

# OneNote Setup

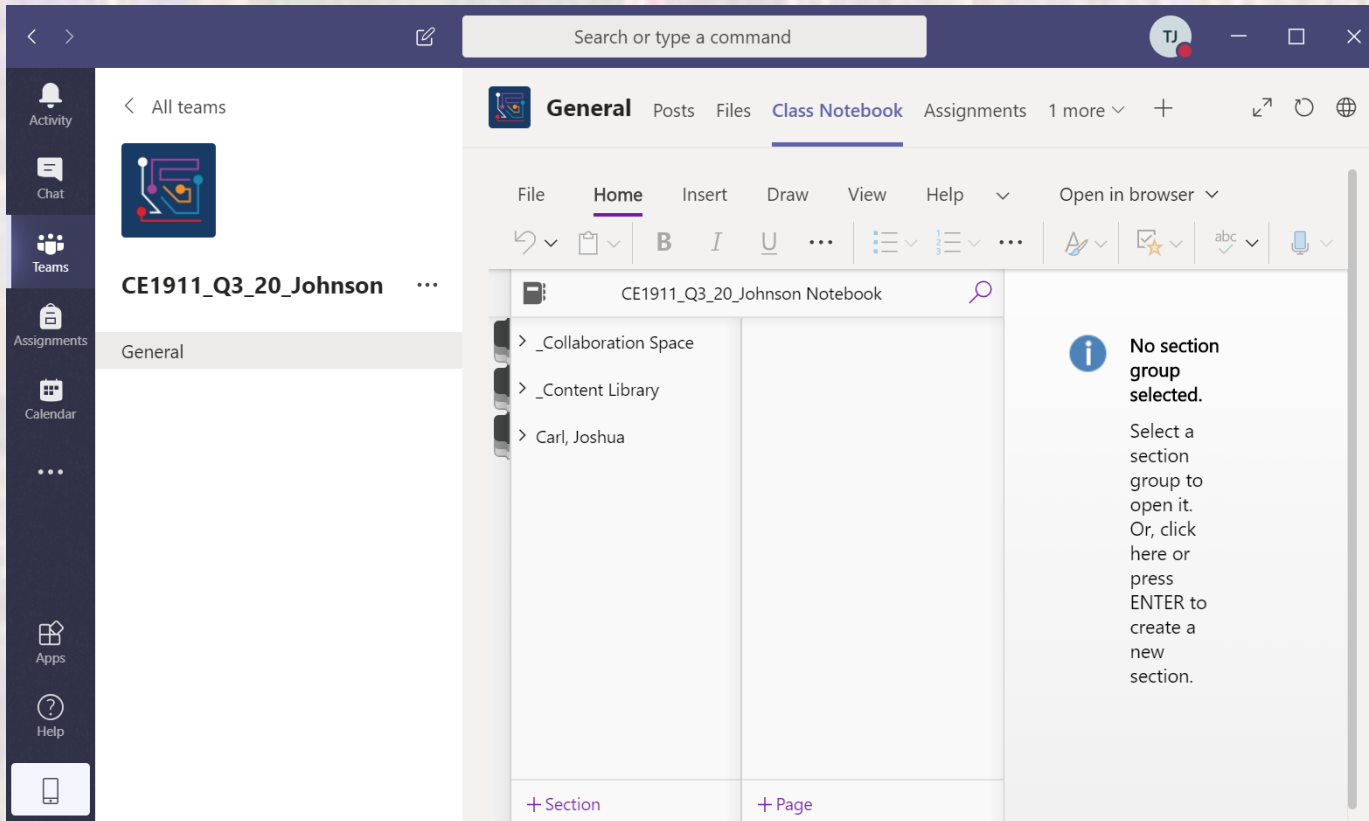
Last updated 2/1/21

# OneNote Setup

- Class Notebook
  - Notebook in OneNote
  - Each student has their own folder in the notebook
    - Only you and I can see your notebook folder
    - I will Pre-Populate the page names
      - Don't change these
- Class Notebook Setup
  - Two step process
    - Open the Class Notebook in Teams
      - One time event
    - Open the Class Notebook directly in OneNote
      - Normal operating process

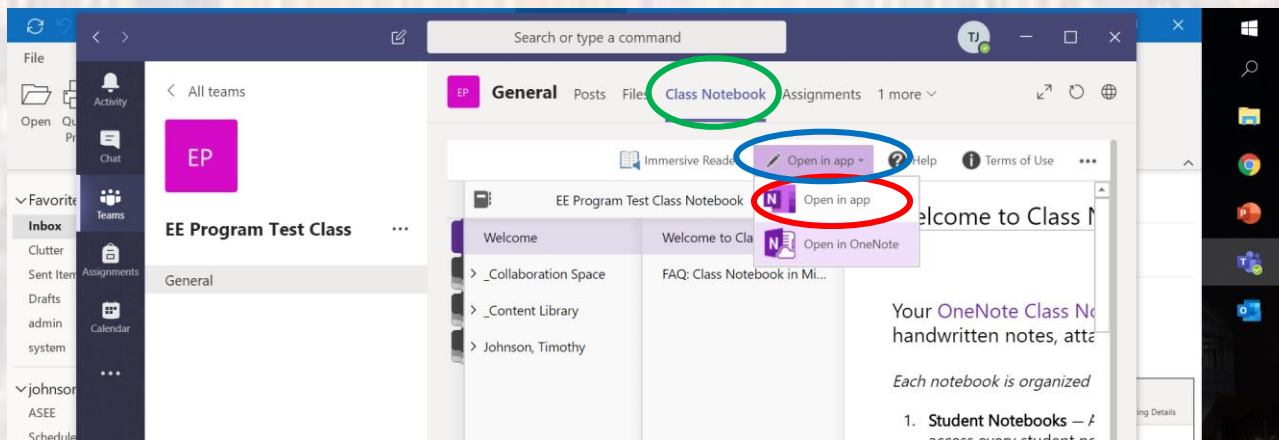
# OneNote Setup

- Class notebook in Teams (one time event)
  - Open the team general page
  - You may have to hit the > arrow to see this



# OneNote Setup

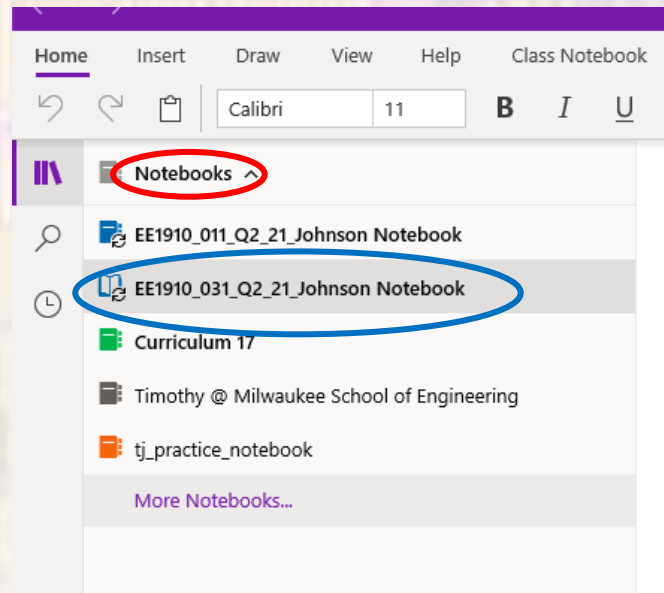
- Opening the Class Notebook the first time
  - First open the **Class Notebook** in Teams
  - Select the **Open in App** pulldown and select **Open in app**
  - This will open OneNote and add the notebook to your notebook list
  - Close OneNote
    - Wait several minutes





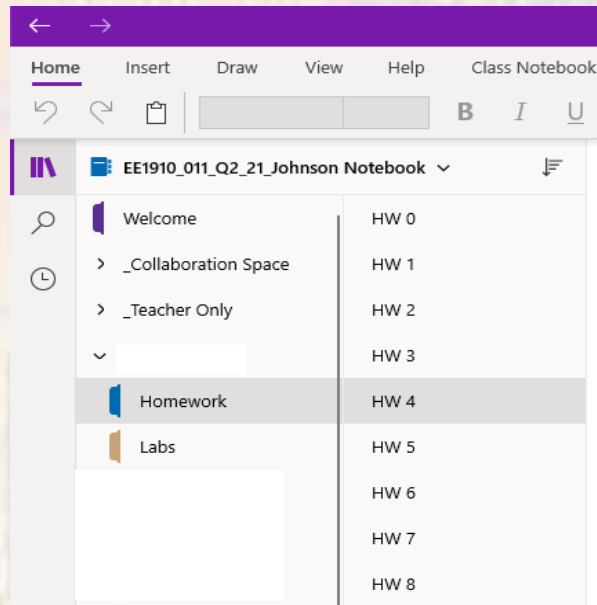
# OneNote Setup

- Opening the Class Notebook in OneNote
  - Open OneNote
  - Select the **Notebooks** tab
  - The **Class Notebook** will be in the list – Select it



# OneNote Setup

- Opening the Class Notebook in OneNote
  - You should find
    - Tabs for Homework, Labs, and Tests (as appropriate)
    - Pre-setup pages for each assignment
      - Use these pages to turn in your assignments



# Covid-19

- Inserting information into OneNote
  - You can insert files, pictures, video, ... using the **Insert** menu item
  - You can draw or type directly into OneNote using the **Draw** menu item
  - You can print a file directly to OneNote
    - Open the destination page in OneNote
    - Open the file to print
      - Select print as normal
      - Select OneNote for Windows 10 as your printer
      - Print
        - OneNote will open a dialog window
        - Select the destination page in OneNote (first item)
        - Select OK

Quartus and Code Composer



# Covid-19

- OneNote with Quartus and Code Composer
  - You can print a file directly to OneNote
    - Open the destination page in OneNote
    - Open the code file in Quartus or Code Composer
    - ctrl-p will cause it to print
      - Select OneNote for Windows 10 as your printer
      - Print
        - OneNote will open a dialog window
        - Select the destination page in OneNote (first item)
        - Select OK

Color and Indentation will be preserved