

Mobile Learning and Note Taking with Microsoft Office OneNote 2003

What you will do:

- ✓ Learning the User Interface
- ✓ Conducting Research
- ✓ Using SideNote
- ✓ Flagging Notes
- ✓ Searching your Notes
- ✓ Sharing Notes
- ✓ Recording Audio Notes
- ✓ Customising Note Flags
- ✓ Assigning Tasks
- ✓ Publishing Notes as HTML
- ✓ Using Digital Ink

How many times have you gone back to your notebook only to find you can't read your notes very well, or the notes you took in class are incomplete and inaccurate? Have you taken research notes and then been unable to track down the source because you didn't reference it properly? How long does it take to rifle through your notes to find what you need to study for an exam or to write a paper? How useful would more accurate notes be to you? How much time could you save if it were easier to find the right notes right away? How much more productive can you be when your notes are legible and comprehensive? Microsoft Office OneNote 2003 is an exciting new product that enables you to capture the best of your in-the-moment ideas and turn them into valid, usable information in real time. OneNote complements other core programs within the Microsoft Office System by giving you a way to capture, store, organise, and manage your information in flexible and efficient new ways.

In your classroom, for example, you can use OneNote to sketch out the new concept students might be having trouble grasping. You can project the chart onto a screen and use OneNote as a digital whiteboard for brainstorming sessions. If you're in the school canteen, you can jot down a few reminder notes and then add them instantly to your Task list in Microsoft Office Outlook 2003. If you're in the car or walking between classes, you can use the audio feature to record and store a quick note or two; and with a single click, you can link the audio to your typed or handwritten notes about a faculty meeting so that you can be sure you've got all the information stored together in one place, where you can easily access it later. Wherever you are and however you work, if you have good ideas, you can put those ideas to work as real information right away.

If you do most of your note taking by typing on a laptop or desktop systems, you can keep OneNote open on top of other applications, so you can capture, save, format, print, search, e-mail, and share your notes easily without getting sidetracked from your current task. The power of the program is its flexibility—it works the way you do, encapsulating your thoughts in the way you're most comfortable recording and applying them.

Why Is Improved Note-Taking Important?

Words to know:

HTML-HyperText

Markup Language—

Language used to format Web pages.

Browser—A program that allows viewing of HTML formatted documents (Web pages).

Digital Ink—the term for electronically produced lines and handwriting on a digital piece of paper.

Handwriting

Recognition—The method by which freeform text input by a stylus is converted to typed text in a computer system.

Tablet PC—A computer with a superset of Windows XP that uses a pen as its primary input device through writing on the screen just as you would on a sheet of paper.

Windows SharePoint

Services—A collection of services that allow inline discussions, posting of documents and announcements, as well as contact and task management. It is fully integrated with the Microsoft Office family of applications.

Microsoft® Internet

Explorer 6.0—The latest version of Microsoft's popular Web browser. It allows editing and displaying of Web pages, collaboration on standard Office documents through discussions, and Round-tripping.

Visualise the notes for your last term paper or think about the last time someone handed you a list of phone messages. Research shows that most people have difficulty doing more than one thing at a time, even tasks as familiar as talking on a cell phone while driving. Note-taking—a process for understanding, summarising, and organising unfamiliar, complex, or difficult-to-remember material—can place considerable cognitive load on the brain when you're also trying to accomplish another task. Case in point: most people know how difficult it is to participate actively in a meeting and take notes at the same time.

According to a Microsoft survey, nearly 40 percent of employed adults reported that they wanted a more efficient way to take notes. According to Rob Newing in *Management Week*, a survey carried out by Microsoft Research found that 91 percent of us regularly take down handwritten notes, but only 26 percent of us transfer them to digital format, and 23 percent often can't find our notes in the first place (<http://www.vnunet.com/Analysis/1138445>). It follows that there's room to make note-taking work better. Microsoft has developed software routines that electronically ease much of the drudgery of note-taking and automate tasks that were impossible to do manually.

Why Is Improved Note-Taking Essential to Education Overall?

Information is important to everyone, and using information effectively enhances productivity. OneNote can provide an excellent, easy-to-learn-and-use tool for capturing and sharing notes over wired and wireless connections. Specifically, everyone connected to an academic institution can benefit in a number of ways by using a flexible note-taking tool:

- Teachers and faculty will be more productive—and perhaps more accurate—in their work. Transfer this benefit incrementally across hundreds or thousands of worldwide educators, and the result is a substantial gain in productivity.
- Student/Educator and Educator/Administration Teams will be more productive when their members are connected together and better organised.
- Communication among team members will be increased through shared notes.
- Research and fact-gathering for team projects will be improved.
- Flexible note-taking will enable individuals to gather information in the way they are most comfortable, which translates to better information.
- Less duplication of effort will occur (i.e., taking notes by hand in a meeting or classroom and then typing them in a document afterward).

What specific factors should educators consider as they examine the benefits of integrating OneNote? The cost and risk factors both appear relatively low. OneNote is a modest-size application, and its installation is pain-free. Because OneNote is part of the Microsoft Office System, it gains the cost benefits of riding on the mature and strong security and ease-of-use features we are all familiar with.

Why Is Improved Note-Taking Essential to Individual Teachers and Students

Simply put, we have a lot of information to track. The volume of data is empowering and, at times, overwhelming. Most people would gladly pay a modest sum to save a couple of hours a week by not having to retype notes, look for lost pieces of information, or make up for someone else's omission to carry out a crucial action item.

Beyond daily personal productivity, today's teachers pride themselves on *personal development*. The sobering truth is that in a rapidly globalising world economy, you must be not only good at teaching, but also be able to manage an increased load of administrative assessment and reporting. That means lifetime education is an ongoing personal responsibility for each of us...and note-taking is essential to learning. If there's an edge to be had in any aspect of continuing education, you need it—and that's what OneNote gives you.

Finally, individual note-taking is about *individual responsibility* and *personal accountability*. A big part of Microsoft's thinking in developing OneNote is to remove the barriers that prevent us from easily capturing information. As you'll learn later in the chapter, Microsoft has provided features in OneNote that specifically help capture information and follow up on it. It's about giving ourselves the tools that we need to remember our obligations, fulfill our responsibilities, and ensure that we do what we say we'll do, when we say we'll do it. OneNote can help make all of this possible.

How OneNote 2003 Can Help

Software cannot (and should not) take notes for you, but Microsoft® Office OneNote 2003 can help you overcome some of the obstacles of meaningful note taking by providing the freedom and flexibility of paper with the efficiency and power of digital organisational tools. OneNote addresses traditional deficiencies by providing you the flexibility to take notes in the way you are most comfortable with, helping you organise your notes and search them for easy retrieval, accommodating multiple note types (i.e. typed text, drawings, audio, and handwriting), integrating with electronic research applications, and facilitating sharing and distribution of your notes. Good note taking skills are a necessity in a teaching and learning environment. The problem is, note-taking has historically been a frustrating exercise in futility as you struggle with the mechanics of the process. OneNote is here to change the face of information gathering for everyone by assisting in capturing the necessary data, organising it, and enabling access to the information in a meaningful way. So, sit back, toss aside your legal pad, pull out your PC and experience note taking in the 21st century.

In this workshop, you will learn how to use the features in Microsoft Office OneNote 2003 to assist you in the classroom, your office, your home and just about anywhere you need to collect information and organise it, making it available for future use.

Before You Begin

Microsoft Office OneNote 2003 offers incredible flexibility in gathering, organising, and recalling information. This information may be typed text, sound, graphics, handwriting, or Web content. OneNote allows you to collect the data in a way that is meaningful to you and in a style that you are comfortable with. These notes can then be queried to find specific information; days, weeks, months, or even years later, eliminating the frustrating task of paging through traditional notes taken in a completely linear fashion. Sharing your notes with others can be as simple as sending an email or posting them up to a shared Web site and other students, teachers, and administrators wishing to view your notes are not required to have OneNote. A simple Web browser will suffice! All this can be accomplished on traditional PCs and laptops. If you happen to have a Tablet PC, handwriting recognition enables you to convert your handwritten notes into clear, legible text on the fly by standard extensions built into the Tablet PC operating system. However you use it, OneNote 2003 will change the way you take notes in a remarkably positive way.

Setup and requirements for this lab are listed below.

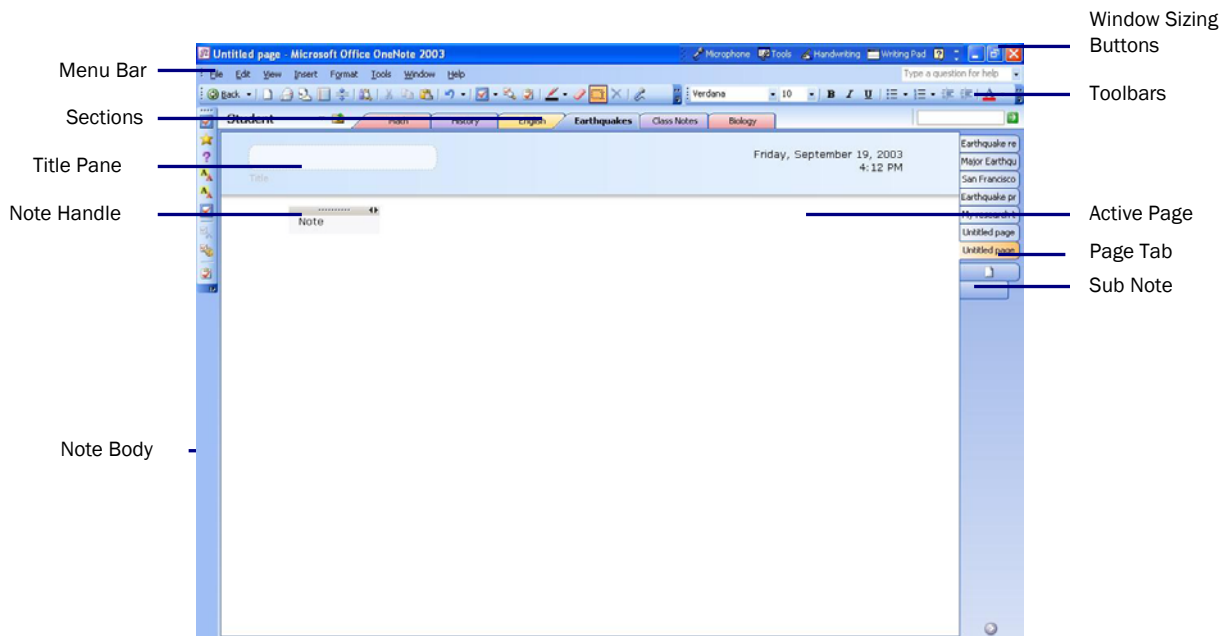
Requirements:

- Microsoft OneNote 2003 loaded on the workstation
- Internet access
- Student notebook present in My Notebooks folder

To obtain the student notebook, download *Onenote edlab.zip* and unzip the archive (found in the tutorials folder of this CD) into **My Notebooks** which is under **My Documents**. Please remember this location may be unique for each login on individual workstations.

Touring OneNote

Before you start using OneNote 2003, become familiar with its features. The following illustration shows a new blank note in Page view:



Familiarising yourself with OneNote

If you've ever used a Microsoft Office application such as Word or Excel, you'll notice that OneNote looks very familiar. A toolbar runs along the top of the screen with many of the same functions you are used to seeing, such as text formatting, bullets, and cutting and pasting tools. OneNote is set up like a spiral bound notebook with tabs across the top and note pages (and sub pages) down the side. Each tab along the top is a different section which can be organised by project, class or subject matter. The tabs that go down the side represent different pages within the section you have chosen. The My Notebook drop down to the left of the sections, allows you to switch between different notebooks, just like reaching into your book bag or briefcase and pulling out a different binder.

We will more fully investigate using OneNote by walking through an example scenario in an educational setting. You will be playing the part of teacher and student and seeing how improved note taking and organisation can positively impact learning outcomes.

Research and Note Taking

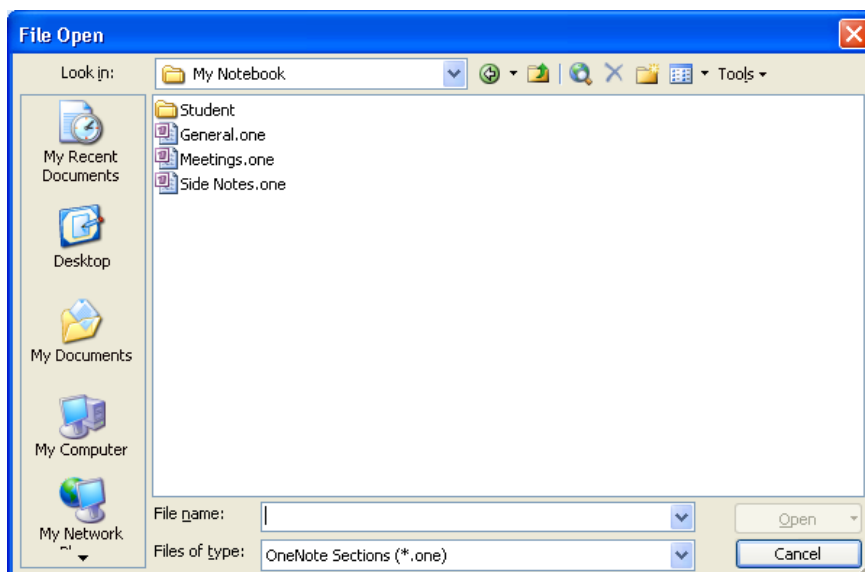
For the purposes of this section of the workshop, imagine that you are a student in a geography class that is involved in a research project involving earthquakes. This section will walk you through some very basic ways you can use OneNote to help you complete the requirements of your class.

As you become more familiar with OneNote, the benefits of extending note taking into the digital realm will become evident. Unlike note-taking in a paper-based world, for example, with OneNote you can take not only typed or handwritten notes, but you can also record audio notes directly into your notebook. A student can record the instructor during a lecture or record an interview as a research source and transcribe notes from the audio later at a more relaxed pace. Or if you're more visually oriented, you may choose to incorporate drawings that communicate the same information. With OneNote, a page of notes can include any combination of text, drawings, and audio – all of which are organised and searchable making data easy to retrieve at a later time.

If you have a Tablet PC, you can write and draw with digital ink just as you do in Tablet PC applications like Windows Journal. Handwriting recognition is available, but entirely optional, and you might choose to keep your notes in ink format, just like paper notes that you simply refer to and don't bother to retype. Since the search functionality and other features of OneNote work equally well with text or ink, there's no need to convert everything you write to text. It's not the kind of handwriting recognition that you have to train. The basic guideline is that you use digital ink just like you use regular ink. If you use handwriting in your paper notes, you'll probably use handwriting in your digital notes.

To open a notebook

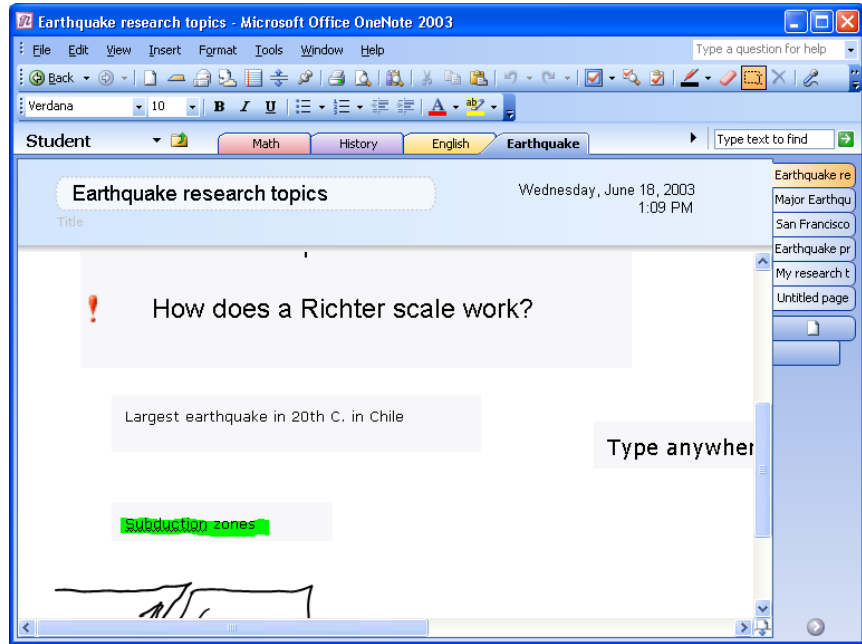
1. On the **Start** menu, point to **All Programs**, click **Microsoft Office**, and click **Microsoft Office OneNote2003**. OneNote opens the notebook (if any) that was open the last time the application was running.
2. On the **File** menu select **Open** and the **File Open** dialog box will appear.





Subpages are great for any activity that has common information that is repeated a number of times. Experiments in a lab, opinion interviews for gathering research data, and recording evaluations on multiple individuals are a few examples. Just enter the common questions or information in the title area and enter the unique notes for each entry on sub pages.

3. Double click on the **Student** folder and then double click on **Earthquakes**. The Student notebook will open with the Earthquakes section displayed.



Additional notebooks may be opened in similar fashion or by selecting a section in a particular notebook from the Notebooks drop down to the left of the section tabs. (Your dropdown will currently read “Student”, reflecting the notebook that is currently open in OneNote).

To insert a page or subpage

1. Click **Insert** from the menu bar and then click **New Page** from the list.
-or-
Click the **New Page** button at the bottom of the page tabs to the right of the displayed page.
-or-
Right click on an existing page tab and select **New Page**
A new page will be created and opened within the current section.
2. Click **Insert** from the menu bar and then click **New Subpage** from the list.
-or-
Right click on an existing page tab and select **New Subpage**
A new subpage will be created under the current page.

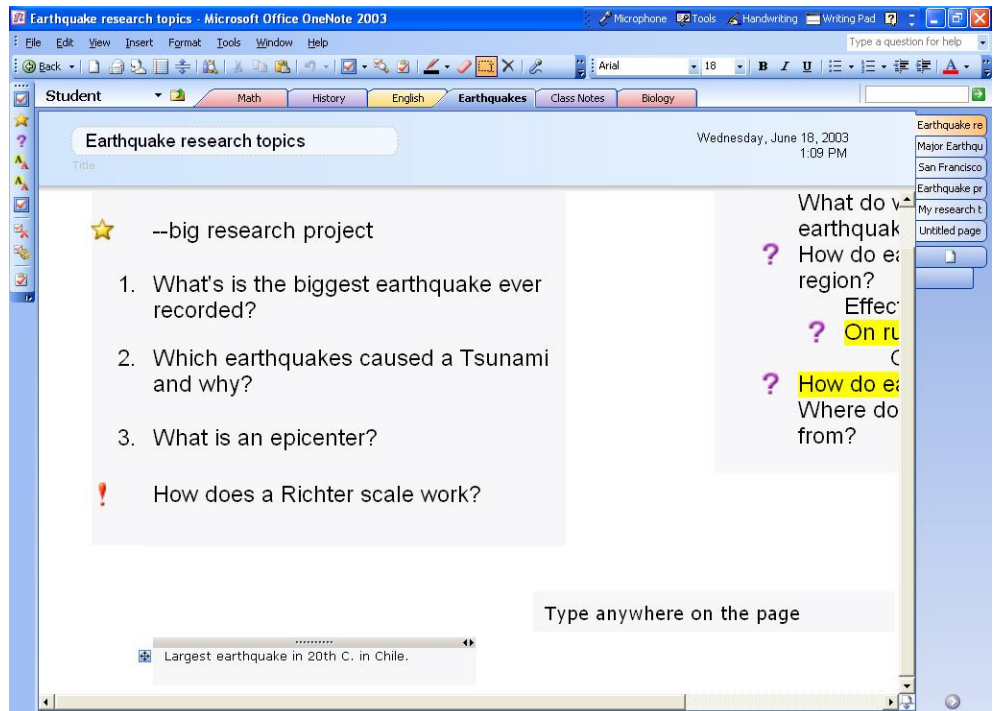
For both pages and subpages, it is important to select the container where you would like the new item to be placed. While a new item in the wrong place can be moved very easily, placing it in the proper repository in the first place will save time.

Taking notes



Creating an outline in OneNote is the same process as creating one in Word. Just select the notes that you wish to be part of the outline and then select the Numbered List from the toolbar. (Make sure all the notes are part of the same note block) Any changes in hierarchy may be accomplished by increasing or decreasing the indents for each line.

1. Select the *Earthquakes Research Topic* page tab from the tabs on the right of the active page to navigate to that page.
2. Click anywhere on the page and type your note. For the lab, type *"Largest earthquake in 20th C. in Chile."*
3. Move your cursor over your newly created note and a control box will pop up to the left of the block.




4. Click on the box. While holding your mouse button down, drag the note around the page. This is one of the ways to organise your notes after you collect them.
5. Grab the *"Extra credit 'How does the Richter scale work'"* line and drop it on the bottom of the note block titled *"Things we need to find out."*
By grouping similar notes together on the fly, you can create order out of chaos.
6. Moving your cursor over a note block displays a gray bar at the top of the block. Click on this bar to move the entire block of notes, thus allowing you to organise entire groups of ideas further adding to the ease of retrieval of information from your notes.



7. If you need more space within a given block, just click on the block handle (gray bar) and drag out the right side to expand it. (This is just like sizing any other object in other Microsoft Office System applications, except you can only increase the horizontal distance.)

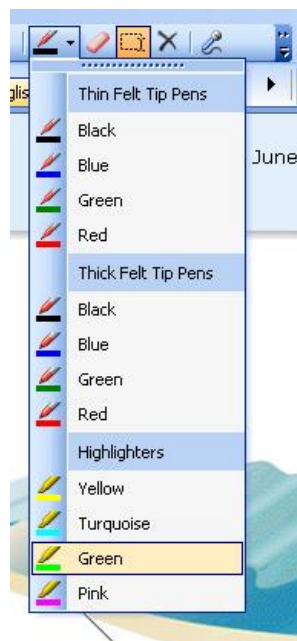
In addition to simply moving your notes around the page, you can use indents to arrange a hierarchy to notes that have been grouped together. This serves to further organise your information which facilitates referencing the collected data in the future.

8. Click anywhere on the note “*Geological effects*” in the Extra Credit group. Click on **the Increase Indent** button  on the tool bar to indent the line one level
-or-
Press the **Tab** button on your keyboard.
(This works exactly like the indentation tools in Microsoft Word).

Drawing and writing notes

One of your team members had discovered some interesting information on subduction zones that you wish to preserve. Knowing that a picture would be a much better method of recording this very graphical information you draw a diagram to represent this topic.

1. Click below the note you just created and type “*Subduction Zones:*”
2. On the **Tools** menu, click **Drawing and Writing Tools**. Select **Pens** and then choose the appropriate pen for the task
-or-
Select the **Pen** button dropdown from the tool bar and select the appropriate pen.



3. Select the **Green Highlighter** and highlight the words you just typed in step one.

4. On the **Tools** menu, click **Drawing and Writing Tools**. Select **Pens** and then choose the **Black Thin Felt Tip Pen**.
-or-
Select the **Pen** button dropdown from the tool bar and select the appropriate pen

Subduction zones



5. Roughly draw to the best of your ability, the picture in the screenshot. Remember if you make a mistake you may either click the **Undo** button on the toolbar or use the **Eraser** tool (also on the toolbar) to remove the desired ink. Just click and hold the left mouse button down as you drag the eraser over the lines you wish to delete. Everything the eraser touches while you are holding the left button down will be erased.

Note: This is only one of a myriad uses for drawing objects in your notes. The drawing feature can be used for drawing pictures, equations, and charts or for adding additional formatting to your notes for emphasis. Remember, drawings can float on top of the other items in your note page enabling you to capture a page from a Web site and mark it up.

Conducting Research

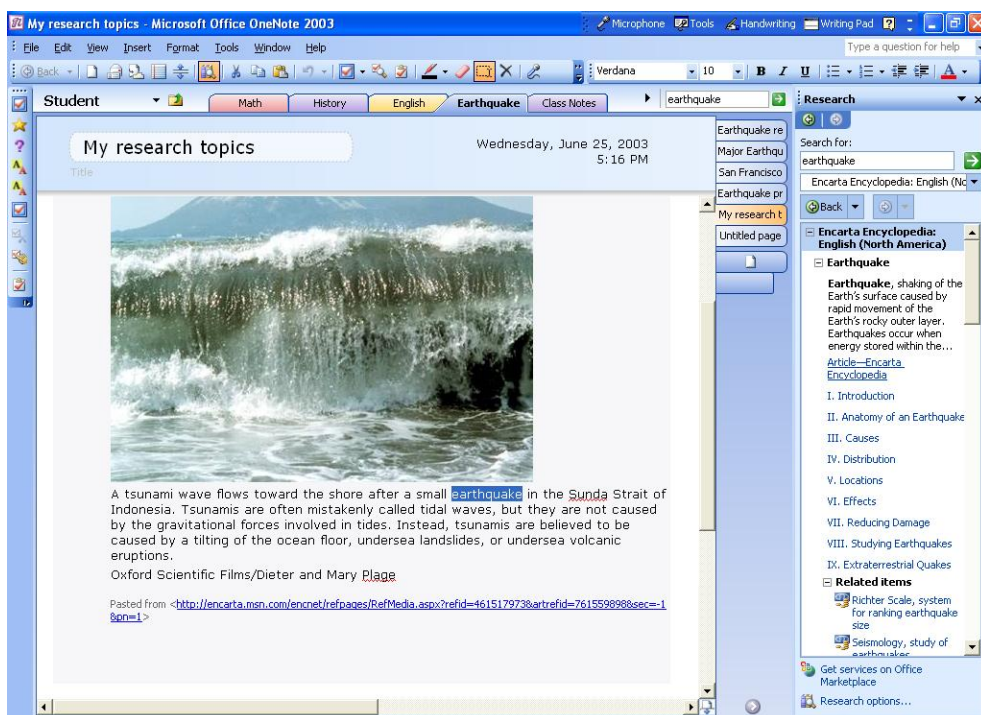
1. From the **View** menu, select **Task Pane** to display the task pane which will appear on the right side of your screen.
2. From the drop down menu at the top of the pane select **Research**. The research pane will now be visible.

Note: Whatever note you are on becomes the default text to search for in the research pane. You must be connected to the Internet for this section.

3. Type in “*earthquakes*” in the **Search for:** box.




The research pane is available across Microsoft Office System applications and will display unique searches for each document open in an application. Regardless of where you open your research from, SideNote will serve as the collection tool for the data.



4. Click on the drop down menu for **All Reference Books** to specify the areas that you would like to conduct your search. The drop down is directly under the search string box towards the top of the pane.
5. Select **Encarta Encyclopedia** as the resource you want to search. Once the selection has been made, the search will automatically occur.
6. Select **Article Encarta Encyclopedia** and your web browser will launch and display the article. Maximise your Web browser.
7. Click on “17 items under Multimedia” right under the picture at the top of the article to navigate to the multimedia objects. If you cannot access this site, any relevant topic will suffice here.
8. Click on the “Locating Epicenters” item (4th from the left on the top row)

9. Select the picture and text by clicking at the end of the last sentence of text and dragging it up above the top of the picture.

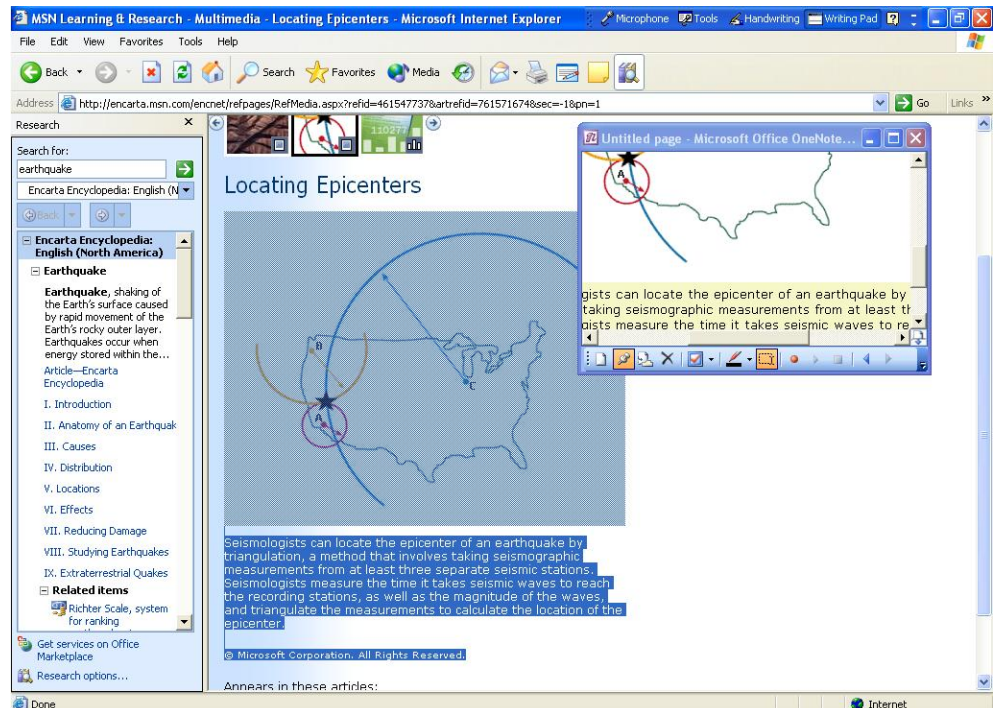
Traditional research would involve copying and pasting, while flipping back and forth between several applications. We however will gather research notes more efficiently with the SideNote feature in OneNote. This useful tool opens a small version of OneNote that floats on top of your browser window so that you can easily drag content from your browser into your SideNote to collect your research notes. With SideNote, you don't have to switch from one window to another, or use multiple applications.

Launch SideNote by clicking on the **OneNote** icon  in the system task tray. (The set of small icons in the lower right corner of your screen.)

10. If the pushpin icon on the toolbar at the bottom of the SideNote screen is not orange (selected), click the button to make SideNote float over top of the browser window.



Maximising the SideNote window will show you that SideNote is just a section of your existing notebook and can therefore be searched, organised, and edited as any other OneNote section.




11. Click and drag the selected text and picture from your Web browser into SideNote and release. The items are now in SideNote and the source URL is included for reference.

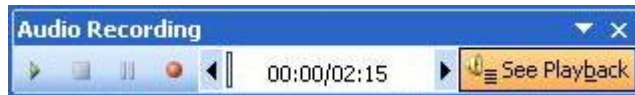
The information needs to be placed in the proper page and section in OneNote. Right now it exists in a page called Side Notes in your main notebook.

12. Click on the **OneNote** button on your task bar to switch back to your notes.
13. Drag the text and picture to the **My research topic** page and arrange the content as you see fit. Remember to drag the entire group by using the gray bar at the top of the block.

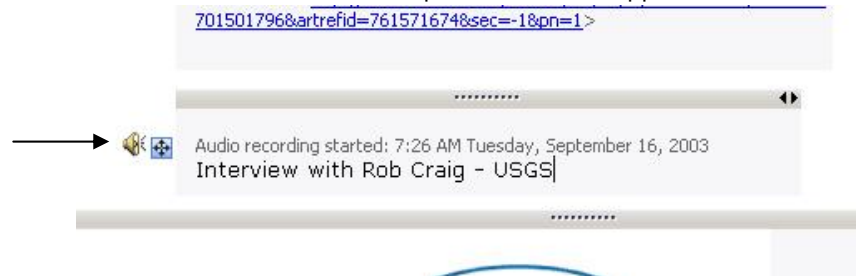
Using audio recordings

As part of the research effort, you are conducting an interview with a subject matter expert on earthquakes from the US Geological Survey. Rather than disturb the flow of the interview, you choose to record the proceedings and take notes from the recording when the interview is complete. Recording information given by an instructor during a lecture or taking the minutes of a project meeting would benefit greatly from audio recordings as well.

1. Click on the **My research topics** tab to navigate to the page containing your notes for the research project.
2. Click in a blank area of the page and type "Interview with Rob Craig - USGS."
3. On the toolbar, click the **Start/Stop Recording**  button and start speaking to begin the interview. The recording toolbar will automatically appear displaying standard control buttons for play, stop, pause, and record, similar to the buttons on a VCR.



4. Type very brief topical notes as the interview progresses.
5. Click the **Stop** button (square) on the **Audio Recording** toolbar to terminate recording at the end of the interview.
6. Move your cursor over text denoting the portion of the interview you wish to review and notice the speaker icon that appears on the left.



This is indicative of an audio recording. OneNote synchronises the text you typed during the interview with the recording. Recording in this manner will result in a karaoke style playback of audio and text. OneNote will highlight the notes that coincide with particular points in the recording; further adding to the value of the note-taking process. Click on the speaker to play the audio.

-or-

Click the **Play** button on the **Audio Recording** toolbar to hear your recorded audio.



Audio recordings are created in Windows Media Audio (.wma) format and are therefore useful even outside the OneNote interface.

Note: You must have a microphone to record audio and speakers or headphones to play back the recorded audio. Most laptops and Tablet PCs have these features built in to the unit. If you do not hear any sound upon playback you may wish to check the output volume on your speakers. Be careful not to turn up the speaker volume too high or you will get a loud squeal indicating that feedback between the microphone and speaker is occurring.

Using Digital Ink on a Tablet PC

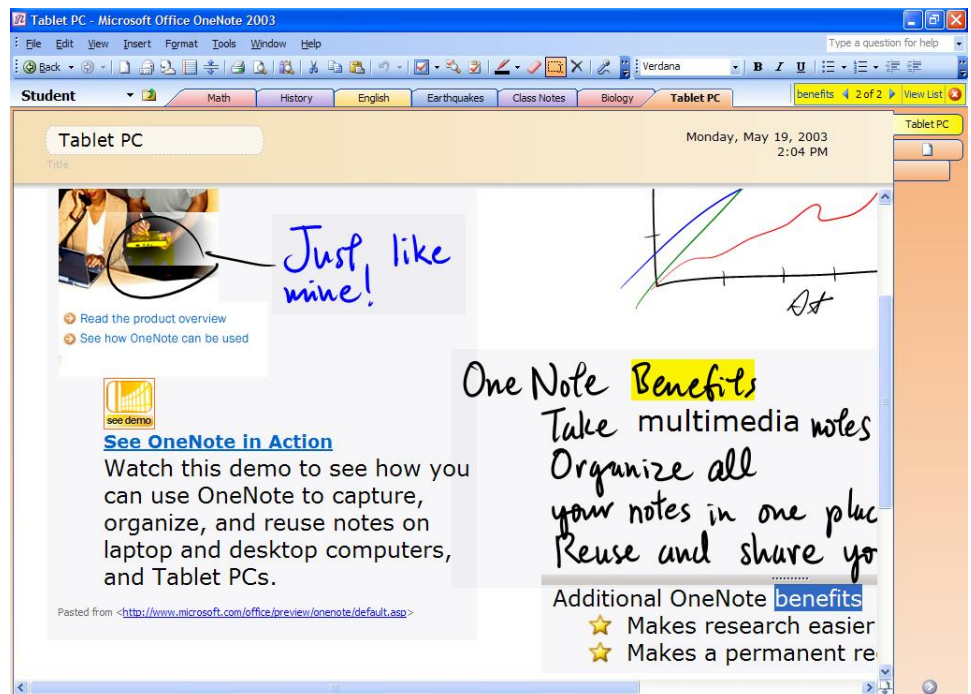
The Tablet PC incorporates a version of Windows XP that includes special pen-based functionality. You must have a Tablet PC to complete this section.

1. Click on the **Tablet PC** section tab with your stylus to switch to that section.
2. Observe the annotation of the Web content that was copied to this page. The handwriting can be converted to text or left as a graphical object.
3. Right click on the handwriting "**Just like mine**" and select **Convert Handwriting to Text**. Handwriting may be print or cursive text and the recognition system does not need to be trained.

Handwritten text does not need to be converted to typed text to be searchable. OneNote on the Tablet PC performs an on the fly recognition while executing the search. This allows you a myriad of input options, but still allows very powerful retrieval functions.



Handwriting recognition is one of the most powerful options available only on the Tablet PC. You may choose to have the tablet recognise your handwriting on the fly or leave the text as is. Either way, your notes are searchable and you may choose at any time to convert your handwriting to text.



4. Type *Benefits* in the search box and press **Enter**. Not only is the typed text found, but the handwritten word *benefits* is also highlighted indicating that it was found as a match during the search.

Just imagine the benefits of using this type of functionality in your daily activities. OneNote is a very useful tool on a regular PC, but it gains greater portability and functionality with the Tablet PC. If you would like to learn more about the Tablet PC just point your browser to <http://www.microsoft.com/tabletpc>.

Organising and Searching


You have already witnessed the ease with which you can take notes within OneNote. The next step is to make these notes useful by organising them to facilitate quick and easy retrieval of the data in the future. The exercises you have done thus far have exposed you to limited organisation via dragging and dropping, but the true power of OneNote has yet to be revealed. In this section you will experience organisation and retrieval offered through note flags and a sophisticated search engine.

Using note flags

Note flags allow you to mark your notes for simplified retrieval at a later date. Many of you may use stars, dots, boxes, or exclamation points to mark key information in your paper notes. Note flags bring this same functionality into the digital realm but with the added benefit of tools to sort and retrieve flagged items that paper simply is unable to match. The built-in note flags are Question, Important, and To-Do. Custom flags may be created to augment this list. For example, an “On Test” flag might be appropriate for students wishing to quickly navigate to notes that will assist them in studying for a test. Flagged notes may be viewed in a summary by viewing the Note Flag Summary Pane. This displays the entire list of flagged notes based on the scope you tell it to use. Flagged items in the list may be retrieved by clicking on the flag in the summary which displays the corresponding note.

1. Click on the **Earthquake research topics** page tab to switch back to your original page.
2. Select and right click on “**Extra Credit**”, click on Note Flags and select the **To Do** (checkbox) flag.
-or-
From the **View** menu select **Toolbars**, then **Note Flags**. Click on the sentence you want to flag and click the desired flag on the Note Flag toolbar.

Opening the toolbar first will save a lot of time if you are flagging a number of notes.

3. From the **View** menu select **Notes Flag Summary** to display the Summary Pane.
-or-
Select **Notes Flag Summary**  from the **Toolbar** drop down menu.

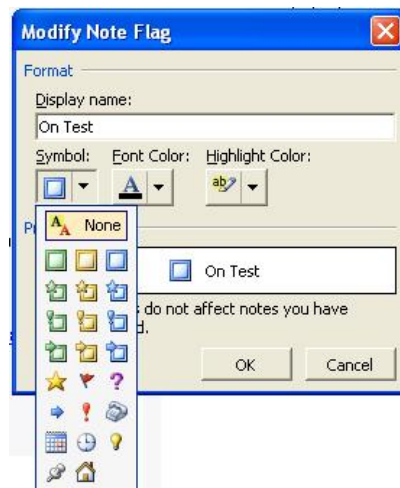
4. Change the scope of the summary by selecting **My entire notebook** from the **Search:** dropdown menu. The list of flagged notes increases as the change you just made told it to look in your entire student notebook not just the section on earthquakes as it had earlier.

In addition to customising the Note Flag Summary by changing its scope, you may group the summary by Note Flag Name, Section, Title, Date, or Note Text. Through these different groups you have a flexible set of options to view and retrieve your important notes.

5. Click on the link to the **Born** note at the top of the **Important** flagged notes and you will navigate to the **English** section of your notebook to the page containing that note.

Customising note flags

1. Select **Customise My Note Flags** from the **Task Pane** drop down menu.
2. Select the first undefined flag and click the **Modify** button at the bottom of the list of flags. The **Modify Note Flag** dialog box will display.



3. This flag will be used to mark anything that will be on a test to assist you in studying. Type “**On Test**” in the **Display Name** box.
4. Select the symbol from the dropdown list and corresponding text and highlight color if you desire. Ideally the symbol should be unique from the ones that are currently in use to assist you in differentiating various flags on a given notebook page.

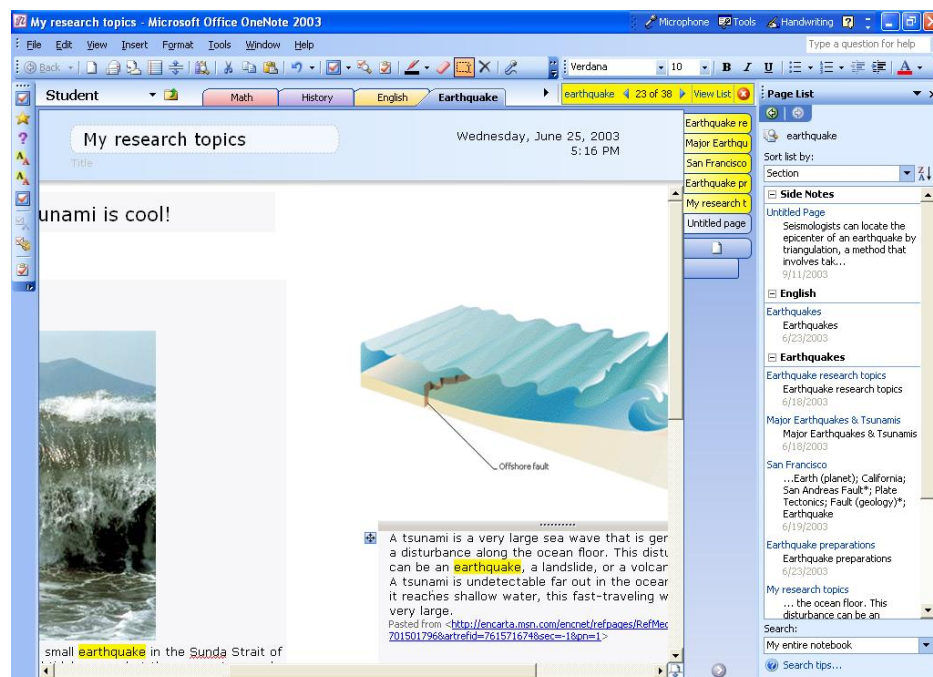
Searching through notes

Another important issue in the reclamation of useful information within a note taking system that contains voluminous numbers of entries depends on a robust search facility. Ease and flexibility in searching are a welcome part of OneNote and the real beauty of the search facility is no action on the part of the note-taker is required to make the search functional and speedy. In fact, the scope of your search can be narrowed to increase the speed of the search and limit the number of hits in regard to your search criteria

1. Click in the **Search Box**, type “*earthquake*” and press **Enter**. The search box is directly above the page tabs on the right side of your screen.



You can change the order that your search is arranged by selecting the desired order from the **Sort by** drop down in the **Page List** pane.



2. The search results are sorted by section by default. You may click on a link to navigate to the note returned by the search. You may also change the scope of the search by selecting the appropriate item from the **Search** box.
3. Click on the **Earthquakes** section tab. Each page that contains an occurrence of the results is highlighted in yellow. You may also navigate through the results in a linear fashion by clicking on the left and right arrows on the yellow navigation bar at the top of the notebook pane.

Navigating through the results in this manner would be like flipping through the pages of your old spiral bound notebook, but all pages that do not pertain to what you are looking for would be hidden. The process of looking through a series of pages is called rifling and is largely a very inefficient way to search for something and it leaves quite a mess. Never lose a page of notes again and be able to find any given note with speed by keeping notes the digital way. You've taken the time to take careful notes and OneNote leverages that time by making it easy to find specific notes without requiring you to remember where they are.


Sharing and Collaboration

For students and instructors operating in the academic community, collaboration and sharing of information is key to the learning process and especially important in any team or group effort. Research, curriculum development, and policy teams all require input from a group of individuals to ensure the best results are achieved by drawing on the relative strengths of the members of the group. Collaboration is the norm and not the exception in the workforce and studies have consistently showed its value in education. OneNote has some great features that encourage sharing of information by making it simple and effortless.

In this section you will share information with your colleagues through OneNote's email integration with Outlook 2003. You will assign project tasks based on action items occurring in your notes and you will provide a persistent shared workspace with OneNote's integration with services like Windows SharePoint Services and MSN. These shared workspaces are the cornerstone of collaboration and are fully supported by the entire Microsoft Office System suite of applications.

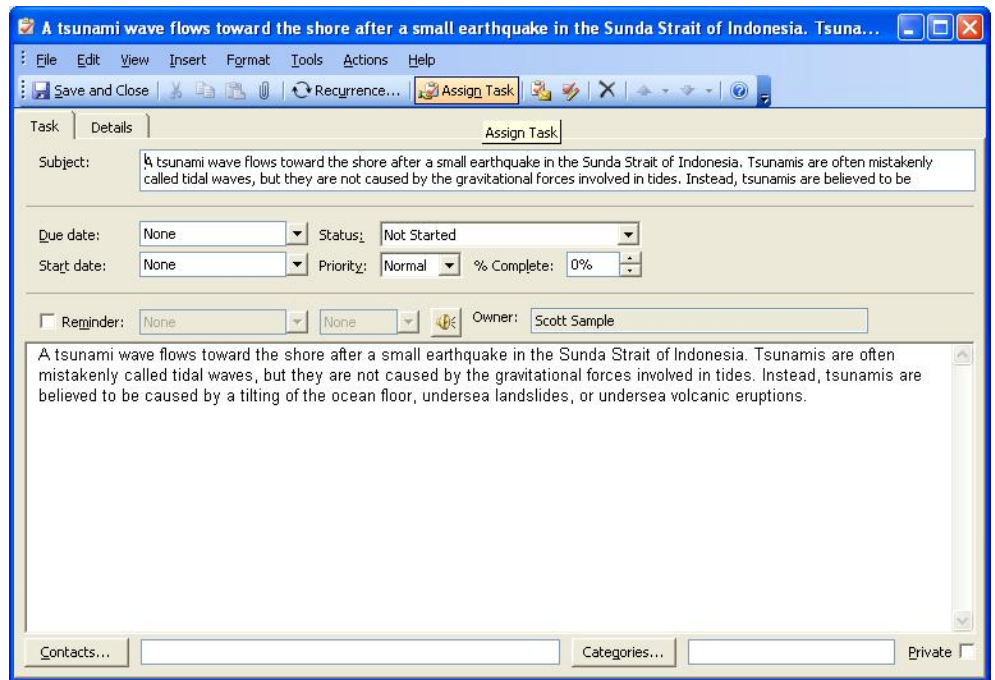
Assigning tasks

During a project meeting you need to assign tasks based on the information gathered thus far in the project. Since you have Outlook 2003 you can easily assign a task to a fellow team member to find more information on **tsunamis**. You could also delegate action items and assign tasks regarding curriculum development resulting from notes taken at a faculty meeting.

1. Click on the **Earthquake research topics** note page at the top of the page list.
2. Select the text "**Where does relief funding come from**" under the extra credit note block and click the **Create Outlook Task** button  on the toolbar. A new task will be displayed with the selected text as the Subject and the text of the note in the body.
3. Just fill out the rest of the task information and click **Save and Close** to add this task to your personal task list. You might choose to assign this task to someone else on your research team, at which point you will need to fill out the task assignment options. (See figure on next page)



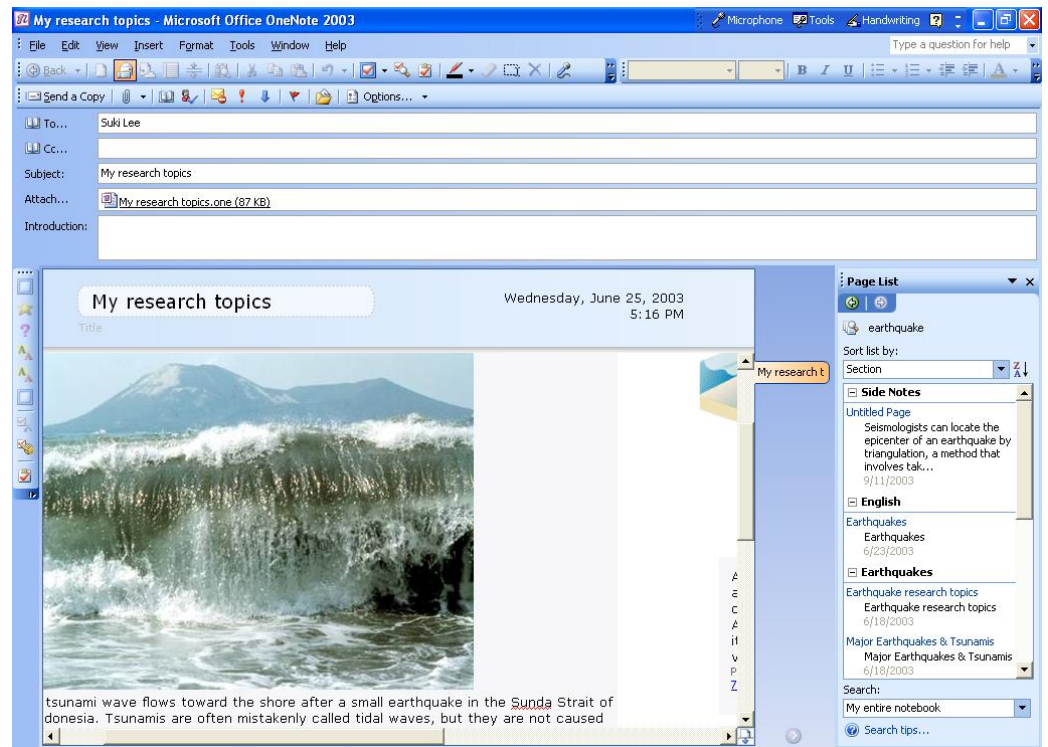
If you have an Exchange Server, you may have Outlook keep you up to date regarding the progress of tasks you have assigned to others. In larger projects, like moving the library into a new media center, Microsoft Project may be used in conjunction with assigned tasks to produce progress charts and reports from task information stored in each individual's task list.



Sharing Notes via Email

As team leader it is your job to distribute the work of this project. An outline of the subject matter needs to be generated as you begin to pull the project together at the end of the research phase. You decide to email the research topics page to a team member for completion of this task.

1. Click on the page tab for **My research topics** to switch to that page if you are not already there.
2. On the **File** menu, click **Email**. This will open a new message in Outlook 2003 with the OneNote file attached. If the recipient has OneNote, the page will automatically be added to their notebook when they open the attachment, which makes sharing your notes effortless.



With Outlook 2003, your notes appear in the body of the email in HTML so that your colleague can read your notes even if they do not use OneNote. Outlook 2003 enables emailing of notes with a single click, but users of previous versions of Outlook must manually attach the .one file to send it and no HTML conversion takes place, requiring the recipient to have OneNote to view the attached notes. By emailing notes with Outlook 2003 you may share your notes with virtually anyone as the person isn't required to have OneNote.

3. Address the email and click **Send**.

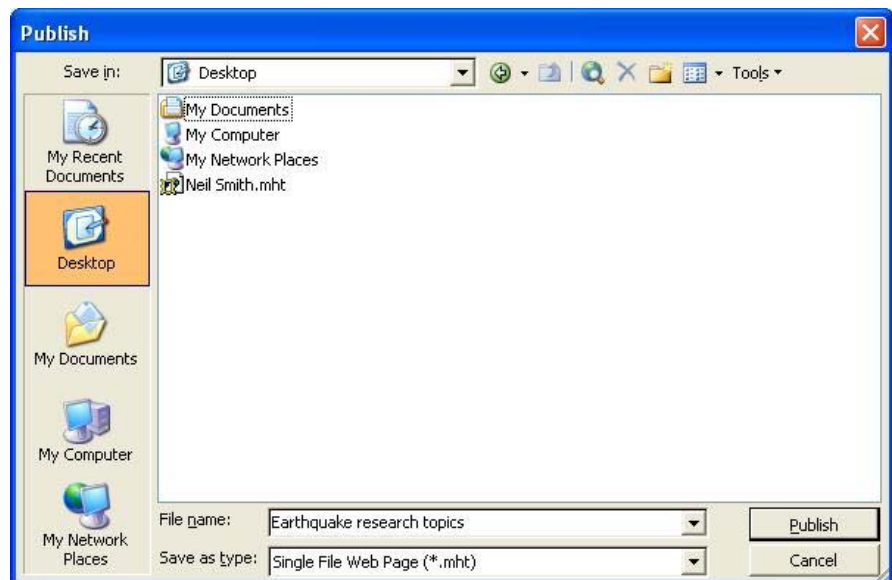


Windows SharePoint Services is a set of services that run on a Windows 2003 server that make up the base for a collaborative Web site. The site offers shared document workspaces, links, contacts, discussions, and announcements. If you would like to learn more about SharePoint review the tutorial entitled Developing Collaborative Courses Using the Microsoft Office System

Publishing notes as web pages

Your fellow students need persistent access to your notes for the collaborative project you are working on. Posting your documents to a shared location will satisfy this need. This might be a network drive, a web server, or a server that has been extended with Windows SharePoint Services or MSN. By placing notes in a central repository, peers may access the notes without requiring interaction with the originator of the notes. Security built in to Windows SharePoint Services will protect your notes and other documents to prevent any unauthorised access or editing. Participants in the collaborative work may use Internet explorer 5.5 or later or the latest version of Netscape Navigator.

1. On the **File** menu, click **Publish Pages**. The **Publish** window will be displayed.
2. Navigate to the location that you wish to publish the pages to. For the purposes of this tutorial, click on **Desktop** and click the **Publish** button.



The page will be saved and you may double click on the file on the desktop to view your handiwork.

Getting Help

You can get help from the **Help** menu at any time while you are using OneNote. To open Help, click **Microsoft Office OneNote Help** on the **Help** menu. If you have an Internet connection, you can also point to **Microsoft Office Online** on the **Help** menu and choose from several resources that may be of interest to you such as **Product News**, **Frequently Asked Questions**, and **Online Support**. You can also go to <http://www.microsoft.com/onenote> for all the latest information. If you are just getting started, a built in tutorial is available from the **Help** menu by selecting Get Going with **OneNote**.

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