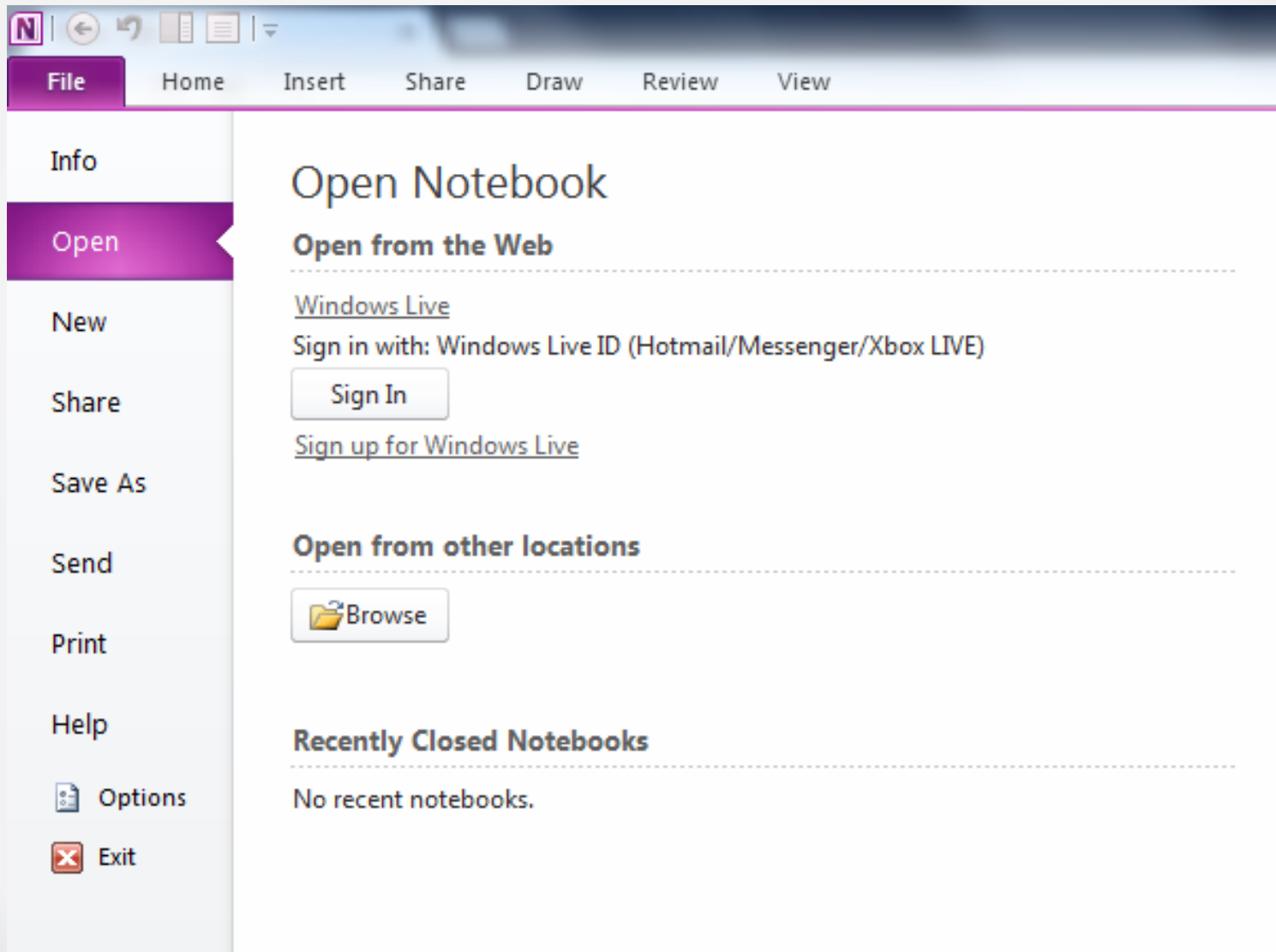
- To **organize** the **information** you collect for project management or research
- OneNote enables you to **store all** the **information in one place**
- What kind of data?
  - Audio files
  - Video files
  - Graphics
  - Notes
  - Websites



## CREATE NEW Notebooks

Decide whether you want to access it from any device anywhere, or locally on the computer through which you create it.

# Create web-based Notebooks to access online (From Other Devices)



Teaching Vygotskian Learning - Microsoft OneNote

File Home Insert Share Draw Review View

Notebooks: OMSE FID ...

FID Resources: FID Pedagogy CBI TL RAT ...

Search All Notebooks (Ctrl+E)

OneNote needs a password to sync some of your notebooks. Click here to see the list of sections and notebooks that require passwords.

Teaching Vygotskian Learning

Friday, November 04, 2011  
4:53 PM

Finishing off

Getting Ready

Carrying on

Setting out

Evaluate (Reflect on)

Assess

Plan

Implement

Monitor (Reflect in)

Produce (Laborations/Inventories)

Object/Motivation of Activity

Funds of Knowledge

Learning Demands

Conditions for Learning

Untitled page

Teaching Vygotskian

Med-SOLVE

Morton, Linda

IRAC vs. SOLVE, J

background

Untitled page

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Creative PS

Creative problem sol

Intro SOLVE

S-O-L

V

E

Conclusions

Untitled page

Untitled page

Untitled page

Technology

Std of Care

Incorporating Groop

CHAT & Feedback in

Narrative Medicine

Bilingual Endorseme

Faculty Humor

Instructional convers

Core Educational

## What does a OneNote notebook look like?

- ① The name of the notebook appears upper left in the left side menu.
- ② Section names appear both on the left side menu and along the top of the notebook, like file folder labels.
- ③ Other Notebook titles will also appear in the left side menu. If the book icon is closed, that means that notebook is not open.

The screenshot shows a Microsoft OneNote window titled "Teaching Vygotskian Learning - Microsoft OneNote". The interface includes a ribbon with tabs for File, Home, Insert, Share, Draw, Review, and View. The left sidebar shows a list of notebooks, with "OMSE FID ..." selected. The main area displays a diagram titled "Teaching Vygotskian Learning" with a date of "Friday, November 04, 2011 4:53 PM". The diagram is a triangle with four vertices labeled "Finishing off", "Getting Ready", "Carrying on", and "Setting out". Inside the triangle are four quadrants: "Object/Motivation of Activity", "Funds of Knowledge", "Learning Demands", and "Conditions for Learning". Arrows indicate a clockwise cycle between these quadrants. The right sidebar shows a list of pages, with "Teaching Vygotskian" as the leading page and several subordinate pages below it. A callout box points to the subordinate pages with the text "Subordinate pages under leading page". A bracket on the right side of the page list is labeled "Unsorted pages".

## What does a OneNote notebook look like?

- ① Each notebook has SECTIONS. ② In each Section you can create PAGES. ③ Pages can be linked together by topic so that some pages are subordinate to a leading page in the Section.

Atlas Data Analysis - CBI

Wednesday, March 05, 2014  
5:20 PM

Code Manager [HU: CPR\_EdwardRush\_A-G\_meta]

TypeA\_Knowledge\_Comprehension (28-0) TypeA+\_Analysis\_Comparative (41-0)

**TypeA+\_Analysis\_Process {170-0}**

TypeA+\_Analysis\_Process-GROUP (43-0) TypeA+\_Evaluation\_Advice (7-0)  
 TypeA+\_Evaluation\_Advice\_Tentative (0-0) TypeA+\_Synthesis (22-0) TypeA+\_Evaluation\_NegAffectiveEngagement (5-0)  
 TypeA+\_Evaluation\_AffectiveEngagement (38-0)  
 TypeA+\_Evaluation\_AffectiveEngagement\_Tentative (14-0) TypeA+\_Evaluation\_CASE (2-0)  
 TypeA+\_Evaluation\_PROCESS (42-0) TypeA+\_Evaluation\_SELF (12-0)

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Code Manager [HU: CPR\_EdwardRush\_A-G\_meta]

\*TypeA+\_ANALYSIS {177-0}

TypeA\_KNOWLEDGE Compr (26-0) TypeA+\_ANALYSIS\_Cf (41-0)

**TypeA+\_ANALYSIS\_Process {166-0}**

TypeA+\_ANALYSIS\_Process-GROUP (42-0) TypeA+\_Evaluation (56-0)  
 TypeA+\_EVAL\_Advice (7-0) TypeA+\_EVAL\_Advice\_Tentative (0-0) TypeA+\_SYNTHESIS (22-0)  
 TypeA+\_EVAL\_NegAffect (5-0)  
 TypeA+\_EVAL\_Affect (38-0)  
 TypeA+\_EVAL\_Affect\_Tentative (14-0) TypeA+\_EVAL\_CASE (2-0)

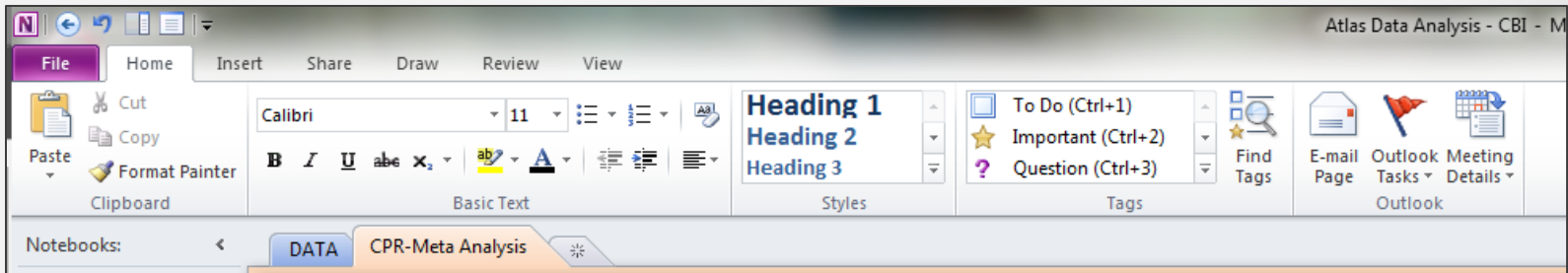
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TypeA_Knowledge	TypeA+_Analysis	TypeA+_Analysis	TypeA+_Analysis	TypeA+_Evaluati	TypeA+_Synthes	TypeA+Evaluati	TypeA+Evaluati	TypeA+Evaluati	TypeA+Evaluati	TypeA+Evaluati	TypeA+Evaluati
TypeA_Knowledge_Comp	16 - 0.30	23 - 0.13	16 - 0.29	5 - 0.17	9 - 0.22	1 - 0.03	20 - 0.43	7 - 0.20	na	22 - 0.46	6 - 0.18
TypeA+_Analysis_Comp	16 - 0.30	38 - 0.22	28 - 0.50	4 - 0.09	17 - 0.37	4 - 0.10	25 - 0.46	13 - 0.31	na	30 - 0.57	10 - 0.23
TypeA+_Analysis_Process	23 - 0.13	38 - 0.22	32 - 0.18	5 - 0.03	21 - 0.12	5 - 0.03	37 - 0.22	13 - 0.08	2 - 0.01	39 - 0.23	10 - 0.06
TypeA+_Analysis_Process	16 - 0.29	28 - 0.50	32 - 0.18	3 - 0.06	15 - 0.30	2 - 0.04	22 - 0.37	11 - 0.24	2 - 0.05	25 - 0.42	4 - 0.08
TypeA+_Evaluation_Advice	5 - 0.17	4 - 0.09	5 - 0.03	3 - 0.06	3 - 0.12	1 - 0.09	3 - 0.07	na	na	5 - 0.14	3 - 0.19
TypeA+_Synthesis	9 - 0.22	17 - 0.37	21 - 0.12	15 - 0.30	3 - 0.12	2 - 0.08	15 - 0.33	4 - 0.13	1 - 0.04	15 - 0.31	4 - 0.13
TypeA+_Evaluation_NegAff	1 - 0.03	4 - 0.10	5 - 0.03	2 - 0.04	1 - 0.09	2 - 0.08	3 - 0.08	2 - 0.12	na	3 - 0.07	2 - 0.13
TypeA+_Evaluation_Affect	20 - 0.43	25 - 0.46	37 - 0.22	22 - 0.37	3 - 0.07	15 - 0.33	3 - 0.08	8 - 0.18	2 - 0.05	27 - 0.51	6 - 0.14

## What kind of meta data is collected?

- ① When you use the screen clipping tool, OneNote automatically records the Date and time of the screen clipping. This helps you keep track of when you accessed the information.

# Why can you do with Microsoft Office OneNote?



## Features similar to Microsoft Office Word

- Copy/paste TEXT (works the same as; CNTL+C, CNTL+V or use HOME menu, above)
- Format text using Headings or other built-in styles, create your own styles, as you would with



# Why can you do with Microsoft Office OneNote?

- **Extract text from images** (nifty tool not available in other Microsoft Office products)

1. Right click on the image; then Left click on the menu “Copy Text from Picture”
2. Press CNTL+V on your keyboard, or choose PASTE from the HOME menu in OneNote. You will see the text extracted from the image. As you can see from the example, right, the extraction software is fairly accurate.
3. But, you should review it carefully; you might have to correct some text.

1. I-am iiies → **Families**

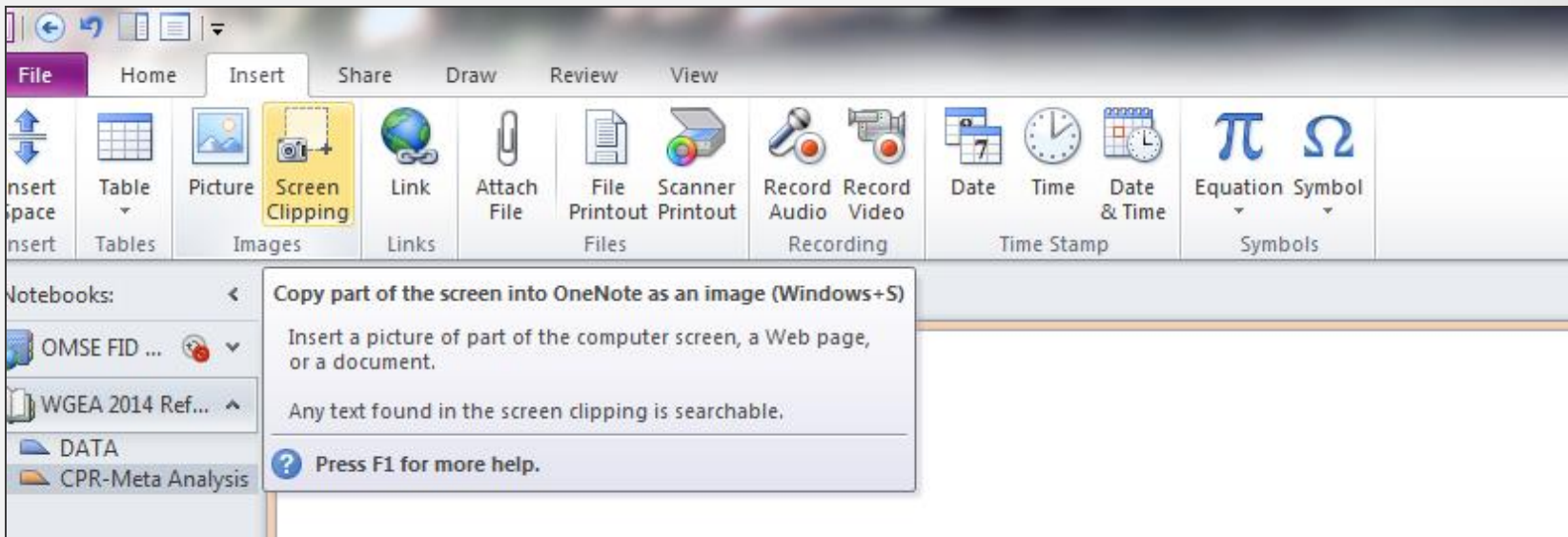
Atlas Data Analysis - CBI  
Wednesday, March 05, 2014  
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Code Manager [HU: CPR\_EdwardRush\_A-G\_meta]  
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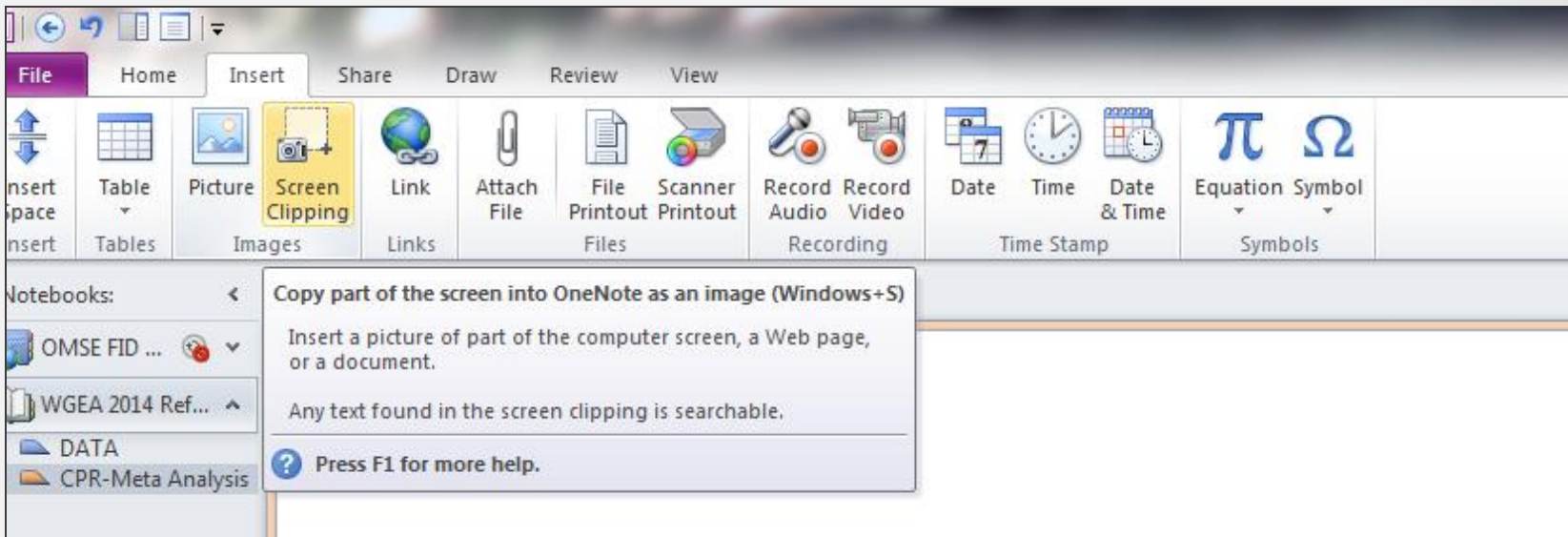
Code Manager [HU: CPR\_EdwardRush\_A-G\_meta]  
Code Manager [HU: CPR\_EdwardRush\_A-G\_meta]  
Codes: Edit Miscellaneous Output View  
TypeA+\_Knowledge\_Comprehension (28-O)  
TypeA+\_Analysis\_Comparative (41-O)  
TypeA+\_Analysis\_Process (170-O)  
TypeA+\_Analysis\_Process-GROUP (43-O)  
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I 11['o' all Codes]

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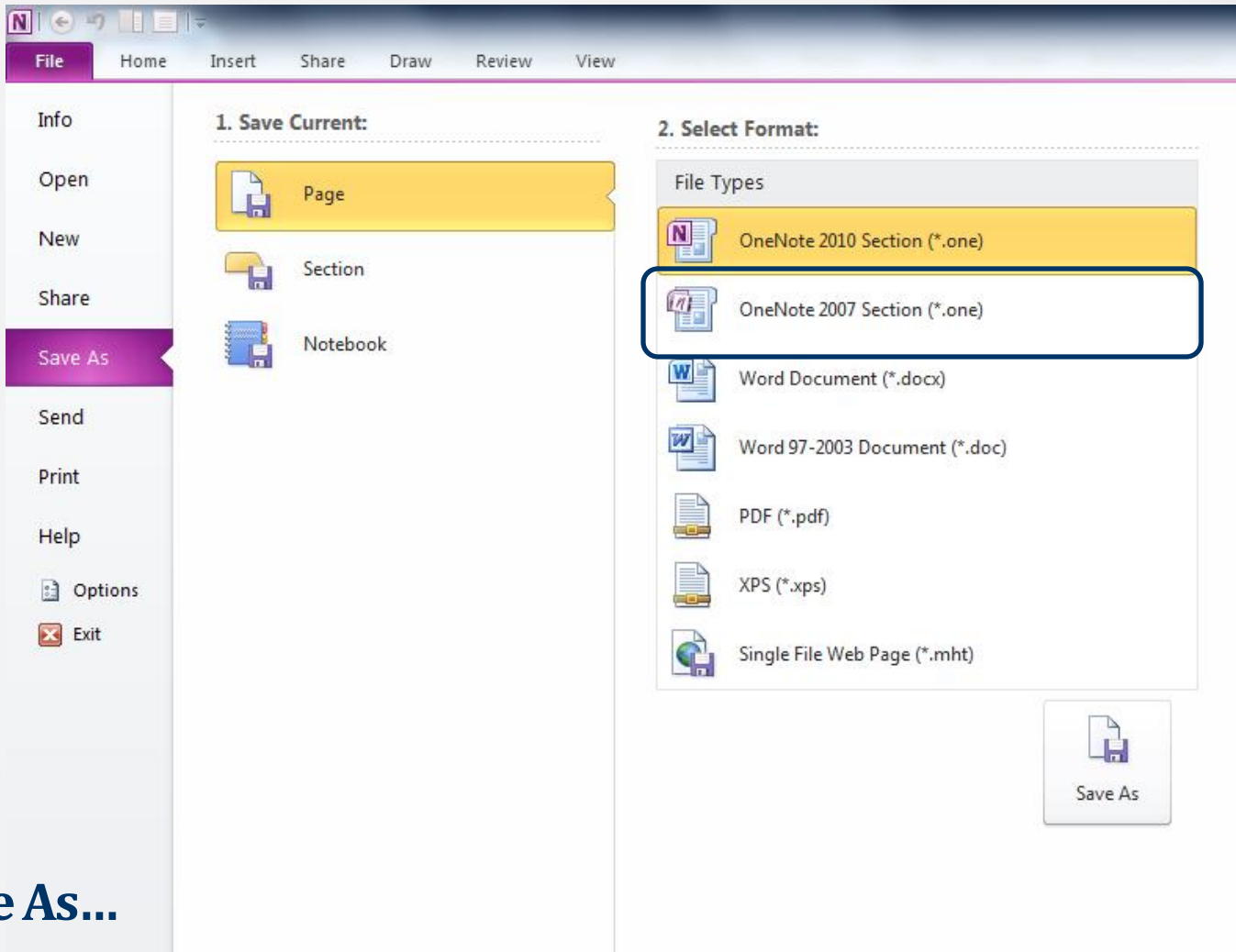


- INSERT screenclippings
  - This tool is now available in Microsoft Office Word and PowerPoint 2010 and later versions.
- Insert other images
- Attach files → links to an existing file

# Why can you do with Microsoft Office OneNote?



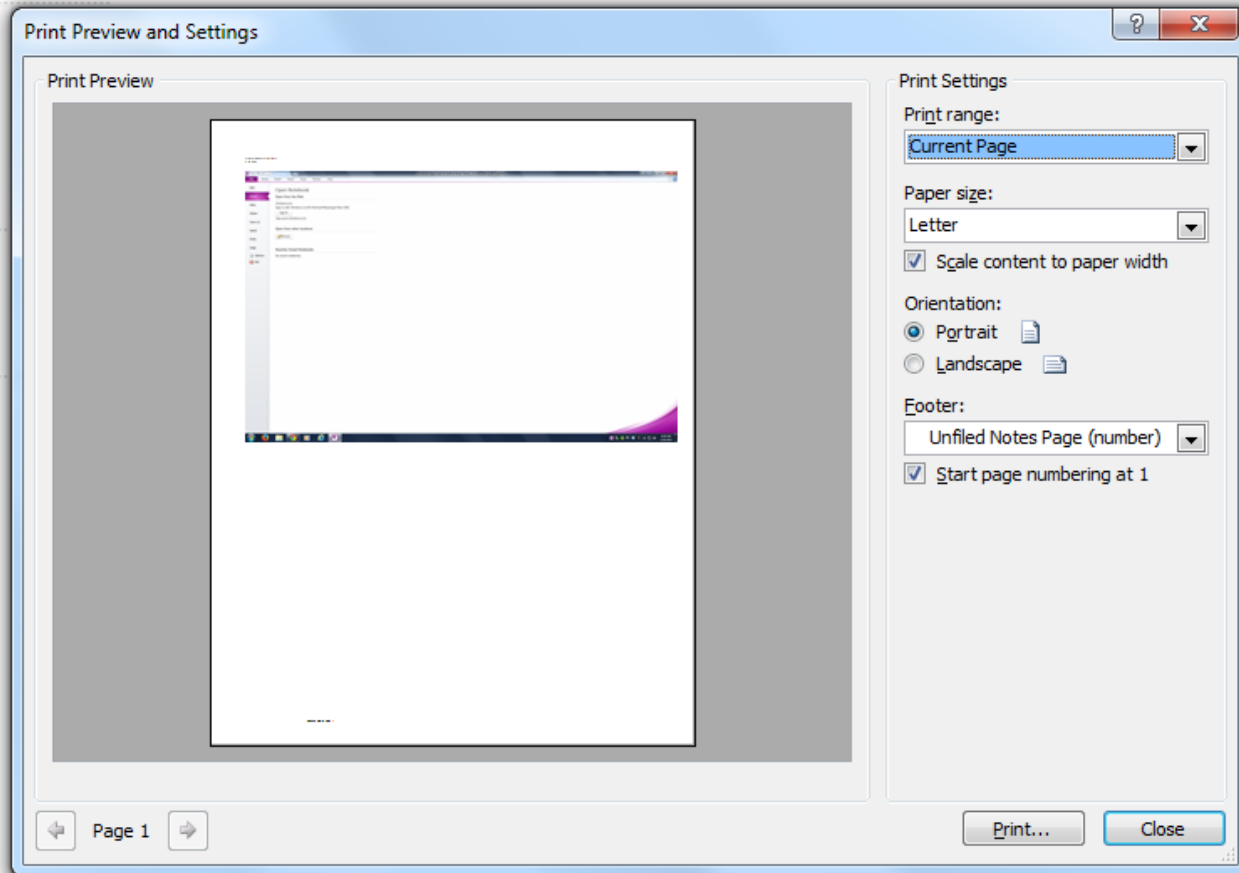
- Create AUDIO and VIDEO recordings
- You will need to have a microphone or camera connected to the computer to use these features.
- Once you create the recordings, the file is embedded in the notebook so when you or others view the notebook, clicking on the icon for the embedded recording will enable you to listen to or watch it.
- In other words, you will not have to open a separate file – it will all be IN ONE PLACE.



## Save As...

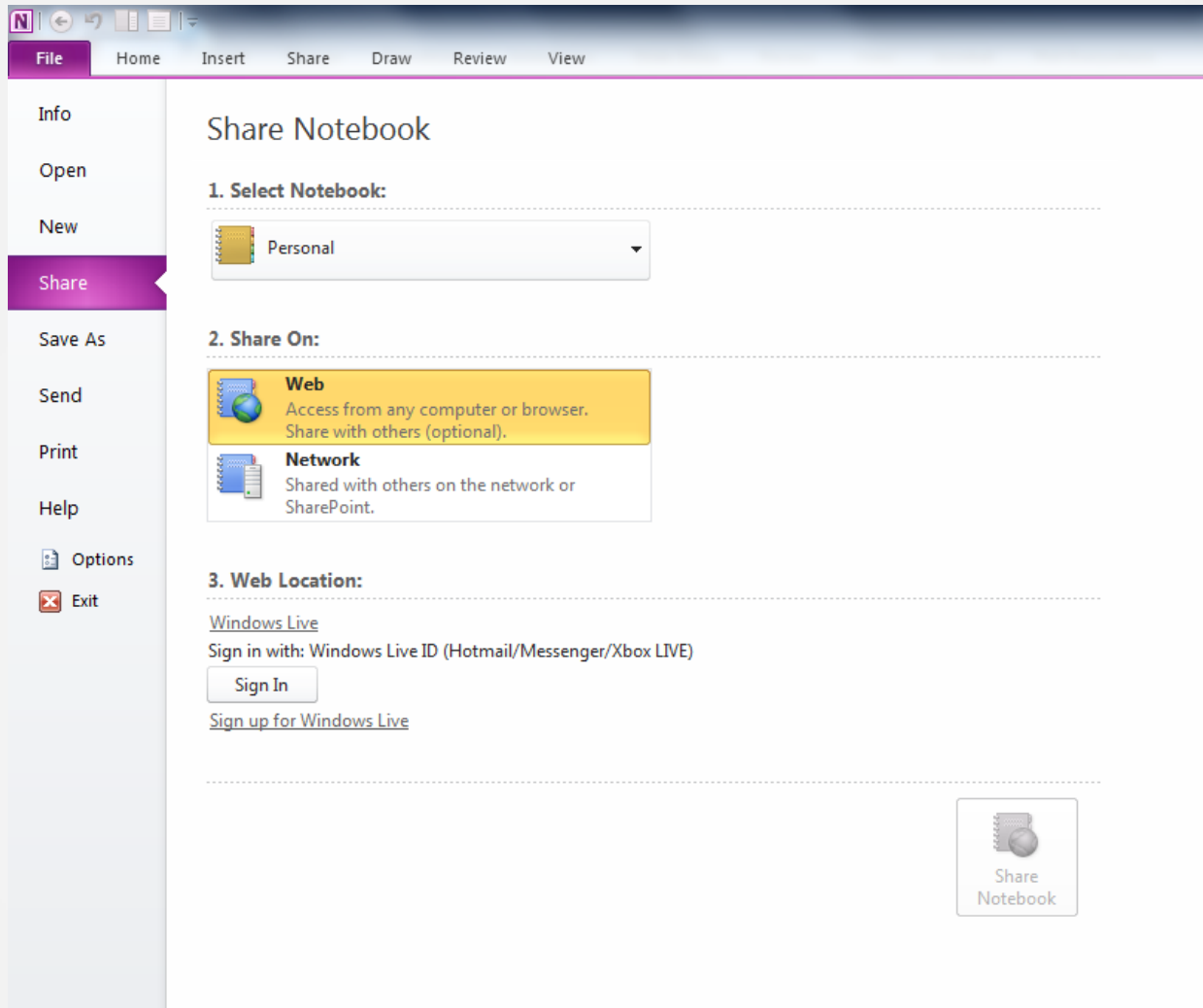
You have several choices.

**TIP:** If one computer has OneNote 2007 and the one on which you create it has OneNote 2010 AND you want to access this notebook on both computers, then you should save the notebooks as OneNote 2007.



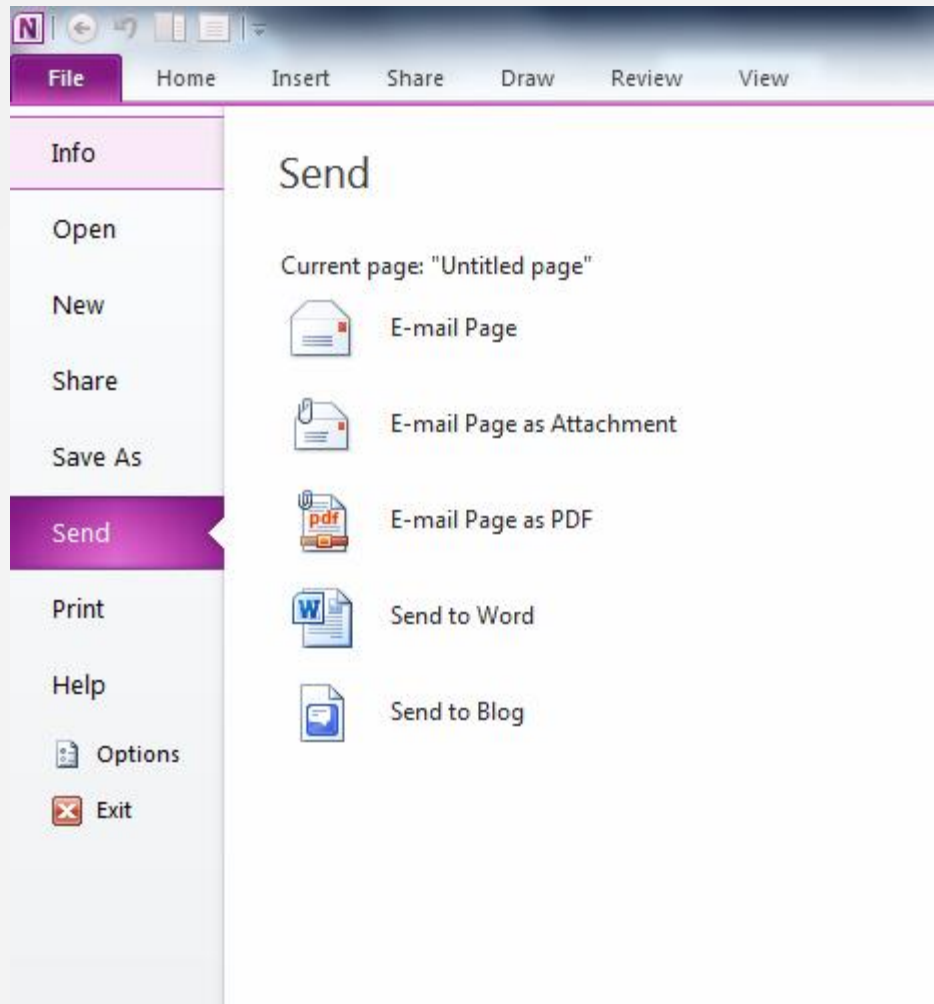
## Print Notebooks

One page, all pages, specific page ranges



## SHARE Notebooks

After creating, you can share with others



## SHARE Notebooks or pages

Use the SEND feature

# SYNC Notebooks

- One click sync feature allows you to synchronize the content of notebooks on your computer with content stored in your online account
- When you sign on to other computers and open the same notebook, it syncs to the new content online.
- You can...
  - schedule synchronization
  - Automate synchronization
  - Conduct all syncs manually





**Want to learn more? Contact**

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