

Audio Note Taking with OneNote

Check Default OneNote Settings First

- Go to the FILE menu
- Click OPTIONS > Advanced
- Un-Check box: "Insert long printouts on multiple pages."
- Check or Keep Checked "Automatically set inserted file printouts to background"

ONE NOTE SETTINGS

Printouts

- Insert long printouts on multiple pages
- Automatically set inserted file printouts in the background

BEFORE LECTURE: IMPORT LECTURE SLIDES

Look at which version of OneNote you have on your laptop. Importing varies by version. If you have Windows, the best option is to use the 2016 desktop version. If it did not come with your Office suite, get it here: <https://support.microsoft.com/en-us/office/install-or-reinstall-onenote-for-windows-c08068d8-b517-4464-9ff2-132cb9c45c08>

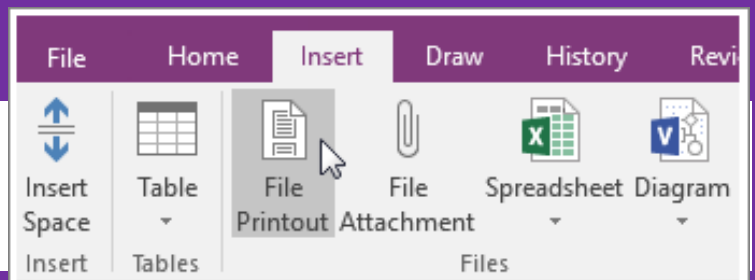
APP VERSION

- Go to the Microsoft store.
Install Send to OneNote (if you do not already have it)
After installing the Send to OneNote app, do the following:
- Download & Save lectures slides to a course folder
- Open the saved file
- Select the Print option in the application.
- From the list of printers, choose **Send to OneNote**.
- Choose Print, and OneNote will open behind your application.
- In the window that appears, select the desired notebook & section.
- The content is added as an image on a new OneNote page.
- You will be able to take notes next to it.
- Try writing or typing on the slides. If you are unable to do so, you may right click the image, and **"Set Picture as Background."** You may also be able to change the default settings.

ONENOTE 2016 (Desktop Version)

Get Your Notes Ready

- Download your lecture slides
- Save As in your course folder
- Open One Note



Inserting Slides into OneNote

Create or open a page in OneNote.
Click **Insert > File Printout**.
Select the Saved lecture file.
Click **Insert**.

After a slide printout is locked to the page background, you can start typing notes next to it. If you need to adjust the spacing of your annotations, drag the note containers into position as needed.

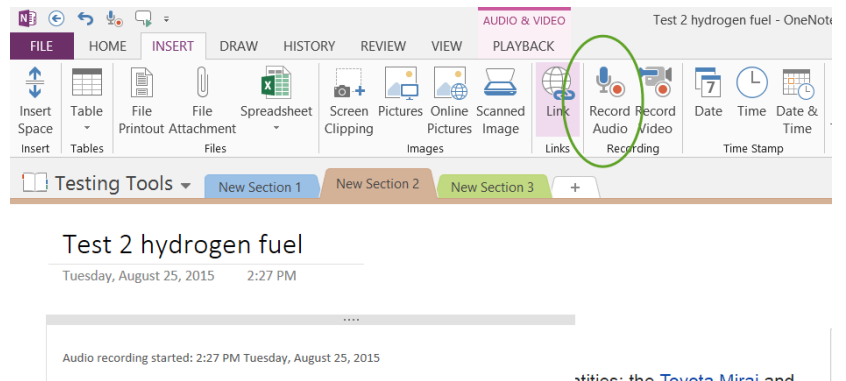
During Lecture: Audio Notetaking with OneNote

To Start...

1. Open OneNote
2. Click Insert
3. Select Record Audio

As you record...

4. Type key words from the lecture
5. Add links, images, & screen clippings by using the Insert menu
6. Star or Circle parts you missed or key points
7. Click Stop when finished.

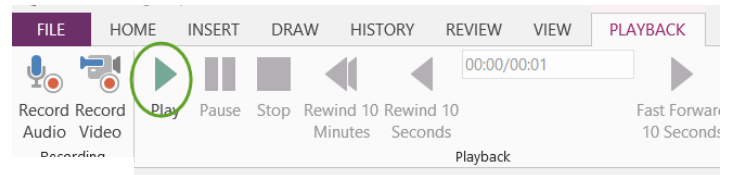


After Lecture: Reviewing and Editing Notes

8. Click Play to start lecture from the beginning

For Selective playback

9. Click on the left side of the note you wish to hear
10. Click on the play button that appears on the far-left



Test 2 hydrogen fuel

Tuesday, August 25, 2015 2:27 PM

Audio recording started: 2:27 PM Tuesday, August 25, 2015

Audio test lecture: hydrogen fuel
 Waste product is water
 Part of water h2O
 Element
 Abundant in the universe
 Basic elements
 Periodic table of elements

Pollution - water
 Danger
 Combustive, explode



Tips: Adjust the Audio settings to zero seconds for rewind. This feature may not be available in the app version.

