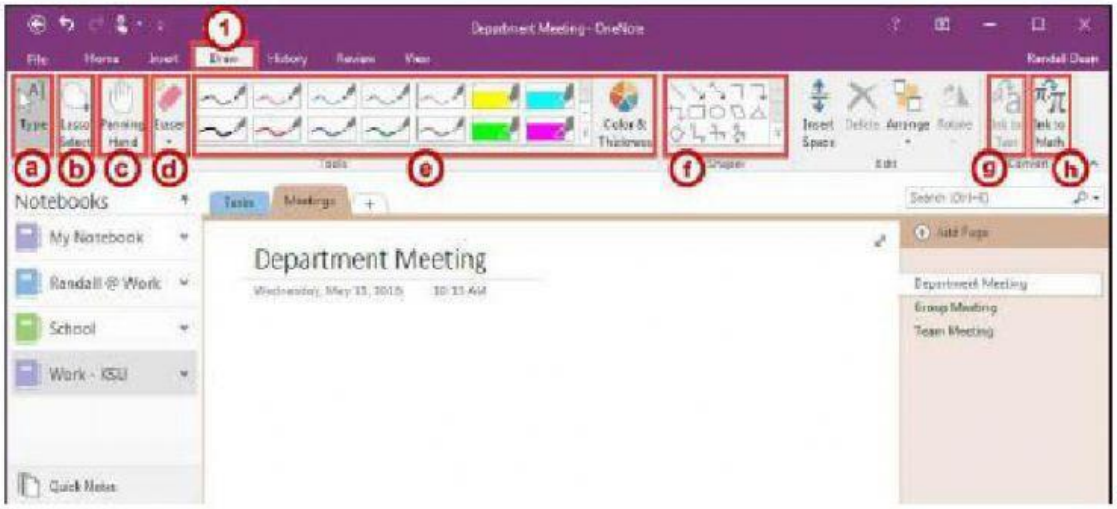
Lesson 7 - Drawing,Search,Recycle,History.

With drawing tools, you can type, create digital ink by pen or highlighter, draw shapes,erase and convert the ink to text or math equations.

1. From the **Draw** tab, you can use the following tools.
    a. **Type**- You can click anywhere on a page and type text,
    b. **Lasso Select** - Freely select by drawing around what you want to select.
    c. **Panning Hand** - Move the page around what you want to select.
    d. **Eraser** - Erase parts of an object or the entire object with Stroke Eraser.
    e. **Pen & Highlighter** - Use the pen to digitally write and the highlighter to highlight.
    f. **Shapes** - Place predefined objects that you can place quickly.
    g. **Ink to Text** - Convert your digital writing to text. Use this to turn your hand written notes.
    h. **Ink to Match** - Convert your digitally written math to text. Use this to turn your hand written math equation to text. 1



1

History

Tracking activity can be found in this tab. You can see who edited, view versions of pages where something has been changed, and restore or delete pages or sections that were deleted in the past.

Record Edits.

1. *Click* the History tab.
2. *Click* the Record Edits

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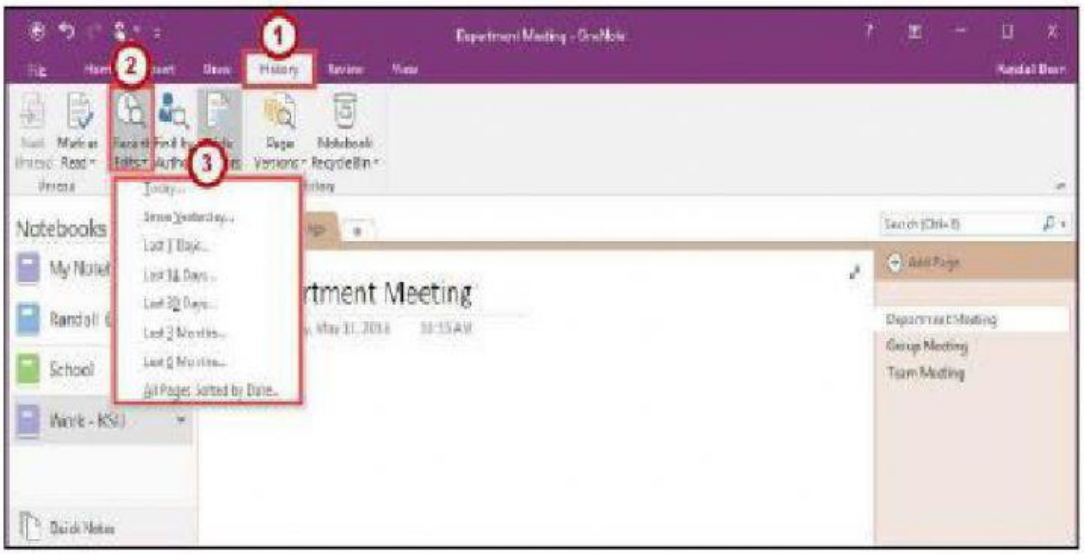
3. Select a *date range* to search for **Recent** Edits. **2**



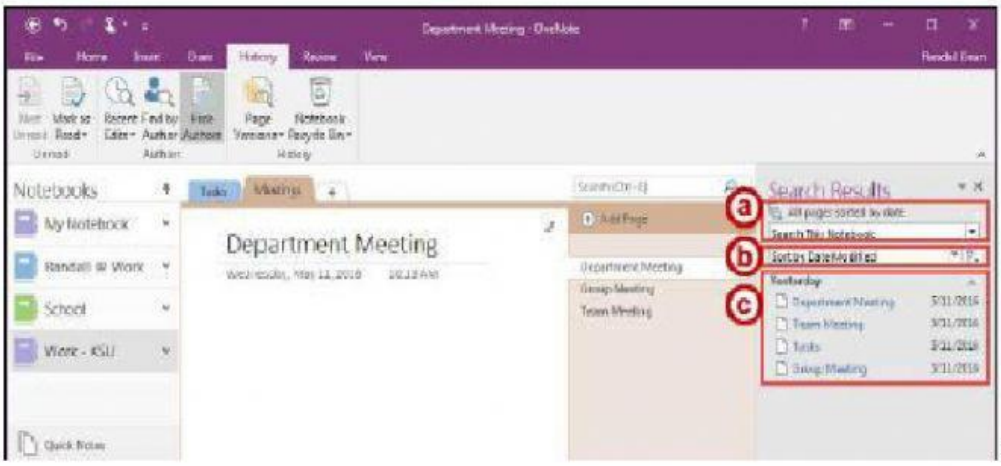
2

4. In the Search Results pane for Record Edits, you can do the following :-

   a. **Search** - Search by Section,Section Group,Notebook, or All Notebooks.

   b. **Sort** - Sort by Section,Title,Date Modified, or Author.

   c. **List** - Displays a list of pages and when they were last edited. **3**



3

Page Versions

1. *Click* on the *page* where you want to see the **previous versions**.

2. *Click* the **History** tab.

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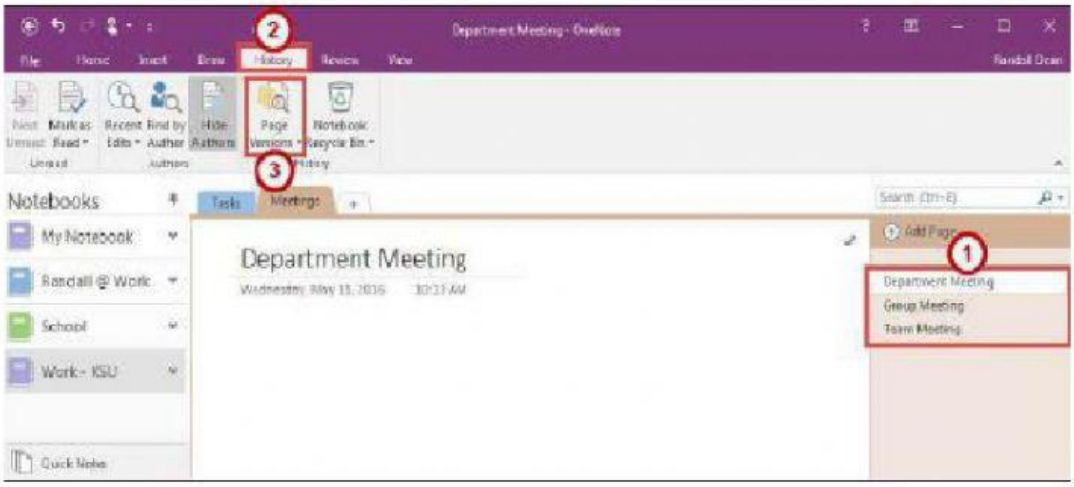
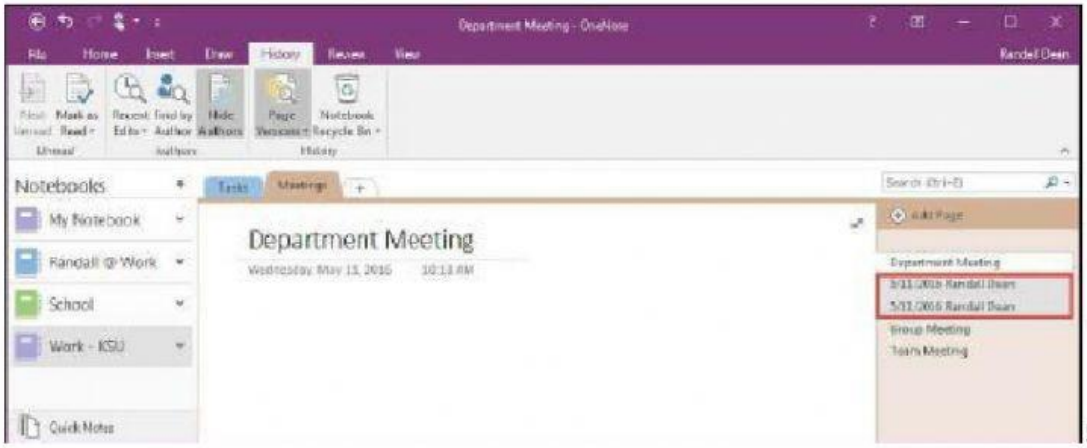
3. *Click* the **Page Versions** button. **4**



4

4. You will see a list of versions of the page that you selected.5



5

Notebook Recycle Bin

1. *Click* the **History** tab.
2. *Click* the **Notebook Recycle Bin** button. 6

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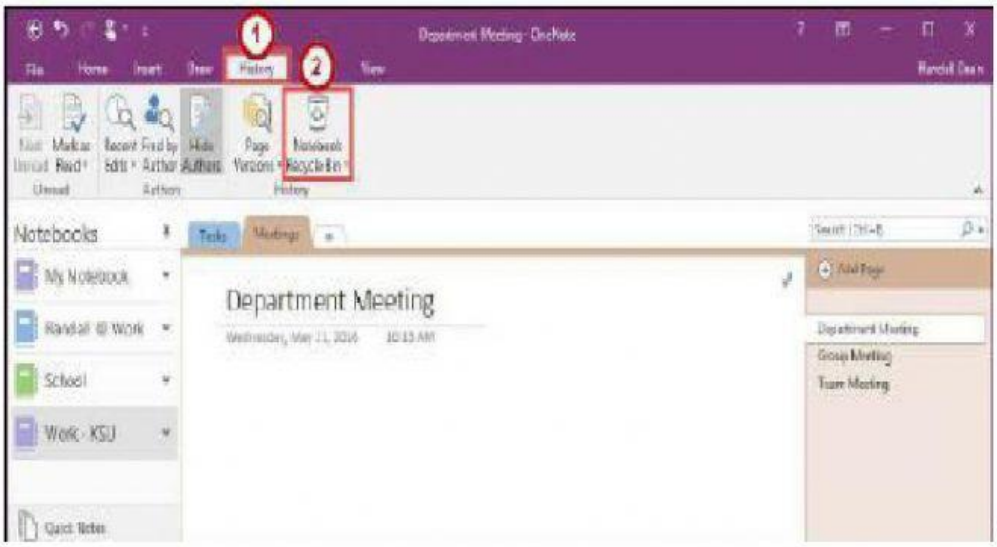


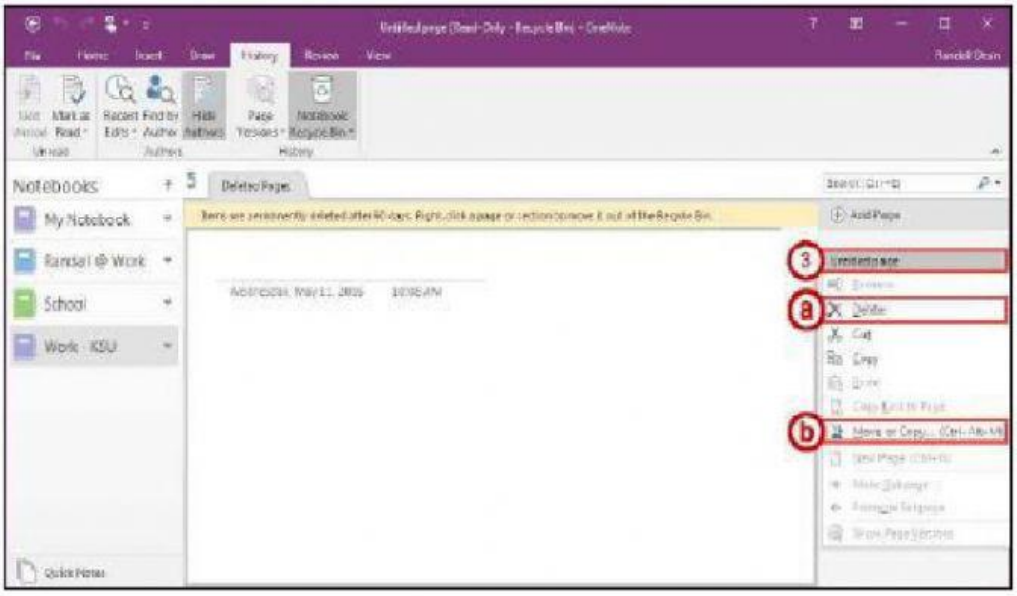
6

3. In the Notebook Recycle Bin, right-click on the section or page and you can do the following :-

a. **Delete** - Permanently remove the section or page.

b. **Move or Copy** - *Move* (*Restore*) or *Copy* the section or page from the **recycle bin** back to the notebook.

NOTE :- Items are permanently deleted after 60 days. Right-click a page or section to move it out of the Recycle Bin. 7



7

Searching

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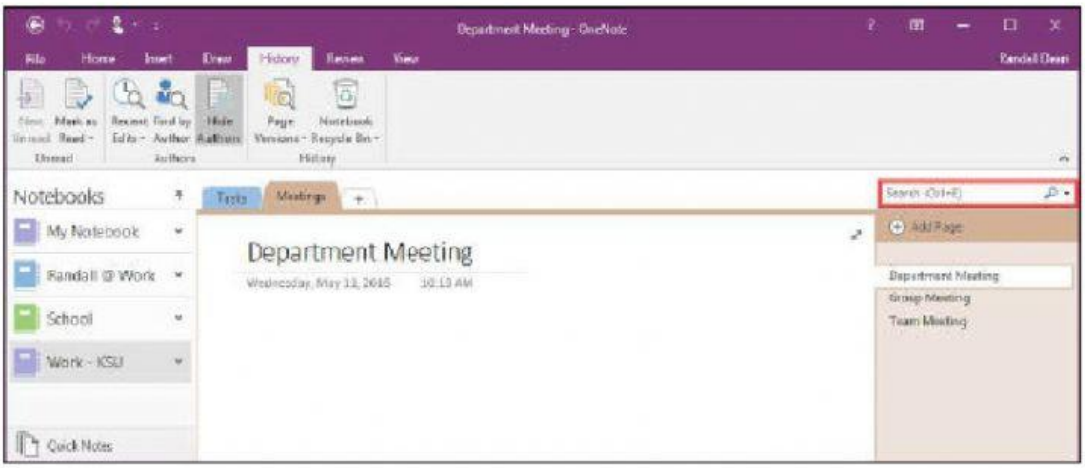
Use *OneNote's* built in search feature to search for any open notebooks,section,or pages.

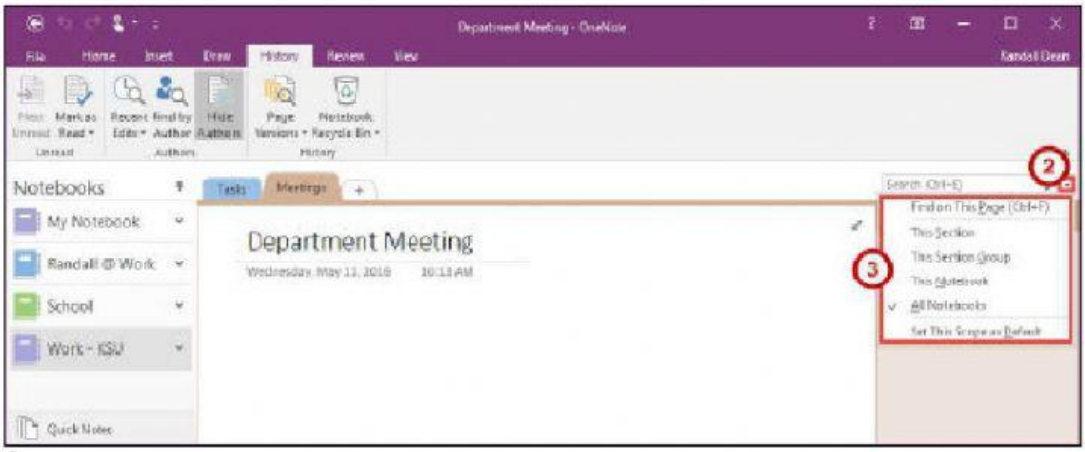
1. From anywhere in *OneNote* you can find the search field in the **top right corner.7**



7

2. To change the search criteria, *click* on the **Search drop-down arrow.**

3. Select how you want to search **OneNote. 8**



8

4. *Click* in the **Search Field** an start typing what you want to search for.**9**

Questions

1. **What tools can you use from the draw tab?**

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2. What steps do you use for History?

3. If you accidently move a page or section to recycle bin can you retrieve it?If so what steps do you use?

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