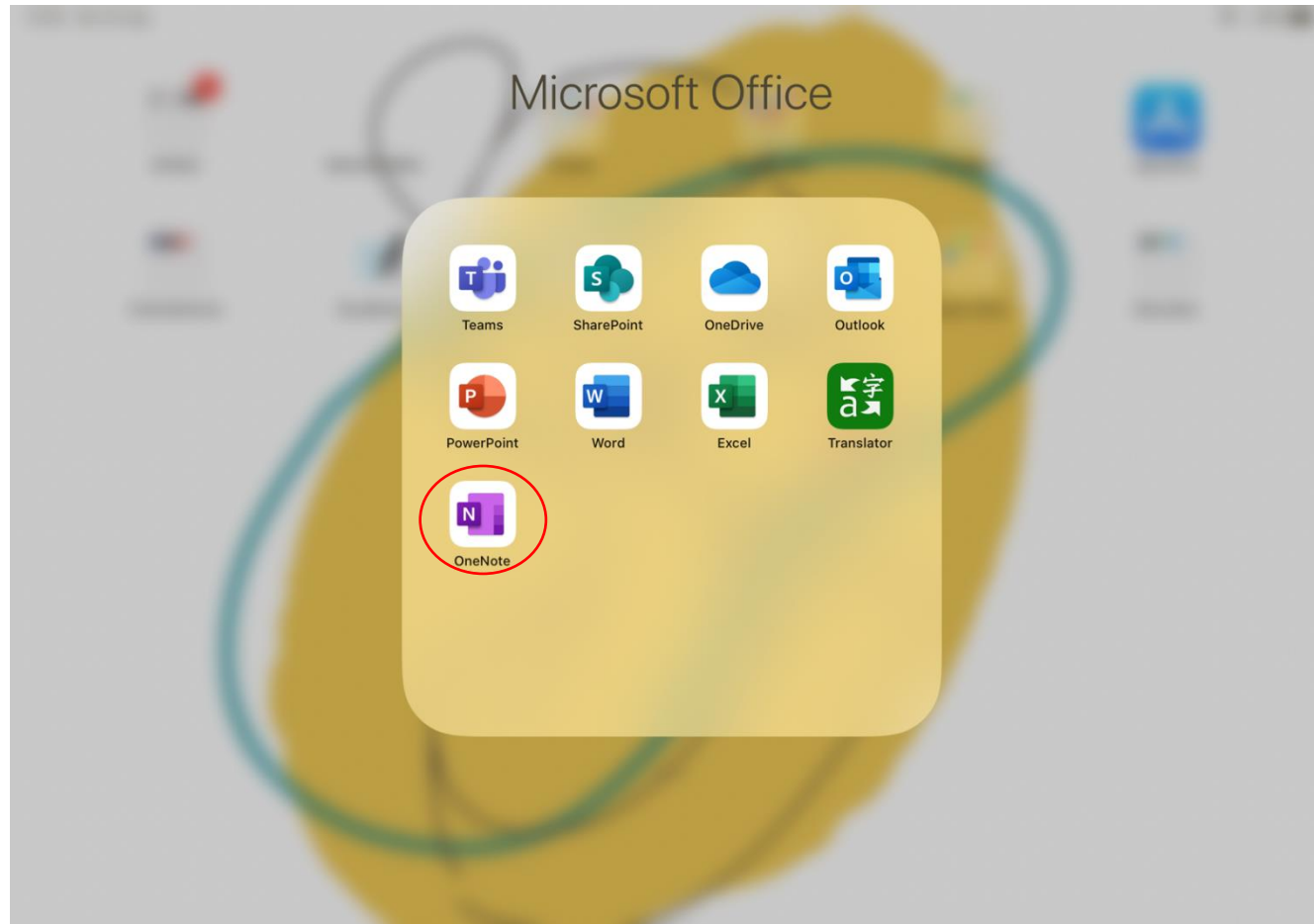


# Setting up OneNote as a Digital Jotter

1. Download the OneNote app onto your device from the App Store and open it.



## 2. Home page layout:

The screenshot displays the home page of a notebook application. At the top, a purple header bar contains a search icon, navigation arrows, and tabs for 'Home', 'Insert', 'Draw', 'View', and 'Class Notebook'. Below the header is a toolbar with various editing options like font face (Calibri), size (11), bold (B), italic (I), underline (U), and text color (A). The main interface is divided into three vertical sections: a left sidebar, a middle pane, and a right pane. The sidebar shows the user's profile (Miss McFarlane) and a list of notebooks. The middle pane shows a selected notebook with sections and pages. The right pane shows the active page content. Annotations in white boxes with black borders explain the layout: 'Menu bar and toolbar of options.' points to the top header and toolbar; 'List of all your notebooks.' points to the sidebar; 'All your notebook pages are here as you add them.' points to the middle pane; 'The sections of your selected notebook appear here.' points to the middle pane's section list; 'The active page that you will type onto.' points to the right pane. At the bottom, a box labeled 'Adding new notebooks, sections and pages' has arrows pointing to three buttons: '+ Notebook' (circled in red), '+ Section', and '+ Page'.

My Notebook @ Glow Scotland

Home Insert Draw View Class Notebook

Calibri 11 B I U abc A

Miss McFarlane My Notebook @ Glow Scotland Edit

Recent Notes Quick Notes Untitled Page

Monday, 8 June 2020 16:23

No additional text

List of all your notebooks.

All your notebook pages are here as you add them.

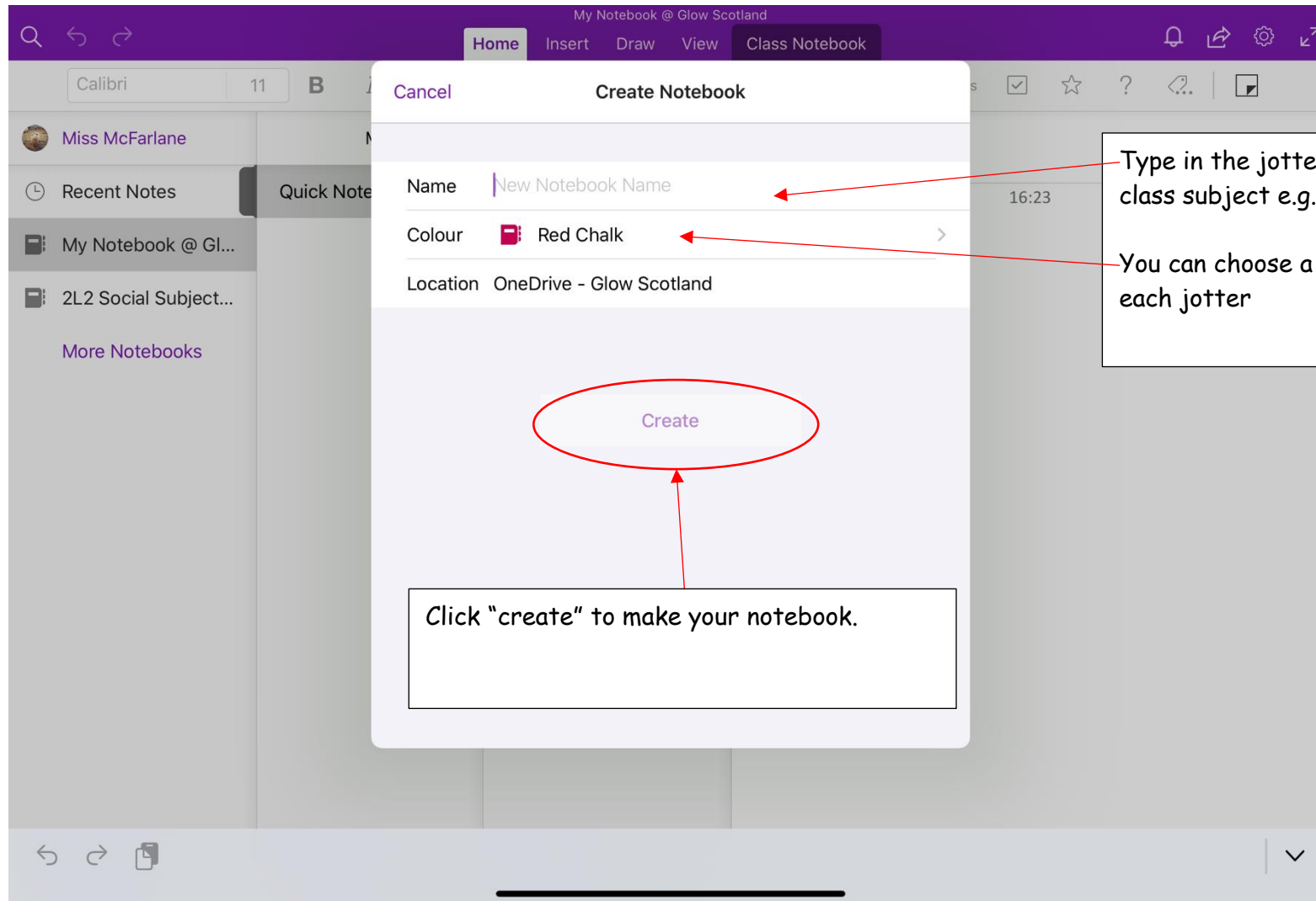
The sections of your selected notebook appear here.

The active page that you will type onto.

Adding new notebooks, sections and pages

+ Notebook + Section + Page

3. Click on **+ Notebook** at the bottom of the first column. A pop up screen will appear, complete the fields and press "Create".

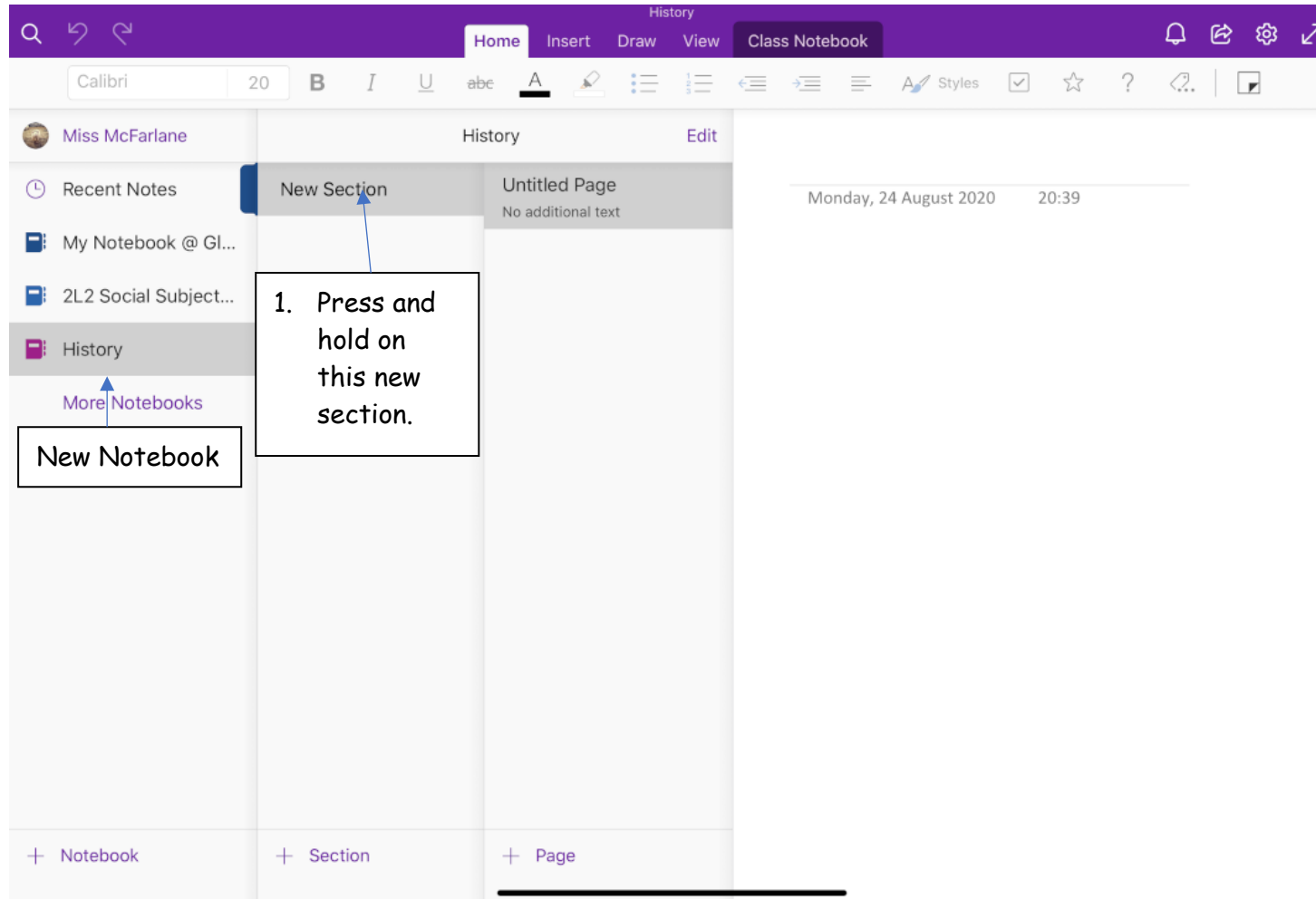


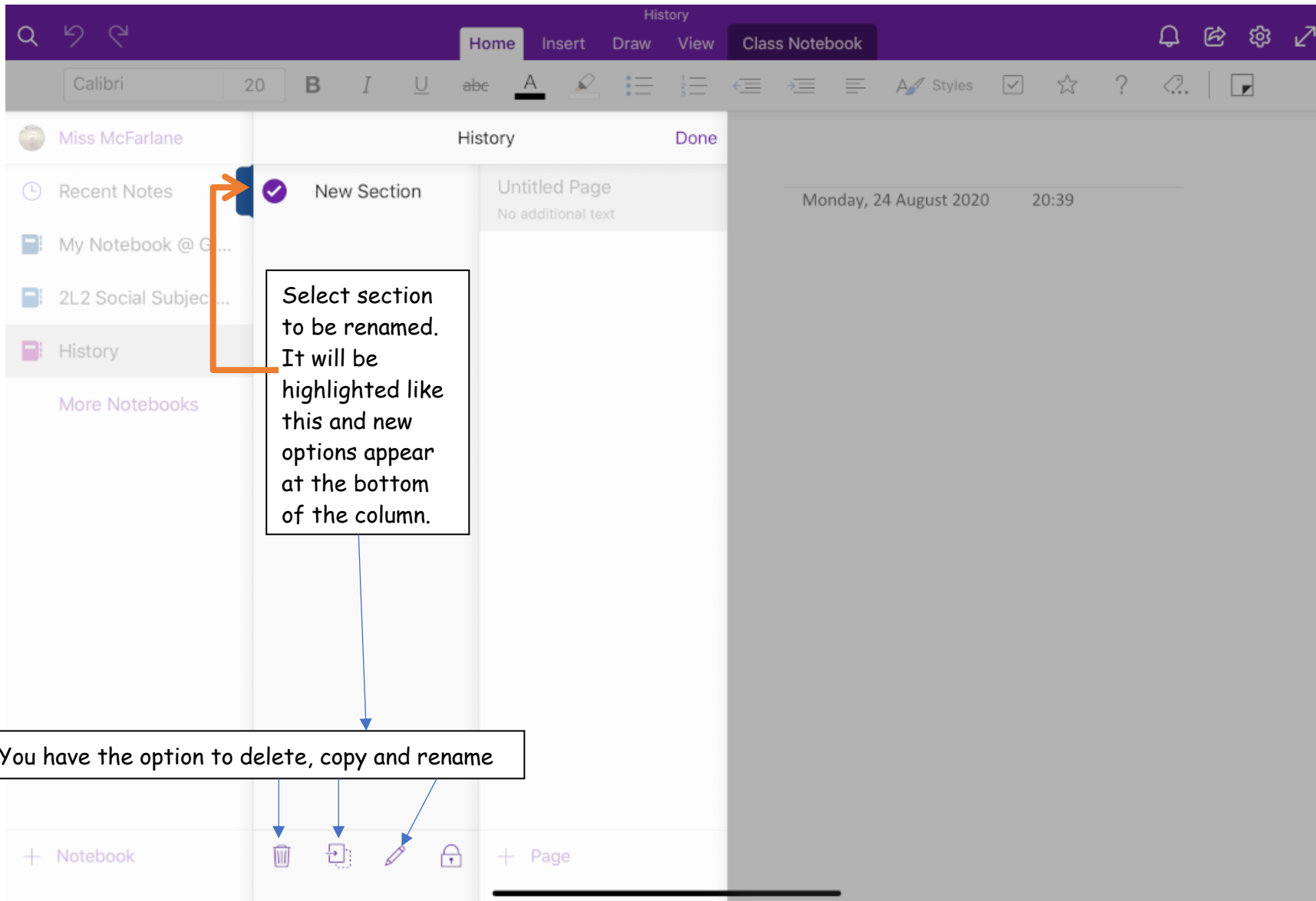
Type in the jotter name. Stick with the class subject e.g. History.

You can choose a different tab colour for each jotter

Click "create" to make your notebook.

4. OneNote will have your new notebook open. We are going to rename the section and add more sections to help organise your work.





The screenshot shows the OneNote application interface. At the top, there is a purple header bar with navigation icons (search, undo, redo) on the left, and tabs for 'Home', 'Insert', 'Draw', 'View', and 'Class Notebook'. The 'Class Notebook' tab is active. Below the header is a ribbon with various formatting options like font face (Calibri), size (20), bold (B), italic (I), underline (U), and text color (A). The main workspace is divided into three panes: a left sidebar with a list of notebooks including 'Miss McFarlane', 'Recent Notes', 'My Notebook @ Gl...', '2L2 Social Subject...', and 'History'; a middle pane showing a section named 'New Section' with a checkmark icon and a sub-pane titled 'Untitled Page' containing the text 'No additional text'; and a right pane showing the date and time 'Monday, 24 August 2020 20:39'. A context menu is open over the 'New Section' section, with two options: 'Rename' and 'Change Section Colour'. A blue arrow points from a text box to the 'Rename' option. At the bottom of the screen, there is a footer bar with icons for adding a notebook, deleting, copying, editing, locking, and adding a page.

History

Home Insert Draw View Class Notebook

Calibri 20 B I U abc A Styles

Miss McFarlane

Recent Notes

My Notebook @ Gl...

2L2 Social Subject...

History

More Notebooks

New Section

Untitled Page

No additional text

Monday, 24 August 2020 20:39

Rename

Change Section Colour

+ Notebook

+ Page

Click on Rename and type Class Work then press enter or tap on the

5. Press "+ Section" at the bottom of the column and you will be promoted to rename it automatically. It is recommended that you have, at least, 2 more sections- one for homework and one for any assignments or notes. However, it is your personal decision how you wish to organise your jotter.

The screenshot shows a digital notebook interface with a purple header bar containing navigation icons and tabs for 'Home', 'Insert', 'Draw', 'View', and 'Class Notebook'. Below the header is a rich text editor toolbar with options for font (Calibri), size (11), bold (B), italic (I), underline (U), text color (abc), and background color (A). The main workspace is divided into three vertical columns. The left column contains a 'History' section with three entries: 'Class work' (blue), 'Homework' (red), and 'Assignments' (purple). The middle column shows a 'Lesson Title' section with the text 'Lesson Title' and 'No additional text'. The right column displays the date and time: 'Monday, 24 August 2020 20:39'. At the bottom of the interface, there are three buttons: '+ Notebook', '+ Section', and '+ Page'. A callout box on the left explains that each section has an open area for pages to keep work separated. Another callout box points to the '+ Page' button, explaining that clicking it adds a new page for each lesson.

Each section has its open area for pages which can help to keep your different work separated.

To add a new page click on + Page at the bottom of this column. You may want to add a new page for each lesson.

## Using Your Digital Jotter and Some Tools to Help

1. Click on your "Class Work" section and it will take you to the first page of this section.

History

Home Insert Draw View Class Notebook

Calibri 20 B I U abc A Styles

Class work Edit

Lesson Title

No additional text

Lesson Title

Monday, 24 August 2020 20:39

To help organise your work, give each page a title. This can be the date or the lesson title given by your teacher.

All your pages will be listed here in chronological order.

In the main body of the page, you can type or dictate your work. The **HOME** tab gives you the options to change:

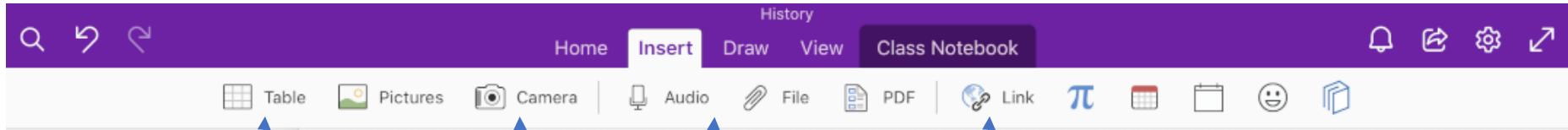
- Font
- Font size
- Font colour
- Bullet Points
- Highlight
- Text Alignment.

You can adjust the size and position of the text box you are using to suit your work.

"Title" Titles Titled B I U



2. There are a variety of different tools that you can use to help support your learning and tailor your jotter to your needs. The following tools are available in the **INSERT** tab.



Insert a table into your work.

Camera: press on this to open the iPad camera. You can take a photo of notes on the board and it will automatically place the photo onto your jotter page. You can resize and edit the picture.

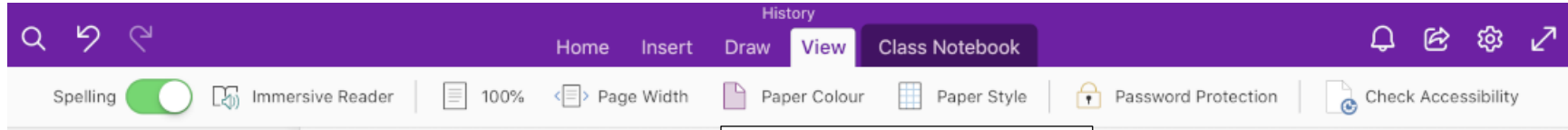
Once complete, you can continue to type around the picture.

Audio: You can embed a voice note into your jotter.

File: You can add files from elsewhere into your jotter.

Link: You can add web links to your work.

### 3. The **VIEW** tab tools



**Spelling:** You can turn spellcheck on or off.

**Immersive Reader:** This will allow you to have the text on your page read out to you. You can also adjust text size, spacing, reading ruler.

**Paper Colour:** You can adjust the paper colour to a pastel shade if you prefer.

**Paper Style:** You can select lines or grid lines. This may be helpful if you use a digital pen.

#### 4. Sharing your work with your teacher.

You can share your whole jotter or a page with your class teacher. This will provide them with a link to your work so they can mark it.

Press the share icon on the right hand side of the menu bar.

