

Top 10 benefits of OneNote 2010

1 Work seamlessly across applications.

You can now place OneNote to the side of your screen to have it constantly available for note-taking or references while researching on the Web through Windows Internet Explorer, reviewing a document in Microsoft Word 2010, or creating a Microsoft PowerPoint 2010 slide. When you need to remember where your ideas came from, the Linked Notes feature enables you to jump right to the source of your information with just a click.

2 Discover new ways to organize your information.

An improved Navigation Bar offers the tools you need to easily organize and jump between your notebooks. You can also better visualize and expand page groups to improve note structure and placement. Additionally, new section tools make it easy to access or copy notebook sections, or to merge one section into another.

3 Quickly file information into the right places.

OneNote 2010 helps save you time by eliminating the need to regroup information after the fact. With quick filing, you can easily pick a notebook to send your notes to as you insert them from multiple sources, including documents, Web pages, and e-mail messages.

4 Stay on top of changes to group projects.

When you work with multiple users on a shared notebook, automatic highlighting in OneNote 2010 provides you with a distinct view of changes since you last opened the notebook. Additionally, the new page versions feature provides a version history by date and author. If someone changes content inadvertently, just click to restore a previous version of the page. As with all of your shared notebook edits, changes sync automatically when you are online.

5 Gain instant access to your information.

Improved search in OneNote 2010 shows you search results as you type. In addition, a new ranking system learns from past choices, prioritizing notes, pages, page titles, and recent picks, so you can get to your information faster and more easily.

6 Access your notebooks from virtually anywhere.

It's easy to take your notebook everywhere when you can edit and review your notes from the Web² or a smartphone.³ With OneNote 2010, you can access, edit, share, and manage your notes across multiple locations and devices.

Microsoft OneNote Web App. Extend your Office 2010 experience to the Web and enjoy high-quality viewing and editing of your notes. Store your notes online and edit your work through a Web browser when you're away from your office, home, or school.² When editing shared notebooks online, you can even view changes by author and manage page versions.

Stay up to the minute and take immediate action when necessary by using the mobile version of OneNote 2010 specifically suited to your smartphone.³

7 Easily reference pages and sections within a notebook.

With wiki linking, you can easily reference and browse through related content such as note pages, sections, and section groups within a notebook. Create wiki links to new content so everyone using the same notebook is automatically pointed to the right place.

8 Quickly apply styles to your text.

New text styles give you more formatting options to structure and organize your thoughts. Save time by using the same shortcut keys found in Word 2010 for basic styling of text. Or, use the Format Painter, newly available in OneNote, to copy formatting between paragraphs.

9 Accomplish more with an enhanced user experience.

OneNote 2010 simplifies how you access features. The new Microsoft Office Backstage™ view replaces the traditional File menu to let you share, print, and publish your notes with just a few clicks. New to OneNote 2010, the improved Ribbon lets you get to your favorite commands quickly and customize tabs or create your own to personalize the experience to your work style.

10 Transcend communication barriers.

OneNote 2010 helps you work and communicate across different languages.⁴ Hover over a word for instant translation or translate selected text in just a couple of clicks. You can also select separate language settings for ScreenTips, Help content, and displays.