# Film transcript – OneNote

**As part of the Responsible Support and Sustainable Development project, the Jagiellonian University in Krakow would like to invite you to a film from the series ‘Find out about learning support programmes and applications’.**

[Rhythmic, dynamic melody in the background during the film]

[Joanna Dzięglewska] Good morning, my name is Joanna Dzięglewska and I am an Assistive Technology Specialist at the Jagiellonian University Disability Support Service. Today, I will show you a short film on OneNote, a programme for notetaking. During the training I can often hear that students use Word to take notes. If this is true for you, I encourage you to see this film.

OneNote is available as a web application and Windows 10 application, among others. We will focus on these two apps because their functions are complementary. OneNote both as a web app and Windows 10 app is based on the construction of sections and pages.

For comparison, I have shown you here both the web application and the Windows 10 application. In Windows 10 the sections are arranged as tabs and pages of a given section can be found in the menu on the right. In the web version, on the other hand, the sections are arranged in the first side menu on the left. Pages for each section are arranged in the next column.

For each section, you can choose the corresponding bookmark colour. There are currently three sections here: ‘Methods of note taking’, ‘Note template’ and ‘Class notes’. Each of these sections has a different colour - ‘Methods of note taking’ is yellow, ‘Note template’ is green, and ‘Class notes’ is red. The same applies to the synchronised programme in the cloud.

For now, let’s focus on the joint features based on the OneNote programme installed on your computer. Creating a new section is possible by using the ‘Create new section’ button or the ‘Ctrl+T’ shortcut. For each section, you can add pages, which in OneNote for Windows are placed on the right side of the screen. It can be done by using the ‘Add page’ button or the ‘Ctrl+N’ shortcut.

Each notebook in OneNote consists of sections and pages. If you want to create notes, you can decide that the notebook will be for a particular semester, subject or programme. If you decide that the notebook is for a particular programme, then sections can be semesters and pages can be subjects.

For example, you can create a notebook called ‘Applied Computer Science’ and the section group in it will be ‘Semester 2019/2020’. In ‘Semester 2019/2020’ you can create sections with the name of each subject, and for a given subject you can create pages with the number of the lecture or class. If you create notebooks for a particular semester, then the sections will be subjects and the pages will be individual lectures or labs for this subject.

Let’s start with the visual side. Each page of your note can be white (default) or you can change its appearance in the ‘View’ menu. To do this, you need to go to the ‘Page colours’ area and here you can choose any page colour. For example, I will choose yellow. Also, here you can add lines or a grid onto a smooth page. To do this, go to page settings, choose ‘Line’ and either select lines of an appropriate width with a margin or a grid. If you are not happy with this choice, you can go back to the ‘Linear’ function and select ‘None’.

Adding content to each page is possible by clicking on the respective page and entering the content. You can place notes in different areas of the page by clicking again on any area of the page and entering content. You can also move your notes by clicking on the top of the frame and moving it to any location.

You can enter all kinds of notes, manually or by dictation. To do it, however, we will go to the online version of OneNote. If you start this function for the first time, remember to allow the browser to use the microphone. When you go to the same notebook in OneNote, but in the online version, go to ‘Main Tools’ and select ‘Dictate’. Before that, in the drop-down menu, you need to check whether the right language is selected. And if everything is correct, you select the ‘Dictate’ function. Everything you say will then be saved as a note. To stop dictation, select the ‘Dictate’ function again.

OneNote allows you to enter not only dictated or typed notes, but also, for example, notes that are pictures of your handwritten notes. Inserting a photo of your handwritten note is very easy. Just go to the ‘Insert’ menu, select ‘Image’ and choose the photo of your handwritten note.

Not only photos of your handwritten notes but also photos of a section or page of a textbook can be helpful in creating notes. To do this, insert a photo of the printed text fragment. Please remember, however, that the OCR function is only available in the program installed on Windows. You need to go to OneNote on the Windows operating system, right-click on the photo of the text, select the ‘Allow text search in image’ function and then select the language from the drop-down menu. In my case it is Polish. If you have entered everything correctly, right-click on the photo again and select ‘Copy text from image’. You can then click and paste the text recognised in any place. The text is recognised automatically, so check for errors.

In addition to text notes, you can also enter notes in the form of audio or video files. If you want to insert an audio recording, go to the ‘Insert’ menu and select ‘Record sound’. Then everything you say will be recorded. If you want to stop the recording, you need to go to the newly created ‘Recording’ menu and to the ‘Stop’ option. The audio note thus created will appear on your page.

You can also record a note as a video using your camera. Here is an example of such a note. Again, to stop the recording, go to the ‘Recording’ menu and select the ‘Stop’ option. Just like before, the recording will appear on a given page. Video recording is possible only and exclusively in OneNote installed on Windows 10.

In addition to recording image and sound, you can also insert links to videos. To do it, select ‘Insert’, ‘Online video’ and enter the address of the site with the film. After entering the address of the link, a thumbnail for the video together with the title will appear on your page.

You should remember that OneNote also allows you to take pictures of screen fragments. It is possible in the ‘Insert’ menu. Select ‘Screen shot’ and take a picture of the selected part of the screen. When you select a particular section of the screen, the photo is shown to you as a note on a particular page.

However, it is not only photos, text, sound or video that can be inserted in the form of notes. OneNote also enables you to make a hand drawing. To do this, go to the ‘Drawing’ tool and select the right tool. It can be a pen or highlighter and you can choose the colour and thickness of the tool. Once you have chosen the right colour and thickness, you can start drawing.

The function of a highlighter is also very useful when working with a text. You can highlight your notes, both the handwritten ones and those in the form of a photo. To do this, go to the note you entered, select ‘Highlighter’ and highlight the sections you want. Please, remember that the highlighter makes the text very well visible and you can read it easily later. If you are not happy with the way you highlighted the text, you can always remove highlighting with the ‘Eraser’ tool in the ‘Drawing’ menu.

I have described different structures of notes to you, but it is worth using the templates available in OneNote. To do this, go to ‘Insert’ and select ‘Page templates’ from ‘Page area’. You can browse the page templates, which are categorised into ‘school’, ‘blank’, ‘business’ and ‘decorative’.

Let’s look at the general lecture notes. In the body of the page you have space for the title, a section called ‘Homework’ under it, and two little house icons underneath. Next, you can see the most important facts discussed today, three star icons, today's topics and three dot points. These structures, i.e. the star and house icons, may be entered thanks to the tag function in the ‘Main tools’.

So let's try to create ‘Class notes’ together. We will create a new section. We will call it ‘History notes’. We will write ‘Lecture 1’ as the title and this is the title of the first page. In the first lecture, we will definitely learn who the lecturer is. So, let’s go into ‘Main Tools’, to the ‘Tags’ area, and let’s select the tag with a human icon described as ‘contact’. And here we can enter the personal data of the lecturer. Now, we will know for sure who the lecturer is.

In the lecture, you will definitely find out which textbooks are obligatory. For this purpose, you can also use the tags with the book icon marked as ‘Book to read’. Here, put down all the books that the lecturer assigns. You can also take a note of the general topics to be discussed. And here you can also use a tag to mark this information, and then list the topics discussed under bullet points.

You can now insert notes as text, images, graphics or attachments. In the ‘Insert’ menu, select ‘File attachment’ and add the file of your choice. You can also create a page related to a given class. Here, there may be some homework assignments that are worth putting down.

To make sure that you have completed these tasks, you can also uncheck them in the form of tags confirming completion. The completion tags are available in ‘Main tools’. Once you have completed your tasks, you can uncheck them.

You can maintain a structure for each lecture, which includes the data of the lecturer, the topics discussed, the recommended books and below all this notes from slides, photos of handwritten notes or notes as attachments in the form of Word, audio or image files.

If you found this film interesting and want to learn more about technologies supporting students, please visit the Dorada website at [www.dorada.uj.edu.pl](http://www.dorada.uj.edu.pl) and the website of the Jagiellonian University Disability Support Service at [www.don.uj.edu.pl](http://www.don.uj.edu.pl).

[Louder, rhythmic music]

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