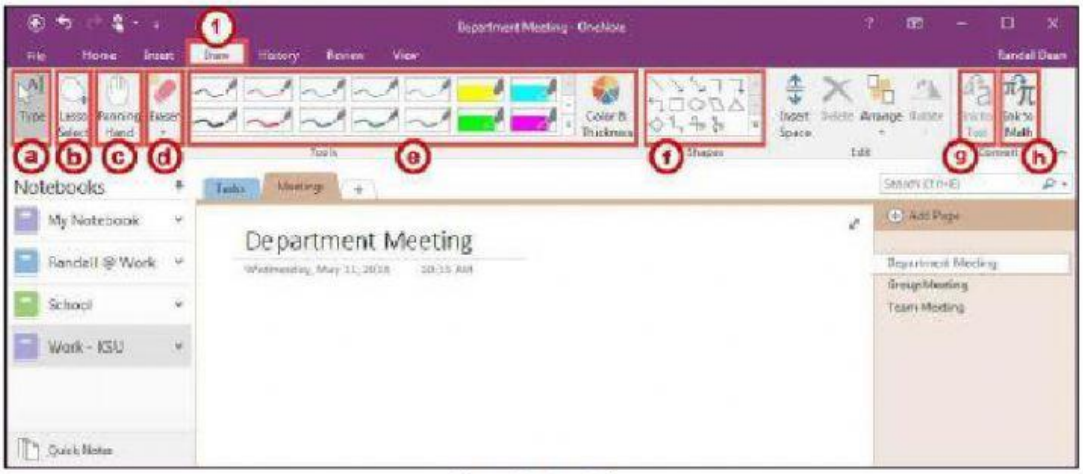
Lesson 8 Drawing, and Other Important Features

Drawing

With the 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 (See Figure 49).
   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 without grabbing the objects.
   d. **Eraser** - Erase parts of an object or the entire object with *Stroke Eraser*.
   e. **Pen & Highlighter** - Use the pen to digitally write notes and the highlighter to highlight important text. You can change the *Color & Thickness* of both.
   f. **Shapes** - Place predefined objects that you can place quickly.
   g. **Ink to Text** - Convert your digital writings to text. Use this to turn your hand written notes into text quickly.
   h. **Ink to Math** - Convert your digitally written math to text. Use this to turn your hand written math equations to text.



History

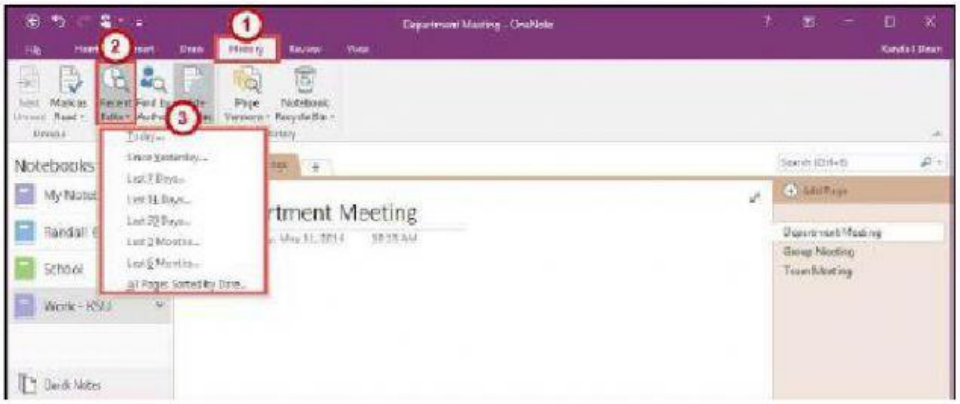
Tracking activity can be found in the tab. You can see who edited, view version of pages where something has been changed, and restore or delete pages or sections that were deleted in the past.

Recent Edits

1. Click the **History** tab.

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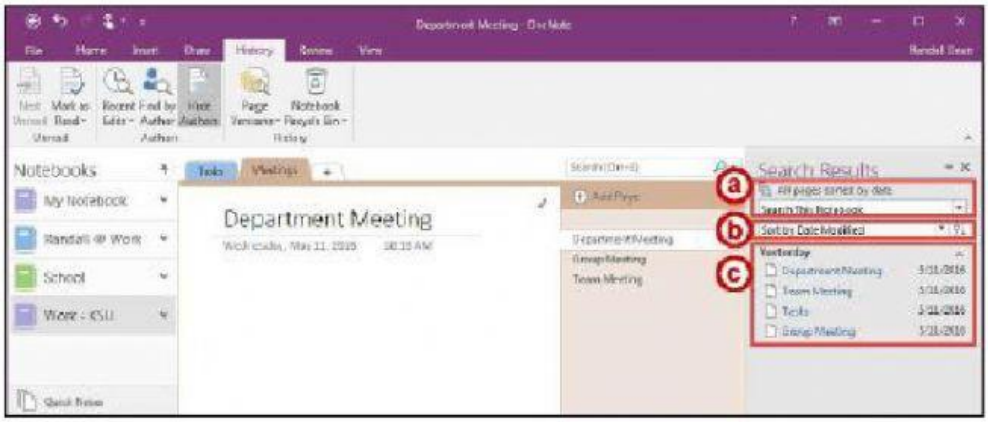
2. Click the **Recent Edits** button**. 1**
3. Select a **date range** to search for *Recent Edits*. 1.



1

4, In the Search pane for Recent Edits, you can do the following:

a. **Search –** Search by Section, Section Group, Notebook, or All **Notebooks 2.**
b. **Sort** – Sort by Section, Title Date Modified, or Author.**2**
c. **List** – Displays a list of pages and when they were last edited**. 2**

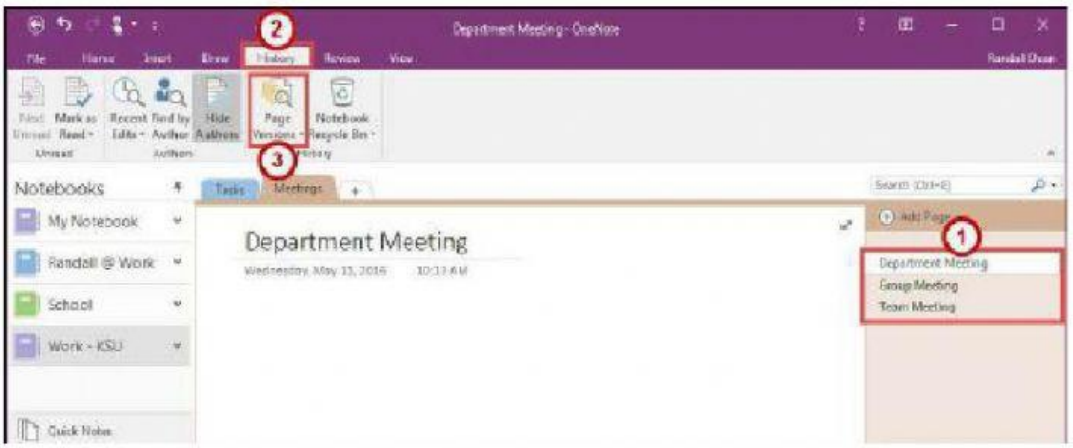


2

Page Versions

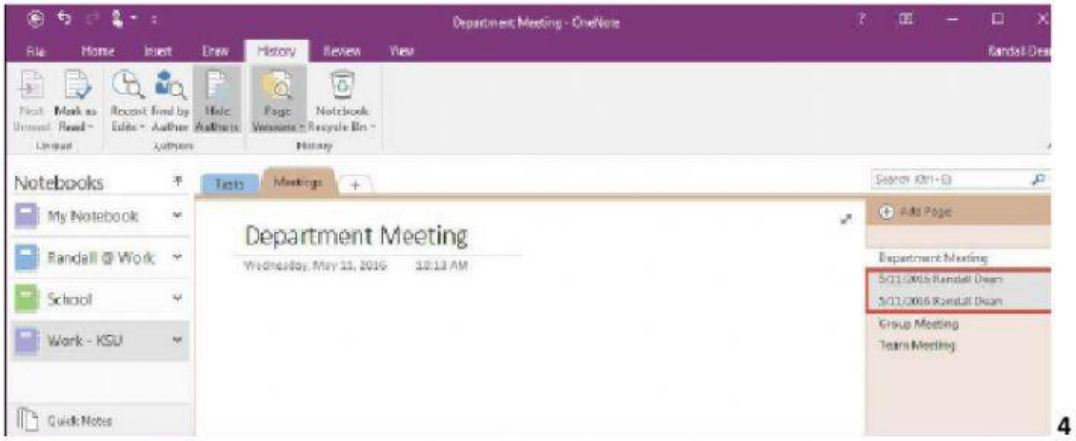
1. Click on the *page where you want* to see the previous versions.3
2. Click the **History** tab.3
3. Click the **Page versions** button **3.**

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3

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

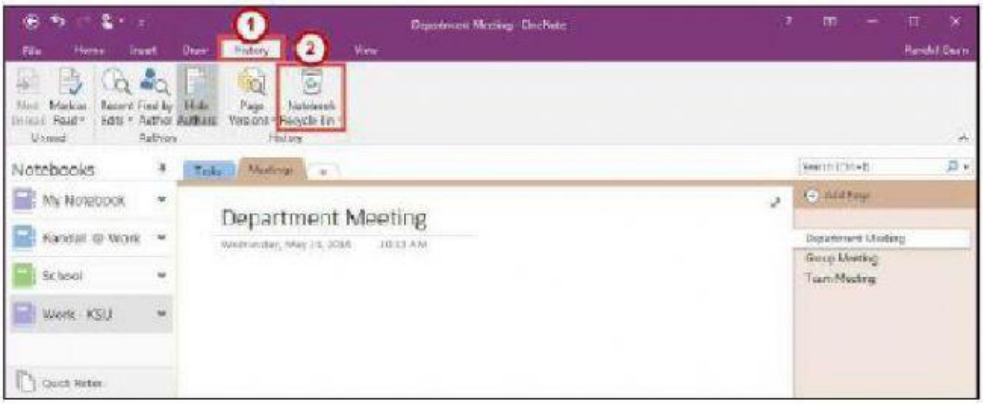


4

Notebook Recycle Bin.

1. Click the **History tab. 5**
2. Click the **Notebook Recycle Bin.5**

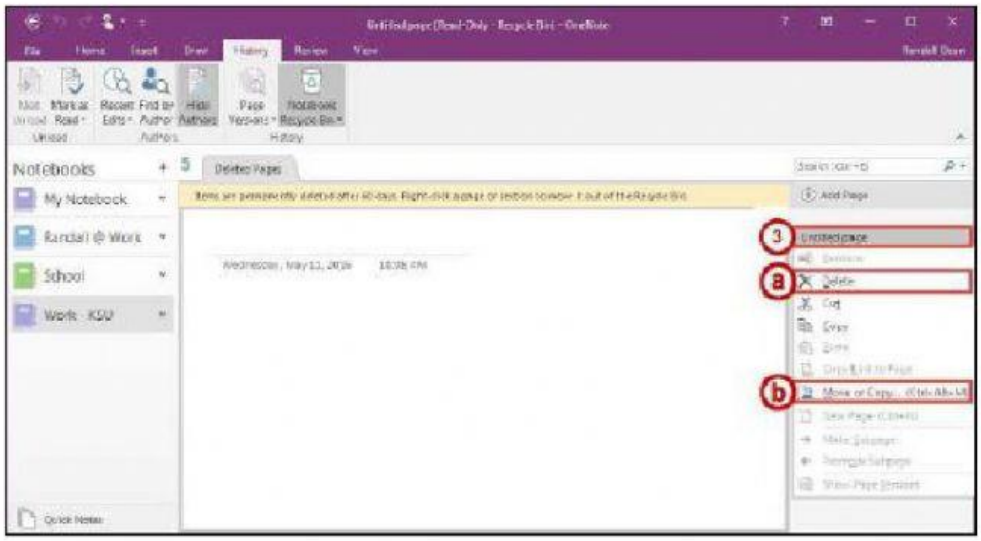
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5

3, In the Notebook Recycle Bin, right-click on the section or page. 6 and you can do the following:

a. **Delete** – Permanently remove the section or page **6.**
b. **Move or Copy** – Move (Restore) or Copy the section or page from the recycle bin back to the notebook**. 6**
Note : Items are permanently deleted after 60 days. Right-click a page or section to move it out of the Recycle Bin.



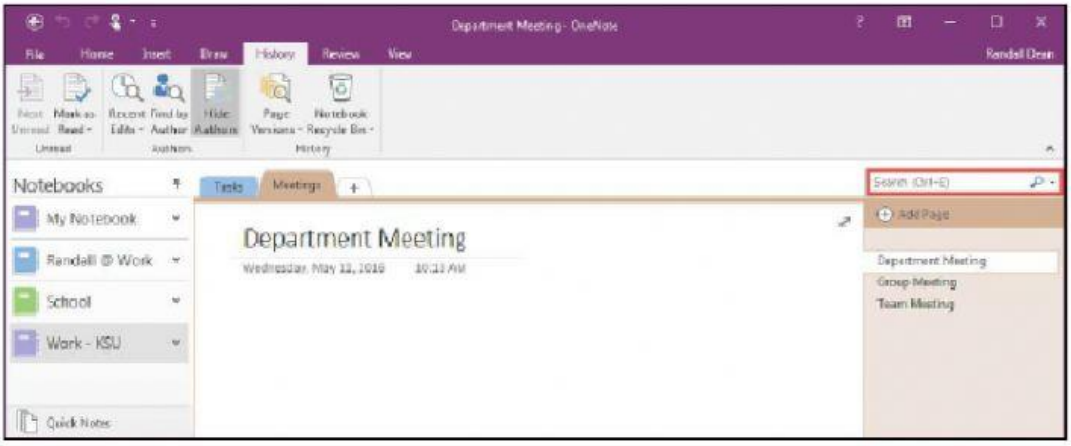
6

Searching

Use OneNote's built in search for any open notebooks, sections, or pages.

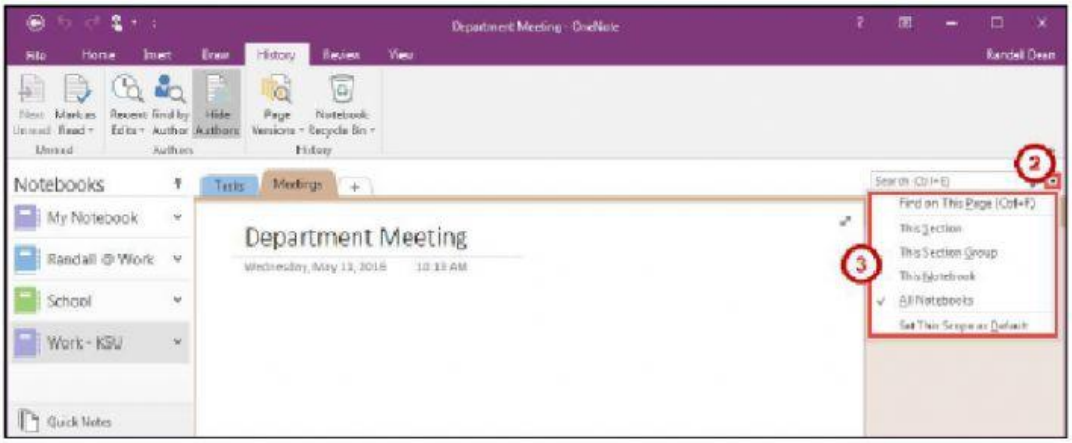
1. **From anywhere in *OneNote* you can find the search field in the top right corner.7**

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7

2. To change the search, click on the Search droop=down arrow. 8
3. Select how you want to search *OneNote*.



8

4. Click in the Search Field, and start typing what you want to search for.

Questions

1. **Name four of the tabs in Drawing.**

2. **What are the steps for the Notebook recycle Bin?**

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