

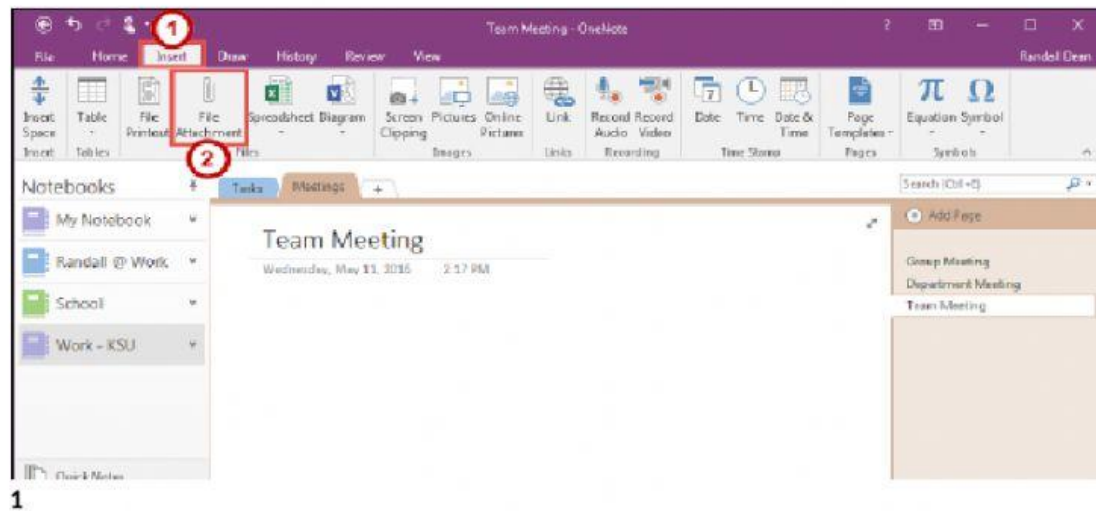
Lesson 5 Different Attachments-Part 1

In this lesson we learn about attachments that you may want to use. Files, pictures and links.

File Attachment

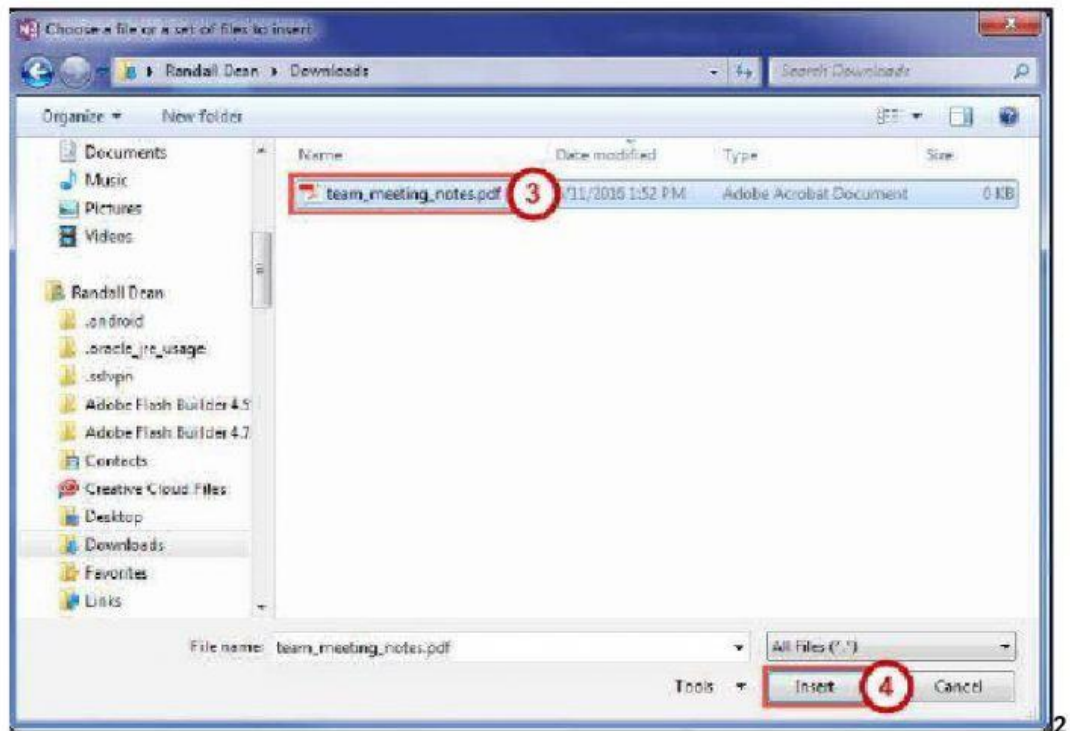
Add files directly into OneNote so you don't have to re-type information or link a document.

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

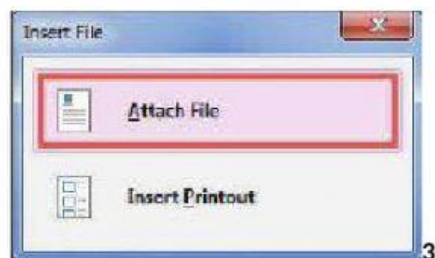


1

3. From the Choose a file or a set of files to insert windows, navigate to an select your file.
4. Click the **Insert** button.2



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

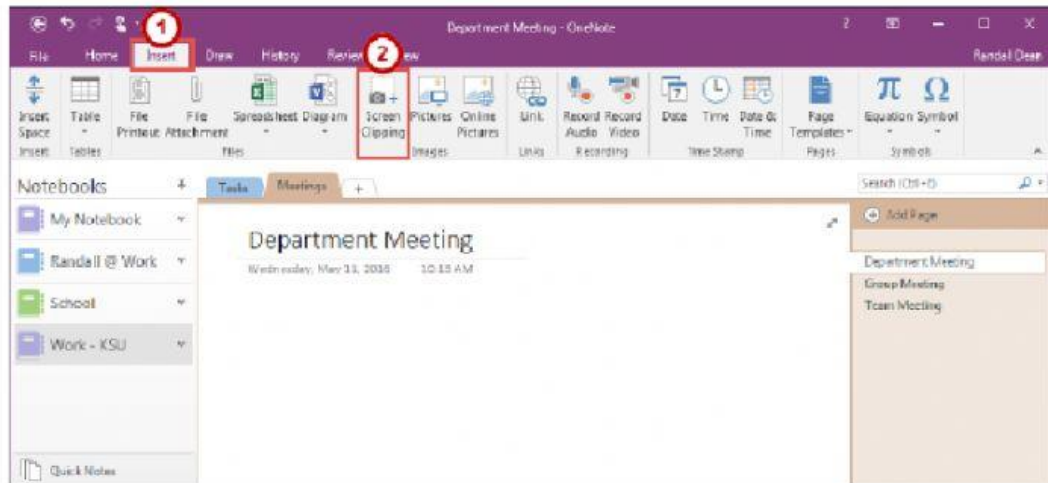


Images

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

Screen Clipping

1. Click the **Insert** tab.
2. Click the **Screen Clipping** button. 4



4

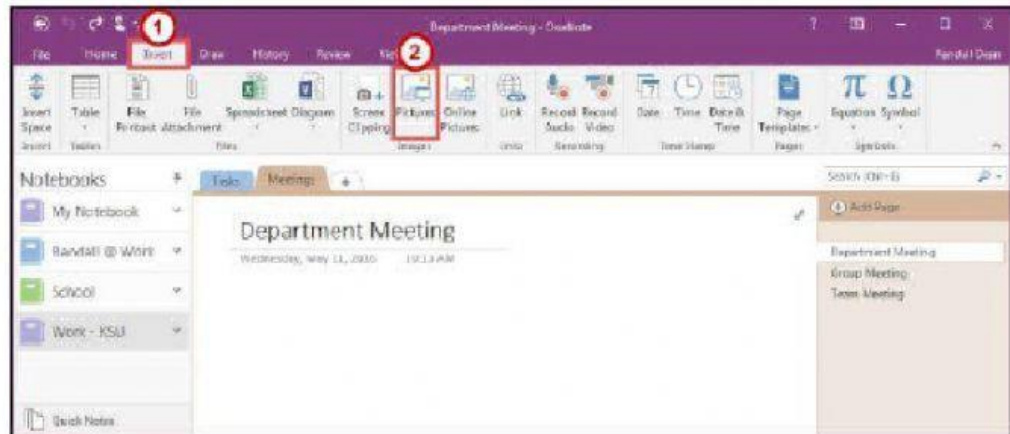
3. Select what you want to capture on your computer screen.5



5

Pictures

1. Click the **Insert** tab.
2. Click the **Pictures** button.6



6

3. From the Insert Pictures window, navigate to the picture.

- a. Click on the file to select it.
- b. Click the Insert button. 7



7

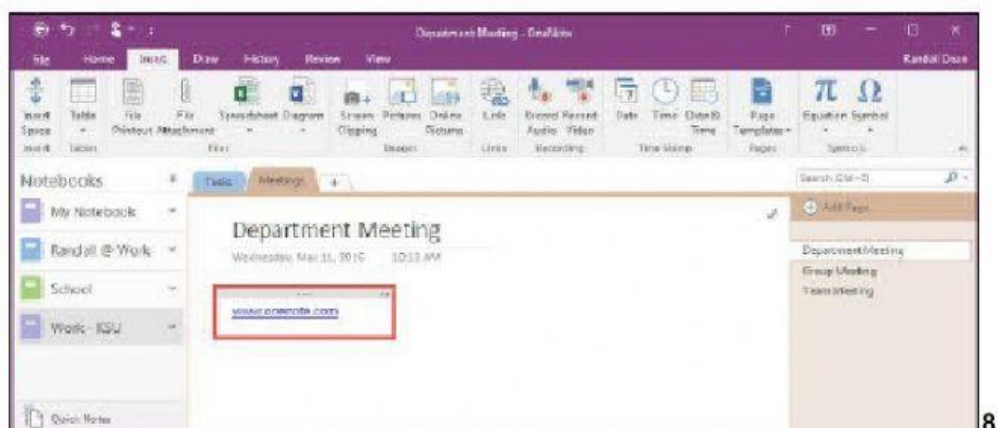
Links

Create website links in your page for Quick Access. You can also create links for sections or pages.

Typing a Website URL

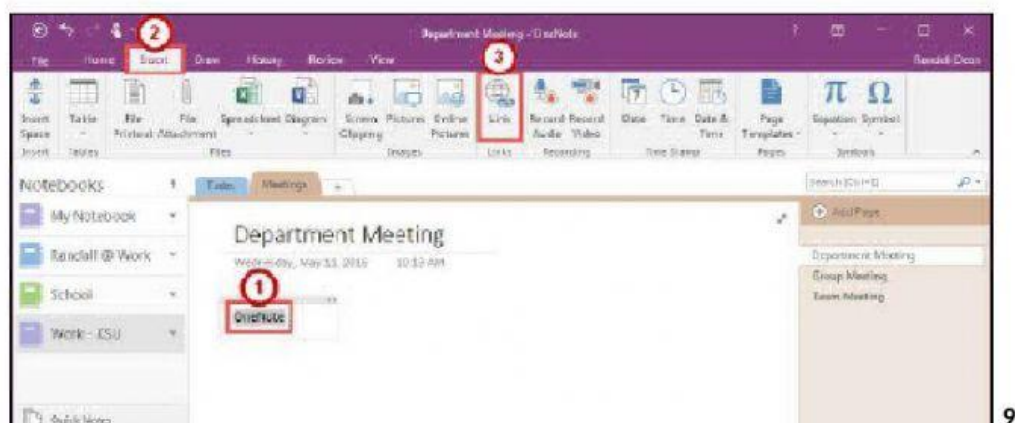
1. Left-click anywhere on the page.
2. When you see a cursor flashing start typing the website URL.8

NOTE: OneNote 2016 will detect a website URL and automatically create the hyperlink for you.



Hyperlinking Text

1. Highlight the text to create a link.
2. Click the Insert tab.
3. Click the Link button. 9

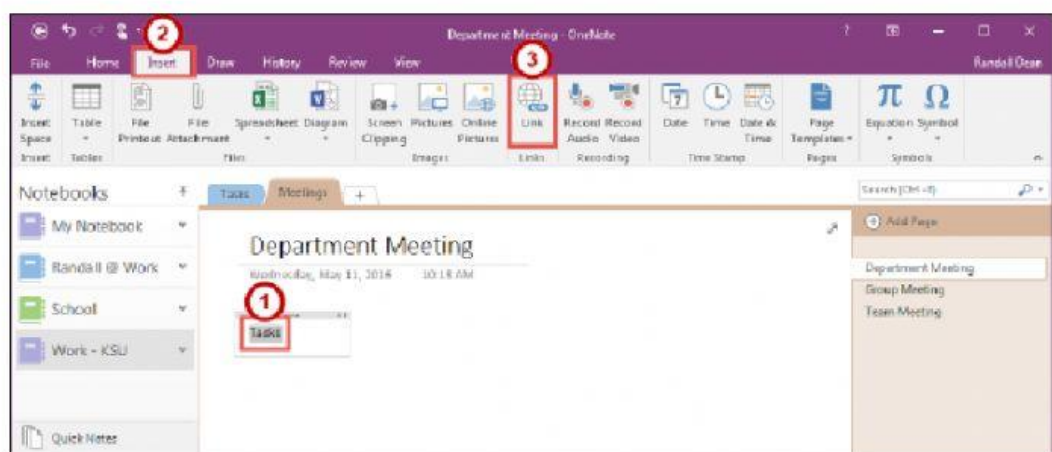


4. From the *Link* window, in the *Address* box type the **website URL**.
5. Click the **OK** button. 10



Linking to Another Section or Page.

1. Highlight the text to create a link.
2. Click the **Insert** tab.
3. Click the **Link** button. 11



4. From the *Link* window, in the *Or pick a location in OneNote* box select a section or page.
5. Click the **OK** button. 12



12

Questions

1. Name the different Attachments that you may use on OneNote?

2. Describe how you would insert a website URL?

