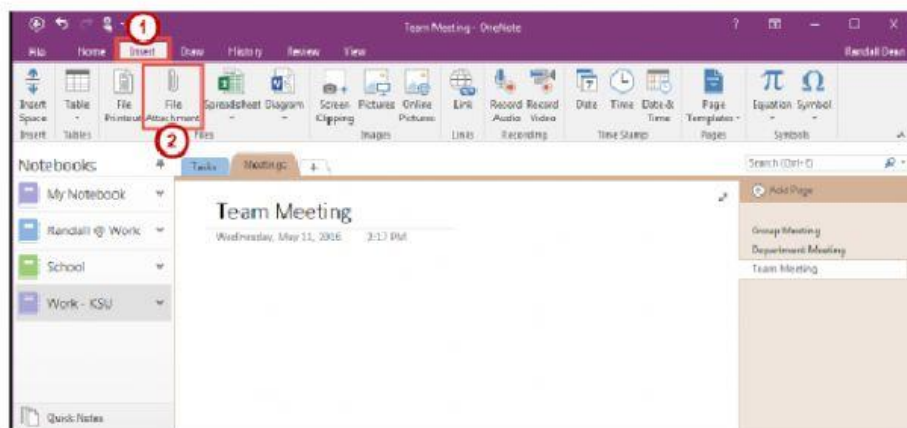


Lesson 5 File Attachments Screen Clipping

File Attachments

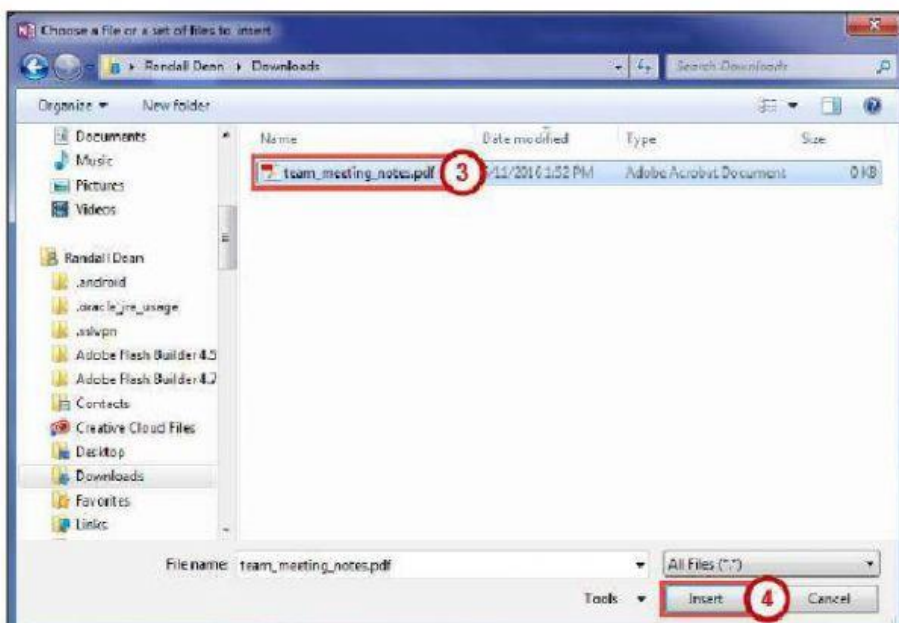
Add files directly into OneNote so you don't have to re-type information or link a document.

1. Click the **Insert** tab.¹
2. Click the **File Attachment** button.¹



1

3. From the *Choose a file or a set of files to insert* window, **navigate** to and select your **file**.¹
4. Click the **Insert** button.¹



2

5. From the *Insert File* window , click **Attach File**. 3

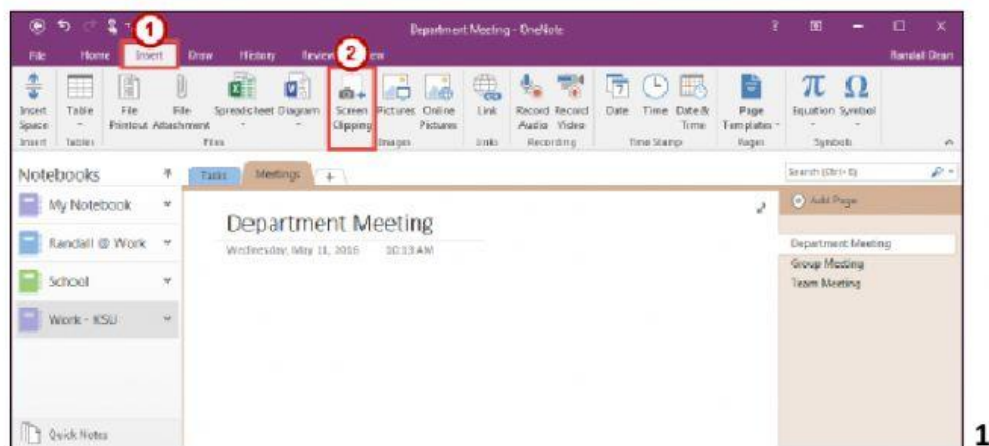


Images

Insert images from a screen clipping,pictures saved on your machine,online pictures,or a scanned image.

Screen Clipping

1. Click the **Insert** tab. 1
2. Click the **Screen Clipping** button. 1

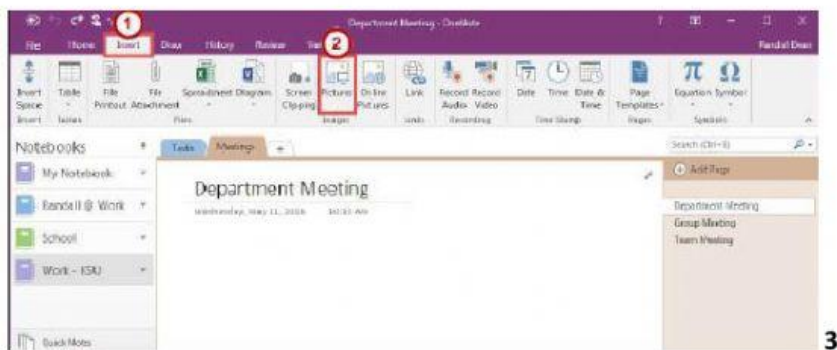


3. Select what you want to *capture* on your **screen**.2



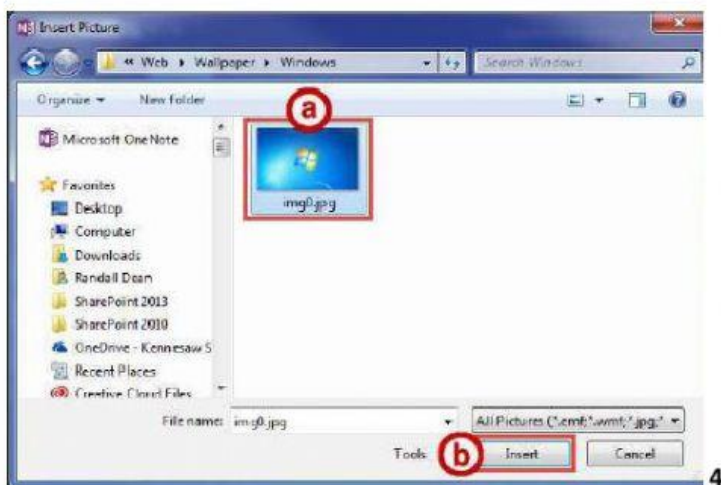
Pictures

1. Click the **Insert** tab.
2. Click the *pictures* button.



3. From the **Insert Picture** windows, *navigate* to the picture.

- a. Click on the **File** to select it.
- b. Click the **Insert** button.



Questions

- 1. Give the steps for File Attachment.**
- 2. Give the steps for Pictures and screen clipping.**