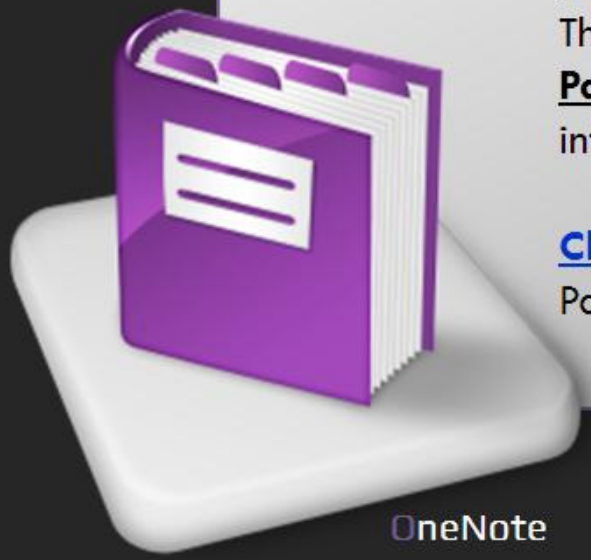
PRODUCTIVITY

For Internal Use Only

In OneNote, there are several organizing tools that you can use to handle your notes. In this tip, we will focus on techniques in arranging the notebook and page tabs. The **Notebook Tab** is the section that holds your notes together. This also displays all your recently opened notebooks. The **Page Tab** is a collection of all your note's pages. It contains information within a folder or section.

Click here to view how to arrange your Notebook and Page Tabs.

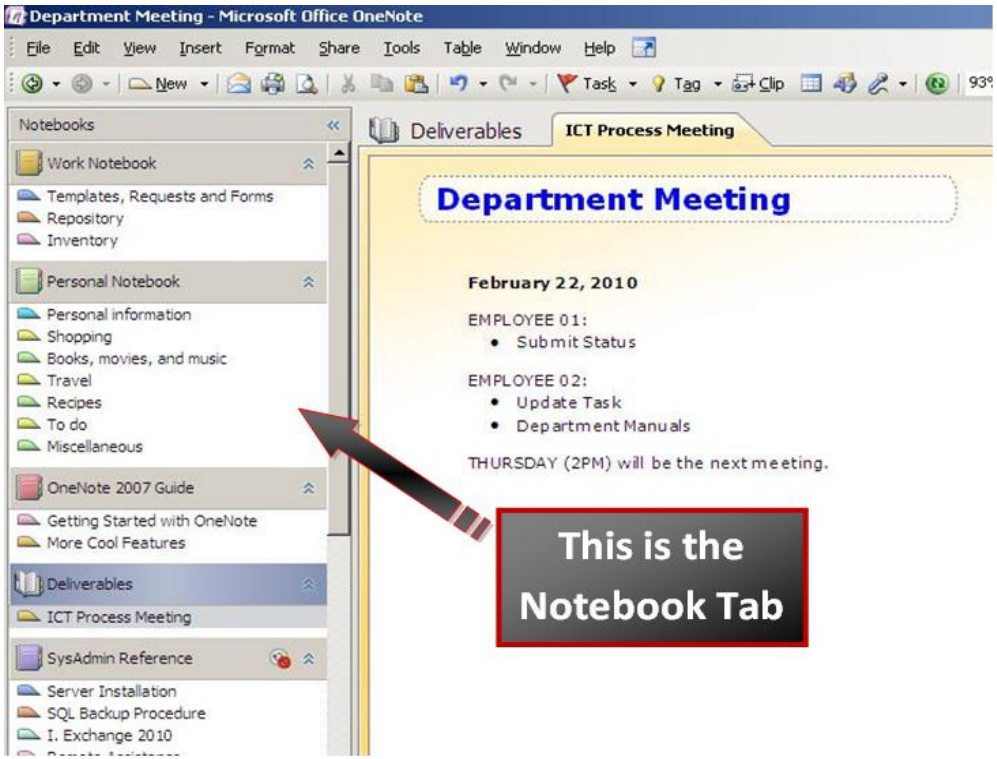


OneNote

Prepared by Information Security and IT Governance Division of ICT.
ProductivI.T.y showcases tips & tricks on various office and branch applications.

Organizing Notebook Tabs

The Notebook Tab is located at the left side portion of the OneNote window.

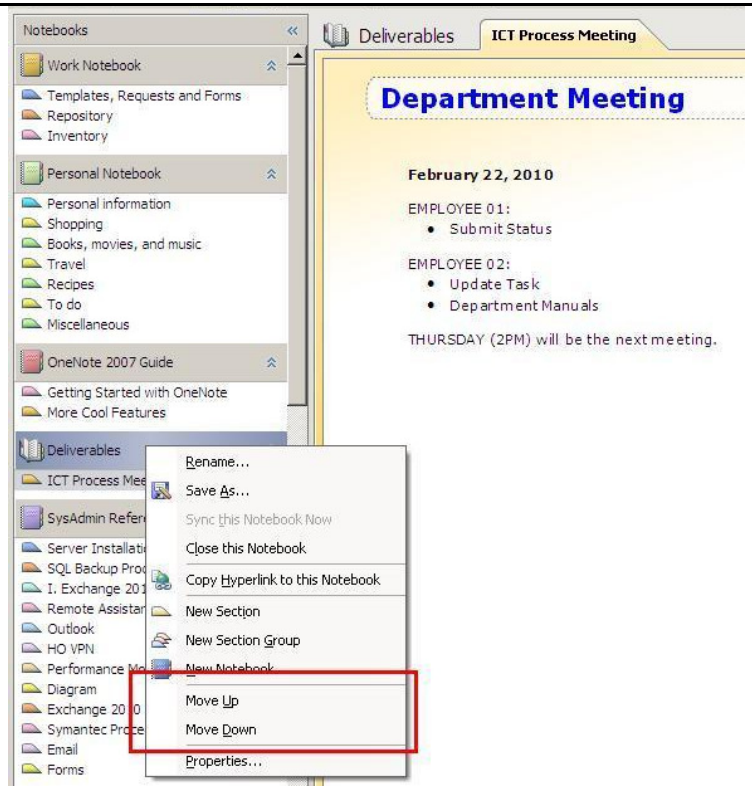


By default, this will display all your active notebooks and the recently opened notebooks.

You can reshuffle the arrangement of the notebooks any way you like.

To arrange the Notebook Tab:

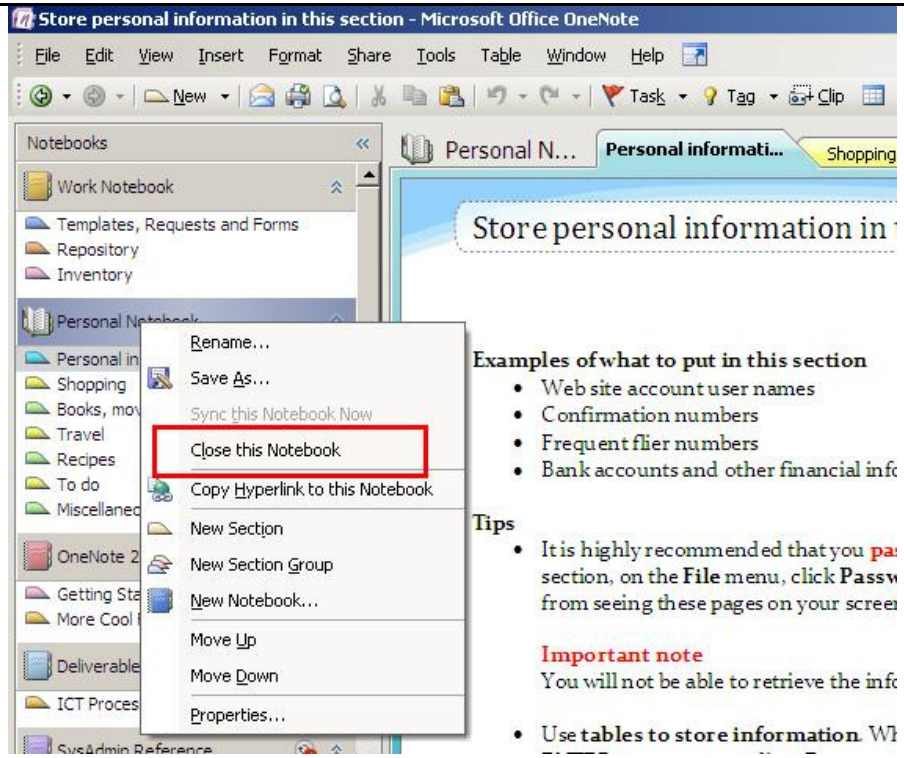
1. Select a notebook and right click the mouse.
2. Choose **MOVE UP** or **MOVE DOWN**.



You can also opt to hide notebooks that are no longer in use.

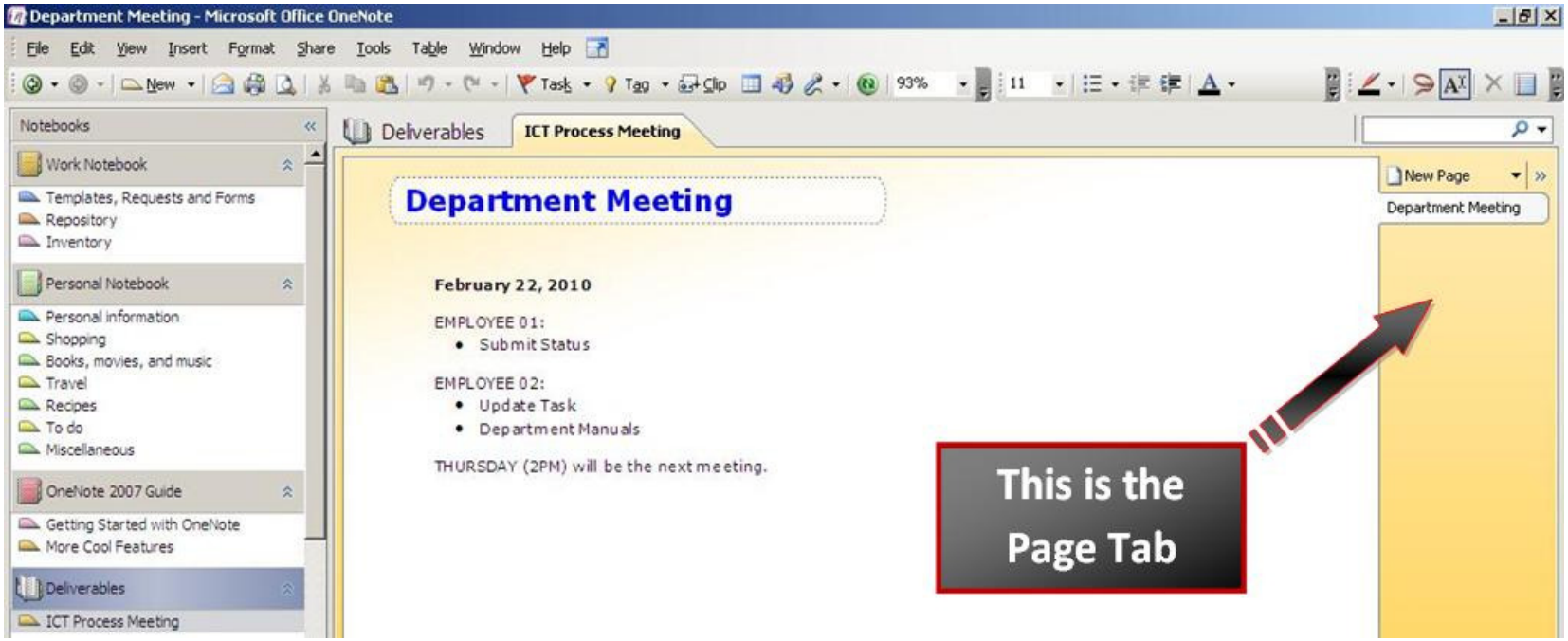
To hide notebooks:

3. Right click on the Notebook Tab.
4. Choose **CLOSE THIS NOTEBOOK**.


Store personal information in this section - Microsoft Office OneNote
File Edit View Insert Format Share Tools Table Window Help
New Task Tag Clip
Notebooks
Work Notebook
Templates, Requests and Forms
Repository
Inventory
Personal Notebook
Personal in
Shopping
Books, mov
Travel
Recipes
To do
Miscellaned
OneNote 2
Getting Sta
More Cool
Deliverable
ICT Proces
SysAdmin Reference
Rename...
Save As...
Sync this Notebook Now
Close this Notebook
Copy Hyperlink to this Notebook
New Section
New Section Group
New Notebook...
Move Up
Move Down
Properties...
Personal N...
Personal informati...
Shopping
Store personal information in
Examples of what to put in this section
Web site account user names
Confirmation numbers
Frequent flier numbers
Bank accounts and other financial inf
Tips
It is highly recommended that you pa
section, on the File menu, click Passw
from seeing these pages on your scree
Important note
You will not be able to retrieve the inf
Use tables to store information. Wh

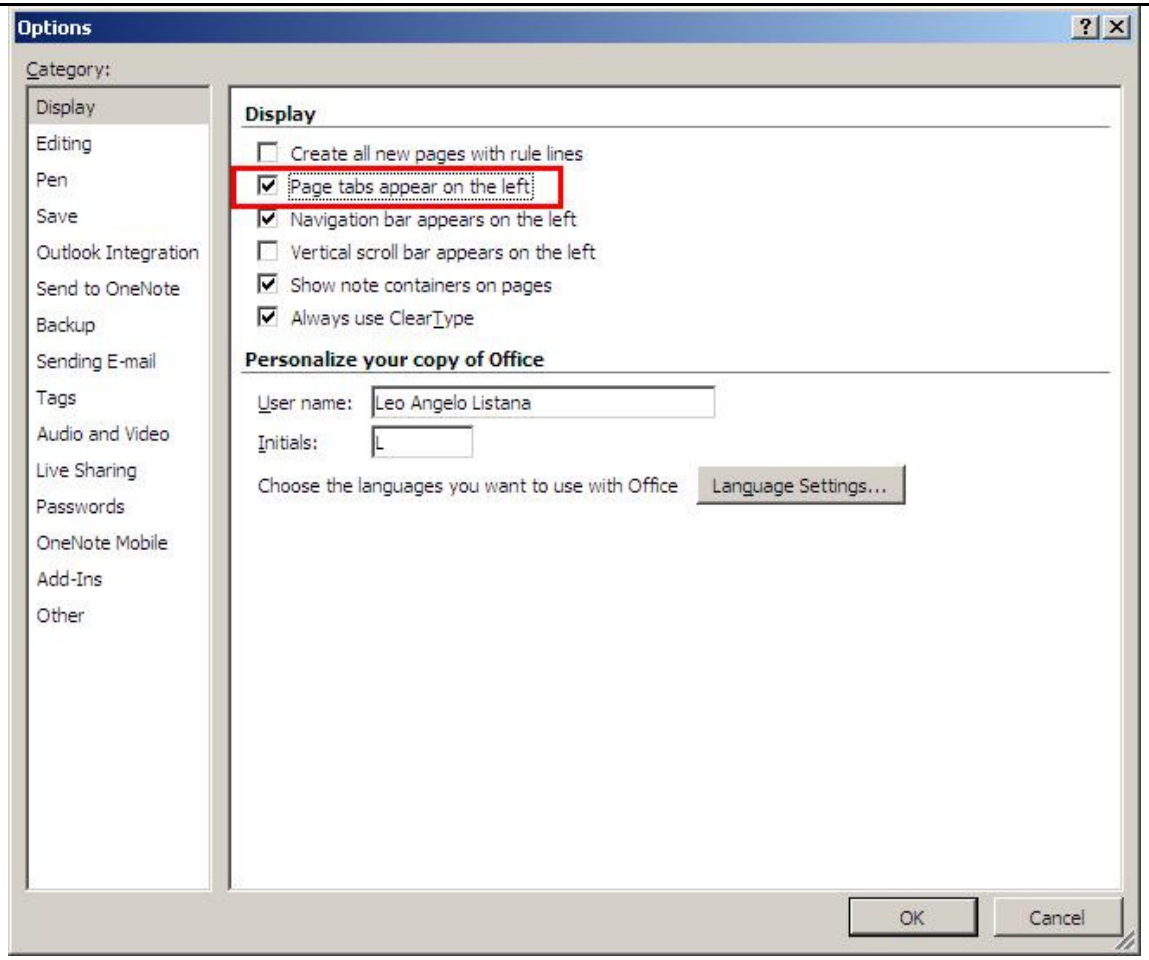
Organizing Page Tabs

By default, Page Tabs appear on the right side portion of your notebook. You can move these to the left if this is your preference.

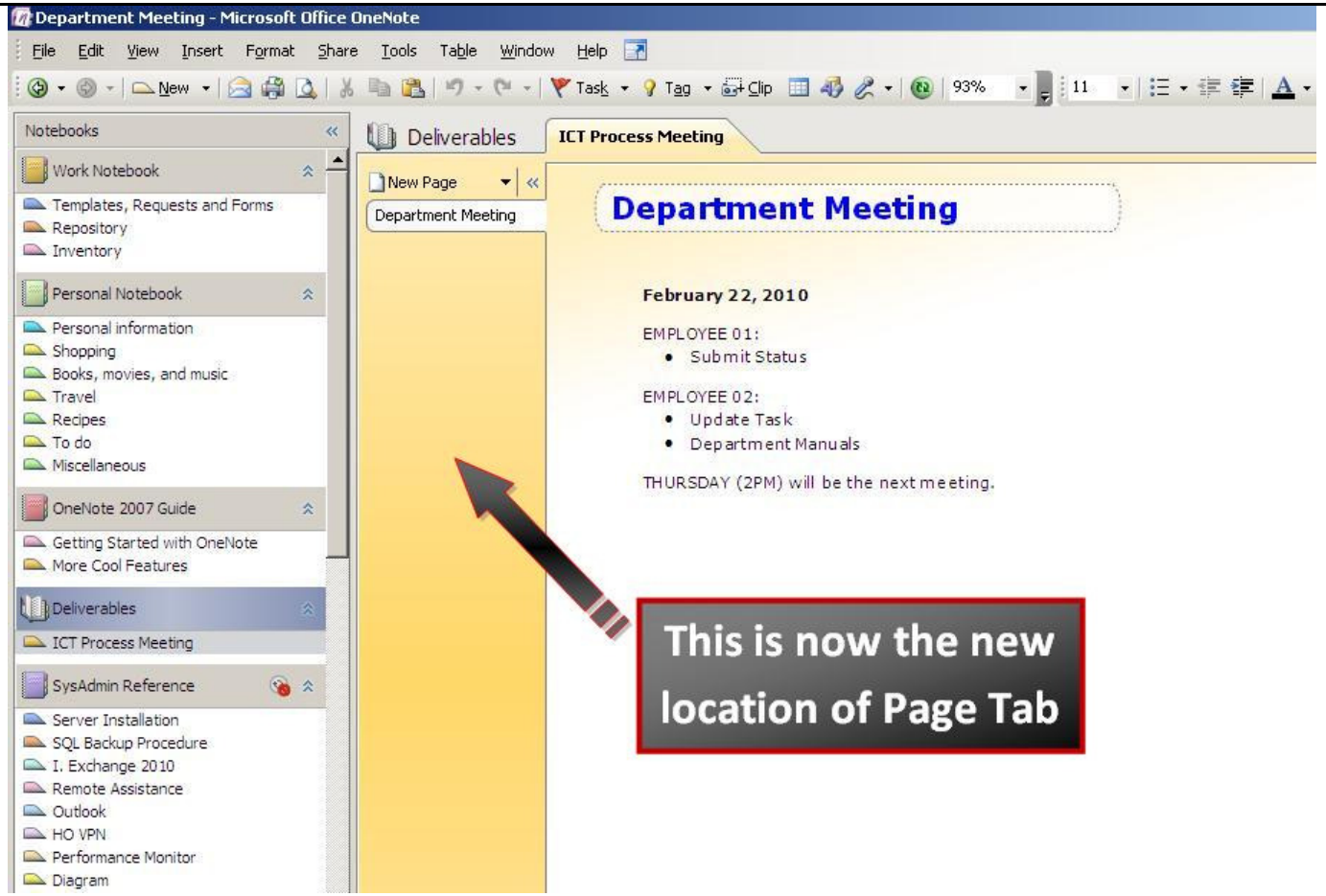


To do this:

1. Go to **Tools Menu**, choose **Options**.
2. In the **Display Options**, select **Page tabs appear on the left**.



1. Then click **Ok**.
2. Your Page Tab will now be located at the left side of the OneNote window.



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