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OneNote Templates

More Productive
Less Effort
onenote.auscomp.com

How to email information to your OneNote

Did you know that it's easy to email anything
to your OneNote notebooks?



Here's how it's done ...


Email anything incl. meeting notes etc ...
from any email app or provider like hotmail, gmail

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[More OneNote Tips & Tricks](#)

Tips & Tricks for OneNote

Tips & Tricks for OneNote
from Auscomp.com



"Snap to Grid" override:

Hold the "Alt" key when moving images, frames or tables.

Free Templates for OneNote | <https://onenote.auscomp.com>

Tips & Tricks for OneNote
from Auscomp.com

Record Audio & Video
Under the "Insert" tab > "Recording"



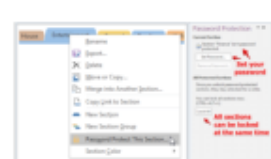
Quick notes, thoughts, memoirs & special messages to loved ones ...

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Tips & Tricks for OneNote
from Auscomp.com

Password Protect OneNote Sections

1. Right-click the section tab you want to protect and then choose **Password Protect This Section**.
2. In the Password Protection task pane, choose **Set Password**.
3. In the Password Protection dialog box, type the password you want into the **Enter Password** box.
4. Confirm the password by typing it again into the **Confirm Password** box, and then click **OK**.



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Extract Text from Image

To use OneNote's built-in OCR (Optical Character Recognition) technology to convert an image to plain text

1. Right-click the picture, and click **Select Text from Image**.
2. Select **SOME** or **ALL** text, then click the copy button.



Note: "Copy Text from Picture" or "Select Text from Image" depending on which OneNote version you're using

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Tips & Tricks for OneNote
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Turn notes into MS Outlook calendar tasks



1. Select the words that you want to be the subject of your task.
2. In the menu that appears, click the arrow next to the **Outlook Tasks** button and choose to remember.

Tips & Tricks for OneNote
from Auscomp.com

Dock to Desktop

OneNote has a feature called "Dock to Desktop" that allows you to be in OneNote and another program simultaneously.

1. Click the **VIEW** tab.
2. Click **Dock to Desktop**.
3. To show the Ribbon Bar click on the **3 Dots** in the top right.



more



Making OneNote users more productive with less effort!

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