Tech Tips & Tricks

A new tech tip every week! This week: MS OneNote 2010

The tips will include how-tos for various applications used in the classroom or in the office.
Week of June 10—14, 2013

Tech Tip Archives

Working with Shapes in OneNote

By Marilyn Cook

The Shape Gallery is located under the Draw tab on the ribbon. The following options are included in the Gallery:
⇒ Lines and arrows
⇒ Basic shapes such as rectangles and triangles
⇒ Graphs

To Draw a Line or Shape:
Click the shape you want to insert. Draw the shape by clicking on a OneNote page and dragging until the shape reaches the desired size.

To Duplicate a Shape:
Click the More button in the Insert Shapes group and select Lock Drawing Mode. Select the shape you want to draw, click and drag on a page to draw the shape, then click and drag anywhere on the page to create a duplicate.

To Change Color or Thickness of a Shape:
Select your shape, then click the Color & Thickness button in the Insert Shapes group. Choose the desired color and thickness.

To Move Lines & Shapes:
Click on your line or shape, then move your cursor over it. Click and drag when your cursor turns into a four-headed arrow.

To Rotate a Shape:
Click the Rotate button in the Edit group. Select an option from that list.

Handwritten notes to text, handwritten equations to printed math.

By Liz Craft

In the previous tech tip you learned where to find the drawing tools in OneNote. These drawing tools can be used to hand-write text or math equations besides drawing shapes. Handwritten notes can be converted to printed text/math. To convert the handwriting use the 'Ink to Text' or the 'Ink to Math' tool on the 'Draw' tab.

Start by opening a page in OneNote.

♦ Select your pen and pen color on the 'Draw' tab.
♦ Writing on the page using your mouse or drawing tablet.
♦ Click on ‘Ink to Text’ and the notes will appear as printed text.

To convert handwritten equations click on ‘Ink to Math’. A small box opens.
1. Preview of print.
2. Editing window.
3. Use the Write/Erase tools to handwrite in the editing window. Edit until the correct print is shown in the preview.
4. After editing click on ‘Insert’ to insert the printed math equations into the OneNote page.

Click here to learn more about Ink to Text.
Click here to learn more about Ink to Math.

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