Lesson 4 Adding Content and More

Adding Content

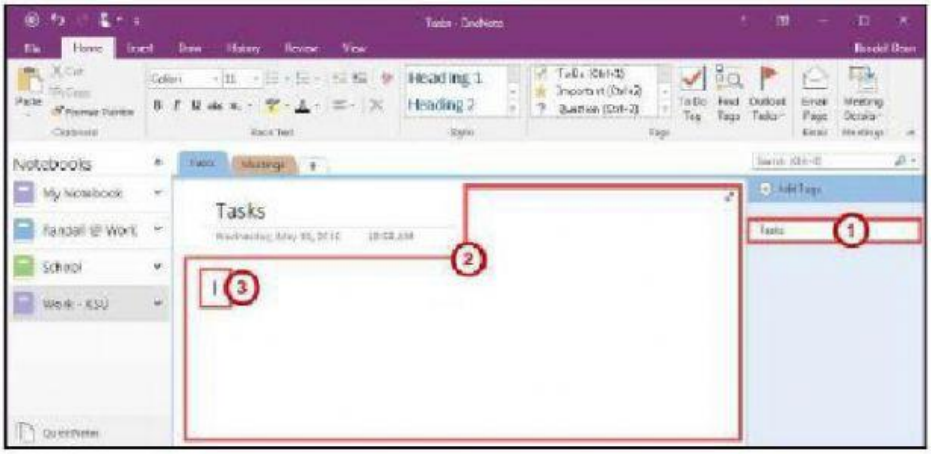
With OneNote, you can add different types of content onto a page such as text, links, tags, screen clippings, pictures, audio and video recordings, and drawings.

Text

Text can be added anywhere on the page. You can also change the formatting of the text.

Entering Text

1. *Click* where you want to enter text on the page.
2. *Left-click* anywhere on the page.
3. When you see a cursor *flashing*,**type** our text. **1**



1

4. After you start typing, you will see a **text placeholder**. **2**

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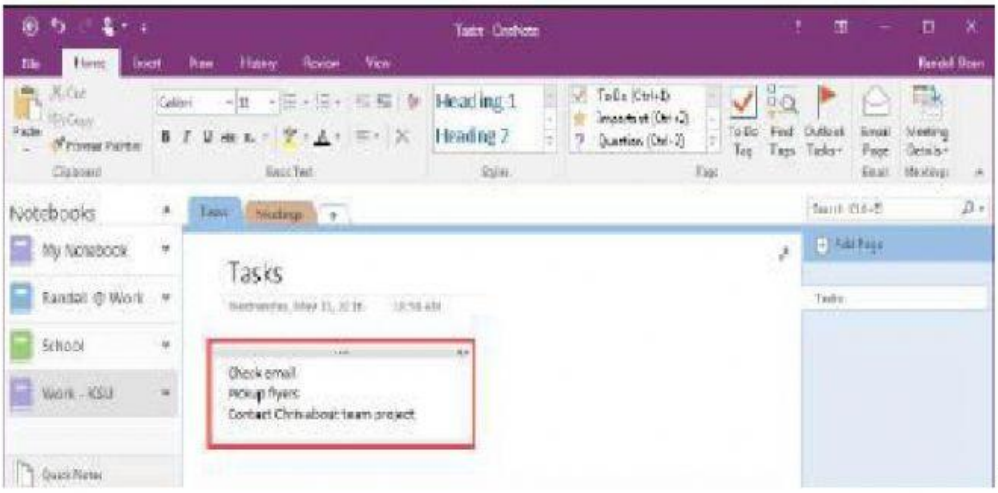
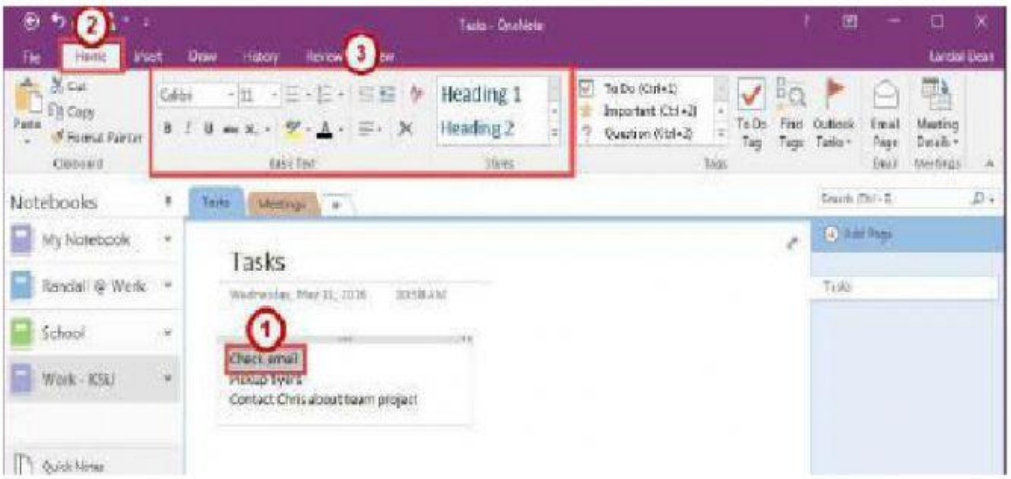


2

Formatting Text

1. **Select the text you wish to change the formatting for.**
2. *Click* the **Home** tab.
3. Now make your formatting changes using the *Basic Text* or *Styles* group. **3**



3

Tags

You can mark your notes with tags. Tags help you to make checklists,,mark for follow up, highlight, and make your own custom tags.

Add Tags

1. *Click* on the beginning of a line where you want to place a tag.

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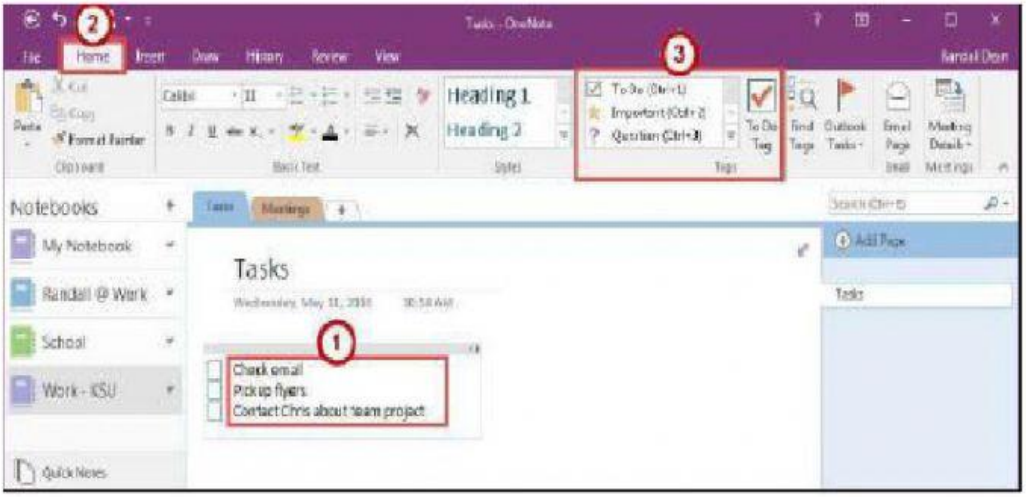
2. *Click* the **Home** tab.

3. Now *select* the tag you wish to add from the **Tag** group**. 4**

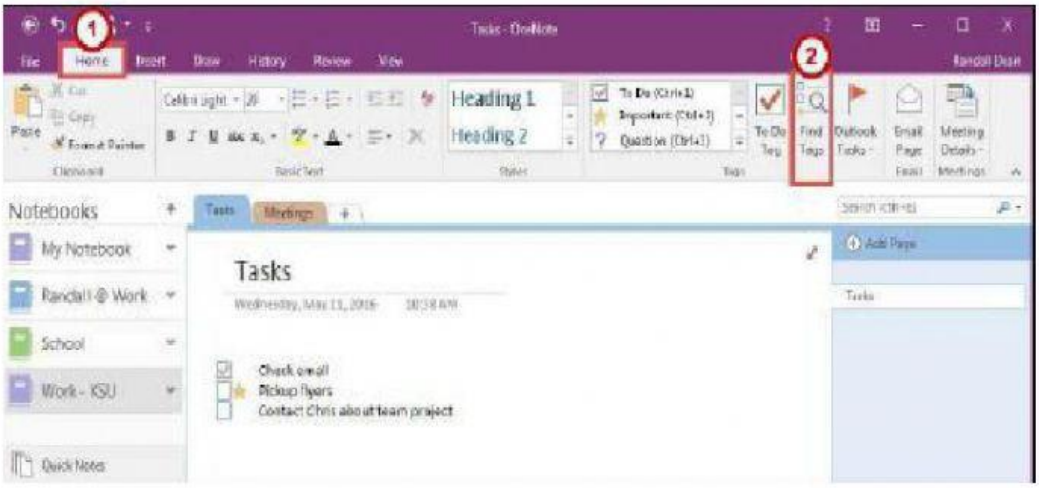


4

Find Tags

1. *Click* the **Home tab.**

2. In the **Tags** group *click* **Find Tags. 5**



5

3. In the *Tags Summary* pane, you can do the following:

a. **Group Tags** by - Sorts the tags in the **Tag List.**

b. **Tag List** - Shows the tags created. Selecting a tag will display that tag in your notebook.

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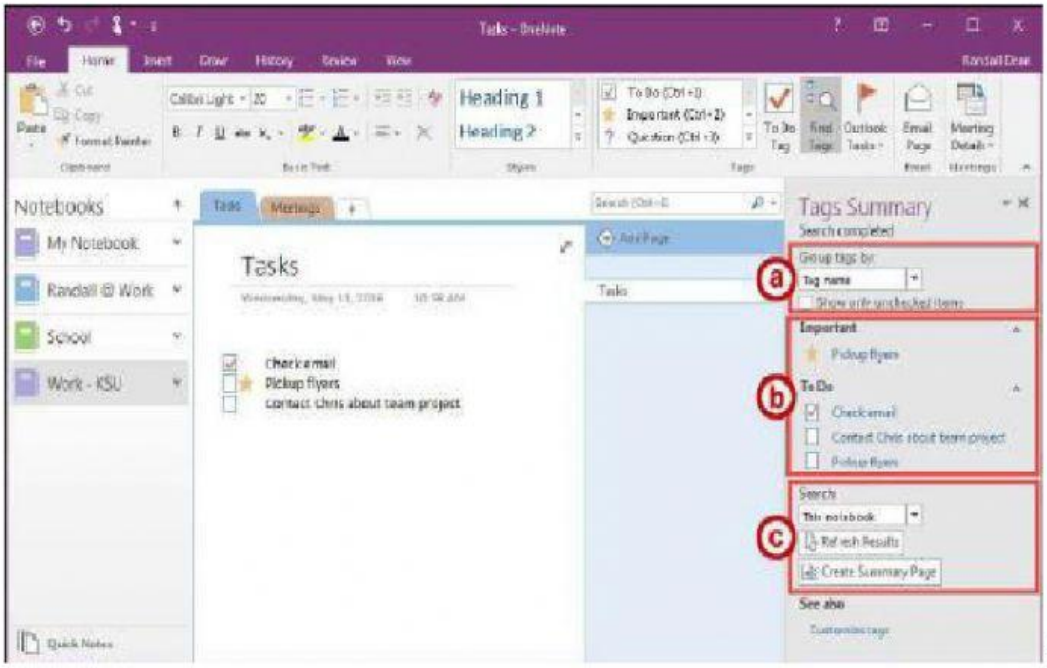
c. **Search -** *Change* how you want to **search** for tags. **6**



6

Remove Tags

1. **Right-click** on the tag you want to *remove*.
2. *Click* **Remove** Tag. **7**

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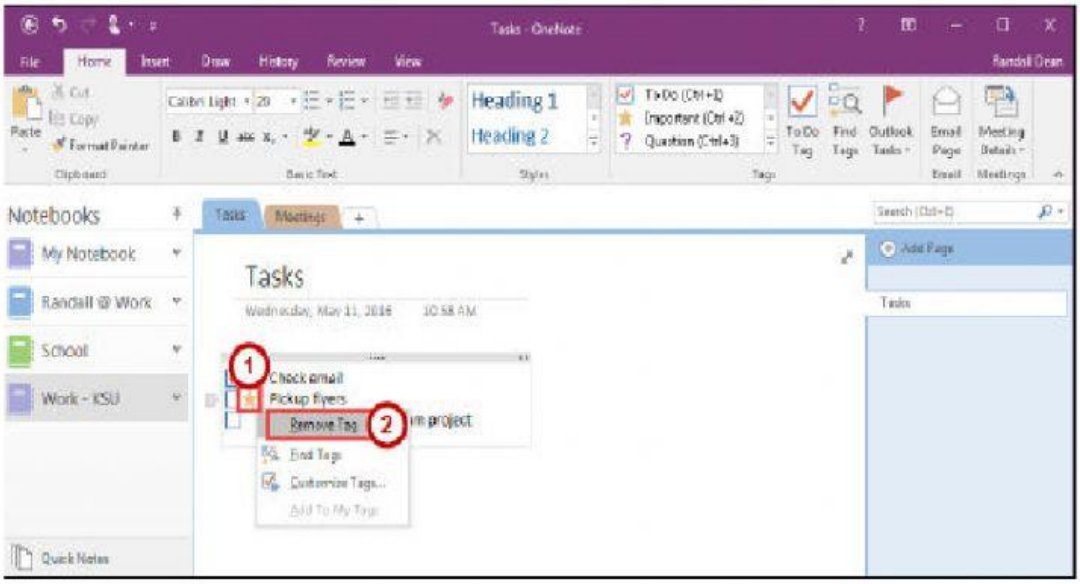

7

Questions

1. **Name 3 different contents that you can add on a page ?**

2. **Describe how you add tags?**

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